



ORANGE COUNTY SANITATION DISTRICT

**NOTICE OF REGULAR MEETING AGENDA
PUBLIC PARTICIPATION NOTICE**

**ORANGE COUNTY SANITATION DISTRICT
ADMINISTRATION COMMITTEE**

MAY 13, 2026 - 5:00 PM

ACCESSIBILITY FOR THE GENERAL PUBLIC

Your participation is always welcome. OC San offers several ways in which to interact during this meeting.

MEETING PARTICIPATION INSTRUCTIONS

Details on how to participate can be found on our website at www.ocsan.gov

IN-PERSON MEETING ATTENDANCE

OC San Headquarters: 18480 Bandilier Circle, Fountain Valley, CA 92708

ONLINE MEETING PARTICIPATION

Join the live meeting on Teams: [Join the meeting now](#)

PARTICIPATE BY TELEPHONE

Dial: (213) 279-1455
Phone Conference ID: 256 644 72#

WATCH THE MEETING ONLINE

The meeting will be available for online viewing at: <https://ocsd.legistar.com/Calendar.aspx>

SUBMIT A COMMENT

Online at: <https://ocsd.legistar.com/Calendar.aspx> or by emailing: OCSanClerk@ocsan.gov

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!



ADMINISTRATION COMMITTEE

Regular Meeting Agenda

Wednesday, May 13, 2026 - 5:00 PM

Headquarters - Board Room

18480 Bandilier Circle

Fountain Valley, CA 92708

(714) 593-7433

[View Current Board of Directors](#)

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 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.

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

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 / kllore@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, ltyner@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

[Upcoming Meeting Dates](#)

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

Clerk of the Board

PUBLIC COMMENTS:

Your participation is always welcome. Specific information as to how to participate in a meeting is detailed in the Special Notice attached to this agenda. In general, OC San offers several ways in which to interact during meetings: 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.

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 [2026-4732](#)**RECOMMENDATION:**

Approve minutes of the Regular meeting of the Administration Committee held April 8, 2026.

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[04-08-2026 Administration Committee Minutes](#)

2. CONSOLIDATED FINANCIAL REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2026 [2026-4749](#)

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, 2026.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[FY 2025-26 Third Quarter Financial Report](#)

3. TREASURER'S REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2026 [2026-4750](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District Third Quarter Treasurer's Report for the period ended March 31, 2026.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Third Quarter Treasurer's Report for the period ended March 31, 2026](#)

4. PROJECT MANAGEMENT ON WEB MAINTENANCE AND SUPPORT RENEWAL [2026-4861](#)

RECOMMENDATION: Recommend to the Board of Directors to:

A. Approve a three-year Sole Source Purchase Order Contract with PMWeb Inc. for maintenance and support of Project Management on Web (PMWeb) application, for a total amount not to exceed \$468,600; and

B. Approve a contingency of \$46,860 (10%).

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

5. CAPITAL FACILITY CAPACITY CHARGE SUPPORT SERVICES, SPECIFICATION NO. CS-2026-717BD [2026-4882](#)

RECOMMENDATION:

A. Approve a Professional Consultant Services Agreement to CityTech Solutions, Inc. to perform Capital Facility Capacity Charge (CFCC) Support Services, Specification No. CS-2026-717BD, for a total amount not to exceed \$178,970; and

B. Approve a contingency of \$17,897 (10%).

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[PCSA CS-2026-717BD](#)

6. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF APRIL 2026 [2026-4887](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Public Affairs Update for the month of April 2026.

Originator: Jennifer Cabral

Attachments: [Agenda Report](#)
[Outreach and Media Report for April 2026](#)

7. LIQUID CHROMATOGRAPH-TRIPLE QUADRUPOLE MASS SPECTROMETER (LC-MS/MS) [2026-4894](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve a Sole Source Purchase Order to Agilent Technologies for the purchase of a replacement Liquid Chromatograph-Triple Quadrupole Mass Spectrometer (LC-MS/MS) System for a total amount not to exceed \$453,000.

Originator: Lan Wiborg

Attachments: [Agenda Report](#)

8. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST [2026-4895](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Receive and file Orange County Sanitation District purchases made under the General Manager's authority for the period of January 1, 2026, to March 31, 2026; and
- B. Approve the following additions to the pre-approved Original Equipment Manufacturers (OEM) Sole Source List:
 - FLIR Systems - Infrared Cameras
 - SIPCO Mechanical Linkage Solutions - Clarifier Gearboxes
 - SUEZ WTS/Veolia WTS/Infilco Degremont - Bar Screen Repair Parts
 - VOYA Financial - 401(A) Retirement Plan

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

NON-CONSENT:**9. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF APRIL 2026 [2026-4876](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Legislative Affairs Update for the month of April 2026.

Originator: Jennifer Cabral

Attachments: [Agenda Report](#)
[Federal Legislative Update](#)
[Federal Matrix](#)
[State Legislative Update](#)
[State Matrix](#)
[Local Legislative Update](#)
[AB 2777 Coalition Letter of Support](#)
[AB 2777 Bill Language](#)
[Presentation - State Update](#)

10. PROPOSED OUTREACH STRATEGY FOR ANTICIPATED RATE PLAN ADJUSTMENTS [2026-4875](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve the proposed Outreach Strategy for the anticipated rate plan adjustments.

Originator: Jennifer Cabral

Attachments: [Agenda Report](#)
[Presentation - Rate Setting Outreach Strategy](#)

11. PUBLIC AFFAIRS PROPOSED STRATEGIC PLAN FOR FISCAL YEARS 2026-2028 [2026-4893](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Public Affairs Proposed Strategic Plan for Fiscal Years 2026-2028.

Originator: Jennifer Cabral

Attachments: [Agenda Report](#)
[Proposed Public Affairs Strategic Plan FY 2026-28](#)
[Presentation - PAO Strat Plan FY26-28](#)

12. JANITORIAL & FLOOR MAINTENANCE SERVICES, SPECIFICATION NO. S-2024-646BD [2026-4862](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a one-time contingency increase of \$63,697 (4.6%) to the General-Services Contract with Gamboa Services Inc., DBA Corporate Image Maintenance, for Janitorial & Floor Maintenance Services at Headquarters and Plant Nos. 1 and 2, Specification No. S-2024-646BD, for the period April 1, 2026, through March 31, 2027, for a revised contingency amount not to exceed \$203,859 (14.6%), resulting in a new annual contract amount of \$1,605,482; and
- B. Approve an annual contingency not to exceed 20% for all remaining renewal periods and tie each to General Prevailing Wage Determination made by the Director of Industrial Relations, pursuant to California Public Utilities Code Sections 465, 466, and 467.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)

13. INTERNAL AUDIT UPDATE

[2026-4881](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Succession Planning and Supply Chain and Vendor Management Audit Reports prepared by Macias, Gini & O'Connell LLP.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Succession Planning Audit Report](#)
[Supply Chain and Vendor Mgmt. Audit Report](#)
[Presentation - Internal Audit Update](#)

INFORMATION ITEMS:

14. INSURANCE UPDATE

[2026-4672](#)

RECOMMENDATION:

Information Item.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Presentation - FY26-27 Insurance Update](#)

**15. FY 2026-27 AND 2027-28 CAPITAL IMPROVEMENT PROGRAM
BUDGET EXPENDITURES**

[2026-4899](#)

RECOMMENDATION:

Information Item.

Originator: Mike Dorman

Attachments: [Agenda Report](#)
[Presentation - FY26-27 and FY27-28 CIP Budget](#)

16. ENGINEERING CONTRACTS

2026-4900

RECOMMENDATION:

Information Item.

Originator: Mike Dorman

Attachments: [Agenda Report](#)
[Presentation - Engineering Contracts](#)

DEPARTMENT HEAD REPORTS:

CLOSED SESSION:

None.

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 10, 2026 at 5:00 p.m.

AFFIDAVIT OF POSTING:

I hereby certify under penalty of perjury and as required by the State of California, Government Code § 54954.2(a), that the foregoing Agenda was posted online at www.ocsan.gov, in the lobby, and outside the main door of Orange County Sanitation District Headquarters at 18480 Bandilier Cir. Fountain Valley, CA 92708 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.

/s/ Kelly A. Lore, MMC
Clerk of the Board
May 7, 2026