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**SPECIAL MEETING - EARLY START TIME (Alternate Location - Plant No. 2)**

**CALL TO ORDER**

A special meeting of the Administration Committee of the Orange County Sanitation District was called to order by Committee Chairwoman Christine Marick on Wednesday, April 12, 2023 at 3:00 p.m. in the Operations Center at Plant No. 2 of the Orange County Sanitation District.

**RECESS - TOUR OF PLANT NO. 2**

Chair Marick recessed the meeting at 3:01 p.m. to proceed to the tour of Plant No. 2.

**RECONVENE**

Chair Marick reconvened the meeting of the Administration Committee at 5:00 p.m.

**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, Susan Sonne and Chad Wanke  
**ABSENT:** John Withers

**STAFF PRESENT:** Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Michael Dorman, Acting Director of Engineering; Laura Maravilla, Director of Human Resources; Riaz Moinuddin, Director of Operations and Maintenance; Lan Wiborg, Director of Environmental Services; Wally Ritchie, Director of Finance; Kelly Lore, Clerk of the Board; Jennifer Cabral; Mortimer Caparas; Sam Choi; Thys DeVries; Al Garcia; Rob Michaels; and Ruth Zintzun were present in the Operations Center. Tina Knapp, Violet Renick, Joseph Manzella, Perla Rodriguez, and Thomas Vu were present telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel, and Alternate Director Gracey Van Der Mark were present in the Operations Center.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Marick reminded the Directors of the upcoming Honor Walk event which will be held on June 28, 2023 at 4:00 p.m. and stated if anyone had a nomination for a former Board Member recipient to complete the nomination form and return it to the Clerk.

General Manager Rob Thompson introduced Assistant General Manager Lorenzo Tyner who announced that Wally Ritchie was promoted to Director of Finance.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2023-2899](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Regular meeting of the Administration Committee held March 8, 2023.

**AYES:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts and Chad Wanke

**NOES:** None

**ABSENT:** David Shawver, Susan Sonne and John Withers

**ABSTENTIONS:** None

**2. REPLACEMENT OF CONDUCTIVITY-TEMPERATURE-DEPTH (CTD)  
WATER QUALITY SAMPLING SYSTEM FOR OCEAN MONITORING**

[2023-2898](#)

**Originator:** Lan Wiborg

MOVED, SECONDED, AND DULY CARRIED TO:

A. Approve a sole source purchase order to Sea-Bird Electronics, Inc. for a conductivity-temperature-depth water quality sampling system in the amount of \$156,001, plus applicable sales tax, and

B. Approve a contingency of \$7,800 (5%).

**AYES:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts and Chad Wanke

**NOES:** None

**ABSENT:** David Shawver, Susan Sonne and John Withers

**ABSTENTIONS:** None

3. **TRIPLE QUADRUPOLE GAS CHROMATOGRAPH MASS SPECTROMETER (TQ-GC/MS)**

[2023-2900](#)

**Originator:** Lan Wiborg

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

Approve a purchase order to VWR for the purchase of a Triple Quadrupole Gas Chromatograph Mass Spectrometer (TQ-GC/MS) System using the National Association of State Procurement Officers (NASPO) Agreement No. MA16000234-2 for a total amount not to exceed \$295,649 which includes installation and training, 2-year extended warranty, sales tax, and freight.

**AYES:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts and Chad Wanke

**NOES:** None

**ABSENT:** David Shawver, Susan Sonne and John Withers

**ABSTENTIONS:** None

*Directors Susan Sonne and David Shawver arrived at the meeting at 5:05 p.m.*

**NON-CONSENT:**

4. **INSURANCE BROKER SERVICES**

[2023-2871](#)

**Originator:** Lorenzo Tyner

Director of Finance Wally Ritchie provided a brief presentation on the selection process and responded to questions regarding the lack of bidders due to the specialized nature of OC San's insurance program.

MOVED, SECONDED, AND DULY CARRIED TO:

Approve a Professional Consultant Services Agreement to Alliant Insurance Services, Inc. to provide Insurance Broker of Record Services, Specification No. CS-2022-1359BD for a total amount not to exceed \$150,000 for the period beginning July 1, 2023 through June 30, 2024; with four (4) one-year renewal options.

**AYES:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Susan Sonne and Chad Wanke

**NOES:** None

**ABSENT:** John Withers

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**5. FY 2023-24 OPERATING BUDGET UPDATE EXPENDITURES**

[2023-2870](#)

**Originator:** Lorenzo Tyner

Mr. Ritchie provided a PowerPoint presentation regarding the FY 2023-24 Operating Budget Update and reviewed the late communication provided to the Directors.

ITEM RECEIVED AS AN:

Information Item.

**DEPARTMENT HEAD REPORTS:**

Director of Human Resources Laura Maravilla introduced Thys DeVries who was recently promoted to Human Resources Manager.

**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 5:17 p.m. until the regular Administration Committee meeting to be held on Wednesday, May 10, 2023 at 5:00 p.m.

Submitted by:

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Kelly A. Lore, MMC  
Clerk of the Board