



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: 540 626 845#

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!

February 2, 2022

NOTICE OF REGULAR MEETING

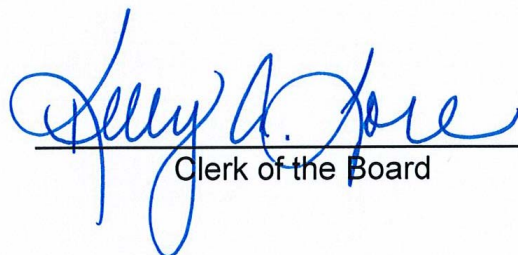
**ADMINISTRATION COMMITTEE
ORANGE COUNTY SANITATION DISTRICT**

Wednesday, February 9, 2022 – 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.

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, February 9, 2022 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, February 9, 2022 - 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 Orange County Sanitation District's Administration Building located at 10844 Ellis Avenue, Fountain Valley, California, and on the Orange County 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 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: Jim Herberg, jherberg@ocsan.gov / (714) 593-7300
Asst. General Manager: Lorenzo Tyner, ltyner@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:**

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**[2022-2097](#)****RECOMMENDATION:**

Approve Minutes of the Regular Meeting of the Administration Committee held December 8, 2021.

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[12-08-2021 Administration Committee Minutes](#)

2. MID-YEAR CONSOLIDATED FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2021 [2021-1950](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District Mid-Year Consolidated Financial Report for the period ended December 31, 2021.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Mid-Year Consolidated Financial Report for the period ended December 31, 2021](#)

3. DESIGNATION OF APPLICANT'S AGENT FOR DISASTER RELIEF [2021-2021](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 22-XX, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District authorizing the General Manager or either Assistant General Manager to Execute State Office of Emergency Services and/or Federal Emergency Management Agency Documents and Relevant Permit Applications for Present and Future Disaster Relief Applications; and Repealing Resolution No. OCSD 19-01".

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[FEMA Designation Resolution OC SAN 22-XX](#)
[006-Cal OES 130](#)

4. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST [2022-2114](#)

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 October 1, 2021 to December 31, 2021; and
- B. Approve the following additions to the pre-approved OEM Sole Source List for the period of October 1, 2021 to December 31, 2021:
 - ACOEM - Vibralign Fixture Laser Alignment Training
 - BEAMEX - Beamex Instrumentation Test Equipment Hardware and Software Training

- HAYWORD-GORDON - Hayward-Gordon Pumps, Mixers, and Parts
- INTERTECH - Modicon PLC Hardware, Software, and Network Training
- MIDWAY MFG. & MACHINE COMPANY - Rechargeable Carbon Canisters
- WSG & SOLUTIONS, INC. - Grit Classifier Repair Parts

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)

5. UNIFORM AND JANITORIAL ARTICLES RENTAL SERVICE [2022-2115](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a service contract to Cintas Corporation to provide Uniform and Janitorial Articles Rental Service, Specification No. S-2021-1277BD, for a total amount not to exceed \$839,512 for the period beginning April 1, 2022, through March 31, 2025, with one (1) three-year renewal period option; and
- B. Approve a three-year contingency of \$83,951 (10%).

Originator: Rob Thompson

Attachments: [Agenda Report](#)
[S-2021-1277BD Draft Service Contract](#)

6. AMENDMENT TO OCSD PERSONNEL POLICIES AND PROCEDURES [2022-2120](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 22-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District amending the Board of Directors Personnel Policies and Procedures Manual providing for classification, compensation, and other terms, conditions, policies, and procedures governing employment of District employees to include the addition of Policy No. 6.6, Diversity, Equity, and Inclusion; and Amending Resolution No. OCSD 18-18".

Originator: Celia Chandler

Attachments: [Agenda Report](#)
[Resolution No. OC SAN 22-XX Amendment to 18-18](#)
[Draft Policy No. 6.6, Diversity, Equity, and Inclusion](#)
[Resolution No. OCSD 18-18](#)

NON-CONSENT:**7. INTERNAL AUDIT UPDATE [2022-2102](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District Contracts Procurement Process Internal Audit Report dated January 4, 2022.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Internal Audit Report - Contracts Procurement Process](#)
[List of Past Audits](#)
[Audit Schedule](#)

8. CONSIDERATION OF BUDGET ASSUMPTIONS AND BUDGET CALENDAR FOR PREPARATION OF THE FISCAL YEAR 2022-23 and FY 2023-24 BUDGET [2022-2093](#)

RECOMMENDATION:

Approve the FY 2022-23 and FY 2023-24 budget assumptions and direct staff to incorporate these parameters in preparing the FY 2022-23 and FY 2023-24 budget.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[FY 2022-23 Budget Assumptions](#)
[Budget Calendar 2022-24](#)
[Presentation - Budget Assumptions for FY 22-23 and FY 23-24](#)

INFORMATION ITEMS:**9. INVESTMENT PERFORMANCE RESULTS [2022-2101](#)**

RECOMMENDATION:

Information Item.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[OC San Staff Presentation - Reserves and Investments](#)

10. RISK MANAGEMENT AND INSURANCE UPDATE[2022-2095](#)**RECOMMENDATION:**

Information Item.

Originator: Lorenzo Tyner**Attachments:** [Agenda Report](#)
[Property-Casualty Insurance Status Report with Market Update](#)
[Presentation - Risk Management Insurance Update](#)**11. COVID-19 SEWAGE SURVEILLANCE PROJECT UPDATE**[2022-2117](#)**RECOMMENDATION:**

Information Item.

Originator: Lan Wiborg**Attachments:** [Agenda Report](#)
[California Water Quality Monitoring Council Resolution No. 2021-0001](#)
[SWRCB Resolution No. 2021-0049](#)
[Presentation - COVID Sewer Surveillance 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 March 9, 2022 at 5:00 p.m.