



## **ORANGE COUNTY SANITATION DISTRICT SPECIAL NOTICE REGARDING CORONAVIRUS (COVID-19) AND ATTENDANCE AT PUBLIC MEETINGS**

Governor Newsom signed Assembly Bill (AB) 361 on September 16, 2021, which, in part, addresses the conduct of public meetings in light of the continued State of Emergency order.

Effective October 1, 2021, AB 361 suspends the requirements located in California Government Code, Section 54953, Subdivision (b), Paragraph (3) specifically pertaining to the conduct of public meetings. As such, the Orange County Sanitation District (OC San) Board of Directors has determined that due to the size of OC San's Board of Directors (25), and the health and safety of the members, the Board of Directors will be participating in meetings of the Board telephonically and via Internet accessibility.

### **PUBLIC PARTICIPATION**

Your participation is always welcome. OC San offers several ways in which to interact during meetings. You will find information as to these opportunities below.

#### **ONLINE MEETING PARTICIPATION**

You may join the meeting live via Teams on your computer or similar device or web browser by using the link below:

[Click here to join the meeting](#)

We suggest testing joining a Teams meeting on your device prior to the commencement of the meeting. For recommendations, general guidance on using Teams, and instructions on joining a Teams meeting, [please click here](#).

Please mute yourself upon entry to the meeting. Please raise your hand if you wish to speak during the public comment section of the meeting. The Clerk of the Board will call upon you by using the name you joined with.

Meeting attendees are not provided the ability to make a presentation during the meeting. Please contact the Clerk of the Board at least 48 hours prior to the meeting if you wish to present any items. Additionally, camera feeds may be controlled by the meeting moderator to avoid inappropriate content.

## **HOW TO PARTICIPATE IN THE MEETING BY TELEPHONE**

To join the meeting from your phone: Dial (213) 279-1455  
When prompted, enter the Phone Conference ID: 731 390 350#

All meeting participants may be muted during the meeting to alleviate background noise. If you are muted, please use \*6 to unmute. You may also mute yourself on your device.

Please raise your hand to speak by using \*5 during the public comment section of the meeting. The Clerk of the Board will call upon you by using the last 4 digits of your phone number as identification.

**NOTE: All attendees will be disconnected from the meeting at the beginning of Closed Session. If you would like to return to the Open Session portion of the meeting, please login or dial-in to the Teams meeting again and wait in the Lobby for admittance.**

## **VIEW THE MEETING ONLINE ONLY**

The meeting will be available for online viewing only at:

<https://ocsd.legistar.com/Calendar.aspx>

## **HOW TO SUBMIT A COMMENT**

You may provide verbal comment in real time during the meeting. In order to provide a verbal comment, please raise your hand as described above or alert the Clerk of the Board before or during the public comment period.

You may also submit your comments and questions in writing for consideration in advance of the meeting by using the eComment feature available online at: <https://ocsd.legistar.com/Calendar.aspx> or sending them to [OCSanClerk@ocsan.gov](mailto:OCSanClerk@ocsan.gov) with the subject line "PUBLIC COMMENT ITEM # (insert the item number relevant to your comment)" or "PUBLIC COMMENT NON-AGENDA ITEM".

You may also submit comments and questions for consideration during the meeting by using the eComment feature available online at: <https://ocsd.legistar.com/Calendar.aspx>. The eComment feature will be available for the duration of the meeting.

All written public comments will be provided to the legislative body and may be read into the record or compiled as part of the record.

## **TECHNICAL SUPPORT PRIOR TO AND DURING MEETINGS**

For technical assistance before and during the meeting, please call 714-593-7431. For any other questions and/or concerns, please contact the Clerk of the Board's office at 714-593-7433. Thank you, in advance, for your patience in working with these technologies. We appreciate your interest in OC San!

December 7, 2022

## **NOTICE OF REGULAR MEETING**

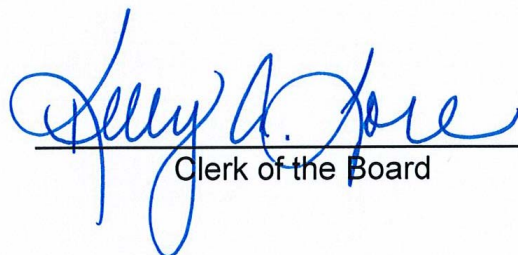
### **ADMINISTRATION COMMITTEE ORANGE COUNTY SANITATION DISTRICT**

**Wednesday, December 14, 2022 – 5:00 P.M.**

#### **ACCESSIBILITY FOR THE GENERAL PUBLIC**

**Your participation is always welcome. Specific information as to how to participate in this meeting is detailed in the Special Notice attached to this agenda. In general, OC San offers several ways in which to interact during meetings: you may join the meeting live via Teams on your computer or similar device or web browser, join the meeting live via telephone, view the meeting online, and/or submit comments for consideration before or during the meeting.**

The Regular Meeting of the Administration Committee of the Orange County Sanitation District will be held at the above location and in the manner indicated on Wednesday, December 14, 2022 at 5:00 p.m.

  
\_\_\_\_\_  
Clerk of the Board

*Serving:*

Anaheim

Brea

Buena Park

Cypress

Fountain Valley

Fullerton

Garden Grove

Huntington Beach

Irvine

La Habra

La Palma

Los Alamitos

Newport Beach

Orange

Placentia

Santa Ana

Seal Beach

Stanton

Tustin

Villa Park

County of Orange

Costa Mesa  
Sanitary District

Midway City  
Sanitary District

Irvine Ranch  
Water District

Yorba Linda  
Water District



**ADMINISTRATION COMMITTEE**  
**Regular Meeting Agenda**  
**Wednesday, December 14, 2022 - 5:00 PM**  
**Board Room**  
**Administration Building**  
**10844 Ellis Avenue**  
**Fountain Valley, CA 92708**  
**(714) 593-7433**

**ACCOMMODATIONS FOR THE DISABLED:** If you require any special disability related accommodations, please contact the Orange County Sanitation District (OC San) 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 OC San's Administration Building located at 10844 Ellis Avenue, Fountain Valley, California, and on the OC San's website at [www.ocsan.gov](http://www.ocsan.gov) 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 at <https://ocsd.legistar.com/Calendar.aspx> or by contacting the Clerk of the Board at (714) 593-7433.

**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@ocsan.gov](mailto:klore@ocsan.gov) at least 14 days before the meeting.

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

General Manager: Jim Herberg, [jherberg@ocsan.gov](mailto:jherberg@ocsan.gov) / (714) 593-7300  
Asst. General Manager: Lorenzo Tyner, [ltyners@ocsan.gov](mailto:ltyners@ocsan.gov) / (714) 593-7550  
Asst. General Manager: Rob Thompson, [rthompson@ocsan.gov](mailto:rthompson@ocsan.gov) / (714) 593-7310  
Director of Human Resources: Celia Chandler, [cchandler@ocsan.gov](mailto:cchandler@ocsan.gov) / (714) 593-7202  
Director of Engineering: Kathy Millea, [kmillea@ocsan.gov](mailto:kmillea@ocsan.gov) / (714) 593-7365  
Director of Environmental Services: Lan Wiborg, [lwiborg@ocsan.gov](mailto:lwiborg@ocsan.gov) / (714) 593-7450  
Director of Operations & Maintenance: Riaz Moinuddin, [rmoinuddin@ocsan.gov](mailto:rmoinuddin@ocsan.gov) / (714) 593-7269

**CALL TO ORDER****PLEDGE OF ALLEGIANCE****ROLL CALL AND DECLARATION OF QUORUM:**

Clerk of the Board

**PUBLIC COMMENTS:**

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*All written public comments will be provided to the legislative body and may be read into the record or compiled as part of the record.*

**REPORTS:**

*The 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 Committee, 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****[2022-2645](#)****RECOMMENDATION:**

Approve Minutes of the Regular Meeting of the Administration Committee held November 9, 2022.

**Originator:** Kelly Lore

**Attachments:** [Agenda Report](#)  
[11-09-2022 Administration Committee Minutes](#)

**2. INVEST AND/OR REINVEST ORANGE COUNTY SANITATION DISTRICT'S FUNDS AND ADOPT INVESTMENT POLICY STATEMENT [2022-2389](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 22-36, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Authorizing the Orange County Sanitation District's Treasurer to Invest and/or Reinvest the Orange County Sanitation District's Funds, Adopting the Orange County Sanitation District's Investment Policy Statement and Performance Benchmarks, and Repealing Resolution No. OC SAN 21-22".

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[OC San Calendar Year 2022 Investment Policy Statement \(Redline\)](#)  
[OC San Calendar Year 2023 Investment Policy Statement \(Clean\)](#)  
[Proposed Resolution No. OC SAN 22-36](#)

**3. MOVE MANAGEMENT CONSULTING SERVICES [2022-2585](#)**

RECOMMENDATION:

- A. Approve a Professional Consultant Services Agreement to CBRE, Inc. to provide Move Management Consulting Services, Specification No. CS-2022-1336, for a total amount not to exceed \$108,390; and
- B. Approve a contingency of \$10,839 (10%).

**Originator:** Kathy Millea

**Attachments:** [Agenda Report](#)  
[CS-2022-1336 PCSA](#)

**4. MANAGED COPY CENTER SERVICES CHANGE ORDER [2022-2651](#)**

RECOMMENDATION:

- A. Approve a Change Order to add \$25,000 to Purchase Order 107521-OB for ARC Document Solutions to provide copy center services in accordance with the scope of work and terms and conditions of Specification No. S-2020-1177BD, for a new total amount not to exceed \$115,000 for the current contract year (January 1, 2022-December 31, 2022); and

- B. Approve three optional one-year renewals for a total amount not to exceed \$115,000 per year.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)

**5. CONTRACTING AQUATIC BIOASSAY & CONSULTING  
LABORATORIES, INC. FOR TAXONOMIC SERVICES**

[2022-2655](#)

**RECOMMENDATION:** Recommend to the Board of Directors to:

- A. Approve a General Services Contract to Aquatic Bioassay & Consulting Laboratories, Inc. to provide services for sample processing and taxonomic identification of ocean bottom-dwelling animals as required by Orange County Sanitation District's NPDES ocean discharge permit, Specification No. S-2022-1366BD, for a total amount not to exceed \$200,000 for the period beginning March 1, 2023, through February 29, 2024, with four (4) one-year renewal options; and
- B. Approve an annual contingency of \$20,000 (10%).

**Originator:** Lan Wiborg

**Attachments:** [Agenda Report](#)  
[S-2022-1366BD General Services Contract](#)

**NON-CONSENT:**

**6. INTERNET FIREWALL UPGRADE**

[2022-2648](#)

**RECOMMENDATION:** Recommend to the Board of Directors to:

- A. Receive and file bid tabulation for Fortigate Firewall Upgrade, Specification No. E-2022-1363BD;
- B. Receive and file first Notice of Intent to Award dated October 13, 2022;
- C. Receive and file protest letter received from NH&A, LLC dated October 13, 2022 concerning the award to Xpert Solutions, Inc.;
- D. Receive and file second Notice of Intent to Award dated October 14, 2022;
- E. Receive and file second protest letter received from Xpert Solutions, Inc. dated October 18, 2022 concerning the award to NH&A, LLC;
- F. Receive and file Orange County Sanitation District's Protest Response Letter dated October 31, 2022;



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- G. Approve a Purchase Order Contract to NH&A, LLC for the purchase of Fortigate Firewall Upgrade, Specification No. E-2022-1363BD, for a total amount not to exceed \$226,698 plus applicable sales tax;
  - H. Approve four (4) optional one-year renewals for maintenance and support for an annual amount not to exceed \$80,458 plus applicable sales tax; and
  - I. Approve a contingency of \$22,670 (10%) for the purchase upgrades and subsequent renewals.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[Bid Tabulation](#)  
[Notice of Intent to Award 10-13-2022](#)  
[Award Protest Request - NH&A 10-13-2022](#)  
[Revised Notice of Intent to Award 10-14-2022](#)  
[Opposition and Protest to Bid Award 10-18-2022](#)  
[OC San Protest Response - E-2022-1363BD 10-31-2022](#)

**7. NEW HEADQUARTERS AND INDUSTRIAL CONTROL SYSTEM NETWORK EQUIPMENT** [2022-2637](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Purchase Order to ePlus Technology, Inc. for the purchase of information technology hardware (New Headquarters & Industrial Control System Network Equipment), Specification No. E-2022-1360BD, for a total amount not to exceed \$428,865, plus applicable sales tax and shipping; and
- B. Approve a contingency in the amount of \$42,886 (10%).

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)

**8. ORANGE COUNTY SANITATION DISTRICT WASTEWATER REVENUE PROGRAM RATE STUDY** [2022-2411](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District's 2022 Wastewater Rates, Fees, and Charges Study completed by HDR Engineering, Inc.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[2022 OC San Rate Study \(Draft\)](#)  
[Presentation - Rate Program Summary](#)



**9. PROPOSITION 218 NOTIFICATIONS**[2022-2412](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Direct staff to prepare and mail Proposition 218 compliant notifications to affected property owners outlining a five-year regional sewer service fee schedule with annual increases of approximately 3.5 percent for fiscal years 2023-24 through 2027-28; and
- B. Authorize the General Manager to select a service provider for preparing, printing, and mailing the Proposition 218 compliant notifications and execute a Purchase Order for an amount not to exceed \$370,000.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)

**10. DENALI WATER SOLUTIONS, LLC BIOSOLIDS HAULING SERVICES - SPECIFICATION NO. S-2020-1208BD - CONTINGENCY INCREASE**[2022-2657](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve an additional 10% unit price per ton contingency (for a total of 20% unit price per ton contingency) for Denali Water Solutions, LLC Biosolids Hauling Services Specification No. S-2020-1208BD contract renewal to collect and haul Orange County Sanitation District's biosolids to the Inland Empire Regional Composting Facility and alternative sites for the period between January 1, 2023 through December 31, 2023.

**Originator:** Lan Wiborg

**Attachments:** [Agenda Report](#)  
[Presentation - Denali Contingency Increase](#)

**INFORMATION ITEMS:**

None.

**DEPARTMENT HEAD REPORTS:****CLOSED SESSION:**

None.

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

**BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:**

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

**ADJOURNMENT:**

Adjourn the meeting until the Regular Meeting of the Administration Committee on February 8, 2023 at 5:00 p.m.