



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, September 13, 2023 at 5:01 p.m. in the Administration Building of the Orange County Sanitation District. Board Vice-Chair Ryan Gallagher led the pledge of allegiance.

ROLL CALL AND DECLARATION OF QUORUM:

The Clerk of the Board declared a quorum present as follows:

- PRESENT:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers
- ABSENT:** Chad Wanke

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; Kelly Lore, Clerk of the Board; Jennifer Cabral; Mortimer Caparas; Sam Choi; Tanya Chong; Thys DeVries; Al Garcia; Mark Kawamoto; Tina Knapp; Tom Meregillano; Perla Rodriguez; and Ruth Zintzun were present in the Board Room.

OTHERS PRESENT: Omar Sandoval, General Counsel, and Claudia Sandoval were present in the Board Room.

PUBLIC COMMENTS:

None.

Clerk of the Board Kelly Lore reported that Late Communication regarding a clerical error to the Proposed Solution in the Agenda Report for Item No. 3 was received after the publication of the agenda. The error was corrected and provided to the Directors and made available to the public today.

REPORTS:

Chair Marick reminded the Directors of the upcoming State of OC San event being held on October 27, 2023.

General Manager Rob Thompson reported on the COVID-19 protocols in place at tonight's meeting.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2023-3086](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular meeting of the Administration Committee held July 12, 2023.

AYES: Pat Burns, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Rose Espinoza, Susan Sonne and Chad Wanke

ABSTENTIONS: None

2. REIMBURSEMENTS TO BOARD MEMBERS AND STAFF

[2023-3177](#)

Originator: Wally Ritchie

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

Receive and file report of reimbursements to Board Members and Staff per Government Code Section 53065.5 for the period July 1, 2022 through June 30, 2023.

AYES: Pat Burns, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Rose Espinoza, Susan Sonne and Chad Wanke

ABSTENTIONS: None

NON-CONSENT:

3. WASTEWATER REFUNDING REVENUE OBLIGATIONS, SERIES 2023A

[2023-3112](#)

Originator: Wally Ritchie

Director of Finance Wally Ritchie provided a brief explanation of the requested refunding.

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

- A. Adopt Resolution No. OC SAN 23-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District authorizing the execution and delivery by the District of an Installment Purchase Agreement, a Trust Agreement, an Escrow Agreement, and a Continuing Disclosure Agreement in connection with the Orange County Sanitation District Wastewater Refunding Revenue Obligations, Series 2023A, authorizing the execution and delivery of such Revenue Obligations evidencing principal in an aggregate amount of not to exceed \$39,180,000, approving a Notice of Intention to Sell, authorizing the distribution of an Official Notice Inviting Bids and an Official Statement in connection with the offering and sale of such Revenue Obligations, and authorizing the execution of necessary documents and related actions"; and
- B. That the Orange County Sanitation District Financing Corporation approve the documents supporting and authorizing the Revenue Obligations in an aggregate amount not to exceed \$39,180,000.

AYES: Pat Burns, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Rose Espinoza, Susan Sonne and Chad Wanke

ABSTENTIONS: None

Director Rose Espinoza arrived at the meeting at 5:07 p.m.

4. ADDITIONAL POSITION REQUESTS FOR FISCAL YEAR 2023-24 [2023-3174](#)

Originator: Laura Maravilla

Director Glenn Grandis stated a recusal and left the meeting during the discussion on the item.

Director of Human Resources Laura Maravilla provided a brief introduction to the item and details on the requested positions.

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

Approve the addition of two (2) new positions and the upgrade of one (1) vacant position for FY 2023-2024 as follows:

- A. Add one (1) Principal Information Technology Analyst (Salary Grade PRO87);
 - B. Add one (1) Information Technology Analyst II (Salary Grade PRO75); and
 - C. Upgrade one (1) vacant Construction Inspector (Salary Grade OCE74) position to Safety Inspector (Salary Grade OCE78).
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AYES: Pat Burns, Rose Espinoza, Ryan Gallagher, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers
NOES: None
ABSENT: Susan Sonne and Chad Wanke
ABSTENTIONS: None
RECUSED: Glenn Grandis

INFORMATION ITEMS:

**5. HEADQUARTERS COMPLEX AT PLANT NO. 1, PROJECT NO. [2023-3193](#)
P1-128A - QUARTERLY UPDATE**

Originator: Mike Dorman

Director of Engineering Mike Dorman gave a PowerPoint presentation which provided the quarterly update of the Headquarters Complex at Plant No. 1 project. The presentation included an overview of the project site and site plan; current pictures; and rendered drawings of the main entrance, lobby, building finishes, and the interior. Updates were also provided regarding upcoming activities, FFE negotiations, and the project budget and schedule status.

ITEM RECEIVED AS AN:

Information Item.

6. OC SAN REGULATORY COMPLIANCE UPDATE [2023-3192](#)

Originator: Lan Wiborg

Environmental Protection Manager Tom Meregillano provided a PowerPoint presentation regarding the environmental compliance program which included an overview of the Environmental Services Department and environmental compliance and reporting governance. The presentation also included a review of the benefits of a robust program; minimization of risk and liabilities; an overview of the compliance area; the NPDES permit including discharge, water quality, and solids monitoring; air quality compliance reporting and monitoring; storm water and sanitary sewer overflow reporting; and future concerns and collaborations.

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:

None.

ADJOURNMENT:

Chair Marick declared the meeting adjourned at 5:40 p.m. to the next Administration Committee meeting to be held on Wednesday, October 11, 2023 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board