



AGENDA

INVOCATION AND PLEDGE OF ALLEGIANCE: (Brad Reese, City of Villa Park)

DECLARATION OF QUORUM:

ROLL CALL:

PUBLIC COMMENTS: *If you wish to speak, please complete a Speaker's Form (located at the table outside of the Board Room) and give it to the Clerk of the Board. Speakers are requested to limit comments to three minutes.*

REPORTS: *The Chair 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.*

ELECTIONS:

1. A. Open nominations for Chair of the Board of Directors (Election to be held at the regular June Board Meeting, unless only one candidate is nominated).
- B. Open nominations for Vice Chair of the Board of Directors (Election to be held at the regular June Board Meeting, unless only one candidate is nominated).

CLAIMS:

2. Ratify payment of claims of the District, by roll call vote, as follows:

<u>Claims Paid for the Period Ending:</u>	<u>04/15/12</u>	<u>04/30/12</u>
Totals	\$6,318,505.11	\$7,039,374.85

DIRECTORS: Pursuant to Government Code Section 84308, you are required to disclose any campaign contribution greater than \$250 received in the past twelve months from any party to a contract involving OCSD. This requires that you identify the contributor by name. Further, you may not participate in the decision making process to award a contract to such party. For reference, you are directed to the Register of Warrants as to all current contractors/vendors with OCSD. For the specifics of Government Code Section 84308, please see your Director's Handbook or call the office of General Counsel.

CONSENT CALENDAR: Consent Calendar Items are considered to be routine and will be enacted, by the Board of Directors, after one motion, without discussion. Any items withdrawn from the Consent Calendar for separate discussion will be considered in the regular order of business.

3. Approve minutes for the Regular Board Meeting held on April 25, 2012.

4.
 - 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 \$405,000 per year, for a one-year period (July 1, 2012 through June 30, 2013), with a one-year renewal option; and,

 - B. Approve an annual contingency of \$45,000; and,

 - C. Authorize the General Manager to add or delete such firms as necessary to meet work requirements as identified by the Human Resources Department.

5.
 - A. Approve Plans and Specifications for Contracts Administration Complex Removal and Purchasing Area ADA Site Improvements, Project No. FE10-03, on file at the office of the Clerk of the Board;

 - B. Approve Addendum No. 1 to the plans and specifications;

 - C. Receive and file bid tabulation and recommendation;

 - E. Reject low bid from Roadway Engineering & Construction, Inc., as "Non-Responsive" due to its failure to provide a bid bond in the form required by the Invitation for Bids;

 - F. Award a construction contract to De La Riva Construction, Inc., for Contracts Administration Complex Removal and Purchasing Area ADA Site Improvements, Project No. FE10-03, for a total amount not to exceed \$309,463; and,

 - G. Approve a contingency of \$46,419 (15%).

STEERING COMMITTEE:

6. Approve minutes of the April 25, 2012, Steering Committee Meeting.
7. Adopt Resolution No. OCSD 12-06, Establishing Rules of Procedure for the Conduct of Business of the District, and Repealing Resolution No. OCSD 07-10, to include the banning of texting and emailing during noticed and open Board and Committee meetings.

OPERATIONS COMMITTEE:

8. Approve minutes of the May 2, 2012, Operations Committee Meeting.
9.
 - A. Approve a Professional Consultant Services Agreement with HDR/Schiff, Inc. to provide construction support services for Interplant Gas Line Rehabilitation, Project No. J-106, for an amount not to exceed \$325,000; and,
 - B. Approve a contingency of \$22,750 (7.0%).
10.
 - A. Approve a Professional Design Services Agreement with Atkins North America, Inc., for Final Effluent Sampler and Building Area Upgrades, Project No. J-110, providing for engineering design services for an amount not to exceed \$1,764,022; and,
 - B. Approve a contingency of \$176,402 (10%).
11.
 - A. Approve a Professional Design Services Agreement with the Black & Veatch Corporation for engineering design services for Central Generation Emissions Control at Plant No. 1 and Plant No. 2, Project No. J-111, for an amount not to exceed \$1,988,683; and,
 - B. Approve a contingency of \$198,868 (10%).
12.
 - A. Approve a Task Order with Black & Veatch for Project No. SP-150, Uninterruptible Power System Study, On-Call Planning Studies, PLAN2010-00, Contract Plan2010-01, Task Order No. 2, for a not-to-exceed amount of \$199,853; and,
 - B. Approve a contingency of \$19,985 (10%).

13. A. Approve a contingency increase of \$330,000 (15%) to the Professional Design Services Agreement with The Austin Company for the Title 24 Access Compliance and Building Rehabilitation Project, Project No. P1-115, for a total contingency of \$550,000 (25%); and,
 - B. Authorize the General Manager to negotiate a Professional Services Agreement with The Austin Company to provide architectural services for an Administrative Facilities Master Planning study for the Title 24 Access Compliance and Building Rehabilitation Project, Project No. P1-115.

ADMINISTRATION COMMITTEE:

14. Approve minutes of the May 9, 2012, Administration Committee Meeting.
15. Award professional agreements with TDI Consulting and Brown and Caldwell for Piping and Instrumentation Diagram (P&ID) Redrawing Project, Specification No. CS-2012-518BD with an aggregate amount not to exceed \$250,000.
16. A. Approve a Purchase Order contract with Scale Datacom, LLC, for the purchase of the Storage Area Network (SAN), Specification No. S-2011-511BD-R, for an amount not to exceed \$389,790;
 - B. Approve a contingency in the amount of \$19,490 (5%).
17. A. Approve Amendment No. 2 to the Professional Services Agreement for Specification No. CS-2011-499BD, Purchase Order No. 104353-OA, issued to Total Resource Management, Inc. (TRM, Inc.) for Phase 2 of the Implementation of IBM-Maximo Enterprise Asset Management System, for an amount not to exceed \$435,452;
 - B. Approve a contingency in the amount of \$43,545 (10%).
18. Authorize the General Manager to issue new fixed rate Certificates of Participation (COP), to be referred to as Wastewater Refunding Revenue Obligations, in an amount sufficient to refund the outstanding \$91,900,000 of COP Series 2000-A and 2000-B

OTHER BUSINESS AND COMMUNICATIONS OR SUPPLEMENTAL AGENDA ITEMS, IF ANY:

ADJOURNMENT:

Adjourn the Board meeting until the next regular Meeting on June 27, 2012, at 6:30 p.m.

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) 593-7130 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, 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.

NOTICE TO DIRECTORS: To place items on the agenda for the Committee Meeting, items must be submitted to the Clerk of the Board 14 days before the meeting.

Maria E. Ayala
Clerk of the Board
(714) 593-7130
mayala@ocsd.com

For any questions on the agenda, Committee members may contact staff at:

General Manager	Jim Ruth	(714) 593-7110	jruth@ocsd.com
Assistant General Manager	Bob Ghirelli	(714) 593-7400	rghirelli@ocsd.com
Assistant General Manager	Jim Herberg	(714) 593-7300	jherberg@ocsd.com
Director of Facility Support Services	Nick Arhontes	(714) 593-7210	narhontes@ocsd.com
Director of Finance and Administrative Services	Lorenzo Tyner	(714) 593-7550	ltynr@ocsd.com
Director of Human Resources	Jeff Reed	(714) 593-7144	jreed@ocsd.com
Director of Operations & Maintenance	Ed Torres	(714) 593-7080	etorres@ocsd.com

BOARD OF DIRECTORS

AGENDA REPORT

Meeting Date	To Bd. of Dir. 05/23/12
Item Number	Item Number 1

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Maria E. Ayala, Clerk of the Board

SUBJECT: NOMINATIONS FOR CHAIR AND VICE CHAIR OF BOARD OF DIRECTORS

GENERAL MANAGER'S RECOMMENDATION

- A. Open nominations for Chair of the Board of Directors (Election to be held at the regular June Board Meeting unless only one candidate is nominated).
- B. Open nominations for Vice Chair of the Board of Directors (Election to be held at the regular June Board Meeting unless only one candidate is nominated).

SUMMARY

As provided in the Board's Rules of Procedures, nominations for the Chair and Vice Chair are made at the regular May meeting, and the election will take place at the June meeting.

The following is an excerpt from the current Rules of Procedures relative to the election of the Chair and Vice Chair for the Board of Directors of Orange County Sanitation District:

"G. Chairperson and Vice Chairperson of the Board. A Chairperson and Vice Chairperson of the Board shall be elected by a majority vote of Directors at the regular meeting in June of each year, and will assume office July 1st. The nominations for Chairperson and Vice Chairperson shall be made at the regular Board meeting in May of each year. Any person nominated for Chairperson shall be deemed to be nominated for Vice Chairperson in the event the person is not elected as Chairperson. Thereafter, the nominees shall prepare a statement setting forth their qualifications for the office sought. The statements shall be mailed to members of the Board of Directors with the Agenda and other meeting material for the June regular meeting. If only one individual is nominated for Chairperson at the regular Board meeting in May, that individual shall be deemed elected as Chairperson, no election shall be held in June, and the individual shall assume office July 1st. If only one individual is nominated for Vice Chairperson at the regular Board meeting in May, that individual shall be deemed elected as Vice Chairperson, no election shall be held in June, and the individual shall assume office July 1st.

The Chairperson and Vice Chairperson shall serve at the pleasure of a majority of the Directors. In the event the office of Chairperson becomes vacant due to

resignation or retirement of the incumbent prior to the expiration of the regular term, the Vice Chairperson shall automatically succeed to the office of the Chairperson and shall continue to serve through the remainder of the regular term unless sooner removed by action of a majority of the Directors. In the event the office of Vice Chairperson becomes vacant prior to the expiration of the regular term, nominations and the election of a Director to serve in that capacity shall be conducted at the next regular Board meeting. The person so elected shall serve the balance of the regularly-scheduled term unless sooner removed as a result of action by a majority of the Directors.

The Chairperson shall not serve more than two consecutive one-year terms for which he/she has been elected to the office of Chairperson. The Vice Chairperson shall not serve more than two consecutive one-year terms for which he/she has been elected to the office of Vice Chairperson.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

N/A

ATTACHMENTS

N/A

BOARD OF DIRECTORS
AGENDA REPORT

Meeting Date	To Bd. of Dir. 05/23/12
Item Number	Item Number 2

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Lorenzo Tyner, Director of Finance and Administrative Services

SUBJECT: PAYMENT OF CLAIMS OF THE ORANGE COUNTY SANITATION DISTRICT

GENERAL MANAGER'S RECOMMENDATION

Ratify Payment of Claims of the District by Roll Call Vote.

CONFLICT OF INTEREST NOTIFICATION

Pursuant to Government Code Section 84308, you are required to disclose any campaign contribution greater than \$250 received in the past twelve months from any party to a contract involving the Orange County Sanitation District. Further, you may not participate in the decision making process to award a contract to such party.

For reference, you are directed to the Register of Warrants as to all current contractors/vendors with the District.

In general, you must disclose the basis of the conflict by identifying the name of the firm or individual who was the contributor.

For the specifics of Government Code Section 84308, please see your Director's Handbook or call the office of General Counsel.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

See attached listing.

ATTACHMENTS

1. Copies of Claims Paid reports from 4/01/12 – 4/15/12 and 4/16/12 – 4/30/12

Claims Paid From 4/01/12 to 4/15/12

Vendor	Warrant No.	Amount	Description
Accounts Payable Warrants			
A W Chesterton	47397	1,488.94	Repair & Maintenance Services and/or Supplies
Absolute Standards, Inc.	47285	1,505.00	Laboratory Services & Supplies
Ace Restoration & Waterproofing	47398	4,359.00	Repair & Maintenance Services and/or Supplies
AECOM USA, Inc.	47286	11,256.00	Professional Services/Engineering Design Services
Agilent Technologies, Inc.	47399	655.10	Laboratory Services & Supplies
Air Liquide America Specialty Gases LLC	47400	170.90	Laboratory Services & Supplies
Air Products & Chemicals, Inc.	47383	27,411.76	Chemicals, Water/Wastewater Treatment
Aire Inc.	47401	3,673.19	Repair & Maintenance Services and/or Supplies
Airgas Safety, Inc.	47287	4,149.00	Safety, Security, Health Equipment, Supplies, and Services
Airgas Safety, Inc.	47402	4,733.08	Safety, Security, Health Equipment, Supplies, and Services
Airgas West	47288	537.90	Repair & Maintenance Services and/or Supplies
Airgas West	47403	1,158.85	Repair & Maintenance Services and/or Supplies
All American Sewer Tools	47289	705.49	Repair & Maintenance Services and/or Supplies
Alliant Insurance Services	47290	3,961.00	Insurance
Allied Packing & Rubber, Inc.	47404	159.90	Repair & Maintenance Services and/or Supplies
American Express TVL Related Svcs Co., Inc.	47405	4,887.40	Purchasing Card Program for Miscellaneous Travel Expenses
Amtech Elevator Services	47291	1,035.00	Miscellaneous Services
Applied Industrial Technology	47406	1,232.38	Repair & Maintenance Services and/or Supplies
Archie Ivy, Inc.	47407	4,633.00	Repair & Maintenance Services and/or Supplies
Arizona Instruments, L.L.C.	47408	876.19	Electrical/Electronic Equipment, Parts & Repairs
AT & T Mobility II, L.L.C.	47293	8,237.46	Telecommunications
AT & T Universal Biller	47292	3,260.66	Telecommunications
ATCC: Amer. Type Culture Collect	47409	314.50	Laboratory Services & Supplies
ATM AA, Inc.	47294	560.00	Lab Services
Austin Building and Design dba The Austin Company	47277	134,566.35	Professional Services/Engineering Design Services
Awards & Trophies Company	47295	80.81	Awards and Framing Services
Awards & Trophies Company	47410	94.84	Awards and Framing Services
Bartel Associates, L.L.C.	47411	2,250.00	Professional Services - Actuarial Services, Benefits Review and Cost Anal
Black & Veatch Corporation	47296	2,108.14	Professional Services/Engineering Design Services
Black & Veatch Corporation	47384	36,732.02	Professional Services/Engineering Design Services
Black & Veatch Corporation	47384	27,026.61	Professional Services/Engineering Design Services
BNSF Railway Company	47412	600.00	Professional Services 2-41-04
Brian J. Tafolla	47540	457.32	Meeting/Training Expense Reimbursement
Brown & Caldwell	47278	43,526.47	Professional Services/Engineering Design Services
Brown & Caldwell	47385	212,198.14	Professional Services/Engineering Design Services
Brown & Caldwell	47385	60,041.25	Professional Services/Engineering Design Services
Burlington Safety Laboratory of CA, Inc.	47413	828.26	Safety, Security, Health Equipment, Supplies, and Services
Business Management Daily	47414	129.00	Subscription
Cal Ema Firescope	47415	95.41	Office Supplies
California Dept. of Child Support	47297	2,021.51	Judgments Payable
California Relocation Services, Inc.	47298	157.50	Miscellaneous Services - Moving/Relocation
Caltrol, Inc.	47299	2,898.56	Electrical/Electronic Equipment, Parts & Repairs
Cameron Compression Systems	47300	4,430.85	Repair & Maintenance Services and/or Supplies
Cameron Welding Supply	47301	1,554.90	Repair & Maintenance Services and/or Supplies
Carollo Engineers	47416	6,505.75	Professional Services/Engineering Design Services
Carollo Engineers	47386	50,480.77	Professional Services
CASA	47417	425.00	Professional Organizations Meeting/Training/Membership
CCH Incorporated	47418	406.63	Books & Publications
CDN Isotopes	47419	190.00	Laboratory Services & Supplies

Claims Paid From 4/01/12 to 4/15/12

Vendor	Warrant No.	Amount	Description
CEPA Operations, Inc.	47302	1,880.00	Repair & Maintenance Services and/or Supplies
Chem Search	47303	1,119.71	Repair & Maintenance Services and/or Supplies
Children's Education Foundation of OC	47420	2,500.00	Donation - CEFOC Gift of History Project
City of Huntington Beach	47330	20,940.99	Water Use
Cole-Parmer Instrument Co.	47304	416.69	Laboratory Services & Supplies
Cole-Parmer Instrument Co.	47421	65.12	Laboratory Services & Supplies
Compressor Components of California	47422	9,051.00	Repair & Maintenance Services and/or Supplies
Connell Chevrolet\GEO	47305	312.14	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Connell Chevrolet\GEO	47423	123.04	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Consolidated Electrical Distributors	47424	222.89	Electrical/Electronic Equipment, Parts & Repairs
Consumers Pipe & Supply Co.	47425	783.12	Repair & Maintenance Services and/or Supplies
Controlled Motion Solutions	47306	128.34	Repair & Maintenance Services and/or Supplies
Corporate Image Maintenance, Inc.	47279	36,005.00	Janitor & Household Service & Supplies
County of Orange Auditor Controller	47307	840.00	Governmental Agency Fees & Charges
County of Orange Auditor Controller	47426	630.00	Governmental Agency Fees & Charges
Court Order	47340	2,179.38	Judgments Payable
Court Order	47345	150.00	Judgments Payable
Court Order	47359	108.00	Judgments Payable
Court Order	47381	912.50	Judgments Payable
CSI Services, Inc.	47308	1,962.50	Professional Services
Culligan of Orange County	47427	57.55	Repair & Maintenance Services and/or Supplies
Cummins Allison Corp.	47428	405.50	Computer Hardware & Software
CWEA Membership	47309	132.00	Professional Organizations Meeting/Training/Membership
CWEA Membership	47429	132.00	Professional Organizations Meeting/Training/Membership
Desert Pumps & Parts, Inc.	47430	5,217.00	Repair & Maintenance Services and/or Supplies
Detection Instruments Corporation	47310	1,019.88	Electrical/Electronic Equipment, Parts & Repairs
Dudek & Associates, Inc.	47431	6,316.37	Professional Services/Engineering Design Services
DWG Associates	47432	6,232.00	Professional Services
Edge Tech	47433	2,408.56	Laboratory Services & Supplies
EHS International, Inc.	47311	375.00	Professional Organizations Meeting/Training/Membership
Embee Performance LLC	47312	991.30	Repair & Maintenance Services and/or Supplies
Employee Benefits Specialists, Inc.	47284	822,860.68	Reimbursed Prepaid Employee Medical & Dependent Care
Employee Benefits Specialists, Inc.	47313	13,821.23	Reimbursed Prepaid Employee Medical & Dependent Care
Environmental Engineering & Contracting	47434	3,300.00	Professional Services/Specialty Course Audits
Environmental Resource Associates	47314	713.45	Laboratory Services & Supplies
Environmental Resource Associates	47435	1,828.99	Laboratory Services & Supplies
Environmental Resource Center	47315	1,879.06	Safety, Security, Health Equipment, Supplies, and Services
Environmental Water Solutions, Inc.	47436	19,610.50	Repair & Maintenance Services and/or Supplies
Fedex Corporation	47316	25.07	Freight Services
Fedex Corporation	47437	17.90	Freight Services
Fisher Scientific	47317	3,972.23	Laboratory Services & Supplies
Fisher Scientific	47438	2,499.57	Laboratory Services & Supplies
Fishing Boats Unlimited	47439	412.33	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Fountain Valley AAA Auto Spa	47440	519.50	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Franchise Tax Board	47318	972.75	Judgments Payable
Franchise Tax Board	47441	14,183.00	Judgments Payable
Franklin Covey	47442	183.96	Office Supplies
Fuller Truck Accessories	47443	407.66	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Galco Industrial Electronics	47319	1,239.46	Electrical/Electronic Equipment, Parts & Repairs
Garland Manufacturing Co.	47444	3,447.87	Repair & Maintenance Services and/or Supplies

Claims Paid From 4/01/12 to 4/15/12

Vendor	Warrant No.	Amount	Description
Garratt Callahan Company	47445	3,593.25	Chemicals, Water/Wastewater Treatment
George Yardley Co.	47447	940.14	Repair & Maintenance Services and/or Supplies
Gierlich-Mitchell, Inc.	47448	14,929.42	Repair & Maintenance Services and/or Supplies
Gina a. Tetsch	47541	101.22	Meeting/Training Expense Reimbursement
Glens Alignment & Brake Service	47320	478.00	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Glens Alignment & Brake Service	47449	145.00	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Global Environmental Network Inc.	47321	3,150.00	Safety, Security, Health Equipment, Supplies, and Services
Global Environmental Network Inc.	47450	2,340.00	Safety, Security, Health Equipment, Supplies, and Services
Golden State Overnight Delivery Service	47451	11.24	Courier Services
Golden West Window Service	47322	6,100.00	Facilities, Maintenance, Services & Supplies
Golden West Window Service	47452	847.00	Facilities, Maintenance, Services & Supplies
Grainger, Inc.	47323	2,538.72	Repair & Maintenance Services and/or Supplies
Grainger, Inc.	47453	2,014.99	Repair & Maintenance Services and/or Supplies
Graybar Electric Company	47324	1,374.28	Electrical/Electronic Equipment, Parts & Repairs
Graybar Electric Company	47454	5,248.66	Electrical/Electronic Equipment, Parts & Repairs
GT Hall Company	47446	258.60	Mechanical Parts & Supplies
Haaker Equipment Company	47325	5,605.07	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Hach c/o Ponton Industries	47455	5,154.76	Laboratory Services & Supplies
Hach Company	47326	5,044.72	Laboratory Services & Supplies
Hach Company	47456	685.27	Laboratory Services & Supplies
Harrington Industrial Plastics, Inc.	47327	3,600.79	Repair & Maintenance Services and/or Supplies
Harrington Industrial Plastics, Inc.	47457	1,395.68	Repair & Maintenance Services and/or Supplies
Hasco Oil Co., Inc.	47458	551.69	Fuel and Lubricants
HDR Engineering, Inc.	47387	33,476.50	Professional Services/Engineering Design Services
Hector R. Linares	47537	105.00	Meeting/Training Expense Reimbursement
Hill Brothers	597	44,228.21	Chemicals, Water/Wastewater Treatment
Hill Brothers	604	13,788.84	Chemicals, Water/Wastewater Treatment
Home Depot	47328	401.13	Miscellaneous Parts and Supplies
Home Depot	47459	68.86	Miscellaneous Parts and Supplies
Hope Health/IHAC	47460	561.19	Benefits
Hub Auto Supply	47329	829.73	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Hub Auto Supply	47461	145.06	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Hyatt Legal Plans	47331	1,729.00	Professional Services - Legal
Hydrocat Industries	47332	1,642.82	Miscellaneous Parts and Supplies - Standard Media Replacement
Indiana Child Support Bureau	47333	290.00	Judgments Payable
Industrial Safety Shoe Co.	47462	160.55	Safety, Security, Health Equipment, Supplies, and Services
Industrial Threaded Products, Inc.	47463	869.61	Repair & Maintenance Services and/or Supplies
Insight Public Sector, Inc.	47464	3,333.12	Computers, Software/Hardware
Integrated Process Technologies, Inc.	47465	188.57	Repair & Maintenance Services and/or Supplies
Interstate Batteries of Cal Coast	47466	990.91	Repair & Maintenance Services and/or Supplies
Intl. Union of Oper. Eng. AFL CIO Local 501	47334	4,904.68	Dues Deductions
Intratek Computer, Inc.	47335	560.98	Network/Server/Printer Maintenance Services
Invensys Systems, Inc.	47467	1,638.33	Electrical/Electronic Equipment, Parts & Repairs
Ironman Parts & Services	47336	151.28	Repair & Maintenance Services and/or Supplies
Irvine Pipe & Supply	47337	917.73	Repair & Maintenance Services and/or Supplies
James D. Herberg	47535	388.97	Meeting/Training Expense Reimbursement
James D. Niswonger	47538	689.28	Meeting/Training Expense Reimbursement
James L. Burror	47533	379.19	Meeting/Training Expense Reimbursement
JAMS/ENDISPUTE	47469	8,300.00	Legal Service - United Technologies
Jays Catering	47470	658.62	Catering Services

Claims Paid From 4/01/12 to 4/15/12

Vendor	Warrant No.	Amount	Description
JCI Jones Chemicals, Inc.	600	12,701.16	Chemicals, Water/Wastewater Treatment
JCI Jones Chemicals, Inc.	605	18,134.05	Chemicals, Water/Wastewater Treatment
JE Phillips Company, Inc.	47468	3,852.06	Repair & Maintenance Services and/or Supplies
Jensen Instrument Co.	47339	2,440.27	Electrical/Electronic Equipment, Parts & Repairs
JG Tucker And Son, Inc.	47338	689.60	Safety, Security, Health Equipment, Supplies, and Services
Johnstone Supply	47471	222.10	Repair & Maintenance Services and/or Supplies
Julian F. Sabri	47539	125.00	Meeting/Training Expense Reimbursement
Kanawha Insurance Company	47472	2,172.41	Voluntary Benefits - SSTD Insurance
Kasai Consulting	47473	555.00	Professional Organizations Meeting/Training/Membership
Kelvin L. Barwick	47532	519.65	Meeting/Training Expense Reimbursement
Kemira Water Solutions	598	111,589.64	Chemicals, Water/Wastewater Treatment
Kemira Water Solutions	601	117,900.06	Chemicals, Water/Wastewater Treatment
Kiewit/Mass, A Joint Venture	47394	437,975.10	Construction
KTA-TATOR, Inc.	47341	872.66	Maint. Consulting Service
L. Johnson Painting	47342	4,985.00	Facilities, Maintenance, Services & Supplies
Lab Safety Supply, Inc.	47474	288.34	Laboratory Services & Supplies
Labware, Inc.	47344	13,361.00	Repair & Maintenance Services and/or Supplie
Laura A. Terriquez	47516	61.00	Meeting/Training Expense Reimbursement
Lien, Lai	47343	3,595.75	CFCC Refund
Malcolm Pirnie, Inc.	47475	11,713.24	Professional Services/Engineering Design Services
Maria E. Ayala	47531	402.87	Meeting/Training Expense Reimbursement
Maxim Security Systems	47476	619.16	Safety, Security, Health Equipment, Supplies, and Services
Merlex Stucco Inc.	47346	16,137.07	Septic Tank Refund
Midway Mfg. & Machining Co.	47477	9,422.74	Repair & Maintenance Services and/or Supplies
MJL Consulting	47388	67,202.23	Professional Services/Annual Contract Painting
Morrow Meadows Corp.	47395	177,615.00	Construction
National Fire Protection Association	47347	340.33	Professional Organizations Meeting/Training/Membership
Neudesic, L.L.C.	47478	1,305.76	Computer Applications & Services
NPELRA Annual Training Conference	47479	50.75	Professional Organizations Meeting/Training/Membership
OCEA	47348	692.25	Dues Deductible
Office Depot	47349	1,188.92	Office Supplies
Olin Corporation	47480	4,169.65	Chemicals, Water/Wastewater Treatment
OneSource Distributors, Inc.	47350	4,410.02	Electrical/Electronic Equipment, Parts & Repairs
OneSource Distributors, Inc.	47481	1,459.08	Electrical/Electronic Equipment, Parts & Repairs
Operation Technology, Inc.	47351	6,905.61	Repair & Maintenance Services and/or Supplies
Orange County Auto Parts	47482	419.35	Truck Supplies
Orange County Hose Company	47483	1,348.49	Miscellaneous Parts and Supplies
Orange County United Way	47353	40.00	Employee Contributions
Orange Courier	47484	23.31	Delivery Services
OSTS Inc.	47354	950.00	Professional Organizations Meeting/Training/Membership
Oxygen Service Company	47355	1,552.50	Laboratory Services & Supplies
Oxygen Service Company	47485	1,633.69	Laboratory Services & Supplies
Pacific Mechanical Supply	47356	238.08	Repair & Maintenance Services and/or Supplies
Pamela A. Koester	47536	119.00	Meeting/Training Expense Reimbursement
PC Mall Gov	47486	3,234.60	Software Maintenance Agreement
Peace Officers Council of CA	47357	2,254.00	Dues Deductions, Supervisors & Professionals
Polydyne, Inc.	599	61,903.73	Chemicals, Water/Wastewater Treatment
Polydyne, Inc.	602	26,231.98	Chemicals, Water/Wastewater Treatment
Primrose Ice Co., Inc.	47487	315.00	Water & Ice Services
Procure Work Injury Center	47488	492.34	Medical Services

Claims Paid From 4/01/12 to 4/15/12

Vendor	Warrant No.	Amount	Description
Project Management Institute	47489	174.00	Professional Organizations Meeting/Training/Membership
Prudential Insurance Company of America	47280	42,930.77	Benefits
Prudential Overall Supply	47358	4,021.37	Uniforms
Prudential Overall Supply	47490	2,802.30	Uniforms
Q Air - Calif. Div. Pump Engineering	47491	1,421.56	Repair & Maintenance Services and Supplies
Quickstart Intelligence	47492	1,625.00	Professional Organizations Meeting/Training/Membership
Quinn Power Systems	47493	1,602.49	Laboratory Services & Supplies
R. Y. Engineering Works, Inc.	47544	3,512.30	Repair & Maintenance Services and/or Supplies
Red Wing Shoes	47360	1,109.41	Safety, Security, Health Equipment, Supplies, and Services
Reliastar	47494	3,797.03	Voluntary Employee Life & Cancer Insurance
Remote Sensing Solutions Inc.	47389	59,960.80	Professional Services/Regional Ocean Modeling System (ROMS)
ReportsNow, Inc.	47495	2,880.00	Computers, Software/Hardware
Risk & Insurance	47361	34.95	Books & Publications
Royale Cleaners	47496	156.20	Miscellaneous Services
RPM Electric Motors	47497	2,456.43	Repair & Maintenance Services and/or Supplies
RSA Soil Products	47498	2,251.13	Miscellaneous Parts and Supplies
Rutan & Tucker, L.L.P.	47499	60.00	Legal Services
Safety Max	47500	418.47	Safety, Security, Health Equipment, Supplies, and Services
San Diego/Orange Fluid System Technologies, Inc.	47501	547.76	Repair & Maintenance Services and/or Supplies
Sancon Engineering, Inc.	47502	4,180.00	Repair & Maintenance Services and/or Supplies
Schwing Bioset	603	29,440.88	Repair & Maintenance Services and/or Supplies
Science Applications Intl. Corp.	47362	21,843.00	Professional Services/Engineering Design Services
Shamrock Supply Co., Inc.	47363	150.85	Repair & Maintenance Services and/or Supplies
Shamrock Supply Co., Inc.	47503	614.92	Repair & Maintenance Services and/or Supplies
Shureluck Sales & Engineering	47504	478.96	Repair & Maintenance Services and/or Supplies
Siemens Energy, Inc.	47364	9,839.73	Repair & Maintenance Services and/or Supplies
Siemens Water Technologies Corp.	47505	1,362.88	Repair & Maintenance Services and/or Supplies
Sigma-Aldrich, Inc.	47506	160.68	Laboratory Services & Supplies
Skalar, Inc.	47507	1,125.56	Laboratory Services & Supplies
SKC West, Inc.	47365	205.00	Laboratory Services & Supplies
SMRP	47508	275.00	Professional Organizations Meeting/Training/Membership
So. Cal Gas Company	47509	12,058.47	Utilities
South Coast Shipyard, Inc.	47510	4,397.96	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Southern California Edison	47281	47,226.85	Utilities
Southern California Edison	47511	1,643.84	Utilities
Southern California Energy Services Inc	47512	4,989.00	Professional Services/NCY HVAC Replacement
SPEX Certiprep, Inc.	47513	252.60	Laboratory Services & Supplies
St. Croix Sensory, Inc.	47514	660.00	Olfactometry Testing Services
Staples	47366	363.53	Office Supplies
Summit Steel	47367	1,188.41	Repair & Maintenance Services and/or Supplies
Sunset Industrial Parts	47368	1,406.09	Repair & Maintenance Services and/or Supplies
Sunset Industrial Parts	47515	818.21	Repair & Maintenance Services and/or Supplies
Synagro West, Inc.	47369	8,475.65	Biosolids Management
Tetra Tech, Inc.	47370	18,004.41	Professional Services/Engineering Design ServicesS
The Orange County Register	47352	2,748.00	Notices & Ads
The Standard Insurance Company	47371	2,633.52	Disability Insurance
The Trane Company	47374	218.84	Repair & Maintenance Services and/or Supplies
Thompson Industrial Supply, Inc.	47372	12,383.42	Repair & Maintenance Services and/or Supplies
Thompson Industrial Supply, Inc.	47517	2,869.08	Repair & Maintenance Services and/or Supplies
Tiano Construction	47373	3,250.00	Facilities, Maintenance, Services & Supplies

Claims Paid From 4/01/12 to 4/15/12

Vendor	Warrant No.	Amount	Description
T-Mobile	47518	110.71	Telecommunications
Tony's Lock & Safe Service & Sales	47519	318.40	Repair & Maintenance Services and/or Supplies
Toshiba Business Solutions USA Inc.	47282	33,211.36	Computers, Software/Hardware & Managed Services
Toshiba Business Solutions USA Inc.	47520	283.91	Computers, Software/Hardware & Managed Services
Townsend Public Affairs	47521	7,500.00	Professional Services - State Legislative Advocacy
Transcat	47522	196.86	Repair & Maintenance Services and/or Supplies
Tropical Plaza Nursery, Inc.	47375	12,497.50	Landscape Maintenance Services
Tropical Plaza Nursery, Inc.	47523	2,539.50	Landscape Maintenance Services
TW Telecom Holdings, Inc.	47524	7,814.24	Telecommunications
Univar USA Inc	606	13,172.96	Chemicals, Water/Wastewater Treatment
University of Arizona	47376	3,000.00	Marine Research
UPS Ground Freight, Inc.	47377	687.04	Freight Services
US Peroxide, L.L.C.	47283	154,512.77	Chemicals, Water/Wastewater Treatment
US Peroxide, L.L.C.	47390	185,268.71	Chemicals, Water/Wastewater Treatment
Verizon California	47525	632.55	Telecommunications
Verizon Wireless	47526	1,026.27	Telecommunications
Verne's Plumbing	47543	13,066.48	Plumbing Services & Supplies
Vision Financial Corporation	47378	1,249.72	Employee Voluntary Benefits
Vortex Corp.	47391	26,886.14	Repair & Maintenance Services and/or Supplies
Voyager Fleet Systems, Inc.	47392	25,777.96	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
VWR Scientific Products	47527	17,084.87	Laboratory Services & Supplies
Water Environment Federation	47379	358.00	Professional Organizations Meeting/Training/Membership
Water Environment Federation	47528	220.00	Professional Organizations Meeting/Training/Membership
Wells Fargo Bank Escrow 23518600	47396	48,663.90	Construction, Retention
Western Blue/Insight/Hewlett Packard	47529	21,704.18	Computers, Software/Hardware
Woodruff Spradlin & Smart	47393	57,442.38	Professional Services - Legal
Workforce Software, Inc.	47530	12,583.00	Computer Applications and Services
Yale/Chase Materials Handling, Inc.	47380	390.46	Electrical/Electronic Equipment, & Electric Cart Parts & Repairs
Yeom Choi	47534	125.00	Meeting/Training Expense Reimbursement
Yu-Li Tsai	47542	743.09	Meeting/Training Expense Reimbursement
24 Hour Fire Protection, Inc.	47382	5,058.07	Repair & Maintenance Services and/or Supplies
Total Accounts Payable - Warrants		\$ 3,981,371.18	
<u>Payroll Disbursements</u>			
Employee Paychecks	48994 - 49032	\$ 85,438.68	Biweekly Payroll (4/04/12)*
Employee Paychecks	49041	1,724.95	Interim Payroll - Emp. Pay hrs. not on regular pay (4/04/12)
Employee Paychecks	49042	230.00	Interim Payroll - Reissue ARBA DD as check (4/03/12)
Direct Deposit Statements	318604 - 319161	1,379,238.55	Biweekly Payroll (4/04/12)
Total Payroll Disbursements		\$ 1,466,632.18	
<u>Wire Transfer Payments</u>			
OCSD Payroll Taxes & Contributions		\$ 870,501.75	Biweekly Payroll (4/04/12)
Intercare Insurance Services		-	
Total Wire Transfer Payments		\$ 870,501.75	
Total Claims Paid 4/01/12 - 4/15/12		\$ 6,318,505.11	

*Check numbers 49033 - 49040 used in prior period, 3/31/12.

Claims Paid From 4/16/12 to 4/30/12

Vendor	Warrant No.	Amount	Description
<u>Accounts Payable Warrants</u>			
A W Chesterton	47559	\$ 4,014.51	Repair & Maintenance Services and/or Supplies
Accident Investigation Solutions Inc.	47560	947.50	Safety, Security, Health Equipment, Supplies, and Services
Ace Restoration & Waterproofing	47743	1,775.20	Repair & Maintenance Services and/or Supplies
A-Check America, Inc.	47742	647.00	Human Resources Services
ACR Systems, Inc.	47561	761.97	Instrument Parts & Supplies
AECOM Technical Services, Inc.	47545	28,268.19	Professional Services/Engineering Design Services
Aerotek	47562	840.00	Professional Services/Temporary Services
Aerotek	47744	11,975.04	Professional Services/Temporary Services
Agilent Technologies, Inc.	47563	1,227.09	Laboratory Services & Supplies
Agilent Technologies, Inc.	47745	2,778.84	Laboratory Services & Supplies
Air Liquide America Corp.	47746	1,255.15	Laboratory Services & Supplies
Air Liquide America Specialty Gases LLC	47564	2,805.71	Laboratory Services & Supplies
Airgas Safety, Inc.	47565	10,219.65	Safety, Security, Health Equipment, Supplies, and Services
Airgas Safety, Inc.	47747	5,176.91	Safety, Security, Health Equipment, Supplies, and Services
Airgas West	47566	1,563.00	Repair & Maintenance Services and/or Supplies
Airgas West	47748	270.02	Repair & Maintenance Services and/or Supplies
All American Asphalt	47546	29,906.60	Repair & Maintenance Services and/or Supplies
Alta-Robbins, Inc.	47749	600.66	Electrical/Electronic Equipment, Parts & Repairs
American Express	47547	42,098.90	Purchasing Card Program for Miscellaneous Parts and Supplies
Anantkumar R. Amin	47888	360.00	Meeting/Training Expense Reimbursement
AppleOne Employment Service	47567	5,958.34	Professional Services/Temporary Services
AppleOne Employment Service	47750	6,087.50	Professional Services/Temporary Services
Applied Industrial Technology	47568	6,057.41	Repair & Maintenance Services and/or Supplies
Applied Industrial Technology	47751	1,249.53	Repair & Maintenance Services and/or Supplies
Arc Micro Optics	47752	4,865.00	Laboratory Services & Supplies
Argus-Hazco	47569	2,421.16	Repair & Maintenance Services and/or Supplies
Ashbrook Simon Hartley Operations, L.P.	47570	1,626.29	Repair & Maintenance Services and/or Supplies
AT & T	47741	230.87	Telecommunications
AT & T Mobility II, L.L.C.	47572	349.98	Telecommunications
AT & T Mobility II, L.L.C.	47753	399.96	Telecommunications
AT & T Universal Biller	47571	121.83	Telecommunications
Awards & Trophies Company	47754	53.88	Awards and Framing Services
AWSI	47573	134.00	Professional Services - DOT Program Administration
AWSI	47755	2,250.00	Professional Services - DOT Program Administration
AWWA	47756	238.00	Professional Organizations Meeting/Training/Membership
Barragan Corp. International	47574	5,317.48	Professional Organizations Meeting/Training/Membership
Battery Specialties	47575	1,743.10	Batteries, Various
Battery Systems, Inc.	47576	9,391.33	Repair & Maintenance Services and/or Supplies
Bee Man Pest Control, Inc.	47757	294.00	Pest Control Services
Bently Nevada Inc.	47577	2,051.92	Repair & Maintenance Services and/or Supplies
Berendsen Fluid Power	47578	1,146.87	Electrical/Electronic Equipment, Parts & Repairs
Bioexpress Corp	47579	393.13	Repair & Maintenance Services and/or Supplies
Black Box Corporation	47580	345.80	Computers, Software/Hardware
BOC Edwards Inc.	47780	2,472.41	Laboratory Services & Supplies
Brithinee Electric	47581	2,785.80	Electrical/Electronic Equipment, Parts & Repairs
Brooks Instrument Div. Emerson Electric	47582	830.47	Instrument Parts & Supplies
Brown & Caldwell	47548	57,658.43	Professional Services/Engineering Design Services
Brown & Caldwell	47758	18,549.32	Professional Services/Engineering Design Services

Claims Paid From 4/16/12 to 4/30/12

Vendor	Warrant No.	Amount	Description
Bureau Veritas North America, Inc.	47583	3,231.69	Industrial Hygiene Services
California Barricade Rentals	47585	9,350.00	Miscellaneous Services
California Barricade Rentals	47760	2,700.00	Miscellaneous Services
California Dept. of Child Support	47586	2,021.51	Judgments Payable
California Relocation Services, Inc.	47587	405.00	Miscellaneous Services - Moving/Relocation
California Relocation Services, Inc.	47761	420.00	Miscellaneous Services - Moving/Relocation
Callan Associates, Inc.	47588	4,231.75	Investment Advisory Services
Caltrol, Inc.	47762	1,723.95	Electrical/Electronic Equipment, Parts & Repairs
Carollo Engineers	47550	100,531.83	Professional Services/Engineering Design Services
Carollo Engineers	47549	33,376.16	Professional Services
CASA	47589	850.00	Professional Organizations Meeting/Training/Membership
CCP Industries.	47590	5,236.22	Janitor & Household Service & Supplies
Charles P. Crowley Co.	47591	1,329.64	Repair & Maintenance Services and/or Supplies
Charles P. Crowley Co.	47763	547.53	Repair & Maintenance Services and/or Supplies
City Clerk's Association of California	47592	550.00	Professional Organizations Meeting/Training/Membership
City of Huntington Beach	47636	112.17	Water Use
Clean Harbors Environmental Services	47593	6,523.14	Grit & Screenings; Hazard Waste Disposal
Clean Harbors Environmental Services	47764	4,484.11	Grit & Screenings; Hazard Waste Disposal
CMAA	47765	70.00	Professional Organizations Meeting/Training/Membership
Cole-Parmer Instrument Co.	47766	1,239.02	Laboratory Services & Supplies
Compressor Components of California	47767	6,536.00	Repair & Maintenance Services and/or Supplies
COMSERCO, Inc.	47768	175.00	Professional Services/Information Technology
Connell Chevrolet/GEO	47769	419.32	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Constellation Newenergy Gas Division LLC	47770	9,148.64	Natural Gas
Consumers Pipe & Supply Co.	47594	1,973.30	Repair & Maintenance Services and/or Supplies
Consumers Pipe & Supply Co.	47771	198.26	Repair & Maintenance Services and/or Supplies
Control Factors Seattle, Inc.	47772	1,097.80	Repair & Maintenance Services and/or Supplies
Controlled Motion Solutions	47595	979.33	Repair & Maintenance Services and/or Supplies
Controlled Motion Solutions	47773	83.59	Repair & Maintenance Services and/or Supplies
Converse Consultants	47596	951.00	Professional Services/Professional Services/Materials & Geotechnical Testing
Cooperative Personnel Services	47599	845.25	Human Resources Services
CORRPRO Companies, Inc.	47732	37,705.50	Professional Services/Temporary Services
County of Orange Auditor Controller	47598	600.00	Governmental Agency Fees & Charges
Court Order	47646	2,179.38	Judgments Payable
Court Order	47648	150.00	Judgments Payable
Court Order	47684	108.00	Judgments Payable
Court Order	47727	912.50	Judgments Payable
CR&R, Inc.	47600	1,337.28	Waste Disposal
CS-AMSCO	47774	757.08	Repair & Maintenance Services and/or Supplies
C-Temp International	47584	63.88	Repair & Maintenance Services and/or Supplies
C-Temp International	47759	2,574.27	Repair & Maintenance Services and/or Supplies
Curtis Buonacorsi	47889	170.00	Meeting/Training Expense Reimbursement
CWEA Membership	47601	264.00	Professional Organizations Meeting/Training/Membership
CWEA Membership	47775	132.00	Professional Organizations Meeting/Training/Membership
Dapper Tire Co.	47602	1,698.59	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
David Wheeler Pest Control, Inc.	47603	1,432.00	Pest Control Services
David Wheeler Pest Control, Inc.	47776	1,432.00	Pest Control Services
DDB Engineering, Inc.	47777	2,794.14	Professional Services - Advocacy
Deborah L. Lindel	47890	112.20	Meeting/Training Expense Reimbursement

Claims Paid From 4/16/12 to 4/30/12

Vendor	Warrant No.	Amount	Description
DeGuelle Glass Co., Inc.	47604	2,833.55	Repair & Maintenance Services and/or Supplies
Delta Q, Inc.	47605	4,772.03	Repair & Maintenance Services and/or Supplies
Desert Pumps & Parts, Inc.	47606	10,596.33	Repair & Maintenance Services and/or Supplies
Designer Stitch Embroidery	47778	5,352.38	Public Outreach Supplies
Detector Technology, Inc.	47607	1,198.00	Laboratory Services & Supplies
Don Wolf & Associates, Inc.	47608	130.79	Instrument Parts & Supplies
Dudek & Associates, Inc.	47779	20,589.07	Professional Services/Engineering Design Services
Dunn-Edwards Corporation	47609	346.05	Facilities, Maintenance, Services & Supplies
Edge Tech	47610	610.56	Laboratory Services & Supplies
Electrabond	47781	15,370.55	Repair & Maintenance Services and/or Supplies
Employee Benefits Specialists, Inc.	47611	14,061.69	Reimbursed Prepaid Employee Medical & Dependent Care
Employee Benefits Specialists, Inc.	47782	770.00	Reimbursed Prepaid Employee Medical & Dependent Care
Employment Development Dept.	47783	100.00	Unemployment Insurance
Enchanter, Inc.	47784	1,520.00	Vessel Services - Monitoring Vessel Nerissa
Enertech Environmental	47551	493,637.81	Biosolids Management
ENS Resources, Inc.	47785	7,500.00	Professional Services - Federal Advocacy
Environmental & Occupational Risk Mgmt.	47612	1,857.50	Professional Services - Indoor Air Quality Consulting
Environmental Resource Associates	47613	591.25	Laboratory Services & Supplies
Environmental Resource Associates	47786	2,378.33	Laboratory Services & Supplies
Environmental Resource Center	47614	417.57	Safety, Security, Health Equipment, Supplies, and Services
Envirosim Associates, Ltd.	47615	140.00	Computer Applications & Services
Ewing Irrigation	47787	417.33	Irrigation Repair & Maintenance Services and/or Supplies
Fedex Corporation	47616	112.05	Freight Services
First American Corelogic	47597	78.00	Software Maintenance Agreement
Fisher Scientific	47617	132.49	Laboratory Services & Supplies
Fisher Scientific	47788	7,131.02	Laboratory Services & Supplies
Fleetmatics USA, LLC	47618	150.00	Professional Services - Legal/Employee Relations
Fluid Power Training Associates, LLC	47789	55.80	Professional Organizations Meeting/Training/Membership
FOPCO INCORPORATED	47619	2,149.00	Repair & Maintenance Services and/or Supplies
Franchise Tax Board	47620	972.75	Judgments Payable
Franchise Tax Board	47621	538.00	Judgments Payable
Franklin Covey	47790	31.85	Office Supplies
GA Industries LLC	47622	4,057.67	Repair & Maintenance Services and/or Supplies
Garratt Callahan Company	47791	514.74	Chemicals, Water/Wastewater Treatment
Gates Fiberglass Installers	47623	2,638.75	Repair & Maintenance Services and/or Supplies
George Yardley Co.	47792	1,182.19	Repair & Maintenance Services and/or Supplies
GHD, L.L.C.	47793	10,850.00	Professional Services/Engineering Design Services
Glens Alignment & Brake Service	47794	129.00	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Golden State Overnight Delivery Service	47624	135.44	Courier Services
Golden State Overnight Delivery Service	47795	48.01	Courier Services
Golden West Window Service	47625	4,525.00	Facilities, Maintenance, Services & Supplies
Golden West Window Service	47796	2,700.00	Facilities, Maintenance, Services & Supplies
Government Fleet Expo & Conference	47797	495.00	Professional Organizations Meeting/Training/Membership
Grainger, Inc.	47626	6,247.90	Repair & Maintenance Services and/or Supplies
Grainger, Inc.	47798	1,166.89	Repair & Maintenance Services and/or Supplies
Graybar Electric Company	47627	1,742.39	Electrical/Electronic Equipment, Parts & Repairs
Graybar Electric Company	47799	9,887.13	Electrical/Electronic Equipment, Parts & Repairs
Great Western Sanitary Supplies	47800	58.03	Janitor & Household Service & Supplies
Guarantee Records Management	47628	479.76	Professional Services - Document Storage & Shredding

Claims Paid From 4/16/12 to 4/30/12

Vendor	Warrant No.	Amount	Description
H.H. Fremer Architects, Inc.	47629	16,190.96	Construction
Hach c/o Ponton Industries	47801	1,085.64	Laboratory Services & Supplies
Hach Company	47631	123.23	Laboratory Services & Supplies
Hach Company	47802	4,723.22	Laboratory Services & Supplies
Harbor Distributing-Morgan Stanley	47630	6,318.25	Sewer User Refund
Hardy Diagnostics	47803	915.09	Laboratory Services & Supplies
Harrington Industrial Plastics, Inc.	47804	2,781.00	Repair & Maintenance Services and/or Supplies
Hasler, Inc.	47632	64.65	Postage Meter Rental
HDR Engineering, Inc.	47733	47,350.04	Professional Services/Engineering Design Services
Hewlett Packard Company	47633	11,725.56	Computers, Software/Hardware
Hill Brothers	607	42,146.85	Chemicals, Water/Wastewater Treatment
Hill Brothers	611	13,246.74	Chemicals, Water/Wastewater Treatment
Hilti, Inc.	47634	1,409.90	Repair & Maintenance Services and/or Supplies
Hilti, Inc.	47805	993.48	Repair & Maintenance Services and/or Supplies
Home Depot	47635	3,865.92	Miscellaneous Parts and Supplies
Hub Auto Supply	47806	1,048.08	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
ICC International Code Council	47807	150.00	Professional Organizations Meeting/Training/Membership
Indiana Child Support Bureau	47637	290.00	Judgments Payable
Industrial Fabrics Corp.	47638	12,867.38	Repair & Maintenance Services and/or Supplies
Industrial Threaded Products, Inc.	47808	1,391.43	Repair & Maintenance Services and/or Supplies
Inorganic Ventures, Inc.	47639	108.27	Laboratory Services & Supplies
Insight Public Sector, Inc.	47640	144.88	Computers, Software/Hardware
Institute For Supply Management	47641	340.00	Professional Organizations Meeting/Training/Membership
Intercare Holdings Insurance Svcs., Inc.	47642	5,316.67	Workers' Compensation Service
International Business Machines	47809	6,135.21	Computer Applications & Services
Intl. Union of Oper. Eng. AFL CIO Local 501	47643	4,805.84	Dues Deductions
IPMC c/o Parsons	47552	490,221.00	Professional Services/Temporary Services
Irvine Pipe & Supply	47810	149.61	Repair & Maintenance Services and/or Supplies
Irvine Ranch Water District	47811	67.58	Water Use
J F Shea Construction, Inc.	47739	406,579.58	Construction
James E. Colston	47729	235.64	Meeting/Training Expense Reimbursement
Jamison Engineering Contractors, Inc.	47734	32,692.60	Professional Services/Construction Support Services
Jays Catering	47644	626.30	Catering Services
Jays Catering	47813	707.11	Catering Services
JCI Jones Chemicals, Inc.	608	31,385.52	Chemicals, Water/Wastewater Treatment
JCI Jones Chemicals, Inc.	612	16,223.28	Chemicals, Water/Wastewater Treatment
JG Tucker And Son, Inc.	47812	2,440.54	Safety, Security, Health Equipment, Supplies, and Services
Johnstone Supply	47645	358.57	Repair & Maintenance Services and/or Supplies
Jorge Menocal	47891	180.00	Meeting/Training Expense Reimbursement
Julian F. Sabri	47892	180.00	Meeting/Training Expense Reimbursement
Kanawha Insurance Company	47647	2,172.41	Voluntary Benefits - SSTD Insurance
Kemira Water Solutions	610	36,141.15	Chemicals, Water/Wastewater Treatment
Kenny/Jenks Consultants, Inc.	47814	2,267.29	Professional Services 7-49
Kevin A. Schuler	47893	135.00	Meeting/Training Expense Reimbursement
Kiewit Infrastructure West Co.	47740	409,039.60	Construction
Labware, Inc.	47815	21,657.75	Repair & Maintenance Services and/or Supplie
Landscape Communications	47816	60.00	Professional Organizations Meeting/Training/Membership
Lionakis	47817	925.00	Professional Services/Architectural and Landscaping Consulting Services
Mail Dispatch, LLC	47818	314.70	Mail Delivery Service

Claims Paid From 4/16/12 to 4/30/12

Vendor	Warrant No.	Amount	Description
Mandic Motors	47819	425.00	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Marinus Scientific	47820	99.13	Laboratory Services & Supplies
Marvac Electronics	47821	50.47	Electrical/Electronic Equipment, Parts & Repairs
McMaster-Carr Supply Co.	47649	2,410.18	Repair & Maintenance Services and/or Supplies
McMaster-Carr Supply Co.	47822	1,634.90	Repair & Maintenance Services and/or Supplies
Mettler-Toledo	47650	390.34	Computer Applications & Services
Michael Asner Consulting	47823	1,450.00	Professional Services
Mid-West Associates, Inc.	47824	2,904.89	Repair & Maintenance Services and/or Supplies
Mission Abrasive & Janitorial Supplies	47651	224.23	Janitorial & Household Services & Supplies
Moore Medical Inc.	47652	734.80	Medical Supplies
Moore Medical Inc.	47825	24,464.64	Medical Supplies
MSC Industrial Supply Co.	47653	930.90	Repair & Maintenance Services and/or Supplies
MTM Recognition Corporation	47654	2,026.58	Service Awards
MTM Recognition Corporation	47826	488.99	Service Awards
Myers & Sons Hi-Way Safety, Inc.	47655	77.53	Repair & Maintenance Services and/or Supplies
NASSCO/PACP	47656	250.00	Professional Organizations Meeting/Training/Membership
National Plant Service	47827	19,800.00	Repair & Maintenance Services and/or Supplies
NEAC Compressor Services USA Inc.	47657	1,750.76	Repair & Maintenance Services and/or Supplies
Neal Supply Co.	47658	2,869.18	Repair & Maintenance Services and/or Supplies
NetworkFleet, Inc.	47828	1,759.90	Software Maintenance Agreement
Newark Electronics	47659	396.47	Electrical/Electronic Equipment, Parts & Repairs
Nickell Metal Spray	47660	1,315.00	Repair & Maintenance Services and/or Supplies
Nintex USA	47829	2,145.00	Computer Applications & Services
Nirve Sports LTD	47661	644.75	Bicycle Purchases
NRG Engine Services, L.L.C.	47662	7,198.46	Repair & Maintenance Services and/or Supplies
OCEA	47663	682.50	Dues Deductible
O'Connell Engineering & Construction, Inc.	47553	33,264.77	Repair & Maintenance Services and/or Supplies
Office Depot	47664	5,129.99	Office Supplies
Office Depot	47830	428.72	Office Supplies
Olin Corporation	47665	12,218.86	Chemicals, Water/Wastewater Treatment
Omega Industrial Supply, Inc.	47831	4,741.72	Janitor & Household Service & Supplies
OneSource Distributors, Inc.	47666	6,457.65	Electrical/Electronic Equipment, Parts & Repairs
OneSource Distributors, Inc.	47832	598.92	Electrical/Electronic Equipment, Parts & Repairs
Oracle America Inc.	47667	21,354.51	Software Maintenance Agreement
Orange County Chapter-ISCEBS	47668	30.00	Professional Organizations Meeting/Training/Membership
Orange County Hose Company	47833	835.28	Miscellaneous Parts and Supplies
Orange County Sanitation District	47730	1,556.58	Petty Cash Expense
Orange County United Way	47669	40.00	Employee Contributions
Orange County Vector Control District	47670	237.17	Pest Control
Oxygen Service Company	47671	585.15	Laboratory Services & Supplies
Oxygen Service Company	47835	169.47	Laboratory Services & Supplies
Pacific Investment Management	47735	154,145.80	Professional Financial Services
Pacific Mechanical Supply	47672	1,314.94	Repair & Maintenance Services and/or Supplies
Pacific Mechanical Supply	47836	361.50	Repair & Maintenance Services and/or Supplies
Parker Supply Company	47673	1,986.36	Miscellaneous Parts and Supplies
Parkhouse Tire, Inc.	47674	1,459.09	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Parkhouse Tire, Inc.	47674	700.78	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
PC Mall Gov	47837	10,308.92	Software Maintenance Agreement
Peace Officers Council of CA	47675	2,242.50	Dues Deductions, Supervisors & Professionals

Claims Paid From 4/16/12 to 4/30/12

Vendor	Warrant No.	Amount	Description
Peerless Wiping Materials Co.	47676	792.18	Janitor & Household Service & Supplies
Performance Pipeline Technologies	47554	33,822.76	Professional Services/CCTV Inspection/Sewerline Cleaning
PL Hawn Company, Inc.	47677	473.07	Repair & Maintenance Services and/or Supplies
Planet Associates	47838	20,000.00	Computer Applications & Services
PR Electronics, Inc.	47678	4,068.91	Electrical/Electronic Equipment, Parts & Repairs
Praxair Distribution, Inc.	47839	77.78	Laboratory Services & Supplies
Precon Products	47679	1,400.75	Repair & Maintenance Services and/or Supplies
Prima Public Risk Management Assoc.	47840	670.00	Professional Organizations Meeting/Training/Membership
Primary Source Office Furnishings, Inc.	47680	4,521.19	Minor Equipment/Furniture & Fixtures
Primrose Ice Co., Inc.	47841	606.43	Water & Ice Services
Projectline Technical Services, Inc.	47842	3,351.00	Professional Services/Engineering Design Services
Projects Partners	47555	60,118.75	Professional Services/Temporary Employment Services
Propipe Professional Pipe Services	609	5,520.37	Professional Services/CCTV Sewerline Inspections
Prudential Overall Supply	47843	2,655.93	Uniforms
PSOMAS	47681	11,000.00	Computer Applications & Services
Pump Action	47682	399.28	Oil Filters
Q Air - Calif. Div. Pump Engineering	47683	8,676.54	Repair & Maintenance Services and Supplies
Rainbow Disposal Co.	47844	3,493.81	Waste Disposal
Rentacrate, L.L.C.	47845	229.08	Facilities, Maintenance, Services & Supplies
ReportsNow, Inc.	47685	5,520.00	Computers, Software/Hardware
RMS Engineering & Design, Inc.	47846	14,505.00	Professional Services/Engineering Design Services
Roto Rooter NOC#11	47847	958.02	Repair & Maintenance Services and/or Supplies
Royale Cleaners	47686	78.10	Miscellaneous Services
Safety-Kleen	47848	106.11	Repair & Maintenance Services and/or Supplies
Safway Services,L.P.	47849	1,085.00	Repair & Maintenance Services and/or Supplies
San Diego/Orange Fluid System Technologies, Inc.	47687	116.46	Repair & Maintenance Services and/or Supplies
San Diego/Orange Fluid System Technologies, Inc.	47850	1,502.20	Repair & Maintenance Services and/or Supplies
Schwing Bioset	613	14,584.10	Repair & Maintenance Services and/or Supplies
Sea Bird Electronics, Inc.	47689	813.00	Electrical/Electronic Equipment, Parts & Repairs
Securitas Security Services USA, Inc.	47556	31,705.51	Safety, Security, Health Equipment, Supplies, and Services
Sessions & Kimball Client Trust Account	47731	85,000.00	Professional Services - Legal
Shamrock Supply Co., Inc.	47690	3,134.07	Repair & Maintenance Services and/or Supplies
Shamrock Supply Co., Inc.	47851	1,003.47	Repair & Maintenance Services and/or Supplies
Sherwin-Williams Company	47691	533.41	Painting Services and Supplies
Shureluck Sales & Engineering	47692	1,673.47	Repair & Maintenance Services and/or Supplies
Shureluck Sales & Engineering	47852	616.39	Repair & Maintenance Services and/or Supplies
Siemens Water Technologies Corp.	47693	68.86	Repair & Maintenance Services and/or Supplies
SKC West, Inc.	47694	325.77	Laboratory Services & Supplies
Smardan Supply Company	47695	735.39	Repair & Maintenance Services and/or Supplies
Snap-On Equipment	47853	570.79	Repair & Maintenance Services and/or Supplies
So. Cal Gas Company	47696	10,456.29	Utilities
South Coast Environmental Co.	47688	3,427.55	Professional Services - Air Quality Monitoring
Southern California Setac	47697	110.00	Professional Organization
Southern California Edison	47557	358,436.43	Utilities
Southern Counties Lubricants	47854	711.15	Fuel and Lubricants
Southern Counties Oil Co.	47855	4,077.85	UST Diesel Fuel Transfer at Plt. 1
Sparling Instruments, Inc.	47856	3,528.86	Instrument Parts & Supplies
SPEX Certiprep, Inc.	47857	94.90	Laboratory Services & Supplies
St. Croix Sensory, Inc.	47858	660.00	Olfactometry Testing Services

Claims Paid From 4/16/12 to 4/30/12

Vendor	Warrant No.	Amount	Description
Stantec Consulting Services, Inc.	47698	1,163.00	Professional Services/Surveying
State Water Resources Control Board	47859	466.00	Governmental Agency Fees & Charges
Summit Steel	47699	3,736.78	Repair & Maintenance Services and/or Supplies
Summit Steel	47860	2,065.18	Repair & Maintenance Services and/or Supplies
Sunset Industrial Parts	47700	1,055.31	Repair & Maintenance Services and/or Supplies
Sunset Industrial Parts	47861	5,404.03	Repair & Maintenance Services and/or Supplies
Tait Environmental	47701	379.00	Professional Organizations Meeting/Training/Membership
Techstreet	47862	124.99	Books & Publications
Teledyne RD Instruments, Inc.	47702	2,330.70	Laboratory Services & Supplies
Teledyne/ISCO	47863	2,529.39	Laboratory Services & Supplies
TestAmerica Ontario	47703	2,851.00	Laboratory Services & Supplies
TestAmerica Ontario	47864	2,558.00	Laboratory Services & Supplies
Tetra Tech, Inc.	47865	12,785.98	Professional Services/Engineering Design ServicesS
The Creative Group	47704	3,024.00	Professional Services/Temporary Services
The Creative Group	47866	3,024.00	Professional Services/Temporary Services
The Orange County Register	47834	5,512.00	Notices & Ads
The Trane Company	47871	5,090.00	Repair & Maintenance Services and/or Supplies
The Unisource Corporation	47711	912.65	Paper & Office Supplies
The Walking Man, Inc.	47705	360.00	Miscellaneous Services
Theodore Robins Ford	47867	169.34	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
Thermo Electron North America, L.L.C.	47706	196.08	Laboratory Services & Supplies
Thompson Industrial Supply, Inc.	47707	7,647.15	Repair & Maintenance Services and/or Supplies
Thompson Industrial Supply, Inc.	47868	5,322.38	Repair & Maintenance Services and/or Supplies
Tiano Construction	47869	3,655.00	Facilities, Maintenance, Services & Supplies
Time Warner Communications	47870	59.17	Telecommunications
Transcat	47872	371.83	Repair & Maintenance Services and/or Supplies
Tremco Incorporated	47873	483.44	Repair & Maintenance Services and/or Supplies
Tropical Plaza Nursery, Inc.	47708	500.00	Landscape Maintenance Services
Tropical Plaza Nursery, Inc.	47874	2,636.00	Landscape Maintenance Services
Truck & Auto Supply, Inc.	47875	33.18	Autos, Trucks & Marine Equipment, Parts, Accessories & Services
TSG Enterprises, Inc.	47876	11,306.00	Professional Services/Construction Support Services
Tule Ranch/Magan Farms	47558	232,046.72	Biosolids Management
Tule Ranch/Magan Farms	47736	171,612.79	Biosolids Management
Ultra Scientific	47709	133.25	Laboratory Services & Supplies
Underground Service Alert of So. Calif	47710	1,441.50	Professional Services - Dig Alert Notification Service
Union Bank of California Escrow	47886	21,398.92	Construction, Retention
United Parcel Service	47712	1,520.05	Freight Services
United Parcel Service	47877	2,885.98	Freight Services
United Power Service, Inc.	47713	314.00	Electrical/Electronic Equipment, Parts & Repairs
United Power Service, Inc.	47878	494.00	Electrical/Electronic Equipment, Parts & Repairs
Universal Flooring Systems, Inc.	47714	932.00	Facilities, Maintenance, Services & Supplies
UPS Ground Freight, Inc.	47715	69.08	Freight Services
US Peroxide, L.L.C.	47737	186,416.39	Chemicals, Water/Wastewater Treatment
Valin Corporation	47716	4,087.55	Repair & Maintenance Services and/or Supplies
Vapex Products, Inc.	47717	5,163.37	Electrical/Electronic Equipment, Parts & Repairs
Verne's Plumbing	47718	4,240.00	Plumbing Services & Supplies
Verne's Plumbing	47879	1,410.00	Plumbing Services & Supplies
Vortex Corp.	47719	4,604.30	Repair & Maintenance Services and/or Supplies
Vortex Corp.	47719	440.50	Repair & Maintenance Services and/or Supplies

Claims Paid From 4/16/12 to 4/30/12

Vendor	Warrant No.	Amount	Description
Water Environment Federation	47720	839.00	Professional Organizations Meeting/Training/Membership
Water Environment Federation	47880	716.00	Professional Organizations Meeting/Training/Membership
Waxie Sanitary Supply	47721	334.74	Janitor & Household Service & Supplies
WCR Incorporated	47881	24,286.18	Miscellaneous Services
Weck Laboratories, Inc.	47882	660.00	Laboratory Services & Supplies
Wells Fargo Bank	47887	21,528.40	Construction, Retention
West Coast Safety Supply Co.	47722	1,965.49	Safety, Security, Health Equipment, Supplies, and Services
West Lite Supply Company, Inc.	47723	17.27	Electrical/Electronic Equipment, Parts & Repairs
Western Blue/Insight/Hewlett Packard	47724	21,704.18	Computers, Software/Hardware
Weston Solutions, Inc.	47725	9,360.00	Laboratory Services & Supplies
Weston Solutions, Inc.	47738	32,811.00	Laboratory Services & Supplies
WorldatWork	47726	245.00	Professional Organizations Meeting/Training/Membership
WRIPAC	47883	300.00	Professional Organizations Meeting/Training/Membership
Xerox Corporation	47884	20,149.45	Computers, Software/Hardware & Managed Services
Y.J. Shao	47894	125.00	Meeting/Training Expense Reimbursement
Yale/Chase Materials Handling, Inc.	47885	566.98	Electrical/Electronic Equipment, & Electric Cart Parts & Repairs
24 Carrots	47728	248.04	Professional Organizations Meeting/Training/Membership
Total Accounts Payable - Warrants		<u>\$ 4,730,105.92</u>	
<u>Payroll Disbursements</u>			
Employee Paychecks	49043 - 49097	\$ 85,438.68	Biweekly Payroll (4/18/12)
Employee Paychecks	49098 - 49099	3,067.04	Interim Payroll - OT & FIT Corrections (4/19/12)
Employee Paychecks	49100	2,649.69	Interim Payroll - Reissue Direct Deposit (4/24/12)
Direct Deposit Statements	319162 - 319733	1,396,906.43	Interim Payroll - ARBA (4/18/12)
Direct Deposit Statements	319734	317.96	Biweekly Payroll (4/18/12)
Total Payroll Disbursements		<u>\$ 1,488,379.80</u>	
<u>Wire Transfer Payments</u>			
OCSD Payroll Taxes & Contributions		\$ 769,942.26	Biweekly Payroll (4/18/12)
Intercare Insurance Services		17,064.29	Workers' Compensation Services (4/18/12)
Bank of America/Merrill Lynch		33,882.58	Series 2000A & B Refunding COPs Remarketing Fee (4/26/12)
Total Wire Transfer Payments		<u>\$ 820,889.13</u>	
Total Claims Paid 4/16/12 - 4/30/12		<u>\$ 7,039,374.85</u>	

BOARD OF DIRECTORS
AGENDA REPORT

Meeting Date	To Bd. of Dir. 05/23/12
Item Number	Item Number 4

Orange County Sanitation District

FROM: James D. Ruth, General Manager
 Originator: Jeff Reed, Director of Human Resources

SUBJECT: TEMPORARY EMPLOYMENT SERVICES

GENERAL MANAGER'S RECOMMENDATION

- 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 \$405,000 per year, for a one-year period (July 1, 2012 through June 30, 2013), with a one-year renewal option; and,
- B. Approve an annual contingency of \$45,000; and,
- C. Authorize the General Manager to add or delete such firms as necessary to meet work requirements as identified by the Human Resources Department.

SUMMARY

- Orange County Sanitation District’s (OCSD) strategic staffing plan includes utilizing full-time and part-time regular employees, contract employees, and temporary employees. This report specifically focuses on temporary services employees who are utilized as a supplement to the regular workforce for accommodating workload demands and workflow fluctuations.
- The key advantage associated with temporary staffing is flexibility, since temporary employees are used for adjusting staffing levels quickly and for a limited timeframe. Temporary services are utilized for filling approved budgeted positions due to illness, vacations, leaves of absence, and vacant open positions; in addition, temporary services are also used for approved special projects and budgeted capital improvement projects (CIP) that are non-engineering related.
- In June 2004, the Board of Directors awarded contracts for Temporary Employment Services for a period of one year, renewable for a period of four years. The Board of Directors authorized staff to utilize a combination of several firms to supply temporary services to OCSD in order to provide staffing flexibility and to comply with the OCSD Purchasing Resolution. These contracts expired on June 30, 2009.

Fiscal Year	Amount
2012 – 2013	\$450,000
2011 – 2012	\$269,000
2010 – 2011	\$424,200
2009 – 2010	\$760,020

2008 – 2009	\$1,700,000
2007 – 2008	\$1,700,000

PRIOR COMMITTEE/BOARD ACTIONS

- December 2011 – Board approved to increase the current Temporary Employment Services (Specification No. CS-2009-421BD) funding of \$150,000 by \$119,000 with temporary service firms for a new total amount not to exceed \$269,000 for the remainder of the fiscal year (through June 30, 2012).
- June 2011 – Board approved entering into contracts for Temporary Employment Services (Specification No. CS-2009-421BD) with temporary service firms for a total amount of \$126,000 per year, for a one-year period (July 1, 2011 through June 30, 2012), with a one-year renewal option. A \$24,000 increase had been added to the projected budget as a contingency fund for unplanned staffing needs that adversely impacted OCSD staffing resources.
- June 2009 - Board approved entering into contracts for Temporary Employment Services (Specification No. CS-2009-421BD) with temporary service firms for a total amount of \$450,000 per year, for a one-year period (July 1, 2009 through June 30, 2010), with a one-year renewal option. A \$50,000 increase had been added to the projected budget as a contingency fund for unplanned staffing needs that adversely impacted OCSD staffing resources.
- May 2004 – Board approved entering into contracts for Temporary Employment Services for: (1) Authorize staff to establish contracts for Temporary Employment Services, Specification No. S-2004-181BD, with temporary service firms for a one year period, July 1, 2004 through June 30, 2005, for a total amount not to exceed \$1,700,000 per year; and (2) Authorize staff the option of four additional one year contract renewals, cancelable at any time, for a total amount not to exceed \$1,700,000 per year; and, (3) Authorize staff to enter into these contracts with temporary service firms, as identified by the Human Resources Department, with the authorization to add or delete such firms as necessary to meet District work requirements.

ADDITIONAL INFORMATION

The proposed FY12/13 Operating budget for temporary services is \$405,000. A \$45,000 increase has been added to the projected budget as a contingency fund for unplanned staffing needs that adversely impact OCSD staffing resources such as Leaves of Absences (LOA's), promotions, and separations of employment. The contingency fund is being requested based on prior committee actions mentioned above where staff had to request periodic increases for the use of temporary services for CIP projects. This was due to CIP projects being initiated and approved by the Board during the fiscal year; however, appropriate staffing was not pre-planned during the initial budget process.

There are approximately 4 temporary employees currently assigned to OCSD working predominantly on Information Technology, Engineering and Contracts assignments. Information Technology utilizes temporary staffing to support streamlining and automating of processes throughout the agency so that budgeted headcount does not need to be increased; in addition,

the appropriate technical specialists can be utilized to augment existing skill sets as needed and for a limited time. The Contracts division is utilizing temporary staffing to help support the full time staff due to the high amount of CIP projects that OCSD currently has underway.

OCSD currently utilizes 8 temporary services agencies to provide temporary workers on an as-needed basis to accomplish OCSD work requirements. The cost of a temporary employee includes the temporary's hourly rate. A mark-up rate is the "payment" to the temporary agency to cover the benefits provided to the temporary worker and overhead costs of the temporary agency. The mark-up rates for the current temporary agencies utilized by OCSD range from 30% to 70%.

OCSD anticipates utilizing additional technical agencies in the future to meet departmental needs; therefore, staff is requesting authorization to enter into similar temporary services agreements with other providers without having to return to the Board to approve each additional staffing agency. Human Resources staff interviews each temporary agency prior to entering into a contract for services to ensure administrative requirements are met for doing business with OCSD. Temporary agencies work with Purchasing to sign applicable forms and agree to the proper insurance and employment practices prior to entering into a contract with OCSD. The contract includes specific information related to work hours, billing rates, invoicing and payment, confidentiality, etc.

The following is a list of current Temporary Employment Agencies under contract with OCSD:

- Aerotek Inc.: (General, Engineering, Laboratory)
- AppleOne Employment Services: (General)
- Material and Contract Services - Procurement Services Associates: (Contract Services)
- On Assignment - Lab Support: (Laboratory)
- TEG Staffing (Human Resources)
- TekSystems: (Technical)
- Project Partners (Technical)
- Xyon Business Solutions:(Technical)
- Aquent (added 1/20/12)
- Robert Half, Inc. (added 1/31/12)

Award Date: 06/24/09 Contract Amount: \$450,000/year Contingency: \$50,000/year (11%)

CEQA

N/A

BUDGET/DELEGATION OF AUTHORITY COMPLIANCE

N/A

BOARD OF DIRECTORS

AGENDA REPORT

Meeting Date	To Bd. of Dir. 05/23/12
Item Number	Item Number 5

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Jim Herberg, Assistant General Manager
CIP Project Manager: Wendy Sevenandt

SUBJECT: CONTRACTS ADMINISTRATION COMPLEX REMOVAL AND
PURCHASING AREA ADA SITE IMPROVEMENTS, PROJECT
NO. FE10-03

GENERAL MANAGER'S RECOMMENDATION

- A. Approve Plans and Specifications for Contracts Administration Complex Removal and Purchasing Area ADA Site Improvements, Project No. FE10-03, on file at the office of the Clerk of the Board;
- B. Approve Addendum No. 1 to the plans and specifications;
- C. Receive and file bid tabulation and recommendation;
- D. Reject low bid from Roadway Engineering & Construction, Inc., as "Non-Responsive" due to its failure to provide a bid bond in the form required by the Invitation for Bids;
- E. Award a construction contract to De La Riva Construction, Inc., for Contracts Administration Complex Removal and Purchasing Area ADA Site Improvements, Project No. FE10-03, for a total amount not to exceed \$309,463; and,
- F. Approve a contingency of \$46,419 (15%).

SUMMARY

This project removes the existing Contracts Administration Trailer with associated utilities, upgrades various access walkways at Plant No. 1 to meet the requirements of the Americans with Disabilities Act (ADA), which includes reconstruction of existing parking, ramps and sidewalks, tree removal, and landscaping/irrigation repair.

The Orange County Sanitation District (Sanitation District) advertised for bids on February 22 and February 29, 2012. Four sealed bids were received on April 3, 2012. The bids were evaluated in accordance with the Sanitation District's policies and procedures. De La Riva Construction, Inc., was deemed the lowest responsive, responsible bidder. Staff recommends awarding a construction contract to De La Riva Construction, Inc. for Contracts Administration Complex Removal and Purchasing Area ADA Site Improvements, Project No. FE10-03, for a total amount not to exceed \$309,463.

Summary information on the bid opening for Contracts Administration Complex Removal and Purchasing Area ADA Site Improvements, Project No. FE10-03, is as follows:

Project Budget	\$719,340
Construction Contract Budget	\$400,000
Engineer's Estimate	\$400,000
Lowest Responsive, Responsible Bid	\$309,463
High Bid	\$384,000

<u>Bidders</u>	<u>Amount of Bid</u>
Roadway Engineering & Contracting, Inc.	\$261,400
De La Riva Construction, Inc.	\$309,463
Minako America Corp. dba Minco Construction	\$377,000
AMKO Development, Inc.	\$384,000

ADDITIONAL INFORMATION

The lowest three bids received were evaluated for responsiveness and responsibility as follows:

Bidder	Amount of Bid	Determination
1. Roadway Engineering & Construction, Inc.	\$261,400	Non-Responsive
2. De La Riva Construction, Inc.	\$309,463	Responsible, Responsive
3. Minako America Corporation dba Minco Construction	\$377,000	Responsible, Responsive
4. AMKO Development, Inc.	\$384,000	Undetermined as only the three lowest bidders were evaluated

Roadway Engineering & Construction, Inc. was deemed Non-Responsive for the following reasons:

- This bidder did not submit the required Bidder's Security Bond [OCSD form BF-8] with its bid. This bidder substituted an alternate bid bond, which was structured as a damages bond, rather than a forfeiture bond, as required by the Invitation for Bids (IFB). This is a material defect in Roadway Engineering & Construction, Inc.'s (Roadway's) bid. Roadway's bond obligates the bidder to reimburse the Sanitation District for only the actual damages it sustains, up to ten percent of the bid amount, in the event the bidder fails to execute the contract, provide required insurance, or provide required payment and performance bonds. The Sanitation District's required bid bond form is structured as a forfeiture bond, under which the bidder automatically forfeits the full ten percent of its bid amount should the bidder fail to execute the contract, and provide the required insurance and bonds. If the Sanitation District were to accept Roadway's bid with the alternate bid bond form, the Sanitation District

could be subject to a bid protest on the grounds that it allowed an unfair competitive advantage to Roadway since Roadway would suffer a lesser penalty than the other bidders for failure to execute the contract, et al. as noted above.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

CEQA

Notice of Exemption was filed on August 8, 2011.

BUDGET/DELEGATION OF AUTHORITY COMPLIANCE

This recommendation complies with authority levels of the Sanitation District's Delegation of Authority. This item has been budgeted and the budget is sufficient for the recommended action (FY2011-12 Update, Page A-11, Item108).

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
05/23/12	\$309,463	\$46,419 (15%)

JH:WS:dm:gc

STEERING COMMITTEE
AGENDA REPORT

Meeting Date 05/23/12	To Bd. of Dir. 05/23/12
Item Number 2	Item Number 7

Orange County Sanitation District

FROM: Larry R. Crandall, Board Chair

SUBJECT: Ban on Texting and Emailing During Noticed Meetings

GENERAL MANAGER'S RECOMMENDATION

Adopt Resolution No. OCSD 12-06, Establishing Rules of Procedure for the Conduct of Business of the District, and Repealing Resolution No. OCSD 07-10, to include the banning of texting and emailing during noticed and open Board and Committee meetings.

SUMMARY

It is necessary to establish rules of procedure to facilitate the orderly handling of business to come before the Board and its subordinate committees. At this time, the Board of Directors wishes to revise its rules of procedure regarding the conduct of its meetings.

During noticed and open Board and Committee meetings to the public, pursuant to the Brown Act, the use of computer hardware, including cell phones, iPads, notebooks, netbooks, desktop, and other devices, by Board members to send or receive text messages or email messages is not permitted.

PRIOR COMMITTEE/BOARD ACTIONS

June 2007 – The last formal revision to the Sanitation District’s Rules of Procedure for the Conduct of Business was adopted by the Board of Directors at its regular Board Meeting in June 2007. The Board adopted Resolution No. OCSD 07-10 (thereby repealing previous Resolution No. OCSD 07-06).

ADDITIONAL INFORMATION

Within the Board’s adopted Resolution No. OCSD 07-10, Establishing Rules of Procedure for the conduct of Business of the District, is section “E. Conduct of Meetings”. This section shall be revised to include the following:

(7) Ban on Texting or Emailing. During Board and Committee meetings noticed and open to the public pursuant to the Brown Act, the use of computer hardware, including cell phones, iPads, notebooks, netbooks, desktop, and other devices, by Board members to send or receive text messages or email messages is not permitted.

CEQA

N/A

BUDGET / DELEGATION OF AUTHORITY COMPLIANCE

N/A

RESOLUTION NO. OCSD 12-06

ESTABLISHING RULES OF PROCEDURE FOR THE
CONDUCT OF BUSINESS OF THE DISTRICT

A RESOLUTION OF THE BOARD OF DIRECTORS OF
ORANGE COUNTY SANITATION DISTRICT FIXING AND
ESTABLISHING RULES OF PROCEDURE FOR THE
CONDUCT OF BUSINESS OF THE DISTRICT, AND
REPEALING RESOLUTION NO. OCSD 07-10

WHEREAS it is necessary to establish rules of procedure to facilitate the orderly handling of business to come before the Orange County Sanitation District Board of Directors and Standing, Steering, Special and Ad Hoc Committees.

NOW THEREFORE, the Board of Directors of the Orange County Sanitation District ("District"),

DOES HEREBY RESOLVE, DETERMINE AND ORDER:

Section 1: Rules of Procedure. That the following rules of procedure be adopted for the conduct of business of the District:

A. Regular Meetings. There shall be a regular monthly meeting of the Board of Directors of the District on the fourth Wednesday of every month at 6:30 p.m., in the Administrative Offices of the District, located at 10844 Ellis Avenue, Fountain Valley, California; provided, however, if the fourth Wednesday of the month falls upon a legal holiday, said monthly meeting shall be held on the next day thereafter, at the same time and place, unless the Board adjourns to a different date and time certain.

The Board of Directors may adjourn any regular, special or adjourned special meeting to a time and place certain, as specified in the order of adjournment.

B. Special Meetings. A special meeting of the Board of Directors may be called in either one of the following ways:

- (1) By the Chairperson of the Board of Directors; or
- (2) By the written request of a majority of the Steering Committee delivered to the Clerk of the Board.

The call or notice for special meeting shall be in writing and delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as specified in the notice. Any notice deposited in the regular mail addressed to a Director at the address he or she has on file with the Clerk of the Board postage prepaid, sixty (60)

hours in advance of any such meeting as specified in the notice, shall be presumed to have been delivered.

The call or notice shall specify the time and place of the special meeting, a description of the business to be transacted, and copies of all pertinent written materials.

Such written notice may be dispensed with as to any Director or Alternate Director who, at or prior to the time the meeting convenes, files with the Clerk of the Board a written waiver of notice. Such waiver may be given by facsimile or electronic mail. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The Clerk of the Board shall diligently attempt to notify each Director personally of the time, place and purpose of said meeting, not less than twenty-four (24) hours before the time of said meeting.

The call or notice shall be posted in the administrative offices' public lobby at least twenty-four (24) hours prior to the special meeting.

C. Meetings Adjourned by Clerk of the Board. If at any regular, adjourned regular, special, or adjourned special meeting, there is not a quorum of Directors present, the Clerk of the Board may declare the meeting adjourned to a stated time and place and shall cause written notice of the adjournment to be given in the same manner as for a special meeting, unless such notice is waived as provided for in special meetings. Within twenty-four (24) hours after the time of the adjournment, a copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held.

D. Notices to News Media. When any local newspaper of general circulation, radio or television station requests, in writing, notices of meetings of the Board of Directors, the Clerk of the Board shall thereafter, until receipt of a notice terminating said request, deliver notices of regular, regular adjourned, and special adjourned meetings to such newspapers, radio or television stations. Delivery shall be made in the same manner as delivery is made to the Directors.

E. Conduct of Meetings.

(1) Procedural Rules. The procedural rules for debate and action shall be as set forth in Table 1, attached hereto and adopted herein by reference. Robert's Rules of Order shall not be applicable or govern the procedures for the conduct of District business.

(2) Legal Officer. In any case of ambiguity or uncertainty in the interpretation or application of these Rules to any procedure, the presiding officer may direct such question for a ruling to the Board's General Counsel, who shall be the parliamentarian of the Board.

(3) Obtaining the Floor and Making Motions. Any member of the Board wishing to speak, or any member of the public wishing to address the Board, must first be recognized by the Chairperson. The Chairperson must recognize any member of the Board who seeks the floor when appropriately entitled to address the Board.

Any member of the Board, including the Chairperson, may bring a matter of business properly before the Board by making a motion. Any member, including the Chairperson, except the member making the motion, may second the motion. Once a motion is seconded, it may be opened for discussion and debate, in accordance with the procedures in Subsection (4) below.

(4) Rules for Discussion, Debate, and Deliberation by the Board. The procedures for consideration and action on all matters to come before the Board shall be in compliance with the terms of this Section, as follows:

(a) Each item on the Agenda will be introduced in a form of a report by either Staff or Counsel.

(b) Upon completion of the report, the Chairperson will allow for direct questions regarding the item, by Directors, each in turn, and in the order as selected by the Chairperson.

(c) Upon completion of the question period, the Chairperson will entertain a motion and second for consideration by the Board.

(d) Discussion among the Directors will follow. Each Director will be recognized to address the Board in the order selected by the Chairperson, with a five (5) minute time limit for each Member wishing to speak on the Agenda item, unless the time limit is waived by the Chairperson. There will be no interruptions of the Director who has been recognized. Attempted interruptions will be declared out-of-order, and the Board Member attempting to interrupt will be asked to remain silent until recognized.

(e) As an additional courtesy to everyone, repetition of comments will be discouraged in the interest of time, and at the discretion of the Chairperson, can be declared out-of-order.

(f) After each Member who wishes to speak has been recognized and completed his/her remarks, a single three (3) minute period of rebuttal will be allowed any Director, unless the time limit is waived by the Chairperson.

(g) If it appears to the Chairperson that any Director is pursuing a line of questioning or commentary due to lack of preparation or prior review with the District's Staff, the Director's time will be declared to have been used up, and no further inquiry will be allowed.

(h) Upon adoption of a motion on an Agenda item, there will be no further discussion of that item.

(5) Decorum in Debate. All Members shall address their remarks to the Chairperson and confine them to the business then pending and subject to discussion before the Board, avoiding personalities and reflections upon anyone's motives.

(6) Closing or Limiting Debate. At all times the Board shall endeavor to allow free and open debate among Members of the Board. However, in the discretion of the Chairperson, it may become necessary to close or limit debate, so that action can be taken by the Board. An order by the Chairperson closing or limiting the debate can only be set aside by a majority vote of the Board.

(7) Ban on Texting or Emailing. During noticed and open Board and Committee meetings to the public pursuant to the Brown Act, the use of computer hardware, including cell phones, iPads, notebooks, netbooks, desktop, and other devices, by Board members to send or receive text messages or email messages is not permitted.

F. Quorum. A majority of the Directors shall constitute a quorum of the Board.

G. Chairperson and Vice Chairperson of the Board. A Chairperson and Vice Chairperson of the Board shall be elected by a majority vote of Directors at the regular meeting in June of each year, and will assume office July 1st. The nominations for Chairperson and Vice Chairperson shall be made at the regular Board meeting in May of each year. Any person nominated for Chairperson shall be deemed to be nominated for Vice Chairperson in the event the person is not elected as Chairperson. Thereafter, the nominees shall prepare a statement setting forth their qualifications for the office sought. The statements shall be mailed to members of the Board of Directors with the Agenda and other meeting material for the June regular meeting. If only one individual is nominated for Chairperson at the regular Board meeting in May, that individual shall be deemed elected as Chairperson, no election shall be held in June, and the individual shall assume office July 1st. If only one individual is nominated for Vice Chairperson at the regular Board meeting in May, that individual shall be deemed elected as Vice Chairperson, no election shall be held in June, and the individual shall assume office July 1st.

The Chairperson and Vice Chairperson shall serve at the pleasure of a majority of the Directors. In the event the office of Chairperson becomes vacant due to resignation or retirement of the incumbent prior to the expiration of the regular term, the Vice Chairperson shall automatically succeed to the office of the Chairperson and shall continue to serve through the remainder of the regular term unless sooner removed by action of a majority of the Directors. In the event the office of Vice Chairperson becomes vacant prior to the expiration of the regular term, nominations and the election

of a Director to serve in that capacity shall be conducted at the next regular Board meeting. The person so elected shall serve the balance of the regularly-scheduled term unless sooner removed as a result of action by a majority of the Directors.

The Chairperson shall not serve more than two consecutive one-year terms for which he/she has been elected to the office of Chairperson. The Vice Chairperson shall not serve more than two consecutive one-year terms for which he/she has been elected to the office of Vice Chairperson.

H. Presiding Officer. The Chairperson of the Board shall preside during meetings of the Directors. In the absence of the Chairperson, the Vice Chairperson shall preside.

I. Clerk of the Board and Minutes. The Board of Directors shall have a person designated to serve as Clerk of the Board. The Clerk of the Board will be appointed to the position by the General Manager and shall report to the General Manager or a Department Head as designated by the General Manager. The Clerk of the Board will be a regular full time employee, subject to all the rules and policies applicable to all regular full time employees. The Clerk of the Board shall attend all meetings of the Board of Directors, unless excused by the Chairperson, and shall prepare an accurate record of each meeting for submission to the Directors and subsequent approval at the following meeting; provided, however, that when an adjourned, special or special adjourned meeting of the Board of Directors immediately precedes a regular meeting, Minutes of said meeting shall be submitted for approval at the next meeting of the Board following said regular meeting.

In the preparation of Official Minutes of a meeting of the Board of Directors, the Clerk of the Board will not record the name of the Director who moves or who seconds the adoption of a motion or Resolution, except the vote of any individual Director shall be recorded upon that Director's request. The Minutes will reflect the votes by name of Director when required by provisions of state law.

In the absence of the Clerk of the Board, a Secretary Pro Tem shall be appointed to exercise the duties of the Clerk of the Board.

J. Regular Business to Come Before the Board of Directors. Insofar as practicable, all items of business to be taken up at a regular meeting of the Board shall be submitted to the Clerk of the Board, who shall include on the Agenda all such items submitted by Directors, the General Manager and General Counsel, and all formal communications.

The Clerk of the Board shall mail to each Director a notice of such regular meetings, together with a proposed Agenda, not later than the Friday immediately preceding such regular meetings. Said Agenda, insofar as possible, shall include copies of Resolutions, except as hereafter provided, and a description of all matters to be considered, together with any pertinent written materials.

Agendas shall be posted in a location freely accessible to the public not less than seventy-two (72) hours in advance of the meeting.

Resolutions designated as "standard" and adopted by the Board of Directors from time to time, and approved as to form and content, need not be included with said Agenda; provided, however, that the information completing said standard Resolutions shall be set forth on the Agenda listing, and copies of said standard Resolutions shall be on file with the Clerk of the Board at the meeting time and place.

Items of business not known at the time the regular Agenda is mailed as herein provided, may be considered as supplemental Agenda items; provided that all requirements of the Ralph M. Brown Act (California Government Code Sections 54950 et seq.) are satisfied.

No business, except with consent of two-thirds of the Directors present (a majority of Directors present for emergency actions), and only if permitted by the Ralph M. Brown Act, not appearing on the regular or supplemental Agendas may be brought before the Board of Directors.

The meeting Agenda shall provide for an opportunity for members of the public to address the Board on items on the Agenda and non-Agenda items of public interest. As determined by the Chairperson, speakers may be deferred until the specific Agenda item is taken for discussion, and remarks may be limited to three (3) minutes. Speakers on non-Agenda items may address only items that are within the subject matter jurisdiction of the Board of Directors. Time allotted for such presentations is limited to three (3) minutes or less. Total time allotted for all public input on each non-Agenda item is limited to thirty (30) minutes to one (1) hour, taking into consideration the number of persons filing a request to address the Board. However, time allotments may be waived by a majority vote of the Board.

K. Handling of Business and Voting. During the course of a Board meeting, routine matters listed on the Agenda for consideration will be referred to by Agenda Item Number only.

Voting on all Resolutions shall be by roll call, except if waived by unanimous voice vote, in which event, the Chairperson may order a unanimous ballot cast in favor of the motion or Resolution under discussion. The name of each Director shall be called only once.

On matters of considerable interest or on which there appears to be a controversy, the motion or Resolution shall be read by title or repeated by the Chairperson. The Chairperson shall thereafter call for discussion of the motion or Resolution, at which time any member may discuss the pending matter. Any person other than a Director present at the meeting may speak on the motion if recognized by the Chairperson. Sole discretion as to the extent of discussion outside of the

membership of the Board shall rest with the Chairperson. At the close of discussion, the Chairperson may, at the Chairperson's discretion, repeat the motion or Resolution pending, and thereafter, call for a vote.

The Clerk of the Board shall determine and state whether or not a motion or Resolution is adopted by roll call vote. On all other matters, the Chairperson shall determine the outcome of the voting.

L. Committees.

(1) Standing Committees.

(a) Steering Committee: There shall be a permanent Committee designated as the Steering Committee, comprised of the Chairperson of the Board, the Vice Chairperson of the Board, the Chairperson of each of the Standing Committees, and three at-large members selected by the Chairperson of the Board. The Vice Chairperson of each of the two Standing Committees shall serve as the designated Alternate, in the absence or inability to serve by any Chairperson.

The Committee shall also conduct an annual performance evaluation of the General Manager and submit recommendations on his/her compensation to the Board of Directors. The Committee shall also review the General Manager's evaluation and compensation of the executive management employees, based on established criteria, and executive management's goals and objectives for the following year.

The Committee shall also be authorized to assign new subjects of significant importance to the appropriate Standing Committee for study, evaluation and recommendation.

The Steering Committee shall meet on the fourth Wednesday of each month at 5:30 p.m. preceding the Board's meeting, or at the call of the Chairperson of the Board of Directors.

(b) Administration Committee: There shall be a permanent Administration Committee (Finance, Human Resources and Information Technology) to advise the Staff and make recommendations on matters related to the financial, budgeting, administrative and personnel policies and programs of the District.

The Committee shall review with the Staff the procedures for development, preparation and format of the annual budget and recommend appropriate change, and counsel the Staff during the budget process to assure the proper interpretation and implementation of the Board's policies and that the desired procedures have been followed.

The responsibility for consideration and adoption of the District budget rests with the Board of Directors.

The Committee shall periodically interview and recommend the selection of outside auditors. The Committee shall review the result of the annual audit of the District's accounts with representatives of the outside audit firm, including any comments received recommending improvements. The Committee shall review management's response to these comments and make appropriate recommendations for implementation.

Periodically, the Committee shall recommend employment of an outside firm to audit internal control procedures to safeguard the assets of the District.

The Committee shall interview and make recommendations on the employment of investment-banking firms, bond counsel, and if necessary or desired, financial advisors to be used in connection with the District's financing programs.

The Committee shall periodically coordinate recommendations on personnel audits of the District's operations or segments of the operations on an as-needed basis.

The Committee shall make recommendations on personnel policies and procedures, labor negotiations, insurers and coverage, procurement procedures, and such other related activities as may be needed or appropriate.

The Chairperson of the Board of Directors shall appoint a Committee Chairperson and a Committee Vice Chairperson for the Administration Committee. The Committee Chairperson and Committee Vice Chairperson shall serve at the pleasure of the Chairperson of the Board of Directors.

The Administration Committee shall consist of thirteen members, as follows:

- (1) The Chairperson of the Board of Directors;
- (2) The Vice Chairperson of the Board of Directors;
- (3) The Committee Chair of the Finance and Administration Committee;
- (4) The Committee Vice Chair of the Finance and Administration Committee; and
- (5) Nine additional Board members appointed by the Chairperson of the Board of Directors.

Other than the Board Chairperson and the Board Vice Chairperson, no Director who serves on the Operations Committee shall be eligible to serve on the Administration Committee.

The Administration Committee shall meet on the second Wednesday of each month at 5:00 p.m., or at the call of its Chairperson.

(c) Operations Committee. There shall be a permanent Committee designated the Operations Committee (Engineering, Operations & Maintenance and Technical Services). With the goal of compliance with all public health and environmental laws and regulations, the Operations Committee shall review and submit appropriate recommendations on the matters pertaining to the operation of the District Treatment Works, including such matters as current and projected service/flow needs, level and quality of treatment, conservation, recycling and reuse activities, and air quality issues.

The Committee shall also review issues pertaining to the District's NPDES Ocean Outfall Discharge Permit, including annual review of the contractor(s) performing the ocean monitoring and research programs required as a condition of said permit, and related issues regarding protection of the marine waters off metropolitan Orange County's coastline from impacts resulting from the District's operations and discharge of treated wastewater.

The Committee shall also review matters pertaining to contractual arrangements by the District to provide sewerage services to areas outside the District's boundaries or approved spheres of influence.

The Committee shall review plans for the future needs of the District, explore alternatives and make recommendations to the Board of Directors.

The Operations Committee shall also review and submit appropriate recommendations on matters pertaining to capital projects which address operational needs, including the selection of professional consulting services to assist in studying, planning and designing needed District Treatment Works and support facilities, including computerized systems, in accordance with the Board's established policies and procedures for procuring such services; the Committee shall further review construction projects for said facilities in accordance with applicable public works laws and Board policies. Said oversight shall include the contracts for professional services and public works construction projects and addenda or change orders thereto. In carrying out its responsibilities, the Committee shall receive advance notice and regular status reports on the projects from Staff, and monitor, visit and observe the District Treatment Works' operational functions and major capital construction projects.

The Chairperson of the Board of Directors shall appoint a Committee Chairperson and a Committee Vice Chairperson of the Operations

Committee. The Committee Chairperson and Committee Vice Chairperson shall serve at the pleasure of the Chairperson of the Board of Directors.

The Operations Committee shall consist of fourteen members, as follows:

- (1) The Chairperson of the Board of Directors;
- (2) The Vice Chairperson of the Board of Directors;
- (3) The Committee Chair of the Engineering & Operations Committee;
- (4) The Committee Vice Chair of the Engineering and Operations Committee;
and
- (5) Ten (10) additional Board members appointed by the Chairperson of the Board of Directors.

Other than the Board Chairperson and the Board Vice Chairperson, no Director who serves on Administration Committee shall be eligible to serve on the Operations Committee. The Operations Committee shall meet on the first Wednesday of each month at 5:00 p.m., or at the call of its Chairperson.

(2) Special and Ad Hoc Committees. In addition to the Standing Committees, the Chairperson of the Board of Directors, or the Chairperson of a Standing Committee, or a majority of the Directors, may appoint from time to time, Special or Ad Hoc Committees to study and report on specific matters. Such Committees shall be temporary in nature, and their assignments shall pertain to a current, specific issue. Upon completion of the assigned task, the Ad Hoc or Special Committee will be dissolved.

The Chairperson and Vice Chairperson of Special and Ad Hoc Committees shall be appointed by the Chairperson of the appointing authority.

Each Special and Ad Hoc Committee shall meet at the call of its Chairperson.

M. Motion to Refer to a Standing Committee. Any Director at a Board meeting may move to have a policy or any other activity affecting the District, or any one of the member Agencies, referred to a Standing Committee for study and report. This motion shall be a privileged motion, and when duly seconded, discussion thereof shall be limited to Directors only. Said motion shall receive an affirmative vote of a majority of the Directors for adoption.

Section 2: Procedure for Consideration of Demands for Corrective Action.

A. Requirement of Written Demand. Prior to any person commencing a judicial action for injunction or mandamus to declare any action taken by the Board void because of failure to observe Brown Act requirements, such person must first serve upon the Clerk of the Board a written demand describing the alleged violation and demanding corrective action. Such demand must be served upon the Clerk of the Board within thirty (30) days of the complained of action. Failure to serve any such demand within this thirty (30) day period shall result in the loss of any right to challenge any action to have been taken in violation of Sections 54953, 54954.2, or 54956 of the California Government Code.

B. Consideration of Corrective Action. Upon receipt of such a demand, consideration of the demand shall immediately be placed on the Agenda for the next meeting of the Board of Directors. If the demand is received less than seventy-two (72) hours prior to the time set for the next meeting, the Board may determine that the notice constitutes the initiation of litigation, and that the need to take action on the threatened litigation arose subsequent to the posting of the Agenda, and may consider it at that meeting pursuant to Section 1(J) above. A description of any item so placed on the Agenda shall include both consideration of the demand, and the possibility of corrective action by the Board.

In considering such demands, the Board shall first determine, by motion, whether corrective action should be taken. If no motion to take corrective action is carried, the Clerk of the Board shall inform the demanding party in writing of the Board's decision not to cure or correct the challenged action.

C. Implementing Corrective Action. If a motion to take corrective action passes, the Chairperson may entertain a motion implementing corrective action. Any motion implementing corrective action shall address the concerns raised in the consideration of corrective action. The motion implementing corrective action may include a motion to rescind prior action taken, as appropriate. Passage of a motion to rescind invalidates prior action only as of the time of the passage of the motion, and not from the date of the initial action. A motion implementing corrective action resulting from a written demand is out-of-order if the action complained of (a) was in connection with the sale or issuance of notes, bonds, or other evidences of indebtedness, or any contract, agreement, or incident thereto; or (b) gave rise to a contractual obligation upon which a party has, in good faith, detrimentally relied. In any event, the Board shall notify the party making the demand in writing of its decision to take corrective action, and shall describe any corrective action taken. This notice shall be given to the demanding party as soon as possible after the meeting, but in no event more than thirty (30) days after receipt of the demand.

Section 3: Resolution No. OCSD 07-10 is hereby repealed.

Section 4: This Resolution shall become effective immediately.

PASSED AND ADOPTED at a regular meeting held May 23, 2012.

Chair

ATTEST:

Clerk of the Board

TABLE 1

**BOARD PROCEDURES AND ORGANIZATION
SUMMARY OF MOTIONS**

A. PRIVILEGED MOTIONS

<i>Kind of Motion</i>	<i>Second Required</i>	<i>Debatable</i>	<i>Amendable</i>	<i>Vote Required</i>	<i>Purpose</i>
Adjourn	Yes	No	No	Majority	To end the meeting
To Take a Recess	Yes	No	No	Majority	To interrupt a meeting for a short time or to provide an intermission
Raise a Question of Privilege	No	No	No	None	To obtain action immediately in an emergency

**B. MAIN MOTION AND RELATED
SUBSIDIARY MOTIONS**

<i>Kind of Motion</i>	<i>Second Required</i>	<i>Debatable</i>	<i>Amendable</i>	<i>Vote Required</i>	<i>Purpose</i>
Main Motion	Yes	Yes	Yes	Majority	To introduce new business
Amend Main Motion	Yes	Yes	Yes	Majority	To modify or alter a motion
Substitute Motion	Yes	Yes	Yes	Majority	To replace the main motion entirely
Previous Question	Yes	No	No	Majority	To close debate on the main or amended motion immediately

Continue to a Certain Time	Yes	Yes	Yes	Majority	To defer action
To Table	Yes	No	No	Majority	To discontinue consideration until brought back by vote of the Board
Take a Motion from the Table	Yes	No	No	Majority	To bring before the group a motion previously tabled
Limit or Extend Limits of Debate	Yes	No	Yes	Majority	To limit or extend limits of debate
Refer to a Committee	Yes	Yes	Yes	Majority	To place business in hands of a Committee
Withdraw a Motion	No	No	No	None	To withdraw a motion before it is voted on
Reconsider	Yes	Yes	No	Majority. Must be by a Director who voted for the prevailing side on the original motion	To secure a new vote on a motion previously voted upon

**C. INCIDENTAL RULES
NON-RANKING**

<i>Kind of Motion</i>	<i>Second Required</i>	<i>Debatable</i>	<i>Amendable</i>	<i>Vote Required</i>	<i>Purpose</i>
Request to Suspend the Rules	Yes	No	No	Two-Thirds	To facilitate business ordinarily contrary to the rules of the organization
Override Order of the Chair	Yes	No	No	Majority	To have Board majority rule on the order
Point of Order	No	No	No	None	To enforce the rules of the organization

OPERATIONS COMMITTEE

Meeting Date 05/02/12	To Bd. of Dir. 05/23/12
Item Number 2	Item Number 9

AGENDA REPORT

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Jim Herberg, Assistant General Manager
CIP Project Manager: Martin Dix

SUBJECT: INTERPLANT GAS LINE REHABILITATION, PROJECT NO. J-106

GENERAL MANAGER'S RECOMMENDATION

- A. Approve a Professional Consultant Services Agreement with HDR/Schiff, Inc. to provide construction support services for Interplant Gas Line Rehabilitation, Project No. J-106, for an amount not to exceed \$325,000; and,
- B. Approve a contingency of \$22,750 (7%).

SUMMARY

The Orange County Sanitation District (Sanitation District) owns a pipeline that transfers digester gas for power generation between the two plants. The pipeline falls under the jurisdiction of the US Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA) regulations. The Office of PHMSA is the Federal safety authority under the US Department of Transportation for the transportation of hazardous materials. Through PHMSA, the US Department of Transportation develops and enforces gas pipeline regulations.

The Interplant Gas Pipeline was voluntarily taken out of service in 2006 because it did not meet the specifications in the PHMSA regulations. This project rehabilitates the Interplant Gas Line and returns it to service as a PHMSA-regulated pipeline to maximize the use of digester gas for energy production. In addition, by limiting the flaring of excess digester gas, this project reduces air quality emissions thus providing a regulatory benefit.

HDR/Schiff satisfactorily furnished engineering services for the design of Project No. J-106 and their engineering support during construction is needed to provide continuity through the completion of the project. The proposed construction services include reviewing equipment submittals, answering Contractor requests for information, reviewing plan changes, preparing as-built drawings, engineering support during commissioning, closeout of the project.

In addition, the Consultant will prepare the required plans and implement the necessary training to insure Sanitation District staff is qualified to operate and maintain the Interplant Gas Line according to PHMSA's safety, operation, and maintenance standards.

ADDITIONAL INFORMATION

The Consultant will prepare the following PHMSA plans: Integrity Management Plan, Operations and Maintenance Plan, Operator Qualification Plan, and Emergency Response Plan. These manuals must meet all applicable requirements of PHMSA, and these plans must be in place and implemented prior to operating the pipeline.

PRIOR COMMITTEE/BOARD ACTIONS

February, 2010 – Authorized staff to enter into negotiations with M.J. Schiff & Associates, Inc. for construction support services for the Interplant Gas Line Rehabilitation, Job No. J-106; and approved a budget increase of \$751,734 for a total budget of \$4,503,734.

February, 2006 – Approved Amendment No. 1 to Professional Services Agreement (PSA) with M.J. Schiff & Associates and budget increase.

May, 2005 – Approved Professional Services Agreement with M.J. Schiff & Associates.

CEQA

Notice of Exemption was filed on January 19, 2006.

BUDGET/DELEGATION OF AUTHORITY COMPLIANCE

This recommendation complies with authority levels of the Sanitation District's Delegation of Authority. This item has been budgeted and the budget is sufficient for the recommended action (FY2011-12 Update, Page A-10, Item 63).

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
05/23/12	\$325,000	\$22,750 (7%)

JH:MD:dm:gc

OPERATIONS COMMITTEE

AGENDA REPORT

Meeting Date 05/02/12	To Bd. of Dir. 05/23/12
Item Number 3	Item Number 10

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Jim Herberg, Assistant General Manager
CIP Project Manager: Dean Fisher

SUBJECT: FINAL EFFLUENT SAMPLER AND BUILDING AREA UPGRADES,
PROJECT NO. J-110

GENERAL MANAGER'S RECOMMENDATION

- A. Approve a Professional Design Services Agreement with Atkins North America, Inc., for Final Effluent Sampler and Building Area Upgrades, Project No. J-110, providing for engineering design services for an amount not to exceed \$1,764,022; and,
- B. Approve a contingency of \$176,402 (10%).

SUMMARY

The Final Effluent Sampler Building at Plant No. 2, located at the south-east corner of the property site of the plant, houses equipment to collect samples of the final effluent from the Ocean Outfall before being discharged into the ocean. Over the past 20 years, several projects have been implemented to modify and rehabilitate the Final Effluent Sampler Building and equipment.

At this time, the useful life of the building and equipment cannot be extended any further. Therefore, the purpose of this project is to construct a new building to provide housing for the new sampling equipment.

The proposed Professional Design Services Agreement (PDSA) includes a Preliminary Design Report (PDR), Final Design, and construction documents (plans and specifications).

The Orange County Sanitation District (Sanitation District) advertised using a two-step process. First, a Request for Qualifications (RFQ) was publically advertised to develop a short list of consultants. Then a Request for Proposals (RFP) was sent to the short list of consultants. Based on the overall qualifications and expertise, staff recommends awarding a PDSA to Atkins North America, Inc. (Atkins) for an amount not to exceed \$1,764,022.

ADDITIONAL INFORMATION

Project Scope of Work:

This project will demolish and replace the final Effluent Sampler Building and the associated final effluent sampler pumping system. Additionally, this project will remove the two adjacent unused buildings (storage building and Ocean Monitoring trailer), and will provide for drainage and minor landscaping restoration in the areas adjacent to the new Final Effluent Sampler Building. The Consultant will perform condition assessment of the various land sections of the Standby Ocean Outfall and associated pipeline in order to ensure reliability, prepare construction documents, and provide bid support services, for all the recommendations from the condition assessment studies, and to correct surface drainage and landscaping improvements of the areas adjacent to the new building.

Request for Qualifications (RFQ):

The RFQ was advertised on October 31 and November 7, 2011, in the Orange County Register. Furthermore, the advertising letter was sent to all engineering consultants in the Sanitation District vendor database and to the consultants who previously expressed an interest in receiving RFQ documents. As a result, six Statements of Qualifications (SOQ) were received on November 29, 2011. Three consultants declined to submit their SOQs.

SOQs were reviewed by a Staff Screening Committee that consisted of five representatives from Engineering, and Maintenance & Operations Departments. A representative from the Contracts Administration Division and an IPMC Project Manager participated in the evaluation process as non-voting members. The evaluation period was from December 6 to December 21, 2011. No formal interviews were conducted as not required by the RFQ.

After reviewing and scoring the SOQs, the six consulting firms were ranked according to the score achieved. Below is the summary of the ranking results for the six firms:

1. Black & Veatch	87%
2. Atkins North America, Inc. (Atkins)	77%
3. Lee & Ro	75%
4. HDR	62%
5. Brady	56%
6. Austin	52%

Based on the ranking results, staff determined that Black & Veatch, Atkins, and Lee & Ro, were the top ranking firms.

Request for Proposals (RFP):

The evaluation and selection process is based on procedures pursuant to the California Government Code requiring the Sanitation District to select "the best qualified firm" for architectural and engineering services and to negotiate a "fair and reasonable" fee with that firm.

An RFP which outlined Consultant Scope of Work and criteria required for this project was sent to the top three Engineering firms and three proposals were received. A panel consisting of five voting members and two advisory members reviewed and ranked each of the proposals in accordance with the evaluation process set forth in the Sanitation District Resolution No. OCSD 07-04, Section 5.07. The proposals were evaluated according to the following four criteria: (1) understanding of the Scope of Work (2) technical approach, (3) management approach, and (4) proposed delivery schedule.

Once initial ranking was established, staff also conducted interviews with each of the top three firms to meet the proposed key team members and further evaluate the firm’s proposal. Pursuant to the results of the interview, staff selected Atkins as the top-ranked firm as shown in Table 1.

All proposals were accompanied by a sealed fee proposal estimate. The fee proposal estimates were not opened until the proposals were evaluated and a top-ranked firm was selected in accordance with Sanitation District Resolution No. OCSD 07-04, Section 5.07.

**TABLE 1
PROPOSAL EVALUATION**

Consultant Evaluator	Atkins (Rank)	Black & Veatch (Rank)	Lee & Ro (Rank)
Reviewer A	1	2	3
Reviewer B	1	2	3
Reviewer C	1	2	3
Reviewer D	1	2	3
Reviewer E	1	2	3
Average Rank	1	2	3
Overall Ranking	1	2	3
Proposal Fee	\$1,840,002	\$1,942,387	\$1,387,120
Negotiated Fee Proposal	\$1,764,022		

Staff conducted negotiations with Atkins to clarify the requirements of the Scope of Work and to establish the final negotiated fee. During these meetings, the project Scope of Work and the design process were discussed and clarified reviewing total labor hours and labor-hour distribution by task as related to the work items, labor overhead rates, and profit calculations. These elements are compared to budgeted amounts, RFP requirements, industry standards, historical data, and Sanitation District guidelines. As a result of these meetings, the proposal fee was decreased by \$75,980. There were no revisions to the RFP requirements.

The proposed fee is \$376,902 greater than the third-ranked proposer. However, the final fee to Atkins includes an allowance of \$250,000 not in the Lee & Ro proposal for repairs to the ocean outfall should there be any critical issues discovered during condition assessment activities. The balance of the negotiated fee provides an additional 1,153 labor hours contributing to a higher quality work product and reducing overall project risk. Based on the above, staff determined the final cost proposal to be fair and reasonable for the Scope of Work and recommends awarding the Professional Design Services Agreement to Atkins for an amount not to exceed \$1,764,022.

PRIOR COMMITTEE/BOARD ACTIONS

None.

CEQA

Notice of Exception was filed on May 5, 2008.

BUDGET/DELEGATION OF AUTHORITY COMPLIANCE

This request complies with authority levels of the Sanitation District's Delegation of Authority. This item has been budgeted (FY 2011-12 Update, Page A-10, Item 57) and the budget is sufficient for the recommended action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
05/23/12	\$1,764,022	\$176,402 (10%)

JH:DF:AA:dm:gc

OPERATIONS COMMITTEE

AGENDA REPORT

Meeting Date 05/02/12	To Bd. of Dir. 05/23/12
Item Number 4	Item Number 11

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Jim Herberg, Assistant General Manager
CIP Project Manager: Dean Fisher

SUBJECT: CENTRAL GENERATION EMISSIONS CONTROL
PROJECT NO. J-111

GENERAL MANAGER'S RECOMMENDATION

- A. Approve a Professional Design Services Agreement with the Black & Veatch Corporation for engineering design services for Central Generation Emissions Control at Plant No. 1 and Plant No. 2, Project No. J-111, for an amount not to exceed \$1,988,683; and,
- B. Approve a contingency of \$198,868 (10%).

SUMMARY

This project will provide new emissions reduction systems for the central generation engines at both plants, as well as provide recommendations to improve efficiency in the heat recover and hot water systems.

The Professional Design Services Agreement (PDSA) includes a Preliminary Design Report (PDR), Final Design, and construction documents (plans and specifications).

The Orange County Sanitation District (Sanitation District) advertised a Request for Proposals (RFP) and four proposals were received. Based on the overall qualifications and expertise, staff recommends awarding a PDSA to Black & Veatch Corporation for an amount not to exceed \$1,988,683.

PRIOR COMMITTEE/BOARD ACTIONS

None.

ADDITIONAL INFORMATION

The Sanitation District operates three central generation engines at Plant No.1 and five central generation engines at Plant No. 2. The exhaust emissions from the engines are regulated by the South Coast Air Quality Management District (SCAQMD) through Rule 1402 and Rule 1110.2. Proposed amendments to Rule 1110.2 will require reductions in specific emissions contaminants. The purpose of this project is to install emission reduction equipment which will provide emission contaminate levels which comply with

the requirements of Rule 1402 and the amended Rule 1110.2 and will result in an optimal and more flexible operation of the Central Generation Systems at both Plant Nos.1 and 2. The deadline for compliance was established at July 1, 2012. This deadline will be extended by SCAQMD; however, the revised compliance date will be closely monitored by the SCAQMD.

Staff Evaluation of Proposals:

The evaluation and selection process of the recommended consultant is based on procedures pursuant to California Government Code requiring the District to select "the best qualified firm" for architectural and engineering services and to negotiate a "fair and reasonable" fee with that firm for those services.

The Sanitation District advertised an RFP and four proposals were received by the Sanitation District. A panel consisting of five members of the Sanitation District's staff reviewed and ranked each of the proposals in accordance with Resolution No. OCSD 07-04, Section 5.07. The proposals were evaluated in the following six categories: (1) understanding of the Scope of Work; (2) technical approach; (3) management approach; (4) staff qualifications; (5) related project experience; and (6) schedule. Staff also conducted interviews with each of the four firms to meet the key team members and further explore the firm's proposal. The Black & Veatch Corporation was the top ranked team, as shown in Table 1.

All proposals were accompanied by a sealed fee proposal estimate. The fee proposal estimates were not opened until the proposals were evaluated and a firm was selected in accordance with Resolution No. OCSD 07-04, Section 5.07.

**TABLE 1
PROPOSAL EVALUATION**

Consultant Evaluator	Black & Veatch (Rank)	Carollo (Rank)	Arcadis (Rank)	Worley Parsons (Rank)
Reviewer A	1	3	2	4
Reviewer B	1	3	2	4
Reviewer C	3	2	1	4
Reviewer D	2	1	3	4
Reviewer E	1	2	3	4
Average Ranking	1.6	2.2	2.2	4
Overall Rank	1	2	3	4
Proposal Fee	\$2,997,782	\$1,173,585	\$2,471,948	\$3,073,265
Negotiated Proposed Fee	\$1,988,683			

The Sanitation District staff met with the Black & Veatch Corporation to clarify the requirements of the Scope of Work and negotiate the final fee. During these meetings, the project Scope of Work and the design process were discussed and clarified. Elements reviewed include total labor hours and labor-hour distribution by task as related to the work items, labor overhead rates, and profit calculations. These elements are compared to budgeted amounts, RFP requirements, industry standards, historical data, and Sanitation District guidelines. As a result of these meetings, the proposal fee was decreased by \$1,009,099 due to refinements in the understanding of the Scope of Work, scheduling clarifications, and an improved understanding of the Sanitation District's project management procedures. There were no revisions to the RFP requirements.

The recommended Consultant is providing a total of 13,123 labor hours as compared to the second ranked consultant with 5,254 labor hours. Although a qualified engineering firm, the second ranked consultant's proposal has a significantly reduced level of effort in the areas of thermal energy recovery studies, field investigations and detailed design. This increases risk for amendments during design and change orders during construction on a retrofit project while trying to adhere to Sanitation District design standards and providing assistance with SCAQMD air quality permitting.

The Black & Veatch proposed approach and project team provides the best assurance that the Sanitation District will meet the air quality goals of the SCAQMD in a timely manner. Therefore, based on the above, staff determined the final cost proposal to be fair and reasonable for the Scope of Work and recommends awarding the PDSA to the Black & Veatch Corporation for an amount not to exceed \$1,988,683.

CEQA

A categorical Notice of Exemption will be filed for this project.

BUDGET/DELEGATION OF AUTHORITY COMPLIANCE

This request complies with authority levels of the Sanitation District's Delegation of Authority. This item has been budgeted (FY2011-12 Update, Item 65, Page A-10) and the budget is sufficient for the recommended action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
05/23/12	\$1,988,683	\$198,868 (10%)

JH:DF:DM:dm:gc

OPERATIONS COMMITTEE

AGENDA REPORT

Meeting Date 05/02/12	To Bd. of Dir. 05/23/12
Item Number 6	Item Number 12

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Jim Herberg, Assistant General Manager
Project Manager: Gary Conklin

SUBJECT: PROJECT NO. SP-150, UNINTERRUPTIBLE POWER SYSTEM STUDY

GENERAL MANAGER'S RECOMMENDATION

- A. Approve a Task Order with Black & Veatch for Project No. SP-150, Uninterruptible Power System Study, On-Call Planning Studies, PLAN2010-00, Contract Plan2010-01, Task Order No. 2, for an amount not-to-exceed \$199,853; and,
- B. Approve a contingency of \$19,985 (10%).

SUMMARY

Uninterruptible Power System (UPS) units provide power to equipment that is critical to monitoring and controlling the treatment plant process, reducing the impact of power outages and other power disturbances on the plant control system. The Orange County Sanitation District (Sanitation District) currently has a number of non-standard small and medium-sized UPS units in locations that can be difficult to access, and often are not equipped to provide feedback on their operational status.

This project will develop a conceptual design and implementation plan to replace the existing systems with a limited number of larger units, as recommended in the 2007 Energy Master Plan. This consolidation and standardization will improve the reliability of critical monitoring and control equipment, and reduce future maintenance costs.

The proposed Task Order is being requested within the Planning Studies Program (Program) that was approved by the Board of Directors on December 15, 2010. Proposals were requested from all five firms in the program. Three proposals were received and reviewed. Two firms, Black & Veatch and Brown and Caldwell, were interviewed.

Staff negotiated with the top-ranked firm, Black & Veatch, for these services in accordance with the Sanitation District adopted policies and procedures. Through negotiation, the fee estimate was reduced from \$216,885 to \$199,853. Based on the overall qualifications and expertise, staff recommends approving a Task Order to Black & Veatch for a total fee not to exceed \$199,853, and approving a contingency of \$19,985 (10%).

ADDITIONAL INFORMATION

This Task Order is being procured within the Program that was approved by the Board of Directors on December 15, 2010.

The Program provides the services of five nationally recognized engineering firms in a variety of technical disciplines.

Selection Process

Proposals were requested from all five firms in the program, and three firms submitted proposals. A staff selection team evaluated the proposals, interviewed the top two proposers, Black & Veatch and Brown and Caldwell. Black & Veatch was the top-ranked proposer and through negotiation, the fee proposed was reduced from \$216,885 to \$199,853.

Basis for Selection

The key elements of this project include the conceptual design of the UPS system, selection of UPS facility locations, and the development of UPS design standards. In their proposal and interview, Black & Veatch clearly identified the key aspects of the project, and demonstrated their qualifications. In particular, their key staff scored highly on technical expertise and communication skills necessary for project success. The Black & Veatch proposal also provides a good balance of hours between the various disciplines and tasks.

The method of assigning task orders within the Program is described in the December 15, 2010 Agenda Report, which approved the Planning Studies Program. Task orders are assigned to a category based on the estimated fee amount. This task order was assigned to Category III, in which proposals are requested from all firms in the Program, with a goal of having at least three proposals.

The results of the evaluation process are shown in the table below.

PROPOSAL EVALUATION TABLE

Consultant Evaluator	Black & Veatch (Rank)	Brown and Caldwell (Rank)	Carollo (Rank)
Reviewer A	1	2	3
Reviewer B	1	2	3
Reviewer C	1	2	3
Average Rank	1	2	3
Overall Ranking	1	2	3
Fee Proposed	216,885	201,655	199,827
Negotiated Fee	199,853		

CEQA

The project is Statutorily Exempt and will only be a feasibility study for possible future actions, which the agency has not approved, adopted, or funded, and will not have a legally binding effect on later activities.

BUDGET/DELEGATION OF AUTHORITY COMPLIANCE

This request complies with authority levels of the Sanitation District's Delegation of Authority. This item has been budgeted (FY2011-12 Update, Page A-11, Item No. 85) and the budget is sufficient for the recommendation action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
05/23/12	\$199,853	\$19,985

GC:sa:gc

OPERATIONS COMMITTEE

AGENDA REPORT

Meeting Date 05/02/12	To Bd. of Dir. 05/23/12
Item Number 7	Item Number 13

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Jim Herberg, Assistant General Manager
CIP Project Manager: Wendy Sevenandt

SUBJECT: TITLE 24 ACCESS COMPLIANCE AND BUILDING REHABILITATION PROJECT, PROJECT NO. P1-115

GENERAL MANAGER'S RECOMMENDATION

- A. Approve a contingency increase of \$330,000 (15%) to the Professional Design Services Agreement with The Austin Company for the Title 24 Access Compliance and Building Rehabilitation Project, Project No. P1-115, for a total contingency of \$550,000 (25%); and,
- B. Authorize the General Manager to negotiate a Professional Services Agreement with The Austin Company to provide architectural services for an Administrative Facilities Master Planning study for the Title 24 Access Compliance and Building Rehabilitation Project, Project No. P1-115

SUMMARY

This project will retrofit existing support buildings and trailers at Plant No. 1 to meet accessibility requirements and other code requirements, provide maintenance replacements, and relocate Collections staff from Plant No. 2 to Plant No. 1. The Austin Company (Austin) is providing architectural and engineering services for this project.

During building surveys for the preliminary design, additional deficiencies with the existing structures were discovered that need to be included in final design. The cost estimate for the additional design services is approximately \$365,000. Additional contingency in the amount of \$330,000 is needed for this additional work.

In addition to the building improvements described above, an Administration Facilities Master Plan study has been budgeted to determine the most cost-effective long-term option for providing office space for the Orange County Sanitation District (Sanitation District). Decisions on later phases of the Title 24 Access Compliance and Building Rehabilitation Project will be dependent upon the outcome of the Administrative Facilities Master Plan. Since Austin has gained extensive detailed knowledge of the Sanitation District's existing buildings, and they have performed well on this phase of work, staff recommends negotiation of a new separate Professional Service Agreement (PSA) with Austin to perform the Administrative Facilities Master Plan. The study is estimated at \$175,000 and the approval of the PSA will be brought back to the Operations Committee in June.

PRIOR COMMITTEE/BOARD ACTIONS

July 2011 – Approved a Professional Design Services Agreement with The Austin Company to provide professional design services for Title 24 Access Compliance and Building Rehabilitation Project, Project No. P1-115, for an amount not to exceed \$2,200,000; and approved a contingency of \$220,000 (10%).

ADDITIONAL INFORMATION

The purpose of this project is to provide Title 24 accessibility improvements to the support facilities stipulated in an agreement with the City of Fountain Valley. During the development of the Scope of Work, staff developed a list of rehabilitation items that were necessary to maintain the support facilities. These include such items as air conditioning replacement, installation of cell phone repeaters, roof replacements, roof access and fall protection, lighting improvements, painting, and other miscellaneous upgrades to allow compliance with current building codes. This project also performs the required tasks to relocate the Collections staff from Plant No. 2 to Plant No. 1.

In July 2011, Austin was awarded a Professional Design Services Agreement (PDSA) to conduct the preliminary design and final design for Project P1-115. For the preliminary design report (PDR), Austin made field investigations of all the facilities in their scope. During these field investigations, additional deficiencies with the existing structures were identified by Austin that related to code requirements, safety recommendations, and building maintenance. Management met and agreed to have Austin describe, analyze, provide a solution, and provide construction cost estimates for these additional items in the PDR. The General Manager approved Amendment No. 1 in the amount of \$87,571, reducing the available PDSA contingency from \$220,000 (10%) to \$132,429 (6%).

The project is divided into five milestone packages. Austin was requested to submit a proposal for the final design of the additional items for the first milestone that were identified during the development of the PDR. Additional contingency would be allocated for these additional design costs. The estimated cost for the additional design services for milestone one is approximately \$365,000. The remaining four milestone packages may also have added design costs based on items discovered during development of the PDR. The Sanitation District is addressing only the first milestone package at this time because these buildings will remain in place, and the Sanitation District has obligations to meet in the agreement with the City of Fountain Valley.

Realizing that rehabilitating some of the existing buildings may not be the most cost-effective solution, the Planning Division developed a Scope of Work for the Administrative Facilities Master Plan. The Planning Division sought interest from the five on-call engineering firms to conduct this facilities planning work. With these five firms specializing in civil and wastewater process engineering, they all expressed that this particular study was not their core line of work.

The work Austin is performing under Title 24 Access Compliance and Building Rehabilitation Project, Project No. P1-115, is one of the options to be included in the Administration Facilities Master Plan study and the direction of this project is contingent on the outcome of this study. Austin has already accomplished the learning curve to understand the Sanitation District's existing buildings and administrative and maintenance functions, as well as the retrofits necessary to keep the existing buildings functioning over the 30-year duration to be used for the financial analysis in the planning study.

CEQA

A Notice of Exemption was filed for this project on January 5, 2011.

BUDGET/DELEGATION OF AUTHORITY COMPLIANCE

This request complies with authority levels of the Sanitation District's Delegation of Authority. This funds for the additional design work identified in the PDR for milestone one are available in the project contingency under Project No. P1-115 Title 24 Access Compliance and Building Rehabilitation Project. The funds for the Administration Facilities Master Plan, SP-147 will be transferred to Project No. P1-115. There are sufficient funds available for the proposed work and additional program budget is not required. (FY2011-12 Update, Project No. P1-115, Page A-12, Item 114 and Project No. SP-147, Page A-12, Item 122).

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
05/23/2012		\$330,000 (15%)
07/27/2011	\$2,200,000	\$220,000 (10%)
		\$550,000 (25%)

JDH:WS:dm:gc

ADMINISTRATION COMMITTEE

AGENDA REPORT

Meeting Date 05/09/12	To Bd. of Dir. 05/23/12
Item Number 5	Item Number 15

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Lorenzo Tyner, Director of Finance and Administrative Services

SUBJECT: PIPING AND INSTRUMENTATION DIAGRAMS, REDRAW

GENERAL MANAGER'S RECOMMENDATION

Award professional agreements with TDI Consulting and Brown and Caldwell for Piping and Instrumentation Diagram (P&ID) Redrawing Project, Specification No. CS-2012-518BD-R with an aggregate amount not to exceed \$250,000.

SUMMARY

Piping and Instrumentation Diagrams (P&IDs) are graphical representations that show the interconnections of process equipment and the instrumentation used to control processes within the treatment plants. From 1995 until July 2010, OCSD has been using Intergraph's Plant Design System (PDS 2D) to create and manage approximately 1,400 P&IDs. The PDS 2D software is now obsolete and unsupported. OCSD replaced PDS 2D with Autodesk's AutoCAD P&ID system as the engineering standard for P&IDs. OCSD has an immediate need to convert existing PDS 2D P&ID drawings to AutoCAD P&ID.

For each PDS 2D P&ID drawing, the drafter is to use a pre-defined redrawing process to convert old drawings to corresponding AutoCAD P&ID drawings. In addition to redrawing each P&ID, the drafter is to provide data validation reports to identify errors in data on the drawings and a daily log to document time spent to redraw each of the drawings into the new AutoCAD P&ID format. OCSD staff will perform quality control and review of the new drawings. The work will continue until all PDS 2D drawings have been converted and/or the project budget has been exhausted.

PRIOR COMMITTEE/BOARD ACTIONS

None

ADDITIONAL INFORMATION

Below is the tabulated bid result. TDI Consulting and Brown and Caldwell were the only responsive bidders. Sun Engineering and Vertech Industrial Systems did not meet the minimum staffing requirements.

Piping and Instrumentation Diagram (P&ID) Redrawing Project
Bid Date – 4/4/2012 @ 2:00 PM
CS-2012-518BD-R

	TDI Consultants	Brown and Caldwell	Vertech Industrial Systems	Sun Engineering
Drafter	\$50/hour	\$82/hour	\$74.17/hour	\$56/hour

CEQA

N/A

BUDGET/DELEGATION OF AUTHORITY COMPLIANCE

This request complies with authority levels of the Sanitation District's Delegation of Authority. This item has been budgeted as SP-103.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
05/23/12	\$250,000 (aggregate)	N/A

ADMINISTRATION COMMITTEE
AGENDA REPORT

Meeting Date 05/09/12	To Bd. of Dir. 05/23/12
Item Number 6	Item Number 16

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Lorenzo Tyner, Director of Finance and Administrative Services

SUBJECT: STORAGE AREA NETWORK

GENERAL MANAGER'S RECOMMENDATION

- A. Approve a Purchase Order contract with Scale Datacom, LLC, for the purchase of the Storage Area Network (SAN), Specification No. S-2011-511BD-R, for an amount not to exceed \$389,790;
- B. Approve a contingency in the amount of \$19,490 (5%).

SUMMARY

OCSD computer files are currently stored on a Hewlett Packard SAN that was installed in 2006. The SAN is at capacity and has exceeded its anticipated five year life. This procurement replaces the existing SAN, allows for expected future data growth, and establishes a disaster recovery location at Plant 2.

PRIOR COMMITTEE/BOARD ACTIONS

None

ADDITIONAL INFORMATION

On December 28, 2011, OCSD issued a Request for Proposal (RFP) and on January 17, 2012, seven proposals were received from the following vendors:

- Scale Datacom LLC
- PC Mall Gov
- Integrated Archive Systems
- IMPEX Technologies
- GOVPLAVE
- Consiliant Technologies LLC
- Atomic Group

A panel consisting of seven OCSD staff reviewed and ranked each of the proposals in accordance with Resolution No. OCSD 07-04, Section 5.07. This RFP used the

consensus scoring method. During consensus scoring sessions, the evaluation facilitator directs the team's attention to each item in the specifications. The evaluation team considers one proposal at a time, comparing the vendor's proposed offering against the specifications in the underlying RFP. Consensus scoring sessions encourage open discussions and questions among members of the evaluation team. Evaluators discuss the relative strengths and weaknesses of a vendor's proposal in each area.

After preliminary assessment and following the technical proposal evaluations, the selection was narrowed down to three prospective vendors; interviews were conducted on February 14, 2012. Consideration was given to the power requirements and heat loads generated by the proposed hardware along with the current infrastructure's capacity to provide appropriate power and cooling. After these considerations, the proposal review panel ranked Scale Datacom LLC as the most qualified firm.

Staff recommends awarding the professional agreement to Scale Datacom LLC in a not-to-exceed amount of \$389,790.

PROPOSAL EVALUATION TABLE

	Scale Datacom	Integrated Archive Systems	Impex Technologies
Consensus Score	785	685	542
Ranking	1	2	3
Proposal Fee	\$389,790	\$259,124	\$456,968

CEQA

N/A

BUDGET / DELEGATION OF AUTHORITY COMPLIANCE

This request complies with authority levels of the Sanitation District's Delegation of Authority. This item has been budgeted per CIP Project SP-163

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
05/23/12	\$389,790	\$19,490 (5%)

ADMINISTRATION COMMITTEE

AGENDA REPORT

Meeting Date 05/09/12	To Bd. of Dir. 05/23/12
Item Number 7	Item Number 17

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Lorenzo Tyner, Director of Finance and Administrative Services

SUBJECT: IMPLEMENTATION OF IBM-MAXIMO ENTERPRISE ASSET MANAGEMENT SYSTEM, PHASE 2

GENERAL MANAGER'S RECOMMENDATION

- A. Approve Amendment No.2 to the Professional Services Agreement for Specification No.CS-2011-499BD, Purchase Order No. 104353-OA, issued to Total Resource Management, Inc. (TRM, Inc.) for Phase 2 of the Implementation of IBM-Maximo Enterprise Asset Management System, for an amount not to exceed \$435,452;
- B. Approve a contingency in the amount of \$43,545 (10%).

SUMMARY

The Orange County Sanitation District (OCSD) currently owns the IBM-Maximo Enterprise Asset Management (Maximo) software that will replace the current CMMS software. Phase 1 of the Enterprise Asset Management Project (EAMP) identifies the inventory and receiving functions to be a key success factor in the planning and scheduling process. Phase II of the EAMP will be to migrate the inventory and receiving functions from the current JD Edwards Enterprise One version into Maximo.

PRIOR COMMITTEE/BOARD ACTIONS

October 2011 – Awarded a purchase contract to Total Resource Management, Inc. (TRM, Inc.) for Phase 1 for installation & Implementation of IBM-Maximo Enterprise Asset Management System and authorized the General Manager to select from proposers TRM Inc., EMA or Starboard to negotiate and obtain the best value for the implementation of subsequent phases.

ADDITIONAL INFORMATION

This migration will provide the following benefits: real-time inventory information for work order planning/scheduling activities; ability to link parts to assets; ability for warehouse to determine when maintenance parts are no longer required; and create new business process and workflow which will improve inventory coordination through the district.

CEQA

N/A

BUDGET / DELEGATION OF AUTHORITY COMPLIANCE

This request complies with authority levels of the Orange County Sanitation District's Delegation of Authority. This item has been budgeted under SP-100, Asset Management/CMMS System Replacement.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
05/23/12	\$435,452	\$43,545 (10%)

ADMINISTRATION COMMITTEE

AGENDA REPORT

Meeting Date 05/09/12	To Bd. of Dir. 05/23/12
Item Number 8	Item Number 18

Orange County Sanitation District

FROM: James D. Ruth, General Manager
Originator: Lorenzo Tyner, Director of Finance and Administrative Services

SUBJECT: REFUNDING VARIABLE RATE DEBT

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to issue new fixed rate Certificates of Participation (COP), to be referred to as Wastewater Refunding Revenue Obligations, in an amount sufficient to refund the outstanding \$91,900,000 of COP Series 2000-A and 2000-B.

SUMMARY

The \$91.9 million of outstanding COP 2000 Series is supported by a bank liquidity facility which provides the Sanitation District access to the variable rate market. The current bank facility expires on August 24, 2012 requiring the Sanitation District to implement a replacement plan. After considering the financing options available (discussed in "Additional Information" below), staff is proposing to issue fixed rate Wastewater Refunding Revenue Obligations to refund the COP 2000 Series.

Approval of the recommended actions above will direct staff to begin the process of refunding the outstanding COP 2000 Series debt utilizing the assistance of Public Resources Advisory Group (PRAG), as financial advisor, and the bond counsel firm of Fulbright & Jaworski.

PRIOR COMMITTEE/BOARD ACTIONS

February 2012 - Adopted Resolution No. OCSD 12-04, Authorizing the Execution and Delivery by the Sanitation District of an Installment Purchase Agreement, a Trust Agreement, an Escrow Agreement and a Continuing Disclosure Agreement in connection with the Execution and Delivery of Orange County Sanitation District Wastewater Refunding Revenue Obligations, Series 2012A, Authorizing the Execution and Delivery of such Revenue Obligations Evidencing Principal in an Aggregate Amount of Not to Exceed \$110,000,000, Approving a Notice of Intention to Sell, Authorizing the Distribution of an Official Notice Inviting Bids and an Official Statement in Connection with the Offering and Sale of such Revenue Obligations and Authorizing the Execution of Necessary Documents and Related Actions.

ADDITIONAL INFORMATION

The Sanitation District currently has eleven series of debt issuances outstanding in the par amount of \$1.34 billion. The following table lists each issuance, the outstanding amount, and the interest rate mode.

	Outstanding Par Amount⁽¹⁾	Interest Rate Mode
Series 2012A Refunding ⁽²⁾	\$ 100,645,000	Fixed Rate
Series 2011B ⁽³⁾	143,205,000	Fixed Rate (one-year)
Series 2011A Refunding ⁽²⁾⁽⁴⁾	147,595,000	Fixed Rate
Series 2010C ⁽⁵⁾	157,000,000	Fixed Rate
Series 2010A ⁽⁵⁾	80,000,000	Fixed Rate
Series 2009A Refunding ⁽⁵⁾	191,265,000	Fixed Rate
Series 2008B Refunding ⁽⁶⁾	26,550,000	Fixed Rate
Series 2008A Refunding ⁽⁶⁾	25,710,000	Fixed Rate
Series 2007B ⁽⁵⁾	279,250,000	Fixed Rate
Series 2007A Refunding ⁽²⁾	92,845,000	Fixed Rate
Series 2000 Refunding ⁽⁷⁾	91,900,000	Daily Variable Rate
Total :	\$1,335,965,000	

(1) As of May 1, 2012

(2) Refunded a portion of Series 2003

(3) Series 2011B are fixed one-year certificate of anticipation notes (CANS), that refunded the Series 2010B CANS, that refunded the Series 2009B CANS, that refunded the 2008C CANS that were issued to refund the Series 2006 daily variable rate that were supported by a weak liquidity facility bank.

(4) Refunded a portion of Series 2000

(5) New money debt issue

(6) Series 2008B and Series 2008A refunded the Series 1993 and Series 1992 Synthetic Variable-to-Fixed Rate Debt issues that were supported by a failing insurance provider. Series 1993 and 1992 refunded the Series 1986 and a portion of the Series "B".

(7) Series 2000 refunded the Series A, B, and C issued between 1990 and 1992.

Background Information

The COP 2000 Series was originally issued to refund COPs issued between 1990 and 1992 and is currently outstanding in the amount of \$91,900,000 with interest rates that reset on a daily basis. The COP 2000 Series is supported by a bank liquidity facility provided by Lloyds TSB Bank plc (Lloyds Bank). Last year, Lloyds Bank announced it was exiting the municipal credit market. While Lloyds Bank is still honoring its existing commitments, it will not renew any municipal bank facilities, including the COP 2000 Series. The current bank liquidity facility with Lloyds Bank expires on August 24, 2012.

The current COP 2000 Series principal repayment schedule is concentrated in 2018-2020 as shown in the table below:

Sinking Fund	Principal Amount
08/01/18	\$ 24,000,000
08/01/19	25,000,000
08/01/20	26,000,000
08/01/21	1,400,000
08/01/22	1,500,000
08/01/23	1,500,000
08/01/24	1,600,000
08/01/25	1,600,000
08/01/26	1,700,000
08/01/27	1,800,000
08/01/28	1,900,000
08/01/29	1,900,000
08/01/30	2,000,000
Total :	\$ 91,900,000

Financing Options

As the Lloyds Bank liquidity facility expiration approaches in August, staff has been exploring various financing options as it relates to the COP 2000 Series. Listed below are three basic financing options available to the Sanitation District:

1. Maintain Variable Rate Exposure

The recent interest rate resets on the COP 2000 Series have been at historic lows with the daily resets averaging 0.105% in 2012; however, the ancillary costs required to support the variable rate program equal an additional 0.57% annually, comprising of current bank support fees and remarketing fees. With the most recent reset of 0.23% (as of April 28, 2012), the COP 2000 Series all-in cost of borrowing today is 0.80% (.23% interest rate reset plus 0.57% bank support and remarketing fees).

Although, the variable rate program has served the Sanitation District well by providing a low cost of borrowing since 2000, there is the risk that short-term tax-exempt interest rates will increase from the current historic low levels that are nearly 0%. There are also market expectations that bank support fees will become more costly in the near future due to financial reforms to be instituted on banks as a result of the global financial crisis. The municipal bank support market has been relatively volatile with banks abandoning the business, such as Lloyds Bank, and the unsteadiness of bank credit ratings. Moody's Investors Service (Moody's) has recently released reports stating it may downgrade a number of banks within the next two months, including Bank of America and Citibank, two of the largest players in the municipal bank market. The potential action by Moody's could dramatically reduce the amount of saleable variable rate

paper backed by Bank of America and Citibank and it will likely to result in higher fees due to reduced bank competition. It is also important to note that bank liquidity facilities are generally limited to three-year terms which require issuers to renew with banks or find replacement banks every three years.

Instead of seeking a replacement bank, the Sanitation District could refund the COP 2000 Series with a non-liquidity backed variable rate financial product. Due to the issues associated with bank supported variable rate paper, including high cost, more onerous bank terms/conditions, fewer participating banks, and weak bank credit ratings, municipal issuers have been utilizing other means to access the variable rate market, including interest rates swaps, self-liquidity, and new products that have been developed which avoid the need for bank support. Staff has considered these types of products, but the limited widespread investor acceptance is a concern. With a thin investor base, issuers risk that a failed remarketing could result in the collapse of the entire market which would require immediate remedies that would likely be expensive. In addition, the associated remarketing fees and the administrative efforts are high for these non-liquidity backed products.

2. Certificate Anticipation Notes Refunding

The COP 2000 Series could be refinanced with an issuance of short-term fixed rate Certificate Anticipation Notes (CANs) as an alternative means of maintaining short-term rate (variable-like) exposure. Upon maturity, the Sanitation District would need to refinance the CAN due to its short-term nature. Since 2008, the Sanitation District has been issuing CANs on an annual basis to mimic variable rates with the 2008C CANs that were issued to replace a downgraded bank providing liquidity support for the variable rate COP 2006 Series. The most recent CANs issuance by the Sanitation District in November 2011 resulted in a 0.399% all-in borrowing cost (inclusive of all costs/fees) for one year.

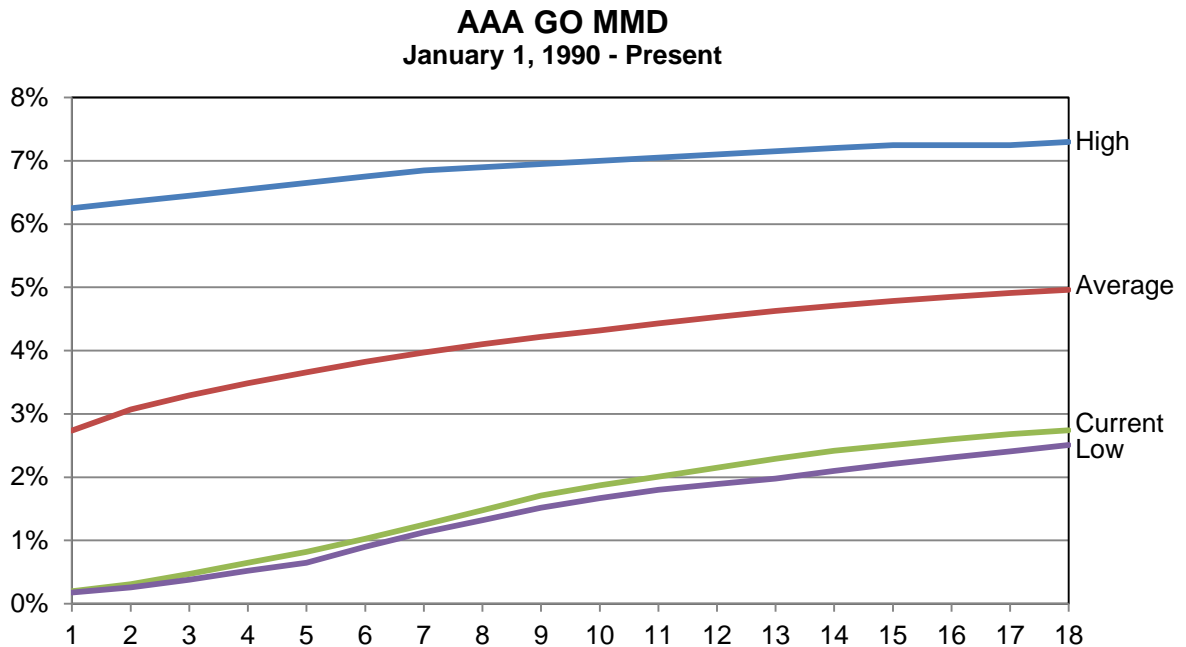
The issuance of CANs can provide a low fixed rate for a pre-determined period of time while insulating the District from the potential of higher variable rates during the same period of time (unlike variable rate debt). Given that current variable rates are already so low (at 0.23%), there is little reasonable expectation that rates could trend lower. The longer the CANs period, the longer the fixed rate will be locked-in, but the rate will also be higher. One important feature of the CANs structure is the avoidance of paying high fees to liquidity banks and the risks associated with bank downgrades.

The major risk with a CANs issuance is the inability of the issuer to refund the CANs upon maturity. Since CANs are a short-term financing vehicle, there is roll-over risk at maturity. As the Sanitation District has the highest possible credit ratings (AAA/AAA), the lack of market access to refinance is remote. The Sanitation District has mitigated this unlikely lack of market access risk by refinancing its existing CANs in advance of the maturity date. As a worse case

back-stop, the District could use its reserves to temporarily repay maturing CANs.

3. Fixed Rate Refunding

The COP 2000 Series could be refinanced with a fixed rate refunding issuance which would remove many of the risks associated with variable rate debt, including interest rate, bank renewal, credit downgrades, and market access. Long-term fixed rate borrowing costs for tax-exempt issuers are at, or near, all-time lows as shown in the graphic below (AAA GO MMD is the most commonly referenced index for tax-exempt yields) :



In the current market, a fixed rate refunding would lock-in an all-in borrowing cost of less than 2.0% for a refunding of the COP 2000 Series.

Cost Comparison

The following table shows a comparison of the current costs for each of the three financing options discussed above:

Financing Option	Interest Rate	Costs/ Fees	Total Cost
1) Maintain Variable Rates – Replace Bank	0.23% ^(a)	0.64% ^(b)	0.87%
2) Refund with CANs – 3 Year	0.50% ^(c)	0.11%	0.61%
3) Fixed Rate Refunding ^(d)	1.85%	0.10%	1.95%

(a) Assumes today's variable rate for the COP 2000 Series will not change which could be an aggressive assumption.

(b) Assumes an estimate of current bank fees of 0.50%/year which could be an aggressive assumption.

(c) Assumes current three-year fixed CANs rate. After three years rates could be higher.

(d) Based on current market conditions. After pricing, rates/costs will not change and will not be subject to other risks.

Refunding Structure

If the Sanitation District wishes to continue the COP 2000 Series as a variable rate obligation, a replacement bank must be secured (or a non-liquidity backed product). Alternatively, the Sanitation District could refund the variable rate COP 2000 series with low cost fixed rate debt. As bank risks remain elevated ever since the global financial crisis and the costs to maintain variable rate debt is relatively high, staff is proposing to avoid such risks and costs by refunding the COP 2000 Series with fixed rate Wastewater Refunding Revenue Obligations. There is also the risk that short-term tax-exempt interest rates will rise from the current low levels and there are market expectations that bank support fees will begin to become more expensive in the near future due to financial reforms to be instituted on banks as a result of the global financial crisis. In addition, tax-exempt fixed rates are historically low levels and the Sanitation District could currently fix out the COP 2000 Series at an all-in cost of less than 2%.

Timeline

Since the contemplated transaction is a fixed-rate debt financing, staff is proposing to issue the refunding through a competitive sale because it is the most expeditious way to access the market and it is expected to provide the lowest interest cost for this type of structure.

July	Ø Board approval of legal and disclosure documents
	Ø Financing Corporation approval of legal and disclosure documents
	Ø Rating agency discussions
	Ø Publish Notice of Intention to Sell
August	Ø Marketing and Sale through a Competitive Sale Process
	Ø Closing
	Ø Begin debt administration

All costs involved with the refunding, including costs for PRAG and Fulbright & Jaworski will be paid from the proceeds of the new refunding issue.

CEQA

N/A

BUDGET/DELEGATION OF AUTHORITY COMPLIANCE

N/A

JDR:LT:MW