



CALL TO ORDER

A regular meeting of the Administration Committee was called to order by Committee Chair Glenn Parker on Wednesday, September 8, 2021 at 5:02 p.m. in the Administration Building of the Orange County Sanitation District. Chair Parker 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 Parker led the flag salute and 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, Andrew Nguyen, David Shawver, Chad Wanke, John Withers and Glenn Grandis (Alternate)

ABSENT: Brad Avery and Mark Chirco

STAFF PRESENT: Kelly Lore, Clerk of the Board, and Brian Engeln were present in the Board Room. Jim Herberg, General Manager; Lorenzo Tyner, Assistant General Manager; Kathy Millea, Director of Engineering; Lan Wiborg, Director of Environmental Services; Tina Knapp; Laura Maravilla; Tom Meregillano; Wally Ritchie; and Thomas Vu were in attendance telephonically.

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

PUBLIC COMMENTS:

None.

REPORTS:

Chair Parker did not provide a report.

General Manager Jim Herberg introduced Assistant General Manager Lorenzo Tyner who provided an update as to the status of the recent Request For Proposals for a Section 115 Trust vendor. Mr. Tyner stated that he anticipates providing a recommendation for one or more vendors for the Board of Directors' approval in the near future.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2021-1825](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held July 14, 2021.

AYES: Glenn Parker, Anthony Kuo, Kim Carr, Marshall Goodman, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Brad Avery, Art Brown, Mark Chirco and Rose Espinoza

ABSTENTIONS: Glenn Grandis (Alternate)

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

[2021-1805](#)

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, 2021 to June 30, 2021; and

B. Approve the following additions to the pre-approved OEM Sole Source List for the period of April 1, 2021 to June 30, 2021:

- CBS Arcsafe - Remote Switch Actuators
- MILTON ROY - Pumps and Equipment
- MONTEREY BAY AQUARIUM RESEARCH INSTITUTE (MBARI) - Ocean Mooring Support
- RDI TECHNOLOGIES, INC. - Iris M and Iris MX Systems
- SEAL ANALYTICAL, INC - DEENA Automated Digestion System, Parts, and Software

AYES: Glenn Parker, Anthony Kuo, Kim Carr, Marshall Goodman, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Brad Avery, Art Brown, Mark Chirco and Rose Espinoza

ABSTENTIONS: Glenn Grandis (Alternate)

3. REIMBURSEMENTS TO BOARD MEMBERS AND STAFF

2021-1810

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, 2020 through June 30, 2021.

AYES: Glenn Parker, Anthony Kuo, Kim Carr, Marshall Goodman, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Brad Avery, Art Brown, Mark Chirco and Rose Espinoza

ABSTENTIONS: Glenn Grandis (Alternate)

NON-CONSENT:

None.

INFORMATION ITEMS:

4. ORANGE COUNTY SANITATION DISTRICT REGULATORY COMPLIANCE UPDATE

2021-1834

Originator: Lan Wiborg

Environmental Supervisor Tom Meregillano provided a PowerPoint presentation regarding the environmental services department including: environmental compliance and reporting governance, the compliance area, NPDES permit discharge monitoring reporting, water quality monitoring, solids monitoring, air quality compliance reporting and monitoring, sanitary sewer overflow reporting and storm water construction, future concerns and collaborations, noncompliance risk and liabilities, and an introduction to the team.

ITEM RECEIVED AS AN:

Information item.

DEPARTMENT HEAD REPORTS:

None.

Director Rose Espinoza arrived at the meeting at approximately 5:20 p.m.

CLOSED SESSION:

CONVENED IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.

The Committee convened in closed session at 5:24 p.m. Confidential minutes of the Closed Session have been prepared in accordance with the above Government Code Section and are maintained by the Clerk of the Board in the Official Book of Confidential Minutes of Board and Committee Closed Session meetings.

**CS-1 THREAT TO PUBLIC SERVICES OR FACILITIES (GOVERNMENT
CODE SECTION 54957)**

[2021-1776](#)

CONVENED IN CLOSED SESSION:

Consultation with the Information Technology Systems & Operations Manager regarding cyber security.

RECONVENE IN REGULAR SESSION.

The Committee reconvened in regular session at 5:39 p.m.

**CONSIDERATION OF ACTION, IF ANY, ON MATTERS CONSIDERED IN CLOSED
SESSION:**

General Counsel Brad Hogin did not provide a report.

Director Art Brown arrived at the meeting at approximately 5:39 p.m.

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

None.

BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:

Director Shawver requested an item be brought to the LaPA Committee regarding the feasibility of local agencies receiving credit for liquid waste being brought to OC San for processing.

ADJOURNMENT:

Chair Parker declared the meeting adjourned at 5:43 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, October 13, 2021 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board