



**Orange County Sanitation District
ADMINISTRATION COMMITTEE
Regular Meeting Agenda
Wednesday, February 19, 2020 - 5:00 PM
Board Room
Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433**

ACCOMMODATIONS FOR THE DISABLED: Meeting Rooms are wheelchair accessible. If you require any special disability related accommodations, please contact the Orange County Sanitation District Clerk of the Board's office at (714) 593-7433 at least 72 hours prior to the scheduled meeting. Requests must specify the nature of the disability and the type of accommodation requested.

AGENDA POSTING: In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted outside the main gate of the Sanitation District's Administration Building located at 10844 Ellis Avenue, Fountain Valley, California, and on the Sanitation District's website at www.ocsd.com not less than 72 hours prior to the meeting date and time above. All public records relating to each agenda item, including any public records distributed less than 72 hours prior to the meeting to all, or a majority of the Board of Directors, are available for public inspection in the office of the Clerk of the Board.

AGENDA DESCRIPTION: The agenda provides a brief general description of each item of business to be considered or discussed. The recommended action does not indicate what action will be taken. The Board of Directors may take any action which is deemed appropriate.

MEETING AUDIO: An audio recording of this meeting is available within 24 hours after adjournment of the meeting. Please contact the Clerk of the Board's office at (714) 593-7433 to request the audio file.

NOTICE TO DIRECTORS: To place items on the agenda for a Committee or Board Meeting, the item must be submitted in writing to the Clerk of the Board: Kelly A. Lore, MMC, (714) 593-7433 / klore@ocsd.com at least 14 days before the meeting.

FOR ANY QUESTIONS ON THE AGENDA, BOARD MEMBERS MAY CONTACT STAFF AT:

General Manager: Jim Herberg, jherberg@ocsd.com / (714) 593-7300
Asst. General Manager: Lorenzo Tyner, ltyner@ocsd.com / (714) 593-7550
Asst. General Manager: Rob Thompson, rthompson@ocsd.com / (714) 593-7310
Director of Human Resources: Celia Chandler, cchandler@ocsd.com / (714) 593-7202
Director of Engineering: Kathy Millea, kmillea@ocsd.com / (714) 593-7365
Director of Environmental Services: Lan Wiborg, lwiborg@ocsd.com / (714) 593-7450

CALL TO ORDER**PLEDGE OF ALLEGIANCE****DECLARATION OF QUORUM:****PUBLIC COMMENTS:**

If you wish to address the Committee on any item, please complete a Speaker's Form (located at the table outside of the Board Room) and submit it to the Clerk of the Board or notify the Clerk of the Board the item number on which you wish to speak. Speakers will be recognized by the Chairperson and are requested to limit comments to three minutes.

REPORTS:

The Committee Chairperson and the General Manager may present verbal reports on miscellaneous matters of general interest to the Directors. These reports are for information only and require no action by the Directors.

CONSENT CALENDAR:

Consent Calendar Items are considered to be routine and will be enacted, by the Board of Directors, after one motion, without discussion. Any items withdrawn from the Consent Calendar for separate discussion will be considered in the regular order of business.

1. APPROVAL OF MINUTES**[2020-885](#)****RECOMMENDATION:**

Approve Minutes of the Regular Meeting of the Administration Committee held December 11, 2019.

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[12-11-2019 Administration Committee Minutes](#)

2. AWARD CONTRACT FOR MARINE VESSEL NERISSA ENGINE REBUILD**[2020-883](#)****RECOMMENDATION:**

Approve a purchase order contract to Quinn Company to perform a rebuild on *M/V Nerissa's* Caterpillar diesel engines at a cost not to exceed \$130,000.

Originator: Lan Wiborg

Attachments: [Agenda Report](#)

3. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST [2020-903](#)

RECOMMENDATION: 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 October 1, 2019 to December 31, 2019; and
- B. Approve the following additions to the pre-approved OEM Sole Source List for the period of October 1, 2019 to December 31, 2019:
- ALFA LAVAL - Parts and Repairs for Centrifuge Rotating Assembly
 - CHEVRON - Chevron 5200 HDAX Low Ash 40 Lubricating Oil
 - EMERSON/CALTROL - Fisher Valve Training for Instrumentation Technicians
 - FLEXIM - Flow Meters
 - INTERSCAN/GAS DETECTION - 2 Point H2S Monitoring Systems
 - PATTERSON - Pumps and Parts
 - SOLAR TURBINES - Generator Parts and Repairs
 - TRANE COMPANY - Equipment, Parts, Maintenance, Repairs, and Training
 - TRIDENT - Actuator Parts and Repairs
 - TURVAC - Alignment Certification Training

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)

4. MID-YEAR CONSOLIDATED FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2019 [2019-801](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District Mid-Year Financial Report for the period ended December 31, 2019.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Mid-Year Consolidated Financial Report for the period ended December 31, 2019](#)

NON-CONSENT:

5. **CONSIDERATION OF BUDGET ASSUMPTIONS AND BUDGET CALENDAR FOR PREPARATION OF THE FISCAL YEARS 2020-21 AND 2021-22 BUDGET** [2020-891](#)

RECOMMENDATION:

Approve the FY 2020-21 budget assumptions and direct staff to incorporate these parameters in preparing the FY 2020-21 and 2021-22 budget.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[FY 2020-21 Preliminary Budget Assumptions](#)
[Budget Calendar 2020-21](#)

INFORMATION ITEMS:

6. **INVESTMENT PERFORMANCE RESULTS** [2019-679](#)

RECOMMENDATION:

Information Item.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)

DEPARTMENT HEAD REPORTS:**OTHER BUSINESS AND COMMUNICATIONS OR SUPPLEMENTAL AGENDA ITEMS, IF ANY:****BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:**

At this time Committee members may request staff to place an item on a future agenda.

ADJOURNMENT:

The next Administration Committee meeting is scheduled for Wednesday, March 11, 2020 at 5:00 p.m.