



**Orange County Sanitation District**  
**ADMINISTRATION COMMITTEE**  
**Regular Meeting Agenda**  
**Wednesday, December 11, 2019 - 5:00 PM**  
**Board Room**  
**Administration Building**  
**10844 Ellis Avenue**  
**Fountain Valley, CA 92708**  
**(714) 593-7433**

**ACCOMMODATIONS FOR THE DISABLED:** Meeting Rooms are wheelchair accessible. If you require any special disability related accommodations, please contact the Orange County Sanitation District 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 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, [ltyner@ocsd.com](mailto:ltyner@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**

**DECLARATION OF QUORUM:**

**PUBLIC COMMENTS:**

*If you wish to address the Committee on any item, please complete a Speaker's Form (located at the table outside of the Board Room) and submit it to the Clerk of the Board or notify the Clerk of the Board the item number on which you wish to speak. Speakers will be recognized by the Chairperson and are requested to limit comments to three minutes.*

**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 [2019-787](#)**

**RECOMMENDATION:**

Approve Minutes of the Regular Meeting of the Administration Committee held November 13, 2019.

**Originator:** Kelly Lore

**Attachments:** [Agenda Report](#)  
[11-13-2019 Administration Committee Minutes](#)

**2. PAYMENT OF ANNUAL NATIONAL POLLUTANT DISCHARGE AND ELIMINATION SYSTEM (NPDES) PERMIT FEES [2019-778](#)**

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

Approve payment of \$653,081 for annual NPDES (ocean discharge) permit fees.

**Originator:** Lan Wiborg

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

**NON-CONSENT:**

3. **INVEST AND/OR REINVEST ORANGE COUNTY SANITATION DISTRICT'S FUNDS AND ADOPT INVESTMENT POLICY STATEMENT** [2019-674](#)

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

Adopt Resolution No. OCSD 19-XX, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District, Authorizing the Orange County Sanitation District's Treasurer to Invest and/or Reinvest Orange County Sanitation District's Funds, Adopting the Orange County Sanitation District's Investment Policy Statement and Performance Benchmarks, and Repealing Resolution No. OCSD 18-23.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[OCSD Calendar Year 2020 Investment Policy Statement \(Clean\)](#)  
[OCSD Calendar Year 2019 Investment Policy Statement \(Redline\)](#)  
[Proposed Resolution No. OCSD 19-XX](#)

**INFORMATION ITEMS:**

4. **ORANGE COUNTY SANITATION DISTRICT'S PROCUREMENT PROCESS** [2019-797](#)

**RECOMMENDATION:**

Information Item.

**Originator:** Lorenzo Tyner

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

5. **ORANGE COUNTY SANITATION DISTRICT - ENVIRONMENTAL SERVICES** [2019-798](#)

**RECOMMENDATION:**

Information Item.

**Originator:** Lan Wiborg

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

**DEPARTMENT HEAD REPORTS:****OTHER BUSINESS AND COMMUNICATIONS OR SUPPLEMENTAL AGENDA ITEMS, IF ANY:****BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:**

At this time Committee members may request staff to place an item on a future agenda.

**ADJOURNMENT:**

The next Administration Committee meeting is scheduled for Wednesday, February 19, 2020 at 5:00 p.m.