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## **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 9, 2024 at 5:02 p.m. in the Headquarters Building of the Orange County Sanitation District. Board Vice-Chairman Jon Dumitru led the pledge of allegiance.

## **ROLL CALL AND DECLARATION OF QUORUM:**

Assistant Clerk of the Board Jackie Castro declared a quorum present as follows:

**PRESENT:** Brad Avery, Jon Dumitru, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, John Withers and Jordan Wu (Alternate)

**ABSENT:** None

**STAFF PRESENT:** Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Jennifer Cabral, Director of Communications; Mike 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; Jackie Castro, Assistant Clerk of the Board; Belen Carrillo; Sam Choi; Daisy Covarrubias; Thys DeVries; Al Garcia; Sergio Gonzalez; Mark Kawamoto; Tina Knapp; Rebecca Long; Joe Manzella; Rob Michaels; Aldwin Ramirez; Perla Rodriguez; Thomas Vu; Kevin Work; and Ruth Zintzun were present in the Board Room.

**OTHERS PRESENT:** Scott Smith, General Counsel; Eric O'Donnell and Cori Takkinen, Townsend Public Affairs, were present in the Board Room. Eric Sapirstein, ENS Resources, was present telephonically.

## **PUBLIC COMMENTS:**

None.

## **REPORTS:**

Chair Marick announced that a Special meeting of the Board of Directors will take place on Friday, October 25, 2024 at 11:00 a.m. for the State of OC San at Mile Square Park Golf Course.

General Manager Rob Thompson did not provide a report.

**CONSENT CALENDAR:**

*Vice-Chair Dumitru asked questions regarding Item No. 2. The questions were addressed and the vote on the Consent Calendar was taken.*

**1. APPROVAL OF MINUTES [2024-3859](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held September 11, 2024.

**AYES:** Brad Avery, Jon Dumitru, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Jordan Wu (Alternate)

**ABSTENTIONS:** None

**2. PLANT RADIO AND BASE STATION UPGRADE [2024-3861](#)**

**Originator:** Wally Ritchie

MOVED, SECONDED, AND DULY CARRIED TO:

A. Approve a Purchase Order Contract to BEARCOM for the purchase and programming/ installation of 122 Motorola R7 radios and two XPR 5550e base stations for Plant Nos. 1 and 2 using the Sourcewell Cooperative Agreement, for a total amount not to exceed \$218,822; and

B. Approve a contingency in the amount of \$21,882 (10%).

**AYES:** Brad Avery, Jon Dumitru, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Jordan Wu (Alternate)

**ABSTENTIONS:** None

**3. MAXIMO TO MAXIMO APPLICATION SUITE [2024-3869](#)**

**Originator:** Wally Ritchie

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

A. Approve a Professional Services Agreement to Total Resource Management, Inc. to upgrade Maximo to Maximo Application Suite, Specification No. CS-2024-623BD, for a total amount not to exceed \$296,441; and

B. Approve a contingency of \$44,467 (15%).

**AYES:** Brad Avery, Jon Dumitru, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Jordan Wu (Alternate)

**ABSTENTIONS:** None

**NON-CONSENT:**

*Alternate Director Jordan Wu arrived at the meeting at 5:08 p.m.*

**4. PUBLIC AFFAIRS UPDATE FOR THE MONTHS OF AUGUST AND SEPTEMBER 2024** [2024-3802](#)

**Originator:** Jennifer Cabral

Director of Communications Jennifer Cabral gave a PowerPoint presentation to introduce the Public Affairs Division, who they are and what they do. Ms. Cabral introduced Public Affairs Supervisor Daisy Covarrubias who continued the presentation and provided an overview of the public affairs team, the FY 2024-2026 Public Affairs Strategic Plan, Division updates, OC San's updated website, and the recent employee engagement survey.

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

Receive and file the Public Affairs Update for the months of August and September 2024.

**AYES:** Brad Avery, Jon Dumitru, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, John Withers and Jordan Wu (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**5. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTHS OF AUGUST AND SEPTEMBER 2024** [2024-3790](#)

**Originator:** Jennifer Cabral

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Senior Public Affairs Specialist Rebecca Long provided a PowerPoint presentation regarding the 2025 draft legislative and regulatory plan. The presentation included an overview of guiding priorities, the legislative regulatory team, the procedure for taking a position, plan development, the 2025 plan highlights, potential legislative concepts, and the final plan. Townsend Public Affairs Director Eric O'Donnell provided a PowerPoint presentation regarding the 2024 state legislative end of session summary. The presentation included an overview of SB 903 (Skinner), SB 937 (Wiener), SB 1210 (Skinner), potential legislative concepts, bid advertising reform, contract work dollar threshold, video retention reform, and future legislation.

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

Receive and file the Legislative Affairs Update for the months of August and September 2024.

**AYES:** Brad Avery, Jon Dumitru, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, John Withers and Jordan Wu (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**6. POSITION CHANGE REQUEST FOR FISCAL YEAR 2024-25**

[2024-3863](#)

**Originator:** Laura Maravilla

Director of Human Resources Laura Maravilla provided a verbal report of the item.

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

Approve the upgrade of one vacant Lead Facilities Worker (Salary Grade LOC66) position to Building Maintenance Technician (Salary Grade LOC67) position for FY 2024-25.

**AYES:** Brad Avery, Jon Dumitru, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, John Withers and Jordan Wu (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**7. SUPERCRITICAL WATER OXIDATION UPDATE**

[2024-3875](#)

**Originator:** Rob Thompson

Mr. Thompson provided a report and presentation on the recent trip he took with Board Chair Ryan Gallagher and Board Vice-Chair Jon Dumitru to Orlando, Florida where they saw the unit in operation and learned more about the status of the project.

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 6:10 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, November 13, 2024 at 5:00 p.m.

Submitted by:

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Jackie Castro, CMC  
Assistant Clerk of the Board