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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, September 11, 2024 at 5:00 p.m. in the Headquarters Building of the Orange County Sanitation District. Board Chair Ryan Gallagher 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:** Brad Avery, Jon Dumitru, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Jose Medrano (Alternate) and Tyler Diep (Alternate)

**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; Lan Wiborg, Director of Environmental Services; Tina Knapp, Assistant Clerk of the Board; Shawn Carman; Jackie Castro; Daisy Covarrubias; Sam Choi; Thys DeVries; Rhea de Guzman; Al Garcia; Mark Kawamoto; Joe Manzella; Tom Meregillano; Rob Michaels; Perla Rodriguez; Thomas Vu; Kevin Work; and Ruth Zintzun were present in the Board Room.

**OTHERS PRESENT:** Ryan Baron, General Counsel, and Alex King and Andrew Lopez, EIDIM, were present in the Board Room.

**PUBLIC COMMENTS:**

None.

Ms. Knapp indicated that presentations for Item Nos. 5 and 6 were prepared after distribution of the agenda and were provided to the Committee and made available to the public earlier today.

*Director Chad Wanke arrived at the meeting at 5:02 p.m.*

**REPORTS:**

Chair Marick announced that a Special meeting of the Board of Directors will take place on Friday, October 25, 2024 at 11:00 a.m. for the State of OC San at Mile Square Park Golf Course.

General Manager Rob Thompson did not provide a report.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES [2024-3746](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held July 17, 2024.

**AYES:** Brad Avery, Jon Dumitru, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Robbie Pitts, Chad Wanke, John Withers, Jose Medrano (Alternate) and Tyler Diep (Alternate)

**NOES:** None

**ABSENT:** David Shawver

**ABSTENTIONS:** None

**2. UPGRADE AND MIGRATION OF TIMECARD SOFTWARE (WORKFORCE) [2024-3788](#)**

**Originator:** Wally Ritchie

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

A. Approve a Workforce Software SaaS and Professional Services Agreement to WorkForce Software, LLC for the Migration and Upgrade of the WorkForce software, for a five year term commencing October 1, 2024 and ending September 30, 2029, for a total amount not to exceed \$628,015; and

B. Approve a contingency in the amount of \$62,802 (10%).

**AYES:** Brad Avery, Jon Dumitru, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Robbie Pitts, Chad Wanke, John Withers, Jose Medrano (Alternate) and Tyler Diep (Alternate)

**NOES:** None

**ABSENT:** David Shawver

**ABSTENTIONS:** None

**3. REIMBURSEMENTS TO BOARD MEMBERS AND STAFF** [2024-3806](#)

**Originator:** Wally Ritchie

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

Receive and file report of reimbursements to Board Members and Staff per Government Code Section 53065.5 for the period July 1, 2023 through June 30, 2024.

**AYES:** Brad Avery, Jon Dumitru, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Robbie Pitts, Chad Wanke, John Withers, Jose Medrano (Alternate) and Tyler Diep (Alternate)

**NOES:** None

**ABSENT:** David Shawver

**ABSTENTIONS:** None

**NON-CONSENT:**

**4. INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND** [2024-3693](#)

**Originator:** Wally Ritchie

Assistant General Manager Lorenzo Tyner provided an overview of the investment of monies in the Local Agency Investment Fund.

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

Adopt Resolution No. OC SAN 24-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Authorizing Investment of Monies in the State of California's Treasurer's Office Local Agency Investment Fund; and Repealing Resolution No. 95-15".

**AYES:** Brad Avery, Jon Dumitru, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Robbie Pitts, Chad Wanke, John Withers, Jose Medrano (Alternate) and Tyler Diep (Alternate)

**NOES:** None

**ABSENT:** David Shawver

**ABSTENTIONS:** None

*Director David Shawver arrived at the meeting at 5:07 p.m.*

**5. INTERNAL AUDIT UPDATE** [2024-3794](#)

**Originator:** Lorenzo Tyner

Mr. Tyner provided a PowerPoint presentation regarding the internal audit which included an overview of the accounts payable vendor and construction change orders review and next steps.

MOVED, SECONDED, AND DULY CARRIED TO:

Receive and file the Accounts Payable Vendor Review Internal Audit Report and the Construction Change Orders Review Internal Audit Report prepared by the audit firm of Eide Bailly LLP.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**6. FINANCIAL MANAGEMENT OVERVIEW**

[2024-3793](#)

**Originator:** Wally Ritchie

Mr. Tyner introduced the item and Finance Manager Ruth Zintzun, who provided a PowerPoint presentation regarding financial management, including overview of financial reporting, accounts payable, payroll, revenue, budget, planning, debt, treasury, real estate, and upcoming efforts.

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 commented that, given the upcoming election season and related Board turnover, staff look at taking action to mitigate the impacts of this turnover and ensure that new Board Members are provided training on and about OC San in a timely and efficient manner.

**ADJOURNMENT:**

Chair Marick declared the meeting adjourned at 5:28 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, October 9, 2024 at 5:00 p.m.

Submitted by:

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Tina Knapp, MMC  
Assistant Clerk of the Board