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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, May 10, 2023 at 5:02 p.m. in the Administration Building of the Orange County Sanitation District. Director Robbie Pitts led the pledge of allegiance.

**ROLL CALL AND DECLARATION OF QUORUM:**

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

**PRESENT:** Pat Burns, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver and Chad Wanke

**ABSENT:** Rose Espinoza, Jordan Nefulda, Susan Sonne and John Withers

**STAFF PRESENT:** Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Michael 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; Mortimer Caparas; Tanya Chong; Sam Choi; Rhea DeGuzman; Thys DeVries; Justin Fenton; Al Garcia; Rob Michaels; Shallee Milligan; and Ruth Zintzun were present in the Board Room. Tina Knapp and Thomas Vu were present telephonically.

**OTHERS PRESENT:** Brad Hogin, General Counsel, and Rob Lowe, Alliant, were present in the Board Room.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Marick did not provide a report.

General Manager Rob Thompson introduced Assistant General Manager Lorenzo Tyner who stated that after the recent adoption of Ordinance No. OC SAN-58, a minor error was found and, therefore, an amendment to the Ordinance will be brought back to the Board in June and July for correction. This change will not impact the effective date of the rate increase.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

[2023-2951](#)

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve Minutes of the Special meeting of the Administration Committee held April 12, 2023.

**AYES:** Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver and Chad Wanke

**NOES:** None

**ABSENT:** Rose Espinoza, Farrah Khan, Jordan Nefulda, Susan Sonne and John Withers

**ABSTENTIONS:** None

**2. CONSOLIDATED FINANCIAL REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2023**

[2023-2856](#)

**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, 2023.

**AYES:** Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver and Chad Wanke

**NOES:** None

**ABSENT:** Rose Espinoza, Farrah Khan, Jordan Nefulda, Susan Sonne and John Withers

**ABSTENTIONS:** None

**3. NINTEX WORKFLOW CLOUD SUBSCRIPTION RENEWAL**

[2023-2931](#)

**Originator:** Wally Ritchie

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

- A. Approve a Purchase Order for a three-year contract with a term from July 18, 2023 through July 17, 2026 with Konica Minolta Business Solutions to renew OC San's subscription for Nintex Workflow Cloud, payable annually, utilizing the Sourcewell State Contract: #090320-KON for a total amount not to exceed \$386,928; and
- B. Approve a contingency of \$38,693 (10%).

**AYES:** Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver and Chad Wanke

**NOES:** None

**ABSENT:** Rose Espinoza, Farrah Khan, Jordan Nefulda, Susan Sonne and John Withers

**ABSTENTIONS:** None

4. **GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST** [2023-2936](#)

**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, 2023 to March 31, 2023; and
- B. Approve the following additions to the pre-approved OEM Sole Source List:
- ADDITEL CORPORATION - Digital Pressure Test Gauges for Bay Bridge Pump Station
  - AGILENT TECHNOLOGIES - Service and Preventative Maintenance of Gas Chromatograph Tandem Mass Spectrometer (CG-MS/MS)
  - LINKEDIN - Online Recruiting Services
  - LUXER ONE - Automated Locker Systems
  - MANTECH - Biological Oxygen Demand (BOD) Estimator System for Monitoring and Analysis
  - MOYNO - Pumps, Parts, and Grinders
  - PULSAFEEDER - Pulsafeeder Engineered Products and Replacement Parts for Chemical Pump Station
  - TELESTRA TECHNOLOGIES - Repair/Maintenance of Teledyne RDI Instruments
  - UPLAND MFG - Maintenance Electric Cart Toolboxes
  - WINDROCK INC - Service, Calibration, Repairs, and Training for all Windrock Products

**AYES:** Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver and Chad Wanke  
**NOES:** None  
**ABSENT:** Rose Espinoza, Farrah Khan, Jordan Nefulda, Susan Sonne and John Withers  
**ABSTENTIONS:** None

**NON-CONSENT:**

**5. TEMPORARY EMPLOYMENT SERVICES**

**2023-2950**

**Originator:** Laura Maravilla

Director of Human Resources Laura Maravilla provided a brief introduction and explanation of the item.

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

- A. Approve Temporary Employment Services Contracts, Specification No. S-2023-1388BD, for the period beginning July 1, 2023 through June 30, 2026 with two one-year renewal options, to the following:

Project Partners, Inc.  
Hwoyrd-Wright Employment Agency, Inc.  
CathyJon Enterprises, Inc. dba: HB Staffing  
Advanced Resources, LLC  
SoftHQ, Inc.  
Astrix Software Technology, Inc.  
Compu-Vision Consulting Inc.  
22nd Century Technologies, Inc.  
Harvest Technical Services, Inc.  
EMPLOI GROUP INC.

- B. Approve the combined not to exceed amounts for all service contracts to meet the Board approved annual budget for Temporary Employment Services, which is \$578,400 for FY 2023-24;
- C. Approve an annual contingency of 10%; and
- D. Authorize the General Manager to add or remove staffing firms from the available qualified pool, as needed, to meet work requirements identified by the Human Resources Department.

**AYES:** Pat Burns, Ryan Gallagher, Glenn Grandis, Christine Marick, Andrew Nguyen, Robbie Pitts, David Shawver and Chad Wanke  
**NOES:** None

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**ABSENT:** Rose Espinoza, Farrah Khan, Jordan Nefulda, Susan Sonne and John Withers  
**ABSTENTIONS:** None

*Director Farrah Khan arrived at the meeting at 5:32 p.m.*

**INFORMATION ITEMS:**

**6. INSURANCE UPDATE [2023-2872](#)**

**Originator:** Wally Ritchie

Alliant Representative Robert Lowe provided a PowerPoint presentation and reviewed updates of the insurance market and renewal expectations. The presentation included information regarding market pressures and conditions, trends and valuation, the cyber renewal outlook, and workers compensation. Mr. Lowe responded to questions from the Committee regarding the losses due to a claim, the 36% overall increase mostly based on the cost of reinsurance and market conditions, investments in infrastructure, earthquake insurance, and discussed options in deductibles.

ITEM RECEIVED AS AN:

Information Item.

**7. CAPITAL IMPROVEMENT PROGRAM PROPOSED BUDGET FOR FY [2023-2968](#)  
2023-24**

**Originator:** Mike Dorman

Engineering Manager Justin Fenton and Director of Finance Wally Ritchie provided a PowerPoint presentation regarding the Capital Improvement Program (CIP) FY 2023-24 Budget Update which included an overview of the CIP budget book, the FY 2023-24 budget update, the CIP, CIP activities, the FY 2022-23 CIP performance, the 10-year net CIP outlay, the total CIP budget authority, new projects, top budget increases and decreases, potential budget risks, 10-year net CIP outlay, projected FY 2023-24 net CIP outlay, and an overview of the 20-year net CIP outlay.

ITEM RECEIVED AS AN:

Information Item.

**8. PROPOSED CHANGES TO THE PURCHASING ORDINANCE NO. OC [2023-2969](#)  
SAN-56**

**Originator:** Wally Ritchie

Mr. Ritchie introduced Purchasing and Contracts Manager Ruth Zintzun who provided a brief report regarding proposed changes to Purchasing Ordinance No. OC SAN-56.

ITEM RECEIVED AS AN:

Information Item.

**9. HEADQUARTERS COMPLEX AT PLANT NO. 1, PROJECT NO. [2023-2967](#)  
P1-128A - QUARTERLY UPDATE**

**Originator:** Mike Dorman

Director of Engineering Mike Dorman provided a PowerPoint presentation regarding the Headquarters Complex at Plant No. 1 project which included an overview of the project site, the site plan, the main and lobby entrances, employee workspace, an overview of changes since the last update, upcoming activities, the procurement and project status, and accessing the live camera feed. Mr. Thompson provided information regarding the bridge installation, access, and branding.

ITEM RECEIVED AS AN:

Information Item.

**10. STRATEGIC PLANNING LEVELS OF SERVICE [2023-2970](#)**

**Originator:** Rob Thompson

Mr. Thompson provided a PowerPoint presentation reviewing OC San's levels of service which included an overview of the commitment to rate payers, regulators, employees, Board of Directors, and stakeholders; the four categories monitored: environmental stewardship, wastewater management, business principles, and workplace environment; and the upcoming Committee meeting topics of discussion which include the core values and the risk register.

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 6:36 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, June 14, 2023 at 5:00 p.m.

Submitted by:

  
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Kelly A. Lore, MMC  
Clerk of the Board