



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, December 10, 2025 at 5:01 p.m. in the Orange County Sanitation District Headquarters. Committee Vice Chair 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: Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

ABSENT: Melinda Liu and Jose Medrano

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; Sam Choi; Daisy Covarrubias; Thys DeVries; Al Garcia; Mark Kawamoto; Rebecca Long; Rob Michaels; Tom Meregillano; Tania Moore; Aldwin Ramirez; Don Stokes; Thomas Vu; Kevin Work; and Ruth Zintzun were present in the Board Room.

OTHERS PRESENT: Scott Smith, General Counsel, and Eric Sapirstein, ENS Resources, were present in the Board Room.

PUBLIC COMMENTS:

None.

Ms. Castro announced that Late Communication was received after the publication of the agenda, for a modification to the recommendation of Item No. 3 and the addition of an attachment, both were distributed to the Committee and made available to the public today.

REPORTS:

Chair Marick announced OC San's holiday schedule and stated that the December Board meeting would take place on December 17, one week earlier due to the holiday.

General Manager Rob Thompson did not provide a report.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES

[2025-4620](#)

Originator: Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held November 12, 2025.

AYES: Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

NOES: None

ABSENT: Melinda Liu and Jose Medrano

ABSTENTIONS: None

**2. PAYMENT OF ANNUAL NATIONAL POLLUTANT DISCHARGE
ELIMINATION SYSTEM PERMIT FEES**

[2025-4558](#)

Originator: Lan Wiborg

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

Approve payment to the State Water Resources Control Board in an amount not to exceed \$950,000 for the annual National Pollutant Discharge Elimination System ocean discharge permit fees for Fiscal Year 2025-2026.

AYES: Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

NOES: None

ABSENT: Melinda Liu and Jose Medrano

ABSTENTIONS: None

3. IBM MAXIMO EMERGENCY AND LEVEL 3 SUPPORT

[2025-4627](#)

Originator: Wally Ritchie

MOVED, SECONDED, AND DULY CARRIED TO:

A. Approve a Sole Source Purchase Order Agreement with Total Resource Management, Inc. to provide Emergency and Level 3 support for IBM Maximo software, for a total amount not to exceed \$160,000 for the period of January 1, 2026, through December 31, 2026, with four (4) optional one-year renewals; and

B. Approve an annual contingency of \$16,000 (10%).

AYES: Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

NOES: None

ABSENT: Melinda Liu and Jose Medrano

ABSTENTIONS: None

4. COOPERATIVE PROCUREMENT AGREEMENT

[2025-4630](#)

Originator: Wally Ritchie

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

Approve a Blanket Purchase Order with Insight Public Sector Inc. for the purchase of technology products, equipment, services and solutions using the cooperative OMNIA Contract No. 23-6692-03 for a total amount not to exceed \$1,200,000; for the term January 1, 2026, through December 31, 2026, in accordance with Ordinance No. OC SAN-61, Section 2.03(B) Cooperative Purchases; with two (2) optional one-year renewal options.

AYES: Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

NOES: None

ABSENT: Melinda Liu and Jose Medrano

ABSTENTIONS: None

NON-CONSENT:

Board Vice Chair Jon Dumitru stated a conflict of interest and recused himself from discussion and consideration of Item No. 5.

**5. ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
PREPAYMENT**

[2025-4574](#)

Originator: Wally Ritchie

Director of Finance Wally Ritchie introduced Finance Manager Ruth Zintzun who provided a verbal report of the item.

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

Approve prepayments of Orange County Employees Retirement System contributions in the amount of \$10.3 million, using funds from OC San's 115 Trust.

AYES: Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

NOES: None

ABSENT: Melinda Liu and Jose Medrano

ABSTENTIONS: None

RECUSED: Jon Dumitru

6. **LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF NOVEMBER 2025** [2025-4626](#)

Originator: Jennifer Cabral

Director of Communications Jennifer Cabral introduced Eric Sapirstein of ENS Resources who provided a PowerPoint presentation on the federal 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 November 2025.

AYES: Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, David Shawver, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

NOES: None

ABSENT: Melinda Liu and Jose Medrano

ABSTENTIONS: None

Director David Shawver left the meeting at 5:35 p.m.

7. **PUBLIC AFFAIRS STRATEGIC PLAN FOR FISCAL YEARS 2024-2026 MID-YEAR UPDATE** [2025-4633](#)

Originator: Jennifer Cabral

Director of Communications Jennifer Cabral introduced Public Affairs Supervisor Daisy Covarrubias who provided a PowerPoint presentation on the Mid-Year Update for the Public Affairs Strategic Plan for Fiscal Years 2024- 2026. The presentation included an overview of employee engagement initiatives, industry experts and media relations, agency branding, educational and construction outreach, legislative and government

affairs, next steps, and the recommendation.

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

Receive and file the Public Affairs Strategic Plan for Fiscal Years 2024- 2026 Mid-Year Update.

AYES: Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

NOES: None

ABSENT: Melinda Liu, Jose Medrano and David Shawver

ABSTENTIONS: None

8. **ADDITIONAL POSITION REQUESTS FOR FISCAL YEAR 2025-26** [2025-4583](#)

Originator: Laura Maravilla

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

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

Approve the addition of five (5) new positions and the upgrade of one (1) position for FY 2025-2026 as follows:

- A. Add two (2) Engineering Supervisors (Salary Grade SUP92);
- B. Add one (1) Senior Engineer (Salary Grade PRO88);
- C. Add one (1) Engineer (Salary Grade PRO84);
- D. Add one (1) Senior Planner/Scheduler (Salary Grade PRO84); and
- E. Upgrade one (1) Contract/Purchasing Technician (Salary Grade OCE67) to Buyer (Salary Grade PRO70).

AYES: Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

NOES: None

ABSENT: Melinda Liu, Jose Medrano and David Shawver

ABSTENTIONS: None

9. **PAYMENT AGREEMENT FOR CHARGES AND FEES OWED BY COLOR FASHION DYE AND FINISHING, LLC INDUSTRIAL WASTEWATER DISCHARGE PERMITTEE** [2025-4636](#)

Originator: Wally Ritchie

Mr. Ritchie introduced the item and introduced Ms. Zintzun who provided a verbal report of the item.

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

Approve the Payment Agreement for charges owed for user fees with Color Fashion Dye & Finishing, an Industrial Wastewater Discharge Permittee, in the amount of \$114,848.28, pending receipt of acceptable payment security.

AYES: Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

NOES: None

ABSENT: Melinda Liu, Jose Medrano and David Shawver

ABSTENTIONS: None

10. **INVEST AND/OR REINVEST ORANGE COUNTY SANITATION DISTRICT'S FUNDS AND ADOPT INVESTMENT POLICY STATEMENT** [2025-4637](#)

Originator: Wally Ritchie

Mr. Ritchie provided an overview of the item.

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

Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 25-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District, Authorizing the Orange County Sanitation District's Treasurer to Invest and/or Reinvest the Orange County Sanitation District's Funds, Adopting the Orange County Sanitation District's Investment Policy Statement and Performance Benchmarks, and Repealing Resolution No. OC SAN 24-14".

AYES: Jon Dumitru, Ryan Gallagher, Glenn Grandis, Christine Marick, Jordan Nefulda, Andrew Nguyen, Chad Wanke, Erik Weigand, John Withers and Jordan Wu

NOES: None

ABSENT: Melinda Liu, Jose Medrano and David Shawver

ABSTENTIONS: None

INFORMATION ITEMS:

Vice Chair Grandis stated a conflict of interest and left the room.

11. INFORMATION TECHNOLOGY UPDATES

[2025-4638](#)

Originator: Wally Ritchie

Mr. Ritchie introduced Information and Technology Manager Rob Michaels who provided a brief update regarding recent assessments of OC San's Information Technology.

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 5:50 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, February 11, 2026 at 5:00 p.m.

Submitted by:

Jackie Castro, CMC
Assistant Clerk of the Board