



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 8, 2026 at 5:00 p.m. in the Orange County Sanitation District Headquarters. Chair Marick led the Pledge of Allegiance.

ROLL CALL AND DECLARATION OF QUORUM:

Assistant Clerk of the Board Tania Moore declared a quorum present as follows:

PRESENT: Debbie Baker, Ted Bui, Jon Dumitru, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, Jamie Valencia, Chad Wanke and Jordan Wu

ABSENT: Ryan Gallagher, David Shawver and Erik Weigand

STAFF PRESENT: Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Jennifer Cabral, Director of Communications; Mike Dorman, Director of Engineering; Wally Ritchie, Director of Finance; Lan Wiborg, Director of Environmental Services; Tania Moore, Assistant Clerk of the Board; Mo Abdiodun; Mortimer Caparas; Jackie Castro; Thys DeVries; Al Garcia; David Haug; Mark Kawamoto; Rebecca Long; Rob Michaels; Jonathon Powell; Thomas Vu; Kevin Work; Sammady Yi; and Ruth Zintzun were present in the Board Room.

OTHERS PRESENT: Scott Smith, General Counsel was present in the Board Room. Alternate Director Art Perry, Costa Mesa Sanitary District, Cori Takkinen, Townsend Public Affairs, and Peter Whittingham, Whittingham Public Affairs Advisors, were present virtually.

PUBLIC COMMENTS:

None.

REPORTS:

Chair Marick did not provide a report.

General Manager Rob Thompson reported that he was notified by the County of Orange that the WISE agreement that was brought before the Committee and the Board for approval in March was the incorrect agreement and a new agreement would be brought back to the Steering Committee for consideration this month.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2026-4731](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held March 11, 2026.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, Jamie Valencia, Chad Wanke and Jordan Wu

NOES: None

ABSENT: Ryan Gallagher, David Shawver and Erik Weigand

ABSTENTIONS: None

2. NINTEX WORKFLOW CLOUD SUBSCRIPTION RENEWAL

[2026-4839](#)

Originator: Wally Ritchie

MOVED, SECONDED, AND DULY CARRIED TO:

A. Approve a Purchase Order Contract for one year with Konica Minolta Business Solutions to renew Orange County Sanitation District's subscription for Nintex Workflow Cloud utilizing Sourcewell State Contract No. 060624-KON for a total amount not to exceed \$158,664; and

B. Approve a contingency of \$15,866 (10%).

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, Jamie Valencia, Chad Wanke and Jordan Wu

NOES: None

ABSENT: Ryan Gallagher, David Shawver and Erik Weigand

ABSTENTIONS: None

3. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF MARCH 2026

[2026-4849](#)

Originator: Jennifer Cabral

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

Receive and file the Public Affairs Update for the month of March 2026.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, Jamie Valencia, Chad Wanke and Jordan Wu

NOES: None

ABSENT: Ryan Gallagher, David Shawver and Erik Weigand

ABSTENTIONS: None

NON-CONSENT:

4. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF MARCH 2026 [2026-4847](#)

Originator: Jennifer Cabral

Director of Communications Jennifer Cabral introduced the item, and Whittingham Public Affairs Advisors Peter Whittingham, who provided a PowerPoint presentation on the local legislative report.

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

Receive and file the Legislative Affairs Update for the month of March 2026.

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, Jamie Valencia, Chad Wanke and Jordan Wu

NOES: None

ABSENT: Ryan Gallagher, David Shawver and Erik Weigand

ABSTENTIONS: None

Committee Vice Chair Jamie Valencia left the Board Room at 5:15 p.m.

5. FY 2025-26 BUDGET AMENDMENT [2026-4854](#)

Originator: Wally Ritchie

Director of Finance Wally Ritchie introduced the item and introduced Finance Manager Ruth Zintzun who provided a PowerPoint presentation regarding the FY 2025-26 Budget Amendment outlining the requested budget increase, the Capital Improvement Program, operating expenses, and revenues.

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

Approve a budget increase of \$68,000,000 for FY 2025-26, for a total budget as follows:

	<u>FY 2025-26</u>
Net Operating	\$260,365,399
Self-Insurance	\$ 6,745,565
Net Capital Improvement Program	\$317,959,620
Debt/COP Service	\$ 60,431,104
Intra-District Joint Equity Purchase/Sale (1)	\$ 3,500,000
Total	\$649,001,688

(1) Cash to/from Revenue Area 14 (RA14) in exchange for capital assets to/from Consolidated Revenue Area 15 (RA15)

AYES: Debbie Baker, Ted Bui, Jon Dumitru, Melinda Liu, Christine Marick, Jose Medrano, Jordan Nefulda, Andrew Nguyen, Chad Wanke and Jordan Wu

NOES: None

ABSENT: Ryan Gallagher, David Shawver, Jamie Valencia and Erik Weigand

ABSTENTIONS: None

INFORMATION ITEMS:

Vice Chair Valencia returned to the Board Room at 5:25 p.m.

6. FY 2026-27 AND 2027-28 OPERATING BUDGET EXPENDITURES [2026-4858](#)

Originator: Wally Ritchie

Mr. Ritchie briefly introduced the item and turned it over to General Manager Thompson who provided a summary of staffing needs and lastly turned it over to Ms. Zintzun who provided a PowerPoint presentation regarding FY 2026-27 and FY 2027-28 Operating Budget Expenditures. The presentation included an overview of all budget expenses, salaries, wages, and benefits, repairs and maintenance, operating materials and supplies, contractual services, utilities, professional services, and cost allocation. The presentation concluded with a summary of operating expenses and key meeting dates.

ITEM RECEIVED AS AN:

Information Item.

7. PRETREATMENT PROGRAM UPDATE [2026-4859](#)

Originator: Lan Wiborg

Director of Environmental Services Lan Wiborg provided a PowerPoint presentation

regarding the Pretreatment Program Update. The presentation included an overview of the program background, industrial discharge to OC San, program components, protecting the collection and treatment systems, a chart illustrating the program's historical success, outlined regulatory drivers prompting updates, and highlighted upcoming program improvements. Additionally, the presentation covered updates to the enforcement response plan, efforts to modernize industrial user identification, and plans to expand industrial facility surveys. The presentation concluded with an overview of staffing and program growth.

ITEM RECEIVED AS AN:

Information Item.

8. **UPDATE ON DEVELOPMENT OF THE ORANGE COUNTY
SANITATION DISTRICT EASEMENT MANAGEMENT POLICY**

[2026-4860](#)

Originator: Lorenzo Tyner

Assistant General Manager Lorenzo Tyner provided a PowerPoint presentation regarding the development of OC San's Easement Management Policy. The presentation included an overview of the different types of easements, easement language, initial easement assessment, easement evaluation, policy and procedures.

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 5:54 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, May 13, 2026 at 5:00 p.m.

Submitted by:

Tania Moore

Tania Moore, CMC

Assistant Clerk of the Board