

**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



## Orange County Sanitation District

10844 Ellis Avenue, Fountain Valley, CA 92708

714.962.2411 • [www.ocsd.com](http://www.ocsd.com)

January 15, 2020

### **NOTICE OF MEETING**

#### STEERING COMMITTEE ORANGE COUNTY SANITATION DISTRICT

#### **REGULAR MEETING – 5:00 P.M.**

**Wednesday, January 22, 2020**

Administration Building  
10844 Ellis Avenue  
Fountain Valley, California 92708

The Regular Meeting of the Steering Committee of the Orange County Sanitation District will be held at the above location, date, and time.

***Our Mission:** To protect public health and the environment by providing effective wastewater collection, treatment, and recycling.*

**STEERING COMMITTEE AND  
BOARD MEETING DATES**

February 26, 2020

March 25, 2020

April 22, 2020

May 27, 2020

June 24, 2020

July 22, 2020

August 26, 2020

September 23, 2020

October 28, 2020

***November 18, 2020 \****

***December 16, 2020 \****

January 27, 2021

***\* Meeting will be held on the third Wednesday of the month***

## STEERING COMMITTEE

(1) Roll Call:

Meeting Date: January 22, 2020

Meeting Time: 5:00 p.m.

### Committee Members

David Shawver, Board Chair..... \_\_\_\_\_  
John Withers, Board Vice-Chair..... \_\_\_\_\_  
Robert Collacott, Operations Committee Chair..... \_\_\_\_\_  
Peter Kim, LaPA Committee Chair..... \_\_\_\_\_  
Chad Wanke, Administration Committee Chair..... \_\_\_\_\_  
Glenn Parker, Member-At-Large..... \_\_\_\_\_  
Tim Shaw, Member-At-Large..... \_\_\_\_\_

### Others

Brad Hogin, General Counsel..... \_\_\_\_\_

### Staff

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..... \_\_\_\_\_

### Other Staff Present

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

Effective 01/15/2020

<b>AGENCY/CITIES</b>	<b>ACTIVE DIRECTOR</b>	<b>ALTERNATE DIRECTOR</b>
Anaheim	Lucille Kring	Denise Barnes
Brea	Glenn Parker	Steven Vargas
Buena Park	Fred Smith	Connor Traut
Cypress	Mariellen Yarc	Stacy Berry
Fountain Valley	Steve Nagel	Patrick Harper
Fullerton	Jesus J. Silva	Jan Flory
Garden Grove	Steve Jones	John O'Neill
Huntington Beach	Erik Peterson	Lyn Semeta
Irvine	Christina Shea	Anthony Kuo
La Habra	Tim Shaw	Rose Espinoza
La Palma	Peter Kim	Nitesh Patel
Los Alamitos	Richard Murphy	Dean Grose
Newport Beach	Brad Avery	Joy Brenner
Orange	Mark Murphy	Kim Nichols
Placentia	Chad Wanke	Ward Smith
Santa Ana	Cecilia Iglesias	David Penaloza
Seal Beach	Sandra Massa-Lavitt	Schelly Sustarsic
Stanton	David Shawver	Carol Warren
Tustin	Allan Bernstein	Chuck Puckett
Villa Park	Robert Collacott	Chad Zimmerman

**Sanitary/Water Districts**

Costa Mesa Sanitary District	James M. Ferryman	Bob Ooten
Midway City Sanitary District	Andrew Nguyen	Margie L. Rice
Irvine Ranch Water District	John Withers	Douglas Reinhart
Yorba Linda Water District	Brooke Jones	Phil Hawkins

**County Areas**

Board of Supervisors	Doug Chaffee	Michelle Steel
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**Orange County Sanitation District  
STEERING COMMITTEE  
Regular Meeting Agenda  
Wednesday, January 22, 2020 - 5:00 PM  
Conference Room A  
Administration Building  
10844 Ellis Avenue  
Fountain Valley, CA 92708  
(714) 593-7433**

**ACCOMMODATIONS FOR THE DISABLED:** Meeting Rooms are wheelchair accessible. If you require any special disability related accommodations, please contact the Orange County Sanitation District Clerk of the Board's office at (714) 593-7433 at least 72 hours prior to the scheduled meeting. Requests must specify the nature of the disability and the type of accommodation requested.

**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****DECLARATION OF QUORUM:****PUBLIC COMMENTS:**

*If you wish to address the Committee on any item, please complete a Speaker's Form (located at the back of the room) and submit it to the Clerk of the Board or notify the Clerk of the Board the item number on which you wish to speak. Speakers will be recognized by the Chairperson and are requested to limit comments to three minutes.*

**REPORTS:**

*The Board Chairperson and the General Manager may present verbal reports on miscellaneous matters of general interest to the Directors. These reports are for information only and require no action by the Directors.*

**CONSENT CALENDAR:**

*Consent Calendar Items are considered to be routine and will be enacted, by the Committee, after one motion, without discussion. Any items withdrawn from the Consent Calendar for separate discussion will be considered in the regular order of business.*

**1. APPROVAL OF MINUTES****[2019-793](#)****RECOMMENDATION:**

Approve Minutes of the Regular Meeting of the Steering Committee held December 18, 2019.

**Originator:** Kelly Lore

**Attachments:** [Agenda Report](#)  
[12-18-2019 Steering Committee Minutes](#)

**NON-CONSENT:****2. REQUEST FOR FUNDING - WASTEWATER FLOW & LOADING STUDY****[2020-862](#)****RECOMMENDATION:** Recommend to the Board of Directors to:

Approve the Orange County Sanitation District's on-going participation in the California Association of Sanitation Agencies wastewater flow and loading study and the Participating Agency Contribution Pledge of \$410,676.

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[Pledge Form OCSD Phase 2B](#)

**3. GENERAL MANAGER'S FISCAL YEAR 2019-2020 WORK PLAN MID-YEAR UPDATE** [2020-869](#)

RECOMMENDATION: Recommend to the Board of Directors to:

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

**Originator:** Jim Herberg

**Attachments:** [Agenda Report](#)  
[GM's FY 2019-20 Work Plan Mid-Year Update & Memorandum](#)

**INFORMATION ITEMS:**

None.

**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.*

**CS-1 CONFERENCE WITH LEGAL COUNSEL RE ANTICIPATED LITIGATION - GOVERNMENT CODE SECTION 54956.9(d)(4)** [2020-865](#)

RECOMMENDATION: Convene in Closed Session:

Number of Potential Cases: 1

Initiation of litigation regarding development fees and conditions at Project OCSD  
Headquarters Building: City of Fountain Valley

**Attachments:** [Agenda Report](#)  
[Steering Committee Memo re Anticipated Litigation](#)  
[Headquaters Building 1-22-20](#)

**CS-2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS - GOVERNMENT CODE SECTION 54956.8** [2020-866](#)

RECOMMENDATION: Convene in Closed Session:

Property: 18475 Bandilier Cir. Fountain Valley, CA - APN No.156-163-15;

Agency negotiators: General Manager, Jim Herberg; Assistant General Manager, Lorenzo Tyner; Assistant General Manager, Rob Thompson; and Director of Engineering, Kathy Millea.

Negotiating parties: Sukut Real Properties II, LLC

Under negotiation: Price and terms of payment

**Attachments:** [Agenda Report](#)  
[Steering Committee Closed Session Memo re Real Property 1-22-20](#)

**CONVENE IN CLOSED SESSION.**

**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:**

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

At this time Board members may request staff to place an item on a future agenda.

**ADJOURNMENT:**

The next Steering Committee meeting is scheduled for Wednesday, February 26, 2020 at 5:00 p.m.





# Orange County Sanitation District

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

## STEERING COMMITTEE

### Agenda Report

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**File #:** 2019-793

**Agenda Date:** 1/22/2020

**Agenda Item No:** 1.

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**FROM:** James D. Herberg, General Manager  
Originator: Kelly A. Lore, Clerk of the Board

**SUBJECT:**

#### APPROVAL OF MINUTES

#### GENERAL MANAGER'S RECOMMENDATION

#### RECOMMENDATION:

Approve Minutes of the Regular Meeting of the Steering Committee held December 18, 2019.

#### BACKGROUND

In accordance with the Board of Directors Rules of Procedure, an accurate record of each meeting will be provided to the Directors for subsequent approval at the following meeting.

#### RELEVANT STANDARDS

- Resolution No. OCSD 19-19

#### ATTACHMENT

*The following attachment(s) are included in hard copy and may also be viewed on-line at the OCSD website ([www.ocsd.com](http://www.ocsd.com)) with the complete agenda package:*

- Minutes of the Steering Committee held December 18, 2019



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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, December 18, 2019 at 5:01 p.m. in the Administration Building of the Orange County Sanitation District.

## **DECLARATION OF QUORUM:**

A quorum was declared present, as follows:

**PRESENT:** David Shawver, John Withers, Robert Collacott, Chad Wanke, Glenn Parker and Tim Shaw  
**ABSENT:** Peter Kim

**STAFF MEMBERS 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; Brian Engeln; Dean Fisher; Tom Grant; Tina Knapp; Laura Maravilla; Josh Martinez; Cory Mayne; Jeff Mohr; John Preston; Wally Ritchie; and Ruth Zintzun

**OTHERS PRESENT:** Brad Hogin (General Counsel)

## **PUBLIC COMMENTS:**

None.

## **REPORTS:**

Chair Shawver stated that the Orange County Business Council will be in attendance at the Board meeting to present OCSD with the 2019 Sustainable and Green Development Award for the Food Waste Receiving Station Project.

## **CONSENT CALENDAR:**

### **1. APPROVAL OF MINUTES**

[\*\*2019-710\*\*](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Steering Committee held November 20, 2019.

**AYES:** David Shawver, John Withers, Robert Collacott, Chad Wanke, Glenn Parker and Tim Shaw

**NOES:** None

**ABSENT:** Peter Kim

**ABSTENTIONS:** None

**NON-CONSENT:**

**2. MEMORANDUM OF UNDERSTANDING WITH ORANGE COUNTY  
EMPLOYEES RETIREMENT SYSTEM REGARDING PAYMENT OF  
UNFUNDED ACTUARIAL ACCRUED LIABILITIES**

**[2019-809](#)**

**Originator:** Lorenzo Tyner

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

Adopt Resolution No. OCSD 19-20 entitled, "A Resolution of the Board of Directors of the Orange County Sanitation District authorizing the Execution of the Memorandum of Understanding with the Orange County Employees Retirement System establishing the terms to recognize and apply the Orange County Sanitation District's satisfaction of its Unfunded Accrued Actuarial Liability and deferred Unfunded Accrued Actuarial Liability.

**AYES:** David Shawver, John Withers, Robert Collacott, Chad Wanke, Glenn Parker and Tim Shaw

**NOES:** None

**ABSENT:** Peter Kim

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

None.

**DEPARTMENT HEAD REPORTS:**

None.

**CLOSED SESSION:**

**CONVENED IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS  
54956.8 & 54956.9(d)(4):**

The Committee convened in closed session at 5:05 p.m. to discuss four items. 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)** [2019-799](#)

CONVENED IN CLOSED SESSION:

Number of Potential Cases: 1

Initiation of litigation regarding development fees and conditions at Project OCSD Headquarters Building: City of Fountain Valley

**CS-2 CONFERENCE WITH LEGAL COUNSEL RE ANTICIPATED LITIGATION - GOVERNMENT CODE SECTION 54956.9(d)(4)** [2019-834](#)

CONVENED IN CLOSED SESSION:

Number of Potential Cases: 1

Claim received from Shimmick Construction pertaining to Project No. J-117B - Outfall Low Pump Station Ocean Outfall System Rehabilitation

**CS-3 CONFERENCE WITH LEGAL COUNSEL RE ANTICIPATED LITIGATION - GOVERNMENT CODE SECTION 54956.9(d)(4)** [2019-841](#)

CONVENED IN CLOSED SESSION:

Number of Potential Cases: 1

Claim received from Terra Insurance Company pertaining to insurance requirements for Orange County Sanitation District Project No. PS17-03 - Active Fault Location Study at Plant No. 2

**CS-4 CONFERENCE WITH REAL PROPERTY NEGOTIATORS - GOVERNMENT CODE SECTION 54956.8** [2019-839](#)

CONVENED IN CLOSED SESSION:

Property: 18475 Bandilier Cir. Fountain Valley, CA - APN No.156-163-15;

Agency negotiators: General Manager, Jim Herberg; Assistant General Manager, Lorenzo Tyner; Assistant General Manager, Rob Thompson; and Director of Engineering, Kathy Millea.

Negotiating parties: Sukut Real Properties II, LLC

Under negotiation: Price and terms of payment

**RECONVENE IN REGULAR SESSION.**

The Committee reconvened in regular session at 5:52p.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 5:53 p.m. to the next Steering Committee meeting to be held on Wednesday, January 22, 2020 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board



# Orange County Sanitation District

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

## STEERING COMMITTEE

### Agenda Report

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**File #:** 2020-862

**Agenda Date:** 1/22/2020

**Agenda Item No:** 2.

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

**SUBJECT:**

### REQUEST FOR FUNDING - WASTEWATER FLOW & LOADING STUDY

#### GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Approve the Orange County Sanitation District's on-going participation in the California Association of Sanitation Agencies wastewater flow and loading study and the Participating Agency Contribution Pledge of \$410,676.

#### BACKGROUND

The Orange County Sanitation District's (Sanitation District) goal has always been to fairly and equitably allocate the cost of wastewater management to all its customers in a cost-effective manner. Agencies throughout the state, including the Sanitation District, use engineering estimates of average loadings (wastewater flowrates and strength data according to use category) to proportionately allocate wastewater management costs and minimize administrative expenses. Water suppliers have established more aggressive water conservation measures in response to drought conditions and, therefore, it is prudent to review the wastewater loadings at this time and update them, if necessary, to ensure that they accurately reflect current wastewater characteristics. The California Association of Sanitation Agencies (CASA) has coordinated a statewide wastewater flow and loading study that is funded by participating sanitation agencies across the state. The cost of the study is shared amongst participating agencies in proportion to discharge volume. The Sanitation District contributed \$510,399 toward the cost of the initial RFP, Phase 1, and Phase 2A of the study. In return, the Sanitation District is participating in structuring the study and will have access to the results of the study.

CASA is now preparing for Phase 2B of the study. The estimated total cost of Phase 2B is \$2,840,000, with the Sanitation District's contribution being \$410,676. Phase 2B consists of the expanded non-residential sampling study and a return to sewer/water consumption data analysis. These are included in the original contract as tasks requiring funding by each of the participating agencies. Due to additional agencies joining in the study, the Sanitation District's costs are lower than originally anticipated.

Phase 2B is expected to be completed in fiscal year 2020-21, along with the data analysis and handbook with results of the study.

## **RELEVANT STANDARDS**

- Ensure the public's money is wisely spent

## **PROBLEM**

Water suppliers have established more aggressive water conservation measures in response to drought conditions; therefore, it is prudent to review the wastewater loadings at this time and update them, if necessary, to ensure that they accurately reflect current wastewater characteristics.

## **PROPOSED SOLUTION**

CASA has coordinated a statewide wastewater flow and loading study to be funded by participating sanitation agencies across the state.

## **TIMING CONCERNS**

In order to move forward with Phase 2B of the wastewater flow and loading study, CASA needs the commitment and payment from the Sanitation District no later than February 15, 2020.

## **RAMIFICATIONS OF NOT TAKING ACTION**

Without the commitment of the Sanitation District, the sampling pilot study will not be able to move forward and maintain the timeline that is needed to collect accurate flow and loading information.

## **PRIOR COMMITTEE/BOARD ACTIONS**

May 2018 - Board approved a contribution of \$360,149 toward the cost of Phase 2A of the flow and loading study (\$360,149 was the actual amount spent).

June 2017 - Board approved a contribution of \$83,600 toward the cost of Phase 1B of the flow and loading study (\$67,750 was the actual amount spent).

November 2016 - Board approved a contribution of \$82,500 toward the cost of the first phase of the flow and loading study.

## **ADDITIONAL INFORMATION**

N/A

## **CEQA**

N/A

## **FINANCIAL CONSIDERATIONS**

This contribution pledge of \$410,676 has not been budgeted entirely. \$350,000 was budgeted for 2019-20. \$200,000 was budgeted for 2018-19 and was not spent. Budgeted funds are available from other budgeted line items with expected savings and, upon Board approval, these funds will be transferred to cover this item. In total, actual operating costs for FY 2019-20 will not exceed the annual operating budget.

## **ATTACHMENT**

*The following attachment(s) is included in hard copy and may also be viewed on-line at the OCSD website ([www.ocsd.com](http://www.ocsd.com)) with the complete agenda package:*

- Participating Agency Contribution Pledge Form - CASA Flow and Loading Study



California Association of Sanitation Agencies  
Flow and Loading Study Project  
Phase 2B  
Participating Agency Contribution Pledge Form

**Please Respond by February 15, 2020**

Agency: Orange County Sanitation District

Contact Name: \_\_\_\_\_

Telephone &  
Email: \_\_\_\_\_

My agency is committed to contributing the following amount to the Flow and Loading Study project being managed by CASA. I understand that CASA will be sending an invoice (or series of invoices) for the following total contribution amount in the future:

**\$ 410,676.00**

The relative agency contribution levels have been determined per the funding share agreement that was previously distributed to all counsel.

Please return Contribution Commitment Form to:

Adam D. Link, CASA Executive Director  
1225 8<sup>th</sup> Street, Suite 595  
Sacramento, CA 95814  
Telephone: (916) 446-0388  
E-Mail: [alink@casaweb.org](mailto:alink@casaweb.org)

You do not need to send a check at this time.  
You will receive an invoice based upon your pledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank You!



## STEERING COMMITTEE

### Agenda Report

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**File #:** 2020-869

**Agenda Date:** 1/22/2020

**Agenda Item No:** 3.

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

**SUBJECT:**

**GENERAL MANAGER'S FISCAL YEAR 2019-2020 WORK PLAN MID-YEAR UPDATE**

**GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION: Recommend to the Board of Directors to:

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

**BACKGROUND**

Each year, the General Manager prepares a work plan of activities to be accomplished during the fiscal year. Attached is the mid-year update for the General Manager's Fiscal Year 2019-2020 work plan.

**RELEVANT STANDARDS**

- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard
- Plan for and execute succession, minimizing vacant position times
- Cultivate a highly qualified, well-trained, and diverse workforce
- Maintain and adhere to appropriate internal planning documents: Biosolids, Odor, and Energy Master Plans
- Use all practical and effective means for resource recovery

**PRIOR COMMITTEE/BOARD ACTIONS**

September 2019 - Presentation of the General Manager's Fiscal Year 2019-2020 Work Plan to the Steering Committee and Board of Directors for approval.

August 2019 - Draft work plan reviewed by the Steering Committee and Board of Directors.

**ADDITIONAL INFORMATION**

The General Manager's Work Plan includes goals for the fiscal year. At mid-year, seven items have reached completion and all remaining items are on track to be completed by, or prior to, the end of the fiscal year and the deadline of the overall work plan.

**FINANCIAL CONSIDERATIONS**

All items included in the General Manager's Work Plan are budgeted in the FY 2019-2020 Budget.

**ATTACHMENT**

*The following attachment(s) is included in hard copy and may also be viewed on-line at the OCSD website ([www.ocsd.com](http://www.ocsd.com)) with the complete agenda package:*

- General Manager's FY 2019-2020 Work Plan Mid-Year Update and Memorandum



January 22, 2020

TO: Chairman and Members of the Board of Directors

FROM: James D. Herberg, General Manager

SUBJECT: **General Manager's Fiscal Year 2019-2020 Work Plan Mid-Year Update**

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I am pleased to present the mid-year update for my Fiscal Year 2019-20 Work Plan. The Work Plan has 20 individual goals organized under the five focus areas of safety and security, succession planning, resource recovery, reliability, and operational optimization. This Work Plan was first reviewed with the Steering Committee and Board of Directors on August 28, 2019 and finalized and approved by the Board of Directors on September 25, 2019.

**1. Safety and Security**

- **Emergency Preparedness** – Develop and conduct an external emergency response and recovery drill by June 30, 2020 that tests the Integrated Emergency Response Plan (IERP).

**UPDATE:** The Great Shakeout Exercise was conducted on October 17, 2019 to test the IERP. The exercise included Care Ambulance as external evaluators to provide feedback on any areas of opportunity for improvement, which will be folded into our current plan.

- **Safety Engineering Solutions** – Complete six of the remaining eight Safety Improvement Construction Projects by June 30, 2020.

**UPDATE:** Five of the eight Safety Improvement Construction Projects were completed by December 31, 2019. Two of the remaining three are on schedule to be completed by June 30, 2020.

- **Voluntary Protection Plan (VPP) Certification** – Apply for the VPP certification for Plant No. 1 by June 30, 2020.

**UPDATE:** Staff continues to prepare for OCSD's forthcoming VPP application by addressing findings from the 2018 VPP Gap Analysis and meeting with our VPP mentor site, Eastern Municipal Water District, in October 2019. Additionally, staff attended a Cal/OSHA VPP Workshop in December 2019 to obtain updates on the application process. Application will be submitted prior to June 30, 2020.

- **Physical Security Plan** – Complete the development and implementation of a Physical Security Plan by June 30, 2020.

**UPDATE:** Staff is developing a scope of work for the Physical Security Plan. The scope of work is scheduled to be completed by December 31, 2019, with implementation to be completed by June 30, 2020.

- **Cyber Security Plan** – Complete the development and implementation of a Cyber Security Plan by June 30, 2020.

**UPDATE:** Development of the Cyber Security Plan is underway with a preliminary draft targeted for the end of January 2020.

## 2. **Succession Planning**

- **Leadership Development** – Provide at least two specialized trainings tailored to the Supervisory Level and one for the EMT/ Managers by June 30, 2020.

**UPDATE:** Staff developed and conducted a *Return to Work Training* for all management staff in September 2019. Currently, staff is developing a "*Back to Basics*" training targeted for various levels of management to provide the tools and resources needed to navigate the core functions of OCSD. The training should be completed and ready for implementation by June 30, 2020.

## 3. **Resource Recovery**

- **Groundwater Replenishment System (GWRS) Final Expansion** – Meet the following milestones to support the final expansion of GWRS:

- Advertise for Construction of Project P2-122, Headworks Modifications at Plant No. 2 for GWRS Expansion by January 31, 2020.

**UPDATE:** The Headworks Modification at Plant No. 2 Project advertised for Construction on October 10, 2019, two weeks ahead of its original schedule.

- Issue Construction Contract Notice to Proceed for Project P2-122, Headworks Modifications at Plant No. 2 for GWRS Expansion by June 30, 2020.

**UPDATE:** A recommendation to award a construction contract for the Headworks Modification at Plant No.2 project is scheduled for the January 2020 Board of Directors Meeting.

- **Emerging Contaminants** – Work with industry, academic, and agency partners to develop science-based regulations and an adaptive plan by June 30, 2020 to address the potential impact of PFAS to OCSD.

**UPDATE:** PFAS regulations for water, wastewater, solids waste, and biosolids are under early development at the federal and state levels. In the interim, OCSD is collaborating with multiple partners to develop analytical methods for non-potable water samples and pragmatic source control strategies in preparation for anticipated Santa Ana Water Regional Control Board's Phase 3 Investigative Order for PFAS.

- **Food Waste Digestion Pricing Policy** – Present a draft policy and pricing plan to the Board of Directors by June 30, 2020.

**UPDATE:** Staff have gathered data from California sister agencies with food waste digestion pricing experience and consulted with General Counsel on business model options such as cost-recovery and revenue-generating. A draft policy is on track to be presented to the Board of Directors.

## 4. **Reliability**

- **Asset Management Plan** – Develop an Asset Management Plan by December 31, 2019 that includes an inventory of critical assets for each process area and the collection system; an evaluation of their condition and performance; and an implementation plan to maintain, rehabilitate, and replace these assets to meet the required levels of service at the lowest life cycle cost and at an acceptable level of risk.

**UPDATE:** A draft Asset Management Plan was developed and reviewed in September 2019. The Plan was finalized in December 2019 and will be presented at the March 2020 Operations and Administration Committee Meetings as an informational item.

- **Central Generation Engines** – Implement an in-house heavy mechanical maintenance team and award a contract by December 31, 2019 to overhaul two Central Generation Engines.

**UPDATES:** A Heavy Mechanical Maintenance team was implemented in October 2019 and a contract to overhaul two Central Generation Engines was awarded in November 2019.

- **Pump Station Bypass Exercises** – Bypass pump two Pump Stations to prove emergency readiness and use the exercise to do critical valve and electrical maintenance at those Pump Stations by June 30, 2020.

**UPDATES:** MacArthur Pump Station was bypassed on August 3, 2019 to replace a failed force main valve. Contract services were utilized to perform the bypass operation due to the long run of temporary pipe installation. The second pump station will be bypassed prior to June 30, 2020.

## **5. Operational Optimization**

- **OCSD Headquarters Building** – Advertise for Construction for Headquarters Complex Site Preparation, Contract No. P1-128C by February 29, 2020. Obtain City of Fountain Valley approvals for the Headquarters Building by June 30, 2020.

**UPDATE:** The advertisement for Construction for Project P1-128C is scheduled for February 2020. The plans and specifications for the new Headquarters will be finalized and ready for submission to the City of Fountain Valley in March 2020. This effort is on schedule.

- **Document Management** – Complete Records Management and Trusted System Needs Assessment by November 30, 2019.

**UPDATE:** The records management survey, document inventory, workflow workshops, taxonomy sessions, and staffing evaluation are all completed. The schedule has been pushed back with a current anticipated finish date of January 22, 2020 as a result of staffing changes. Findings & Recommendations draft submitted in November; current system evaluation and future recommendations draft submitted in December; and assessment of OCSD's Records Management program draft due in January 2020.

- **Communications Audit** – Complete the audit and provide a report to the Legislative and Public Affairs Committee by March 30, 2020.

**UPDATE:** The Communications Audit is complete, and a report will be submitted to the Legislative and Public Affairs Committee by March 30, 2020.

- **Capital Project Delivery** – Complete a formal design review framework by June 30, 2020. Complete a framework for regular updates of engineering policies and procedures, design guidelines, and engineering standards by June 30, 2020.

**UPDATE:** The Engineering Department conducted a retreat with the department Managers and Supervisors in October 2019 to prepare for a design review framework and a departmental strategy for an updated standard for documentation maintenance. Management staff have developed a draft design review framework and standard for

maintaining policies and procedures, design guidelines, and engineering standards. Formal implementation plans will be finalized by June 30, 2020.

- **Solids Handling Optimization** – Complete commissioning and optimize performance of new solids handling facilities at each plant by December 31, 2019.

**UPDATE:** The new solids handling facilities at both facilities were commissioned and optimized in October 2019.

- **Strategic Plan** – Complete new Strategic Plan for adoption by the Board of Directors by November 30, 2019.

**UPDATE:** The Strategic Plan was finalized and adopted by the Board of Directors on November 20, 2019.

- **Two Year Budget** – Complete new two-year budget for adoption by the Board of Directors on June 24, 2020.

**UPDATE:** The two-year budget process is set to begin in January 2020 and be submitted to the Board of Directors for adoption in June 2020.



## Orange County Sanitation District

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

### STEERING COMMITTEE

#### Agenda Report

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**File #:** 2020-865

**Agenda Date:** 1/22/2020

**Agenda Item No:** CS-1

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

**SUBJECT:**

**CONFERENCE WITH LEGAL COUNSEL RE ANTICIPATED LITIGATION - GOVERNMENT CODE SECTION 54956.9(D)(4)**

**RECOMMENDATION:** Convene in Closed Session:

Number of Potential Cases: 1

Initiation of litigation regarding development fees and conditions at Project OCSD Headquarters  
Building: City of Fountain Valley

#### **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) are included in hard copy and may also be viewed on-line at the OCSD website ([www.ocsd.com](http://www.ocsd.com)) with the complete agenda package:*

- Memorandum from General Counsel



## MEMORANDUM

TO: Hon. Chair and Members of the Orange County Sanitation District Steering Committee

FROM: Bradley R. Hogin, Esq.  
General Counsel


DATE: January 14, 2020

RE: Closed Session Items

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The Steering Committee desires to hold a closed session on January 22, 2020 for the purpose of conferring with its legal counsel regarding potential litigation. Based on existing facts and circumstances, the Committee is deciding whether to initiate litigation against another party. The closed session will be held pursuant to the authority of California Government Code Section 54956.9(d)(4). The facts and circumstances are as follows: a dispute has arisen between the City of Fountain Valley and the District regarding fees and conditions that the City seeks to impose on the District's construction of a new headquarters building. In the view of the District, these fees and conditions are unlawful.

Respectfully submitted,

By   
Bradley R. Hogin, General Counsel



# Orange County Sanitation District

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

## STEERING COMMITTEE

### Agenda Report

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**File #:** 2020-866

**Agenda Date:** 1/22/2020

**Agenda Item No:** CS-2

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

**SUBJECT:**

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS - GOVERNMENT CODE SECTION 54956.8**

**RECOMMENDATION:** Convene in Closed Session:

Property: 18475 Bandilier Cir. Fountain Valley, CA - APN No.156-163-15;

Agency negotiators: General Manager, Jim Herberg; Assistant General Manager, Lorenzo Tyner; Assistant General Manager, Rob Thompson; and Director of Engineering, Kathy Millea.

Negotiating parties: Sukut Real Properties II, LLC

Under negotiation: Price and terms of payment

### **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**

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- Memorandum from General Counsel

**MEMORANDUM**

TO: Hon. Chair and Members of the Orange County Sanitation District Steering Committee

FROM: Bradley R. Hogin, Esq.  
General Counsel

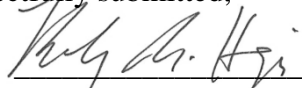
DATE: January 14, 2020

RE: Closed Session Items

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The Steering Committee desires to hold a closed session on January 22, 2019 for the purpose of conferring with its negotiators regarding the purchase of real property. The property is 18475 Bandilier Cir. Fountain Valley, APN No. 156-163-15. The District's negotiators are Jim Herberg, Lorenzo Tyner, Rob Thompson and Kathy Millea. The adverse negotiators will be representatives of Sukut Real Properties, LLC. Said closed session will be held pursuant to authority of California Government Code Section 54956.8.

Respectfully submitted,

By:   
Bradley R. Hogin, General Counsel

# ORANGE COUNTY SANITATION DISTRICT

## COMMON ACRONYMS

<b>ACWA</b>	Association of California Water Agencies	<b>LAFCO</b>	Local Agency Formation Commission	<b>RWQCB</b>	Regional Water Quality Control Board
<b>APWA</b>	American Public Works Association	<b>LOS</b>	Level Of Service	<b>SARFPA</b>	Santa Ana River Flood Protection Agency
<b>AQMD</b>	Air Quality Management District	<b>MGD</b>	Million Gallons Per Day	<b>SARI</b>	Santa Ana River Interceptor
<b>ASCE</b>	American Society of Civil Engineers	<b>MOU</b>	Memorandum of Understanding	<b>SARWQCB</b>	Santa Ana Regional Water Quality Control Board
<b>BOD</b>	Biochemical Oxygen Demand	<b>NACWA</b>	National Association of Clean Water Agencies	<b>SAWPA</b>	Santa Ana Watershed Project Authority
<b>CARB</b>	California Air Resources Board	<b>NEPA</b>	National Environmental Policy Act	<b>SCADA</b>	Supervisory Control And Data Acquisition
<b>CASA</b>	California Association of Sanitation Agencies	<b>NGOs</b>	Non-Governmental Organizations	<b>SCAP</b>	Southern California Alliance of Publicly Owned Treatment Works
<b>CCTV</b>	Closed Circuit Television	<b>NPDES</b>	National Pollutant Discharge Elimination System	<b>SCAQMD</b>	South Coast Air Quality Management District
<b>CEQA</b>	California Environmental Quality Act	<b>NWRI</b>	National Water Research Institute	<b>SOCWA</b>	South Orange County Wastewater Authority
<b>CIP</b>	Capital Improvement Program	<b>O &amp; M</b>	Operations & Maintenance	<b>SRF</b>	Clean Water State Revolving Fund
<b>CRWQCB</b>	California Regional Water Quality Control Board	<b>OCCOG</b>	Orange County Council of Governments	<b>SSMP</b>	Sewer System Management Plan
<b>CWA</b>	Clean Water Act	<b>OCHCA</b>	Orange County Health Care Agency	<b>SSO</b>	Sanitary Sewer Overflow
<b>CWEA</b>	California Water Environment Association	<b>OCSD</b>	Orange County Sanitation District	<b>SWRCB</b>	State Water Resources Control Board
<b>EIR</b>	Environmental Impact Report	<b>OCWD</b>	Orange County Water District	<b>TDS</b>	Total Dissolved Solids
<b>EMT</b>	Executive Management Team	<b>OOBS</b>	Ocean Outfall Booster Station	<b>TMDL</b>	Total Maximum Daily Load
<b>EPA</b>	US Environmental Protection Agency	<b>OSHA</b>	Occupational Safety and Health Administration	<b>TSS</b>	Total Suspended Solids
<b>FOG</b>	Fats, Oils, and Grease	<b>PCSA</b>	Professional Consultant/Construction Services Agreement	<b>WDR</b>	Waste Discharge Requirements
<b>gpd</b>	gallons per day	<b>PDSA</b>	Professional Design Services Agreement	<b>WEF</b>	Water Environment Federation
<b>GWRS</b>	Groundwater Replenishment System	<b>POTW</b>	Publicly Owned Treatment Works	<b>WERF</b>	Water Environment & Reuse Foundation
<b>ICS</b>	Incident Command System	<b>ppm</b>	parts per million	<b>WIFIA</b>	Water Infrastructure Finance and Innovation Act
<b>IERP</b>	Integrated Emergency Response Plan	<b>PSA</b>	Professional Services Agreement	<b>WIIN</b>	Water Infrastructure Improvements for the Nation Act
<b>JPA</b>	Joint Powers Authority	<b>RFP</b>	Request For Proposal	<b>WRDA</b>	Water Resources Development Act

## ORANGE COUNTY SANITATION DISTRICT GLOSSARY OF TERMS

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**ACTIVATED SLUDGE PROCESS** – A secondary biological wastewater treatment process where bacteria reproduce at a high rate with the introduction of excess air or oxygen and consume dissolved nutrients in the wastewater.

**BENTHOS** – The community of organisms, such as sea stars, worms, and shrimp, which live on, in, or near the seabed, also known as the benthic zone.

**BIOCHEMICAL OXYGEN DEMAND (BOD)** – The amount of oxygen used when organic matter undergoes decomposition by microorganisms. Testing for BOD is done to assess the amount of organic matter in water.

**BIOGAS** – A gas that is produced by the action of anaerobic bacteria on organic waste matter in a digester tank that can be used as a fuel.

**BIOSOLIDS** – Biosolids are nutrient rich organic and highly treated solid materials produced by the wastewater treatment process. This high-quality product can be recycled as a soil amendment on farmland or further processed as an earth-like product for commercial and home gardens to improve and maintain fertile soil and stimulate plant growth.

**CAPITAL IMPROVEMENT PROGRAM (CIP)** – Projects for repair, rehabilitation, and replacement of assets. Also includes treatment improvements, additional capacity, and projects for the support facilities.

**COLIFORM BACTERIA** – A group of bacteria found in the intestines of humans and other animals, but also occasionally found elsewhere, used as indicators of sewage pollution. E. coli are the most common bacteria in wastewater.

**COLLECTIONS SYSTEM** – In wastewater, it is the system of typically underground pipes that receive and convey sanitary wastewater or storm water.

**CERTIFICATE OF PARTICIPATION (COP)** – A type of financing where an investor purchases a share of the lease revenues of a program rather than the bond being secured by those revenues.

**CONTAMINANTS OF POTENTIAL CONCERN (CPC)** – Pharmaceuticals, hormones, and other organic wastewater contaminants.

**DILUTION TO THRESHOLD (D/T)** – The dilution at which the majority of people detect the odor becomes the D/T for that air sample.

**GREENHOUSE GASES (GHG)** – In the order of relative abundance water vapor, carbon dioxide, methane, nitrous oxide, and ozone gases that are considered the cause of global warming ("greenhouse effect").

**GROUNDWATER REPLENISHMENT SYSTEM (GWRS)** – A joint water reclamation project that proactively responds to Southern California's current and future water needs. This joint project between the Orange County Water District and the Orange County Sanitation District provides 70 million gallons per day of drinking quality water to replenish the local groundwater supply.

**LEVEL OF SERVICE (LOS)** – Goals to support environmental and public expectations for performance.

**N-NITROSODIMETHYLAMINE (NDMA)** – A N-nitrosamine suspected cancer-causing agent. It has been found in the Groundwater Replenishment System process and is eliminated using hydrogen peroxide with extra ultra-violet treatment.

**NATIONAL BIOSOLIDS PARTNERSHIP (NBP)** – An alliance of the National Association of Clean Water Agencies and Water Environment Federation, with advisory support from the US Environmental Protection Agency. NBP is committed to developing and advancing environmentally sound and sustainable biosolids management practices that go beyond regulatory compliance and promote public participation to enhance the credibility of local agency biosolids programs and improved communications that lead to public acceptance.

**PLUME** – A visible or measurable concentration of discharge from a stationary source or fixed facility.

**PUBLICLY OWNED TREATMENT WORKS (POTW)** – A municipal wastewater treatment plant.

**SANTA ANA RIVER INTERCEPTOR (SARI) LINE** – A regional brine line designed to convey 30 million gallons per day of non-reclaimable wastewater from the upper Santa Ana River basin to the ocean for disposal, after treatment.

**SANITARY SEWER** – Separate sewer systems specifically for the carrying of domestic and industrial wastewater. Combined sewers carry both wastewater and urban runoff.

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)** – Regional regulatory agency that develops plans and regulations designed to achieve public health standards by reducing emissions from business and industry.

**SECONDARY TREATMENT** – Biological wastewater treatment, particularly the activated sludge process, where bacteria and other microorganisms consume dissolved nutrients in wastewater.

**SLUDGE** – Untreated solid material created by the treatment of wastewater.

**TOTAL SUSPENDED SOLIDS (TSS)** – The amount of solids floating and in suspension in wastewater.

**TRICKLING FILTER** – A biological secondary treatment process in which bacteria and other microorganisms, growing as slime on the surface of rocks or plastic media, consume nutrients in wastewater as it trickles over them.

**URBAN RUNOFF** – Water from city streets and domestic properties that carry pollutants into the storm drains, rivers, lakes, and oceans.

**WASTEWATER** – Any water that enters the sanitary sewer.

**WATERSHED** – A land area from which water drains to a particular water body. The Orange County Sanitation District's service area is in the Santa Ana River Watershed.