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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, April 10, 2024 at 5:01 p.m. in the Administration Building of the Orange County Sanitation District. Director Andrew Nguyen led the pledge of allegiance.

**ROLL CALL AND DECLARATION OF QUORUM:**

Assistant Clerk of the Board Jackie Castro declared a quorum present as follows:

**PRESENT:** Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Jose Medrano (Alternate) and Kathleen Treseder (Alternate)

**ABSENT:** None

**STAFF PRESENT:** Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Mike Dorman, Director of Engineering; Laura Maravilla, Director of Human Resources; Wally Ritchie, Director of Finance; Lan Wiborg, Director of Environmental Services; Jackie Castro, Assistant Clerk of the Board; Jennifer Cabral; Mortimer Caparas; John Frattali; Al Garcia; Tina Knapp; Rob Michaels; Aldwin Ramirez; and Ruth Zintzun were present in the Board Room.

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

**PUBLIC COMMENTS:**

None.

Ms. Castro announced that Late Communication was received after the publication of the agenda, for a modification to the recommendation of Item No. 5 and Item No. 6 from Director of Finance Wally Ritchie. The recommendation of both items were amended and a final version of the Ordinances were distributed to the Committee and made available to the public.

**REPORTS:**

Chair Marick and General Manager Rob Thompson did not provide a report.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2024-3523](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held March 13, 2024.

**AYES:** Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, John Withers, Jose Medrano (Alternate) and Kathleen Treseder (Alternate)

**NOES:** None

**ABSENT:** Chad Wanke

**ABSTENTIONS:** None

**2. PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR INDUSTRIAL HYGIENE SERVICES**

[2024-3538](#)

**Originator:** Laura Maravilla

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

A. Approve a Professional Consultant Services Agreement for Arcadis U.S., Inc. to provide Industrial Hygiene Services, Specification No. S-2023-1441BD, for a total amount not to exceed \$443,157 for a one-year period beginning May 1, 2024 through April 30, 2025, with four one-year renewal options; and

B. Approve an annual contingency of \$44,316 (10%).

**AYES:** Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, John Withers, Jose Medrano (Alternate) and Kathleen Treseder (Alternate)

**NOES:** None

**ABSENT:** Chad Wanke

**ABSTENTIONS:** None

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

[2024-3511](#)

**Originator:** Kelly Lore

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 Adopting the Records Management Program Procedures and Records Retention Schedule, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OC SAN 23-21".

**AYES:** Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, John Withers, Jose Medrano (Alternate) and Kathleen Treseder (Alternate)

**NOES:** None

**ABSENT:** Chad Wanke

**ABSTENTIONS:** None

**NON-CONSENT:**

*Board Chairman Chad Wanke arrived at the meeting at 5:05 p.m.*

**4. SERVICE CONTRACT FOR SECURITY SERVICES**

[2024-3537](#)

**Originator:** Laura Maravilla

Director of Human Resources Laura Maravilla introduced Safety and Health Manager John Frattali who provided an overview of the item.

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

- A. Approve a General Services Contract for Universal Protection Service LP DBA Allied Universal Security Services (Allied Universal) to provide Security Services, Specification No. S-2023-1429BD, for a total annual amount not to exceed \$2,246,973 for the period beginning June 1, 2024, through May 31, 2025, with four one-year renewal options; and
- B. Approve an annual contingency of \$224,697 (10%) for the contract period and all remaining renewal periods.

**AYES:** Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Jose Medrano (Alternate) and Kathleen Treseder (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**5. PROPOSED ORDINANCE NO. OC SAN-59A AMENDING ORDINANCE NO. OC SAN- 59 TO CORRECT AN ERROR IN THE TABLE OF SECTION 2.10(B)** [2024-3547](#)

**Originator:** Wally Ritchie

Mr. Ritchie provided a brief report of the item.

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

- A. Motion to read Ordinance No. OC SAN-59A by title only and waive reading of said entire Ordinance;
- B. Introduce Ordinance No. OC SAN-59A entitled, "An Ordinance of the Board of Directors of the Orange County Sanitation District, Amending Ordinance No. OC SAN-59 to correct an error in the table of Section 2.10(B)";
- C. Set May 22, 2024 as the date of the Public Hearing to hear protests and for the second reading of Ordinance No. OC SAN-59A; and
- D. Direct the Clerk of the Board to publish summaries of the Ordinance as required by law.

**AYES:** Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Jose Medrano (Alternate) and Kathleen Treseder (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**6. PROPOSED ORDINANCE NO. OC SAN-60A AMENDING ORDINANCE NO. OC SAN- 60 TO CORRECT ERRORS IN TABLES OF ARTICLE II** [2024-3548](#)

**Originator:** Wally Ritchie

Mr. Ritchie provided a brief report of the item.

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

- A. Motion to read Ordinance No. OC SAN-60A by title only and waive reading of said entire Ordinance;
- B. Introduce Ordinance No. OC SAN-60A entitled, "An Ordinance of the Board of Directors of the Orange County Sanitation District, Amending Ordinance No. OC SAN-60 to correct errors in Article II, Table F and Table G";
- C. Set May 22, 2024 as the date of the Public Hearing to hear protests and for the second reading of Ordinance No. OC SAN-60A; and
- D. Direct the Clerk of the Board to publish summaries of the Ordinance as required by law.

**AYES:** Brad Avery, Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke, John Withers, Jose Medrano (Alternate) and Kathleen Treseder (Alternate)

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**INFORMATION ITEMS:**

**7. FY 2024-25 AND 2025-26 OPERATING BUDGET EXPENDITURES [2024-3552](#)**

**Originator:** Wally Ritchie

Mr. Ritchie introduced the item and introduced Finance and Procurement Manager Ruth Zintzun who provided a PowerPoint presentation regarding FY 2024-25 and FY 2025-26 operating budget expenditures. The presentation included an overview of various expenditures including sales, wages, and benefits; repairs and maintenance; operating materials and supplies; contractual services; utilities; professional services; and other expenses. The presentation also included an overview of cost allocation, a summary of operating expenses, and key meeting dates.

ITEM RECEIVED AS AN:

Information Item.

**8. TPAD DIGESTER FACILITY AT PLANT NO. 2, PROJECT NO. P2-128 [2024-3553](#)**

**Originator:** Mike Dorman

Director of Engineering Mike Dorman provided a PowerPoint presentation regarding an update on the TPAD Digester Facility at Plant No. 2, Project No. P2-128. The presentation included an overview of the Plant No. 2 anaerobic digesters, Class A

versus Class B biosolids, the 2017 biosolids master plan, the current biosolids program, a summary of construction cost increases, a review of the TPAD project approach, the phase 1 and 2 digestion processes, TPAD phasing, future project phasing, and a budget overview.

ITEM RECEIVED AS AN:

Information Item.

**DEPARTMENT HEAD REPORTS:**

Mr. Ritchie informed the Committee that ten bids were received for wastewater refunding revenue obligations, series 2024A, approved last month. He stated that the pricing was competitive and that all bids were within a good range resulting in a true interest cost of 2.72% for a savings of about 23.1 million dollars.

Administration Manager Jennifer Cabral informed the Committee that OC San will be participating in the Costa Mesa Earth Day Festival on April 20 and that event details would be forwarded to the Board via the Clerk of the Board's office. She also stated that OC San will be acknowledging Earth Day with posts on social media and the website.

**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 5:52 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, May 8, 2024 at 5:00 p.m.

Submitted by:

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Jackie Castro, CMC  
Assistant Clerk of the Board