



**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 via Internet accessibility.

**PUBLIC PARTICIPATION**

Your participation is always welcome. The Administration Committee 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 Administration Committee's consideration in advance of the meeting by using the eComment feature available via the webpage above or sending them to [OCSanClerk@ocsd.com](mailto:OCSanClerk@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 5:00 p.m. on Tuesday, March 9, 2021.

You may also submit comments and questions for the Administration Committee's consideration during the meeting by using the eComment feature that will be available via the webpage above for the duration of the meeting.

All public comments will be provided to the Administration Committee and may be read into the record or compiled as part of the record.

Thank you.

March 3, 2021

**NOTICE OF MEETING**

**ADMINISTRATION COMMITTEE  
ORANGE COUNTY SANITATION DISTRICT**

**Wednesday, March 10, 2021 – 5:00 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>**

A regular meeting of the Administration Committee of the Orange County Sanitation District will be held in the manner indicated herein on Wednesday, March 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, March 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.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, [lttyner@ocsd.com](mailto:lttyner@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****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****[2021-1512](#)****RECOMMENDATION:**

Approve Minutes of the Regular Meeting of the Administration Committee held February 10, 2021.

**Originator:** Kelly Lore

**Attachments:** [Agenda Report](#)  
[02-10-2021 Administration Committee Minutes](#)

**2. RECORDS MANAGEMENT IMPLEMENTATION - TRUSTED SYSTEM [2021-1401](#)****RECOMMENDATION:**

- A. Approve a Professional Consultant Services Agreement with ECS Imaging, Inc. to provide implementation services for a Records Management System, Specification No. CS-2020-1199BD, for an amount not to exceed \$150,949;
- B. Approve a contingency of \$ 22,642 (15%); and
- C. Approve four (4) optional one-year maintenance renewals of \$14,164 per year.

**Originator:** Lorenzo Tyner**Attachments:** [Agenda Report](#)  
[CS-2020-1199BD PCSA - ECS](#)**NON-CONSENT:****3. SETTLEMENT OF CLAIMS, COLLECTION OF DELINQUENT ACCOUNTS, AND WORKERS' COMPENSATION ACTIONS [2021-1468](#)****RECOMMENDATION:** Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 21-XX entitled, "A Resolution of the Board of Directors of Orange County Sanitation District Adopting Procedures for Settlement of Claims Made Against the Orange County Sanitation District; Settlement of Claims Made By the Orange County Sanitation District; Collection of Delinquent Accounts Owing to the Orange County Sanitation District; Settlement of Civil or Administrative Enforcement Actions; and Settlement of Workers' Compensation Actions; and repealing Resolution No. OCSD 11-04".

**Originator:** Lorenzo Tyner**Attachments:** [Agenda Report](#)  
[Draft Resolution No. OC SAN 21-XX - Redlined](#)  
[Draft Resolution No. OC SAN 21-XX - Clean](#)**4. WASTEWATER REFUNDING REVENUE OBLIGATIONS, SERIES 2021A [2021-1469](#)****RECOMMENDATION:** Recommend to the Board of Directors to:

Authorize the General Manager to issue new fixed rate Certificates of Participation, to be referred to as Wastewater Refunding Revenue Obligations, in (1) an amount sufficient to refund \$102,200,000 of Revenue Refunding Certificate Anticipation Notes, Series 2018A maturing on August 15, 2021 and (2) an additional amount sufficient to refund, subject to market conditions, up to \$61,575,000 of Wastewater Refunding Revenue Obligations, Series 2011A.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[AAA General Obligation Municipal Market Data Index-PRAG](#)

**INFORMATION ITEMS:**

**5. OVERVIEW OF PROPERTY - LIABILITY INSURANCE [2021-1511](#)**

**RECOMMENDATION:**

Information Item.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[Item 5 Presentation](#)

**6. FY 2021-22 ORANGE COUNTY SANITATION DISTRICT BUDGET UPDATE REVENUE OVERVIEW [2021-1501](#)**

**RECOMMENDATION:**

Information Item.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[FY 2021-22 Budget Update Revenue Detail](#)  
[Reserve Summary - FY 2020-21](#)  
[Item 6 Presentation](#)

**7. OPERATIONS & MAINTENANCE: WASTEWATER 101 [2021-1519](#)**

**RECOMMENDATION:**

Information Item.

**Originator:** Rob Thompson

**Attachments:** [Agenda Report](#)  
[Wastewater Treatment Presentation](#)

**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 Committee meeting until the Regular Meeting of the Administration Committee on April 14, 2021 at 5:00 p.m.