



## **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 Internet accessibility.

### **PUBLIC PARTICIPATION**

Your participation is always welcome. The Administration Committee meeting live audio will be available to the public online at:

**<https://ocsd.legistar.com/Calendar.aspx>**

Or you may join the meeting via telephone by calling:

**(213) 279-1455**  
**Conference ID: 128-624-810#**

Or you may submit your comments and questions in writing for the Administration Committee's consideration in advance of the meeting only by sending them to [OCSDClerk@ocsd.com](mailto:OCSDClerk@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, June 9, 2020. 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.

**Serving:**

*Orange County Sanitation District*

10844 Ellis Avenue, Fountain Valley, CA 92708  
714.962.2411 • www.ocsd.com

Anaheim

Brea

Buena Park

Cypress

Fountain Valley

Fullerton

Garden Grove

Huntington Beach

Irvine

La Habra

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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

June 3, 2020

**NOTICE OF MEETING**

**ADMINISTRATION COMMITTEE  
ORANGE COUNTY SANITATION DISTRICT**

**Wednesday, June 10, 2020 – 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. Live audio of this meeting will be available to the public online at:**

**<https://ocsd.legistar.com/Calendar.aspx>**

**Or you may join the meeting via telephone by calling:**

**(213) 279-1455**

**Conference ID: 128-624-810#**

A regular meeting of the Administration Committee of the Orange County Sanitation District will be held in the manner indicated herein on  
Wednesday, June 10, 2020 at 5:00 p.m.



*Our Mission: To protect public health and the environment by providing effective wastewater collection, treatment, and recycling.*



**Orange County Sanitation District  
ADMINISTRATION COMMITTEE  
Regular Meeting Agenda  
Wednesday, June 10, 2020 - 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, [ltyners@ocsd.com](mailto:ltyners@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 & 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 [2020-1019](#)**

**RECOMMENDATION:**

Approve Minutes of the Regular Meeting of the Administration Committee held May 13, 2020.

**Originator:** Kelly Lore

**Attachments:** [Agenda Report](#)  
[05-13-2020 Administration Committee Minutes](#)

**2. ENVIRONMENTAL REGULATORY REPORTS [2020-1006](#)**

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

Receive and file environmental regulatory reports: Biosolids Management Compliance Report 2019; Annual Pretreatment Program Report Fiscal Year 2018-2019;

Semi-Annual Pretreatment Program Report Fiscal Year 2019-2020 (July-December); Annual Greenhouse Gas Emissions Report 2019; Annual Emission Report 2019; and Marine Monitoring Annual Report 2018/2019.

**Originator:** Lan Wiborg

**Attachments:** [Agenda Report](#)  
[2019 Biosolids Management Compliance Report](#)  
[2018-2019 Annual Pretreatment Program Report](#)  
[2019-2020 \(July-December\) Semi-Annual Pretreatment Program Report](#)  
[Annual Greenhouse Gas Emissions Report 2019](#)  
[Annual Emission Report 2019](#)  
[2018-19 Marine Monitoring Annual Report](#)

**3. COMPLETE FIELD INSTRUMENT CALIBRATION SOLUTION [2020-1048](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Award a Professional Services Agreement to Beamex, Inc. to provide Instrumentation Data Management Services, Specification No. CS-2020-1102, for a total amount not to exceed \$257,714;
- B. Award a sole source purchase order for the purchase of instrumentation hardware in an amount not to exceed \$259,124; and
- C. Approve a contingency in the amount of \$77,525 (15%) for both procurements.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[CS-2020-1102 DRAFT \(Software\) PSA](#)

**4. GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-21 [2020-1061](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OCSD 20-XX, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Establishing the Annual Appropriations Limit for Fiscal Year 2020-21 for the District in accordance with the Provisions of Division 9 of Title 1 of the California Government Code".

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[FY 2020-21 Approp Limit Resolution](#)

**5. FY 2020-21 USE CHARGES FOR SANTA ANA WATERSHED PROJECT AUTHORITY [2020-1085](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OCSD 20-XX, entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Establishing Use Charges for the 2020-21 Fiscal Year Pursuant to the Wastewater Treatment and Disposal Agreement with the Santa Ana Watershed Project Authority ("SAWPA")."

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[2020-21 SAWPA Resolution](#)

**6. TRIPLE QUADRUPOLE MASS SPECTROMETER (TQMS) [2020-1087](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Approve a purchase order to VWR for a Triple Quadrupole Mass Spectrometer (TQMS) System in the amount of \$277,228.34 (including the TQMS system, freight, sales tax, and two (2) year extended warranty) in accordance with Ordinance No. OCSD-52, Section 2.03(B): Cooperative Procurement; (NASPO Value Point Master Agreement No. MA16000234-2 created by the State of Idaho which California (CA) agencies may utilize (CA Participating Addendum No. 7-16-99-26-01)).

**Originator:** Lan Wiborg

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

**NON-CONSENT:**

**7. 2020-21 PROPERTY - LIABILITY INSURANCE RENEWALS [2020-1091](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Approve the Orange County Sanitation District FY 2020-21 Property-Liability Insurance Renewals for the not-to-exceed amounts specified below:

Property and Boiler & Machinery - Not to Exceed	\$ 1,167,866
Excess General Liability Insurance - Not to Exceed	\$ 584,718
Excess Workers' Compensation Insurance - Not to Exceed	\$ 207,000
Earthquake Insurance - Not to Exceed	\$ 93,079
<b>TOTAL</b>	<b>\$ 2,052,663</b>

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[19-20 APIP SOC AmBest Ratings \(California\)](#)  
[Insurance Summary May 2020](#)

**8. PROPOSED FY 2020-21 AND FY 2021-22 BUDGET [2020-1068](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Approve the proposed Operating, Capital, Debt Service, and Self-Insurance Budgets for FY 2020-21 and FY 2021-22 as follows:

	<b>FY 2020-21</b>		<b>FY 2021-22</b>
Net Operating	\$ 173,910,516	\$	174,065,159
Self-Insurance - Workers' Comp	\$ 780,000	\$	800,000
Self-Insurance - Property & Gen. Liability	\$ 1,630,000	\$	1,680,000
Net Capital Improvement Program	\$ 147,562,000	\$	240,846,000
Debt/COP Service(1)	\$ 72,838,369	\$	240,591,869
Intra-District Joint Equity Purchase/Sale(2)	\$ 3,500,000	\$	3,500,000
<b>Total</b>	<b>\$ 400,220,885</b>	<b>\$</b>	<b>661,483,028</b>

- (1) Includes \$173,855,000 in maturing and callable debt
- (2) Cash to/from Revenue Area 14 (RA14) in exchange for capital assets to/from Consolidated Revenue Area 15 (RA15)

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[PowerPoint Presentation - Proposed Budget](#)  
[Executive Summary FY 2020-21 & 2021-22](#)  
[Proposed Budget Book FY 2020-21 & 2021-22](#)

**INFORMATION ITEMS:**

**9. FY 2020-21 USER FEE RATE ADJUSTMENT [2020-1093](#)**

RECOMMENDATION:

Information Item.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[Cashflow Proposed Budget](#)  
[Cashflow Foregoing Rate Adjustment](#)

**10. INTERNAL REVENUE CODE SECTION 115 TRUST PENSION ACCOUNT**[2020-1096](#)**RECOMMENDATION:**

Information Item.

**Originator:** Lorenzo Tyner**Attachments:** [Agenda Report](#)**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:**

The next Administration Committee meeting is scheduled for Wednesday, July 8, 2020 at 5:00 p.m.