



SPECIAL NOTICE
PUBLIC ATTENDANCE & PARTICIPATION AT PUBLIC MEETINGS
Administration Committee Meeting
Wednesday, December 10, 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: 837 038 149#

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!

December 3, 2025

NOTICE OF REGULAR MEETING

ADMINISTRATION COMMITTEE ORANGE COUNTY SANITATION DISTRICT

Wednesday, December 10, 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, December 10, 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, December 10, 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, ltwyner@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 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 [2025-4620](#)**RECOMMENDATION:**

Approve minutes of the Regular meeting of the Administration Committee held November 12, 2025.

Originator: Kelly Lore

Attachments: [11-12-2025 Administration Committee Meeting Minutes](#)

2. PAYMENT OF ANNUAL NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT FEES [2025-4558](#)**RECOMMENDATION:** Recommend to the Board of Directors to:

Approve payment to the State Water Resources Control Board in an amount not to exceed \$950,000 for the annual National Pollutant Discharge Elimination System ocean discharge permit fees for Fiscal Year 2025-2026.

Originator: Lan Wiborg

Attachments: [Agenda Report](#)

3. IBM MAXIMO EMERGENCY AND LEVEL 3 SUPPORT

[2025-4627](#)

RECOMMENDATION:

A. Approve a Sole Source Purchase Order Agreement with Total Resource Management, Inc. to provide Emergency and Level 3 support for IBM Maximo software, for a total amount not to exceed \$160,000 for the period of January 1, 2026, through December 31, 2026, with four (4) optional one-year renewals; and

B. Approve an annual contingency of \$16,000 (10%).

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

4. COOPERATIVE PROCUREMENT AGREEMENT

[2025-4630](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve a Blanket Purchase Order with Insight Public Sector Inc. for the purchase of technology products, equipment, services and solutions using the cooperative OMNIA Contract No. 23-6692-03 for a total amount not to exceed \$1,200,000; for the term January 1, 2026, through December 31, 2026, in accordance with Ordinance No. OC SAN-61, Section 2.03(B) Cooperative Purchases; with two (2) optional one-year renewal options.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

NON-CONSENT:

**5. ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
PREPAYMENT**

[2025-4574](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve prepayments of Orange County Employees Retirement System contributions in the amount of \$10.3 million, using funds from OC San's 115 Trust.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

6. **LEGISLATIVE AFFAIRS UPDATE FOR THE MONTH OF NOVEMBER 2025** [2025-4626](#)

RECOMMENDATION: Recommend to the Board of Directors to:

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

Originator: Jennifer Cabral

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

7. **PUBLIC AFFAIRS STRATEGIC PLAN FOR FISCAL YEARS 2024-2026 MID-YEAR UPDATE** [2025-4633](#)

RECOMMENDATION:

Receive and file the Public Affairs Strategic Plan for Fiscal Years 2024- 2026 Mid-Year Update.

Originator: Jennifer Cabral

Attachments: [Agenda Report](#)
[Public Affairs Strategic Plan for FY 2024-26](#)
[Presentation](#)

8. **ADDITIONAL POSITION REQUESTS FOR FISCAL YEAR 2025-26** [2025-4583](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve the addition of five (5) new positions and the upgrade of one (1) position for FY 2025-2026 as follows:

- A. Add two (2) Engineering Supervisors (Salary Grade SUP92);
- B. Add one (1) Senior Engineer (Salary Grade PRO88);
- C. Add one (1) Engineer (Salary Grade PRO84);
- D. Add one (1) Senior Planner/Scheduler (Salary Grade PRO84); and
- E. Upgrade one (1) Contract/Purchasing Technician (Salary Grade OCE67) to Buyer (Salary Grade PRO70).

Originator: Laura Maravilla

Attachments: [Agenda Report](#)

9. PAYMENT AGREEMENT FOR CHARGES AND FEES OWED BY COLOR FASHION DYE AND FINISHING, LLC INDUSTRIAL WASTEWATER DISCHARGE PERMITTEE [2025-4636](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Approve the Payment Agreement for charges owed for user fees with Color Fashion Dye & Finishing, an Industrial Wastewater Discharge Permittee, in the amount of \$114,848.28, pending receipt of acceptable payment security.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Color Fashion Dye Finishing Payment Agreement DRAFT](#)

10. INVEST AND/OR REINVEST ORANGE COUNTY SANITATION DISTRICT'S FUNDS AND ADOPT INVESTMENT POLICY STATEMENT [2025-4637](#)

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, Authorizing the Orange County Sanitation District's Treasurer to Invest and/or Reinvest the Orange County Sanitation District's Funds, Adopting the Orange County Sanitation District's Investment Policy Statement and Performance Benchmarks, and Repealing Resolution No. OC SAN 24-14".

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Orange County Sanitation District Calendar Year 2025 Investment Policy Statement \(Redline\)](#)
[Orange County Sanitation District Calendar Year 2026 Investment Policy Statement \(Clean\)](#)
[Proposed Resolution OC SAN No. 25-XX](#)

INFORMATION ITEMS:

11. INFORMATION TECHNOLOGY UPDATES [2025-4638](#)

RECOMMENDATION:

Information Item.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

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 February 11, 2026 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
December 3, 2025