



SPECIAL NOTICE
PUBLIC ATTENDANCE & PARTICIPATION AT PUBLIC MEETINGS
Administration Committee Meeting
Wednesday, May 14, 2025
5:00 p.m.

Your participation is always welcome. OC San offers several ways in which to interact during meetings. You will find information as to these opportunities below.

IN-PERSON MEETING ATTENDANCE

You may attend the meeting in-person at the following location:

Orange County Sanitation District
Headquarters
18480 Bandilier Circle
Fountain Valley, CA 92708

ONLINE MEETING PARTICIPATION

You may join the meeting live via Teams on your computer or similar device or web browser by using the link below:

[Click here to join the meeting](#)

We suggest testing joining a Teams meeting on your device prior to the commencement of the meeting. For recommendations, general guidance on using Teams, and instructions on joining a Teams meeting, [please click here](#).

Please mute yourself upon entry to the meeting. Please raise your hand if you wish to speak during the public comment section of the meeting. The Clerk of the Board will call upon you by using the name you joined with.

Meeting attendees are not provided the ability to make a presentation during the meeting. Please contact the Clerk of the Board at least 48 hours prior to the meeting if you wish to present any items. Additionally, camera feeds may be controlled by the meeting moderator to avoid inappropriate content.

HOW TO PARTICIPATE IN THE MEETING BY TELEPHONE

To join the meeting from your phone: Dial (213) 279-1455
When prompted, enter the Phone Conference ID: 989 568 782#

All meeting participants may be muted during the meeting to alleviate background noise. If you are muted, please use *6 to unmute. You may also mute yourself on your device.

Please raise your hand to speak by use *5, during the public comment section of the meeting. The Clerk of the Board will call upon you by using the last 4 digits of your phone number as identification.

NOTE: All attendees will be disconnected from the meeting at the beginning of Closed Session. If you would like to return to the Open Session portion of the meeting, please login or dial-in to the Teams meeting again and wait in the Lobby for admittance.

WATCH THE MEETING ONLINE

The meeting will be available for online viewing at:

<https://ocsd.legistar.com/Calendar.aspx>

SUBMIT A COMMENT

You may submit your comments and questions in writing for consideration in advance of the meeting by using the eComment feature available online at: <https://ocsd.legistar.com/Calendar.aspx> or sending them to OCSanClerk@ocsan.gov with the subject line "PUBLIC COMMENT ITEM # (insert the item number relevant to your comment)" or "PUBLIC COMMENT NON-AGENDA ITEM".

You may also submit comments and questions for consideration during the meeting by using the eComment feature available online at: <https://ocsd.legistar.com/Calendar.aspx>. The eComment feature will be available for the duration of the meeting.

All written public comments will be provided to the legislative body and may be read into the record or compiled as part of the record.

For any questions and/or concerns, please contact the Clerk of the Board's office at 714-593-7433. Thank you for your interest in OC San!

May 7, 2025

NOTICE OF REGULAR MEETING

**ADMINISTRATION COMMITTEE
ORANGE COUNTY SANITATION DISTRICT**

Wednesday, May 14, 2025 – 5:00 P.M.

**Headquarters
18480 Bandilier Circle
Fountain Valley, CA 92708**

ACCESSIBILITY FOR THE GENERAL PUBLIC

Your participation is always welcome. Specific information as to how to participate in this meeting is detailed on the Special Notice attached to this agenda. In general, OC San offers several ways in which to interact during this meeting: you may participate in person, join the meeting live via Teams on your computer or similar device or web browser, join the meeting live via telephone, view the meeting online, and/or submit comments for consideration before or during the meeting.

The Regular Meeting of the Administration Committee of the Orange County Sanitation District will be held at the above location and in the manner indicated on Wednesday, May 14, 2025 at 5:00 p.m.



Clerk of the Board

Serving:

Anaheim

Brea

Buena Park

Cypress

Fountain Valley

Fullerton

Garden Grove

Huntington Beach

Irvine

La Habra

La Palma

Los Alamitos

Newport Beach

Orange

Placentia

Santa Ana

Seal Beach

Stanton

Tustin

Villa Park

County of Orange

Costa Mesa
Sanitary District

Midway City
Sanitary District

Irvine Ranch
Water District

Yorba Linda
Water District



ADMINISTRATION COMMITTEE

Regular Meeting Agenda

Wednesday, May 14, 2025 - 5:00 PM

Board Room

Headquarters

18480 Bandilier Circle

Fountain Valley, CA 92708

(714) 593-7433

ACCOMMODATIONS FOR THE DISABLED: If you require any special disability related accommodations, please contact the Orange County Sanitation District (OC San) Clerk of the Board's office at (714) 593-7433 at least 72 hours prior to the scheduled meeting. Requests must specify the nature of the disability and the type of accommodation requested.

AGENDA POSTING: In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted outside OC San's Headquarters located at 18480 Bandilier Circle, Fountain Valley, California, and on the OC San's website at www.ocsan.gov not less than 72 hours prior to the meeting date and time above. All public records relating to each agenda item, including those distributed less than 72 hours prior to the meeting to a majority of the Board of Directors, are available for public inspection with the Clerk of the Board.

AGENDA DESCRIPTION: The agenda provides a brief general description of each item of business to be considered or discussed. The recommended action does not indicate what action will be taken. The Board of Directors may take any action which is deemed appropriate.

MEETING RECORDING: A recording of this meeting is available within 24 hours after adjournment of the meeting at <https://ocsd.legistar.com/Calendar.aspx> or by contacting the Clerk of the Board.

NOTICE TO DIRECTORS: To place items on the agenda for a Committee or Board Meeting, the item must be submitted to the Clerk of the Board: Kelly A. Lore, MMC, (714) 593-7433 / klore@ocsan.gov at least 14 days before the meeting. For any questions on the agenda, Board members may contact staff at:

General Manager: Rob Thompson, rthompson@ocsan.gov / (714) 593-7110

Asst. General Manager: Lorenzo Tyner, lttyner@ocsan.gov / (714) 593-7550

Director of Communications: Jennifer Cabral, jcabral@ocsan.gov / (714) 593-7581

Director of Engineering: Mike Dorman, mdorman@ocsan.gov / (714) 593-7014

Director of Environmental Services: Lan Wiborg, lwiborg@ocsan.gov / (714) 593-7450

Director of Finance: Wally Ritchie, writchie@ocsan.gov / (714) 593-7570

Director of Human Resources: Laura Maravilla, lmavilla@ocsan.gov / (714) 593-7007

Director of Operations & Maintenance: Riaz Moinuddin, rmoinuddin@ocsan.gov / (714) 593-7269

CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL AND DECLARATION OF QUORUM:**

Clerk of the Board

PUBLIC COMMENTS:

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REPORTS:

The Committee Chairperson and the General Manager may present verbal reports on miscellaneous matters of general interest to the Directors. These reports are for information only and require no action by the Directors.

CONSENT CALENDAR:

Consent Calendar Items are considered to be routine and will be enacted, by the Committee, after one motion, without discussion. Any items withdrawn from the Consent Calendar for separate discussion will be considered in the regular order of business.

1. APPROVAL OF MINUTES [2025-4253](#)**RECOMMENDATION:**

Approve minutes of the Special meeting of the Administration Committee held April 9, 2025.

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[04-09-2025 Administration Committee Meeting Minutes](#)

2. CONSOLIDATED FINANCIAL REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2025 [2024-3833](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District Third Quarter Financial Report for the period ended March 31, 2025.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Third Quarter Financial Report](#)

3. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST [2025-4268](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Receive and file Orange County Sanitation District (OC San) purchases made under the General Manager's authority for the period of January 1, 2025 to March 31, 2025; and
- B. Approve the following additions to the pre-approved Original Equipment Manufacturers (OEM) Sole Source List:
 - MANITOWOC CRANE - Crane and Heavy Equipment Parts and Service
 - MODEC USA INC - Portable Valve Actuators and Associated Equipment
 - PITBULL INDUSTRIAL PUMPS - Pumps and Parts
 - SPAANS BABCOCK - Parts and Equipment

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

4. MIGRATE PRIMAVERA P6 PROFESSIONAL TO PRIMAVERA P6 ENTERPRISE PROJECT PORTFOLIO MANAGEMENT [2025-4260](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Purchase Order Contract to Mythics VIII, LLC for the purchase of Primavera P6 Enterprise Project Portfolio Management software licenses, utilizing the cooperative OMNIA Contract No. 182233-002 for a total amount not to exceed \$112,728;
- B. Approve a Purchase Order Contract to Mythics VIII, LLC for Phase II Primavera Migration Services utilizing the cooperative OMNIA Contract No. 182233-002, for a total amount not to exceed \$121,599;
- C. Approve a Purchase Order Contract to Carahsoft Technology Corp., for Phase III Primavera P6 Enterprise Project Portfolio Management system integrations utilizing Naspo ValuePoint Master Contract AR2472-CAR001-101, for a total amount not to exceed \$101,271; and
- D. Approve a 10% contingency for each contract.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

5. INTERNAL AUDIT UPDATE [2025-4281](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District Enterprise Risk Assessment Report.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Enterprise Risk Assessment Report - April 2025](#)
[Presentation - Enterprise Risk Assessment](#)

6. PURCHASE ORDER FOR CALIFORNIA RECREATION COMPANY MARINA SLIP RENTAL AGREEMENT [2025-4223](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a purchase order to California Recreation Company (CRC) Marinas for the rental of an end tie boat slip in Newport Beach Harbor, in an amount not to exceed \$159,794 for the period of July 1, 2025, through June 30, 2026, with nine (9) optional one-year renewals; and
- B. Approve an annual increase not to exceed 10% of the previous year's amount.

Originator: Lan Wiborg

Attachments: [Agenda Report](#)

7. OCEAN ACIDIFICATION AND HYPOXIA MINI-MOORING [2025-4225](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Sole Source Service Contract with The Regents of the University of California on behalf of its San Diego campus' Scripps Institution of Oceanography to build and maintain an ocean acidification and hypoxia (OAH) mini-mooring and to provide field and data support, in an amount not to exceed \$290,000 for the period July 1, 2025, to June 30, 2026;
- B. Approve three (3) optional one-year renewals to maintain and calibrate the mini-mooring sensors as well as provide field and data support, in an amount not to exceed \$130,000 for each renewal; and
- C. Approve a 10% contingency per year.

Originator: Lan Wiborg

Attachments: [Agenda Report](#)
[Draft Sole Source Service Contract](#)

8. TRIPLE QUADRUPOLE INDUCTIVELY COUPLED PLASMA MASS SPECTROMETER [2025-4262](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Purchase Order to Avantor (VWR) for the purchase of a Triple Quadrupole Inductively Coupled Plasma Mass Spectrometer (TQ-ICP/MS) System using NASPO Master Agreement No. MA2024005 for a total amount not to exceed \$328,000; and
- B. Approve a contingency of \$16,400 (5%).

Originator: Lan Wiborg

Attachments: [Agenda Report](#)

9. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF APRIL 2025 [2025-4152](#)

RECOMMENDATION: Recommend to the Board of Directors to:

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

Originator: Jennifer Cabral

Attachments: [Agenda Report](#)
[Outreach and Media Report for April 2025](#)

10. ELECTRONIC RECORDING MEMORANDUM OF UNDERSTANDING COUNTY OF ORANGE CLERK-RECORDER'S OFFICE [2025-4025](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve the Memorandum of Understanding with the counties of Los Angeles, Orange, Riverside, and San Bernardino, for the use of the Statewide Electronic Courier Universal Recording Environment (SECURE) Government to Government (G2G) Portal for a term of five (5) years beginning June 15, 2025 through June 15, 2030; and
- B. Authorize the Clerk of the Board, or designee, to transmit/record any and all required Orange County Sanitation District real property documents in an electronic format with the County of Orange Clerk-Recorder's Office.

Originator: Jennifer Cabral

Attachments: [Agenda Report](#)
[MOU - SECURE G2G Portal](#)

11. IBM TIVOLI MAXIMO ANNUAL SUBSCRIPTION AND SUPPORT, [2025-4272](#)
SPECIFICATION NO. S-2025-681BD

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Purchase Order Contract to Lantrasoft, Inc. to purchase IBM Tivoli Maximo application point licenses, Specification No. S-2025-681BD, for a total amount not to exceed \$290,000; with four (4) one-year renewal options; and
- B. Approve an annual contingency in the amount of \$43,500 (15%).

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

NON-CONSENT:**12. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF APRIL 2025 [2025-4139](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

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

Originator: Jennifer Cabral

Attachments: [Agenda Report](#)
[Federal Legislative Update](#)
[Federal Matrix](#)
[State Legislative Update](#)
[State Matrix](#)
[Local Legislative Update](#)
[Presentation - State Legislative Update](#)

13. ADOPT ORANGE COUNTY SANITATION DISTRICT'S DEBT POLICY [2025-4214](#)

RECOMMENDATION: 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 Adopting the Orange County Sanitation District's Debt Policy and Repealing Resolution No. OC SAN 23-22".

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[OC San Debt Policy \(Clean\)](#)
[OC San Debt Policy \(Redline\)](#)
[Proposed Resolution No. OC SAN 25-XX](#)

INFORMATION ITEMS:

- 14. INSURANCE UPDATE** [2025-4246](#)
RECOMMENDATION:
Information Item.
Originator: Wally Ritchie
Attachments: [Agenda Report](#)
[Presentation - Insurance Update](#)
- 15. FY 2025-26 CAPITAL IMPROVEMENT PROGRAM BUDGET UPDATE** [2025-4285](#)
RECOMMENDATION:
Information Item.
Originator: Mike Dorman
Attachments: [Agenda Report](#)
[Presentation - FY 2025-26 CIP Budget Update](#)
- 16. OC SAN - OPERATIONS & MAINTENANCE WASTEWATER 101 PART 1: TREATMENT AND RECYCLING** [2025-4286](#)
RECOMMENDATION:
Information Item.
Originator: Riaz Moinuddin
Attachments: [Agenda Report](#)
[Presentation - Wastewater Treatment Process](#)
- 17. STRATEGIC PLANNING - CORE VALUES** [2025-4287](#)
RECOMMENDATION:
Information Item.
Originator: Laura Maravilla
Attachments: [Agenda Report](#)
[OC San's 2023 Strategic Plan](#)
[General Manager's FY 2024-25 Work Plan](#)
[Presentation - Core Values](#)

DEPARTMENT HEAD REPORTS:**CLOSED SESSION:**

During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chairperson may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government Code Sections 54956.8, 54956.9, 54957 or 54957.6, as noted.

Reports relating to (a) purchase and sale of real property; (b) matters of pending or potential litigation; (c) employment actions or negotiations with employee representatives; or which are exempt from public disclosure under the California Public Records Act, may be reviewed by the Board during a permitted closed session and are not available for public inspection. At such time the Board takes final action on any of these subjects, the minutes will reflect all required disclosures of information.

CONVENE IN CLOSED SESSION.**CS-1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS -
GOVERNMENT CODE SECTION 54956.8**[2025-4279](#)

RECOMMENDATION: Convene in Closed Session:

Property: 10700 Spencer Street, Fountain Valley, CA - APN No.156-154-07 and 156-163-16.

Agency negotiators: General Manager Rob Thompson; Assistant General Manager Lorenzo Tyner; and Director of Finance Wally Ritchie.

Negotiating parties: Shabtai Itzhak Tr Ins Tr

Under negotiation: Price and terms of payment

Attachments: [Agenda Report](#)
[Administration CS Memo re Real Property 05-14-25](#)

RECONVENE IN REGULAR SESSION.**CONSIDERATION OF ACTION, IF ANY, ON MATTERS CONSIDERED IN CLOSED SESSION:****OTHER BUSINESS AND COMMUNICATIONS OR SUPPLEMENTAL AGENDA ITEMS, IF ANY:****BOARD OF DIRECTORS INITIATED ITEMS FOR A FUTURE MEETING:**

At this time Directors may request staff to place an item on a future agenda.

ADJOURNMENT:

Adjourn the meeting until the Regular Meeting of the Administration Committee on June 11, 2025 at 5:00 p.m.