



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, February 14, 2024 at 5:00 p.m. in the Administration Building of the Orange County Sanitation District. Director John Withers 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, Ryan Gallagher, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Ted Bui (Alternate) and Gracey Van Der Mark (Alternate)
- ABSENT:** Rose Espinoza

STAFF PRESENT: 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; Jackie Castro, Assistant Clerk of the Board; Jennifer Cabral; Tanya Chong; Rhea de Guzman; Thys DeVries; Al Garcia; Tina Knapp; Rob Michaels; Aldwin Ramirez; Perla Rodriguez; Loc Trang; Thomas Vu; and Ruth Zintzun were present in the Board Room.

OTHERS PRESENT: Brad Hogin, General Counsel, was present in the Board Room. Peter Whittingham was present telephonically.

PUBLIC COMMENTS:

None.

REPORTS:

Chair Marick informed the Committee that the OC San administrative offices will be closed on Monday, February 19, 2024 in observance of Presidents' Day.

Assistant General Manager Lorenzo Tyner reported to the Committee that all operations were successfully managed during the recent storm event.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2024-3463](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held December 13, 2023.

AYES: Brad Avery, Ryan Gallagher, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Ted Bui (Alternate) and Gracey Van Der Mark (Alternate)

NOES: None

ABSENT: Rose Espinoza and Farrah Khan

ABSTENTIONS: None

2. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST

[2024-3453](#)

Originator: Wally Ritchie

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

Receive and file Orange County Sanitation District purchases made under the General Manager's authority for the period of October 1, 2023 to December 31, 2023.

AYES: Brad Avery, Ryan Gallagher, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Ted Bui (Alternate) and Gracey Van Der Mark (Alternate)

NOES: None

ABSENT: Rose Espinoza and Farrah Khan

ABSTENTIONS: None

NON-CONSENT:

3. PURCHASE OF IT HARDWARE FOR ENTERPRISE SERVER REFRESH AND UPGRADE

[2024-3459](#)

Originator: Wally Ritchie

Director of Finance Wally Ritchie introduced Information Technology Manager Rob Michaels who provided a brief report regarding the item.

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

- A. Approve a Purchase Order to ePlus Technology, inc. for the purchase of IT Hardware for Enterprise Server Refresh and Upgrade, Specification No. E-2023-1435BD, for a total amount not to exceed \$2,038,037 (plus applicable sales tax); and
- B. Approve a contingency in the amount of \$203,804 (10%).

AYES: Brad Avery, Ryan Gallagher, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Ted Bui (Alternate) and Gracey Van Der Mark (Alternate)

NOES: None

ABSENT: Rose Espinoza and Farrah Khan

ABSTENTIONS: None

Director Farrah N. Khan arrived at the meeting at 5:05 p.m.

**4. MID-YEAR FINANCIAL REPORT FOR THE PERIOD ENDED [2024-3452](#)
DECEMBER 31, 2023**

Originator: Wally Ritchie

Mr. Ritchie introduced the item and Finance and Procurement Manager Ruth Zintzun who provided a PowerPoint presentation regarding the mid-year financial report. The presentation included an overview of the budget cycle, revenue sources, the operating budget, the capital improvement program, outstanding debt, and next steps.

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

Receive and file the Orange County Sanitation District Mid-Year Financial Report for the period ended December 31, 2023.

AYES: Brad Avery, Ryan Gallagher, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Ted Bui (Alternate) and Gracey Van Der Mark (Alternate)

NOES: None

ABSENT: Rose Espinoza

ABSTENTIONS: None

INFORMATION ITEMS:

5. PROGRESSIVE DESIGN-BUILD DELIVERY

[2024-3467](#)

Originator: Mike Dorman

Director of Engineering Mike Dorman provided a PowerPoint presentation regarding progressive design-build delivery which included an overview of construction delivery methods and design-bid-build versus progressive design-build. The presentation also included an overview of Project No. J-137 Outfall Rehab and Project No. J-133 Lab Replacement and the next steps to be taken.

ITEM RECEIVED AS AN:

Information Item.

6. CLASSIFICATION AND COMPENSATION COMPARISON AGENCIES

[2024-3468](#)

Originator: Laura Maravilla

Director of Human Resources Laura Maravilla provided a PowerPoint presentation regarding OC San comparison agencies which included an overview of classification and compensation definitions, contractual obligations, the purpose of the studies, comparison agencies, and next steps.

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 5:42 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, March 13, 2024 at 5:00 p.m.

Submitted by:

Jackie Castro

Jackie Castro, CMC

Assistant Clerk of the Board