

Orange County Sanitation District
Minutes of the
STEERING COMMITTEE



Wednesday, September 25, 2019
5:00 PM
Conference Room A
Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

CALL TO ORDER

A regular meeting of the Steering Committee of the Orange County Sanitation District was called to order by Board Chairman David Shawver on Wednesday, September 25, 2019 at 5:03 p.m. in the Administration Building of the Orange County Sanitation District. The Pledge of Allegiance was led by Director of Environmental Services Lan Wiborg.

DECLARATION OF QUORUM

A quorum was declared present as follows:

Present: David Shawver, John Withers, Robert Collacott, Peter Kim and Chad Wanke

Absent: Tim Shaw and Glenn Parker

STAFF PRESENT:

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; Kelly Lore, Clerk of the Board; Jennifer Cabral; Mike Dorman; Dean Fisher; Al Garcia; Jim Kavalec; Laurie Klinger; Tina Knapp; Laura Maravilla; Andrew Nau; Tyler Ramirez; Wally Ritchie; and Roya Sohanaki.

OTHERS PRESENT:

Brad Hogin, General Counsel

PUBLIC COMMENTS:

None.

REPORTS:

Board Chairman David Shawver and General Manager Jim Herberg did not provide reports.

CONSENT CALENDAR:**1. APPROVAL OF MINUTES 2019-531**

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Steering Committee held August 28, 2019.

Ayes: David Shawver, John Withers, Robert Collacott, Peter Kim and Chad Wanke

Noes: None

Absent: Tim Shaw and Glenn Parker

Abstentions: None

NON-CONSENT:**2. GENERAL MANAGER'S FISCAL YEAR 2019-2020 WORK PLAN 2019-570**

Originator: Jim Herberg

Mr. Herberg introduced and provided a brief history of the item.

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

Receive and file the General Manager's Fiscal Year 2019-2020 Work Plan.

Ayes: David Shawver, John Withers, Robert Collacott, Peter Kim and Chad Wanke

Noes: None

Absent: Tim Shaw and Glenn Parker

Abstentions: None

3. GENERAL MANAGER'S COMPENSATION AND BENEFITS 2019-593

Board Chair Shawver provided a brief explanation of the item.

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

Adopt Resolution No. OCSD 19-12 entitled, "A Resolution of the Board of Directors of the Orange County Sanitation District approving salary increases and salary range adjustments for the General Manager for Fiscal Year 2019/2020, Fiscal Year 2020/2021, and Fiscal Year 2021/2022", authorizing the Board Chair to implement increases consisting of a 3% salary range adjustment and corresponding salary increase annually and up to a 2.5% merit increase annually based on job performance as determined by the Board of Directors commencing in the first pay period of July 2019 for Fiscal Year 2019/2020.

Ayes: David Shawver, John Withers, Robert Collacott, Peter Kim and Chad Wanke

Noes: None

Absent: Tim Shaw and Glenn Parker

Abstentions: None

**4. EXECUTIVE MANAGEMENT TEAM COMPENSATION AND BENEFITS 2019-596
AND MANAGER GROUP COMPENSATION AND BENEFITS**

Originator: Celia Chandler

Mr. Herberg provided a brief introduction to the item.

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

- A. Adopt Resolution No. OCSD 19-13 entitled, "A Resolution of the Board of Director of the Orange County Sanitation District approving salary increases, salary range adjustments, and a minor increase to 457(b) matching contributions for At-Will Executive Management Team employees for Fiscal Year 2019/2020, Fiscal Year 2020/2021, and Fiscal Year 2021/2022", authorizing the General Manager to implement increases consisting of a 3% salary range adjustment annually and corresponding salary increases and up to a 5% merit increase annually based on job performance as determined by the General Manager, not to exceed Step 5 of the corresponding salary range, commencing in the first pay period of July 2019 for Fiscal Year 2019/2020.
- B. Adopt Resolution No. OCSD 19-14 entitled, "A Resolution of the Board of Director of the Orange County Sanitation District approving salary increases, salary range adjustments, and a minor increase to 457(b) matching contributions for unrepresented management employees for Fiscal Year 2019/2020, Fiscal Year 2020/2021, and Fiscal Year 2021/2022", authorizing the General Manager to implement increases consisting of a 3% salary range adjustment annually and corresponding salary increases and up to a 5% merit increase annually based on job performance as determined by the General Manager, not to exceed Step 5 of the corresponding salary range, commencing in the first pay period of July 2019 fo Fiscal Year 2019/2020.

Ayes: David Shawver, John Withers, Robert Collacott, Peter Kim and Chad Wanke

Noes: None

Absent: Tim Shaw and Glenn Parker

Abstentions: None

5. CONFIDENTIAL EMPLOYEE GROUP COMPENSATION BENEFITS 2019-597

Originator: Celia Chandler

Mr. Herberg provided a brief introduction to the item.

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

- A. Adopt Resolution No. OCSD 19-15 entitled, "A Resolution of the Board of Director of the Orange County Sanitation District approving salary range adjustments and consideration to establish a Health Retirement Account for unrepresented exempt confidential employees for Fiscal Year 2019/2020, Fiscal Year 2020/2021, and Fiscal Year 2021/2022".
- B. Adopt Resolution No. OCSD 19-16 entitled, "A Resolution of the Board of Director of the Orange County Sanitation District approving salary range adjustments, a minor increase in Development Pay, and consideration to establish a Health Retirement Account for unrepresented non-exempt confidential employees for Fiscal Year 2019/2020, Fiscal Year 2020/2021, and Fiscal Year 2021/2022".

Ayes: David Shawver, John Withers, Robert Collacott, Peter Kim and Chad Wanke

Noes: None

Absent: Tim Shaw and Glenn Parker

Abstentions: None

INFORMATION ITEMS:

None.

CLOSED SESSION:

None.

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

None.

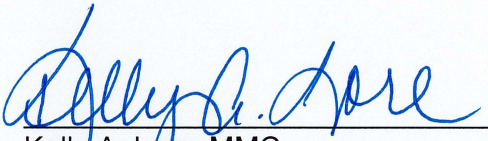
BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:

Director Wanke requested an item regarding the development of security measures at the new Headquarters Building. Mr. Herberg stated that an update would be coming forward in the near future.

ADJOURNMENT:

Chair Shawver declared the meeting adjourned at 5:15 p.m. to the next Steering Committee meeting to be held on Wednesday, October 23, 2019 at 5:00 p.m.

Submitted by:



Kelly A. Lore, MMC
Clerk of the Board