



### **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, January 27, 2021 at 5:02 p.m. in the Administration Building of the Orange County Sanitation District. Clerk of the Board Kelly Lore stated that the meeting was being held telephonically and via audio/video teleconferencing in accordance with the Governor's Executive Order No. N-29-20, due to the Coronavirus Pandemic (COVID-19).

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

A quorum was declared present, as follows:

**PRESENT:** David Shawver, John Withers, Stacy Berry, Sandra Massa-Lavitt,  
Glenn Parker, Jesus Silva and Chad Wanke

**ABSENT:** None

**STAFF MEMBERS PRESENT:** Jim Herberg, General Manager; Kelly Lore, Clerk of the Board; and Mortimer Caparas were present in the Board Room. Assistant General Manager Lorenzo Tyner, Assistant General Manager Rob Thompson, Director of Engineering Kathy Millea, Director of Environmental Services Lan Wiborg, Director of Human Resources Celia Chandler, Jennifer Cabral, Jackie Castro, Brian Engeln, Tina Knapp, Joshua Martinez, and Thomas Vu participated telephonically.

**OTHERS PRESENT:** Brad Hogin (General Counsel) was present in the Board Room.

### **PUBLIC COMMENTS:**

Clerk of the Board Kelly Lore indicated that Late Communication was received and distributed to the Board of Directors pertaining to Item Nos. 3 and 4 on tonight's agenda.

### **REPORTS:**

Chair Shawver stated that the new list of Committee appointments had been provided to the Board of Directors. He thanked those who had previously served and welcomed the new members to the Steering Committee.

General Manager Herberg did not provide a report.

**CONSENT CALENDAR:****1. APPROVAL OF MINUTES**[2020-1369](#)**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Steering Committee held November 18, 2020.

**AYES:** David Shawver, John Withers, Stacy Berry, Glenn Parker and Chad Wanke**NOES:** None**ABSENT:** None**ABSTENTIONS:** Sandra Massa-Lavitt and Jesus Silva**NON-CONSENT:****2. GENERAL MANAGER'S FISCAL YEAR 2020-2021 WORK PLAN  
MID-YEAR UPDATE**[2021-1404](#)**Originator:** Jim Herberg

Mr. Herberg provided a brief introduction to this item.

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

Receive and file the General Manager's Fiscal Year 2020-2021 Work Plan Mid-Year Update.

**AYES:** David Shawver, John Withers, Stacy Berry, Sandra Massa-Lavitt, Glenn Parker, Jesus Silva and Chad Wanke**NOES:** None**ABSENT:** None**ABSTENTIONS:** None**3. STRATEGIC PLAN DEVELOPMENT**[2021-1398](#)**Originator:** Jim Herberg

Mr. Herberg provided a brief introduction to this item.

ITEM RECEIVED FOR:

Information Only.

4. **UPDATE TO THE ESTABLISHED RULES OF PROCEDURE FOR THE CONDUCT OF BUSINESS OF THE ORANGE COUNTY SANITATION DISTRICT** [2020-1368](#)

**Originator:** Jim Herberg

ITEM NO. 4B WAS PULLED FROM CONSIDERATION.

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

A. Adopt Resolution No. OC SAN 21-XX entitled, "A Resolution of the Board of Directors of the Orange County Sanitation District establishing Rules of Procedure for the Conduct of Business of the Orange County Sanitation District; and repealing Resolution No. OCSD 19-19"; and

~~B. Adopt Resolution No. OC SAN 21-XX entitled, "A Resolution of the Board of Directors of the Orange County Sanitation District establishing Board of Directors Protocols".~~

**AYES:** David Shawver, John Withers, Stacy Berry, Sandra Massa-Lavitt, Glenn Parker, Jesus Silva and Chad Wanke

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

None.

**CLOSED SESSION:**

**CONVENED IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957(b)(1):**

The Committee convened in closed session at 5:20 p.m. to discuss one item. Confidential minutes of the Closed Session have been prepared in accordance with the above Government Code Section 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 PERFORMANCE EVALUATION 54957(B)(1)** [2020-1389](#)

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 5:47 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 Shawver declared the meeting adjourned at 5:49 p.m. to the next Steering Committee meeting to be held on Wednesday, February 24, 2021 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board