



CALL TO ORDER

A regular meeting of the Administration Committee of the Orange County Sanitation District was called to order by Committee Chair Glenn Parker on Wednesday, December 8, 2021 at 5:00 p.m. in the Administration Building of the Orange County Sanitation District. Chair Parker stated that the meeting was being held telephonically and via Internet accessibility in accordance with new provisions in California Government Code Section 54953 and Resolution No. OC SAN 21-20, due to the continued State of Emergency Order. Chair Parker announced the teleconference meeting guidelines.

ROLL CALL AND DECLARATION OF QUORUM:

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

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

ABSENT: Brad Avery

STAFF PRESENT: Kelly Lore, Clerk of the Board, and Brian Engeln 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; Jennifer Cabral; Mortimer Caparas; Brian Engeln; Brad Hamilton; Tina Knapp; Tom Meregillano; Rob Michaels; Wally Ritchie; Thomas Vu; Brian Waite; Wasantha Weedagama; Eros Yong; and Ruth Zintzun were in attendance telephonically.

OTHERS PRESENT: Brad Hogin, General Counsel, was in attendance telephonically.

PUBLIC COMMENTS:

None.

REPORTS:

Chair Parker announced that the Board of Directors meeting this month will be held on December 15 due to the upcoming Holiday season and that OC San Administrative offices would be closed on December 23, 24 & 31 in observance of the Christmas and New Year's holidays.

General Manager Jim Herberg did not provide a report.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES [2021-2005](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

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

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

NOES: None

ABSENT: Brad Avery

ABSTENTIONS: None

2. ADD RIALTO BIOENERGY FACILITY CONTRACT TO BIOSOLIDS ACCOUNT POOL [2021-1954](#)

Originator: Lan Wiborg

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

Ratify the addition of the Rialto Bioenergy Facility, LLC. biosolids contract to the Biosolids Account Pool effective July 28, 2021.

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

NOES: None

ABSENT: Brad Avery

ABSTENTIONS: None

3. PROFESSIONAL RISK MANAGEMENT CONSULTANT AGREEMENT [2021-2000](#)

Originator: Lorenzo Tyner

MOVED, SECONDED, AND DULY CARRIED TO:

Approve a sole source Professional Consultant Services Agreement with John J. Preston, Specification No. SSJ 2468, to perform professional risk management consulting services for the Orange County Sanitation District, which includes overseeing property and general liability loss control and setting loss control requirements on public bids and contracts, risk transfer, loss prevention, and risk reduction in an amount not to exceed \$150,000 per year, for a term of one year beginning December 1, 2021 through November 30, 2022; with up to two (2) one-year renewal options.

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

NOES: None

ABSENT: Brad Avery

ABSTENTIONS: None

4. **INVEST AND/OR REINVEST ORANGE COUNTY SANITATION DISTRICT'S FUNDS AND ADOPT INVESTMENT POLICY STATEMENT**

[2021-1705](#)

Originator: Lorenzo Tyner

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 the Orange County Sanitation District Authorizing the Orange County Sanitation District's Treasurer to Invest and/or Reinvest the Orange County Sanitation District's Funds, Adopting the Orange County Sanitation District's Investment Policy Statement and Performance Benchmarks, and Repealing Resolution No. OCSD 20-13".

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

NOES: None

ABSENT: Brad Avery

ABSTENTIONS: None

5. **ADOPT ORANGE COUNTY SANITATION DISTRICT'S DEBT POLICY**

[2021-1909](#)

Originator: Lorenzo Tyner

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 the Orange County Sanitation District Adopting the Orange County Sanitation District's Debt Policy and Repealing Resolution No. OCSD 20-12".

AYES: Glenn Parker, Anthony Kuo, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers
NOES: None
ABSENT: Brad Avery
ABSTENTIONS: None

NON-CONSENT:

6. DEFERRED PAYMENT AGREEMENT REQUEST FOR CHARGES AND FEES OWED BY NOR-CAL BEVERAGE CO., INC. INDUSTRIAL WASTEWATER DISCHARGE PERMITTEE [2021-2009](#)

Originator: Lorenzo Tyner

Assistant General Manager Lorenzo Tyner provided a brief update and short PowerPoint presentation regarding the item.

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

Approve a deferred payment agreement with Nor-Cal Beverage Co., Inc. for charges owed for user fees in the amount of \$496,231.50.

AYES: Glenn Parker, Anthony Kuo, Art Brown, Kim Carr, Mark Chirco, Rose Espinoza, Marshall Goodman, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers
NOES: None
ABSENT: Brad Avery
ABSTENTIONS: None

7. WASTEWATER REFUNDING REVENUE OBLIGATIONS, SERIES 2022A [2021-1838](#)

Originator: Lorenzo Tyner

Mr. Tyner provided a brief introduction to the item.

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

- A. Adopt Resolution No. OC SAN 21-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District authorizing the execution and delivery by the District of an Installment Purchase Agreement, a Trust Agreement, and a Continuing Disclosure Agreement in connection with the Orange County Sanitation District Wastewater Refunding Revenue Obligations, Series 2022A, authorizing the execution and delivery of such Revenue Obligations evidencing principal in an aggregate amount of not to exceed \$107,315,000, approving a Notice of Intention to Sell, authorizing the distribution of an Official Notice Inviting Bids and an Official Statement in connection with the offering and sale of such Revenue Obligations and authorizing the execution of necessary documents and related actions"; and
- B. That the Orange County Sanitation District Financing Corporation approve the documents supporting and authorizing the Revenue Obligations in an aggregate amount not to exceed \$107,315,000.

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

NOES: None

ABSENT: Brad Avery

ABSTENTIONS: None

8. NINTEX APPLICATION DEVELOPMENT SERVICES

[2021-1980](#)

Originator: Lorenzo Tyner

Mr. Tyner introduced IT Systems and Operations Manager Rob Michaels who provided a brief overview of the necessity of the item.

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

Approve a Professional Services Agreement to AgreeYa Solutions, Inc. to provide Nintex Application Development Services, Specification No. CS-2021-1243BD, for a total amount not to exceed \$300,000.

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

NOES: None

ABSENT: Brad Avery

ABSTENTIONS: None

INFORMATION ITEMS:

9. ORANGE COUNTY SANITATION DISTRICT 2021 ASSET MANAGEMENT PLAN [2021-1994](#)

Originator: Kathy Millea

Engineering Supervisor Brian Waite provided a PowerPoint presentation recapping the 2021 Asset Management Plan.

ITEM RECEIVED AS AN:

Information Item.

10. PURCHASING, CONTRACTS, AND MATERIALS MANAGEMENT DEPARTMENT OVERVIEW [2021-1428](#)

Originator: Lorenzo Tyner

Purchasing and Contracts Manager Ruth Zintzun provided a PowerPoint presentation which provided an overview of the Purchasing, Contracts, and Materials Management department.

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 Parker declared the meeting adjourned at 5:39 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, February 9, 2022 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board