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**CALL TO ORDER**

A regular meeting of the Administration Committee was called to order by Committee Chair Chad Wanke on Wednesday, March 10, 2021 at 5:01 p.m. in the Administration Building of the Orange County Sanitation District. Director Andrew Nguyen led the flag salute. Clerk of the Board Kelly Lore 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). The Clerk of the Board announced the teleconference meeting guidelines.

**ROLL CALL AND DECLARATION OF QUORUM:**

Roll call was taken and a quorum was declared present, as follows:

**PRESENT:** Chad Wanke, Glenn Parker, Brad Avery, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers

**ABSENT:** None

**STAFF PRESENT:** Kelly Lore, Clerk of the Board, and Joshua Martinez were present in the Board Room. Jim Herberg, General Manager; Rob Thompson, Assistant General Manager; Lorenzo Tyner, Assistant General Manager; Celia Chandler, Director of Human Resources; Kathy Millea, Director of Engineering; Lan Wiborg, Director of Environmental Services; Mortimer Caparas; Brian Engeln; John Frattali; Tina Knapp; Wally Ritchie; and Thomas Vu were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel, and Ed Soong, Public Resource Advisory Group, were in attendance telephonically.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

None.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2021-1512](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held February 10, 2021.

**AYES:** Chad Wanke, Glenn Parker, Art Brown, Kim Carr, Mark Chirco, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Rose Espinoza

**ABSTENTIONS:** None

**2. RECORDS MANAGEMENT IMPLEMENTATION - TRUSTED SYSTEM [2021-1401](#)**

**Originator:** Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO:

A. Approve a Professional Consultant Services Agreement with ECS Imaging, Inc. to provide implementation services for a Records Management System, Specification No. CS-2020-1199BD, for an amount not to exceed \$150,949;

B. Approve a contingency of \$ 22,642 (15%); and

C. Approve four (4) optional one-year maintenance renewals of \$14,164 per year.

**AYES:** Chad Wanke, Glenn Parker, Art Brown, Kim Carr, Mark Chirco, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Rose Espinoza

**ABSTENTIONS:** None

**NON-CONSENT:**

*Director Rose Espinoza joined the meeting prior to the vote taken for Item No. 3.*

*Board Chair Shawver appeared to be away during the vote taken for Item No. 3.*

**3. SETTLEMENT OF CLAIMS, COLLECTION OF DELINQUENT ACCOUNTS, AND WORKERS' COMPENSATION ACTIONS [2021-1468](#)**

**Originator:** Lorenzo Tyner

Assistant General Manager Lorenzo Tyner introduced Controller Wally Ritchie who provided a brief introduction to the item and explained the cleanup of language due to organizational and operational changes that have occurred over the last 10 years. Mr.

Tyner and Mr. Ritchie explained the request to change the approval threshold from \$10K to \$25K for claims approval. A request was made to establish an annual detailed report with a summary of claims settled under staff's authority.

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

Adopt Resolution No. OC SAN 21-XX entitled, "A Resolution of the Board of Directors of Orange County Sanitation District Adopting Procedures for Settlement of Claims Made Against the Orange County Sanitation District; Settlement of Claims Made By the Orange County Sanitation District; Collection of Delinquent Accounts Owing to the Orange County Sanitation District; Settlement of Civil or Administrative Enforcement Actions; and Settlement of Workers' Compensation Actions; and repealing Resolution No. OCSD 11-04".

**AYES:** Chad Wanke, Glenn Parker, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery

**ABSTENTIONS:** None

4. **WASTEWATER REFUNDING REVENUE OBLIGATIONS, SERIES 2021A**

[2021-1469](#)

**Originator:** Lorenzo Tyner

Mr. Tyner provided a brief introduction to the item and Mr. Ritchie explained the details of the obligations and the refunding opportunities. Mr. Ed Soong, Public Resource Advisory Group, provided the cost to refund at approximately \$750K.

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

Authorize the General Manager to issue new fixed rate Certificates of Participation, to be referred to as Wastewater Refunding Revenue Obligations, in (1) an amount sufficient to refund \$102,200,000 of Revenue Refunding Certificate Anticipation Notes, Series 2018A maturing on August 15, 2021 and (2) an additional amount sufficient to refund, subject to market conditions, up to \$61,575,000 of Wastewater Refunding Revenue Obligations, Series 2011A.

**AYES:** Chad Wanke, Glenn Parker, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, Anthony Kuo, David Shawver and John Withers

**NOES:** None

**ABSENT:** Brad Avery

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**5. OVERVIEW OF PROPERTY - LIABILITY INSURANCE [2021-1511](#)**

**Originator:** Lorenzo Tyner

Mr. Ritchie provided a PowerPoint presentation which included the coverage, policy limits, and retentions of Excess General Liability, Workers' Compensation, Property Insurance, Earthquake, and Marine Vessel. Our Broker is currently working on our renewal quotations and will provide the information at a future meeting. In response to a question regarding a backup policy for Workers' compensation, Mr. Tyner and Mr. Ritchie stated that there are reserves in place for claims, and additional coverage may be found under other policies.

ITEM RECEIVED AS AN:

Information Item.

*Director Brad Avery joined the meeting at approximately 5:28 p.m. during the presentation of Item No. 5.*

**6. FY 2021-22 ORANGE COUNTY SANITATION DISTRICT BUDGET UPDATE REVENUE OVERVIEW [2021-1501](#)**

**Originator:** Lorenzo Tyner

Mr. Ritchie provided a PowerPoint presentation that explained the four major and largest revenue categories, fees and charges, general user fees, top 10 industrial users, property taxes and interest, other interagency fees, debt proceeds to support the CIP program, Reserve Policy summary, seven reserve criteria, and discretionary reserve criteria.

ITEM RECEIVED AS AN:

Information Item.

**7. OPERATIONS & MAINTENANCE: WASTEWATER 101 [2021-1519](#)**

**Originator:** Rob Thompson

Assistant General Manager Rob Thompson provided a PowerPoint presentation regarding the Water Reclamation Process including: Metering and Diversion structure, Primary and Secondary treatment, effectiveness of water treatment, solids recovery process, dewatering operation, truck loading, central generation engines, and annual operating costs.

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:**

Board Chair Shawver requested a report of energy cost savings costs due to the processes implemented at OC San.

**ADJOURNMENT:**

Chair Wanke declared the meeting adjourned at 6:13 p.m. to the Regular meeting to be held on Wednesday, April 14, 2021 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board