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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, March 13, 2024 at 5:00 p.m. in the Administration Building of the Orange County Sanitation District. Director Pat Burns 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, Rose Espinoza, Ryan Gallagher, Glenn Grandis, Farrah Khan, Christine Marick, Jordan Nefulda, Andrew Nguyen, Robbie Pitts, David Shawver, Chad Wanke and John Withers

**ABSENT:** Brad Avery

**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; Mortimer Caparas; Thys DeVries; Al Garcia; Tina Knapp; Rob Michaels; Perla Rodriguez; Thomas Vu; and Ruth Zintzun were present in the Board Room.

**OTHERS PRESENT:** Brad Hogin, General Counsel, was present in the Board Room.

**PUBLIC COMMENTS:**

None.

**REPORTS:**

Chair Marick and General Manager Rob Thompson did not provide a report.

**CONSENT CALENDAR:**

**1. APPROVAL OF MINUTES**

**[2024-3512](#)**

**Originator:** Kelly Lore

MOVED, SECONDED, AND DULY CARRIED TO:

Approve minutes of the Regular meeting of the Administration Committee held February 14, 2024.

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

**NON-CONSENT:**

**2. WASTEWATER REFUNDING REVENUE OBLIGATIONS, SERIES [2024-3423](#)  
2024A**

**Originator:** Wally Ritchie

Director of Finance Wally Ritchie provided a brief introduction to the item.

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

- A. Adopt Resolution No. OC SAN 24-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District authorizing the execution and delivery by the District of an Installment Purchase Agreement, a Trust Agreement, a Continuing Disclosure Agreement and an Escrow Agreement in connection with the Orange County Sanitation District Wastewater Refunding Revenue Obligations, Series 2024A, authorizing the execution and delivery of such Revenue Obligations evidencing principal in an aggregate amount of not to exceed \$157,605,000, approving a Notice of Intention to Sell, authorizing the distribution of an Official Notice Inviting Bids and an Official Statement in connection with the offering and sale of such Revenue Obligations and authorizing the execution of necessary documents and related actions"; and
- B. That the Orange County Sanitation District Financing Corporation approve the documents supporting and authorizing the Revenue Obligations in an aggregate amount not to exceed \$157,605,000.

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

**INFORMATION ITEMS:**

**3. FY 2024-25 AND 2025-26 ORANGE COUNTY SANITATION DISTRICT [2024-3378](#)  
BUDGET REVENUES AND RESERVES OVERVIEW**

**Originator:** Wally Ritchie

Director of Finance Wally Ritchie introduced the item and introduced Finance and Procurement Manager Ruth Zintzun who provided a PowerPoint presentation regarding the FY 2024-25 and FY 2025-26 revenues and reserves which included an overview of the four major revenue categories: fees and charges, general and other income, and debt financing. Ms. Zintzun also provided an overview of the reserve policy and key meeting dates.

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 5:09 p.m. to the next Regular Administration Committee meeting to be held on Wednesday, April 10, 2024 at 5:00 p.m.

Submitted by:

  
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Kelly A. Lore, MMC  
Clerk of the Board