



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 13, 2026 at 5:02 p.m. in the Orange County Sanitation District Headquarters and 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: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

ABSENT: Jordan Nefulda

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; Jackie Castro, Assistant Clerk of the Board; Mo Abiodun; Sam Choi; Daisy Covarrubias; Thys DeVries; Justin Fenton; Al Garcia; Mark Kawamoto; Rebecca Long; Tom Meregillano; Rob Michaels; Tania Moore; Aldwin Ramirez; Collette Stewart; Don Stokes; Thomas Vu; Kevin Work; and Ruth Zintzun were present in the Board Room.

OTHERS PRESENT: Scott Smith, General Counsel; Robert Lowe, Alliant Insurance Services; Cori Takkinen and Kerri West, Townsend Public Affairs, were present in the Board Room.

Director Jose Medrano left the room at 5:04 p.m.

PUBLIC COMMENTS:

None.

REPORTS:

Chair Marick notified the Committee that OC San Administrative Offices would be closed on Monday, May 25, in observance of Memorial Day. General Manager Rob Thompson did not provide a report.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2026-4732](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held April 8, 2026.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jose Medrano and Jordan Nefulda

ABSTENTIONS: None

2. CONSOLIDATED FINANCIAL REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2026

[2026-4749](#)

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, 2026.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jose Medrano and Jordan Nefulda

ABSTENTIONS: None

3. TREASURER'S REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2026

[2026-4750](#)

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 Treasurer's Report for the period ended March 31, 2026.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jose Medrano and Jordan Nefulda

ABSTENTIONS: None

4. PROJECT MANAGEMENT ON WEB MAINTENANCE AND SUPPORT RENEWAL [2026-4861](#)

Originator: Wally Ritchie

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

A. Approve a three-year Sole Source Purchase Order Contract with PMWeb Inc. for maintenance and support of Project Management on Web (PMWeb) application, for a total amount not to exceed \$468,600; and

B. Approve a contingency of \$46,860 (10%).

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jose Medrano and Jordan Nefulda

ABSTENTIONS: None

5. CAPITAL FACILITY CAPACITY CHARGE SUPPORT SERVICES, SPECIFICATION NO. CS-2026-717BD [2026-4882](#)

Originator: Wally Ritchie

MOVED, SECONDED, AND DULY CARRIED TO:

A. Approve a Professional Consultant Services Agreement to CityTech Solutions, Inc. to perform Capital Facility Capacity Charge (CFCC) Support Services, Specification No. CS-2026-717BD, for a total amount not to exceed \$178,970; and

B. Approve a contingency of \$17,897 (10%).

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jose Medrano and Jordan Nefulda

ABSTENTIONS: None

6. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF APRIL 2026 [2026-4887](#)

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 2026.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jose Medrano and Jordan Nefulda

ABSTENTIONS: None

7. LIQUID CHROMATOGRAPH-TRIPLE QUADRUPOLE MASS SPECTROMETER (LC-MS/MS) [2026-4894](#)

Originator: Lan Wiborg

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

Approve a Sole Source Purchase Order to Agilent Technologies for the purchase of a replacement Liquid Chromatograph-Triple Quadrupole Mass Spectrometer (LC-MS/MS) System for a total amount not to exceed \$453,000.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jose Medrano and Jordan Nefulda

ABSTENTIONS: None

8. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST [2026-4895](#)

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 January 1, 2026, to March 31, 2026; and
- B. Approve the following additions to the pre-approved Original Equipment Manufacturers (OEM) Sole Source List:
- FLIR Systems - Infrared Cameras
 - SIPCO Mechanical Linkage Solutions - Clarifier Gearboxes
 - SUEZ WTS/Veolia WTS/Infilco Degremont - Bar Screen Repair Parts
 - VOYA Financial - 401(A) Retirement Plan

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jose Medrano and Jordan Nefulda

ABSTENTIONS: None

NON-CONSENT:

Director Medrano returned to the room at 5:05 p.m.

9. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF APRIL 2026 [2026-4876](#)

Originator: Jennifer Cabral

Townsend Public Affairs Vice President and CEO Cori Takkinen provided a PowerPoint presentation on the state legislative report. The presentation included the state budget update, an overview of AB 218 (Ward), AB 2381 (Johnson), AB 2777 (ESTM Committee), and potential legislative concepts.

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 2026.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jordan Nefulda

ABSTENTIONS: None

**10. PROPOSED OUTREACH STRATEGY FOR ANTICIPATED RATE
PLAN ADJUSTMENTS**

2026-4875

Originator: Jennifer Cabral

Director of Finance Wally Ritchie provided a brief introduction to the item and turned it over to Public Affairs Supervisor Daisy Covarrubias who provided a PowerPoint presentation regarding the Proposed Outreach Strategy for the Anticipated Rate Plan Adjustments. The presentation included an overview of the Proposition 218 rate setting schedule and recommendation.

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

Approve the proposed Outreach Strategy for the anticipated rate plan adjustments.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jordan Nefulda

ABSTENTIONS: None

Director Chad Wanke left the room at 5:22 p.m.

**11. PUBLIC AFFAIRS PROPOSED STRATEGIC PLAN FOR FISCAL
YEARS 2026-2028**

2026-4893

Originator: Jennifer Cabral

Ms. Covarrubias provided a PowerPoint presentation regarding the Public Affairs Strategic Plan for Fiscal Years 2026-2028. The presentation included an overview of the Public Affairs team and strategic priorities which include: internal communication and engagement, public awareness and education, media and digital communications, brand management and creative services, government and legislative affairs, capital project and community outreach, crisis and emergency communication, General Manager and executive support. The presentation also included an overview of new initiatives, performance measurement, the long-term vision, and recommendation.

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

Receive and file the Public Affairs Proposed Strategic Plan for Fiscal Years 2026-2028.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Andrew Nguyen, David Shawver, Jamie Valencia, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jordan Nefulda and Chad Wanke

ABSTENTIONS: None

Director Wanke returned to the room at 5:31 p.m.

12. JANITORIAL & FLOOR MAINTENANCE SERVICES, SPECIFICATION NO. S-2024-646BD [2026-4862](#)

Originator: Lorenzo Tyner

Assistant General Manager Lorenzo Tyner provided a verbal report of the item.

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

- A. Approve a one-time contingency increase of \$63,697 (4.6%) to the General-Services Contract with Gamboa Services Inc., DBA Corporate Image Maintenance, for Janitorial & Floor Maintenance Services at Headquarters and Plant Nos. 1 and 2, Specification No. S-2024-646BD, for the period April 1, 2026, through March 31, 2027, for a revised contingency amount not to exceed \$203,859 (14.6%), resulting in a new annual contract amount of \$1,605,482; and
- B. Approve an annual contingency not to exceed 20% for all remaining renewal periods and tie each to General Prevailing Wage Determination made by the Director of Industrial Relations, pursuant to California Public Utilities Code Sections 465, 466, and 467.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jordan Nefulda

ABSTENTIONS: None

13. INTERNAL AUDIT UPDATE [2026-4881](#)

Originator: Wally Ritchie

Mr. Ritchie provided a verbal report of the item.

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

Receive and file the Succession Planning and Supply Chain and Vendor Management Audit Reports prepared by Macias, Gini & O'Connell LLP.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Jordan Wu

NOES: None

ABSENT: Jordan Nefulda

ABSTENTIONS: None

INFORMATION ITEMS:**14. INSURANCE UPDATE**[2026-4672](#)

Originator: Wally Ritchie

Mr. Ritchie briefly introduced the item and introduced Finance Manager Ruth Zintzun who provided additional information and introduced Principal Staff Analyst Collette Stewart. Ms. Stewart provided a PowerPoint presentation regarding the FY 2026-27 Insurance Update. The presentation included an overview of insurance events, market drivers, cost estimates, a visual summary of major U.S. losses in 2025, worker's compensation trends, and key meeting dates.

ITEM RECEIVED AS AN:

Information Item.

**15. FY 2026-27 AND 2027-28 CAPITAL IMPROVEMENT PROGRAM
BUDGET EXPENDITURES**[2026-4899](#)

Originator: Mike Dorman

Director of Engineering Mike Dorman briefly introduced the item and introduced Engineering Manager Justin Fenton who provided a PowerPoint presentation regarding the FY 2026-27 and FY 2027-28 Capital Improvement Program (CIP) Budget Expenditures. The presentation included an overview of budget expenses, the CIP, project details, projected capital expenses over the next two years, FY 26-27 and FY 27-28 spending details, the proposed CIP for lines 12, 13, and 14, the 20-year net CIP, program budgets, and the top 15 project changes including a summary of project nos. P1-140, P1-126, and P2-128. He then turned the presentation over to Ms. Zintzun who provided an overview of the capital expense summary, the FY 26-27 CIP reserves, and key meeting dates.

ITEM RECEIVED AS AN:

Information Item.

16. ENGINEERING CONTRACTS[2026-4900](#)

Originator: Mike Dorman

Mr. Dorman provided a PowerPoint presentation regarding Engineering Contracts covering project creation, contract and agreement types, on-call planning and construction contracts, master agreements, engineering service agreements, construction contracts, progressive design-build, master service agreements, supplemental and programming engineering services.

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 6:05 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, June 10, 2026 at 5:00 p.m.

Submitted by:



Jackie Castro, CMC
Assistant Clerk of the Board