

AGENDA

REGULAR MEETING OF THE ADMINISTRATION COMMITTEE

ORANGE COUNTY SANITATION DISTRICT

WEDNESDAY, JUNE 10, 2009, AT 5:00 P.M.

ADMINISTRATIVE OFFICE

10844 Ellis Avenue
Fountain Valley, California 92708
www.ocsd.com

PLEDGE OF ALLEGIANCE

DECLARATION OF QUORUM

PUBLIC COMMENTS

REPORT OF COMMITTEE CHAIR

REPORT OF GENERAL MANAGER

REPORT OF DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

CONSENT CALENDAR ITEMS (1 - 6)

1. Approve minutes of the May 13, 2009, meeting of the Administration Committee.
2. Recommend to the Board of Directors to Adopt Resolution No. OCSD 09-XX, Adopting the Records Management Program Policy and Procedures, Retention Schedule and Record Series Definitions, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OCSD 08-06.
3. Recommend to the Board of Directors to: a) Authorize the General Manager to enter into contracts for Temporary Employment Services (Specification No. CS-2009-421BD) with temporary service firms for a total amount not to exceed \$450,000 per year, for a one-year period (July 1, 2009 through June 30, 2010), with a one-year renewal option;
b) Approve an annual contingency of \$50,000 (11%); and,

- c) Authorize the General Manager to add or delete such firms as necessary to meet work requirements as identified by the Human Resources Division.
- 4. Recommend to the Board of Directors to adopt Resolution No. OCSD 09-XX, Establishing Use Charges for the 2009-10 Fiscal Year Pursuant to the Wastewater Treatment and Disposal Agreement with the Santa Ana Watershed Project Authority.
- 5. Recommend to the Board of Directors to adopt Resolution OCSD 09-XX, Authorizing Certain District Officers to Execute Documents Necessary to Obtain Purchasing Card Accounts with Commerce Bank, N.A.
- 6. Recommend to the Board of Directors to approve an amended Memorandum of Understanding to the California State Association of Counties Excess Workers' Compensation Program effective March 6, 2009, in a form approved by General Counsel.

ACTION ITEMS (7 - 8)

- 7. Recommend to the Board of Directors to:
 - a) Renew the District's Excess General Liability Insurance for the period July 1, 2009 through June 30, 2010, in an amount not to exceed \$370,498;
 - b) Renew the District's Excess Workers' Compensation Insurance for the period July 1, 2009 through June 30, 2010, at a rate not to exceed .0028 (estimated premium of \$180,687 based on estimated 2009-10 payroll);
 - c) Renew the District's All-Risk Property and Flood Insurance for the period July 1, 2009 through June 30, 2010, in an amount not to exceed \$468,394; and,
 - d) Renew the District's Boiler & Machinery Insurance Program for the period July 1, 2009 through June 30, 2010, in an amount not to exceed \$19,000.
- 8. Recommend to the Board of Directors to approve the proposed revisions to the Operating, Capital, Debt/COP Service and Self-Insurance Budgets for FY 2009-10, as follows:

	Originally Adopted Budget FY 2009-10	Proposed Revised Budget FY 2009-10
Operations, Maintenance & Working Capital	\$154,038,030	\$156,116,920
Worker's Compensation Self Insurance	535,000	718,000
General Liability and Property Self-Insurance	1,606,200	2,106,200
Capital Improvement Program	228,907,000	259,068,000
Debt/COP Service	84,297,030	77,076,280
TOTAL	\$469,383,260	\$495,085,400

INFORMATIONAL ITEMS (9)

9. Internal Audit Report – Review of the Collection and Remittance of Capital Facilities Capacity Charges by Member Agencies.

CLOSED SESSION

During the course of conducting the business set forth on this agenda as a regular meeting of the Committee, the Chair may convene the Committee in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government Code Sections 54956.8, 54956.9, 54957 or 54957.6, as noted.

Reports relating to (a) purchase and sale of real property; (b) matters of pending or potential litigation; (c) employee actions or negotiations with employee representatives; or which are exempt from public disclosure under the California Public Records Act, may be reviewed by the Committee during a permitted closed session and are not available for public inspection. At such time as final actions are taken by the Committee on any of these subjects, the minutes will reflect all required disclosures of information.

Convene in closed session.

Reconvene in regular session.

Consideration of action, if any, on matters considered in closed session.

Other business and communications or supplemental agenda items, if any.

Adjournment: The next regular Administration Committee meeting is scheduled for Wednesday, July 8, 2009, at 5 p.m.

Agenda Posting: In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the District's Administrative offices 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 all, of the members of District's Board, are available for public inspection in the office of the Clerk of the Board, located at 10844 Ellis Avenue, Fountain Valley, California.

Items Not Posted: In the event any matter not listed on this agenda is proposed to be submitted to the Committee for discussion and/or action, it will be done in compliance with Section 54954.2(b) as an emergency item or because there is a need to take immediate action, which need came to the attention of the Committee subsequent to the posting of agenda, or as set forth on a supplemental agenda posted in the manner as above, not less than 72 hours prior to the meeting date.

Public Comments: Any member of the public may address the Administration Committee on specific agenda items or matters of general interest. As determined by the Chair, speakers may be deferred until the specific item is taken for discussion and remarks may be limited to three minutes.

Matters of interest addressed by a member of the public and not listed on this agenda cannot have action taken by the Committee except as authorized by Section 54954.2(b).

Consent Calendar: All matters placed on the consent calendar are considered as not requiring discussion or further explanation, and unless a particular item is requested to be removed from the consent calendar by a Director of staff member, there will be no separate discussion of these items. All items on the consent calendar will be enacted by one action approving all motions, and casting a unanimous ballot for resolutions included on the consent calendar. All items removed from the consent calendar shall be considered in the regular order of business.

The Committee Chair will determine if any items are to be deleted from the consent calendar.

Items Continued: Items may be continued from this meeting without further notice to a Committee meeting held within five (5) days of this meeting per Government Code Section 54954.2(b)(3).

Meeting Adjournment: This meeting may be adjourned to a later time and items of business from this agenda may be considered at the later meeting by Order of Adjournment and Notice in accordance with Government Code Section 54955 (posted within 24 hours).

Accommodations for the Disabled: The Board of Directors Meeting Room is 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) 593-7130 at least 72 hours prior to the scheduled meeting. Requests must specify the nature of the disability and the type of accommodation requested.

Notice to Committee Members:

For any questions on the agenda or to place any items on the agenda, Committee members should contact the Committee Chair or Clerk of the Board ten days in advance of the Committee meeting.

Committee Chair:	Mark Waldman	(714) 827-1969	
Committee Secretary:	Lilia Kovac	(714) 593-7124	lkovac@ocsd.com
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Human Resources and Employee Relations Manager	Jeff Reed	(714) 593-7144	jreed@ocsd.com