

2026

BOARD OF DIRECTORS'

Guidelines and Procedures



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I. BOARD AND COMMITTEE STRUCTURES

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

Newly appointed Directors will be sworn into office prior to the first regular meeting attended following appointment. Immediately following appointment, all members are subject to the provisions of the Brown Act. Newly appointed members shall not be allowed to participate in any meeting prior to being sworn in.

Directors are compensated for meetings per [California Water Code Sections 20200 through 20207](#) and as further stipulated in OC San Ordinance No. [OC SAN-62](#). Each Director receives \$330.75 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.

Duties of the Board Chairperson & Vice-Chairperson

The Board of Directors elects a Chairperson and Vice-Chairperson of the Board annually. The Board Chairperson shall preside at the meetings of the Board of

Directors. If he/she is absent or unable to act, the Board Vice-Chairperson shall serve until the Chairperson returns or is able to act. The Board Chairperson appoints members to the various Committees of the Board of Directors.

The Board Chairperson, or their designee, shall represent the Board of Directors at OC San or related ceremonial functions.

Overview

OC San agenda reports are presented to the Board of Directors by either the General Manager, Executive Management Team member, Special or General Counsel, or the Clerk of the Board, through the Operations Committee, and the Administration 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. All meetings of the Board of Directors shall be recorded. The video and audio file of any open and public meeting shall be published on ocsan.gov and shall be subject to inspection pursuant to the California Public Records Act.

Resolution No. [OC SAN 21-02](#) BOARD OF DIRECTORS PROTOCOLS

The Resolution contains in part:

- The purpose for establishing Protocols is to provide an effective environment for the Board of Directors to provide strong leadership and are not intended to limit the inherent power and general legal authority of the Board of Directors.
- Provide procedures for Director interaction with other public agencies and OC San staff.
- Provide OC San communication processes and information as it relates to the Board of Directors.

BOARD OF DIRECTORS

Scope of Business

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

What to Expect

The Board of Directors meets the fourth Wednesday of every month at 6:00 p.m. at OC San's Headquarters at 18480 Bandilier Circle in Fountain Valley, unless otherwise noticed. OC San's Plant No. 2, located at 22215 Brookhurst Street, Huntington Beach, shall serve as an alternate meeting location. Meeting dates and times can be found at

ocsan.gov. OC San'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 at the meetings.

STANDING COMMITTEES

Standing Committees have authority to approve purchases up to \$250,000 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 percent of the original agreement price. (Purchasing Ordinance No. [OC SAN-61](#)).

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 recommendations to the Board on labor negotiations.
- Advises the General Manager on newly emerging initiatives and issues of strategic or policy importance to OC San.
- 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 them 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 held at 5:00 p.m. at OC San's Headquarters at 18480 Bandilier Circle in Fountain Valley. Dinner is provided at the meetings. OC San's General Manager, Assistant General Manager, General Counsel, Executive Management Team, 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. The Vice-

Chairperson of each Committee may serve as an alternate in the absence of the Committee Chairperson. No other Alternate Director is able to serve on this committee.

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 OC San'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 operations of the treatment and collections systems, current and projected service/flow/treatment needs, level and quality of sewage treatment, and environmental and regulatory issues. Specifically, the Operations Committee:

- Reviews sewage service contract arrangements for areas outside OC San's boundaries or spheres of influence such as biosolids management contracts.
- Regularly studies, visits, and observes the various operational functions of the treatment plants.
- Recommends professional consulting firms to assist in studying, planning, and designing needed for the treatment plants 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 OC San's Headquarters at 18480 Bandilier Circle in Fountain Valley. Dinner is provided at the meetings. There are two "dark" months for the Committee per calendar year. They are typically January and August, unless otherwise noticed. OC San's General Manager, Assistant General Manager, Executive Management Team, 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 by the Board Chairperson. You will receive notification of your 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 financial, budgeting, administrative, information technology, environmental, communications 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 to the budget; and counsels 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 OC San'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 OC San'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.
- Reviews OC San's ocean discharge permit, ocean monitoring services contracts, and other marine protection issues relating to the Orange County coastline, as they are affected by OC San's operations and treated effluent discharge.
- Advises staff and makes recommendation on matters related to the legislative and public affairs programs of OC San.

What to Expect

The Administration Committee meets the second Wednesday of every month at 5:00 p.m. at OC San's Headquarters at 18480 Bandilier Circle in Fountain Valley. Dinner is provided at the meetings. There are two "dark" months for the Committee per calendar year. They are typically January and August, unless otherwise noticed. OC San's General Manager, Assistant General Manager, General Counsel, Executive Management Team, 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 13 members. Each Board Member will be appointed to either the Operations Committee or the Administration Committee by the Board Chairperson. You will receive notification of your appointment from the Clerk of the Board. 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.

SPECIAL AND AD HOC COMMITTEES

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

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

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

1. OC San/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. If appointed, you will receive notification of your appointment from the Clerk 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, which is similar to methods used at other local government agencies. The Directors should expect the following related to the agenda report process:

- Agenda packages are electronically delivered to the Director's agency/city hall email address unless an alternate email has been provided for delivery. Additionally, if you would like to have a staff member receive the information, please notify the Clerk of the Board.
- Materials are also available on OC San's website at [OC San Board of Directors](#).
- Agenda packages are generally posted and distributed the Wednesday or Thursday preceding the regular meeting; however, the Clerk of the Board may send such packages the preceding Friday (Resolution No. [OC SAN 24-09](#)).
- Confidential Closed Session agenda reports, and materials are disseminated through CapLinked, a secure website accessible by each Director. 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. If made available in person, the Clerk of the Board will collect all Confidential 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 in accordance with [Government Code Section 54950 et seq.](#) 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, OC San 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 text is available from the Clerk of the Board upon request, and interpretations and opinions can be requested from General Counsel.

**California Government Code Sections [54950 et seq.](#)
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 the Act.
- 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 OC San 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 OC San 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 email, and social media to communicate among the Board of Directors is restricted by the Brown Act:

- According to the State Attorney General, a majority of the Board Members of a local public agency may NOT email 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 emails are also sent to the Clerk of the Board and the Chairperson of the agency, or if the emails are posted on the agency's Internet website, and a printed version of each email is reported at the next public meeting of the Board. This would be considered a violation.
- Board Members may use public social media to share or gather information, but they may NOT discuss agency business with each other or respond to another's post about such matters. Doing so would 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. [OC SAN 24-09](#)
ESTABLISHING RULES OF PROCEDURES FOR THE CONDUCT OF BUSINESS
OF ORANGE COUNTY SANITATION DISTRICT**

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 1. 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 1.
- The Chairperson and Vice Chairperson of the Board shall not serve more than two consecutive one-year terms for which they have been elected to their office.
- The Agenda for the Board of Directors' meetings include 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 summarized below.

Board Procedures - Summary of Motions

OC San 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 OC San for its consideration, any particular subject. It takes precedence over nothing — that is, it cannot be made when any other question is before OC San; 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

<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

- 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 OC San 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

<i>Kind of Motion</i>	<i>Second Required</i>	<u>Debatable</u>	<u>Amendable</u>	<i>Vote Required</i>	<u>Purpose</u>
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

- ***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

<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

**Government Code Section [84308](#)
CAMPAIGN CONTRIBUTIONS**

General Counsel’s review summarized in part:

- The section relates to campaign contributions received by OC San Directors in their capacities as city, county, or special district elected officials when participating in your capacity as an OC San Director, in decisions regarding OC San 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. [OC SAN-62](#)
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 Three Hundred Thirty Dollars and Seventy-Five cents (\$330.75) 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 or six (6) days’ service per month.

- On January 1 of each year, beginning with January 1, 2025, the amount of compensation for each day's service shall increase by five percent (5%), unless said increase is waived by the Board of Directors.
- 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 OC San.
- When traveling on Board approved business of OC San, the Director shall be entitled to reimbursement of expenses necessarily incurred in the course of said travel in accordance with Resolution No. [OC SAN 22-34](#) (see section below for further information).

Resolution No. [OC SAN 22-34](#)

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

The Resolution reads in part:

- The Chairperson of the Board will authorize attendance of the Board of Directors 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 OC San's 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 Board Chairperson except when specifically, pre-authorized by this Policy. In addition, the Steering Committee may, on a case-by-case basis, authorize compensation of individual Directors for attending meetings, conferences, or seminars relating to wastewater, local government, and/or other matters within the Board's jurisdiction.

The number of Directors attending a seminar, conference, or meeting should be minimized, and there must be an OC San business reason for attendance.

- OC San will reimburse Directors for actual and necessary dining expenses incurred while attending (1) a conference, seminar, or meeting outside of OC San, or (2) an OC San-related business meeting within OC San. OC San will

reimburse Directors up to the applicable U.S. General Services Administration (GSA) per diem rate for each separate meal set forth at [GSA.gov/per diem](http://GSA.gov/perdiem).

- Each Director seeking reimbursement must file with the Clerk of the Board an expense report no later than three weeks after the conclusion of the compensable activity. The report shall attach detailed, actual receipts for all expenses. The report shall document that each expense meets the requirements for reimbursement set forth in this policy. Without limiting the foregoing, each report shall identify the compensable activity and the date, nature, and purpose of each expense for which reimbursement is sought.
- Each regular Director shall be entitled to compensation for attendance at (1) each meeting of the Board of Directors; (2) each meeting of the Standing Committee on which the Director serves; (3) each meeting of an Ad Hoc Committee to which the Director has been duly appointed; and (4) each meeting of any joint governmental board, committee, or association to which the Director has been appointed as OC San's representative. Each alternate Director shall be entitled to compensation for attendance at a meeting when, and only when, the alternate Director attends the meeting in place of the regular Director or with prior approval of the Board Chairperson.
- Board members shall not receive compensation for the following activities: (1) attendance at meetings or events of nonprofit organizations or service clubs, except when the Board Chairperson has authorized the Director to make a presentation on behalf of OC San as further described in Article I Section 1.C. of the Policy; (2) OC San-sponsored employee events including, but not limited to, the annual employee holiday luncheon and retirement events; (3) parades, festivals, holiday events, or retirement dinners; (4) meetings with existing or potential contractors, vendors, or consultants; (5) meetings of partisan political organizations; (6) meetings, tours, and similar events conducted at the request of a Director; or (7) any activity not described in Article I Section 1.C. of the Policy.
- 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 OC San Board of Directors Meeting.
- No Alternate Director shall receive compensation for attendance at any meeting unless serving in the absence of the regular, Active Director; or with prior approval of the Board Chairperson.

Resolution No. [OCSD 16-18](#)

AUTHORIZING VOYA FINANCIAL SERVICES TO CONTINUE SERVING AS PLAN ADMINISTRATOR OF THE DEFERRED COMPENSATION PLAN FOR OFFICERS AND EMPLOYEES OF THE 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. 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 electronically or in person 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 a [Form 700 Statement of Economic Interest](#) annually; upon assuming and upon leaving office. The California Fair Political Practices Commission (FPPC) is the filing official for OC San 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.fppc.ca.gov.

	STATEMENT OF ECONOMIC INTERESTS COVER PAGE <i>A PUBLIC DOCUMENT</i>	Date Initial Filing Received <small>Filing Official Use Only</small>
	Please type or print in ink.	
NAME OF FILER (LAST) (FIRST) (MIDDLE)		
1. Office, Agency, or Court Agency Name <i>(Do not use acronyms)</i> Division, Board, Department, District, if applicable Your Position ▶ If filing for multiple positions, list below or on an attachment. <i>(Do not use acronyms)</i> Agency: Position:		
2. Jurisdiction of Office <i>(Check at least one box)</i> <input type="checkbox"/> State <input type="checkbox"/> Judge (Supreme, Appellate, Superior Court), Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction) <input type="checkbox"/> Multi-County <input type="checkbox"/> County of <input type="checkbox"/> City of <input type="checkbox"/> Other		
3. Type of Statement <i>(Check at least one box)</i> <input type="checkbox"/> Annual: The period covered is January 1, 2025, through December 31, 2025. -or- The period covered is through December 31, 2025. <input type="checkbox"/> Assuming Office: Date assumed <input type="checkbox"/> Candidate: Date of Election and office sought, if different than Part 1: <input type="checkbox"/> Leaving Office: Date Left <small><i>(Check one circle below.)</i></small> <input type="checkbox"/> The period covered is January 1, 2025, through the date of leaving office. -or- <input type="checkbox"/> The period covered is through the date of leaving office.		
4. Schedule Summary (required) ▶ 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 <input type="checkbox"/> Attachment 700-P - Prospective Employment (87200 Filers Only) – schedule attached -or- <input type="checkbox"/> None - No reportable interests on any schedule		
5. Verification MAILING ADDRESS STREET CITY STATE ZIP CODE <small><i>(Business or Agency Address Recommended - Public Document)</i></small> DAYTIME TELEPHONE NUMBER EMAIL 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 <small><i>(month, day, year)</i></small> <small><i>(File the originally signed paper statement with your filing official.)</i></small>		

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.

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 OR Questions for staff:

Deferred Compensation Plan Questionnaire

OC San participates in a 457(b) Deferred Compensation Plan offered by VOYA and provides a contribution to each Board member in lieu of social security tax. ([Resolution No. OC SAN 23-03](#)) Directors may also contribute an additional portion of their OC San earned income into the plan. The Board of Directors Questionnaire/Enrollment form is MANDATORY and must be completed by each Director. The second form should be filled out for any elections/withdrawal to be taken.



18480 Bandilier Circle
Fountain Valley, CA 92708
714.962.2411
www.ocsan.gov

BOARD OF DIRECTORS QUESTIONNAIRE
OC San 457 (b) Deferred Compensation Plan

OBRA FICA Requirements

First and Last Name:	
Home Address:	
Social Security Number:	

BENEFICIARIES

PRIMARY

Name	Address	Relationship	Percent

CONTINGENT

Name	Address	Relationship	Percent

When no longer serving as an OC San Board Member, you will be required to complete distribution paperwork from OC San's 457(b) deferred compensation plan provider in order to receive the required tax notices and Form 1099. The withdrawal options may include payment in the form of a lump sum, partial lump sum, immediate or deferred annuity, systematic payments and/or rollover to IRA or another employer-sponsored retirement plan.

<input type="text"/>	<input type="text"/>
Signature	Date

Serving:

- Anaheim
- Brea
- Buena Park
- Cypress
- Fountain Valley
- Fullerton
- Garden Grove
- Huntington Beach
- Irvine
- La Habra
- La Palma
- Los Alamitos
- Newport Beach
- Orange
- Placentia
- Santa Ana
- Seal Beach
- Stanton
- Tustin
- Villa Park
- County of Orange
- Costa Mesa Sanitary District
- Midway City Sanitary District
- Irvine Ranch Water District
- Yorba Linda Water District

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



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

OC San 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 ←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"/>	Retiree/Separation	Deposit \$ _____	Deposit \$ _____	Special Instructions:

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 OC San.
- I further understand that this Agreement shall supersede any prior Agreement between OC San and me under the Plan.

EMPLOYEE AUTHORIZATION

Employee Signature _____

Date _____

RETURN COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT

Revised: November 9, 2021

W-4 - Employee's Withholding Allowance

A form required by both federal and state government for income tax purposes.

Form W-4	Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.		2026
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.			
TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.			
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App .			
Step 2: Multiple Jobs or Spouse Works	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate <input type="checkbox"/>		
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)			
Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	(a) Multiply the number of qualifying children under age 17 by \$2,200	3(a) \$	
	(b) Multiply the number of other dependents by \$500	3(b) \$	
	Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here	3	\$
Step 4: Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$
Exempt from withholding	I claim exemption from withholding for 2026, and I certify that I meet both of the conditions for exemption for 2026. See <i>Exemption from withholding</i> on page 2. I understand I will need to submit a new Form W-4 for 2027 <input type="checkbox"/>		
Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.)	Date	
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 102200 Form W-4 (2026) Created 12/8/25			

DE-4 - Employee's Withholding Allowance Certificate

A form required by the Employment Development Department to ensure correct California state income tax withholding.



Clear Form

Employee's Withholding Allowance Certificate

Complete this form so that your employer can withhold the correct California state income tax from your pay.

Personal Information	
First, Middle, Last Name	Social Security Number
Address	Filing Status
City State 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. Use Worksheet A for Regular Withholding allowances. Use other worksheets on the following pages as applicable.

- 1a. Number of Regular Withholding Allowances (**Worksheet A**) _____
- 1b. Number of allowances from the Estimated Deductions (**Worksheet B**) _____
- 1c. Total Number of Allowances you are claiming _____
2. Additional amount, if any, you want withheld each pay period (if employer agrees), (**Worksheet C**) _____

OR

Exemption from Withholding

3. I claim exemption from withholding for 2026, and I certify I meet both conditions for exemption. (Check box here)
- OR
4. 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 and the Veterans Benefits and Transition Act of 2018. (Check box here)

Under penalty 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.

Employee's Signature _____ Date _____

Employer's Section: Employer's Name and Address	California Employer Payroll Tax Account Number
_____	_____
_____	_____
_____	_____

The *Employee's Withholding Allowance 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.

As of January 1, 2020, the *Employee's Withholding Allowance Certificate* (Form W-4) from the Internal Revenue Service (IRS) is used for federal income tax withholding **only**. You must file the state form DE 4 to determine the appropriate California PIT withholding.

If you do not provide your employer a completed DE 4, your employer must use Single with Zero withholding allowance.

Check Your Withholding: After your 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 and the state DE 4. You may claim exempt from withholding California income tax if you meet both of the following conditions for exemption:

- You did not owe any federal and state income tax last year, and
- You do not expect to owe any federal and state income tax this year.

If you continue to qualify for the exempt filing status, a new DE 4 designating **exempt** must be submitted by February 15 each year to continue your exemption. If you are not having federal and state income tax withheld this year but expect to have a tax liability next year, you are required to give your employer a new DE 4 by December 1.

Member Service Civil Relief Act: Under this act, as provided by the Military Spouses Residency Relief Act and the Veterans Benefits and Transition Act of 2018, you may be exempt from California income tax withholding on your wages if

- Your spouse is a member of the armed forces present in California in compliance with military orders;
- You are present in California solely to be with your spouse; and
- You maintain your domicile in another state.

If you claim exemption under this act, **check the box on Line 4**. You may be required to provide proof of exemption upon request.

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 OC San 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 OC San Payroll Division has received written notification from me of its termination in such manner as to afford OC San and the depository a reasonable opportunity to act on it.

Employee Signature

Date

For Payroll Purposes

PPE: _____

Entered By: _____

Ethics Training

Board Members must file a copy of their certificate of AB 1234 Ethics Training with the OC San Clerk of the Board within six (6) months of appointment and every two years thereafter. ([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 OC San Clerk of the Board within six (6) months of appointment and every two years thereafter. ([GC 53237.1](#)).

Fiscal and Financial Training

Board Members that commence service on or after January 1, 2026, shall receive SB 827 Fiscal and Financial Training and must file a copy of their certificate with the OC San Clerk of the Board within six (6) months of appointment.

Board Members who commenced service prior to January 1, 2026, shall receive training and must file a copy of their certificate with the OC San Clerk of the Board prior to January 1, 2028. (SB 827)

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 OC San business.



**ORANGE COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS
COMPENSATION & MILEAGE**

Director's Name: _____

EMP. # _____

COMP.	OPERATIONS / ADMINISTRATION DARK	BOARD OF DIRECTORS 01-15-2025	STEERING 01-22-2025	BOARD OF DIRECTORS 01-22-2025
COMP.		\$315.00		
MILES		0		

	OTHER	DATE	COMP.	MILEAGE
1.				
2.				
3.				
4.				
5.				
6.				
7.				

TOTAL MILES	MILEAGE
0	\$0.00

TOTAL COMP. & MILEAGE
\$315.00

Signature: _____

Date: _____

IV. FREQUENTLY ASKED QUESTIONS

Does OC San have representing unions?

93% of OC San's employment base is represented by one of the three (3) recognized unions which represent six (6) separate collective bargaining agreements, or Memoranda of Understanding (MOU). The Supervisory & Professional Management Group (SPMG) represents 309.5 professional and supervisory staff, the Orange County Employees Association (OCEA) represents 99 clerical and administrative staff, and the International Union of Operating Engineers (Local 501) represents 212 employees in the trades. The remaining 7%, or 44 employees, are unrepresented and are in the confidential group, human resources, management, and executive management groups.

What governs employer/employee relations?

As with other local government agencies, OC San 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, OC San 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 Personnel Policies and Procedures "manual" is adopted by Resolution No. [OC SAN 23-09](#).

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

Confidential communications between OC San's General Counsel and OC San'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 averse to OC San's interests.

Who is the client of OC San's contracted General Counsel?

The Board of Directors of OC San is the client of General Counsel.

Where does OC San get its funding?

As in most cities, funding sources are numerous; nevertheless, the primary revenue OC San relies on for annual operations are the Sewer Service Fee and Property Taxes. Sewer Service Fees are set by OC San after a review of projected needs. They fund operation of the sewer systems in accordance with the [Clean Water Act](#). OC San's share of the one percent ad valorem property tax is obligated for the

payment of debt service by OC San policy. Extensive details on OC San's revenue and expenditure programs are available in OC San's annual budget.

How can a Director obtain an agenda package?

Agenda packages are assembled for the various Committees and the monthly Board meeting and are electronically mailed out to Committee/Board Members the week prior to the meeting. Directors can also review any Committee or Board Agenda packages online via the website at www.ocsan.gov or directly at <https://ocsd.legistar.com/Calendar.aspx>. Further, you may either [email](mailto:klore@ocsan.gov) the Clerk of the Board at klore@ocsan.gov, or reach her at (714) 593-7433, and an agenda package will be forwarded to the requesting Board Member.

How are Directors compensated?

Directors are compensated \$330.75 per meeting, or per day if multiple meetings occur, up to six per month. Directors are paid monthly by either check or direct deposit. In addition to this, Directors may also contribute a portion of their OC San earned income in a deferred compensation plan. Directors are not eligible to participate in the Orange County Employees Retirement System (OCERS). OC San contributes to the Director's 457 plan in lieu of social security tax. ([Resolution No. OC SAN 23-03](#))

Compensation for all meetings attended each month is submitted to Payroll division after the monthly Board Meeting. The annual schedule below is provided to show the monthly payroll date in which you will receive your payment.

BOARD OF DIRECTORS 2026 PAYROLL CALENDAR

BOARD MEETING DATE	PAYROLL DATE
January 28, 2026	Wednesday, February 18, 2026
February 25, 2026	Wednesday, March 18, 2026
March 25, 2026	Wednesday, April 29, 2026
April 22, 2026	Wednesday, May 27, 2026
May 27, 2026	Wednesday, June 24, 2026
June 24, 2026	Wednesday, July 22, 2026
July 22, 2026	Wednesday, August 19, 2026
August 26, 2026	Wednesday, September 30, 2026
September 23, 2026	Wednesday, October 28, 2026
October 28, 2026	Wednesday, November 25, 2026
November 18, 2026	Wednesday, December 23, 2026
December 16, 2026	Wednesday, January 20, 2027

***Meeting dates in November and December are earlier due to the holidays**





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