



SPECIAL NOTICE
PUBLIC ATTENDANCE & PARTICIPATION AT PUBLIC MEETINGS
Administration Committee Meeting
Wednesday, October 8, 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: 309 571 644#

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 using *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!

October 1, 2025

NOTICE OF REGULAR MEETING

ADMINISTRATION COMMITTEE ORANGE COUNTY SANITATION DISTRICT

Wednesday, October 8, 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, October 8, 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, October 8, 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, 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

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**[2025-4516](#)****RECOMMENDATION:**

Approve minutes of the Regular meeting of the Administration Committee held September 10, 2025.

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[09-10-2025 Administration Committee Meeting Minutes](#)

**2. NETWORK TAPS FOR INDUSTRIAL CONTROL SYSTEM (ICS)
NETWORK AND OFFICE NETWORK****[2025-4513](#)****RECOMMENDATION:** Recommend to the Board of Directors to:

- A. Approve a Purchase Order Contract to Insight Public Sector, Inc. for the purchase of Network Test Access Points for the Industrial Control System (ICS) network and Office network utilizing the OMNIA Cooperative Purchasing Agreement, Contract No. 23-6692-03, for a total amount not to exceed \$250,231 (Includes Sales Tax); and

B. Approve a contingency in the amount of \$25,023 (10%).

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

NON-CONSENT:

3. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF SEPTEMBER 2025 [2025-4514](#)

RECOMMENDATION: Recommend to the Board of Directors to:

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

Originator: Jennifer Cabral

Attachments: [Agenda Report](#)
[Federal Update](#)
[Federal Matrix](#)
[State Update](#)
[State Matrix](#)
[Local Update](#)
[Legislative and Regulatory Plan 2026 Near Final Draft](#)
[2025-09-17 Support SB 682 - Gov. Newsom](#)
[Presentation - WPAA](#)
[Presentation - OC San](#)

4. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF SEPTEMBER 2025 [2025-4526](#)

RECOMMENDATION: Recommend to the Board of Directors to:

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

Originator: Jennifer Cabral

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

5. SECURITY SERVICES BID EVALUATION CRITERIA [2025-4528](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve the bid evaluation criteria to support the upcoming competitive solicitation process for contracted security services:

PROPOSED EVALUATION CRITERIA PROPOSED WEIGHT

1. Firm Background, Qualifications, Experience and References 30%

- 2. Security Officer Qualifications, Screening, Training 25%
- 3. Work Plan 30%
- 4. Completeness of Response/Degree of Compliance 5%
- 5. Cost 10%

Originator: Laura Maravilla

Attachments: [Agenda Report](#)
[Presentation](#)

6. INTERNAL AUDIT UPDATE [2025-4532](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the IT Governance Internal Audit Report.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[IT Governance Internal Audit Report](#)
[Presentation](#)

INFORMATION ITEMS:

7. ORANGE COUNTY SANITATION DISTRICT HUMAN RESOURCES DEPARTMENT OVERVIEW [2025-4529](#)

RECOMMENDATION:

Information Item.

Originator: Laura Maravilla

Attachments: [Agenda Report](#)
[Presentation](#)

8. ENGINEERING DEPARTMENT STAFFING PLAN [2025-4533](#)

RECOMMENDATION:

Information item.

Originator: Mike Dorman

Attachments: [Agenda Report](#)
[Engineering Department 2025 Staffing Plan](#)
[Presentation](#)

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 November 12, 2025 at 5:00 p.m.

AFFIDAVIT OF PUBLICATION

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
October 1, 2025