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## **CALL TO ORDER**

A regular meeting of the Steering Committee of the Orange County Sanitation District was called to order by Board Chairman John Withers on Wednesday, January 26, 2022 at 5:01 p.m. in the Administration Building of the Orange County Sanitation District. Chair Withers stated that the meeting was being held telephonically and via Internet accessibility in accordance with new provisions in California Government Code Section 54953 and Resolution No. OC SAN 22-01, due to the continued State of Emergency Order. Chair Withers announced the teleconference meeting guidelines.

## **ROLL CALL AND DECLARATION OF QUORUM:**

Roll call was taken and a quorum was declared present, as follows:

**PRESENT:** John Withers, Chad Wanke, Ryan Gallagher, Brooke Jones, Sandra Massa-Lavitt, Jesus Silva and Glenn Parker  
**ABSENT:** None

**STAFF PRESENT:** Kelly Lore, Clerk of the Board, and Mortimer Caparas were present in the Board Room. Jim Herberg, General Manager; Rob Thompson, Assistant General Manager; Lorenzo Tyner, Assistant General Manager; Celia Chandler, Director of Human Resources; Kathy Millea, Director of Engineering; Lan Wiborg, Director of Environmental Services; Mo Abiodun; Janine Aguilar; Jennifer Cabral; Tanya Chong; Laurie Klinger; Tina Knapp; Laura Maravilla; Jeff Mohr; Andrew Nau; Valerie Ratto; Wally Ritchie; Thomas Vu; and Ruth Zintzun were in attendance telephonically.

**OTHERS PRESENT:** Brad Hogen, General Counsel, was present in the Board Room. Katie Kaneko and Alyssa Thompson, Koff and Associates; and Laura Kalty, Liebert Cassidy Whitmore, were in attendance telephonically.

## **PUBLIC COMMENTS:**

None.

## **REPORTS:**

Chair Withers announced that a short survey regarding OC San's monthly informational presentations would be sent to the Directors tomorrow requesting feedback on topics of interest for future presentations.

General Manager Jim Herberg provided a brief introduction to the Headquarters Project informational presentation on the agenda and stated that monthly updates will continue to be included in his General Manager's Report.

Mr. Herberg also stated that his Work Plan Mid-Year Update is included on the agenda and that five of the individual goals have already been completed and the remainder are scheduled to be completed by the end of the fiscal year.

### **CONSENT CALENDAR:**

#### **1. APPROVAL OF MINUTES**

[2022-2077](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Steering Committee held December 15, 2021.

**AYES:** John Withers, Chad Wanke, Ryan Gallagher, Brooke Jones, Sandra Massa-Lavitt, Jesus Silva and Glenn Parker

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

#### **2. HEADQUARTERS COMPLEX AT PLANT NO. 1, PROJECT NO. P1-128A**

[2022-2068](#)

**Originator:** Kathy Millea

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

A. Approve and authorize the General Manager to execute a Facilities Relocation Agreement with Southern California Edison Company for Headquarters Complex at Plant No. 1, Project No. P1-128A, for an amount not to exceed \$310,000; and

B. Approve a contingency of \$31,000 (10%).

**AYES:** John Withers, Chad Wanke, Ryan Gallagher, Brooke Jones, Sandra Massa-Lavitt, Jesus Silva and Glenn Parker

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**NON-CONSENT:****3. GENERAL MANAGER'S FY 2021-2022 WORK PLAN MID-YEAR UPDATE [2021-2047](#)**

**Originator:** Jim Herberg

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

Receive and file the General Manager's FY 2021-2022 Work Plan Mid-Year Update.

**AYES:** John Withers, Chad Wanke, Ryan Gallagher, Brooke Jones, Sandra Massa-Lavitt, Jesus Silva and Glenn Parker

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**4. JANITORIAL & FLOOR MAINTENANCE SERVICE CONTRACT FOR PLANT NOS. 1 AND 2 [2022-2083](#)**

**Originator:** Rob Thompson

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

A. Approve a Service Contract to Gamboa Services Inc. dba Corporate Image Maintenance to provide Janitorial & Floor Maintenance Services at Plant Nos. 1 and 2, Specification No. S-2021-1270BD, for a total amount not to exceed \$961,705, for the period beginning February 1, 2022, through January 31, 2023, with four, one-year renewal options; and

B. Approve an annual contingency of \$96,170 (10%).

**AYES:** John Withers, Chad Wanke, Ryan Gallagher, Brooke Jones, Sandra Massa-Lavitt, Jesus Silva and Glenn Parker

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**5. HEALTH REIMBURSEMENT ARRANGEMENT FOR THE MANAGERS GROUP [2022-2099](#)**

**Originator:** Celia Chandler

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

- A. Adopt Resolution No. OC SAN 22-05 entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District approving the Health Reimbursement Arrangement (HRA) Plan for the Managers Group identified through the 2021 HRA Reopener Negotiations";
- B. Approve implementation of an HRA plan with the Managers Group with employee-funded contributions in the form of mandatory vacation, sick, personal, and compensatory leave payouts; and
- C. Authorize the Orange County Sanitation District to pay the annual administrative costs of the HRA plan for the Managers Group, for a maximum exposure of approximately \$390 annually, based on current headcounts.

**AYES:** John Withers, Chad Wanke, Ryan Gallagher, Brooke Jones, Sandra Massa-Lavitt, Jesus Silva and Glenn Parker

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

#### **INFORMATION ITEMS:**

**6. HEADQUARTERS COMPLEX AT PLANT NO. 1, PROJECT NO. [2022-2055](#)  
P1-128A**

**Originator:** Kathy Millea

Director of Engineering Kathy Millea provided a PowerPoint presentation regarding updates on the Headquarters Complex Project which included the construction start date and the projected final completion date, the mass timber mockup, the construction live camera feed and how to access it, as well as upcoming work to include: foundation work, site utilities, the demo of the risk management trailer, and explained FFE's (furniture, fixtures, and equipment) with a total of \$3.1M budgeted for this Cooperative Contract procurement.

ITEM RECEIVED AS AN:

Information Item.

#### **DEPARTMENT HEAD REPORTS:**

None.

#### **CLOSED SESSION:**

**CONVENED IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 54957.6 AND 54957(b)(1)**

The Committee convened in closed session at 5:16 p.m. 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 CONFERENCE WITH LABOR NEGOTIATORS - GOVERNMENT  
CODE SECTION 54957.6**

[2022-2084](#)

CONVENED IN CLOSED SESSION:

Designated Representatives: General Manager James Herberg, Assistant General Managers Lorenzo Tyner and Rob Thompson, Director of Human Resources Celia Chandler, and Chief Negotiator Laura Kalty.

Employee Organizations: (3)

International Union of Operating Engineers, Local 501; Orange County Employees Association; and the Supervisors and Professionals Group

**CS-2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION 54957(B)(1)**

[2022-2085](#)

CONVENED IN CLOSED SESSION:

Public Employee Performance Evaluation

Number of Employees: 1

- General Counsel

**RECONVENED IN REGULAR SESSION.**

The Committee reconvened in regular session at 5:57 p.m.

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

General Counsel Brad Hogin did not provide a report.

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

None.

**BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:**

None.

**ADJOURNMENT:**

Chair Withers declared the meeting adjourned at 5:58 p.m. to the next Regular Steering Committee meeting to be held on Wednesday, February 23, 2022 at 5:00 p.m.

Submitted by:



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Kelly A. Lore, MMC  
Clerk of the Board