



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

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 12, 2020 and March 18, 2020, Governor Newsom issued Executive Order N-25-20 and Executive Order N-29-20, which temporarily suspend portions of the Brown Act which addresses the conduct of public meetings.

The General Manager and the Chairman of the Board of Directors have determined that due to the size of the Orange County Sanitation District'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 Internet accessibility.

### **PUBLIC PARTICIPATION**

Your participation is always welcome. The Board of Directors meeting will be available to the public online at:

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

You may submit your comments and questions in writing for the Board's consideration by sending them to [OCSDClerk@ocsd.com](mailto:OCSDClerk@ocsd.com) with the subject line "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT NON-AGENDA ITEM". Submit your written comments by 6:00 p.m. on Tuesday, April 21, 2020. All public comments will be provided to the Board and may be read into the record or compiled as part of the record.

Thank you.

**Serving:**

*Orange County Sanitation District*

10844 Ellis Avenue, Fountain Valley, CA 92708  
714.962.2411 • www.ocsd.com

Anaheim

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County of Orange

Costa Mesa  
Sanitary District

Midway City  
Sanitary District

Irvine Ranch  
Water District

Yorba Linda  
Water District

April 15, 2020

**NOTICE OF  
REGULAR MEETING**

BOARD OF DIRECTORS

ORANGE COUNTY SANITATION DISTRICT

**Wednesday, April 22, 2020 – 6:00 P.M.**

**ACCESSIBILITY FOR THE GENERAL PUBLIC**

**Due to the spread of COVID-19, the Orange County Sanitation District will be holding all upcoming Board and Committee meetings by teleconferencing and Internet accessibility. This meeting will be available to the public online at:**

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

The Regular Meeting of the Board of Directors of the Orange County Sanitation District will be held in the manner indicated above on Wednesday, April 22, 2020 at 6:00 p.m.

  
Clerk of the Board

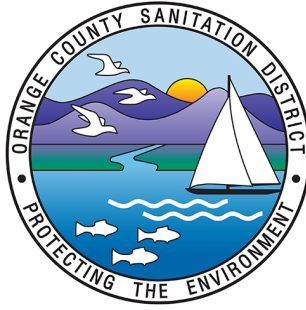
***Upcoming Meetings:***

**Steering Committee -  
Board Meeting -**

**Wednesday, May 27, 2020 at 5:00 p.m.  
Wednesday, May 27, 2020 at 6:00 p.m.**

*Our Mission: To protect public health and the environment by providing effective wastewater collection, treatment, and recycling.*





**Orange County Sanitation District  
BOARD OF DIRECTORS  
Regular Meeting Agenda  
Wednesday, April 22, 2020 - 6:00 PM  
Board Room  
Administration Building  
10844 Ellis Avenue  
Fountain Valley, CA 92708  
(714) 593-7433**

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

**CALL TO ORDER**

(Board Chairman David Shawver)

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Brad Avery, City of Newport Beach

**ROLL CALL**

Clerk of the Board

**DECLARATION OF QUORUM**

**PUBLIC COMMENTS:**

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**SPECIAL PRESENTATIONS:**

None.

**REPORTS:**

*The Board 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 [2020-1000](#)**

**RECOMMENDATION:**

Approve Minutes of the Regular Meeting of the Board of Directors held March 25, 2020.

**Originator:** Kelly Lore

**Attachments:** [Agenda Report](#)  
[03-25-2020 Board Meeting Minutes](#)

**2. PLANT NO. 2 CENTRAL GENERATION STEAM TURBINE REHABILITATION, PROJECT NO. MP-105 [2019-796](#)**

**RECOMMENDATION:**

- A. Approve a Change Order to the Sole Source Purchase Order with Dresser-Rand for the Central Generation Steam Turbine Rehabilitation at Plant No. 2, for an additional amount not to exceed \$238,796 plus applicable taxes and shipping, for a total amount not to exceed \$484,220 plus applicable taxes and shipping; and
- B. Decrease contingency from \$49,085 (20%) to \$12,271 (5%).

**Originator:** Kathy Millea

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

**3. 12KV DISTRIBUTION B AND EAST RAS PUMP STATION ROOFING REPLACEMENT, PROJECT NO. FE18-19** [2019-828](#)

RECOMMENDATION:

- A. Receive and file Bid Tabulation for 12kV Distribution B and East RAS Pump Station Roofing Replacement, Project No. FE18-19;
- B. Reject single low bid from H2M Construction, Inc. as non-responsive; and
- C. Authorize the Purchasing Manager to conduct a Negotiated Procurement for a construction contract for 12kV Distribution B and East RAS Pump Station Roofing Replacement, Project No. FE 18-19, in accordance with Purchasing Ordinance No. OCSD-52.

**Originator:** Kathy Millea

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

**4. TRUCKLINE SAMPLER POWER FEED AT PLANT NO. 2, PROJECT NO. FE18-17** [2019-831](#)

RECOMMENDATION:

- A. Receive and file Bid Tabulation and Recommendation for Truckline Sampler Power Feed at Plant No. 2, Project No. FE18-17;
- B. Award a Construction Contract to M. Brey Electric, Inc. for Truckline Sampler Power Feed at Plant No. 2, Project No. FE18-17, for an amount not to exceed \$101,050; and
- C. Approve a contingency of \$20,210 (20%).

**Originator:** Kathy Millea

**Attachments:** [Agenda Report](#)  
[FE18-17 Contract](#)

**5. GEOTECHNICAL TESTING SERVICES [2020-1002](#)****RECOMMENDATION:**

Approve an amendment to the Professional Services Agreement with Ninyo and Moore to provide on-call Materials Testing, Inspection, and Geotechnical Testing Services for Collection System and Treatment Plant projects, PSA2019-003, for an additional amount not to exceed \$300,000, for a total contract amount of \$600,000.

**Originator:** Kathy Millea

**Attachments:** [Agenda Report](#)  
[PSA2019-003 Ninyo and Moore Amendment No. 1](#)

**6. SURVEYING SERVICES [2020-1003](#)****RECOMMENDATION:**

Approve a Professional Services Agreement to provide on-call Surveying Services for Collection System and Treatment Plant projects, PSA2019-002, effective May 1, 2020 through April 30, 2022, for an amount not to exceed \$150,000 with Cannon Corporation.

**Originator:** Kathy Millea

**Attachments:** [Agenda Report](#)  
[PSA2019-002 Professional Services Agreement](#)

**7. PLANT NO. 1 PEPS PUMP NO. 2 REPAIR [2020-959](#)****RECOMMENDATION:**

A. Approve a Sole Source Purchase Order for Cortech Engineering to rebuild Primary Effluent Pump Station Pump No. 2 at Plant No. 1 for a total amount not to exceed \$150,888, plus applicable tax and shipping; and

B. Approve a contingency of \$15,089 (10%).

**Originator:** Rob Thompson

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

**8. PLANT NO. 2, REPLACE FOUR PUTZMEISTER HYDRAULIC CYLINDERS FOR TRUCKLOADING SLIDING FRAMES [2020-988](#)****RECOMMENDATION:**

A. Approve a Sole Source Purchase Order for Pumpaction Corp. to procure four Putzmeister Hydraulic Cylinders on the Solid Storage and Truck Loading Bin

sliding frames for \$355,254, plus applicable sales tax and shipping; and

- B. Approve a contingency of \$35,526 (10%).

**Originator:** Rob Thompson

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

**9. APPROVE PURCHASE OF AN EPA 624.1 PURGE & TRAP GAS CHROMATOGRAPH-MASS SPECTROMETRY (GC-MS) SYSTEM [2020-986](#)**

RECOMMENDATION:

Approve a purchase order to VWR for a Purge & Trap Gas Chromatograph-Mass Spectrometry (GC-MS) System in the amount of \$115,226 plus applicable sales tax, which includes the GC-MS system, freight, and three (3) additional years of service at a discounted rate.

**Originator:** Lan Wiborg

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

**10. APPROVE THE ADDITION OF FUNDS TO EXISTING CONVENIENCE BLANKET PURCHASE ORDER - VWR [2020-992](#)**

RECOMMENDATION:

Ratify the approval of additional funds of \$15,000 to be added to existing convenience blanket purchase order 104316 OA with VWR for the purchase of miscellaneous laboratory supplies throughout the year for a total purchase order amount not to exceed \$110,000 to cover the cost of outstanding invoices.

**Originator:** Lan Wiborg

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

**11. PLANT NO. 2 TRICKLING FILTER SOLIDS RETURN SECONDARY SLUDGE PUMP REPAIR [2020-1028](#)**

RECOMMENDATION:

- A. Approve a sole source purchase order contract for the repair of ten (10) Return Secondary Sludge pumps at the Plant No. 2 Trickling Filter Clarifiers, for a total amount not to exceed \$194,234, plus applicable shipping and taxes, to Vaughan's Industrial Repair Co., Inc.; and

- B. Approve a contingency of \$19,424 (10%).

**Originator:** Rob Thompson

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

12. **ADDITION OF CONTRACTS TO THE BIOSOLIDS ACCOUNT POOL, EFFECTIVE NOVEMBER 16, 2016** [2020-1025](#)

RECOMMENDATION:

Ratify the addition of Denali Water Solutions, Inland Empire Regional Composting Authority, Liberty Composting Inc., and Nursery Products, LLC. biosolids contracts to the Biosolids Account Pool, effective November 16, 2016.

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

**RECEIVE AND FILE:**

13. **REPORT OF THE INVESTMENT TRANSACTIONS FOR THE MONTH OF MARCH 2020** [2020-906](#)

RECOMMENDATION: Receive and file the following:

Report of the Investment Transactions for the month of March 2020.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[Investment Transactions for the Month of March 2020](#)

14. **COMMITTEE MEETING MINUTES** [2020-1004](#)

RECOMMENDATION: Receive and file the following:

Minutes of the Steering Committee Meeting held February 26, 2020.

**Originator:** Kelly Lore

**Attachments:** [Agenda Report](#)  
[02-26-2020 Steering Committee Minutes](#)

**OPERATIONS COMMITTEE:**

None.

**ADMINISTRATION COMMITTEE:**

None.

**LEGISLATIVE AND PUBLIC AFFAIRS COMMITTEE:**

None.



**STEERING COMMITTEE:****15. 2020-23 SPONSORSHIP OF THE CENTER FOR DEMOGRAPHIC RESEARCH [2020-1039](#)****RECOMMENDATION:**

Approve a three-year Memorandum of Understanding with California State University Fullerton Auxiliary Services Corporation for operation of the Center for Demographic Research for the period July 1, 2020 through June 30, 2023, for a total amount not to exceed \$331,504.

**Originator:** Kathy Millea

**Attachments:** [Agenda Report](#)  
[CDR MOU 2020-23](#)

**16. ELECTRONIC SIGNATURES POLICY [2020-1040](#)****RECOMMENDATION:**

Adopt a policy for the use of electronic signatures.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[Electronic Signatures Policy](#)

**17. RATIFY AMENDMENTS TO PERSONNEL POLICIES AND PROCEDURES IN RESPONSE TO COVID-19 PANDEMIC [2020-1041](#)****RECOMMENDATION:**

Pursuant to Resolution No. OCSD 20-01, ratify amendments to Orange County Sanitation District Board of Directors' Personnel Policies and Procedures: 1.4 Recruitment & Selection, 1.11 - Temporary & Contract Worker, 1.12 - Student Internship Program, 3.1.2 - Hours of Work - Exempt Employees, 3.2 - Attendance, 3.3 - Leave-of-Absence with Pay, and 3.4 - Leave-of-Absence Without Pay, effective March 25, 2020 through December 31, 2020 or as soon as the State emergency related to the COVID-19 pandemic is lifted.

**Originator:** Celia Chandler

- Attachments:** [Agenda Report](#)  
[1.4 - Recruitment and Selection](#)  
[1.11 - Temporary & Contract Worker](#)  
[1.12 - Student Internship Policy](#)  
[3.1.2 - Hours of Work Exempt](#)  
[3.2 - Attendance](#)  
[3.3 - Leave of Absence with Pay](#)  
[3.4 - Leave of Absence Without Pay](#)

**NON-CONSENT:**

None.

**INFORMATION ITEMS:**

- 18. COVID-19 FINANCIAL IMPACT UPDATE [2020-1034](#)**  
**RECOMMENDATION:**  
Information Item.  
**Originator:** Lorenzo Tyner  
**Attachments:** [Agenda Report](#)  
[Message from OCERS - Response to COVID](#)  
[Understanding California's Property Taxes](#)
- 19. FY 2020-21 PROPERTY - LIABILITY INSURANCE UPDATE [2020-1017](#)**  
**RECOMMENDATION:**  
Information Item.  
**Originator:** Lorenzo Tyner  
**Attachments:** [Agenda Report](#)  
[Alliant Insurance Presentation 2020-04-22](#)
- 20. FY 2020-21 AND FY 2021-22 OPERATING BUDGET UPDATE [2020-1015](#)**  
**RECOMMENDATION:**  
Information Item.  
**Originator:** Lorenzo Tyner  
**Attachments:** [Agenda Report](#)  
[FY2020-21 & 2021-22 Budget - Expenditure Summary](#)  
[FY2020-21 & 2021-22 Budget - Additional Detail](#)  
[FY2020-21 & 2021-22 Budget - Expenditure PowerPoint](#)

**AB 1234 DISCLOSURE REPORTS:**

*This item allows Board members to provide a brief oral report regarding the disclosure of outside committees, conferences, training, seminars, etc. attended at the Agency's expense, per Government Code §53232.3(d).*

**CLOSED SESSION:**

None.

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

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

**ADJOURNMENT:**

Adjourn the Board meeting until the Regular Meeting of the Board of Directors on May 27, 2020 at 6:00 p.m.