



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, May 8, 2024 at 5:01 p.m. in the Administration Building of the Orange County Sanitation District. Director Rose Espinoza led the pledge of allegiance.

ROLL CALL AND DECLARATION OF QUORUM:

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

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

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; Kelly Lore, Clerk of the Board; Jennifer Cabral; Thys DeVries; Justin Fenton; Al Garcia; Tina Knapp; Rob Michaels; Aldwin Ramirez; Perla Rodriguez; Thomas Vu; and Ruth Zintzun were present in the Board Room.

OTHERS PRESENT: Brad Hogin, General Counsel; and Dennis Mulqueeney, Alliant Insurance Services were present in the Board Room.

PUBLIC COMMENTS:

None.

REPORTS:

Chair Marick reminded the Committee that the Headquarters Ribbon Cutting will take place on May 22, 2024 at 4:30 p.m. at the new building and requested that Board Members let the Clerk of the Board know whether or not they will attend as soon as possible.

General Manager Rob Thompson reported on recent smoke and leak-related activity at the Sunflower trunkline, where it enters the Plant No. 1 Headworks Metering and Diversion structure. Both Sunflower pumps are unavailable, and the flows are currently being diverted to Plant No. 2. A short-term emergency was declared to allow staff to effectively and quickly respond.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES [2024-3560](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held April 10, 2024.

AYES: Brad Avery, Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Robbie Pitts, David Shawver, Chad Wanke and Kathleen Treseder (Alternate)

NOES: None

ABSENT: Andrew Nguyen and John Withers

ABSTENTIONS: None

2. CONSOLIDATED FINANCIAL REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2024 [2024-3570](#)

Originator: Wally Ritchie

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

Receive and file the Orange County Sanitation District Third Quarter Financial Report for the period ended March 31, 2024.

AYES: Brad Avery, Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Robbie Pitts, David Shawver, Chad Wanke and Kathleen Treseder (Alternate)

NOES: None

ABSENT: Andrew Nguyen and John Withers

ABSTENTIONS: None

3. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST [2024-3589](#)

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 January 1, 2024 to March 31, 2024; and
- B. Approve the following additions to the pre-approved Original Equipment Manufacturers (OEM) Sole Source List:
 - NORIA - Lube Awareness Training
 - SULZER - Pumps and Parts

AYES: Brad Avery, Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Robbie Pitts, David Shawver, Chad Wanke and Kathleen Treseder (Alternate)

NOES: None

ABSENT: Andrew Nguyen and John Withers

ABSTENTIONS: None

**4. IBM TIVOLI MAXIMO ANNUAL SUBSCRIPTION AND SUPPORT, [2024-3592](#)
SPECIFICATION NO. S-2024-1448BD**

Originator: Wally Ritchie

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

- A. Approve a Purchase Order to ZProCis Solutions Inc. to provide the conversion of IBM Tivoli Maximo from perpetual licenses to application point licenses, Specification No. S-2024-1448BD, for a total amount not to exceed \$276,498; and
- B. Approve a contingency in the amount of \$41,475 (15%).

AYES: Brad Avery, Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Robbie Pitts, David Shawver, Chad Wanke and Kathleen Treseder (Alternate)

NOES: None

ABSENT: Andrew Nguyen and John Withers

ABSTENTIONS: None

**5. PURCHASE ORDER FOR CALIFORNIA RECREATION COMPANY [2024-3594](#)
MARINA SLIP RENTAL AGREEMENT**

Originator: Lan Wiborg

MOVED, SECONDED, AND DULY CARRIED TO:

A. Approve a Purchase Order to California Recreation Company (CRC) Marinas for the rental of an end tie boat slip in Newport Beach Harbor, not to exceed \$147,490 for the period July 1, 2024, through June 30, 2025; and

B. Approve a contingency of \$29,498 (20%).

AYES: Brad Avery, Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Robbie Pitts, David Shawver, Chad Wanke and Kathleen Treseder (Alternate)

NOES: None

ABSENT: Andrew Nguyen and John Withers

ABSTENTIONS: None

NON-CONSENT:

6. PROCUREAMERICA

[2024-3583](#)

Originator: Wally Ritchie

Board Chair Wanke recused himself on Item No. 6 and left the meeting during the discussion and vote.

Director of Finance Wally Ritchie introduced Finance and Procurement Manager Ruth Zintzun who provided an overview of the item.

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

Approve the use of ProcureAmerica to perform analysis of specific operational areas to identify potential cost savings.

AYES: Brad Avery, Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Robbie Pitts, David Shawver and Kathleen Treseder (Alternate)

NOES: None

ABSENT: Andrew Nguyen and John Withers

ABSTENTIONS: None

RECUSED: Chad Wanke

7. BUILD AMERICA BONDS PREPAYMENT

[2024-3593](#)

Originator: Wally Ritchie

Mr. Ritchie provided a brief overview of the item.

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 authorizing prepayment of Orange County Sanitation District Wastewater Revenue Obligations, Series 2010A (Federally Taxable Build America Bonds) and Orange County Sanitation District Wastewater Revenue Obligations, Series 2010C (Taxable Build America Bonds) and authorizing the execution of necessary documents and related actions", in a not to exceed amount of \$225,000,000.

AYES: Brad Avery, Pat Burns, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Robbie Pitts, David Shawver, Chad Wanke and Kathleen Treseder (Alternate)

NOES: None

ABSENT: Andrew Nguyen and John Withers

ABSTENTIONS: None

INFORMATION ITEMS:

8. INSURANCE UPDATE

[2024-3379](#)

Originator: Wally Ritchie

Mr. Ritchie introduced Dennis Mulqueeney, Alliant Insurance Services who provided a PowerPoint presentation regarding the Public Entity Insurance Marketplace, Trends, Industry Issues, Market conditions and Outlook.

ITEM RECEIVED AS AN:

Information Item.

9. CAPITAL IMPROVEMENT PROGRAM PROPOSED BUDGET FOR FY 2024-25 & 2025-26

[2024-3602](#)

Originator: Mike Dorman

Director of Engineering, Mike Dorman provided a brief introduction to the item and introduced Engineering Manager Justin Fenton who provided a PowerPoint presentation regarding the capital improvement program (CIP) proposed budget for FY 2024-25 and 2025-26. The presentation included an overview of FY2023-24 expenses, the CIP, the annual update process, a 10 and 20-year net CIP forecast, the top 15 changes, the P1-140 Activated Sludge 1 Rehabilitation at Plant No. 1 project, the 7-69 North Tustin-Orange Improvements project, the P2-138 Operations and Maintenance Complex at Plant No. 2 project, the projected FY 2024-25 net CIP, and a summary of capital expenses. Mr. Fenton introduced Ms. Zintzun who reviewed the FY 2024-25 CIP reserves and key meeting dates.

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 5:50 p.m. to the next Administration Committee meeting to be held on Wednesday, June 12, 2024 at 5:00 p.m.

Submitted by:

Kelly A. Lore, MMC
Clerk of the Board