



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

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, April 22, 2020 at 5:11 p.m. in the Administration Building of the Orange County Sanitation District. Chair Shawver 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).

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

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 Tyler Ramirez 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, Director of Human Resources Celia Chandler, and Assistant Clerk of the Board Tina Knapp participated telephonically.

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

PUBLIC COMMENTS:

None.

REPORTS:

Board Chair Shawver stated that due to a lack of urgent/critical items and the fact that staff are either telecommuting from home or working on prioritized Plant operations, the LaPA Committee meeting for May has been cancelled. He also stated that the Operations and Administration Committee meetings will be held telephonically on their regularly scheduled day and time.

CONSENT CALENDAR:**1. APPROVAL OF MINUTES**[2020-999](#)**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Special Meeting of the Steering Committee held March 18, 2020 and the Regular Meeting of the Steering Committee held March 25, 2020.

AYES: David Shawver, John Withers, Robert Collacott, Peter Kim, Glenn Parker, Tim Shaw and Chad Wanke**NOES:** None**ABSENT:** None**ABSTENTIONS:** None**2. 2020-23 SPONSORSHIP OF THE CENTER FOR DEMOGRAPHIC RESEARCH**[2020-887](#)**Originator:** Kathy Millea

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

Approve a three-year Memorandum of Understanding with California State University Fullerton Auxiliary Services Corporation for operation of the Center for Demographic Research for the period July 1, 2020 through June 30, 2023, for a total amount not to exceed \$331,504.

AYES: David Shawver, John Withers, Robert Collacott, Peter Kim, Glenn Parker, Tim Shaw and Chad Wanke**NOES:** None**ABSENT:** None**ABSTENTIONS:** None**3. ELECTRONIC SIGNATURES POLICY**[2020-1021](#)**Originator:** Lorenzo Tyner

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

Adopt a policy for the use of electronic signatures.

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

ABSTENTIONS: None

NON-CONSENT:

4. RATIFY AMENDMENTS TO PERSONNEL POLICIES AND PROCEDURES IN RESPONSE TO COVID-19 PANDEMIC

[2020-1020](#)

Originator: Celia Chandler

General Manager Herberg provided a brief report on the necessary amendments to the Personnel Policies in reaction to additional operational needs due to COVID-19.

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

Pursuant to Resolution No. OCSD 20-01, ratify amendments to Orange County Sanitation District Board of Directors' Personnel Policies and Procedures: 1.4 Recruitment & Selection, 1.11 - Temporary & Contract Worker, 1.12 - Student Internship Program, 3.1.2 - Hours of Work - Exempt Employees, 3.2 - Attendance, 3.3 - Leave-of-Absence with Pay, and 3.4 - Leave-of-Absence Without Pay, effective March 25, 2020 through December 31, 2020 or as soon as the State emergency related to the COVID-19 pandemic is lifted.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

INFORMATION ITEMS:

5. COVID-19 FINANCIAL IMPACT UPDATE

[2020-1046](#)

Originator: Lorenzo Tyner

Assistant General Manager Lorenzo Tyner provided an informative presentation on the financial impacts of the COVID-19 pandemic on OCSD.

ITEM RECEIVED AS AN:

Information Item.

DEPARTMENT HEAD REPORTS:

None.

CLOSED SESSION:

None.

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

Board Vice-Chair Withers announced that the General Manager has a 3:00 p.m. meeting each day with the EOC regarding COVID-19; and that he and the Chairman have started a weekly Friday call with the General Manager to discuss the situation.

BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:

None.

ADJOURNMENT:

Chair Shawver declared the meeting adjourned at 5:30 p.m. to the next Steering Committee meeting to be held on Wednesday, May 27, 2020 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board