



OPERATIONS COMMITTEE

Agenda Report

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File #: 2025-4491

Agenda Date: 9/24/2025

Agenda Item No: 9.

FROM: Robert Thompson, General Manager
Originator: Riaz Moinuddin, Director of Operations & Maintenance

SUBJECT:

MASTER REIMBURSEMENT AGREEMENT TO THE CITY OF SANTA ANA FOR MANHOLE FRAME AND COVER ADJUSTMENTS

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

- A. Approve the Master Reimbursement Agreement with the City of Santa Ana for Orange County Sanitation District manhole frame and cover adjustments within Santa Ana's Street Rehabilitation Projects, for a term of ten (10) years from the effective date, in a form approved by General Counsel, for a total not to exceed amount of \$150,000; and
- B. Approve a contingency of \$15,000 (10%).

BACKGROUND

The City of Santa Ana (City) routinely undertakes street improvement projects to enhance pavement quality and roadway safety. These projects generally include asphalt resurfacing and related upgrades within the existing right-of-way. This agreement sets up a ten-year plan to share costs for adjusting Orange County Sanitation District's (OC San) manholes during street improvement projects

OC San owns and maintains approximately 441 manholes within the City limits. As part of pavement resurfacing, these manholes often require elevation adjustments to meet final roadway grade. OC San is responsible for ensuring proper elevation to maintain both traffic safety and sewer system accessibility.

Including OC San's manhole adjustment work within the scope of the City's project will result in improved labor and time efficiency and cost-effectiveness, compared to performing the work separately. Under the agreement, OC San will reimburse the City for the work.

RELEVANT STANDARDS

- Protect OC San assets
- Maintain collaborative and cooperative relationships with regulators, stakeholders, and neighboring communities
- Maintain a culture of improving efficiency to reduce cost to provide the current service level or standard

PROBLEM

Without a Master Reimbursement Agreement, OC San must negotiate and execute separate reimbursement agreements for each qualifying City project. This repetitive process is labor-intensive, time-consuming, and can delay project delivery.

PROPOSED SOLUTION

Enter into a Master Reimbursement Agreement with the City of Santa Ana to standardize reimbursement terms and streamline the process for each qualifying project. Under the agreement, OC San will provide manhole frames, cover adjustments, and perform inspections to ensure construction meets OC San standards.

TIMING CONCERNS

N/A

RAMIFICATIONS OF NOT TAKING ACTION

If OC San takes no action, negotiating reimbursement agreements with the City for each project may cause delays. Public bidding to perform each project would likely increase costs due to restricted access to construction and additional street closures impacting the public.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

N/A

CEQA

The City will be responsible for CEQA compliance for all projects under Santa Ana's Street rehabilitation projects.

FINANCIAL CONSIDERATIONS

This request complies with the authority levels of the OC San's Purchasing Ordinance. This item has been budgeted (Budget FY 2024-25 and 2025-26, Section 6, Page 92, Collections Repair & Maintenance) and the budget is sufficient for this recommended action.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Master Reimbursement Agreement