



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, July 17, 2024 at 5:01 p.m. in the Administration Building of the Orange County Sanitation District. Committee Vice-Chairman Glenn Grandis 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, Jon Dumitru, Rose Espinoza, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

ABSENT: Ryan Gallagher, Farrah Khan and Chad Wanke

STAFF PRESENT: Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; 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; Jackie Castro, Assistant Clerk of the Board; Janine Aguilar; Lorraine Baltierra; Stephanie Barron; Mortimer Caparas; Samuel Choi; Thys DeVries; Al Garcia; Joshua Hatfield; Mark Kawamoto; Tina Knapp; Patrick Lynch; Joseph Manzella; Tom Meregillano; Aldwin Ramirez; Vianey Sorto-Gaona; Danny Tang; and Ruth Zintzun were present in the Board Room.

OTHERS PRESENT: Mal Richardson, General Counsel and Brent Graham, Alliant were present in the Board Room. Anna Laliberte, Alliant and Joanne Lee were present telephonically.

PUBLIC COMMENTS:

None.

REPORTS:

Chair Marick informed the Committee of the provided emergency contact card, which was updated to include contact numbers for OC San's Executive Management staff, the new General Counsel, the Board Chair and Vice-Chair, and other important contacts. Chair Marick also mentioned that the Administration Committee will be dark next month.

General Manager Rob Thompson introduced General Counsel Mal Richardson. Mr. Thompson also shared that the Coastal Commission recently approved the Bay Bridge Pump Station by a unanimous vote. Additionally, he highlighted the release of the Heal the Bay Report card, noting that Orange County boasts nine of the twelve A+ beaches in California.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2024-3678](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held June 12, 2024.

AYES: Brad Avery, Jon Dumitru, Rose Espinoza, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Ryan Gallagher, Farrah Khan and Chad Wanke

ABSTENTIONS: None

2. ENVIRONMENTAL REGULATORY REPORTS

[2024-3674](#)

Originator: Lan Wiborg

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

Receive and file the following environmental regulatory reports: Annual Biosolids Management Compliance Report CY 2023, Annual Pretreatment Program Report FY 2023 (July 2022-June 2023), Semi-Annual Pretreatment Program Report (July-December 2023), Annual Mandatory Reporting of Greenhouse Gas Emissions Report CY 2023, Annual Emissions Report CY 2023, and the Marine Monitoring Annual Report FY 2023 (July 2022-June 2023).

AYES: Brad Avery, Jon Dumitru, Rose Espinoza, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Ryan Gallagher, Farrah Khan and Chad Wanke

ABSTENTIONS: None

NON-CONSENT:

3. BENEFITS ADMINISTRATION SERVICE AGREEMENT

[2024-3700](#)

Originator: Laura Maravilla

Director of Human Resources Laura Maravilla provided a verbal report of the item.

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

Approve an Administration Agreement with Benefit Coordinators Corporation for benefits administration services, effective August 1, 2024.

AYES: Brad Avery, Jon Dumitru, Rose Espinoza, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Ryan Gallagher, Farrah Khan and Chad Wanke

ABSTENTIONS: None

4. 2025 BENEFITS INSURANCE RENEWAL

[2024-3697](#)

Originator: Laura Maravilla

Ms. Maravilla provided a verbal report of the item.

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

- A. Approve the Orange County Sanitation District 2025 Benefits Insurance Renewal with the carriers listed below for an overall not-to-exceed amount of \$15,746,317, as specified below:
1. Benefit Coordinators Company (BCC) (medical, dental, and vision plans, Flexible Spending Accounts, and Employee Assistance Program [EAP]) - Not to Exceed \$14,507,996;
 2. Lincoln Financial (basic life, short- and long-term disability) - Not to Exceed \$537,054;
 3. The Standard (EMT & Manager disability) - Not to Exceed \$30,000;
 4. HealthEquity (Health Savings Accounts [HSA]) - Not to Exceed \$50,400;
 5. Voya (Health Reimbursement Arrangement [HRA]) - Not to Exceed \$189,000;
 6. BCC/Workterra (administration/transition costs, includes ACA Fees, Reporting & File Fees) - Not to Exceed \$28,267;
 7. BCC (retiree-paid health premiums, recouped from retirees through monthly payments) - Not to Exceed \$403,600;
 8. Approve a contingency of \$787,316 (5%); and
- B. Authorize the General Manager to revise the carriers within the not-to-exceed amounts listed above for operational efficiency and/or to better meet the needs of the Orange County Sanitation District and participants.

AYES: Brad Avery, Jon Dumitru, Rose Espinoza, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver and John Withers

NOES: None

ABSENT: Ryan Gallagher, Farrah Khan and Chad Wanke

ABSTENTIONS: None

INFORMATION ITEMS:

**5. ORANGE COUNTY SANITATION DISTRICT NEW OCEAN
MONITORING VESSEL**

[2024-3698](#)

Originator: Lan Wiborg

Director of Environmental Services Lan Wiborg introduced Environmental Protection Manager Samuel Choi who provided a PowerPoint presentation regarding the new ocean monitoring vessel. The presentation included an overview of environmental

monitoring, the ocean monitoring program, the existing motor vessel, details regarding the replacement vessel including the preliminary rendering and concept, the procurement schedule, the end tie for the replacement vessel, and options for retiring the existing motor vessel.

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, September 11, 2024 at 5:00 p.m.

Submitted by:

Jackie Castro, CMC
Assistant Clerk of the Board