



CALL TO ORDER

A regular meeting of the General Services Ad Hoc Committee of the Orange County Sanitation District was called to order by Board Vice Chairman Ryan Gallagher on Thursday, December 14, 2023 at 3:32 p.m. in the Administration Building of the Orange County Sanitation District.

ROLL CALL AND DECLARATION OF QUORUM:

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

PRESENT: Jon Dumitru, Ryan Gallagher and Christine Marick
ABSENT: None

STAFF PRESENT: Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Michael 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; Jackie Castro; Daisy Covarrubias; Digna Olmos; and Ruth Zintzun were present in Conference Room.

OTHERS PRESENT: Brad Hogin, General Counsel, was present in the Board Room.

PUBLIC COMMENTS:

None.

CONSENT CALENDAR:

None.

NON-CONSENT:

1. SOLICITATION OF GENERAL LEGAL COUNSEL SERVICES [2023-3341](#)

Originator: Wally Ritchie

Director of Finance Wally Ritchie introduced Finance and Procurement Manager Ruth Zintzun who provided a Powerpoint presentation which included a discussion on Legal services categories; solicitation and contract structure, type of requests; procurement; single vs. multiple firm structure; evaluation process, and timeline/schedule.

It was the consensus of the Ad Hoc Committee to proceed with an RFP + small percentage cost component for solicitation. The Committee requested a flexible solicitation with the option to submit a proposal for legal services as a whole; as a portion; or as only one category of the seven categories discussed. It was agreed that staff would provide the initial written scoring component; and would provide all scores to the Ad Hoc Committee to draw the line. It was recommended that the Ad Hoc Committee interview all firms above the line drawn for all disciplines, and would then provide a recommendation to the Steering Committee; the full Steering Committee will interview the top two firms for General Counsel and make a recommendation to the Board of Directors for all. The Committee also recommended that the Contract duration be five (5) years with (1) five-year extension. Staff will place hold May Steering Committee for interviews.

OTHER BUSINESS AND COMMUNICATIONS OR SUPPLEMENTAL AGENDA ITEMS, IF ANY:

None.

ADJOURNMENT:

Vice Chair Gallagher declared the meeting adjourned at 4:17 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board