



## **ORANGE COUNTY SANITATION DISTRICT** **SPECIAL NOTICE REGARDING CORONAVIRUS (COVID-19)** **AND ATTENDANCE AT PUBLIC MEETINGS**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 12, 2020 and March 18, 2020, Governor Newsom issued Executive Order N-25-20 and Executive Order N-29-20, which temporarily suspend portions of the Brown Act which addresses the conduct of public meetings. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which continues the suspension of portions of the Brown Act which addresses the conduct of public meetings through September 30, 2021.

The General Manager and the Chairman of the Board of Directors have determined that due to the size of the Orange County Sanitation District's Board of Directors (25), and the health and safety of the members, the Board of Directors will be participating in meetings of the Board telephonically and via Internet accessibility.

### **PUBLIC PARTICIPATION**

Your participation is always welcome. The Audit Ad Hoc Committee meeting will be available to the public online at:

**<https://ocsd.legistar.com/Calendar.aspx>**

You may submit your comments and questions in writing for the Audit Ad Hoc Committee's consideration in advance of the meeting by using the eComment feature available via the webpage above or sending them to [OCSanClerk@ocsd.com](mailto:OCSanClerk@ocsd.com) with the subject line "PUBLIC COMMENT ITEM # (insert the item number relevant to your comment)" or "PUBLIC COMMENT NON-AGENDA ITEM". Submit your written comments by 3:30 p.m. on Wednesday, June 23, 2021.

You may also submit comments and questions for the Audit Ad Hoc Committee's consideration during the meeting by using the eComment feature that will be available via the webpage above for the duration of the meeting.

All public comments will be provided to the Audit Ad Hoc Committee and may be read into the record or compiled as part of the record.

Thank you.

June 16, 2021

**NOTICE OF SPECIAL MEETING**

**AUDIT AD HOC COMMITTEE  
ORANGE COUNTY SANITATION DISTRICT**

**Thursday, June 24, 2021 – 3:30 P.M.**

**ACCESSIBILITY FOR THE GENERAL PUBLIC**

**Due to the spread of COVID-19, the Orange County Sanitation District will be holding all upcoming Board and Committee meetings by teleconferencing and Internet accessibility. This meeting will be available to the public online at:**

**<https://ocsd.legistar.com/Calendar.aspx>**

A special meeting of the Audit Ad Hoc Committee of the Orange County Sanitation District will be held in the manner indicated herein on  
Thursday, June 24, 2021 at 3:30 p.m.

*Serving:*

Anaheim

Brea

Buena Park

Cypress

Fountain Valley

Fullerton

Garden Grove

Huntington Beach

Irvine

La Habra

La Palma

Los Alamitos

Newport Beach

Orange

Placentia

Santa Ana

Seal Beach

Stanton

Tustin

Villa Park

County of Orange

Costa Mesa  
Sanitary District

Midway City  
Sanitary District

Irvine Ranch  
Water District

Yorba Linda  
Water District

**ROLL CALL  
AUDIT AD HOC COMMITTEE**

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**Meeting Date:** June 24, 2021

**Time:** 4:00 p.m.

**Adjourn:** \_\_\_\_\_

**COMMITTEE MEMBERS (4)**

Glenn Parker, Chair (Brea)	
Anthony Kuo, Vice-Chair (Irvine)	
Marshall Goodman (La Palma)	
Patrick Harper (Fountain Valley)	

**OTHERS**

Brad Hogin, General Counsel	

**STAFF**

Jim Herberg, General Manager	
Lorenzo Tyner, Assistant General Manager	
Wally Ritchie, Controller	
Kelly Lore, Clerk of the Board	

**ORANGE COUNTY SANITATION DISTRICT**  
**BOARD OF DIRECTORS**  
**Complete Roster**

Effective 2/9/2021

<b>AGENCY/CITIES</b>	<b>ACTIVE DIRECTOR</b>	<b>ALTERNATE DIRECTOR</b>
Anaheim	Stephen Faessel	Jose Diaz
Brea	Glenn Parker	Steven Vargas
Buena Park	Art Brown	Connor Traut
Cypress	Stacy Berry	Anne Hertz
Fountain Valley	Patrick Harper	Glenn Grandis
Fullerton	Jesus J. Silva	Nick Dunlap
Garden Grove	Steve Jones	John O'Neill
Huntington Beach	Kim Carr	Dan Kalmick
Irvine	Anthony Kuo	Farrah N. Khan
La Habra	Rose Espinoza	Jose Medrano
La Palma	Marshall Goodman	Nitesh Patel
Los Alamitos	Mark A. Chirco	Ron Bates
Newport Beach	Brad Avery	Joy Brenner
Orange	Kim Nichols	Chip Monaco
Placentia	Chad Wanke	Ward Smith
Santa Ana	Johnathan Ryan Hernandez	Nelida Mendoza
Seal Beach	Sandra Massa-Lavitt	Schelly Sustarsic
Stanton	David Shawver	Carol Warren
Tustin	Ryan Gallagher	Austin Lumbard
Villa Park	Chad Zimmerman	Robert Collacott

**Sanitary/Water Districts**

Costa Mesa Sanitary District	Bob Ooten	Art Perry
Midway City Sanitary District	Andrew Nguyen	Sergio Contreras
Irvine Ranch Water District	John Withers	Douglas Reinhart
Yorba Linda Water District	Brooke Jones	Phil Hawkins

**County Areas**

Board of Supervisors	Doug Chaffee	Donald P. Wagner
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**AUDIT AD HOC COMMITTEE**  
**Special Meeting Agenda**  
**Thursday, June 24, 2021 - 3:30 PM**  
**Board Room**  
**Administration Building**  
**10844 Ellis Avenue**  
**Fountain Valley, CA 92708**  
**(714) 593-7433**

**AGENDA POSTING:** In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted outside the main gate of the Sanitation District's Administration Building located at 10844 Ellis Avenue, Fountain Valley, California, and on the Sanitation District's website at [www.ocsd.com](http://www.ocsd.com) not less than 72 hours prior to the meeting date and time above. All public records relating to each agenda item, including any public records distributed less than 72 hours prior to the meeting to all, or a majority of the Board of Directors, are available for public inspection in the office of the Clerk of the Board.

**AGENDA DESCRIPTION:** The agenda provides a brief general description of each item of business to be considered or discussed. The recommended action does not indicate what action will be taken. The Board of Directors may take any action which is deemed appropriate.

**MEETING AUDIO:** An audio recording of this meeting is available within 24 hours after adjournment of the meeting. Please contact the Clerk of the Board's office at (714) 593-7433 to request the audio file.

**NOTICE TO DIRECTORS:** To place items on the agenda for a Committee or Board Meeting, the item must be submitted in writing to the Clerk of the Board: Kelly A. Lore, MMC, (714) 593-7433 / [klore@ocsd.com](mailto:klore@ocsd.com) at least 14 days before the meeting.

**FOR ANY QUESTIONS ON THE AGENDA, BOARD MEMBERS MAY CONTACT STAFF AT:**

General Manager: Jim Herberg, [jherberg@ocsd.com](mailto:jherberg@ocsd.com) / (714) 593-7300  
Asst. General Manager: Lorenzo Tyner, [lttyner@ocsd.com](mailto:lttyner@ocsd.com) / (714) 593-7550  
Asst. General Manager: Rob Thompson, [rthompson@ocsd.com](mailto:rthompson@ocsd.com) / (714) 593-7310  
Director of Human Resources: Celia Chandler, [cchandler@ocsd.com](mailto:cchandler@ocsd.com) / (714) 593-7202  
Director of Engineering: Kathy Millea, [kmillea@ocsd.com](mailto:kmillea@ocsd.com) / (714) 593-7365  
Director of Environmental Services: Lan Wiborg, [lwiborg@ocsd.com](mailto:lwiborg@ocsd.com) / (714) 593-7450

**CALL TO ORDER****PLEDGE OF ALLEGIANCE****ROLL CALL AND DECLARATION OF QUORUM:**

Clerk of the Board

**PUBLIC COMMENTS:**

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*You may also submit comments and questions for the Audit Ad Hoc Committee's consideration during the meeting by using the eComment feature that will be available via the webpage above for the duration of the meeting. All public comments will be provided to the Audit Ad Hoc Committee and may be read into the record or compiled as part of the record.*

**CONSENT CALENDAR:**

None.

**NON-CONSENT:****1. INTERNAL AUDIT UPDATE: CYBER SECURITY****[2021-1466](#)****RECOMMENDATION:**

Informational Item.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)

**CLOSED SESSION**

*During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chairperson may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government Code Sections 54956.8, 54956.9, 54957 or 54957.6, as noted.*

*Reports relating to (a) purchase and sale of real property; (b) matters of pending or potential litigation; (c) employment actions or negotiations with employee representatives; or which are exempt from public disclosure*

*under the California Public Records Act, may be reviewed by the Board during a permitted closed session and are not available for public inspection. At such time the Board takes final action on any of these subjects, the minutes will reflect all required disclosures of information.*

**CONVENE IN CLOSED SESSION.****CS-1 THREAT TO PUBLIC SERVICES OR FACILITIES (GOVERNMENT  
CODE SECTION 54957 (a))**[2021-1718](#)

RECOMMENDATION: Convene in Closed Session:

Consultation with the Information Technology Systems & Operations Manager regarding cyber security.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[Memo Cyber Security](#)

**RECONVENE IN REGULAR SESSION.****CONSIDERATION OF ACTION, IF ANY, ON MATTERS CONSIDERED IN CLOSED  
SESSION:****OTHER BUSINESS AND COMMUNICATIONS OR SUPPLEMENTAL AGENDA ITEMS, IF  
ANY:****ADJOURNMENT:**

Adjourn the Audit Ad Hoc Committee meeting.



# AUDIT AD HOC COMMITTEE

## Agenda Report

Administration Building  
10844 Ellis Avenue  
Fountain Valley, CA 92708  
(714) 593-7433

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**File #:** 2021-1466

**Agenda Date:** 6/24/2021

**Agenda Item No:** 1.

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**FROM:** James D. Herberg, General Manager  
Originator: Lorenzo Tyner, Assistant General Manager

**SUBJECT:**

**INTERNAL AUDIT UPDATE: CYBER SECURITY**

**GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION:

Informational Item.

### BACKGROUND

Orange County Sanitation District (OC San) selected the audit firm of Eide Bailly LLP to provide audits of various OC San programs and processes and as selected by the Audit Ad Hoc Committee. Most recently, the Audit Ad Hoc Committee selected the permit fee collection process and the cyber security program areas for audit. However, as result of Covid-19, the auditors were directed to focus its efforts on cyber security at this time. The auditors will provide an update of those efforts. Additionally, staff and the auditors will present potential topics for future audit selection.

### RELEVANT STANDARDS

- Conduct audits to determine if an entity's operations are being conducted in an economical and efficient manner
- Conduct audits to establish whether specific government programs are effective in meeting their stated goals and objectives
- Conduct audits to determine if an entity is following policies and procedures in conducting operations

### ATTACHMENT

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

N/A





# AUDIT AD HOC COMMITTEE

## Agenda Report

Administration Building  
10844 Ellis Avenue  
Fountain Valley, CA 92708  
(714) 593-7433

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**File #:** 2021-1718

**Agenda Date:** 6/24/2021

**Agenda Item No:** CS-1

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**FROM:** James D. Herberg, General Manager

**SUBJECT:**

**THREAT TO PUBLIC SERVICES OR FACILITIES (GOVERNMENT CODE SECTION 54957 (A))**

**RECOMMENDATION:** Convene in Closed Session:

Consultation with the Information Technology Systems & Operations Manager regarding cyber security.

### **BACKGROUND**

During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chairperson may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters.

Reports relating to (a) purchase and sale of real property; (b) matters of pending or potential litigation; (c) employment actions or negotiations with employee representatives; or which are exempt from public disclosure under the California Public Records Act, may be reviewed by the Board during a permitted closed session and are not available for public inspection. At such time the Board takes final action on any of these subjects, the minutes will reflect all required disclosures of information.

### **RELEVANT STANDARDS**

- Government Code Sections 54956.8, 54956.9, 54957, or 54957.6, as noted

### **ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

- Memorandum from General Counsel

## MEMORANDUM

TO: Hon. Chair and Members of the Orange County Sanitation District Audit Ad Hoc Committee

FROM: Bradley R. Hogin, Esq.  
General Counsel

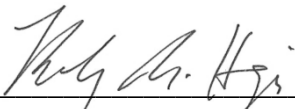
DATE: June 16, 2021

RE: Closed Session Items

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The Audit Ad Hoc Committee desires to hold a closed session on June 24, 2021 for the purpose of conferring with the Information Technology Systems & Operations Manager regarding cyber security. The closed session will be held pursuant to the authority of California Government Code Section 54957(a).

Respectfully submitted,

By   
Bradley R. Hogin, General Counsel