



CALL TO ORDER

A regular meeting of the Administration Committee of the Orange County Sanitation District was called to order by Board Chairman Ryan Gallagher on Wednesday, October 8, 2025 at 5:02 p.m. in the Orange County Sanitation District Headquarters. Chair Gallagher 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: Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Erik Weigand, John Withers, Jordan Wu, Ted Bui (Alternate) and Tanya Doby (Alternate)

ABSENT: Jose Medrano and Chad Wanke

STAFF PRESENT: Rob Thompson, General Manager; Lorenzo Tyner, Assistant General Manager; Jennifer Cabral, Director of Communications; 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; Mo Abiodun; Morty Caparas; Belen Carrillo; Daisy Covarrubias; Thys DeVries; John Frattali; Al Garcia; Rebecca Long; Joe Manzella; Tom Meregillano; Rob Michaels; Tania Moore; Thomas Vu; Kevin Work; Sammady Yi; and Ruth Zintzun were present in the Board Room.

OTHERS PRESENT: Scott Smith, General Counsel, and Peter Whittingham, Whittingham Public Affairs Advisors, were present in the Board Room. Eric O'Donnell, Townsend Public Affairs, and Eric Sapirstein, ENS Resources, were present virtually.

PUBLIC COMMENTS:

None.

REPORTS:

Chair Gallagher did not have a report.

General Manager Rob Thompson announced that a Special Meeting of the Board of Directors will be held on Friday, October 17, 2025 at 11:00 a.m. for the State of OC San. Mr. Thompson then introduced Director of Finance Wally Ritchie for a brief announcement.

Mr. Ritchie reported that OC San's debt refinancing was priced earlier today. There were 15 bidders, and all three rating agencies reaffirmed OC San's AAA ratings. The refinancing resulted in a true interest cost of 2.66%. While initial estimates projected \$9 million in savings, the actual savings totaled \$14.1 million. The transaction is expected to close on November 4.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2025-4516](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held September 10, 2025.

AYES: Jon Dumitru, Ryan Gallagher, Melinda Liu, Andrew Nguyen, David Shawver, Erik Weigand, John Withers, Jordan Wu and Tanya Doby (Alternate)

NOES: None

ABSENT: Christine Marick, Jose Medrano, Chad Wanke and Ted Bui (Alternate)

ABSTENTIONS: None

**2. NETWORK TAPS FOR INDUSTRIAL CONTROL SYSTEM (ICS)
NETWORK AND OFFICE NETWORK**

[2025-4513](#)

Originator: Wally Ritchie

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

A. Approve a Purchase Order Contract to Insight Public Sector, Inc. for the purchase of Network Test Access Points for the Industrial Control System (ICS) network and Office network utilizing the OMNIA Cooperative Purchasing Agreement, Contract No. 23-6692-03, for a total amount not to exceed \$250,231 (Includes Sales Tax); and

B. Approve a contingency in the amount of \$25,023 (10%).

AYES: Jon Dumitru, Ryan Gallagher, Melinda Liu, Andrew Nguyen, David Shawver, Erik Weigand, John Withers, Jordan Wu and Tanya Doby (Alternate)

NOES: None

ABSENT: Christine Marick, Jose Medrano, Chad Wanke and Ted Bui (Alternate)

ABSTENTIONS: None

NON-CONSENT:

Committee Chair Christine Marick arrived at the meeting at 5:08 p.m.

3. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF SEPTEMBER 2025 [2025-4514](#)

Originator: Jennifer Cabral

Director of Communications Jennifer Cabral introduced Peter Whittingham of Whittingham Public Affairs Advisors, who provided a PowerPoint presentation on the local legislative report. Principal Public Affairs Specialist Rebecca Long then presented the 2026 draft Legislative and Regulatory Plan. The presentation included an overview of the guiding priorities, the legislative regulatory team, the plan development, the 2026 plan highlights, an update on local advocacy in Orange County, potential legislative concepts, and the final plan.

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

Receive and file the Legislative Affairs Update for the month of September 2025.

AYES: Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Erik Weigand, John Withers, Jordan Wu and Tanya Doby (Alternate)

NOES: None

ABSENT: Jose Medrano, Chad Wanke and Ted Bui (Alternate)

ABSTENTIONS: None

4. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF SEPTEMBER 2025 [2025-4526](#)

Originator: Jennifer Cabral

Ms. Cabral provided a brief report of the item.

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

Receive and file the Public Affairs Update for the month of September 2025.

AYES: Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Erik Weigand, John Withers, Jordan Wu and Tanya Doby (Alternate)

NOES: None

ABSENT: Jose Medrano, Chad Wanke and Ted Bui (Alternate)

ABSTENTIONS: None

5. SECURITY SERVICES BID EVALUATION CRITERIA

[2025-4528](#)

Originator: Laura Maravilla

Director of Human Resources Laura Maravilla provided a brief PowerPoint presentation regarding Security Services Bid Evaluation Criteria which included background information, staff recommendation, a proposed set of criteria comparing 2023 and 2025, and the timeline.

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

Approve the bid evaluation criteria to support the upcoming competitive solicitation process for contracted security services:

PROPOSED EVALUATION CRITERIA PROPOSED WEIGHT

1. Firm Background, Qualifications, Experience and References 30%
2. Security Officer Qualifications, Screening, Training 25%
3. Work Plan 30%
4. Completeness of Response/Degree of Compliance 5%
5. Cost 10%

AYES: Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Erik Weigand, John Withers, Jordan Wu and Tanya Doby (Alternate)

NOES: None

ABSENT: Jose Medrano, Chad Wanke and Ted Bui (Alternate)

ABSTENTIONS: None

6. INTERNAL AUDIT UPDATE

[2025-4532](#)

Originator: Wally Ritchie

Mr. Ritchie provided a brief overview of the recent internal audit results.

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

Receive and file the IT Governance Internal Audit Report.

AYES: Jon Dumitru, Ryan Gallagher, Melinda Liu, Christine Marick, Andrew Nguyen, David Shawver, Erik Weigand, John Withers, Jordan Wu and Tanya Doby (Alternate)

NOES: None

ABSENT: Jose Medrano, Chad Wanke and Ted Bui (Alternate)

ABSTENTIONS: None

INFORMATION ITEMS:

7. ORANGE COUNTY SANITATION DISTRICT HUMAN RESOURCES DEPARTMENT OVERVIEW [2025-4529](#)

Originator: Laura Maravilla

Ms. Maravilla provided a PowerPoint presentation regarding the Human Resources Department, providing data on OC San's employee statistics and workforce, an overview of the department, highlighting key responsibilities in HR Operations, Employee and Labor Relations, Risk Management, and Employee Development. She also provided an overview of workforce planning and safety, the Emergency Management Team, and OC San's physical security.

ITEM RECEIVED AS AN:

Information Item.

Alternate Director Ted Bui arrived at the meeting at 5:47 p.m.

8. ENGINEERING DEPARTMENT STAFFING PLAN [2025-4533](#)

Originator: Mike Dorman

Mr. Dorman provided a presentation on the Engineering Department's Staffing Plan. The presentation covered the history of supplemental staffing, its current supplemental staffing levels, the General Manager's FY 2025–26 Work Plan Goal, the benefits of in-house staff, and the need for additional OC San staff to deliver the planned program. He also provided an overview of the Engineering Department, a project defining process, a 20-year net CIP, a graph highlighting the growth in small project workload, a 10-year project staff forecasted workload, graphs illustrating the projected 10-year workload across Divisions 750 (Project Management), 760 (Design), and 770 (Construction Management), the proposed shift in staffing levels, organizational charts for Divisions 740 (Planning), 750 (Project Management), 760 (Design), and 770 (Construction Management), projected neutral staffing costs, the implementation plan, and the recommendation.

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:

Director John Withers expressed appreciation and commended staff for his recent experience aboard the Nerissa. He also recommended inviting the Huntington Beach and Newport Beach City Councils, along with key executives, aboard the Nerissa, as they are most impacted by the work that is done there.

ADJOURNMENT:

Chair Marick declared the meeting adjourned at 5:59 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, November 12, 2025 at 5:00 p.m.

Submitted by:

Jackie Castro, CMC
Assistant Clerk of the Board