



CALL TO ORDER

A regular meeting of the Administration Committee of the Orange County Sanitation District was called to order by Committee Chair Christine Marick on Wednesday, February 11, 2026 at 5:00 p.m. in the Orange County Sanitation District Headquarters. Committee Vice Chair Jamie Valencia led the Pledge of Allegiance.

ROLL CALL AND DECLARATION OF QUORUM:

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

- PRESENT:** Debbie Baker, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Kelly McBride (Alternate)
- ABSENT:** Ted Bui

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; Kelly Lore, Clerk of the Board; Mo Abiodun; Jon Bradley; Mortimer Caparas; Sam Choi; Daisy Covarrubias; Thys DeVries; Al Garcia; Mark Kawamoto; Rebecca Long; Tom Meregillano; Rob Michaels; Tania Moore; Don Stokes; Thomas Vu; Kevin Work; Sammady Yi; and Ruth Zintzun were present in the Board Room.

OTHERS PRESENT: Scott Smith, General Counsel; and Cori Takkinen, Townsend Public Affairs were present in the Board Room. Eric Sapirstein, ENS was present virtually.

PUBLIC COMMENTS:

None.

Clerk of the Board Kelly Lore stated that communication had been received after the publication of the agenda. Staff requested that Item No. 3 be pulled from consideration; and the Clerk noted that additional corrections had been made to the Draft Conflict of Interest Code in Item No. 4.

REPORTS:

Chair Marick notified the Committee that OC San Administrative Offices would be closed on Monday, February 16, in observance of Presidents' Day.

Chair Marick congratulated Jaime Valencia on her appointment as Vice Chair of the Administration Committee and thanked Alternate Director Glenn Grandis for his dedication and leadership as the former Committee Vice Chair. She also welcomed Director Debbie Baker to the Administration Committee and stated that Director John Withers had transferred to the Operations Committee.

General Manager Rob Thompson did not provide a report.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2026-4729](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held December 10, 2025.

AYES: Debbie Baker, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Kelly McBride (Alternate)

NOES: None

ABSENT: Ted Bui

ABSTENTIONS: None

**2. UPDATE TO RECORDS MANAGEMENT PROGRAM PROCEDURES
AND RECORDS RETENTION SCHEDULE RESOLUTION**

[2025-4628](#)

Originator: Jennifer Cabral

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

Adopt Resolution No. OC SAN 26-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Adopting the Records Management Program Procedures and Records Retention Schedule, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OC SAN 24-15".

AYES: Debbie Baker, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Kelly McBride (Alternate)

NOES: None

ABSENT: Ted Bui

ABSTENTIONS: None

3. **THICKENING AND DEWATERING BUILDING HVAC REPLACEMENT AT PLANT NO. 1** [2025-4634](#)

Originator: Lorenzo Tyner

ITEM PULLED FROM CONSIDERATION.

~~A. Approve a Purchase Order Contract and a Master Turnkey Agreement with Trane U.S. Inc. for HVAC replacement at the Thickening and Dewatering Building at Plant No. 1, using the OMNIA Partners (formerly National IPA) Cooperative Contract No. 3341 for a total amount not to exceed \$546,525; and~~

~~B. Approve a contingency of \$54,652 (10%).~~

4. **2026 CONFLICT OF INTEREST CODE** [2026-4660](#)

Originator: Kelly Lore

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

Adopt Resolution No. OC SAN 26-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District adopting a Conflict of Interest Code which supersedes all prior Conflict of Interest Codes and amendments previously adopted".

AYES: Debbie Baker, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Kelly McBride (Alternate)

NOES: None

ABSENT: Ted Bui

ABSTENTIONS: None

5. **MID-YEAR TREASURER'S REPORT FOR THE PERIOD ENDED DECEMBER 31, 2025** [2026-4742](#)

Originator: Wally Ritchie

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

Receive and file the Orange County Sanitation District Mid-Year Treasurer's Report for the period ended December 31, 2025.

AYES: Debbie Baker, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Kelly McBride (Alternate)

NOES: None

ABSENT: Ted Bui

ABSTENTIONS: None

6. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF JANUARY 2026 [2026-4768](#)

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 January 2026.

AYES: Debbie Baker, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Kelly McBride (Alternate)

NOES: None

ABSENT: Ted Bui

ABSTENTIONS: None

7. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST [2026-4779](#)

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, 2025, to December 31, 2025; and

B. Approve the following additions to the pre-approved Original Equipment Manufacturers (OEM) Sole Source List:

- B&K Valves & Equipment - Val-Matic Series Surgebuster Check Valve
- Auvesy-MDT - Software Support Subscription License Renewal
- Val-Matic Valve and Manufacturing Corp. - Val-Matic Products
- MDT Inc - Auvesy-MDT Software Support Subscription License Renewal

AYES: Debbie Baker, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Kelly McBride (Alternate)

NOES: None

ABSENT: Ted Bui

ABSTENTIONS: None

NON-CONSENT:

8. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTHS OF DECEMBER 2025 AND JANUARY 2026 [2026-4772](#)

Originator: Jennifer Cabral

Vice President and CEO of Townsend Public Affairs, Cori Takkinen, provided a PowerPoint presentation recapping the 2026 Legislative Session State Update.

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 2025 and January 2026.

AYES: Debbie Baker, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Kelly McBride (Alternate)

NOES: None

ABSENT: Ted Bui

ABSTENTIONS: None

9. ENCROACHMENT AGREEMENT AT 1820 E. 1ST STREET, SANTA ANA, CA 92705 [2026-4661](#)

Originator: Lorenzo Tyner

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

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

Recommend to the Board of Director to:

A. Approve and authorize the General Manager to execute an Encroachment Agreement with 1820 East 1st Street LLC, a Delaware limited liability company, for the installation of a walkway, fencing, and landscaping at 1820 E. 1st Street, Santa Ana, CA 92705, in a form approved by General Counsel; and

B. That the Clerk of the Board is hereby authorized and directed to record said Agreement in the official records of the Orange County Clerk-Recorder's Office.

AYES: Debbie Baker, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Kelly McBride (Alternate)

NOES: None

ABSENT: Ted Bui

ABSTENTIONS: None

10. MID-YEAR FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2025 [2026-4665](#)

Originator: Wally Ritchie

Director of Finance Wally Ritchie introduced Finance Manager Ruth Zintzun, who provided a PowerPoint presentation reviewing the Mid-Year Financial Report, which included the budget cycle, revenue, operating budget and detail, the Capital Improvement Program, the agency's outstanding debt, next steps, and the recommendation.

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, 2025.

AYES: Debbie Baker, Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, David Shawver, Jamie Valencia, Chad Wanke, Erik Weigand and Kelly McBride (Alternate)

NOES: None

ABSENT: Ted Bui

ABSTENTIONS: None

INFORMATION ITEMS:

11. WET WEATHER PREPARATION AND RESPONSES [2026-4780](#)

Originator: Riaz Moinuddin

Director of Operations and Maintenance Riaz Moinuddin introduced Operations Manager Jon Bradley, who provided a PowerPoint presentation addressing Wet Weather Preparations and Responses, including dry weather flow analysis, the impacts of rainfall on system flow, preparing for the wet weather season, the Integrated Emergency Response Plan (IERP), the IERP code color system, and the recommendation.

ITEM RECEIVED AS AN:

Information Item.

12. RATE SETTING PROCESS [2026-4782](#)

Originator: Wally Ritchie

Ms. Zintzun provided a PowerPoint presentation regarding the Rate Setting Process.

The presentation included an overview of Proposition 218, the legal requirements under Proposition 218, the proper steps, cost of service study, public transparency, the timeline, takeaways, and the recommendation.

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 5:28 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, March 11, 2026 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board