

# MINUTES OF THE REGULAR MEETING OF THE ADMINISTRATION COMMITTEE

**Orange County Sanitation District  
Wednesday, October 14, 2009, at 5:00 P.M.**

A meeting of the Administration Committee of the Orange County Sanitation District was held on October 14, 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  
Janet Nguyen  
Brad Reese  
Christina Shea  
Sal Tinajero  
John Withers  
Doug Davert, Board Chair  
Larry Crandall, Board Vice Chair

### **DIRECTORS ABSENT:**

Jim Ferryman

### **STAFF PRESENT:**

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

### **OTHERS PRESENT:**

Brian Gruber  
Rich Kikuchi

## **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, did not give a report.

### **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 September 9, 2009, meeting of the Administration Committee.

Director Nguyen abstained.

### **ACTION ITEMS**

2. **MOVED, SECONDED, AND DULY CARRIED:** Recommend to the Board of Directors to:
  - a) Authorize the General Manager to enroll the Orange County Sanitation District in the Proposition 1A Securitization Program, managed by the California Statewide Communities Development Authority, for the immediate collection of the 8 Percent State Budget Reduction of Local Property Tax Revenues estimated to be \$5 million, in a form approved by General Counsel; and,
  - b) Adopt Resolution No. OCSD No. 09-XX, Approving the Form of and Authorizing the Execution and Delivery of a Purchase and Sale Agreement and related documents with respect to the sale of the Seller's Proposition 1A Receivable from the State; and, Directing and Authorizing certain actions in connection therewith.
3. **MOVED, SECONDED, AND DULY CARRIED:** Recommend to the Board of Directors to:
  - a) Adopt Resolution No. OCSD 09-XX, 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 execution and delivery of Orange County Sanitation District Revenue Refunding Certificate Anticipation Notes, Series 2009B, such Notes Evidencing Principal in an Aggregate Amount of Not to Exceed \$181,000,000, Approving an Official Statement in Connection with the Offering and Sale of such Notes and Authorizing the Execution of Other Necessary Documents and Related Actions; and,
  - b) That the Orange County Sanitation District Financing Corporation approve the documents supporting and authorizing the Revenue Refunding Certificate Anticipation Notes, Series 2009B in an amount not to exceed \$181,000,000.

**INFORMATIONAL ITEMS (3)**

4. Safety and Health Strategic Plan

Human Resources Manager Jeff Reed, briefly reviewed the Safety & Health Strategic plan, its implementation, and success recorded to date.

5. Internal Audit Reports – Review of Accounting Policies and Procedures, and Chemical Purchases

Rich Kikuchi and Brian Gruber of Lance, Soll and Lunghard, LLP, presented a verbal report of audit results, findings, and recommendations of accounting policies and procedures and chemical purchases.

**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 5:45 p.m. The next regular Administration Committee meeting is scheduled for November 4, 2009, at 6:00 p.m.

Submitted by:

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Lilia Kovac  
Committee Secretary