



SPECIAL NOTICE
PUBLIC ATTENDANCE & PARTICIPATION AT PUBLIC MEETINGS
Steering Committee Meeting
Wednesday, June 26, 2024
5:00 p.m.

Your participation is always welcome. OC San offers several ways in which to interact during meetings. You will find information as to these opportunities below.

IN-PERSON MEETING ATTENDANCE

You may attend the meeting in-person at the following location:

Orange County Sanitation District
Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708

ONLINE MEETING PARTICIPATION

You may join the meeting live via Teams on your computer or similar device or web browser by using the link below:

[Click here to join the meeting](#)

We suggest testing joining a Teams meeting on your device prior to the commencement of the meeting. For recommendations, general guidance on using Teams, and instructions on joining a Teams meeting, [please click here](#).

Please mute yourself upon entry to the meeting. Please raise your hand if you wish to speak during the public comment section of the meeting. The Clerk of the Board will call upon you by using the name you joined with.

Meeting attendees are not provided the ability to make a presentation during the meeting. Please contact the Clerk of the Board at least 48 hours prior to the meeting if you wish to present any items. Additionally, camera feeds may be controlled by the meeting moderator to avoid inappropriate content.

HOW TO PARTICIPATE IN THE MEETING BY TELEPHONE

To join the meeting from your phone: Dial (213) 279-1455
When prompted, enter the Phone Conference ID: 236 364 273#

All meeting participants may be muted during the meeting to alleviate background noise. If you are muted, please use *6 to unmute. You may also mute yourself on your device.

Please raise your hand to speak by use *5, during the public comment section of the meeting. The Clerk of the Board will call upon you by using the last 4 digits of your phone number as identification.

NOTE: All attendees will be disconnected from the meeting at the beginning of Closed Session. If you would like to return to the Open Session portion of the meeting, please login or dial-in to the Teams meeting again and wait in the Lobby for admittance.

WATCH THE MEETING ONLINE

The meeting will be available for online viewing at:

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

SUBMIT A COMMENT

You may submit your comments and questions in writing for consideration in advance of the meeting by using the eComment feature available online at: <https://ocsd.legistar.com/Calendar.aspx> or sending them to OCSanClerk@ocsan.gov with the subject line "PUBLIC COMMENT ITEM # (insert the item number relevant to your comment)" or "PUBLIC COMMENT NON-AGENDA ITEM".

You may also submit comments and questions for consideration during the meeting by using the eComment feature available online at: <https://ocsd.legistar.com/Calendar.aspx>. The eComment feature will be available for the duration of the meeting.

All written public comments will be provided to the legislative body and may be read into the record or compiled as part of the record.

For any questions and/or concerns, please contact the Clerk of the Board's office at 714-593-7433. Thank you for your interest in OC San!

June 20, 2024

NOTICE OF REGULAR MEETING

**STEERING COMMITTEE
ORANGE COUNTY SANITATION DISTRICT**

Wednesday, June 26, 2024 – 5:00 P.M.

**Plant No. 1 Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708**

ACCESSIBILITY FOR THE GENERAL PUBLIC

Your participation is always welcome. Specific information as to how to participate in this meeting is detailed on the Special Notice attached to this agenda. In general, OC San offers several ways in which to interact during this meeting: you may participate in person, join the meeting live via Teams on your computer or similar device or web browser, join the meeting live via telephone, view the meeting online, and/or submit comments for consideration before or during the meeting.

The Regular Meeting of the Steering Committee of the Orange County Sanitation District will be held at the above location and in the manner indicated on Wednesday, June 26, 2024 at 5:00 p.m.



Clerk of the Board

- Serving:
- Anaheim
 - Brea
 - Buena Park
 - Cypress
 - Fountain Valley
 - Fullerton
 - Garden Grove
 - Huntington Beach
 - Irvine
 - La Habra
 - La Palma
 - Los Alamitos
 - Newport Beach
 - Orange
 - Placentia
 - Santa Ana
 - Seal Beach
 - Stanton
 - Tustin
 - Villa Park
 - County of Orange
 - Costa Mesa Sanitary District
 - Midway City Sanitary District
 - Irvine Ranch Water District
 - Yorba Linda Water District

STEERING COMMITTEE & BOARD MEETING DATES

July 24, 2024

August 28, 2024

September 25, 2024

October 23, 2024

November 20, 2024 *

December 18, 2024 *

January 22, 2025

February 26, 2025

March 26, 2025

April 23, 2025

May 28, 2025

June 25, 2025

**** Meeting will be held on the third Wednesday of the month***

**ROLL CALL
STEERING COMMITTEE**

Meeting Date: June 26, 2024

Time: 5:00 p.m.

COMMITTEE MEMBERS (7)

Chad Wanke, Board Chair	
Ryan Gallagher, Board Vice-Chair	
Jon Dumitru, Operations Committee Chair	
Christine Marick, Administration Committee Chair	
Pat Burns, Member-At-Large	
Glenn Grandis, Member-At-Large	
John Withers, Member-At-Large	

OTHERS

Brad Hogin, General Counsel	
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STAFF

Rob Thompson, General Manager	
Lorenzo Tyner, Assistant General Manager	
Mike Dorman, Director of Engineering	
Laura Maravilla, Director of Human Resources	
Riaz Moinuddin, Director of Operations & Maintenance	
Wally Ritchie, Director of Finance	
Lan Wiborg, Director of Environmental Services	
Kelly Lore, Clerk of the Board	

ORANGE COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS
Complete Roster

Effective 01/23/2024

AGENCY/CITIES	ACTIVE DIRECTOR	ALTERNATE DIRECTOR
Anaheim	Stephen Faessel	Carlos A. Leon
Brea	Christine Marick	Cecilia Hupp
Buena Park	Joyce Ahn	Art Brown
Cypress	Scott Minikus	Bonnie Peat
Fountain Valley	Glenn Grandis	Ted Bui
Fullerton	Bruce Whitaker	Nick Dunlap
Garden Grove	Stephanie Klopfenstein	John O'Neill
Huntington Beach	Pat Burns	Gracey Van Der Mark
Irvine	Farrah N. Khan	Kathleen Treseder
La Habra	Rose Espinoza	Jose Medrano
La Palma	Debbie Baker	Mark I. Waldman
Los Alamitos	Jordan Nefulda	Shelley Hasselbrink
Newport Beach	Brad Avery	Erik Weigand
Orange	Jon Dumitru	John Gyllenhammer
Placentia	Chad Wanke	Ward Smith
Santa Ana	Johnathan Ryan Hernandez	Benjamin Vazquez
Seal Beach	Schelly Sustarsic	Lisa Landau
Stanton	David Shawver	Carol Warren
Tustin	Ryan Gallagher	Austin Lumbard
Villa Park	Robbie Pitts	Jordan Wu

Sanitary/Water Districts

Costa Mesa Sanitary District	Bob Ooten	Art Perry
Midway City Sanitary District	Andrew Nguyen	Tyler Diep
Irvine Ranch Water District	John Withers	Douglas Reinhart
Yorba Linda Water District	Phil Hawkins	Tom Lindsey

County Areas

Board of Supervisors	Doug Chaffee	Donald P. Wagner
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STEERING COMMITTEE
Regular Meeting Agenda
Wednesday, June 26, 2024 - 5:00 PM
Conference Room A
Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

ACCOMMODATIONS FOR THE DISABLED: If you require any special disability related accommodations, please contact the Orange County Sanitation District (OC San) Clerk of the Board's office at (714) 593-7433 at least 72 hours prior to the scheduled meeting. Requests must specify the nature of the disability and the type of accommodation requested.

AGENDA POSTING: In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted outside the main gate of the OC San's Administration Building located at 10844 Ellis Avenue, Fountain Valley, California, and on the OC San's website at www.ocsan.gov not less than 72 hours prior to the meeting date and time above. All public records relating to each agenda item, including any public records distributed less than 72 hours prior to the meeting to all, or a majority of the Board of Directors, are available for public inspection in the office of the Clerk of the Board.

AGENDA DESCRIPTION: The agenda provides a brief general description of each item of business to be considered or discussed. The recommended action does not indicate what action will be taken. The Board of Directors may take any action which is deemed appropriate.

MEETING RECORDING: A recording of this meeting is available within 24 hours after adjournment of the meeting at <https://ocsd.legistar.com/Calendar.aspx> or by contacting the Clerk of the Board at (714) 593-7433.

NOTICE TO DIRECTORS: To place items on the agenda for a Committee or Board Meeting, the item must be submitted in writing to the Clerk of the Board: Kelly A. Lore, MMC, (714) 593-7433 / klore@ocsan.gov at least 14 days before the meeting.

FOR ANY QUESTIONS ON THE AGENDA, BOARD MEMBERS MAY CONTACT STAFF AT:

General Manager: Rob Thompson, rthompson@ocsan.gov / (714) 593-7110
Asst. General Manager: Lorenzo Tyner, ltyner@ocsan.gov / (714) 593-7550
Director of Engineering: Mike Dorman, mdorman@ocsan.gov / (714) 593-7014
Director of Environmental Services: Lan Wiborg, lwiborg@ocsan.gov / (714) 593-7450
Director of Finance: Wally Ritchie, writchie@ocsan.gov / (714) 593-7570
Director of Human Resources: Laura Maravilla, lmavilla@ocsan.gov / (714) 593-7007
Director of Operations & Maintenance: Riaz Moinuddin, rmoinuddin@ocsan.gov / (714) 593-7269

CALL TO ORDER

ROLL CALL AND DECLARATION OF QUORUM:

Clerk of the Board

PUBLIC COMMENTS:

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REPORTS:

The Board Chairperson and the General Manager may present verbal reports on miscellaneous matters of general interest to the Directors. These reports are for information only and require no action by the Directors.

CONSENT CALENDAR:

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

1. APPROVAL OF MINUTES [2024-3579](#)

RECOMMENDATION:

Approve minutes of the Special meeting of the Steering Committee held May 22, 2024.

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[05-22-2024 Steering Committee Minutes](#)

2. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF MAY 2024 [2024-3655](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Legislative Affairs Update for the month of May 2024.

Originator: Rob Thompson

Attachments: [Agenda Report](#)
[Federal Legislative Update](#)
[Federal Matrix](#)
[State Legislative Update](#)
[State Matrix](#)
[H.R. 7944 Letter of Support - Rep. Katie Porter](#)
[H.R. 7944 Letter of Support - Rep. Linda Sanchez](#)
[H.R. 7944 Letter of Support - Rep. Lou Correa](#)
[H.R. 7944 Letter of Support - Rep. Michelle Steel](#)
[H.R. 7944 Letter of Support - Rep. Young Kim](#)

3. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF MAY 2024 [2024-3656](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Public Affairs Update for the month of May 2024.

Originator: Rob Thompson

Attachments: [Agenda Report](#)
[Outreach and Media Report - May 2024](#)
[WPAA Local Public Affairs Report - May 2024](#)

NON-CONSENT:

4. PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR GENERAL LEGAL SERVICES [2024-3671](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Authorize Board Chairman Chad P. Wanke, to enter into a Professional Consultant Services Agreement with Best Best & Krieger LLP for General Legal Services, Specification No. CS-2024-1440BD; and appoint Scott Smith as Principal General Counsel; for a five-year term beginning July 1, 2024 through June 30, 2029, with one (1) optional five-year renewal, in a form approved by Special Counsel.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Detailed Scoring](#)
[Professional Consultant Services Agreement - CS-2024-1440BD](#)

5. PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR GENERAL LEGAL SERVICES IN THE AREAS OF ENVIRONMENTAL LAW AND AIR QUALITY [2024-3672](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve a Professional Consultant Services Agreement with Allen Matkins Leck Gamble Mallory & Natsis LLP for General Legal Services in the areas of Environmental Law and Air Quality, Specification No. CS-2024-1440BD, for the period beginning July 1, 2024 through June 30, 2029 with one (1) optional five-year renewal.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Detailed Scoring](#)
[Professional Consultant Services Agreement - CS-2024-1440BD](#)

6. SOLE SOURCE AGREEMENT FOR LEGAL SERVICES WITH WOODRUFF & SMART [2024-3673](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve a Sole Source Agreement for Legal Services with Woodruff & Smart, commencing on July 1, 2024, in a form approved by Special Counsel.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Agreement for Legal Services](#)

7. PUBLIC AFFAIRS STRATEGIC PLAN FOR FISCAL YEARS 2022-2024 SUMMARY [2024-3564](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Proposed Public Affairs Strategic Plan for Fiscal Years 2022- 2024 Summary.

Originator: Rob Thompson

Attachments: [Agenda Report](#)
[Public Affairs Strategic Plan, FY 2022-2024](#)
[Public Affairs Portfolio, FY 2022-2024](#)

8. PUBLIC AFFAIRS STRATEGIC PLAN FOR FISCAL YEARS 2024-2026 [2024-3562](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Public Affairs Strategic Plan for Fiscal Years 2024- 2026.

Originator: Rob Thompson

Attachments: [Agenda Report](#)
[Public Affairs Strategic Plan, FY 2024-2026](#)

9. GENERAL MANAGER'S FY 2023-2024 WORK PLAN YEAR-END REPORT [2024-3565](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the General Manager's FY 2023-2024 Work Plan Year-End Report.

Originator: Rob Thompson

Attachments: [Agenda Report](#)
[General Manager's FY 2023-2024 Work Plan Year-End Report](#)

10. GENERAL MANAGER'S FY 2024-2025 WORK PLAN [2024-3568](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the General Manager's Fiscal Year 2024-2025 Work Plan.

Originator: Rob Thompson

Attachments: [Agenda Report](#)
[General Manager's FY 2024-2025 Work Plan](#)

INFORMATION ITEMS:

None.

DEPARTMENT HEAD REPORTS:**CLOSED SESSION:**

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

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

CONVENE IN CLOSED SESSION.**CS-1 CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION - GOVERNMENT CODE SECTION 54956.9(d)(1)** [2024-3659](#)

RECOMMENDATION: Convene in Closed Session:

Number of Cases: 1

Orange County Sanitation District, a public entity v. Bayside Village Marina, LLC, a limited liability company; Laguna Beach County Water District, a public entity; and Does 1-100, inclusive; and all Persons Unknown Claiming an Interest in the Property, Superior Court of California, County of Orange, Case No. 30-2022-01251890.

Attachments: [Agenda Report](#)
[Steering CS Memo re Bayside Village Marina 6-26-24](#)

CS-2 CONFERENCE WITH LABOR NEGOTIATORS - GOVERNMENT CODE SECTION 54957.6 [2024-3658](#)

RECOMMENDATION: Convene in Closed Session:

Agency Designated Representative: General Manager Robert Thompson.

Benefits for Unrepresented Executive Management Employees: Assistant General Manager, Director of Communications, Director of Engineering, Director of Environmental Services, Director of Finance, Director of Human Resources, and Director of Operations and Maintenance.

Attachments: [Agenda Report](#)
[Steering CS Memo re Labor Negotiations 6-26-24](#)

CS-3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION 54957(b)(1) [2024-3657](#)

RECOMMENDATION: Convene in Closed Session:

Public Employee Performance Evaluation

Number of Employees: 1

- General Manager

Originator: Laura Maravilla

Attachments: [Agenda Report](#)
[Steering CS Memo re GM Performance Evaluation 6-26-24](#)

RECONVENE IN REGULAR SESSION.

CONSIDERATION OF ACTION, IF ANY, ON MATTERS CONSIDERED IN CLOSED SESSION:

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

BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:

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

ADJOURNMENT:

Adjourn the meeting until the Regular Meeting of the Steering Committee on July 24, 2024 at 5:00 p.m.



STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3579

Agenda Date: 6/26/2024

Agenda Item No: 1.

FROM: Robert Thompson, General Manager
Originator: Kelly A. Lore, Clerk of the Board

SUBJECT:

APPROVAL OF MINUTES

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

Approve minutes of the Special meeting of the Steering Committee held May 22, 2024.

BACKGROUND

In accordance with the Board of Directors Rules of Procedure, an accurate record of each meeting will be provided to the Directors for subsequent approval at the following meeting.

RELEVANT STANDARDS

- Resolution No. OC SAN 22-37

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- May 22, 2024 Steering Committee meeting minutes



Special Meeting - Early Start Time

CALL TO ORDER

A Special Meeting of the Steering Committee of the Orange County Sanitation District was called to order by Board Chairman Chad Wanke on Wednesday, May 22, 2024 at 12:00 p.m. in the Administration Building of the Orange County Sanitation District.

ROLL CALL AND DECLARATION OF QUORUM:

The Clerk of the Board declared a quorum present as follows:

PRESENT: Chad Wanke, Ryan Gallagher, Pat Burns, Jon Dumitru, Glenn Grandis, Christine Marick and John Withers

ABSENT: None

STAFF PRESENT: Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Mike Dorman, Director of Engineering; Laura Maravilla, Director of Human Resources; Riaz Moinuddin, Director of Operations and Maintenance; Wally Ritchie, Director of Finance; Lan Wiborg, Director of Environmental Services; Kelly Lore, Clerk of the Board; Jeremy Arbiso; Jennifer Cabral; Mortimer Caparas; Jackie Castro; Thys DeVries; Digna Olmos; and Ruth Zintzun were present in Conference Room A.

OTHERS PRESENT: Brad Hogin, General Counsel, was present in Conference Room A.

PUBLIC COMMENTS:

None.

REPORTS:

Chair Wanke reviewed the day's special schedule with the Committee.

Chair Wanke reported that the new Local Lobbyist report was included in the Agenda and would be included in the Public Affairs monthly report moving forward.

General Manager Rob Thompson did not provide a report.

CONSENT CALENDAR:**1. APPROVAL OF MINUTES**[2024-3580](#)**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Steering Committee held April 24, 2024.

AYES: Chad Wanke, Ryan Gallagher, Pat Burns, Jon Dumitru, Glenn Grandis, Christine Marick and John Withers**NOES:** None**ABSENT:** None**ABSTENTIONS:** None**2. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF APRIL 2024**[2024-3611](#)**Originator:** Rob Thompson

MOVED, SECONDED, AND DULY CARRIED TO: Recommend to the Board of Directors to:

Receive and file the Legislative Affairs Update for the month of April 2024.

AYES: Chad Wanke, Ryan Gallagher, Pat Burns, Jon Dumitru, Glenn Grandis, Christine Marick and John Withers**NOES:** None**ABSENT:** None**ABSTENTIONS:** None**3. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF APRIL 2024**[2024-3620](#)**Originator:** Rob Thompson

MOVED, SECONDED, AND DULY CARRIED TO: Recommend to the Board of Directors to:

Receive and file the Public Affairs Update for the month of April 2024.

AYES: Chad Wanke, Ryan Gallagher, Pat Burns, Jon Dumitru, Glenn Grandis, Christine Marick and John Withers**NOES:** None**ABSENT:** None**ABSTENTIONS:** None

NON-CONSENT:**4. GENERAL MANAGER'S FY 2024-2025 PROPOSED WORK PLAN [2024-3567](#)**

Originator: Rob Thompson

MOVED, SECONDED, AND DULY CARRIED TO:

Receive and file the General Manager's FY 2024-2025 Proposed Work Plan.

AYES: Chad Wanke, Ryan Gallagher, Pat Burns, Jon Dumitru, Glenn Grandis, Christine Marick and John Withers

NOES: None

ABSENT: None

ABSTENTIONS: None

INFORMATION ITEMS:

None.

DEPARTMENT HEAD REPORTS:

None.

CLOSED SESSION:**CONVENED IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 54957(b)(1), 54957.6, & 54956.9 (d)(1).**

The Committee convened in closed session at 12:03 p.m. Item Nos. CS-2, CS-3 & CS-4 were not heard. Confidential minutes of the Closed Sessions have been prepared in accordance with the above Government Code Sections and are maintained by the Clerk of the Board in the Official Book of Confidential Minutes of Board and Committee Closed Session meetings.

CS-1 PUBLIC EMPLOYEE APPOINTMENT 54957(b)(1) [2024-3625](#)

CONVENED IN CLOSED SESSION:

Public Employee Appointment

Number of Employees: 1

- General Counsel

CS-2 CONFERENCE WITH LABOR NEGOTIATORS - GOVERNMENT CODE SECTION 54957.6 [2024-3600](#)

DID NOT CONVENE IN CLOSED SESSION:

Designated Representatives: General Manager Robert Thompson, Assistant General Manager Lorenzo Tyner, Director of Human Resources Laura Maravilla, and Chief Negotiator Laura Kalty.

Employee Organizations: (3)

International Union of Operating Engineers, Local 501; Orange County Employees Association; and the Supervisory and Professional Management Group.

**CS-3 CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION - [2024-3599](#)
GOVERNMENT CODE SECTION 54956.9(d)(1)**

DID NOT CONVENE IN CLOSED SESSION:

Number of Potential Cases: 1

Orange County Sanitation District v. Robert M. Jackson, et al., Orange County Superior Court Case No. 30-2024-01379706-CU-OR-CJC.

**CS-4 CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION - [2024-3628](#)
GOVERNMENT CODE SECTION 54956.9(d)(1)**

DID NOT CONVENE IN CLOSED SESSION:

Number of Cases: 1

Orange County Sanitation District, a public entity v. Bayside Village Marina, LLC, a limited liability company; Laguna Beach County Water District, a public entity; and Does 1-100, inclusive; and all Persons Unknown Claiming an Interest in the Property, Superior Court of California, County of Orange, Case No. 30-2022-01251890.

RECONVENE IN REGULAR SESSION.

The Committee reconvened in regular session at 3:45 p.m.

CONSIDERATION OF ACTION, IF ANY, ON MATTERS CONSIDERED IN CLOSED SESSION:

Chair Wanke stated there was no action taken in Closed Session.

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

None.

BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:

None.

ADJOURNMENT:

Chair Wanke declared the Special Meeting adjourned at 3:46 p.m. to the Regular Steering Committee meeting to be held on Wednesday, June 26, 2024 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board



STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3655

Agenda Date: 6/26/2024

Agenda Item No: 2.

FROM: Robert Thompson, General Manager

SUBJECT:

LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF MAY 2024

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Legislative Affairs Update for the month of May 2024.

BACKGROUND

The Orange County Sanitation District's (OC San) legislative affairs program includes advocating for OC San's legislative interests; sponsoring legislation (where appropriate); and seeking Local, State, and Federal funding for projects and programs.

RELEVANT STANDARDS

- Maintain influential legislative advocacy and a public outreach program
- Build brand, trust, and support with policy makers and community leaders
- Maintain collaborative and cooperative relationships with regulators, stakeholders, and neighboring communities

PROBLEM

Without a strong advocacy program, elected officials may not be aware of OC San's mission, programs, and projects and how they could be impacted by proposed legislation.

PROPOSED SOLUTION

Continue to work with Local, State, and Federal officials to advocate for OC San's legislative interests. Help to create and monitor legislation and grants that would benefit OC San, the wastewater industry, and the community. To assist in relationship building efforts, OC San will continue to reach out to elected officials through facility tours, one-on-one meetings, and trips to Washington D.C. and Sacramento.

RAMIFICATIONS OF NOT TAKING ACTION

If OC San does not work with Local, State, and Federal elected officials, legislation could be passed that negatively affects OC San and the wastewater industry. Additionally, a lack of engagement may result in missed funding opportunities.

ADDITIONAL INFORMATION

Activities in May:

- **Federal Update:**

In early May, OC San sent a letter of support to the Orange County Delegation regarding the Water Systems PFAS Liability Protection Act (H.R. 7944). This bipartisan legislation provides critical liability protections for public water and wastewater agencies from liability associated with PFAS chemicals being designated as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

The Senate is continuing efforts to develop a PFAS CERCLA liability exemption for passive receivers, including wastewater treatment. The Committee on Environment and Public Works staff are reportedly working on an approach to deliver a statutory exemption from liability under CERCLA.

- **State Update:**

On May 10, Governor Newsom released his 2024-25 State Budget May Revise, ahead of the May 14 deadline. The May Revise reflects an update to the Governor's proposed Budget in January 2024, which reflects changes to tax returns, inflationary pressures, and federal monetary policy that could result in additional spending cuts or the restoration of spending programs.

On May 16, the Assembly and Senate Appropriations Committees considered legislation that originated in the first house that had a fiscal impact to the State.

Activities in June:

- **Federal Update:**

During the month of May and June, OC San staff, lobbyist, and associations continued to work closely with passive receivers to advance commonsense liability protections for the water and wastewater sector. We anticipate the Senate Committee on Environment and Public Works will be providing a revised draft proposal to review by the end of June or early July.

- **State Update:**

The Budget Bill must be passed by June 15.

The last day for a legislative measure to qualify for the November 5 General Election ballot is June 27.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Federal Legislative Update
- Federal Matrix
- State Legislative Update
- State Matrix
- H.R. 7944 Letters of Support - Representatives: Porter, Sanchez, Correa, Steel, and Kim



TO: Rebecca Long

FROM: Eric Sapirstein

DATE: June 5, 2024

SUBJECT: Washington Update

Congressional activities remained focused upon fiscal year 2025 appropriations hearings, consideration of the Farm Bill and the Water Resources Development Act (WRDA) of 2024. On the regulatory front, the U.S. Environmental Protection Agency (USEPA) continued its effort to address Per- and polyfluoroalkyl substances (PFAS) as a hazardous substance under the Comprehensive Emergency Response, Compensation and Liability Act (CERCLA). The Department of Homeland Security proposed a new reporting standard for cyberattacks. The following summarizes activities of interest to OC San and its legislative agenda.

- ***PFAS and Biosolids Legislation***

The House Committee on Agriculture completed formal action on H.R. 8467, the Farm, Food, and National Security Act of 2024. This action is intended to renew the Farm Bill, which would include reauthorization of the nation's primary agriculture policy law every five years. Under the approved legislation, the U.S. Department of Agriculture is directed to initiate studies on PFAS and biosolids and review impacts on soils and crops. There was no effort to impose liability or restrict the land application of biosolids. In the Senate, it is highly likely that a version of the Farm Bill will be marked up before the Independence Day recess.

Assuming this schedule, the House and Senate would proceed to a conference committee to reconcile differences between the bills. Passage of a final measure must occur before September 30 to avoid a lapse in program funding since the existing stopgap authorization expires on this date. At this writing it is highly likely that another extension of the stopgap will be necessary given the congressional schedule.

Senate efforts to develop a PFAS CERCLA liability exemption for passive receivers, including wastewater treatment, continue. The Committee on Environment and Public Works staff are reportedly working on an approach to deliver a statutory exemption from liability under CERCLA. While actual language remains to be released, it appears that any agreement will include strong guardrails to ensure that any exemption would not apply in instances of gross negligence or violations of the Clean Water Act. As of this writing, the prospect of Congress releasing any final agreement until the following Congress's regular session is highly unlikely given the political environment.

Importance to OC San

The decision to direct the Department of Agriculture to study the impact of biosolids and land application is positive. The directives would target PFAS activities on research instead of prohibiting land application. It would presumably enhance the use of a scientifically sound risk assessment model. This would govern any new biosolids treatment standards that the USEPA is developing. The standards are expected to be published by early 2025. In short, OC San should not anticipate any change in federal biosolids mandates in the coming months.

With regard to liability concerns, OC San's advocacy for an exemption from CERCLA impacts continues to enjoy strong support. The Committee on Environment and Public Works Republican leadership staff continue to assert that any PFAS legislation which would support clean-up, treatment and destruction technology must also include a passive receiver liability exemption. While committee leadership Democrats remain publicly silent, Chairman Tom Carper's staff (D-DE) has acknowledged the passive receivers concerns are merited and may signal that a compromise to protect the water sector is possible following the congressional elections in November.

- ***Cybersecurity Mandates***

The continuing cyber-attacks on the nation's critical infrastructure continues to draw the attention of the Department of Homeland Security and specifically the Cybersecurity Infrastructure Security Agency (CISA). CISA issued a proposed rule that when finalized impose strict standards for critical infrastructure, including the wastewater sector, reporting attacks and ransomware incidences. Failure to comply with the mandate to report within 72 hours of an attack and 24 hours of a ransomware would expose operators to penalties. In addition to the reporting mandate, the rule suggests that CISA would hold primacy over the management of such incidents, but in coordination with USEPA. The rule is currently open for public comment.

Importance of Rule to OC San

On the surface, the proposed rule appears to add a new layer of federal mandates on the wastewater sector since it is defined as critical infrastructure. However, in a bureaucratic misstep, the proposed rule failed to acknowledge that Congress explicitly exempted public agencies from enforcement for failure to report under the Cyber Incident Reporting for Critical Infrastructure Act. Because this is a statutory exemption, CISA is unable to enforce against an agency absent a congressional amendment to the Act. For OC San, this means that if it fails to meet the deadlines for reporting to CISA, there would not be exposure to penalties. However, given the growing threats from such threats, OC San voluntary compliance with the rule when finalized would be appropriate.

Federal Legislative Report - June 2024

Steering Committee Bills

17 Bills

US HR 8467

Title: Farm, Food, and National Security Act of 2024

Current Status: Introduced

Introduction Date: May 21, 2024

Last Action Date: Referred to the House Committee on Agriculture.. May 21, 2024

Summary: H.R 8467 would establish grant funding to support research into the agriculture impacts of PFAS and microplastics, with the purpose to better understand the role and influence land-applied biosolids and wastewater treatment processes play. Eligible activities include analyzing crop uptake of PFAS and techniques, such as wastewater treatment and composting, to filter out or biodegrade such substances from biosolids intended to be used for agriculture purposes. H.R. 8467 does not establish mandates for these activities.

Location: United States

US HR 8032

High Priority

👁 Monitor

Title: Low-Income Household Water Assistance Program Establishment Act

Current Status: Introduced

Introduction Date: April 16, 2024

Last Action Date: Referred to the Subcommittee on Environment, Manufacturing, and Critical Materials.. April 19, 2024

Summary: H.R. 8032 is the companion bill to S. 3830 that would create a permanent low income ratepayer assistance for water and wastewater services.

Location: United States

US HR 7944

👁 Monitor

Title: Water Systems PFAS Liability Protection Act

Current Status: Introduced

Introduction Date: April 11, 2024

Last Action Date: Referred to the Subcommittee on Environment, Manufacturing, and Critical Materials.. April 12, 2024

Summary: H.R. 7944 is a companion bill to S. 1430 sponsored by Senator Cynthia Lummis (R-WY). H.R. 7944 would protect water and wastewater agencies and related contractors from liability under CERCLA unless the threat stemmed from gross negligence.

Location: United States

US HR 2964

High Priority

 Monitor

Title: WIPPES Act

Current Status: Introduced

Introduction Date: April 27, 2023

Last Action Date: Placed on the Union Calendar, Calendar No. 371.. April 05, 2024

Summary: Directs the Federal Trade Commission, in consultation with the Environmental Protection Agency, Commissioner of Food and Drugs, and the Consumer Product Safety Commission (as appropriate depending on the type of covered product involved) to issue "Do Not Flush" labeling requirements for nonflushable wipes, including baby wipes, household wipes, disinfecting wipes and personal care wipes. The requirements mirror California's labeling law and has the support from the wipes industry, national clean water sector, civil engineers, and environment advocates. Companion Senate bill: S. 1350.

Location: United States

US HR 7023

Title: Creating Confidence in Clean Water Permitting Act

Current Status: Considering

Introduction Date: January 17, 2024

Last Action Date: Received in the Senate and Read twice and referred to the Committee on Environment and Public Works.. March 22, 2024

Summary: H.R. 7023 was amended on the House floor to provide for ten year NPDES permit terms for public agencies. The amendment offered by Rep. John Garamendi (D-CA) was adopted without debate unanimously.

Description: Creating Confidence in Clean Water Permitting Act This bill modifies requirements under the Clean Water Act, including requirements concerning water quality criteria, the National Pollutant Discharge Elimination System (NPDES) program, the permit program for discharging dredged or fill material into waters of the United States, and the meaning of waters of the United States. It also limits the issuance of permits under the act. First, the bill directs the Environmental Protection Agency (EPA) to develop any new or revised water quality criteria for states through a rule. Next, the bill modifies the NPDES program, including by providing statutory authority for provisions that shield NPDES permit holders from liability under certain circumstances. It also provides statutory authority for

the EPA to issue general permits under the program. The EPA must also provide written notification two years before the expiration of a general permit. If notice is not provided by that deadline, then di....

Location: United States

US S 3830

Title: Low-Income Household Water Assistance Program Establishment Act

Current Status: Introduced

Introduction Date: February 28, 2024

Last Action Date: Read twice and referred to the Committee on Health, Education, Labor, and Pensions. (Sponsor introductory remarks on measure: CR S1045-1046). February 28, 2024

Location: United States

US HR 7194

High Priority

 Monitor

Title: PFAS Accountability Act of 2024

Current Status: Introduced

Introduction Date: February 01, 2024

Last Action Date: Referred to the Subcommittee on Environment, Manufacturing, and Critical Materials.. February 02, 2024

Summary: H.R. 7194 would create a cause of action under the Toxics Substances Control Act to allow a citizen or class of citizens to litigate against a manufacturer of PFAS that improperly discharged PFAS into the environment and created a public health impact.

Companion legislation in the Senate: S. 3725. Sponsor: Rep. Madeline Dean (D-NH)

Location: United States

US HR 6805

High Priority

 Monitor

Title: PFAS Action Act of 2023

Current Status: Introduced

Introduction Date: December 14, 2023

Last Action Date: Referred to the Subcommittee on Water Resources and Environment.. January 02, 2024

Summary: PFAS Action Act of 2023 is a reintroduction of the 2021 legislation. It would impose a statutory designation of PFAS as a hazardous substance under CERCLA. It would also impose other mandates including time specific drinking water standards for PFOA and PFOS and other members of the PFAS chemical family. It currently enjoys 21 sponsors, all Democratic. Sponsor: Rep. Debbie Dingell D-MI

Location: United States

US S 2162

High Priority

👁 Monitor

Title: STREAM Act

Current Status: Introduced

Introduction Date: June 22, 2023

Last Action Date: Committee on Energy and Natural Resources Subcommittee on Water and Power. Hearings held.. July 19, 2023

Summary: S. 2162 renews expiring provisions of the WIIN Act. It would increase funding authorizations for surface and groundwater storage projects, water recycling, desalination, and ecosystem restoration projects. Among the changes that would be authorized would be priorities for water supply projects that include enhanced public benefits (fisheries, wildlife and disadvantage communities drinking water reliability). It would also provide for enhanced water transfers to support temporary fallowing of agriculture lands to support wildlife habitats. (BILL PROVISIONS LIKELY TO INCORPORATED INTO LARGER WESTERN WATER LEGISLATION) No Sponsor at the writing

Location: United States

US S 1430

High Priority

Title: Water Systems PFAS Liability Protection Act

Current Status: Introduced

Introduction Date: May 03, 2023

Last Action Date: Read twice and referred to the Committee on Environment and Public Works.. May 03, 2023

Summary: S. 1430 would provide a limited CERCLA liability (section 107) exemption for PFAS family of chemicals for water and wastewater agencies. S. 1430 would not exempt an agency from liability in cases of gross negligence.

Description: Water Systems PFAS Liability Protection Act This bill exempts specified water management entities from liability under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) for releases of certain perfluoroalkyl or polyfluoroalkyl substances, commonly referred to as PFAS. Specifically, the entities covered under the bill are public water systems, publicly or privately owned or operated treatment works, municipalities with a stormwater discharge permit, political subdivisions or special districts of a state that act as a wholesale water agency, and contractors performing the management or disposal activities for such entities. Under the bill, the exemption only applies if a specified entity transports, treats, disposes of, or arranges for the transport, treatment or disposal of PFAS consistent with applicable laws and during and following the conveyance or treatment of water under federal or state law, such as through the management or disposal of bi....

Location: United States

US S 1350 High Priority 👁 Monitor

Title: WIPPES Act

Current Status: Introduced

Introduction Date: April 27, 2023

Last Action Date: Read twice and referred to the Committee on Commerce, Science, and Transportation.. April 27, 2023

Summary: Directs the Federal Trade Commission, in consultation with the Environmental Protection Agency, Commissioner of Food and Drugs, and the Consumer Product Safety Commission (as appropriate depending on the type of covered product involved) to issue "Do Not Flush" labeling requirements for nonflushable wipes, including baby wipes, household wipes, disinfecting wipes and personal care wipes. The requirements mirror California's labeling law and has the support from the wipes industry, national clean water sector, civil engineers, and environment advocates. Companion House bill: H.R. 2964.

Location: United States

US HR 1729 Low Priority 👁 Monitor

Title: Water Affordability, Transparency, Equity, and Reliability Act of 2023

Current Status: Introduced

Introduction Date: March 22, 2023

Last Action Date: Referred to the Subcommittee on Commodity Markets, Digital Assets, and Rural Development.. April 25, 2023

Summary: Sponsor: Rep. Bonnie Coleman D-NJ Co-Sponsor: Rep. Katie Porter D-CA

Description: Water Affordability, Transparency, Equity, and Reliability Act of 2023 This bill increases funding for water infrastructure, including funding for several programs related to controlling water pollution or protecting drinking water. Specifically, it establishes a Water Affordability, Transparency, Equity, and Reliability Trust Fund. The fund may be used for specified grant programs. The bill increases the corporate income tax rate to 24.5% to provide revenues for the fund. In addition, the bill revises requirements concerning the clean water state revolving fund (SRF) and the drinking water SRF, including by prohibiting states from providing financial assistance using amounts from the clean water SRF for projects that will provide substantial direct benefits to new communities other than projects for constructing an advanced decentralized wastewater system. It also creates or reauthorizes several grant programs related to water infrastructure, such as grants for removing lead from dr....

Location: United States

US HR 2162

Title: To provide for a limitation on availability of funds for U.S. Department of Interior, US Fish and Wildlife Service, Neotropical Migratory Bird Conservation for fiscal year 2024.

Current Status: Introduced

Introduction Date: March 29, 2023

Last Action Date: Referred to the House Committee on Natural Resources.. March 29, 2023

Description: This bill limits FY2024 funding for the U.S. Fish and Wildlife Service's Neotropical Migratory Bird Conservation grant program.

Location: United States

US HR 1837

Title: Investing in Our Communities Act

Current Status: Introduced

Introduction Date: March 28, 2023

Last Action Date: Referred to the House Committee on Ways and Means.. March 28, 2023

Summary: Legislation restores tax-exempt advance refunding for municipal bonds to allow states and local governments to more efficiently invest in projects.

Description: Investing in Our Communities Act This bill reinstates the exclusion from gross income for interest on certain bonds issued to advance the refunding of a prior bond issue. The exclusion was repealed for bonds issued after 2017.

Location: United States

US S 938

Low Priority

 Monitor

Title: Water Affordability, Transparency, Equity, and Reliability Act of 2023

Current Status: Introduced

Introduction Date: March 22, 2023

Last Action Date: Read twice and referred to the Committee on Finance.. March 22, 2023

Summary: S. 938 would establish a \$35 billion trust fund to support the construction of water and wastewater treatment systems. Funding would be derived from an increase in the corporate tax rate. The bill also imposes requirements for Department of Justice and USEPA to carryout activities to determine whether water and wastewater operators discriminate in the provision of services. USEPA must also investigate the impact of rates on service cut-offs. Additional provisions would address use of assistance to promote regionalization of systems and limitations on the use of federal assistance to support projects that address growth. The bill enjoys 500 NGO organizational support. It has five cosponsors. Sponsor: Sen. Bernie Sanders I-VT

Description: Water Affordability, Transparency, Equity, and Reliability Act of 2023 This bill increases funding for water infrastructure to control water pollution or protect drinking

water. Specifically, it establishes a Water Affordability, Transparency, Equity, and Reliability Trust Fund. The fund may be used for specified grant programs. The bill increases the corporate income tax rate to 24.5% to provide revenues for the fund. In addition, the bill revises requirements concerning the clean water state revolving fund (SRF) and the drinking water SRF, including by prohibiting states from providing financial assistance using amounts from the clean water SRF for projects that will provide substantial direct benefits to new communities other than projects for constructing an advanced decentralized wastewater system. It also creates or reauthorizes several grant programs related to water infrastructure, such as grants for removing lead from drinking water.

Location: United States

US HR 250

Medium Priority

 Monitor

Title: Clean Water SRF Parity Act

Current Status: Introduced

Introduction Date: January 10, 2023

Last Action Date: Referred to the Subcommittee on Water Resources and Environment.. February 01, 2023

Summary: Amends eligibility provisions for the Federal Water Pollution Control Act's Clean Water State Revolving Fund so that all wastewater customers have the ability to benefit from the program's low-interest loans. Supported by NAWCA Also introduce in 117th Congress - No Action

Description: Clean Water SRF Parity Act This bill expands the state revolving fund established under the Clean Water Act, including by allowing low-interest loans to be given to privately owned treatment works to address wastewater. Currently, loans are given to wastewater systems that are publicly owned.

Location: United States

US S 115

 Monitor

Title: Clean Water Allotment Modernization Act of 2023

Current Status: Introduced

Introduction Date: January 26, 2023

Last Action Date: Read twice and referred to the Committee on Environment and Public Works.. January 26, 2023

Summary: Provides for a set aside from Clean Water SRF appropriations to conduct Buy America oversight compliance, establishes that each state's allotment must be at the same level as FY 23 during FY 24-28 and additional allotments based on percent of state population to the nation. FY 29 and beyond allotments to be determined by new formula based upon Clean Water Needs Survey.

Description: Clean Water Allotment Modernization Act of 2023 This bill revises the formula the Environmental Protection Agency (EPA) uses to determine how to distribute funds from the Clean Water State Revolving Fund (SRF) program. Under the program, the EPA allocates funding to states for water quality infrastructure projects, such as wastewater systems and stormwater management projects. In FY2024-FY2028, the EPA must provide an initial allotment to each state that is equal to the amount the state received in FY2023. The EPA must also provide an additional allotment to each state that is based on its share of the U.S. population. In FY2029 and each subsequent fiscal year, the EPA must use an updated allotment formula, which is based on the needs of states as identified in the most recently available clean watersheds needs survey. Beginning in FY2024, the formula must also provide allotments for Indian tribes and territories. In addition, the formula must provide an allotment for EPA's oversight

Location: United States

MEMORANDUM

To: Orange County Sanitation District
From: Townsend Public Affairs
Date: June 5, 2024
Subject: State Legislative Monthly Report

STATE LEGISLATIVE UPDATES

The month of May included numerous statutory deadlines for the State Budget and Legislature. In early May, Governor Newsom released the May Revision of the State Budget. At the same time, the Legislature worked through two major legislative deadlines that measures must pass in order to advance to the second house: the Appropriations Committee's Suspense File hearings, and the House of Origin deadline.

On May 10, Governor Newsom released his 2024-25 State Budget May Revise, ahead of the May 14 deadline. The May Revise reflects an update to the Governor's proposed Budget in January 2024, which reflects changes to tax returns, inflationary pressures, and federal monetary policy that could result in additional spending cuts or the restoration of spending programs.

On May 16, the Assembly and Senate Appropriations Committees considered legislation that originated in the first house that had a fiscal impact to the State. This process serves as a "fiscal filter" for active bills before they are sent to the floor for final consideration. Typically, any bill with a fiscal impact drawing on State budget resources is placed on the fiscal committee's "Suspense File." The appropriations suspense process was borne out of a desire for fiscal prudence and essentially serves as a filter for the hundreds of bills introduced each year that are deemed to have a significant fiscal impact on the State's finite resources.

During this process, measures may be held under submission for a number of reasons. Their structure may be duplicative of existing budget spending proposals, bill authors may have identified other bills within their portfolio as having a greater priority, or a bill may be deemed politically unfeasible for several reasons. Given the budget constraints this year with an anticipated deficit, legislators were more inclined to halt the progression of bills with big price tags.

The following week featured daily floor session proceedings as both houses raced to consider bills to meet the House of Origin deadline on Friday, May 24. The House of Origin deadline marked the last day for any bill introduced in the Senate or Assembly to pass their respective floor and into the second house for consideration. Both houses considered hundreds of bills throughout the week.

Below is an overview of pertinent state actions from the month of May.

STATE BUDGET

May Revise Released

In his May Revise presentation, the Governor estimated **a remaining \$27.6 billion deficit this year, as well as ongoing deficits of around \$30 billion per year beginning in 2025**. The total deficit has fallen following the enactment of the “Early Action” budget package the Legislature and Administration worked on to solve approximately \$17 billion of the total shortfall. The Early Action budget package included cuts to undisbursed one-time spending programs across the previous three budgets. The revised spending proposal totals **\$288 billion**, which is significantly smaller than the \$310.8 billion budget signed into law last year.

Throughout his presentation, the Governor attributed the shortfall to the State’s “volatile” progressive tax structure that largely relies on the financial performance of high-income earners. Earlier this year, during the Governor’s January Proposed Budget, the Governor attributed the shortfall to the substantial decline in the stock market that drove down revenues in 2022 and the unprecedented delay in critical income tax collections. Additionally, the 2023 Budget Act experienced a budget shortfall of approximately \$32 billion which became exacerbated by the IRS’s tax filing and payment delay which generated a budget without an accurate depiction of revenues. Once additional tax receipts for 2022 were received in late November 2023, the 2022 revenues were lower than projected when the 2023 Budget Act was adopted. Similar to the 2023-24 budget cycle, the FY 24-25 continues the deficit trend with a total shortfall of \$44.9 billion.

Budget Committees in both houses resume hearings with consideration given to the proposals incorporated into the May Revise. The next statutory budget deadline is the Legislature’s passage of a balanced budget by June 15. After the June 15 statutory deadline, the Governor should approve a final 2024-25 spending plan before the new budget year begins on July 1.

While the Budget Act must pass by June 15, the State’s spending will see numerous amendments and additional details emerge through the introduction of ‘Budget Trailer Bills’ and “Budget Bill Jr.”. These measures provide implementation language, details on core (and often contentious) accounts, and amendments to the overall structure of the preliminary Budget Act.

Joint Legislative Budget Proposal Released

On May 29, Senate and Assembly leadership released their outline of a [joint proposed budget](#) to counter the Governor’s May Revise proposal. As the proposal is in preliminary stages, additional details on all items, and other actions that make up the Legislature’s Budget Plan, will be released in upcoming public hearing agendas for the Assembly and Senate Budget Committee hearings.

Overall, the Legislature’s proposed budget solves a similar deficit and reserve spending problem. This includes the approval of the Governor’s proposal to suspend Net Operating Loss deductions and cap various business tax credits for three years. However, the Legislature’s Plan starts the three-year period earlier than the Governor so that the suspension and cap will be in place for tax years 2024, 2025, and 2026.

In addition, the Legislature proposes reconfiguring or rejecting a number of proposed cuts initially incorporated into the Governor’s proposal that could potentially have some funding benefits for OC San. These include:

- Fund shifts \$144.9 million General Fund from 23-24 to Greenhouse Gas Reduction Fund for Water Recycling/ Groundwater Cleanup; cuts the remaining \$29.8 million.
- Approves partial fund shift of \$228.5 million General Fund to Greenhouse Gas Reduction Fund for Drinking Water/ Wastewater Infrastructure, cuts the remaining \$124 million General Fund.
- Maintains cuts \$101.6 million for Per- and polyfluoroalkyl substances (PFAS) support (Governor’s Budget).

Additional information and technical details are anticipated to be released soon, as negotiations continue to ramp up.

STATE LEGISLATURE

Appropriations Committees Consider the Fate of Hundreds of Bills

On May 16, the Assembly and Senate Appropriations Committees considered legislation that originated in the first house that has a fiscal impact. This process serves as a “fiscal filter” for active bills before they are sent to the floor for final consideration. Typically, any bill with a fiscal impact drawing on state budget resources is placed on the fiscal committee’s “Suspense File.”

Suspense File hearings are done at a rapid speed, with Appropriations Chairs reading through the outcomes of hundreds of bills. Traditionally, the first suspense hearings of a legislative session happen in May, when lawmakers and their staff have a better idea of the budget picture for that year. Given the recent budget projections of an increasing budget deficit, lawmakers exercised prudence in moving forward bills with big price tags.

Of the 668 bills considered during the Assembly Appropriations Committee’s Suspense File hearing, 65 percent passed, and 35 percent were held and deemed inactive for the remainder of the Session. Similarly, the Senate Appropriations Committee’s Suspense File Agenda featured 341 total bills – 74.5 percent of which were passed, and 25.5 percent were held and deemed inactive. In total, there were 1,009 bills in the Suspense Files between both Committees; 689 passed to their House Floors, with 320 measures held in committee. Notably, many of the measures passed onto the floor received substantial amendments.

Most notably to OC San, SB 903 (Skinner), the legislation banning the non-essential use of PFAS, failed to pass this major deadline.

Assembly and Senate Move Bills Out of the First House Prior to Deadline

Following Appropriations Suspense File Hearings in both houses, the week of May 20 – May 24 featured another major legislative hurdle for bills – the May 24 House of Origin deadline. During this time, both houses held daily floor session proceedings as they raced to consider bills to meet the House of Origin deadline on Friday, May 24. The House of Origin deadline marks the last day for any bill introduced in the Senate or Assembly to pass off of the floor and into the second house for consideration.

Looking forward, policy committees will resume hearings with a quick pace in late May through July. Policy committees will have little over a month to hear and pass measures from the opposite house out of their policy committee, prior to the July 3 statutory deadline, which also marks the beginning of the Legislature's Summer Recess.

**OC San
State
Bills of Interest**

BILL	AUTHOR	SUMMARY	LATEST ACTION	OC SAN POSITION	LEGISLATIVE PLAN	OTHER POSITIONS
Proposed Legislation 2024						
High Priority						
AB 805	Arambula [D]	Authorizes the State Water Resources Control Board (State Water Board) to require a sewer service provider—for a sewer system that has the reasonable potential to cause a violation of water quality objectives; impair present or future beneficial uses of water; or cause pollution, nuisance, or contamination of waters of the state—to contract with an administrator designated or approved by the State Water Board.	Heard in the Senate Environmental Quality Committee on June 5	Watch	Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.	ACC-OC - NYC LOCC - Watch CASA - Work With Author CSDA - Oppose Unless Amended ACWA - Not Favor
AB 1567	E. Garcia [D]	Would enact the Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, Clean Energy, and Workforce Development Bond Act of 2024, which, if approved by the voters, would authorize the issuance of bonds in the amount of \$15,995,000,000 pursuant to the State General Obligation Bond Law to finance projects for safe drinking water, wildfire prevention, drought preparation, flood protection, extreme heat mitigation, clean energy, and workforce development programs.	Referred to the Senate Natural Resources and Water Committee and the Senate Governance and Finance Committee	Watch	Guiding Priorities: Obtain financial assistance for OC San projects through grants, loans, and legislative directed funding.	ACC-OC - NYC LOCC - Support if Amended CASA - Support if Amended CSDA -Support if Amended ACWA - Support if Amended
AB 1820	Schiavo [D]	Current law requires a city or county to deem an applicant for a housing development project to have submitted a preliminary application upon providing specified information about the proposed project to the city or county from which approval for the project is being sought. Current law requires a housing development project be subject only to the ordinances, policies, and standards adopted and in effect when the preliminary application was submitted. This bill would authorize a development proponent that submits a preliminary application for a housing development project to request a preliminary fee and exaction estimate, as defined, and would require the local agency to provide the estimate within 30 business days of the submission of the preliminary application. For development fees imposed by an agency other than a city or county, the bill would require the development proponent to request the fee schedule from the agency that imposes the fee.	Currently in the Senate Local Government Committee and will be heard on June 11	Watch	Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.	ACC-OC - NYC LOCC - Oppose Unless Amended CASA - Neutral as Amended CSDA - Oppose ACWA - Watch

**OC San
State
Bills of Interest**

BILL	AUTHOR	SUMMARY	LATEST ACTION	OC SAN POSITION	LEGISLATIVE PLAN	OTHER POSITIONS
AB 2257	Wilson [D]	The California Constitution specifies various requirements with respect to the levying of assessments and property-related fees and charges by a local agency, including notice, hearing, and protest procedures, depending on the character of the assessment, fee, or charge. Current law, known as the Proposition 218 Omnibus Implementation Act, prescribes specific procedures and parameters for local jurisdictions to comply with these requirements. This bill would prohibit, if a local agency complies with specified procedures, a person or entity from bringing a judicial action or proceeding alleging noncompliance with the constitutional provisions for any new, increased, or extended fee or assessment, as defined, unless that person or entity has timely submitted to the local agency a written objection to that fee or assessment that specifies the grounds for alleging noncompliance, as specified. This bill would provide that local agency responses to the timely submitted written objections shall go to the weight of the evidence supporting the agency's compliance with the substantive limitations on fees and assessments imposed by the constitutional provisions.	Currently in the Senate Local Government Committee and the Senate Judiciary Committee	Watch	Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.	ACC-OC - NYC LOCC - Neutral CASA - Support CSDA - Support ACWA - Sponsor
AB 2515	Papan [D]	This bill would similarly prohibit any person from manufacturing, distributing, selling, or offering for sale in the state any menstrual products that contain regulated PFAS, as defined. The bill would authorize the Department of Toxic Substances Control to adopt guidance or regulations, as specified, for the purposes of implementing and enforcing these provisions. The bill would require the department to issue guidance related to testing for regulated PFAS in menstrual products and would exempt that guidance from the Administrative Procedure Act. The bill would authorize the department to issue a cease and desist order to a manufacturer of a menstrual product under specified circumstances. The bill would make a violation of these provisions punishable by civil penalties, as specified, and would authorize the Attorney General by request of the department, a city attorney, a county counsel, or a city prosecutor to bring an action to enforce these provisions. The bill would create, and would require all moneys collected from penalties to be deposited in, the T.A.M.P.O.N. Act Fund.	Currently in the Senate Rules Committee	Support	State Priorities: Monitor state legislation as well as State Water Resources Control Board (SWRCB) regulatory activity related to PFAS.	ACC-OC - NYC LOCC - Watch CASA - Support CSDA - Watch ACWA - NYC

**OC San
State
Bills of Interest**

BILL	AUTHOR	SUMMARY	LATEST ACTION	OC SAN POSITION	LEGISLATIVE PLAN	OTHER POSITIONS
AB 2533	Carrillo [D]	This bill would prohibit a local agency from denying a permit for an unpermitted accessory dwelling unit or junior accessory dwelling unit that was constructed before January 1, 2020, for certain violations, unless the local agency makes a finding that correcting the violation is necessary to comply with conditions that would otherwise deem a building substandard. The bill would require a local agency to inform the public about the provisions prohibiting denial of a permit for an unpermitted accessory dwelling unit or junior accessory dwelling unit. The bill would require this information to include a checklist of the conditions that deem a building substandard and to inform homeowners that, before submitting a permit application, the homeowner may obtain a confidential third-party code inspection from a licensed contractor. The bill would prohibit a local agency from requiring a homeowner to pay impact fees or connection or capacity charges except under specified circumstances.	Currently in the Senate Housing Committee	Watch	Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.	ACC-OC - NYC LOCC - Watch CASA - Watch CSDA - Oppose Unless Amended ACWA - NYC
AB 2557	Ortega [D]	Existing law relating to the government of counties authorizes a county board of supervisors to contract for certain types of special services on behalf of the county, any county officer or department, or any district or court in the county. Existing law requires those special services contracts to be with persons who are specially trained, experienced, expert, and competent to perform those services. This bill would require each person who enters into a specified contract for special services with the board of supervisors to submit semiannual performance reports, as prescribed, every 180 days, to the board of supervisors and the exclusive representative of the employee organization. The bill would require the board or its representative to monitor semiannual performance reports to evaluate the quality of services. The bill would require contract terms exceeding 2 years to undergo a performance audit, as prescribed, by an independent auditor approved by the board to determine whether the performance standards are being met.	Currently in the Senate Local Government Committee and the Senate Public Employment and Labor Committee	Watch	Legislative and Regulatory Policies: Labor Relations/Human Resources: Oppose efforts reducing local control over public employee disputes and imposing regulations on an outside agency.	ACC-OC - NYC LOCC - Oppose CASA - Oppose CSDA - Oppose ACWA - Not Favor
AB 2626	Dixon [R]	This bill would extend the compliance dates for local government set forth in the Advanced Clean Fleets Regulation by 10 years. The bill would prohibit the state board from taking enforcement action against a local government for violating the Advanced Clean Fleets Regulation if the alleged violation occurs before January 1, 2025.	Dead	Watch	Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.	ACC-OC - NYC LOCC - NYC CASA - NYC CSDA - Support ACWA - NYC

**OC San
State
Bills of Interest**

BILL	AUTHOR	SUMMARY	LATEST ACTION	OC SAN POSITION	LEGISLATIVE PLAN	OTHER POSITIONS
AB 2761	Hart [D]	This bill would enact the Reducing Toxics in Packaging Act, which would prohibit, beginning January 1, 2026, a person from manufacturing, selling, offering for sale, or distributing in the state plastic packaging that contains certain chemicals, as specified. The bill would exclude from that prohibition packaging used for certain medical, drug, and federally regulated products. The bill would authorize the imposition of a civil penalty for a violation of that prohibition, as specified.	Currently in the Senate Rules Committee	Watch	State Priorities: Support legislation or regulations that restrict the use of microplastics and chemicals of emerging concern in any product that is disposed of through the sewer system.	ACC-OC - NYC LOCC - Watch CASA - Watch CSDA - Watch ACWA - NYC
AB 2894	Gallagher [D]	Spot Bill related to Indoor Residential Water Use	Dead	Watch	Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.	ACC-OC - NYC LOCC - NYC CASA - NYC CSDA - Watch ACWA - NYC
AB 3073	Haney [D]	Would require the State Department of Public Health, in consultation with participating wastewater treatment facilities, local public health agencies, and other subject matter experts, to create a pilot program to test for high-risk substances and related treatment medications in wastewater. Under the bill, the goal of the program would be to determine how wastewater data can be used by state and local public health programs to address substance abuse in California. The bill would require the department to develop a list of target substances to be analyzed during the program that may include cocaine, fentanyl, methamphetamine, xylazine, methadone, buprenorphine, and naloxone. The bill would require the department, on or before July 1, 2025, to solicit voluntary participation from local public health agencies and wastewater treatment facilities, as specified. The bill would require the department to work with the participating agencies and facilities to collect samples and to arrange for those samples to be tested by qualified laboratories. The bill would require the department, in consultation with public health agencies and subject matter experts, to analyze test results to determine possible public health interventions.	Dead	Watch	Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.	ACC-OC - NYC LOCC - NYC CASA - Support, if amended CSDA - Oppose Unless Amended ACWA - Watch
ACA 2	Alanis [R]	Would establish the Water and Wildfire Resiliency Fund within the State Treasury, and would require the Treasurer to annually transfer an amount equal to 3 percent of all state revenues that may be appropriated as described from the General Fund to the Water and Wildfire Resiliency Fund. The measure would require the moneys in the fund to be appropriated by the Legislature and would require that 50 percent of the moneys in the fund be used for water projects, as specified, and that the other 50 percent of the moneys in the fund be used for forest maintenance and health projects, as specified.	Referred to the Assembly Water, Parks, and Wildlife Committee and the Assembly Natural Resources Committee	Watch	Guiding Priorities: Obtain financial assistance for OC San projects through grants, loans, and legislative directed funding.	ACC-OC - NYC LOCC - NYC CASA - NYC CSDA - Watch ACWA - NYC

**OC San
State
Bills of Interest**

BILL	AUTHOR	SUMMARY	LATEST ACTION	OC SAN POSITION	LEGISLATIVE PLAN	OTHER POSITIONS
SB 867	Allen [D]	Would enact the Drought, Flood, and Water Resilience, Wildfire and Forest Resilience, Coastal Resilience, Extreme Heat Mitigation, Biodiversity and Nature-Based Climate Solutions, Climate Smart Agriculture, Park Creation and Outdoor Access, and Clean Energy Bond Act of 2024. If approved by the voters, would authorize the issuance of bonds in the amount of \$15,500,000,000 pursuant to the State General Obligation Bond Law to finance projects for drought, flood, and water resilience, wildfire and forest resilience, coastal resilience, extreme heat mitigation, biodiversity and nature-based climate solutions, climate smart agriculture, park creation and outdoor access, and clean energy programs.	Currently in the Assembly Natural Resources Committee	Watch	Guiding Priorities: Obtain financial assistance for OC San projects through grants, loans, and legislative directed funding.	ACC-OC - NYC LOCC - Support if Amended CASA - Support if Amended CSDA - Support if Amended ACWA - Support if Amended
SB 903	Skinner [D]	This bill would, beginning January 1, 2030, prohibit a person from distributing, selling, or offering for sale a product that contains intentionally added PFAS, as defined, unless the Department of Toxic Substances Control has made a determination that the use of PFAS in the product is a currently unavoidable use, the prohibition is preempted by federal law, or the product is used. The bill would specify the criteria and procedures for determining whether the use of PFAS in a product is a currently unavoidable use, for renewing that determination, and for revoking that determination. The bill would require the department to maintain on its internet website a list of each determination of currently unavoidable use, when each determination expires, and the products and uses that are exempt from the prohibition. The bill would impose a civil penalty for a violation of the prohibition, as specified.	Dead	Support	State Priorities: Monitor state legislation as well as State Water Resources Control Board (SWRCB) regulatory activity related to PFAS.	ACC-OC - NYC LOCC - Support CASA - Sponsor CSDA - Watch ACWA - Favor

**OC San
State
Bills of Interest**

BILL	AUTHOR	SUMMARY	LATEST ACTION	OC SAN POSITION	LEGISLATIVE PLAN	OTHER POSITIONS
SB 937	Wiener [D]	The Permit Streamlining Act, among other things, requires a public agency that is the lead agency for a development project to approve or disapprove that project within specified time periods. Current law extended by 18 months the period for the expiration, effectuation, or utilization of a housing entitlement, as defined, that was issued before, and was in effect on, March 4, 2020, and that would expire before December 31, 2021, except as specified. Current law provides that if the state or a local agency extended the otherwise applicable time for the expiration, effectuation, or utilization of a housing entitlement for not less than 18 months, as specified, that housing entitlement would not be extended an additional 18 months pursuant to these provisions. This bill would extend by 24 months the period for the expiration, effectuation, or utilization of a housing entitlement, entitlement for a priority residential development project, as those terms are defined, that was issued before January 1, 2024, and that will expire before December 31, 2025, except as specified. The bill would extent this 24-month extension during any time that the housing entitlement is the subject of a legal challenge. By adding to the duties of local officials with respect to housing entitlements, this bill would impose a state-mandated local program. The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.	Currently in the Assembly Housing and Community Development Committee and the Assembly Local Government Committee	Watch	Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.	ACC-OC - NYC LOCC - Oppose Unless Amended CASA - Oppose Unless Amended CSDA - Oppose Unless Amended ACWA - Watch
SB 1034	Seyarto [R]	This bill would revise the unusual circumstances under which the time limit may be extended to include the need to search for, collect, appropriately examine, and copy records during a state of emergency proclaimed by the Governor when the state of emergency has affected the agency's ability to timely respond to requests due to decreased staffing or closure of the agency's facilities.	Currently in the Assembly Appropriations Committee	Support	Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.	ACC-OC - NYC LOCC - Support CASA - Watch CSDA - Support ACWA - Favor
SB 1072	Padilla [D]	The California Constitution sets forth various requirements for the imposition of local taxes. Under these requirements, an assessment is prohibited from being imposed on any parcel if it exceeds the reasonable cost of the proportional special benefit conferred on that parcel, and a fee or charge imposed on any parcel or person as an incident of property ownership is prohibited from exceeding the proportional cost of the service attributable to the parcel. Current law, known as the Proposition 218 Omnibus Implementation Act, prescribes specific procedures and parameters for local compliance with the requirements of the California Constitution for assessments and property-related fees. This bill would require a local agency, if a court determines that a fee or charge for a property-related service, as specified, violates the above-described provisions of the California Constitution relating to fees and charges, to credit the amount of the fee or charge attributable to the violation against the amount of the revenues required to provide the property-related service, unless a refund is explicitly provided for by statute.	Currently in the Assembly Local Government Committee	Support	Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.	ACC-OC - NYC LOCC - Watch CASA - Support CSDA - Support ACWA - Favor

**OC San
State
Bills of Interest**

BILL	AUTHOR	SUMMARY	LATEST ACTION	OC SAN POSITION	LEGISLATIVE PLAN	OTHER POSITIONS
SB 1147	Portantino [D]	<p>The Sherman Food, Drug, and Cosmetic Law regulates, among other things, the manufacture, production, processing, and packing of any food, drug, device, or cosmetic, and is administered by the State Department of Public Health. The law prescribes various quality and labeling standards for bottled water and vended water, and limits the levels of certain contaminants that may be contained in those water products. Current law makes a violation of the law or regulation adopted pursuant to the law a crime. Current law requires, as a condition of licensure, a water-bottling plant, as defined, to annually prepare a water-bottling plant report, as specified, and to make the report available to each customer, upon request. This bill would require, upon adoption by the State Water Resources Control Board of a primary drinking water standard for microplastics, any water-bottling plant that produces bottled water that is sold in this state to provide the State Department of Public Health's Food and Drug Branch an annual report on the levels of microplastics found in the source water used for bottling and in the final bottled water product that is offered for sale, as provided. The bill would require this report to be included with the annual water-bottling plant report and, upon request, be made available to each consumer.</p>	<p>Currently in the Assembly Environmental Safety and Toxic Materials Committee and the Assembly Health Committee</p>	<p>Watch</p>	<p>Legislative and Regulatory Policies: Source Control - Support legislation and/or regulations that restrict the use of microplastics and chemicals of emerging concern in any product that is disposed of through the sanitary sewer system.</p>	<p>ACC-OC - NYC LOCC - NYC CASA - Oppose Unless Amended CSDA - Oppose Unless Amended ACWA - Watch</p>
SB 1210	Skinner [D]	<p>Existing law grants the Public Utilities Commission with regulatory authority over public utilities, including electrical corporations, gas corporations, sewer system corporations, and water corporations, while local publicly owned utilities, including municipal utility districts, public utility districts, and irrigation districts, are under the direction of their governing boards. This bill would, for new housing construction, require the above-described utilities, on or before January 1, 2026, to publicly post on their internet websites (1) the schedule of fees for a service connection, capacity, or other point of connection charge for each housing development type, including, but not limited to, accessory dwelling unit, mixed-use, multifamily, and single-family developments, except as specified, and (2) the estimated timeframes for completing typical service connections needed for each housing development type, as specified. The bill would exempt from its provisions an independent special district that does not maintain an internet website due to a hardship, as provided. To the extent that this bill imposes new requirements on certain local agencies, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Currently in the Senate Appropriations Committee</p>	<p>Oppose</p>	<p>Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.</p>	<p>ACC-OC - NYC LOCC - Watch CASA - Neutral, as Amended CSDA - Watch ACWA - Watch</p>

**OC San
State
Bills of Interest**

BILL	AUTHOR	SUMMARY	LATEST ACTION	OC SAN POSITION	LEGISLATIVE PLAN	OTHER POSITIONS
SB 1266	Limon [D]	Current law prohibits the manufacture, sale, or distribution in commerce of any bottle or cup that contains bisphenol A, as specified, if the bottle or cup is designed or intended to be filled with any liquid, food, or beverage intended primarily for consumption by children 3 years of age or younger. The prohibition above does not apply to a product subject to a regulatory response by the department as of the date that the department posts a prescribed notice regarding the department's adoption of the regulatory response. Current law additionally requires manufacturers to use the least toxic alternative when replacing bisphenol in containers and prohibits manufacturers from replacing bisphenol A with chemicals known to cause cancer or reproductive harm, as specified. This bill would, on and after January 1, 2026, apply the above prohibitions and requirements to any juvenile's feeding product or juvenile's sucking or teething product, as defined, that contains any form of bisphenol, as defined, at a detectable level above 0.1 parts per billion. The bill would authorize the department to establish standards for the juvenile's products above that are more protective of public health, sensitive populations, or the environment than the standards established by the bill. The bill would additionally prohibit manufacturers from replacing any form of bisphenol with any chemical identified by the department as a Candidate Chemical, as specified.	Currently in the Assembly Environmental Safety and Toxic Materials Committee and the Assembly Health Committee	Watch	State Priorities: Monitor state legislation as well as State Water Resources Control Board (SWRCB) regulatory activity related to PFAS.	ACC-OC - NYC LOCC - Watch CASA - Watch CSDA - NYC ACWA - NYC
SB 1393	Niello [R]	This bill would require the state board to establish the Advanced Clean Fleets Regulation Appeals Advisory Committee by an unspecified date for purposes of reviewing appeals of denied requests for exemptions from the requirements of the Advanced Clean Fleets Regulation. The bill would require the committee to include representatives of specified state agencies, other state and local government representatives, and representatives of private fleet owners, the electric vehicle manufacturing industry, and electrical corporations, as provided. The bill would require the committee to meet monthly and would require recordings of its meetings to be made publicly available on the state board's internet website. The bill would require the committee to consider, and make a recommendation on, an appeal of an exemption request denial no later than 60 days after the appeal is made.	Dead	Watch	Legislative and Regulatory Policies: Special Districts - Oppose further state regulations that adversely impact special district financing, operations, and administration.	ACC-OC - NYC LOCC - Support CASA - Watch CSDA - Support ACWA - Favor

**OC San
State
Bills of Interest**

BILL	AUTHOR	SUMMARY	LATEST ACTION	OC SAN POSITION	LEGISLATIVE PLAN	OTHER POSITIONS
SB 1420	Caballero [D]	Current law requires the State Air Resources Board to adopt hydrogen fuel regulations that ensure state funding for the production and use of hydrogen fuel contributes to the reduction of the emissions of greenhouse gases, criteria air pollutants, and toxic air contaminants, and ensure the production and direct use of hydrogen fuel in motor vehicles also contributes to a reduced dependence on petroleum, as provided. This bill would require the state board to adopt regulations requiring that no less than 33.3 percent of the retail hydrogen produced for, or dispensed by, fueling stations that receive state funds is made by a qualified clean hydrogen project.	Currently in the Assembly Utilities and Energy Committee and the Assembly Natural Resources Committee	Watch	Legislative and Regulatory Policies: Public Works: Support a comprehensive response to the state's electricity and natural gas shortages that provide a stable energy supply, respects the ability of municipalities to provide power, recognizes that infrastructure exists that could be employed temporarily during periods with minimal air quality impact and protects ratepayers against dramatic rate increases and statewide power outages.	ACC-OC - NYC LOCC - Oppose Unless Amended CASA - Support CSDA - NYC ACWA - NYC

Legend:

ACC-OC - Association of California Cities, Orange County

LOCC - League of California Cities

NYC - Not Yet Considered

CASA - California Association of Sanitation Agencies

ACWA - Association of California Water Agencies

CSDA - California Special Districts Association



10844 Ellis Avenue
 Fountain Valley, CA 92708
 714.962.2411
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May 2, 2024

The Honorable Katie Porter
 U.S. House of Representatives
 Washington, D.C. 20515

Dear Representative Porter:

The Orange County Sanitation District (OC San) writes urging you to support the *Water Systems PFAS Liability Protection Act* (H.R. 7944). This bipartisan legislation provides critical liability protections for public water and wastewater agencies from liability associated with Per- and Polyfluorinated Substances (PFAS) chemicals being designated as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

On April 17, the U.S. Environmental Protection Agency issued its final rule designating PFAS chemicals as hazardous substances under CERCLA. The final rule does not provide liability protections for beneficial reuse of biosolids. OC San manages over 500 tons per day of community-generated biosolids, which are highly treated, nutrient-rich, organic matter recovered through the treatment of municipal wastewater. Without liability protection, OC San and other public water and wastewater agencies could be unjustly entangled in PFAS clean-up litigations at a significant cost to ratepayers in direct violation to the “polluter pays” principle of CERCLA.

H.R. 7944 would provide CERCLA liability protections for water and wastewater utilities and enable sustained beneficial reuse of biosolids. The legislation would protect water and wastewater utilities from opportunistic third-party litigation that would effectively shift significant portions of the clean-up cost from actual responsible parties to water and wastewater ratepayers. It’s worth noting that H.R. 7944 includes an important safeguard where liability protections would only be granted to utilities that abide by all applicable laws at the time of conveyance or treatment of water.

Please support H.R. 7944 to ensure that the underlying “polluter pays” principle of CERCLA is upheld and passive receivers of PFAS chemicals such as public water and wastewater agencies can continue to provide these essential services in a cost-effective manner.

If you have any questions, please do not hesitate to contact Jennifer Cabral, OC San Administration Manager, at (714) 593-7581 or via mail at JCabral@ocsan.gov.

Sincerely,

Chad P. Wanke
 Board Chairman

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May 2, 2024

The Honorable Linda Sanchez
 U.S. House of Representatives
 Washington, D.C. 20515

Dear Representative Sanchez:

The Orange County Sanitation District (OC San) writes urging you to support the *Water Systems PFAS Liability Protection Act* (H.R. 7944). This bipartisan legislation provides critical liability protections for public water and wastewater agencies from liability associated with Per- and Polyfluorinated Substances (PFAS) chemicals being designated as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

On April 17, the U.S. Environmental Protection Agency issued its final rule designating PFAS chemicals as hazardous substances under CERCLA. The final rule does not provide liability protections for beneficial reuse of biosolids. OC San manages over 500 tons per day of community-generated biosolids, which are highly treated, nutrient-rich, organic matter recovered through the treatment of municipal wastewater. Without liability protection, OC San and other public water and wastewater agencies could be unjustly entangled in PFAS clean-up litigations at a significant cost to ratepayers in direct violation to the “polluter pays” principle of CERCLA.

H.R. 7944 would provide CERCLA liability protections for water and wastewater utilities and enable sustained beneficial reuse of biosolids. The legislation would protect water and wastewater utilities from opportunistic third-party litigation that would effectively shift significant portions of the clean-up cost from actual responsible parties to water and wastewater ratepayers. It’s worth noting that H.R. 7944 includes an important safeguard where liability protections would only be granted to utilities that abide by all applicable laws at the time of conveyance or treatment of water.

Please support H.R. 7944 to ensure that the underlying “polluter pays” principle of CERCLA is upheld and passive receivers of PFAS chemicals such as public water and wastewater agencies can continue to provide these essential services in a cost-effective manner.

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Chad P. Wanke
 Board Chairman

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May 2, 2024

The Honorable Lou Correa
U.S. House of Representatives
Washington, D.C. 20515

Dear Representative Correa:

The Orange County Sanitation District (OC San) writes urging you to support the *Water Systems PFAS Liability Protection Act* (H.R. 7944). This bipartisan legislation provides critical liability protections for public water and wastewater agencies from liability associated with Per- and Polyfluorinated Substances (PFAS) chemicals being designated as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

On April 17, the U.S. Environmental Protection Agency issued its final rule designating PFAS chemicals as hazardous substances under CERCLA. The final rule does not provide liability protections for beneficial reuse of biosolids. OC San manages over 500 tons per day of community-generated biosolids, which are highly treated, nutrient-rich, organic matter recovered through the treatment of municipal wastewater. Without liability protection, OC San and other public water and wastewater agencies could be unjustly entangled in PFAS clean-up litigations at a significant cost to ratepayers in direct violation to the “polluter pays” principle of CERCLA.

H.R. 7944 would provide CERCLA liability protections for water and wastewater utilities and enable sustained beneficial reuse of biosolids. The legislation would protect water and wastewater utilities from opportunistic third-party litigation that would effectively shift significant portions of the clean-up cost from actual responsible parties to water and wastewater ratepayers. It’s worth noting that H.R. 7944 includes an important safeguard where liability protections would only be granted to utilities that abide by all applicable laws at the time of conveyance or treatment of water.

Please support H.R. 7944 to ensure that the underlying “polluter pays” principle of CERCLA is upheld and passive receivers of PFAS chemicals such as public water and wastewater agencies can continue to provide these essential services in a cost-effective manner.

If you have any questions, please do not hesitate to contact Jennifer Cabral, OC San Administration Manager, at (714) 593-7581 or via mail at JCabral@ocsan.gov.

Sincerely,

Chad P. Wanke
Board Chairman

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May 2, 2024

The Honorable Michelle Steel
 U.S. House of Representatives
 Washington, D.C. 20515

Dear Representative Steel:

The Orange County Sanitation District (OC San) writes urging you to support the *Water Systems PFAS Liability Protection Act* (H.R. 7944). This bipartisan legislation provides critical liability protections for public water and wastewater agencies from liability associated with Per- and Polyfluorinated Substances (PFAS) chemicals being designated as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

On April 17, the U.S. Environmental Protection Agency issued its final rule designating PFAS chemicals as hazardous substances under CERCLA. The final rule does not provide liability protections for beneficial reuse of biosolids. OC San manages over 500 tons per day of community-generated biosolids, which are highly treated, nutrient-rich, organic matter recovered through the treatment of municipal wastewater. Without liability protection, OC San and other public water and wastewater agencies could be unjustly entangled in PFAS clean-up litigations at a significant cost to ratepayers in direct violation to the “polluter pays” principle of CERCLA.

H.R. 7944 would provide CERCLA liability protections for water and wastewater utilities and enable sustained beneficial reuse of biosolids. The legislation would protect water and wastewater utilities from opportunistic third-party litigation that would effectively shift significant portions of the clean-up cost from actual responsible parties to water and wastewater ratepayers. It’s worth noting that H.R. 7944 includes an important safeguard where liability protections would only be granted to utilities that abide by all applicable laws at the time of conveyance or treatment of water.

Please support H.R. 7944 to ensure that the underlying “polluter pays” principle of CERCLA is upheld and passive receivers of PFAS chemicals such as public water and wastewater agencies can continue to provide these essential services in a cost-effective manner.

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Sincerely,

Chad P. Wanke
 Board Chairman

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May 2, 2024

The Honorable Young Kim
 U.S. House of Representatives
 Washington, D.C. 20515

Dear Representative Kim:

The Orange County Sanitation District (OC San) writes urging you to support the *Water Systems PFAS Liability Protection Act* (H.R. 7944). This bipartisan legislation provides critical liability protections for public water and wastewater agencies from liability associated with Per- and Polyfluorinated Substances (PFAS) chemicals being designated as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

On April 17, the U.S. Environmental Protection Agency issued its final rule designating PFAS chemicals as hazardous substances under CERCLA. The final rule does not provide liability protections for beneficial reuse of biosolids. OC San manages over 500 tons per day of community-generated biosolids, which are highly treated, nutrient-rich, organic matter recovered through the treatment of municipal wastewater. Without liability protection, OC San and other public water and wastewater agencies could be unjustly entangled in PFAS clean-up litigations at a significant cost to ratepayers in direct violation to the “polluter pays” principle of CERCLA.

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Please support H.R. 7944 to ensure that the underlying “polluter pays” principle of CERCLA is upheld and passive receivers of PFAS chemicals such as public water and wastewater agencies can continue to provide these essential services in a cost-effective manner.

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Chad P. Wanke
 Board Chairman

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STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3656

Agenda Date: 6/26/2024

Agenda Item No: 3.

FROM: Robert Thompson, General Manager

SUBJECT:

PUBLIC AFFAIRS UPDATE FOR THE MONTH OF MAY 2024

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Public Affairs Update for the month of May 2024.

BACKGROUND

Included in this report are recent activities of interest managed by the Public Affairs Office for the month of May 2024.

RELEVANT STANDARDS

- Maintain influential legislative advocacy and a public outreach program
- Maintain collaborative and cooperative relationships with regulators, stakeholders, and neighboring communities
- Listen to and seriously consider community input on environmental concerns

PROBLEM

The Orange County Sanitation District (OC San) is a distinguished entity in the water/wastewater industry. Despite our industry recognition, there may be limited awareness among our customers regarding the pivotal role we play in protecting public health and the environment. The absence of direct communication through a billing method may contribute to this gap in knowledge.

It is our responsibility to ensure that our ratepayers are aware of the vital services we provide. Many customers may not realize that improper waste disposal into the sanitation system can adversely impact our sewer lines, treatment plants, and the quality of water supplied through GWRS. By enhancing communication channels and fostering understanding, we aim to bridge the gap and empower our ratepayers with the knowledge needed to support and appreciate the essential work we undertake for the well-being of our community and the environment.

PROPOSED SOLUTION

By providing tours, community outreach, education, and general communication via OC San's website, social media, and direct mailings, we can share information with the community, local agencies, and businesses on our messaging such as the What2Flush program, energy production, water recycling, biosolids, and our source control program. This, in turn, helps improve the quality of wastewater that is recycled or released to the ocean and the knowledge and understanding of wastewater treatment.

RAMIFICATIONS OF NOT TAKING ACTION

Neglecting to inform the community, local agencies, and area businesses about OC San could lead to insufficient support for our mission, hindering our ability to fulfill our responsibilities effectively.

PRIOR COMMITTEE/BOARD ACTIONS

July 2022 - Public Affairs Strategic Plan for Fiscal Years 2022-2024 approved.

ADDITIONAL INFORMATION

Activities in May:

Outreach Report

An outreach report that includes tours, website, social media posts, construction notifications, speaking engagements, and more is attached to this Agenda Report.

Social Media

OC San messaging, announcements, and program updates were posted across OC San's social media platforms. Our social media handle is @OCSanDistrict.

- Facebook: 21 posts reaching 4.2k people
- X: 17 posts reaching 902 people
- Instagram: 38 posts reaching 5.9k people
- LinkedIn: 10 posts and reaching 8.8k people

Presentations and Outreach Events

This month, staff participated in 7 tours including Cal State Long Beach Nursing program, Godinez High School, Santiago Canyon College, Samueli Academy, Association of Facility Engineers, Air & Waste Management Association, and the general public. OC San also participated in the Children and Family Health Fair in Fullerton with Supervisor Chaney's Office and at the Construction Network event. Staff spoke at El Modena High School to discuss the Beach Monitoring Program and to the Waste Stream Management & Circularity group. In total, we reached approximately 600 people for the month. Details can be found in the Outreach Report.

Internal Communication

In May, there were 68 posts on the employee intranet -*The San Box*, and five weekly emails distributed on relevant topics for the week.

Construction Outreach Update

Outreach efforts continue for OC San construction activities throughout the service area. Projects are ongoing in Fountain Valley, Costa Mesa, Buena Park, Anaheim, Newport Beach, and within both of our treatment plants. Construction has begun on the Seal Beach Pump Station. Outreach has also commenced for the Cypress Trunk Sewer Project. Website updates, email text alerts, and direct notifications continue to be distributed as the projects progress. Details on each project can be found at www.ocsan.gov/construction.

OC San All Hands Meeting

On May 8, staff gathered for an in-person All Hands meeting. General Manager, Rob Thompson highlighted organizational achievements, the budget, various strategic initiatives, upcoming efforts, and recognized Plant No. 1's Cal/VPP STAR certification.

OC San Headquarters Ribbon Cutting

On May 22, OC San held a Ribbon Cutting ceremony for the Headquarters Building in Fountain Valley. The event was attended by dignitaries from across the county, those involved in making the project happen, as well as neighboring businesses. Following the ribbon cutting a short tour of the building was provided to highlight the features that set the building apart. ABC 7 and the Public Cable Television Authority featured the event on their channels, and the L.A. Times also covered the event. This article can be found in the attached outreach report.

OC San Featured in OC Register's Online Water Insert

For the fifth consecutive year, OC San participated in the Orange County Register California Water Supplemental Educational online insert. The piece features OC San and several other local agencies. The article highlights who we are, what we do, the Supercritical Water Oxidation Project, OC San's 70th Anniversary, and the Plant No. 1 Voluntary Protection Program.

Celebrating Public Works Week

The third week of May is nationally recognized as Public Works Week. OC San celebrated employees by providing OC San polo shirts, a direct message from the General Manager, and acknowledgement cards from managers and supervisors. This is an opportunity to acknowledge the various departments throughout the agency and the hard work done to provide an essential service.

OC San Connection Newsletter

The spring issue of the OC San Connection newsletter was distributed in early May. The issue included highlights of our history, information about the 70th Anniversary Open House, construction improvements throughout our service area, and much more. The newsletter was distributed electronically to approximately 3,500 people and shared via our various social media platforms.

Local Legislative and Governmental Support

Whittingham Public Affairs Advisors (WPAA) continues to provide support to OC San. A monthly report is attached to this Agenda Report. Activities to note include monitoring various City Council agendas of each of OC San's member agencies and highlighting issues and items of relevance to OC San.

Activities in June:**70th Anniversary Open House**

OC San's Community Open House occurred on Saturday, June 8. The event welcomed 1,300 people to learn about the essential service we provide and how they too can become environmental stewards. OC San was joined by several agencies from across the county to showcase their contributions to the community as well as various entertainment groups from local schools and performance groups.

Headquarters Move In

The first week of June, OC San administrative staff moved into the new Headquarters building. This move consolidated over 300 staff members into one building allowing for easier collaboration across divisions.

CEQA

N/A

FINANCIAL CONSIDERATIONS

All items mentioned are included in OC San's FY 2022-24 Budget.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Outreach and Media Report - May 2024
- WPAA Local Public Affairs Report - May 2024

Outreach and Media Summary



May 2024

OC San Public Affairs Office

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INSTAGRAM POSTINGS.....	PAGE 5
LINKEDIN POSTINGS.....	PAGE 6
NEWS ARTICLES.....	PAGE 7

Outreach Report May 2024

Date	Tours	Attendees	Tour Guide
5/1/24	Cal State Long Beach Nursing Tour	23	Cortney Light
5/2/24	Air & Waste Management Association	5	Randa Abushaban
5/6/24	Samueli Academy	16	Randa Abushaban/ Donald Herrera
5/9/24	Godinez High School	30	Giti Radvar
5/14/24	General Public Tour	10	Chris Wheatley
5/16/24	Association of Facility Engineers	11	Dickie Fernandez
5/17/24	Santiago Canyon College	8	Randa Abushaban
Date	Speaking Engagements/Events	Attendees	Presenter
5/15/24	Waste Stream Management & Circularity	20	Rob Thompson
5/18/24	Children and Family Health Fair	400	Enisha Matthews/ Belen Carrillo/ Rachel Orejel
5/18/24	Construction Network	50	Adam Nazaroff/ Raul Cuellar
5/30/24	El Modena High School	50	Sam Choi/Yiping Cao
Project Area	Outreach Notifications	# of People Reached	Website Posts and Text Alerts
	Community Newsletter	3500	
Costa Mesa	Airway-Airport Loop Sewer Project – update	183	1 website post
Cypress	Cypress Trunk Sewer – project introduction	35	
Newport Beach	MacArthur Sewer Project update		1 website post
Seal Beach	Seal Beach Pump Station Replacement update	75	1 website post/ 1 email alert
External Communications	Distribution	# of People Reached	
5 Minutes Per Month	OC San: Headquarters Ribbon Cutting	216	

Board Member Talking Points	One	50	
Website Posts	7 posts	2.1k views	Website
Facebook	21 posts	4.2k reached	Social Media
Twitter	17 tweets	902 reached	Social Media
Instagram	38 posts	5.9k reached	Social Media
LinkedIn	10 posts	8.8k reached	Social Media

Post performance - Facebook Pages

Data from 01 May, 2024 to 31 May, 2024

Sources

Orange County Sanitation District

DATE ▼	POST	ENGAGEMENT RATE	IMPRESSIONS	REACH
May 31, 16:13	Congratulations to Jon Bradley on his promotion to Operations Manager at OC San! We're excited to see him bring his diverse experience and passion to this new role.	17.95%	446	429
May 29, 15:22	Only 10 days until you can dive into the world of wastewater! Join the OC San Open House on June 8th for a fun and educational look at how we keep our community clean. Free tours, live entertainment, free ice cream, and more!...	3.54%	530	508
May 29, 01:37	The OC San General Legal Services Ad Hoc Committee is happening on June 5 at 3:30 pm. Click here to view the agenda:	3.19%	105	94
May 25, 18:53	The Headquarters Ribbon cutting was a success! If you want to come check out our new building and our treatment plant, visit us at the Open House on June 8! Full details at ocsan.gov	14.19%	171	148
May 25, 17:08	Thank you!!! We are very excited about our new building and even more excited to show it off during our open house on June 8. Thank you for being part of this ribbon cutting celebration.	21.66%	167	157
May 25, 17:04	Thank you. It was great having the team there to be part of the celebration.	17.45%	158	149
May 24, 16:05	Spotlight for Public Works Week! This entire week is for recognizing the amazing team we have at OC San who keep our communities clean and healthy. Today, we want to shout out to Tom, a dedicated employee who consistently goes...	8.49%	119	106
May 23, 20:02	Behind the scenes of a clean community! Meet Kim, a valuable member of our team at OC San. During Public Works Week, we celebrate the unseen heroes who make our daily lives possible. Thank you, Kim, for your hard work and...	16.56%	178	157
May 20, 22:01	Public Works Week is this week. It takes every single person on our team and all the positions at OC San to fulfill our mission of protecting public health and the environment. We will be highlighting some of our staff on our stories this week.	5.15%	222	194
May 19, 18:00	Less than a month away from the Open House! Are you ready to meet our team? Enjoy some ice cream? And maybe win a prize and take a tour of our facility? Visit ocsan.gov for more info.	1.6%	146	125
May 17, 16:20	#FlashbackFriday Here is a photo of some of our fellow board members core rig fishing!	9.95%	213	191
May 16, 23:10	The OC San Steering Committee Meeting will be happening on May 22, 2024 at 12:00 p.m. Click here to view the agenda:	3.17%	79	63
May 16, 20:15	OC San will be hosting a Board of Directors - Special Meeting from 4:30 PM - 5:30 PM that will be followed by the regular Board of Directors Meeting at 6 PM on May 22, 2024. Click here to view the agenda:	2.74%	85	73
May 15, 16:21	FOG and wipes arent the only things that can't go down the drain. Hair can also cause clogged pipes! Be wary of the hairy. #FatsOilsGreases #UNflushableWipes #Hair	4.08%	222	196
May 09, 16:01	So close! The anticipation is building over at OC San. We are so excited to welcome you all into our facility 🎉 #OCSanOpenHouse #70YearsOfExcellence	3.03%	162	132
May 08, 18:02	The OC San Open House is coming up on June 8! YOU DO NOT WANT TO MISS OUT ON THIS EVENT! Visit ocsan.gov for full details and to register for a tour.	5.08%	145	118
May 06, 22:50	Eww... gross right? This is what happens when anything other than pee, poop and paper get flushed! #What2Flush #NoWipesDownPipes	6.16%	940	876
May 06, 15:04	The Administration Committee Meeting is happening this Wednesday, 5/8/24 at 5 p.m. Click here to view the full agenda:	3.9%	88	77
May 06, 14:57	The OC San General Legal Services Ad Hoc Committee Meeting is happening on 5/14/24 at 1 p.m. Click here to read the full agenda:	3.9%	86	77
May 04, 14:02	At OC San, we have a diverse group of amazing employees. If you are interested in working for OC San, apply today at OCSan.gov/jobs!	5.11%	408	372
May 02, 22:45	OC San participates in community events throughout the year. Here's a photo of our decorated cart from one of our most recent events, the Tet Parade!!!	14.96%	278	254

Post performance - Twitter

Data from 01 May, 2024 to 31 May, 2024

Sources

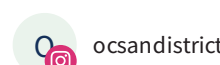
@OCSanDistrict

DATE	POST	ENGAGEMENT RATE	ENGAGEMENTS	IMPRESSIONS
May 31, 16:13	Congratulations to Jon Bradley on his promotion to Operations Manager at OC San! We're excited to see him bring his diverse experience and passion to this new role. https://twitter.com/OCSanDistrict/status/179657562589492467...	2.96%	5	169
May 31, 16:02	Congratulations to Jon Bradley on his promotion to Operations Manager at OC San! We're excited to see him bring his diverse experience and passion to this new role. https://twitter.com/OCSanDistrict/status/179657300516368421...	0%	0	0
May 31, 22:31	OC San is featured in the @ocregister water-focused insert! Read about our 70-year history, the Supercritical Water Oxidation Project, and our upcoming Open House on pages 6, 7, and 9. https://online.pubhtml5.com/ccun/gpek/#p=1_h...	5.17%	3	58
May 29, 15:21	Only 10 days until you can dive into the world of wastewater! Join the OC San Open House on June 8th for a fun and educational look at how we keep our community clean. Free tours, live entertainment, free ice cream, and more!...	4.05%	3	74
May 24, 16:01	Spotlight for Public Works Week! This entire week is for recognizing the amazing team we have at OC San who keep our communities clean and healthy. Today, we want to shout out to Tom, a dedicated employee who consistently goes...	5.56%	4	72
May 23, 21:32	The Headquarters Ribbon cutting was a success! If you want to come check out our new building and our treatment plant, visit us at the Open House on June 8! Full details at http://ocsan.gov https://twitter.com/OCSanDistrict/status/179...	4.69%	3	64
May 23, 20:00	Behind the scenes of a clean community! Meet Kim, a valuable member of our team at OC San. During Public Works Week, we celebrate the unseen heroes who make our daily lives possible. Thank you, Kim, for your hard work and...	2.33%	2	86
May 20, 22:01	Public Works Week is this week. It takes every single person on our team and all the positions at OC San to fulfill our mission of protecting public health and the environment. We will be highlighting some of our staff this week. https://twitter.com/OCSanDistrict/status/179657300516368421...	3.9%	3	77
May 19, 18:00	Less than a month away from the Open House! Are you ready to meet our team? Enjoy some ice cream? And maybe win a prize and take a tour of our facility? Visit http://ocsan.gov for more info. https://twitter.com/OCSanDistrict/status/179657300516368421...	6.06%	4	66
May 17, 16:20	#FlashbackFriday Here is a photo of some of our fellow board members core rig fishing! https://twitter.com/OCSanDistrict/status/1791504010748325936/photo/1	1.92%	1	52
May 15, 16:21	FOG and wipes aren't the only things that can't go down the drain. Hair can also cause clogged pipes! Be wary of the hairy. #FatsOilsGreases #UNflushableWipes #Hair https://twitter.com/OCSanDistrict/status/17907795...	4.17%	3	72
May 15, 15:59	FOG and wipes aren't the only things that can't go down the drain. Hair can also cause clogged pipes! Be wary of the hairy. #FatsOilsGreases #UNflushableWipes #Hair https://twitter.com/OCSanDistrict/status/17907740...	0%	0	0
May 09, 16:01	So close! The anticipation is building over at OC San. We are so excited to welcome you all into our facility 🎉🎉 #OCSanOpenHouse #70YearsOfExcellence https://twitter.com/OCSanDistrict/status/1788600296...	7.14%	4	56
May 08, 18:01	The OC San Open House is coming up on June 8! YOU DO NOT WANT TO MISS OUT ON THIS EVENT! Visit http://ocsan.gov for full details and to register for a tour. https://twitter.com/OCSanDistrict/status/1788267989554417866/video/1	5.17%	3	58
May 06, 22:50	Eww... gross right? This is what happens when anything other than pee, poop and paper get flushed! #What2Flush #NoWipesDownPipes https://twitter.com/OCSanDistrict/status/1787615883344445511/photo/1	4.41%	3	68
May 04, 14:02	At OC San, we have a diverse group of amazing employees. If you are interested in working for OC San, apply today at http://OCSan.gov/jobs/ ! https://twitter.com/OCSanDistrict/status/1786758185157615843/photo/1	2.33%	2	86
May 02, 22:45	OC San participates in community events throughout the year. Here's a photo of our decorated cart from one of our most recent events, the Lunar Festival!!! https://twitter.com/OCSanDistrict/status/1786165076027703381/photo/1	3.45%	3	87

Post performance - Instagram Business

Data from 01 May, 2024 to 31 May, 2024

Sources























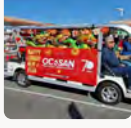
DATE	POST	ENGAGEMENT RATE	IMPRESSIONS	LIKES	REACH
ocsandistrict May 23, 21:27	The Headquarters Ribbon cutting was a success! If you want to come check out our new building and our treatment plant, visit us at the Open House on June 8! Full details at ocsan.gov	10.23%	0	53	743
ocsandistrict May 31, 16:13	Congratulations to Jon Bradley on his promotion to Operations Manager at OC San! We're excited to see him bring his diverse experience and passion to this new role.	12.1%	385	39	372
ocsandistrict May 06, 22:50	Eww... gross right? This is what happens when anything other than pee, poop and paper get flushed! #What2Flush #NoWipesDownPipes	5.5%	356	17	327
ocsandistrict May 23, 20:00	Behind the scenes of a clean community! Meet Kim, a valuable member of our team at OC San. During Public Works Week, we celebrate the unseen heroes who make our daily lives possible. Thank you, Kim, for your hard work and...	6.64%	0	15	256
ocsandistrict May 02, 22:45	OC San participates in community events throughout the year. Here's a photo of our decorated cart from one of our most recent events, the Lunar Festival!!!	6.5%	266	15	246
ocsandistrict May 29, 22:01	Public Works Week is this week. It takes every single person on our team and all the positions at OC San to fulfill our mission of protecting public health and the environment. We will be highlighting some of our staff on our stories this week.	7.22%	213	14	194
ocsandistrict May 24, 16:01	Spotlight for Public Works Week! This entire week is for recognizing the amazing team we have at OC San who keep our communities clean and healthy. Today, we want to shout out to Tom, a dedicated employee who consistently goes...	4.47%	0	11	246
ocsandistrict May 27, 16:20	#FlashbackFriday Here is a photo of some of our fellow board members core rig fishing!	6.38%	203	11	188
ocsandistrict May 04, 14:02	At OC San, we have a diverse group of amazing employees. If you are interested in working for OC San, apply today at OCSan.gov/jobs!	2.66%	292	7	263
ocsandistrict May 15, 16:20	FOG and wipes aren't the only things that can't go down the drain. Hair can also cause clogged pipes! Be wary of the hairy. #FatsOilsGreases #UNFlushableWipes #Hair	3.57%	183	6	168
ocsandistrict May 09, 16:03	So close! The anticipation is building over at OC San. We are so excited to welcome you all into our facility 🎉 #OCSanOpenHouse #10YearsOfExcellence	2.81%	192	5	178
ocsandistrict May 29, 15:22	Only 10 days until you can dive into the world of wastewater! Join the OC San Open House on June 8th for a fun and educational look at how we keep our community clean. Free tours, live entertainment, free ice cream, and more!...	4.6%	190	5	174
ocsandistrict May 25, 16:00	Less than a month away from the Open House! Are you ready to meet our team? Enjoy some ice cream? And maybe win a prize and take a tour of our facility? Visit ocsan.gov for more info.	1.9%	178	2	158
ocsandistrict May 08, 18:02	The OC San Open House is coming up on June 8! YOU DO NOT WANT TO MISS OUT ON THIS EVENT! Visit ocsan.gov for full details and to register for a tour.	0.59%	0	1	169
ocsandistrict May 26, 02:59	Thank you to everyone for helping us celebrate this big moment for OC San. Join us for the Open House on June 8. Full details at:	0%	135	0	135
ocsandistrict May 20, 21:51	(No description)	0%	103	0	103
ocsandistrict May 14, 18:50	It's about upholding our mission of protecting public health and the environment.	0%	124	0	124
ocsandistrict May 23, 15:42	Stay tuned! Content from our Ribbon Cutting coming up!	0%	116	0	113
ocsandistrict May 22, 22:40	(No description)	0%	94	0	88
ocsandistrict May 14, 18:47	Infrastructure Week: OC San Edition	0%	139	0	138
ocsandistrict May 20, 16:29	(No description)	0%	106	0	105
ocsandistrict May 14, 18:49	It's all about capacity to serve the community.	0%	125	0	125
ocsandistrict May 29, 02:03	Visit our new building at the OC San Open House Saturday, June 8 9AM - 12PM Full details at:	0%	125	0	125
ocsandistrict May 14, 18:48	It's all about maintenance.	0%	126	0	125
ocsandistrict May 16, 03:17	(No description)	0%	101	0	101
ocsandistrict May 22, 16:30	(No description)	0%	99	0	99
ocsandistrict May 29, 22:29	OC San is featured in the @ecregister water-focused insert! Read about our 70-year history, the Supercritical Water Oxidation Project, and our upcoming Open House on pages 6, 7, and 9.	0%	97	0	95
ocsandistrict May 09, 18:32	They're back! The cutest guests.	0%	197	0	197
ocsandistrict May 14, 18:56	The turtles do.	0%	122	0	120
ocsandistrict May 16, 03:07	(No description)	0%	113	0	112
ocsandistrict May 14, 21:23	Award Recipients of a @californiacommunicator award for the GWRs Dedication Event 💧	0%	132	0	130
ocsandistrict May 20, 21:53	(No description)	0%	94	0	94
ocsandistrict May 08, 22:17	That means all hands on deck! 🙌	0%	196	0	193
ocsandistrict May 23, 21:29	OC San Headquarters Ribbon Cutting!	0%	113	0	113
ocsandistrict May 18, 17:36	Continuously sharing the OC San message 💧	0%	153	0	153
ocsandistrict May 21, 21:49	Did someone say wastewater panel? Were there!	0%	116	0	115
ocsandistrict May 31, 16:18	(No description)	0%	92	0	90
ocsandistrict May 01, 22:27	The latest and greatest! Check out the Spring 2024 newsletter:	0%	111	0	111
ocsandistrict May 14, 18:48	It's all about the angles 📐	0%	131	0	130

Post performance - LinkedIn Pages

Data from 01 May, 2024 to 31 May, 2024

Sources

 Orange County Sanitation District

DATE ▼	POST	ENGAGEMENT RATE	IMPRESSIONS	REACTIONS	SHARES
 Orange County Sanitation District May 31, 16:13	 Congratulations to Jon Bradley on his promotion to Operations Manager at OC San! We're excited to see him bring his diverse experience and passion to this new role.	10.25%	1,805	71	0
 Orange County Sanitation District May 29, 22:32	 OC San is featured in the Orange County Register water-focused insert! Read about our 70-year history, the Supercritical Water Oxidation Project, and our upcoming Open House on pages 6, 7, and 9. https://lnkd.in/gHsUSQd5	3.48%	603	12	0
 Orange County Sanitation District May 29, 15:22	 Only 10 days until you can dive into the world of wastewater! Join the OC San Open House on June 8th for a fun and educational look at how we keep our community clean. Free tours, live entertainment, free ice cream, and more!...	5.41%	610	18	0
 Orange County Sanitation District May 23, 21:33	 The Headquarters Ribbon cutting was a success! If you want to come check out our new building and our treatment plant, visit us at the Open House on June 8! Full details at ocsan.gov	17.14%	2,853	110	9
 Orange County Sanitation District May 20, 22:01	 Public Works Week is this week. It takes every single person on our team and all the positions at OC San to fulfill our mission of protecting public health and the environment. We will be highlighting some of our staff this week.	2.91%	2,437	16	0
 Orange County Sanitation District May 19, 18:00	 Less than a month away from the Open House! Are you ready to meet our team? Enjoy some ice cream? And maybe win a prize and take a tour of our facility? Visit ocsan.gov for more info.	2.24%	447	5	0
 Orange County Sanitation District May 09, 16:01	 So close! The anticipation is building over at OC San. We are so excited to welcome you all into our facility 🎉🎉 #OCSanOpenHouse #70YearsOfExcellence	3.2%	562	8	0
 Orange County Sanitation District May 08, 18:01	 The OC San Open House is coming up on June 8! YOU DO NOT WANT TO MISS OUT ON THIS EVENT! Visit ocsan.gov for full details and to register for a tour.	12.01%	1,157	31	2
 Orange County Sanitation District May 04, 14:02	 At OC San, we have a diverse group of amazing employees. If you are interested in working for OC San, apply today at OCSan.gov/jobs!	4.81%	790	8	2
 Orange County Sanitation District May 02, 22:45	 OC San participates in community events throughout the year. Here's a photo of our decorated cart from one of our most recent events, the Lunar Festival!!!	7.14%	490	10	0

Media News Articles for May

Article	Date	Source	Link
Treating Wastewater for 70 Years	May-24	Ca. Water	https://online.pubhtml5.com/ccun/qpek/#p=1
Navigating ocean waters	5/3/2024	UCI News	https://news.uci.edu/2024/05/03/navigating-ocean-waters/
O.C. Sanitation District unveils \$102.5-million headquarters in Fountain Valley	5/23/2024	LA Times	https://ocsdgov.sharepoint.com/:b:/s/External/EdFKbIXpgeZJpKfUuvspwxkBbalst7O7_D-tburEsgG4pg?e=8P3Wlq
Headquarters Ribbon Cutting	5/24/2024	ABC 7	https://abc7.com/14880197/
Billions flow through California special districts. Who makes big money in your city or county?	5/28/2024	OC Register	https://www.oregister.com/2024/05/26/billions-flow-through-california-special-districts-who-makes-big-money-in-your-city-or-county/



TO: Orange County Sanitation District

FROM: Whittingham Public Affairs Advisors

DATE: May 29, 2024

SUBJECT: Local Public Affairs Report

The month of May has been highlighted by management changes and other noteworthy events in Orange County. Following is a few of the more notable developments and issues of the month:

- Santa Margarita Water District announced that Robb Grantham will serve as the agency's next General Manager. Grantham has been the GM at Rancho California Water District since 2021; this will be his second stint at SMWD, having previously served as Assistant GM there for four years. He is scheduled to begin his tenure on June 17th.
- The Tustin City Council announced that it had reached an agreement with Aldo Schindler to serve as the City's next City Manager. Mr. Schindler has served most recently in a similar capacity for the City of Artesia, CA, and has more than 20 years of experience with a number of cities and agencies in L.A. County.
- The Orange County Board of Supervisors conducted interviews of the three finalists to replace current Chief Executive Officer Frank Kim, who will be retiring this month. The next CEO will take the helm of the County, overseeing 16,000 employees and a \$9.3 billion budget.
- The City of Orange has amended an agreement with the City of Anaheim to incorporate a new 16-inch water main line as part of the widening of Orangewood Avenue and improvements to the Orangewood bridge over the Santa Ana River. The new line is critical to connecting businesses on the west side of the River to the remainder of the City's water transmission system.
- After months of delay, the Army Corps of Engineers sand replenishment project resumed in San Clemente between Linda Lane and T Street, using sand dredged from off the coast of Surfside. Roughly half of this area will be completed over the next several weeks, with the remainder of the project being completed in October.

- The South Coast Air Quality Management District (SCAQMD) will hear Proposed Rule 317.1 at its June 7th Governing Board meeting. PR 317.1 was spurred by the U.S. EPA's revocation of the region's attainment of the 8-hour Ozone standard for 1997 and 2008. If adopted, it will establish annual penalty fees for 320 Title V permit facilities in the region, including Orange County Sanitation District's Fountain Valley and Huntington Beach facilities, the Disneyland Resort, Hoag Hospital in Newport Beach, and Providence St. Joseph Hospital in Orange.
- The Los Angeles City Council voted 11-4 to support new sewer rates that will result in those fees doubling for most residents over the next four years. Many business groups opposed the increases, expressing concerns that landlords will be disproportionately affected. Bureau of Sanitation staff reported the increases are needed to fund the rising cost of construction and materials, sharing that labor costs will rise 24% over the next five years because of a recent salary package for city workers backed by Mayor Karen Bass and the council.

As part of our scope of work, Whittingham Public Affairs Advisors (WPAA) has monitored the various City Council agendas of each of the District's members and highlighted issues and items of relevance to OC San. WPAA also attended the Sustain SoCal tour of the Frank R. Bowerman County Landfill, where OC San General Manager participated in a panel on the organics waste stream, and the ribbon-cutting event for the new OC San HQ.

It is a pleasure to work with you and to represent the Orange County Sanitation District.

Sincerely,

A handwritten signature in blue ink, appearing to read "Peter Whittingham".

Peter Whittingham



STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3671

Agenda Date: 6/26/2024

Agenda Item No: 4.

FROM: Robert Thompson, General Manager
Originator: Lorenzo Tyner, Assistant General Manager

SUBJECT:

PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR GENERAL LEGAL SERVICES

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Authorize Board Chairman Chad P. Wanke, to enter into a Professional Consultant Services Agreement with Best Best & Krieger LLP for General Legal Services, Specification No. CS-2024-1440BD; and appoint Scott Smith as Principal General Counsel; for a five-year term beginning July 1, 2024 through June 30, 2029, with one (1) optional five-year renewal, in a form approved by Special Counsel.

BACKGROUND

In September 2023, the Steering Committee established the General Legal Services Ad Hoc Committee to review the current general legal services contract, the policy and process surrounding the contract, and potentially bid general counsel legal services.

The current general legal counsel, Woodruff and Smart, has been serving Orange County Sanitation District (OC San) since 1975. An informal competitive solicitation process was conducted in 2005, resulting in the incumbent being awarded a contract for the services, with Bradley R. Hogin named as Principal General Counsel. In 2008, the agreement was amended to annually adjust rates by Consumer Price Index.

RELEVANT STANDARDS

- Comply with applicable employment and labor laws
- Ensure the public's money is wisely spent
- Maintain positive employer-employee relations
- Provide a safe and collegial workplace

PROBLEM

A solicitation for general legal counsel services has not been conducted since 2005. The Steering Committee requested that the General Legal Services Ad Hoc Committee evaluate the need to conduct a formal solicitation for general legal counsel services.

PROPOSED SOLUTION

A rigorous procurement process overseen by the General Legal Services Ad Hoc Committee and the Steering Committee recommends approval of a Professional Consultant Services Agreement with Best Best & Krieger LLP for General Counsel and other Legal Services.

Approval of a Professional Consultant Services Agreement with Allen Matkins Leck Gamble Mallory & Natsis LLP (Allen Matkins) for Legal Services in the areas of Environmental Law and Air Quality to backup Best Best and Kreiger in the event of conflicts or other complications will be recommended in a separate agenda item.

TIMING CONCERNS

The RFP process was initiated in February 2024 and completed in June 2024, resulting in two (2) legal firms being identified for consideration by the Board of Directors to provide legal services.

RAMIFICATIONS OF NOT TAKING ACTION

Without approval of the agreement, access to legal guidance and consultation from this firm will be delayed.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

A Request for Proposal was issued on February 8, 2024, via PlanetBids. Proposals were due on March 7, 2024. OC San received nine (9) proposals which are valid for 180 calendar days from proposal submittal date.

The following firms submitted proposals:

- Aleshire & Wynder, LLP
- Allen Matkins
- BDG Law Group
- Best Best & Krieger LLP
- Burke, Williams & Sorenson, LLP
- Hanson Bridgett LLP
- Richard D. Jones
- Rutan & Tucker, LLP
- Woodruff & Smart

Firms were able to submit proposals on the following areas of law:

- General Counsel
- Public Construction
- Environmental Law
- Air Quality

- Utility Rate Setting
- Real Estate Matters and Related Matters
- General Contract

The table below shows the areas of law that each firm submitted a proposal on:

Area of Law	Aleshire & Wynders, LLP	Allen Matkin	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorensen, LLP	Hanson Bridge tt LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
General Counsel	X			X	X	X	X	X	X
Public Construction	X		X	X	X	X	X	X	X
Environmental Law	X	X	X	X	X	X	X	X	X
Air Quality	X	X		X	X	X	X	X	X
Utility Rate Setting	X			X	X	X	X	X	X
Real Estate & Related Matters	X	X	X	X	X	X	X	X	X
General Contract	X		X	X	X	X	X	X	X

All proposals were reviewed by OC San’s Purchasing Division (Purchasing) and deemed responsive. The evaluation process then consisted of three rounds:

- Round 1 - Evaluation of written proposals
- Round 2 - Staff interviews on all areas of law
 - Second interviews for General Counsel area of law by the Steering Committee.
- Round 3 - Offered rates and reference checks

Individual scoring was the chosen method of evaluation for this procurement on each area of law, in each round.

Round 1 - Evaluation of Written Proposals

Prior to receipt of proposals, an evaluation team was formed consisting of Assistant General Manager (non-scorer), Director of Finance, Director of Environmental Services, and Director of Engineering. The team was chaired by a Purchasing representative as a non-voting member. On March 12, 2024, an evaluation kick-off meeting was held with the evaluation team to discuss the policies and procedures of the evaluation process.

Each area of law was evaluated based on the following criteria:

CRITERION	WEIGHT
1. Engagement Management	15%
2. Qualifications of Firm	35%
3. Staffing Qualifications	50%

Members of the team performed an independent review of the proposals for each area of law. After the individual scoring, the evaluators met as a group with the Buyer to discuss their preliminary scores and discuss any questions and concerns they had. Detailed scoring for each criterion can be found in attached.

Area of Law	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
General Counsel	54.8%	-	-	77.7%	77.1%	77.0%	64.0%	67.6%	74.5%
Public Construction	33.8%	-	67.0%	71.3%	70.3%	73.0%	39.3%	38.8%	69.6%
Environmental Law	33.8%	78.8%	62.3%	70.5%	70.7%	67.0%	37.9%	40.2%	69.6%
Air Quality	32.7%	68.3%	-	66.7%	59.0%	72.5%	37.9%	37.3%	27.0%
Utility Rate Setting	33.8%	-	-	72.8%	73.7%	67.2%	37.9%	37.3%	73.8%
Real Estate & Related Matters	39.7%	80.2%	69.7%	71.4%	73.2%	69.0%	39.3%	34.5%	70.3%
General Contract	39.5%	-	66.8%	71.9%	74.6%	71.6%	44.4%	43.0%	71.0%

The top firms in each area of law were selected to move on to Round 2 of the evaluation process:

Area of Law	Aleshire & Wynders, LLP	Allen Matkin	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
General Counsel				X	X	X	X	X	X
Public Construction				X	X	X			X
Environmental Law		X		X	X				X
Air Quality		X		X		X			
Utility Rate Setting				X	X				X
Real Estate & Related Matters		X		X	X				
General Contract				X	X	X			X

Round 2 - Interviews

Scoring reset for Round 2 and the evaluation team for the interviews in all areas of law remained the same as in Round 1. The interviews were conducted on the week of May 6, 2024, and each area of law was evaluated based on the following criteria:

CRITERION	WEIGHT
1. Presentation	10%
2. Engagement Management	15%
3. Qualifications of Firm	30%
4. Staffing Qualifications	45%

Area of Law	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
General Counsel		84.4%	75.2%	74.2%	61.5%	71.3%	68.4%
Public Construction		83.1%	70.9%	74.7%			64.9%
Environmental Law	83.1%	83.2%	64.7%				70.5%
Air Quality	84.6%	83.1%		76.6%			
Utility Rate Setting		85.8%	70.9%				69.5%
Real Estate & Related Matters	84.1%	83.6%	74.3%				
General Contract		81.9%	74.4%	74.4%			71.3%

The top firms for each area of law, excluding General Counsel, were advanced to round 3 of the evaluation process.

The top three firms for General Counsel were invited to a second interview on May 22, 2024, which comprised of a presentation and a set of questions. The evaluation team for the second interview for General Counsel consisted of all members of the Steering Committee, General Manager (non-scorer), and Assistant General Manager (non-scorer).

Criteria	Best Best & Krieger LLP	Burke, William Sorenson, LLP	Hanson Bridgett LLP
Presentation (10%)	8.7%	4.6%	7.0%
Questions (90%)	78.3%	43.9%	58.5%
Total (100%)	87.0%	48.5%	65.5%

The top firm for General Counsel was advanced to Round 3 of the evaluation process. The following table shows all the firms that were moved to Round 3 of the evaluation process:

Area of Law	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
General Counsel		X					
Public Construction		X		X			
Environmental Law	X	X					
Air Quality	X	X					
Utility Rate Setting		X	X				
Real Estate & Related Matters	X	X					
General Contract		X	X	X			

Round 3 - Offered Rates and Reference Checks

Round 3 of the evaluation process was to compare the rates offered by each firm in their respective areas of law, and to conduct reference surveys for each firm. The evaluation criteria considered the interview scoring from round 2 and was as follows:

CRITERION	WEIGHT
1. Interview	80%
2. Offered Rates	10%
3. References	10%

Area of Law	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
General Counsel		89.6%		
Public Construction		86.4%		78.4%
Environmental Law	80.8%	86.5%		
Air Quality	80.2%	86.4%		
Utility Rate Setting		85.8%	76.6%	
Real Estate & Related Matters	82.8%	86.8%		
General Contract		82.7%	79.4%	75.0%

All proposals were accompanied by a sealed rate sheet. Only the rate sheets for the firms in Round 3 were opened.

Based on these results, staff recommends approving a Professional Consultant Services Agreement with Best Best & Krieger LLP for General Counsel and other Legal Services in all areas of law listed in the table above. The term of these agreements will begin July 1, 2024 through June 30, 2029, with one (1) optional five-year renewal.

Approval of a Professional Consultant Services Agreement with Allen Matkins for Legal Services in the areas of Environmental Law and Air Quality to backup Best Best & Krieger LLP in the event of conflicts or other complications will be recommended in a separate agenda item.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San's Purchasing Ordinance. This item has been budgeted (Budget FY 2024-25 and 2025-26, Section 5, Page 6, Legal) and the budget is sufficient for the recommended action.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Detailed Scoring
- Professional Consultant Services Agreement

Detailed Scoring

General Legal Services: CS-2024-1440BD

Round 1 – Evaluation of Written Proposals

Each area of law was evaluated based on the following criteria:

CRITERION	WEIGHT
1. Engagement Management	15%
2. Qualifications of the Firm	35%
3. Staff Qualifications	50%

Scores shown in Round 1 are rounded to the nearest whole number.

General Counsel

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	-	-	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	20%	-	-	26%	26%	26%	21%	23%	26%
Staff Qualifications	50%	28%	-	-	39%	39%	41%	33%	36%	39%
Total	100%	55%	-	-	78%	77%	77%	64%	68%	75%

Public Construction

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	-	11%	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	12%	-	22%	23%	23%	26%	12%	12%	25%
Staff Qualifications	50%	15%	-	34%	35%	35%	37%	17%	18%	35%
Total	100%	34%	-	67%	71%	70%	73%	39%	39%	70%

Environmental Law

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	12%	11%	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	12%	26%	21%	23%	24%	23%	12%	13%	25%
Staff Qualifications	50%	15%	41%	30%	35%	35%	34%	16%	18%	35%
Total	100%	34%	79%	62%	71%	71%	67%	38%	40%	70%

Air Quality

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	12%	11%	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	11%	23%	0%	22%	19%	24%	12%	12%	7%
Staff Qualifications	50%	15%	33%	0%	32%	28%	38%	16%	16%	10%
Total	100%	33%	68%	11%	67%	59%	72%	38%	37%	27%

Utility Rate Setting

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	-	-	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	12%	-	-	24%	24%	23%	12%	12%	26%
Staff Qualifications	50%	15%	-	-	36%	38%	34%	16%	16%	38%
Total	100%	34%	-	-	73%	74%	67%	38%	37%	74%

Real Estate and Related Matters

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	12%	11%	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	14%	27%	24%	22%	24%	24%	12%	11%	24%
Staff Qualifications	50%	19%	41%	35%	36%	37%	35%	17%	15%	36%
Total	100%	40%	80%	70%	71%	73%	69%	39%	35%	70%

General Contracts

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	-	11%	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	14%		23%	24%	25%	26%	14%	14%	25%
Staff Qualifications	50%	18%	-	34%	35%	38%	36%	20%	20%	36%
Total	100%	39%	-	67%	72%	75%	72%	44%	43%	71%

Round 2 – Interviews

Each area of law was evaluated based on the following criteria:

CRITERION	WEIGHT
1. Presentation	10%
2. Engagement Management	15%
3. Qualifications of the Firm	30%
4. Staff Qualifications	45%

General Counsel

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	-	9.0%	7.3%	7.2%	6.2%	7.2%	7.0%
Engagement Management	15%	-	12.8%	11.4%	11.1%	8.4%	10.0%	9.5%
Qualifications of Firm	30%	-	25.5%	22.0%	21.0%	18.0%	20.7%	20.0%
Staff Qualifications	45%	-	37.1%	34.5%	34.9%	28.9%	33.4%	31.9%
Total	100%	-	84.4%	75.2%	74.2%	61.5%	71.3%	68.4%

Public Construction

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	-	9.0%	7.3%	7.2%	-	-	7.0%
Engagement Management	15%	-	12.8%	11.4%	11.1%	-	-	9.5%
Qualifications of Firm	30%	-	24.5%	23.0%	21.5%	-	-	21.0%
Staff Qualifications	45%	-	36.8%	29.2%	34.9%	-	-	27.4%
Total	100%	-	83.1%	70.9%	74.7%	-	-	64.9%

Environmental Law

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	8.5%	9.0%	7.3%	-	-	-	7.0%
Engagement Management	15%	12.4%	12.8%	11.4%	-	-	-	9.5%
Qualifications of Firm	30%	24.0%	25.0%	17.5%	-	-	-	22.5%
Staff Qualifications	45%	38.3%	36.4%	28.5%	-	-	-	31.5%
Total	100%	83.1%	83.2%	64.7%	-	-	-	70.5%

Air Quality

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	8.5%	9.0%	-	7.2%	-	-	-
Engagement Management	15%	12.4%	12.8%	-	11.1%	-	-	-
Qualifications of Firm	30%	25.5%	24.5%	-	23.0%	-	-	-
Staff Qualifications	45%	38.2%	36.8%	-	35.3%	-	-	-
Total	100%	84.6%	83.1%	-	76.6%	-	-	-

Utility Rate Setting

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	-	9.0%	7.3%	-	-	-	7.0%
Engagement Management	15%	-	12.8%	11.4%	-	-	-	9.5%
Qualifications of Firm	30%	-	25.0%	21.5%	-	-	-	21.5%
Staff Qualifications	45%	-	39.0%	30.7%	-	-	-	31.5%
Total	100%	-	85.8%	70.9%	-	-	-	69.5%

Real Estate and Related Matters

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	8.5%	9.0%	7.3%	-	-	-	-
Engagement Management	15%	12.4%	12.8%	11.4%	-	-	-	-
Qualifications of Firm	30%	25.0%	25.0%	21.5%	-	-	-	-
Staff Qualifications	45%	38.2%	36.8%	34.1%	-	-	-	-
Total	100%	84.1%	83.6%	74.3%	-	-	-	-

General Contracts

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	-	9.0%	7.3%	7.2%	-	-	7.0%
Engagement Management	15%	-	12.8%	11.4%	11.1%	-	-	9.5%
Qualifications of Firm	30%	-	24.5%	23.5%	22.0%	-	-	22.5%
Staff Qualifications	45%	-	35.6%	32.2%	34.1%	-	-	32.3%
Total	100%	-	81.9%	74.4%	74.4%	-	-	71.3%

General Counsel firms were then interviewed by the Steering Committee using the following criteria:

CRITERION	WEIGHT
1. Presentation	10%
2. Questions	90%

General Counsel

Criteria	Weight	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Presentation	10%	8.7%	4.6%	7.0%
Questions	90%	78.3%	43.9%	58.5%
Total	100%	87.0%	48.5%	65.5%

Round 3 – Offered Rates and References

Each area of law was evaluated based on the following criteria:

CRITERION	WEIGHT
1. Interview	80%
2. Offered Rates	10%
3. References	10%

General Counsel

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%		69.6%		
Offered Rates	10%		10.0%		
References	10%		10.0%		
Total	100%		89.6%		

Public Construction

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%		66.4%		59.7%
Offered Rates	10%		10.0%		8.9%
References	10%		10.0%		9.8%
Total	100%		86.4%		78.4%

Environmental Law

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%	66.5%	66.5%		
Offered Rates	10%	4.3%	10.0%		
References	10%	10.0%	10.0%		
Total	100%	80.8%	86.5%		

Air Quality

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%	67.7%	66.4%		
Offered Rates	10%	2.5%	10.0%		
References	10%	10.0%	10.0%		
Total	100%	80.2%	86.4%		

Utility Rate Setting

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%		68.7%	56.7%	
Offered Rates	10%		7.1%	10.0%	
References	10%		10.0%	9.9%	
Total	100%		85.8%	76.6%	

Real Estate and Related Matters

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%	67.3%	66.8%		
Offered Rates	10%	5.5%	10.0%		
References	10%	10.0%	10.0%		
Total	100%	82.8%	86.8%		

General Contracts

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%		65.6%	59.5%	59.5%
Offered Rates	10%		7.1%	10.0%	5.7%
References	10%		10.0%	9.9%	9.8%
Total	100%		82.7%	79.4%	75.0%

The costs shown below were the offered rates for the lead partner in each area of law.

Area of Law	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
General Counsel		\$360.00		
Public Construction		\$450.00		\$500.00
Environmental Law	\$706.00	\$450.00		
Air Quality	\$787.00	\$450.00		
Utility Rate Setting		\$450.00	\$350.00	
Real Estate & Related Matters	\$652.00	\$450.00		
General Contract		\$450.00	\$350.00	\$500.00

PROFESSIONAL CONSULTANT SERVICES AGREEMENT
General Legal Services
Specification No. CS-2024-1440BD

This PROFESSIONAL CONSULTANT SERVICES AGREEMENT (hereinafter referred to as “Agreement”) is made and entered into as of the date fully executed below, by and between Orange County Sanitation District (hereinafter referred to as “OC San”) and Best Best & Krieger LLP (hereinafter referred to as “Consultant”), and collectively referred to herein as the “Parties.”

RECITALS

WHEREAS, OC San desires to obtain general legal services as described in Exhibit “A” attached hereto and incorporated herein by this reference (“Services”); and

WHEREAS, Consultant is qualified to provide the Services by virtue of possessing law licenses, experience, training, and expertise; and

WHEREAS, OC San desires to engage Consultant to render the Services as provided herein; and

WHEREAS, OC San selected Consultant to provide the Services in accordance with OC San’s current Purchasing Ordinance; and

WHEREAS, on June 26, 2024, OC San’s Board of Directors, by minute order, authorized execution of this Agreement.

NOW, THEREFORE, in consideration of the above recitals and the mutual promises and benefits specified below, the Parties agree as follows:

1. General.

- 1.1 This Agreement and all exhibits hereto are made by OC San and the Consultant.
- 1.2 The following exhibits, in order of precedence, are incorporated by reference and made part of this Agreement.
 - Exhibit “A” – Scope of Work
 - Exhibit “B” – Statement of Qualifications and Rate Schedule(s)
 - Exhibit “C” – Determined Insurance Requirement Form
 - Exhibit “D” – Contractor Safety Standards
 - Exhibit “E” – Human Resources Policies
- 1.3 In the event of any conflict or inconsistency between the provisions of this Agreement and any of the provisions of the exhibits hereto, the provisions in the Agreement shall control and thereafter the provisions in the document highest in precedence shall be controlling.
- 1.4 Except as expressly provided otherwise, OC San accepts no liability for any expenses, losses, or actions incurred or undertaken by Consultant as a result of work performed in anticipation of purchases of the Services by OC San.
- 1.5 Work Hours: The work required under the Agreement may include normal business hours, evenings, and weekends. All work or meetings with OC San staff shall be

scheduled Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m. OC San will not pay for travel time.

- 1.6 Days: Shall mean calendar days, unless otherwise noted.
- 1.7 OC San holidays (non-working days) are as follows: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.
- 1.8 The provisions of this Agreement may be amended or waived only by an amendment executed by authorized representatives of both Parties.
- 1.9 The various headings in this Agreement are inserted for convenience only and shall not affect the meaning or interpretation of this Agreement or any paragraph or provision hereof.

2. Scope of Work.

- 2.1 Consultant shall provide the Services identified in Exhibit "A" in a competent, professional, and satisfactory manner in accordance with generally accepted industry and professional standards, including fiduciary standards, ethical practices, and standards of care and competence for its trade/profession.
- 2.2 Modifications to Scope of Work. OC San shall have the right to modify the Scope of Work at any time. All modifications must be made by an amendment signed by both Parties.
- 2.3 Performance. Time is of the essence in the performance of the provisions hereof.

3. Agreement Term.

- 3.1 The term of this Agreement shall be for five (5) years commencing on the effective date of the Notice to Proceed.
- 3.2 Renewals. At its sole discretion, OC San may exercise the option to renew this Agreement for up to one (1) five-year period. This Agreement may be renewed by an OC San Purchase Order. OC San shall have no obligation to renew the Agreement nor to give a reason if it elects not to renew it.
- 3.3 Extensions. The term of this Agreement may be extended only by an amendment signed by both Parties.

4. Compensation.

- 4.1 As compensation for the Services provided under this Agreement, OC San shall compensate Consultant for the reasonable time Consultant's attorneys, paralegals, and applicable administrative support staff spend on OC San matters based on the applicable hourly rates in effect at the time the work is performed. The current hourly rates for Consultant's attorneys, paralegals, and applicable administrative support staff are listed on the Rate Schedule(s) attached hereto as Exhibit "B".
- 4.2 Adjustment. Consultant may adjust the hourly rates once every 12-month period during the term of the Agreement. Such adjustments shall not exceed the percentage increase in the Consumer Price Index for the Los Angeles-Orange County Metropolitan area.

- 4.3 **Costs and Disbursements.** OC San shall compensate Consultant for costs and disbursements Consultant incurs and pays on OC San's behalf, including filing fees, computerized legal research, facsimiles, long distance telephone calls, photocopying, shipping, etc. Such costs and disbursements shall be itemized in Consultant's invoices and shall be compensated at cost.
5. **Payments and Invoicing.**
- 5.1 OC San shall pay itemized invoices submitted monthly for work completed in accordance with Exhibit "A" and consistent with Exhibit "B" thirty (30) days from receipt of the invoice and after approval by OC San's Project Manager or designee. OC San shall be the determining party, in its sole discretion, as to whether the Services have been satisfactorily completed.
- 5.2 Consultant shall submit its invoices to OC San Accounts Payable by electronic mail to APStaff@OCSan.gov. In the subject line include "INVOICE" and the Purchase Order Number.
6. **Key Personnel.** Personnel, as provided in Exhibit "B," are considered "key" to the work under this Agreement and will be available for the term of the Agreement. The "key" personnel includes Scott Smith who will serve as Principal General Counsel to the OC San Board of Directors. No person designated as key under this Agreement shall be removed or replaced without prior written consent of OC San. If OC San asks Consultant to remove a person designated as key under this Agreement, Consultant agrees to do so immediately regardless of the reason, or the lack of reason, for OC San's request. Consultant shall assign only competent personnel to perform Services under this Agreement.
7. **Ownership of Documents.** All reports, records, documents, memoranda, correspondence, computations, and other materials prepared by Consultant, its employees, subconsultants, and agents in the performance of this Agreement shall be the property of OC San and shall be promptly delivered to OC San upon request of OC San's Project Manager or designee or upon the termination of this Agreement and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by OC San of its full rights of ownership of the documents and materials hereunder. Any use of such completed documents for other projects and/or use of incomplete documents without specific written authorization by the Consultant will be at OC San's sole risk and without liability to Consultant. Consultant shall ensure that all its contracts with its subconsultants/subcontractors provide for assignment to OC San of any documents or materials prepared by them.
8. **Ownership of Intellectual Property.**
- 8.1 Consultant agrees that all reports, memoranda, investigations, training materials, and all other information and items made during the course of this Agreement and arising from the Services (hereinafter referred to as "New Developments") shall be and are assigned to OC San as its sole and exclusive property.
- 8.2 Consultant agrees to promptly disclose to OC San all such New Developments. Upon OC San's request, Consultant agrees to assist OC San, at OC San's expense, to obtain patents or copyrights for such New Developments, including the disclosure of all pertinent information and data with respect thereto, the execution of all applications, specifications, assignments, and all other instruments and papers which OC San shall deem necessary to apply for and to assign or convey to OC San, its successors and

assigns, the sole and exclusive right, title, and interest in such New Developments. Consultant agrees to obtain or has obtained written assurances from its employees and contract personnel of their agreement to the terms hereof regarding New Developments and confidential information.

8.3 Consultant warrants that Consultant will have good title to any New Developments and the right to assign New Developments to OC San free of any proprietary rights of any other party or any other encumbrance whatever.

8.4 The originals of all computations, drawings, designs, graphics, studies, reports, manuals, photographs, videotapes, data, computer files, and other documents prepared or caused to be prepared by Consultant or its subconsultants/subcontractors in connection with the Services hereunder shall be delivered to and shall become the exclusive property of OC San. OC San may utilize such documents, at its own risk, for OC San's applications on other projects or extensions of this project.

9. Right to Review Services, Facilities, and Records.

9.1 OC San reserves the right to review any portion of the Services performed by Consultant under this Agreement and Consultant agrees to cooperate to the fullest extent possible in such endeavor.

9.2 Consultant shall furnish to OC San such reports, statistical data, and other information pertaining to Consultant's Services as shall be reasonably required by OC San to carry out its rights and responsibilities under its agreements with its bondholders or noteholders and any other agreement relating to the development of the project(s) and in connection with the issuance of its official statements and other prospectuses with respect to the offering, sale, and issuance of its bonds and other obligations.

9.3 The right of OC San to review or approve procedures, instructions, reports, schedules, or other data that are developed by Consultant shall not relieve Consultant of any obligation set forth herein.

10. Conflict of Interest and Reporting.

10.1 Consultant shall, at all times, avoid conflicts of interest or appearance of conflicts of interest in performance of this Agreement.

10.2 Consultant affirms that, to the best of its knowledge, there exists no actual or potential conflict between Consultant's families, business, or financial interest and the Services under this Agreement and in the event of change in either its private interests or Services under this Agreement, it shall raise with OC San any question regarding possible conflict of interest which may arise as a result of such change.

11. Audit Rights. Consultant agrees that, during the term of this Agreement and for a period of three (3) years after its expiration or termination, OC San shall have access to and the right to examine any directly pertinent books, documents, and records of Consultant relating to the invoices submitted by Consultant pursuant to this Agreement.

12. Contractor Safety Standards and Human Resources Policies. OC San requires Consultant, its subconsultants, and its subcontractors to follow and ensure their employees follow all Federal, State, and local regulations as well as Contractor Safety Standards while working at OC San locations. If, during the course of the Agreement, it is discovered that Contractor Safety Standards do not comply with Federal, State, or local regulations, the Consultant is required to follow the most stringent regulatory requirement at no additional

cost to OC San. Consultant, its subconsultants, and all of their employees shall adhere to all applicable Contractor Safety Standards in Exhibit “D” and the Human Resources Policies in Exhibit “E.”

13. Insurance. Consultant and all its subconsultants/subcontractors shall purchase and maintain, throughout the term of this Agreement and any periods of warranty or extensions, insurance in amounts equal to the requirements set forth in the signed Exhibit “C” – Determined Insurance Requirement Form. Consultant shall not commence work under this Agreement until all required insurance is obtained in a form acceptable to OC San, nor shall Consultant allow any subconsultant/subcontractor to commence service pursuant to a subcontract until all insurance required of the subconsultant/subcontractor has been obtained. Failure to obtain and maintain the required insurance coverage shall result in termination of this Agreement.

14. Indemnification and Hold Harmless Provision.

14.1 To the fullest extent permitted by law, Consultant shall indemnify, defend (at Consultant’s sole cost and expense and with legal counsel approved by OC San, which approval shall not be unreasonably withheld), protect, and hold harmless OC San and all of OC San’s officers, directors, employees, consultants, and agents (collectively the “Indemnified Parties”), from and against any and all claims, damages, liabilities, causes of action, suits, arbitration awards, losses, judgments, fines, penalties, costs, and expenses (including, without limitation, attorneys’ fees, disbursements and court costs, and all other professional, expert or Consultant’s fees and costs, and OC San’s general and administrative expenses; individually, a “Claim”; collectively, “Claims”) which may arise from or are in any manner related, directly or indirectly, to any work performed, or any operations, activities, or services provided by Consultant in carrying out its obligations under this Agreement to the extent of the negligent, recklessness, and/or willful misconduct of Consultant, its principals, officers, agents, employees, Consultant’s suppliers, Consultant, Subconsultants, subcontractors, and/or anyone employed directly or indirectly by any of them, regardless of any contributing negligence or strict liability of an Indemnified Party. Notwithstanding the foregoing, nothing herein shall be construed to require Consultant to indemnify the Indemnified Parties from any Claim arising solely from:

(A) the active negligence or willful misconduct of the Indemnified Parties; or

(B) a natural disaster or other act of God, such as an earthquake; or

(C) the independent action of a third party who is neither one of the Indemnified Parties nor the Consultant, nor its principal, officer, agent, employee, nor Consultant’s supplier, Consultant, Subconsultant, subcontractor, nor anyone employed directly or indirectly by any of them.

14.2 Exceptions (A) through (B) above shall not apply, and Consultant shall, to the fullest extent permitted by law, indemnify the Indemnified Parties, from Claims arising from more than one cause if any such cause taken alone would otherwise result in the obligation to indemnify hereunder.

14.3 Consultant’s liability for indemnification hereunder is in addition to any liability Consultant may have to OC San for a breach by Consultant of any of the provisions of this Agreement. Under no circumstances shall the insurance requirements and limits set forth in this Agreement be construed to limit Consultant’s indemnification obligation or other liability hereunder. The terms of this Agreement are contractual and the result

of negotiation between the parties hereto. Accordingly, any rule of construction of contracts (including, without limitation, California Civil Code Section 1654) that ambiguities are to be construed against the drafting party, shall not be employed in the interpretation of this Agreement.

15. Duty to Defend.

- 15.1 The duty to defend hereunder is wholly independent of and separate from the duty to indemnify and such duty to defend shall exist regardless of any ultimate liability of Consultant and shall be consistent with Civil Code section 2782.8. Such defense obligation shall arise immediately upon presentation of a Claim by any person if, without regard to the merit of the Claim, such Claim could potentially result in an obligation to indemnify one or more Indemnified Parties, and upon written notice of such Claim being provided to Consultant. Payment to Consultant by any Indemnified Party or the payment or advance of defense costs by any Indemnified Party shall not be a condition precedent to enforcing such Indemnified Party's rights to indemnification hereunder. In the event a final judgment, arbitration, award, order, settlement, or other final resolution expressly determines that the claim did not arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, to any extent, then OC San will reimburse Consultant for the reasonable costs of defending the Indemnified Parties against such claims.
- 15.2 Consultant's indemnification obligation hereunder shall survive the expiration or earlier termination of this Agreement until such time as action against the Indemnified Parties for such matter indemnified hereunder is fully and finally barred by the applicable statute of limitations.

16. Independent Contractor.

- 16.1 Consistent with California Government Code section 54957(b), it is understood and agreed that Consultant is acting as an independent contractor for OC San and that Consultant will also function as an officer in the role of General Counsel.
- 16.2 During the performance of this Agreement, Consultant and its officers, employees, and agents shall act in an independent capacity and shall not act as OC San's officers, employees, or agents. OC San assumes no liability for Consultant's action and performance nor assumes responsibility for taxes, funds, payments, or other commitments, expressed or implied, by or for Consultant.
- 16.3 Consultant shall not be considered an agent of OC San for any purpose whatsoever nor shall Consultant have the right to, and shall not, commit OC San to any agreement, contract, or undertaking. Consultant shall not use OC San's name in its promotional material or for any advertising or publicity purposes without prior expressed written consent of OC San.
- 16.4 Consultant shall not be entitled to any benefits accorded to those individuals listed on OC San's payroll as regular employees including, without limitation, worker's compensation, disability insurance, vacation, or holiday or sick pay. Consultant shall be responsible for providing, at Consultant's expense, disability, worker's compensation, and other insurance as well as licenses and permits usual or necessary for conducting the Services hereunder.
- 16.5 Consultant shall be obligated to pay any and all applicable Federal, State, and local payroll and other taxes incurred as a result of fees hereunder. Consultant hereby

indemnifies OC San for any claims, losses, costs, fees, liabilities, damages, or penalties suffered by OC San arising out of Consultant's breach of this provision.

16.6 Consultant shall not be eligible to join or participate in any benefit plans offered to those individuals listed on OC San's payroll as regular employees. Consultant shall remain ineligible for such benefits or participation in such benefit plans even if a court later decides that OC San misclassified Consultant for tax purposes.

17. **Subcontracting and Assignment.** Consultant shall not delegate any duties nor assign any rights under this Agreement without the prior written consent of OC San. Any such attempted delegation or assignment shall be void.

18. **No Solicitation of Employees.**

18.1 Consultant agrees that it shall not, during the term of this Agreement and for a period of one (1) year immediately following expiration or termination of this Agreement or any extension hereof, call on, solicit, or take away any of the employees whom Consultant became aware of as a result of Consultant's Services to OC San.

18.2 Consultant acknowledges that OC San's employees are critical to its business and OC San expends significant resources to hire, employ, and train employees. Should Consultant employ or otherwise engage OC San's employees during the term of this Agreement and for a period of one (1) year following expiration or termination of this Agreement, Consultant shall pay OC San fifty percent (50%) of the former employee's most recent annual salary earned at OC San to accurately reflect the reasonable value of OC San's time and costs. This payment is in addition to any other rights and remedies OC San may have at law.

19. **Confidentiality and Non-Disclosure.**

19.1 Consultant acknowledges that, in performing the Services hereunder, OC San may have to disclose to Consultant, orally and in writing, certain confidential information that OC San considers proprietary and has developed at great expense and effort.

19.2 Consultant agrees to maintain in confidence and not disclose to any person, firm, or corporation, without OC San's prior written consent, any trade secret, confidential information, knowledge, or data relating to the products, process, or operation of OC San.

19.3 Consultant further agrees to maintain in confidence and not to disclose to any person, firm, or corporation any OC San data, information, or material developed or obtained by Consultant during the term of this Agreement.

19.4 Consultant agrees as follows:

19.4.1 To use the confidential information only for the purposes described herein; to not reproduce the confidential information; to hold in confidence and protect the confidential information from dissemination to and use by anyone not a party to this Agreement; and to not use the confidential information to benefit itself or others.

19.4.2 To restrict access to the confidential information to its subconsultant/subcontractor or personnel of Consultant who (1) have a need to have such access and (2) have been advised of and have agreed in writing to treat such information in accordance with the terms of this Agreement.

- 19.4.3 To return all confidential information in Consultant's possession upon termination of this Agreement or upon OC San's request, whichever occurs first.
- 19.4.4 To hold in confidence information and materials, if any, developed pursuant to the Services hereunder.
- 19.4.5 The provisions of this section shall survive termination or expiration of this Agreement and shall continue for so long as the material remains confidential.
20. **Non-Liability of OC San Officers and Employees.** No officer or employee of OC San shall be personally liable to Consultant, or any successor-in-interest, in the event of any default or breach by OC San or for any amount which may become due to Consultant or to its successor, or for breach of any obligation under the terms of this Agreement.
21. **Third-Party Rights.** Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than OC San and Consultant.
22. **Applicable Laws and Regulations.** Consultant shall comply with all applicable Federal, State, and local laws, rules, and regulations. Consultant also agrees to indemnify and hold OC San harmless from any and all damages and liabilities assessed against OC San as a result of Consultant's noncompliance therewith. Any provision required by law to be included herein shall be deemed included as a part of this Agreement whether or not specifically included or referenced.
23. **Licenses, Permits, Ordinances, and Regulations.** Consultant represents and warrants to OC San that it has obtained all licenses, permits, qualifications, and approvals of whatever nature that are legally required to provide the Services. Any and all fees required by Federal, State, County, City, and/or municipal laws, codes, and/or tariffs that pertain to the work performed under this Agreement will be paid by Consultant.
24. **Dispute Resolution.**
- 24.1 The Parties agree that any and all disputes, claims, or controversies arising out of or relating to this Agreement, including, but not limited to, disputes as to the construction or interpretation of this Agreement or any rights or obligations hereunder, shall be submitted to JAMS, or its successor, for mediation in Orange County, California. The Parties will cooperate with JAMS and with one another in selecting a mediator from the JAMS panel of neutrals and in scheduling the mediation proceedings. The Parties agree that they will participate in the mediation in good faith and that they will share equally in its costs.
- 24.2 All offers, promises, conduct, and statements, whether oral or written, made in the course of the mediation by any of the Parties, their agents, employees, experts, and attorneys and by the mediator or any JAMS employees are confidential, privileged, and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the Parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.
- 24.3 Either Party may initiate arbitration with respect to the matters submitted to mediation by filing a written demand for arbitration at any time following 45 days from the date of the mediation (the "Earliest Initiation Date.")

- 24.4 All applicable statutes of limitation and defenses based upon the passage of time shall be tolled starting from the submission of a dispute for mediation until 15 days after the Earliest Initiation Date. The Parties will take such action, if any, required to effectuate such tolling.
- 24.5 Any dispute, claim, or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation, or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, and including, without limitation, federal and state statutory claims, common law claims, and those based in contract, tort, fraud, misrepresentation, or any other legal theory shall be determined by arbitration in Orange County, California. The issues in dispute shall be submitted to arbitration pursuant to Code of Civil Procedure, Part 3, Title 9, sections 1280 et seq. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures. Except that discovery may be conducted in connection with the arbitration proceeding pursuant to Code of Civil Procedure section 1283.05. The Parties are not precluded from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.
- 24.6 The Parties will work together to select an agreed upon arbitrator. In the absence of agreement, each party shall select an arbitrator and those two (2) arbitrators shall select a third. The arbitrator shall decide each and every dispute in accordance with the laws of the State of California. The arbitrator's decision and award shall be subject to review for errors of fact or law in the Superior Court for the County of Orange, with a right of appeal from any judgment issued therein.
25. **Remedies.** In addition to other remedies available in law or equity, if the Consultant fails to make delivery of the Services or repudiates its obligations under this Agreement, or if OC San rejects the Services or revokes acceptance of the Services, OC San may cancel the Agreement.
26. **Termination.**
- 26.1 OC San reserves the right to terminate this Agreement for its convenience, with or without cause, in whole or in part, at any time, by written notice from OC San. Upon receipt of a termination notice, Consultant shall immediately discontinue all work under this Agreement (unless the notice directs otherwise). OC San shall thereafter, within thirty (30) days, pay Consultant for work performed (cost and fee) through the date of termination. Such notice of termination shall terminate this Agreement and release OC San from any further fee, cost, or claim hereunder by Consultant other than for work performed through the date of termination.
- 26.2 OC San reserves the right to terminate this Agreement immediately upon OC San's determination that Consultant is not complying with the Scope of Work requirements, if the level of service is inadequate, or for any other default of this Agreement.
- 26.3 OC San may also immediately terminate this Agreement for default, in whole or in part, by written notice to Consultant:
- if Consultant becomes insolvent or files a petition under the Bankruptcy Act; or
 - if Consultant sells its business; or
 - if Consultant breaches any of the terms of this Agreement.

26.4 All OC San's property in the possession or control of Consultant shall be returned by Consultant to OC San on demand or at the expiration or termination of this Agreement, whichever occurs first.

27. **Attorney's Fees.** If any action at law or in equity or if any proceeding in the form of an Alternative Dispute Resolution (ADR) is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which the prevailing party may be entitled.
28. **Waiver.** The waiver by either party of any breach or violation of, or default under, any provision of this Agreement, shall not be deemed a continuing waiver by such party of any other provision or of any subsequent breach or violation of this Agreement or default thereunder. Any breach by Consultant to which OC San does not object shall not operate as a waiver of OC San's rights to seek remedies available to it for any subsequent breach.
29. **Severability.** If any section, subsection, or provision of this Agreement, or any agreement or instrument contemplated hereby, or the application of such section, subsection, or provision is held invalid, the remainder of this Agreement or instrument in the application of such section, subsection, or provision to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, unless the effect of such invalidity shall be to substantially frustrate the expectations of the Parties.
30. **Survival.** The provisions of this Agreement dealing with payment, indemnity, and forum for enforcement shall survive expiration or early termination of this Agreement.
31. **Governing Law.** This Agreement shall be governed by and interpreted under the laws of the State of California and the Parties submit to jurisdiction in the County of Orange in the event any action is brought in connection with this Agreement or the performance thereof.
32. **Notices.**
32.1 All notices under this Agreement must be in writing. Written notice shall be delivered by personal service, by electronic telecommunication, or sent by registered or certified mail, postage prepaid, return receipt requested, or by any other overnight delivery service which delivers to the noticed destination and provides proof of delivery to the sender. Rejection or other refusal to accept or the inability to deliver because of changed address for which no notice was given as provided hereunder shall be deemed to be receipt of the notice, demand, or request sent. All notices shall be effective when first received at the following addresses:

OC San: Rob Thompson
General Manager
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, CA 92708
Rthompson@ocsan.gov

Consultant: Scott C. Smith
Partner
Best Best & Krieger LLP
18101 Von Karman Avenue, Suite 1000
Irvine, CA 92612
scott.smith@bbklaw.com

32.2 Each party shall provide the other party written notice of any change in address as soon as practicable.

33. Authority to Execute. The persons executing this Agreement on behalf of the Parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the Parties are formally bound.

34. Entire Agreement. This Agreement constitutes the entire agreement of the Parties and supersedes all prior written or oral communications and all contemporaneous oral agreements, understandings, and negotiations between the Parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, intending to be legally bound, the Parties hereto have caused this Agreement to be signed by their duly authorized representatives.

ORANGE COUNTY SANITATION DISTRICT

Dated: _____

By: _____
Chad P. Wanke
Chair, Board of Directors

Attest:

Kelly A. Lore, MMC
Clerk of the Board

Approved as to form:

Alex Ackerman
Special Counsel, Alston & Bird

BEST BEST & KRIEGER LLP

Dated: _____

By: _____
Scott C. Smith, Partner

EXHIBIT A
SCOPE OF WORK
For
General Legal Services

**EXHIBIT A
SCOPE OF WORK
GENERAL LEGAL SERVICES
SPECIFICATION NO. CS-2024-1440BD**

EXECUTIVE SUMMARY/OVERVIEW

The Orange County Sanitation District (OC San) operates the third largest wastewater agency west of the Mississippi River. Since 1954, we have safely collected, treated, and disposed of and/or reclaimed the wastewater generated by 2.6 million people living and working in central and northwestern Orange County, California.

Each day we treat approximately 180 million gallons of wastewater, enough water to fill Anaheim stadium over two and a quarter times. About 80 percent of the wastewater comes from homes – sinks, toilets, showers, laundry, and dishwashers. The remaining come from businesses – retail stores, restaurants, manufacturers, hotels, offices, and other industries.

OC San is a special district, governed by a 25-member Board of Directors. For the Fiscal Year 2022-23, OC San’s total Operating and Capital Improvement Program budget was \$476.5 million.

We employ a staff of over 600 employees in professional, administrative, technical, and trade occupations, managing the day-to-day activities of OC San, including, but not limited to, in areas of public works, contracts, environmental, air quality, real estate, and utility rates. We have a diverse workforce in various job classifications including plant operators, mechanics, electricians, engineers, scientists, accountants, construction inspectors, among many others. Our facilities include 388 miles of sewer pipes, located throughout the county, and two treatment plants (one in Fountain Valley, CA and the other in Huntington Beach, CA) where wastewater is treated in accordance with strict state and federal standards. A future Headquarters Complex building to house OC San’s administrative support departments is slated for completion in early 2024.

Our employees are on duty protecting public health and the environment by ensuring the sewer system operates efficiently 24 hours a day, seven days a week, and 365 days a year. We take pride in providing quality service to our ratepayers.

1 PURPOSE

OC San is seeking proposals (Proposals) from qualified legal firms (hereinafter referred to as “Consultant(s)”) to provide legal services on an as-needed basis. Proposals are solicited in accordance with the terms, conditions, and instructions set forth in the Request for Proposal (RFP).

OC San intends to receive and evaluate Proposals from Consultants and enter into a Professional Services Agreement(s) (Agreement) for the legal services to be provided by the successful firm(s). OC San expects the Consultants providing legal services to be service-oriented, actively involved in the business of OC San, creative in finding solutions to matters, proactive in assisting OC San’s officials and staff mitigate risks and avoid legal pitfalls, and tenacious in defending against claims and lawsuits.

OC San reserves the right to award an Agreement to a single firm for all the legal services requested or multiple Agreements to various firms for general services and/or specified areas of law listed in section 6, Areas of Law and Requirements, below.

2 BACKGROUND

OC San currently has one firm providing legal services in all areas listed in section 6, Areas of Law and Requirements, below. Over recent years, OC San has conducted an effort to competitively solicit all current services to ensure OC San is receiving the best value and service available. OC San currently spends between \$1.3 million to \$1.8 million annually for legal services outlined in this RFP.

In 2023, OC San conducted a solicitation to procure and award contracts for Human Resources legal services. The service covered under those agreements are not included in this solicitation.

The following are some data of interest for Consultants. OC San

- Has 49 active construction contracts valued at over \$750 million
- Annually issues over 5,000 purchase orders
- Has over 100 air quality permits
- Adopted 5-year rate increases in 2023
- Has a 10-year CIP budget of \$3.1 billion

3 DESCRIPTION

Through this RFP, OC San seeks qualified legal firms with local offices to act as OC San's outside counsel to provide legal advice and defense on matters, including, but not limited to, general counsel, public works construction, environmental law, general contracts, utility rate setting, real estate and related matters, air quality law, and other legal advisory services on an as-needed basis.

OC San may continue to employ attorneys who leave a firm selected under this RFP to complete any matters that are pending at the time the attorney leaves the employment of the firm, and OC San may continue to work with such attorney in new matters. Firms selected under this RFP shall cooperate in this respect.

OC San may also hire attorneys outside this procurement when a legal matter requires specialized knowledge, experience, or capacity that the firms selected through this RFP do not possess. This RFP does not entitle any selected firm to obtain actual assignments from OC San. Whether or not a selected firm is given assignments depends on the nature of the matter, the qualifications of the selected firm(s), and the needs of OC San.

OC San seeks legal services from qualified legal firm(s) with expertise in the areas of law detailed in section 6, Areas of Law and Requirements, below. The services shall be provided under the direction of OC San's Board of Directors or the General Manager, or designee. Consultant shall be retained and compensated in accordance with the fee schedule attached to the Agreement. OC San reserves the right not to accept all terms of the fee schedule submitted by Consultant(s).

Should a conflict of interest arise on an assignment, OC San may engage an alternative firm for such assignment.

OC San makes no commitment or guarantee as to the services that may be requested or billable hours to be worked by Consultant.

4 QUALIFICATIONS

Consultant and its attorneys must possess all active licenses and registrations necessary to practice law in the State of California. Further, it is required that Consultant has the experience and abilities listed below.

- Consultants or their attorneys shall have at least 10 years' experience providing legal services for special districts, municipalities, or other local public agencies in the areas of law specified below and for which they are submitting a Proposal, and the staff availability to meet OC San's needs in a timely manner.
- Substantial knowledge and experience in the interpretation of state, federal, and local laws and codes as they relate to special districts and wastewater agencies
- Substantial experience in working with agencies and public boards with multi-million-dollar annual budgets
- Substantial expertise and experience in all aspects of contract law as it pertains to the Public Contract Code and Government Code
- Substantial knowledge of the Brown Act, Political Reform Act, and Government Code section 1090
- Demonstrated ability to speak clearly, concisely, and effectively in public
- Skillful in relating easily and effectively with all members of the Board of Directors, General Manager, OC San staff, and the public

5 GENERAL REQUIREMENTS

Consultant shall:

- Adhere to the highest standards of fiscal, ethical responsibility and accountability
- Provide quality service that meets OC San's needs. This should be achieved through the Consultant's experienced legal team, who shall demonstrate proficiency in the applicable areas of law specified in section 6, Areas of Law and Requirements, below; efficient use of workforce; material resources; and technology to deliver the requested services
- Respond to inquiries from OC San within 24 hours of the initial contact and maintain reasonable availability to respond to requests and events of an emergent nature that expose OC San to serious potential legal liability
- Be promptly available for telephone consultation and to render written opinions on given issues related to OC San business in a timely manner
- Provide written and/or oral reports in a timely manner to the Board of Directors regarding status of any legal actions in which OC San is or may be involved.

6 AREAS OF LAW AND REQUIREMENTS

a. General Counsel

- Provide general legal advice
- Provide advice on
 - wastewater business and administration
 - consulting and training services
 - Board policies and procedures
 - California Public Records Act
- Provide interpretation of and advice on the Public Contract Code and Government Code as it pertains to business matters and public construction
- Provide advice and assistance with Intergovernmental agreements, partnerships, and complex contracts, including drafting, reviewing, negotiating, and related litigation
- Represent OC San in
 - inter-agency projects and other legal matters
 - administrative, litigation, and court proceedings
- Maintain knowledge base of issues facing sewer and special districts and be prepared to offer advice and legal opinions in a timely manner
- Prepare, review, consult, and approve contracts
- Review and approve legislative documents for Board of Directors' action items
- Assess liability for Board of Directors and Elected Official issues
- Work with other assigned OC San counsel as needed
- Attend work sessions and regular Board meetings (open and closed sessions) and special Board meetings/workshops with the Board of Directors and staff when requested
- Advise on Brown Act and Board agenda items
- Report to and receive assignments from the General Manager or designee
- Monitor and/or supervise litigation activity handled by other firms
- Review citations for violations of OC San ordinances in accordance with criminal/civil law and procedures; prepare and try infractions, misdemeanors, and ordinance violations as required and requested by the General Manager
- Represent and advise the Board of Directors as the governing body and all OC San officers in all matters of law pertaining to their offices
- Represent and appear in legal proceedings for any current or former OC San Officer and/or employee for which such officer or employee is entitled by law to representation furnished by OC San
- Investigate all claims and complaints by or against OC San and prepare civil cases and act as trial counsel as required and requested by the Board of Directors or General Manager
- Oversee and manage OC San's legal affairs ensuring that OC San's policies and programs and activities of OC San's employees and agents are carried out in compliance with all applicable laws and that the best interests of OC San are otherwise protected to the fullest extent possible
- Attend, in-person or remotely, regular or special meetings of OC San and its duly appointed committees for which attendance is requested by the General Manager/Board Chair, unless excused by the General Manager/Board Chair
- Attend Board meetings and be prepared to advise the Board of Directors and staff on matters on the agenda as well as parliamentary procedure and substantive issues that may arise

- Attend in-person Executive Management meetings twice per month, unless excused by the General Manager
- Conduct regular office hours at the OC San designated office. Preferred office hours are half a day four times a month, or as negotiated
- Review agendas and conduct related consultation with OC San staff and members of the Board of Directors regarding the proper placement and/or description of business items on agendas
- Review, analyze, redact, and/or develop written responses to California Public Records Act requests (Government Code section 6250 et seq.)
- Other services as necessary

b. Public Construction

- Provide interpretation and advice on public works, including drafting, reviewing, negotiating, and litigating contracts in accordance with the Public Contract Code, Government Code, and other applicable codes
- Provide advice and guidance on competitive bid requirements in accordance with the Public Contract Code, Government Code, and other applicable codes
- Provide advice on labor compliance and reporting obligations
- Provide advice and direction on public works and construction, including:
 - liability
 - construction claims and litigation
 - bid and contractor compliance
- Provide advice and guidance as required on various construction and construction management delivery methods, such as CM, CM at Risk, CM Agency, Design-Build, Progressive Design Build, Design-Bid-Build, etc.
- Advise OC San's Board of Directors, General Manager, and designated staff on various legal and construction issues
- Demonstrate a track record for preparing documents and legal advice that will limit OC San's exposure to litigation and change orders, and then minimizing the impact of change orders and effectively handling any potential post-construction litigation
- Other public construction matters

c. Environmental Law

- California Environmental Quality Act (CEQA)
- National Environmental Policy Act
- Other applicable laws and regulations

d. Air Quality

- Rule Interpretation
- Permitting
 - Case precedent consultation
 - Rule applicability (i.e., Supercritical Water Oxidation and Sewage Sludge Incineration Rule)
 - Lowest Achievable Emissions Rate/ Best Available Control Technology
 - CEQA, specific to permit issuance
- SCAQMD/CARB/EPA Enforcement: Title V, non-Title V, and Mobile/Portable Sources
 - Notice of Violation Settlement Agreements
 - Supplemental Environmental Projects

- Variances before SCAQMD Hearing Board
- Order of Abatement
- Compliance Risk Analyses
- Legal Guidance Memos
 - Auditing/self-reporting
- Other applicable laws and regulations

e. Utility Rate Setting

- Taxes
- Assessments
- Fees
- Proposition 218
- Other financial advice

f. Real Estate and Related Matters

- Acquisition/disposal
- Leases
- Eminent domain
- Easements
- Right of Way
- Encroachments
- Permits
- Other related agreements and negotiations

g. General Contracts

- Risk transfer provisions
- Advice and counsel on contract term negotiation
- Contract form and template updates
- Other contract matters

7 DELIVERABLES

a. Invoices

- Consultant shall issue detailed monthly invoices to OC San, which shall include a detailed description of services, date(s) of service, billed hours, hourly rate, attorney's name, and details regarding any additional costs incurred. Consultant shall also include a summary page of the key areas reflecting the overall time and cost.
- Invoices shall be submitted electronically in a format that can be uploaded and sorted.

b. Reports

- Consultant shall prepare and submit to OC San monthly and as requested reports concerning the outcome of Consultant's performance of the services rendered.
- Consultant shall provide ongoing and as requested written status updates to the General Manager or designee on all litigated matters.
- Reports shall be submitted electronically in a format that can be uploaded and sorted.

c. Meetings

- Consultant shall attend quarterly meetings with OC San's General Manager or designee to review current status of open tasks.
- Consultant shall attend OC San's Committee and Board meetings as requested and provide updates and/or legal advice during the meetings.

EXHIBIT B
TECHNICAL PROPOSAL AND COST PROPOSAL
For
General Legal Services



BBK
BEST BEST & KRIEGER LLP



Proposal for General Legal Services
Orange County Sanitation District
March 7, 2024

Best Best & Krieger LLP
Scott C. Smith
Scott.Smith@bbklaw.com



bbklaw.com



Exhibit B Rate Schedule - Introduction

BBK has provided Exhibit B Rate Schedule for the following Areas of Law:

General Counsel (General and Special Services)
Public Construction (General and Special Services)
Environmental Law
Air Quality
Utility Rate Setting
Real Estate and Related Matters
General Contracts (General and Special Services)

Proposed Roster

Please note that BBK will update this roster on an annual basis:

Area of Law	Attorney	Title
General Counsel	Scott Smith	Partner
General Counsel	Mal Richardson	Partner
General Counsel	Ryan Baron	Partner
General Counsel	Sonia Carvalho	Partner
Public Construction	Rebecca Chaparro	Partner
Public Construction	Michael Maurer	Partner
Environmental Law	Andre Monette	Partner
Environmental Law	Alisha Winterswyk	Partner
Environmental Law	Ryan Baron	Partner
Air Quality	Wendy Wang	Partner
Air Quality	Ryan Baron	Partner
Utility Rate Setting	Lutfi Kharuf	Partner
Real Estate & Related Matters	Glen Price	Partner
Real Estate & Related Matters	Nancy Park	Partner
General Contracts	Scott Smith	Partner
General Contracts	Sonia Carvalho	Partner
General Contracts	Mal Richardson	Partner

Cost of Living Adjustment

We are happy to discuss mutually agreed upon adjustments whenever necessary. In addition, on July 1, 2025, and each July 1st thereafter, all hourly rates and amounts will be increased for the change in the cost of living for the prior calendar year, as shown by the U.S. Department of Labor in its All Urban Consumers Index set forth for the Los Angeles-Long Beach-Anaheim area.

Exhibit B
Rate Schedule
(Upload file separately from Response File)
General Legal Services
Specification No. CS-2024-1440BD

General Counsel - General Services

Area of Law

Personnel Role (or equivalent)	Title	Name	Hourly Rate
Lead Director (equivalent of Partner)	Partner	On attached roster	\$360
Director (equivalent of Partner)	Partner	On attached roster	\$360
Principal			
Shareholder			
Of Counsel	Of Counsel		\$360
Senior Counsel			
Partner			
Senior Associate			
Mid-level Associate			
Associate	Associate		\$310
Law Clerk	Law Clerk		\$180
Paralegal	Paralegal		\$180
Subconsultant/Subcontractor			
Administrative Support Staff			
Other, if applicable	Municipal Analyst		\$180
Other, if applicable	Research Analyst		\$180
Other, if applicable	Litigation Analyst		\$180
Other, if applicable	PRA/ARC Team*		\$230
Other, if applicable			
Other, if applicable			

Task/Cost	Rate

*Note: PRA/ARC team consists of attorneys, paralegals, law clerks and analysts. The Advanced Records Center (ARC) team handles PRA requests and processing as well as policy drafting if needed. Policy drafting includes reviewing, assessing and updating records-related policies to reflect current legal standards and best practices.

Area of Law

The following legal services are **excluded** from the General Counsel - General Services pricing (these services are included in the General Counsel - Special Services pricing sheet):

1. Litigation, claims and substantial exposure to litigation as defined in the Brown Act, including formal administrative or other adjudicatory hearing matters.
2. Labor relations and employment matters.
3. Non-routine real estate matters (e.g., deed or title work).
4. Land acquisition and disposal matters (including pre-condemnation).
5. Taxes, fees and charges matters (e.g., Prop. 218 and Mitigation Fee Act).
6. Public construction disputes.
7. Non-routine contract negotiation matters (including "off-template" non-BBK agreements).
8. Non-routine land use and development matters (including development agreements).
9. Environmental matters (e.g., CEQA, NEPA, endangered species).
10. Toxic substances matters.
11. Renewable energy and energy efficiency project contracts and power purchase agreements.
12. Water quality (stormwater, NPDES).
13. Water law matters.
14. Public utility matters (e.g., electric, natural gas, telecommunications, water, rail or transit that involve state or federal regulatory issues).
15. Tax and ERISA related matters, employee and retirement benefits.
16. Intergovernmental Relations and Advocacy efforts (e.g. legislative and regulatory representation) at the federal and state level.
17. Other matter mutually agreed upon between BBK and the District.

Area of Law

The following legal services are **included** in General Counsel - Special Services pricing:

1. Litigation, claims and substantial exposure to litigation as defined in the Brown Act, including formal administrative or other adjudicatory hearing matters.
2. Labor relations and employment matters.
3. Non-routine real estate matters (e.g., deed or title work).
4. Land acquisition and disposal matters (including pre-condemnation).
5. Taxes, fees and charges matters (e.g., Prop. 218 and Mitigation Fee Act).
6. Public construction disputes.
7. Non-routine contract negotiation matters (including "off-template" non-BBK agreements).
8. Non-routine land use and development matters (including development agreements).
9. Environmental matters (e.g., CEQA, NEPA, endangered species).
10. Toxic substances matters.
11. Renewable energy and energy efficiency project contracts and power purchase agreements.
12. Water quality (stormwater, NPDES).
13. Water law matters.
14. Public utility matters (e.g., electric, natural gas, telecommunications, water, rail or transit that involve state or federal regulatory issues).
15. Tax and ERISA related matters, employee and retirement benefits.
16. Intergovernmental Relations and Advocacy efforts (e.g. legislative and regulatory representation) at the federal and state level.
17. Other matter mutually agreed upon between BBK and the District.

Exhibit B
Rate Schedule
 (Upload file separately from Response File)
General Legal Services
Specification No. CS-2024-1440BD

Public Construction

Area of Law

Personnel Role (or equivalent)	Title	Name	Hourly Rate
Lead Director (equivalent of Partner)	Partner	On attached roster	\$450
Director (equivalent of Partner)	Partner	On attached roster	\$450
Principal			
Shareholder			
Of Counsel	Of Counsel		\$450
Senior Counsel			
Partner			
Senior Associate			
Mid-level Associate			
Associate	Associate		\$350
Law Clerk	Law Clerk		\$180
Paralegal	Paralegal		\$180
Subconsultant/Subcontractor			
Administrative Support Staff			
Other, if applicable	Municipal Analyst		\$180
Other, if applicable	Research Analyst		\$180
Other, if applicable	Litigation Analyst		\$180
Other, if applicable			
Other, if applicable			
Other, if applicable			

Task/Cost	Rate

NOTE: Contract review for on-template contracts and District forms will be billed at our General Counsel rates.

Exhibit B
Rate Schedule
 (Upload file separately from Response File)
General Legal Services
Specification No. CS-2024-1440BD

General Contracts

Area of Law

Personnel Role (or equivalent)	Title	Name	Hourly Rate
Lead Director (equivalent of Partner)	Partner	On attached roster	\$450
Director (equivalent of Partner)	Partner	On attached roster	\$450
Principal			
Shareholder			
Of Counsel	Of Counsel		\$450
Senior Counsel			
Partner			
Senior Associate			
Mid-level Associate			
Associate	Associate		\$350
Law Clerk	Law Clerk		\$180
Paralegal	Paralegal		\$180
Subconsultant/Subcontractor			
Administrative Support Staff			
Other, if applicable	Municipal Analyst		\$180
Other, if applicable	Research Analyst		\$180
Other, if applicable	Litigation Analyst		\$180
Other, if applicable			
Other, if applicable			
Other, if applicable			

Task/Cost	Rate

NOTE: Contract review for on-template contracts and District forms will be billed at our General Counsel rates.



STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3672

Agenda Date: 6/26/2024

Agenda Item No: 5.

FROM: Robert Thompson, General Manager
Originator: Lorenzo Tyner, Assistant General Manager

SUBJECT:

PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR GENERAL LEGAL SERVICES IN THE AREAS OF ENVIRONMENTAL LAW AND AIR QUALITY

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Approve a Professional Consultant Services Agreement with Allen Matkins Leck Gamble Mallory & Natsis LLP for General Legal Services in the areas of Environmental Law and Air Quality, Specification No. CS-2024-1440BD, for the period beginning July 1, 2024 through June 30, 2029 with one (1) optional five-year renewal.

BACKGROUND

In September 2023, the Steering Committee established the General Legal Services Ad Hoc Committee to review the current general legal services contract, the policy and process surrounding the contract, and to potentially bid general counsel legal services.

The current general legal counsel, Woodruff and Smart, has been serving Orange County Sanitation District (OC San) since 1975. An informal competitive solicitation process was conducted in 2005, resulting in the incumbent being awarded a contract for the services, with Bradley R. Hogin named as Principal General Counsel. In 2008, the agreement was amended to annually adjust rates by Consumer Price Index.

RELEVANT STANDARDS

- Comply with applicable employment and labor laws
- Ensure the public's money is wisely spent
- Maintain positive employer-employee relations
- Provide a safe and collegial workplace

PROBLEM

A solicitation for general legal counsel services has not been conducted since 2005. The Steering Committee requested that the General Legal Services Ad Hoc Committee evaluate the need to conduct a formal solicitation for general legal counsel services.

PROPOSED SOLUTION

Approve a Professional Consultant Services Agreement with Allen Matkins Leck Gamble Mallory & Natsis LLP (Allen Matkins) for General Legal Services in the areas of Environmental Law and Air Quality as backup to Best Best & Krieger LLP in the event of conflicts or other complications.

Approval of a Professional Consultant Services Agreement with Best Best & Krieger LLP for Legal Services for General Counsel and all other areas of law will be recommended in a separate agenda item.

TIMING CONCERNS

The RFP process was initiated in February 2024 and completed in June 2024, resulting in two (2) legal firms being identified for consideration by the Board of Directors to provide legal services.

RAMIFICATIONS OF NOT TAKING ACTION

Without approval of the agreement, access to legal guidance and consultation from this firm on environmental and air quality matters will be delayed.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

A Request for Proposal was issued on February 8, 2024, via PlanetBids. Proposals were due on March 7, 2024. OC San received nine (9) proposals which are valid for 180 calendar days from proposal submittal date.

The following firms submitted proposals:

- Aleshire & Wynder, LLP
- Allen Matkins
- BDG Law Group
- Best Best & Krieger LLP
- Burke, Williams & Sorenson, LLP
- Hanson Bridgett LLP
- Richard D. Jones
- Rutan & Tucker, LLP
- Woodruff & Smart

Firms were able to submit proposals on the following areas of law:

- General Counsel
- Public Construction
- Environmental Law
- Air Quality
- Utility Rate Setting

- Real Estate Matters and Related Matters
- General Contract

The table below shows the areas of law that each firm submitted a proposal on:

Area of Law	Aleshire & Wynders, LLP	Allen Matkin	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridge tt LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
General Counsel	X			X	X	X	X	X	X
Public Construction	X		X	X	X	X	X	X	X
Environmental Law	X	X	X	X	X	X	X	X	X
Air Quality	X	X		X	X	X	X	X	X
Utility Rate Setting	X			X	X	X	X	X	X
Real Estate & Related Matters	X	X	X	X	X	X	X	X	X
General Contract	X		X	X	X	X	X	X	X

All proposals were reviewed by OC San’s Purchasing Division (Purchasing) and deemed responsive. The evaluation process then consisted of three rounds:

- Round 1 - Evaluation of written proposals
- Round 2 - Staff interviews on all areas of law
 - Second interviews for General Counsel area of law by the Steering Committee.
- Round 3 - Offered rates and reference checks

Individual scoring was the chosen method of evaluation for this procurement on each area of law, in each round.

Round 1 - Evaluation of Written Proposals

Prior to receipt of proposals, an evaluation team was formed consisting of Assistant General Manager (non-scorer), Director of Finance, Director of Environmental Services, and Director of Engineering. The team was chaired by a Purchasing representative as a non-voting member. On March 12, 2024, an evaluation kick-off meeting was held with the evaluation team to discuss the policies and procedures of the evaluation process.

Each area of law was evaluated based on the following criteria:

CRITERION	WEIGHT
1. Engagement Management	15%
2. Qualifications of Firm	35%
3. Staffing Qualifications	50%

Members of the team performed an independent review of the proposals for each area of law. After the individual scoring, the evaluators met as a group with the Buyer to discuss their preliminary scores and discuss any questions/concerns they had. Detailed scoring for each criterion can be found in attached.

Area of Law	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
General Counsel	54.8%	-	-	77.7%	77.1%	77.0%	64.0%	67.6%	74.5%
Public Construction	33.8%	-	67.0%	71.3%	70.3%	73.0%	39.3%	38.8%	69.6%
Environmental Law	33.8%	78.8%	62.3%	70.5%	70.7%	67.0%	37.9%	40.2%	69.6%
Air Quality	32.7%	68.3%	-	66.7%	59.0%	72.5%	37.9%	37.3%	27.0%
Utility Rate Setting	33.8%	-	-	72.8%	73.7%	67.2%	37.9%	37.3%	73.8%
Real Estate & Related Matters	39.7%	80.2%	69.7%	71.4%	73.2%	69.0%	39.3%	34.5%	70.3%
General Contract	39.5%	-	66.8%	71.9%	74.6%	71.6%	44.4%	43.0%	71.0%

The top firms in each area of law were selected to move on to round 2 of the evaluation process:

Area of Law	Aleshire & Wynders, LLP	Allen Matkin	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
General Counsel				X	X	X	X	X	X
Public Construction				X	X	X			X
Environmental Law		X		X	X				X
Air Quality		X		X		X			
Utility Rate Setting				X	X				X
Real Estate & Related Matters		X		X	X				
General Contract				X	X	X			X

Round 2 - Interviews

Scoring reset for Round 2 and the evaluation team for the interviews in all areas of law remained the same as in Round 1. The interviews were conducted on the week of May 6, 2024 and each area of law was evaluated based on the following criteria:

CRITERION	WEIGHT
1. Presentation	10%
2. Engagement Management	15%
3. Qualifications of Firm	30%
4. Staffing Qualifications	45%

Area of Law	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
General Counsel		84.4%	75.2%	74.2%	61.5%	71.3%	68.4%
Public Construction		83.1%	70.9%	74.7%			64.9%
Environmental Law	83.1%	83.2%	64.7%				70.5%
Air Quality	84.6%	83.1%		76.6%			
Utility Rate Setting		85.8%	70.9%				69.5%
Real Estate & Related Matters	84.1%	83.6%	74.3%				
General Contract		81.9%	74.4%	74.4%			71.3%

The top firms for each area of law, excluding General Counsel, were advanced to Round 3 of the evaluation process. The process for General Counsel followed additional steps not relevant to this item.

Round 3 - Offered Rates and Reference Checks

Round 3 of the evaluation process was to compare the rates offered by each firm in their respective areas of law, and to conduct reference surveys for each firm. The evaluation criteria considered the interview scoring from Round 2 and was as follows:

CRITERION	WEIGHT
1. Interview	80%
2. Offered Rates	10%
3. References	10%

Area of Law	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
General Counsel		89.6%		
Public Construction		86.4%		78.4%
Environmental Law	80.8%	86.5%		
Air Quality	80.2%	86.4%		
Utility Rate Setting		85.8%	76.6%	
Real Estate & Related Matters	82.8%	86.8%		
General Contract		82.7%	79.4%	75.0%

All proposals were accompanied by a sealed rate sheet. Only the rate sheets for the firms in Round 3 were opened.

Based on these results, staff recommends approving a Professional Consultant Services Agreement with Allen Matkins for General Legal Services in the areas of Environmental Law and Air Quality due to a more likely prospect of conflict or other complication limiting legal services by the proposed General Counsel. The term of these agreements will begin July 1, 2024 through June 30, 2029, with one (1) optional five-year renewal.

Approval of a Professional Consultant Services Agreement with Best Best and Krieger for Legal Services for General Counsel and all other areas of law will be recommended in a separate agenda item.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San’s Purchasing Ordinance. This item has been budgeted (Budget FY 2024-25 and 2025-26, Section 5, Page 6, Legal) and the budget is sufficient for the recommended action.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Detailed Scoring
- Professional Consultant Services Agreement

Detailed Scoring

General Legal Services: CS-2024-1440BD

Round 1 – Evaluation of Written Proposals

Each area of law was evaluated based on the following criteria:

CRITERION	WEIGHT
1. Engagement Management	15%
2. Qualifications of the Firm	35%
3. Staff Qualifications	50%

Scores shown in Round 1 are rounded to the nearest whole number.

General Counsel

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	-	-	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	20%	-	-	26%	26%	26%	21%	23%	26%
Staff Qualifications	50%	28%	-	-	39%	39%	41%	33%	36%	39%
Total	100%	55%	-	-	78%	77%	77%	64%	68%	75%

Public Construction

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	-	11%	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	12%	-	22%	23%	23%	26%	12%	12%	25%
Staff Qualifications	50%	15%	-	34%	35%	35%	37%	17%	18%	35%
Total	100%	34%	-	67%	71%	70%	73%	39%	39%	70%

Environmental Law

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	12%	11%	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	12%	26%	21%	23%	24%	23%	12%	13%	25%
Staff Qualifications	50%	15%	41%	30%	35%	35%	34%	16%	18%	35%
Total	100%	34%	79%	62%	71%	71%	67%	38%	40%	70%

Air Quality

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	12%	11%	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	11%	23%	0%	22%	19%	24%	12%	12%	7%
Staff Qualifications	50%	15%	33%	0%	32%	28%	38%	16%	16%	10%
Total	100%	33%	68%	11%	67%	59%	72%	38%	37%	27%

Utility Rate Setting

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	-	-	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	12%	-	-	24%	24%	23%	12%	12%	26%
Staff Qualifications	50%	15%	-	-	36%	38%	34%	16%	16%	38%
Total	100%	34%	-	-	73%	74%	67%	38%	37%	74%

Real Estate and Related Matters

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	12%	11%	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	14%	27%	24%	22%	24%	24%	12%	11%	24%
Staff Qualifications	50%	19%	41%	35%	36%	37%	35%	17%	15%	36%
Total	100%	40%	80%	70%	71%	73%	69%	39%	35%	70%

General Contracts

Criteria	Weight	Aleshire & Wynder, LLP	Allen Matkins	BDG Law Group	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Engagement Management	15%	7%	-	11%	13%	12%	10%	10%	9%	10%
Qualifications of Firm	35%	14%		23%	24%	25%	26%	14%	14%	25%
Staff Qualifications	50%	18%	-	34%	35%	38%	36%	20%	20%	36%
Total	100%	39%	-	67%	72%	75%	72%	44%	43%	71%

Round 2 – Interviews

Each area of law was evaluated based on the following criteria:

CRITERION	WEIGHT
1. Presentation	10%
2. Engagement Management	15%
3. Qualifications of the Firm	30%
4. Staff Qualifications	45%

General Counsel

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	-	9.0%	7.3%	7.2%	6.2%	7.2%	7.0%
Engagement Management	15%	-	12.8%	11.4%	11.1%	8.4%	10.0%	9.5%
Qualifications of Firm	30%	-	25.5%	22.0%	21.0%	18.0%	20.7%	20.0%
Staff Qualifications	45%	-	37.1%	34.5%	34.9%	28.9%	33.4%	31.9%
Total	100%	-	84.4%	75.2%	74.2%	61.5%	71.3%	68.4%

Public Construction

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	-	9.0%	7.3%	7.2%	-	-	7.0%
Engagement Management	15%	-	12.8%	11.4%	11.1%	-	-	9.5%
Qualifications of Firm	30%	-	24.5%	23.0%	21.5%	-	-	21.0%
Staff Qualifications	45%	-	36.8%	29.2%	34.9%	-	-	27.4%
Total	100%	-	83.1%	70.9%	74.7%	-	-	64.9%

Environmental Law

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	8.5%	9.0%	7.3%	-	-	-	7.0%
Engagement Management	15%	12.4%	12.8%	11.4%	-	-	-	9.5%
Qualifications of Firm	30%	24.0%	25.0%	17.5%	-	-	-	22.5%
Staff Qualifications	45%	38.3%	36.4%	28.5%	-	-	-	31.5%
Total	100%	83.1%	83.2%	64.7%	-	-	-	70.5%

Air Quality

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	8.5%	9.0%	-	7.2%	-	-	-
Engagement Management	15%	12.4%	12.8%	-	11.1%	-	-	-
Qualifications of Firm	30%	25.5%	24.5%	-	23.0%	-	-	-
Staff Qualifications	45%	38.2%	36.8%	-	35.3%	-	-	-
Total	100%	84.6%	83.1%	-	76.6%	-	-	-

Utility Rate Setting

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	-	9.0%	7.3%	-	-	-	7.0%
Engagement Management	15%	-	12.8%	11.4%	-	-	-	9.5%
Qualifications of Firm	30%	-	25.0%	21.5%	-	-	-	21.5%
Staff Qualifications	45%	-	39.0%	30.7%	-	-	-	31.5%
Total	100%	-	85.8%	70.9%	-	-	-	69.5%

Real Estate and Related Matters

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	8.5%	9.0%	7.3%	-	-	-	-
Engagement Management	15%	12.4%	12.8%	11.4%	-	-	-	-
Qualifications of Firm	30%	25.0%	25.0%	21.5%	-	-	-	-
Staff Qualifications	45%	38.2%	36.8%	34.1%	-	-	-	-
Total	100%	84.1%	83.6%	74.3%	-	-	-	-

General Contracts

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP	Richard D. Jones	Rutan & Tucker, LLP	Woodruff & Smart
Presentation	10%	-	9.0%	7.3%	7.2%	-	-	7.0%
Engagement Management	15%	-	12.8%	11.4%	11.1%	-	-	9.5%
Qualifications of Firm	30%	-	24.5%	23.5%	22.0%	-	-	22.5%
Staff Qualifications	45%	-	35.6%	32.2%	34.1%	-	-	32.3%
Total	100%	-	81.9%	74.4%	74.4%	-	-	71.3%

General Counsel firms were then interviewed by the Steering Committee using the following criteria:

CRITERION	WEIGHT
1. Presentation	10%
2. Questions	90%

General Counsel

Criteria	Weight	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Presentation	10%	8.7%	4.6%	7.0%
Questions	90%	78.3%	43.9%	58.5%
Total	100%	87.0%	48.5%	65.5%

Round 3 – Offered Rates and References

Each area of law was evaluated based on the following criteria:

CRITERION	WEIGHT
1. Interview	80%
2. Offered Rates	10%
3. References	10%

General Counsel

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%		69.6%		
Offered Rates	10%		10.0%		
References	10%		10.0%		
Total	100%		89.6%		

Public Construction

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%		66.4%		59.7%
Offered Rates	10%		10.0%		8.9%
References	10%		10.0%		9.8%
Total	100%		86.4%		78.4%

Environmental Law

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%	66.5%	66.5%		
Offered Rates	10%	4.3%	10.0%		
References	10%	10.0%	10.0%		
Total	100%	80.8%	86.5%		

Air Quality

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%	67.7%	66.4%		
Offered Rates	10%	2.5%	10.0%		
References	10%	10.0%	10.0%		
Total	100%	80.2%	86.4%		

Utility Rate Setting

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%		68.7%	56.7%	
Offered Rates	10%		7.1%	10.0%	
References	10%		10.0%	9.9%	
Total	100%		85.8%	76.6%	

Real Estate and Related Matters

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%	67.3%	66.8%		
Offered Rates	10%	5.5%	10.0%		
References	10%	10.0%	10.0%		
Total	100%	82.8%	86.8%		

General Contracts

Criteria	Weight	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
Interview	80%		65.6%	59.5%	59.5%
Offered Rates	10%		7.1%	10.0%	5.7%
References	10%		10.0%	9.9%	9.8%
Total	100%		82.7%	79.4%	75.0%

The costs shown below were the offered rates for the lead partner in each area of law.

Area of Law	Allen Matkins	Best Best & Krieger LLP	Burke, Williams & Sorenson, LLP	Hanson Bridgett LLP
General Counsel		\$360.00		
Public Construction		\$450.00		\$500.00
Environmental Law	\$706.00	\$450.00		
Air Quality	\$787.00	\$450.00		
Utility Rate Setting		\$450.00	\$350.00	
Real Estate & Related Matters	\$652.00	\$450.00		
General Contract		\$450.00	\$350.00	\$500.00

PROFESSIONAL CONSULTANT SERVICES AGREEMENT
General Legal Services
Specification No. CS-2024-1440BD

This PROFESSIONAL CONSULTANT SERVICES AGREEMENT (hereinafter referred to as “Agreement”) is made and entered into as of the date fully executed below, by and between Orange County Sanitation District (hereinafter referred to as “OC San”) and Allen Matkins Leck Gamble Mallory & Natsis LLP (hereinafter referred to as “Consultant”), and collectively referred to herein as the “Parties.”

RECITALS

WHEREAS, OC San desires to obtain general legal services as described in Exhibit “A” attached hereto and incorporated herein by this reference (“Services”); and

WHEREAS, Consultant is qualified to provide the Services by virtue of possessing law licenses, experience, training, and expertise; and

WHEREAS, OC San desires to engage Consultant to render the Services as provided herein; and

WHEREAS, OC San selected Consultant to provide the Services in accordance with OC San’s current Purchasing Ordinance; and

WHEREAS, on June 26, 2024, OC San’s Board of Directors, by minute order, authorized execution of this Agreement.

NOW, THEREFORE, in consideration of the above recitals and the mutual promises and benefits specified below, the Parties agree as follows:

1. General.

1.1 This Agreement and all exhibits hereto are made by OC San and the Consultant.

1.2 The following exhibits, in order of precedence, are incorporated by reference and made part of this Agreement.

Exhibit “A” – Scope of Work

Exhibit “B” – Statement of Qualifications and Rate Schedule(s)

Exhibit “C” – Determined Insurance Requirement Form

Exhibit “D” – Contractor Safety Standards

Exhibit “E” – Human Resources Policies

1.3 In the event of any conflict or inconsistency between the provisions of this Agreement and any of the provisions of the exhibits hereto, the provisions in the Agreement shall control and thereafter the provisions in the document highest in precedence shall be controlling.

1.4 Except as expressly provided otherwise, OC San accepts no liability for any expenses, losses, or actions incurred or undertaken by Consultant as a result of work performed in anticipation of purchases of the Services by OC San.

- 1.5 Work Hours: The work required under the Agreement may include normal business hours, evenings, and weekends. All work or meetings with OC San staff shall be scheduled Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m. OC San will not pay for travel time.
- 1.6 Days: Shall mean calendar days, unless otherwise noted.
- 1.7 OC San holidays (non-working days) are as follows: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.
- 1.8 The provisions of this Agreement may be amended or waived only by an amendment executed by authorized representatives of both Parties.
- 1.9 The various headings in this Agreement are inserted for convenience only and shall not affect the meaning or interpretation of this Agreement or any paragraph or provision hereof.

2. Scope of Work.

- 2.1 Consultant shall provide the Services identified in Exhibit "A" in a competent, professional, and satisfactory manner in accordance with generally accepted industry and professional standards, including fiduciary standards, ethical practices, and standards of care and competence for its trade/profession.
- 2.2 Modifications to Scope of Work. OC San shall have the right to modify the Scope of Work at any time. All modifications must be made by an amendment signed by both Parties.
- 2.3 Performance. Time is of the essence in the performance of the provisions hereof.

3. Agreement Term.

- 3.1 The term of this Agreement shall be for five (5) years commencing on the effective date of the Notice to Proceed.
- 3.2 Renewals. At its sole discretion, OC San may exercise the option to renew this Agreement for up to one (1) five-year period. This Agreement may be renewed by an OC San Purchase Order. OC San shall have no obligation to renew the Agreement nor to give a reason if it elects not to renew it.
- 3.3 Extensions. The term of this Agreement may be extended only by an amendment signed by both Parties.

4. Compensation.

- 4.1 As compensation for the Services provided under this Agreement, OC San shall compensate Consultant for the reasonable time Consultant's attorneys, paralegals, and applicable administrative support staff spend on OC San matters based on the applicable hourly rates in effect at the time the work is performed. The current hourly rates for Consultant's attorneys, paralegals, and applicable administrative support staff are listed on the Rate Schedule(s) attached hereto as Exhibit "B".
- 4.2 Adjustment. Consultant may adjust the hourly rates once every 12-month period during the term of the Agreement. Such adjustments shall not exceed the percentage

increase in the Consumer Price Index for the Los Angeles-Orange County Metropolitan area.

4.3 **Costs and Disbursements.** OC San shall compensate Consultant for costs and disbursements Consultant incurs and pays on OC San's behalf, including filing fees, computerized legal research, facsimiles, long distance telephone calls, photocopying, shipping, etc. Such costs and disbursements shall be itemized in Consultant's invoices and shall be compensated at cost.

5. Payments and Invoicing.

5.1 OC San shall pay itemized invoices submitted monthly for work completed in accordance with Exhibit "A" and consistent with Exhibit "B" thirty (30) days from receipt of the invoice and after approval by OC San's Project Manager or designee. OC San shall be the determining party, in its sole discretion, as to whether the Services have been satisfactorily completed.

5.2 Consultant shall submit its invoices to OC San Accounts Payable by electronic mail to APStaff@OCSan.gov. In the subject line include "INVOICE" and the Purchase Order Number.

6. Key Personnel. Personnel, as provided in Exhibit "B," are considered "key" to the work under this Agreement and will be available for the term of the Agreement. No person designated as key under this Agreement shall be removed or replaced without prior written consent of OC San. If OC San asks Consultant to remove a person designated as key under this Agreement, Consultant agrees to do so immediately regardless of the reason, or the lack of reason, for OC San's request. Consultant shall assign only competent personnel to perform Services under this Agreement.

7. Ownership of Documents. All reports, records, documents, memoranda, correspondence, computations, and other materials prepared by Consultant, its employees, subconsultants, and agents in the performance of this Agreement shall be the property of OC San and shall be promptly delivered to OC San upon request of OC San's Project Manager or designee or upon the termination of this Agreement and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by OC San of its full rights of ownership of the documents and materials hereunder. Any use of such completed documents for other projects and/or use of incomplete documents without specific written authorization by the Consultant will be at OC San's sole risk and without liability to Consultant. Consultant shall ensure that all its contracts with its subconsultants/subcontractors provide for assignment to OC San of any documents or materials prepared by them.

8. Ownership of Intellectual Property.

8.1 Consultant agrees that all reports, memoranda, investigations, training materials, and all other information and items made during the course of this Agreement and arising from the Services (hereinafter referred to as "New Developments") shall be and are assigned to OC San as its sole and exclusive property.

8.2 Consultant agrees to promptly disclose to OC San all such New Developments. Upon OC San's request, Consultant agrees to assist OC San, at OC San's expense, to obtain patents or copyrights for such New Developments, including the disclosure of all pertinent information and data with respect thereto, the execution of all applications, specifications, assignments, and all other instruments and papers which OC San shall

deem necessary to apply for and to assign or convey to OC San, its successors and assigns, the sole and exclusive right, title, and interest in such New Developments. Consultant agrees to obtain or has obtained written assurances from its employees and contract personnel of their agreement to the terms hereof regarding New Developments and confidential information.

- 8.3 Consultant warrants that Consultant will have good title to any New Developments and the right to assign New Developments to OC San free of any proprietary rights of any other party or any other encumbrance whatever.
- 8.4 The originals of all computations, drawings, designs, graphics, studies, reports, manuals, photographs, videotapes, data, computer files, and other documents prepared or caused to be prepared by Consultant or its subconsultants/subcontractors in connection with the Services hereunder shall be delivered to and shall become the exclusive property of OC San. OC San may utilize such documents, at its own risk, for OC San's applications on other projects or extensions of this project.

9. Right to Review Services, Facilities, and Records.

- 9.1 OC San reserves the right to review any portion of the Services performed by Consultant under this Agreement and Consultant agrees to cooperate to the fullest extent possible in such endeavor.
- 9.2 Consultant shall furnish to OC San such reports, statistical data, and other information pertaining to Consultant's Services as shall be reasonably required by OC San to carry out its rights and responsibilities under its agreements with its bondholders or noteholders and any other agreement relating to the development of the project(s) and in connection with the issuance of its official statements and other prospectuses with respect to the offering, sale, and issuance of its bonds and other obligations.
- 9.3 The right of OC San to review or approve procedures, instructions, reports, schedules, or other data that are developed by Consultant shall not relieve Consultant of any obligation set forth herein.

10. Conflict of Interest and Reporting.

- 10.1 Consultant shall, at all times, avoid conflicts of interest or appearance of conflicts of interest in performance of this Agreement.
- 10.2 Consultant affirms that, to the best of its knowledge, there exists no actual or potential conflict between Consultant's families, business, or financial interest and the Services under this Agreement and in the event of change in either its private interests or Services under this Agreement, it shall raise with OC San any question regarding possible conflict of interest which may arise as a result of such change.
- 10.3 Forward-Looking Waiver. In order to represent OC San, OC San has agreed to provide Consultant a forward-looking waiver for its representation of any of Consultant's other clients ("Consultant Clients") in all matters adverse to OC San, of any kind or character, except for litigation, arbitration, or similarly disputed matters which will be subject to separate request. In connection with this forward-looking conflict of interest waiver, to the extent that the applicable ethical rules governing attorneys allow the acceptance of such engagements with a client's consent, it will not be necessary to receive the further informed written consent from OC San for any subsequent specific allowed matter on behalf of any Consultant Clients. This conflict of interest waiver shall apply to each future circumstance and matter in which Consultant Clients are adverse

to OC San which are permitted by this provision. Should OC San elect to revoke this waiver, OC San agrees that Consultant has the right to immediately withdraw from representing OC San in all matters.

Consultant hereby requests and OC San hereby provides informed written consent to this forward-looking conflict waiver pursuant to the provisions of Rule 1.7 of the California Rules of Professional Conduct. Consultant agrees that it will not share the confidential information of OC San with other Consultant Clients with interests adverse to OC San, or vice versa, and will not use such confidential information to OC San's material disadvantage.

In considering the request for this forward-looking conflict waiver, OC San acknowledges that it is fully informed regarding the legal implications of this request. Consultant strongly encourages OC San to consult with independent legal counsel concerning the law and the scope of the request set forth in this provision. By signing this Agreement, OC San acknowledges and agrees, to the extent permitted under Rule 1.7 and any other applicable Rule of Professional Conduct, to waive any conflicts of interest that may arise under this forward-looking waiver, and will not directly or indirectly seek to disqualify Consultant, or support such disqualification, or seek discipline or sanctions against Consultant, as a result of the potential or actual forward-looking conflicts of interest which are waived herein.

11. **Audit Rights.** Consultant agrees that, during the term of this Agreement and for a period of three (3) years after its expiration or termination, OC San shall have access to and the right to examine any directly pertinent books, documents, and records of Consultant relating to the invoices submitted by Consultant pursuant to this Agreement.
12. **Contractor Safety Standards and Human Resources Policies.** OC San requires Consultant, its subconsultants, and its subcontractors to follow and ensure their employees follow all Federal, State, and local regulations as well as Contractor Safety Standards while working at OC San locations. If, during the course of the Agreement, it is discovered that Contractor Safety Standards do not comply with Federal, State, or local regulations, the Consultant is required to follow the most stringent regulatory requirement at no additional cost to OC San. Consultant, its subconsultants, and all of their employees shall adhere to all applicable Contractor Safety Standards in Exhibit "D" and the Human Resources Policies in Exhibit "E."
13. **Insurance.** Consultant and all its subconsultants/subcontractors shall purchase and maintain, throughout the term of this Agreement and any periods of warranty or extensions, insurance in amounts equal to the requirements set forth in the signed Exhibit "C" – Determined Insurance Requirement Form. Consultant shall not commence work under this Agreement until all required insurance is obtained in a form acceptable to OC San, nor shall Consultant allow any subconsultant/subcontractor to commence service pursuant to a subcontract until all insurance required of the subconsultant/subcontractor has been obtained. Failure to obtain and maintain the required insurance coverage shall result in termination of this Agreement.
14. **Indemnification and Hold Harmless Provision.**
 - 14.1 To the fullest extent permitted by law, Consultant shall indemnify, defend (at Consultant's sole cost and expense and with legal counsel approved by OC San, which approval shall not be unreasonably withheld), protect, and hold harmless OC San and all of OC San's officers, directors, employees, consultants, and agents (collectively the "Indemnified Parties"), from and against any and all claims, damages,

liabilities, causes of action, suits, arbitration awards, losses, judgments, fines, penalties, costs, and expenses (including, without limitation, attorneys' fees, disbursements and court costs, and all other professional, expert or Consultant's fees and costs, and OC San's general and administrative expenses; individually, a "Claim"; collectively, "Claims") which may arise from or are in any manner related, directly or indirectly, to any work performed, or any operations, activities, or services provided by Consultant in carrying out its obligations under this Agreement to the extent of the negligent, recklessness, and/or willful misconduct of Consultant, its principals, officers, agents, employees, Consultant's suppliers, Consultant, Subconsultants, subcontractors, and/or anyone employed directly or indirectly by any of them, regardless of any contributing negligence or strict liability of an Indemnified Party. Notwithstanding the foregoing, nothing herein shall be construed to require Consultant to indemnify the Indemnified Parties from any Claim arising solely from:

(A) the active negligence or willful misconduct of the Indemnified Parties; or

(B) a natural disaster or other act of God, such as an earthquake; or

(C) the independent action of a third party who is neither one of the Indemnified Parties nor the Consultant, nor its principal, officer, agent, employee, nor Consultant's supplier, Consultant, Subconsultant, subcontractor, nor anyone employed directly or indirectly by any of them.

14.2 Exceptions (A) through (B) above shall not apply, and Consultant shall, to the fullest extent permitted by law, indemnify the Indemnified Parties, from Claims arising from more than one cause if any such cause taken alone would otherwise result in the obligation to indemnify hereunder.

14.3 Consultant's liability for indemnification hereunder is in addition to any liability Consultant may have to OC San for a breach by Consultant of any of the provisions of this Agreement. Under no circumstances shall the insurance requirements and limits set forth in this Agreement be construed to limit Consultant's indemnification obligation or other liability hereunder. The terms of this Agreement are contractual and the result of negotiation between the parties hereto. Accordingly, any rule of construction of contracts (including, without limitation, California Civil Code Section 1654) that ambiguities are to be construed against the drafting party, shall not be employed in the interpretation of this Agreement.

15. Duty to Defend.

15.1 The duty to defend hereunder is wholly independent of and separate from the duty to indemnify and such duty to defend shall exist regardless of any ultimate liability of Consultant and shall be consistent with Civil Code section 2782.8. Such defense obligation shall arise immediately upon presentation of a Claim by any person if, without regard to the merit of the Claim, such Claim could potentially result in an obligation to indemnify one or more Indemnified Parties, and upon written notice of such Claim being provided to Consultant. Payment to Consultant by any Indemnified Party or the payment or advance of defense costs by any Indemnified Party shall not be a condition precedent to enforcing such Indemnified Party's rights to indemnification hereunder. In the event a final judgment, arbitration, award, order, settlement, or other final resolution expressly determines that the claim did not arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, to any extent, then OC San will reimburse Consultant for the reasonable costs of defending the Indemnified Parties against such claims.

15.2 Consultant's indemnification obligation hereunder shall survive the expiration or earlier termination of this Agreement until such time as action against the Indemnified Parties for such matter indemnified hereunder is fully and finally barred by the applicable statute of limitations.

16. Independent Contractor.

16.1 The relationship between the Parties hereto is that of an independent contractor and nothing herein shall be construed as creating an employment or agency relationship.

16.2 During the performance of this Agreement, Consultant and its officers, employees, and agents shall act in an independent capacity and shall not act as OC San's officers, employees, or agents. OC San assumes no liability for Consultant's action and performance nor assumes responsibility for taxes, funds, payments, or other commitments, expressed or implied, by or for Consultant.

16.3 Consultant shall not be considered an agent of OC San for any purpose whatsoever nor shall Consultant have the right to, and shall not, commit OC San to any agreement, contract, or undertaking. Consultant shall not use OC San's name in its promotional material or for any advertising or publicity purposes without prior expressed written consent of OC San.

16.4 Consultant shall not be entitled to any benefits accorded to those individuals listed on OC San's payroll as regular employees including, without limitation, worker's compensation, disability insurance, vacation, or holiday or sick pay. Consultant shall be responsible for providing, at Consultant's expense, disability, worker's compensation, and other insurance as well as licenses and permits usual or necessary for conducting the Services hereunder.

16.5 Consultant shall be obligated to pay any and all applicable Federal, State, and local payroll and other taxes incurred as a result of fees hereunder. Consultant hereby indemnifies OC San for any claims, losses, costs, fees, liabilities, damages, or penalties suffered by OC San arising out of Consultant's breach of this provision.

16.6 Consultant shall not be eligible to join or participate in any benefit plans offered to those individuals listed on OC San's payroll as regular employees. Consultant shall remain ineligible for such benefits or participation in such benefit plans even if a court later decides that OC San misclassified Consultant for tax purposes.

17. Subcontracting and Assignment. Consultant shall not delegate any duties nor assign any rights under this Agreement without the prior written consent of OC San. Any such attempted delegation or assignment shall be void.

18. No Solicitation of Employees.

18.1 Consultant agrees that it shall not, during the term of this Agreement and for a period of one (1) year immediately following expiration or termination of this Agreement or any extension hereof, call on, solicit, or take away any of the employees whom Consultant became aware of as a result of Consultant's Services to OC San.

18.2 Consultant acknowledges that OC San's employees are critical to its business and OC San expends significant resources to hire, employ, and train employees. Should Consultant employ or otherwise engage OC San's employees during the term of this Agreement and for a period of one (1) year following expiration or termination of this

Agreement, Consultant shall pay OC San fifty percent (50%) of the former employee's most recent annual salary earned at OC San to accurately reflect the reasonable value of OC San's time and costs. This payment is in addition to any other rights and remedies OC San may have at law.

19. Confidentiality and Non-Disclosure.

19.1 Consultant acknowledges that, in performing the Services hereunder, OC San may have to disclose to Consultant, orally and in writing, certain confidential information that OC San considers proprietary and has developed at great expense and effort.

19.2 Consultant agrees to maintain in confidence and not disclose to any person, firm, or corporation, without OC San's prior written consent, any trade secret, confidential information, knowledge, or data relating to the products, process, or operation of OC San.

19.3 Consultant further agrees to maintain in confidence and not to disclose to any person, firm, or corporation any OC San data, information, or material developed or obtained by Consultant during the term of this Agreement.

19.4 Consultant agrees as follows:

19.4.1 To use the confidential information only for the purposes described herein; to not reproduce the confidential information; to hold in confidence and protect the confidential information from dissemination to and use by anyone not a party to this Agreement; and to not use the confidential information to benefit itself or others.

19.4.2 To restrict access to the confidential information to its subconsultant/subcontractor or personnel of Consultant who (1) have a need to have such access and (2) have been advised of and have agreed in writing to treat such information in accordance with the terms of this Agreement.

19.4.3 To return all confidential information in Consultant's possession upon termination of this Agreement or upon OC San's request, whichever occurs first.

19.4.4 To hold in confidence information and materials, if any, developed pursuant to the Services hereunder.

19.4.5 The provisions of this section shall survive termination or expiration of this Agreement and shall continue for so long as the material remains confidential.

20. Non-Liability of OC San Officers and Employees. No officer or employee of OC San shall be personally liable to Consultant, or any successor-in-interest, in the event of any default or breach by OC San or for any amount which may become due to Consultant or to its successor, or for breach of any obligation under the terms of this Agreement.

21. Third-Party Rights. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than OC San and Consultant.

22. Applicable Laws and Regulations. Consultant shall comply with all applicable Federal, State, and local laws, rules, and regulations. Consultant also agrees to indemnify and hold OC San harmless from any and all damages and liabilities assessed against OC San as a

result of Consultant's noncompliance therewith. Any provision required by law to be included herein shall be deemed included as a part of this Agreement whether or not specifically included or referenced.

23. Licenses, Permits, Ordinances, and Regulations. Consultant represents and warrants to OC San that it has obtained all licenses, permits, qualifications, and approvals of whatever nature that are legally required to provide the Services. Any and all fees required by Federal, State, County, City, and/or municipal laws, codes, and/or tariffs that pertain to the work performed under this Agreement will be paid by Consultant.

24. Dispute Resolution.

24.1 The Parties agree that any and all disputes, claims, or controversies arising out of or relating to this Agreement, including, but not limited to, disputes as to the construction or interpretation of this Agreement or any rights or obligations hereunder, shall be submitted to JAMS, or its successor, for mediation in Orange County, California. The Parties will cooperate with JAMS and with one another in selecting a mediator from the JAMS panel of neutrals and in scheduling the mediation proceedings. The Parties agree that they will participate in the mediation in good faith and that they will share equally in its costs.

24.2 All offers, promises, conduct, and statements, whether oral or written, made in the course of the mediation by any of the Parties, their agents, employees, experts, and attorneys and by the mediator or any JAMS employees are confidential, privileged, and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the Parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

24.3 Either Party may initiate arbitration with respect to the matters submitted to mediation by filing a written demand for arbitration at any time following 45 days from the date of the mediation (the "Earliest Initiation Date.")

24.4 All applicable statutes of limitation and defenses based upon the passage of time shall be tolled starting from the submission of a dispute for mediation until 15 days after the Earliest Initiation Date. The Parties will take such action, if any, required to effectuate such tolling.

24.5 Any dispute, claim, or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation, or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, and including, without limitation, federal and state statutory claims, common law claims, and those based in contract, tort, fraud, misrepresentation, or any other legal theory shall be determined by arbitration in Orange County, California. The issues in dispute shall be submitted to arbitration pursuant to Code of Civil Procedure, Part 3, Title 9, sections 1280 et seq. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures. Except that discovery may be conducted in connection with the arbitration proceeding pursuant to Code of Civil Procedure section 1283.05. The Parties are not precluded from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.

24.6 The Parties will work together to select an agreed upon arbitrator. In the absence of agreement, each party shall select an arbitrator and those two (2) arbitrators shall select a third. The arbitrator shall decide each and every dispute in accordance with

the laws of the State of California. The arbitrator's decision and award shall be subject to review for errors of fact or law in the Superior Court for the County of Orange, with a right of appeal from any judgment issued therein.

- 25. Remedies.** In addition to other remedies available in law or equity, if the Consultant fails to make delivery of the Services or repudiates its obligations under this Agreement, or if OC San rejects the Services or revokes acceptance of the Services, OC San may cancel the Agreement.
- 26. Termination.**
- 26.1 OC San reserves the right to terminate this Agreement for its convenience, with or without cause, in whole or in part, at any time, by written notice from OC San. Upon receipt of a termination notice, Consultant shall immediately discontinue all work under this Agreement (unless the notice directs otherwise). OC San shall thereafter, within thirty (30) days, pay Consultant for work performed (cost and fee) through the date of termination. Such notice of termination shall terminate this Agreement and release OC San from any further fee, cost, or claim hereunder by Consultant other than for work performed through the date of termination.
- 26.2 OC San reserves the right to terminate this Agreement immediately upon OC San's determination that Consultant is not complying with the Scope of Work requirements, if the level of service is inadequate, or for any other default of this Agreement.
- 26.3 OC San may also immediately terminate this Agreement for default, in whole or in part, by written notice to Consultant:
- if Consultant becomes insolvent or files a petition under the Bankruptcy Act; or
 - if Consultant sells its business; or
 - if Consultant breaches any of the terms of this Agreement.
- 26.4 All OC San's property in the possession or control of Consultant shall be returned by Consultant to OC San on demand or at the expiration or termination of this Agreement, whichever occurs first.
- 27. Attorney's Fees.** If any action at law or in equity or if any proceeding in the form of an Alternative Dispute Resolution (ADR) is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which the prevailing party may be entitled.
- 28. Waiver.** The waiver by either party of any breach or violation of, or default under, any provision of this Agreement, shall not be deemed a continuing waiver by such party of any other provision or of any subsequent breach or violation of this Agreement or default thereunder. Any breach by Consultant to which OC San does not object shall not operate as a waiver of OC San's rights to seek remedies available to it for any subsequent breach.
- 29. Severability.** If any section, subsection, or provision of this Agreement, or any agreement or instrument contemplated hereby, or the application of such section, subsection, or provision is held invalid, the remainder of this Agreement or instrument in the application of such section, subsection, or provision to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, unless the effect of such invalidity shall be to substantially frustrate the expectations of the Parties.

30. **Survival.** The provisions of this Agreement dealing with payment, indemnity, and forum for enforcement shall survive expiration or early termination of this Agreement.

31. **Governing Law.** This Agreement shall be governed by and interpreted under the laws of the State of California and the Parties submit to jurisdiction in the County of Orange in the event any action is brought in connection with this Agreement or the performance thereof.

32. **Notices.**

32.1 All notices under this Agreement must be in writing. Written notice shall be delivered by personal service, by electronic telecommunication, or sent by registered or certified mail, postage prepaid, return receipt requested, or by any other overnight delivery service which delivers to the noticed destination and provides proof of delivery to the sender. Rejection or other refusal to accept or the inability to deliver because of changed address for which no notice was given as provided hereunder shall be deemed to be receipt of the notice, demand, or request sent. All notices shall be effective when first received at the following addresses:

OC San: Jeremey Arbiso
Senior Buyer
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, CA 92708
JArbiso@ocsan.gov

Consultant: Kamran Javandel
Partner
Allen Matkins Leck Gamble Mallory & Natsis LLP
Three Embarcadero Center, Suite 1200
San Francisco, CA 94111-4074
kjavandel@allenmatkins.com

32.2 Each party shall provide the other party written notice of any change in address as soon as practicable.

33. **Authority to Execute.** The persons executing this Agreement on behalf of the Parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the Parties are formally bound.

34. **Entire Agreement.** This Agreement constitutes the entire agreement of the Parties and supersedes all prior written or oral communications and all contemporaneous oral agreements, understandings, and negotiations between the Parties with respect to the subject matter hereof.

[Intentionally left blank. Signatures follow on the next page.]

IN WITNESS WHEREOF, intending to be legally bound, the Parties hereto have caused this Agreement to be signed by their duly authorized representatives.

ORANGE COUNTY SANITATION DISTRICT

Dated: _____

By: _____
Chad P. Wanke
Chair, Board of Directors

Dated: _____

By: _____
Kelly A. Lore
Clerk of the Board

Dated: _____

By: _____
Ruth Zintzun
Finance & Procurement Manager

ALLEN MATKINS LECK GAMBLE MALLORY & NATSIS LLP

Dated: _____

By: _____
Kamran Javandel, Partner

DO

EXHIBIT A
SCOPE OF WORK
For
General Legal Services

**EXHIBIT A
SCOPE OF WORK
GENERAL LEGAL SERVICES
SPECIFICATION NO. CS-2024-1440BD**

EXECUTIVE SUMMARY/OVERVIEW

The Orange County Sanitation District (OC San) operates the third largest wastewater agency west of the Mississippi River. Since 1954, we have safely collected, treated, and disposed of and/or reclaimed the wastewater generated by 2.6 million people living and working in central and northwestern Orange County, California.

Each day we treat approximately 180 million gallons of wastewater, enough water to fill Anaheim stadium over two and a quarter times. About 80 percent of the wastewater comes from homes – sinks, toilets, showers, laundry, and dishwashers. The remaining come from businesses – retail stores, restaurants, manufacturers, hotels, offices, and other industries.

OC San is a special district, governed by a 25-member Board of Directors. For the Fiscal Year 2022-23, OC San’s total Operating and Capital Improvement Program budget was \$476.5 million.

We employ a staff of over 600 employees in professional, administrative, technical, and trade occupations, managing the day-to-day activities of OC San, including, but not limited to, in areas of public works, contracts, environmental, air quality, real estate, and utility rates. We have a diverse workforce in various job classifications including plant operators, mechanics, electricians, engineers, scientists, accountants, construction inspectors, among many others. Our facilities include 388 miles of sewer pipes, located throughout the county, and two treatment plants (one in Fountain Valley, CA and the other in Huntington Beach, CA) where wastewater is treated in accordance with strict state and federal standards. A future Headquarters Complex building to house OC San’s administrative support departments is slated for completion in early 2024.

Our employees are on duty protecting public health and the environment by ensuring the sewer system operates efficiently 24 hours a day, seven days a week, and 365 days a year. We take pride in providing quality service to our ratepayers.

1 PURPOSE

OC San is seeking proposals (Proposals) from qualified legal firms (hereinafter referred to as “Consultant(s)”) to provide legal services on an as-needed basis. Proposals are solicited in accordance with the terms, conditions, and instructions set forth in the Request for Proposal (RFP).

OC San intends to receive and evaluate Proposals from Consultants and enter into a Professional Services Agreement(s) (Agreement) for the legal services to be provided by the successful firm(s). OC San expects the Consultants providing legal services to be service-oriented, actively involved in the business of OC San, creative in finding solutions to matters, proactive in assisting OC San’s officials and staff mitigate risks and avoid legal pitfalls, and tenacious in defending against claims and lawsuits.

OC San reserves the right to award an Agreement to a single firm for all the legal services requested or multiple Agreements to various firms for general services and/or specified areas of law listed in section 6, Areas of Law and Requirements, below.

2 BACKGROUND

OC San currently has one firm providing legal services in all areas listed in section 6, Areas of Law and Requirements, below. Over recent years, OC San has conducted an effort to competitively solicit all current services to ensure OC San is receiving the best value and service available. OC San currently spends between \$1.3 million to \$1.8 million annually for legal services outlined in this RFP.

In 2023, OC San conducted a solicitation to procure and award contracts for Human Resources legal services. The service covered under those agreements are not included in this solicitation.

The following are some data of interest for Consultants. OC San

- Has 49 active construction contracts valued at over \$750 million
- Annually issues over 5,000 purchase orders
- Has over 100 air quality permits
- Adopted 5-year rate increases in 2023
- Has a 10-year CIP budget of \$3.1 billion

3 DESCRIPTION

Through this RFP, OC San seeks qualified legal firms with local offices to act as OC San's outside counsel to provide legal advice and defense on matters, including, but not limited to, general counsel, public works construction, environmental law, general contracts, utility rate setting, real estate and related matters, air quality law, and other legal advisory services on an as-needed basis.

OC San may continue to employ attorneys who leave a firm selected under this RFP to complete any matters that are pending at the time the attorney leaves the employment of the firm, and OC San may continue to work with such attorney in new matters. Firms selected under this RFP shall cooperate in this respect.

OC San may also hire attorneys outside this procurement when a legal matter requires specialized knowledge, experience, or capacity that the firms selected through this RFP do not possess. This RFP does not entitle any selected firm to obtain actual assignments from OC San. Whether or not a selected firm is given assignments depends on the nature of the matter, the qualifications of the selected firm(s), and the needs of OC San.

OC San seeks legal services from qualified legal firm(s) with expertise in the areas of law detailed in section 6, Areas of Law and Requirements, below. The services shall be provided under the direction of OC San's Board of Directors or the General Manager, or designee. Consultant shall be retained and compensated in accordance with the fee schedule attached to the Agreement. OC San reserves the right not to accept all terms of the fee schedule submitted by Consultant(s).

Should a conflict of interest arise on an assignment, OC San may engage an alternative firm for such assignment.

OC San makes no commitment or guarantee as to the services that may be requested or billable hours to be worked by Consultant.

4 QUALIFICATIONS

Consultant and its attorneys must possess all active licenses and registrations necessary to practice law in the State of California. Further, it is required that Consultant has the experience and abilities listed below.

- Consultants or their attorneys shall have at least 10 years' experience providing legal services for special districts, municipalities, or other local public agencies in the areas of law specified below and for which they are submitting a Proposal, and the staff availability to meet OC San's needs in a timely manner.
- Substantial knowledge and experience in the interpretation of state, federal, and local laws and codes as they relate to special districts and wastewater agencies
- Substantial experience in working with agencies and public boards with multi-million-dollar annual budgets
- Substantial expertise and experience in all aspects of contract law as it pertains to the Public Contract Code and Government Code
- Substantial knowledge of the Brown Act, Political Reform Act, and Government Code section 1090
- Demonstrated ability to speak clearly, concisely, and effectively in public
- Skillful in relating easily and effectively with all members of the Board of Directors, General Manager, OC San staff, and the public

5 GENERAL REQUIREMENTS

Consultant shall:

- Adhere to the highest standards of fiscal, ethical responsibility and accountability
- Provide quality service that meets OC San's needs. This should be achieved through the Consultant's experienced legal team, who shall demonstrate proficiency in the applicable areas of law specified in section 6, Areas of Law and Requirements, below; efficient use of workforce; material resources; and technology to deliver the requested services
- Respond to inquiries from OC San within 24 hours of the initial contact and maintain reasonable availability to respond to requests and events of an emergent nature that expose OC San to serious potential legal liability
- Be promptly available for telephone consultation and to render written opinions on given issues related to OC San business in a timely manner
- Provide written and/or oral reports in a timely manner to the Board of Directors regarding status of any legal actions in which OC San is or may be involved.

6 AREAS OF LAW AND REQUIREMENTS

a. General Counsel – NOT USED

b. Public Construction – NOT USED

c. Environmental Law

- California Environmental Quality Act (CEQA)
- National Environmental Policy Act
- Other applicable laws and regulations

d. Air Quality

- Rule Interpretation
- Permitting
 - Case precedent consultation
 - Rule applicability (i.e., Supercritical Water Oxidation and Sewage Sludge Incineration Rule)
 - Lowest Achievable Emissions Rate/ Best Available Control Technology
 - CEQA, specific to permit issuance
- SCAQMD/CARB/EPA Enforcement: Title V, non-Title V, and Mobile/Portable Sources
 - Notice of Violation Settlement Agreements
 - Supplemental Environmental Projects
 - Variances before SCAQMD Hearing Board
 - Order of Abatement
 - Compliance Risk Analyses
 - Legal Guidance Memos
 - Auditing/self-reporting
- Other applicable laws and regulations

e. Utility Rate Setting – NOT USED

f. Real Estate and Related Matters – NOT USED

g. General Contracts – NOT USED

- Risk transfer provisions
- Advice and counsel on contract term negotiation
- Contract form and template updates
- Other contract matters

7 DELIVERABLES

a. Invoices

- Consultant shall issue detailed monthly invoices to OC San, which shall include a detailed description of services, date(s) of service, billed hours, hourly rate, attorney's name, and details regarding any additional costs incurred. Consultant shall also include a summary page of the key areas reflecting the overall time and cost.
- Invoices shall be submitted electronically in a format that can be uploaded and sorted.

b. Reports

- Consultant shall prepare and submit to OC San monthly and as requested reports concerning the outcome of Consultant's performance of the services rendered.
- Consultant shall provide ongoing and as requested written status updates to the General Manager or designee on all litigated matters.
- Reports shall be submitted electronically in a format that can be uploaded and sorted.

c. Meetings

- Consultant shall attend quarterly meetings with OC San's General Manager or designee to review current status of open tasks.
- Consultant shall attend OC San's Committee and Board meetings as requested and provide updates and/or legal advice during the meetings.



STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3673

Agenda Date: 6/26/2024

Agenda Item No: 6.

FROM: Robert Thompson, General Manager
Originator: Lorenzo Tyner, Assistant General Manager

SUBJECT:

SOLE SOURCE AGREEMENT FOR LEGAL SERVICES WITH WOODRUFF & SMART

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Approve a Sole Source Agreement for Legal Services with Woodruff & Smart, commencing on July 1, 2024, in a form approved by Special Counsel.

BACKGROUND

In November 2023, the Board of Directors approved the General Legal Services Ad Hoc Committee to conduct and oversee an open competitive solicitation for general legal counsel services.

RELEVANT STANDARDS

- Comply with applicable employment and labor laws
- Ensure the public’s money is wisely spent
- Maintain positive employer-employee relations
- Provide a safe and collegial workplace

PROBLEM

A solicitation for general legal counsel services has been conducted and has recommended a new General Counsel for OC San. Woodruff & Smart will need a new agreement with OC San to be able to continue to provide legal services on existing assignments and to assist with the transition to the new General Counsel.

PROPOSED SOLUTION

Approve a Sole Source Agreement for Legal Services with Woodruff & Smart to continue legal services on assignments and assist with the transition to new general counsel.

TIMING CONCERNS

The new general counsel agreement is recommended to be effective July 1, 2024. Woodruff & Smart will need a new agreement to continue to provide legal services.

RAMIFICATIONS OF NOT TAKING ACTION

Without approval of the sole source agreement, Woodruff & Smart will not have a current effective agreement for services.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

Woodruff and Smart, has been serving Orange County Sanitation District (OC San) since 1975 and is currently engaged on various assignments that require continuity of legal representation.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San's Purchasing Ordinance. This item has been budgeted (Budget FY 2024-25 and 2025-26, Section 5, Page 6, Legal) and the budget is sufficient for the recommended action.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Agreement for Legal Services

AGREEMENT FOR LEGAL SERVICES

This Agreement For General Counsel Services ("Agreement") is entered into this 1st day of July, 2024, by and between the Orange County Sanitation District ("OC San"), a county sanitation district organized and existing under the County Sanitation District Act, Health & Safety Code §§ 4700 et seq., ("OC San"), and Woodruff & Smart, a professional corporation ("Woodruff"). OC San and Woodruff are sometimes individually referred to in this Agreement as each "Party" and collectively referred to as the "Parties."

RECITALS

A. OC San desires to retain Woodruff to provide legal services as may be requested by OC San. This Agreement establishes the terms and conditions that will govern OC San's retention of Woodruff.

TERMS AND CONDITIONS

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the Parties agree as follows:

1. Retention of Woodruff. OC San may retain Woodruff to perform legal counsel services. Woodruff may agree to perform such services.
2. Compensation/Annual Adjustment. OC San shall compensate Woodruff for the time that Woodruff's attorneys and paralegals spend on OC San matters based on the applicable hourly rates in effect at the time the work is performed. The current hourly rates for attorneys and paralegals working on OC San matters are listed on the Rate Schedule attached hereto as Exhibit A. Hourly billing rates shall be adjusted effective January 1 of each year in an amount equal to the percentage increase in the Consumer Price Index for the Los Angeles-Orange County Metropolitan area, all wages for the period of December 1 – November 30 of the prior year. Each hourly labor rate shall be rounded to the nearest one-dollar increment.
3. Costs and Disbursements. In addition to fees for professional services, Woodruff may incur costs and make disbursements on OC San's behalf. Possible costs and disbursements include filing fees, travel expenses, photocopying costs, and computerized legal research charges. Except for items listed on the attached Rate Schedule, expenses incurred will be billed at amounts that are competitive with other sources of the same products or services.
4. Invoices. Woodruff will render invoices to OC San monthly for legal services, costs, and disbursements. The invoices are payable upon receipt and are considered overdue if not paid within thirty (30) days. Any statement not paid within sixty (60) days of the date of the statement will incur finance charges at the rate of one and one-half percent (1-1/2%) per month, compounded monthly.
5. Term and Termination. The term of this Agreement shall commence on July 1, 2024. Either Party may terminate this Agreement at any time on thirty (30) days' notice to the other Party.

**EXHIBIT A
RATE SCHEDULE**

HOURLY RATES

Directors	\$500.00
Associates	\$400.00
Law Clerk	\$300.00
Paralegals	\$290.00

Time is billed in tenths of an hour (.1 hour).

EXPENSES

1. Costs advanced to third parties for clients will be billed at Woodruff's cost.
2. Costs incurred in-house will be billed at the following rates:
 - a. Photocopies \$.10/page
 - b. Extraordinary secretarial services \$40/hour
 - c. Mileage in accordance with the IRS Standard Mileage rate
3. Computerized legal research will be performed at client expense based on our cost.
5. Travel expenses will include lodging, meals, and transportation at the most reasonable rates available, taking advantage of all available discounts and special rates. These will only be incurred with the prior approval of the client.
6. Costs advanced will be itemized on the client bill.



STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3564

Agenda Date: 6/26/2024

Agenda Item No: 7.

FROM: Robert Thompson, General Manager

SUBJECT:

PUBLIC AFFAIRS STRATEGIC PLAN FOR FISCAL YEARS 2022-2024 SUMMARY

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Proposed Public Affairs Strategic Plan for Fiscal Years 2022- 2024 Summary.

BACKGROUND

The Orange County Sanitation District's (OC San) Public Affairs Office is responsible for creating, organizing, and disseminating all internal and external communication. The primary objective of the Public Affairs team is to deliver messages that are accurate, transparent, and designed to foster trust and confidence. An integrated Public Affairs Strategic Plan is essential to effectively manage the variety of audiences served.

RELEVANT STANDARDS

- Build brand, trust, and support with policy makers and community leaders
- Maintain collaborative and cooperative relationships with regulators, stakeholders, and neighboring communities
- Make it easy for people to understand OC San's roles and value to the community
- Maintain influential legislative advocacy and a public outreach program

PROBLEM

There are various initiatives and messages that the Public Affairs Office must share with internal and external stakeholders for continued operation and efficiency of OC San. The messaging must be consistent, concise, and thoroughly planned to be efficient and effective.

PROPOSED SOLUTION

The Public Affairs Strategic Plan includes goals, objectives, strategies, and tactics to execute the various messages and efforts set forth by OC San. The two-year plan was in place from July 2022 until June 2024, with updates provided to the Steering Committee every six months.

PRIOR COMMITTEE/BOARD ACTIONS

January 2024 - Board and Steering Committee received and filed the Public Affairs Strategic Plan for Fiscal Years 2022-2024 Mid-Year Update.

June 2023 - Board and Steering Committee received and filed the Public Affairs Strategic Plan for Fiscal Years 2022-2024 Year-End Report.

February 2023 - Board and Steering Committee received and filed the Public Affairs Strategic Plan for Fiscal Years 2022-2024 Mid-Year Update.

July 2022 - Board and Legislative and Public Affairs Committee received and filed the Public Affairs Strategic Plan for Fiscal Years 2022-2024.

ADDITIONAL INFORMATION

OC San's Public Affairs Office Strategic Plan for Fiscal Years 2022-2024 (Plan) was developed based upon the principles of OC San's mission of protecting public health and the environment and to support the implementation of OC San's Strategic Plan. This Plan offered a vision to unify communication efforts and focus resources to achieve the greatest impact and greatest results. The Plan consisted of 11 categories. Below is a summary of the two-year plan.

- **Employee Communications**
Goal: Optimize communication with internal audience including those operating in the field.
 - Over 1,700 *The San Box* posts (intranet)
 - 104 *Three Things to Know* emails (weekly email)
 - 12 *Pipeline* Employee Newsletter issues (including a Special Yearbook Edition)
- **Industry Experts**
Goal: Establish and solidify OC San's reputation as infrastructure leaders in the wastewater and resource recovery industry.
 - 25 awards received
 - 57 speaking engagements reaching almost 4,000 people
- **Media Relations**
Goal: Cultivate relationships with traditional and social media journalists and influencers.
 - 19 press releases issued
 - 1,460 social media posts across five platforms with average reach of 5k
 - 1,795 new followers
 - OC Register Supplemental Water Educational Issue
- **Agency Branding and Messaging**
Goal: Enhance OC San's image and branding by utilizing proper messaging in external communication pieces such as OC San's website, presentations, digital media, advertising, which includes maintaining a positive experience for OC San visitors.

- Eight (8) issues of the Neighborhood Newsletter reaching an average of 4,500 per issue
- 172 articles published on the OC San website
- Website RFP issued, contract awarded, and development 50 percent complete
- Development of Headquarters educational display
- Launched permittee award program
- Completed more than 350 graphic design projects

- Educational Outreach
Goal: Identify and implement avenues for education and outreach within OC San's service area to promote OC San's mission and vision.
 - 140 tours reaching over 1,800 people
 - Continued supporting the Heritage Museum of Orange County with their virtual and in-person teachings reaching more than 16,000 people
 - Participated in 19 community events reaching over 7,000 people
 - Hosted a 70th Anniversary Open House with approximately 1,300 attendees
 - Hosted two sessions of Wastewater 101 Citizens Academy with a total of 52 graduates

- Capital and Maintenance Outreach
Goal: Develop and implement outreach programs that will engage the communities affected by OC San construction and maintenance activities.
 - 33 printed notifications distributed reaching over 79,000 people
 - 142 electronic messages issued
 - Held individual meetings with project stakeholders and presentations to City Councils

- Legislative Affairs
Goal: Proactive engagement in legislative advocacy efforts that could impact OC San and the wastewater industry.
 - Created annual Legislative Plan for each fiscal year
 - Issued seven (38) State position letters, and two (15) Federal position letters
 - Hosted Congressman Lou Correa visit and tour

- Grant Coordination
Goal: Monitor, track, and apply for grants available to OC San.
 - Approved for \$3.45 million in community project funding
 - Received \$40,000 grant for Headquarters Building educational display

- Local Government Affairs
Goal: Ensure that local elected officials, member agencies, stakeholders, and OC San Board Members are actively engaged in the work of OC San.
 - Board Member Speaking Points issued monthly
 - Developed OC San's Annual Report for each fiscal year
 - Hosted a virtual and an in-person State of OC San with 150 participants, respectively
 - 24 "Five Minutes Per Month" published
 - Eight (8) member-agency outreach toolkits produced and distributed

- Developed outreach program for inflow and infiltration issues within sewer service area
- Hosted Headquarters Ribbon Cutting event with 150 guests
- Issued Local Lobbyist Contract

- Crisis Management
Goal: Ensure the Public Affairs Office serves as the primary spokesperson for OC San during normal business and crisis scenarios and facilitates the dissemination of information.
 - Updated Integrated Emergency Response Plan areas pertaining to the Public Affairs Office
 - Updated the Public Affairs Office's Continuity of Operations Plan

- General Manager Support
Goal: Ensure the General Manager and Assistant General Managers are supported with information necessary to communicate to the varied OC San audiences.
 - Strategic Plan support and development
 - 24 General Manager Monthly Reports
 - Monthly talking points preparation
 - Preparation of GM Work Plan, mid-year and year-end updates for each fiscal year
 - Developed material for speaking engagements and presentations

FINANCIAL CONSIDERATIONS

All items included in the Public Affairs Strategic Plan FY 2022-2024 are budgeted in the FY 2022-2024 Budget.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Public Affairs Strategic Plan, FY 2022-2024
- Public Affairs Portfolio, FY 2022-2024

PUBLIC AFFAIRS
STRATEGIC PLAN

2022-2024



Public Affairs Strategic Plan FY 2022–2024

Introduction

The Orange County Sanitation District's (OC San) Public Affairs Office (PAO) is responsible for creating, organizing, and disseminating all internal and external communication. The primary objective of the PAO is to deliver messages that are accurate, transparent, and designed to foster public trust and confidence. An integrated Public Affairs Strategic Plan is essential to deal effectively with the variety of audiences we serve.

The PAO staff provides services and tools and implements programs to meet the communication needs of several audiences for OC San. This includes planning and implementing media relations; website and intranet site content; construction outreach; elected officials and government relations; internal communications, education, and outreach; and graphic development.

The PAO has created a Strategic Plan for Fiscal Years 2022 - 2024. This Plan is developed based upon the principles of OC San's Mission of protecting public health and the environment and will support the implementation of OC San's Strategic Plan. This Plan offers a vision to unify our communication efforts and focus resources to achieve the greatest impact and greatest results. This plan was created as we are in the process of recovering and moving into our new normal post the COVID-19 pandemic. At the creation of the previous PAO Strategic Plan, it was impossible to project the length of time that COVID-19 would impact our lives and operations, as such some items are carrying over to this new plan. Because much of what is planned and created by this group is based on external factors and therefore outside of our control, flexibility and fluidity is integrated into the plan. The PAO will follow the guidance set forth by management and the Board of Directors to carry out OC San's messaging and support our member agencies.

Background Information

OC San represents 20 cities, 4 special districts and a portion of the unincorporated County of

Orange. This area represents a community of 2.6 million people with approximately 550,000 customer accounts.

Unlike most public agencies where there is direct contact with customers, at OC San, billing occurs through the County of Orange property tax bills. Therefore, OC San must work through other means to communicate with the public and the rate payers. We have a 25-member Board of Directors, and over 600 employees within six departments with various goals and objectives. While these groups work independently on a variety of projects, the goal of the PAO is to provide support and messaging that is consistent throughout the agency so that we are one voice, representing the same overall goals, and portraying the same brand.

While there are many challenges with serving such a large and diverse customer base, there are also great opportunities working through the strategies laid out in this Plan.

Public Affairs Team

The division is staffed with six full-time employees and overseen by a manager.

- **Jennifer Cabral**, Administration Manager
- **Daisy Covarrubias**, Principal Public Affairs Specialist
- **Rebecca Long**, Senior Public Affairs Specialist
- **Kelly Newell**, Public Affairs Specialist
- **Belen Carrillo**, Public Affairs Specialist
- **Gregg Deterding**, Graphics Designer
- **Cheryl Scott**, Administrative Assistant

Each of these team members carry out specific functions to meet the communication goals and objectives laid out in this Plan.

Situation Analysis

- The world is attempting to recover from a pandemic and return to a sense of normalcy, though identifying what - that remains to be seen. However, OC San has been able to continue with its operations and meet the mission of protecting public health and the environment.
- While operations continue for OC San, the business functions have been modified to meet the health and safety guidelines established.
- To ensure the safety of our critical on-site staff, approximately 50 percent of staff have been working remotely for the last two years. As stability with the health crisis is reached, telecommuting staff is beginning to return on-site. Communication methods have and will continue to address the varied audiences, work schedules and work environments to maintain open and transparent communications.
- OC San is concluding a five-year rate program, with a rate study about to begin. Public communication must factor in the financial impacts to the OC San rate payers as decisions and communication is made regarding proposed fees for the next five years.
- OC San has seen a high number of retirements this year resulting in significant personnel movement and new hires. Communicating OC San's culture and reinforcing the importance in relationships are essential to the effectiveness and functionality of the agency.
- OC San experienced high turnover in the Board of Directors in 2021. Continuous engagement with the Board Members is critical for the success of this agency.
- As an essential service, OC San has continued to execute the Capital Improvement Program (CIP) to keep the regional projects on schedule that are enhancing the regional sewer system throughout the service area. In the next two fiscal years, OC San plans to award 28 construction contracts worth a total of \$400 million.
- In partnership with the Orange County Water District, OC San is constructing facilities to complete the final expansion of the Groundwater Replenishment System (GWRS). Once completed, OC San will be able to recycle 100 percent of the reclaimable flow and allow GWRS to produce enough water for 1 million people.
- OC San is constructing a new administrative headquarters building in the City of Fountain Valley across the street from Plant No.1. The project will allow OC San to consolidate administrative staff into one building thus creating additional space for process facilities in the plant. The building is designed to be welcoming and inviting to the public. The main entry plaza will feature educational exhibits highlighting OC San's mission of protecting public health and environment.

Mission

The Public Affairs Office is committed to communicating information about OC San in a timely, accurate and accessible way to the employees, the Board of Directors, our member agencies, the public, and the news media.

- We are committed to open, honest, clear, and respectful two-way communication with our audiences.
- We are dedicated to informing others about how OC San serves the public and protects the environment.
- We are committed to outstanding customer service by responding to requests quickly and efficiently.
- We are dedicated to teamwork and collaboration as well as being creative and taking the initiative to be out in front of issues.

Audiences

This Public Affairs Plan focuses largely on four primary audiences.

- **Internal**

- Board of Directors
- Executive Management Team
- Employees
- Retirees

- **The Public**

- Ratepayers
- Member Agencies
- Residents, Businesses, Commuters Impacted by OC San Construction and Maintenance
- OC San Neighbors near our facilities (plants and pump stations)
- Schools and Students
- Tour Groups

- **Industry**

- Water/Wastewater Agencies
- Trade Organizations
- Trade Media

- **Influential Public**

- Local, State, and Federal Elected Officials
- Environmental Groups
- Local Media

- OC San is dedicated to exceeding wastewater quality standards used for resource recovery.
- OC San is committed to proper planning to ensure that the public's money is wisely spent.
- OC San's assets are monitored and evaluated regularly to ensure top performance and timely replacement.
- OC San values communicating our mission and strategies with those we serve and all other stakeholders.
- Providing reliable, responsive, and affordable services in line with our customer needs and expectations is a top priority for OC San.
- OC San focuses on creating the best possible workforce where safety, productivity, customer service, and training are a top priority.
- OC San has worked very hard to create an integrated planning environment which begins with the expectations of its Board of Directors and flows down to the work product of each employee. We have worked hard to assure our staff members are communicating and providing transparent services to each other in support of the plan.
- OC San has developed an integrated Planning/Asset Management system that allows for intentional, thoughtful decision making to maintain current operations while adding resilience and meeting new challenges.
- OC San has an organizational structure with informal relationships between employees that allow for collaboration toward common goals.

Agency Key Messages

- OC San is committed to protecting public health and the environment by providing effective wastewater collection, treatment, and recycling.
- OC San is more than a wastewater treatment facility; we are a resource recovery facility making use of all our byproducts.

Public Affairs' Goals for Fiscal Year 2022/23 and 2023/24

1. Optimize communication with our internal audience including those operating in the field.
2. Continue to build OC San's reputation as infrastructure leaders in the wastewater and resource recovery industry.
3. Cultivate relationships with traditional and social media journalists and influencers to promote OC San's programs and initiatives.
4. Enhance OC San's image and branding by utilizing proper messaging in external communication pieces such as OC San's website, presentation, digital media, and advertising. Maintain a positive experience and image for our visitors.
5. Identify and implement avenues for education and outreach within OC San's service area to further promote OC San as a resource recovery agency, promote OC San's mission and promote career opportunities within the wastewater industry.
6. Develop and implement outreach programs that will engage the communities affected by OC San's construction projects.
7. Ensure proactive engagement in legislative advocacy efforts that could impact OC San and the wastewater industry.
8. Monitor, track, and apply for grants available and that make business sense to OC San.
9. Ensure that local elected officials, member agencies, stakeholders, and OC San Board Members are actively engaged in the work of OC San.
10. Ensure the Public Affairs Office serves as the primary spokesperson for OC San during normal business and crisis scenarios and facilitates the dissemination of information.

To achieve these goals, the PAO presents the following strategies and tactics, along with the primary staff assigned to that area. While individual staff members are the key contacts for each of the goals, the team works collectively and collaboratively, reflecting our core values. Our staff recognizes the key role we play at OC San, not only communicating information, but also teaching and consulting others and serving as a resource to our Board of Directors, employees, the wastewater industry, and our member agencies.

As we navigate through the pandemic recovery efforts, the team will follow this plan, and make necessary modifications to effectively communicate OC San's strategic direction. Flexibility is implemented into this plan to deal with the dynamic situation we are all in.

Public Affairs Strategies and Tactics

1. Category: Employee Communication

Program Manager: Rebecca Long

Program Coordinator/Support: Kelly Newell, Belen Carrillo, Gregg Deterding, and Cheryl Scott

Goal (what): Optimize communication with our internal audience including those operating in the field.

Objective (measure): Create employee engagement by utilizing the identified communication methods to share agency wide messages.

Strategy (why): We value open and honest communication with our employees. PAO is committed to various efforts aimed at keeping OC San employees informed about important topics, increasing the overall quality of communications to our employees while tying the business aspects of the agency with the human-interest side.

Tactics (how):

- Keep information on The San Box homepage current, relevant, and useful for OC San employees by working with the various departments to gather information that should be shared.
- On a regular basis, staff will continue to support various departments with their communication and outreach needs.
- PAO will produce six Pipeline newsletters per year with a goal of circulation by the third week of the publication month.
- PAO will track Volunteer Incentive Program (VIP) points for all participating employees and coordinate the VIP appreciation celebration.
- Create employee recognition and celebratory events throughout the year that comply with health guidelines, this may include small in-person gatherings and virtual events. To include but not limited to the Annual Holiday Lunch, the Harvest Festival, and VIP Celebration, etc.
- Commemorate OC San's achievement of reusing 100 percent of the reclaimable flow upon completion of the Groundwater Replenishment System's Final Expansion. Celebrate the milestone and acknowledge the accomplishment with staff and stakeholders.
- Continue with the Honor Walk program which acknowledges retired staff and past Board Members for their contribution to OC San. The recognition event will be hosted every other year starting in 2023.
- Write and coordinate the 3 Things to Know email blast to be distributed to all staff each Monday.
- Produce monthly Digester bulletin.
- Support and promote OC San "U", OC San's training program.

2. Category: Industry Experts

Program Manager: Daisy Covarrubias

Program Coordinator/Support: Kelly Newell, Gregg Deterding, and Cheryl Scott

Goal (what): Establish and solidify OC San's reputation as infrastructure leaders in the wastewater and resource recovery industry.

Objective (measurable): Increase participation in strategic organizations through conferences, networking activities and awards by five percent.

Strategy (why): To build positive public perception and confidence among our various audiences.

Tactics (how):

- Encourage participation and presentation in conferences
- Encourage and support award application submittals
- Publicize and coordinate award acceptance logistics
- Track all awards won by OC San by keeping a master list
- Track and promote staff abstracts, and publications

3. Category: Media Relations

Program Managers: Daisy Covarrubias and Rebecca Long

Program Coordinators: Kelly Newell, Belen Carrillo, Gregg Deterding, and Cheryl Scott

Goal (what): Cultivate relationships with traditional and social media journalists and influencers.

Objective (measurement): Increase media coverage with positive stories about OC San.

Strategy (why): While a presence in the community is important to putting a face to our agency, media (traditional and social) is equally important with a broader reach and a more direct line of communication.

Tactics (how):

- Annually update media list to stay current and fresh.
- Develop a press kit to be online and interactive.
- Build a calendar of news release topics of interest to the public and stakeholders
- Invite media for a facility tour (virtual or small group). – Rolling over to new plan as unable to complete due to COVID—19 restrictions.
- Develop media strategies for important events, decisions, or actions. e.g. CIP Campaign (see details in Category 6: Capital and Maintenance Outreach.
- Conduct media training for Board leadership, EMT and key staff members. - Rolling over to new plan as unable to complete due to COVID—19 restrictions.
- Weekly (3-5 times) social media posts about the happenings at OC San with focus on OC San's accomplishments and mission.
- Continue with social media campaigns #OCSanAtWork, #What2Flush, and those currently supporting ongoing efforts.

4. Category: Agency Branding and Messaging

Program Manager: Daisy Covarrubias

Program Coordinators/Support: Gregg Deterding, Kelly Newell, and Cheryl Scott

Goal (what): Enhance OC San's image and branding by utilizing proper messaging in external communication pieces such as OC San's website, presentations, digital media, advertising, which includes maintaining a positive experience for OC San visitors.

Objective (measure): Continue with OC San's branding campaign including updating collateral material, signage, and promotional material as appropriate and as it is used. Maintain the lobby(s) current and informative with relevant information, i.e., displays, awards case, etc.

Strategy (why): A cohesive voice, message, look, and feel are critical to the public perception that an organization holds with its community. A positive and pleasant in-person experience reinforces OC San's culture and core values as well as showcasing OC San as industry leaders, and a well-run organization, leaving behind the stigma of typical government agencies.

Tactics (how):

- Develop new website to better meet the information needs of our visitors while meeting accessibility standards.
- Maintain website accuracy, relevancy and timeliness with new stories posted weekly.
- Provide presentations, consultation, and advice on the branding and image of OC San.
- Develop new collateral materials around the key messages.
- Explore advertising options to inform the public of agency efforts and role in enhancing the local economy.
- Fulfill all requests for graphics, photos, and logos.
- Continue with online community newsletter. Increase reach and distribution list.
- Develop a branding plan for the new Headquarters Building.
- Develop an educational display in the headquarters building to illustrate OC San's reuse and recycling efforts in support of the environment and public health. Display to be revealed when new building is unveiled.
- Maintain the lobby wall in the administration building at Plant No. 1 and the Operations Center at Plant No. 2 with OC San's current branding and messaging.

- Rotate flags on light poles at Plant No. 1 and at Plant No. 2 on a biennial basis.
- Keep the award display cabinet up to date by rotating awards.
- Keep the retiree display in the Administration Building hallway up to date. On an annual basis collect the names of the retirees and update the display board.
- Maintain and coordinate the installation of Honor Walk bricks on a biennial basis.
- Display collateral material in a neatly and organized manner displayed with current and relevant information.
- Develop a video library of OC San programs to utilize as educational and promotional tools.
- Promote the development and implementation of OC San's permittee awards program that recognizes industries for improving their adherence to excellent standards.
- Support and promote the development of an awards program for biosolids truck drivers.
- Develop a campaign to showcase OC San's diversity to be launched internally and externally.

5. Category: Educational Outreach

Program Manager: Rebecca Long

Program Coordinators/Support: Kelly Newell, Belen Carrillo, Gregg Deterding, and Cheryl Scott

Goal (what): Identify and implement avenues for education and outreach within OC San's service area to promote OC San's mission and vision.

Objective (measurement): Create and identify new educational opportunities including virtual events and webinars to promote and educate the community on OC San's work and the essential service provided. Incorporate the GWRS messaging to increase awareness of the benefits to our service area.

Strategies (why): To further promote OC San as a resource recovery agency, promote OC San's mission and promote career opportunities within the wastewater industry.

Tactics (how):

- Execute the Inside the Outdoors contract for Fiscal Year 2022-2023 to continue the educational partnership that includes the Sewer Science program to 500 students within Orange County and introduce them to OC San's virtual tour program.
- Reinstate physical plant tours and continue offering the virtual tour to increase the reach of OC San's tour program.
- Identify 10-12 community event opportunities for OC San to participate in to inform and educate the community on the important role OC San plays in public health and the environment.
- Continue to encourage and promote the Volunteer Incentive Program to have a pool of staff that volunteer for events and speaking engagements that OC San participates in.
- Expand OC San's speaker's bureau to provide a wider set of speakers available.
- Public Service Announcement (PSA) Contest – work with high schools in our service area to create a promotional PSA for OC San on a biennial basis. Obtain a minimum of 20 individual and/or group entries.
- Continue hosting Wastewater 101 Citizen Academy for our ratepayers, and influential public to showcase OC San operations and initiatives. Host a minimum of four (4) series per year.
- Support the Heritage Museum of Orange County's educational efforts by supplying material to be used for virtual and in-person teaching of OC San's key messages.

6. Category: Capital and Maintenance Outreach

Program Managers: Daisy Covarrubias and Tanya Chong from Engineering,

Program Coordinators/Support: Belen Carrillo, Kelly Newell, Gregg Deterding, Cheryl Scott, and Jennifer Wein from Engineering

Goal (what): Develop and implement outreach programs that will engage the communities affected by OC San construction and maintenance activities.

Objective (measurement): Develop, implement, and provide outreach support for over 15 capital projects scheduled to break ground in fiscal years 2022/2023 and 2023/2024 in more than 10 cities.

Strategy (why): Form a positive presence in the community prior to the start of construction projects or maintenance activities that is personal and proactive. Provide impacted community with information ahead of construction activities. Inform them of the benefits and need for the project to gain support and understanding of the necessary construction.

Tactics (how):

- Proactively offer briefings and community meetings to impacted neighborhoods, civic groups, businesses, schools, churches, and other institutions within the project area on an as needed basis.
- Explore the option of placing advertising pieces in communities/areas impacted by construction.
- Respond to inquiries within a 24-hour period.
- Provide project description and notifications to impacted residents at least two weeks before construction begins.
- Update collateral materials, fact sheets and website with current construction information on an as needed basis.
- Maintain ongoing communications with city staff and Board Members on current and upcoming construction outreach projects in affected cities.
- Maintain ongoing communications with impacted residents within the project area through collateral material (e.g., flyers, door hangers, emails, text alerts, social media posts, etc.).
- Measure customer satisfaction through a construction outreach survey to be distributed at the close of construction programs.
- Support the Vendor Outreach Program to promote OC San business opportunities with local businesses.

7. Category: Legislative Affairs

Program Manager: Rebecca Long

Program Coordinator/Support: Kelly Newell, Gregg Deterding, and Cheryl Scott

Goal (what): Proactive engagement in legislative advocacy efforts that could impact OC San and the wastewater industry.

Objective (measure): Continue positive relationships with local, state, and federal officials through facility tours, meetings, and bill tracking as stated in the Legislative Plan.

Strategy (why): Legislative advocacy is an important aspect of our business. Having relationships and being actively involved, providing input and OC San's perspective on potential legislature can and does directly affect OC San and our business.

The PAO is responsible for executing the Board approved Legislative Plan, which is updated on an annual basis. In addition, staff is responsible for tracking state and federal legislation, managing OC San's legislative advocates, and seeking appropriations and grants.

Tactics (how):

- Develop and implement Annual Legislative Plan in the second quarter of each fiscal year.
- Track bills and maintain a priority list of key legislation.
- Provide regular updates to the Legislative and Public Affairs Committee on state and federal matters.
- Host legislative tours.
- Engage in Advocacy Days in Sacramento and Washington DC once a year.
- Take positions on bills that could affect OC San or the industry.
- Work with industry organizations on state and federal issues to ensure OC San's positions are communicated.
- Partner with industry organizations to co-host virtual events and activities.
- Manage the legislative advocates' contracts and facilitate regular communication between lobbyists, staff, and the Board of Directors.

8. Category: Grants Coordination

Program Manager: Rebecca Long

Program Coordinator/Support: Kelly Newell, Gregg Deterding, and Cheryl Scott

Goal (what): Monitor, track, and apply for grants available to OC San.

Objective (measure): Apply and obtain grants for qualified OC San projects and programs.

Strategy (why): Outside funding is important in moving OC San projects and programs forward. With ongoing attention to government spending, it is vital for OC San to apply for and secure grants to offset costs when available.

Tactics (how):

- Apply for two grants a year based on availability.
- Ensure Grant Policy is updated and current.
- Research grant opportunities and report out to the Legislative and Public Affairs Committee.
- Seek out available grant funding opportunities for OC San and its various divisions.
- Secure letters of support.
- Publicize grant awards received.
- Create and measure outcomes.

9. Category: Local Government Affairs

Program Manager: Daisy Covarrubias

Program Coordinators/Support: All PAO staff

Goal (what): Ensure that local elected officials, member agencies, stakeholders, and OC San Board Members are actively engaged in the work of OC San.

Objective (measure): Provide at least two communication tools per month

Strategy (why): Keeping OC San's influential public engaged in OC San's projects and accomplishments are critical to the support and success of our agency.

Tactics (how):

- Provide Board of Directors with speaking points following every OC San board meeting that can be used when reporting back to their respective councils and community groups.
- Support an orientation (as needed) for new Board members.
- Develop and keep a current list of monthly informational presentations.
- Maintain an informational presentation video library for the Board of Directors on key agency topics.
- Provide regular reports to the Legislative and Public Affairs Committee.
- Develop OC San's Annual Report.
- Publish a Five Minutes Per Month, each month.
- Participate in government affairs committees.
- Invite new council and board members within OC San's service area to take a tour of OC San and offer presentations to their respective agencies on OC San programs and efforts.
- Create and distribute quarterly outreach tool kits for member agency PIOs to help them easily share and disseminate information about OC San.
- Host a "State of the District" event for influential leaders throughout the infrastructure and water/wastewater industry, including virtual option.
- Develop an outreach program for member agencies regarding inflow and infiltration issues within their sewer systems. The program will aim to educate, inform, and reduce inflow and infiltration affecting the local and regional sewer system.

10. Category: Crisis Management

Program Manager: Rebecca Long

Program Coordinators/Support: All PAO Staff

Goal (what): Ensure the PAO serves as the primary spokesperson for OC San during normal business and crisis scenarios and facilitates the dissemination of information.

Objective (measure): Ensure that the PIOs in the PAO can respond in a crisis. Provide the necessary tools and material to follow established protocols and support the situation as needed.

Strategy (why): It is imperative during a crisis that OC San be proactive and provide clear and effective messaging to employees, public, and the media.

Tactics (how):

- Maintain an updated crisis communication plan including regular briefings with staff to identify possible issues and responses.
- Maintain and update PAO's Continuity of Operations Plan (COOP).
- Work with Risk and Safety Management on Public Affairs' role in an emergency, including our role via the Integrated Emergency Response Plan.
- Ensure proper procedures are in place for Board, employees, and public notification.
- Maintain updated contact lists for resource, member, and partnering agencies to coordinate and assist during crisis.
- Develop protocols on everyday PAO tasks to facilitate the operations of the group in a time of crisis.

11. Category: General Manager Support

Program Manager: Daisy Covarrubias

Program Coordinators/Support: All PAO Staff

Goal (what): Ensure the General Manager and Assistant General Managers are supported with information necessary to communicate to the varied OC San audiences.

Objective (measure): Develop monthly communication pieces on behalf of the General Manager. Ensure General Manager (or designee) is participating and involved in promoting OC San's initiatives.

Strategy (why): Collaborate with the General Manager to prepare communication and messaging that reflects the mission and vision of OC San.

Tactics (how):

- Assist the General Manager and the Assistant General Managers with keeping the Board Members informed and up to date with OC San activities.
- Assist in the development of the General Manager's Monthly Report.
- Develop talking points for Board and Committee meetings.
- Develop material and speaking points for presentations and speaking engagements.
- Support the development of the OC San Strategic Plan.
- Assist in the development of the General Managers Annual Work Plan, including mid-year and end of year reports.
- Manage Ask the GM questions submitted.
- Coordinate and support VIP tours guided by General Manager and Assistant General Managers.
- Coordinate and produce two Town Hall meetings (live and/or pre-recorded) to keep employees informed and engaged.

Closing Comments

This plan is a broad outline of the Public Affairs Office program. As new issues arise, new functions and duties will evolve as well. The role of the Public Affairs Office is to stay ahead of issues, be responsive and flexible to meet the needs of the agency. We will adjust our program accordingly.

New Tactics Introduced

- Vendor Outreach Program
- Inflow/Infiltration Member Outreach Campaign
- OC San New Website
- Biosolids Driver Rewards Program
- Permittee Awards
- Diversity Campaign
- Heritage Museum Educational Program
- Video Library



Public Affairs Division
10844 Ellis Avenue
Fountain Valley, CA 92708

PUBLIC AFFAIRS PORTFOLIO

Fiscal Year 2022/23
and
Fiscal Year 2023/24



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MEET THE TEAM



Jennifer Cabral
Administration Manager



Daisy Covarrubias
Public Affairs Supervisor



Belen Carrillo
Senior Public Affairs Specialist



Rebecca Long
Senior Public Affairs Specialist



Kelly Newell
Public Affairs Specialist



Cheryl Scott
Administrative Assistant



Isai Carrillo
Graphics Designer



Gregg Deterding
Graphics Designer

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A large, stylized blue water drop graphic is centered on the page. It has a gradient from a lighter blue at the top to a darker blue at the bottom. The text is overlaid on this graphic.

OUTREACH

FISCAL YEAR 2022/23

OUTREACH

Fiscal Year 2022/23 – Notice of Public Hearing



OCSSAN
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, CA 92708

RETURN SERVICE
REQUESTED

PRESORTED
FIRST CLASS
U.S. POSTAGE
PAID
SANTA ANA, CA
PERMIT NO. 356

Este material está disponible en español en la página electrónica www.ocsan.gov.
Tài liệu này được cung cấp bằng tiếng Việt trên trang web của chúng tôi: www.ocsan.gov.

John Doe
12345 Any Street
Any Town, CA 00000

NOTICE OF PUBLIC HEARING

Wednesday, March 22, 2023 • 6 p.m.
10844 Ellis Avenue, Fountain Valley, CA 92708

We protect public health and the environment by:

- Helping to ensure our beaches are safe.
- Supplying 130 million gallons per day of treated water for recycling.
- Recycling 800 tons per day of solids from wastewater and creating soil amendment and compost.
- Producing over 60 percent of electricity to power our treatment facilities.
- Maintaining over \$11 billion in infrastructure — guaranteeing reliability of our pipelines and treatment systems — reducing the risk of sewer spills and beach closures.

All while being fiscally responsible and keeping your rates below the industry average.

To learn more about OC San visit: www.ocsan.gov.




QUESTIONS & ANSWERS

How do I Protest the Proposed Fees?
A public hearing will be held on Wednesday, March 22 at 6 p.m. in the OC San Board Room, 10844 Ellis Avenue, Fountain Valley, California. Any property owner within the sewer service area may protest the proposed fee at the public hearing or may file a written protest by sending a letter to OC San, 10844 Ellis Avenue, Fountain Valley, CA 92708 or an email to rates@ocsan.gov. A valid protest letter or email must include your name, the parcel number at which you receive sewer service from OC San and a statement of protest. The letter or email must be received prior to or during the public hearing on March 22, 2023.

I already pay a sewer fee on another bill. Is this a duplicate sewer charge?
A separate sewer fee may be collected for the operation and maintenance of your local sewer system, which may be owned by your city, water district or sanitary district. That system collects the sewage from your parcel, conveys it through the sewers in your local streets, and ultimately transfers it to the large regional trunk sewers and treatment plants that make up the OC San regional system. OC San does not receive any monies collected by these other local sewer agencies.

Am I eligible for a rebate/refund?
Non-residential users that have substantially lower than average water use are eligible for a reduced charge. If you think you qualify, please visit our website, www.ocsan.gov, to obtain claim forms for a rebate or refund. As the single-family residential rate is a flat rate and is the lowest rate that any user can pay for our services, residential users are not eligible for a rebate.

What if I am not connected to the sewer system?
The OC San sewer service fee ordinance applies to parcels that are connected to the sewer system. Parcels that are on a septic system are exempt from the OC San sewer service fee. While we have attempted to identify all parcels that utilize a septic system, it is possible that we may have missed some. If this is your situation, please visit our website, www.ocsan.gov, to obtain a septic tank form for a refund.



OC SAN WASTEWATER SEWER SYSTEM

NOTICE OF PUBLIC HEARING
MARCH 22, 2023 AT 6 P.M.
ORANGE COUNTY SANITATION DISTRICT
10844 ELLIS AVENUE, FOUNTAIN VALLEY, CA
REGARDING PROPOSED SEWER SERVICE FEES TO THE OWNER OF RECORD OF

APN#000000

You have received this notice because the Orange County Sanitation District (OC San) provides regional sewer service to your property. OC San collects and treats wastewater from 20 cities, four special districts and a portion of the unincorporated County of Orange. A map of OC San's sewer service area can be viewed at www.ocsan.gov.

OC San is proposing a rate increase in order to pay projected costs of inspection, repair, operation, maintenance, debt service and reserves needed for OC San's regional collection and treatment system. As a property owner within OC San's service area, your regional sewer service fees along with property tax revenues and other sources of income, will pay for these services.

Due to our efficient operations and size, OC San sewer service fees remain among the lowest in California and in the United States for wastewater treatment facilities. At the end of the proposed rate program in 2028, OC San's rates are expected to remain below the projected statewide average.

You are currently paying your share of the current costs of operating the sewerage system through your annual service fee of \$XXX per year.

The cost of the regional sewerage system is apportioned to each property owner based on the amount and strength of the average wastewater discharged from that type of parcel use. Parcels are categorized by use on the Orange County Assessor's database. Although the OC San sewer service fee is not a tax, it is collected as a separate line item on the property tax bill. Using the services of the County Tax Collector-Treasurer significantly reduces the OC San's administrative and collection costs. These savings are reflected in your rate.

The proposed sewer service fees are based on financial and engineering studies and reports. The proposed rates may not be exceeded in any year without another notice. These sewer service fees do not fund the capital costs of constructing new or expanded facilities to serve new development; those costs are paid by the customer's connecting to the local sewer system in the form of a separate capital facilities capacity charge.

Annual Single Family Residential (SFR) User Rate

Current	Proposed Rate Structure beginning July 1, 2023 through June 30, 2028				
2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
\$347	\$358	\$371	\$384	\$397	\$411

The multi-family residential (MFR) user per apartment unit has been established by flow monitoring and census data to be 70% of the SFR use. Thus, the MFR rate will increase proportionally per unit per year. Non-residential users pay a rate per 1,000 square feet of building area, based upon the average quantity and strength of wastewater discharged as determined by studies of actual flows discharged into the system by each particular category of users.

You are receiving this notice because this change in rates will increase the annual rate per 1,000 square feet of building for users in your category from \$ to \$ for the first year of sewerage service. Subsequent annual increases will be proportional to the SFR rate increases described above. Your total service charge will be the product of this rate and the number of 1,000 square feet in your building(s).

Who is the Orange County Sanitation District?

The Orange County Sanitation District (OC San) is a special district responsible for safely collecting, treating, disposing, and recycling of wastewater (sewage) and industrial waste. It is a public agency, separate from the County of Orange or any city government, established under the State Health and Safety Code to provide clean water service to a specific regional geographic area. OC San is governed by a Board of Directors comprised of elected officials from each of the local sewer agencies or cities within our 478-square-mile service area serving 2.6 million people throughout Orange County.

How Our Rates Are Set

We calculated the proposed wastewater rates based on the following studies:

- 2021 Strategic Plan
- 2022 Wastewater Rate Study
- 2022 Asset Management Plan
- 2017 Facilities Master Plan

All of which can be found at www.ocsan.gov.

TAKE A VIRTUAL TOUR. FIND OUT MORE

Want to see our treatment process up close or learn more about your regional wastewater treatment provider? Join one of our upcoming virtual tours. Find out more by visiting www.ocsan.gov/tours or emailing forinformation@ocsan.gov.

NOTICE OF PUBLIC HEARING

Wednesday, March 22, 2023 • 6 p.m.
10844 Ellis Avenue, Fountain Valley, CA 92708

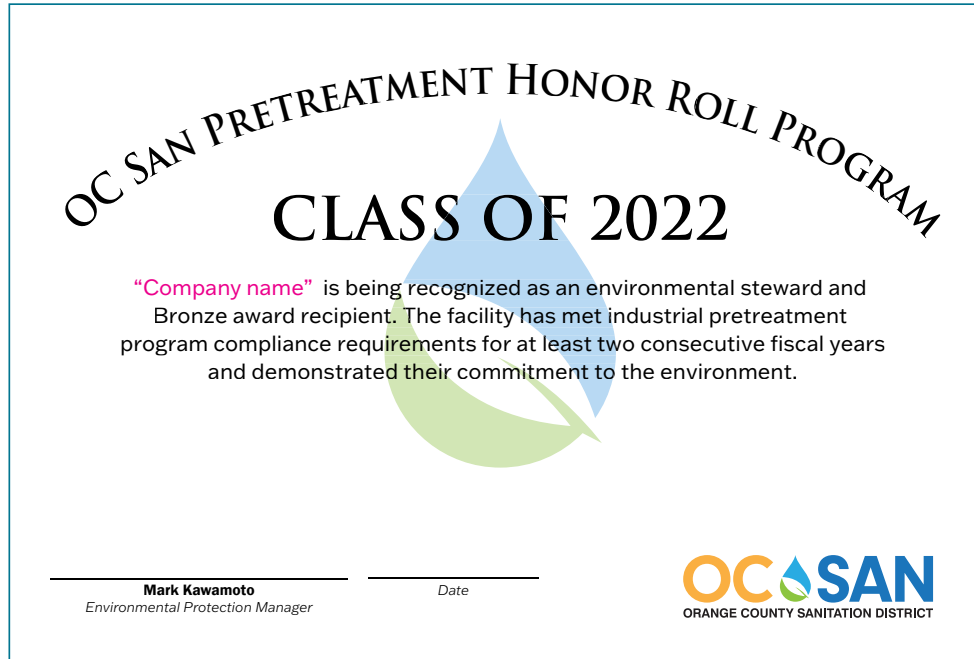
Prop 218 Proposed Sewer Rates



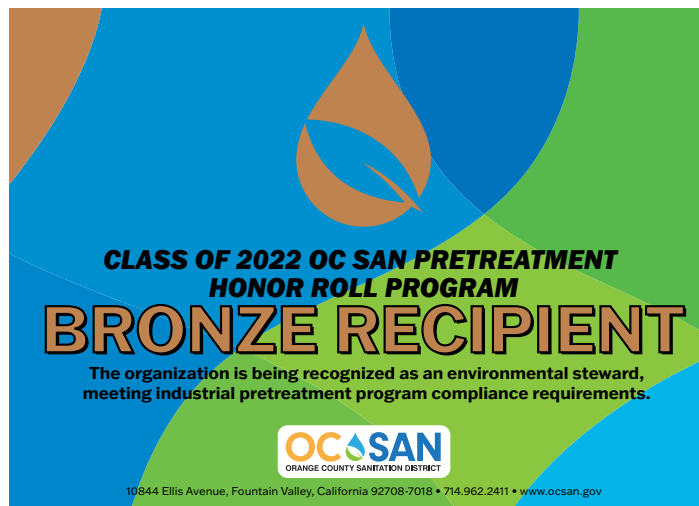
Notice of Public Hearing

OUTREACH

Fiscal Year 2022/23 – Honor Roll



Certificates




Window Sticker

OUTREACH

Fiscal Year 2022/23 – Construction

ORANGE COUNTY SANITATION DISTRICT

CYPRESS TRUNK SEWER PROJECT




Construction is set to begin in 2023


This project is making improvements to over six miles of regional sewer pipe and 100 manholes in the cities of **Cypress**, **Los Alamitos**, and **La Palma**.

WE WANT TO HEAR FROM YOU.

OC San is gathering information from the community to assist us as we design this important project. Please take a few minutes to answer questions which will help us determine work hours and days for this project. Thank you for your feedback.

(See reverse for map and additional information) 

CONSTRUCTION AREA




Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, CA 92708-7018

PRESORTED STANDARD
U.S. POSTAGE PAID
2EVERYDOOR
ECRWSS

LOCAL
POSTAL CUSTOMER


Use your smartphone to scan or snap a picture of this QR code or visit www.ocsan.gov/Cypress to take the survey. Available in English, Spanish and Korean.



Stay informed of the latest construction news by signing up for text alerts and email notifications.

Contact the **Construction Hotline 714.378.2965** or ConstructionHotline@ocsan.gov if you have any questions.

Connect with us @OCSanDistrict



OC SAN
ORANGE COUNTY SANITATION DISTRICT

Orange County Sanitation District (OC San) is the public agency that provides wastewater collection, treatment, and recycling services for approximately 2.6 million people in central and northwest Orange County.

Cypress Truck Sewer Post Card

OUTREACH

Fiscal Year 2022/23 – Construction

OC San Headquarters Bridge Crossing Installation

The 3-story office building construction project includes a pedestrian bridge that will connect the building to OC San's Plant No. 1.

A 100-ft span of the bridge crossing Ellis Avenue will be installed, requiring a weekend **closure of Ellis Avenue**. Detours will be in place, see map on reverse side.



Ellis Avenue Closure
Starting at 9 p.m. Friday, July 21, 2023
through 11 p.m. Sunday, July 23, 2023

All date and times subject to change due to operational factors or inclement weather.



HQ Bridge Ellis Closure

OUTREACH

Fiscal Year 2022/23 – Construction



CONSTRUCTION IS COMING!

Los Alamitos Trunk Sewer Project

The **Los Alamitos Trunk Sewer Project** is anticipated to start in the next couple of months.

This project will make improvements to the regional sewer lines and manholes in the cities of Seal Beach and Los Alamitos.

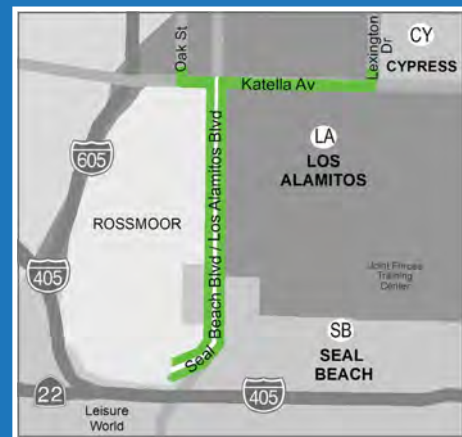
Stay informed of the latest construction news by signing up for text alerts and email notifications.



To sign up for text alerts use your smartphone to scan or snap a picture of this QR code or text "Los Alamitos" to 74121.

For email alerts sign up at www.ocsan.gov/LosAlamitos

For questions contact the **Construction Hotline** at 714.378.2965 or at ConstructionHotline@ocsan.gov.



Connect with us @OCsanDistrict

Los Alamitos Truck Sewer Project

OUTREACH

Fiscal Year 2022/23 – Construction

We'll Be In Your Neighborhood

Collecting Samples



Over the next couple of weeks, we'll be in your area collecting sewer and water samples as part of a research study.

SEE REVERSE SIDE FOR
ADDITIONAL INFORMATION



UCIRVINE
UNIVERSITY OF CALIFORNIA • IRVINE

OC SAN
ORANGE COUNTY SANITATION DISTRICT

OC San has partnered with the **University of California, Irvine** to conduct a water quality research project.

What to Expect:

- ▲ Traffic control for sample retrieval area.
- ▲ UCI staff wearing protective suits to prevent sample contamination.

Weekdays from May 4 - May 15
Between 8 a.m. and 12 p.m.

Date and times subject to change due to operational factors or inclement weather.

Questions?

UCI Info Line (949) 824-5819

OC Email: InforInformation@ocsan.gov



Use your smartphone to scan or snap a picture of this QR code for additional information on OC San.

OC SAN

ORANGE COUNTY SANITATION DISTRICT

10844 Ellis Avenue
Fountain Valley, CA 92708-7018
www.ocsan.gov

OC San is a public agency that provides wastewater collection, treatment, and disposal services for approximately 2.6 million people in central and northwest Orange County. OC San has almost 400 miles of sewer pipes that collect wastewater from residential, commercial, and industrial sources.

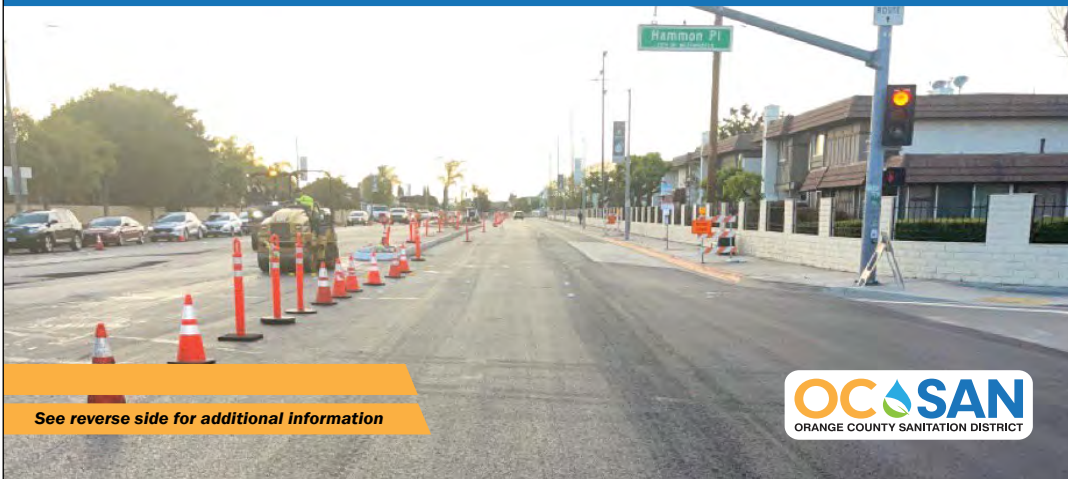
Collecting Samples Post Card

OUTREACH

Fiscal Year 2022/23 – Construction

Westminster Blvd. Sewer Project

Street restoration in progress, including upcoming nightwork.



Westminster Blvd. Sewer Project

Upcoming nightwork for final striping of the recently paved Westminster Blvd. to restore all street lanes and parking. Striping will consist of two coats, scheduled to occur over two consecutive weeks.

Sunday, March 26 - Thursday, March 30
Sunday, April 3 - Thursday, April 6

Work Hours: 9 p.m. - 5 a.m.

All date and times subject to change due to operational factors or inclement weather. Any changes to the schedule will be posted on the project webpage at www.ocsan.gov/Westminster.

! Please continue to not park on Westminster Blvd. until final striping is completed and "No Parking" signs are removed.

Questions?

Construction Hotline 714.378.2965
Email ConstructionHotline@ocsan.gov
Website www.ocsan.gov/Westminster

Follow Us:   
[@OCSanDistrict](https://www.instagram.com/OCSanDistrict)



ORANGE COUNTY SANITATION DISTRICT
10844 Ellis Avenue
Fountain Valley, CA 92708-7018
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OC San is a public agency that provides wastewater collection, treatment, and disposal services for approximately 2.6 million people in central and northwest Orange County. OC San has almost 400 miles of sewer pipes that collect wastewater from residential, commercial, and industrial sources.

Westminster Blvd. Sewer Project Post Card

OUTREACH


Fiscal Year 2022/23 – Construction



Capital Improvement Program

ANNUAL REPORT

Fiscal Year 21/22



Interested in doing business with OC San?

Scan the QR code on the front or visit the website ocsan.gov/doingbusiness for general information and to view current and upcoming opportunities.

 Email: Construction@ocsan.gov

The Orange County Sanitation District (OC San) is a public agency that provides wastewater collection, treatment, and recycling services for approximately 2.6 million people in central and northwest Orange County. OC San treats about an average of 179 million gallons of wastewater per day.

Follow us: [@OCSanDistrict](https://www.facebook.com/OCSanDistrict)   

Construction Network Owner's Night Post Card

OUTREACH

Fiscal Year 2022/23 – Construction



The banner features a blue background on the left with white pipe icons at the top and bottom. The text 'OC SAN SERVICE AREA ANNEXATION' is in large, bold, orange letters. Below it, the text 'Visit www.ocsan.gov/annexation or scan the QR code for more information.' is in white. A QR code is positioned to the right of this text. On the right side of the banner is a photograph of a wastewater treatment plant at dusk, with large pipes and tanks illuminated by lights. The OC SAN logo is in the bottom right corner of the photo.

OC SAN SERVICE AREA ANNEXATION

Visit www.ocsan.gov/annexation
or scan the QR code
for more information.

OC SAN
ORANGE COUNTY SANITATION DISTRICT

OC San Service Area Annexation

OUTREACH

Fiscal Year 2022/23 – Construction

ORANGE COUNTY SANITATION DISTRICT

SCHEDULED MAINTENANCE

Nighttime Activity:
Bushard St. North of Ellis Ave. at the
OC San Bushard Diversion Structure
April 20 from 9 p.m. to 7 a.m.

Dates and time subject to change due to operational factors or inclement weather

Routine maintenance is required to support the OC removal of debris from fats, oils, grease, wipes, and when sewer flows are at their lowest, work at night. Temporary traffic control with lane closures is expected. We apologize in advance for the inconvenience.

In addition to the scheduled maintenance, crews working on an upcoming construction project that will make repairs to the Bushard Diversion Structure. You will expect to receive additional project details including the start of construction.

What is the Bushard Diversion Structure?



Several manhole covers are noticeable in the road. These manholes provide access to a below grade Diversion Structure. This structure is critical to the system and is responsible for diverting wastewater flows through pipelines to either the Fountain Valley or Huntington Beach Wastewater Treatment Plant.



ORANGE COUNTY SANITATION DISTRICT
 ORANGE COUNTY SANITATION DISTRICT
 10844 Ellis Avenue
 Fountain Valley, CA 92708-7018

SCHEDULED MAINTENANCE

SEE INSIDE

For more information



ORANGE COUNTY SANITATION DISTRICT

Stay informed

Call the **Construction Hotline** at **(714) 378-2965**
 Email **ConstructionHotline@ocsan.gov**
 Visit **www.ocsan.gov**
 Connect with us
 on social media **@ocsewers**

The Orange County Sanitation District is a public agency that provides regional wastewater collection, treatment, and recycling services for approximately 2.6 million people in central and northwest Orange County.

If you would like additional information, please call our dedicated **Construction Hotline (714) 378-2965** or e-mail **construction@ocsan.gov**. For after hours, contact the **OC San Control Center** at (714) 378-2965. **10844 Ellis Avenue, Fountain Valley, CA 92708-7018 | www.ocsan.gov | OC San**

Bushard Diversion

15

OUTREACH

Fiscal Year 2022/23 – Construction

Taft Sewer Improvement Project

Orange County Sanitation District – or OC San – provides wastewater collection, treatment and disposal services for approximately 2.6 million people in central and northwest Orange County. The OC San Taft Sewer Improvement Project is part of a large capital improvement program to maintain and improve infrastructure.

About the Project

The project will replace and relocate a portion of the Taft Sewer in the City of Orange. The project will upsizes almost two miles of pipe along Taft Avenue from Glassell Street to Sacramento Street, northbound on Sacramento Street to Brentford Avenue, to Breckenridge Street to Meats Avenue. The current pipe ranges between 12 to 15 inches and will be upsized to 18 to 21 inches. A portion of the sewer that currently runs along Tustin Street will be relocated to North Sacramento Street.

Why Is This Infrastructure Needed?

OC San is committed to protecting public health and the environment by proactively replacing and maintaining its infrastructure. Increasing the size of the pipe as part of the project will facilitate the future maintenance of the pipeline.

Schedule

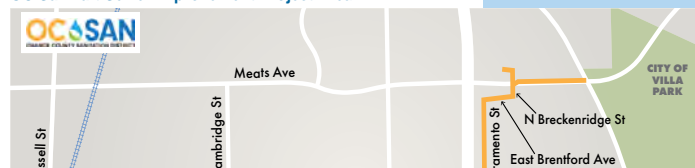
2022	2023	2024	2025	2026
Design Start		Anticipated Construction Start		Anticipated Construction Completion

Questions?

OC San is committed to proactive and transparent communication. Call the Construction Hotline at (714) 378-2965 or email ConstructionHotline@ocsan.gov. To sign up for text alerts, scan the QR code below or visit www.ocsan.gov/taft for the latest project updates and schedule information.



OC San Taft Sewer Improvement Project Area



Taft Sewer Improvement Project

JOIN US FOR A VIRTUAL COMMUNITY MEETING!

Date: Thursday, Dec. 8, 2022, via Zoom Webinar
Time: 6 p.m. start time (PST)

The Orange County Sanitation District (OC San) is proposing the Taft Sewer Improvement Project that will replace and relocate a portion of the existing Taft Avenue sewer pipeline within the City of Orange.

The project will upsizes approximately two miles of pipe along Taft Avenue from Glassell Street to Sacramento Street, northbound on Sacramento Street to Brentford Avenue, to Breckenridge Street to Meats Avenue. All work would be conducted within the public road right-of-way. The project will abandon 1,200 feet of existing OC San sewer pipeline and three maintenance holes along Meats Avenue at State Route 55.

At the community meeting you can:

- Learn more about the project status and schedule
- Speak with project team members and ask questions

The virtual meeting will be held in English. Get more information at ocsan.gov/taft.



Taft Sewer Improvement Project

OUTREACH

Fiscal Year 2022/23 – Communication

ORANGE COUNTY SANITATION DISTRICT

Sunflower and Red Hill SEWER REPAIRS

The Orange County Sanitation District Sunflower and Red Hill Sewer Repairs Project rehabilitates over a mile of regional sewer pipe in the cities of Irvine, Costa Mesa, and areas adjacent to Santa Ana.

Upcoming Construction Activity

LOCATION: Sunflower Avenue in the City of Costa Mesa

WHAT: This work will be done at night. There will also be traffic lane closures for above ground bypass piping to accommodate the sewer work.

WHEN: October 6 through October 28, 2022 (Dates and times are subject to change due to operational factors or inclement weather.)

WORK HOURS: Monday through Thursday, 7 p.m. – 7 a.m.

All lane closures will remain in place 24/7 until work in the area is complete.

WHAT TO EXPECT:

- Northbound Park Center Drive and Southbound West Stevens Avenue traffic will be limited to Right Turns only at Sunflower Avenue
- All Left Turn lanes in all directions at the intersection of Sunflower Avenue and West Stevens Avenue/Park Center Drive will be closed
- Eastbound traffic on Sunflower Avenue will not be affected
- Left Turn lane on Sunflower Avenue south of West Stevens Avenue into Bristol – Sunflower Plaza will be closed

DETOURS:

- If heading Eastbound on Sunflower, the next available U-turn will be at Flower Street
- If heading Northbound on Park Ctr and need to travel WB on Sunflower, make a U-turn at Flower Street or head South on Park Center Drive, Right on Town Center and Right on Bristol
- If exiting the Bristol – Sunflower Plaza or the apartments of West Stevens Avenue on Westbound Sunflower, make a U-turn at Bristol Street

For additional information about this project, please scan the QR code below, call the Construction Hotline at 714.378.2965 or email ConstructionHotline@ocsan.gov

Orange County Sanitation District (OC San) is the public agency that provides regional wastewater collection, treatment, and recycling services for approximately 2.6 million people in central and northwest Orange County.

OC SAN ORANGE COUNTY SANITATION DISTRICT

ORANGE COUNTY SANITATION DISTRICT

Sunflower and Red Hill SEWER REPAIRS

LOCATION: Sunflower Avenue between S. Plaza Drive and Main Street, in the cities of Costa Mesa and Santa Ana.

CONSTRUCTION ACTIVITY: The Orange County Sanitation District (OC San) is rehabilitating over a mile of regional sewer pipe in the cities of Irvine, Costa Mesa and areas adjacent to Santa Ana. Later this month, work will occur on Sunflower Avenue near the South Coast Plaza shopping area. An epoxy will be applied to the sewer pipes to repair and prevent future corrosion. This type of work is best done at night when the flow in the pipes is low.

SCHEDULE: September 2022 through December 2022*
Monday through Friday, 7 p.m. to 7 a.m.

*Dates and times are subject to change due to operational factors or inclement weather.

WHAT TO EXPECT:

- Intermittent construction noise may be noticeable due to use of heavy equipment and machinery
- Lane closures will remain in place for the duration of the work in this phase
- Westbound Sunflower Avenue will be reduced to one lane between Flower and Avenue of the Arts
- Avenue of the Arts will be reduced to one left turn lane at Sunflower
- Southbound left turn lane on Main Street at Sunflower will be closed

Mitigation measures will be taken to minimize the traffic and noise impacts to our neighbors. This portion of the project is part of a larger project to repair sewer lines in Costa Mesa, Irvine and areas adjacent to Santa Ana. Part of the work in Irvine has been completed and the remainder of the projects work will be completed in the City of Irvine after this work is complete. The entire project is expected to be complete in early 2023.

We understand the construction can be an inconvenience and appreciate your patience. For more information scan QR code, visit www.ocsan.gov, sunflower, call 714.378.2965 or email ConstructionHotline@ocsan.gov

OC SAN ORANGE COUNTY SANITATION DISTRICT

ORANGE COUNTY SANITATION DISTRICT

Sunflower and Red Hill SEWER REPAIRS

LOCATION: Sunflower Avenue between South Ross Street and Main Street, in the cities of Costa Mesa and Santa Ana.

CONSTRUCTION ACTIVITY: The Orange County Sanitation District (OC San) is rehabilitating over a mile of regional sewer pipe in the cities of Irvine, Costa Mesa and areas adjacent to Santa Ana. In February, work will begin on Sunflower Avenue between South Ross Street and Main Street. An epoxy will be applied to the sewer pipes to repair and prevent future corrosion. This type of work is best done at night when the flow in the pipes is low. This work was initially scheduled for October and was to be completed by December, however, due to weather, the work had to be rescheduled and will begin in early February. This is the final stage of the Sunflower and Red Hill Sewer Repairs Project.

SCHEDULE: February 2023 through March 2023*
Monday through Friday, 7 p.m. to 7 a.m.

*Dates and times are subject to change due to operational factors or inclement weather.

WHAT TO EXPECT:

- Intermittent construction noise may be noticeable due to use of heavy equipment and machinery
- Reduced lanes on Westbound/Northbound Main Street
- Left turn / U-Turn Lane on Southbound Main at Sunflower will be closed**

**Traffic control will be set up and remain in place 24/7 until the work is complete.

Mitigation measures will be taken to minimize the traffic and noise impacts to our neighbors.

We understand the construction can be an inconvenience and appreciate your patience. For more information scan the QR code, visit www.ocsan.gov, sunflower, call 714.378.2965 or email ConstructionHotline@ocsan.gov

OC SAN ORANGE COUNTY SANITATION DISTRICT

ORANGE COUNTY SANITATION DISTRICT

Sunflower and Red Hill SEWER REPAIRS

The Orange County Sanitation District Sunflower and Red Hill Sewer Repairs Project rehabilitates over a mile of regional sewer pipe in the cities of Irvine, Costa Mesa, and areas adjacent to Santa Ana.

Upcoming Construction Activity

LOCATION: Sunflower Avenue in the City of Costa Mesa

WHAT: This work will be done at night. There will also be traffic lane closures for above ground bypass piping to accommodate the sewer work.

WHEN: October 6 through October 28, 2022 (Dates and times are subject to change due to operational factors or inclement weather.)

WORK HOURS: Monday through Thursday, 7 p.m. – 7 a.m.

All lane closures will remain in place 24/7 until work in the area is complete.

WHAT TO EXPECT:

- Northbound Park Center Drive and Southbound West Stevens Avenue traffic will be limited to Right Turns only at Sunflower Avenue
- All Left Turn lanes in all directions at the intersection of Sunflower Avenue and West Stevens Avenue/Park Center Drive will be closed
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We understand the construction can be an inconvenience and appreciate your patience. For more information scan the QR code below, call the Construction Hotline at 714.378.2965 or email ConstructionHotline@ocsan.gov

OC SAN ORANGE COUNTY SANITATION DISTRICT

Sunflower and Red Hill Sewer Repairs

OUTREACH

Fiscal Year 2022/23 – Communication

OC San Connection
community newsletter
published by the orange county sanitation district



Spring 2023

FINISH LINE IN SITE

OC San is near completion on the Sunflower Avenue and Red Hill Sewer Repairs Project that has been taking place in the cities of Irvine, Santa Ana and Costa Mesa over the past 15 months.

This project rehabilitated over a mile of sewer pipeline. These pipes range in size from 4 ½ to 6 ½ feet in diameter and were installed over 50 years ago between 1969 and 1971. The pipeline is lined to add a layer of protection from corrosive hydrogen sulfide gases from wastewater. The project made

repairs to the lining to reduce the risk of a sewage spill and/or pipe failure. This repair will also extend the life of the pipe to continue to collect and transport an average of 7-15 million gallons per day of wastewater to OC San for treatment.

This project required crews to physically enter live sewers and set up temporary diversions and bypasses. These diversions and bypasses are necessary to reroute wastewater out of the pipeline to allow crews to perform the repair

work inside the live sewers. Most of the work was performed at night when wastewater flows inside the pipes are lower. Performing night work also minimizes the risk of a sewer spill and traffic impacts.

This project began in November 2021 and was expected to be complete earlier this year, however, due to some construction delays and the recurring rain events, the \$4.8 million construction project will be completed by the end of April 2023.



Bypass piping typically set up above the ground as seen here are used to reroute flows out of the sewer pipeline below ground.



The pipes are large enough for the crews to walk inside of them to make the repairs.

Spring 2023 Newsletter

OUTREACH

Fiscal Year 2022/23 – Communication



OC San Connection
community newsletter
published by the orange county sanitation district

Summer 2022



*Just In Time
for Summer!*

Heal the Bay Releases Beach Report Card

Heal the Bay released their 2021-2022 Beach Report Card and it has us doing a little happy dance! For the second year in a row, Orange County beaches top the Honor Roll list. To be on the Honor Roll, beaches need to receive an A+ for all four seasons. Beaches in the OC San service area to receive this honor are:

- Corona Del Mar
- Huntington City Beach, at 17th Street
- Bolsa Chica Reserve, at Flood Gates
- Surfside Beach, at Sea Way
- Crystal Cove



Heal the Bay

Landing a spot on the list is in part attributed to OC San's 100 percent Ocean Discharge Permit compliance record, our extensive Beach/Ocean Monitoring Efforts, and our Urban Runoff Diversion Program. To learn about these programs visit www.ocsan.gov.

The Heal the Bay Beach Report Card can be viewed at www.healthebay.org.

Summer 2022 Newsletter

OUTREACH

Fiscal Year 2022/23 – Communication



So, let's keep our wastewater flowing and our oceans clean. Educate yourself and others. Know What 2 Flush and what to put down the drain. Protect our sewers and environment!

It's simple, the toilet is only meant to flush the three Ps—pee, poop and paper

OC SAN
ORANGE COUNTY SANITATION DISTRICT

For more information on What 2 Flush visit www.ocsan.gov/education

Connect with us on social media @ocsandistrict



Orange County Sanitation District



Do you know what should go down the drain that is sewer safe?

HUMAN WASTE AND TOILET PAPER SHOULD BE THE ONLY THING GOING DOWN THE TOILET.


Unfortunately, over the years, people have turned the toilet into a trash can. From medications and sanitary products to deceased pet fish and cigarette butts, if it fits, people flush it. Flushing these types of items down the toilet causes home pipes to clog, wastes water (up to 5 gallons of water every time you flush) and most importantly can have a huge impact on our sewers and not to mention our ocean. Below is a list of items that people commonly flush that should not be going down the toilet:

Prescription Drugs, Over-The-Counter Medications
contain chemicals that you don't want entering the wastewater supply. Keep in mind that sewage is treated and recycled, so we want to keep our wastewater as chemical-free as possible. Our wastewater treatment plants were not designed to remove chemicals from the water. The best way to dispose of items like these is to make them undesirable, such as crushing them and then mixing with coffee grounds, kitty litter or dirt before sealing them in a plastic bag and disposing in the trash.

Sanitary Products, Paper Towels, Diapers, Baby Wipes & Facial Tissues
are made of materials that don't break down and can cause pipes to clog. The trash is the place for these items.

Kitty Litter
(especially clay kitty litter) will sooner or later clog your pipes, even the ones that claim to be "flushable." Far more problematic is Toxoplasmosis, a parasite found in cat waste that is harmful to marine biology. It's better to keep your cat waste out of wastewater and just put it in the trash.

Condoms & Dental Floss
both cause more problems than you'd imagine. They don't biodegrade and can cause pipes to clog.



THE ONLY THING THAT SHOULD BE GOING DOWN THE DRAIN IS WHAT COMES OUT OF THE FAUCET.

The toilet is not the only drain that people are using to get rid of unwanted waste; people are also known to use the kitchen sink as a trash can. Since the invention of the garbage disposal, which claims to grind even the hard stuff such as small bones and fruit peels, people have turned the sink drain into a common destination for kitchen waste. Again, as long as it fits, people throw it or pour it down the drain. Letting trash flow and go down the kitchen sink (or any other drain in the house) may cause pipes to clog and can eventually lead to sewage spills that harm the environment. Here is a list of the most common things that people dump into their sinks instead of disposing of them properly:

Food
should not be flushed down the sink. The best way to get rid of food is to compost what you can and wipe or scrape the remnants in the trash. Use a drain screen in your sink to catch any remaining bits of food as you wash the dishes. Use your garbage disposal sparingly. Using the drain as a dump will have unforeseen consequences of clogging sewer lines and possible backups in your home.

Fats, Oils and Grease (FOG)
should never be poured down the sink or garbage disposal. FOG sticks to the interior surface of the sewer pipes, hardens over time and eventually may cause sewage to backup and lead to a sewage spill in your home or on our streets. Running hot water as you pour the grease down the drain will not help either. Many people are unaware that pouring hot water and detergent down the drain only breaks up grease temporarily. The best way to get rid of FOG is to let it cool/harden, mix it with other absorbent materials, place it in a bag or container and then throw it in the trash.

Hair
always seems to make its way past the plug. Hair will catch and stick to other items and is very difficult to get out of piping once it gets in. Keep hair from going into the pipes by using a fine drain screen to catch hair in your bathtub and shower and dispose of it properly in the trash.

Coffee Grounds & Eggshells
should be properly disposed of in the trash. Never put them in the garbage disposal. Crushed eggshells and coffee grounds can also be used for making garden compost.

Household Hazardous Materials
such as motor oil, pesticides, paint and solvents should never be poured down the drain. All of these are highly toxic and will cause long term damage to the environment. Dispose of these items by contacting the nearest household hazardous waste collection center where these and other household items can be dropped off. If there is just a little unused paint left, put the can in a safe place (inaccessible to children, pets, or ignition sources) and remove the lid so the remaining contents can dry out. Once the contents have dried out, replace the lid and dispose of the can in the trash or recycler.

What2Flush Brochure

OUTREACH

Fiscal Year 2022/23 – Communication



WHAT 2 FLUSH

Know what should go down the drain that is sewer safe

human waste and toilet paper should be the only thing going down the toilet. Flushing other types of items down the toilet causes home pipes to clog, wastes water (up to 5 gallons of water every time you flush) and most importantly can have a huge impact on our sewers and not to mention our ocean.

Items that people commonly dispose of that should **NOT** be going down the drain:

TOILET

Prescription Drugs, Over-The-Counter Medications—contain chemicals that you don't want entering the wastewater supply. The best way to dispose of items like these is to make them undesirable, such as crushing them and then mixing with coffee grounds, kitty litter or dirt before sealing them in a plastic bag and disposing in the trash.

Kitty Litter—(especially clay kitty litter) will sooner or later clog your pipes, even the ones that claim to be "flushable." Far more problematic is Toxoplasmosis, a parasite found in cat waste that is harmful to marine biology. It's better to keep your cat waste out of wastewater and just put it in the trash.

Sanitary Products, Paper Towels, Diapers, Baby Wipes and Facial Tissues—are made of materials that don't break down and can cause pipes to clog. The trash is the place for these items.

Condoms and Dental Floss—both cause more problems than you'd imagine. They don't biodegrade and can cause pipes to clog.

SINK

Fats, Oils and Grease (FOG)—should never be poured down the sink or garbage disposal. FOG sticks to the interior surface of the sewer pipes, hardens over time and eventually may cause sewage to backup and lead to a sewage spill in your home or on our streets. Running hot water as you pour the grease down the drain will not help either. The best way to get rid of FOG is to let it cool/harden, mix it with other absorbent materials, place it in a bag or container and then throw it in the trash.

It's simple, the toilet is only meant to flush the three P's—pee, poop and paper.

www.ocsan.gov/education
  @ocсандistrict



WHAT 2 FLUSH

Do you know what should go down the drain that is sewer safe?

Pee, poop and toilet paper should be the only things going down the toilet. Flushing other types of items down the toilet causes home pipes to clog, wastes water (up to five gallons of water every time you flush) and most importantly can have a huge impact on our sewers and not to mention our ocean.

Items that people commonly dispose of that should **NOT** be going down the drain:

DRAIN

Fats, Oils and Grease (FOG)—should never be poured down the sink or garbage disposal. FOG sticks to the interior surface of the sewer pipes, hardens over time and may cause sewage to backup and lead to a sewage spill in your home or on our streets. Running hot water as you pour the grease down the drain will not help either. Instead, let it cool/harden, mix it with other absorbent materials, place it in a bag or container and throw it in the trash.

Household Hazardous pesticides, paint and so down the drain. All of these items by cause long-term damage of these items by containing hazardous waste collected other household items.

Food, Coffee Grounds, not be flushed down the food is to compost what remnants in the trash. Hair always se plug. Hair will catch and difficult to get out of pipe.

For more information:
www.ocsan.gov
  
 @OCSanDistrict



WHAT 2 FLUSH

Do you know what should go down the drain that is sewer safe?

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www.ocsan.gov/education
  @ocсандistrict



OC SAN
ORANGE COUNTY SANITATION DISTRICT

What2Flush Flyers

OUTREACH

Fiscal Year 2022/23 – Fact Sheet

ORANGE COUNTY SANITATION DISTRICT

Answers to questions about...

Ocean Monitoring Program

The Orange County Sanitation District (OC San) is a public agency that provides wastewater collection, treatment, and recycling services for approximately 2.6 million people in central and northwest Orange County. OC San has two plants that treat wastewater from residential, commercial and industrial sources.

How does OC San protect the ocean?

To meet our mission of "protecting public health and the environment," OC San maintains an ongoing ocean monitoring program, which is overseen by the United States Environmental Protection Agency and the California Regional Water Quality Control Board.

OC San regularly monitors the marine life, sediment quality, and water quality in over 185 square miles of ocean off Huntington Beach. In addition, water samples are collected along 19 miles of Orange County coastlines, from Seal Beach to Crystal Cove, to assess potential health risks to beachgoers. The Ocean Monitoring Program verifies the marine life and public are safe from any possible effects from the release of treated wastewater.

What does the program show?

- Fish and other critters are healthy where the treated water is released. There are no differences between those living around the outfall and those living in similar parts of the ocean.
- The concentration of contaminants in muscle tissue of bottom-dwelling fish do not exceed state and federal human consumption standards. Therefore, it is safe to eat fish caught offshore.

- The sediment that surrounds the outfall pipeline does have pollutants related to wastewater releases. However, the level of pollutants has decreased dramatically since 1985 because of OC San's Source Control Program.
- Overall, OC San's core monitoring area is healthy and similar to reference conditions throughout the Southern California Bight region. OC San regularly collaborates with community partners on regional monitoring programs to ensure the healthy conditions are continuously met.

OC San is proud of the efforts taken every day to protect public health and the environment. Hard work is put into preventing chemicals from entering the sewer system. Great care is taken to use the best wastewater treatment technologies available. OC San's Ocean Monitoring Program continues to be a model for other programs throughout the United States.

To learn more about OC San's Ocean Monitoring Program, visit www.ocsan.gov/ocean.



OC San's Ocean Monitoring and Research Vessel Nerissa



OC San's Ocean Monitoring team - the team of 11 goes out 80 - 100 days a year to conduct testing.

Ocean Monitoring Program

INTERNAL PROJECTS

Fiscal Year 2022/23 – PhotoShelter Employee Brochure



PHOTOSHELTER

**ONLINE
PHOTO
ARCHIVING
LIBRARY**

USER GUIDE

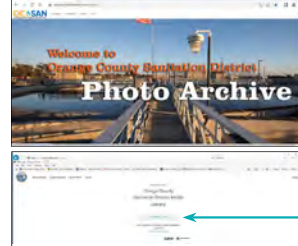
OC San's Photo Library (PhotoShelter) is an online archiving system that offers staff the flexibility and ease to locate a picture or video based on a specific description/category. The library is constantly changing and growing as photos are added and categorized.

ACCESS PHOTOSHELTER FOLLOW THESE SIMPLE STEPS:

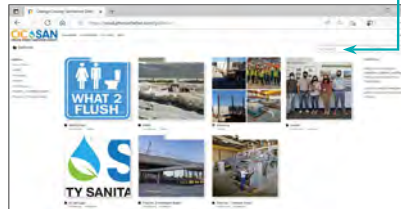
1 Log in to **The San Box**; Access the Apps tab; Scroll down to PhotoShelter



2 Log in using your **Internal OC San** login



3 Once in the system, click galleries to browse photos or use the **Search** feature



4 **Download and Save** to your PC



Plant No. 1




Employee Event



Plant No. 2


PhotoShelter Brochure

OUTREACH
Fiscal Year 2022/23 – Employment



Recruitment Announcement

General Manager



General Manager Recruitment Brochure

OUTREACH

Fiscal Year 2022/23 – Employment

Recruitment Announcement



DIRECTOR OF ENGINEERING

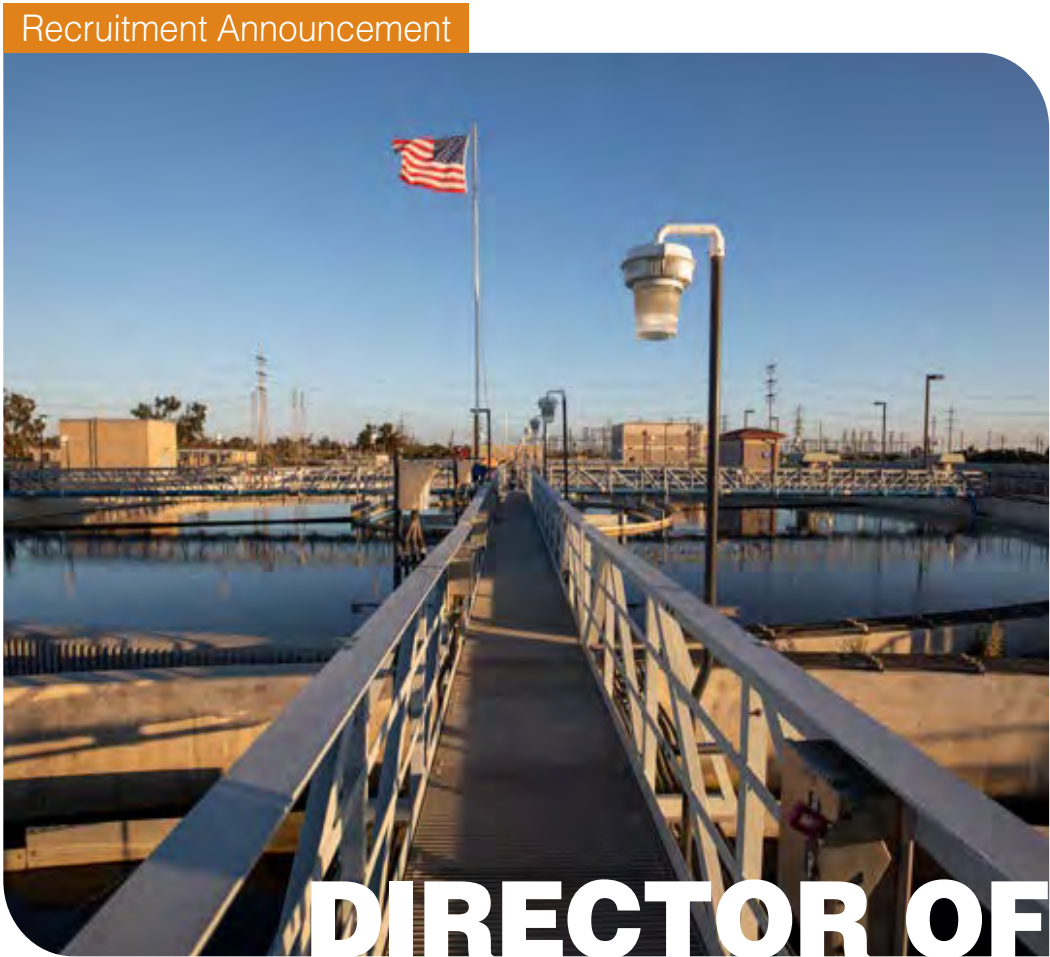
Orange County Sanitation District



Employment Recruitment Brochure

OUTREACH

Fiscal Year 2022/23 – Employment



Recruitment Announcement

DIRECTOR OF FINANCE

Orange County Sanitation District



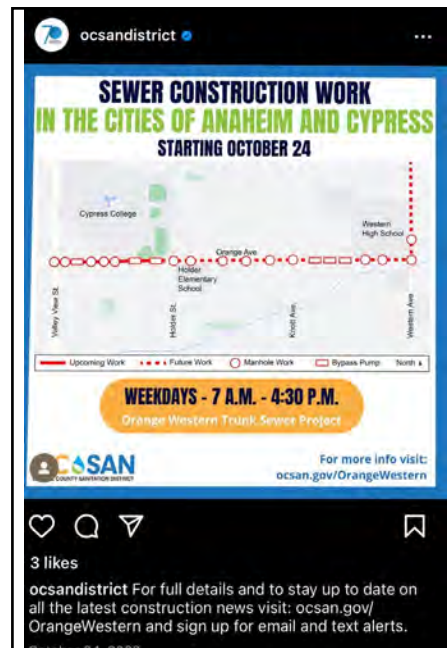
Employment Recruitment Brochure

OUTREACH

Fiscal Year 2022/23 – Social Media/Videos



What 2 Flush Posts



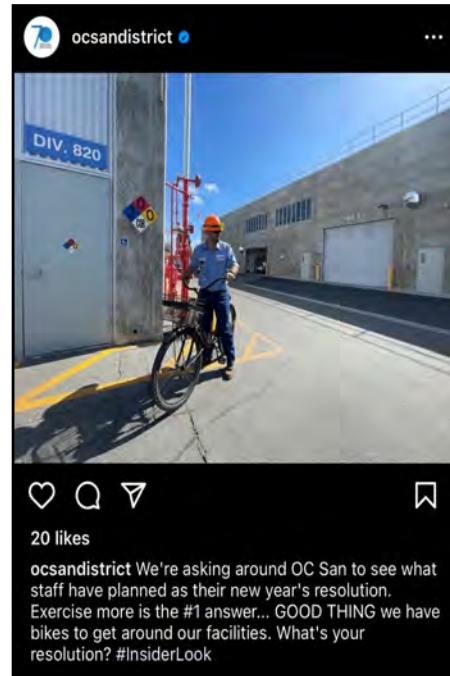
Construction Post

OUTREACH

Fiscal Year 2022/23 – Social Media/Videos



National Handwashing Week Post



New Year's resolution Post



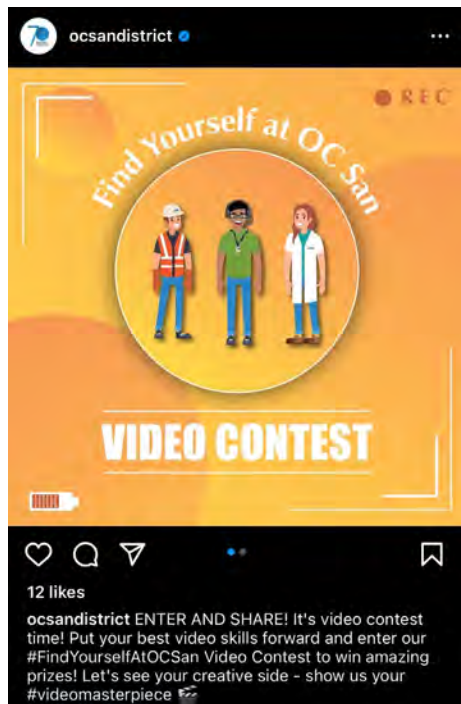
NACWA Utility Leadership Post



Wastewater 101 Post

OUTREACH

Fiscal Year 2022/23 – Social Media/Videos



Video Contest Post



FOG Post



NACWA Utility Leadership Post



Beach Report Card Post

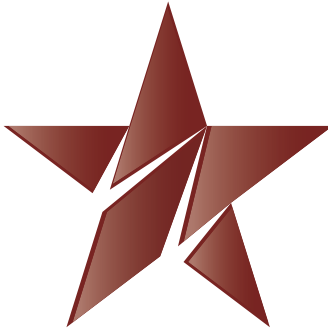


INTERNAL PROJECTS

FISCAL YEAR 2022/23

INTERNAL PROJECTS

Fiscal Year 2022/23 –
Employee Event - Honor Walk



ORANGE COUNTY SANITATION DISTRICT

Honor Walk
2023

Please join us on
Wednesday, June 28, 2023
3:30 p.m.

Plant No. 1 Administration Building
to honor this year's
Honor Walk Inductees

Larry Crandall
Board Chairman and Board Member

Marc Dubois
Contracts and Purchasing Manager

Jack Ellis
Collections Facilities Foreman

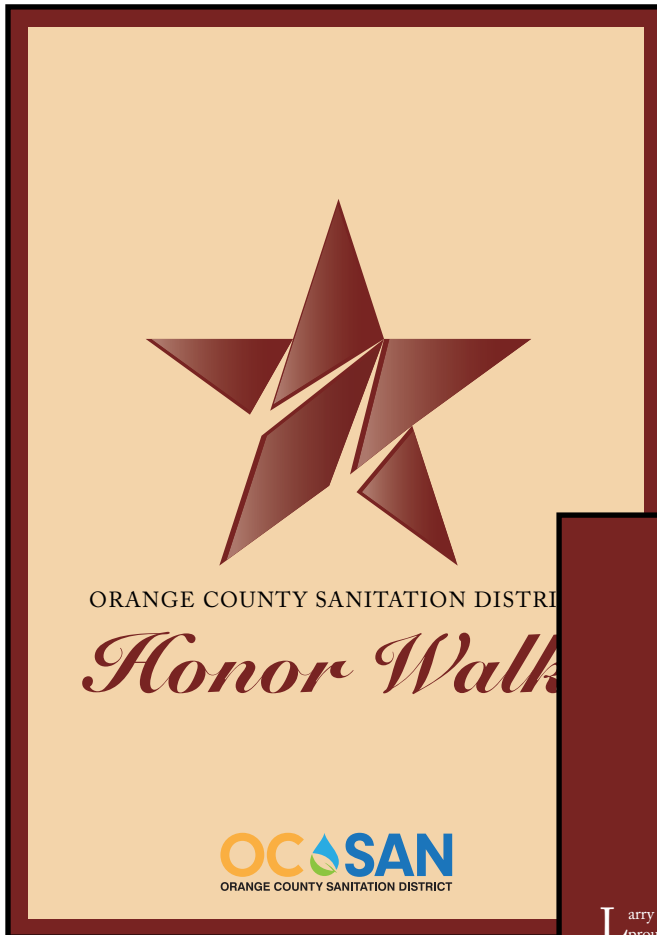
James Ferryman
Board Chairman and Board Member

Light refreshments will be served
RSVP to: forinformation@ocsan.gov by Wednesday, June 21, 2023

Honor Walk Invitation

INTERNAL PROJECTS

Fiscal Year 2022/23 – Employee Event - Honor Walk



2023 Inductee



Larry Crandall

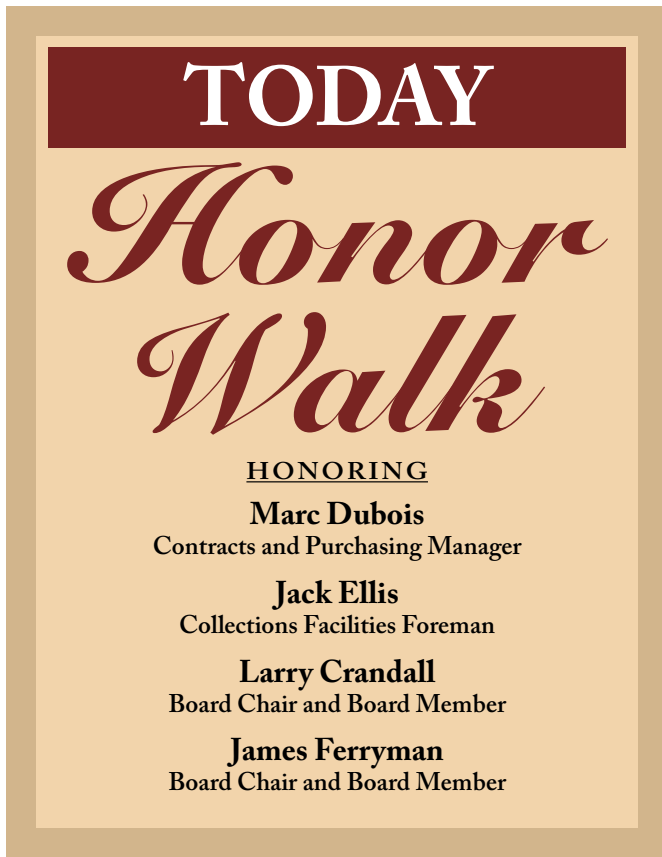
Larry Crandall served on the OC San Board of Directors from 2002 to 2012. He proudly represented the City of Fountain Valley of which he was elected to serve as Council Member in 1998 serving as mayor in 2001 and 2005.

Mr. Crandall served as Board Vice Chairman from 2008-2010 and as Board Chairman from 2010-2012. He served on the Operations Committee and the Groundwater Replenishment System (GWRS) Steering Committee during his tenure. Mr. Crandall implemented policy decision such as moving to full secondary treatment and was instrumental in the initial expansion of the GWRS. Under his leadership, OC San's Fitch Bond rating went up from AA to AAA. The new rating, coupled with the existing AAA rating from Standard and Poor's, allowed OC San to issue debt at the lowest possible cost.

Mr. Crandall represented OC San in Sweden to accept the World Water Prize for GWRS, which is of course recognized around the world. He was instrumental in creating the rate structure which helped bring balance between residential, commercial, and industrial users. Due to his forward thinking, the residential sewer rates remained some of the lowest in California averaging less than one dollar a day.

INTERNAL PROJECTS

Fiscal Year 2023/24 – Honor Walk



Poster



Certificate

INTERNAL PROJECTS

Fiscal Year 2022/23 – Signage

HEALTH HAZARD: 3
FIRE HAZARD: 0
SPECIFIC HAZARD: 3
REACTIVITY: 1

4 - Severe
3 - Serious
2 - Moderate
1 - Slight
0 - Minimal

OXY - Oxidizer
ACID - Acid
ALK - Alkali
COR - Corrosive
W - Use No Water

SODIUM HYPOCHLORITE (BLEACH)

CAS No. 7681-52-9

Emergency Call
714-593-7133

CONSULT CORRESPONDING MSDS FOR FURTHER HAZARDOUS INFORMATION AND INSTRUCTIONS

Sodium Hypochlorite 12.5%

MAINTENANCE OR LINE BREAKING

GOGGLES	FACE SHIELD	CHEMICAL GLOVES	CHEMICAL BOOTS	TYVEX SUIT

INSPECTION

GOGGLES				

Chemical Sign for Plant

INTERNAL PROJECTS

Fiscal Year 2022/23 –
Employee Communications



OC San Birthday Card

INTERNAL PROJECTS

Fiscal Year 2022/23 – Employee Communications



Jan-Feb Bi-Monthly
Newsletter



Mar-April Bi-Monthly
Newsletter

INTERNAL PROJECTS

Fiscal Year 2022/23 – Employee Communications



May-June Bi-Monthly
Newsletter



July-Aug Bi-Monthly
Newsletter

INTERNAL PROJECTS

Fiscal Year 2022/23 – Employee Event



2022 Retiree Poster



Thank You Card



Dear Peggy,

We would like to express our sincerest appreciation for your service and dedication to OC San. Our agency would not be what it is today without your contributions. You should take great pride in your role in protecting the public's health and the environment over the past 19 years.

We wish you the best of luck and good health in all your future endeavors!

Sincerely,

Chad P. Wanke
Board Chairman

Robert C. Thompson
General Manager

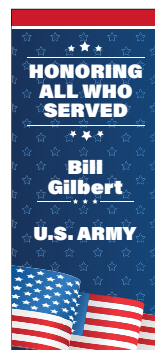
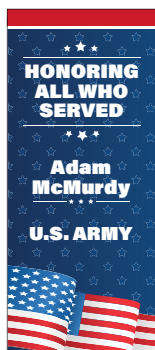
INTERNAL PROJECTS

Fiscal Year 2022/23 –

Employee Communications

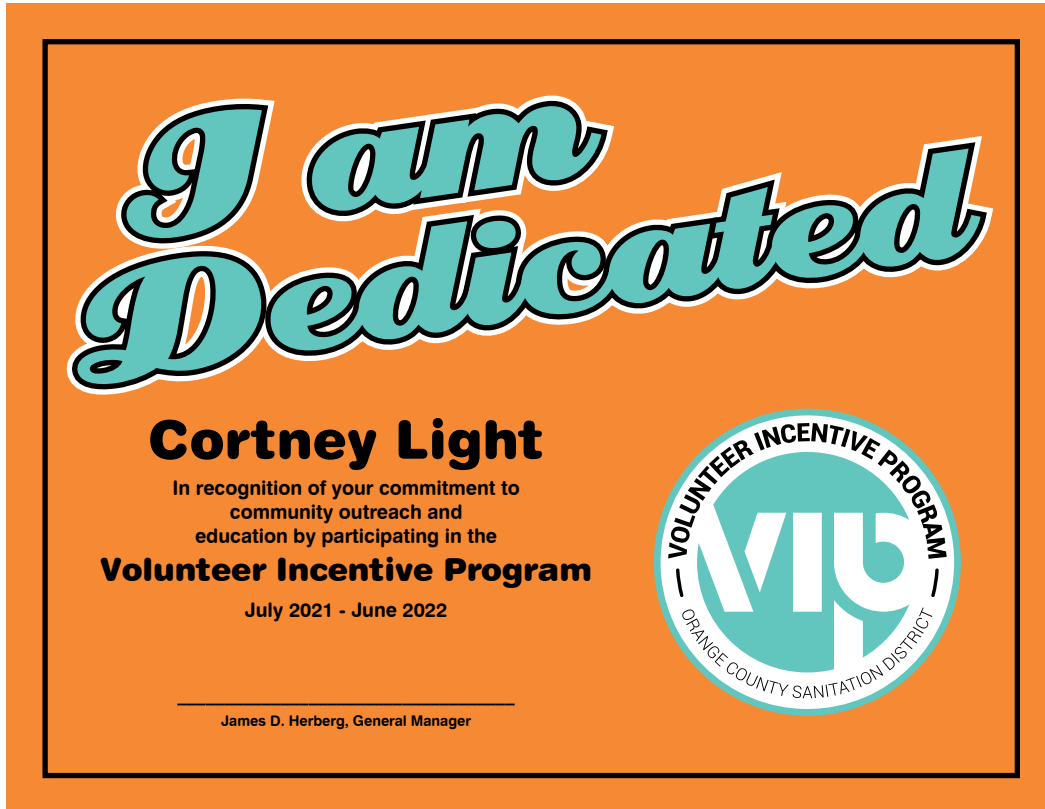


Veterans Poster for Employees



Banner

INTERNAL PROJECTS
 Fiscal Year 2022/23 –
 Employee Event - VIP Luncheon



Certificate



Thank You Card



Food Voucher Coupon

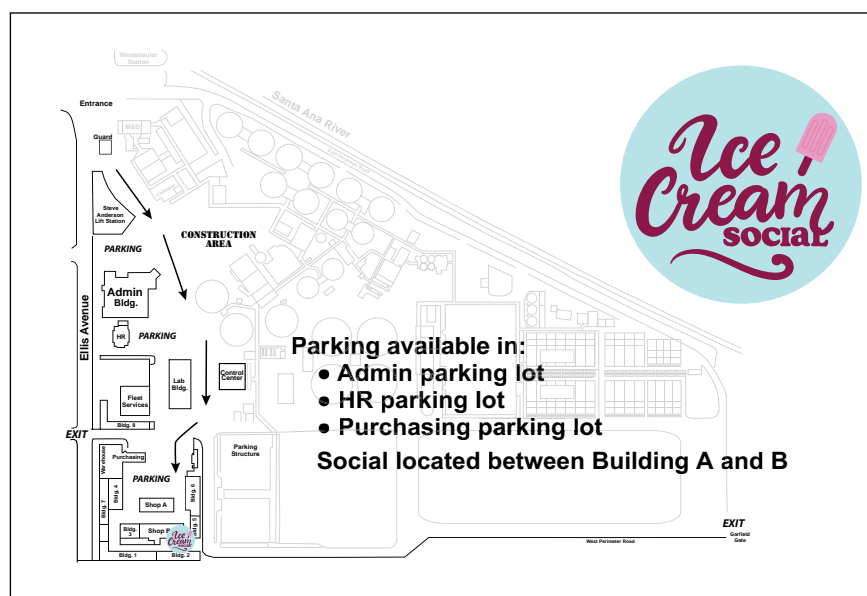
INTERNAL PROJECTS

Fiscal Year 2022/23 –

Employee Event - Ice Cream Social



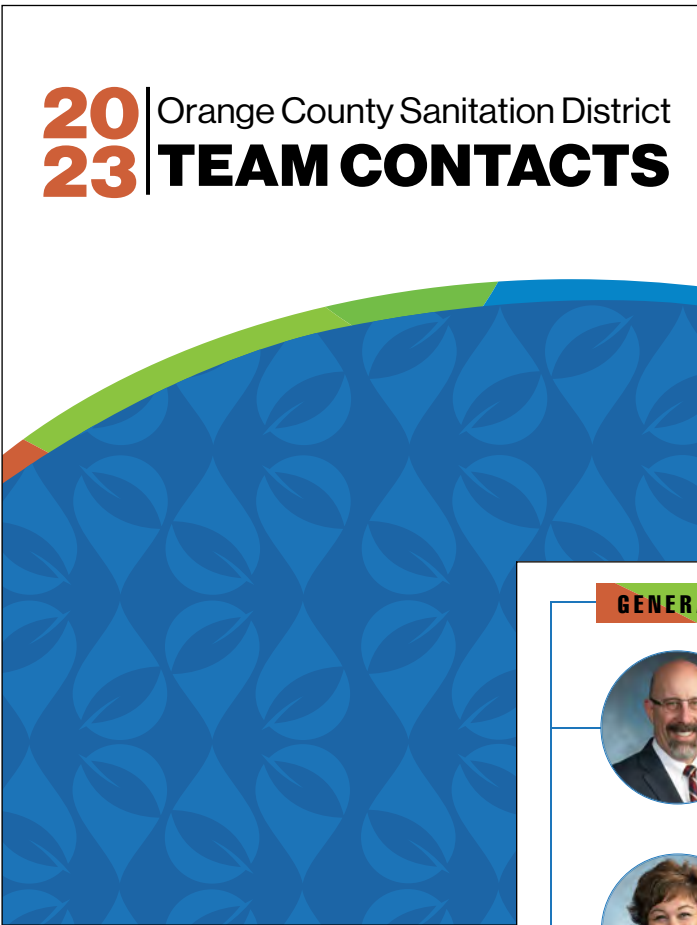
Poster



Map

INTERNAL PROJECTS

Fiscal Year 2022/23 – Organizational Response Chart



GENERAL MANAGER'S OFFICE



Rob Thompson
General Manager

Areas of Responsibility

- Agent of the Board of Directors
- Full Management Responsibility for all OC San Operations, Services and Activities
- Plans, Manages and Oversees the Activities and Operations of Seven Departments
- Public Affairs Office
- Board Services



Carrie Robles
Secretary to the General Manager

Areas of Responsibility

- Maintains the General Manager's Schedule
- Prioritizes the General Manager's Daily Tasks and Responsibilities
- Edit all General Manager Communications
- Prepare and Disseminate Correspondence, Memos and Forms



Jennifer Cabral
Administration Manager

Management responsibility for assigned services/activities including:

Areas of Responsibility

- Community & Educational Outreach
- Internal & External Communications
- Legislative & Grant Management
- Media Relations
- Board Services
- Records Management



Kelly Lore
Clerk of the Board

Areas of Responsibility

- Administrative Support to the Board of Directors
- Prepare, Record, Preserve and Maintain the Legislative Actions of the Board of Directors
- Custodian of Records and Filing Officer



ORANGE COUNTY SANITATION DISTRICT

3

Board Guidebook Inserts

A large, stylized blue water drop graphic is centered on the page. It has a gradient from a lighter blue at the top to a darker blue at the bottom. The text is overlaid on this graphic.

BRANDING

FISCAL YEAR 2022/23

BRANDING
Fiscal Year 2022/23 –
Corporate Identity



Lobby Template

BRANDING

Fiscal Year 2022/23 – Corporate Identity



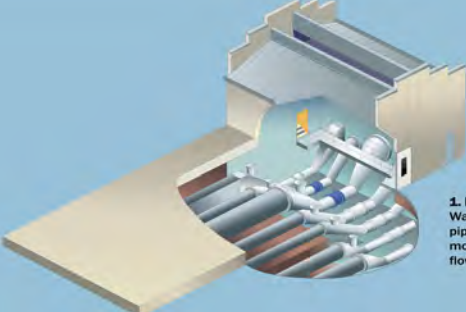
Frontbanners




Backbanners

BRANDING

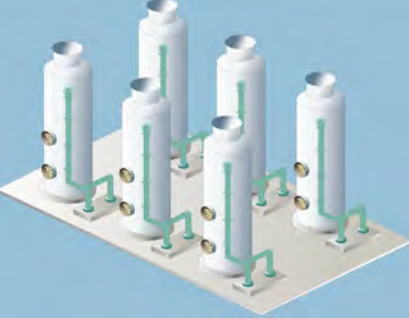
Fiscal Year 2022/23 – Corporate Identity




1. METERING AND DIVERSION
Wastewater enters our plant at 2.5 - 5 mph through pipes up to 10 feet in diameter. High tech equipment monitors the temperature, pH, conductivity, and flow of the incoming wastewater.



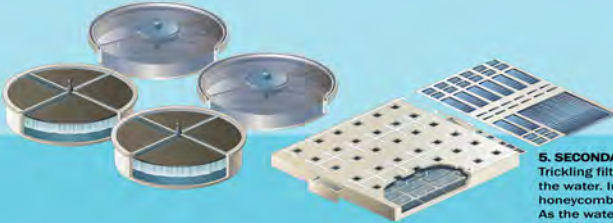
2. PRELIMINARY TREATMENT
Raw sewage passes through bar screens that trap large items like rags that cannot be recycled. Materials like egg shells and coffee grounds are then removed through the grit chamber that uses high pressure air to separate the gritty material




3. AIR SCRUBBER
Hydrogen sulfide (foul air) is captured throughout the process and funneled into large silos. It passes through a plastic medium and mixes with caustic soda and bleach. Causing the odorous compounds to be neutralized.



4. PRIMARY TREATMENT
Primary clarifiers or settling basins, slow the water down to allow the solids in the wastewater that readily settle or float to be separated from the water being treated. Collector arms that move along the top and the bottom remove over 80 percent of the influent wastewater solids. Solids are then sent to the digesters for processing



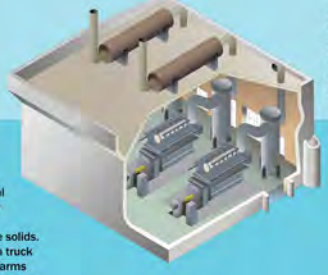
5. SECONDARY TREATMENT
Trickling filters and aeration basins are used to further clean the water. In trickling filters the water is sprayed over a honeycomb type material upon which aerobic bacteria grow. As the water trickles down, the microorganisms consume the solids that were not removed through primary treatment. Aeration tanks use a combination of oxygen and microorganisms, (activated sludge) that consume the remaining organic solids. Treated water is then sent to the Orange County Water District for recycling, or discharged into the ocean.



6. GROUNDWATER REPLENISHMENT SYSTEM
A joint project between Orange County Sanitation District and Orange County Water District. This system reduces the amount of wastewater discharged to the Pacific Ocean and creates a reliable supply of high-quality water that is drought-resilient.



7. SOLIDS PROCESSING
Solids captured from primary and secondary treatment are batch loaded into anaerobic digesters where they are heated to about 98 degrees and treated for 18-21 days. The digestion process produces methane gas and a material called biosolids. Biosolids are sent to the dewatering facility where they are run through dewatering centrifuges. The centrifuges spin the biosolids separating water from the solids. This process saves OC San several million dollars per year in truck hauling costs. The nutrient-rich biosolids are trucked off to farms where they are recycled for direct land application and composting.



8. CENTRAL GENERATION
Methane gas that is captured from digesters is compressed and used to fuel engine generators that produce electricity, supplying more than 60% of our energy needs.



Bus Banners

BRANDING

Fiscal Year 2022/23 – Corporate Identity



Cart Signs, Tet Festival

BRANDING

Fiscal Year 2022/23 – Signage



Contractor Hat Decal

BRANDING

Fiscal Year 2022/23 – Corporate Identity



OC San Plant Banners

BRANDING

Fiscal Year 2022/23 – Corporate Identity



GWRIS Teams Background

BRANDING

Fiscal Year 2022/23 – Corporate Identity



GWRIS Step and Repeat Banner

BRANDING

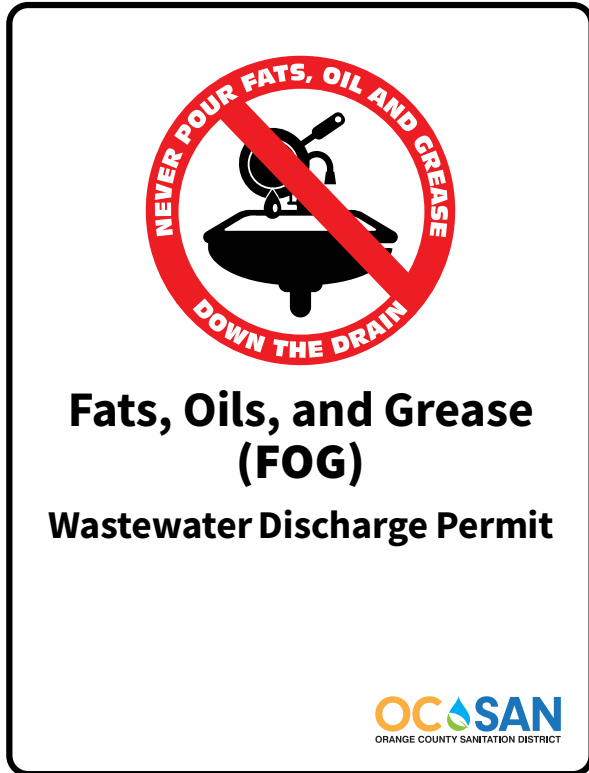
Fiscal Year 2022/23 – Corporate Identity



GWRS Gift Tag

BRANDING

Fiscal Year 2022/23 – Signage



FOG Signs



BRANDING

Fiscal Year 2022/23 – Signage



OC San Stickers for Lab

BRANDING

Fiscal Year 2022/23 –
Signage - Public Works Week

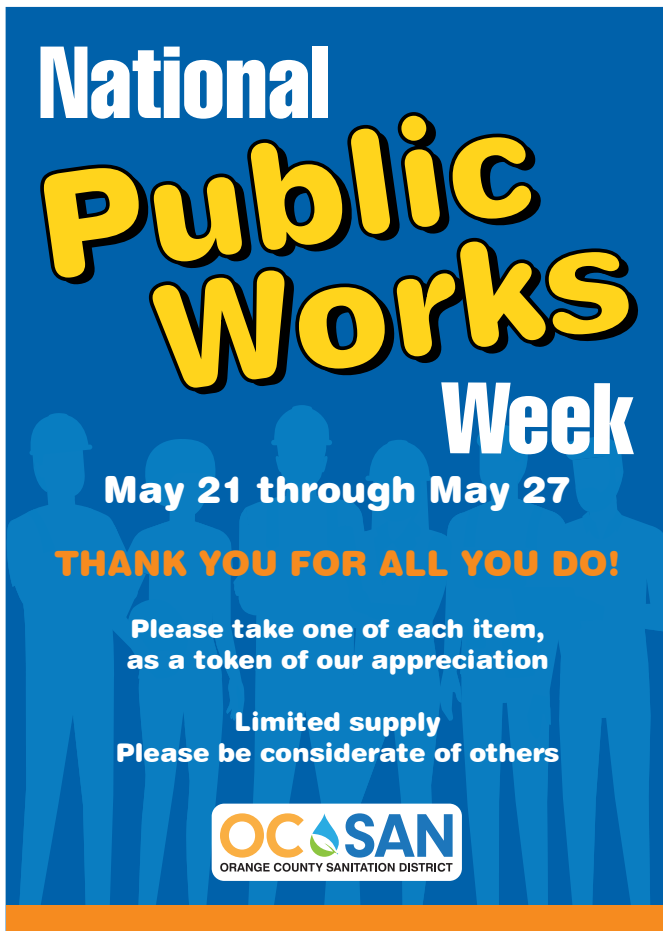
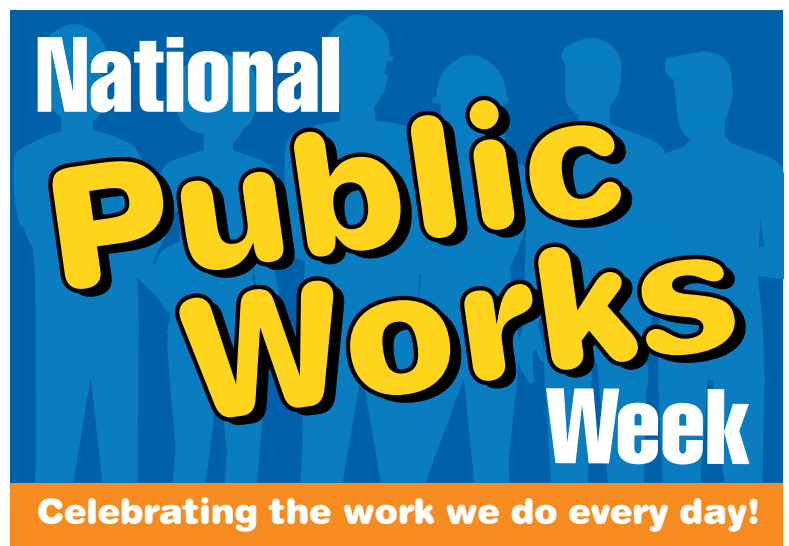


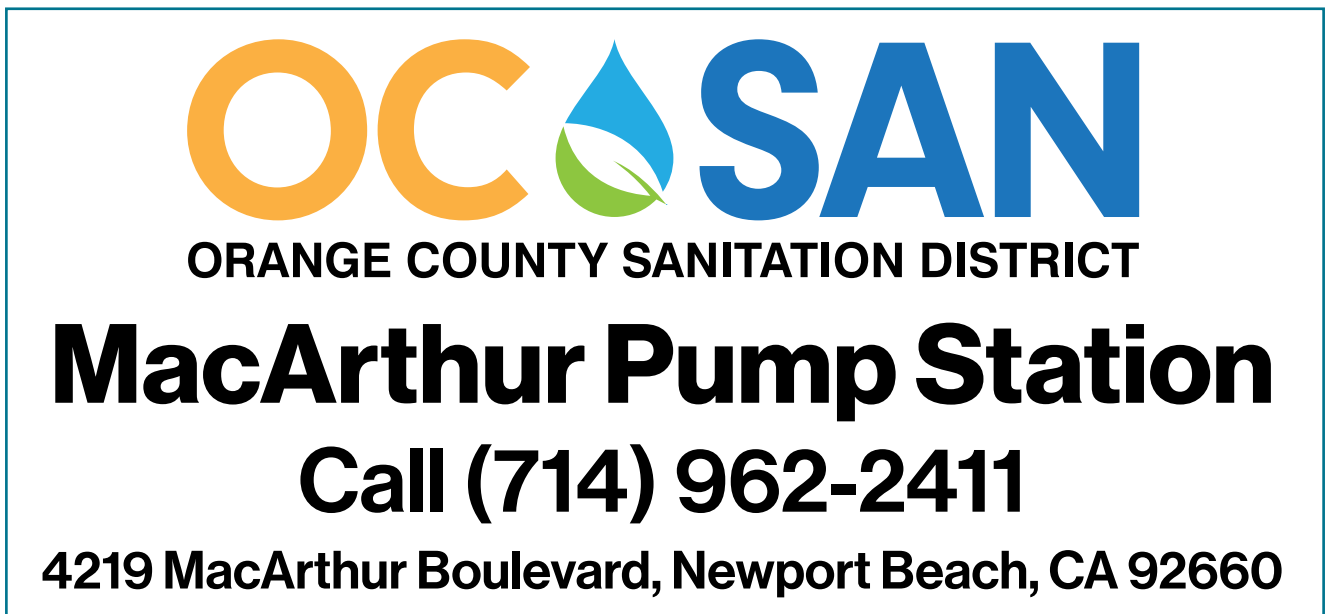
Table Tent



Front Gate Banner

BRANDING

Fiscal Year 2022/23 – Signage



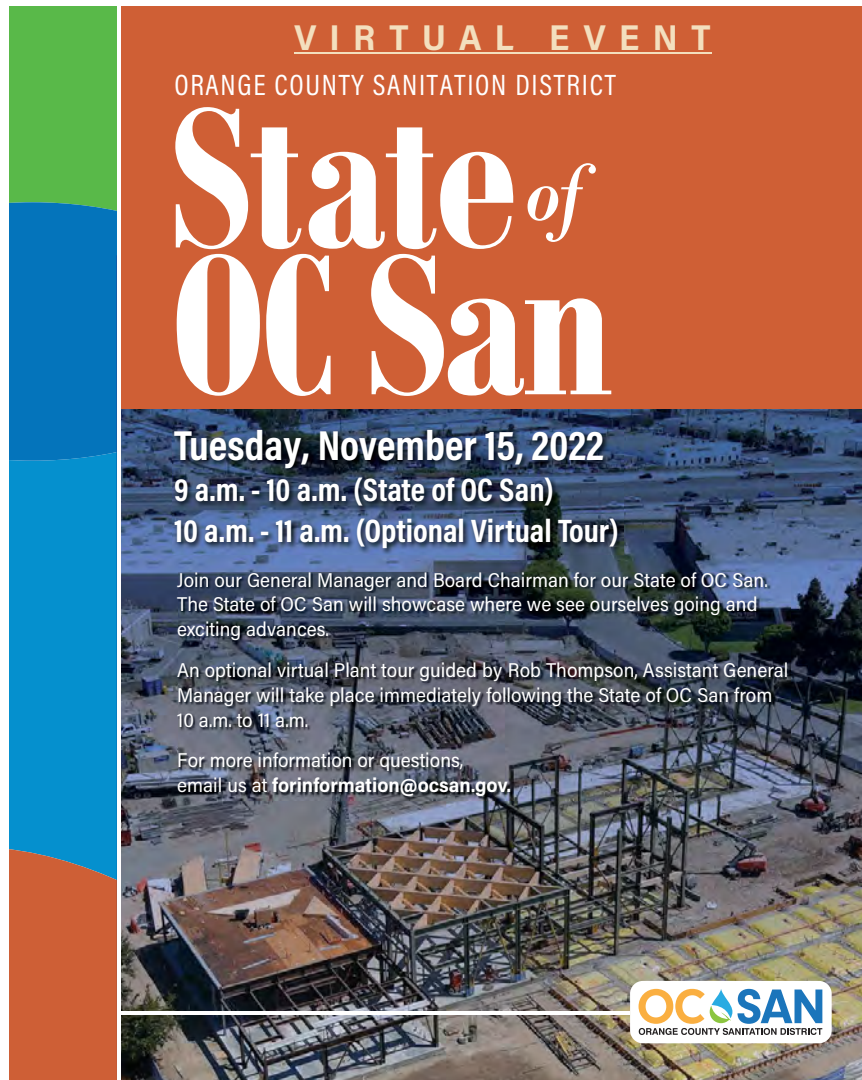
Pump Station Sign

A large, stylized blue leaf graphic is centered on the page, overlapping the text. The leaf has a pointed tip and a curved shape, with a lighter blue circular area behind it.

LEGISLATIVE FISCAL YEAR 2022/23

OUTREACH

Fiscal Year 2022/23 – Virtual Event -
State of OC San



VIRTUAL EVENT
ORANGE COUNTY SANITATION DISTRICT


State of OC San

Tuesday, November 15, 2022
9 a.m. - 10 a.m. (State of OC San)
10 a.m. - 11 a.m. (Optional Virtual Tour)

Join our General Manager and Board Chairman for our State of OC San. The State of OC San will showcase where we see ourselves going and exciting advances.

An optional virtual Plant tour guided by Rob Thompson, Assistant General Manager will take place immediately following the State of OC San from 10 a.m. to 11 a.m.

For more information or questions, email us at forinformation@ocsan.gov.



ORANGE COUNTY SANITATION DISTRICT



**ADMISSION TO
OC SAN VIRTUAL TOUR**

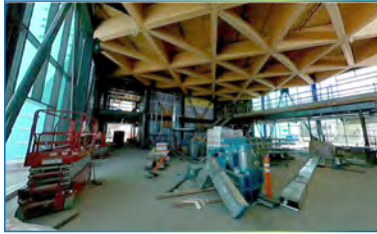


ORANGE COUNTY SANITATION DISTRICT

Flyer and Admission Ticket

INTERNAL PROJECTS

Fiscal Year 2023/24 – Headquarters



- Mass timber is featured into the design of the building, consisting of glulam timber beams and cross laminated timber floor panels
- The largest mass timber beam measures 12 ¾-inch wide by 40 ½-inch deep and 73 feet long (look up to see this beam)
- Pursuing LEED Gold
- Targeting Net Zero Energy, producing more renewable energy than it uses



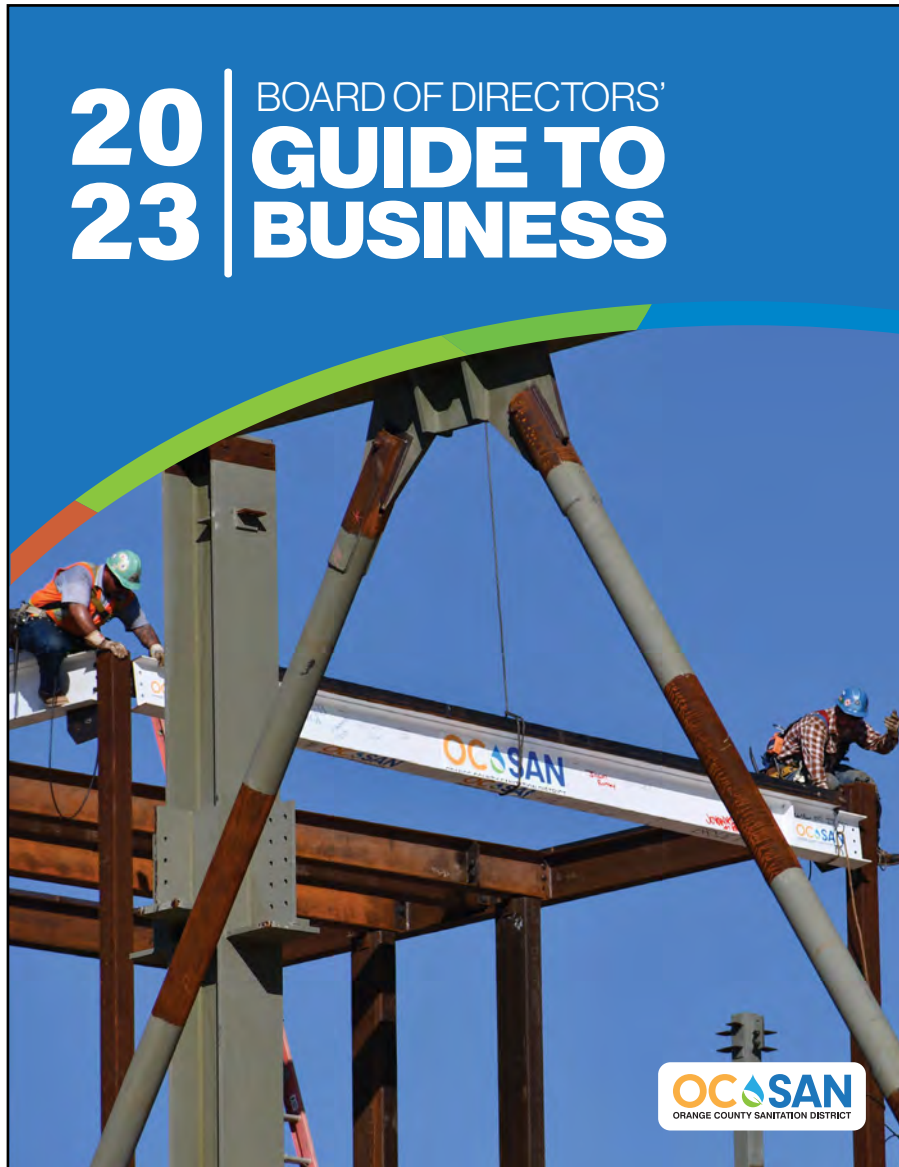
- Three-story building totaling 109,000 square feet
- Solar photovoltaic panels on roof and parking lot provide 45 percent of renewable energy
- Parking lot with electric vehicle charging stations



Signs for Board Tour of Headquarters

REPORTS

Fiscal Year 2022/23



Guide to Business Report

A large, stylized blue water drop graphic is centered on the page. The drop is filled with a solid blue color and has a white outline. It is positioned behind the main text.

REPORTS

FISCAL YEAR 2022/23

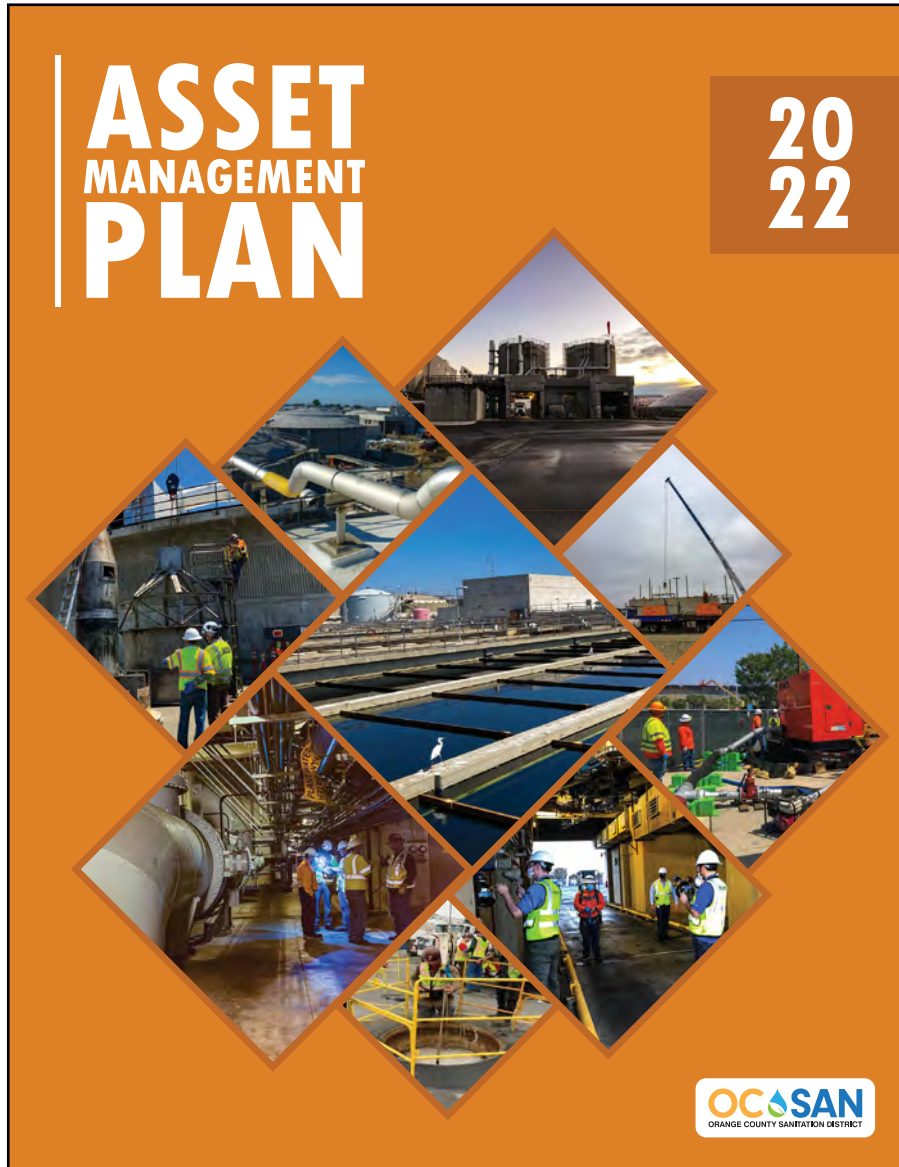
REPORTS

Fiscal Year 2022/23



First Quarter Financial Report
Cover Design

REPORTS
Fiscal Year 2022/23



Asset Management Plan Report

REPORTS

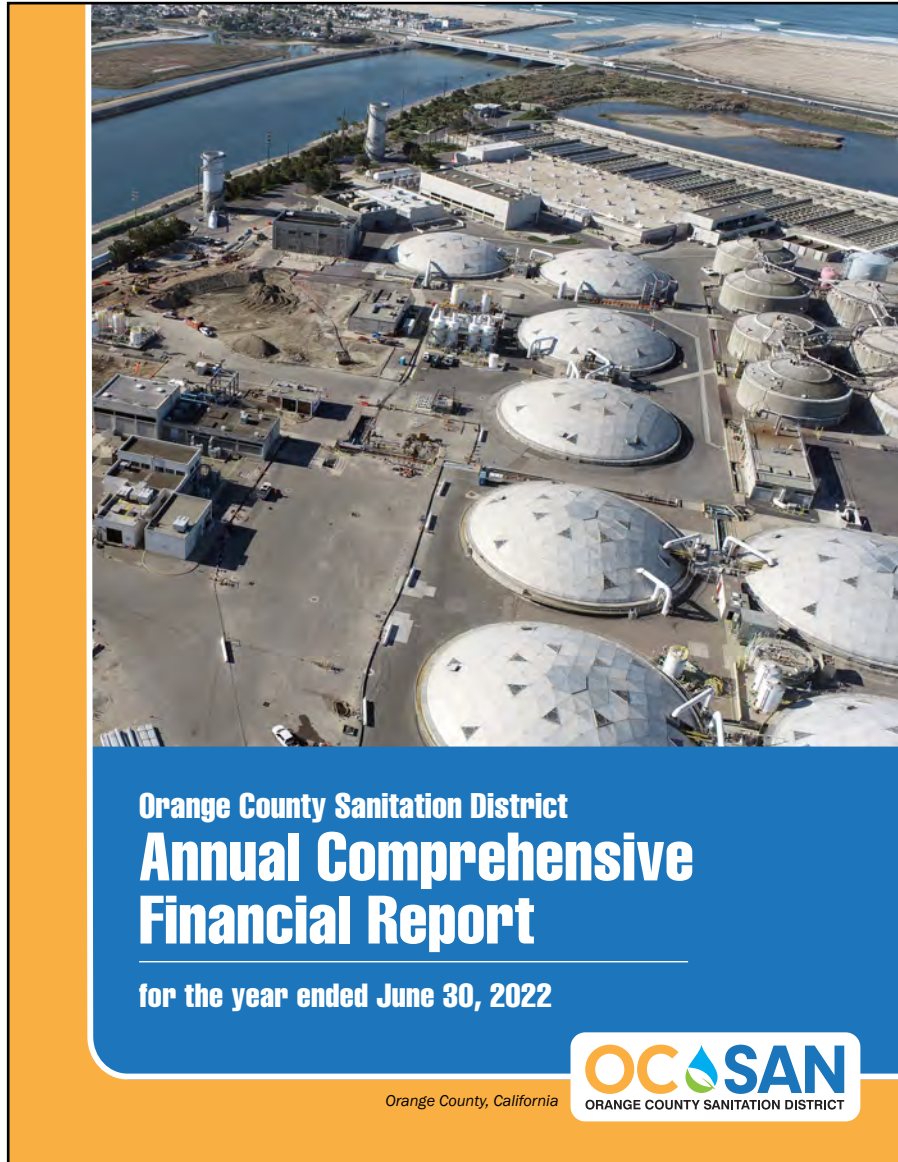
Fiscal Year 2022/23



Budget Update Report

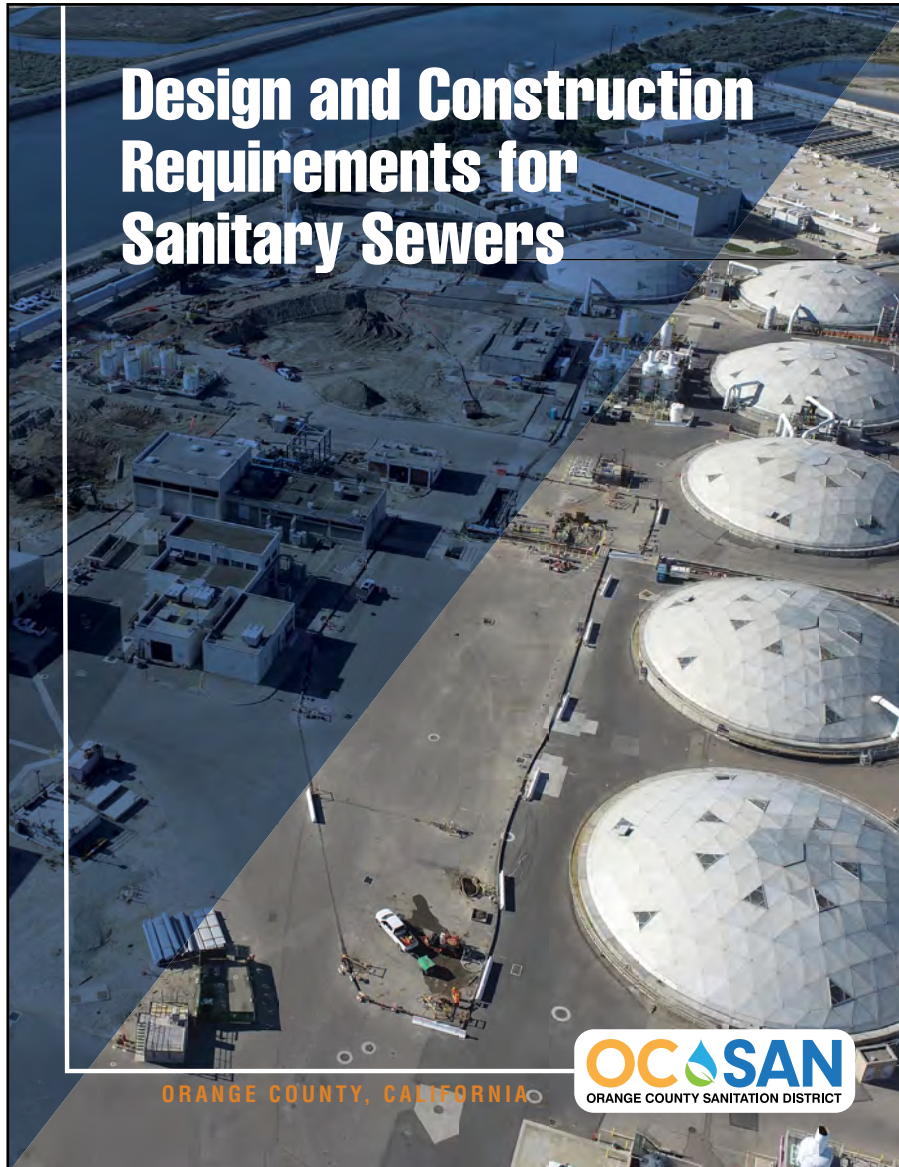
REPORTS

Fiscal Year 2022/23



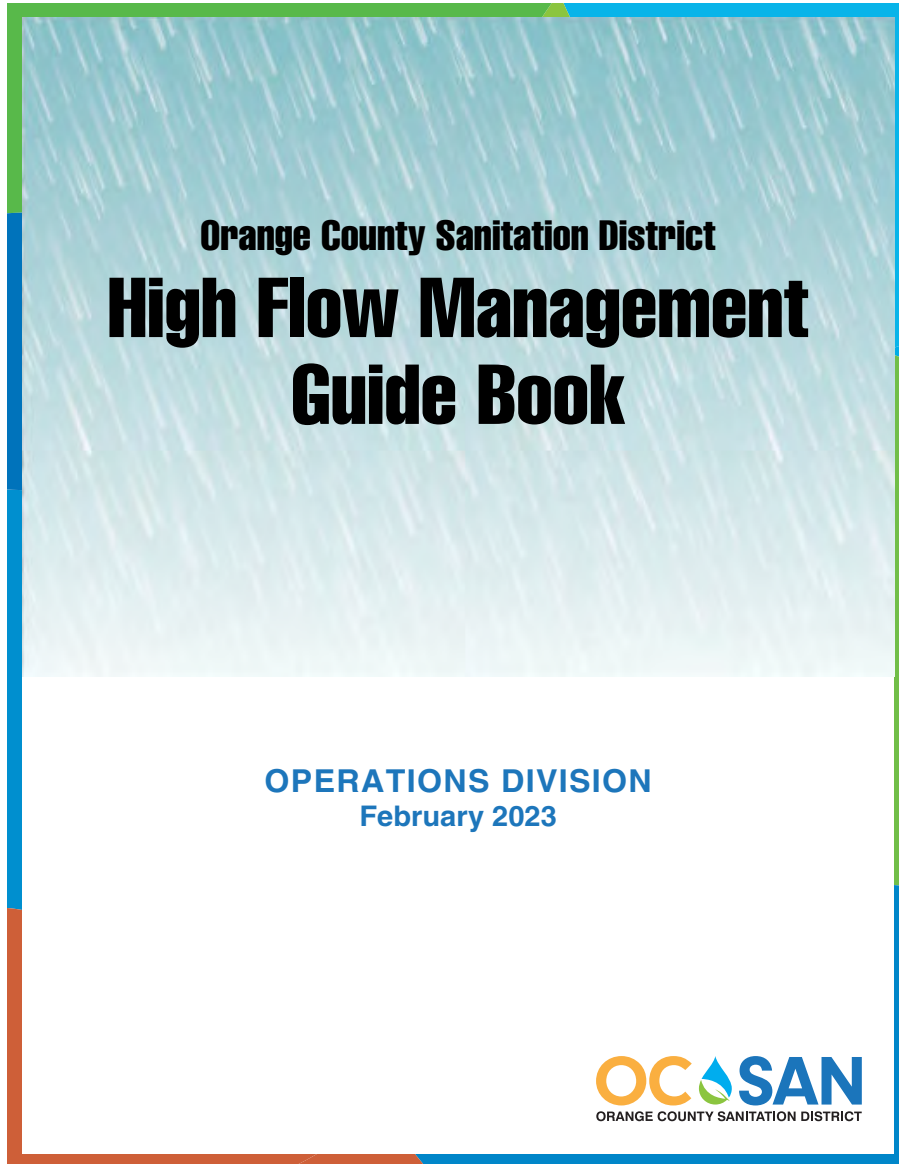
Annual Comprehensive Financial Report
Cover Design

REPORTS
Fiscal Year 2022/23



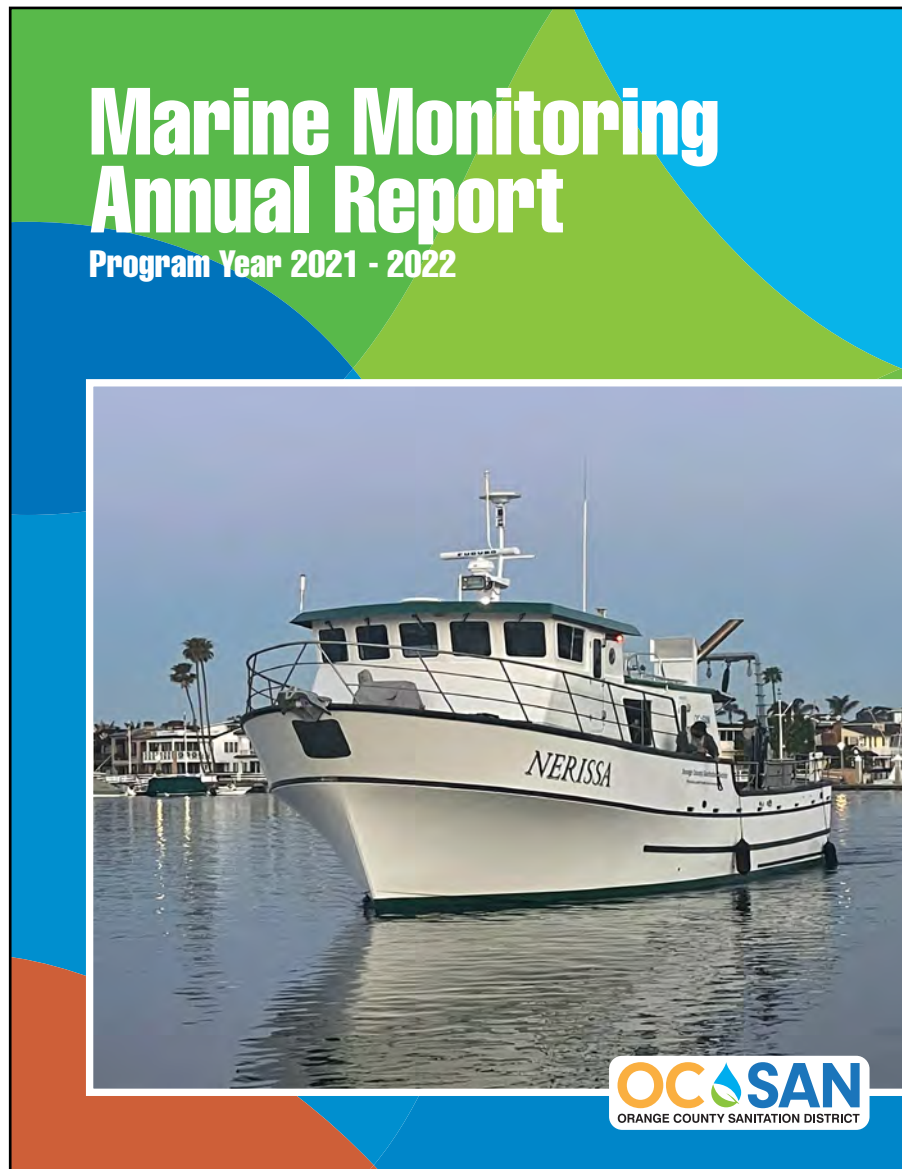
Design and Construction Report

REPORTS
Fiscal Year 2022/23



High Flow Management Cover Design

REPORTS
Fiscal Year 2022/23



Marine Monitoring Annual Report
Cover Design

REPORTS

Fiscal Year 2022/23



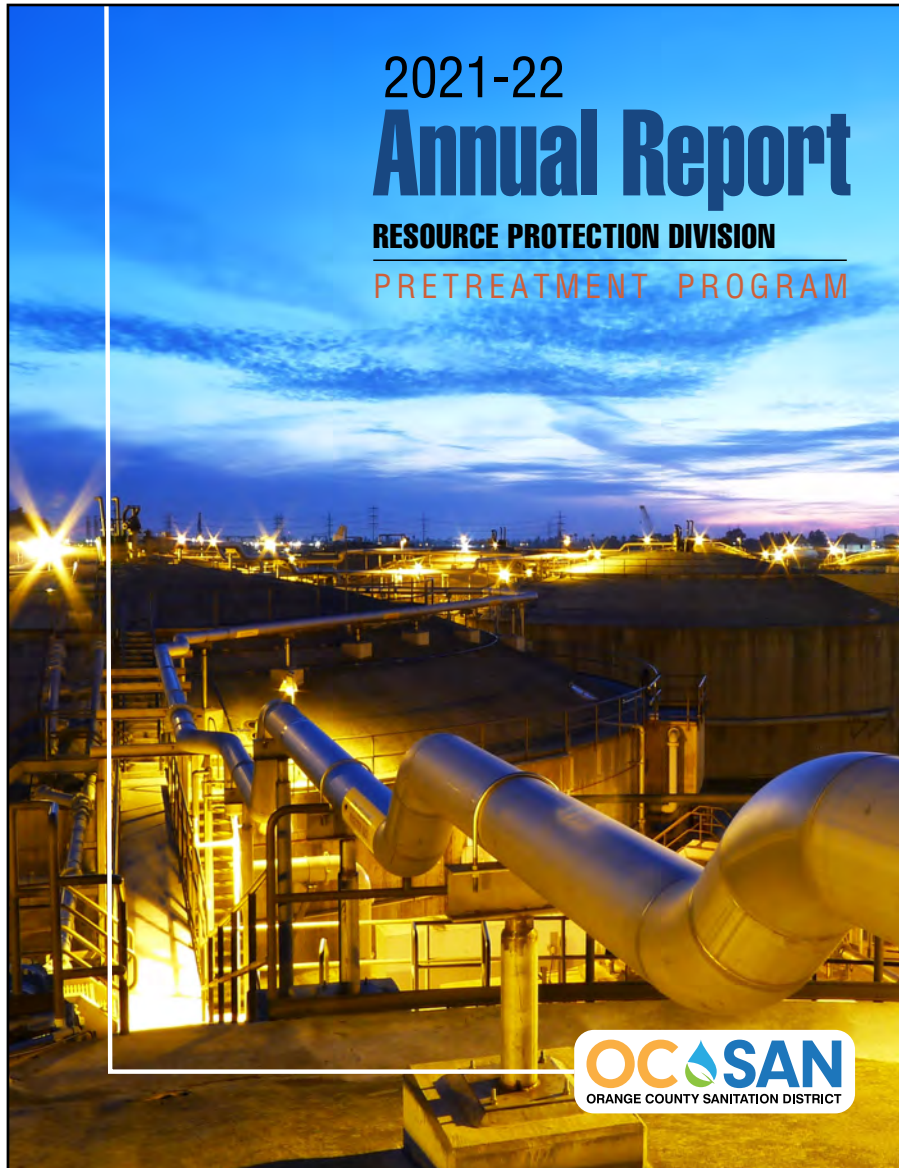
OC San Annual Report

REPORTS
Fiscal Year 2022/23



Mid-Year Financial Report

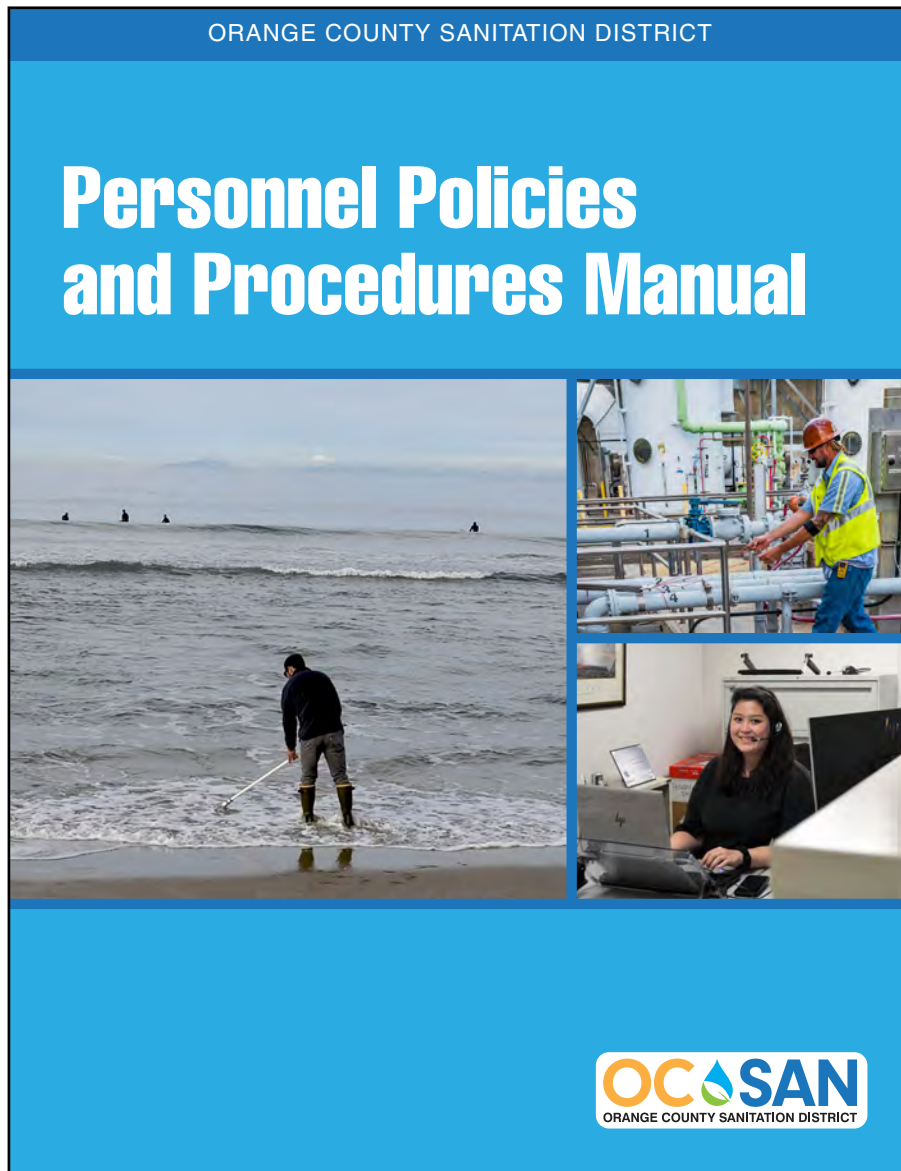
REPORTS
Fiscal Year 2022/23



Resource Protection Annual Report
Cover Design

REPORTS

Fiscal Year 2022/23



Personnel Policies and Procedures Manual

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OUTREACH

FISCAL YEAR 2023/24

OUTREACH

Fiscal Year 2023/24 – Community Newsletter

OC San Connection
community newsletter
published by the orange county sanitation district
Summer 2023

Celebrating 69 Years as Environmental Stewards

It all started on June 9, 1954 – the County Sanitation Districts of Orange County began official operations taking over the duties of the Joint Outfall Sewer (the original sewer agency). Today, 69 years later, as the Orange County Sanitation District, we are more than just a wastewater treatment plant, we are a resource recovery facility. We are recycling 100 percent of our reclaimable flow, we recycle about 540 tons of biosolids (nutrient-rich organic byproduct of wastewater treatment), we generate an average of 7.1 million kilowatts of energy per month, and so much more.

Over 600 employees work day in and day out to meet the same mission we had back then, to protect public health and the environment.

Cheers to us for celebrating 69 years! Learn more about OC San and our history on our website at www.ocsan.gov.



Aerial view of OC San circa 1953.



Aerial view of construction of Ocean Outfall in Huntington Beach, circa 1930s.

OC San Connection
community newsletter
published by the orange county sanitation district
Fall 2023

MAKING IMPROVEMENTS to Better Serve You!

Protecting public health and the environment requires a septic system in place to ensure the over 180 million gallons of wastewater received daily are properly collected, treated, and recycled. To make this happen we must invest in our infrastructure.

We have a 10-year, \$3 billion Capital Improvement Program (CIP) to maintain, rehabilitate, or upgrade our two treatment plants, 15 pump stations, and almost 400 miles of regional sewer pipes.

We have two CIP projects starting construction later this year that will make infrastructure improvements in the communities of Costa Mesa and Newport Beach.

The first is the MacArthur Project along MacArthur Blvd. between Newport Place/Von Karman Avenue and Birch Street within the City of Newport Beach. The project will install about 1/3 of a mile of new pipe and several new manholes.

This project is slated to start later this year and will be in construction for approximately one year. More information on this upgrade can be found online at www.ocsan.gov/MacArthur.

Another infrastructure improvement project scheduled for later this year is the rehabilitation of two parallel regional sewer pipelines along a 1-mile stretch on [Airport](http://www.ocsan.gov/airport) Avenue and [Airport Loop Drive](http://www.ocsan.gov/airport) (www.ocsan.gov/airport) in the City of Costa Mesa, near the John Wayne Airport. A secondary portion to this project is the rehabilitation of approximately four miles of the regional sewer pipeline that runs along the I-405 freeway in the City of Costa Mesa (www.ocsan.gov/alongthe405).

As specific schedules are available, they will be posted on our website. We encourage you to visit the project pages to sign up for email and text notifications to stay informed and be among the first to know about the project developments.

To gain deeper insights into our Capital Improvement Program and to learn more about additional upcoming projects, please explore our latest [annual report](http://www.ocsan.gov/construction) (www.ocsan.gov/construction).



OC San Connection
community newsletter
published by the orange county sanitation district
Winter 2024

OC San Celebrates 70 Years of Environmental Excellence

The Orange County Sanitation District has an extensive history that has made it what it is today. On June 9, 1954, we began official operations as the County Sanitation District of Orange County. This year, marks 70 years of hard work, dedication and prosperity that has allowed OC San to transcend its role well beyond a wastewater treatment plant, to an essential resource recovery facility that recycles water, produces energy, and creates nutrient-rich organic matter.

With a workforce of over 650 employees serving 2.6 million people in central and northwest Orange County, we remain committed to protecting public health and the environment through effective wastewater treatment and recycling.

Join us as we celebrate 70 remarkable years throughout 2024!

Save the Date
OC San is hosting a **COMMUNITY OPEN HOUSE** to commemorate the milestone and we invite all of you.
Saturday, June 8, 2024

Updates will be posted on our website and on our social media platforms.

OC San Connection
community newsletter
published by the orange county sanitation district
Spring 2024

70 and Going Strong

Throughout our 70 years, OC San has worked very hard to transform our wastewater treatment plants to the resource recovery facilities that we operate today. OC San repurposes and utilizes every byproduct possible generated during the wastewater treatment process. To gain a clear picture of who we are, we must look back on our journey.

OPEN HOUSE
Celebrating 70 Years of Environmental Excellence
Come celebrate 70 years of environmental excellence at our upcoming Open House!
Don't miss out on this fun and FREE event for the community.
See page 7 for more information.

Newsletters

OUTREACH

Fiscal Year 2023/24 – Seal Beach Pump Station

Orange County Sanitation District

SEAL BEACH PUMP STATION >>>>>>>>



Start Date: Spring 2024
Duration: ~ 4 years

As part of the Orange County Sanitation District's (OC San) Capital Improvement Program, the Seal Beach Pump Station is being replaced. The 1970's station is located at the corner of Seal Beach Blvd. and Westminster Ave. in the City of Seal Beach. The project will start this spring and last approximately four years.

The pump station is nearing the end of its useful life and needs to be replaced with a new facility that will include a more efficient pumping system, odor treatment systems, and a standby emergency generator. The new station will be constructed on the same site, once fully operational, the old pump station will be demolished.



>>>>>>>>



Handout


Orange County Sanitation District

SEAL BEACH PUMP STATION >>>>>>>>

[Text Here]

If you would like additional information, please call our dedicated Community Liaison on the Construction Hotline (714) 378-2965 or e-mail ConstructionHotline@ocsan.gov >>>>

10844 Ellis Avenue, Fountain Valley, CA 92708-7018
www.ocsan.gov | Connect with us on social media @OCSanDistrict



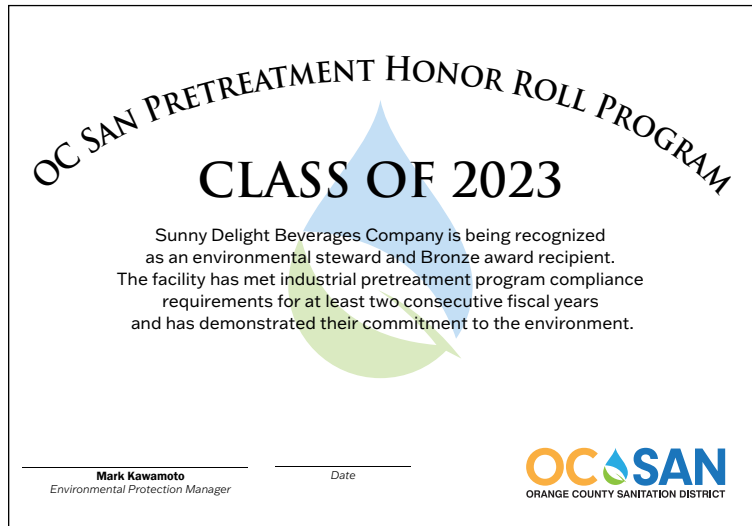
Template

OUTREACH

Fiscal Year 2023/24 – Honor Roll Post Card



Postcard



Certificate



Window Decal

OUTREACH

Fiscal Year 2023/24 – Tet Festival



Parade Banner



OUTREACH

Fiscal Year 2023/24 – CWEA Water Jobs

CALIFORNIA WATER JOBS

The next big water challenge for California is a shrinking workforce as highly specialized workers have reached retirement age and are leaving the profession. We've refilled our reservoirs but need to refill the water workforce pipeline!

Many California water and wastewater agencies have seen significant turnover in recent years. More than half of our workforce is retiring in large waves, a trend some call the 'silver tsunami.'

You can help California's water associations build a healthier, more resilient water system by raising the profile of the mighty water workforce. Please help us spread the word about these stable, well-paid, high-quality, inclusive career opportunities.

WHAT WATER HAS TO OFFER



Family sustaining wages and benefits. Pay for entry-level workers is 50% higher than in other industries.



Stability. Everyone needs water, so jobs are secure and in demand wherever you want to live.



Fast way to \$100K without a degree. Community college and trade programs can help you on your career journey to earning more, but college degree not required for all positions.



Big projects. Critical responsibilities. Water workers are responsible for protecting public health and the environment for all Californians.



Overflowing with opportunities. The wave of retirements means promotional opportunities come up quickly, and many agencies provide training and tuition reimbursement.



Work as a team. Water professionals work closely together, sharing a common goal and supporting a welcoming and inclusive environment.

WATER JOBS ARE IN HIGH DEMAND



Instrumentation Technicians: Install, repair, and inspect manufacturing equipment and monitoring devices.



Electricians: Install, repair, operate, and maintain electrical systems.



Mechanics: Performs preventative and corrective maintenance on equipment, vehicles, and machinery.



Heavy Equipment Operators: Operates and maintains a variety of heavy and light equipment used in the operation and maintenance.



Water Treatment Operators: Manage a system of machines to treat and transfer water.



Wastewater Treatment Operators: Operate a system of machines used to clean and improve the quality of wastewater.

WATER IS HIRING!

Find career paths, salary info, job openings, and local training info from your local water supplier or at:

www.CAWaterJobs.org

www.Baywork.org

www.IEWorks.org

www.MWDOC.com/weea

There is something for everybody.

Water offers **OVER 200** different career pathways.

CWEA Employment Flyer

OUTREACH

Fiscal Year 2023/24 – Easement Post Card



Post Card Front



Post Card Back

OUTREACH

Fiscal Year 2023/24 – Careers Brochure

The image shows the cover of a brochure titled "Engineering Careers in Wastewater". The cover has a blue background with a pattern of light blue leaves. At the top, in a dark blue banner, is the title "Engineering Careers in Wastewater" in white. Below this, the text "Learn about the many" is followed by "roles we play" in large, bold, black letters. In the center is a photograph of three people: a man on the left in a blue shirt and khaki pants, a woman in the middle in a black top, and a woman on the right in a dark blue dress. At the bottom of the cover, in a dark blue banner, is the text "ORANGE COUNTY SANITATION DISTRICT" in white.

Engineering Careers
in Wastewater

Learn about the many
roles
we **play**

ORANGE COUNTY SANITATION DISTRICT

Engineering Brochure

OUTREACH

Fiscal Year 2023/24 – Flyer Box



Flyer Box



OUTREACH

Fiscal Year 2023/24 – Construction

CONSTRUCTION AT BUSHARD ST

You may have noticed driving down Bushard Street near Ellis Avenue some construction work. The Orange County Sanitation District (OC San) has been in the City of Fountain Valley streets working on their Diversion Structure since mid-April.



What is a Diversion Structure you ask? It's a structure that is critical to the conveyance of wastewater and is responsible for diverting wastewater flows through large diameter sewer pipelines (think 8- to 9-foot wide!) that go to OC San's treatment facilities.

The majority of the work will take place during daytime hours. However, there will be some night work for critical activities that will need to occur when sewer flows are at their lowest which is during the nighttime hours. The maintenance work that is being done is helping the longevity of the structure for the next 70 years. Construction will be completed in the summer months, until then please excuse the traffic control set ups and any delays they may cause. OC San appreciates your patience.



Have any questions about the construction?

Visit www.ocsan.gov/Bushard or contact the Construction Hotline at (714) 378-2965 or email constructionhotline@ocsan.gov.

OC San is a public agency that provides regional wastewater collection, treatment, and recycling services for approximately 2.6 million people in central Orange County and treat over 180 million gallons of wastewater each day. OC San operates two treatment facilities, one in Huntington Beach and one right here in Fountain Valley.



Fountain Valley Living Magazine Ad

OUTREACH

Fiscal Year 2023/24 – Video Contest



Find Yourself at OC San



VIDEO CONTEST

OC San is more than just a job, it is a career. You probably never imagined that your dream job would be at a wastewater treatment plant but after participating in our video contest, it just might be. Submit a 15-59 second video that highlights an OC San career and get entered for a chance to win.

Five Prizes Awarded*

- Three winners receiving - \$500**
* Selected by an OC San Judging panel.
- Instagram Viewer's Choice Award - \$250**
- Video with the most likes
- Facebook Viewer's Choice Award - \$250**
- Video with the most reactions

Deadline

Entries must be submitted no later than April 30, 2024. Winners will be announced in June 2024.



*OC San reserves the right to not award, or to modify the monetary awards presented as deemed appropriate or necessary.


00:00:60:00

Flyer - Front

Who May Enter

Students who live or attend a high school or college within the OC San service area. Entries can be a group or individual effort. Each participating group and/or individual may only submit one entry to win. Students and/or groups may only be selected once to receive a winning entry.

Preparing Your Entry

- The video must be between 15 – 59 seconds in length.
- No professional assistance or use of copyright material is allowed. This will result in automatic disqualification.
- A completed entry form must accompany each video submitted. Please note that all submissions are the property of OC San and will not be returned.

Must Haves for Video

- A career title must be highlighted in the video. Suggested phrase: If I worked at OC San, I would be a (career title), because (reasoning).
- For a list of OC San career opportunities, visit ocsan.gov/video
- The sentence "I found myself at OC San" must be said in the video.



General Conditions

- Obscene, provocative, or otherwise questionable content will not be considered. We retain sole discretion as to what constitutes inappropriate content.
- By entering the contest, entrants agree to have their submitted name displayed on our website, and social media platforms and used by OC San for any purpose, at any time, without any fee or other form of compensation. We reserve the right to disqualify users, without notice, and for any reason.

To view previous submission, please visit:
<http://www.youtube.com/user/2OC SAN>

(Technical information may be outdated)

If you are unsure if you are within the OC San service area, email Belen Carrillo at bcarrillo@ocsan.gov for verification.

Submissions must be emailed to
forinformation@ocsan.gov



Flyer - Front


OUTREACH

Fiscal Year 2023/24 – Headquarters

OC SAN | HEADQUARTERS FACT SHEET
ORANGE COUNTY SANITATION DISTRICT



The new state-of-the-art building is 109,000-square foot.



Construction of the building took nearly three years.

The new Headquarters seamlessly connects to Plant No. 1 with a 220-ft pedestrian skybridge; the first open air pedestrian bridge in Fountain Valley.



The building is a pivotal step in bringing together our workforce of more than 300 dedicated professionals who have been dispersed across a sprawling 100-acres that make up our Fountain Valley plant.

The consolidation of staff onto one offsite location will open up space for long-term planning and the expansion of future wastewater facilities.

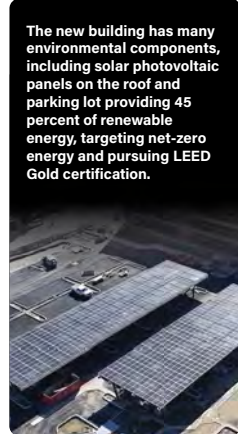
The new three-story building is still close by, located across the street from our current Plant No. 1 Administration Building.




For more information visit www.ocsan.gov/headquarters

Fact Sheet

OC SAN | HEADQUARTERS FACT SHEET
ORANGE COUNTY SANITATION DISTRICT




The new building has many environmental components, including solar photovoltaic panels on the roof and parking lot providing 45 percent of renewable energy, targeting net-zero energy and pursuing LEED Gold certification.






The building design integrated the most environmentally friendly features and materials including a hybrid of mass timber columns and decking combined with exposed steel-braced framing.

OC San received \$40,000 through the State of California Woodworks Grant as part of the Mass Timber competition for an educational display.



OC San is a public agency that provides wastewater collection, treatment, and recycling for approximately 2.6 million people in central and northwest Orange County. OC San is a special district that is governed by a 25-member Board of Directors composed of 20 cities, four special districts, and one representative from the Orange County Board of Supervisors. OC San has two operating facilities that treat wastewater from residential, commercial, and industrial sources.

Follow us on social media @OCsanDistrict   

www.ocsan.gov

Fact Sheet

OUTREACH

Fiscal Year 2023/24 – Employment

Recruitment Announcement



SENIOR INFORMATION TECHNOLOGY ANALYST FINANCE SUPPORT

ABOUT OC SAN

The Orange County Sanitation District (OC San) has provided more than 70 years of outstanding and innovative service to residents and businesses in north and Central Orange County, California. As the first largest wastewater agency west of the Mississippi River, OC San is focused on providing an excellent level of service to its rate payers. With the mission, "To protect public health and the environment by providing effective wastewater collection, treatment and recycling," OC San has maintained an extensive ocean monitoring program for over 30 years.

OC San is nationally recognized as a leader in wastewater recycling, biosolids management, and energy recovery. In 2003, OC San became the first biosolids program in the nation to be certified by the National Biosolids Partnership (NBP). OC San produces over 365 million pounds of biosolids a year which are recycled for use on agricultural land or used to produce compost material. OC San also captures and recycles methane gas to produce electricity and heat that powers over 60% of its energy needs, saving OC San rate payers millions of dollars every year.

OC San's two treatment plants, located in Fountain Valley and Huntington Beach, process about 180 million gallons of wastewater each day generated by approximately 2.6 million residents and businesses within the service area. While some of the treated water from the two treatment plants is released over five miles out into the ocean at a depth of two hundred feet below the surface of the water, most is recovered into Orange County's main water supply through the visionary Groundwater Replenishment System (GWRS), a project jointly funded by the Orange County Water District (OCWD) and OC San, which began operation in 2008. The GWRS is the largest water purification project of its kind in the world and can produce up to 130 million gallons (492,000 cubic meters) of water per day of near-distilled, high-quality water. That is enough to meet the needs of nearly one million residents in north and central Orange County.

OC San is governed by a 25-member Board of Directors, comprised of representatives appointed from 20 service-area cities, two sanitary districts, two water districts, and one representative from the Board of Supervisors. The Board oversees operations, approves programs and projects and sets policy. The Board has three standing sub-committees. These committees are: Steering Committee, Administration Committee, and Operations Committee. Board and Committee meetings are typically held on Wednesday evenings. For a full list of committees and meeting times, please visit www.ocsan.gov.

(Continued on other side)



Flyer - Front



EDUCATION, CERTIFICATIONS AND EXPERIENCE

The successful candidate will possess:

- A Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in computer science, information systems, or a related field;
- At least four (4) years of work experience in information systems or network programming and analysis;
- A valid California Class C Driver's License.

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

BENEFITS AND COMPENSATION

The annual salary range for this position is **\$128,585.60 - \$141,710.40**. Placement within this range will be dependent upon the qualifications of the successful candidate and OC San policies. Benefits include vacation leave; eleven paid holidays and one floating holiday; sick leave; administrative leave; group life insurance; group disability insurance; group health insurance (employee contribution required); dependent coverage available, including medical, dental, and vision; a retirement* plan (Orange County Employees Retirement System) and the option of participating in a deferred compensation plan as well as other optional benefits. A credit union is available. Benefits are subject to the Board of Directors' periodic determination (usually annually) and the meet and confer process, and are therefore subject to change. The District makes a generous contribution toward the cost of these benefits.

*New employees hired on or after January 1, 2013 will be subject to the retirement benefit formula and provisions set forth by the California Public Employees' Pension Reform Act of 2013 (PSPRA).




All employees contribute to the Orange County Employees Retirement System (OCERS). Contributions are based on an OCERS actuarially determined rate structure and age at time of employment; contributions are deducted on a pre-tax basis. The retirement benefit formula is 2.5% at age 67, however, employees with reciprocity may be eligible for the 2.43% at age 65 retirement formula (also known as "1.667% at 57").

For an overview of OC San's benefits, please visit www.ocsan.gov/about-us/jobs/employee-benefits.


HOW TO APPLY

APPLY ONLINE AT WWW.OCSAN.GOV/JOBS by **MONDAY, MAY 20, 2024**.

For questions and inquiries, please contact:
Adam Montoya, Human Resources Analyst
 Telephone: (714) 593-7026
 E-mail: amontoya@ocsan.gov

Stay Connected! Follow us @OCSanDistrict   

An Equal Opportunity/ADA Employer



THE SENIOR INFORMATION TECHNOLOGY ANALYST (FINANCE SUPPORT) ROLE

Under direction, performs advanced professional-level information technology support duties in the analysis, design, evaluation, development, programming, testing, implementation, documentation, and maintenance of a wide variety of systems and programs for OC San; provides support to departments with complex computer systems and programs and/or enterprise systems; troubleshoots, analyzes, and resolves difficult and complex systems and software problems; serves as a project manager on assigned projects; evaluates and recommends current and third party systems and applications; provides highly technical support, expertise, and training to end users; and performs duties as assigned.

This individual will be responsible for:

- Designing and implementing financial reports.
- Prepare functional design documents for any changes or implementations for supported financial systems.
- Designing, writing, and updating process documentation for supported financial systems.
- Suggesting improvements to current processes being performed by Finance group.
- Work with Finance group to understand and troubleshoot key areas of business including but not limited to In-house Payroll, Procurement, General Ledger Accounts Payable, Revenue.
- Maintains system configuration for finance supported software.
- Performs system administration tasks including but not limited to periodic updates, break fix updates, and general upgrades.
- Performs data quality analysis during financial system implementations, upgrades and enhancements.
- Provides quantitative and qualitative business process analysis.

Flyer - Back

OUTREACH

Fiscal Year 2023/24 – Signage

OC San Connection

community newsletter

published by the orange county sanitation district

Stay up-to-date with OC San.


Scan to receive our newsletter directly in your inbox.

Follow us on social media @OCSanDistrict   

Event Sign

OUTREACH

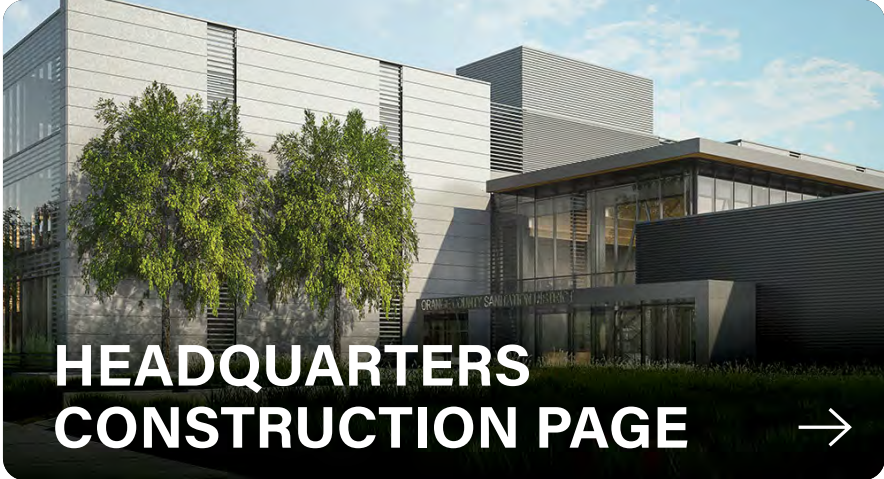
Fiscal Year 2023/24 – Headquarters




ORANGE COUNTY SANITATION DISTRICT

HEADQUARTERS MEDIA KIT

OC San is the regional wastewater provider for 2.6 million people in central and northwest Orange County, CA, operating two reclamation plants, 15 pump stations, and nearly 400 miles of sewer pipes.



HEADQUARTERS CONSTRUCTION PAGE →



PICTURES →

HQ Fact Sheet →




Media Alert →

What We Do
General Brochure →

Facts and Key Statistics →

Annual Report
2022/2023 →

Budget
Fiscal Year 2023-24 →

Follow us on social media @OCSanDistrict   

www.ocsan.gov

Media Kit

OUTREACH

Fiscal Year 2023/24 – Brochure

ABOUT OC SAN

- OC San is the regional wastewater sewer provider for 2.6 million people in north and central Orange County.
- OC San treats about 180 million gallons of wastewater every day, and provide 130 million gallons of wastewater to the Groundwater Replenishment System which produces enough drinking water for 1 million people.
- We have 15 pump stations and almost 400 miles of sewers in our service area which encompasses 20 cities, four special districts, and unincorporated portion of the County of Orange.



FOG

Fat, Oils, and Grease (FOG) should never be poured down the sink or garbage disposal. FOG sticks to the interior of the sewer pipes, hardens over time, and can eventually cause a backup leading to a sewage spill in your home or on our streets.

The best way to get rid of FOG is to let it cool/harden, mix it with other absorbent materials, place it in a bag or container and then throw it in the trash.






www.ocsan.gov
forinformation@ocsan.gov
714.962.2411

Follow us on social media @OCSanDistrict   

Take a tour of the largest wastewater facility in the county. Sign up at www.ocsan.gov/tours

KEEP IT FLOWING

Best Practices For Proper Disposal



Orange County
Sanitation District

04/2024






“FLUSHABLE” WIPES ARE NOT FLUSHABLE

Disposable wipes can clog your pipes and affect our equipment and treatment process. Even though it may say “flushable” on the packaging, please throw them in the trash.

PHARMACEUTICALS

Prescription drugs and over-the-counter medications contain chemicals that you don't want entering the wastewater supply.

The best way to dispose of prescription drugs and over-the-counter medication is to make them undesirable, by crushing them and mixing it with coffee grounds, kitty litter or dirt before sealing them in a secure bag or container and disposing in the trash.



ONLY

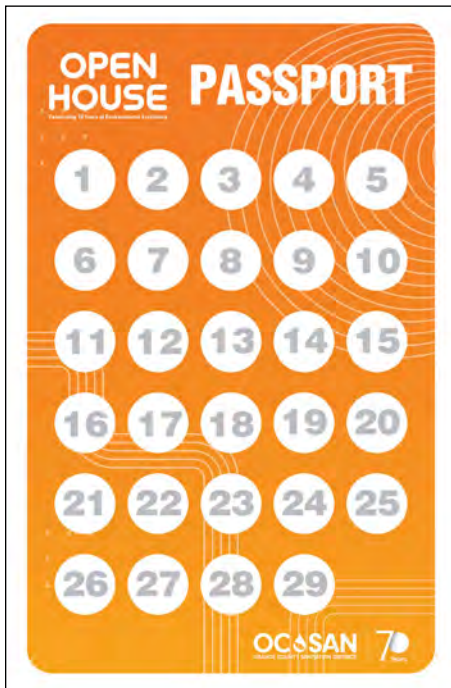
The 3 Ps pee,
poop
(toilet)
and paper

should be flushed down the toilet.

OC San Brochure

OUTREACH

Fiscal Year 2023/24 – Open House



Passport



Passport



Invitation



Save The Date



Tour Card

OUTREACH

Fiscal Year 2023/24 – Open House

Welcome to the OC San OPEN HOUSE

MUST KNOWS

- Get an event passport at the welcome table.
- Fill it up by visiting each booth.
- Submit your passport for a chance to win a raffle prize.

PRIZES

- Nespresso Machine
- Airpods 2nd Generation
- Stanley Cup (40 oz)

Collect your free ice cream ticket (Limit one per person)

NOTICE

Photographs and/or video will be taken at today's event. By taking part in this event you grant the Orange County Sanitation District full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for publicity or other purposes to help promote the work of the Orange County Sanitation District.

This might include (but is not limited to), the right to use them in printed and online materials, or social media. If you do not wish to be photographed, please inform a member of the Orange County Sanitation District team at the welcome booth.

Follow us @OCSanDistrict

Welcome Sign

ENVIRONMENTAL SERVICES

Booth Sign

TOUR CHECK-IN

Tour Sign

PERFORMANCES

- 9 am Mariachi los Santos from Santa Ana High School
- 9:30 am Fountain Valley High School Royal Regiment Drumline
- 10 am Film SoundTracks
- 10:30 am Martial Arts USA
- 11 am South Coast Chinese Cultural Center

Stage Poster

Quality Assurance

Scientist

- Serves as the Quality Assurance Administrator for OC San's Environmental Laboratory and Ocean Monitoring Program.
- Responsible for implementing, maintaining, and improving upon the laboratory's Quality Management System.
- Manages laboratory accreditations (CA-ELAP, UT-NE LAP, SCAQMD) and ensures testing activities meet the requirements of the 2016 TNI Standard.

Principal Environmental Specialist

- Oversees contracted laboratory testing activities and projects, including coordination of scheduling and final report preparation.
- Develops, maintains, and distributes controlled documentation used for laboratory data calculations, calibrations, reporting, and traceability.
- Conducts revisions of laboratory Standard Operating Procedures (SOP) and procedural documents.

Senior Environmental Specialist

- Coordinates and oversees the calibration, verification, and maintenance of laboratory support equipment, ensuring that laboratory and standard specifications are met.
- Performs comprehensive review of contracted laboratory data to ensure quality control parameters align with method specifications.
- Assists laboratory staff with quality assurance inquiries and the correction of non-conformances.

OCSAN
ORANGE COUNTY SANITATION DISTRICT

Lab Signs

Ocean Monitoring

Environmental Supervisor

- Plans, assigns, and reviews the environmental compliance work of staff
- Assists in the preparation and administration of the ocean monitoring budget
- Supervises and participates in the preparation of environmental reports, memoranda, and correspondence related to ocean monitoring

Scientist

- Develops plans, conducts, and manages environmental research projects and special studies to advance OC San's Ocean Monitoring Program
- Participates in related working groups and committees within OC San, with regulatory agencies, and with outside organizations
- Coordinates the production and review of the Marine Monitoring Annual Report

Principal Environmental Specialist

- Oversees offshore field sampling efforts for special studies and permit compliance, including coordination of scheduling, staffing, and pre- and post-mobilization logistics
- Oversees the benthic invertebrate (infaunal) taxonomy program, including managing the specimen voucher collection as well as coordinating sample assignments and review of taxonomic data
- Coordinates and oversees the work of external contractors and the ordering of supplies and equipment

Senior Environmental Specialist

- Participates in complex offshore fieldwork to collect and process a wide variety of samples for special studies and permit compliance
- Conducts laboratory analyses including toxicity testing and identification of infauna specimens
- Participates in the generation of the Marine Monitoring Annual Report, including data input and analysis, interpretation of findings, and composition

Boat Captain

- Commands and navigates OC San's 58-foot ocean monitoring vessel Nerissa
- Performs and schedules routine vessel maintenance, including purchasing vessel parts and supplies
- Works with senior staff to coordinate field sampling schedules and logistics to meet compliance sampling requirements

Assistant Boat Captain

- Assists in the navigation and maintenance of OC San's ocean monitoring vessel Nerissa
- Serves as the principal operator of the winch and A-frame for deployment of oceanographic equipment to collect samples for special studies and permit compliance
- Participates in beach sample collection for indicator bacteria analysis

OUTREACH

Fiscal Year 2023/24 – What 2 Flush

Honk if you know What 2 Flush!

***Pee, Poop, and Toilet Paper ONLY**



Sticker



Which sewer-safe items should go down the drain?

Pee, poop and toilet paper should be the only things going down the toilet. Flushing other types of items down the toilet causes home pipes to clog, wastes water (up to five gallons of water every time you flush) and most importantly can have a huge impact on our sewers and not to mention our ocean.

Items that people commonly dispose of that should NOT be going down the drain:

TOILET



Prescription Drugs, Over-The-Counter Medications – contain chemicals that you don't want entering the wastewater supply. The best way to dispose of items like these is to make them undesirable, such as crushing them and then mixing with coffee grounds, kitty litter or dirt before sealing them in a plastic bag and disposing them in the trash.



Kitty Litter – (especially clay kitty litter) will sooner or later clog your pipes, even the ones that claim to be "flushable." Far more problematic is Toxoplasmosis, a parasite found in cat waste that is harmful to marine biology. It's better to keep your cat waste out of wastewater and just put it in the trash.



Sanitary Products, Paper Towels, Diapers, Baby Wipes, Condoms, Dental Floss and Facial Tissues – are made of materials that don't break down and can cause pipes to clog. The trash is the place for these items.

It's simple, the toilet is only meant to flush the three P's—pee, poop and paper.

For more information: www.ocsan.gov


Fact Sheet



Which sewer-safe items should go down the drain?

Pee, poop and paper should be the only things going down the toilet. Flushing other types of items down the toilet causes home pipes to clog, wastes water (up to five gallons of water every time you flush) and most importantly can have a huge impact on our sewers and not to mention our ocean.

Items that people commonly dispose of that should NOT be going down the drain:

TOILET



Prescription Drugs and Over-The-Counter Medications—contain chemicals that you don't want entering the wastewater supply. The best way to dispose of items like these is to make them undesirable, such as crushing them and then mixing with coffee grounds, kitty litter or dirt before sealing them in a plastic bag and disposing in the trash.



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Sanitary Products, Paper Towels, Diapers, Baby Wipes and Facial Tissues—are made of materials that don't break down and can cause pipes to clog. The trash is the place for these items.



Condoms and Dental Floss—both cause more problems than you'd imagine. They don't biodegrade and can cause pipes to clog.

DRAIN



Fats, Oils and Grease (FOG)—FOG sticks to the interior surface of the sewer pipes, hardens over time and eventually may cause sewage to back up and lead to a sewage spill in your home or on our streets. Running hot water as you pour the grease down the drain will not help either. Instead, let it cool/harden, mix it with other absorbent materials, place it in a bag or container and then throw it in the trash.



Household Hazardous Materials—such as motor oil, pesticides, paint and solvents should never be poured down the drain. All of these are highly toxic and will cause long-term damage to the environment. Dispose of these items by contacting the nearest household hazardous waste collection center where these and other household items can be dropped off.



Food, Coffee Grounds and Eggshells—should not be flushed down the sink. The best way to get rid of food is to compost what you can and wipe or scrape the remnants in the sink. Never put them in the garbage disposal.



Hair—always seems to make its way past the plug. Hair will catch and stick to other items and is very difficult to get out of piping once it gets in.

It's simple, the toilet is only meant to flush the three P's—pee, poop and paper.

The only thing that should be going down the drain is what comes out of the faucet.

www.ocsan.gov/education


Fact Sheet

92

OUTREACH

Fiscal Year 2023/24 – Social Media/Videos



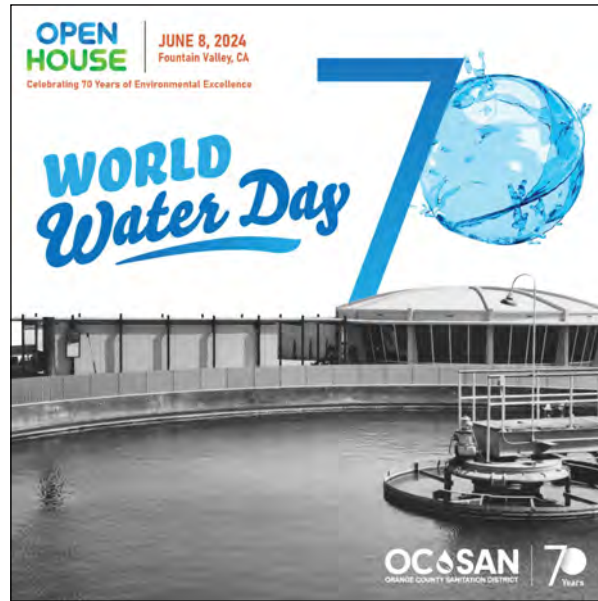
Saint Patricks Day Post



Valentines Day Post

OUTREACH

Fiscal Year 2023/24 – Social Media/Videos



World Water Day Post



Government Communications Day Posts

OUTREACH

Fiscal Year 2023/24 – Social Media/Videos



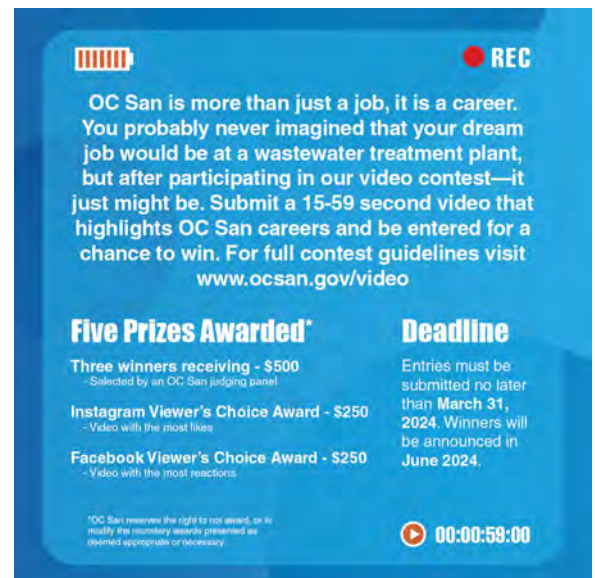
Wasterwater 101 Post



Public Works Week Post



Video Contest Posts



OUTREACH

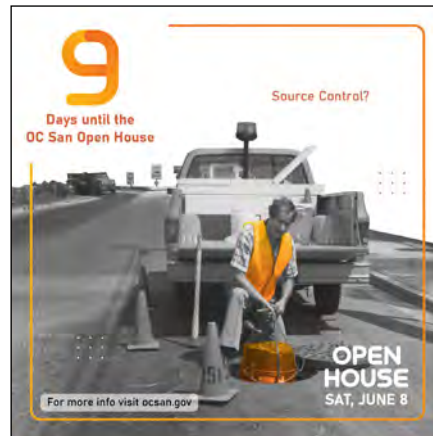
Fiscal Year 2023/24 – Social Media/Videos



Retiree Save the Date Post



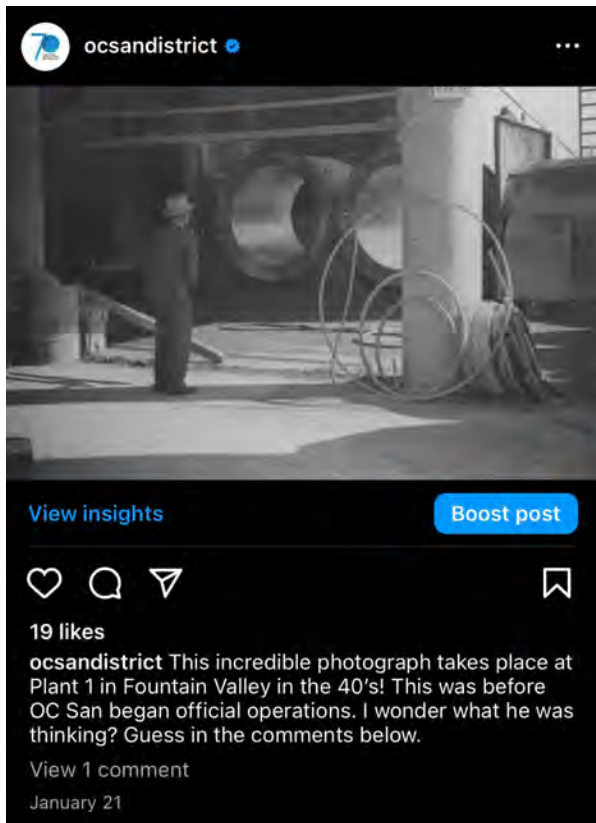
Festival Festival Post



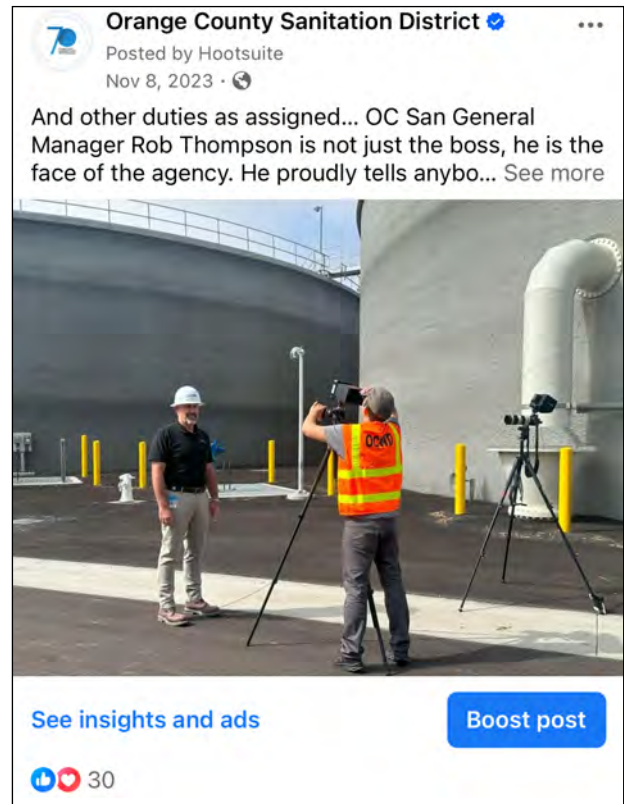
Countdown to Open House Posts

OUTREACH

Fiscal Year 2023/24 – Videos



70th Anniversary Post



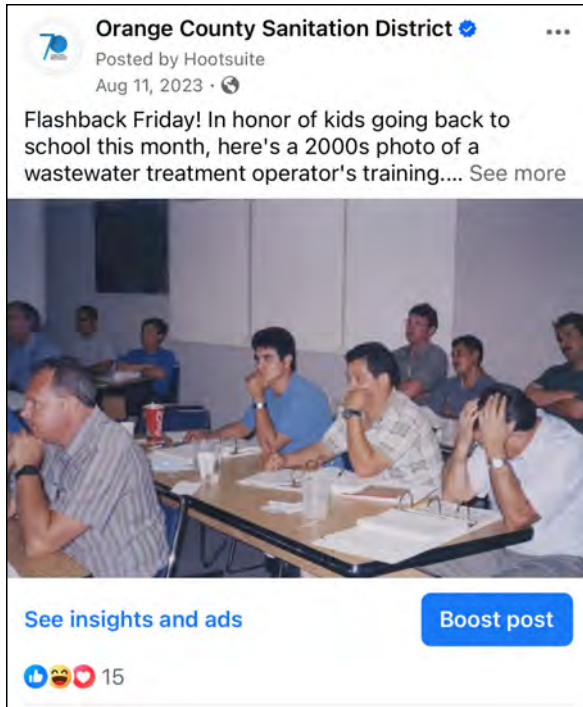
General Manager Post



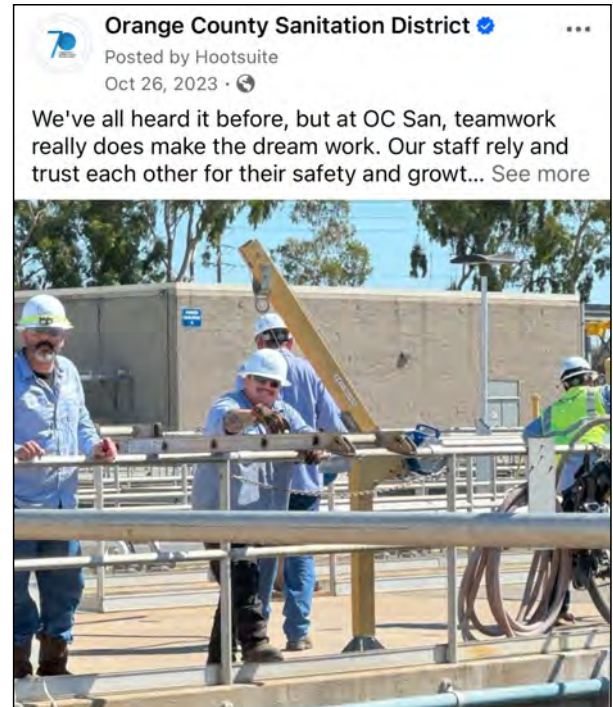
International Day of Friendship Post

OUTREACH

Fiscal Year 2023/24 – Social Media/Videos



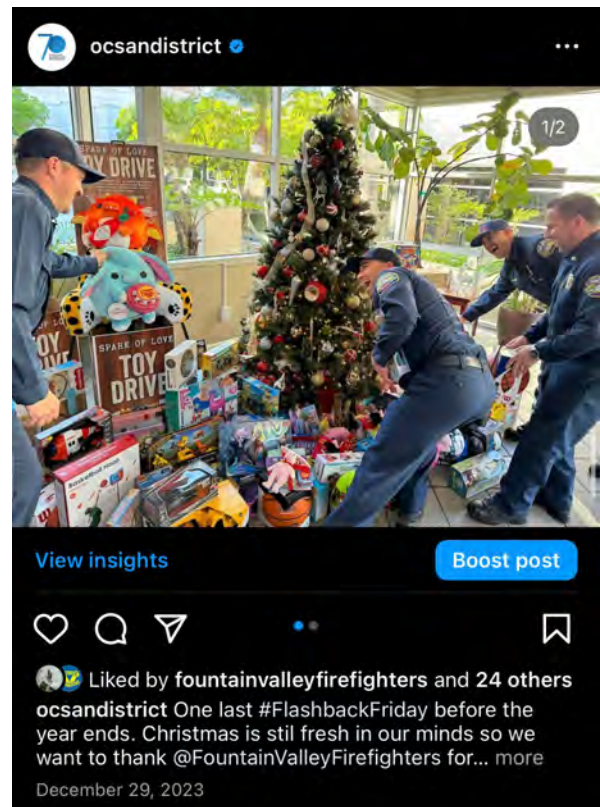
Flash Back Friday Post



Dream Team Post



GWRs Employee Event Post



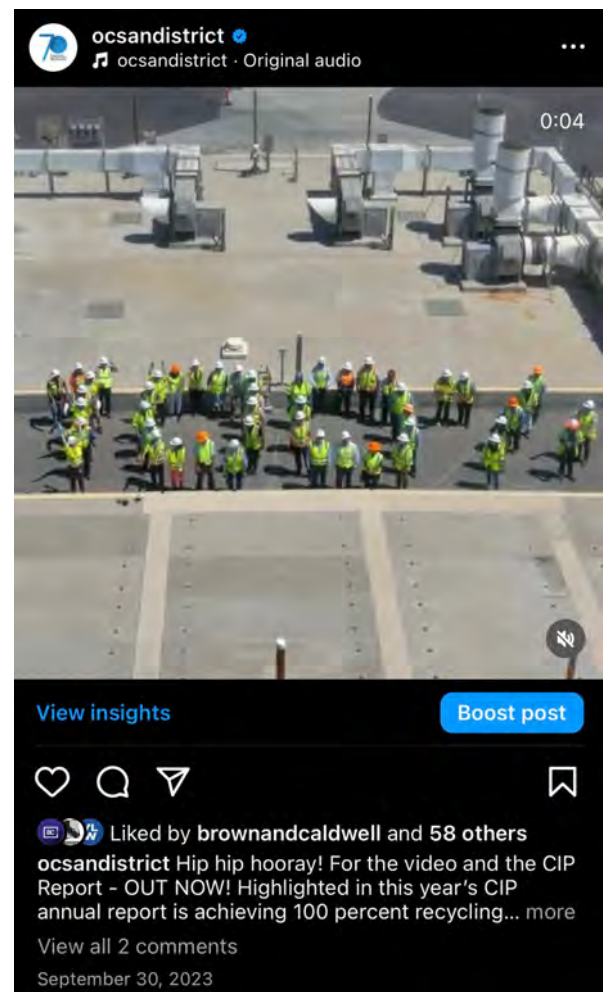
Spark of Love Post

OUTREACH

Fiscal Year 2023/24 – Social Media/Videos



Heavy Rain Post



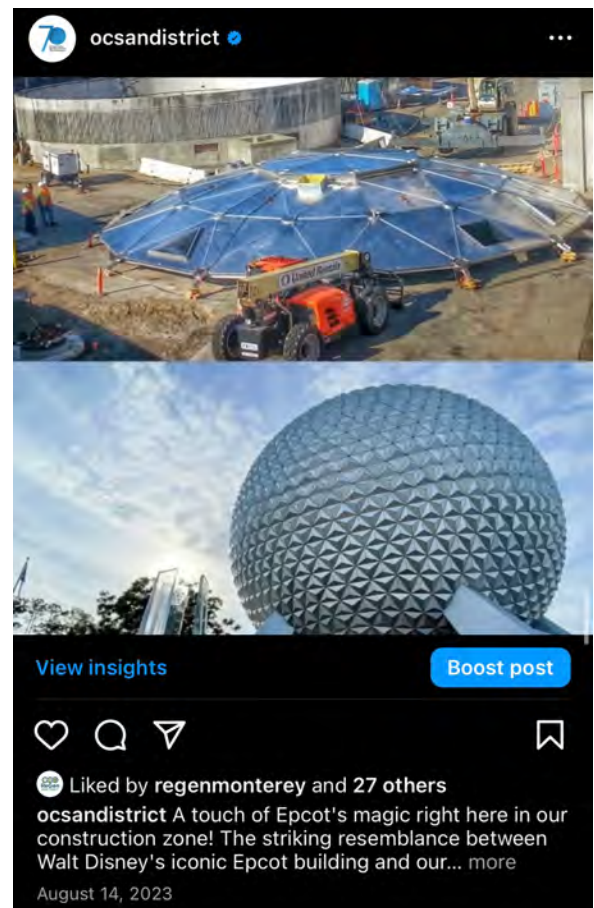
CIP Annual Report Post

OUTREACH

Fiscal Year 2023/24 – Social Media/Videos



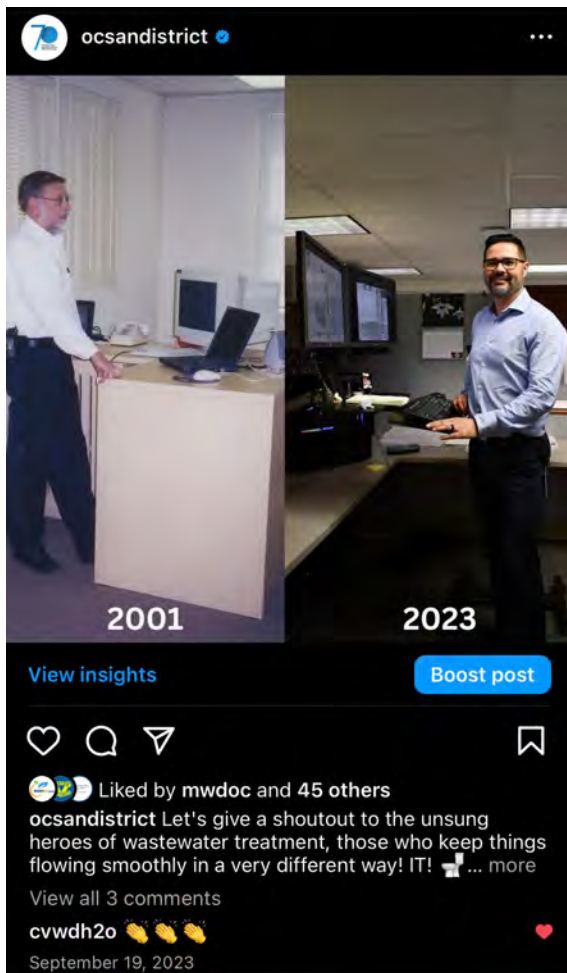
Did you know?



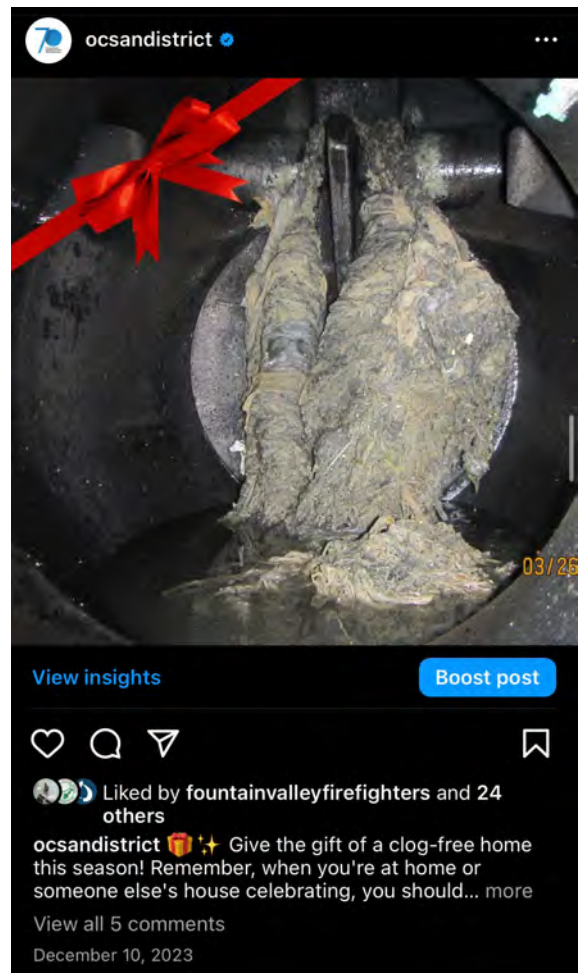
Construction

OUTREACH

Fiscal Year 2023/24 – Social Media/Videos



Unsung Hero's Post



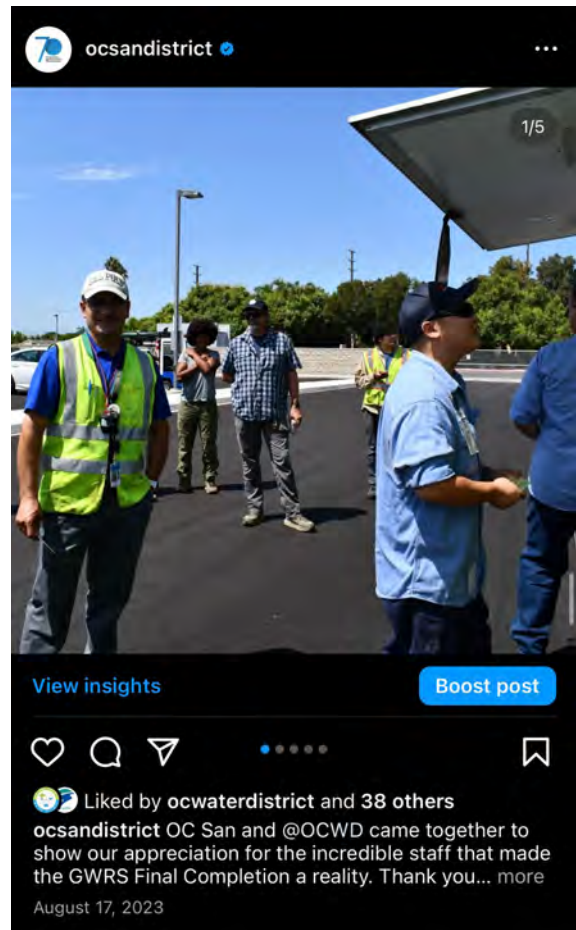
Clog Free Holiday Post

OUTREACH

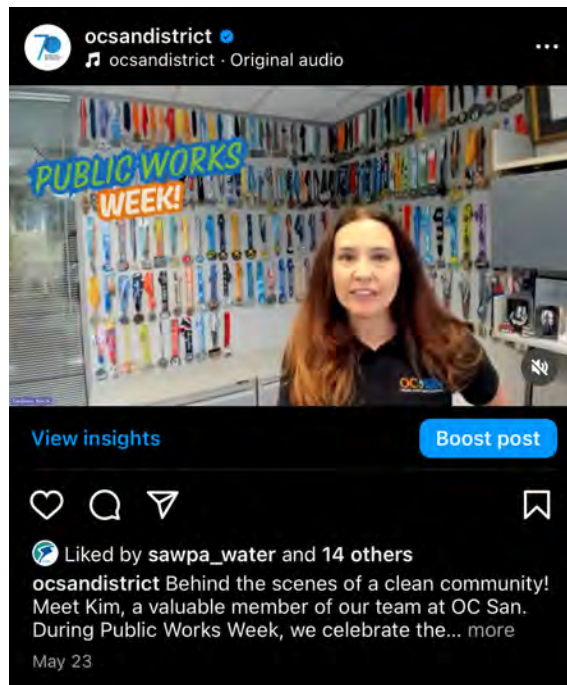
Fiscal Year 2023/24 – Social Media/Videos



70th Anniversary Post



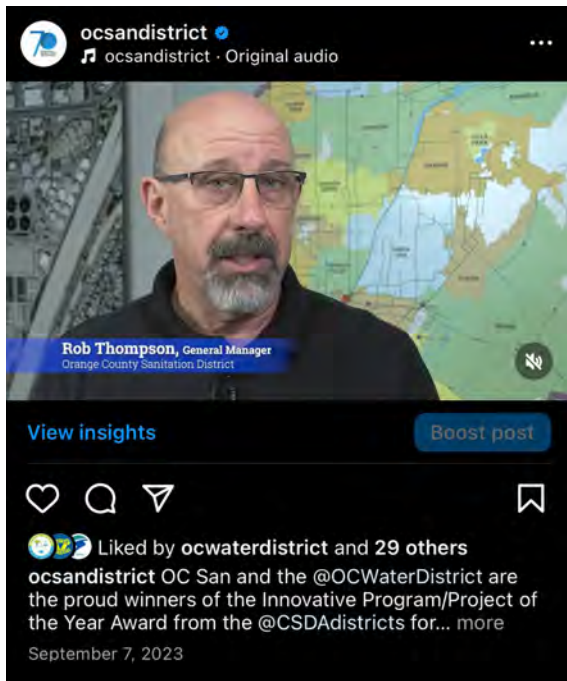
GWRS Final Completion Post



Public Works Week Video

OUTREACH

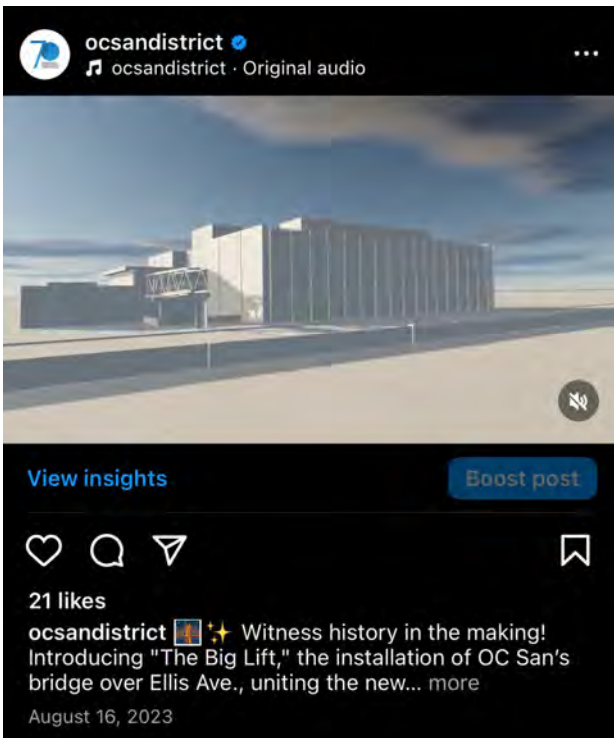
Fiscal Year 2023/24 – Social Media/Videos




Innovative Program/Project of the Year Video



Tour Bus Video



Headquarters Bridge Video



**INTERNAL
PROJECTS
FISCAL YEAR 2023/24**

INTERNAL PROJECTS

Fiscal Year 2023/24 – Headquarters

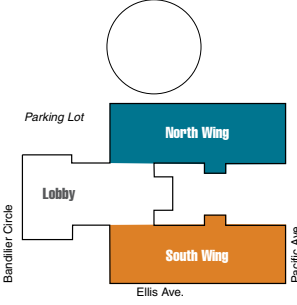


**WELCOME TO OUR
NEW
HEADQUARTERS!**

18480 BANDILIER CIRCLE
FOUNTAIN VALLEY, CA 92708



Employee Door Hanger



North Wing:
First Floor: Div. 110 General Manager's Office, Div. 120 Board Services, Div. 140 Public Affairs, Div. 210 Administrative Services, Div. 220 Financial Management
Second Floor: Div. 710 Engineering Administration, Div. 750 Project Management, Div. 760 Design
Third Floor: Div. 250 Information Technology

South Wing:
First Floor: Div. 160 Human Resources, Div. 161 Risk Management, Div. 230 Contracts and Purchasing
Second Floor: Div. 740 Planning, Div. 770 Construction Management
Third Floor: Div. 610 Environmental Services Administration and Compliance, Div. 620 Resource Protection, Div. 760 Design (PCI)

Empty crates will be picked up daily until June 6.
 Remaining common area crates will be picked up on June 14.



HQ Welcome Week

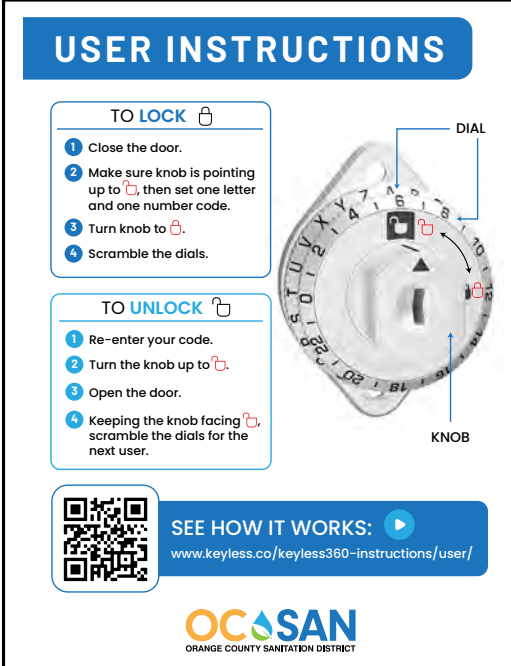
TUES JUNE 4 Coffee IN THE Lobby
 Start your day with Coffee!
 7:30 am to 9:30 am

WED JUNE 5 OVER THE Weekday Hump
 Enjoy a morning Donut!
 2nd Floor Breakroom

THURS JUNE 6 END OF WEEK Chill
 Cool down with ice cream!
 12 pm to 3 pm Outdoor Patio



OC&SAN 70th

Employee Table Tent






USER INSTRUCTIONS

TO LOCK

- 1 Close the door.
- 2 Make sure knob is pointing up to , then set one letter and one number code.
- 3 Turn knob to .
- 4 Scramble the dials.

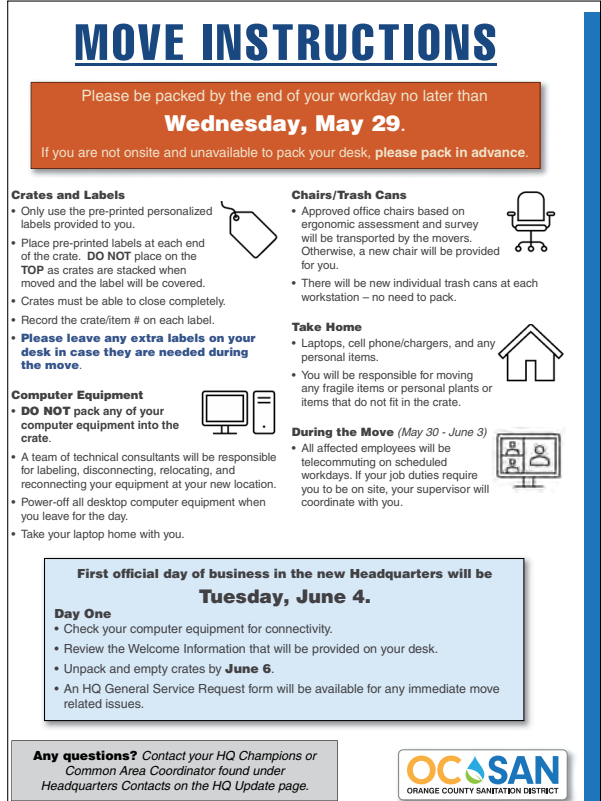
TO UNLOCK

- 1 Re-enter your code.
- 2 Turn the knob up to .
- 3 Open the door.
- 4 Keeping the knob facing , scramble the dials for the next user.

SEE HOW IT WORKS: 
www.keyless.co/keyless360-instructions/user/

OC&SAN
ORANGE COUNTY SANITATION DISTRICT

Locker Instructions



MOVE INSTRUCTIONS

Please be packed by the end of your workday no later than **Wednesday, May 29.**
 If you are not onsite and unavailable to pack your desk, please pack in advance.

Crates and Labels

- Only use the pre-printed personalized labels provided to you.
- Place pre-printed labels at each end of the crate. **DO NOT** place on the TOP as crates are stacked when moved and the label will be covered.
- Crates must be able to close completely.
- Record the crate/item # on each label.
- **Please leave any extra labels on your desk in case they are needed during the move.**

Chairs/Trash Cans

- Approved office chairs based on ergonomic assessment and survey will be transported by the movers. Otherwise, a new chair will be provided for you.
- There will be new individual trash cans at each workstation – no need to pack.

Take Home

- Laptops, cell phone/chargers, and any personal items.
- You will be responsible for moving any fragile items or personal plants or items that do not fit in the crate.

Computer Equipment

- **DO NOT** pack any of your computer equipment into the crate.
- A team of technical consultants will be responsible for labeling, disconnecting, relocating, and reconnecting your equipment at your new location.
- Power-off all desktop computer equipment when you leave for the day.
- Take your laptop home with you.

During the Move (May 30 - June 3)

- All affected employees will be telecommuting on scheduled workdays. If your job duties require you to be on site, your supervisor will coordinate with you.

First official day of business in the new Headquarters will be Tuesday, June 4.

Day One

- Check your computer equipment for connectivity.
- Review the Welcome Information that will be provided on your desk.
- Unpack and empty crates by **June 6.**
- An HQ General Service Request form will be available for any immediate move related issues.

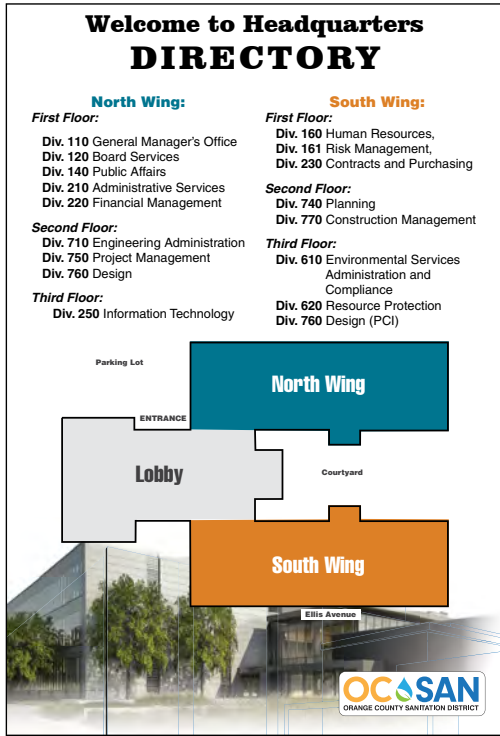
Any questions? Contact your HQ Champions or Common Area Coordinator found under Headquarters Contacts on the HQ Update page.

OC&SAN
ORANGE COUNTY SANITATION DISTRICT

Move In Instructions

INTERNAL PROJECTS

Fiscal Year 2023/24 – Headquarters



Directory Sign



Employee Welcome Sign

INTERNAL PROJECTS

Fiscal Year 2023/24 – Headquarters

WELCOME TO OUR NEW HEADQUARTERS

18480 Banditler Circle, Fountain Valley, CA 92708

EMERGENCIES: DIAL 911

Notify front reception/security desk.

DAY 1 CHECKLIST

- Check your computer equipment for connectivity. Submit an Incident Ticket for any IT related issues. [Click Here.](#)
- Unpack! Empty crates will be picked up daily until June 6.
- Missing crate or issues with the move? Submit an HQ General Service Request.
- Check out our new Headquarters! See map on reverse side.

HQ GENERAL SERVICE REQUEST

How to Submit:

Online

Go to the HQ Information page. [Click Here.](#)

Scan QR code

In person

Visit the Command Center located in the Santa Ana River Conference room on 2nd Floor next to the Breakroom. June 4, 5, & 6 only from 7:30-4 p.m.

OPEN OFFICE ETIQUETTE

- Be patient and communicative with your colleagues.
- Be aware of scents within your workspace.

- Always be mindful of volume when having a conversation.
- Use huddle rooms for personal calls, group conversations, and small meetings.

- Keep your workspace clean, neat, and safe.
- Keep it professional and office appropriate.

SHARED SPACE INFORMATION

Courtyard

- Bike storage shed
- Outdoor seating

Shower & Lockers

- On a daily first come first serve basis

No towel service

Public Counter

- Located past the lobby stairs to conduct business with members of the public

Breakrooms

- Indoor and outdoor covered seating on 2nd and 3rd floor.
- Equipped with microwaves, refrigerators, coffee machine, hot water kettle, toaster oven, and vending machines

Pantries

- Located at the end of each wing of every floor
- Equipped with microwave, refrigerators, coffee machine, and hot water kettle

Water Bottle Filling Stations

- Located in all pantries and lobby

Wellness Room

- 2nd and 3rd floor north wing
- Contact HR for access

CONFERENCE ROOM

Please refer to the instructions on how to locate and book conference rooms.

Scan or Click QR CODE

Room names are based on location, not intended users.

Welcome Place Mat

108

INTERNAL PROJECTS

Fiscal Year 2023/24 – GWRs Employee Event


JOIN US FOR THE
GWRs Staff Appreciation Luncheon

DATE: Wednesday, August 16, 2023

TIME: 11:30 a.m. to 1 p.m.


LOCATION: GWRs area at OCWD

Lunch will be provided by the Lime Truck OR Lucille's Smokehouse, **PLUS** an Ice Cream Truck for dessert.



REGISTRATION IS REQUIRED
 BY NO LATER THAN **TUESDAY, AUGUST 1.**

To register and reserve your lunch, scan the QR code or visit The San Box.

San Box Banner

FOOD VOUCHER



Good for ONE entree
 at the GWRs Staff Appreciation Luncheon
 on Wednesday, August 16

FOOD VOUCHER



Good for ONE entree
 at the GWRs Staff Appreciation Luncheon
 on Wednesday, August 16

Food Voucher

SAVE THE DATE

Join us for the Groundwater Replenishment System Final Completion Staff Appreciation Luncheon

DATE: Wednesday, August 16, 2023

TIME: 11:30 a.m. to 1 p.m.

LOCATION: Outside of Microfiltration in the GWRs area

Lunch will be provided by the Lime Truck and Lucille's Smokehouse Bar-B-Que, **PLUS** an Ice Cream Truck to top it all off.

REGISTRATION WILL BE REQUIRED. MORE DETAILS COMING SOON.



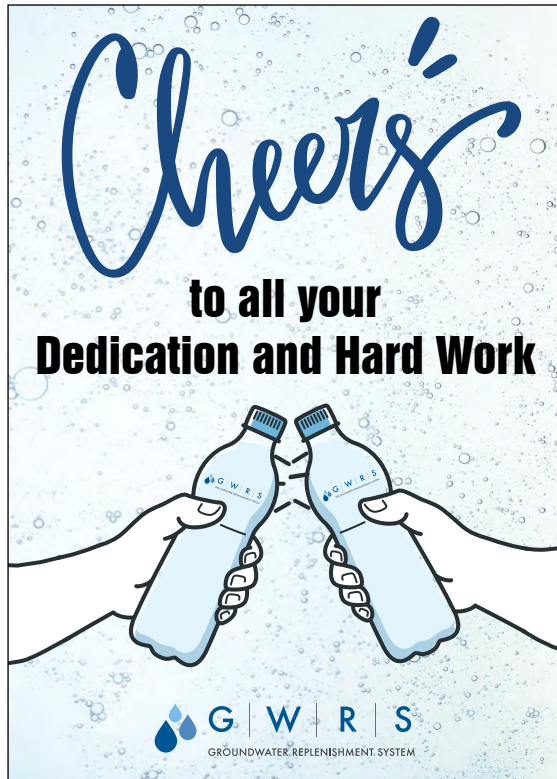

San Box Banner



Employee Map

INTERNAL PROJECTS

Fiscal Year 2023/24 – GWR S Event



Employee Table Tents

INTERNAL PROJECTS


Fiscal Year 2023/24 –
Employee Appreciation Day



Employee Appreciation Cards

INTERNAL PROJECTS


Fiscal Year 2023/24 – Veterans Day




OC San Salutes Our Veterans Past and Present

* OC San Retirees *


James Brown — U.S. Marine Corps, Lance Corporal Brown, 1992-1996 * Jesse Freeman — Army National Guard, Sergeant E-5, 1999-2007 * Beck Gass — U.S. Coast Guard, Machinery Technician 3rd Class, 2006-2011
 Bill Gilbert — U.S. Army, Specialist 4th Class, 1984-1990 * Victor Gonzalez — U.S. Navy, Aviation Boatswain Mate Equipment, 2nd Class, 1999-2005 * Donald Hawthorne — U.S. Navy, 1st Class Engineman, 1984-1992
 Ludwig Lopus — U.S. Navy, Petty Officer 2nd Class, 1997-2003 * Griffin Lund — U.S. Navy, Gas Turbine Systems Mechanic, Second Class Petty Officer, 2012-2016 * Adam McMurdy — U.S. Army, Rank Specialist, 2000-2004
 Michael Morey — U.S. Army, Engineer, 1984-1992 * Paul Nguyen — U.S. Air Force, Sergeant, 1985-1992 * Brian Reed — U.S. Navy, Aviation Structural and Hydraulics Specialist, 1983-1990
 Larry Roberson — U.S. Air Force, Sergeant, 1991-1999 * Henry Rosas — U.S. Navy, Machinist Mate 2nd Class Petty Officer, 1980-1987
 Kevin Schuler — U.S. Marine Corps, Sergeant, 1987-1993 * Enrique Zapien — U.S. Marine Corps Corporal, 2000-2004




Bob Bell




Jason Biedermann




James Brown




Jesse Freeman




Beck Gass




Bill Gilbert




Victor Gonzalez




Donald Hawthorne




Ludwig Lopus




Griffin Lund




Adam McMurdy




Michael Morey




Paul Nguyen




Brian Reed




Larry Roberson



Henry Rosas




Kevin Schuler




Enrique Zapien

* OC San Retirees *


Jennifer Alexander — U.S. Navy, Construction Mechanic 1984-1992 * John Bellitti — U.S. Navy, Boiler Tech, 3rd Class, 1977-1981
 Tony Briseno — U.S. Navy, Machinist Mate, 1987-1991 * Dan Dillon — U.S. Marine Corp, Sergeant, 1968-1971 * Steve Howard — U.S. Marine Corps, Sergeant, 1983-1987
 Roger Kenerson — U.S. Navy, Aviation Technician 2nd Class, 1970-1977 (No photo available) * Tony Leak — U.S. Army, Sergeant, 1972-1976
 Steve Lavelle — U.S. Marine Corp, Lieutenant Colonel, 1994-2015 * Patrick McNelly (Deceased) — U.S. Army, Specialist 5, 1968-1971
 Tracey Murphy — U.S. Navy, Engine, 2nd Class 1985-1990 * Mark Mutz — U.S. Army, Sergeant, 1982-1986 * Gary Prater (Deceased) — U.S. Army, Sergeant E-5, 1973-1977
 Jim Tittle — U.S. Navy, Petty Officer 1st Class, 1979-1987 * Dave Usher — U.S. Marine Corp, 1982-1986




Jennifer Alexander




John Bellitti




Tony Briseno




Dan Dillon




Steve Howard




Tony Leak




Steve Lavelle




Patrick McNelly




Tracey Murphy




Mark Mutz



Gary Prater



Jim Tittle



Dave Usher

* THESE REPRESENT THOSE WHO SUBMITTED PHOTOS TO PARTICIPATE.

Employee Appreciation Poster

INTERNAL PROJECTS

Fiscal Year 2023/24 – Harvest Festival



Theme Poster



Meal Tickets

INTERNAL PROJECTS

Fiscal Year 2023/24 – Health Fair

OPEN ENROLLMENT PRESENTATION

Conference Rooms A and B

Starts at 9:00 a.m.

Presented by:
Alliant Insurance Services



FLU SHOTS CONFERENCE ROOM C



Signage

INTERNAL PROJECTS

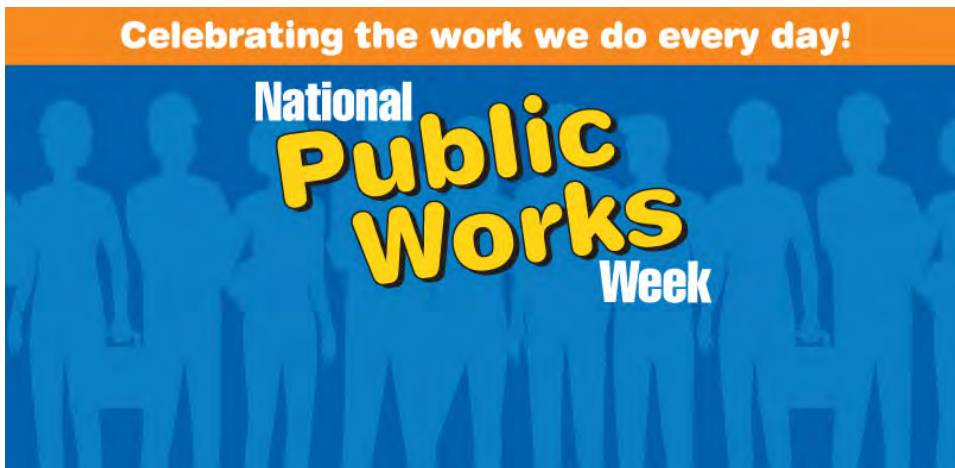
Fiscal Year 2023/24 – Honoring Employees



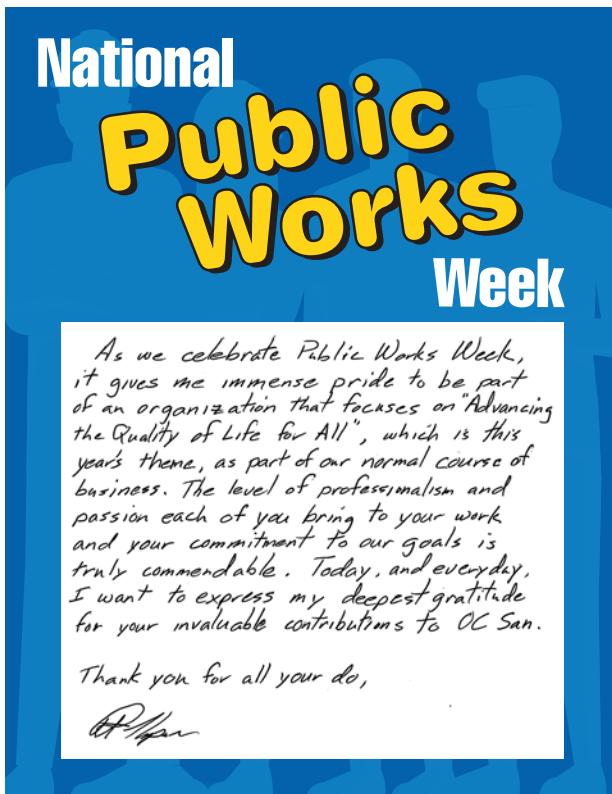
Certificates

INTERNAL PROJECTS

Fiscal Year 2023/24 – Honoring Employees



Web Banner



General Manager Message



Candy Box

INTERNAL PROJECTS

Fiscal Year 2023/24 – Benefits



Post Card Front



Post Card Back

INTERNAL PROJECTS

Fiscal Year 2023/24 – Retirement Event



Retiree Banner

INTERNAL PROJECTS

Fiscal Year 2023/24 – All Hands Meeting



Web Banner



Sign



Podium Sign

INTERNAL PROJECTS

Fiscal Year 2023/24 – Holiday Luncheon



Table Tent



Employee Gift



Web Banner

INTERNAL PROJECTS

Fiscal Year 2023/24 – Take a kit to your kid day



Web Banner

MY FIRST RESUME
Worksheet

Welcome to "My First Resume"! Today, you'll explore the important skills and experiences that make you special.

<p>Personal Information</p> <p>Child's Name _____</p>	<p>Objective Write a sentence about what you want to do for your future job.</p>
<p>Education</p> <p>School Name _____</p> <p>Grade _____</p>	<p>Work Experience List some of your experience working, such as doing chores, participating in clubs, babysitting, etc.</p>
<p>Skills What are some cool things you can do? Write down skills like drawing, playing sports, or helping others.</p>	
<p>Achievements</p> <p>Have you won any awards or certificates? Write them down here.</p>	<p>Use the space below to draw a picture of what you would look like at work!</p>

Have Fun!

OC&SAN
Orange County Schools

Activity

INTERNAL PROJECTS

Fiscal Year 2023/24 – VIP Luncheon



Sign



Certificate

INTERNAL PROJECTS

Fiscal Year 2023/24 – Tidy Tips



Web Graphic

A graphic illustration of a desk setup, identical to the one above, but smaller and positioned at the top of the flyer. Below it, the words "Tidy Tips" are written in a large, bold, blue font with a white outline.

Freecycle Event

DATE EXTENDED!

Summary: Support OC San's upcoming move, by giving **personal items** a new life with OC San's Freecycle Event!

Date: **Monday, December 11 @ 7 a.m.** through **Friday, December 29 @ 12 p.m.**

Location: **Plant No. 1 Administration Building Lunchroom** (near the kitchen with vending machines and across from the stairs)

For more information or to learn what is acceptable to donate for the event, please check out The San Box (Tidy Tips).

Questions? Forinformation@OCSan.gov.

Event Flyer

INTERNAL PROJECTS

Fiscal Year 2023/24 – Spark of Love



Toy Drive Poster



Holiday Card



BRANDING

FISCAL YEAR 2023/24

BRANDING PROJECTS

Fiscal Year 2023/24 – 70th Anniversary



Logo



BRANDING PROJECTS

Fiscal Year 2023/24 – 70th Anniversary



Teams Background



Teams Background

BRANDING PROJECTS

Fiscal Year 2023/24 – 70th Anniversary



Five Minutes Per Month Header



3 Things to Know Header

BRANDING PROJECTS

Fiscal Year 2023/24 – 70th Anniversary



Light Pole Banners

BRANDING PROJECTS

Fiscal Year 2023/24 – 70th Anniversary



Your Name Here

Your Division Name | Your Title

Office: 714.593.???? | Cell: 714.???-???? | www.ocsan.gov



Your Name Here

Your Division Name | Your Title

Office: 714.593.???? | Cell: 714.???-???? | www.ocsan.gov



BRANDING PROJECTS

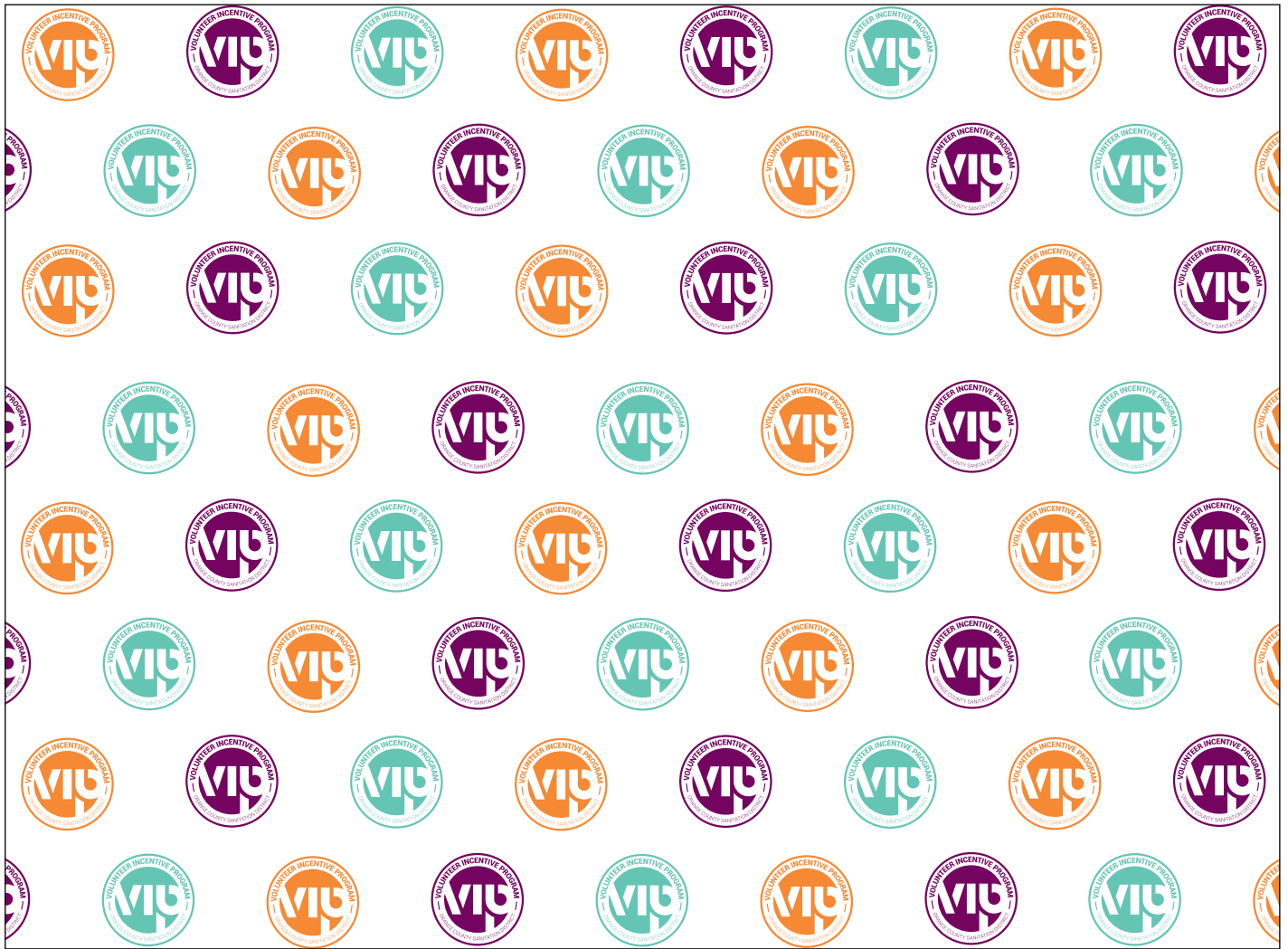
Fiscal Year 2023/24 – Signage



Monument Sign at Plant No. 1

BRANDING PROJECTS

Fiscal Year 2023/24 – Signage



Step and Repeat

BRANDING PROJECTS

Fiscal Year 2023/24 – Signage



BOARD OF DIRECTORS

Anaheim, **Stephen Faessel** ◊ Brea, **Christine Marick** ◊ Buena Park, **Joyce Ahn**
Costa Mesa Sanitary District, **Robert Ooten** ◊ Cypress, **Scott Minikus**
Fountain Valley, **Glenn Grandis** ◊ Fullerton, **Bruce Whitaker** ◊ Garden Grove, **Stephanie Klopfenstein**
Huntington Beach, **Pat Burns** ◊ Irvine, **Farrah N. Khan** ◊ Irvine Ranch Water District, **John Withers**
La Habra, **Rose Espinoza** ◊ La Palma, **Debbie Baker** ◊ Los Alamitos, **Jordan Nefulda**
Midway City Sanitary District, **Andrew Nguyen** ◊ Newport Beach, **Brad Avery** ◊ Orange, **Jon Dumitru**
Orange County Board of Supervisors, **Doug Chaffee** ◊ Placentia, **Chad Wanke**
Santa Ana, **Johnathan Ryan Hernandez** ◊ Seal Beach, **Schelly Sustarsic** ◊ Stanton, **David Shawver**
Tustin, **Ryan Gallagher** ◊ Villa Park, **Robbie Pitts** ◊ Yorba Linda Water District, **Phil Hawkins**



ROBERT C. THOMPSON
General Manager
Orange County Sanitation District



CHAD P. WANKE
Chairman of the Board
Orange County Sanitation District
City of Placentia



OC SAN
ORANGE COUNTY SANITATION DISTRICT

Board Room Sign



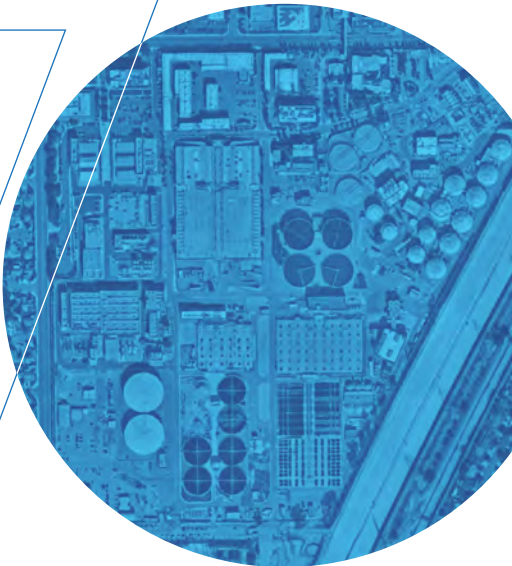
**LEGISLATIVE
FISCAL YEAR 2023/24**

LEGISLATIVE PROJECTS

Fiscal Year 2023/24 – Supercritical Water Oxidation Demonstration

EPA Community Grants Program

SUPERCritical WATER OXIDATION DEMONSTRATION



OCASAN | 70 Years
ORANGE COUNTY SANITATION DISTRICT

Workplan

monstration


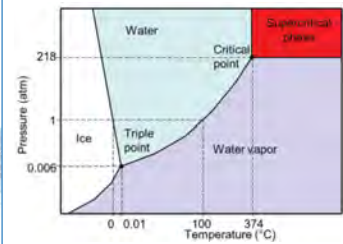
n at Plant No. 1 in Fountain Valley, CA

and recycling for approximately 2.6 million people
s primary mission is to protect public health and

very of effective and affordable clean water
will directly support the priority to address vital
ogy that can be implemented throughout California
stances (PFAS).

onment, OC San continuously develops innovative
ublic health and drive down the costs of treatment
ommunities. Currently OC San is addressing
velop effective treatment of the PFAS family of
echnology that would treat biosolids, a byproduct
t PFAS chemicals are eliminated.

er Systems to install a six-ton-per-day

Supercritical Water - The properties of H₂O change significantly above 3200 psi and 705 degrees Fahrenheit.

2

OCASAN | 70 Years
ORANGE COUNTY SANITATION DISTRICT

LEGISLATIVE PROJECTS

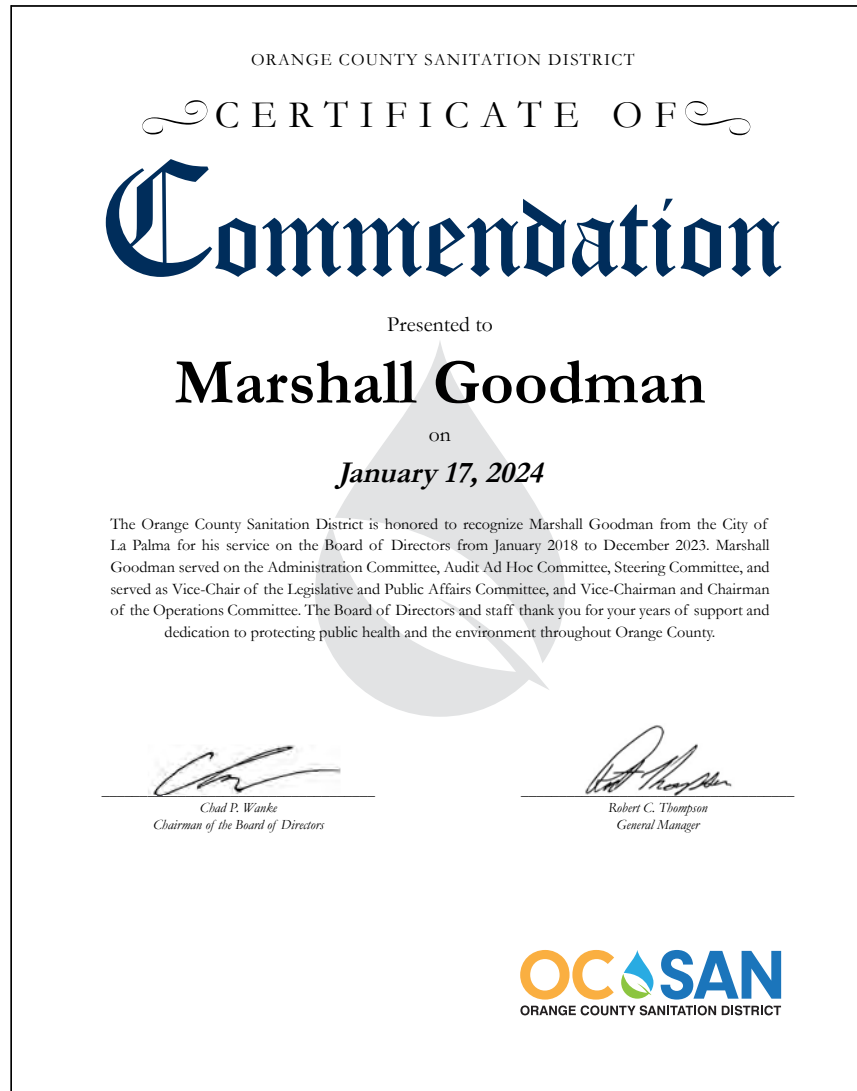
Fiscal Year 2023/24 – Board of Directors



Guide to Business

LEGISLATIVE PROJECTS

Fiscal Year 2023/24 – Certificate



Commendation

LEGISLATIVE PROJECTS
Fiscal Year 2023/24 – Headquarters

HEADQUARTERS

RIBBON CUTTING

WEDNESDAY
MAY 22, 2024
4:30 p.m.

18480 Bandilier Circle, Fountain Valley, CA 92708

Scan or
Click to RSVP



Celebrate the unveiling of
OC San's new headquarters.

Light refreshments will be served.
For more info email forinformation@ocsan.gov

OC SAN
ORANGE COUNTY SANITATION DISTRICT

70
Years

Invitation

LEGISLATIVE PROJECTS

Fiscal Year 2023/24 – Headquarters

HEADQUARTERS

RIBBON CUTTING

WEDNESDAY
MAY 22, 2024
4:30 p.m. - 5:30 p.m.

Refreshments and Networking

Welcome and Introductions
Fountain Valley Mayor and OC San Board Member, Glenn Grandis

Opening Remarks
OC San Board Chairman, Chad Wanke

Headquarters Presentation
OC San Vice Chairman, Ryan Gallagher

Official Ribbon Cutting and Conclusion
OC San Board Chairman, Chad Wanke

Tour immediately following program.




Learn More




Program

HEADQUARTERS





MEDIA KIT

Scan Here


BOARD ROOM

- Flexible multi-use room for board meetings, large meetings, and events with the ability to extend into the lobby area.

OC San General Manager
Rob Thompson

OC San Board Chairman
Chad Wanke



EMPLOYEE WORKSPACE




- Designed with exterior sunshades positioned to provide optimal daylight and views of landscape for all employees while minimizing heat gain.
- Exposed mass timber provides an aesthetic warmth to the working environment.
- Employee Engagement:** Employees were given the opportunity to view in-person mockups of several workspace variations and provide input on job functionality, configuration, and materials. The final selection seen here are based on employee feedback.





MASS TIMBER

- Mass timber is an innovative, eco-friendly alternative to structural concrete and steel that is strong and low-carbon.
- Mass timber is featured into the design of the building, consisting of glulam timber beams and cross laminated timber (CLT) floor panels.
- CLT is made up of multiple layers of kiln-dried lumber which are alternatively stacked perpendicular to one another, glued together, and pressed.
- The largest mass timber beam measures 12 ¾-inch wide by 40 ½-inch deep and 73 feet long (look up to see this beam).

Posters

LEGISLATIVE PROJECTS

Fiscal Year 2023/24 – GWRs

Final Expansion Of The

GROUNDWATER REPLENISHMENT SYSTEM

The Groundwater Replenishment System (GWRs) is the result of a collaborative effort between the Orange County Water District (OCWD) and the Orange County Sanitation District (OC San). In March 2023, the GWRs completed its final expansion, achieving the goal of producing up to 130 million gallons of drinking water a day (MGD), enough water for nearly one million people in north and central Orange County.

The GWRs provides a new, local, drought-resilient supply to the 2.5 million people in OC San's and OCWD's shared service area by recycling 100 percent of OC San's reclaimable wastewater flows for the first time – something unheard of with other wastewater recycling projects. The facility replenishes the local groundwater basin, protects it from seawater intrusion, and maximizes water reuse for the region.

The GWRs is a flagship project in the water sector and has garnered global attention for its innovative reuse of a previously wasted resource. The system has brought water reliability and resilience to Orange County residents and businesses.

OC SAN IS

100% RECLAIMABLE

OC SAN PROVIDES

130 MILLION GALLONS

A DAY OF WASTEWATER TO THE GWRs

GWRs PRODUCES ENOUGH WATER FOR

1 MILLION PEOPLE





RESULTS

With the Final Expansion project operational, OC San and OCWD have realized their goal of reusing all reclaimable flow from OC San's two treatment plants and fortifying the GWRs as a dependable water supply resource.

The GWRs:

- Provides a reliable supply of high-quality water, even during drought
- Reduces the need for imported water from northern California and the Colorado River
- Offers a more cost-effective and energy-efficient strategy than importing water from distant sources
- Improves water quality of the Orange County Groundwater Basin
- Creates a hydraulic barrier that prevents seawater intrusion into drinking water wells
- Replenishes groundwater supplies
- Reduces the volume of treated wastewater discharged into the ocean and puts it to beneficial use

Since the GWRs facility began taking water from OC San's Plant No. 2 in December 2022, the GWRs has produced approximately 25 billion gallons.

Follow us on social media @OCSanDistrict







Orange County Sanitation District
70th Anniversary



SINCE 1952

NEAA Project Slide

LEGISLATIVE PROJECTS

Fiscal Year 2023/24 – State of OC San



YOU ARE INVITED!

ORANGE COUNTY SANITATION DISTRICT:

State of OC San Luncheon

Friday, October 27
11 a.m. – 1 p.m.

Join our Board of Directors and General Manager as we discuss our accomplishments and exciting advances.

An optional tour of our Fountain Valley Plant No. 1 will take place immediately following the event.

Location:
Mile Square Golf Course Clubhouse
10401 Warner Avenue
Fountain Valley, CA 92708

For more information or questions, email us at: forinformation@OCSan.gov.



Invitation



PROGRAM

ORANGE COUNTY SANITATION DISTRICT:

State of OC San Luncheon

Friday, October 27
11 a.m. – 1 p.m.

Lunch and Networking

Call Meeting to Order
Board Chairman, Chad Wanke

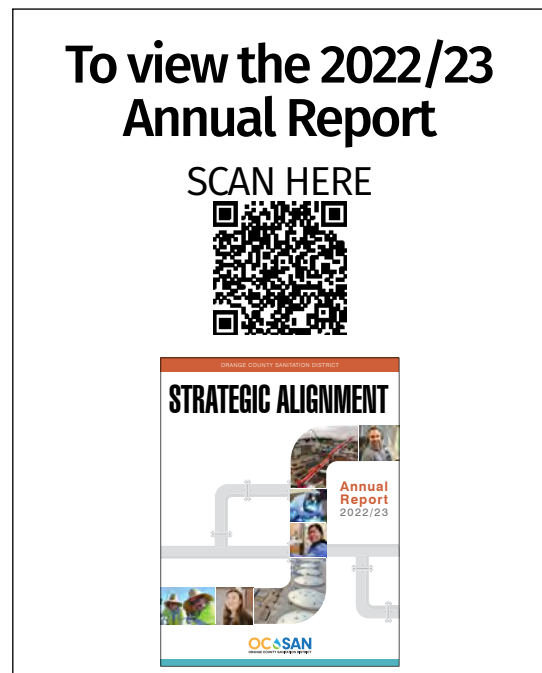
Welcome and Pledge of Allegiance
Board Chairman, Chad Wanke

State of the OC San Presentation
General Manager, Rob Thompson

Adjourn Meeting
Board Chairman, Chad Wanke



Event Program



To view the 2022/23 Annual Report

SCAN HERE


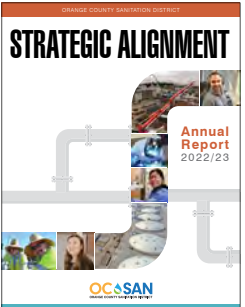



Table Tent

LEGISLATIVE PROJECTS

Fiscal Year 2023/24 – Board Meeting

Vactor 2100i Combination Vacuum and Jet Rodder Truck

- Built on a 2023 Peterbilt 567 frame
- CNG-fueled engine with 400 horsepower (125 gallons of diesel equivalent fuel capacity)
- Holds a 5000 cubic feet per minute positive displacement blower that produces 18 inches Hg vacuum
- Has the capacity to:
 - Carry 1,200 gallons of water
 - Hold 13 cubic yards of debris
 - Extend an 800-foot hose for jetting up to 300 psi of flush water



Signs for Board Meeting






REPORTS

FISCAL YEAR 2023/24

REPORTS


Fiscal Year 2023/24



Orange County Sanitation District
**Annual
Comprehensive
Financial Report**

for the year ended
June 30, 2023

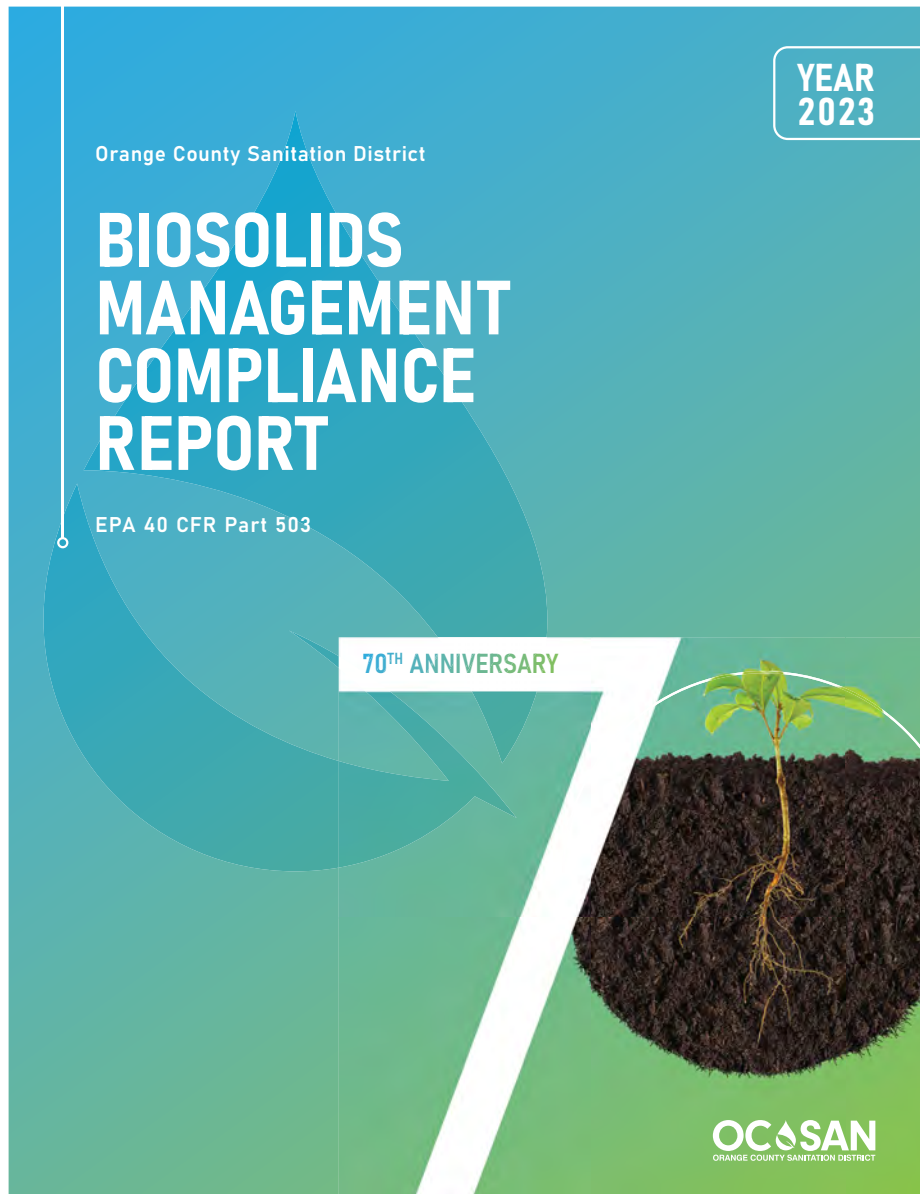
Orange County, California



Financial Report

REPORTS

Fiscal Year 2023/24



Biosolids Compliance Report

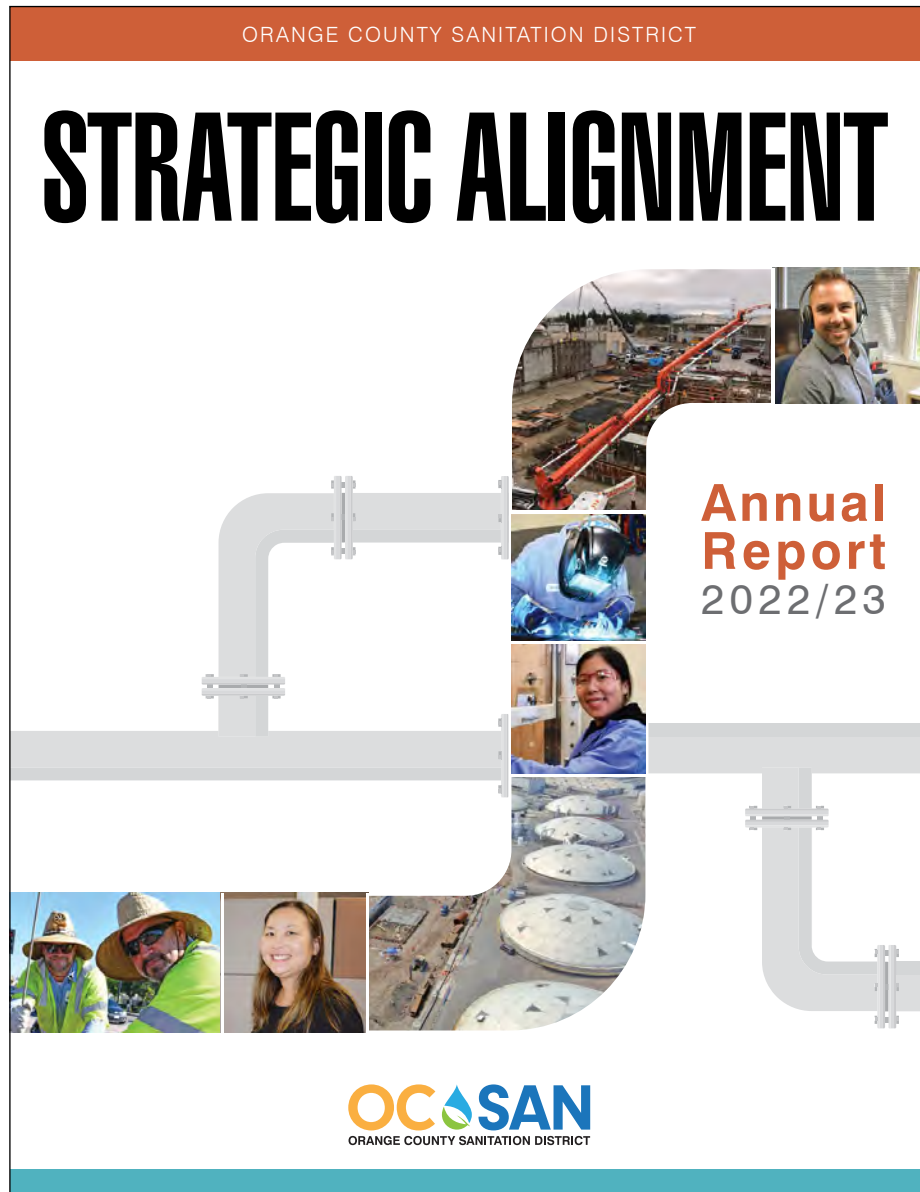
REPORTS
Fiscal Year 2023/24



Asset Management Plan

REPORTS

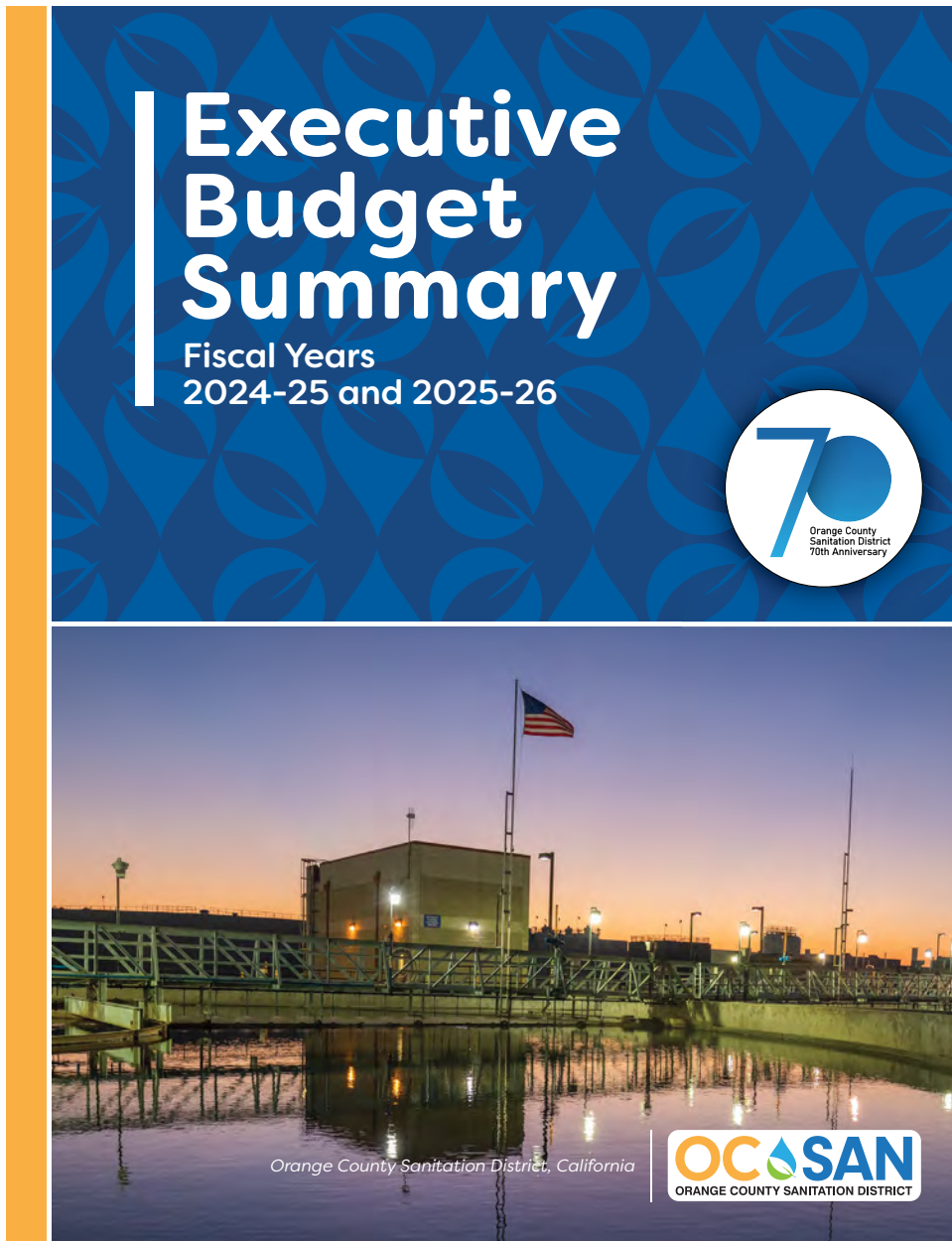
Fiscal Year 2023/24



Annual Report

REPORTS

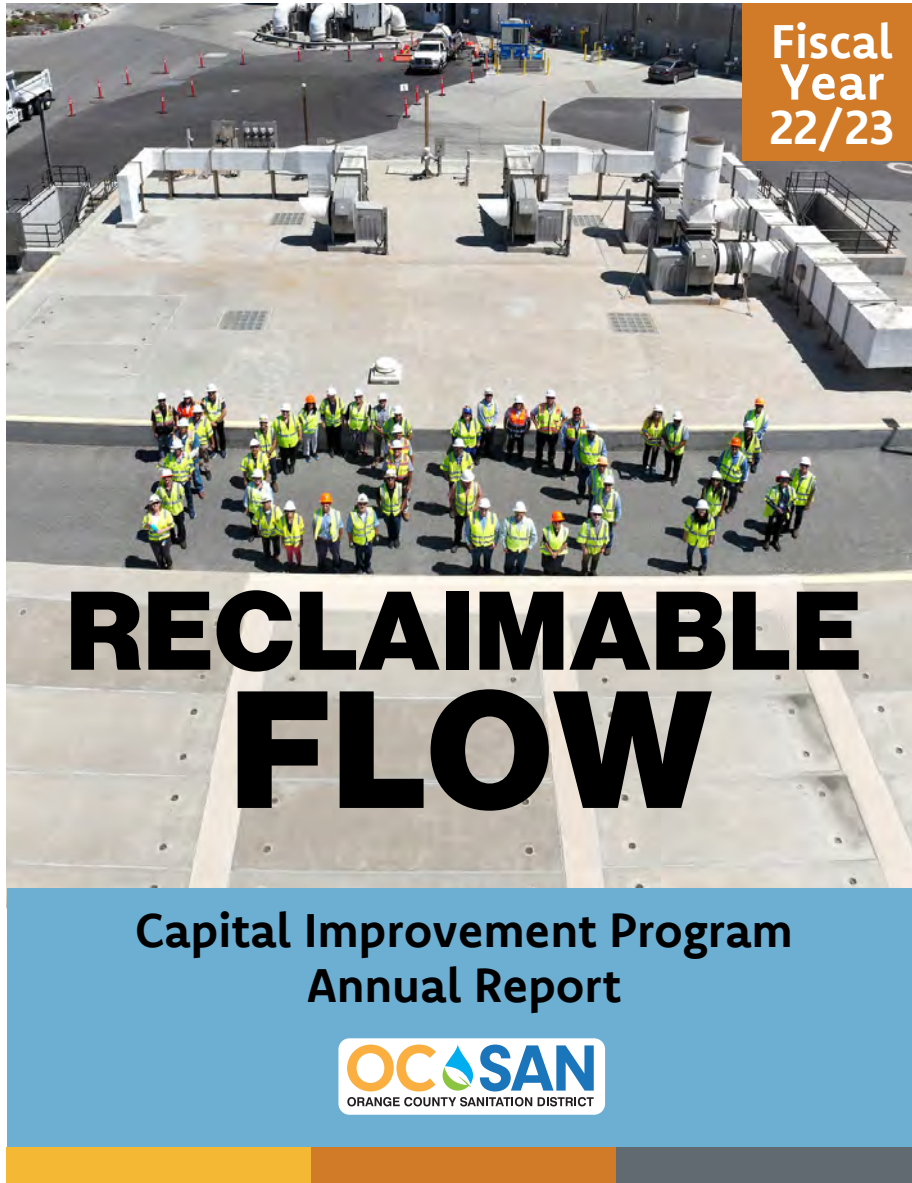
Fiscal Year 2023/24



Executive Summary

REPORTS

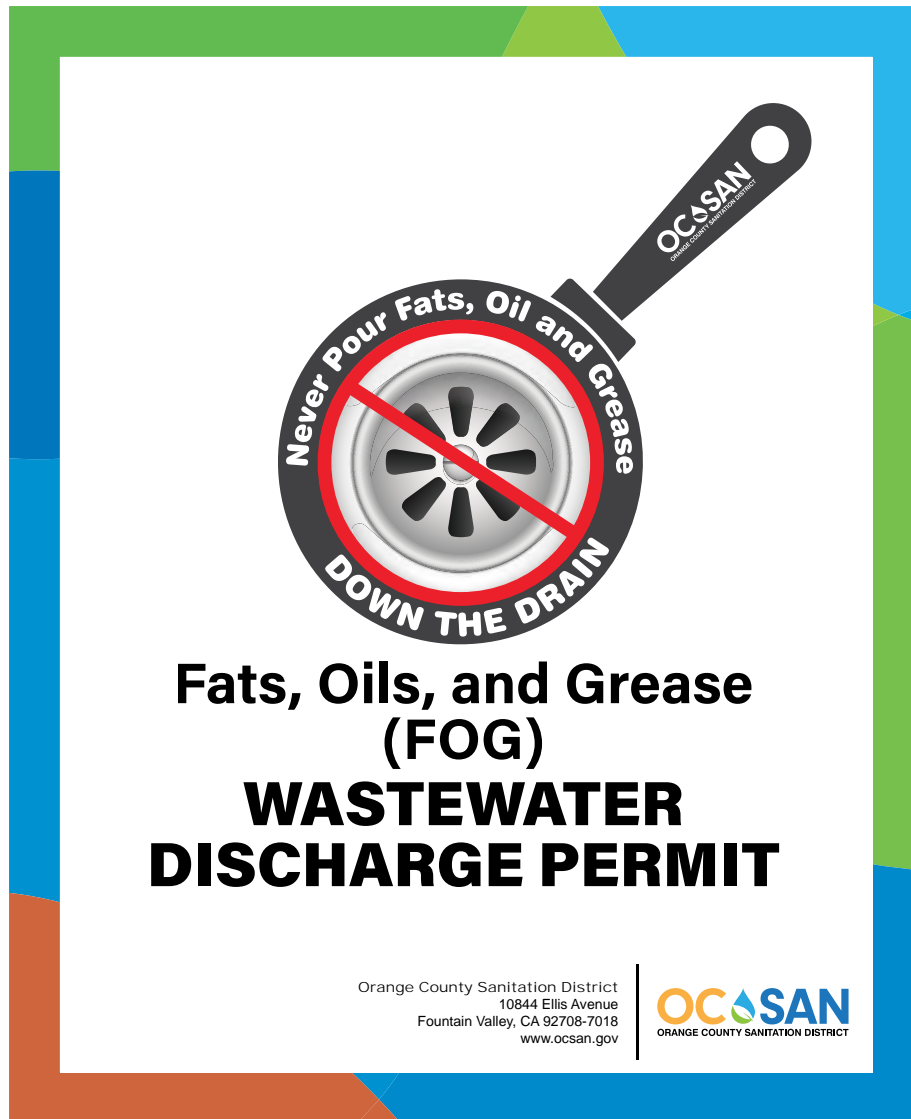
Fiscal Year 2023/24



CIP Annual Report

REPORTS

Fiscal Year 2023/24



FOG Permit Manual

REPORTS
Fiscal Year 2023/24

Marine Monitoring Annual Report

Program Year 2022 - 2023



Marine Monitoring Annual Report

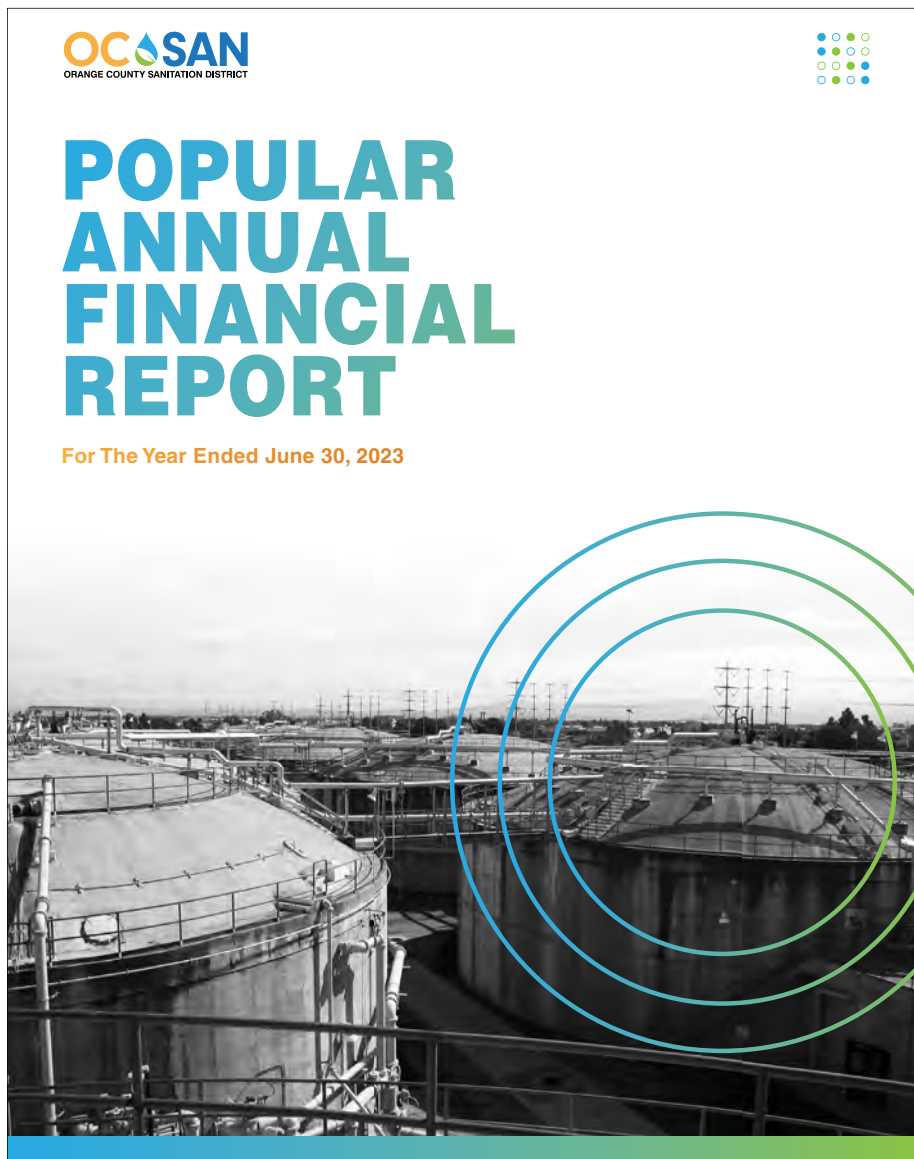
REPORTS
Fiscal Year 2023/24



Mid-Year Financial Report

REPORTS

Fiscal Year 2023/24



Popular Annual Financial Report

REPORTS

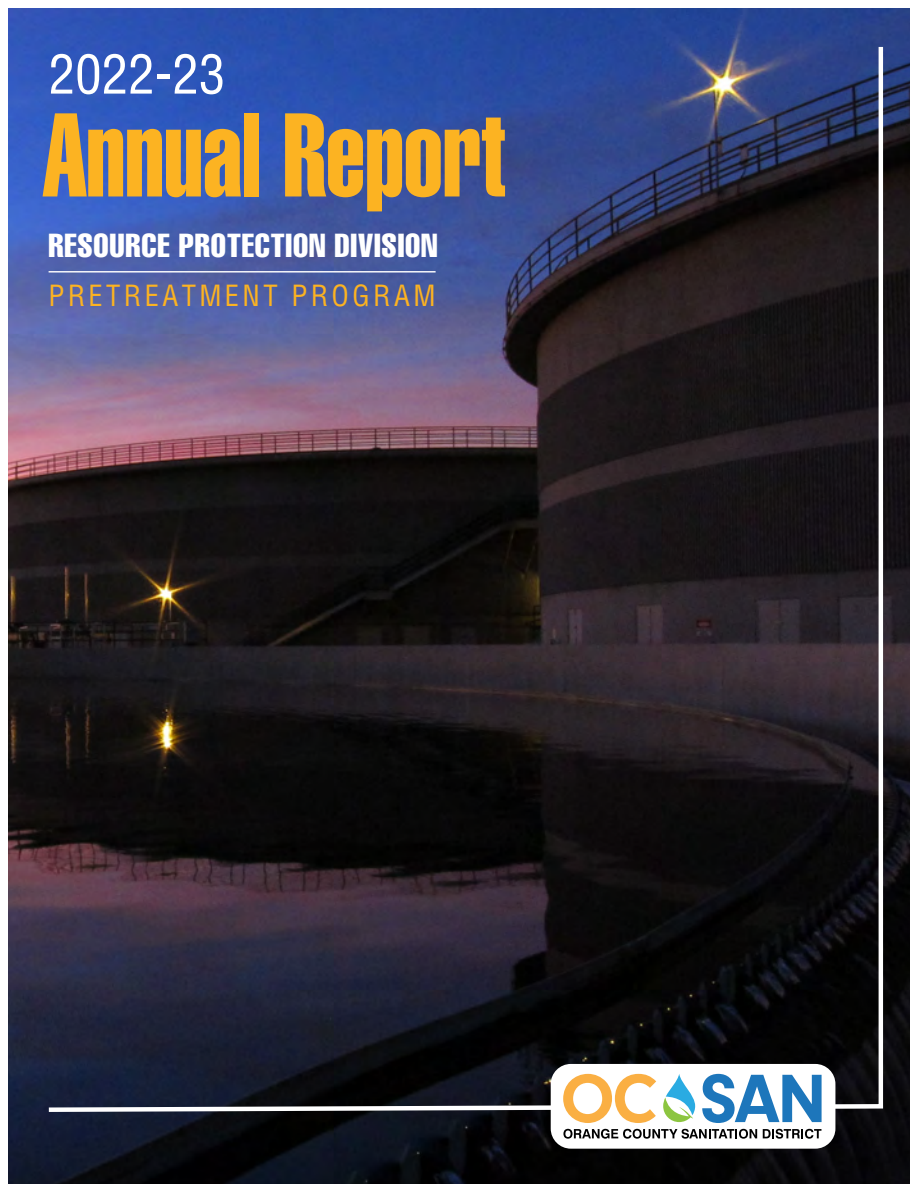
Fiscal Year 2023/24



First Quarter Financial Report

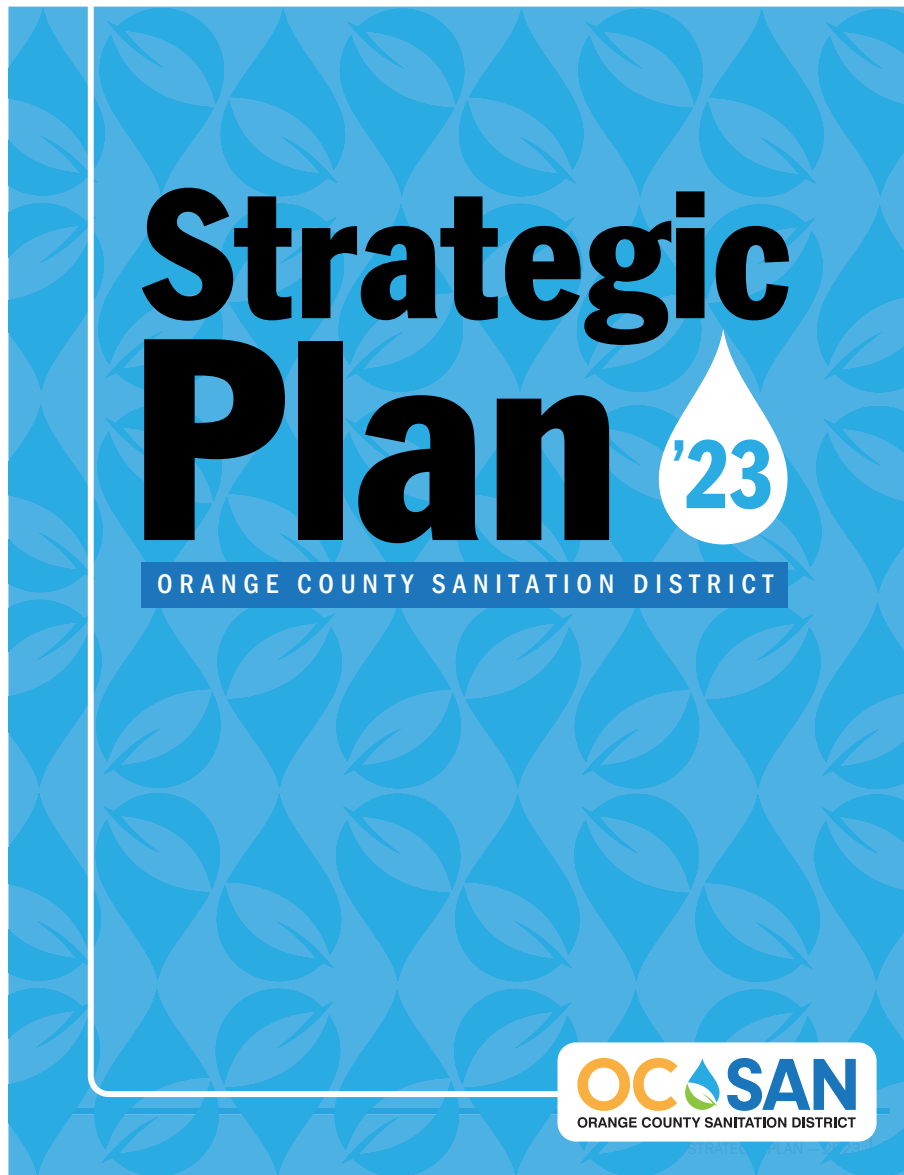
REPORTS

Fiscal Year 2023/24



Resource Protection Annual Report

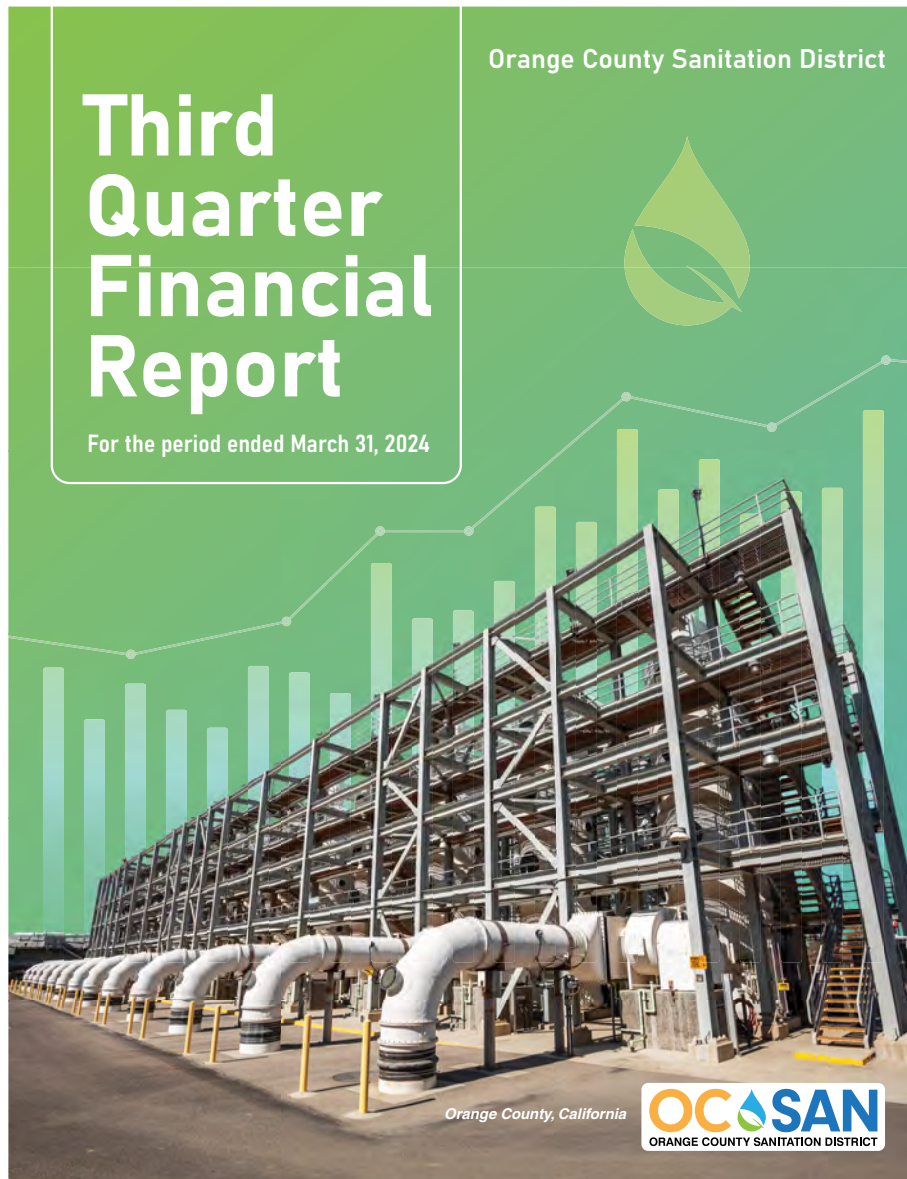
REPORTS
Fiscal Year 2023/24



Strategic Plan

REPORTS

Fiscal Year 2023/24



Third Quarter Financial Report

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PUBLIC AFFAIRS OFFICE

18480 Bandilier Circle | Fountain Valley, CA 92708

Website: www.ocsan.gov | Social Media: @OCSanDistrict | Email: forinformation@ocsan.gov



STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3562

Agenda Date: 6/26/2024

Agenda Item No: 8.

FROM: Robert Thompson, General Manager

SUBJECT:

PUBLIC AFFAIRS STRATEGIC PLAN FOR FISCAL YEARS 2024-2026

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Public Affairs Strategic Plan for Fiscal Years 2024- 2026.

BACKGROUND

The Orange County Sanitation District's (OC San) Public Affairs Office is responsible for creating, organizing, and disseminating all internal and external communication. The primary objective of the Public Affairs team is to deliver messages that are accurate, transparent, and designed to foster trust and confidence. An integrated Public Affairs Strategic Plan is essential to effectively manage the variety of audiences served.

RELEVANT STANDARDS

- Build brand, trust, and support with policy makers and community leaders
- Maintain collaborative and cooperative relationships with regulators, stakeholders, and neighboring communities
- Make it easy for people to understand OC San's roles and value to the community
- Maintain influential legislative advocacy and a public outreach program

PROBLEM

There are various initiatives and messages that the Public Affairs Office must share with internal and external stakeholders for continued operation and efficiency of OC San. The messaging must be consistent, concise, and thoroughly planned to be efficient and effective.

PROPOSED SOLUTION

The current Public Affairs Strategic Plan concludes in June 2024. To continue meeting the agency's goals, the Public Affairs team has developed a plan to span from fiscal year 2024-25 to 2025-26. It includes goals, objectives, strategies, and tactics to execute the various messages and efforts set forth by OC San's Strategic Plan and the General Manager's Work Plan. The two-year plan commences July 1, 2024, and updates will be provided to the Steering Committee every six months.

PRIOR COMMITTEE/BOARD ACTIONS

January 2024 - Board and Steering Committee received and filed the Public Affairs Strategic Plan for Fiscal Years 2022-2024 Mid-Year Update.

June 2023 - Board and Steering Committee received and filed the Public Affairs Strategic Plan for Fiscal Years 2022-2024 Year-End Report.

February 2023 - Board and Steering Committee received and filed the Public Affairs Strategic Plan for Fiscal Years 2022-2024 Mid-Year Update.

July 2022 - Board and Legislative and Public Affairs Committee received and filed the Public Affairs Strategic Plan for Fiscal Years 2022-2024.

ADDITIONAL INFORMATION

OC San's Public Affairs Office Strategic Plan for Fiscal Years 2024-2026 (Plan) was developed based upon the principles of OC San's mission of protecting public health and the environment and to support the implementation of OC San's Strategic Plan. This Plan offers a vision to unify communication efforts and focus resources to achieve the greatest impact and results. The Plan consists of 11 categories.

- **Employee Communications**
Goal: Optimize communication with internal audience including those operating in the field.
- **Industry Experts**
Goal: Establish and solidify OC San's reputation as infrastructure leaders in the wastewater and resource recovery industry.
- **Media Relations**
Goal: Cultivate relationships with traditional and social media journalists and influencers.
- **Agency Branding and Messaging**
Goal: Enhance OC San's image and branding by utilizing proper messaging in external communication pieces such as OC San's website, presentations, digital media, and advertising, which includes maintaining a positive experience for OC San visitors.
- **Educational Outreach**
Goal: Identify and implement avenues for education and outreach within OC San's service area to promote OC San's mission and vision.
- **Capital and Maintenance Outreach**
Goal: Develop and implement outreach programs that will engage the communities affected by OC San construction and maintenance activities.

- **Legislative Affairs**
Goal: Proactive engagement in legislative advocacy efforts that could impact OC San and the wastewater industry.
- **Grant Coordination**
Goal: Monitor, track, and apply for grants available to OC San.
- **Local Government Affairs**
Goal: Ensure that local elected officials, member agencies, stakeholders, and OC San Board Members are actively engaged in the work of OC San.
- **Crisis Management**
Goal: Ensure the Public Affairs Office serves as the primary spokesperson for OC San during normal business and crisis scenarios and facilitates the dissemination of information.
- **General Manager Support**
Goal: Ensure the General Manager and Assistant General Manager are supported with information necessary to communicate to the varied OC San audiences.

FINANCIAL CONSIDERATIONS

All items included in the Public Affairs Strategic Plan FY 2024-2026 are budgeted in the FY 2024-2026 Budget.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Public Affairs Strategic Plan, Fiscal Years 2024-2026



PUBLIC AFFAIRS **STRATEGIC PLAN**

2024-2026

Introduction

The Orange County Sanitation District's (OC San) Public Affairs Office (PAO) is responsible for managing all internal and external communications. The PAO's main goal is to ensure messages are accurate, transparent, and build public trust and confidence. An integrated Public Affairs Strategic Plan is essential for effectively addressing the diverse audiences we serve.

The PAO offers services, tools, and programs to meet OC San's communication needs. This includes media relations, website and intranet site content, construction outreach, elected officials and government relations, internal communications, education, outreach, and graphic development.

The PAO has developed a Strategic Plan (Plan) for Fiscal Years 2024 - 2026. This Plan is developed based upon the principles of OC San's Mission of protecting public health and the environment and will support the implementation of OC San's Strategic Plan. This Plan offers a vision to unify our communication efforts and focus resources to achieve the greatest impact and greatest results.

Because much of what is planned and created by this group is based on external factors and therefore outside of our control, flexibility and fluidity is integrated into the Plan. The PAO will follow the guidance set forth by management and the Board of Directors to carry out OC San's messaging and support our member agencies.

Background Information

OC San represents 20 cities, 4 special districts, and a portion of the unincorporated County of Orange. This area represents a community of 2.6 million people with approximately 550,000 customer accounts.

Unlike most public agencies where there is direct contact with customers, OC San's billing occurs through the County of Orange property tax bills. Therefore, OC San must work through other means to communicate with the public and the rate payers.

We have a 25-member Board of Directors, and more than 650 employees within six departments with various goals and objectives. While these groups work independently on a variety of projects, the goal of the PAO is to provide support and messaging that is consistent throughout the agency so that we are one voice, representing the same overall goals, and portraying the same brand.

There are many challenges with serving such a large and diverse customer base, however; there are also great opportunities working through the strategies laid out in this Plan.

Public Affairs Team

The division is staffed with seven full-time employees and overseen by a supervisor and a department head.

Jennifer Cabral

Director of Communications

Daisy Covarrubias

Public Affairs Supervisor

Rebecca Long

Senior Public Affairs Specialist

Belen Carrillo

Senior Public Affairs Specialist

Kelly Newell

Public Affairs Specialist

Public Affairs Specialist – **Vacant**

Gregg Deterding

Graphics Designer

Isai Carrillo

Graphics Designer

Cheryl Scott

Administrative Assistant

Each of these team members carry out specific functions to meet the communication goals and objectives laid out in this Plan.

Situation Analysis

- OC San approved a five-year rate program in 2023. Public communication must account for the financial impact on OC San ratepayers as decisions and proposed fees for the next five years are developed and communicated.
- OC San must continue to attract talented and qualified personnel to fill vacancies. Effectively communicating OC San's culture and emphasizing the importance of professional relationships is essential to the effectiveness and functionality of the agency.
- OC San will have new Board leadership and is anticipating a high turnover post the November 2024 election. Continuous engagement with the Board of Directors will be critical for the success of this agency.
- As an essential service, OC San has continued to execute the Capital Improvement Program (CIP) to keep the regional projects on schedule, improving and maintaining the regional sewer system throughout the service area. In the next two fiscal years, OC San plans to award 38 construction contracts worth a total of \$340 million.
- OC San administrative staff have moved into a new Headquarters across the street from Plant No. 1, in Fountain Valley. The new building houses over 300 staff members that were previously spread across 10 buildings. Internal communications and engagement will need to become a greater focal point to ensure OC San's culture remains positive between staff located at the Plants, and staff at Headquarters.

Mission

The Public Affairs Office is committed to communicating information about OC San in a timely, accurate and accessible way to the employees, the Board of Directors, our member agencies, elected officials, the public, and the news media.

- We are committed to open, honest, clear, and respectful two-way communication with our audiences.
- We are dedicated to informing others about how OC San serves the public and protects the environment.
- We are committed to outstanding customer service by responding to requests quickly and efficiently.
- We are dedicated to teamwork and collaboration as well as being creative and taking the initiative to be out in front of issues.

Audience

This Public Affairs Plan focuses largely on four primary audiences.

- **Internal**

- Board of Directors
- Executive Management Team
- Employees
- Retirees

- **The Public**

- Ratepayers
- Member Agencies
- Residents, Businesses, Commuters Impacted by OC San Construction and Maintenance
- OC San Neighbors near our facilities (plants and pump stations)
- Schools and Students
- Tour Groups

- **Industry**

- Water/Wastewater Agencies
- Trade Organizations
- Trade Media
- Contractors and Consultants

- **Influential Public**

- Local, State, and Federal Elected Officials
- Environmental Groups
- Local Media

Agency Key Messages

- OC San is committed to protecting public health and the environment by providing effective wastewater collection, treatment, and recycling.
- OC San is more than a wastewater treatment facility; we are a resource recovery facility making use of all our byproducts.
- OC San is dedicated to exceeding wastewater quality standards used for resource recovery.
- OC San is committed to proper planning to ensure that public funds are wisely spent.
- OC San's assets are monitored and evaluated regularly to ensure top performance and timely replacement.
- OC San values communicating our mission and strategies with those we serve and all other stakeholders.
- OC San provides an essential service to 2.6 million people at one of the lowest rates in the state.
- Providing reliable, responsive, and affordable services in line with our customer needs and expectations is a top priority for OC San.
- OC San is committed to creating the best possible workforce, prioritizing safety, productivity, customer service, and training.
- OC San has diligently developed an integrated planning environment that starts with the Board of Directors' expectations and extends to each employee's work product. We strive to ensure our staff members communicate effectively and provide transparent services to support the Plan.
- OC San has developed an integrated Planning/Asset Management system that allows for intentional, thoughtful decision making to maintain current operations while adding resilience and meeting new challenges.
- OC San's organizational structure includes informal relationships between employees that facilitate collaboration toward common goals.

Public Affairs' Goals for Fiscal Year 2024/25 and 2025/26

1. Optimize communication with our internal audience.
2. Continue to build OC San's reputation as leaders in the wastewater and resource recovery industry.
3. Cultivate relationships with traditional and social media journalists and influencers to promote OC San's programs and initiatives.
4. Enhance OC San's image and branding by utilizing proper messaging in external communication pieces such as OC San's website, presentations, digital media, and advertising. Maintain a positive experience and image for our visitors.
5. Identify and implement avenues for education and outreach within OC San's service area to further promote OC San as a resource recovery agency, our mission, and career opportunities within the wastewater industry.
6. Educate and inform the public on the various OC San initiatives aimed to protect the environment such as What 2 Flush; Fats, Oil, and Grease; and any other necessary message.
7. Develop and implement outreach programs that will engage the communities affected by OC San's construction projects.
8. Ensure proactive engagement in legislative advocacy efforts that could impact OC San and the wastewater industry.
9. Monitor, track, and apply for grants available and that make business sense to OC San
10. Ensure that elected officials, member agencies, stakeholders, and OC San Board Members are actively engaged in the work of OC San.
11. Ensure the Public Affairs Office serves as the primary spokesperson for OC San during normal business and crisis scenarios and facilitates the dissemination of information.

To achieve these goals, PAO outlines the following strategies and tactics, along with the primary staff assigned to each area. Although individual staff members are the key contacts for each of the goals, the team works collectively and collaboratively, reflecting our core values. Our staff acknowledges the key role we play at OC San, not only communicating information, but also educating, consulting, and serving as a resource to our Board of Directors, employees, the wastewater industry, our member agencies, and our community. Flexibility is implemented into this plan to deal with unexpected situations and circumstances.

Public Affairs Strategies And Tactics

01

Category Employee Engagement

Program Lead: [Rebecca Long](#)

Program Coordinator/Support: [Kelly Newell](#), [Gregg Deterding](#), [Isai Carrillo](#), and [Cheryl Scott](#)

Goal (what): Optimize communication and engagement with our internal audience to include both field staff and administrative staff.

Objective (measure): Establish a base line of current engagement by tracking access and participation from the identified tactics.

Strategy (why): We value open and honest communication with our employees. PAO is committed to various efforts aimed at keeping OC San employees informed about important topics, increasing the overall quality of communications to our employees while tying the business aspects of the agency with the human-interest side.

Tactics (how):

- Keep information on The San Box current, relevant, and useful for OC San employees by working with the various departments to gather information that should be shared.
- On a regular basis, staff will continue to support various departments with their communication and outreach needs.
- PAO will produce six Pipeline newsletters per year with a goal of circulation by the third week of the publication month.
- Incentivize employees to educate and inform the public of OC San's essential service through the Volunteer Incentive Program (VIP) by issuing points for all volunteer hours.
- Create employee recognition and celebratory events throughout the year, this may include small in-person gatherings and virtual events. To include but not limited to the Annual Holiday Lunch, the Harvest Festival, and VIP Celebration, etc.
- Continue with the Honor Walk program which acknowledges retired staff and past Board Members for their contribution to OC San. The recognition event will be hosted every other year starting in 2025.
- Write and coordinate the 3 Things to Know email blast to be distributed to all staff each Monday.
- Support and promote OC San "U", OC San's training program.

- Create “New Employee Welcome Kit” to be distributed on employees first day of work to introduce employees to the OC San culture, include electronic communication with key messages and link to important information.
- Create and implement an employee engagement audit to assess the value of the information shared, the method used, and feedback on OC San’s culture.
 - Conduct periodic surveys following employee events to allow for improvements and/or modifications.
- Implement an employee art contest using OC San’s infrastructure.

02

Category Industry Experts

Program Lead: Kelly Newell

Program Coordinator/Support: Public Affairs Specialist, Gregg Deterding, Isai Carrillo, and Cheryl Scott

Goal (what): Establish and solidify OC San’s reputation as infrastructure leaders in the wastewater and resource recovery industry.

Objective (measure): Increase participation in strategic organizations through conferences, networking activities and awards by five percent.

Strategy (why): To build positive public perception and confidence among our various audiences.

Tactics (how):

- Encourage participation and presentation in conferences.
- Encourage and support award application submittals.
- Publicize and coordinate award acceptance logistics.
- Track all awards won by OC San by keeping a master list.
- Track and promote staff abstracts, and publications.

03

Category Media Relations

Program Lead: [Rebecca Long](#)

Program Coordinator/Support: [Kelly Newell](#), [Belen Carrillo](#), [Gregg Deterding](#), and [Cheryl Scott](#)

Goal (what): Cultivate relationships with traditional and social media journalists and influencers.

Objective (measure): Track and increase media coverage with positive stories about OC San.

Strategy (why): While a presence in the community is important to putting a face to our agency, media (traditional and social) is equally important with a broader reach and a more direct line of communication.

Tactics (how):

- Annually update media list to stay current and fresh.
- Maintain a digital press kit.
- Build a calendar of news release topics of interest to the public and stakeholders.
- Invite media for a facility tour, including traditional and non-traditional media.
- Develop media strategies for important events, decisions, or actions.
 - E.g. CIP Campaign (see details in Category 6: Capital and Maintenance Outreach)
- Weekly (3-5 times) social media posts about the happenings at OC San with focus on OC San's accomplishments and mission.
- Continue with social media campaigns # #OCSanCareers, #What2Flush, and those currently supporting ongoing efforts.
- Track and promote staff abstracts, and publications.

04

Category Agency Branding and Messaging

Program Lead: [Belen Carrillo](#)

Program Coordinator/Support: [Gregg Deterding](#), [Isai Carrillo](#), [Kelly Newell](#), [Public Affairs](#)

Specialist, and Cheryl Scott

Goal (what): Enhance OC San's image and branding by utilizing proper messaging in external communication pieces such as OC San's website, presentations, digital media, advertising, which includes maintaining a positive experience for OC San visitors.

Objective (measure): Continue with OC San's branding campaign including updating collateral material, signage, and promotional material as appropriate and as it is used. Maintain the lobby(s) current and informative with relevant information, i.e., displays, awards case, etc.

Strategy (why): A cohesive voice, message, look, and feel are critical to the public perception that an organization holds with its community. A positive and pleasant in-person experience reinforces OC San's culture and core values as well as showcasing OC San as industry leaders, and a well-run organization, leaving behind the stigma of typical government agencies.

Tactics (how):

- Develop new website to better meet the information needs of our visitors while meeting accessibility standards.
- Maintain website accuracy, relevancy and timeliness with new stories posted weekly.
- Provide presentations, consultation, and advice on the branding and image of OC San.
- Develop new collateral materials around the key messages.
- Explore advertising options to inform the public of agency efforts and role in enhancing the local economy.
- Fulfill all requests for graphics, photos, and logos.
- Continue with online community newsletter. Increase reach and distribution list.
- Update and maintain signage across OC San facilities.
- Develop a Board approved design for the hands-on educational display for the outdoor patio.
- Maintain the lobby wall in the Operations Center at Plant No. 2 with OC San's current branding and messaging and implement lobby display at the Headquarters.
- Rotate flags on light poles at Plant No. 1 and at Plant No. 2 on a biennial basis.
- Keep the award display up to date by rotating awards.
- Install a retiree display in the Headquarters and keep it up to date.
- Maintain and coordinate the installation of Honor Walk bricks on a biennial basis.
- Display collateral material in a neatly and organized manner displayed with current and relevant information.

- Update a video library of OC San programs to utilize as educational and promotional tools.
- Promote implementation of OC San's permittee awards program that recognizes industries for improving their adherence to excellent standards and expand to recognize multi-year awardees. Identify methods to include waste haulers in recognition system.

05

Category Educational Outreach

Program Lead: Belen Carrillo

Program Coordinator/Support: Kelly Newell, Public Affairs Specialist, Gregg Deterding, Isai Carrillo, and Cheryl Scott

Goal (what): Identify and implement avenues for education and outreach within OC San's service area to promote OC San's mission and vision.

Objective (measure): Create and identify new educational opportunities including virtual events and webinars to promote and educate the community on OC San's work and the essential service provided.

Strategy (why): To further promote OC San as a resource recovery agency, promote OC San's mission and promote career opportunities within the wastewater industry.

Tactics (how):

- Execute the Inside the Outdoors contract for Fiscal Year 2025-2026 to continue the educational partnership that includes the Sewer Science program to 500 students within Orange County and introduce them to OC San's virtual tour program.
- Revise plant tours to incorporate Headquarters.
- Identify 8-10 community event opportunities for OC San to participate in to inform and educate the community on the important role OC San plays in public health and the environment.
- Expand OC San's speaker's bureau to provide a wider set of speakers available.
- Continue hosting Wastewater 101 Citizen Academy for our ratepayers, and influential public to showcase OC San operations and initiatives. Host one session with four classes per year.
- Support the Heritage Museum of Orange County's educational efforts by supplying material to be used for virtual and in-person teaching of OC San's key messages.

- Connect with OC San service area libraries to identify possible OC San program collaboration and implementation opportunities that would aim to highlight selected OC San messaging points such as What 2 Flush, the wastewater treatment process, and career opportunities.

06

Category Capital and Maintenance Outreach

Program Lead: Belen Carrillo and Tanya Chong from Engineering

Program Coordinator/Support: Kelly Newell, Public Affairs Specialist, Rebecca Long, Gregg Deterding, Isai Carrillo, and Cheryl Scott

Goal (what): Develop and implement outreach programs that will engage the communities affected by OC San construction and maintenance activities.

Objective (measure): Develop, implement, and provide outreach support for over 10 capital projects scheduled to break ground in fiscal years 2024/2025 and 2025/2026 in more than 10 cities.

Strategy (why): Form a positive presence in the community prior to the start of construction projects or maintenance activities that is personal and proactive. Provide impacted community with information ahead of construction activities. Inform them of the benefits and need for the project to gain support and understanding of the necessary construction.

Tactics (how):

- Proactively offer briefings and community meetings to impacted neighborhoods, civic groups, businesses, schools, churches, and other institutions within the project area on an as needed basis.
- Explore the option of placing advertising pieces in communities/areas impacted by construction.
- Respond to inquiries within a 24-hour period.
- Provide project description and notifications to impacted residents at least two weeks before construction begins.
- Update collateral materials, fact sheets and website with current construction information on an as needed basis.
- Maintain ongoing communications with city staff and Board Members on current and upcoming construction outreach projects in affected cities.
- Maintain ongoing communications with impacted residents within the project area through collateral material (e.g., flyers, door hangers, emails, text alerts, social

media posts, etc.).

- Measure customer satisfaction through a construction outreach survey to be distributed at the close of construction programs.
- Provide outreach program training for the engineering team to help them understand the outreach program, the role of the community liaison and benefits to project.
- Implement a multipronged outreach strategy that will include industry and media coverage for the Supercritical Water Oxidation project.

07

Category Legislative Affairs

Program Lead: [Rebecca Long](#)

Program Coordinator/Support: [Kelly Newell, Public Affairs Specialist, and Cheryl Scott](#)

Goal (what): Proactive engagement in legislative advocacy efforts that could impact OC San and the wastewater industry.

Objective (measure): Continue positive relationships with local, state, and federal officials through facility tours, meetings, and bill tracking as stated in the Legislative Plan.

Strategy (why): Legislative advocacy is an important aspect of our business. Having relationships and being actively involved, providing input and OC San's perspective on potential legislature can and does directly affect OC San and our business.

The PAO is responsible for executing the Board approved Legislative Plan, which is updated on an annual basis. In addition, staff is responsible for tracking state and federal legislation, managing OC San's legislative advocates, and seeking appropriations and grants.

Tactics (how):

- Develop and implement Annual Legislative Plan in the second quarter of each fiscal year.
- Track bills and maintain a priority list of key legislation.
- Provide regular updates to the Legislative and Public Affairs Committee on state and federal matters.
- Host legislative tours.
- Engage in Advocacy Days in Sacramento and Washington DC as needed.
- Take positions on bills that could affect OC San or the industry.

- Work with industry organizations on state and federal issues to ensure OC San's positions are communicated.
- Partner with industry organizations to co-host virtual events and activities.
- Manage the legislative advocates' contracts and facilitate regular communication between lobbyists, staff, and the Board of Directors.

08

Category Grants Coordination

Program Lead: [Rebecca Long](#)

Program Coordinator/Support: [Kelly Newell, Public Affairs Specialist, and Cheryl Scott](#)

Goal (what): Monitor, track, and apply for grants available to OC San.

Objective (measure): Apply and obtain grants for qualified OC San projects and programs.

Strategy (why): Outside funding is important in moving OC San projects and programs forward. With ongoing attention to government spending, it is vital for OC San to apply for and secure grants to offset costs when available.

Tactics (how):

- Apply for two grants a year based on availability.
- Ensure Grant Policy is updated and current.
- Research grant opportunities and report out to the Legislative and Public Affairs Committee.
- Seek out available grant funding opportunities for OC San and its various divisions.
- Secure letters of support.
- Publicize grant awards received.
- Create and measure outcomes.

09

Category Local Government Affairs

Program Lead: Rebecca Long and Belen Carrillo

Program Coordinator/Support: All PAO staff

Goal (what): Ensure that local elected officials, member agencies, stakeholders, and OC San Board Members are actively engaged in the work of OC San.

Objective (measure): Provide at least two communication tools per month.

Strategy (why): Keeping OC San's influential public engaged in OC San's projects and accomplishments are critical to the support and success of our agency.

Tactics (how):

- Provide Board of Directors with speaking points following every OC San board meeting that can be used when reporting back to their respective councils and community groups.
- Support an orientation (as needed) for new Board members.
- Develop and keep a current list of monthly informational presentations.
- Maintain an informational presentation video library for the Board of Directors on key agency topics.
- Provide regular reports to the Steering Committee.
- Develop OC San's Annual Report.
- Publish a Five Minutes Per Month, each month.
- Participate in government affairs committees.
- Invite new council and board members within OC San's service area to take a tour of OC San and offer presentations to their respective agencies on OC San programs and efforts.
- Create and distribute quarterly outreach tool kits for member agency PIOs to help them easily share and disseminate information about OC San.
- Host a "State of OC San" event for influential leaders throughout the infrastructure and water/wastewater industry, including virtual option.

10

Category Crisis Management

Program Lead: [Rebecca Long](#)

Program Coordinator/Support: [All PAO staff](#)

Goal (what): Ensure the PAO serves as the primary spokesperson for OC San during normal business and crisis scenarios and facilitates the dissemination of information.

Objective (measure): Ensure that the PIOs in the PAO can respond in a crisis. Provide the necessary tools and material to follow established protocols and support the situation as needed.

Strategy (why): It is imperative during a crisis that OC San be proactive and provide clear and effective messaging to employees, public, and the media.

Tactics (how):

- Maintain an updated crisis communication plan including regular briefings with staff to identify possible issues and responses.
- Maintain and update PAO's Continuity of Operations Plan (COOP).
- Work with Risk and Safety Management on Public Affairs' role in an emergency, including our role via the Integrated Emergency Response Plan.
- Ensure proper procedures are in place for Board, employees, and public notification.
- Maintain updated contact lists for resource, member, and partnering agencies to coordinate and assist during crisis.
- Develop protocols on everyday PAO tasks to facilitate the operations of the group in a time of crisis.

11

Category General Manager Support

Program Lead: [Daisy Covarrubias / Rebecca Long](#)

Program Coordinator/Support: [All PAO staff](#)

Goal (what): Ensure the General Manager and Assistant General Managers are supported with information necessary to communicate to the varied OC San audiences.

Objective (measure): Develop monthly communication pieces on behalf of the General Manager. Ensure General Manager (or designee) is participating and involved in promoting OC San's initiatives.

Strategy (why): Collaborate with the General Manager to prepare communication and messaging that reflects the mission and vision of OC San.

Tactics (how):

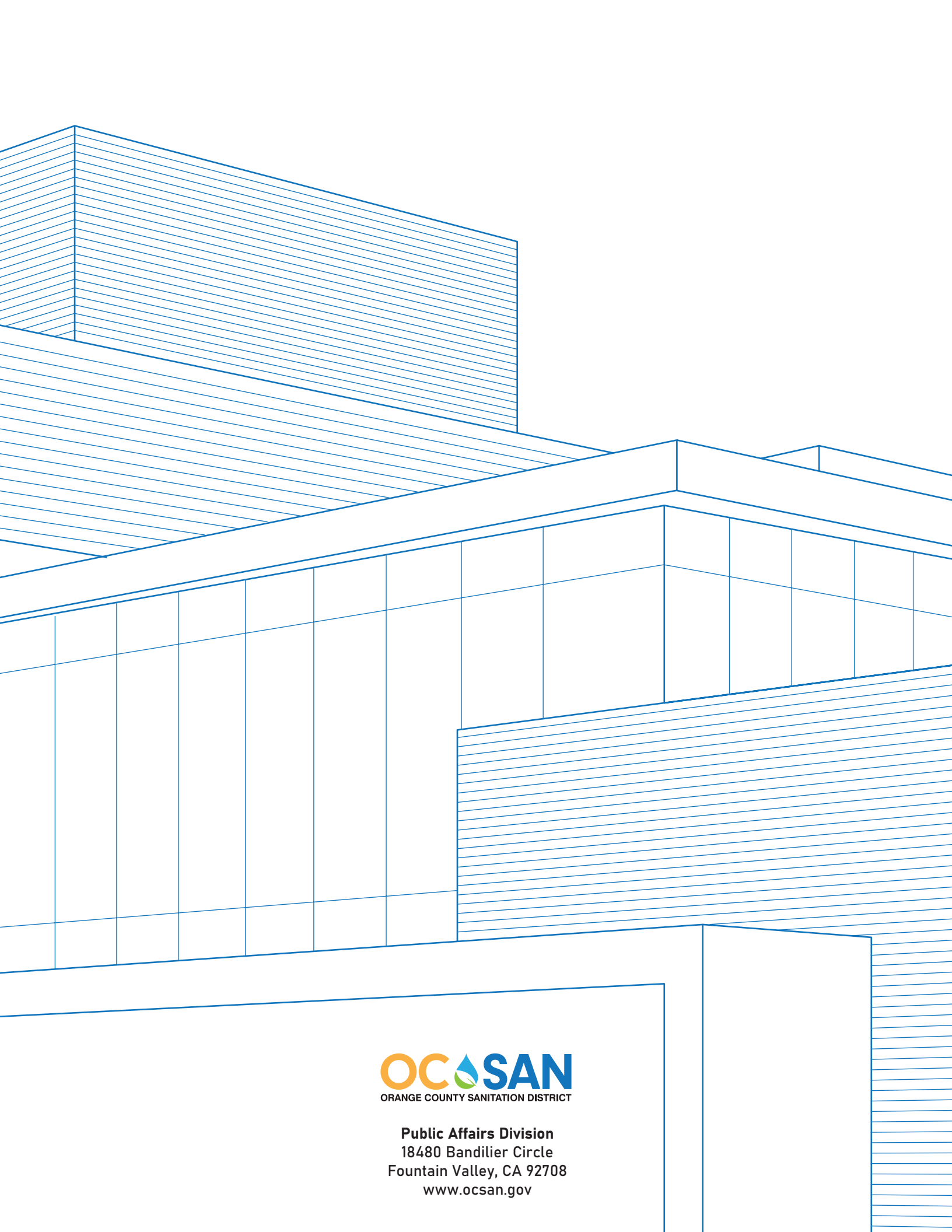
- Assist the General Manager and the Assistant General Managers with keeping the Board Members informed and up to date with OC San activities.
- Assist in the development of the General Manager's Monthly Report.
- Develop talking points for Board and Committee meetings.
- Develop material and speaking points for presentations and speaking engagements.
- Support the development of the OC San Strategic Plan.
- Assist in the development of the General Manager's Annual Work Plan, including mid-year and end of year reports.
- Manage Ask the GM questions submitted.
- Coordinate and support VIP tours guided by General Manager and Assistant General Manager.
- Coordinate and produce annual All Hands meetings (live and/or pre-recorded) to keep employees informed and engaged.

Closing Comments

This plan is a broad outline of the Public Affairs Office program. As new issues arise, new functions and duties will evolve as well. The role of the Public Affairs Office is to stay ahead of issues, be responsive and flexible to meet the needs of the agency. We will adjust our program accordingly.

New Tactics Introduced

- OC San new website – In progress
- Library Educational Program
- Headquarters Educational Display – Phase 2
- Video Library Update
- Employee Engagement Audit
- New Employee Welcome Kit
- Employee Art Contest



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STEERING COMMITTEE

Agenda Report

Administration Building
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Fountain Valley, CA 92708
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File #: 2024-3565

Agenda Date: 6/26/2024

Agenda Item No: 9.

FROM: Robert Thompson, General Manager

SUBJECT:

GENERAL MANAGER'S FY 2023-2024 WORK PLAN YEAR-END REPORT

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the General Manager's FY 2023-2024 Work Plan Year-End Report.

BACKGROUND

Each year, the General Manager prepares a work plan of activities supporting Orange County Sanitation District's (OC San) strategic goals and initiatives to be accomplished during the fiscal year. The General Manager's FY 2023-2024 work plan was received and filed by the Steering Committee and Board of Directors in July 2023. Attached is the year-end report for the General Manager's FY 2023-2024 work plan.

RELEVANT STANDARDS

- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard
- Plan for and execute succession, minimizing vacant position times
- Cultivate a highly qualified, well-trained, and diverse workforce
- Maintain and adhere to appropriate internal planning documents (Biosolids, Odor, and Energy Master Plans)
- Use all practical and effective means for resource recovery

PRIOR COMMITTEE/BOARD ACTIONS

January 2024 - Steering Committee and Board of Directors received and filed the General Manager's Fiscal Year 2023-2024 Work Plan Mid-Year Report.

July 2023 - Steering Committee and Board of Directors received and filed the General Manager's Fiscal Year 2023-2024 Work Plan.

June 2023 - Steering Committee and Board of Directors received and filed the General Manager's Fiscal Year 2023-2024 Proposed Work Plan.

ADDITIONAL INFORMATION

The General Manager's work plan includes 21 goals for the fiscal year. Of those, 19 items are completed and the remaining two will be carried over to the next work plan.

FINANCIAL CONSIDERATIONS

All items included in the General Manager's Work Plan were budgeted in the FY 2022-2024 Budget.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- General Manager's FY 2023-2024 Work Plan Year-End Report

June 26, 2024

TO: Chairman and Members of the Board of Directors

FROM: Robert C. Thompson
General Manager



SUBJECT: General Manager's FY 2023-2024 Work Plan Year-End Report

I am pleased to present the year-end update for my Fiscal Year 2023-2024 Work Plan. The Work Plan has 21 individual goals organized under four Strategic Planning categories: Business Principles, Environmental Stewardship, Wastewater Management, and Workplace Environment. The Work Plan was reviewed and approved by the Steering Committee and Board of Directors in June 2023, and a mid-year update was provided in January 2024. 19 items in the work plan have been completed and two will carry over into fiscal year 2024-2025.

1. Business Principles

- **Asset Management Plan – (1)** Identify critical plant and collections assets that are currently in service or under construction that have long lead times for parts and replacement. Develop an approach to mitigate procurement risks and impacts to plant and collections resiliency under current market conditions by March 31, 2024. **(2)** Develop an approach to evaluate procurement times, market pricing, and bidding risks for projects in the design phase and adjust construction cost estimates and schedules accordingly by December 31, 2023.

UPDATE: (1) Complete. Critical assets were identified, the criteria for spare equipment and parts were identified, Critical Asset Spare Inventory Tracking spreadsheets were developed for existing assets and assets under construction, and the next steps required to procure these equipment and parts were provided. **(2) Complete.** An approach to update the design scope of work template for current and future projects was developed.

- **Permit Outreach and Restructuring –** Conduct an analysis of member agency services, encroachment permits, and requirements to better understand and evaluate if a regional approach and harmonized fee structure is needed with a determination by June 30, 2024.

UPDATE: Complete. Outreach correspondence was transmitted via email to member agencies and those managing public right-of-way access. The

permit process of each agency, including current and active encroachment permits issued or held, has been documented. Staff assessed individual procedures and processes for each member agency and recommended coordinating and complying with each agency's individual requirements in lieu of a standardized process.

- **Interagency Agreements for Wastewater Service** – Expand on coordination opportunities with the Irvine Ranch Water District (IRWD) in anticipation of the expiration of agreements in 2026.

UPDATE: Complete. OC San and IRWD Management have met to discuss the impact of the expiration of the Green Acres Project Agreement which allows IRWD to discharge effluent to the OC San ocean outfall. OC San provided financial models with potential impacts to future discharges. IRWD is considering its options. OC San and IRWD will continue to investigate win-win opportunities for collaboration, including bringing the Orange County Water District in the discussions.

- **Pretreatment Management** – Work with member agencies to update waste discharge and pretreatment ordinance by June 30, 2024.

UPDATE: Complete. OC San has updated member agencies on the audit findings. OC San does not plan to require member agencies to make any changes to waste discharge and pretreatment requirement ordinance in FY 2023-2024.

- **Organizational Advocacy and Outreach** – Implement an integrated outreach strategy that will include industry and media coverage for the Supercritical Water Oxidation project.

UPDATE: Complete. Plan established resulting in various presentations given to groups of interest and news articles published over the last twelve months promoting and covering OC San's innovative project. All news articles are included in OC San's monthly outreach report presented to the Steering Committee.

2. Environmental Stewardship

- **Food Waste Treatment** – Continue with a county-centric approach. Finalize the unified specifications and collaborate with OC Waste & Recycling (OCWR) to support the construction and utilization of a regional food waste processing facility by June 30, 2024.

UPDATE: Complete. In March, OC San met with OCWR to discuss next steps concerning OCWR's strategic initiatives for developing a regional food waste processing facility. OCWR and other Orange County Publicly Owned Treatment Works digester owners were provided with a unified food waste slurry specification. A draft project MOU was provided to OCWR for consideration.

- **Urban Runoff Optimization Study** – Identify opportunities within Orange County Water District, County of Orange, and OC San's respective water, stormwater, and wastewater systems for additional dry weather urban runoff diversion under a controlled discharge scenario by June 30, 2024.

UPDATE: Complete. Developed a list of locations for additional dry weather urban runoff diversions based on the final screening criteria.

- **Energy Resilience** – *(Carried over from FY 22/23)* **(1)** Investigate energy storage options to build resilience and offer potential cost savings. Work with the consultant as part of the Energy and Digester Gas Master Plan Study and report to the Board of Directors by October 31, 2023. **(2)** Complete the Study by June 30, 2024.

UPDATE: (1) Complete. An energy resilience information item was presented to the Operations Committee on October 4, 2023, and the Administration Committee on October 11, 2023. **(2) Complete.** The Energy and Digester Gas Master Plan was completed.

- **Fleet Long-Term Strategy** – Review and update the fleet procurement strategy based on recently adopted regulations. Regulatory compliance will work with air quality consultants to analyze California Air Resources Board's Advanced Clean Fleet Regulations and develop recommendations for fleet replacement by December 31, 2023.

UPDATE: Complete. OC San Regulatory Compliance staff has successfully engaged with California Association of Sanitation Agencies and Yorke Engineering, LLC to analyze California Air Resource Board's Advance Clean Fleet Regulations. Together with OC San Fleet Services, Regulatory Compliance has developed three viable pathways for fleet replacement. The viable pathways/recommendations were presented to the Executive Management Team for deliberation in January 2024.

- **Headquarters Educational Display** – Develop a Board approved design for the hands-on educational display for the outdoor patio by June 30, 2024.

UPDATE: Carry Over. Due to overall Headquarter delays, Phase 2 of the hands-on educational display will be carried over to the next fiscal year. This delay allows us the opportunity to evaluate Phase 1 thoroughly and determine the specific needs for Phase 2. Notably, as part of Phase 1, we successfully incorporated the first step by adding three agency manholes.

- **Member Agency Outreach Program** – Develop outreach material for member agencies to educate, inform, and reduce impacts affecting the local and regional sewer system by December 31, 2023.

UPDATE: Complete. An outreach toolkit including messaging and supporting graphics was distributed to our member agencies to share with their community regarding local issues affecting the regional system.

- **Industrial Users Award Program** – Identify opportunities to expand OC San Pretreatment Honor Roll Program beyond Significant Industrial Users by June 30, 2024.

UPDATE: Complete. Staff recommends adding the Wastehauler Program to the Pretreatment Honor Roll program in FY 2024-2025.

- **Plant No. 2 Process Facilities Seismic Resilience** – Evaluate the seismic vulnerabilities of Plant No. 2 flow processes (primary clarifiers, activated sludge facility, and ocean outfall piping) within the plant. Determine the required improvements to maintain dry weather flow capacity after a seismic event. Incorporate necessary upgrades into future capital improvement projects. Advertise for a Request for Proposal by June 30, 2024.

UPDATE: Complete. Staff completed the seismic vulnerabilities planning study scope of work and sent out the request for proposal.

3. Wastewater Management

- **Supercritical Water Oxidization (SCWO)** – (*Carried over from FY 22/23*) Complete the commissioning and begin demonstration of the pilot project by June 30, 2024, subject to regulatory permitting.

UPDATE: Carry Over. OC San's work to prepare the test site and permitting work is complete. 374Water is continuing development work on the industrial machine. Positive progress and optimization are on-going in the machine design and control system. 374Water estimates delivery of the

system this fiscal year with on-site commissioning through the spring of 2025.

- **Wastewater Characterization Study** – In collaboration with the Orange County Water District and regulatory agencies, conduct research to characterize changes in OC San's final effluent following completion of the Groundwater Replenishment System (GWRS). Complete initial chemical and toxicological evaluation by June 30, 2024.

UPDATE: Complete. OC San staff completed the initial chemical and toxicological evaluation by June 30, 2024. Staff will refine the study based on these findings in FY 2024-2025 to fully characterize the final effluent and its potential impacts on the receiving environment.

- **Biosolids Management** – Refresh both short and long-term hauling and management options to ensure reliability and availability of failsafe options, promote local biosolids management options, and enable compliance with Advanced Clean Fleet and Greenhouse Gas reduction regulations by June 30, 2024.

UPDATE: Complete. OC San Issued a Request for Proposal to secure professional services from qualified hauling contractors by the final quarter of FY 2023-2024. This initiative seeks to ensure the ongoing adaptability, sustainability, and diversity within OC San's biosolids management program. Additionally, OC San has quarterly discussions with the Los Angeles County Sanitation District to explore potential biosolids management collaborations in the region.

- **Property Management** – Ensure compliance with easement requirements and maintain unobstructed access to OC San's regional sewer line within the Miller-Holder alignment in Huntington Beach. Begin outreach and coordination efforts by December 31, 2023.

UPDATE: Complete. The outreach and coordination efforts began in August with briefings to our Board of Directors and city representatives. Individual packets of information were prepared and delivered on December 1 to each property owner within the identified area. Ongoing efforts continue in alignment with the Board's authorization, the 2023 Strategic Plan, and Resolution OCSD 07-14 to ensure unobstructed access with our easements.

4. Workplace Environment

- **Scanning & Paper Reduction** – *(Carried over from FY 22/23)* Complete Scope of Work for Phase II, issue Request for Proposal, and award the contract for implementation of the trusted system in a phased approach by December 31, 2023. Complete Phase II by June 30, 2024.

UPDATE: Complete. A Purchase Order Agreement with ECS Imaging, Inc., utilizing the California Multiple Award Schedules Contract, was approved by the Administration Committee on November 8, 2023. ECS Imaging, Inc. is the vendor that completed the first phase of the trusted system implementation. A kickoff meeting occurred in December 2023. OC San staff are working collaboratively with the consultant on Phase II and progressing through the work. The group is on schedule to complete Phase II by June 30, 2024.

- **Emergency Preparedness** – Develop and conduct an earthquake emergency response drill, which includes evacuation of buildings, assembly and accountability of employees, deployment of the damage assessment team, and medical team response by June 30, 2024. Conduct National Incident Management System (NIMS) training for employees that are involved in emergency planning and response or recovery efforts by June 30, 2024. NIMS training is determined based on assignment within OC San's Emergency Operations Center (EOC). Additionally, employees will receive training on how to use the Incident Command System (ICS) forms specific to their role within the EOC.

UPDATE: Complete. Staff is on track to complete an emergency response exercise of an earthquake simulation on June 20, 2024. The drill will include building evacuations and re-occupancy assessments, in addition to medical team deployment. Staff assigned to OC San's Emergency Operations Center have completed online and in-person ICS training in support of OC San's emergency planning, response, and recovery efforts.

- **Centralized Training Program** – OC San's employee training programs and activities will be transitioned from individual departments to Human Resources over a two-year period. The centralized approach will provide greater consistency, transparency, and access for all employees, and ensure that OC San's training is responsive to the needs of the organization and in alignment with the Strategic Plan and General Manager's Work Plan. One new full-time employee will be dedicated to the program and will be recruited for by December 30, 2023. Human Resources will develop

training profiles based on roles, classifications, and work groups and fully transition the compliance and essential training elements by June 30, 2024.

UPDATE: Complete. Staff transitioned all compliance and essential training activities from individual departments to Human Resources ahead of June 30, 2024, which include all regulatory and OC San-mandated courses. The process included the development of comprehensive training profiles for all OC San positions which will support onboarding, career, succession, and budget planning efforts. A process was also established for the review of new requests as training and development needs evolve. The full-time position for this program was filled on July 28, 2023 through a competitive recruitment, ahead of schedule.

- **Employee Relations Legal Services** – Solicit, interview, and recommend a licensed law firm to provide as-needed legal services to support Human Resources in employment related cases by December 31, 2023.

UPDATE: Complete. The solicitation was completed, and contracts were awarded by the Board of Directors in October 2023, for services to be effective beginning November 1, 2023. Contracts were awarded to Liebert Cassidy Whitmore, and Payne & Fears LLP.



STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3568

Agenda Date: 6/26/2024

Agenda Item No: 10.

FROM: Robert Thompson, General Manager

SUBJECT:

GENERAL MANAGER'S FY 2024-2025 WORK PLAN

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the General Manager's Fiscal Year 2024-2025 Work Plan.

BACKGROUND

Each year, the General Manager prepares a work plan of activities supporting Orange County Sanitation District's (OC San) strategic goals and initiatives to be accomplished during the fiscal year. The General Manager's FY 2024-2025 Work Plan includes 21 individual goals under four categories.

RELEVANT STANDARDS

- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard
- Plan for and execute succession, minimizing vacant position times
- Cultivate a highly qualified, well-trained, and diverse workforce
- Maintain and adhere to appropriate internal planning documents (Biosolids, Odor, and Energy Master Plans)
- Use all practical and effective means for resource recovery

PRIOR COMMITTEE/BOARD ACTIONS

May 2024 - Steering Committee and Board of Directors received and filed the General Manager's FY 2024-2025 Proposed Work Plan.

ADDITIONAL INFORMATION

The General Manager's work plan includes 21 goals for the fiscal year.

FINANCIAL CONSIDERATIONS

All items included in the General Manager's Work Plan are budgeted in the FY 2024-2026 Budget.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- General Manager's FY 2024-2025 Work Plan

June 26, 2024

TO: Members of the Steering Committee

FROM: Robert C. Thompson
General Manager



SUBJECT: General Manager's FY 2024-2025 Work Plan

I am pleased to present my Work Plan for Fiscal Year 2024-2025. The plan has been developed to support the Strategic Plan and is organized under four Strategic Planning categories: Business Principles, Environmental Stewardship, Wastewater Management, and Workplace Environment. The 21 goals for next year include two goals from the previous year as well as new goals that will ensure our operations are safe and efficient. In addition, we will continue leading the way in innovation, financial management, and work force while maintaining the level of service we have committed to.

1. Business Principles

- **Asset Management Plan** – Implement a siphon cleaning program by June 30, 2025.
- **Progressive Design-Build** – Select an Owner Advisor for Progressive Design-Build by March 31, 2025. Develop Progressive Design-Build contract templates by June 30, 2025.
- **Earned Value** – Review Engineering's earned value processes for project reporting and compare with industry best practices by June 30, 2025.
- **NPDES Permitting Legal Support** – Secure legal and technical resources for 2026 NPDES permit renewal by March 31, 2025.
- **Permit Fees** – Complete analysis of the current Capital Facilities Capacity Charge program to identify deficiencies for the member agencies and provide program improvement recommendation by December 31, 2024. Create a customer portal for online submission and payment of fees by June 30, 2025.
- **Headquarters Educational Display** – *(Carried over from FY 23/24)* Develop a Board approved design for the hands-on educational display for the outdoor patio by June 30, 2025.

- **Regional Sewer Spill Training** – Conduct regional sanitary sewer spill training for the collections system by June 30, 2025.

2. Environmental Stewardship

- **Plant No. 2 Process Facilities Seismic Resilience** – Select a consultant for the Plant No. 2 Process Facilities Seismic Resiliency Study by December 31, 2024.
- **Urban Runoff Optimization Study** – Receive draft Urban Runoff Study identifying opportunities within Orange County Water District, County of Orange, and OC San's services area for additional dry weather urban runoff by June 30, 2025.
- **Enforcement Response Plan** – Update pretreatment/source control enforcement response plan in alignment with State of California's 2024 water quality enforcement guidance document for legal review by June 30, 2025.
- **Pretreatment Management** – Expand OC San's Pretreatment Honor Roll program to include wastehaulers by June 30, 2025.
- **Food Waste** – Finalize Memo of Understanding with Orange County Waste and Recycling by December 31, 2024. Agree on deal points for a cooperative agreement and make go/no-go decision to move forward by June 30, 2025.

3. Wastewater Management

- **Plant No. 1 Distributed Control System Human Machine Interface (HMI)** – Complete the conversion of the Plant No. 1 HMI system from CRISP to ABB by June 30, 2025.
- **Deep Well Injection** – Evaluate the initial feasibility of deep well injection of biosolids. Issue and evaluate Request for Information for potential deep well injection design-build-operate vendors and review permitting requirement by June 30, 2025.
- **Supercritical Water Oxidization** – *(Carried over from FY 23/24)* Complete the commissioning and begin demonstration of the pilot project by March 31, 2025, subject to regulatory permitting. Publicize project status.

- **Property Management** – Complete a physical assessment of all current OC San easements and rights-of-way. Document the assessment in written and visual forms as part of the OC San easement management program. Complete the assessment and report by June 30, 2025.

4. Workplace Environment

- **Staff Training** – Create development plans for each employee with associated training plans by June 30, 2025.
- **Scanning and Paper Reduction** – Complete Scope of Work for Phase III, issue a Purchase Order Agreement Request for Proposal and award the contract for implementation of the trusted system, Phase III for Environmental Services. Complete Phase III by June 30, 2025.
- **Labor Agreements** – Complete all labor agreements for all labor groups by June 30, 2025.
- **OSHA Voluntary Protection Program (VPP) certification for Plant No. 2** – Apply for VPP certification for Plant No. 2 by June 30, 2025.
- **Employee Engagement Survey** – Conduct an employee engagement survey by June 30, 2025 to gather feedback on workplace environment satisfaction, communication effectiveness, recognition programs, and professional development opportunities. Utilize survey results to identify areas for improvement and develop action plans aimed at enhancing employee engagement and satisfaction levels.

RCT:clr



STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3659

Agenda Date: 6/26/2024

Agenda Item No: CS-1

FROM: Robert Thompson, General Manager

SUBJECT:

CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION - GOVERNMENT CODE SECTION 54956.9(D)(1)

RECOMMENDATION: Convene in Closed Session:

Number of Cases: 1

Orange County Sanitation District, a public entity v. Bayside Village Marina, LLC, a limited liability company; Laguna Beach County Water District, a public entity; and Does 1-100, inclusive; and all Persons Unknown Claiming an Interest in the Property, Superior Court of California, County of Orange, Case No. 30-2022-01251890.

BACKGROUND

During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chairperson may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters.

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

RELEVANT STANDARDS

- Government Code Sections 54956.8, 54956.9, 54957, or 54957.6, as noted

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Memorandum from General Counsel

WOODRUFF

Woodruff & Smart
A Professional Corporation

MEMORANDUM

TO: Hon. Chair and Members of the Orange County Sanitation District Steering Committee

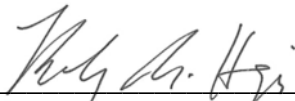
FROM: Bradley R. Hogin, Esq.
General Counsel

DATE: June 26, 2024

RE: Closed Session Items

The Steering Committee will hold a closed session on June 26, 2024 for the purpose of conferring with its legal counsel regarding existing litigation to which the District is a party. The title of the case is: Orange County Sanitation District, a public entity v. Bayside Village Marina, LLC, a limited liability company; Laguna Beach County Water District, a public entity; and Does 1-100, inclusive; and all Persons Unknown Claiming an Interest in the Property, Superior Court of California, County of Orange, Case No. 30-2022-01251890. The closed session will be held pursuant to the authority of California Government Code Section 54956.9(d)(1).

Respectfully submitted,

By 
Bradley R. Hogin, General Counsel



STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3658

Agenda Date: 6/26/2024

Agenda Item No: CS-2

FROM: Robert Thompson, General Manager

SUBJECT:

CONFERENCE WITH LABOR NEGOTIATORS - GOVERNMENT CODE SECTION 54957.6

RECOMMENDATION: Convene in Closed Session:

Agency Designated Representative: General Manager Robert Thompson.

Benefits for Unrepresented Executive Management Employees: Assistant General Manager, Director of Communications, Director of Engineering, Director of Environmental Services, Director of Finance, Director of Human Resources, and Director of Operations and Maintenance.

BACKGROUND

During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chairperson may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters.

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

RELEVANT STANDARDS

- Government Code Sections 54956.8, 54956.9, 54957 or 54957.6, as noted

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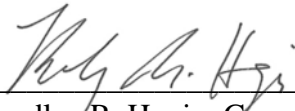
FROM: Bradley R. Hogin, Esq.
General Counsel

DATE: June 26, 2024

RE: Closed Session Items

The Steering Committee will hold a closed session on June 26, 2024 for the purpose of conferring with its labor negotiators to discuss negotiations with the Unrepresented Executive Management Employees. The Agency Designated Representative is Robert Thompson. The closed session will be held pursuant to authority of California Government Code Section 54957.6.

Respectfully submitted,

By  _____
Bradley R. Hogin, General Counsel



STEERING COMMITTEE

Agenda Report

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

File #: 2024-3657

Agenda Date: 6/26/2024

Agenda Item No: CS-3

FROM: Laura Maravilla, Director of Human Resources

SUBJECT:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION 54957(B)(1)

RECOMMENDATION: Convene in Closed Session:

Public Employee Performance Evaluation

Number of Employees: 1

- General Manager

BACKGROUND

During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chairperson may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters.

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

RELEVANT STANDARDS

- Government Code Sections 54956.8, 54956.9, 54957, or 54957.6, as noted

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Memorandum from General Counsel

WOODRUFF

Woodruff & Smart
A Professional Corporation

MEMORANDUM

TO: Hon. Chair and Members of the Orange County Sanitation District Steering Committee

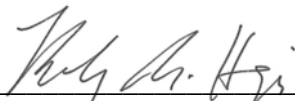
FROM: Bradley R. Hogin, Esq.
General Counsel

DATE: June 26, 2024

RE: Closed Session Items

The Steering Committee will hold a closed session on June 26, 2024 for the purpose of conferring for the evaluation of the District's General Manager. The closed session will be held pursuant to authority of California Government Code Section 54957(b)(1).

Respectfully submitted,

By 
Bradley R. Hogin, General Counsel

ORANGE COUNTY SANITATION DISTRICT COMMON ACRONYMS

ACWA	Association of California Water Agencies	LOS	Level Of Service	RFP	Request For Proposal
APWA	American Public Works Association	MGD	Million Gallons Per Day	RWQCB	Regional Water Quality Control Board
AQMD	Air Quality Management District	MOU	Memorandum of Understanding	SARFPA	Santa Ana River Flood Protection Agency
ASCE	American Society of Civil Engineers	NACWA	National Association of Clean Water Agencies	SARI	Santa Ana River Interceptor
BOD	Biochemical Oxygen Demand	NEPA	National Environmental Policy Act	SARWQCB	Santa Ana Regional Water Quality Control Board
CARB	California Air Resources Board	NGOs	Non-Governmental Organizations	SAWPA	Santa Ana Watershed Project Authority
CASA	California Association of Sanitation Agencies	NPDES	National Pollutant Discharge Elimination System	SCADA	Supervisory Control And Data Acquisition
CCTV	Closed Circuit Television	NWRI	National Water Research Institute	SCAP	Southern California Alliance of Publicly Owned Treatment Works
CEQA	California Environmental Quality Act	O & M	Operations & Maintenance	SCAQMD	South Coast Air Quality Management District
CIP	Capital Improvement Program	OCCOG	Orange County Council of Governments	SOCWA	South Orange County Wastewater Authority
CRWQCB	California Regional Water Quality Control Board	OCHCA	Orange County Health Care Agency	SRF	Clean Water State Revolving Fund
CWA	Clean Water Act	OCSD	Orange County Sanitation District	SSMP	Sewer System Management Plan
CWEA	California Water Environment Association	OCWD	Orange County Water District	SSO	Sanitary Sewer Overflow
EIR	Environmental Impact Report	OOBS	Ocean Outfall Booster Station	SWRCB	State Water Resources Control Board
EMT	Executive Management Team	OSHA	Occupational Safety and Health Administration	TDS	Total Dissolved Solids
EPA	US Environmental Protection Agency	PCSA	Professional Consultant/Construction Services Agreement	TMDL	Total Maximum Daily Load
FOG	Fats, Oils, and Grease	PDSA	Professional Design Services Agreement	TSS	Total Suspended Solids
gpd	gallons per day	PFAS	Per- and Polyfluoroalkyl Substances	WDR	Waste Discharge Requirements
GWRS	Groundwater Replenishment System	PFOA	Perfluorooctanoic Acid	WEF	Water Environment Federation
ICS	Incident Command System	PFOS	Perfluorooctanesulfonic Acid	WERF	Water Environment & Reuse Foundation
IERP	Integrated Emergency Response Plan	POTW	Publicly Owned Treatment Works	WIFIA	Water Infrastructure Finance and Innovation Act
JPA	Joint Powers Authority	ppm	parts per million	WIIN	Water Infrastructure Improvements for the Nation Act
LAFCO	Local Agency Formation Commission	PSA	Professional Services Agreement	WRDA	Water Resources Development Act

ORANGE COUNTY SANITATION DISTRICT GLOSSARY OF TERMS

ACTIVATED SLUDGE PROCESS – A secondary biological wastewater treatment process where bacteria reproduce at a high rate with the introduction of excess air or oxygen and consume dissolved nutrients in the wastewater.

BENTHOS – The community of organisms, such as sea stars, worms, and shrimp, which live on, in, or near the seabed, also known as the benthic zone.

BIOCHEMICAL OXYGEN DEMAND (BOD) – The amount of oxygen used when organic matter undergoes decomposition by microorganisms. Testing for BOD is done to assess the amount of organic matter in water.

BIOGAS – A gas that is produced by the action of anaerobic bacteria on organic waste matter in a digester tank that can be used as a fuel.

BIOSOLIDS – Biosolids are nutrient rich organic and highly treated solid materials produced by the wastewater treatment process. This high-quality product can be recycled as a soil amendment on farmland or further processed as an earth-like product for commercial and home gardens to improve and maintain fertile soil and stimulate plant growth.

CAPITAL IMPROVEMENT PROGRAM (CIP) – Projects for repair, rehabilitation, and replacement of assets. Also includes treatment improvements, additional capacity, and projects for the support facilities.

COLIFORM BACTERIA – A group of bacteria found in the intestines of humans and other animals, but also occasionally found elsewhere, used as indicators of sewage pollution. E. coli are the most common bacteria in wastewater.

COLLECTIONS SYSTEM – In wastewater, it is the system of typically underground pipes that receive and convey sanitary wastewater or storm water.

CERTIFICATE OF PARTICIPATION (COP) – A type of financing where an investor purchases a share of the lease revenues of a program rather than the bond being secured by those revenues.

CONTAMINANTS OF POTENTIAL CONCERN (CPC) – Pharmaceuticals, hormones, and other organic wastewater contaminants.

DILUTION TO THRESHOLD (D/T) – The dilution at which the majority of people detect the odor becomes the D/T for that air sample.

GREENHOUSE GASES (GHG) – In the order of relative abundance water vapor, carbon dioxide, methane, nitrous oxide, and ozone gases that are considered the cause of global warming (“greenhouse effect”).

GROUNDWATER REPLENISHMENT SYSTEM (GWRS) – A joint water reclamation project that proactively responds to Southern California’s current and future water needs. This joint project between the Orange County Water District and OCSD provides 70 million gallons per day of drinking quality water to replenish the local groundwater supply.

LEVEL OF SERVICE (LOS) – Goals to support environmental and public expectations for performance.

N-NITROSODIMETHYLAMINE (NDMA) – A N-nitrosamine suspected cancer-causing agent. It has been found in the GWRS process and is eliminated using hydrogen peroxide with extra ultra-violet treatment.

NATIONAL BIOSOLIDS PARTNERSHIP (NBP) – An alliance of the NACWA and WEF, with advisory support from the EPA. NBP is committed to developing and advancing environmentally sound and sustainable biosolids management practices that go beyond regulatory compliance and promote public participation to enhance the credibility of local agency biosolids programs and improved communications that lead to public acceptance.

PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS) – A large group (over 6,000) of human-made compounds that are resistant to heat, water, and oil and used for a variety of applications including firefighting foam, stain and water-resistant clothing, cosmetics, and food packaging. Two PFAS compounds, perfluorooctanesulfonic acid (PFOS) and perfluorooctanoic acid (PFOA) have been the focus of increasing regulatory scrutiny in drinking water and may result in adverse health effects including developmental effects to fetuses during pregnancy, cancer, liver damage, immunosuppression, thyroid effects, and other effects.

PERFLUOROCTANOIC ACID (PFOA) – An ingredient for several industrial applications including carpeting, upholstery, apparel, floor wax, textiles, sealants, food packaging, and cookware (Teflon).

PERFLUOROCTANESULFONIC ACID (PFOS) – A key ingredient in Scotchgard, a fabric protector made by 3M, and used in numerous stain repellents.

PLUME – A visible or measurable concentration of discharge from a stationary source or fixed facility.

PUBLICLY OWNED TREATMENT WORKS (POTW) – A municipal wastewater treatment plant.

SANTA ANA RIVER INTERCEPTOR (SARI) LINE – A regional brine line designed to convey 30 million gallons per day of non-reclaimable wastewater from the upper Santa Ana River basin to the ocean for disposal, after treatment.

SANITARY SEWER – Separate sewer systems specifically for the carrying of domestic and industrial wastewater.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) – Regional regulatory agency that develops plans and regulations designed to achieve public health standards by reducing emissions from business and industry.

SECONDARY TREATMENT – Biological wastewater treatment, particularly the activated sludge process, where bacteria and other microorganisms consume dissolved nutrients in wastewater.

SLUDGE – Untreated solid material created by the treatment of wastewater.

TOTAL SUSPENDED SOLIDS (TSS) – The amount of solids floating and in suspension in wastewater.

ORANGE COUNTY SANITATION DISTRICT GLOSSARY OF TERMS

TRICKLING FILTER – A biological secondary treatment process in which bacteria and other microorganisms, growing as slime on the surface of rocks or plastic media, consume nutrients in wastewater as it trickles over them.

URBAN RUNOFF – Water from city streets and domestic properties that carry pollutants into the storm drains, rivers, lakes, and oceans.

WASTEWATER – Any water that enters the sanitary sewer.

WATERSHED – A land area from which water drains to a particular water body. OCSD's service area is in the Santa Ana River Watershed.