



---

**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, November 13, 2024 at 5:00 p.m. in the Orange County Sanitation District Headquarters. Director Chad Wanke led the pledge of allegiance.

**ROLL CALL AND DECLARATION OF QUORUM:**

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

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

**ABSENT:** None

**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; Kelly Lore, Clerk of the Board; Mo Abiodun; Yiping Cao; Sam Choi; Daisy Covarrubias; Rhea de Guzman; Thys DeVries; Brian Engeln; Al Garcia; Bryce Hockensmith; Mark Kawamoto; Tina Knapp; Rebecca Long; Joe Manzella; Enisha Matthews; Tom Meregillano; Rob Michaels; Thomas Vu; Kevin Work; and Ruth Zintzun were present in the Board Room. Arturo Diaz was present telephonically.

**OTHERS PRESENT:** Scott Smith, General Counsel; Eric Sapirstein, ENS Resources; and Jennifer Farr, Davis Farr were present in the Board Room. Gina Ayala, Orange County Water District and Cori Takkinen, Townsend Public Affairs, Inc. were present telephonically.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Marick reminded the Committee that the Steering and Board meetings will be held one week early this month, on November 20, due to the Thanksgiving holidays on November 28 and 29. She also reminded the Directors to turn their microphone on when speaking.

General Manager Rob Thompson did not provide a report.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES [2024-3919](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held October 9, 2024.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**2. CONSOLIDATED FINANCIAL REPORT FOR THE FIRST QUARTER ENDED SEPTEMBER 30, 2024 [2024-3799](#)**

**Originator:** Wally Ritchie

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

Receive and file the Orange County Sanitation District First Quarter Financial Report for the period ended September 30, 2024.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**3. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF OCTOBER 2024 [2024-3803](#)**

**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 October 2024.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**4. RENEWAL OF ESRI GIS ENTERPRISE LICENSE AGREEMENT SUBSCRIPTION AND SUPPORT [2024-3889](#)**

**Originator:** Wally Ritchie

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

A. Approve Amendment No. 3 of Agreement 334620 with Environmental Systems Research Institute, Inc. for the renewal of the Sole Source GIS Enterprise License Agreement, for a three-year period commencing December 31, 2024, through December 30, 2027, for a total amount not to exceed \$494,000; and

B. Approve a not to exceed contingency of \$24,700 (5%).

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**5. CONTINGENCY INCREASE FOR ANNUAL TRUE-UP OF MICROSOFT ENTERPRISE LICENSE AGREEMENT (ELA) FOR MICROSOFT ENTERPRISE SOFTWARE LICENSES [2024-3899](#)**

**Originator:** Wally Ritchie

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

Approve a contingency increase of \$525,748 (36%) to the existing Contract for annual true-up of the Microsoft ELA for a new total contingency amount of \$746,322 (51%).

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**6. MICROSOFT ENTERPRISE LICENSE AGREEMENT (ELA) FOR MICROSOFT ENTERPRISE SOFTWARE LICENSES** [2024-3915](#)

**Originator:** Wally Ritchie

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

A. Approve a Purchase Order for a three-year contract to purchase Microsoft Enterprise licenses under the Microsoft ELA in accordance with Microsoft Volume Enterprise Enrollment - for State and Local government, Riverside County Master Licensing Agreement 01E73970, payable annually and with a contract expiration date of December 31, 2027, for a total amount not to exceed \$2,255,657; and

B. Approve a contingency of \$451,131 (20%).

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**7. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST** [2024-3923](#)

**Originator:** Wally Ritchie

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

- A. Receive and file Orange County Sanitation District purchases made under the General Manager’s authority for the period of July 1, 2024 to September 30, 2024; and
- B. Approve the following additions to the pre-approved Original Equipment Manufacturers (OEM) Sole Source List:
  - ROCKWELL ENGINEERING & EQUIPMENT CO - Horizontal Pump *(Replaces OEM Manufacturer VAUGHAN COMPANY, INC. - Designated Representative)*
  - VEOLIA WTS SERVICES USA, INC. - Bar Screen Repair Parts *(Replaces OEM Manufacturer SUEZ WTS/ VEOLIA WTS - Name Change).*

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

8. **TRIPLE QUADRUPOLE GAS CHROMATOGRAPH MASS SPECTROMETER (TQ-GC/MS) SYSTEM** [2024-3925](#)

**Originator:** Lan Wiborg

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

Approve a Purchase Order to VWR International, LLC for the purchase of a Triple Quadrupole Gas Chromatograph Mass Spectrometer (TQ-GC/MS) System using NASPO Master Agreement No. MA2024005 for a total amount not to exceed \$325,947.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

9. **2025 LEGISLATIVE AND REGULATORY PLAN** [2024-3897](#)

**Originator:** Jennifer Cabral

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

Directors to:

Adopt the Orange County Sanitation District 2025 Legislative and Regulatory Plan.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Director John Withers departed the meeting at 5:05 p.m.*

**NON-CONSENT:**

**10. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF OCTOBER 2024** [2024-3791](#)

**Originator:** Jennifer Cabral

Senior Public Affairs Specialist Rebecca Long introduced the item, and Eric Sapirstein, President of ENS Resources, who provided a PowerPoint presentation on the federal update.

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

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

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

**NOES:** None

**ABSENT:** John Withers

**ABSTENTIONS:** None

*Director Withers returned to the meeting at 5:21 p.m.*

**11. ORANGE COUNTY SANITATION DISTRICT ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024** [2024-3807](#)

**Originator:** Wally Ritchie

Director of Finance Wally Ritchie introduced Finance Manager Ruth Zintzun who introduced Accounting Supervisor Bryce Hockensmith, who discussed additional details

regarding the financial cycle, the FY 2023-24 budget versus actuals, CIP expenditures, available resources, and the debt profile. Next, Ms. Zintzun introduced Jennifer Farr from Davis Farr, who presented the results of the independent audit conducted by Davis Farr. Ms. Zintzun concluded the presentation and outlined the next steps.

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

Receive and file the Orange County Sanitation District's (OC San) Annual Comprehensive Financial Report for the year ended June 30, 2024, prepared by staff and audited by Davis Farr, Certified Public Accountants, along with the following reports prepared by Davis Farr:

1. Report to the Board of Directors;
2. Independent Accountants' Report on Agreed-Upon Procedures Applied to Appropriations Limit Worksheets; and
3. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**12. ORANGE COUNTY SANITATION DISTRICT POPULAR ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024** [2024-3895](#)

**Originator:** Wally Ritchie

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

Receive and file the Orange County Sanitation District Popular Annual Financial Report for the year ended June 30, 2024.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**13. EMPLOYEE ENGAGEMENT SURVEY RESULTS**

[2024-3924](#)

**Originator:** Jennifer Cabral

Public Affairs Supervisor Daisy Covarrubias presented the results of the employee engagement survey, covering the survey's content, key feedback, and subsequent actions.

ITEM RECEIVED AS AN:

Information item.

**DEPARTMENT HEAD REPORTS:**

Mr. Ritchie reported that due to expiring contracts, Vazquez+Company LLP had recently been retained for Internal Audit Services; and PFM Financial Advisors had been retained as OC San's Municipal Financial Advisor.

**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 5:48 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, December 11, 2024 at 5:00 p.m.

Submitted by:

---

Kelly A. Lore, MMC  
Clerk of the Board