



## **SPECIAL NOTICE**

### **PUBLIC ATTENDANCE & PARTICIPATION AT PUBLIC MEETINGS**

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**

As a convenience for the public, the meeting may also be accessed live via Teams on your computer or similar device or web browser using the link below. As this is an in-person meeting and the Teams component is not required, but rather is being offered as a convenience, if there are any technical issues during the meeting, the meeting will continue and will not be suspended.

[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: 507 602 32#

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](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.

*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!*

May 3, 2023

**NOTICE OF REGULAR MEETING**

**ADMINISTRATION COMMITTEE  
ORANGE COUNTY SANITATION DISTRICT**

**Wednesday, May 10, 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, May 10, 2023 at 5:00 p.m.

  
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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, May 10, 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](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 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](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: Rob Thompson, [rthompson@ocsan.gov](mailto:rthompson@ocsan.gov) / (714) 593-7110  
Asst. General Manager: Lorenzo Tyner, [ltyner@ocsan.gov](mailto:ltyner@ocsan.gov) / (714) 593-7550  
Director of Engineering: Mike Dorman, [mdorman@ocsan.gov](mailto:mdorman@ocsan.gov) / (714) 593-7104  
Director of Environmental Services: Lan Wiborg, [lwiborg@ocsan.gov](mailto:lwiborg@ocsan.gov) / (714) 593-7450  
Director of Finance: Wally Ritchie, [writchie@ocsan.gov](mailto:writchie@ocsan.gov) / (714) 593-7570  
Director of Human Resources: Laura Maravilla, [lmavilla@ocsan.gov](mailto:lmavilla@ocsan.gov) / (714) 593-7007  
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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**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 [2023-2951](#)**

**RECOMMENDATION:**

Approve Minutes of the Special meeting of the Administration Committee held April 12, 2023.

**Originator:** Kelly Lore

**Attachments:** [Agenda Report](#)  
[04-12-2023 Administration Committee Minutes](#)

**2. CONSOLIDATED FINANCIAL REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2023 [2023-2856](#)**

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

Receive and file the Orange County Sanitation District Third Quarter Financial Report for the period ended March 31, 2023.

**Originator:** Wally Ritchie

**Attachments:** [Agenda Report](#)  
[Consolidated Financial Report for the Third Quarter Ended March 31, 2023](#)

**3. NINTEX WORKFLOW CLOUD SUBSCRIPTION RENEWAL [2023-2931](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

A. Approve a Purchase Order for a three-year contract with a term from July 18, 2023 through July 17, 2026 with Konica Minolta Business Solutions to renew OC San's subscription for Nintex Workflow Cloud, payable annually, utilizing the Sourcewell State Contract: #090320-KON for a total amount not to exceed \$386,928; and

B. Approve a contingency of \$38,693 (10%).

**Originator:** Wally Ritchie

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

**4. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST [2023-2936](#)**

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 January 1, 2023 to March 31, 2023; and

B. Approve the following additions to the pre-approved OEM Sole Source List:

- ADDITEL CORPORATION - Digital Pressure Test Gauges for Bay Bridge Pump Station
- AGILENT TECHNOLOGIES - Service and Preventative Maintenance of Gas Chromatograph Tandem Mass Spectrometer (CG-MS/MS)
- LINKEDIN - Online Recruiting Services
- LUXER ONE - Automated Locker Systems
- MANTECH - Biological Oxygen Demand (BOD) Estimator System for Monitoring and Analysis
- MOYNO - Pumps, Parts, and Grinders
- PULSAFEEDER - Pulsafeeder Engineered Products and Replacement Parts for Chemical Pump Station
- TELESTRA TECHNOLOGIES - Repair/Maintenance of Teledyne RDI Instruments
- UPLAND MFG - Maintenance Electric Cart Toolboxes
- WINDROCK INC - Service, Calibration, Repairs, and Training for all Windrock Products

**Originator:** Wally Ritchie

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

**NON-CONSENT:**

**5. TEMPORARY EMPLOYMENT SERVICES**

**2023-2950**

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

A. Approve Temporary Employment Services Contracts, Specification No. S-2023-1388BD, for the period beginning July 1, 2023 through June 30, 2026 with two one-year renewal options, to the following:

- Project Partners, Inc.
- Howroyd-Wright Employment Agency, Inc.
- CathyJon Enterprises, Inc. dba: HB Staffing
- Advanced Resources, LLC
- SoftHQ, Inc.
- Astrix Software Technology, Inc.
- Compu-Vision Consulting Inc.
- 22nd Century Technologies, Inc.
- Harvest Technical Services, Inc.
- EMPLOI GROUP INC.

B. Approve the combined not to exceed amounts for all service contracts to meet the Board approved annual budget for Temporary Employment Services, which is \$578,400 for FY 2023-24;

C. Approve an annual contingency of 10%; and

D. Authorize the General Manager to add or remove staffing firms from the available qualified pool, as needed, to meet work requirements identified by the Human Resources Department.

**Originator:** Laura Maravilla

**Attachments:** [Agenda Report](#)  
[DRAFT Contract S-2023-1388BD](#)

**INFORMATION ITEMS:**

**6. INSURANCE UPDATE**

**2023-2872**

**RECOMMENDATION:**

Information Item.

**Originator:** Wally Ritchie

**Attachments:** [Agenda Report](#)  
[Presentation - Insurance Market Update Renewal Expectations](#)

**7. CAPITAL IMPROVEMENT PROGRAM PROPOSED BUDGET FOR FY 2023-24** [2023-2968](#)

RECOMMENDATION:

Information Item.

**Originator:** Mike Dorman

**Attachments:** [Agenda Report](#)  
[Presentation - CIP FY23-24 Budget Update FY 2022-23 & 2023-24 Cashflow Handout](#)

**8. PROPOSED CHANGES TO THE PURCHASING ORDINANCE NO. OC SAN-56** [2023-2969](#)

RECOMMENDATION:

Information Item.

**Originator:** Wally Ritchie

**Attachments:** [Agenda Report](#)  
[Presentation - Ordinance Updates](#)

**9. HEADQUARTERS COMPLEX AT PLANT NO. 1, PROJECT NO. P1-128A - QUARTERLY UPDATE** [2023-2967](#)

RECOMMENDATION:

Information Item.

**Originator:** Mike Dorman

**Attachments:** [Agenda Report](#)  
[Presentation - Headquarters Qtr Update](#)

**10. STRATEGIC PLANNING LEVELS OF SERVICE** [2023-2970](#)

RECOMMENDATION:

Information Item.

**Originator:** Rob Thompson



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

**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 June 14, 2023 at 5:00 p.m.