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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 Vice-Chairman Ryan Gallagher on Thursday, December 14, 2023 at 5:00 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:** Ryan Gallagher, Pat Burns, Christine Marick, John Withers and Jon Dumitru  
**ABSENT:** Chad Wanke and Marshall Goodman

**STAFF PRESENT:** Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Michael 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; Mo Abiodun; Jackie Castro; Daisy Covarrubias; Tanya Chong; Thys DeVries; Martin Dix; Justin Fenton; Rebecca Long; Rob Michaels; Eros Yong; and Ruth Zintzun were present in Conference Room A.

**OTHERS PRESENT:** Brad Hogin, General Counsel; Lindsey Caro and Gary Weisberg, Associate Counsel, Woodruff & Smart; and Rob Coppedge, Special Counsel, were present in Conference Room A. Eric O' Donnell, Townsend Public Affairs; and Eric Sapirstein, ENS Resources, were present telephonically.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Board Vice-Chair Gallagher did not provide a report.

General Manager Rob Thompson provided a brief update to the Raul Palazuelos litigation and stated the case had been successfully resolved.

**CONSENT CALENDAR:****1. APPROVAL OF MINUTES**[2023-3331](#)**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Steering Committee held November 15, 2023.

**AYES:** Ryan Gallagher, Pat Burns, Christine Marick, John Withers and Jon Dumitru**NOES:** None**ABSENT:** Chad Wanke and Marshall Goodman**ABSTENTIONS:** None**2. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF NOVEMBER 2023**[2023-3339](#)**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 November 2023.

**AYES:** Ryan Gallagher, Pat Burns, Christine Marick, John Withers and Jon Dumitru**NOES:** None**ABSENT:** Chad Wanke and Marshall Goodman**ABSTENTIONS:** None**3. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF NOVEMBER 2023**[2023-3340](#)**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 November 2023.

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

**NON-CONSENT:****4. SOLICITATION OF GENERAL LEGAL COUNSEL SERVICES**[2023-3344](#)**Originator:** Wally Ritchie

Board Vice-Chair Gallagher provided an overview of the General Legal Services Ad Hoc Committee's discussion from the Committee's meeting earlier today and requested any input on the General Legal Services Ad Hoc Committee's recommendations. He stated that it was the consensus of the Ad Hoc Committee to proceed with an RFP + small percentage cost component for solicitation. The Committee requested a flexible solicitation with the option to submit a proposal for legal services as a whole, as a portion, or as only one category of the seven categories discussed. It was agreed that staff would provide the initial written scoring component; and would provide all scores to the Ad Hoc Committee to draw the line. It was recommended that the Ad Hoc Committee interview all firms above the line drawn for all disciplines, and would then provide a recommendation to the Steering Committee; the full Steering Committee will interview the top two firms for General Counsel and make a recommendation to the Board of Directors. The Ad Hoc Committee also recommended that the Contract duration be five (5) years with one (1) five-year extension. Staff anticipates holding interviews during the May Steering Committee meeting. In response to a request from Director John Withers, Finance and Procurement Manager Ruth Zintzun stated that a full written scope and process would be provided at the Ad Hoc Committee's next meeting in January.

**INFORMATION ITEMS:**

None.

**DEPARTMENT HEAD REPORTS:**

None.

**CLOSED SESSION:****CONVENED IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 54956.9(d)(4) & 54956.9(D)(1).**

The Committee convened in closed session at 5:08 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 LEGAL COUNSEL RE ANTICIPATED LITIGATION - GOVERNMENT CODE SECTION 54956.9(d)(4)**[2023-3342](#)

CONVENED IN CLOSED SESSION:

Number of Potential Cases: 1

Potential initiation of litigation regarding Miller-Holder Easement.

**CS-2 CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION - [2023-3361](#)  
GOVERNMENT CODE SECTION 54956.9(D)(1)**

CONVENED IN CLOSED SESSION:

Number of Cases: 2

Fernando Herrera Workers' Compensation Claim, Workers Compensation Appeals Board, Case Nos. ADJ12271396 and ADJ16380462

**RECONVENED IN REGULAR SESSION.**

The Committee reconvened in regular session at 5:40 p.m.

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

General Counsel Brad Hogin stated there was no reportable action.

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

None.

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

None.

**ADJOURNMENT:**

Vice-Chair Gallagher declared the meeting adjourned at 5:41 p.m. to the next Regular Steering Committee meeting to be held on Wednesday, January 17, 2024 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board