



**SPECIAL NOTICE**  
**PUBLIC ATTENDANCE & PARTICIPATION AT PUBLIC MEETINGS**  
***Administration Committee Meeting***  
***Wednesday, November 13, 2024***  
***5:00 p.m.***

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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: 783 888 6#

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](mailto: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!*



18480 Bandilier Circle  
 Fountain Valley, CA 92708  
 714.962.2411  
 www.ocsan.gov

November 6, 2024

**NOTICE OF REGULAR MEETING**

**ADMINISTRATION COMMITTEE  
 ORANGE COUNTY SANITATION DISTRICT**

**Wednesday, November 13, 2024 – 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, November 13, 2024 at 5:00 p.m.

  
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 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, November 13, 2024 - 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](http://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](mailto: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](mailto:rthompson@ocsan.gov) / (714) 593-7110  
Asst. General Manager: Lorenzo Tyner, [ltwyner@ocsan.gov](mailto:ltwyner@ocsan.gov) / (714) 593-7550  
Director of Communications: Jennifer Cabral, [jcabral@ocsan.gov](mailto:jcabral@ocsan.gov) / (714) 593-7581  
Director of Engineering: Mike Dorman, [mdorman@ocsan.gov](mailto:mdorman@ocsan.gov) / (714) 593-7014  
Director of Environmental Services: Lan Wiborg, [lwiborg@ocsan.gov](mailto:lwiborg@ocsan.gov) / (714) 593-7450  
Director of Finance: Wally Ritchie, [writchie@ocsan.gov](mailto:writchie@ocsan.gov) / (714) 593-7570  
Director of Human Resources: Laura Maravilla, [lmavilla@ocsan.gov](mailto:lmavilla@ocsan.gov) / (714) 593-7007  
Director of Operations & Maintenance: Riaz Moinuddin, [rmoinuddin@ocsan.gov](mailto:rmoinuddin@ocsan.gov) / (714) 593-7269

**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 [2024-3919](#)**

**RECOMMENDATION:**

Approve minutes of the Regular meeting of the Administration Committee held October 9, 2024.

**Originator:** Kelly Lore

**Attachments:** [Agenda Report](#)  
[10-09-2024 Administration Committee Meeting Minutes](#)

**2. CONSOLIDATED FINANCIAL REPORT FOR THE FIRST QUARTER ENDED SEPTEMBER 30, 2024 [2024-3799](#)**

**RECOMMENDATION:** Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District First Quarter Financial Report for the period ended September 30, 2024.

**Originator:** Wally Ritchie

**Attachments:** [Agenda Report](#)  
[First Quarter Financial Report for the period ended September 30, 2024](#)

**3. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF OCTOBER 2024 [2024-3803](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Public Affairs Update for the month of October 2024.

**Originator:** Jennifer Cabral

**Attachments:** [Agenda Report](#)  
[Outreach and Media Report - October 2024](#)

**4. RENEWAL OF ESRI GIS ENTERPRISE LICENSE AGREEMENT SUBSCRIPTION AND SUPPORT [2024-3889](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

A. Approve Amendment No. 3 of Agreement 334620 with Environmental Systems Research Institute, Inc. for the renewal of the Sole Source GIS Enterprise License Agreement, for a three-year period commencing December 31, 2024, through December 30, 2027, for a total amount not to exceed \$494,000; and

B. Approve a not to exceed contingency of \$24,700 (5%).

**Originator:** Wally Ritchie

**Attachments:** [Agenda Report](#)  
[ESRI GIS Enterprise License Agreement \(Amendment No. 3\)](#)

**5. CONTINGENCY INCREASE FOR ANNUAL TRUE-UP OF MICROSOFT ENTERPRISE LICENSE AGREEMENT (ELA) FOR MICROSOFT ENTERPRISE SOFTWARE LICENSES [2024-3899](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Approve a contingency increase of \$525,748 (36%) to the existing Contract for annual true-up of the Microsoft ELA for a new total contingency amount of \$746,322 (51%).

**Originator:** Wally Ritchie

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

6. **MICROSOFT ENTERPRISE LICENSE AGREEMENT (ELA) FOR MICROSOFT ENTERPRISE SOFTWARE LICENSES** [2024-3915](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Purchase Order for a three-year contract to purchase Microsoft Enterprise licenses under the Microsoft ELA in accordance with Microsoft Volume Enterprise Enrollment - for State and Local government, Riverside County Master Licensing Agreement 01E73970, payable annually and with a contract expiration date of December 31, 2027, for a total amount not to exceed \$2,255,657; and
- B. Approve a contingency of \$451,131 (20%).

**Originator:** Wally Ritchie

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

7. **GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST** [2024-3923](#)

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 July 1, 2024 to September 30, 2024; and
- B. Approve the following additions to the pre-approved Original Equipment Manufacturers (OEM) Sole Source List:
- ROCKWELL ENGINEERING & EQUIPMENT CO - Horizontal Pump (*Replaces OEM Manufacturer VAUGHAN COMPANY, INC. - Designated Representative*)
  - VEOLIA WTS SERVICES USA, INC. - Bar Screen Repair Parts (*Replaces OEM Manufacturer SUEZ WTS/ VEOLIA WTS - Name Change*).

**Originator:** Wally Ritchie

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

8. **TRIPLE QUADRUPOLE GAS CHROMATOGRAPH MASS SPECTROMETER (TQ-GC/MS) SYSTEM** [2024-3925](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve a Purchase Order to VWR International, LLC for the purchase of a Triple Quadrupole Gas Chromatograph Mass Spectrometer (TQ-GC/MS) System using NASPO Master Agreement No. MA2024005 for a total amount not to exceed \$325,947.

**Originator:** Lan Wiborg

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

**9. 2025 LEGISLATIVE AND REGULATORY PLAN [2024-3897](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt the Orange County Sanitation District 2025 Legislative and Regulatory Plan.

**Originator:** Jennifer Cabral

**Attachments:** [Agenda Report](#)  
[OC San 2025 Legislative & Regulatory Plan](#)

**NON-CONSENT:**

**10. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF OCTOBER 2024 [2024-3791](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Legislative Affairs Update for the month October 2024.

**Originator:** Jennifer Cabral

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

**11. ORANGE COUNTY SANITATION DISTRICT ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024 [2024-3807](#)**

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District's (OC San) Annual Comprehensive Financial Report for the year ended June 30, 2024, prepared by staff and audited by Davis Farr, Certified Public Accountants, along with the following reports prepared by Davis Farr:

1. Report to the Board of Directors;
2. Independent Accountants' Report on Agreed-Upon Procedures Applied to Appropriations Limit Worksheets; and



3. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.

**Originator:** Wally Ritchie

**Attachments:** [Agenda Report](#)  
[Report to the Board of Directors](#)  
[Independent Accountant's Report on Applying Agreed-Upon Procedures Related to Appropriations Limit Calculation](#)  
[Report on Internal Control Over Financial Reporting](#)  
[Annual Comprehensive Financial Report for the Year Ended June 30, 2024](#)  
[Presentation - 2024 ACFR & Davis Farr Audit Results](#)

**12. ORANGE COUNTY SANITATION DISTRICT POPULAR ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024** [2024-3895](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District Popular Annual Financial Report for the year ended June 30, 2024.

**Originator:** Wally Ritchie

**Attachments:** [Agenda Report](#)  
[Popular Annual Financial Report 6-30-2024](#)

**INFORMATION ITEMS:**

**13. EMPLOYEE ENGAGEMENT SURVEY RESULTS** [2024-3924](#)

RECOMMENDATION:

Information item.

**Originator:** Jennifer Cabral

**Attachments:** [Agenda Report](#)  
[Presentation - Employee Engagement Survey Results](#)

**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 December 11, 2024 at 5:00 p.m.