



SPECIAL NOTICE
PUBLIC ATTENDANCE & PARTICIPATION AT PUBLIC MEETINGS
Administration Committee Meeting
Wednesday, July 17, 2024
5:00 p.m.

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.

IN-PERSON MEETING ATTENDANCE

You may attend the meeting in-person at the following location:

Orange County Sanitation District
Plant No. 1 Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708

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: 910 072 575#

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 use *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.

WATCH THE MEETING ONLINE

The meeting will be available for online viewing at:

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

SUBMIT A COMMENT

You may 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 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.

For any questions and/or concerns, please contact the Clerk of the Board's office at 714-593-7433. Thank you for your interest in OC San!

July 10, 2024

NOTICE OF REGULAR MEETING

**ADMINISTRATION COMMITTEE
ORANGE COUNTY SANITATION DISTRICT**

Wednesday, July 17, 2024 – 5:00 P.M.

**Plant No. 1 Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708**

ACCESSIBILITY FOR THE GENERAL PUBLIC

Your participation is always welcome. Specific information as to how to participate in this meeting is detailed on the Special Notice attached to this agenda. In general, OC San offers several ways in which to interact during this meeting: you may participate in person, 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, July 17, 2024 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 - Amended

Wednesday, July 17, 2024 - 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 not less than 72 hours prior to the meeting date and time above. All public records relating to each agenda item, including those distributed less than 72 hours prior to the meeting to a majority of the Board of Directors, are available for public inspection with 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 RECORDING: A 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.

NOTICE TO DIRECTORS: To place items on the agenda for a Committee or Board Meeting, the item must be submitted to the Clerk of the Board: Kelly A. Lore, MMC, (714) 593-7433 / klore@ocsan.gov at least 14 days before the meeting. For any questions on the agenda, Board members may contact staff at:

General Manager: Rob Thompson, rthompson@ocsan.gov / (714) 593-7110

Asst. General Manager: Lorenzo Tyner, ltwyner@ocsan.gov / (714) 593-7550

Director of Communications: Jennifer Cabral, jcabral@ocsan.gov / (714) 593-7581

Director of Engineering: Mike Dorman, mdorman@ocsan.gov / (714) 593-7014

Director of Environmental Services: Lan Wiborg, lwiborg@ocsan.gov / (714) 593-7450

Director of Finance: Wally Ritchie, writchie@ocsan.gov / (714) 593-7570

Director of Human Resources: Laura Maravilla, lmavilla@ocsan.gov / (714) 593-7007

Director of Operations & Maintenance: Riaz Moinuddin, 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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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 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**[2024-3678](#)****RECOMMENDATION:**

Approve minutes of the Regular meeting of the Administration Committee held June 12, 2024.

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[06-12-2024 Administration Committee Minutes](#)

2. ENVIRONMENTAL REGULATORY REPORTS**[2024-3674](#)****RECOMMENDATION:** Recommend to the Board of Directors to:

Receive and file the following environmental regulatory reports: Annual Biosolids Management Compliance Report CY 2023, Annual Pretreatment Program Report FY 2023 (July 2022-June 2023), Semi-Annual Pretreatment Program Report (July-December 2023), Annual Mandatory Reporting of Greenhouse Gas Emissions Report CY 2023, Annual Emissions Report CY 2023, and the Marine Monitoring Annual Report FY 2023 (July 2022-June 2023).

Originator: Lan Wiborg

Attachments: [Agenda Report](#)
[Annual Biosolids Management Compliance Report CY 2023](#)
[Annual Pretreatment Program Report FY 2023](#)
[Semi-Annual Pretreatment Program Report \(July - December 2023\)](#)
[Annual Greenhouse Gas Emissions Reports CY 2023](#)
[Annual Air Quality Emissions Reports CY 2023](#)
[Annual Marine Monitoring Report FY 2023](#)

NON-CONSENT:

3. BENEFITS ADMINISTRATION SERVICE AGREEMENT (Agreement Added) [2024-3700](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve an Administration Agreement with Benefit Coordinators Corporation for benefits administration services, effective August 1, 2024.

Originator: Laura Maravilla

Attachments: [Agenda Report](#)
[BCC Master Agreement](#)

4. 2025 BENEFITS INSURANCE RENEWAL [2024-3697](#)

RECOMMENDATION: Recommend to the Board of Directors to:

A. Approve the Orange County Sanitation District 2025 Benefits Insurance Renewal with the carriers listed below for an overall not-to-exceed amount of \$15,746,317, as specified below:

1. Benefit Coordinators Company (BCC) (medical, dental, and vision plans, Flexible Spending Accounts, and Employee Assistance Program [EAP]) - Not to Exceed \$14,507,996;
2. Lincoln Financial (basic life, short- and long-term disability) - Not to Exceed \$537,054;
3. The Standard (EMT & Manager disability) - Not to Exceed \$30,000;
4. HealthEquity (Health Savings Accounts [HSA]) - Not to Exceed \$50,400;
5. Voya (Health Reimbursement Arrangement [HRA]) - Not to Exceed \$189,000;

6. BCC/Workterra (administration/transition costs, includes ACA Fees, Reporting & File Fees) - Not to Exceed \$28,267;
 7. BCC (retiree-paid health premiums, recouped from retirees through monthly payments) - Not to Exceed \$403,600;
 8. Approve a contingency of \$787,316 (5%); and
- B. Authorize the General Manager to revise the carriers within the not-to-exceed amounts listed above for operational efficiency and/or to better meet the needs of the Orange County Sanitation District and participants.

Originator: Laura Maravilla

Attachments: [Agenda Report](#)

INFORMATION ITEMS:

5. **ORANGE COUNTY SANITATION DISTRICT NEW OCEAN
MONITORING VESSEL**

[2024-3698](#)

RECOMMENDATION:

Information Item.

Originator: Lan Wiborg

Attachments: [Agenda Report](#)
[Presentation - OC San New Ocean Monitoring Vessel](#)

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 September 11, 2024 at 5:00 p.m.