



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: 18480 Bandilier Circle in Fountain Valley, unless otherwise noticed. Meeting dates and times can be found at ocsan.gov.

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. For additional details, please reference 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 direction 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 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 held at 5:00 p.m. at OC San's Headquarters: 18480 Bandilier Circle in Fountain Valley. 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 operation of the joint treatment works 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 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 the OC San's Headquarters: 18480 Bandilier Circle in Fountain Valley. There are two "dark" months for the Committee per calendar year unless otherwise noticed. They are typically January and August. 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. 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, administration, information technology, environmental, US 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: 18480 Bandilier Circle in Fountain Valley. There are two "dark" months for the Committee per calendar year unless otherwise noticed. They are typically January and August. 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. 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.