



NOTICE OF REGULAR MEETING AGENDA PUBLIC PARTICIPATION NOTICE

ORANGE COUNTY SANITATION DISTRICT ADMINISTRATION COMMITTEE

FEBRUARY 11, 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: 154 380 794#

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, February 11, 2026 - 5:00 PM

Headquarters - Board Room

18480 Bandelier 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 / 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, Ityner@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, lmaravilla@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**2026-4729****RECOMMENDATION:**

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

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[12-10-2025 Administration Committee Meeting Minutes](#)

**2. UPDATE TO RECORDS MANAGEMENT PROGRAM PROCEDURES
AND RECORDS RETENTION SCHEDULE RESOLUTION****2025-4628**

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 26-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Adopting the Records Management Program Procedures and Records Retention Schedule, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OC SAN 24-15".

Originator: Jennifer Cabral

Attachments: [Agenda Report](#)
[Resolution No. OC SAN 26-XX](#)
[2026 Procedure Manual - Redline](#)
[2026 Procedure Manual - Clean](#)

3. THICKENING AND DEWATERING BUILDING HVAC REPLACEMENT AT PLANT NO. 1 [2025-4634](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Purchase Order Contract and a Master Turnkey Agreement with Trane U.S. Inc. for HVAC replacement at the Thickening and Dewatering Building at Plant No. 1, using the OMNIA Partners (formerly National IPA) Cooperative Contract No. 3341 for a total amount not to exceed \$546,525; and
- B. Approve a contingency of \$54,652 (10%).

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Master Turnkey Agreement](#)

4. 2026 CONFLICT OF INTEREST CODE [2026-4660](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 26-XX entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District adopting a Conflict of Interest Code which supersedes all prior Conflict of Interest Codes and amendments previously adopted".

Originator: Kelly Lore

Attachments: [Agenda Report](#)
[Resolution No. OC SAN 26-XX](#)
[2026 Draft Conflict of Interest Code](#)

5. MID-YEAR TREASURER'S REPORT FOR THE PERIOD ENDED DECEMBER 31, 2025 [2026-4742](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District Mid-Year Treasurer's Report for the period ended December 31, 2025.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Mid-Year Treasurer's Report for the period ended December 31, 2025](#)

6. PUBLIC AFFAIRS UPDATE FOR THE MONTH OF JANUARY 2026 [2026-4768](#)

RECOMMENDATION: Recommend to the Board of Directors to:

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

Originator: Jennifer Cabral

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

7. GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST [2026-4779](#)

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 October 1, 2025, to December 31, 2025; and
- B. Approve the following additions to the pre-approved Original Equipment Manufacturers (OEM) Sole Source List:
 - B&K Valves & Equipment - Val-Matic Series Surgebuster Check Valve
 - Auvesy-MDT - Software Support Subscription License Renewal
 - Val-Matic Valve and Manufacturing Corp. - Val-Matic Products
 - MDT Inc - Auvesy-MDT Software Support Subscription License Renewal

Originator: Wally Ritchie

Attachments: [Agenda Report](#)

NON-CONSENT:

8. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTHS OF DECEMBER 2025 AND JANUARY 2026 [2026-4772](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Legislative Affairs Update for the months of December 2025 and January 2026.

Originator: Jennifer Cabral

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

9. ENCROACHMENT AGREEMENT AT 1820 E. 1ST STREET, SANTA ANA, CA 92705 [2026-4661](#)

RECOMMENDATION: Recommend to the Board of Director to:

- A. Approve and authorize the General Manager to execute an Encroachment Agreement with 1820 East 1st Street LLC, a Delaware limited liability company, for the installation of a walkway, fencing, and landscaping at 1820 E. 1st Street, Santa Ana, CA 92705, in a form approved by General Counsel; and
- B. That the Clerk of the Board is hereby authorized and directed to record said Agreement in the official records of the Orange County Clerk-Recorder's Office.

Originator: Lorenzo Tyner

Attachments: [Agenda Report](#)
[Encroachment Agreement](#)

10. MID-YEAR FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2025 [2026-4665](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Orange County Sanitation District Mid-Year Financial Report for the period ended December 31, 2025.

Originator: Wally Ritchie

Attachments: [Agenda Report](#)
[Mid-Year Financial Report for the period ended 12/31/2025](#)
[Presentation - Mid-Year Financial Report](#)

INFORMATION ITEMS:

11. WET WEATHER PREPARATION AND RESPONSES [2026-4780](#)

RECOMMENDATION:

Information Item.

Originator: Riaz Moinuddin

Attachments: [Agenda Report](#)
[Presentation - Wet Weather Prep and Response](#)

12. RATE SETTING PROCESS

[2026-4782](#)

RECOMMENDATION:

Information Item.

Originator: Wally Ritchie

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

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 March 11, 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 Bandelier 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
February 4, 2026