

A Successful Start to Public Service: Orienting Your Newly Elected Officials



Board Secretary/ Clerk Conference of the
California Special Districts Association

October 23, 2018

www.ca-ilg.org



2018 BOARD SECRETARY/CLERK
CONFERENCE



 **INSTITUTE FOR
LOCAL GOVERNMENT**SM
Promoting Good Government at the Local Level

The Institute for Local Government
is the non-profit
research and education
affiliate of



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Districts Association**
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ILG's Mission

- Promoting good government at the local level
- Practical, impartial and easy-to-use materials

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What ILG Does


ILG supports those who support local governments by:


- Researching best practices
- Writing case stories
- Providing opportunities for peer-to-peer learning
- Assisting staff through technical assistance in an effort to build knowledge and capacity



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ILG's Orientation Materials

www.ca-ilg.org/orientationmaterials

- Responsibilities & Powers
- Budget & Finance
- Leadership Skills
- Making Decisions
- Engaging the Public
- Public Trust & Transparency / Ethics
- Media Relations
- Working with Staff
- When Bad Things Happen
- Strategic Relationship-Building

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Session Objectives

- To explore the benefits and options for orienting newly elected/appointed officials
- To learn from clerks about specific efforts to orient officials including what has and what hasn't worked:
 - Getting started and updating orientation process
 - Specific materials and sharing the right information at the right time
 - Ongoing training needs
 - Lessons learned and how have officials fared 3, 6 and 12 months out
- To discuss and share with peers about strategies for orientations and types of training materials.
- To learn about ILG resources and materials available to you as a member of CSDA.

 **2018 BOARD SECRETARY/CLERK CONFERENCE** 

Who is in the room?



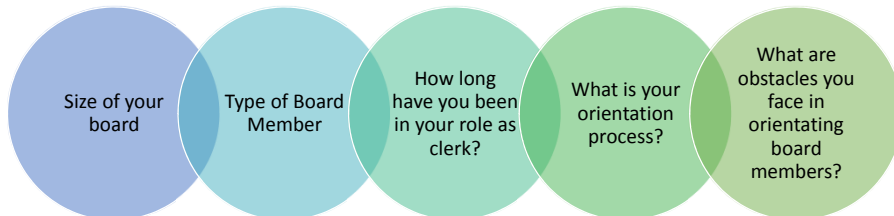
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Getting to know your colleagues!



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Today's Session

3:30 p.m. - 3:50 p.m.	Welcome from ILG & Panelist Introductions <ul style="list-style-type: none"> • Session Objectives & Agenda Review • Get to know who's in the room
3:50 p.m. - 4:35 p.m.	Presentations & Conversation on Orientations
3:50 p.m. - 4:05 p.m.	Suzanne Fredriksen, CMC, Clerk of the Board Solano County Transit (SolTrans)
4:05 p.m. - 4:20 p.m.	Holly M. Charléty, MMC, MPA, Director of Administration/Clerk of the Board Vallejo Flood and Wastewater District
4:20 p.m. - 4:35 p.m.	Tina Knapp, CMC, Deputy Clerk of the Board Orange County Sanitation District
4:35 p.m. - 4:45 p.m.	Q&A with Panelists
4:45 p.m. - 4:55 p.m.	Peer-to-Peer Discussion
4:55 p.m. - 5:00 p.m.	Closing Remarks
5:00 p.m.	Session concludes

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Panelists: Sharing Their Tools for Success

- Suzanne Fredriksen, CMC, Clerk of the Board, [Solano County Transit \(SolTrans\)](#)
- Holly M. Charléty, MMC, MPA, Director of Administration/Clerk of the Board, [Vallejo Flood and Wastewater District](#)
- Tina Knapp, CMC, Deputy Clerk of the Board, [Orange County Sanitation District](#)

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NEW BOARD MEMBER ORIENTATION

CSDA Board Secretary / Clerk Conference
October 23, 2018

Presenter: Suzanne Fredriksen, CMC
Clerk of the Board, Solano County Transit (SolTrans)



INTRODUCTION

- ▶ Solano County Transit (SolTrans)
- ▶ SolTrans Board of Directors
 - ▶ 6 Member Board
 - ▶ Appointed
 - ▶ Joint Powers Authority (JPA)
- ▶ Clerk of the Board Role & Bio



PRE-ORIENTATION ASSESSMENT

- ▶ Formal versus Informal Orientation Process
- ▶ Assessing the process that will work best
 - ▶ How new is the member to local government? Public transit?
 - ▶ What is their background/expertise?
 - ▶ What member agency/jurisdiction do they represent?
 - ▶ Vying for the time of appointed members



TYPICAL ORIENTATION PROCESS

- ▶ Welcome email from Clerk of the Board
 - ▶ Introduce myself as the Clerk
 - ▶ Schedule meet-and-greet with the Executive Director
 - ▶ Board Meeting schedule
 - ▶ Schedule New Board Member Orientation
 - ▶ Preferred methods for contact, scheduling and agenda packet delivery
 - ▶ Payroll information for stipend
 - ▶ Form 700
 - ▶ Cell numbers for Executive Director and Clerk



ORIENTATION PROCESS CONT'D

- ▶ In-person orientation with the new Board Member
 - ▶ Executive Director
 - ▶ Finance and Administration Manager
 - ▶ Operations and Planning Manager
 - ▶ Clerk of the Board
 - ▶ Legal
- ▶ Orientation packet provided



TABLE OF CONTENTS



New Board Member Orientation
Introductory Packet

ORGANIZATIONAL INFORMATION
SolTrans Overview
Joint Powers Agreement (JPA)
Bylaws
SolTrans Board of Directors
SolTrans Board Meeting Calendar
SolTrans Organizational Chart
SolTrans Advisory Committee Structure and Membership
FY 2018-19 Performance Goals and Measures
About SolTrans Newsletter
Informational Links (past meeting agendas, full Short Range Transit Plan)
FINANCE
FY 2018-19 Operating and Capital Budget
10-Year Budget Outlook Update
OPERATIONS
System Performance Report
SolTrans Short Range Transit Plan Executive Summary
PROJECTS
Comprehensive Operational Analysis of SolTrans Local Services
Alternative Fuels Roadmap
Construction Projects Update

TRAINING & TOURS

- ▶ AB 1234 Ethics
- ▶ AB 1661 & 1825 Combined
- ▶ Facility tours provided to individual members; *or*
- ▶ Special Meeting/Bus Tour of facilities is scheduled and noticed to the public
- ▶ Industry-specific conferences and legislative events
- ▶ Training on the ipad and use of iLegislate to view and annotate agenda packets



DISENGAGED BOARD MEMBER?

- ▶ Regular meetings with the Executive Director
- ▶ Chairperson intervention
- ▶ Staff's role



ADDITIONAL RESOURCES

- ▶ Institute for Local Government: Orientation Materials for Introducing Local Government to New Audiences
- ▶ American Public Transportation Association (APTA) Transit Board Member Handbook
 - ▶ www.apta.com
 - ▶ APTA Transit Board Member Support Subcommittee
- ▶ California Transit Association
 - ▶ Caltransit.org
 - ▶ Legislative Updates & Statewide Transit Data



ADDITIONAL RESOURCES

- ▶ Emergency Contact Wallet Card: SolTrans Staff, Legal Counsel, and Management Staff of the current Transit Services Operator
- ▶ 'About Us' At-a-Glance Wallet Card



Front:

SolTrans at a Glance	
General Information	
Formation of SolTrans JPA	December 2010
SolTrans assumed transit operations	July 2011
Annual Operating Budget	\$14,940,000
FY 18-19 Capital Budget	\$8,635,000
FY 17-18 Total System-Wide Ridership	\$1,378,253
FY 17-18 Farebox Recovery	24%
Modes:	Bus, Paratransit, General Public Dial-a-Ride

Back:

SolTrans Fleet Summary 2018	
*Express	
11 diesel-powered buses	
10 CNG-powered buses	
Local	
2 battery electric buses	
21 diesel hybrid buses	
Demand Response	
14 cutaway buses	
<i>*Express fleet will be 100% CNG-powered by Q1, 2019.</i>	





VALLEJO FLOOD AND
WASTEWATER DISTRICT
(VFWD)

Holly M. Charléty, MMC, MPA
Director of Administration/Clerk of the Board

About VFWD

- Independent Special District Formed by the State in 1952
- Service Area: Vallejo & unincorporated Solano County
- Services: Wastewater | Stormwater
- \$30M operating budget
- 84 Full-time employees



About the Board

- 8 member Board of Trustees
- Appointed
 - 7 City Council members City of Vallejo
 - 1 At large appointed by the Solano Board of Supervisors
- Term limits on elected position
- Take office January of new term year



My Role as the Clerk

- Meeting administration and recording of official proceedings
 - Preparation of public notifications, agendas, minutes, etc.
- Travel, compensation, fulfilling regulatory training and filing requirements
- Liaison between the public and the Board
 - Develop relationships



Orienting Board Members

- Start with Candidates
 - Introduction, responsibilities, history
 - Offer 1:1 meeting with DM
 - Collaboration with Agency Clerk

This block contains an email header template. On the left is the Vallejo Flood & Wastewater District logo. To its right is the contact information: (707) 644-8940 (Admin), (707) 644-8976 (Billing), VallejoWastewater.org, 450 Ryder Street, Vallejo, CA 94590. Below the logo is a list of Board of Trustees: Bob Sampayan, Pippin Dewe-Costa, Erin Hannigan, Jess Malgapo, Robert McConnell, and Katy Miessner. The email body text includes: To: Candidates for City of Vallejo Council; From: Melissa Morton, District Manager; Re: Vallejo Flood and Wastewater District Board of Trustees; Dear Candidate, If you are elected as a City of Vallejo Councilmember your obligations to the... On the right side of the email header is a smaller version of the Vallejo Flood & Wastewater District logo.

Orienting Board Members

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- Upon Appointment
 - 1:1 briefing
 - Trustee Manual
 - History
 - Organization Structure
 - Departments
 - Goals
 - Trustee Role
 - Resources



Orienting Board Members

In addition to the resources provided in this manual, there are several resources available to assist you in increasing your knowledge about special districts and the wastewater and flood industry in general.

The California Special District Association (CSDA) has put together a [Special District Board Member/Trustee Handbook](#).

The [CA State Controller](#) provides annual compilation of financial data for all special districts. Their website provides the capability of generating custom reports by year, county, or individual districts. This resource provides a good overview of the impact of Special Districts in California.

The Water Education Foundation has published a [Layperson's Guide to California Wastewater](#). This abridged version of the publication provides a brief overview, glossary of industry terms and resources. If you are interested in the full 28 page publication, please contact the District Clerk at (707) 644-8949 ext. 202 and the District will purchase and provide the full version.

Finally, there is a [video](#) produced by WTTtraining.com providing an introduction to the basic concepts of water and wastewater treatment.



Resources for You

- CSDA (www.csda.net)
 - Communities
 - Knowledge Base
 - On-line Learning
- CCAC (www.californiacityclerks.org)
 - Nuts & Bolts
 - Technical Training for Clerks
 - Mentor Program
 - Listserve



Thank you!

Holly M. Charléty, MMC, MPA

www.vallejowastewater.org

hcharley@vallejowastewater.org

(707) 652-7808 (Direct)

(707) 644-8949 (Main)



Orienting Your Newly Elected Officials
Orange County Sanitation District



October 23, 2018
Tina Knapp, CMC
Deputy Clerk of the Board



The slide features a large group photograph of approximately 25 individuals, including men and women in professional attire, arranged in two rows. Below the photo is a blue banner with white text. To the left of the banner are two smaller images: one showing a group of people standing in front of a sign, and another showing a meeting in progress. The date and name of the Deputy Clerk are listed below the banner, next to the official logo of the Orange County Sanitation District.

Meet the OCSD Board of Directors



The slide features a large group photograph of approximately 25 individuals, including men and women in professional attire, arranged in two rows. The photo is identical to the one in the slide above.

About the OCSD Board of Directors

- **One appointed Director & Alternate Director from each of our 25 member agencies; 50 total Board Members**
- **Appointed to OCSD; elected to the member agency**
- **1 County Supervisor, 20 City Council Members, 2 Sanitary Districts Board Members & 2 Water District Board Members**

About OCSD

396 miles of sewers
471 square miles
185 million gallons per day
2.6 million population
20 cities, 4 special districts, & unincorporated OC
15 ● pumping stations
2 ■ treatment plants
Approximately 600 employees

The map displays Orange County with various cities labeled: La Habra, Brea, Fullerton, Placentia, Yorba Linda, Buena Park, Anaheim, Villa Park, La Palma, Cypress, Anaheim, Orange, Santa Ana, Tustin, Stanton, Garden Grove, Westminister, Fountain Valley, Costa Mesa, Huntington Beach, Newport Beach, Seal Beach, Los Alamitos, and Irvine. Two treatment plants are marked with red squares: Reclamation Plant No. 1 and Treatment Plant No. 2. The Pacific Ocean is labeled to the west.

Orientation Basics

- Busy individuals with multiple priorities – family, career, member agency
- Keep the most important information the most important information
- Do not take for granted the official knows what the agency does or the terminology used

KEEP IT SIMPLE!

Next Up: Orientation & Tour

- But first, a welcome email from the Clerk of the Board:
 - Important compensation forms and information & calendar of meeting dates
- 1-hour Orientation & 1-hour Tour
- Presentation highlights the key activities of each division
- Keep information to the basics, short & written in non-technical language

More About the Orientation & Tour

- **Board Chair reviews the role of the Board Member**
- **Board Services orientation includes:**
 - Introduction to Board Services & what we do
 - Review of compensation information
 - Board Guidelines & Procedures
 - Training requirements – AB 1234 & AB 1661
 - Agenda distribution & other communication
- **Include General Counsel in the Orientation**
 - Can help you reinforce the necessity of the required training

Build On It

- **Build on the Board Orientation & Tour with monthly Informational Items presented at a Board meeting**
- **Keep presentations short & written in non-technical language**
- **Continue to build on the knowledge base of the Board Member, reinforcing the importance of what the agency does**

Why Do It?

- Prepare your Board Members to serve the agency effectively & give them a running start
- Educate your Board Members about what the agency does
- Help your Board Members understand the authority of their role
- Introduce Board Members to staff
- Ensure the effectiveness of the Board Member

A Few More Thoughts

- Make Board Members feel welcomed
- Answer questions with patience
- Develop relationships with Board Members to ensure good governance

KEEP IT SIMPLE!

Reference Materials

- Compensation forms, information & directions
- Calendar of meeting dates
- OCSD orientation presentation
- Resolution No. OCSD 18-12 (Guidelines & Procedures)
- Ordinance No. OCSD-34 (Compensation)
- Resolution No. OCSD 15-06 (Reimbursement & Meeting Attendance)
- OCSD Guide to Doing Business
- Coachella Valley Water District Board Orientation Binder (abridged)
- CSDA Open Forum
<https://www.csda.net/communities-home>
- City Clerks Association of California ListServe
http://lists.cacities.org/mailman/listinfo/city_clerks



THANK YOU



Q&A – Learning Together



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Orientation Topics (ILG Resources)

- Introduction to the Organization
- Role of the District Board
- Responsibilities & Powers
- Committees
- Staff
- Facilities
- Finances
- Contracts
- Engaging the Public
- Public Trust & Transparency / Ethics
- Media Relations
- Strategic Relationship-Building

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ILG's Orientation Materials

www.ca-ilg.org/orientationmaterials

- Responsibilities & Powers
- Budget & Finance
- Leadership Skills
- Making Decisions
- Engaging the Public
- Public Trust & Transparency/ Ethics
- Media Relations
- Working with Staff
- When Bad Things Happen
- Strategic Relationship-Building

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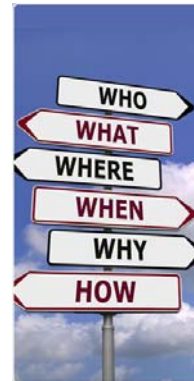


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Ideas to Consider

- Pre- & Post-Election (From Candidate to Trustee)
- Introductions: Management and Staff
- Learning Styles & Communication Preferences
 - Times
 - Methods (Cell, Office, Email, Text)
 - 1:1 or Group Trainings
- Logistics:
 - Electronic or Paper-Based Preferences
 - Space for working in office
- Goal Setting & Relationship Building Among the Board



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Peer-to-Peer Discussion & Report-Out

What do you currently like about your orientation process?

Given what you heard today, what might your district do differently in the future?
Why?

What is a tool you want to take home and try?

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Questions / Comments

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LEADERSHIP & GOVERNANCE

A Successful Start to Public Service: Orienting Your Newly Appointed/Elected Officials

The Institute for Local Government thanks the following organizations and their staff for contributing tools and resources to support clerk colleagues in preparing for orientations of elected and appointed officials:

- *American Public Transportation Association*
 - New Transit Board Member Orientation List
- *Coachella Valley Water District*
 - Board Orientation Binder (Table of Contents and Overview, shortened from original file)
- *East Bay Municipal Utility District*
 - Schedule/Briefing Program Overview
 - Orientation Packet Checklist
 - Task List for Director Transition
- *Napa Valley Transportation Authority*
 - Information Packet Checklist
- *Orange County Sanitation District*
 - Welcome Email
 - Condensed Calendar
 - Orientation PowerPoint
 - Resolution for Business Conduct
 - Resolution for Compensation
 - Resolution for Reimbursement and Attendance
 - Binder
- *Pleasant Hill Recreation District*
 - Table of Contents for Orientation Packet
- *Soltrans*
 - At-A-Glance Wallet Card
 - New Board Member Introductory Packet List
- *Vallejo Sanitation and Flood Control District*
 - Board of Trustees Manual (Table of Contents and Letter, shortened from original file)

RESOURCES TO LEARN MORE

www.ca-ilg.org/orientationmaterials

THANK YOU

Thanks to the following clerks for their support in gathering these resources:

Holly M. Charléty, MMC, MPA

Director of Administration/Clerk of the Board
Vallejo Flood and Wastewater District

Suzanne Fredriksen, CMC

Clerk of the Board
Solano County Transit (SolTrans)

Tina Knapp, CMC

Deputy Clerk of the Board
Orange County Sanitation District

NEW TRANSIT BOARD MEMBER ORIENTATION

WHAT AN “IDEAL” BOARD ORIENTATION HANDBOOK COULD INCLUDE:

(bound, thumb drive, or web version)

1. State of the Agency – Brief Overview/History
2. Board Policies
3. Bylaws and establishing legislation
4. List of acronyms
5. Organization Chart of Transit Agency
 - a. Resumes of Senior Staff
6. Contact information for other Board members
7. APTA Board Orientation Handbook
8. Open & Public Meetings Act
9. Travel & Local Expense Policies
10. Forms
 - a. I-9 (Federal employment verification form)
 - b. Compensation
 - c. Oath of Office
 - d. Affidavit of Recusal
 - e. Conflicts Disclosure Form
 - f. Financial Disclosure Form
 - g. Sample Certificate of Open Government Training
11. Roberts Rules: Cheat Sheet
12. Listing of current RFP's & vendors involved

WHAT THE ONE-ON-ONE WITH THE CEO/GM COULD LOOK LIKE:

1. Understanding the inner-workings of the Organization (Fundamentals of Transit)
 - a. What are the current issues?
 - b. Long-Range Plan
2. Roles of Board Members and Policy Makers
3. Sustainability
4. Strategic Direction of the agency
5. Mission of the Agency
6. Understanding which issues should be taken to the CEO
7. Board Member's role in safety

NEW TRANSIT BOARD MEMBER ORIENTATION

WHAT THE ONE-ON-ONE WITH THE CHIEF FINANCE OFFICER COULD LOOK LIKE:

1. Funding Sources
2. Compensation
 - a. Travel & Local Expense Policies Specifics
3. Financial Disclosures
4. How budget relates to agency mission
 - a. Being good stewards of taxpayer money
5. Budget Overview & Training
 - a. Adopting & Amending Budgets
 - b. How the budget process works
6. Board member's role in budget accountability
 - a. Explain their fiduciary duty

WHAT THE ONE-ON-ONE WITH THE BOARD CHAIR COULD LOOK LIKE:

1. Board Governance Overview
 - a. Who do we serve?
 - b. Governing style
 - c. Discipline for policy, bylaw, statute or oath of office violations
 - d. Duty of Care
2. Committee Structure & Assignment
 - a. Expectations/policy of attendance
 - b. Board member liaison responsibility
3. Understanding priorities & expectations as a board member
 - a. Their role with local politics and as advocates
 - b. Appropriate use of technology during meetings
4. Assignment of a Mentor
5. Encourage them to ride the system
6. Parliamentary Procedures (Roberts Rules of Order)
7. Perform an exit interview with outgoing trustees for productive feedback

WHAT THE ONE-ON-ONE WITH THE GENERAL COUNSEL COULD LOOK LIKE:

1. Conflicts of Interest Checklist & Disclosure Form
2. Open Meetings Act Review & Training Requirement
3. Ethics Overview
4. Vendor Communications with Board Members/Open RFP Policies
5. Overview of Bylaws
6. Enabling Legislation

NEW TRANSIT BOARD MEMBER ORIENTATION

7. Meet the Legal Team
8. Open Records Law
9. Difference between “Policy” and “Politics”
10. Relevant Local Laws
11. What cases they should know about
12. Personnel Policies: Nepotism
13. Transit District Act
14. Records Management Policies & Procedures

WHAT THE ONE-ON-ONE WITH THE COMMUNICATIONS OFFICER COULD LOOK LIKE:

1. Internal/External Communication Guidelines
 - a. Dealing with the Media
 - b. Written communication between outside parties & board members
2. Department Structure & Outside Public Relations
3. Review Talking Points of Current Events

WHAT THE ONE-ON-ONE WITH THE BOARD SUPPORT PERSONNEL COULD LOOK LIKE:

1. Handbook Orientation & Review
 - a. Provide it on a thumb drive
 - b. Have information available on Agency’s website
2. Fill out all necessary on-boarding forms
3. Handle logistics for the system-wide tour
 - a. Go behind the scenes
 - b. Allow them to engage with employees, ask questions
4. Expense Reimbursement
 - a. Teach them the procedure
5. How APTA integrates with the Agency
6. Understand and Accommodate any Special Needs
7. The role of Board Support personnel and how the Board Support office functions.

WHAT THE ONE-ON-ONE WITH THE TECHNOLOGY OFFICER COULD LOOK LIKE:

1. Assist them with technology needs/training
2. Duty to Preserve Electronic Communications policy review

Section 1
CVWD Overview

Section 2
Fields of Service

Section 3
CVWD – The First 50 Years

Section 4
Planning Documents

Section 5
Other Agencies
We do Business With

Section 6
CVWD Comprehensive
Annual Financial Report

Section 7
The Salton Sea

Section 8
Law of the River
And the QSA

Section 9
State Water Project

Section 10
For the Board

Section 1

CVWD Overview

1. CVWD FORMATION HISTORY

The Coachella Valley Stormwater District was formed in 1915 in accordance with the Storm Water District Act of 1909, an act of the State Legislature for formation of storm water districts to protect land from erosion and flood damage.

The Coachella Valley County Water District was formed in 1918 under the state water code provisions of the County Water District Act (Water Code § 30000 et seq.) to protect and conserve local water sources (Exhibit 1.1). The two agencies shared offices until they merged in 1937 by an act of the State Legislature, known as the Coachella District Merger Act (Exhibit 1.2).

Since 1918, the district has grown into a multi-faceted agency that delivers irrigation and domestic (drinking) water, collects and recycles wastewater, provides regional storm water protection, replenishes the groundwater basin and promotes water conservation.

2. SERVICE AREA

CVWD's service area covers approximately 1,000 square miles from the San Geronio Pass to the Salton Sea, mostly within the Coachella Valley in Riverside County, California. The boundaries also extend into small portions of Imperial and San Diego counties (Exhibit 1.3). Communities served include Cathedral City, Indian Wells, La Quinta, Mecca, North Shore, Palm Desert, Rancho Mirage, Thermal, Thousand Palms, Bombay Beach, Desert Shores, Hot Mineral Spa, Salton Sea Beach and Salton City.

The Coachella Valley's idyllic winters make it a popular destination for tens of thousands of seasonal visitors and part-time residents who travel here from throughout the United States and many other countries to enjoy championship-level golf, tennis, polo, swimming, hiking, spas, fine dining and upscale shopping. These vibrant industries are possible in the desert because the district has been a responsible manager of water resources since its formation.

3. GOVERNANCE

CVWD is a special district established by the state legislature and governed by a five-member Board of Directors elected to four-year terms by district voters. Each director represents a division of the district, but is elected at-large by all voters. Exhibits 1.4 and 1.5 Show the District's Directors and their Boundaries.

Board meetings are open to the public and are generally held on the second and fourth Tuesday of each month at 9:00 a.m. at district offices. The first meeting of the month is typically held at the Steve Robbins Administration facility. The second meeting is typically held at the Coachella facility.

District policies are regulated by several state and federal agencies including the State Water Resources Control Board, California Department of Public Health and the California

Environmental Protection Agency. Because the district is a government agency and not a private company, it is not regulated by the Public Utilities Commission.

4. MISSION STATEMENT AND MOTTO

CVWD employs approximately 450 employees in the areas of Administration, Engineering, Finance, Customer Service, Communication and Legislation, and Operations and Maintenance. CVWD's most current org chart is provided in Exhibit 1.6.

CVWD'S mission statement:

To meet the water-related needs of the people through dedicated employees, providing high quality water at a reasonable cost.

CVWD's motto:

Making every drop count since 1918.

5. FINANCES

CVWD Fiscal year 2012-13 Operating Budget is approximately \$208 million, and its Capital improvement budget is approximately \$52 million. The Coachella Valley Water District produces a Comprehensive Annual Financial Report (CAFR) each fiscal year ending June 30th, in accordance with the Governmental Accounting Standards Board (GASB) and generally accepted accounting principles (GAAP). The District's financial statements are audited annually by certified public accountants. The District's Comparative Condensed Balance Sheet and Condensed Statement of Revenues and Expenses are shown in Exhibit 1.7.

CVWD's Revenue is primarily derived from rates, property taxes, and investments. A general description of rates is shown in Exhibit 1.8

BRIEFINGS FOR NEW BOARD MEMBER – YEAR(S)

BRIEFING PROGRAM OVERVIEW

(AGENCY NAME) new board member briefings introduce new Board members to key staff and present background information on policy issues—particularly issues that may require decisions in the first few months of the new elected official’s term.

Staff proposes a series of sixteen briefings, most of which will be 2 - 3 hours long. The briefing plan is summarized below. The remaining pages provide more detail on what will be covered and present a preliminary schedule of when the briefings might occur.

1. *Overview (1.5-2)*
2. Administrative Support for Board Members (1 hour)
3. Board Member Consultation on Personal Benefits Selection (2 hours)
4. Long Term Infrastructure Investment (3 hours)
5. Long Term Financial Stability (1.5-2)
6. Public Governance Laws (1 hour)
7. Local Water System Tour (3 hours)
8. Public Outreach and Legislative Programs (1.5-2 hours)
9. Customer Service (2 hours)
10. Water Quality & Environment Pt 1 (*WQ&E Pt 1*) (3 hours)
11. East Bay Watershed Master Plan, Watershed Tour and Infrastructure Renewal Site Visits (3 hours)
12. Wastewater System and Lab Tour (*WQ&E Pt 2*) (3 hours)
13. Human Resources (2 hours)
14. Computer Systems Overview and Tour (2 hours)
15. Long Term Water Supply (3 hours)
16. Upcountry Facilities Tour (6 hours)

New Director Orientation Packet Checklist
2014-2015

Material	Contact	Hard Copy (H)	E-Copy (E)	External Web (W)	Preference (H, E, W)
Brown Act – Latest version (Include supplements) California Attorney General’s Office	Secretary’s Office	✘			
MUD Act – Latest version	Secretary’s Office	✘	✘		
Meeting Minutes December 2013 – November 2014	Secretary’s Office	✘	✘	✘	
Rules of Order Board Resolution Sturgis Standard Code of Parliamentary Procedures	Secretary’s Office	✘ ✘			
Board Policies Policies and Procedures Documents	Policy/Procedure Unit - FIN	✘	✘		
Planning Documents Board Committee and Workshop Agendas: Forecast for Jan-Jun 2015	Secretary’s Office	✘	✘		
District Background Organization Chart All About EBMUD	OGM PIO	✘ ✘	✘		
Financial Data 2014 Strategic Plan FY14-15 Operating/Capital Budget FY14-15 GM Report on Rates and Charges FY14 Audited Financial Report and Recommendations Letter - EBMUD FY14 Audited Financial Report and Recommendations Letter – EBMUD ERS FY14 Ten-Year Financial Trend Report Official Statements – Water and Wastewater Long-Term Financial Stability Workshop staff reports & presentations	FIN	✘ ✘ ✘ ✘ ✘ ✘ ✘ ✘	✘ ✘ ✘ ✘ ✘ ✘ ✘	✘	
Water Supply and Quality Water Supply Management Program 2040 (2012 document) Urban Water Management Plan 2010 2014 Future Water Supply Board Workshop Annual Water Quality Report Water Conservation Master Plan	WNR WNR WNR PIO Water Cons.	✘ ✘ ✘ ✘ ✘	✘ ✘ ✘ ✘ ✘	✘ ✘ ✘ ✘ ✘	

New Board Member Orientation Packet Checklist
 2014-2015
 Page 2

Material	Contact	Hard Copy (H)	E-Copy (E)	External Web (W)	Preference (H, E, W)
Labor Agreements Current MOUs Civil Service Rules	Employee Relations	✕ ✕	✕ ✕		
Affirmative Action Plan (latest version)	AA Office	✕	✕		
Contract Equity Program (CEP) – Final CEP Annual Report for FY14 CEP Newsletters – most current	Contract Equity	✕	✕ ✕	✕ ✕	
Customer Service Customer Assistance Program (CAP) Material New Business Brochures EBMUD Property Acquisition and Management Practices (RE Binder) Rules, Regulations, Rates Governing Service to Customers	C&CS	✕ ✕ ✕	✕ ✕	✕ ✕ ✕	
Watershed and Recreation EBMUD Recreation Pamphlet EBMUD Trails Pamphlet East Bay Watershed Master Plan Mokelumne Watershed Master Plan	WNR		✕ ✕	✕ ✕	
Water Conservation Home Water Report WaterSmart Center AMI Pilots PAYS On-bill Financing Pilot Study Landscape Water Budgets CUWCC MOU for Urban Water Conservation AWE, CUWA conservation activities Plants Book Water Conservation Services & Materials Offered by EBMUD Puddle Stopper’s Handbook	Water Cons.	✕ ✕ ✕ ✕ ✕ ✕ ✕ ✕ ✕ ✕	✕ ✕ ✕ ✕ ✕ ✕	✕ ✕ ✕	
Employee Communications EBMUD <i>Splashes</i>	PIO		✕		

New Board Member Orientation Packet Checklist
 2014-2015
 Page 3

Material	Contact	Hard Copy (H)	E-Copy (E)	External Web (W)	Preference (H, E, W)
Public Information Publications					
Annual Report	PIO	✘	✘	✘	
State of the District	PIO	✘			
Bill Inserts:	PIO				
Water Lines are Lifelines		✘	✘	✘	
Customer Pipeline (July/Aug; Sept/Oct; Nov/Dec 2014)		✘	✘	✘	
Firescape Brochure	Water Cons.	✘	✘	✘	
75 th Anniversary Video – “Proud Past . . . Vital Future”	PIO	✘			
Video – “From the Snowflake to the Bay”	PIO	✘			
Its Name Was Mud Book	PIO	✘			
Facilities Guide	Stationary Stockroom	✘	✘		
Facility Locations Map (Administrative, Distribution, Storage)	Engineering	✘	✘		
Resumes of Senior Management Team	OGM	✘	✘		

DIRECTOR-ELECT TRANSITION

NAME: _____

	DONE	DATE
BOARD PACKET – Delivery Schedule		
• Deliver		
• Meeting Schedule		
• Pick Up		
• Contract – Courier with Name & Address		
PHOTO SESSION DATE – Dates Available		
• Contact STAFF NAME HERE		
• Confirm with Photographer		
• Date Scheduled		
• Photo Approved		
• Copies in File		
ACCESS CARD/OFFICE KEY – Appt. after January 1		
• Ordered		
• Received		
PARKING ARRANGED – Has temporary spot until January 1		
• Facilities Notified		
• Security Notified		
• Candidate Notified		
FAX MACHINE – Do you currently have fax? If so, what is number?		
• Ordered New or Provide Used		
• Order Extra Cartridge		
• Appointment for Installation		
• Provide FAX Paper		
PHONE MESSAGES – How should we handle? Take message and refer to office, cell, home, email?		
• How to Handle		
PROCEDURE BOD MAIL		
• Review Process		
COMPUTER SERVICES – Handle after January 1		
• Outlook Account Ordered		
• Modem Connected at Home		
COMPUTER EQUIPMENT NEEDED – Do you need equipment?		
• PC		
• Laptop		
• Mobile Device (phone, iPad, tablet)		
• Printer		
• Paper		
BENEFITS ORIENTATION – What is your availability (90 minutes) in HR?		
• Schedule Appointment with Tamara Wickland		
• Benefit Forms Completed		
• Identification Card Made		
BINDERS – Confirm name		
• Ordered		
• Received		
BROWN ACT OF YEAR – Provided to GM’s Office		
• Ordered Book		
• Mailed Book		
BIOGRAPHICAL DATA SHEET – Provide draft for Internet posting		
• Draft Developed & Submitted to Director		
• Approved		
• Copies in Secretary’s Files & with Public Information Office		
• Place On Web		

OFFICE ARRANGEMENT – To be done in January		
• Office Assign # _____		
• Office Cleaned		
• Key Issued		
• Equipment Ordered		
• Phone Book		
• Order Business Cards		
• Supplies Ordered		
NAME PLATE INSTALLED – Confirm name		
• Ordered (Board Room & Committee)		
• Installed		
SWEARING IN CEREMONY- 1st Mtg in JANUARY – Will you have judge?		
• Judge - Name of judge		
• Notary – Swear in at 10:45 before closed session		
• Oath of Office Prepared		
TOUR		
• Board Room		
• Board Conference Room		
• Training Resource Centers		
• Media Room		
• 8 th Floor		
COMMENTS:		
• Notify FPPC – Assuming Office to Sacto within 30 days		
• Paid 1 st Thursday of the month – Direct deposit or check?		
• Expense Reports – Provided by Secretary’s Office		
• Travel – Authorized by President; Coordinate with Secty. Office		

W:\Board of Directors\Task List for Director Transition.doc

Source: East Bay Municipal Utility District



625 Burnell Street, Napa CA 94559

The following items are included in this informational packet:

- 1. Napa Valley Transportation Authority Background**
 - NVTA Board Members and Alternates Listing**
 - NVTA Standing Committees Relationship to Board**
 - NVTA 2016 Meeting Calendar**
- 2. NVTA Staff Listing**
 - NVTA Organizational Chart**
- 3. Amendment No. 10 to the Joint Powers Agreement for the Napa County Transportation and Planning Agency (changing the agency name to the Napa Valley Transportation Authority)**
- 4. Audit Report for Fiscal Years Ended June 30, 2016**
 - Single Audit Report for Year Ended June 20, 2016**
- 5. Overall Work Program 2016**
- 6. 2017 Federal & State Legislative Advocacy Program & Project Priorities**
- 7. 2014 & 2015 Annual Reports**
- 8. 2014 & 2015 Major Actions**
- 9. NVTA Resolution No. 16-01 Changing the Name of the Existing Napa Valley Transportation Authority (NVTA) to the Napa Valley Transportation Authority-Tax Agency (NVTA-TA)**
- 10. NVTA Resolution No. 12-01 Requesting that the Board of Supervisors Call for a Special Election on November 6, 2012 for the Purpose of Obtaining Voter Approval of the Napa Countywide Road Maintenance Act and Expenditure Plan (Authority Ordinance No. 2012-01)**
- 11. Overview of Transportation Planning and Funding & NVTA Fund Sources**
- 12. Glossary of Transportation Planning Acronyms and Terms**
- 13. VINE Local & Regional Route – Effective August 16, 2015**
 - Bike Napa Valley Map**
 - BikeLink (eLockers) Brochure**
 - Zipcar Brochure**

Knapp, Tina

From: Lore, Kelly
Sent: Wednesday, January 24, 2018 2:23 PM
To: rpitts@villapark.org
Cc: Knapp, Tina; gregsebourn@yahoo.com
Subject: Welcome to the OCSD Board of Directors
Attachments: Director Info Form-Rev 07.2012-V2.pdf; Direct Deposit Authorization.pdf; VOYA Deferred Comp.pdf; Form 700 2017-2018.pdf; DE-4 State Withholding 2018.pdf; Form W-4 2017.pdf; 2018 Condensed Calendar.pdf

Importance: High

Good Afternoon Alternate Director Pitts,

Let me first officially welcome you to Orange County Sanitation District. We look forward to having you serve as an Alternate Director on our Board.

The next meeting of the Board of Directors will be held this evening January 24 at 6:00 p.m. Currently, the City of Villa Park seat also serves on our Operations Committee. The next meeting of this committee is being held on February 7, at 5:00 p.m. If for any reason Director Collacott is not able to attend, you should plan on attending. Compensation for each meeting attended is \$212.50 per meeting + mileage.

- **ORIENTATION for new Board Members will be held as a one-on-one meeting with the General Manager, General Counsel and myself.** This meeting is educational and encouraged for all new Directors. You will first meet with General Counsel and myself for a brief overview of what to expect as a Board member and will be provided with the *OCSD Board of Directors' Guide to Business Handbook*. You will then meet with the General Manager who will provide you a tour of the facilities to get you acquainted with the Sanitation District. These meetings take approximately two hours. Please call me at any time to set up that appointment.

I'd like to provide you with some information prior to your attendance at any meeting to make sure that we get you everything you need, and so that we can properly add you to our system and make sure you are compensated in a timely manner.

- **ATTACHMENTS.** You will notice that I have attached a few forms to this email. Please print and complete these forms so that we may properly add you to our internal system and compensate you for any meeting that you attend, in a timely manner. The Direct Deposit form is optional, of course. The VOYA Deferred Compensation form is also optional. If you would like additional information regarding the Deferred Compensation option, I can certainly have our representative contact you directly. You may either email, fax (714) 962-0356, or mail. We will need your Form 700 submitted within 30 days, please.
- **OATH OF AFFIRMATION.** We will need to administer an Oath prior to you taking action on the Committee or Board at your first attended meeting.
- **CALENDAR.** We have provided you with a 2018 Meetings Calendar.
- **AGENDAS.** As an Alternate Director you will receive the monthly Board agenda packet via email with a link to the full agenda.

Please let me know if you have any questions, or if I may be of assistance in any way.

Again, we look forward to meeting you and having you serve on our Board.



Kelly Lore, CMC

Clerk of the Board

Orange County Sanitation District

Office: 714.593.7433 | Fax: 714.962.0356 | www.ocsd.com



**ORANGE COUNTY SANITATION DISTRICT
2018 COMMITTEE/BOARD CALENDAR**

JANUARY '18							FEBRUARY '18							MARCH '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31
APRIL '18							MAY '18							JUNE '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
JULY '18							AUGUST '18							SEPTEMBER '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
OCTOBER '18							NOVEMBER '18							DECEMBER '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

Steering/Board (Blue)
 Operations (Red)
 Administration (Green)
 OCSD Holidays (Yellow)
 Legislative & Public Affairs (Lt. BI)

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Type or Print Your Full Name	Your Social Security Number
Home Address (Number and Street or Rural Route)	Filing Status Withholding Allowances
City, State, and ZIP Code	<input type="checkbox"/> SINGLE or MARRIED (with two or more incomes) <input type="checkbox"/> MARRIED (one income) <input type="checkbox"/> HEAD OF HOUSEHOLD

1. Number of allowances for Regular Withholding Allowances, Worksheet A _____
 Number of allowances from the Estimated Deductions, Worksheet B _____
 Total Number of Allowances (A + B) when using the California Withholding Schedules for 2018 _____
 OR
2. Additional amount of state income tax to be withheld each pay period (if employer agrees), Worksheet C _____
 OR
3. I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (Check box here)

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Signature _____ Date _____

Employer's Name and Address	California Employer Payroll Tax Account Number
-----------------------------	--

----- cut here -----

Give the top portion of this page to your employer and keep the remainder for your records.

YOUR CALIFORNIA PERSONAL INCOME TAX MAY BE UNDERWITHHELD IF YOU DO NOT FILE THIS DE 4 FORM.

IF YOU RELY ON THE FEDERAL FORM W-4 FOR YOUR CALIFORNIA WITHHOLDING ALLOWANCES, YOUR CALIFORNIA STATE PERSONAL INCOME TAX MAY BE UNDERWITHHELD AND YOU MAY OWE MONEY AT THE END OF THE YEAR.

PURPOSE: This certificate, DE 4, is for **California Personal Income Tax (PIT) withholding** purposes only. The DE 4 is used to compute the amount of taxes to be withheld from your wages, by your employer, to accurately reflect your state tax withholding obligation.

You should complete this form if either:

- (1) You claim a different marital status, number of regular allowances, or different additional dollar amount to be withheld for California PIT withholding than you claim for federal income tax withholding or,
- (2) You claim additional allowances for estimated deductions.

THIS FORM WILL NOT CHANGE YOUR FEDERAL WITHHOLDING ALLOWANCES.

The federal Form W-4 is applicable for California withholding purposes if you wish to claim the same marital status, number of regular allowances, and/or the same additional dollar amount to be withheld for state and federal purposes. However, federal tax brackets and withholding methods do not reflect state PIT withholding tables. **If you rely on the number of withholding allowances you claim on your Form W-4 withholding allowance**

certificate for your state income tax withholding, you may be significantly underwithheld. This is particularly true if your household income is derived from more than one source.

CHECK YOUR WITHHOLDING: After your Form W-4 and/or DE 4 takes effect, compare the state income tax withheld with your estimated total annual tax. For state withholding, use the worksheets on this form.

EXEMPTION FROM WITHHOLDING: If you wish to claim exempt, complete the federal Form W-4. You may claim exempt from withholding California income tax if you did not owe any federal income tax last year and you do not expect to owe any federal income tax this year. The exemption is good for one year. If you continue to qualify for the exempt filing status, a new Form W-4 designating EXEMPT must be submitted by February 15 each year to continue your exemption. If you are not having federal income tax withheld this year but expect to have a tax liability next year, you are required to give your employer a new Form W-4 by December 1.

EXEMPTION FROM WITHHOLDING (continued): Under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act, you may be exempt from California income tax on your wages if (i) your spouse is a member of the armed forces present in California in compliance with military orders; (ii) you are present in California solely to be with your spouse; and (iii) you maintain your domicile in another state. If you claim exemption under this act, check the box on Line 3. You may be required to provide proof of exemption upon request.

IF YOU NEED MORE DETAILED INFORMATION, SEE THE INSTRUCTIONS THAT CAME WITH YOUR LAST CALIFORNIA RESIDENT INCOME TAX RETURN OR CALL THE FRANCHISE TAX BOARD (FTB).

IF YOU ARE CALLING FROM WITHIN THE UNITED STATES 1-800-852-5711 (voice)
1-800-822-6268 (TTY)

IF YOU ARE CALLING FROM OUTSIDE THE UNITED STATES (Not Toll Free) 1-916-845-6500

The *California Employer's Guide*, DE 44, provides the income tax withholding tables. This publication may be found on the Employment Development Department (EDD) website at www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm. To assist you in calculating your tax liability, please visit the FTB website at www.ftb.ca.gov/individuals/index.shtml.

NOTIFICATION: If the IRS instructs your employer to withhold federal income tax based on a certain withholding status, your employer is required to use the same withholding status for state income tax withholding.

The burden of proof rests with the employee to show the correct California Income Tax Withholding. Pursuant to Section 4340-1(e) of [Title 22, California Code of Regulations \(CCR\)](#), the FTB or the EDD may, by special direction in writing, require an employer to submit a Form W-4 or DE 4 when such forms are necessary for the administration of the withholding tax programs.

PENALTY: You may be fined \$500 if you file, with no reasonable basis, a DE 4 that results in less tax being withheld than is properly allowable. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding. This is provided by Section 13101 of the [California Unemployment Insurance Code](#) and Section 19176 of the [Revenue and Taxation Code](#).

INSTRUCTIONS — 1 — ALLOWANCES*

When determining your withholding allowances, you must consider your personal situation:

- Do you claim allowances for dependents or blindness?
- Will you itemize your deductions?
- Do you have more than one income coming into the household?

TWO-EARNERS/MULTIPLE INCOMES: When earnings are derived from more than one source, underwithholding may occur. If you have a working spouse or more than one job, it is best to check the box "SINGLE or MARRIED (with two or more incomes)." Figure the total number of allowances you are entitled to claim on all jobs using only one DE 4 form. Claim allowances with **one** employer. Do **not** claim the same allowances with more than one employer. Your withholding will usually be most accurate when all allowances are claimed on the DE 4 or Form W-4 filed for the highest paying job and zero allowances are claimed for the others.

MARRIED BUT NOT LIVING WITH YOUR SPOUSE: You may check the "Head of Household" marital status box if you meet all of the following tests:

- (1) Your spouse will not live with you **at any time** during the year;
- (2) You will furnish over half of the cost of maintaining a home for the entire year for yourself and your child or stepchild who qualifies as your dependent; **and**
- (3) You will file a separate return for the year.

HEAD OF HOUSEHOLD: To qualify, you must be unmarried or legally separated from your spouse and pay more than 50% of the costs of maintaining a home for the **entire** year for yourself and your dependent(s) or other qualifying individuals. Cost of maintaining the home includes such items as rent, property insurance, property taxes, mortgage interest, repairs, utilities, and cost of food. It does not include the individual's personal expenses or any amount which represents value of services performed by a member of the household of the taxpayer.

WORKSHEET A

REGULAR WITHHOLDING ALLOWANCES

- (A) Allowance for yourself — enter 1 (A) _____
- (B) Allowance for your spouse (if not separately claimed by your spouse) — enter 1 (B) _____
- (C) Allowance for blindness — yourself — enter 1 (C) _____
- (D) Allowance for blindness — your spouse (if not separately claimed by your spouse) — enter 1 (D) _____
- (E) Allowance(s) for dependent(s) — do not include yourself or your spouse (E) _____
- (F) Total — add lines (A) through (E) above (F) _____

INSTRUCTIONS — 2 — ADDITIONAL WITHHOLDING ALLOWANCES

If you expect to itemize deductions on your California income tax return, you can claim additional withholding allowances. Use Worksheet B to determine whether your expected estimated deductions may entitle you to claim one or more additional withholding allowances. Use last year's FTB Form 540 as a model to calculate this year's withholding amounts.

Do not include deferred compensation, qualified pension payments, or flexible benefits, etc., that are deducted from your gross pay but are not taxed on this worksheet.

You may reduce the amount of tax withheld from your wages by claiming one additional withholding allowance for each \$1,000, or fraction of \$1,000, by which you expect your estimated deductions for the year to exceed your allowable standard deduction.

WORKSHEET B

ESTIMATED DEDUCTIONS

1. Enter an estimate of your itemized deductions for California taxes for this tax year as listed in the schedules in the FTB Form 540 1. _____
 2. Enter \$8,472 if married filing joint with two or more allowances, unmarried head of household, or qualifying widow(er) with dependent(s) or \$4,236 if single or married filing separately, dual income married, or married with multiple employers - 2. _____
 3. Subtract line 2 from line 1, enter difference = 3. _____
 4. Enter an estimate of your adjustments to income (alimony payments, IRA deposits) + 4. _____
 5. Add line 4 to line 3, enter sum = 5. _____
 6. Enter an estimate of your nonwage income (dividends, interest income, alimony receipts) - 6. _____
 7. If line 5 is greater than line 6 (if less, see below);
Subtract line 6 from line 5, enter difference = 7. _____
 8. Divide the amount on line 7 by \$1,000, round any fraction to the nearest whole number 8. _____
Enter this number on line 1 of the DE 4. Complete Worksheet C, if needed.
 9. If line 6 is greater than line 5;
Enter amount from line 6 (nonwage income) 9. _____
 10. Enter amount from line 5 (deductions) 10. _____
 11. Subtract line 10 from line 9, enter difference 11. _____
- Complete Worksheet C**

*Wages paid to registered domestic partners will be treated the same for state income tax purposes as wages paid to spouses for California PIT withholding and PIT wages. This law does not impact federal income tax law. A registered domestic partner means an individual partner in a domestic partner relationship within the meaning of Section 297 of the [Family Code](#). For more information, please call our Taxpayer Assistance Center at 1-888-745-3886.

1. Enter estimate of total wages for tax year 2018 1. _____
2. Enter estimate of nonwage income (line 6 of Worksheet B) 2. _____
3. Add line 1 and line 2. Enter sum 3. _____
4. Enter itemized deductions or standard deduction (line 1 or 2 of Worksheet B, whichever is largest) 4. _____
5. Enter adjustments to income (line 4 of Worksheet B) 5. _____
6. Add line 4 and line 5. Enter sum 6. _____
7. Subtract line 6 from line 3. Enter difference 7. _____
8. Figure your tax liability for the amount on line 7 by using the 2018 tax rate schedules below 8. _____
9. Enter personal exemptions (line F of Worksheet A x \$125.40) 9. _____
10. Subtract line 9 from line 8. Enter difference 10. _____
11. Enter any tax credits. (See FTB Form 540) 11. _____
12. Subtract line 11 from line 10. Enter difference. This is your total tax liability 12. _____
13. Calculate the tax withheld and estimated to be withheld during 2018. Contact your employer to request the amount that will be withheld on your wages based on the marital status and number of withholding allowances you will claim for 2018. Multiply the estimated amount to be withheld by the number of pay periods left in the year. Add the total to the amount already withheld for 2018 13. _____
14. Subtract line 13 from line 12. Enter difference. If this is less than zero, you do not need to have additional taxes withheld 14. _____
15. Divide line 14 by the number of pay periods remaining in the year. Enter this figure on line 2 of the DE 4 15. _____

NOTE: Your employer is not required to withhold the additional amount requested on line 2 of your DE 4. If your employer does not agree to withhold the additional amount, you may increase your withholdings as much as possible by using the "single" status with "zero" allowances. If the amount withheld still results in an underpayment of state income taxes, you may need to file quarterly estimates on Form 540-ES with the FTB to avoid a penalty.

THESE TABLES ARE FOR CALCULATING WORKSHEET C AND FOR 2018 ONLY

SINGLE PERSONS, DUAL INCOME MARRIED WITH MULTIPLE EMPLOYERS				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .	PLUS	
\$0	\$8,223 ...	1.100%	\$0	\$0.00
\$8,223	\$19,495 ...	2.200%	\$8,223	\$90.45
\$19,495	\$30,769 ...	4.400%	\$19,495	\$338.43
\$30,769	\$42,711 ...	6.600%	\$30,769	\$834.49
\$42,711	\$53,980 ...	8.800%	\$42,711	\$1,622.66
\$53,980	\$275,738 ...	10.230%	\$53,980	\$2,614.33
\$275,738	\$330,884 ...	11.330%	\$275,738	\$25,300.17
\$330,884	\$551,473 ...	12.430%	\$330,884	\$31,548.21
\$551,473	\$1,000,000 ...	13.530%	\$551,473	\$58,967.42
\$1,000,000	and over...	14.630%	\$1,000,000	\$119,653.12

MARRIED FILING JOINT OR QUALIFYING WIDOW(ER) TAXPAYERS				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .	PLUS	
\$0	\$16,446 ...	1.100%	\$0	\$0.00
\$16,446	\$38,990 ...	2.200%	\$16,446	\$180.91
\$38,990	\$61,538 ...	4.400%	\$38,990	\$676.88
\$61,538	\$85,422 ...	6.600%	\$61,538	\$1,668.99
\$85,422	\$107,960 ...	8.800%	\$85,422	\$3,245.33
\$107,960	\$551,476 ...	10.230%	\$107,960	\$5,228.67
\$551,476	\$661,768 ...	11.330%	\$551,476	\$50,600.36
\$661,768	\$1,000,000 ...	12.430%	\$661,768	\$63,096.44
\$1,000,000	\$1,102,946 ...	13.530%	\$1,000,000	\$105,138.68
\$1,102,946	and over	14.630%	\$1,102,946	\$119,067.26

UNMARRIED HEAD OF HOUSEHOLD				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .	PLUS	
\$0	\$16,457 ...	1.100%	\$0	\$0.00
\$16,457	\$38,991 ...	2.200%	\$16,457	\$181.03
\$38,991	\$50,264 ...	4.400%	\$38,991	\$676.78
\$50,264	\$62,206 ...	6.600%	\$50,264	\$1,172.79
\$62,206	\$73,477 ...	8.800%	\$62,206	\$1,960.96
\$73,477	\$375,002 ...	10.230%	\$73,477	\$2,952.81
\$375,002	\$450,003 ...	11.330%	\$375,002	\$33,798.82
\$450,003	\$750,003 ...	12.430%	\$450,003	\$42,296.43
\$750,003	\$1,000,000 ...	13.530%	\$750,003	\$79,586.43
\$1,000,000	and over	14.630%	\$1,000,000	\$113,411.02

IF YOU NEED MORE DETAILED INFORMATION, SEE THE INSTRUCTIONS THAT CAME WITH YOUR LAST CALIFORNIA RESIDENT INCOME TAX RETURN OR CALL THE FTB:

IF YOU ARE CALLING FROM WITHIN THE UNITED STATES 1-800-852-5711 (voice)
1-800-822-6268 (TTY)

IF YOU ARE CALLING FROM OUTSIDE THE UNITED STATES
(Not Toll Free) 1-916-845-6500

The DE 4 information is collected for purposes of administering the PIT law and under the authority of Title 22, CCR, Section 4340-1, and the California Revenue and Taxation Code, including Section 18624. The Information Practices Act of 1977 requires that individuals be notified of how information they provide may be used. Further information is contained in the instructions that came with your last California resident income tax return.



Direct Deposit Authorization

Name: _____

Emp. No.: _____

Date: _____

New _____ Add _____ Change _____ Delete _____

Account Type Checking Savings
Financial
Institution _____
Account No. _____
Transit No. _____
Net Check Y/N? _____ Amt \$ _____

New _____ Add _____ Change _____ Delete _____

Account Type: Checking Savings
Financial
Institution _____
Account No. _____
Transit No. _____
Net Check Y/N? _____ Amt \$ _____

New _____ Add _____ Change _____ Delete _____

Account Type Checking Savings
Financial
Institution _____
Account No. _____
Transit No. _____
Net Check Y/N? _____ Amt \$ _____

New _____ Add _____ Change _____ Delete _____

Account Type: Checking Savings
Financial
Institution _____
Account No. _____
Transit No. _____
Net Check Y/N? _____ Amt \$ _____

Please attach a voided check from the checking account for accurate Bank Transit and Account Numbers

I hereby authorize OCSD to initiate debit entries and/or adjustments to my Checking and/or Savings account(s) indicated above and the depository institution named above to debit the same to such account. This authority is to remain in full force and effective until OCSD Payroll Department has received written notification from me of its termination in such manner as to afford OCSD and the depository a reasonable opportunity to act on it.

Employee Signature

Date

For Payroll Purposes

PPE: _____

Entered By: _____

ORANGE COUNTY SANITATION DISTRICT
BOARD DIRECTOR INFORMATION QUESTIONNAIRE

The following information is requested in order to assist the Board's leadership in making Committee appointments and providing information to you in an efficient manner:

Name: _____ Date: _____

Street Address	City	Zip Code	(Area Code) Phone Number	Preferred for staff to contact (select one)
Home			()	<input type="checkbox"/>
City/Agency*			()	<input type="checkbox"/>
Business*			()	<input type="checkbox"/>
			Cell Phone: ()	<input type="checkbox"/>
			Email:	<input type="checkbox"/>
			The standard method of general communication with the Board of Directors is via email. If you have an alternative preferred method of communication, please let us know.	
			If you would like to help conserve OCSD resources by opting to receive agendas and meeting material in an electronic format in lieu of paper copies, please check the box provided	<input type="checkbox"/>

** May attach a business card for City/Agency or Business location here*

Date first elected to current position: _____

If you are subject to term limits, when does your term expire? _____ ; N/A _____

Additional Agencies/Commissions/Committees you have been appointed to other than the Sanitation District:

Academic Major: _____

Current Occupation: _____ Retired _____ Semi-Retired _____

Occupational Background: _____

Other Interests: _____

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County _____ County of _____
- City of _____ Other _____

3. Type of Statement (Check at least one box)

- Annual:** The period covered is January 1, 2017, through December 31, 2017.
-or- The period covered is ____/____/____, through December 31, 2017.
- Assuming Office:** Date assumed ____/____/____
- Candidate:** Date of Election _____ and office sought, if different than Part 1: _____
- Leaving Office:** Date Left ____/____/____ (Check one)
 - The period covered is January 1, 2017, through the date of leaving office.
 - or- The period covered is ____/____/____, through the date of leaving office.

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- Schedule A-1 - Investments** – schedule attached **Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule A-2 - Investments** – schedule attached **Schedule D - Income – Gifts** – schedule attached
- Schedule B - Real Property** – schedule attached **Schedule E - Income – Gifts – Travel Payments** – schedule attached

- or- **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ Signature _____
(month, day, year) (File the originally signed statement with your filing official.)

Form W-4 (2017)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	
B	Enter "1" if: <ul style="list-style-type: none"> • You're single and have only one job; or • You're married, have only one job, and your spouse doesn't work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit	F	
(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)			
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child. 	G	
H	Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) ▶ H	H	
<p>For accuracy, complete all worksheets that apply.</p> <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 			

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service	<h2>Employee's Withholding Allowance Certificate</h2> <p>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold;">2017</div>
1 Your first name and middle initial Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5	Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	5
6	Additional amount, if any, you want withheld from each paycheck	6 \$
7	I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7	
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8	Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional) 10 Employer identification number (EIN)

Deductions and Adjustments Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

1	Enter an estimate of your 2017 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% of your income, and miscellaneous deductions. For 2017, you may have to reduce your itemized deductions if your income is over \$313,800 and you're married filing jointly or you're a qualifying widow(er); \$287,650 if you're head of household; \$261,500 if you're single, not head of household and not a qualifying widow(er); or \$156,900 if you're married filing separately. See Pub. 505 for details	1	\$	
2	Enter: $\left\{ \begin{array}{l} \$12,700 \text{ if married filing jointly or qualifying widow(er)} \\ \$9,350 \text{ if head of household} \\ \$6,350 \text{ if single or married filing separately} \end{array} \right\}$	2	\$	
3	Subtract line 2 from line 1. If zero or less, enter "-0-"	3	\$	
4	Enter an estimate of your 2017 adjustments to income and any additional standard deduction (see Pub. 505)	4	\$	
5	Add lines 3 and 4 and enter the total. (Include any amount for credits from the <i>Converting Credits to Withholding Allowances for 2017 Form W-4</i> worksheet in Pub. 505.)	5	\$	
6	Enter an estimate of your 2017 nonwage income (such as dividends or interest)	6	\$	
7	Subtract line 6 from line 5. If zero or less, enter "-0-"	7	\$	
8	Divide the amount on line 7 by \$4,050 and enter the result here. Drop any fraction	8		
9	Enter the number from the Personal Allowances Worksheet , line H, page 1	9		
10	Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet , also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1	10		

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note: Use this worksheet *only* if the instructions under line H on page 1 direct you here.

1	Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet)	1		
2	Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However , if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3"	2		
3	If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. Do not use the rest of this worksheet	3		

Note: If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4	Enter the number from line 2 of this worksheet	4		
5	Enter the number from line 1 of this worksheet	5		
6	Subtract line 5 from line 4	6		
7	Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here	7	\$	
8	Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed	8	\$	
9	Divide line 8 by the number of pay periods remaining in 2017. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2017. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck	9	\$	

Table 1

Table 2

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$7,000	0	\$0 - \$8,000	0	\$0 - \$75,000	\$610	\$0 - \$38,000	\$610
7,001 - 14,000	1	8,001 - 16,000	1	75,001 - 135,000	1,010	38,001 - 85,000	1,010
14,001 - 22,000	2	16,001 - 26,000	2	135,001 - 205,000	1,130	85,001 - 185,000	1,130
22,001 - 27,000	3	26,001 - 34,000	3	205,001 - 360,000	1,340	185,001 - 400,000	1,340
27,001 - 35,000	4	34,001 - 44,000	4	360,001 - 405,000	1,420	400,001 and over	1,420
35,001 - 44,000	5	44,001 - 70,000	5	405,001 and over	1,600		
44,001 - 55,000	6	70,001 - 85,000	6				
55,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 95,000	10	140,001 and over	10				
95,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



**ORANGE COUNTY SANITATION DISTRICT
457(b) DEFERRED COMPENSATION PLAN
PARTICIPATION AGREEMENT**

OCSD Employees may request to participate in or make changes to their existing 457(b) Deferred Compensation Plan and/or Roth 457(b) option by completing this Agreement or submitting an online request through the VOYA website: www.voyaretirementplans.com/custom/ocsd.

EMPLOYEE INFORMATION

Name _____ Employee # _____ Work Phone _____

EMPLOYEE ELECTIONS

Check all that apply	Description	Deferral Per Paycheck (Min. \$25.00)		Other Information/Steps
		457(b) - pretax	Roth - post tax	
<input type="checkbox"/>	New Account	\$ _____ or _____ %	\$ _____ or _____ %	<input type="checkbox"/> Contact VOYA Representative for new account setup.
<input type="checkbox"/>	Change Deductions	\$ _____ or _____ %	\$ _____ or _____ %	
<input type="checkbox"/>	Stop Deductions	\$0.00	\$0.00	Effective first available pay date after receipt. Requested alternative stop date: _____.
<input type="checkbox"/>	One-Time Leave Payout Deferral	\$ _____ or _____ %	\$ _____ or _____ %	This payout contribution will count toward your annual maximum. It will not affect your current payroll contribution. See footnote ¹ for effective date information. Select Payout: <input type="checkbox"/> December <input type="checkbox"/> January <input type="checkbox"/> Termination ←Write "Max" to allocate as much as possible.
<input type="checkbox"/>	Catch Up Election	\$ _____ or _____ %	\$ _____ or _____ %	Type ² : <input type="checkbox"/> 50+ Catch Up or <input type="checkbox"/> Special Catch Up <input type="checkbox"/> If Special Catch Up, contact VOYA Representative to complete additional qualification worksheet.
<input type="checkbox"/>	Restorative Deferral	\$ _____ or _____ %	\$ _____ or _____ %	For reemployed military only. <input type="checkbox"/> Calendar year applicable: _____.

¹ *Mandatory sick & compensatory time payouts & all voluntary leave payouts are paid in DECEMBER. Mandatory vacation & personal leave payouts are paid in JANUARY. TERMINATION payouts, including retirement, are paid in the month after request is submitted. Contributions are applied to the year in which the payout is paid.*

² *50+ Catch Up - for employees age 50 and over by end of year. Special Catch Up - available only in the 3 consecutive years prior to, but not including year employee attains Normal Retirement Age. Requires additional paperwork completed by VOYA. Only one Catch Up can be elected per year; must use option providing highest contribution amount.*

UNLESS OTHERWISE SPECIFIED, CHANGES TAKE EFFECT THE NEXT APPLICABLE PAY PERIOD IN THE MONTH FOLLOWING THIS REQUEST DATE. REQUESTS EXPIRE AFTER 4 MONTHS IF NOT IMPLEMENTED.

By completing this Agreement, you acknowledge the following:

- I elect to participate in the Plan and agree to reduce my compensation in accordance with the Plan and Code.
- I agree that all rights to my deferred compensation shall be governed by the terms and conditions of the Plan and Code.
- I agree that these elections will remain in effect until I submit a new Agreement to change my elections; however, if my contributions during any given calendar year reach the maximum dollar amount allowed under the Plan and Code, deductions will automatically stop.
- If I am a current employee, I understand that this election applies only to compensation paid or made available no earlier than the first day of the calendar month after the calendar month in which this Agreement is signed, unless otherwise specified.
- If I am a newly hired employee, I understand that this election applies to compensation payable in the calendar month in which I first become an employee if I enter into this Agreement on or before the first day in which I perform services for OCSD.
- I further understand that this Agreement shall supersede any prior Agreement between OCSD and me under the Plan.

EMPLOYEE AUTHORIZATION

Employee Signature _____

Date _____

RETURN COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT

ORANGE COUNTY SANITATION DISTRICT 2018 COMMITTEE/BOARD CALENDAR

JANUARY '18							FEBRUARY '18							MARCH '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31
APRIL '18							MAY '18							JUNE '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
JULY '18							AUGUST '18							SEPTEMBER '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
OCTOBER '18							NOVEMBER '18							DECEMBER '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

Steering/Board (Blue)
 Operations (Red)
 Administration (Green)
 OCSD Holidays (Yellow)
 Legislative & Public Affairs (Lt. BI)



New Board Member Orientation



March 15, 2017



Role of the Board Member



Presenter:
Greg Sebourm, Chairman



OCSD History and Future

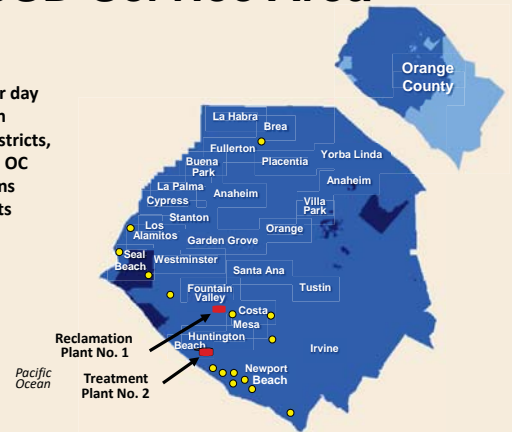


Presenters:
Jim Herberg, General Manager
Bob Ghirelli, Asst. General Manager



OCSD Service Area

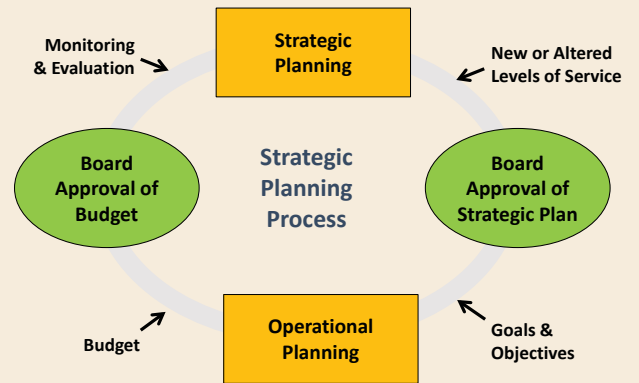
- 396 miles of sewers
- 471 square miles
- 185 million gallons per day
- 2.6 million population
- 20 cities, 4 special districts, & unincorporated OC
- 15 pumping stations
- 2 treatment plants



OCSD Mission and Vision



Strategic Planning



Strategic Goals for 2014-2019

In Progress:

1. Odor Control
2. Biosolids Management
3. Energy Efficiency
4. Water Recycling
5. Workforce Planning and Development

Completed:

6. Local Sewer Transfer
7. Legislative Advocacy and Public Outreach
8. Cessation of Disinfection of Ocean Discharge

Odor Control



Biosolids



Energy Efficiency



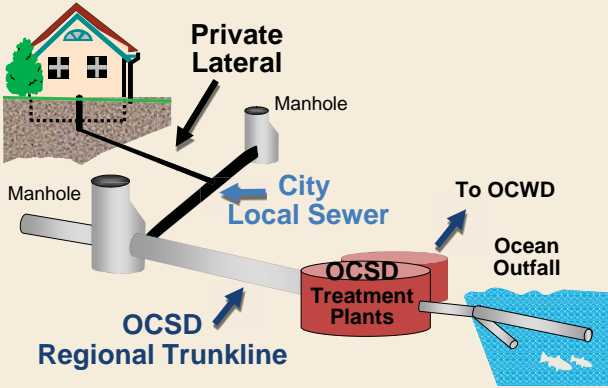
Future Water Recycling Options



Workforce Planning & Development



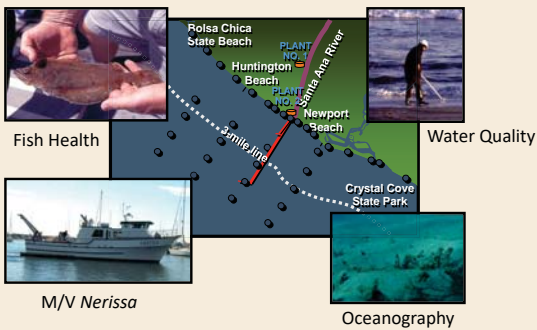
Local Sewer Transfers



Legislative Advocacy & Public Outreach



Cessation of Disinfection Ocean Discharge



Board Services



Presenter:
Kelly Lore,
Clerk of the Board



Board Services Overview



INTRODUCTION OF BOARD SERVICES

- What We Provide

BOD GUIDELINES & PROCEDURES

- Resolution OCSD 15-27

CALENDAR OF MEETINGS

- 2017 Condensed Calendar

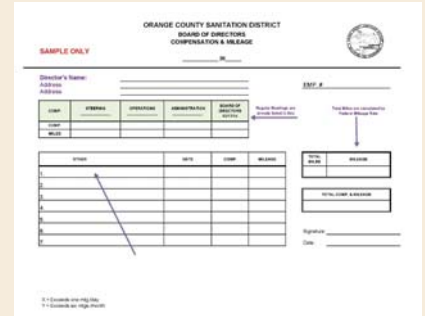
AGENDA AND OCSD INFORMATION

- Agenda Packets
- Communications

Board Services Overview

DIRECTOR COMPENSATION

- Ordinance OCSD-34
 - \$212.50 per meeting/day
 - 6 meetings/month
 - Payroll calendar
- Resolution OCSD 15-06
 - Expense reimbursement & meeting attendance



Board Services Overview

AB 1234 ETHICS TRAINING

California law requires ethics training be provided to their local officials.

Online training allows local officials to satisfy the requirements of AB 1234 on a cost-free basis.

locaethics.fppc.ca.gov/login.aspx



AB 1661 SEXUAL HARASSMENT TRAINING

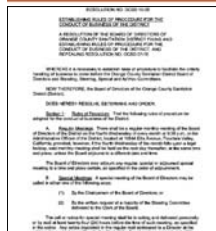
California law requires that members of agency legislative bodies undergo sexual harassment training.

Monday, May 15 from 2 – 4 p.m.
Thursday, May 18 from 2 – 4 p.m.

Contact COB to sign up for a date above or for online version.



General Counsel



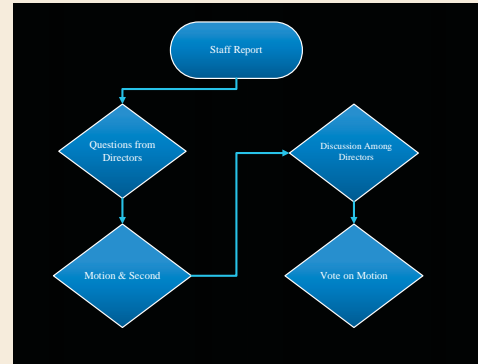
Presenter:
Brad Hognin,
General Counsel



General Counsel

- Board Rules of Procedure
- Mandatory Ethics Training
- Mandatory Sexual Harassment Training
- Campaign Contributions (Levine Act)
- Update on Technology, the Brown Act, and Public Records

Rules for Discussion, Debate and Deliberation



Types of Motions

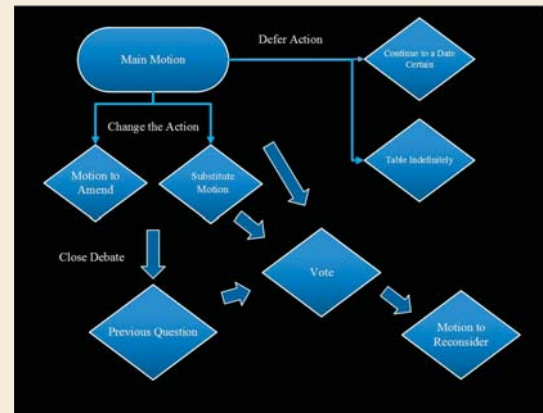
**TABLE 1
BOARD PROCEDURES AND ORGANIZATION
SUMMARY OF MOTIONS**

A. PRELIMINARY MOTIONS					
Kind of Motion	Second Required	Debatable	Amendable	Vote Required	Purpose
To Take a Recess	Yes	No	No	Majority	To hold the meeting
Roll Call or Question of Privilege	No	No	No	None	To obtain action immediately in an emergency

B. MAIN MOTION AND RELATED SUBSIDIARY MOTIONS					
Kind of Motion	Second Required	Debatable	Amendable	Vote Required	Purpose
Main Motion	Yes	Yes	Yes	Majority	To introduce new business
Amend Main Motion	Yes	Yes	Yes	Majority	To modify or alter a motion
Substitute Motion	Yes	Yes	Yes	Majority	To replace the main motion entirely
Previous Question	Yes	No	No	Majority	To close debate on the main or subsidiary motion immediately
Continue to a Certain Time	Yes	Yes	Yes	Majority	To defer action

Kind of Motion	Second Required	Debatable	Amendable	Vote Required	Purpose
To Table	Yes	No	No	Majority	To discontinue consideration until brought back by vote of the Board
Take a Motion from the Table	Yes	No	No	Majority	To bring before the group a motion previously tabled
Limit or Extend Limits of Debate	Yes	No	Yes	Majority	To limit or extend limits of debate
Refer to a Committee	Yes	Yes	Yes	Majority	To place business in hands of a Committee
Withdraw a Motion	No	No	No	None	To modify or alter a motion
Reconsider	Yes	Yes	No	Majority	To secure a new vote on a motion previously voted upon

Main and Subsidiary Motions



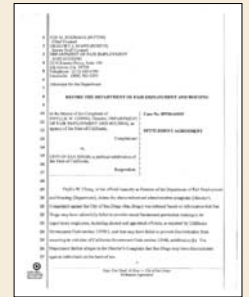
Mandatory Ethics Training

- Two Hours of Training Every 2 Years
- Covers:
 - Conflicts of Interest
 - Receipt of Gifts
 - Misuse of Agency Resources
 - Bribes
 - Etc.



Mandatory Sexual Harassment Training

- Sexual Harassment Training Required for “Supervisory Employees”
- Applies to Elected Officials



Levine Act

- Limits on Campaign Contributions From Parties Seeking Approval of Entitlements
- “Entitlements” Include:
 - Contracts
 - Permits
 - Licenses
- Exceptions: Competitively Bid and Labor Contracts

Contributions Accepted in the Past

- You Received >\$250 in Contributions From a Proposed Contractor in the Last 12 Months
- The Contract is Before the Board for Approval
- You Must:
 - Disclose the Contribution on the Record; and
 - Disqualify Yourself

Contributions While a Proceeding is Pending

- OCSD Prepares an RFP
- Until 3 Months After Contract Award, You May Not:
 - Solicit or Receive Contributions >\$250 From Any Proposer

FPPC Enforcement of the Levine Act

- Fines From \$1,000-\$3,000 per Count
- Example:
 - San Bernardino County Supervisor
 - Appointed to the Inland Valley Development Agency
 - Voted to Award Contracts to IVDA Contractors Who Contributed to his Supervisor Campaign
 - Fined \$12,500 for 10 Counts

Technology and the Brown Act

- Brown Act Prohibits “Serial Meetings”
- Email Exchanges Involving a Majority of Board Members May Be Considered Serial Meetings
- Examples:
 - One Broadcast Email to All Members, with Responses
 - “Hub & Spoke” – One Member Exchanges Emails with a Majority
 - “Daisy Chain” – Emails are Forwarded Among a Majority of Members

A Sanitation District Board Member is accused of wrongdoing.

Where does this story appear in the newspaper ?



After a comprehensive, six-month investigation by a blue-ribbon panel, the Board Member is completely cleared of any wrongdoing.

Where does this story appear in the newspaper?



OCSD Financials



Presenter:
**Lorenzo Tyner, Director of
 Finance and
 Administrative Services**



General Information

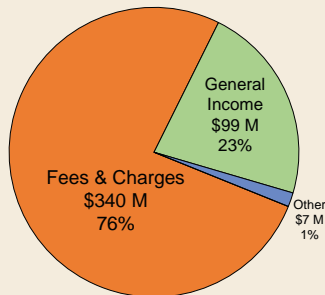
- Fiscal Year July 1 – June 30
- \$400M–\$500M in annual revenues & expenditures
- Approved Staffing of 627 Full-Time Equivalent (FTEs)

Budget Summary

Revenues	FY 16-17	FY 17-18
Fees and Charges	\$331 M (76%)	\$340 M (76%)
General Income	\$ 96 M (22%)	\$100 M (23%)
Other	\$ 8 M (2%)	\$ 6 M (1%)
Total Revenues	\$435 M	\$446 M

Outlays	FY 16-17	FY 17-18
Operating	\$146 M (31%)	\$150 M (40%)
CIP/RRR	\$171 M (36%)	\$138 M (37%)
Debt Service	\$ 87 M (18%)	\$ 83 M (22%)
Other	\$ 6 M (1%)	\$ 4 M (1%)
Liability Reduction	\$ 65 M (14%)	\$ 0 M (0%)
Total Outlays	\$475 M	\$375 M

Major Revenue Components Include Fees/Charges and General Income



Proposed Revenues
FY 17-18 = \$446 Million

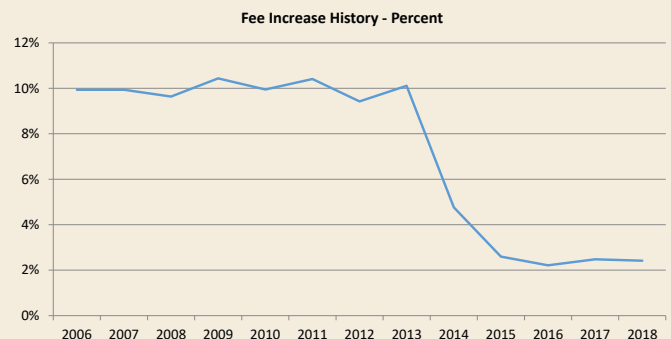
Most OCSD Revenue is Related to User Fees

	Approved FY 17-18
General User Fees	\$ 291 M
Permit User Fees	\$ 12 M
Assessments	\$ 19 M
Capital Fac. Capacity Charges	\$ 18 M
Total Fees & Charges	\$ 340 M

Ten Largest Industrial Users Represent only 2% of OCSD User Fees

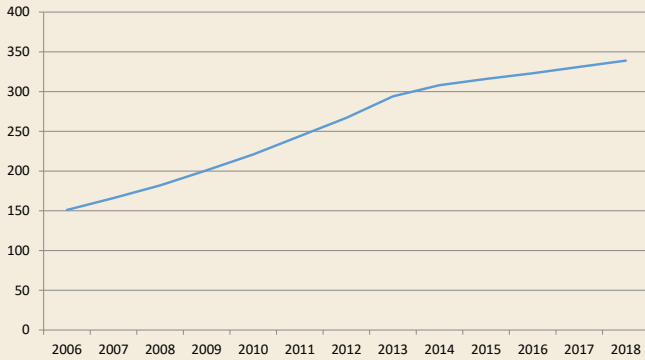
Company	Fee	% of Total
House Foods America	\$1,137,028	0.36%
Kimberly-Clark Worldwide	1,123,748	0.36%
Stremicks Heritage Foods	735,840	0.23%
Pulmuone Wildwood	667,744	0.21%
M C P Foods Inc.	649,886	0.21%
Jazz Semiconductor	541,379	0.17%
Ameripecc Inc.	494,287	0.16%
Nor-Cal Beverage	453,737	0.14%
Van Law Food Products	446,942	0.14%
Nor-Cal Beverage (NCB)	409,575	0.13%
Top Ten Total Fees & Charges	\$6,660,166	2.12%

Rate Increases Have Dropped Significantly

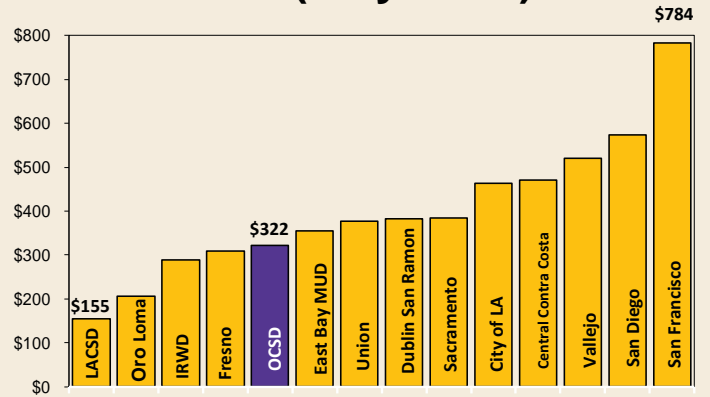


Rates Will Remain Level

Single Family Residential (SFR) Fee



Comparison of Single Family Rates (July 2015)



Property Tax Revenue will Rise with the Continuing Economic Recovery

	Approved	
	FY 16-17	FY 17-18
Property Tax Revenue	\$ 87 M	\$ 91 M
Interest Revenue	\$ 9 M	\$ 9 M
Total General Income	\$ 96 M	\$ 100 M
Other	\$ 8 M	\$ 6 M

OCSD Outlay Categories

	Approved	
	FY 16-17	FY 17-18
Operating Expense	\$ 146 M	\$ 150 M
CIP/RRR	\$ 171 M	\$ 138 M
Debt Service	\$ 87 M	\$ 83 M
Other	\$ 6 M	\$ 4 M
Long-Term Obligations	\$ 65 M	\$ 0 M
Total Outlays	\$ 475 M	\$ 375 M

Operating Expense Summary

Description	FY 15-16 Approved	FY 16-17 Approved	FY 17-18 Approved
Salaries and Wages	\$ 94.8 M	\$ 89.3 M	\$ 90.6 M
Contractual Services	23.9 M	24.8 M	22.6 M
Operating Mat'ls & Supplies	17.2 M	16.7 M	17.4 M
Repairs and Maintenance	12.4 M	14.3 M	16.2 M
Utilities	7.8 M	8.9 M	10.2 M
Other	10.1 M	11.6 M	12.4 M
Cost Allocation	-16.9 M	-19.2 M	-19.4 M
Net Operating Requirements	\$149.3 M	\$146.4 M	\$150.0 M
Percentage Increase (Decrease)		(2.0%)	2.4%

CIP Consists of Four Distinct Types

	Approved	
	FY 16-17	FY 17-18
Replacement/Rehabilitation	\$ 97 M	\$ 84 M
Improved Treatment	\$ 32 M	\$ 19 M
Additional Capacity	\$ 45 M	\$ 30 M
Support	\$ 16 M	\$ 20 M
Total Outlays	\$ 190 M	\$ 153 M

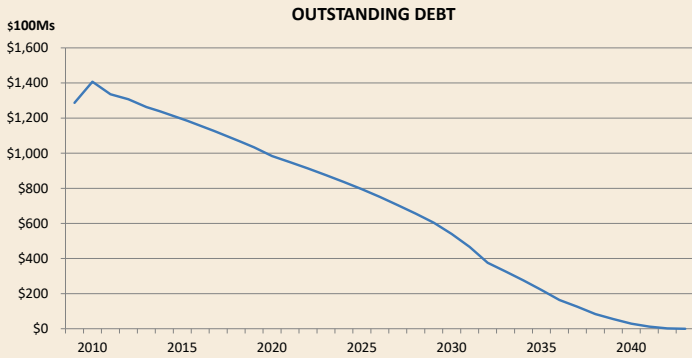
CIP Program Ten-Year Annual Outlays (in millions)



Debt Financing

- Continue to issue COPs as the primary method of financing the capital program
- No additional “new money” debt issuance is scheduled for FY 2016-17 or 2017-18
- OCSD maintains a AAA bond rating
Stated Key Factors include:
 - Strong Financial Performance
 - Moderate Debt Burden
 - Strong Management Practices
 - Rate Discipline

No Additional Debt Issuances are Planned



Workforce Planning and Development



Presenter:
Celia Chandler, Director
of Human Resources



Organizational Overview

Total Number of Authorized Full-Time Employees: **627**

ADMINISTRATION UNITS

General Manager's Office
• 15 Positions

Human Resources & Risk Mgmt
• 27 Positions

Administrative Services
• 99 Positions

OPERATING UNITS

Operations & Maintenance
• 279 Positions

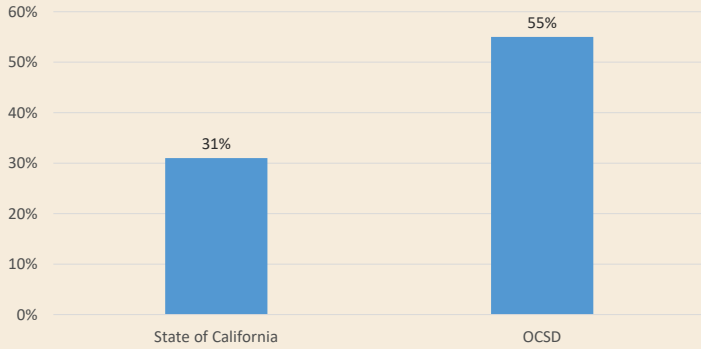
Engineering
• 116 Positions

Environmental Services
• 91 Positions

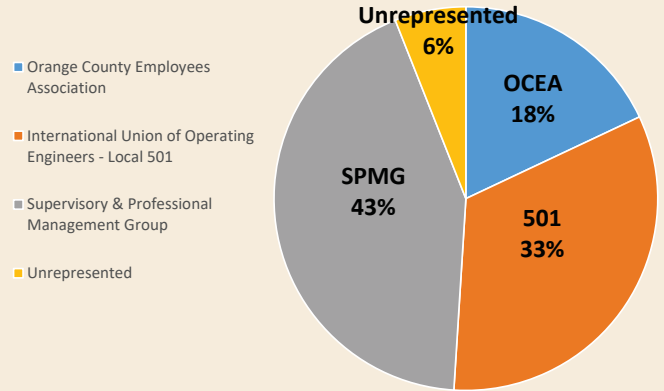


OCSD Workforce

Education Level - Bachelor's Degree or Higher

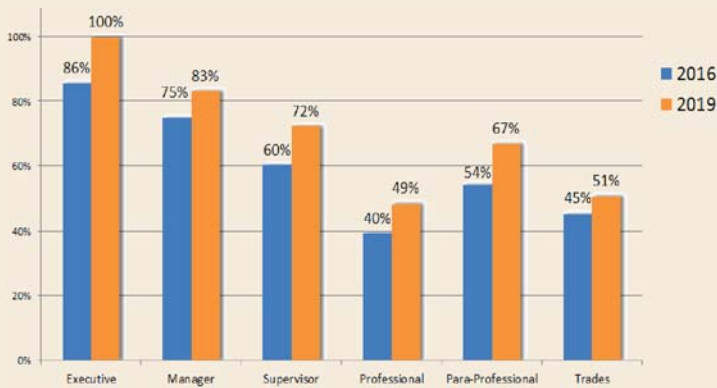


Recognized Labor Unions



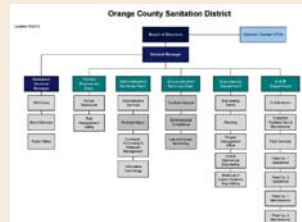
Retirement Eligibility

2016 & 2019



Workforce Strategy

Planning



Development



Workforce Planning

- Workforce Vulnerability Assessments
- Staffing Levels
- Talent Readiness Assessment
- Succession Planning

Workforce Development

- Individual Development Plans
- Division Development Plans
- Leadership Development
- Internship Program
- Employee Development Program

Summary

- Focusing on critical/key positions
- Addressing current and future staffing needs
- Evaluating changing work requirements
- Strengthening existing levels of service
- Preparing employees for future service requirements
- Establishing a plan and roadmap to ensure workforce sustainability

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@ocsewers

Please visit our website www.ocsd.com

Now It Is Time to Tour OCSD



RESOLUTION NO. OCSD 18-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF
ORANGE COUNTY SANITATION DISTRICT
ESTABLISHING RULES OF PROCEDURE FOR THE
CONDUCT OF BUSINESS OF THE DISTRICT, AND
REPEALING RESOLUTION NO. OCSD 17-18

WHEREAS it is necessary to establish rules of procedure to facilitate the orderly handling of business to come before the Orange County Sanitation District Board of Directors and Standing, Steering, Special and Ad Hoc Committees.

NOW THEREFORE, the Board of Directors of the Orange County Sanitation District DOES HEREBY RESOLVE, DETERMINE AND ORDER:

Section 1: Rules of Procedure. That the following rules of procedure be adopted for the conduct of business of the District:

A. Regular Meetings. There shall be a regular monthly meeting of the Board of Directors of the District on the fourth Wednesday of every month at 6:00 p.m., in the Administrative Offices of the District, located at 10844 Ellis Avenue, Fountain Valley, California; provided, however, if the fourth Wednesday of the month falls upon a legal holiday, said monthly meeting shall be held on the next day thereafter, at the same time and place, unless the Board adjourns to a different date and time.

The Board of Directors may adjourn any regular, special or adjourned special meeting to a time and place certain, as specified in the order of adjournment.

B. Special Meetings. A special meeting of the Board of Directors may be called in either one of the following ways:

- (1) By the Chairperson of the Board of Directors; or
- (2) By the written request of a majority of the Steering Committee delivered to the Clerk of the Board.

The call or notice for special meeting shall be in writing and delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as specified in the notice. Any notice deposited in the regular mail addressed to a Director at the address he or she has on file with the Clerk of the Board postage prepaid, sixty (60) hours in advance of any such meeting as specified in the notice, shall be presumed to have been delivered.

The call or notice shall specify the time and place of the special meeting, a description of the business to be transacted and copies of all pertinent written materials.

Such written notice may be dispensed with as to any Director or Alternate Director who, at or prior to the time the meeting convenes, files with the Clerk of the Board a written waiver of notice. Such waiver may be given by facsimile or electronic mail. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The Clerk of the Board shall diligently attempt to notify each Director personally of the time, place and purpose of said meeting, not less than twenty-four (24) hours before the time of said meeting.

The call or notice shall be posted in the administrative offices' public lobby and in a location freely accessible to the public at least twenty-four (24) hours prior to the special meeting.

C. Meetings Adjourned by Clerk of the Board. If at any regular, adjourned regular, special or adjourned special meeting there is not a quorum of Directors present, the Clerk of the Board may declare the meeting adjourned to a stated time and place and shall cause written notice of the adjournment to be given in the same manner as for a special meeting, unless such notice is waived as provided for in special meetings. Within twenty-four (24) hours after the time of the adjournment, a copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held and, in a location, freely accessible to the public.

D. Notices to News Media. When any local newspaper of general circulation, radio or television station requests, in writing, notices of meetings of the Board of Directors, the Clerk of the Board shall thereafter, until receipt of a notice terminating said request, deliver notices of regular, regular adjourned and special adjourned meetings to such newspapers, radio or television stations. Delivery shall be made in the same manner as delivery is made to the Directors.

E. Conduct of Meetings.

(1) Procedural Rules. The procedural rules for debate and action shall be as set forth in Table 1, attached hereto and adopted herein by reference. Robert's Rules of Order shall not be applicable or govern the procedures for the conduct of Sanitation District business.

(2) Legal Officer. In any case of ambiguity or uncertainty in the interpretation or application of these Rules to any procedure, the presiding officer may direct such question for a ruling to the Board's General Counsel, who shall be the parliamentarian of the Board.

(3) Obtaining the Floor and Making Motions. Any member of the Board wishing to speak, or any member of the public wishing to address the Board, must first be recognized by the Chairperson. The Chairperson must recognize any member of the Board who seeks the floor when appropriately entitled to address the Board.

Any member of the Board, including the Chairperson, may bring a matter of business properly before the Board by making a motion. Any member, including the Chairperson, except the member making the motion, may second the motion. Once a motion is seconded, it may be opened for discussion and debate, in accordance with the procedures in Subsection (4) below.

(4) Rules for Discussion, Debate and Deliberation by the Board. The procedures for consideration and action on all matters to come before the Board shall be in compliance with the terms of this Section, as follows:

(a) Each item on the Agenda will be introduced in a form of a report by either the General Manager, a member of the Executive Management Team, or Counsel.

(b) Upon completion of the report, the Chairperson will allow for direct questions regarding the item, by Directors, each in turn, and in the order as selected by the Chairperson.

(c) Upon completion of the question period, the Chairperson will entertain a motion and second for consideration by the Board.

(d) Discussion among the Directors will follow. Each Director will be recognized to address the Board in the order selected by the Chairperson, with a five (5) minute time limit for each Member wishing to speak on the Agenda item, unless the time limit is waived by the Chairperson. There will be no interruptions of the Director who has been recognized. Attempted interruptions will be declared out-of-order, and the Board Member attempting to interrupt will be asked to remain silent until recognized.

(e) As an additional courtesy to everyone, repetition of comments will be discouraged in the interest of time and, at the discretion of the Chairperson, can be declared out-of-order.

(f) After each Member who wishes to speak has been recognized and completed his/her remarks, a single three (3) minute period of rebuttal will be allowed any Director, unless the time limit is waived by the Chairperson.

(g) If it appears to the Chairperson that any Director is pursuing a line of questioning or commentary due to lack of preparation or prior review with the District's Staff, the Director's time will be declared to have been used up, and no further inquiry will be allowed.

(h) Upon adoption of a motion on an Agenda item, there will be no further discussion of that item.

(5) Decorum in Debate. All Members shall address their remarks to the Chairperson and confine them to the business then pending and subject to discussion before the Board, avoiding personalities and reflections upon anyone's motives.

(6) Closing or Limiting Debate. At all times, the Board shall endeavor to allow free and open debate among Members of the Board. However, in the discretion of the Chairperson, it may become necessary to close or limit debate, so that action can be taken by the Board. An order by the Chairperson closing or limiting the debate can only be set aside by a majority vote of the Board.

F. Quorum. A majority of the Directors shall constitute a quorum of the Board.

G. Chairperson and Vice Chairperson of the Board. A Chairperson and Vice Chairperson of the Board shall be elected by a majority vote of Directors at the regular meeting in June of each year and will assume office July 1st. The nominations for Chairperson and Vice Chairperson shall be made at the regular Board meeting in May of each year. Any person nominated for Chairperson shall be deemed to be nominated for Vice Chairperson in the event the person is not elected as Chairperson. Thereafter, the nominees shall prepare a statement setting forth their qualifications for the office sought. The statements should be forwarded to the Clerk of the Board who will in turn mail to the members of the Board of Directors with the Agenda and other meeting material for the June regular meeting. If only one individual is nominated for Chairperson at the regular Board meeting in May, that individual shall be deemed elected as Chairperson, no election shall be held in June, and the individual shall assume office July 1st. If only one individual is nominated for Vice Chairperson at the regular Board meeting in May, that individual shall be deemed elected as Vice Chairperson, no election shall be held in June, and the individual shall assume office July 1st.

The Chairperson and Vice Chairperson shall serve at the pleasure of a majority of the Directors. In the event the office of Chairperson becomes vacant due to resignation or retirement of the incumbent prior to the expiration of the regular term, the Vice Chairperson shall automatically succeed to the office of the Chairperson and shall continue to serve through the remainder of the regular term unless sooner removed by action of a majority of the Directors. In the event the office of Vice Chairperson becomes vacant prior to the expiration of the regular term, nominations and the election of a Director to serve in that capacity shall be conducted at the next regular Board meeting. The person so elected shall serve the balance of the regularly-scheduled term unless sooner removed as a result of action by a majority of the Directors.

The Chairperson shall not serve more than two consecutive one-year terms for which he/she has been elected to the office of Chairperson. The Vice Chairperson shall not serve more than two consecutive one-year terms for which he/she has been elected to the office of Vice Chairperson.

H. Presiding Officer. The Chairperson of the Board shall preside during meetings of the Directors. In the absence of the Chairperson, the Vice Chairperson shall preside.

I. Clerk of the Board and Minutes. The Board of Directors shall have a person designated to serve as Clerk of the Board. The Clerk of the Board will be appointed to the position by the General Manager and shall report to the General Manager or a Department Head as designated by the General Manager. The Clerk of the Board will be a regular full-time employee, subject to all the rules and policies applicable to all regular full-time employees. The Clerk of the Board shall attend all meetings of the Board of Directors, unless excused by the Chairperson, and shall prepare an accurate record of each meeting for submission to the Directors and subsequent approval at the following meeting; provided, however, that when an adjourned, special or special adjourned meeting of the Board of Directors immediately precedes a regular meeting, Minutes of said meeting shall be submitted for approval at the next meeting of the Board following said regular meeting.

In the preparation of Official Minutes of a meeting of the Board of Directors, the Clerk of the Board will not record the name of the Director who moves or who seconds the adoption of a motion or Resolution but will reflect the votes by name of each Director on each item brought before the Board.

In the absence of the Clerk of the Board, a Deputy Clerk of the Board shall be appointed to exercise the duties of the Clerk of the Board.

J. Regular Business to Come Before the Board of Directors. Insofar as practicable, all items of business to be taken up at a regular meeting of the Board shall be submitted to the Clerk of the Board, who shall include on the Agenda all such items submitted by Directors, the General Manager and General Counsel, and all formal communications.

The Clerk of the Board shall mail to each Director a notice of such regular meetings, together with a proposed Agenda, not later than the Friday immediately preceding such regular meetings. Said Agenda, insofar as possible, shall include copies of Resolutions, except as hereafter provided, and a description of all matters to be considered, together with any pertinent written materials.

Agendas shall be posted in a location freely accessible to the public not less than seventy-two (72) hours in advance of the meeting.

Resolutions designated as "standard" and adopted by the Board of Directors from time to time, and approved as to form and content, need not be included with said Agenda; provided, however, that the information completing said standard Resolutions shall be set forth on the Agenda listing, and copies of said standard Resolutions shall be on file with the Clerk of the Board at the meeting time and place.

Items of business not known at the time the regular Agenda is mailed as herein provided, may be considered as supplemental Agenda items; provided that all requirements of the Ralph M. Brown Act (California Government Code Sections 54950 et seq.) are satisfied.

No business, except with consent of two-thirds of the Directors present (a majority of Directors present for emergency actions), and only if permitted by the Ralph M. Brown Act, not appearing on the regular or supplemental Agendas may be brought before the Board of Directors.

The meeting Agenda shall provide for an opportunity for members of the public to address the Board on items on the Agenda and non-Agenda items of public interest. As determined by the Chairperson, speakers may be deferred until the specific Agenda item is taken for discussion, and remarks may be limited to three (3) minutes. Speakers on non-Agenda items may address only items that are within the subject matter jurisdiction of the Board of Directors. Time allotted for such presentations is limited to three (3) minutes or less. Total time allotted for all public input on each non-Agenda item is limited to thirty (30) minutes to one (1) hour, taking into consideration the number of persons filing a request to address the Board. However, time allotments may be waived by a majority vote of the Board.

K. Handling of Business and Voting. During the course of a Board meeting, routine matters listed on the Agenda for consideration will be referred to by Agenda Item Number only.

Voting on all Resolutions shall be by roll call, except if waived by unanimous voice vote, in which event, the Chairperson may order a unanimous ballot cast in favor of the motion or Resolution under discussion. The name of each Director shall be called only once.

On matters of considerable interest or on which there appears to be a controversy, the motion or Resolution shall be read by title or repeated by the Chairperson. The Chairperson shall thereafter call for discussion of the motion or Resolution, at which time any member may discuss the pending matter. Any person other than a Director present at the meeting may speak on the motion if recognized by the Chairperson. Sole discretion as to the extent of discussion outside of the membership of the Board shall rest with the Chairperson. At the close of discussion, the Chairperson may, at the Chairperson's discretion, repeat the motion or Resolution pending, and thereafter, call for a vote.

The Clerk of the Board shall determine and state whether or not a motion or Resolution is adopted by roll call vote. On all other matters, the Chairperson shall determine the outcome of the voting.

L. Committees.

(1) Standing Committees.

(a) Steering Committee: There shall be a permanent Committee designated as the Steering Committee, comprised of the Chairperson of the Board, the Vice Chairperson of the Board, the Chairperson of each of the Standing Committees and two at-large members selected by the Chairperson of the Board. The Vice Chairperson of each of the three Standing Committees shall serve as the designated Alternate, in the absence or inability to serve by any Chairperson. In the absence or inability of any designated member of the Steering Committee to serve, his/her city/agency appointed Alternate Director may not serve in that member's absence.

The Committee shall conduct an annual performance evaluation of the General Manager and submit recommendations on his/her compensation to the Board of Directors. The Committee shall also review the General Manager's evaluation and compensation of the executive management employees, based on established criteria, and executive management's goals and objectives for the following year.

The Committee shall also conduct an annual performance evaluation of General Counsel and submit recommendations to the Board of Directors as provided by Resolution No. OCSD 12-03.

The Committee shall make recommendations to the Board of Directors on labor negotiations and other related activities as may be needed or appropriate.

The Committee shall also be authorized to assign new subjects of significant importance to the appropriate Standing Committee for study, evaluation and recommendation.

The Steering Committee shall meet on the fourth Wednesday of each month at 5:00 p.m. preceding the Board's meeting, or at the call of the Chairperson of the Board of Directors.

(b) Administration Committee: There shall be a permanent Administration Committee (Finance & Administrative Services and Human Resources) to advise the Staff and make recommendations on matters related to the financial, budgeting, administrative and personnel policies and programs of the District.

The Committee shall review with the Staff the procedures for development, preparation and format of the annual budget and recommend appropriate change, and counsel the Staff during the budget process to assure the proper interpretation and implementation of the Board's policies and that the desired procedures have been followed.

The responsibility for consideration and adoption of the District budget rests with the Board of Directors.

The Committee shall periodically interview and recommend the selection of outside auditors. The Committee shall review the result of the annual audit of the District's accounts with representatives of the outside audit firm, including any comments received recommending improvements. The Committee shall review management's response to these comments and make appropriate recommendations for implementation.

Periodically, the Committee shall recommend employment of an outside firm to audit internal control procedures to safeguard the assets of the District.

The Committee shall interview and make recommendations on the employment of investment-banking firms, bond counsel and, if necessary or desired, financial advisors, to be used in connection with the District's financing programs.

The Committee shall periodically coordinate recommendations on personnel audits of the District's operations or segments of the operations on an as-needed basis.

The Committee shall make recommendations on personnel policies and procedures, insurers and coverage, procurement procedures and such other related activities as may be needed or appropriate.

The Chairperson of the Board of Directors shall appoint a Committee Chairperson and a Committee Vice Chairperson for the Administration Committee. The Committee Chairperson and Committee Vice Chairperson shall serve at the pleasure of the Chairperson of the Board of Directors.

The Administration Committee shall consist of thirteen members, as follows:

- (1) The Chairperson of the Board of Directors;
- (2) The Vice Chairperson of the Board of Directors;
- (3) The Committee Chair of the Administration Committee;
- (4) The Committee Vice Chair of the Administration Committee; and
- (5) Nine additional Board members appointed by the Chairperson of the Board of Directors.

Other than the Board Chairperson and the Board Vice Chairperson, no Director who serves on the Operations Committee shall be eligible to serve on the Administration Committee. In the absence of the Board Chairperson, his or her alternate Director may attend meetings of the Administration Committee.

The Administration Committee shall meet on the second Wednesday of each month at 5:00 p.m., or at the call of its Chairperson.

(c) Operations Committee: There shall be a permanent Committee designated the Operations Committee (Engineering, Operations & Maintenance and Environmental Services). With the goal of compliance with all public health and environmental laws and regulations, the Operations Committee shall review and submit appropriate recommendations on the matters pertaining to the operation of the District Treatment Works, including such matters as current and projected service/flow needs, level and quality of treatment, conservation, recycling and reuse activities and air quality issues.

The Committee shall also review issues pertaining to the District's NPDES Ocean Outfall Discharge Permit, including annual review of the contractor(s) performing the ocean monitoring and research programs required as a condition of said permit, and related issues regarding protection of the marine waters off metropolitan Orange County's coastline from impacts resulting from the District's operations and discharge of treated wastewater.

The Committee shall also review matters pertaining to contractual arrangements by the District to provide sewerage services to areas outside the District's boundaries or approved spheres of influence.

The Committee shall review plans for the future needs of the District, explore alternatives and make recommendations to the Board of Directors.

The Operations Committee shall also review and submit appropriate recommendations on matters pertaining to capital projects which address operational needs, including the selection of professional consulting services to assist in studying, planning and designing needed District Treatment Works and support facilities, including computerized systems, in accordance with the Board's established policies and procedures for procuring such services; the Committee shall further review construction projects for said facilities in accordance with applicable public works laws and Board policies. Said oversight shall include the contracts for professional services and public works construction projects and addenda or change orders thereto. In carrying out its responsibilities, the Committee shall receive advance notice and regular status reports on the projects from Staff, and monitor, visit and observe the District Treatment Works' operational functions and major capital construction projects.

The Chairperson of the Board of Directors shall appoint a Committee Chairperson and a Committee Vice Chairperson of the Operations Committee. The Committee Chairperson and Committee Vice Chairperson shall serve at the pleasure of the Chairperson of the Board of Directors.

The Operations Committee shall consist of fourteen members, as follows:

- (1) The Chairperson of the Board of Directors;
- (2) The Vice Chairperson of the Board of Directors;

- (3) The Committee Chair of the Operations Committee;
- (4) The Committee Vice Chair of the Operations Committee; and
- (5) Ten (10) additional Board members appointed by the Chairperson of the Board of Directors.

Other than the Board Chairperson and the Board Vice Chairperson, no Director who serves on the Administration Committee shall be eligible to serve on the Operations Committee. In the absence of the Board Vice-Chairperson, his or her Alternate Director may attend meetings of the Operations Committee.

The Operations Committee shall meet on the first Wednesday of each month at 5:00 p.m., or at the call of its Chairperson.

(d) Legislative and Public Affairs Committee: There shall be a permanent Committee designated as the Legislative and Public Affairs (LaPA) Committee.

The Committee shall review issues pertaining to the impact on OCSD of legislative and regulatory proposals and submit appropriate recommendations on the matters.

The Committee shall also be responsible for overseeing the contractual arrangements with the Sanitation District's legislative advocates to provide advocacy services in Sacramento and Washington, D.C. In carrying out its responsibilities, the Committee shall receive regular status reports from the advocates and staff and monitor and recommend positions on legislative and regulatory proposals.

The Committee shall also review issues pertaining to the District's public outreach, branding, and communications activities, evaluate alternatives and make recommendations to the Board of Directors.

The Chairperson of the Board of Directors shall appoint a Committee Chairperson and a Committee Vice Chairperson to the LaPA committee. The Committee Chairperson and Vice Chairperson shall serve at the pleasure of the Chairperson of the Board of Directors.

The LaPA Committee shall consist of seven members, as follows:

- (1) The Chairperson of the Board of Directors
- (2) The Vice Chairperson of the Board of Directors
- (3) The Committee Chairperson of the LaPA Committee
- (4) The Committee Vice Chairperson of the LaPA committee

- (5) Three (3) additional Board Members appointed by the Chairperson of the Board of Directors

The LaPA Committee shall meet on the second Monday of each month at 12:00 p.m. or at the call of its Chairperson.”

(2) Special and Ad Hoc Committees. In addition to the Standing Committees, the Chairperson of the Board of Directors, the Chairperson of a Standing Committee or a majority of the Directors, may appoint from time to time, Special or Ad Hoc Committees to study and report on specific matters. Such Committees shall be temporary in nature, and their assignments shall pertain to a current, specific issue. Upon completion of the assigned task, the Ad Hoc or Special Committee will be dissolved.

The Chairperson and Vice Chairperson of Special and Ad Hoc Committees shall be appointed by the Chairperson of the appointing authority.

Each Special and Ad Hoc Committee shall meet at the call of its Chairperson.

M. Alternate Directors: If a regular Director cannot attend a meeting of the Operations Committee, the Administration Committee or the full Board of Directors, the Director’s alternate may attend in place of his or her regular Director. An alternate Director may not, however, attend a meeting of any other Committee in the absence of his or her regular Director. If the regular Director and the Alternate Director are both unable to attend the meeting, the regular Director may request that the meeting be teleconferenced. The request may be approved, at the Board Chairperson’s discretion, provided that all requirements of the Ralph M. Brown Act (California Government Code Sections 54950 et seq.) are able to be satisfied.

N. Motion to Refer to a Standing Committee. Any Director at a Board meeting may move to have a policy or any other activity affecting the Sanitation District, or any one of the member Agencies, referred to a Standing Committee for study and report. This motion shall be a privileged motion, and when duly seconded, discussion thereof shall be limited to Directors only. Said motion shall receive an affirmative vote of a majority of the Directors for adoption.

Section 2: Procedure for Consideration of Demands for Corrective Action.

A. Requirement of Written Demand. Prior to any person commencing a judicial action for injunction or mandamus to declare any action taken by the Board void because of failure to observe Brown Act requirements, such person must first serve upon the Clerk of the Board a written demand describing the alleged violation and demanding corrective action. Such demand must be served upon the Clerk of the Board within thirty (30) days of the complained of action. Failure to serve any such demand within this thirty (30) day period shall result in the loss of any right to challenge any action to have been taken in violation of Sections 54953, 54954.2 or 54956 of the California Government Code.

B. Consideration of Corrective Action. Upon receipt of such a demand, consideration of the demand shall immediately be placed on the Agenda for the next meeting of the Board of Directors. If the demand is received less than seventy-two (72) hours prior to the time set for the next meeting, the Board may determine that the notice constitutes the initiation of litigation, and that the need to take action on the threatened litigation arose subsequent to the posting of the Agenda and may consider it at that meeting pursuant to Section 1(J) above. A description of any item so placed on the Agenda shall include both consideration of the demand, and the possibility of corrective action, by the Board.


In considering such demands, the Board shall first determine, by motion, whether corrective action should be taken. If no motion to take corrective action is carried, the Clerk of the Board shall inform the demanding party in writing of the Board's decision not to cure or correct the challenged action.

C. Implementing Corrective Action. If a motion to take corrective action passes, the Chairperson may entertain a motion implementing corrective action. Any motion implementing corrective action shall address the concerns raised in the consideration of corrective action. The motion implementing corrective action may include a motion to rescind prior action taken, as appropriate. Passage of a motion to rescind invalidates prior action only as of the time of the passage of the motion, and not from the date of the initial action. A motion implementing corrective action resulting from a written demand is out-of-order if the action complained of (a) was in connection with the sale or issuance of notes, bonds or other evidences of indebtedness, or any contract, agreement or incident thereto; or (b) gave rise to a contractual obligation upon which a party has, in good faith, detrimentally relied. In any event, the Board shall notify the party making the demand in writing of its decision to take corrective action and shall describe any corrective action taken. This notice shall be given to the demanding party as soon as possible after the meeting, but in no event more than thirty (30) days after receipt of the demand.

Section 3: Resolution No. OCSD 17-18 is hereby repealed.

Section 4: This Resolution shall become effective immediately.

PASSED AND ADOPTED at a regular meeting of the Board of Directors held July 25, 2018.



Gregory C. Sebourn, PLS
Board Chairman

ATTEST:



Kelly A. Lore, MMC
Clerk of the Board



APPROVED AS TO FORM:



Bradley R. Hogin
General Counsel

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE) ss

I, Kelly A. Lore, Clerk of the Board of Directors of the Orange County Sanitation District, do hereby certify that the foregoing Resolution No. OCSD 18-12 was passed and adopted at a regular meeting of said Board on the 25th day of July 2018, by the following vote, to wit:

AYES: Barnes; Bernstein; Berry (Alternate); Blazey (Alternate); Collacott; Deaton; Ferryman; Hawkins; Jones; Kim; R. Murphy; Nagel; Nguyen; Parker; Peotter; Peterson; Sebourn; Shawver; F. Smith; T. Smith; Steel; and Wagner
NOES: None
ABSTENTIONS: None
ABSENT: Tinajero; Wanke; and Withers

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Orange County Sanitation District this 25th day of July 2018.



Kelly A. Lore, MMC
Clerk of the Board of Directors
Orange County Sanitation District

TABLE 1

BOARD PROCEDURES AND ORGANIZATION SUMMARY OF MOTIONS

A. PRIVILEGED MOTIONS

<i>Kind of Motion</i>	<i>Second Required</i>	<i>Debatable</i>	<i>Amendable</i>	<i>Vote Required</i>	<i>Purpose</i>
Adjourn	Yes	No	No	Majority	To end the meeting
To Take a Recess	Yes	No	No	Majority	To interrupt a meeting for a short time or to provide an intermission
Raise a Question of Privilege	No	No	No	None	To obtain action immediately in an emergency

B. MAIN MOTION AND RELATED SUBSIDIARY MOTIONS

<i>Kind of Motion</i>	<i>Second Required</i>	<i>Debatable</i>	<i>Amendable</i>	<i>Vote Required</i>	<i>Purpose</i>
Main Motion	Yes	Yes	Yes	Majority	To introduce new business
Amend Main Motion	Yes	Yes	Yes	Majority	To modify or alter a motion
Substitute Motion	Yes	Yes	Yes	Majority	To replace the main motion entirely

Previous Question	Yes	No	No	Majority	To close debate on the main or amended motion immediately
Continue to a Certain Time	Yes	Yes	Yes	Majority	To defer action
To Table	Yes	No	No	Majority	To discontinue consideration until brought back by vote of the Board
Take a Motion from the Table	Yes	No	No	Majority	To bring before the group a motion previously tabled
Limit or Extend Limits of Debate	Yes	No	Yes	Majority	To limit or extend limits of debate
Refer to a Committee	Yes	Yes	Yes	Majority	To place business in hands of a Committee
Withdraw a Motion	No	No	No	None	To withdraw a motion before it is voted on
Reconsider	Yes	Yes	No	Majority must be by a Director who voted for the prevailing side on the original motion	To secure a new vote on a motion previously voted upon

**C. INCIDENTAL RULES
NON-RANKING**

<i>Kind of Motion</i>	<i>Second Required</i>	<i>Debatable</i>	<i>Amendable</i>	<i>Vote Required</i>	<i>Purpose</i>
Request to Suspend the Rules	Yes	No	No	Two-Thirds	To facilitate business ordinarily contrary to the rules of the organization
Override Order of the Chair	Yes	No	No	Majority	To have Board majority rule on the order
Point of Order	No	No	No	None	To enforce the rules of the organization

ORDINANCE NO.OCSD-34

AN ORDINANCE OF THE BOARD OF DIRECTORS OF ORANGE COUNTY SANITATION DISTRICT, ESTABLISHING BOARD OF DIRECTORS' COMPENSATION, AND REPEALING ORDINANCE NO. OCSD-14 AND ORDINANCE NO. OCSD-23

WHEREAS, Members of the Board of Directors are entitled, by the provisions of State law, to receive compensation for attendance at meetings, or for each day's service rendered as a Member of the Board; and,

WHEREAS, the last adjustment in the per diem compensation for Directors was effective in 2001; and,

WHEREAS, the State Legislature, during the regular Session of Year 2000, adopted legislation (Senate Bill 1559), Chaptered in law (Ch. 86, Stats. 2000), effective January 1, 2001, authorizing the adoption of an Ordinance pursuant to California Water Code Sections 20200 through 20207, including an increase of the per diem compensation in an amount not to exceed five (5%) percent for each calendar year following the operative date of the last adjustment; and,

WHEREAS, a policy has been established in Resolution No. OCSD 04-16 regarding Board of Directors' business and travel expense reimbursement, and meeting attendance and compensation; and,

WHEREAS, the Board of Directors determines that the proposed increase is reflective of increases in the cost of living related to the performance of service.

NOW, THEREFORE, the Board of Directors of the Orange County Sanitation District does hereby ORDAIN:

Section 1: That each Director shall receive the sum of Two Hundred Twelve Dollars and Fifty-Cents (\$212.50) for attendance at each meeting of the Board of Directors, or for each day's service rendered as a Member of the Board, by request of the Board; provided that each Director, other than the Chair of the Board, shall receive compensation for not more than a total of six (6) meetings or six (6) days' service per month.

Section 2: The Chair of the Board shall receive compensation for not more than a total of ten (10) meetings, or ten (10) days' service per month.

Section 3: If any provision of this Ordinance is adjudged by a Court of proper jurisdiction to be invalid, or unenforceable, it is the intention of the

governing body adopting this Ordinance, that all other provisions shall be valid and enforceable.

Section 4: Ordinance Nos. OCSD-14 and OCSD-23 are hereby repealed.


Section 5: This Ordinance shall be effective sixty (60) days after adoption.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Orange County Sanitation District held November 28, 2007.



Chair of the Board of Directors
Orange County Sanitation District

ATTEST:



Clerk of the Board
Orange County Sanitation District



Bradley R. Hogin, General Counsel
Orange County Sanitation District

STATE OF CALIFORNIA)
)SS.
COUNTY OF ORANGE)

I, PENNY M. KYLE, Clerk of the Board of Orange County Sanitation District, do hereby certify that the above and foregoing Ordinance No. OCSD-34 was passed and adopted at a regular meeting of said Board on the 28th day of November, 2007, by the following vote, to wit:

AYES: Steven Choi; Larry Crandall; Doug Davert; Jim Ferryman; Rich Freschi; Cathy Green; Phil Luebben; Roy Moore; Joy Neugebauer; Chris Norby; Ken Parker; Constance Underhill; Mark Waldman; Don Webb

NOES: Charles Antos; Don Bankhead; Tom Beamish; Bill Dalton; Patsy Marshall; Dave Shawver; Harry Sidhu; Jim Winder;

ABSENT: Jon Dumitru; Darryl Miller; Sal Tinajero

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of November, 2007.



Penny M. Kyle
Clerk of the Board
Orange County Sanitation District

RESOLUTION NO. OCSD 15-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ORANGE COUNTY SANITATION DISTRICT ADOPTING A REVISED POLICY REGARDING BOARD OF DIRECTORS' EXPENSE REIMBURSEMENT AND MEETING ATTENDANCE AND COMPENSATION AND REPEALING RESOLUTION NO. OCSD 14-04

WHEREAS, pursuant to Government Code section 53232.2, the Board of Directors has adopted a written policy specifying the types of occurrences that qualify a member of the Board of Directors to receive reimbursement of expenses related to travel, meals, lodging, and other actual and necessary expenses; and

WHEREAS, the District currently has no uniform procedure for calculating and reimbursing travel expenses for meetings; and


WHEREAS, the Board of Directors desires to revise its policies to standardize the calculation and reimbursement of travel expenses for meetings;

NOW, THEREFORE, the Board of Directors of Orange County Sanitation District, DOES HEREBY RESOLVE, DETERMINE AND ORDER:

Section 1: Adoption of Policy and Establishment of Procedures. The Board of Directors hereby adopts the revised Policy Regarding Board of Directors' Expense Reimbursement and Meeting Attendance and Compensation, set forth on Exhibit "A", attached hereto and incorporated herein by reference.

Section 2: Rescission of Inconsistent Resolutions and Policies. Resolution No. OCSD 14-04 is hereby rescinded. In addition, any prior resolutions and/or policies established by the Board of Directors that are in conflict with the policy set forth in Exhibit "A" shall be deemed rescinded to the extent of such conflict.

PASSED AND ADOPTED at a regular meeting of the Board of Directors held February 25, 2015,



Tom Beamish
Chairman of the Board

ATTEST:


Kelly Lore
Acting Clerk of the Board

STATE OF CALIFORNIA)
) ss
COUNTY OF ORANGE)

I, Kelly Lore, Acting Clerk of the Board of Directors of the Orange County Sanitation District, do hereby certify that the foregoing Resolution No. OCSD 15-06 was passed and adopted at a regular meeting of said Board on the 25th day of February, 2015, by the following vote, to wit:

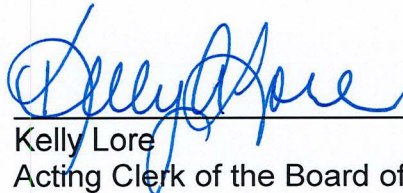
AYES: Beamish; Choi; Curry; Ferryman; Jones; Kiley; Kim; Kring; Massa-Lavitt (Alternate) Mills; R. Murphy; Nagel; Nielsen; Peterson (Alternate); Sebourn; Shawver; F. Smith; T. Smith; Tinajero; Wanke; Withers; and Yarc

NOES: None

ABSTENTIONS: None

ABSENT: Bartlett; Diep and Parker

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Orange County Sanitation District this 25th day of February, 2015.



Kelly Lore
Acting Clerk of the Board of Directors
Orange County Sanitation District



EXHIBIT "A"

ORANGE COUNTY SANITATION DISTRICT

POLICY REGARDING BOARD OF DIRECTORS' EXPENSE REIMBURSEMENT AND MEETING ATTENDANCE AND COMPENSATION

This Policy applies to all regular District Board Members and Alternate Board Members.

ARTICLE I: TERMS AND DEFINITIONS

As used in this Policy, the following terms shall have the identified meanings.

"Accountable Plan" shall mean the Internal Revenue Service Publication No. 463 for Travel, Entertainment, Gift and Car Expenses, or any successor publication.

"Alternate Board Member" shall mean a Member of the District's Board of Directors designated by the Director's agency to serve in the absence of the Board Member.

"Board Chair" shall mean the Member of the District's Board of Directors who has been elected by the other Members to serve as Chair.

"Board Vice-Chair" shall mean the Member of the District's Board of Directors who has been elected by the other Members to serve as Vice-Chair. Whenever this Policy authorizes or requires the Board Chair to act, the Board Vice-Chair may act in the event that the Board Chair is reasonably unavailable to act.

"Board Member" shall mean a Member of the District's Board of Directors, appointed by a member agency pursuant to California Health and Safety Code Section 4730.65.

"Director" shall mean a Member of the District's Board of Directors, and is the same as "Board Member" as described above.

"Incidentals" shall mean any minor, miscellaneous expense incurred during travel, including but not limited to, telephone, facsimile or computer connection service, local ground transportation, baggage handling and storage, and snacks.

"Travel Liaison" shall mean the Secretary to the General Manager, or such other employee as designated in writing by the General Manager.

ARTICLE II. BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT

Section 1: General Provisions.

The District shall reimburse Board Members for actual and necessary expenses incurred in the performance of their official duties, in accordance with this Article II. Reimbursable expenses include, but are not necessarily limited to, expenses related to travel, meals, and lodging.

This Policy serves as the District's "Accountable Plan" under the applicable requirements of the Internal Revenue Code and Treasury Regulations.

Section 2: Activities Eligible for Reimbursement.

Board Members may receive reimbursement for actual and necessary expenses incurred in the performance of official duties in connection with the following activities:

- i. Communicating with representatives of regional, state, and national government on issues or matters affecting the District;
- ii. Attending conferences and/or educational seminars designed to improve the Board Members' expertise and information levels, including, but not limited to, ethics training required pursuant to Government Code Section 53234;
- iii. Participating in regional, state, and national organizations whose activities support the District's interests;
- iv. Attending District events at the invitation of the Board Chair, General Manager, or his/her designee; and
- v. Implementing a strategy approved by the District for District-related matters.
- vi. Meetings such as those listed above for which compensation is expressly authorized under this Policy.

A Board Member and his or her Alternate Board Member cannot both be compensated for attendance at the same event without prior approval by the Board Chair.

Section 3: Responsibilities.

A. Directors shall be familiar with and comply with this Policy; ensure that all travel and other reimbursable expenses are reasonable; coordinate multiple Director participation at conferences to avoid unnecessary duplication; and promote economic means of travel. The Board Chair may approve or deny requests for travel or business activities and reimbursements for Board Members.

B. The General Manager shall be familiar with and comply with this Policy; ensure all travel and other reimbursable expenses are reasonable; coordinate multiple Director participation at conferences; and promote economic means of travel.

C. The Travel Liaison shall be familiar with and comply with this Policy; promote economic and reasonable means of travel; and inform the General Manager of all travel expenses that have not been reconciled. The Travel Liaison will also arrange all travel, lodging, accommodations, and seminar/conference registrations for Directors. The Travel Liaison shall use the District's designated travel agency for booking all air and ground travel. The General Manager is authorized to grant exceptions on a case-by-case basis. Any travel or registration not booked through the Travel Liaison, or not granted an exception, may be subject to payment by the Director without reimbursement from the District.

D. The District Controller shall be familiar with and comply with this Policy; ensure all travel and other reimbursable expenses conform to this Policy.

Section 4: Designated Travel Agency.

The District will designate a single travel agency for the Travel Liaison to use to arrange all travel and lodging accommodations for Directors.

Section 5: Seminars, Conferences, and Meetings.

A. Directors may from time to time receive requests or may elect to attend meetings or conferences pertaining to the water and wastewater utility industry. Attendance at seminars, conferences, and meetings, such as the aforementioned, must be approved in advance by the Steering Committee, except when specifically pre-authorized by this Policy. In the event there is not sufficient time to receive approval from the Steering Committee, the Board Chair has the authority to approve such a request in advance. Any such approval shall be ratified by the Steering Committee at its next regularly scheduled meeting.

B. Directors may be asked to, or may desire to, give presentations or otherwise represent the District at seminars, conferences, or meetings. Any Director wishing to attend such events and represent the District by providing a presentation or oral commentary shall request and receive advance authorization from the Steering Committee. If such a request is granted, all expense reimbursements and travel and meeting attendance requirements shall comply with this Policy. In the event there is not sufficient time to receive authorization to act as District representative from the Steering Committee, the Board Chair has the authority to approve such a request in advance. Any such approval shall be ratified by the Steering Committee at its next regularly scheduled meeting.

C. The number of Directors attending a seminar, conference, or meeting should be minimized, and there must be a District business reason for attendance. Such reasons would include, but are not limited to: presentation of technical findings; attendance at committee meetings, or technical sessions dealing with issues related to District business; or participation as an officer of the association or trade group organizing the event.

D. Seminars must be selected based on value to the District. Benefits would include improved efficiency and effectiveness, as well as becoming familiar with new regulatory standards. Preference will be given to seminars that are provided within the Southern California region.

E. Attendance at seminars, conferences, or meetings in "destination resort" areas outside California or areas outside the continental United States may only be approved by the Steering Committee.

Section 6: Ground Transportation.

A. The most economical mode and class of transportation reasonably consistent with travel and scheduling requirements will be used. Each Director shall be reimbursed at the rate per mile established by the United States Internal Revenue Service as allowable for mileage expense deduction for use of a personal vehicle on business of the District. As said allowable rate established by the Internal Revenue Service is periodically changed, said changes in the reimbursement rate shall become effective on the first day of the month following the month in which the change is announced by the Internal Revenue Service.

B. In no event shall the amount paid for mileage reimbursement for use of a personally-owned vehicle used for travel in lieu of air travel, exceed the lowest available cost of coach class airfare.

C. Personally-owned vehicles used in the conduct of District business must be insured for property and liability damage in an amount not less than the minimum limits required by the California Financial Responsibility Act.

D. Reasonable vehicle parking and storage costs will be allowed when rental or personally-owned vehicles are used for District business.

E. Highway and bridge tolls are allowable expenses when incurred while conducting District business.

F. Directors should only use rental cars for ground transportation when necessary or when it is less expensive than other forms of transportation such as trains, buses, taxis, or shuttles. Discretion must be used in selecting rental car size. The rental car should be the smallest size that provides adequate safety and comfort for the

period of time it is in use. To accommodate a group of travelers, a larger vehicle may be rented in lieu of renting separate vehicles.

G. Directors will not be reimbursed for any surplus insurance purchased for rental cars. The District and Director are sufficiently insured through existing District policies. Only Directors are allowed to operate rental cars.

H. Use of chauffeur-driven limousines is not allowed while conducting District business.

I. When using ground transportation other than personally-owned vehicles, Directors shall use government and group rates offered by the provider of transportation services when available.

Section 7: Air Travel.

A. Air Travel must be at coach class level. First class travel will only be allowed on an exception basis and must be approved in advance by the Board Chair, based upon physical needs or ability to conduct meaningful work while on board.

B. Air Travel should be arranged as early as possible to take advantage of reduced fares for early reservations. Consideration should be given to alternative departure times, departure and arrival airports, dates, flight times, and stopovers to minimize airfares; however, the total cost of the alternatives (e.g., ground transportation, lodging) should also be considered in selecting an alternative. Internet booking services can be consulted to help in finding the optimum alternative; however, flights must still be reserved by the Travel Liaison.

C. Government and group rates for airline travel shall be used when available.

Section 8: Lodging.

A. Government and group rates offered by a provider of lodging services shall be used when available.

B. When travel is to a conference or organized educational activity, lodging costs shall not exceed the maximum group published by the conference or activity sponsor. Some conferences require early booking to take advantage of reduced rates. If lodging cannot be arranged at the conference group rate, other lodging accommodations may also be arranged if the cost is less than or equal to the conference group rate.

C. Overnight stays may be allowed for meetings or training functions lasting more than one day in OCSD's general geographical area (Orange, Los Angeles,

Ventura, San Bernardino, Riverside, San Diego, Imperial and Kern Counties) when the travel time involved is significant.

Section 9: Meals and Incidentals.

Meal expenses are allowed while Directors are traveling. Expenditures for meals will be moderate and reasonable. Expenses for meals not associated with travel but related to an appropriate business purpose meeting, are also allowed. Non-travel business meals will only be reimbursed if taken in conjunction with a District business meeting. All meals that are subject to reimbursement will not exceed the rates indicated below.

A. **Reimbursement Rates.** Directors will be reimbursed for actual meal expenses, including all taxes and gratuities, up to the amounts in Internal Revenue Service Publication 463, or any successor publication, or as specifically indicated below, whichever is less. If meal expenses exceed the allowance amount, the Director will only be reimbursed the allowance amount, with the remainder being paid by the Director. If meal expenses are less than the allowable amount, only the actual expense amount will be reimbursed. All meal expenses must be documented in detail in accordance with this Policy. When receipts are provided, the maximum per meal/expense reimbursements are as follows:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00
Snacks	\$10.00

Multiple meal expenses cannot be combined to pay for a more expensive single meal. The Policy is applied strictly as a per meal expense. In no event will a Director be reimbursed more than \$75 per travel day.

Receipts must provide a detailed account from the restaurant describing actual costs. Restaurant bill stubs do not provide sufficient detail and are not acceptable for reimbursement. Credit card receipts may be accepted, subject to Board Chair approval if itemized, if detailed meal receipts are not provided by the restaurant.

B. **Non-Reimbursable Meals and Incidentals.** Directors will not be reimbursed for the following:

i. Meals that are included in the cost of a conference or seminar, nor for meals taken elsewhere in lieu of the meal provided.

ii. Meals provided by others. Conflict of interest policies and applicable statutes should be considered when providing meals for or receiving meals from persons or entities other than the District representatives.

- iii. Meals provided to a spouse or guest.
- iv. Alcoholic beverages.

Section 10: Extended Travel and/or Travel with Family Members.

A. When a Director elects to extend his/her stay at travel destinations, or when traveling with family members, all expenses related to such extended or family travel, including, but not limited to airfare, extra meals, extended car rental, lodging, or incidentals shall be paid by the Director without reimbursement.

B. When travel time restrictions or transportation discounts make it desirable for a Director to arrive at a conference, seminar, or meeting a day early, or to stay an additional day, those travel days must be approved by the Board Chair in advance.

Section 11: Requests for Reimbursement.

A. Requests for reimbursement shall be submitted and coordinated through the Travel Liaison, no later than three weeks after the travel has concluded. The Travel Liaison shall ensure that all applicable forms and receipts are prepared and attached, and follow District procedure on expense reimbursement. A delinquent expense report will not be reimbursed unless justified in writing and approved by the Board Chair. All requests for reimbursement must be accompanied by receipts or documentation evidencing each expense. Improper expenditures, or those not adequately documented, will not be reimbursed. Non-essential expenses, including but not limited to, in-room movies, service bar, and similar extras will not be reimbursed.

B. All expense reports shall include detailed receipts and state the date, type of expense, District business purpose, those in attendance and their affiliations, and amounts expended. If a receipt is misplaced or lost, a lost/unavailable receipts memorandum must be prepared detailing the information required for the expense report, including the date, payee, description of the expense, business purpose, those in attendance, and the amount. The memorandum must be signed by the General Manager and attached to the reimbursement request.

Section 12: Brief Reports to Board.

At the next regular meeting of the Board of Directors following the event for which reimbursable expenses are incurred, Directors shall briefly report, orally or in writing, on any meetings attended at District expense. If multiple Directors attended the meeting at District expense, a joint report may be made to the Board of Directors.

Section 13: Misuse of Resources; Falsification of Reports.

Any Board member that misuses public resources, or falsifies expense reports, may lose reimbursement privileges, be required to pay restitution, and/or be subject to civil penalties and/or criminal prosecution.

ARTICLE III. COMPENSATION

Section 1: Stipends and Compensation.

A. Rate. Directors shall be paid compensation for each meeting attended and for each day's service rendered as a member of the Board, at the rate established by District Ordinance, in accordance with this Policy. Directors may receive compensation up to a maximum number of days each month, as prescribed by District Ordinance.

B. Authorized Meetings. Directors shall receive compensation, without further action or authorization of the Steering Committee or Board of Directors, for attendance at the following:

i. Board of Directors Meetings, Standing Committee Meetings, Special Committee Meetings, and Ad Hoc Committee Meetings, at which the Director is a duly appointed member;

ii. Meetings, conferences, and committee meetings of the California Association of Sanitation Agencies, and the National Association of Clean Water Agencies;

iii. Meetings of other governmental agencies to which the Director was appointed by the Board Chair;

iv. Meetings or events approved by the Board Chair. Meetings or events not approved by the Board Chair or listed above are not considered business of the District.

C. Travel Reimbursement. For the purposes of calculating mileage to attend the meetings described in Section 1B of this Article, Directors shall be reimbursed for the lesser of: the mileage from their primary administrative local government office, or the actual distance travelled.

Section 2: Waiver of Compensation.

Directors may waive their compensation or so choose to be compensated at a lower rate than the rate established under District Ordinance. Such requests must be submitted in writing to the Clerk of the Board.

Section 3: Additional Service Subject to Compensation.

Each day's service rendered as a Member of the District's Board of Directors shall be deemed to include, but not be limited to:

A. Attendance at any meeting of a Committee of which the Director is not a member, when expressly invited or requested to attend by the Board Chair.

B. Attendance at conferences or meetings with State and/or Federal Legislators regarding District business, when approved by the Steering Committee.

C. Attendance at a meeting, hearing, or conference relating to the business of the District, when approved by the Steering Committee or Board Chair, or when designated by the General Manager with the concurrence of the Board Vice-Chair in advance, and when deemed to be in the best interests of the District, including but not limited to the following:

i. Meetings of nonprofit organizations or service club meetings where a Board Member is making a presentation on behalf of the District.

ii. Ceremonial events when attending as an official representative of the Board of Directors of the District.

iii. Meetings with other elected officials or their employees, which may or may not include District staff.

iv. Meetings of the governing body of another agency, of which the District has an official delegate, where a matter directly affecting the interests of the District is agendized for discussion and the Board Member is not compensated by the other agency.

v. Meetings with District Staff.

vi. Industry related conferences other than California Association of Sanitation Agencies' or National Association of Clean Water Agencies' work conferences.

vii. Telephone conferences when physical attendance is impractical and not mandatory.

viii. Ethics training required by Government Code sections 53234 – 53235.5.

Section 4: Non Compensable Attendance.

Board Members shall not be compensated for the following meetings where there is no District-related business to be conducted:

- A. Nonprofit organization meetings.
- B. Nonprofit organization events.
- C. District-sponsored employee events, including, but not limited to, the annual holiday luncheon, employee picnic, or retirement events.
- D. Social or ceremonial events not pre-authorized by the Steering Committee.
- E. Service club meetings other than those included in Sections 1 and 3 above.
- F. Parades, festivals, holiday events, or retirement dinners.
- G. Meetings with existing or potential contractors, vendors, or consultants.
- H. Meetings of partisan political organizations.
- I. Meetings, tours, and similar events conducted at the request of the Board Member.

Section 5: One meeting per day.

No Director shall receive compensation for attendance at more than one meeting on any one calendar day.

Section 6: Alternates.

No Alternate Director shall receive compensation for attendance at any meeting or event unless serving in the absence of the regular Director, unless the Board Chair invites the Alternate Director to attend the meeting and approves payment of compensation.

ARTICLE IV. EFFECTIVE DATE

This Policy was duly adopted by action of the Board of Directors, on February 25, 2015 and shall be effective upon its adoption.

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ORANGE COUNTY SANITATION DISTRICT

board of directors'
**guidelines
and
procedures**



Prepared by **Board Services**



PHOTO: Construction of Digester at Plant No. 2 circa 1953

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I. BOARD AND COMMITTEE STRUCTURES

The Orange County Sanitation District (OCSD) is a public agency that provides wastewater collection, treatment and disposal services for approximately 2.6 million people in central and northwest Orange County. OCSD is a special district that is governed by a 25-member Board of Directors that has one primary representative and one alternate for each of the cities, or special districts, in OCSD's sewer service area. They are:

- 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
- Costa Mesa Sanitary District
- Irvine Ranch Water District
- Midway City Sanitary District
- Yorba Linda Water District
- County of Orange

Under State [Health and Safety Code 4730.65](#), the elected representatives of each member agency may appoint any one of its legislative members to the Board of Directors whenever the agency chooses and in a method dependent upon its own rules. If a Director is no longer a member of their city council or agency board, they are not eligible to serve on the OCSD Board of Directors.

Directors are compensated for meetings per [California Water Code Sections 20200 through 20207](#) and as further stipulated in OCSD Ordinance No. [OCSD-34](#). Each Director receives \$212.50 for attendance at each meeting of the Board of Directors, or for each day of service, or portion thereof, rendered as a member of the Board provided that each Director shall receive compensation for not more than a total of six (6) meetings or six (6) days of service per month. The Board Chairperson may receive compensation for not more than a total of ten (10) meetings or ten (10) days of service per month.

Overview

OCSD agenda reports are presented by the General Manager or Executive Management team to the Board of Directors through the Operations Committee, the Administration Committee and the Legislative and Public Affairs Committee. In addition, there is a Steering Committee consisting of the Chairperson and Vice-Chairperson of the Board, the Chairpersons of the two standing committees, and three at-large members selected by the Chairperson of the Board. Periodically, special ad-hoc committees are appointed on an as-needed basis to address specific issues.

BOARD OF DIRECTORS

Scope of Business

The Board of Directors, representing 20 cities, four special districts, and the County of Orange, oversees OCSD operations, approves programs and projects, and sets policy.

What to Expect

The Board of Directors meet the fourth Wednesday of every month at 6:00 p.m. at OCSD's Plant No. 1 Administration building at 10844 Ellis Avenue in Fountain Valley unless otherwise noticed. Meeting dates and times can be found at ocsd.com. OCSD's Executive Management Team, General Counsel, Clerk of the Board, a small number of support staff, and a varied number of interested community members attend the meeting as well. Board meetings generally last one hour; however, there are meetings that will extend beyond this time if there is a lengthy agenda. Dinner is provided.

STANDING COMMITTEES

Standing Committees have authority to approve purchases up to \$200,000, and change orders and amendments within a contingency budget to be established by said Standing Committee for each individual agreement. The Standing Committee shall establish a contingency budget not to exceed 50% of the original agreement price. ([Purchasing Ordinance OCSD-47](#))

STEERING COMMITTEE

Scope of Business

The Steering Committee acts as an advisory group to the General Manager and Executive Management Team. Specifically, the Steering Committee:

- Directs the flow of activities and issues to the other standing committees and the Board of Directors.
- Receives information and provides direction on Labor Negotiations.
- Advises the General Manager on newly emerging initiatives and issues of strategic or policy importance to OCSD.
- Conducts an annual performance evaluation of the General Manager and submits recommendations on compensation to the Board of Directors.
- Reviews the General Manager's performance evaluation and compensation of executive management who report directly to him based on established criteria and executive management's goals and objectives for the following year.
- Conducts an annual performance evaluation of the General Counsel. ([Resolution No. OCSD 12-03](#))

What to Expect

The Steering Committee meets the fourth Wednesday of every month preceding the meeting of the Board of Directors or at the call of the Chairperson of the Board. Meetings are called at 5:00 p.m. at OCSD's Plant No. 1 Administration building at 10844 Ellis Avenue, Fountain Valley. Dinner is provided. OCSD's General Manager, Assistant General Manager, General Counsel, Executive Management Team members, Clerk of the Board, a small number of support staff, and a varied number of interested community members attend the meeting. Steering Committee meetings last approximately one hour.

The Steering Committee members include the Chairperson and Vice-Chairperson of the Board, the Chairpersons of the Operations and Administration Committees, and three at-large members selected by the Chairperson of the Board.

OPERATIONS COMMITTEE

Scope of Business

The Operations Committee advises staff and approves or makes recommendations to the Board of Directors on matters related to planning, design, and construction of OCSD's wastewater collection, treatment, and disposal facilities with the goal of compliance with all public health and environmental laws and regulations. The Operations Committee annually reviews a list of short-term and long-term capital improvements identified by staff to achieve levels of service.

The Operations Committee also approves or submits recommendations to the Board of Directors on the operation of the joint treatment works and collections systems, current and projected service/flow/treatment needs, level, and quality of sewage treatment, environmental and regulatory issues. Specifically, the Operations Committee:

- Reviews OCSD's ocean discharge permit, ocean monitoring services contracts, and other marine protection issues relating to the Orange County coastline as they are affected by OCSD's operations and treated effluent discharge.
- Reviews sewage service contract arrangements for areas outside OCSD's boundaries or spheres of influence such as biosolids management contracts.
- Regularly studies, visits, and observes the various operational functions of the joint treatment works.
- Recommends professional consulting firms to assist in studying, planning, and designing needed joint treatment works and support facilities including automation systems.
- Reviews construction projects.
- Provides oversight of contracts and addenda for

professional consulting services.

- Provides oversight of contracts and change orders for public works construction projects.

What to Expect

The Operations Committee meets the first Wednesday of every month at 5:00 p.m. at OCSD's Plant No. 1 Administration building at 10844 Ellis Avenue, Fountain Valley. Dinner is provided. There are two "dark" months for the Committee per calendar year unless otherwise noticed. They are typically January and August. OCSD's General Manager, Assistant General Manager, Executive Management Team Members, Clerk of the Board, a small number of support staff, and a varied number of interested community members attend the meeting as well. Committee meetings generally last one hour; however, there are meetings that will extend beyond this time if there is a lengthy agenda.

Committee membership is at the discretion of the Chairperson of the Board and consists of 14 members. Each Board Member will be appointed to either the Operations Committee or the Administration Committee. You will receive notification of membership upon appointment from the Clerk of the Board. The Chairperson of the Board shall appoint a Committee Chairperson and Vice-Chairperson who will serve the Operations Committee at the pleasure of the Chairperson of the Board.

ADMINISTRATION COMMITTEE

Scope of Business

The Administration Committee advises staff and approves or makes recommendations to the Board of Directors on matters related to the financial, budgeting, administration, information technology and human resources policies and programs. Staff will provide project reports and other forms of detailed evaluation for proposed new actions so that the Committee can review the issues and alternatives in formulating recommendations to the Board of Directors.

Specifically, the Administration Committee:

- Reviews the procedures for developing, preparing, and formatting the annual budget, makes recommendations for changes, and counsels the staff during the budget process to ensure proper interpretation and implementation of Board policies.
- Recommends proposed budgets to the Board of Directors.
- Periodically interviews and recommends selection of outside auditors, reviews the results of the annual audit, reviews management's response, and makes recommendations for implementation.
- Reviews safety issues and information technology needs.
- Periodically recommends employment of an outside firm to audit internal control procedures to safeguard OCSD's assets.
- Interviews and recommends employment of investment-banking firms, bond counsel, and financial advisors, if needed, for the financing program.
- Periodically coordinates recommendations on personnel audits of OCSD's operations, or segments of the operations.
- Recommends policies and procedures regarding personnel, insurers and coverage, procurement procedures and other related activities as needed or appropriate.
- Receives and provides direction on the investment policy and treasurer's report.

What to Expect

The Administration Committee meets the second Wednesday of every month at 5:00 p.m. at OCSD's Plant No. 1 Administration building at 10844 Ellis Avenue, Fountain Valley. Dinner is provided. There are two "dark" months for the Committee per calendar year unless otherwise noticed. They are typically January and August. OCSD's General Manager, Assistant General Manager, General Counsel, Executive

Management Team Members, Clerk of the Board, Controller, a small number of support staff, and a varied number of interested community members attend the meeting as well. Committee meetings generally last one hour; however, there are meetings that will extend beyond this time if there is a lengthy agenda.

Committee membership is at the discretion of the Chairperson of the Board and consists of 13 members. Each Board Member will be appointed to either the Operations Committee or the Administration Committee. You will receive notification of membership upon appointment. The Chairperson of the Board shall appoint a Committee Chairperson and Vice-Chairperson who will serve the Administration Committee at the pleasure of the Chairperson of the Board.

LEGISLATIVE AND PUBLIC AFFAIRS **COMMITTEE**

Scope of Business: The Legislative and Public Affairs Committee advises the Staff and make recommendations on matters related to the legislative and public affairs programs of the District.

What to Expect

The Legislative and Public Affairs Committee meets the second Monday of each month at 8:00 a.m. at OCSD's Plant No. 1 Administration building at 10844 Ellis Avenue, Fountain Valley, with the exception of April, July and October which meetings are held at 3:30 p.m. There is one "dark" month for the Committee per calendar year unless otherwise noticed. It is typically in January unless otherwise noticed.

The Legislative and Public Affairs Committee is comprised of the Chairperson of the Board, the Vice-Chairperson of the Board, and five at-large members selected by the Chairperson of the Board.

SPECIAL AND AD-HOC COMMITTEES

Occasionally, Special or Ad Hoc Committees are formed to address specific OCSD issues or projects of major scope. Following is a list of the current Committees:

1. Audit Ad Hoc Committee
2. Groundwater Replenishment System (GWRS) Steering Committee

OCSD also appoints a representative(s) from the Board of Directors to the following external Committees or Boards:

1. OCSD/SAWPA Joint Policy Committee
2. Orange County Council of Governments (OCCOG)
3. National Water Research Institute (NWRI)
4. Santa Ana River Flood Protection Agency (SARFPA)
5. Independent Special Districts of Orange County (ISDOC)

The Chairperson of the Board of Directors appoints each representative who will serve at the pleasure of the Chairperson of the Board.

II. BUSINESS PROCEDURES

Agenda Report Process

Communication with the Board of Directors is conducted formally through agenda reports included in the agenda package; this is similar to methods used at other local government agencies. The Directors should expect the following related to the agenda report process:

- Directors should notify the Clerk of the Board of the preferred agenda packages' delivery location by [email](#) or at telephone number (714) 593-7433. Unless otherwise notified, packages will be delivered to the Director's agency/city hall address.
- The agenda package will be delivered by courier and by email to each Director. Materials are also available online at www.ocsd.com.
- Agenda packages are generally posted and distributed the Wednesday or Thursday preceding the regular meeting; however, the Clerk of the Board's Office may mail such packages through the preceding Friday (Resolution No. [OCSD 17-18](#))
- Closed session agenda reports and materials are disseminated through CapLinked, a secure website accessible by each Board Member. The information is provided through the website when the documents are available in advance of the meeting. Documents not available in advance will be made available at the actual meeting in a sealed envelope and are marked "Confidential" on the envelopes exterior. The Clerk of the Board will collect all Closed session material after the meeting adjournment to reduce the risk of inadvertent disclosure.
- On occasion, due to timing of available materials, supplemental agenda items may be distributed at the meeting and posted on-line. Directors are notified by email in advance if possible.

- Periodically, based on Committee decisions, agenda reports will be modified. These modifications will be reflected in the Board of Directors' agenda package.

Important Directives

Like other public agencies, OCSD is governed by Federal and State statutes as well as a variety of its own ordinances and resolutions which help frame operations. The following summarizes the content of specific items that you should find of interest. The complete texts are available from the Clerk of the Board upon request, and interpretations and opinions can be requested from the General Counsel.

California Government Code Sections [54950 et seq.](#) - RALPH M. BROWN ACT

A good resource of the Ralph M. Brown Act is located on the League of California Cities website at: [Ralph M. Brown Act.](#)

The following items abstracted from various materials may serve as an important reminder of both the fundamentals and important questions surrounding the Brown Act:

- In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils, and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.
- All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.
- The most common purpose of a closed session is to avoid revealing confidential information that may, in specified circumstances, prejudice the legal or negotiating position of the District or compromise the

privacy interests of employees. Closed sessions should be conducted keeping this narrow purpose in mind.

- The Brown Act defines a meeting as any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains. The term “meeting” is not limited to gatherings at which action is taken, but also includes deliberative gatherings as well.
- The Brown Act specifically prohibits any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body.
- Provided that no collective discussion and decisions about District business are made by a majority of Directors, there are the following exceptions to these rules:
 - Individual Contacts
 - Conferences
 - Community Meetings
 - Other Legislative Bodies
 - Social or Ceremonial Events
- The use of e-mail to communicate among Directors is restricted by the Brown Act:
 - According to OCSD General Counsel, a violation does not occur if a Board Member sends an e-mail containing information concerning OCSD business to all or a majority of the Directors *unless* there contains a solicitation for a response leading to a concurring opinion.
 - According to the State Attorney General, a majority of the Board Members of a local public agency may NOT e-mail each other to develop a collective concurrence as to action to be taken by the Board

without violating the Ralph M. Brown Act even if the e-mails are also sent to the Clerk of the Board and the Chairperson of the agency, or if the e-mails are posted on the agency's Internet website, and a printed version of each e-mail is reported at the next public meeting of the Board. This would still be considered a violation.

Government Code Sections [54956.8](#), [54956.9](#), [54957](#) and/or [54957.6](#) -- CLOSED SESSIONS

Summarized in part:

- During the course of conducting the business set forth on the 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 as the Board takes final action on any of these subjects, the action will be publicly reported as described in [GC 54957.1](#). The Minutes will reflect all required disclosures of information.

Resolution No. [OCSD 17-18](#), ESTABLISHING RULES OF PROCEDURES FOR THE CONDUCT OF BUSINESS OF OCSD

The Resolution reads in part:

- A special meeting of the Board of Directors may be called in either one of the following ways: 1) By the Chairperson of the Board of Directors; or 2) By the written request of a majority of the Steering Committee delivered to the Clerk of the Board. The call or notice for a special meeting shall be in writing and delivered personally, or by mail at least twenty-four (24) hours

before the time of such meeting, as specified in the notice.

A majority of the Directors shall constitute a quorum of the Board.

- A Chairperson and Vice Chairperson of the Board shall be elected by a majority vote of Directors at the regular meeting in June of each year, and will assume office July 1st. The nominations for Chairperson and Vice Chairperson shall be made at the regular Board meeting in May of each year. If only one individual is nominated for Chairperson or Vice Chairperson at the regular Board meeting in May, that individual shall be deemed elected as Chairperson or Vice Chairperson, no election shall be held in June, and the individual shall assume office July 1st.
- The Agenda for the Board of Directors' meetings includes the use of a Consent Calendar to quickly handle routine matters.
- The Board does not conduct meetings under Roberts Rules of Order. The customized rules of procedure are as summarized:

Board Procedures - Summary of Motions

OCSD has refined and streamlined the process of motions defined in Roberts Rules of Orders. The following summarize the definition of other motion types:

- ***A Main motion*** is made to bring before OCSD, for its consideration, any particular subject. It takes precedence over nothing — that is, it cannot be made when any other question is before OCSD; and it yields to all Privileged, Incidental, and Subsidiary motions; any of these motions can be made while a Main motion is pending. Main motions are debatable, subject to amendment, and can have any Subsidiary motions applied to them. When a Main motion is laid on the table, or postponed to a certain time, it carries with it all

pending Subsidiary motions.

- **Subsidiary motions** are applied to other motions for the purpose of most appropriately disposing of them. By means of them the original motion may be modified, action postponed, or it may be referred to a committee to investigate and report, etc. They may be applied to any Main motion, and when made, they supersede the Main motion and must be decided before the Main motion can be acted upon.

Main Motion and Related Subsidiary Motions

Type	Second Required	Debatable	Amendable	Vote Required	Purpose
Main Motion	Yes	Yes	Yes	Majority	Introduce new business
Amend Main Motion	Yes	Yes	Yes	Majority	Modify or alter a motion
Substitute Motion	Yes	Yes	Yes	Majority	Replace the main motion entirely
Previous Question	Yes	No	No	Majority	Close debate on main or amended motion immediately
Continue to a Certain time	Yes	Yes	Yes	Majority	Defer action
To Table	Yes	No	No	Majority	Discontinue consideration until brought back by vote of the Board
Take a Motion from the Table	Yes	No	No	Majority	Bring before the group a motion previously tabled
Limit or Extend Limits of Debate	Yes	No	Yes	Majority	Limit or extend limits of debate
Refer to a Committee	Yes	Yes	Yes	Majority	Place business in hands of a committee
Withdraw a Motion	No	No	No	None	Withdraw a motion before it is voted on
Reconsider	Yes	Yes	No	Majority, must be by the Director who voted for the prevailing side on the original motion	Secure a new vote on a motion previously voted upon

- **Privileged motions** are such that, while not relating to the pending question are of great importance as to require them to take precedence over all other questions, and on account of this high privilege, they are not debatable. They cannot have any Subsidiary motion applied to them, except the motions to fix the time to which to adjourn, and to take a recess, which may be amended. After OCSD has actually taken up the question of privilege, debate and amendment are permitted and Subsidiary motions may be applied the same as on any Main motion.

Privileged Motions

Type	Second Required	Debatable	Amendable	Vote Required	Purpose
Adjourn	Yes	No	No	Majority	End the meeting
To Take a Recess	Yes	No	No	Majority	Interrupt a meeting for a short time or to provide an intermission
Raise a Question of Privilege	No	No	No	None	Obtain action immediately in an emergency

- **Incidental motions** arise out of another question which is pending, and therefore take precedence over and must be decided before the question out of which they arise. They yield to Privileged motions and are not debatable, cannot be amended except where they relate to the division of a question to the method of considering a question, or to methods of voting. Whenever it is stated that all Incidental motions take precedence of a certain motion, the Incidental motions referred to are only those that are legitimately incidental at the time they are made. For example, Incidental motions take precedence over Subsidiary motions, but an Incidental motion to object to the consideration of a Main motion cannot be made until a Subsidiary motion is resolved.

Incidental Motions

Type	Second Required	Debatable	Amendable	Vote Required	Purpose
Request to Suspend the Rules	Yes	No	No	Two-Thirds	To facilitate business ordinarily contrary to the roles of the organization
Override Order of the Chairperson	Yes	No	No	Majority	To have Board majority rule on the order
Point of Order	No	No	No	None	To enforce the rules of the organization

Government Code Section 84308, CAMPAIGN CONTRIBUTIONS

General Counsel’s review summarized in part:

- The section relates to campaign contributions received by Directors in their capacities as city, county or special district elected officials when participating in your capacity as an OCSD Director, in decisions regarding OCSD contracts.
- The section disqualifies any “officer” of a public agency, who is running or has run for elective office, from participating in decisions affecting his/her campaign contributors. The law disqualifies the officer from participating in certain proceedings if the official has received campaign contributions of more than \$250 from a party, participant, or their agents within the 12 months preceding the decision. Additionally, such contributions are prohibited up to 90 days after a contract decision.

Ordinance No. OCSD-34, ESTABLISHING BOARD OF DIRECTORS COMPENSATION

The Ordinance reads in part:

- The State Legislature adopted legislation (Senate Bill 1559), chaptered into law effective January 1, 2001, authorizing the adoption of an Ordinance pursuant to [California Water Code Sections 20200 through 20207,](#)

including an increase of the per diem compensation in an amount not to exceed five (5%) percent for each calendar year following the operative date of the last adjustment. This increase is not automatic but is available through Board action.

- Each Director shall receive the sum of Two Hundred Twelve dollars and fifty cents (\$212.50) for attendance at each meeting of the Board of Directors, or for each day's service rendered as a Member of the Board, by request of the Board; provided that each Director, other than the Chairperson of the Board, shall receive compensation for not more than a total of six (6) meetings of six (6) days' service per month.
- Each Director shall be reimbursed at the rate per mile established by the United States Internal Revenue Service as allowable for mileage expense deduction for use of a personal vehicle for business of OCSD.
- When traveling on Board approved business of OCSD, the Director shall be entitled to reimbursement of expenses necessarily incurred in the course of said travel in accordance with the following:
 - Transportation – Per Invoice
 - Hotel – Per Statement
 - Registration – Actual Cost
 - Telephone Service – As Itemized
 - Meals, Gratuities, Incidentals – Actual expenditures per day or \$75.00 per day if actual expenditures are greater.

Resolution No. [OCSD 15-06](#), ESTABLISHING A POLICY REGARDING BOARD OF DIRECTORS' BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT, MEETING ATTENDANCE AND COMPENSATION

The Resolution reads in part:

- The Chairperson of the Board will authorize attendance at conferences, seminars, meetings and travel, but such expenses related thereto will only be approved to the extent they are necessary to further the accomplishment of District goals and objectives.

- Directors shall be familiar with and comply with the Policy; ensure all travel and other reimbursable expenses are reasonable; coordinate multiple Director participation at conferences to avoid unnecessary duplication; and promote economic means of travel. The Board Chairperson can approve or deny requests for travel or business activities and reimbursements for Board and Committee Members.
- Attendance at seminars, conferences and meetings **must be approved in advance by the Steering Committee** except when specifically, pre-authorized by this Policy. The Board Chairperson may authorize such a request if there is not sufficient time, but the Steering Committee shall ratify at its next regularly scheduled meeting.
- Directors may from time to time receive requests or may elect to attend meetings or conferences pertaining to the water and wastewater utility industry, and may be asked to, or may desire to, give presentations or otherwise represent the District at such events. Any Director wishing to attend such events and represent the District by providing a presentation or oral commentary **shall request and receive advance authorization by the Steering Committee** except when specifically pre-authorized by this Policy. The Board Chairperson may authorize such a request if there is not sufficient time, but the Steering Committee shall ratify at its next regularly scheduled meeting. If such a request is granted, all expense reimbursements and travel and meeting attendance requirements shall comply with this Policy.
- The number of Directors attending a seminar, conference, or meeting should be minimized, and there must be a District business reason for attendance.
- Seminars must be selected based on value to the District. Benefits would include improved efficiency and effectiveness, as well as becoming familiar with new regulatory standards. Free, local seminars must also be authorized in advance in order to be considered for

approval of Director's compensation. Preference will be given to seminars that are provided within the Southern California region.

- Attendance at seminars, conferences, or meetings in “destination resort” areas outside California or areas outside the continental United States **may only be approved by the Steering Committee.**
- “Meetings” shall mean all regularly convened Board of Directors meetings, Standing Committee meetings, Ad Hoc Committee meetings, and other meetings called by the Board Chairperson. Also included are specific industry conferences and business meetings of a recurring nature, such as the California Associations of Sanitation Agencies and the Association of Metropolitan Sewerage Agencies, designated by the Board Chairperson. *Meetings not sanctioned by the Board Chairperson are not considered business of the District.*
- Directors shall receive a stipend as compensation, without further action or authorization of the Chairperson or the Board of Directors for attendance at the following: Board of Directors meetings; Standing Committee and Ad Hoc Committee meetings, of which the Director is a duly appointed member; meetings, conferences and committee meetings of CASA and NACWA; meetings of other governmental agencies, at which the District has an official delegate.
- Each day's service rendered as a member of the District's Board of Directors shall be deemed to include: attendance at any meeting of a committee of which the Director is not a member, when expressly invited to attend said Committee meeting by the Chairperson of the Board of Directors; attendance at conferences with State and/or Federal Legislators regarding District business **when approved by the Steering Committee**, attendance at a meeting, hearing, or conference relating to the business of the District, **when approved by the Steering Committee or when designated by the General Manager with the concurrence of the Board Vice-Chairperson, in**

advance, and when deemed to be in the best interests of the District, including but not limited to: a) meetings of nonprofit organizations or service club meetings where a Board Member is making a presentation on behalf of the District; b) ceremonial events; c) meetings with other elected officials or their employees, which do not include District staff; d) meetings of the governing body of another agency of which the District has an official delegate, where a matter directly affecting the interests of the District is agendized for discussion and the Board Member is not compensated by the other agency; e) meetings with District staff; f) industry related conferences other than CASA or AMSA; and g) telephone conferences when physical attendance is impractical or not mandatory.

- Board Members shall not be compensated for the following meetings where there is no District-related business to be conducted: non-profit organization meetings or events; District-sponsored employee events; social or ceremonial events not pre-authorized by the Steering Committee; service club meetings other than those previously listed; parades, festivals, holiday events, or retirement dinners; meetings with existing or potential contractors, vendors or consultants; meetings of partisan political organizations and meetings, tours and similar events conducted at the request of the Board Member.
- No Director shall receive compensation for attendance at any meeting, such as Committee Meetings, which are scheduled immediately preceding, immediately succeeding, or concurrent with a regularly-scheduled District Board Meeting.
- No Alternate Director shall receive compensation for attendance at any meeting unless serving in the absence of the regular, Active Director, unless the Board Chairperson invites the Alternate Director to attend the meeting and approves payment of compensation.

Resolution OCSD 16-18, ACKNOWLEDGING THE CHANGE IN TITLE OF THE CURRENT DEFERRED COMPENSATION PLAN ADMINISTRATOR TO VOYA FINANCIAL SERVICES FOR OFFICERS AND EMPLOYEES OF ORANGE COUNTY SANITATION DISTRICT

The Resolution reads in part:

- “Employee” shall mean any employee who is a Director or Officer, or who is a permanent, full-time employee of the Orange County Sanitation District.
- Any employee designated by the employer to be eligible may elect to become a participant in the plan by executing and filing a Participation Agreement with the employer.
- The amount deferred each year may not exceed the amount established by the Secretary of the Treasury as established, from time to time, under Internal Revenue Code section 457 (e)(15).

III. FORMS AND ASSOCIATED GUIDELINES

There are various forms that will be completed during a Director's tenure. Some of them are completed once; others periodically, and finally a few are completed on a monthly basis. Examples of these forms are included on the following pages with a brief description.

Oath of Office

Directors will take an oath of office prior to being seated. This will be signed and sealed by the Clerk of the Board.

ORANGE COUNTY SANITATION DISTRICT
STATE OF CALIFORNIA)ss
COUNTY OF ORANGE)

FIRST NAME MIDDLE LAST NAME

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I will take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

Subscribed and sworn before me this _____ day of _____, 20_____

(Seal)

Clerk of the Board

Fair Political Practices Commission - Form 700

Statement of Economic Interests

As a public official you are required to file [Form 700 Statement of Economic Interest](#) annually. The County of Orange Clerk of the Board of Supervisors is the filing official for OCSD Public Officials and will e-notify you when, where, and how to file.

For Additional information regarding the Form 700 please visit the Fair Political Practices Commission website at www.fpcc.ca.gov.

	STATEMENT OF ECONOMIC INTERESTS		Date Initial Filing Received <small>(Please Use Only)</small>
	COVER PAGE		
<small>Please type or print in ink.</small>			
NAME OF FILER (LAST)	FIRST	MIDDLE	
1. Office, Agency, or Court			
Agency Name <small>(Do not use acronyms)</small>			
Division, Board, Department, District, if applicable		Your Position	
▶ If filing for multiple positions, list below or on an attachment. <small>(Do not use acronyms)</small>			
Agency: _____		Position: _____	
2. Jurisdiction of Office <small>(Check at least one box)</small>			
<input type="checkbox"/> State		<input type="checkbox"/> Judge or Court Commissioner <small>(Statewide Jurisdiction)</small>	
<input type="checkbox"/> Multi-County _____		<input type="checkbox"/> County of _____	
<input type="checkbox"/> City of _____		<input type="checkbox"/> Other _____	
3. Type of Statement <small>(Check at least one box)</small>			
<input type="checkbox"/> Annual: The period covered is January 1, 2017, through December 31, 2017.		<input type="checkbox"/> Leaving Office: Date Left / / _____ <small>(Check one)</small>	
-or- The period covered is / / _____, through December 31, 2017.		<input type="checkbox"/> The period covered is January 1, 2017, through the date of leaving office.	
<input type="checkbox"/> Assuming Office: Date assumed / / _____		-or- <input type="checkbox"/> The period covered is / / _____, through the date of leaving office.	
<input type="checkbox"/> Candidate: Date of Election _____ and office sought, if different than Part 1: _____			
4. Schedule Summary (must complete) ▶ Total number of pages including this cover page: _____			
Schedules attached			
<input type="checkbox"/> Schedule A 1 - Investments – schedule attached		<input type="checkbox"/> Schedule C - Income, Loans, & Business Positions – schedule attached	
<input type="checkbox"/> Schedule A 2 - Investments – schedule attached		<input type="checkbox"/> Schedule D - Income – Gifts – schedule attached	
<input type="checkbox"/> Schedule B - Real Property – schedule attached		<input type="checkbox"/> Schedule E - Income – Gifts – Travel Payments – schedule attached	
-or-			
<input type="checkbox"/> None - No reportable interests on any schedule			
5. Verification			
MAILING ADDRESS <small>(Business or Agency Address, Resistor/Contributor - Public Document)</small>	STREET	CITY	STATE ZIP+0000
CAPTION: TITLE, POSITION, ETC. ()	LOCAL ADDRESS		
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.			
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.			
Date Signed _____ <small>(month, day, year)</small>	Signature _____ <small>*(In the signature space, do not use a stylized signature)</small>		
<input type="button" value="Clear Page"/>		<input type="button" value="Print"/>	
FPCC Form 700 (2017/2018) FPCC Advice Email: advice@fpcc.ca.gov FPCC Toll-Free Helpline: 866/275-3772 www.fpcc.ca.gov			

Director Information Questionnaire

This Information form provides a brief biography of the Director for use internally, as a source for important contact information, and as a tool for the General Manager and Board Chairperson in determining committee assignments.

ORANGE COUNTY SANITATION DISTRICT BOARD DIRECTOR INFORMATION QUESTIONNAIRE

The following information is requested in order to assist the Board's leadership in making Committee appointments and providing information to you in an efficient manner:

Name: _____ Date: _____

Street Address	City	Zip Code	(Area Code) Phone Number	Preferred for staff to contact (select one)
Home			()	<input type="checkbox"/>
City/Agency*			()	<input type="checkbox"/>
Business*			()	<input type="checkbox"/>
			Cell Phone: ()	<input type="checkbox"/>
			Email:	<input type="checkbox"/>

* May attach a business card for City/Agency or Business location here

The standard method of general communication with the Board of Directors is via email. If you have an alternative preferred method of communication, please let us know.

If you would like to help conserve OCSD resources by opting to receive agendas and meeting material in an electronic format in lieu of paper copies, please check the box provided

Date first elected to current position: _____

If you are subject to term limits, when does your term expire? _____ ; N/A _____

Additional Agencies/Commissions/Committees you have been appointed to other than the Sanitation District:

Academic Major: _____

Current Occupation: _____ Retired _____ Semi-Retired _____

Occupational Background: _____

Other Interests: _____

Deferred Compensation Plan Questionnaire

OCSD participates in the 457(b) Deferred Compensation Plan offered by VOYA. The enrollment form must be completed if the Director wishes to participate in a deferred compensation plan.



ORANGE COUNTY SANITATION DISTRICT 457(b) DEFERRED COMPENSATION PLAN PARTICIPATION AGREEMENT

OCSD Employees may request to participate in or make changes to their existing 457(b) Deferred Compensation Plan and/or Roth 457(b) option by completing this Agreement or submitting an online request through the VOYA website: www.voyaretirementplans.com/custom/ocsd.

EMPLOYEE INFORMATION

Name _____ Employee # _____ Work Phone _____

EMPLOYEE ELECTIONS

Check all that apply	Description	Deferral Per Paycheck (Min. \$25.00)		Other Information/Steps
		457(b) - pretax	Roth - post tax	
		\$ _____ or _____ %	\$ _____ or _____ %	
<input type="checkbox"/>	New Account			<input type="checkbox"/> Contact VOYA Representative for new account setup.
<input type="checkbox"/>	Change Deductions			
<input type="checkbox"/>	Stop Deductions	\$0.00	\$0.00	Effective first available pay date after receipt. Requested alternative stop date: _____
<input type="checkbox"/>	One-Time Leave Payout Deferral			This payout contribution will count toward your annual maximum. It will not affect your current payroll contribution. See footnote ¹ for effective date information. Select Payout: <input type="checkbox"/> December <input type="checkbox"/> January <input type="checkbox"/> Termination ← Write "Max" to allocate as much as possible.
<input type="checkbox"/>	Catch Up Election			Type ² : <input type="checkbox"/> 50+ Catch Up or <input type="checkbox"/> Special Catch Up <input type="checkbox"/> If Special Catch Up, contact VOYA Representative to complete additional qualification worksheet.
<input type="checkbox"/>	Restorative Deferral			For reemployed military only. <input type="checkbox"/> Calendar year applicable: _____

¹ Standard sick & compensatory time payouts & all vacation leave payouts are paid in **DECEMBER**. Standard vacation & personal leave payouts are paid in **JANUARY**. TERMINATION payouts, including retirement, are paid in the month after request is submitted. Contributions are applied to the year in which the payout is paid.

² 50+ Catch Up - for employees age 50 and over by end of year. Special Catch Up - available only in the 3 consecutive years prior to, but not including your employee attains Normal Retirement Age. Requires additional paperwork completed by VOYA. Only one Catch Up can be elected per year; must use option providing highest contribution amount.

UNLESS OTHERWISE SPECIFIED, CHANGES TAKE EFFECT THE NEXT APPLICABLE PAY PERIOD IN THE MONTH FOLLOWING THIS REQUEST DATE. REQUESTS EXPIRE AFTER 4 MONTHS IF NOT IMPLEMENTED.

By completing this Agreement, you acknowledge the following:

- I elect to participate in the Plan and agree to reduce my compensation in accordance with the Plan and Code.
- I agree that all rights to my deferred compensation shall be governed by the terms and conditions of the Plan and Code.
- I agree that these elections will remain in effect until I submit a new Agreement to change my elections; however, if my contributions during any given calendar year reach the maximum dollar amount allowed under the Plan and Code, deductions will automatically stop.
- If I am a current employee, I understand that this election applies only to compensation paid or made available no earlier than the first day of the calendar month after the calendar month in which this Agreement is signed, unless otherwise specified.
- If I am a newly hired employee, I understand that this election applies to compensation payable in the calendar month in which I first become an employee if I enter into this Agreement on or before the first day in which I perform services for OCSD.
- I further understand that this Agreement shall supersede any prior Agreement between OCSD and me under the Plan.

EMPLOYEE AUTHORIZATION

Employee Signature _____


Date _____

RETURN COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT

Revised: October 14, 2014

Direct Deposit Authorization

To be completed by the Director if they wish checks to be directly deposited into their financial institution's checking or savings account.



Direct Deposit Authorization

Name: _____

Emp. No.: _____

Date: _____

New ___ Add ___ Change ___ Delete ___

Account Type Checking Savings

Financial Institution _____

Account No. _____

Transit No. _____

Net Check Y/N? _____ Amt \$ _____

New ___ Add ___ Change ___ Delete ___

Account Type: Checking Savings

Financial Institution _____

Account No. _____

Transit No. _____

Net Check Y/N? _____ Amt \$ _____

New ___ Add ___ Change ___ Delete ___

Account Type Checking Savings

Financial Institution _____

Account No. _____

Transit No. _____

Net Check Y/N? _____ Amt \$ _____

New ___ Add ___ Change ___ Delete ___

Account Type: Checking Savings

Financial Institution _____

Account No. _____

Transit No. _____

Net Check Y/N? _____ Amt \$ _____

Please attach a voided check from the checking account for accurate Bank Transit and Account Numbers

I hereby authorize OCSD to initiate debit entries and/or adjustments to my Checking and/or Savings account(s) indicated above and the depository institution named above to debit the same to such account. This authority is to remain in full force and effective until OCSD Payroll Department has received written notification from me of its termination in such manner as to afford OCSD and the depository a reasonable opportunity to act on it.

Employee Signature

Date

For Payroll Purposes

PPE: _____

Entered By: _____

Monthly Compensation and Mileage Statement

This form is completed by staff and signed by the Director for compensation for meeting attendance and monthly personal vehicle mileage when conducting OCSD business.

ORANGE COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS
COMPENSATION & MILEAGE



SAMPLE ONLY

_____ 20 _____

Director's Name: _____
Address _____
Address _____

EMP. # _____

COMP.	STEERING	OPERATIONS	ADMINISTRATION	BOARD OF DIRECTORS 12/17/14	
COMP.					← Regular Meetings are already listed in this
MILES					

Total Miles are calculated by Federal Mileage Rate

	OTHER	DATE	COMP.	MILEAGE
1.				
2.				
3.				
4.				
5.	* Please list any additional meetings in this section other than Regular Committee and Board Meetings.			
6.				
7.				

TOTAL MILES	MILEAGE

TOTAL COMP. & MILEAGE

Signature: _____
Date: _____

X = Exceeds one mtg./day
Y = Exceeds six mtgs./month

Ethics Training

Board Members must file a copy of their certificate of AB 1234 Ethics Training with the OCSD Clerk of the Board within one (1) year of appointment. ([GC 53235.1\(b\)](#)).

Discrimination/Harassment Prevention Training

Board Members must file a copy of their certificate of AB 1661 Sexual Harassment Training for Local Agency Officials with the OCSD Clerk of the Board within six (6) months of appointment and every two years thereafter. ([GC 53237.1](#)).

IV. FREQUENTLY ASKED QUESTIONS

Does the District have representing unions?

The District has formally recognized five (5) different Groups of Employees—namely, Administrative and Clerical Group, Operations and Maintenance Group, Engineering Group, Supervisor and Professional Management, and Technical Services Employee Group, each of which has a bargaining unit representative. The collective bargaining groups are known as 501, OCEA, and SPMG. Executive management, managers, and confidential employees are unrepresented.

What governs employer/employee relations?

As with other local government agencies, the District is governed by the [Meyers-Milias-Brown Act](#), and in accordance with that, has enacted a comprehensive set of Rules and Regulations for the administration of employer-employee relations (Resolution No. [OCSD 99-24](#)). Further, the District has adopted our own comprehensive set of Policies and Procedures governing employment practices and establishing terms and conditions of employment, including wages, salaries, and benefits. The Board of Directors Policies and Procedures “manual” is adopted by Resolution No. [OCSD 15-18](#).

Are communications between District officials or staff and General Counsel protected by the attorney client privilege?

Confidential communications between the District’s General Counsel and the District’s officials, executive staff, and/or other employees are protected from disclosure by the attorney-client privilege as long as such communications are within the course and scope of their employment and are not otherwise adverse to the District’s interests.

Who is the client of the District's contracted General Counsel?

The Board of Directors of the District is the client of General Counsel.

Where does the District get its funding?

As in most cities, funding sources are numerous; nevertheless, the primary revenue the District relies on for annual operations are the Sewer Service Fee and Property Taxes. Sewer service fees are set by the District after a review of projected needs. They fund operation of the sewer systems in accordance with the Clean Water Act. The District's share of the one percent ad valorem property tax is obligated for the payment of debt service. Extensive details on the District's revenue and expenditure programs are available in the District's annual budget.

How are Directors compensated?

Directors are compensated \$212.50 per meeting, or day if multiple meetings, up to six per month. Directors are paid on a monthly basis by either check or direct deposit. In addition to this, Directors may contribute a portion of their District earned income in a deferred compensation plan in lieu of social security tax. Directors are not eligible to participate in the [Orange County Employees Retirement System \(OCERS\)](#).

How can a Director obtain an Agenda Package?

Agenda packages are assembled for the various Committees and the monthly Board meeting. Agenda packages are mailed out to Committee/Board Members the week prior to the meeting. Directors can also review any committee or Board package online at <https://www.ocsd.com/about-us/board-of-directors/board-meetings>. Further, you may either [email](#) the Clerk of the Board at klore@ocsd.com or reach her at (714) 593-7433 and an agenda package will be forwarded to the requesting Board Member.



10844 Ellis Avenue | Fountain Valley, California | 92708
www.ocsd.com

District Summary Profile

Policy & Employee Manual

Facilities Overview

District Employees

Budget

Assessment Districts

CAPRI

Current Issues

Reserve Study

Brown Act

**CSDA Board Member
Handbook**

Municipal Service Review

**Board Mtg Schedule &
Approved Minutes**

Spotlights

NEW BOARD MEMBER ORIENTATION
At-a-Glance Wallet Card

The wallet card is helpful for Board members to carry with them and reference when speaking with legislators, the media, or when networking with constituents.

Front:

SolTrans at a Glance	
<u>General Information</u>	
Formation of SolTrans JPA.....	December 2010
SolTrans assumed transit operations	July 2011
Annual Operating Budget	\$14,940,000
FY 18-19 Capital Budget	\$8,635,000
FY 17-18 Total System-Wide Ridership	\$1,378,253
FY 17-18 Farebox Recovery	24%
Modes:	Bus, Paratransit, General Public Dial-a-Ride

Back:

SolTrans Fleet Summary 2018
<u>*Express</u>
11 diesel-powered buses
10 CNG-powered buses
<u>Local</u>
2 battery electric buses
21 diesel hybrid buses
<u>Demand Response</u>
14 cutaway buses
<i>*Express fleet will be 100% CNG-powered by Q1, 2019.</i>



ORGANIZATIONAL INFORMATION
SolTrans Overview
Joint Powers Agreement (JPA)
Bylaws
SolTrans Board of Directors
SolTrans Board Meeting Calendar
SolTrans Organizational Chart
SolTrans Advisory Committee Structure and Membership
FY 2018-19 Performance Goals and Measures
About SolTrans Newsletter
Informational Links (past meeting agendas, full Short Range Transit Plan)
FINANCE
FY 2018-19 Operating and Capital Budget
10-Year Budget Outlook Update
OPERATIONS
System Performance Report
SolTrans Short Range Transit Plan Executive Summary
PROJECTS
Comprehensive Operational Analysis of SolTrans Local Services
Alternative Fuels Roadmap
Construction Projects Update



Vallejo Sanitation & Flood Control District Board of Trustees Manual

Last Revised January 5, 2017

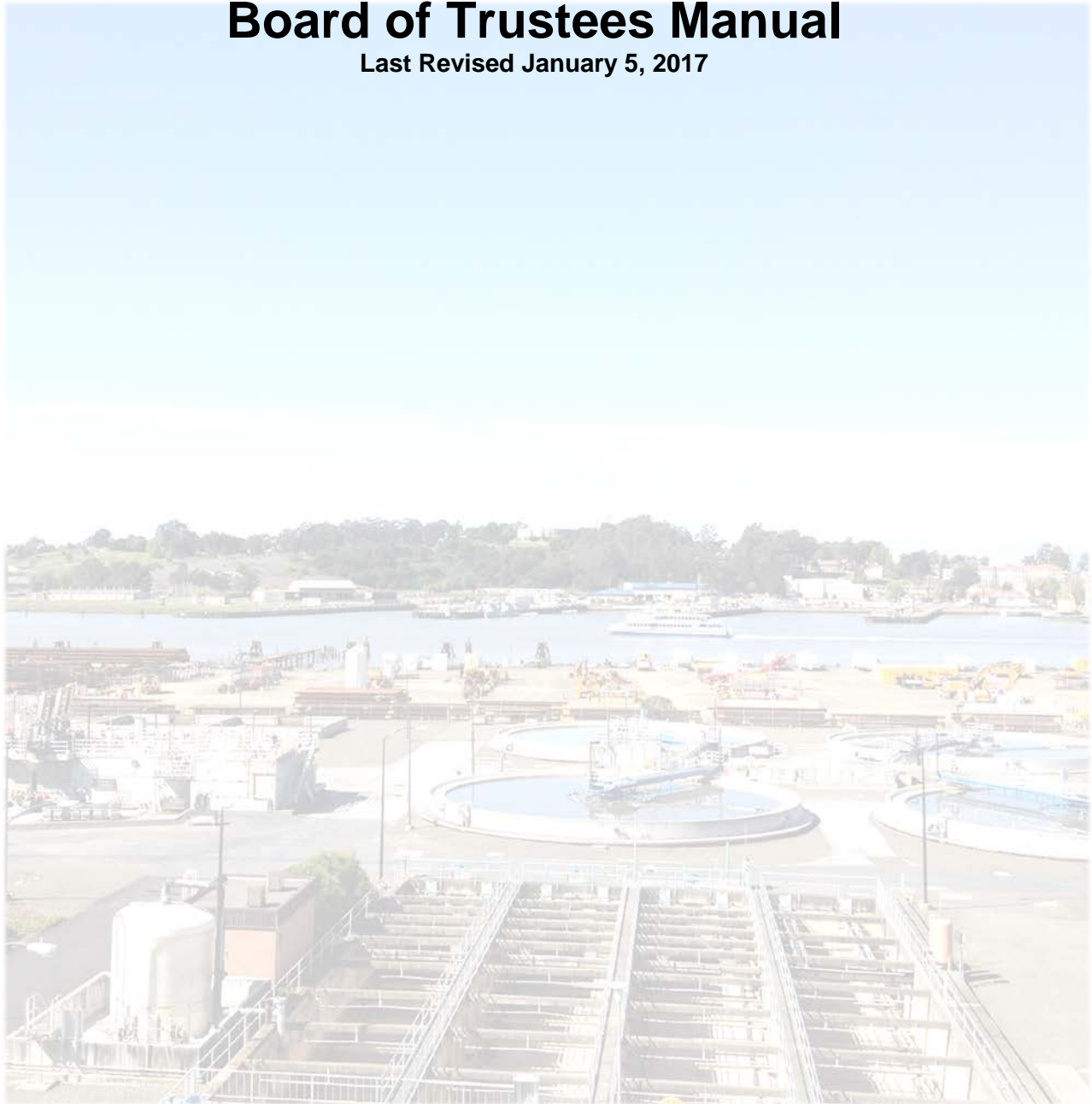


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VALLEJO SANITATION &
FLOOD CONTROL DISTRICT

*Protecting public health
and the San Francisco Bay
since 1952.*

450 Ryder Street
Vallejo, California 94590
phone 707-644-8949

BOARD OF TRUSTEES

Bob Sampayan
Pippin Dew-Costa
Erin Hannigan
Jess Malgapo
Robert H. McConnell
Katy Miessner
Hermie Sunga
Rozzana Verder-Aliga

DISTRICT MANAGER

Melissa A. Morton

TO: THE HONORABLE PRESIDENT AND BOARD OF TRUSTEES

FROM: MELISSA MORTON, DISTRICT MANAGER

SUBJECT: BOARD OF TRUSTEES MANUAL

Congratulations on your election to the City of Vallejo Council! I would like to welcome you to your appointment as a member of the Board of Trustees for Vallejo Sanitation and Flood Control District (District). To aide you in getting started, we have put together an informative compilation of information on your role as a member of our Board. This manual is designed to provide our Board members with basic information regarding the District. It is not intended to provide you with all of the information you would ever need, but rather supply you with the basic workings of the organization.

The manual includes an overview of the District, including the structure of the organization, role of the individual departments, and a brief history; the mission, vision and goals of the District; responsibilities of Trustees, such as disclosure filing, training and travel requirements; and some additional resources to provide an overview of the Wastewater industry and what it means to serve on the governing body of a wastewater agency.

The District budgets for the Board members to attend conferences that will enhance your understanding of issues facing us. Conferences of special interest are [California Association of Sanitation Agencies](#) (CASA). These CASA conferences are typically held two times a year. Each of the two conferences are designed to have a core series of subjects for elected officials, district managers, and legal counsel.

Any time you would like information or assistance, please don't hesitate to contact me, or any of the managers.

Thank you and welcome to the District!