



Special Meeting - Tour of Plant No. 1

CALL TO ORDER

A special meeting of the Administration Committee of the Orange County Sanitation District was called to order by Committee Chairwoman Christine Marick on Wednesday, March 12, 2025 at 4:01 p.m. in the Orange County Sanitation District Headquarters.

RECESS - TOUR OF PLANT NO. 1

Chair Marick recessed the meeting at 4:02 p.m. to proceed to the tour of Plant No. 1.

RECONVENE

Chair Marick reconvened the meeting of the Administration Committee at 5:02 p.m. Director Chad Wanke led the Pledge of Allegiance.

ROLL CALL AND DECLARATION OF QUORUM:

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

- PRESENT:** Jon Dumitru, Ryan Gallagher, Glenn Grandis, Melinda Liu, Christine Marick, Jose Medrano, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers, Jordan Wu and Tanya Doby (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; Wally Ritchie, Director of Finance; Lan Wiborg, Director of Environmental Services; Kelly Lore, Clerk of the Board; Mo Abiodun; Mortimer Caparas; Belen Carrillo; Jackie Castro; Sam Choi; Daisy Covarrubias; Thys DeVries; Al Garcia; Mark Kawamoto; Rebecca Long; Tom Meregillano; Robert Michaels; Vianey Sorto-Gaona; Don Stokes; Thomas Vu; Kevin Work; Sammady Yi; and Ruth Zintzun, were present in the Board Room.

OTHERS PRESENT: Scott Smith, General Counsel; Alternate Director Michelle Barto; Alternate Director Dan Ferons; and Alternate Director Kelly McBride, were present in the Board Room. Eric Sapirstein, ENS Resources; and Cori Takkinen, Townsend Public Affairs, were present telephonically.

PUBLIC COMMENTS:

None.

REPORTS:

Chair Marick announced that a Special Board of Directors meeting will be held on Wednesday, March 19, at 5:00 p.m. for the first of two Strategic Plan Workshop. She also reported that next month's Administration Committee meeting would be held at Plant No. 2 in Huntington Beach at the special time of 4:00 p.m. She stated that location details would be provided with the agenda and will be sent a week prior to the meeting.

General Manager Thompson reported that local law enforcement agencies will be using the vacant Plant No. 1 Administration Building for training exercises in the near future.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2025-4141](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held February 12, 2025.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

2. FLEET VEHICLE REPLACEMENT PURCHASES

[2025-4134](#)

Originator: Lorenzo Tyner

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

Delegate to the General Manager and Purchasing Manager the authority to purchase new and replacement vehicles during the fiscal year, not to exceed the previously Board-approved amount of \$859,827, utilizing the method of procurement determined by the General Manager to be in the best interest of OC San, to include cooperative contract, competitive solicitation, or sole source purchase.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

3. **CASA STATEWIDE POOLED EMISSIONS STUDY** [2025-4142](#)

Originator: Lan Wiborg

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

A. Approve the Memorandum of Agreement (MOA) between Orange County Sanitation District and California Association of Sanitation Agencies for CY 2025-2029 to complete the Statewide Wastewater Air Toxics Pooled Emissions Study (Study); and

B. Approve funding for a total amount not to exceed \$800,000.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

NON-CONSENT:

4. **LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF FEBRUARY 2025** [2025-4145](#)

Originator: Jennifer Cabral

Director of Communications Jennifer Cabral introduced the item and introduced President of ENS Resources Eric Sapirstein, who provided a PowerPoint presentation on the federal legislative affairs update.

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

Receive and file the Legislative Affairs Update for the month of February 2025.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

5. HEADQUARTERS EDUCATIONAL DISPLAY

[2025-4108](#)

Originator: Jennifer Cabral

Ms. Cabral presented a PowerPoint on the Educational Display Proposal, Phase 2, which included an overview of the GM work plan goal, the educational display proposals which included a pipe size comparison display, a historical pipe display, the display location, an artifact wall, a clarifier model (Phase 3), and the recommendation.

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

Approve the design recommendations for the Headquarters Educational Display.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

6. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF FEBRUARY 2025

[2025-4147](#)

Originator: Jennifer Cabral

Ms. Cabral introduced Public Affairs Supervisor Daisy Covarrubias, who provided a PowerPoint presentation on the Public Affairs Update, which included an overview of the department programs, employee engagement and education, branding and construction outreach, governmental affairs, next steps, and the recommendation.

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

Receive and file the Public Affairs Update for the month of February 2025.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

7. UNIFORM AND JANITORIAL ARTICLES RENTAL SERVICE [2025-4093](#)

Originator: Wally Ritchie

Director of Finance Wally Ritchie provided a verbal report of the item.

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

- A. Approve Amendment No. 2 to the existing service contract to Cintas Corporation No. 3 to provide Uniform and Janitorial Articles Rental Service, Specification No. S-2021-1277BD, for an increase of \$160,488 to the current term for a new total amount not to exceed \$1,000,000 for the period through March 31, 2025;
- B. Approve an increase of \$410,488 for the upcoming three-year renewal period option, for a new total amount not to exceed \$1,250,000 for the period through March 31, 2028; and
- C. Approve a revised three-year contingency of \$187,500 (15%).

INFORMATION ITEMS:

8. PROCUREMENT PROCESS, BIDS VS. RFPS, SOLE SOURCE CONTRACTS VS. COMPETITIVE CONTRACTS [2025-4149](#)

Originator: Wally Ritchie

Mr. Ritchie introduced the item and introduced Purchasing and Contracts Manager Kevin Work who provided a PowerPoint presentation regarding the Purchasing, Contracts, and Materials Management Division Overview. The presentation included the mission statement, the team, materials management, contracts, purchasing, rules and regulations, purchasing approval thresholds, procurement methods, exemptions, procurement process, threshold matrix, master contracts, and developments.

ITEM RECEIVED AS AN:

Information Item.

9. FY 2025-26 ORANGE COUNTY SANITATION DISTRICT BUDGET UPDATE REVENUES AND RESERVES OVERVIEW [2024-3829](#)

Originator: Wally Ritchie

Mr. Ritchie introduced the item and introduced Finance Manager Ruth Zintzun who provided a PowerPoint presentation regarding the FY 2025-26 Budget Update -

Revenues and Reserves. The presentation included an overview of the four major revenue categories, fees and charges, general and other income, debt financing, reserve policy summary, and key meeting dates.

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 6:10 p.m. to the next Special Meeting of the Administration Committee to be held on Wednesday, April 9, 2025 at 4:00 p.m. at Plant No. 2 in Huntington Beach.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board