



## **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 12, 2025 at 5:01 p.m. in the Orange County Sanitation District Headquarters. Director Jordan Wu 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:** Jon Dumitru, Ryan Gallagher, Glenn Grandis, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

**ABSENT:** None

**STAFF PRESENT:** Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Jennifer Cabral, Director of Communications; 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; Cheri Calisang; Yiping Cao; Morty Caparas; Sam Choi; Daisy Covarrubias; Rhea De Guzman; Thys DeVries; Al Garcia; Mark Kawamoto; Tina Knapp; 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; Ben Wong, Alternate Director, City of Seal Beach; Cori Takkinen and Eric O'Donnell, Townsend Public Affairs; and Jason Celente and Dave Witthohn, Insight North America, were present in the Board Room.

## **PUBLIC COMMENTS:**

None.

## **REPORTS:**

Chair Marick advised the Committee that all new Board Members would be receiving an OC San polo shirt and noted that a sample shirt and signup sheet were available at the back of the room. She further requested that Board Members contact the Clerk of the Board with any questions or to place an order after the meeting. Chair Marick also reminded the Committee of the Special Board of Directors meeting scheduled for Wednesday, February 19, 2025, at

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5:00 p.m. for the second part of Board orientation. Lastly, she informed the Committee that next month, the Administration Committee would meet at a special time, 4:00 p.m., here at Headquarters. This will be followed by a tour of Plant No. 1, and the regular meeting will begin at 5:00 p.m.

General Manager Rob Thompson did not provide a report.

Assistant General Manager Lorenzo Tyner provided an update regarding the RFP issued in October for Janitorial Services for Headquarters and Plants Nos. 1 and 2. He stated that six proposals were received, two of which were deemed non-responsive. A selection was made however, a protest was received. Mr. Tyner stated that the matter is currently being reviewed and will be resolved after this meeting and as a result, this item will bypass the Committee and be presented directly to the Board.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2025-4022](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held December 11, 2024.

**AYES:** Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, John Withers and Jordan Wu

**NOES:** None

**ABSENT:** Melinda Liu

**ABSTENTIONS:** Erik Weigand

*At the request of Committee Vice-Chairman Glenn Grandis Item No. 2 was pulled and heard separately.*

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

[2025-4085](#)

**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 October 1, 2024 to December 31, 2024; and
- B. Approve the following additions to the pre-approved Original Equipment Manufacturers (OEM) Sole Source List:
  - OVIVO - All Ovivo Parts and Equipment Used in Water and Wastewater Treatment Processes

**AYES:** Jon Dumitru, Ryan Gallagher, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

**NOES:** None

**ABSENT:** Melinda Liu

**ABSTENTIONS:** None

**RECUSED:** Glenn Grandis

**3. PUBLIC AFFAIRS UPDATE FOR THE MONTHS OF DECEMBER 2024 AND JANUARY 2025** [2025-4088](#)

**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 months of December 2024 and January 2025.

**AYES:** Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

**NOES:** None

**ABSENT:** Melinda Liu

**ABSTENTIONS:** None

**4. LANDSCAPE MAINTENANCE SERVICES, SPECIFICATION NO. S-2024-640BD** [2025-4051](#)

**Originator:** Lorenzo Tyner

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

- A. Approve a General Services Contract to Tropical Plaza Nursery, Inc., for Landscape Maintenance Services, Specification No. S-2024-640BD, for a total annual amount not to exceed \$239,589, with four (4) one-year renewal options; and
- B. Approve an annual contingency of \$23,959 (10%).

**AYES:** Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

**NOES:** None

**ABSENT:** Melinda Liu

**ABSTENTIONS:** None

**NON-CONSENT:**

*Director Melinda Liu arrived at the meeting at 5:15 p.m., Director John Withers left the room at 5:19 p.m., and Director Chad Wanke left the room at 5:21 p.m.*

**5. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTHS OF DECEMBER 2024 AND JANUARY 2025** [2025-4087](#)

**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 Governor's January budget proposal, key issues for 2025, AB 259 (Rubio) - Teleconferencing, 2025 legislative concepts, and the bid advertising reform.

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

Receive and file the Legislative Affairs Update for the months of December 2024 and January 2025.

**AYES:** Jon Dumitru, Ryan Gallagher, Glenn Grandis, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Erik Weigand and Jordan Wu

**NOES:** None

**ABSENT:** Chad Wanke and John Withers

**ABSTENTIONS:** None

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6. **MID-YEAR FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2024** [2024-3825](#)

**Originator:** Wally Ritchie

Director of Finance Wally Ritchie introduced the item and introduced Finance Manager Ruth Zintzun, who provided a PowerPoint presentation on the Mid-Year Financial Report. The presentation covered an overview of the budget cycle, revenue, the operating budget, operating detail, 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, 2024.

**AYES:** Jon Dumitru, Ryan Gallagher, Glenn Grandis, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Erik Weigand and Jordan Wu

**NOES:** None

**ABSENT:** Chad Wanke and John Withers

**ABSTENTIONS:** None

*Director Wanke and Director Withers returned to the room at 5:32 p.m.*

7. **ACCEPTANCE OF CREDIT CARDS AND DEBIT CARDS AS FORMS OF PAYMENT** [2024-3993](#)

**Originator:** Wally Ritchie

Ms. Zintzun gave a brief verbal report of the item.

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 Authorizing Acceptance of Credit Cards and Debit Cards as Payment for OC San Fees and Charges".

**AYES:** Jon Dumitru, Ryan Gallagher, Glenn Grandis, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**8. FLEET CUSTOM EQUIPMENT REPLACEMENT**

[2025-4052](#)

**Originator:** Lorenzo Tyner

Mr. Tyner introduced the item and introduced Maintenance Manager Don Stokes, who provided a PowerPoint presentation on the Fleet Custom Equipment Replacement - Pull Rig. The presentation included an overview of what a pull rig is, its working components, and how it operates.

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

- A. Approve an Equipment and Services Contract to Idaho Truck Specialties, LLC DBA Cobalt Truck Equipment, for the Collections Pull Rig Project, to provide a custom-built replacement piece of equipment (Unit) that is similar in nature to the existing Pull Rig equipment in operation, for a total amount not to exceed \$247,621, to be completed within three hundred sixty five (365) calendar days from the effective date of the Notice to Proceed;
- B. Approve two (2) optional one-year renewals, each for a total amount not to exceed \$247,621, with an application of annual adjustment based on the Consumer Price Index (CPI) for Nevada not to exceed 3.5% per year; and
- C. Approve a total contingency of \$148,573 (20%).

**AYES:** Jon Dumitru, Ryan Gallagher, Glenn Grandis, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**9. INVESTMENT PERFORMANCE RESULTS**

[2024-3826](#)

**Originator:** Wally Ritchie

Mr. Witchie briefly introduced the item, and Ms. Zintzun provided additional information and context for the presentation. She then turned the presentation over to Insight North America Senior Portfolio Specialists Dave Witthohn and Jason Celente, who provided an overview of the investment performance results.

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:**

Director Erik Weigand requested that staff study a sharing agreement between the Orange County Sanitation District (OC San) and the Orange County Water District (OCWD) regarding the use of the OC San shuttle bus, to allow for more tours at OCWD showcasing GWRS. He left it to staff's discretion whether the item returns to this Committee or goes to the GWRS Steering Committee.

**ADJOURNMENT:**

Chair Marick declared the meeting adjourned at 6:03 p.m. to the next Special Administration Committee meeting to be held on Wednesday, March 12, 2025 at 4:00 p.m.

Submitted by:

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Jackie Castro, CMC  
Assistant Clerk of the Board