



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.

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 Internet accessibility.

PUBLIC PARTICIPATION

Your participation is always welcome. The Steering 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 Steering Committee's consideration in advance of the meeting only by sending them to OCSDClerk@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 5:00 p.m. on Tuesday, June 23, 2020. All public comments will be provided to the Steering Committee and may be read into the record or compiled as part of the record.

Thank you.

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

June 17, 2020

NOTICE OF MEETING

STEERING COMMITTEE ORANGE COUNTY SANITATION DISTRICT

REGULAR MEETING – 5:00 P.M.

Wednesday, June 24, 2020

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>

The Regular Meeting of the Steering Committee of the Orange County Sanitation District will be held in the manner indicated above on Wednesday, June 24, 2020 at 5:00 p.m.

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

**STEERING COMMITTEE AND
BOARD MEETING DATES**

July 22, 2020

August 26, 2020

September 23, 2020

October 28, 2020

November 18, 2020 *

December 16, 2020 *

January 27, 2021

February 24, 2021

March 24, 2021

April 28, 2021

May 26, 2021

June 23, 2021

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

STEERING COMMITTEE

(1) Roll Call:

Meeting Date: June 24, 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 06/05/2020

AGENCY/CITIES	ACTIVE DIRECTOR	ALTERNATE DIRECTOR
Anaheim	Lucille Kring	Denise Barnes
Brea	Glenn Parker	Cecilia Hupp
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	VACANT	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	Donald P. Wagner
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**Orange County Sanitation District
STEERING COMMITTEE
Regular Meeting Agenda
Wednesday, June 24, 2020 - 5:00 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 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 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 / (714) 593-7300
Asst. General Manager: Lorenzo Tyner, lttyner@ocsd.com / (714) 593-7550
Asst. General Manager: Rob Thompson, rthompson@ocsd.com / (714) 593-7310
Director of Human Resources: Celia Chandler, cchandler@ocsd.com / (714) 593-7202
Director of Engineering: Kathy Millea, kmillea@ocsd.com / (714) 593-7365
Director of Environmental Services: Lan Wiborg, lwiborg@ocsd.com / (714) 593-7450

CALL TO ORDER**DECLARATION OF QUORUM:****PUBLIC COMMENTS:**

You may submit your comments and questions in writing for the Committee's consideration by sending them to the Clerk of the Board at OCSDClerk@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 5:00 p.m. on June 23, 2020. All public comments will be provided to the Committee and may be read into the record or compiled as part of the record.

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 [2020-1111](#)**RECOMMENDATION:**

Approve Minutes of the Regular Meeting of the Steering Committee held May 27, 2020.

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[05-27-2020 Steering Committee Minutes](#)

2. GENERAL MANAGER'S FY 2019-2020 WORK PLAN YEAR-END UPDATE [2020-1049](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the General Manager's FY 2019-2020 Work Plan Year-End Update.

Originator: Jim Herberg

Attachments: [Agenda Report](#)
[GM 19-20 Work Plan Year-End Update](#)

NON-CONSENT:

None.

INFORMATION ITEMS:**3. INTERIM FOOD WASTE RECEIVING FACILITY, PROJECT NO. P2-124, [2020-1092](#)
AND PRICING POLICY DISCUSSION****RECOMMENDATION:**

Information Item.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[2020-05-19 Letter from City of Brea](#)

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 CONFERENCE WITH LEGAL COUNSEL RE ANTICIPATED LITIGATION - GOVERNMENT CODE SECTION 54956.9(d)(4) [2020-1112](#)**

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](#)
[Memo re Anticipated Litigation-Headquarters Building](#)

CS-2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION 54957(b)(1) [2020-1005](#)

RECOMMENDATION: Convene in Closed Session:

Public Employee Performance Evaluation

Number of Employees: 1

- General Manager

Attachments: [Agenda Report](#)
[Memo re General Manager Evaluation](#)

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 Directors may request staff to place an item on a future agenda.

ADJOURNMENT:

The next Steering Committee meeting is scheduled for Wednesday, July 22, 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

File #: 2020-1111

Agenda Date: 6/24/2020

Agenda Item No: 1.

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 May 27, 2020.

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.

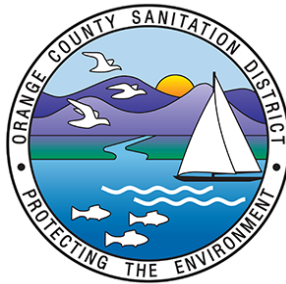
RELEVANT STANDARDS

- Resolution No. OCSD 19-19

ATTACHMENT

The following attachment(s) may be viewed on-line at the OCSD website (www.ocsd.com) with the complete agenda package:

- Minutes of the Steering Committee meeting held May 27, 2020



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, May 27, 2020 at 5:00 p.m. in the Administration Building of the Orange County Sanitation District.

The Clerk of the Board 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) and announced the teleconference meeting guidelines and stated that votes will be taken by roll call.

ROLL CALL AND DECLARATION OF QUORUM:

A quorum was declared present, as follows:

PRESENT: David Shawver, John Withers, Robert Collacott, Peter Kim, Glenn Parker, Tim Shaw and Chad Wanke
ABSENT: None

STAFF MEMBERS PRESENT: Jim Herberg, General Manager; Kelly Lore, Clerk of the Board; Al Garcia, and Josh Martinez 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, Tom Grant, and Tina Knapp participated telephonically.

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

PUBLIC COMMENTS:

None.

REPORTS:

Chair Shawver stated that the June Operations and Administration Committee meetings will be held on their regular date and time and will continue to take place remotely. There is no Legislative and Public Affairs Committee meeting scheduled for June.

Chair Shawver stated that the COVID-19 pandemic has created a very stressful and financial hardship for Orange County. He requested that, if financially feasible, OCSD possibly provide relief for our ratepayers by delaying the scheduled July 1st, 1.2 percent increase rate adjustment for one year. He requested that staff review the potential impact and ability of

delaying the upcoming rate adjustment and return to the Board of Directors with the information.

CONSENT CALENDAR:**1. APPROVAL OF MINUTES**[2020-1053](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular Meeting of the Steering Committee held April 22, 2020.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

NON-CONSENT:

None.

INFORMATION ITEMS:

None.

CLOSED SESSION:**CONVENED IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(4):**

The Committee convened in closed session at 5:10 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 CONFERENCE WITH LEGAL COUNSEL RE ANTICIPATED
LITIGATION - GOVERNMENT CODE SECTION 54956.9(d)(4)**[2020-970](#)

CONVENED IN CLOSED SESSION: Item Heard

Number of Potential Cases: 1

Initiation of litigation regarding development fees and conditions on the Orange County Sanitation District's new Headquarters Building project: City of Fountain Valley.

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 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:

Board Chair Shawver requested that Item CS-1 be placed again on the next agenda.

ADJOURNMENT:

Chair Shawver declared the meeting adjourned at 5:45 p.m. to the next Steering Committee meeting to be held on Wednesday, June 24, 2020 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board



STEERING COMMITTEE

Agenda Report

File #: 2020-1049

Agenda Date: 6/24/2020

Agenda Item No: 2.

FROM: James D. Herberg, General Manager

SUBJECT:

GENERAL MANAGER'S FY 2019-2020 WORK PLAN YEAR-END UPDATE

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the General Manager's FY 2019-2020 Work Plan Year-End Update.

BACKGROUND

Each year, the General Manager prepares a work plan of activities supporting Orange County Sanitation District's strategic goals and initiatives to be accomplished during the fiscal year. The General Manager's FY 2019-2020 work plan was reviewed with the Steering Committee in September 2019 and a mid-year update was provided in January 2020. Attached is the year-end update for the General Manager's FY 2018-2019 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

January 2020 - Board of Directors received and filed the mid-year update of the General Manager's FY 2019-2020 Work Plan.

September 2019 - Board of Directors received and filed the General Manager's FY 2019-2020 Work Plan.

August 2019 - Board of Directors received and filed the General Manager's Fiscal Year 2019-2020 Draft Work Plan.

ADDITIONAL INFORMATION

The General Manager's work plan includes 20 goals for the fiscal year. Fifteen items in the work plan have been completed, four are on-schedule for on time completion, and one item remains in progress.

FINANCIAL CONSIDERATIONS

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

ATTACHMENT

The following attachment(s) may be viewed on-line at the OCSD website (www.ocsd.com) with the complete agenda package:

- General Manager's FY 2019-2020 Work Plan Year-End Update

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

June 24, 2020

TO: Chairman and Members of the Board of Directors

FROM: James D. Herberg, General Manager

SUBJECT: **General Manager's FY 2019-2020 Work Plan Year-End Report**

I am pleased to present the year-end report 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 reviewed and approved by the Steering Committee and Board of Directors in August and September 2019 and a mid-year update was provided in January 2020.

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: Complete. 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: On-schedule. Six of the eight Safety Improvement Construction Projects will be completed by June 30, 2020. Two of the remaining projects are on schedule to be completed in Fiscal Year 2020-2021.

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

UPDATE: On-schedule. Staff continues to prepare for OCSD's forthcoming VPP application which will be submitted to Cal/OSHA by June 30, 2020. In preparation, staff has assessed and addressed VPP Gap Analysis items and met with our VPP mentor site, Eastern Municipal Water District. Additionally, staff attended a Cal/OSHA VPP

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



Workshop in December 2019 to obtain updates on the application process.

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

UPDATE: Complete. Risk Management staff worked with a consultant to develop OCSD's Physical Security Plan. The plan will be reviewed by the Executive Management Team and implemented by June 30, 2020.

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

UPDATE: Complete. The Cyber Security Strategic Plan was completed in February 2020. The plan identified several risk factors, four strategic goals and a series of projects to implement over the next four years to meet those goals and minimize risk. The plan is meant as a guide to be continuously refined to keep pace with the changing threat environment.

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: Complete. Staff developed and conducted a *Return to Work Training* for all management staff in September 2019. A second training for management entitled "Navigating Public Sector Employment" took place on June 16; this virtual training provided the tools and resources needed for supervisors and managers to navigate oversight of employees in the public sector and in a union environment.

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: Complete. 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: Complete. The Headworks Modification at Plant No. 2 Project Construction Contract Notice to Proceed was issued on March 2, 2020.

- **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: Complete. PFAS regulations continue to be under development at the federal and state levels for water, wastewater, solids waste, and biosolids. OCSD has actively collaborated with industry partners to track and comment on these regulations, develop analytical methods for non-potable water samples, advocate for greater recognition for wastewater treatment facilities as passive receivers of PFAS, and develop cost effective strategies for reducing the potential impact of PFAS on OCSD's operation. Currently, OCSD is applying USEPA's Interim Groundwater Cleanup Screening Levels for evaluating non-residential episodic discharge requests to mitigate PFAS contributions to OCSD. In addition, OCSD has prepared resources to respond to a pending State investigation order – expected to be issued in 2020.

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

UPDATE: Complete. Staff presented a draft policy and pricing plan to the Board of Directors at the Operations and Administrative Committees in May 2020.

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: Complete. The Asset Management Plan was finalized in December 2019 and was presented to the Operations and Administration Committees in March 2020.



- **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.

UPDATE: Complete. Heavy Mechanical Maintenance team implemented in October 2019. Contract to overhaul two Central Generation Engines was awarded in November 2019.

- **Pump Station Bypass Exercises** – Bypass the flow of 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.

UPDATE: On-schedule. 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. Crystal Cove Pump Station will be bypassed the week of June 15, 2020 to perform electrical maintenance and testing for arc flash incident energy identification and reduction efforts.

5. Operational Optimization

- **OCSO Headquarters Building** – Advertise for the construction of 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: Progress continues. The Headquarters Site Preparation Project P1-128C advertised for construction on January 30, 2020. The Development Plan Review application for the new Headquarters was submitted to the City of Fountain Valley on March 27, 2020. Staff continues to work with the city to obtain approvals.

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

UPDATE: Complete. The Records Management and Trusted System Needs Assessment was completed in January 2020. A recommendation to move Records Management to Board Services has been implemented. Next steps include the selection of a Records Information Management System and the implementation of the system.

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



UPDATE: Complete. The Communications Audit was completed; a report was provided, and a presentation was made to the Legislative and Public Affairs Committee in March 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: Complete. Formal implementation plans for a design review framework and standard for maintaining policies and procedures, design guidelines, and engineering standards was finalized in March 2020.

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

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

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

UPDATE: Complete. 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: On-schedule. The two-year budget process for Fiscal Years 2020-21 and 2021-2022 began in January 2020 and will be presented to the Board of Directors for adoption on June 24, 2020.



Orange County Sanitation District

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

STEERING COMMITTEE

Agenda Report

File #: 2020-1092

Agenda Date: 6/24/2020

Agenda Item No: 3.

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

SUBJECT:

INTERIM FOOD WASTE RECEIVING FACILITY, PROJECT NO. P2-124, AND PRICING POLICY DISCUSSION

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

Information Item.

BACKGROUND

Cities in California will be required to divert 50% of organic wastes, including food waste, from landfills by 2020, and 75% by 2025. The Orange County Sanitation District (Sanitation District) has studied and designed a project that will process 150 tons of food waste per day using our existing anaerobic digesters at Plant No. 2. In addition to helping cities meet organic waste diversion requirements, the digestion of food waste will increase methane fuel production and power generation at the Sanitation District's plants. This additional renewable energy will help the Sanitation District move toward energy self-sufficiency.

An information item regarding this project and the tipping fee structure was presented to the May 2020 Operations and Administration Committees. This item is being brought before the Steering Committee for additional discussion.

RELEVANT STANDARDS

- Maintain and adhere to appropriate internal planning documents (Biosolids Master Plan)
- Use all practical and effective means for resource recovery
- Ensure the public's money is wisely spent

PROBLEM

Cities need to divert food waste from landfills to meet benchmarks set by the State of California that will become effective in 2020 and 2025. The Sanitation District's planned Interim Food Waste Digestion project will provide 150 tons per day of food waste capacity, and a tipping fee is needed to recover capital and ongoing operating costs.

PROPOSED SOLUTION

1. Advertise a Request for Information (RFI) for municipal waste haulers to deliver food waste to the Sanitation District's digesters. Interested haulers servicing cities in the Sanitation District's service area will be invited to respond to the RFI indicating how much food waste tonnage they would be willing to send to the Sanitation District.
2. Invite interested haulers to sign an agreement with the Sanitation District stipulating food waste quality requirements and agreeing to an allocation of the 150 tons per day of available capacity in proportion to each hauler's share of the Sanitation District's customer base. It is anticipated that there will be more than enough food waste available from within the Sanitation District's service area, therefore we do not plan to accept food waste from outside the Sanitation District's service area.
3. Staff is recommending that the tipping fee be established to recover the Sanitation District's Capital and Operating costs with a capital recovery period between 5 and 10 years.

TIMING CONCERNS

Staff recommends the agreements be in place with waste haulers prior to starting construction. Bidding and construction will take approximately two years. Therefore, staff recommends moving forward now to ensure that the facility is up and running as soon as possible, and prior to the regulatory deadline of 2025 at the latest.

RAMIFICATIONS OF NOT TAKING ACTION

The Sanitation District would miss out on the opportunity to help solve the organics waste diversion requirements set by the state of California while becoming more energy self-sufficient.

PRIOR COMMITTEE/BOARD ACTIONS

May 2020 - Informational presentation to the Operations and Administration Committees.

July 2019 - Informational presentation to Operations and Administration Committees.

September 2018 - Approved a Professional Design Services Agreement with Kennedy/Jenks Consultants to provide engineering services for Interim Food Waste Receiving Facility, Project No. P2-124, for an amount not to exceed \$695,000; and approved a contingency of \$69,500 (10%).

ADDITIONAL INFORMATION

This item was discussed at the May 2020 Operations and Administration Committee meetings. Among items discussed was the merit of establishing a payback period of 5 or 10 years. The attached letter from the City of Brea was received on May 19, 2020 stating the City's preference for establishing the tipping fee based on a 10-year payback which would result in a lower tipping fee.

CEQA

This project was covered under the Biosolids Master Plan Program Environmental Impact Report, adopted by the Board on June 27, 2018. A Notice of Determination was filed on September 27,

2018, after Board approval of the Professional Design Services Agreement.

FINANCIAL CONSIDERATIONS

This is an information item. Project No. P2-124 has been budgeted.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OCSD website (www.ocsd.com) with the complete agenda package:

- May 19, 2020 Letter from the City of Brea



City of Brea

May 19, 2020

Mr. James D. Herberg, General Manager
10844 Ellis Ave.
Fountain Valley, CA 92708

Dear General Manager Herberg:

I want to thank Orange County Sanitation District (OSCD) for their leadership in helping cities achieve compliance with SB 1383. It is the cooperation and partnership among public agencies that help us bridge solutions for our respective communities.

OCSD Member Parker shared some highlights of your proposed Interim Food Waste Receiving Facility with our City team. We would like to offer some insight on the proposed project from a City Management viewpoint.

The State has saddled us with an enormous burden of ever growing unfunded mandates as is relates to AB 32 – California Global Warming Solutions Act. Compliance with this act has increased costs, which unfortunately are passed on to the residents and businesses to comply with the State mandates.

It is important for us to be mindful of how we pass along these cost, and as you deliberate how OCSD would recover costs, I strongly advocate for the Ten-Year Capital Recovery. There are a few important considerations:

- The solid waste providers will have to implement changes to their processes to create the food waste slurry to the specification of OSCD and may have to purchase new equipment. With a shorter amortization by the OCSD it will drive up costs for the consumer to cover not only OSCD's Ten-Year Capital Recovery but the refuse haulers cost as well.
- The OSCD cost structure must be competitive in the marketplace and by keeping the per ton rates at longer ten-year Ten-Year Capital Recovery, we believe you will draw much more interest by the solid waste providers.
- Stabilizing per ton rates for a longer term may allow you to extend contracts to secure food waste slurry for a longer period of time and maintain a predictable cash flow of

City Council

Marty Simonoff
Mayor

Steven Vargas
Mayor Pro Tem

Cecilia Hupp
Council Member

Christine Marick
Council Member

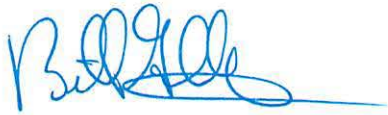
Glenn Parker
Council Member

May 19, 2020
General Manager Herberg
Page 2 of 2

funds to OSCD. A longer contract term may limit the ability of the solid waste providers to look for cheaper disposable alternatives that may come forward in the future.

Whatever we can do to stabilize the long-term rates for our consumers will be a benefit for all and we sincerely appreciate your efforts to provide a solution here in Orange County. If you would like to discuss further or if I can be of any assistance, please do not hesitate to contact me at 714-990-7710.

Sincerely,



Bill Gallardo
City Manager



Tony Olmos
Public Works Director



Orange County Sanitation District

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

STEERING COMMITTEE

Agenda Report

File #: 2020-1112

Agenda Date: 6/24/2020

Agenda Item No: CS-1

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) may be viewed on-line at the OCSD website (www.ocsd.com) with the complete agenda package:

- Memo 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: June 16, 2020

RE: Closed Session Items

The Steering Committee desires to hold a closed session on June 24, 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

File #: 2020-1005

Agenda Date: 6/24/2020

Agenda Item No: CS-2

FROM: James D. Herberg, General Manager

SUBJECT:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION 54957(B)(1)

RECOMMENDATION: Convene in Closed Session:

Public Employee Performance Evaluation

Number of Employees: 1

- General Manager

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 OCSD website (www.ocsd.com) with the complete agenda package:

- Memo from General Counsel



WOODRUFF, SPRADLIN & SMART
A Professional Corporation

555 ANTON BOULEVARD, SUITE 1200
COSTA MESA, CA 92626-7670
(714) 558-7000

MEMORANDUM

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

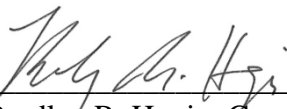
FROM: Bradley R. Hogin, Esq.
General Counsel

DATE: June 16, 2020

RE: Closed Session Items

The Steering Committee desires to hold a closed session on June 24, 2020 for the purpose of the performance evaluation of the District's General Manager. Said closed session will be held pursuant to authority of California Government Code Section 54957(b)(1).

Respectfully submitted,

By: 
Bradley R. Hogin, General Counsel

ORANGE COUNTY SANITATION DISTRICT COMMON ACRONYMS

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

ORANGE COUNTY SANITATION DISTRICT GLOSSARY OF TERMS

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 OCSD 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 GWRS process and is eliminated using hydrogen peroxide with extra ultra-violet treatment.

NATIONAL BIOSOLIDS PARTNERSHIP (NBP) – An alliance of the NACWA and WEF, with advisory support from the EPA. 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.

PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS) – A large group (over 6,000) of human-made compounds that are resistant to heat, water, and oil and used for a variety of applications including firefighting foam, stain and water-resistant clothing, cosmetics, and food packaging. Two PFAS compounds, perfluorooctanesulfonic acid (PFOS) and perfluorooctanoic acid (PFOA) have been the focus of increasing regulatory scrutiny in drinking water and may result in adverse health effects including developmental effects to fetuses during pregnancy, cancer, liver damage, immunosuppression, thyroid effects, and other effects.

PERFLUOROOCTANOIC ACID (PFOA) – An ingredient for several industrial applications including carpeting, upholstery, apparel, floor wax, textiles, sealants, food packaging, and cookware (Teflon).

PERFLUOROOCTANESULFONIC ACID (PFOS) – A key ingredient in Scotchgard, a fabric protector made by 3M, and used in numerous stain repellents.

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.

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.

ORANGE COUNTY SANITATION DISTRICT GLOSSARY OF TERMS

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. OCSD's service area is in the Santa Ana River Watershed.