



---

**CALL TO ORDER**

A regular meeting of the Administration Committee of the Orange County Sanitation District was called to order by Committee Chairwoman Christine Marick on Wednesday, October 11, 2023 at 5:03 p.m. in the Administration Building of the Orange County Sanitation District. Director Robbie Pitts led the pledge of allegiance.

**ROLL CALL AND DECLARATION OF QUORUM:**

Assistant Clerk of the Board Tina Knapp declared a quorum present as follows:

**PRESENT:** Brad Avery, Ryan Gallagher, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Ted Bui (Alternate) and Gracey Van Der Mark (Alternate)

**ABSENT:** Rose Espinoza and Farrah Khan

**STAFF PRESENT:** Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Michael Dorman, Director of Engineering; Laura Maravilla, Director of Human Resources; Riaz Moinuddin, Director of Operations and Maintenance; Wally Ritchie, Director of Finance; Lan Wiborg, Director of Environmental Services; Tina Knapp, Assistant Clerk of the Board; Jennifer Cabral; Mortimer Caparas; Jackie Castro; Tanya Chong; Daisy Covarrubias; Thys DeVries; John Frattali; Al Garcia; Rob Michaels; Perla Rodriguez; Don Stokes; and Ruth Zintzun were present in the Board Room. Mo Abiodun and Thomas Vu were present telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel, was present in the Board Room.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Marick welcomed back Director David Shawver who, in turn, thanked everyone for their support over the past few months.

General Manager Rob Thompson introduced Director of Finance Wally Ritchie who updated the Committee on refunding opportunities recently discussed with the Committee. Mr. Ritchie indicated that, due to market conditions, staff decided to not further pursue refunding opportunities at this time.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2023-3223](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held September 13, 2023.

**AYES:** Brad Avery, Ryan Gallagher, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Ted Bui (Alternate)

**NOES:** None

**ABSENT:** Rose Espinoza, Farrah Khan and Gracey Van Der Mark (Alternate)

**ABSTENTIONS:** None

**2. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST**

[2023-3219](#)

**Originator:** Lorenzo Tyner

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

A. Receive and file Orange County Sanitation District purchases made under the General Manager's authority for the period of July 1, 2023 to September 30, 2023; and

B. Approve the following additions to the pre-approved OEM Sole Source List:

- ORANGE COUNTY MUFFLER - Bumper Mounted Tire Recovery System
- MH3 CORPORATION - Unique Odor Assessment Services
- AVIVA ENERGY CORP. - Energy Advisory Consulting Services
- OIL SAFE - Oil Safe Pump and Filtration Systems

**AYES:** Brad Avery, Ryan Gallagher, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Ted Bui (Alternate)

**NOES:** None

**ABSENT:** Rose Espinoza, Farrah Khan and Gracey Van Der Mark (Alternate)

**ABSTENTIONS:** None

**3. OC SAN WEBSITE REDESIGN**

[2023-3234](#)

**Originator:** Wally Ritchie

MOVED, SECONDED, AND DULY CARRIED TO:

- A. Approve a Professional Consultant Services Agreement to Neumeric Technologies Corporation to provide Website Redesign services, Specification No. CS-2023-1395 for a total amount not to exceed \$138,997;
- B. Approve a contingency of \$27,800 (20%), and
- C. Approve four (4) optional, one-year maintenance renewals for a total amount not to exceed \$74,170.

**AYES:** Brad Avery, Ryan Gallagher, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers and Ted Bui (Alternate)

**NOES:** None

**ABSENT:** Rose Espinoza, Farrah Khan and Gracey Van Der Mark (Alternate)

**ABSTENTIONS:** None

*Alternate Director Gracey Van Der Mark arrived at the meeting at 5:06 p.m.*

**NON-CONSENT:**

**4. ORANGE COUNTY OPERATIONAL AREA AGREEMENT**

[2023-3249](#)

**Originator:** Laura Maravilla

Director of Human Resources Laura Maravilla provided a brief introduction to the item.

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

- A. Approve the updated Orange County Operational Area Agreement; and
- B. Adopt Resolution No. OC SAN 23-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Approving and Adopting the 2020 Orange County Operational Area Agreement of the County of Orange and Political Subdivisions; and Repealing Resolution No. OCSD 95-115".

**AYES:** Brad Avery, Ryan Gallagher, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Ted Bui (Alternate) and Gracey Van Der Mark (Alternate)

**NOES:** None

**ABSENT:** Rose Espinoza and Farrah Khan

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**5. OC SAN OPERATIONS & MAINTENANCE - WASTEWATER 101 PART 2: COLLECTIONS [2023-3256](#)**

**Originator:** Riaz Moinuddin

Director of Operations & Maintenance Riaz Moinuddin introduced Maintenance Manager Don Stokes who provided a PowerPoint presentation regarding OC San's wastewater collection system which included an overview of the service area, gravity systems, pipe sizes, inverted siphons, line cleaning types and flushing, mechanical cleaning, technology adoption, pressure systems, pump station maintenance, the sewer spill prevention goal, pump station resiliency, underground line locating, regional odor control, chemicals, CCTV, teamwork, and coordination.

ITEM RECEIVED AS AN:

Information Item.

**6. OC SAN HUMAN RESOURCES: RISK MANAGEMENT DIVISION [2023-3257](#)**

**Originator:** Laura Maravilla

Ms. Maravilla introduced Safety and Health Manager John Frattali who provided a PowerPoint presentation regarding the Human Resources Risk Management division which included an overview of the core business functions of the division: safety and health, emergency management, and physical security.

ITEM RECEIVED AS AN:

Information Item.

**7. ENERGY RESILIENCE [2023-3258](#)**

**Originator:** Mike Dorman

Director of Engineering Mike Dorman provided a PowerPoint presentation regarding energy resilience which included an overview of energy and digester gas master planning, the load profile at Plant No. 1, the SCE rate structure, battery operation, solar locations evaluated, 2022 direct access and volatility, a five-year comparison between SCE and direct access, the annual energy trend, and solar and battery alternatives.

ITEM RECEIVED AS AN:

Information Item.

**DEPARTMENT HEAD REPORTS:**

None.

**CLOSED SESSION:**

None.

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

None.

**BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:**

In response to a question from Director Shawver about saltwater intrusion at Plant No. 2 and its impact on the GWRS, Mr. Thompson provided an update on this operational matter.

**ADJOURNMENT:**

Chair Marick thanked staff for the informative presentations tonight and declared the meeting adjourned at 6:09 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, November 8, 2023 at 5:00 p.m.

Submitted by:

---

Tina Knapp, MMC  
Assistant Clerk of the Board