

# MINUTES OF THE REGULAR MEETING OF THE ADMINISTRATION COMMITTEE

**Orange County Sanitation District  
Wednesday, September 9, 2009, at 5:00 P.M.**

A meeting of the Administration Committee of the Orange County Sanitation District was held on September 9, 2009, at 5:00 p.m., in the Sanitation District's Administrative Office.

Following the Pledge of Allegiance, a quorum was declared present, as follows:

## **ADMINISTRATION COMMITTEE**

### **MEMBERS:**

### **DIRECTORS PRESENT:**

Mark Waldman, Chair  
Phil Luebben, Vice Chair  
John Anderson  
Keith Bohr  
Jon Dumitru  
Jim Ferryman  
Chris Norby  
Brad Reese  
Christina Shea  
John Withers  
Doug Davert, Board Chair  
Larry Crandall, Board Vice Chair

### **DIRECTORS ABSENT:**

Sal Tinajero

### **STAFF PRESENT:**

Jim Ruth, General Manager  
Bob Ghirelli, Assistant General Manager  
Lorenzo Tyner, Director of Finance and  
Administrative Services  
Lilia Kovac, Committee Secretary  
Jeff Reed, Human Resources Manager  
Mike White, Controller  
Marty England  
Norbert Gaia  
Rich Spencer

### **OTHERS PRESENT:**

Derek Fan  
Brad Hogin  
John Miller  
Ed Soong

## **PUBLIC COMMENTS**

There were no public comments.

## **REPORT OF THE COMMITTEE CHAIR**

Chair Waldman did not give a report.

## **REPORT OF THE GENERAL MANAGER**

General Manager, Jim Ruth, did not give a report.

### **REPORT OF DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES**

Lorenzo Tyner, Director of Finance and Administrative Services, introduced the investment team from PIMCO, who briefly reviewed the current economic status and its impact on the Sanitation District's investments. It was reported that the investment objectives were achieved and outperformed the investment policy's benchmarks.

### **REPORT OF GENERAL COUNSEL**

Brad Hogin, General Counsel, did not give a report.

### **CONSENT CALENDAR ITEMS**

1. **MOVED, SECONDED, AND DULY CARRIED:** Approve minutes of the June 10, 2009, meeting of the Administration Committee.

### **ACTION ITEMS**

2. **MOVED, SECONDED, AND DULY CARRIED:** Recommend to the Board of Directors to authorize the General Manager to issue Refunding Certificates of Participation, Series 2009B, in one-year fixed-rate certificate anticipation notes in an amount not to exceed \$181 million to replace the \$176 million Refunding Certificates of Participation, Series 2008C certificate anticipation notes maturing in December 2009.

### **INFORMATIONAL ITEMS (3)**

3. Human Resources Strategic Plan

Human Resources Manager, Jeff Reed, provided an overview of the Human Resources Strategic Plan. Mr. Reed reviewed the three-year plan, which includes the following objectives: Staffing Procedures, On-Boarding, Succession Management, Performance Management, Technology Enhancement, and Employee Outreach.

### **CLOSED SESSION**

There was no closed session.

### **OTHER BUSINESS, COMMUNICATIONS OR SUPPLEMENTAL AGENDA ITEMS, IF ANY**

There were none.

**ADJOURNMENT AND FUTURE MEETING DATES**

The Chair declared the meeting adjourned at 6:20 p.m. The next regular Administration Committee meeting is scheduled for October 14, 2009, at 5:00 p.m.

Submitted by:

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Lilia Kovac  
Committee Secretary