



**ADMINISTRATION COMMITTEE**  
**Regular Meeting Agenda**  
**Wednesday, September 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](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, [ltyner@ocsan.gov](mailto:ltyner@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:****PUBLIC COMMENTS:****REPORTS:****CONSENT CALENDAR:****1. APPROVAL OF MINUTES [2025-4429](#)****RECOMMENDATION:**

Approve minutes of the Regular meeting of the Administration Committee held July 9, 2025.

**Originator:** Kelly Lore

**Attachments:** [Agenda Report](#)  
[07-09-2025 Administration Committee Meeting Minutes](#)

**2. REIMBURSEMENTS TO BOARD MEMBERS AND STAFF [2025-4372](#)****RECOMMENDATION:** Recommend to the Board of Directors to:

Receive and file report of reimbursements to Board Members and Staff per Government Code Section 53065.5 for the period July 1, 2024 through June 30, 2025.

**Originator:** Wally Ritchie

**Attachments:** [Agenda Report](#)  
[FY 24-25 Board Members & Staff Reimbursement Report](#)

**3. PLANT NO. 2 INDUSTRIAL CONTROL SYSTEM INDUSTRIAL ETHERNET SWITCH NETWORK REFRESH [2025-4454](#)****RECOMMENDATION:** Recommend to the Board of Directors to:

- A. Approve a Purchase Order Contract to World Wide Technology, LLC for the purchase of Network Infrastructure Hardware for the Plant No. 2 Industrial Control System Industrial Ethernet Switch Network Refresh utilizing the OMNIA Cooperative Purchasing Agreement, Contract No. R210407, for a total amount not to exceed \$224,939 (Includes Sales Tax); and

- B. Approve a contingency in the amount of \$22,494 (10%).

**Originator:** Wally Ritchie

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

**4. FLEET VEHICLE REPLACEMENT PURCHASES**

[2025-4467](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve the purchase of replacement vehicles and electric utility carts for Orange County Sanitation District's fleet as initially approved in the adopted Fiscal Year 2025-26 Budget in the amount of \$1,487,300; and
- B. Delegate to the General Manager and Purchasing Manager the authority to purchase replacement vehicles and carts during the fiscal year in the not to exceed amount listed above, utilizing the method of procurement determined by the General Manager to be in the best interest of OC San, to include cooperative contract, competitive solicitation, or sole source.

**Originator:** Lorenzo Tyner

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

**NON-CONSENT:**

**5. COOPERATIVE PROCUREMENT WITH CARRIER GLOBAL CORPORATION FOR HVAC MAINTENANCE SERVICES**

[2025-4473](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Blanket Purchase Order with Carrier Global Corporation for HVAC Maintenance and Repair services at Orange County Sanitation District facilities in an amount not to exceed \$1,400,000, utilizing the Sourcwell Cooperative Master Agreement No. 080824-CAR for the period October 1, 2025, through September 30, 2026, with three (3) one-year renewal options; and
- B. Approve a contingency in the amount of \$140,000 (10%).

**Originator:** Lorenzo Tyner

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

**6. PUBLIC AFFAIRS UPDATE FOR THE MONTHS OF JULY AND AUGUST 2025**

[2025-4469](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Public Affairs Update for the months of July and August 2025.

**Originator:** Jennifer Cabral

**Attachments:** [Agenda Report](#)  
[Outreach and Media Report for July and August Presentation](#)

**7. LEGISLATIVE AFFAIRS UPDATE FOR THE MONTHS OF JULY AND AUGUST 2025** [2025-4472](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the Legislative Affairs Update for the months of July and August 2025.

**Originator:** Jennifer Cabral

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

**8. WASTEWATER REFUNDING REVENUE OBLIGATIONS, SERIES 2025A** [2025-4263](#)

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Adopt Resolution No. OC SAN 25-XX titled: "A Resolution of the Board of Directors of the Orange County Sanitation District authorizing the execution and delivery by the District of an Installment Purchase Agreement, a Trust Agreement, a Purchase Agreement, a Continuing Disclosure Agreement and an Escrow Agreement in connection with the Orange County Sanitation District Wastewater Refunding Revenue Obligations, Series 2025A, authorizing the execution and delivery of such Revenue Obligations evidencing principal in an aggregate amount of not to exceed \$120,000,000, approving a Notice of Intention to Sell, authorizing the distribution of an Official Notice Inviting Bids and an Official Statement in connection with the offering and sale of such Revenue Obligations and authorizing the execution of necessary documents and related actions"; and
- B. That the Orange County Sanitation District Financing Corporation approve the documents supporting and authorizing the Revenue Obligations in an aggregate amount not to exceed \$120,000,000.

**Originator:** Wally Ritchie

**Attachments:** [Agenda Report](#)  
[Proposed Resolution No. OC SAN 25-XX](#)  
[Proposed Financing Corporation Resolution No. FC-XX](#)  
[Draft Installment Purchase Agreement](#)  
[Draft Trust Agreement](#)  
[Draft Purchase Agreement](#)  
[Draft Escrow Agreement \(Series 2016A\)](#)  
[Draft Notice of Intention to Sell](#)  
[Draft Official Notice Inviting Bids](#)  
[Draft Preliminary Official Statement](#)  
[Draft Continuing Disclosure Agreement](#)

**9. RELINQUISHMENT AND DISPOSITION PROCEDURES FOR VACATION AND SALE OF EXCESS EASEMENTS INTERESTS** [2025-4457](#)

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 25-XX titled, "A Resolution of the Board of Directors of Orange County Sanitation District Permitting the Establishment of Relinquishment and Disposition Procedures for Vacation and Sale of Excess Easement Interests."

**Originator:** Lorenzo Tyner

**Attachments:** [Agenda Report](#)  
[Resolution OC SAN 25-XX](#)  
[OC SAN Relinquishment of Easements Procedure 2025](#)  
[OC San Purchase and Sale Agreement Relinquishment of Easements Form](#)

**INFORMATION ITEMS:**

**10. ORANGE COUNTY SANITATION DISTRICT ENVIRONMENTAL SERVICES DEPARTMENT UPDATE** [2025-4481](#)

RECOMMENDATION:

Information Item.

**Originator:** Lan Wiborg

**Attachments:** [Agenda Report](#)  
[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 Meeting on October 8, 2025 at 5:00 p.m.