



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: 506 649 988#

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 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!

November 3, 2021

NOTICE OF MEETING

**ADMINISTRATION COMMITTEE
ORANGE COUNTY SANITATION DISTRICT**

Wednesday, November 10, 2021 – 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.

A regular meeting of the Administration Committee of the Orange County Sanitation District will be held in the manner indicated herein on Wednesday, November 10, 2021 at 5:00 p.m.

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, November 10, 2021 - 5:00 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.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. 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@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 / (714) 593-7300
Asst. General Manager: Lorenzo Tyner, lttyner@ocsan.gov / (714) 593-7550
Asst. General Manager: Rob Thompson, rthompson@ocsan.gov / (714) 593-7310
Director of Human Resources: Celia Chandler, cchandler@ocsan.gov / (714) 593-7202
Director of Engineering: Kathy Millea, kmillea@ocsan.gov / (714) 593-7365
Director of Environmental Services: Lan Wiborg, lwiborg@ocsan.gov / (714) 593-7450

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

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You may provide verbal comment in real time during the meeting. In order to provide a verbal comment, please raise your hand (directions provided in the Special Notice attached to this agenda) or alert the Clerk of the Board before or during the public comment period.

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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**[2021-1939](#)****RECOMMENDATION:**

Approve Minutes of the Regular Meeting of the Administration Committee held October 13, 2021.

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[10-13-2021 Administration Committee Minutes](#)

2. PROFESSIONAL RISK MANAGEMENT CONSULTANT AGREEMENT [2021-1925](#)

RECOMMENDATION:

Approve a sole source Professional Consultant Services Agreement with John J. Preston, Specification No. SSJ 2468, to perform professional risk management consulting services for the Orange County Sanitation District, which includes overseeing property and general liability loss control and setting loss control requirements on public bids and contracts, risk transfer, loss prevention, and risk reduction in an amount not to exceed \$150,000 per year, for a term of one year beginning December 1, 2021 through November 30, 2022; with up to two (2) one-year renewal options.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Professional Consultant Services Agreement](#)

3. OCEAN MODELING SUPPORT PROJECT [2021-1883](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve Amendment extending the Agreement between the Orange County Sanitation District and Southern California Coastal Water Research Project regarding Ocean Outfall Plume Modeling, to provide physical and biogeochemical modeling of the Orange County Sanitation District's ocean discharge, at a cost not to exceed \$135,000, for a total amount not to exceed \$383,000;
- B. Approve a contingency of 13,500 (10%); and
- C. Approve an agreement performance period extension to December 31, 2024.

Originator: Lan Wiborg

Attachments: [Agenda Report](#)
[Amendment No. 1 Modeling Agreement](#)
[Original SCCWRP Research Project Agreement](#)

4. REPROGRAPHICS AND DOCUMENT SERVICES FOR PREVIOUSLY CONSTRUCTED PROJECTS [2021-1942](#)

RECOMMENDATION:

- A. Authorize a Purchase Order Contract with ARC Document Solutions, LLC for document scanning, indexing, and hyperlinking services per County of Orange

Master Contracts #RCA MA-017-16010366, for an amount not to exceed \$125,000; and

- B. Approve a contingency of \$15,000.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)

5. CONSOLIDATED FINANCIAL REPORT FOR THE FIRST QUARTER ENDED SEPTEMBER 30, 2021 [2021-1704](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District First Quarter Financial Report for the period ended September 30, 2021.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Consolidated Financial Report for the First Quarter Ended September 30 2021](#)

6. MICROSOFT ENTERPRISE LICENSE AGREEMENT (ELA) FOR MICROSOFT ENTERPRISE SOFTWARE LICENSES [2021-1906](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Purchase Order for a three-year contract to purchase Microsoft Enterprise licenses under the Microsoft ELA in accordance with Microsoft Volume Enterprise Enrollment - for State and Local government, Riverside County Master Licensing Agreement 01E73970, payable annually and with a contract expiration date of December 31, 2024, for a total amount not to exceed \$1,470,495; and

- B. Approve a contingency of 220,574 (15%).

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Insight MS EA Quote Request](#)

7. PROPERTY MANAGEMENT SERVICES FOR 18350 MT. LANGLEY STREET AND 18368-18375-18381-18384 BANDILIER CIRCLE, FOUNTAIN VALLEY [2021-1926](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve Amendment No. 5 to the sole source agreement with The Muller Company for Property Management Services for 18350 Mt. Langley Street and 18368-18375-18381-

18384 Bandilier Circle in Fountain Valley, for the period of January 1, 2022 through January 31, 2023 for a management fee of \$3,200 per month plus other incurred expenses, including an additional renewal period of twelve (12) months.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Amendment No. 5](#)

**8. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO [2021-1952](#)
THE PRE-APPROVED OEM SOLE SOURCE LIST**

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 July 1, 2021 to September 30, 2021; and
- B. Approve the following additions to the pre-approved OEM Sole Source List for the period of July 1, 2021 to September 30, 2021:
- ACCUSONIC (A BRAND OF ADS LLC) - Maintenance and Repair of Accusonic Equipment
 - DR. KRISTY FORSGREN - Fish Liver Histopathology Analysis and Reporting
 - EATON - Uninterruptible Power Supply (UPS) Parts and Service
 - MOBIUS INSTITUTE - Mobius iLearnReliability Enterprise Training Product
 - NIXON-EGLI EQUIPMENT CO. - Modifications & Custom Equipment Installation on Welder Service Truck
 - OVIVO - Trickling Filter Materials and Repairs
 - TRIMBLE WATER - Trimble Unity Software and Support

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)

NON-CONSENT:

9. IMPLEMENTATION OF SERVICENOW IT SERVICE MANAGEMENT SOFTWARE [2021-1907](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Professional Services Agreement to Computer Aid, Inc. (CAI) to provide ServiceNow IT Service Management software and implementation services, Specification No. CS-2021-1244BD, for a total amount not to exceed \$474,505; and
- B. Approve a contingency of 47,451 (10%).

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[CS-2021-1244BD Agreement - Draft](#)

10. ORANGE COUNTY SANITATION DISTRICT ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR END JUNE 30, 2021 [2021-1908](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District's Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2021, prepared by staff and audited by Macias Gini & O'Connell LLP (MGO), Certified Public Accountants, along with the following reports prepared by MGO:

1. Report to the Board of Directors; and
2. Independent Accountants' Report on Agreed-Upon Procedures Applied to Appropriations Limit Worksheets.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Report to the Board of Directors](#)
[Independent Accountant's Report on Applying Agreed-Upon Procedures Related to Appropriations Limit Calculation ACFR for the Year Ended 06-30-2021](#)
[Presentation - ACFR Staff](#)
[Presentation - MGO](#)

11. SECTION 115 TRUST PENSION ACCOUNT CONTRACT AWARD [2021-1731](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve Professional Services Agreements to three firms: Chandler Asset Management, Inc.; PFM Asset Management, Inc.; and Public Agency Retirement Services to establish and oversee Orange County Sanitation District's Internal Revenue Service (IRS) Code Section 115 pension trust administration and investment management services;
- B. Adopt Resolution No. OC SAN 21-XX entitled: "A Resolution of the Board of Directors of Orange County Sanitation District Adopting a Post-Employment Benefit Trust Agreement with Chandler Asset Management, Inc.; and Authorizing Officers to Execute Documents and Agreements";
- C. Adopt Resolution No. OC SAN 21-XX entitled: "A Resolution of the Board of Directors of Orange County Sanitation District Adopting a Post-Employment

Benefit Trust Agreement with PFM Asset Management, Inc.; and Authorizing Officers to Execute Documents and Agreements”;

- D. Adopt Resolution No. OC SAN 21-XX entitled: “A Resolution of the Board of Directors of Orange County Sanitation District Adopting a Post-Employment Benefit Trust Agreement with Public Agency Retirement Services; and Authorizing Officers to Execute Documents and Agreements”; and
- E. Authorize staff to make an initial investment of up to \$15 million into the Section 115 pension trusts.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Chandler Agreement](#)
[PARS Agreement](#)
[PFM Agreement](#)
[OC SAN 21-XX \(Chandler\)](#)
[OC SAN 21-XX \(PARS\)](#)
[OC SAN 21-XX \(PFM\)](#)

INFORMATION ITEMS:

12. HUMAN RESOURCES DEPARTMENT OVERVIEW

[2021-1955](#)

RECOMMENDATION:

Information Item.

Originator: Celia Chandler

Attachments: [Agenda Report](#)
[Presentation - HR Dept Update](#)

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 December 8, 2021 at 5:00 p.m.