



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, May 14, 2025 at 5:01 p.m. in the Orange County Sanitation District Headquarters. Director Weigand led the Pledge of Allegiance.

General Counsel stated as a point of order, in accordance with OC San resolution, and the "just cause" provision in Government Code Section 54950 et seq., Director John Withers requested to teleconference during the meeting due to his travel on behalf of his agency. Without objection of the Committee members, Director Withers was approved to teleconference remotely and stated there was no one else at the remote location over the age of 18 years old.

ROLL CALL AND DECLARATION OF QUORUM:

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

PRESENT: Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

ABSENT: Andrew Nguyen

STAFF PRESENT: Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Jennifer Cabral, Director of Communications; 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; Mo Abiodun; John Bradley; Jackie Castro; Sam Choi; Daisy Covarrubias; Rhea DeGuzman; Thys DeVries; Justin Fenton; Yocely Galindo; Al Garcia; Mark Kawamoto; Rebecca Long; Joe Manzella; Tom Meregillano; Aldwin Ramirez; Collette Stewart; Thomas Vu; Kevin Work; and Ruth Zintzun were present in the Board Room.

OTHERS PRESENT: Scott Smith, General Counsel; Eric O'Donnell, Townsend Public Affairs; and P.J. Skarlanic, Alliant Insurance Services, were in attendance in the Board Room.

PUBLIC COMMENTS:

None.

Clerk of the Board, Kelly Lore stated Late communication was received after the publication of the agenda regarding Item No. 4 and Item No. 15, and was presented to the Committee members and made available to the public.

REPORTS:

Chair Marick announced the Honor Wall Ceremony would be held at 3:30 p.m. on June 25, 2025 prior to the Steering Committee Meeting. She further stated that OC San Administrative Offices would be closed on May 26th in observance of Memorial Day.

General Manager Rob Thompson did not provide a report.

NOTE: Due to teleconferencing, all votes were taken by roll call.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2025-4253](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Special meeting of the Administration Committee held April 9, 2025.

AYES: Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Melinda Liu and Andrew Nguyen

ABSTENTIONS: None

**2. CONSOLIDATED FINANCIAL REPORT FOR THE THIRD QUARTER
ENDED MARCH 31, 2025**

[2024-3833](#)

Originator: Wally Ritchie

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

Receive and file the Orange County Sanitation District Third Quarter Financial Report for the period ended March 31, 2025.

AYES: Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Melinda Liu and Andrew Nguyen

ABSTENTIONS: None

3. **GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST** [2025-4268](#)

Originator: Wally Ritchie

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

- A. Receive and file Orange County Sanitation District (OC San) purchases made under the General Manager's authority for the period of January 1, 2025 to March 31, 2025; and
- B. Approve the following additions to the pre-approved Original Equipment Manufacturers (OEM) Sole Source List:
- MANITOWOC CRANE - Crane and Heavy Equipment Parts and Service
 - MODEC USA INC - Portable Valve Actuators and Associated Equipment
 - PITBULL INDUSTRIAL PUMPS - Pumps and Parts
 - SPAANS BABCOCK - Parts and Equipment

AYES: Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Melinda Liu and Andrew Nguyen

ABSTENTIONS: None

4. **MIGRATE PRIMAVERA P6 PROFESSIONAL TO PRIMAVERA P6 ENTERPRISE PROJECT PORTFOLIO MANAGEMENT** [2025-4260](#)

Originator: Wally Ritchie

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

- A. Approve a Purchase Order Contract to Mythics VIII, LLC for the purchase of Primavera P6 Enterprise Project Portfolio Management software licenses, utilizing the cooperative OMNIA Contract No. 182233-002 for a total amount not to exceed \$112,728;
- B. Approve a Purchase Order Contract to Mythics VIII, LLC for Phase II Primavera Migration Services utilizing the cooperative OMNIA Contract No. 182233-002, for a total amount not to exceed \$121,599;
- C. Approve a Purchase Order Contract to Carahsoft Technology Corp., for Phase III Primavera P6 Enterprise Project Portfolio Management system integrations utilizing Naspo ValuePoint Master Contract AR2472-CAR001-101, for a total amount not to exceed \$101,271; and
- D. Approve a 10% contingency for each contract.

AYES: Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Melinda Liu and Andrew Nguyen

ABSTENTIONS: None

5. INTERNAL AUDIT UPDATE

[2025-4281](#)

Originator: Wally Ritchie

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

Receive and file the Orange County Sanitation District Enterprise Risk Assessment Report.

AYES: Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Melinda Liu and Andrew Nguyen

ABSTENTIONS: None

**6. PURCHASE ORDER FOR CALIFORNIA RECREATION COMPANY
MARINA SLIP RENTAL AGREEMENT**

[2025-4223](#)

Originator: Lan Wiborg

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

- A. Approve a purchase order to California Recreation Company (CRC) Marinas for the rental of an end tie boat slip in Newport Beach Harbor, in an amount not to exceed \$159,794 for the period of July 1, 2025, through June 30, 2026, with nine (9) optional one-year renewals; and
- B. Approve an annual increase not to exceed 10% of the previous year's amount.

AYES: Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Melinda Liu and Andrew Nguyen

ABSTENTIONS: None

7. OCEAN ACIDIFICATION AND HYPOXIA MINI-MOORING

[2025-4225](#)

Originator: Lan Wiborg

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

- A. Approve a Sole Source Service Contract with The Regents of the University of California on behalf of its San Diego campus' Scripps Institution of Oceanography to build and maintain an ocean acidification and hypoxia (OAH) mini-mooring and to provide field and data support, in an amount not to exceed \$290,000 for the period July 1, 2025, to June 30, 2026;
- B. Approve three (3) optional one-year renewals to maintain and calibrate the mini-mooring sensors as well as provide field and data support, in an amount not to exceed \$130,000 for each renewal; and
- C. Approve a 10% contingency per year.

AYES: Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Melinda Liu and Andrew Nguyen

ABSTENTIONS: None

8. TRIPLE QUADRUPOLE INDUCTIVELY COUPLED PLASMA MASS SPECTROMETER

[2025-4262](#)

Originator: Lan Wiborg

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

A. Approve a Purchase Order to Avantor (VWR) for the purchase of a Triple Quadrupole Inductively Coupled Plasma Mass Spectrometer (TQ-ICP/MS) System using NASPO Master Agreement No. MA2024005 for a total amount not to exceed \$328,000; and

B. Approve a contingency of \$16,400 (5%).

AYES: Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Melinda Liu and Andrew Nguyen

ABSTENTIONS: None

9. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF APRIL 2025

[2025-4152](#)

Originator: Jennifer Cabral

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

Receive and file the Public Affairs Update for the month of April 2025.

AYES: Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Melinda Liu and Andrew Nguyen

ABSTENTIONS: None

**10. ELECTRONIC RECORDING MEMORANDUM OF UNDERSTANDING
COUNTY OF ORANGE CLERK-RECORDER'S OFFICE**

[2025-4025](#)

Originator: Jennifer Cabral

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

A. Approve the Memorandum of Understanding with the counties of Los Angeles, Orange, Riverside, and San Bernardino, for the use of the Statewide Electronic Courier Universal Recording Environment (SECURE) Government to Government (G2G) Portal for a term of five (5) years beginning June 15, 2025 through June 15, 2030; and

B. Authorize the Clerk of the Board, or designee, to transmit/record any and all required Orange County Sanitation District real property documents in an electronic format with the County of Orange Clerk-Recorder's Office.

AYES: Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Melinda Liu and Andrew Nguyen

ABSTENTIONS: None

**11. IBM TIVOLI MAXIMO ANNUAL SUBSCRIPTION AND SUPPORT, [2025-4272](#)
SPECIFICATION NO. S-2025-681BD**

Originator: Wally Ritchie

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

- A. Approve a Purchase Order Contract to Lantrasoft, Inc. to purchase IBM Tivoli Maximo application point licenses, Specification No. S-2025-681BD, for a total amount not to exceed \$290,000; with four (4) one-year renewal options; and
- B. Approve an annual contingency in the amount of \$43,500 (15%).

AYES: Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Melinda Liu and Andrew Nguyen

ABSTENTIONS: None

NON-CONSENT:

Director Melinda Liu arrived at the meeting at approximately 5:16 p.m.

12. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF APRIL 2025 [2025-4139](#)

Originator: Jennifer Cabral

Director of Communications Jennifer Cabral introduced the item and introduced Townsend Public Affairs Director Eric O'Donnell, who provided a PowerPoint presentation on the State Legislative Update. The presentation covered the Sacramento Legislative Overview, the state budget update, cap and trade, AB 643 (Wilson) - Organic Waste Procurement Target, SB 682 (Allen) - Non-Essential PFAS Use Ban, and the SB 496 (Hurtado) - Advanced Clean Fleets (ACF).

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

Receive and file the Legislative Affairs Update for the month of April 2025.

AYES: Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Andrew Nguyen

ABSTENTIONS: None

13. ADOPT ORANGE COUNTY SANITATION DISTRICT'S DEBT POLICY [2025-4214](#)

Originator: Wally Ritchie

Director of Finance Wally Ritchie provided an overview of OC San's Debt Policy.

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

Adopt Resolution No. OC SAN 25-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Adopting the Orange County Sanitation District's Debt Policy and Repealing Resolution No. OC SAN 23-22".

AYES: Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Ted Bui (Alternate)

NOES: None

ABSENT: Andrew Nguyen

ABSTENTIONS: None

INFORMATION ITEMS:

14. INSURANCE UPDATE [2025-4246](#)

Originator: Wally Ritchie

Mr. Ritchie introduced the item and introduced Principal Staff Analyst Collette Stewart who provided a PowerPoint presentation regarding the FY 2025-26 Insurance Update. The presentation included an overview of insurance events, market drivers, OC San cost estimates and key meeting dates. Finance Manager Ruth Zintzun and P.J. Skarlanic, Senior Vice President, Alliant Insurance Services provided additional information.

ITEM RECEIVED AS AN:

Information Item.

15. FY 2025-26 CAPITAL IMPROVEMENT PROGRAM BUDGET UPDATE [2025-4285](#)

Originator: Mike Dorman

Engineering Manager Justin Fenton provided a PowerPoint presentation regarding the Capital Improvement Program (CIP) FY 2025-26 Budget Update which included an overview of the CIP Asset Management Plan, the proposed active and upcoming projects, net capital expenses overview and budget update, the 10-year net CIP outlay, the 20-year net CIP outlay, top budget increases and decreases, the FY 2025-26 CIP reserves, and key meeting dates.

ITEM RECEIVED AS AN:

Information Item.

16. OC SAN - OPERATIONS & MAINTENANCE WASTEWATER 101 PART 1: TREATMENT AND RECYCLING [2025-4286](#)

Originator: Riaz Moinuddin

Director of Operations & Maintenance Riaz Moinuddin introduced Operations Manager Jon Bradley who provided a PowerPoint presentation regarding the wastewater treatment process. The presentation included a diagram overview of the plant process, the metering and diversion structure, the preliminary and secondary treatments, illustrations of solids removal during treatment, the solids recovery process, dewatering operation, truck loading, and an overview of biogas.

ITEM RECEIVED AS AN:

Information Item.

17. STRATEGIC PLANNING - CORE VALUES [2025-4287](#)

Originator: Laura Maravilla

Director of Human Resources Laura Maravilla provided a PowerPoint presentation regarding OC San's core values. The presentation also provided an overview of upcoming topics scheduled for Committee meetings, including the level of service in June and the risk register in July.

ITEM RECEIVED AS AN:

Information Item.

DEPARTMENT HEAD REPORTS:

None.

CLOSED SESSION:

CONVENED IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8.

The Committee convened in closed session at 6:07 p.m. Confidential minutes of the Closed Sessions have been prepared in accordance with the above Government Code Sections and are maintained by the Clerk of the Board in the Official Book of Confidential Minutes of Board and Committee Closed Session meetings.

**CS-1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS -
GOVERNMENT CODE SECTION 54956.8**

[2025-4279](#)

CONVENED IN CLOSED SESSION:

Property: 10700 Spencer Street, Fountain Valley, CA - APN No.156-154-07 and 156-163-16.

Agency negotiators: General Manager Rob Thompson; Assistant General Manager Lorenzo Tyner; and Director of Finance Wally Ritchie.

Negotiating parties: Shabtai Itzhak Tr Ins Tr

Under negotiation: Price and terms of payment

RECONVENED IN REGULAR SESSION.

The Committee reconvened in regular session at 6:25 p.m.

CONSIDERATION OF ACTION, IF ANY, ON MATTERS CONSIDERED IN CLOSED SESSION:

General Counsel Scott Smith stated there was no reportable action.

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

None.

BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:

Alternate Director Bui thanked General Manager Thompson for his assistance in his preparation for the meeting.

ADJOURNMENT:

Chair Marick declared the meeting adjourned at 6:26 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, June 11, 2025 at 5:00 p.m.

Submitted by:



Kelly A. Lore, MMC
Clerk of the Board