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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, November 8, 2023 at 5:00 p.m. in the Administration Building of the Orange County Sanitation District. Director Rose Espinoza 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:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke and John Withers
- ABSENT:** Brad Avery and Farrah Khan

**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; Jennifer Cabral; Mortimer Caparas; Kim Cardenas; Jackie Castro; Tanya Chong; Rhea de Guzman; Thys DeVries; Al Garcia; Rob Michaels; Perla Rodriguez; and Ruth Zintzun were present in the Board Room. Mo Abiodun was present telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel; Jennifer Farr, Davis Farr; Ashley Baires and Jennifer Meza, Public Agency Retirement Services (PARS); and Keith Stribling, Highmark Capital Management, were present in the Board Room.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Marick reminded the Directors that, due to the Thanksgiving holiday, this month's Board meeting is one week earlier, on Wednesday, November 15.

General Manager Rob Thompson reported that OC San's administrative offices will be closed this Friday, November 10, in observance of Veterans Day.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2023-3291](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held October 11, 2023.

**AYES:** Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Brad Avery, Farrah Khan and Robbie Pitts

**ABSTENTIONS:** Rose Espinoza

**2. CONSOLIDATED FINANCIAL REPORT FOR THE FIRST QUARTER ENDED SEPTEMBER 30, 2023**

[2023-3117](#)

**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, 2023.

**AYES:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Brad Avery, Farrah Khan and Robbie Pitts

**ABSTENTIONS:** None

**3. RECORDS MANAGEMENT TRUSTED SYSTEM IMPLEMENTATION**

[2023-3287](#)

**Originator:** Wally Ritchie

MOVED, SECONDED, AND DULY CARRIED TO:

- A. Approve a Purchase Order Agreement with ECS Imaging, Inc. utilizing the California Multiple Award Schedules (CMAS) Contract Number 3-19-70-2982C, to continue the implementation of Orange County Sanitation District's approved Records Management System, Laserfiche, for a total amount not to exceed \$186,022; and
- B. Approve a contingency of \$18,602 (10%).

**AYES:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Brad Avery, Farrah Khan and Robbie Pitts

**ABSTENTIONS:** None

**NON-CONSENT:**

*Director Robbie Pitts arrived at the meeting at 5:11 p.m.*

**4. ORANGE COUNTY SANITATION DISTRICT ANNUAL  
COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR ENDED  
JUNE 30, 2023**

[2023-3240](#)

**Originator:** Wally Ritchie

Director of Finance Wally Ritchie introduced Accounting Supervisor Kim Cardenas who made a PowerPoint presentation that provided an overview of the Annual Consolidated Financial Report (ACFR), OC San's financial net position, increase in net position and an overview of the net position over the past 10 fiscal years, operational financial performance, CIP outlays, and available resources.

Ms. Cardenas introduced Jennifer Farr with Davis Farr who gave a PowerPoint presentation that provided the results from the independent audit conducted by Davis Farr.

**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, 2023, 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;
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; and
4. Single Audit Report

**AYES:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Farrah Khan

**ABSTENTIONS:** None

**5. ORANGE COUNTY SANITATION DISTRICT POPULAR ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2023** [2023-3275](#)

**Originator:** Wally Ritchie

Mr. Ritchie introduced Finance & Procurement Manager Ruth Zintzun who provided an overview of this item.

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, 2023.

**AYES:** Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke and John Withers

**NOES:** None

**ABSENT:** Brad Avery and Farrah Khan

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**6. SECTION 115 TRUST PERFORMANCE RESULTS** [2023-3127](#)

**Originator:** Wally Ritchie

Ashley Baires and Jennifer Meza, PARS, and Keith Stribling, Highmark Capital Management, provided a PowerPoint presentation that reviewed OC San's Section 115 Trust performance.

ITEM RECEIVED AS AN:

Information Item.

**7. OC SAN HUMAN RESOURCES DEPARTMENT OVERVIEW** [2023-3294](#)

**Originator:** Laura Maravilla

Director of Human Resources Laura Maravilla introduced Human Resources Manager Thys DeVries who provided a PowerPoint presentation regarding the Human Resources Department. The presentation included an overview of the workforce, the core business functions of Human Resources operations, employee and labor relations, centralized training, OC San University, and succession management.

ITEM RECEIVED AS AN:

Information Item.

**8. OC SAN ENGINEERING DEPARTMENT OVERVIEW** [2023-3295](#)

**Originator:** Mike Dorman

Director of Engineering Mike Dorman provided a PowerPoint presentation regarding the Engineering Department, which included an overview of Engineering staff; project creation; contract types; the Board approval process of contracts; studies and master planning efforts; the asset management plan; the condition of and projects at Plant Nos. 1 and 2, pump stations, and gravity sewers; an overview of CIP Engineering project phases, the project development process, which includes preliminary design, design, construction and commission; and Engineering tools and software.

ITEM RECEIVED AS AN:

Information Item.

**9. OC SAN INFORMATION TECHNOLOGY OVERVIEW** [2023-3296](#)

**Originator:** Wally Ritchie

Mr. Ritchie introduced Information Technology Manager Rob Michaels who provided a PowerPoint presentation regarding the Information Technology (IT) Department. The presentation included an overview of the Division mission statement and Administrative Services Department; enterprise information management; business solutions and

support; infrastructure, including servers and network; cyber security; and excellence in IT practices.

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 John Withers requested that the management and performance of the Section 115 Trust be brought to a future meeting for discussion.

Director David Shawver requested that staff look into ProcureAmerica for use in decreasing agency expenses and bring it to the Administration Committee in the future for consideration.

**ADJOURNMENT:**

Chair Marick declared the meeting adjourned at 6:25 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, December 13, 2023 at 5:00 p.m.

Submitted by:



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Tina Knapp, MMC  
Assistant Clerk of the Board