



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, October 12, 2022 at 5:01 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. Chair Parker led the flag salute.

ROLL CALL AND DECLARATION OF QUORUM:

The Clerk of the Board declared a quorum present as follows:

PRESENT: Glenn Parker, Anthony Kuo, Brad Avery, Art Brown, Rose Espinoza, Ryan Gallagher, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

ABSENT: Kim Carr

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; Riaz Moinuddin, Director of Operations and Maintenance; Lan Wiborg, Director of Environmental Services; Jennifer Cabral; Tanya Chong; John Frattali; Tina Knapp; Laura Maravilla; Rob Michaels; Wally Ritchie; Loc Trang; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

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

PUBLIC COMMENTS:

None.

REPORTS:

Chair Parker did not provide a report.

General Manager Jim Herberg announced that the State of OC San would be held virtually on November 15, 2022 at 9:00 a.m.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2022-2554](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Administration Committee held September 14, 2022.

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Art Brown, Ryan Gallagher, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Kim Carr and Rose Espinoza

ABSTENTIONS: None

Director Rose Espinoza arrived at the meeting at approximately 5:08 p.m.

NON-CONSENT:

**2. PLANT NO. 1 AND PLANT NO. 2 DATA CENTER NETWORK
EQUIPMENT REPLACEMENT**

[2022-2552](#)

Originator: Lorenzo Tyner

IT Manager Rob Michaels provided a brief introduction to the item and stated that the sales tax added to the professional services should be removed in the recommendation.

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

- A. Approve a Purchase Order Contract to ePlus Technology, Inc. for the Purchase of IT Hardware (Plant No. 1 and Plant No. 2 Data Center Network Equipment Replacement), Specification No. E-2022-1340BD, for a total amount not to exceed \$643,261.90, plus applicable sales tax;
- B. Approve a Purchase Order to ePlus Technology, Inc. using the U.S. General Services Administration's (GSA) Schedule 84 Contract Number GS-35F-303DA for the purchase of professional services to implement and configure the Plant No. 1 and Plant No. 2 Data Center Network, for a total amount not to exceed \$90,433.60, in accordance with Ordinance No. OC SAN-56, Section 2.03(B) Cooperative Purchases; and
- C. Approve a contingency in the amount of \$73,369.55 (10%) for both the Purchase Order Contract and Purchase Order.

AYES: Glenn Parker, Anthony Kuo, Brad Avery, Art Brown, Rose Espinoza, Ryan Gallagher, Patrick Harper, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

NOES: None

ABSENT: Kim Carr

ABSTENTIONS: None

INFORMATION ITEMS:

3. FINANCIAL MANAGEMENT DIVISION

[2022-2555](#)

Originator: Lorenzo Tyner

Controller Wally Ritchie provided a PowerPoint presentation regarding the Financial Management division which included an overview of the following: the budget plan, revenue and accounts receivable, accounts payable, payroll, project controls, capital assets, treasury, financial reporting, insurance, and property management.

ITEM RECEIVED AS AN:

Information Item.

4. HUMAN RESOURCES: RISK MANAGEMENT

[2022-2557](#)

Originator: Celia Chandler

Director of Human Resources Celia Chandler introduced Safety and Health Supervisor John Frattali who presented a PowerPoint presentation regarding Risk Management's core business functions including safety and health, emergency management, and physical security; and also provided a list of safety awards and recognition received in the last year.

ITEM RECEIVED AS AN:

Information Item.

5. HEADQUARTERS COMPLEX AT PLANT NO. 1, PROJECT NO. P1-128A - QUARTERLY UPDATE

[2022-2558](#)

Originator: Kathy Millea

Director of Engineering Kathy Millea provided a PowerPoint presentation regarding the Headquarters Complex Project at Plant No. 1 which included an overview of the site plan, the building layout, an update of the progress made, as well as a look into the mass timber diagrid, a breakdown of those involved, a brief overview of the project timber and steel, upcoming activities, and the project status which included an overview of the budget and schedule. Lastly, Ms. Millea provided a quick tutorial on how to access the live camera footage and a slide on the "topping off beam" which is available to be signed by Directors and staff before installation.

ITEM RECEIVED AS AN:

Information Item.

DEPARTMENT HEAD REPORTS:

None.

CLOSED SESSION:

None.

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

None.

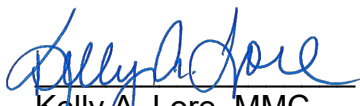
BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:

None.

ADJOURNMENT:

Chair Parker declared the meeting adjourned at 5:41 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, November 9, 2022 at 5:00 p.m.

Submitted by:


Kelly A. Lore, MMC
Clerk of the Board