



CALL TO ORDER

A regular meeting of the Administration Committee was called to order by Committee Chair Chad Wanke on Wednesday, September 9, 2020 at 5:02 p.m. in the Administration Building of the Orange County Sanitation District. Chair Wanke stated that the meeting was being held telephonically and via audio/video teleconferencing in accordance with the Governor's Executive Order No. N-29-20, due to the Coronavirus Pandemic (COVID-19). Chair Wanke led the Flag Salute.

ROLL CALL AND DECLARATION OF QUORUM:

The Clerk of the Board took roll and a quorum was declared present, as follows:

PRESENT: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

ABSENT: None

STAFF PRESENT: Jim Herberg, General Manager; Kelly Lore, Clerk of the Board; and Brian Engeln were present in the Board Room. Lorenzo Tyner, Assistant General Manager; Celia Chandler, Director of Human Resources; Kathy Millea, Director of Engineering; Lan Wiborg, Director of Environmental Services; Jennifer Cabral; Tina Knapp; Joshua Martinez; Don Stokes; and Thomas Vu were in attendance telephonically.

OTHERS PRESENT: Brad Hogin, General Counsel was present in the Board Room.

PUBLIC COMMENTS:

None.

REPORTS:

Chair Wanke announced that an OCSD virtual tour will be held September 12 at 11 a.m. and a joint tour of OCSD and OCWD will be held on September 16 at 10 a.m.

General Manager Herberg stated that a letter was received from Yorba Linda Water District in response to a Draft MSR for OCSD during a Public hearing with OC LAFCO on September 9, 2020 was sent to the Board of Directors and will be placed for discussion at the Steering Committee and Board of Directors this month.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES [2020-1213](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held July 8, 2020.

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: None

ABSTENTIONS: None

2. RECORDS MANAGEMENT PROGRAM UPDATE [2020-1076](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO: Recommend to the Board of Directors to:

Adopt Resolution No. OCSD 20-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Adopting the Records Management Program Procedures and Records Retention Schedule, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OCSD 18-22".

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: None

ABSTENTIONS: None

3. HYPER CONVERGED INFRASTRUCTURE IMPLEMENTATION - PHASE 1 [2020-1160](#)

Originator: Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO:

A. Award a Professional Services Agreement to ePlus Technology inc. for the procurement of software, hardware, and services to implement and configure the Hyper Converged Infrastructure, Specification No. CS-2020-1141BD, for a total amount not to exceed \$177,950; and

B. Approve a contingency in the amount of \$17,795 (10%).

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: None

ABSTENTIONS: None

4. INCIDENT RESPONSE PROGRAM

[2020-1207](#)

Originator: Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO:

A. Award a Professional Services Agreement to Tevora Business Solutions to provide Cyber Incident Response Consulting Services, Specification No. CS-2020-1160, for a total amount not to exceed \$112,700; and

B. Approve a contingency in the amount of \$16,905 (15%).

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: None

ABSTENTIONS: None

5. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST

[2020-1204](#)

Originator: Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO: Recommend to the Board of Directors to:

- A. Receive and file Orange County Sanitation District purchases made under the General Manager's authority for the period of April 1, 2020 to June 30, 2020; and
- B. Approve the following additions to the pre-approved OEM Sole Source List for the period of April 1, 2020 to June 30, 2020:
- ALHAMBRA FOUNDRY - Manhole Frames and Covers
 - GARDNER DENVER / HOFFMAN - Blower Equipment, Parts and Service
 - GEA WESTFALIA - Centrifuge Parts and Service (*Replaces OEM Manufacturer WESTFALIA - Name Change*)
 - NUTTAL GEAR - Gear Drive Assembly and Related Parts/Equipment
 - SCRIPPS INSTITUTION OF OCEANOGRAPHY (SIO) - Ocean Monitoring Program
 - SPX Flow / LIGHTNIN - Gear Box Repair Parts, Equipment and Service
 - VAC-CON - Sewer Combo Cleaning Truck Rental

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: None

ABSTENTIONS: None

6. REIMBURSEMENTS TO BOARD MEMBERS AND STAFF [2020-1228](#)

Originator: Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO: Recommend to the Board of Directors to:

Receive and file report of reimbursements to Board Members and Staff per Government Code Section 53065.5 for the period July 1, 2019 through June 30, 2020.

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: None

ABSTENTIONS: None

**7. TREASURER'S REPORT FOR THE FOURTH QUARTER ENDED [2020-975](#)
JUNE 30, 2020**

Originator: Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District Fourth Quarter Treasurer's Report for the period ended June 30, 2020.

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: None

ABSTENTIONS: None

NON-CONSENT:

8. PENSION COST STRATEGIES

[2020-1136](#)

Originator: Lorenzo Tyner

Assistant General Manager Lorenzo Tyner provided an informative PowerPoint presentation regarding OCSD Pension Funding including current investment returns and projected annual OCSD contribution to OCERS. Mr. Tyner provided various pension funding options with an initial \$20M investment. Mr. Tyner responded to questions from the Committee regarding risks, fee structures, and limitations of the 115 trust. Committee members thanked staff, Mr. Tyner, and Chair Wanke for providing the item for consideration.

MOVED, SECONDED, AND DULY CARRIED TO: Recommend to the Board of Directors to:

Direct staff to advertise a Request for Proposals (RFP) to select a multiple-employer Internal Revenue Service Code Section 115 Trust Pension Account.

AYES: Chad Wanke, Richard Murphy, James Ferryman, Peter Kim, Mark Murphy, Steve Nagel, Andrew Nguyen, Glenn Parker, Erik Peterson, Tim Shaw, Christina Shea, David Shawver and John Withers

NOES: None

ABSENT: None

ABSTENTIONS: None

INFORMATION ITEMS:

9. COVID-19 SEWAGE SURVEILLANCE PROJECT UPDATE

[2020-1229](#)

Originator: Lan Wiborg

Director of Environmental Services Lan Wiborg provided an informative PowerPoint presentation regarding Wastewater Surveillance for COVID-19. The Committee

requested that Ms. Wiborg provide notes to use in reporting this information to their agencies.

WITHOUT OBJECTION ITEM RECEIVED AS AN:

Information Item.

DEPARTMENT HEAD REPORTS:

None.

CLOSED SESSION:

None.

OTHER BUSINESS AND COMMUNICATIONS OR SUPPLEMENTAL AGENDA ITEMS, IF ANY:

None.

BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:

None.

ADJOURNMENT:

Chair Wanke declared the meeting adjourned at 6:00 p.m. to the Regular meeting to be held on Wednesday, October 14, 2020 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board