



SPECIAL NOTICE
PUBLIC ATTENDANCE & PARTICIPATION AT PUBLIC MEETINGS
Administration Committee Meeting
Wednesday, June 14, 2023
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
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: 179 080 541#

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!

June 7, 2023

NOTICE OF REGULAR MEETING

**ADMINISTRATION COMMITTEE
ORANGE COUNTY SANITATION DISTRICT**

Wednesday, June 14, 2023 – 5:00 P.M.

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, June 14, 2023 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, June 14, 2023 - 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 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 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 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 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, ltyner@ocsan.gov / (714) 593-7550
Director of Engineering: Mike Dorman, mdorman@ocsan.gov / (714) 593-7104
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 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 [2023-3030](#)

RECOMMENDATION:

Approve Minutes of the Regular meeting of the Administration Committee held May 10, 2023.

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[05-10-2023 Administration Committee Minutes](#)

2. ENVIRONMENTAL REGULATORY REPORTS [2023-2892](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file environmental regulatory reports: Annual Biosolids Management Compliance Report CY 2022, Annual Pretreatment Program Report FY 2022 (July 2021-June 2022), Semi-Annual Pretreatment Program Report (July-December 2022), Annual Mandatory Reporting of Greenhouse Gas Emissions Report CY 2022, Annual Emissions Report CY 2022, and the Marine Monitoring Annual Report FY 2022 (July 2021-June 2022).

Originator: Lan Wiborg

Attachments: [Agenda Report](#)
[Annual Biosolids Management Compliance Report CY 2022 \(abbreviated\)](#)
[Annual Pretreatment Program Report FY 2022 \(July 2021-June 2022\)](#)
[Semi-Annual Pretreatment Program Report \(July-December 2022\)](#)
[Annual Greenhouse Gas Emissions Report CY 2022 \(Plant No. 1\)](#)
[Annual Greenhouse Gas Emissions Report CY 2022 \(Plant No. 2\)](#)
[Annual Emissions Report CY 2022 \(Plant No. 1\)](#)
[Annual Emissions Report CY 2022 \(Plant No. 2\)](#)
[Annual Marine Monitoring Report FY 2022 \(July 2021-June 2022\)](#)

3. FY 2023-24 USE CHARGES FOR SANTA ANA WATERSHED PROJECT AUTHORITY [2023-2971](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 23-XX, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Establishing Use Charges for the 2023-24 Fiscal Year Pursuant to the Wastewater Treatment and Disposal Agreement with the Santa Ana Watershed Project Authority ("SAWPA")".

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Draft Resolution No. OC SAN 23-XX - SAWPA](#)

4. GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24 [2023-2972](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 23-XX, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Establishing the Annual Appropriations Limit for Fiscal Year 2023-24 for the Orange County Sanitation District in Accordance with the Provisions of Division 9 of Title 1 of the California Government Code".

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Draft Resolution No. OC SAN 23-XX - Ganns](#)

5. PMWEB MAINTENANCE AND SUPPORT RENEWAL [2023-3019](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a three (3) year Purchase Order contract with PMWeb Inc. for maintenance and support of PMWeb application, paying \$121,500 annually for a total amount not to exceed \$364,500; and
- B. Approve a contingency of \$36,450 (10%).

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

6. ESRI ENTERPRISE ADVANTAGE PROGRAM SUBSCRIPTION RENEWAL [2023-3026](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Purchase Order Contract for a three-year contract with Environmental Systems Research Institute, Inc. to renew Orange County Sanitations District's subscription for the Enterprise Advantage Program, payable annually, commencing July 1, 2023, through June 30, 2026, for a total amount not to exceed \$310,500 plus applicable tax; and
- B. Approve a not to exceed contingency of \$31,050 (10%).

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

NON-CONSENT:**7. FINANCE BUDGET SOFTWARE IMPLEMENTATION [2023-3028](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Professional Services Agreement to TruEd Consulting, Inc. to provide Finance Budget Software and Implementation, Specification No. CS-2022-1362BD, for a total amount not to exceed \$441,000 for the Implementation Services portion; and
- B. Approve a contingency of \$44,100 (10%).

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Agreement CS-2023-1362BD TruEd Consulting](#)

8. CARAHSOFT SERVICE AGREEMENT [2023-3029](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Purchase Order for a five-year contract with Carahsoft for a Subscription Service Agreement with Anaplan Budget Software, payable annually, utilizing the NASPO ValuePoint Cooperative Purchasing Contract 7-17-70-40-05 for a total amount not to exceed \$713,876.36 plus pax and delivery (if applicable); and
- B. Approve a contingency of \$71,388 (10%).

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

9. DISPOSITION OF UNCOLLECTIBLE DEBT - GOLDEN STATE PUMPING, LLC [2023-2990](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve the discharge of uncollectible debt owed by Golden State Pumping, LLC in the amount of \$126,722.18.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Discharge Status of Class I Permit Notification Dated 11-25-2020](#)
[Order to Cease Discharge Notification Dated 12-1-2020](#)
[Golden State Pumping Outstanding Invoices](#)
[Settlement of Obligations by Golden State Pumping LLC Dated 1-11-2021](#)

10. FY 2023-24 PROPERTY - LIABILITY INSURANCE RENEWALS [2023-3020](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve the Orange County Sanitation District FY 2023-24 Property-Liability Insurance Renewals included in the FY 2023-24 Budget Update for the not-to-exceed amounts specified below:

Property and Boiler & Machinery - Not to Exceed	\$2,617,059
Excess General Liability Insurance - Not to Exceed	\$1,247,262
Excess Workers' Compensation Insurance - Not to Exceed	\$ 391,000
Earthquake Insurance - Not to Exceed	\$ 173,054
TOTAL	\$4,428,375

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

11. PROPOSED FISCAL YEAR 2023-24 BUDGET UPDATE [2023-2850](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve the proposed Operating, Capital, Debt Service, and Self-Insurance Budgets for FY 2023-24 as follows:

	FY 2023-24
Net Operating	\$215,389,585
Self-Insurance - Workers' Comp.	850,500
Self-Insurance - Property & Gen. Liability	3,318,000
Net Capital Improvement Program	271,978,000
Debt/COP Service	68,611,384
Intra-District Joint Equity Purchase/Sale(1)	<u>3,500,000</u>
Total	\$563,647,469

(1) Cash to/from Revenue Area 14 (RA14) in exchange for capital assets to/from Consolidated Revenue Area 15 (RA15)

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Presentation - Proposed FY 2023-24 Budget Update](#)
[Proposed FY 2023-24 Budget](#)

12. PROPOSED ADOPTION OF ORDINANCE NO. OC SAN-61 UPDATING THE PURCHASING ORDINANCE [2023-3006](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Introduce Ordinance No. OC SAN-61, entitled: "An Ordinance of the Board of Directors of the Orange County Sanitation District Establishing Requirements and Procedures for the Purchase of Goods, Services, and Public Works Projects; and Repealing Ordinance No. OC SAN-56";
- B. Motion to read Ordinance No. OC SAN-61 by title only and waive reading of said entire Ordinance on June 28, 2023;
- C. Set July 26, 2023, as the date for the second reading and adoption of Ordinance No. OC SAN-61; and
- D. Direct the Clerk of the Board to publish summaries of the Ordinance as required by law.

Originator: Wally Ritchie

- Attachments:** [Agenda Report](#)
- [Purchasing Ordinance Updates Summary](#)
- [Ordinance No. OC SAN-61 \(redline\)](#)
- [Ordinance No. OC SAN-61 \(clean\)](#)
- [Presentation - Purchasing Ordinance Updates](#)

INFORMATION ITEMS:

- 13. ORANGE COUNTY SANITATION DISTRICT ENVIRONMENTAL SERVICES LABORATORY AND OCEAN MONITORING UPDATE [2023-3032](#)**

RECOMMENDATION:

Information Item.

Originator: Lan Wiborg

- Attachments:** [Agenda Report](#)
- [Presentation - Division 630](#)

- 14. STRATEGIC PLANNING - CORE VALUES [2023-3033](#)**

RECOMMENDATION:

Information Item.

Originator: Rob Thompson

- Attachments:** [Agenda Report](#)
- [OC San Strategic Plan 2021](#)
- [GM FY 2022-23 Work Plan](#)
- [Presentation - Core Values](#)

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 July 12, 2023 at 5:00 p.m.