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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 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 AND MANAGER GROUP COMPENSATION AND BENEFITS [2019-596](#)**

**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:

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Kelly A. Lore, MMC  
Clerk of the Board