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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, December 11, 2024 at 5:00 p.m. in the Orange County Sanitation District Headquarters. Director Andrew Nguyen 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:** Jon Dumitru, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, John Withers, Kathleen Treseder (Alternate), Chad Wanke and Jordan Wu (Alternate)
- ABSENT:** Rose Espinoza, Ryan Gallagher and Erik Weigand (Alternate)

**STAFF PRESENT:** Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; 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; Tina Knapp, Assistant Clerk of the Board; Mo Abiodun; Yiping Cao; Belen Carrillo; Jackie Castro; Sam Choi; Daisy Covarrubias; Thys DeVries; Brian Engeln; Al Garcia; Mark Kawamoto; Rebecca Long; Tom Meregillano; Rob Michaels; Don Stokes; Thomas Vu; Kevin Work; and Ruth Zintzun were present in the Board Room.

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

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Marick reported that this month's Steering and Board meetings will be held one week early, on December 18, due to the Christmas holidays on December 24 and 25. Chair Marick also reminded the Committee that the Operations and Administration Committees are dark in January and will not meet.

General Manager Rob Thompson did not provide a report.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES [2024-3977](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held November 13, 2024.

**AYES:** Jon Dumitru, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, John Withers, Kathleen Treseder (Alternate), Chad Wanke and Jordan Wu (Alternate)

**NOES:** None

**ABSENT:** Rose Espinoza, Ryan Gallagher and Erik Weigand (Alternate)

**ABSTENTIONS:** None

**2. INVEST AND/OR REINVEST ORANGE COUNTY SANITATION DISTRICT'S FUNDS AND ADOPT INVESTMENT POLICY STATEMENT [2024-3800](#)**

**Originator:** Wally Ritchie

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

Adopt Resolution No. OC SAN 24-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District, Authorizing the Orange County Sanitation District's Treasurer to Invest and/or Reinvest the Orange County Sanitation District's Funds, Adopting the Orange County Sanitation District's Investment Policy Statement and Performance Benchmarks, and Repealing Resolution No. OC SAN 23-23".

**AYES:** Jon Dumitru, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, John Withers, Kathleen Treseder (Alternate), Chad Wanke and Jordan Wu (Alternate)

**NOES:** None

**ABSENT:** Rose Espinoza, Ryan Gallagher and Erik Weigand (Alternate)

**ABSTENTIONS:** None

**3. UPDATE TO RECORDS MANAGEMENT PROGRAM PROCEDURES AND RECORDS RETENTION SCHEDULE RESOLUTION [2024-3981](#)**

**Originator:** Jennifer Cabral

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

Adopt Resolution No. OC SAN 24-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Adopting the Records Management Program Procedures and Records Retention Schedule, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OC SAN 24-02".

**AYES:** Jon Dumitru, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, John Withers, Kathleen Treseder (Alternate), Chad Wanke and Jordan Wu (Alternate)

**NOES:** None

**ABSENT:** Rose Espinoza, Ryan Gallagher and Erik Weigand (Alternate)

**ABSTENTIONS:** None

**4. PAYMENT OF ANNUAL NATIONAL POLLUTANT DISCHARGE AND ELIMINATION SYSTEM (NPDES) PERMIT FEES [2024-3989](#)**

**Originator:** Lan Wiborg

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

Approve payment to the State Water Pollution Control Board in an amount not to exceed \$950,000 for the annual NPDES ocean discharge permit fees for Fiscal Year 2024-2025.

**AYES:** Jon Dumitru, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, John Withers, Kathleen Treseder (Alternate), Chad Wanke and Jordan Wu (Alternate)

**NOES:** None

**ABSENT:** Rose Espinoza, Ryan Gallagher and Erik Weigand (Alternate)

**ABSTENTIONS:** None

**5. PROFESSIONAL SERVICES AND IT HARDWARE FOR TEAMS VOICE DEPLOYMENT [2024-3986](#)**

**Originator:** Wally Ritchie

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

- A. Approve a Purchase Order Contract to Enabling Technologies for the purchase of Professional Services and IT Hardware for Teams Voice Deployment using OMNIA Contract No. R200803, for an amount not to exceed \$438,342; and
- B. Approve a contingency of \$65,751 (15%).

**AYES:** Jon Dumitru, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, John Withers, Kathleen Treseder (Alternate), Chad Wanke and Jordan Wu (Alternate)

**NOES:** None  
**ABSENT:** Rose Espinoza, Ryan Gallagher and Erik Weigand (Alternate)  
**ABSTENTIONS:** None

**NON-CONSENT:**

**6. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF NOVEMBER 2024** [2024-3990](#)

**Originator:** Jennifer Cabral

Daisy Covarrubias, Public Affairs Supervisor, introduced Peter Whittingham, Whittingham Public Affairs Advisors, who gave a presentation reviewing election results and providing a forecast of 2025 regional issues.

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

Receive and file the Legislative Affairs Update for the month November 2024.

**AYES:** Jon Dumitru, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, John Withers, Kathleen Treseder (Alternate), Chad Wanke and Jordan Wu (Alternate)  
**NOES:** None  
**ABSENT:** Rose Espinoza, Ryan Gallagher and Erik Weigand (Alternate)  
**ABSTENTIONS:** None

*Director John Withers departed the meeting at 5:14 p.m.*

[2024-3992](#)

**7. PUBLIC AFFAIRS STRATEGIC PLAN FOR FISCAL YEARS 2024-2026 MID-YEAR UPDATE**

**Originator:** Jennifer Cabral

Ms. Covarrubias provided a PowerPoint presentation of the Public Affairs Fiscal Years 2024-2026 Strategic Plan mid-year update, which included a brief overview of the Public Affairs Division, recent employee and community outreach activity, recent legislative activities, and a forecast of the next six months.

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

Receive and file the Public Affairs Strategic Plan for Fiscal Years 2024- 2026 Mid-Year Update.

**AYES:** Jon Dumitru, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Kathleen Treseder (Alternate), Chad Wanke and Jordan Wu (Alternate)  
**NOES:** None

**ABSENT:** Rose Espinoza, Ryan Gallagher, John Withers and Erik Weigand  
(Alternate)  
**ABSTENTIONS:** None

**INFORMATION ITEMS:**

None.

**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 5:18 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, February 12, 2025 at 5:00 p.m.

Submitted by:



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Tina Knapp, MMC  
Assistant Clerk of the Board