

**MIDWAY CITY SANITARY DISTRICT
REGULAR MEETING
BOARD OF DIRECTORS
DISTRICT OFFICE
14451 CEDARWOOD AVENUE
WESTMINSTER, CA**

**Tuesday, June 6, 2023
5:30 P.M.**

AGENDA

OUR MISSION STATEMENT

THE BOARD OF DIRECTORS AND EMPLOYEES OF THE MIDWAY CITY SANITARY DISTRICT WORK DILIGENTLY TO PROVIDE SEWER AND SOLID WASTE SERVICES TO THE RESIDENTS OF THE DISTRICT. OUR TOP PRIORITY IS TO ACCOMPLISH THIS IN AN ETHICAL, EFFICIENT, AND COST-EFFECTIVE MANNER THAT WILL PROTECT THE HEALTH AND SAFETY OF THOSE WE SERVE.

In accordance with the requirements of California Government Code Section 54954.2, this Agenda is posted not less than 72 hours prior to the meeting date and time above. All written materials relating to each agenda item are available for public inspection in the office of the Board Secretary.

In the event any matter not listed on this agenda is proposed to be submitted to the Board for discussion and/or action, it will be done in compliance with Section 54954.2, or as set forth on a Supplemental Agenda posted not less than 72 hours prior to the meeting.

Please Note: The District complies with the provisions of the Americans with Disabilities Act (ADA). Anyone needing special assistance please contact the District's Secretary at (714) 893-3553, at least one business day prior to the meeting so that we may accommodate you.

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND INVOCATION**
- 2. ROLL CALL AND DECLARATION OF QUORUM**
- 3. PUBLIC COMMENTS**

All persons wishing to address the Board on specific Agenda items or matters of general interest should do so at this time. As determined by the President, speakers may be deferred until the specific item is taken for discussion and remarks may be limited to three (3) minutes.

4. APPROVAL OF THE MINUTES

- A. Approval of the Minutes of the Regular Meeting on May 15, 2023
- B. Approval of the Minutes of the Special Meeting on May 22, 2023

5. APPROVAL OF EXPENDITURES

- A. Approval of Demands in the Amount of \$627,594.47

6. REPORTS

The President, General Manager, Legal Counsel, and other staff 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.

- A. Report of President
- B. Report of General Manager
- C. Report of Engineer
- D. Report from the City Manager Panel on May 16, 2023
- E. Report from the CSDA Legislative Days on May 16 – May 17, 2023
- F. Report from the Outreach VNCR Radio on May 18, 2023
- G. Report from the 2nd Annual Public Works Open House on May 20, 2023
- H. Report from the Building Project Ad Hoc Committee Meeting on May 23, 2023
- I. Report from the District Luncheon on May 24, 2023
- J. Report from the OC San District Meeting on May 24, 2023

7. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine and will be acted upon at the same time unless separate discussion and/or action is requested by a Board Member, the public, or staff.

- A. Approve a \$250,000 Contribution to the District's CEPPT Trust Account and Authorize the General Manager to Execute the Transaction
- B. Consider Approval of Amendment No. 1 to Professional Services Agreement Between the Midway City Sanitary District and Davis Farr LLP to Provide Temporary Accounting and Financial Services
- C. Approve the May 12, 2023, Franchise Committee Report

8. OLD BUSINESS:

None

9. NEW BUSINESS

- A. PUBLIC HEARING AND ADOPTION OF RESOLUTION NO. 2023-12 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING A REPORT ON SPECIAL USER FEES PURSUANT TO SPECIAL USAGE PERMIT AGREEMENT AND COVENANT DOCUMENTS AND DIRECTING THE COUNTY AUDITOR TO ADD SUCH SPECIAL USAGE CHARGES TO THE JULY 1, 2023 THROUGH JUNE 30, 2024 SECURED TAX ROLL PURSUANT TO ORDINANCE NO. 26 **(Roll Call Vote)**
- B. PUBLIC HEARING AND ADOPTION OF RESOLUTION NO. 2023-13 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING A REPORT ON SANITATION AND SEWER USER FEES AND DIRECTING THE COUNTY AUDITOR TO ADD SUCH USER CHARGES TO THE JULY 1, 2023 THROUGH JUNE 30, 2024 SECURED TAX ROLL PURSUANT TO ORDINANCE NO. 72 AND ORDINANCE NO. 73 **(Roll Call Vote)**
- C. PUBLIC HEARING AND ADOPTION OF RESOLUTION 2023-14 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE SPECIAL DISTRICT GENERAL FUND BUDGET FOR THE FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024 **(Roll Call Vote)**
- D. Consider Attendance to the Little Saigon 35th Anniversary Celebration to Celebrate the Designation of the Little Saigon District, June 10, 2023, for Board Members and Staff Who Wish to Attend and Sponsorship Opportunity
- E. Consider Attendance to the Westminster Chamber of Commerce Lunch and Learn Event on Workplace Safety, June 14, 2023, for Board Members and Staff Who Wish to Attend and Consider Membership and Sponsorship Opportunity
- F. Consider Approving the Proposed Job Description, Job Title and Salary Range for the Director/Manager of Services and Program Development

10. INFORMATIONAL ITEMS

- A. Notification of Election Ballot – 2023 SDRMA Board of Directors Election
- B. ISDOC “Virtual” Quarterly Meeting – June 22, 2023
- C. Support for Director Al Nederhood, CSDA Board of Directors, Southern Network Seat C

11. BOARD CONCERNS/COMMENTS

12. GM/STAFF CONCERNS/COMMENTS

13. LEGAL COUNSEL CONCERNS/COMMENTS

14. CLOSED SESSION

CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government Code Sections 54956.8, 54956.9, 54957 or 54957.6, as noted.

Reports relating to (a) purchase and sale of property; (b) matters of pending or potential litigation; (c) employment actions or negotiations with employee representatives; or which are exempt from public disclosure under the California Public Records Act, may be reviewed by the Board during a permitted closed session and are not available for public inspection. At such time as the Board takes final action on any of these subjects, the minutes will reflect all required disclosures of information.

15. ADJOURNMENT TO TUESDAY, JUNE 27, 2023

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE MIDWAY CITY
SANITARY DISTRICT OF ORANGE COUNTY
14451 CEDARWOOD AVENUE
WESTMINSTER, CA 92683**

May 15, 2023

CALL TO ORDER

President T. Diep called the regular meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Avenue, Westminster, California on Monday, May 15, 2023 at 5:34 PM.

BOARD MEMBERS PRESENT:

Tyler Diep
Andrew Nguyen
Mark Nguyen
Sergio Contreras

STAFF PRESENT:

Robert Housley, General Manager
Nick Castro, Director of Operations/Safety
Milo Ebrahimi, District Engineer
Cynthia Olsder, Executive/Board Secretary

BOARD MEMBERS ABSENT:

Chi Charlie Nguyen

OTHERS PRESENT:

James Eggart, Legal Counsel
Richard Rengel, Rengel + Co. Architects
Sadia Syed, Rengel + Co. Architects
Omid Tabrizi, Woodcliff Corporation

PLEDGE AND INVOCATION

President T. Diep led the Pledge of Allegiance. Director S. Contreras gave the Invocation.

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF APRIL 17, 2023

A motion was made by Director S. Contreras, seconded by Director A. Nguyen, to approve the minutes of the Special Meeting of April 17, 2023. The motion was approved by the following 4-0 vote:

AYES: A. Nguyen, M. Nguyen, S. Contreras, T. Diep

NAYS:

ABSTAIN:

ABSENT: C. Nguyen

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 18, 2023

A motion was made by Director A. Nguyen, seconded by Director S. Contreras, to approve the minutes of the Regular Meeting of April 18, 2023. The motion was approved by the following 4-0 vote:

AYES: A. Nguyen, M. Nguyen, S. Contreras, T. Diep

NAYS:

ABSTAIN:

ABSENT: C. Nguyen

APPROVAL OF EXPENDITURES

A. Demands in the amount of \$1,549,295.65

#	CK #	DATE	AMOUNT	VENDOR CHECKS:	MEMO:
1	14554	4/13	364.72	AT&T Mobility (First Net)	Cell phone service Mar-2023
2	14555	4/13	400.00	Ayala's Car Wash	Fleet wash 04/10 & 04/11
3	14556	4/13	19,356.10	Bodyworks Equip. Inc.	Heil system parts for solid waste trucks
4	14557	4/13	190.24	Clean Energy	Service for CNG Station 04/01/23
5	14558	4/13	400.00	Commerford Inspection, Inc.	Engine training for fleet maintenance
6	14559	4/13	3,150.20	Cummins Pacific LLC	Welding supplies for shop
7	14560	4/13	271.88	Dtntech	Strip Magnets Tags (64)
8	14561	4/13	828.36	Merchants Building Maintenance, LLC	Janitorial Services Apr-2023
9	14562	4/13	37,312.78	Orange County Sanitation District	Permit Fees Mar-2023
10	14563	4/13	100.00	Pitney Bowes/Purchase Power	Postage for Mar-2023
11	14564	4/13	2,058.00	Rutan & Tucker, LLP	Legal Services Mar-2023
12	14565	4/13	4,201.59	SDRMA - Employee Benefits	Dental and vision benefits
13	14566	4/13	277.86	Snap-On Tools	Tools for shop use
14	14567	4/13	1,241.22	South Coast Air Quality Management Dist.	Generator emissions FY22-23
15	14568	4/13	4,729.38	Tesco Controls, Inc.	Pump station onsite repairs and improvements 03/02-14/2023
16	14569	4/13	277.76	UniFirst Corporation	Employee uniform & laundry services
17	14570	4/20	15,280.00	AKM Consulting Engineers, Inc.	SSMP consultant 02/27 - 03/31/223
18	14571	4/20	580.00	Ayala's Car Wash	Washing and cleaning of district's fleet
19	14572	4/20	2,588.28	Bodyworks Equip. Inc.	Hydraulic pump for NG-4 for solid waste trucks
20	14573	4/20	383.18	Cameron Welding Supply	Welding supplies for Shop
21	14574	4/20	84.94	City of Westminster Hydrant	Hydrant Water Service Apr-2023
22	14575	4/20	242.12	Clean Energy	Service for CNG Station 04/09/23
23	14576	4/20	213,152.18	CR Transfer, Inc.	Tonnage Fees Mar-2023
24	14577	4/20	653.45	CR&R Incorporated	Clean up event 03/11/23
25	14578	4/20	2,377.83	Daniels Tire Service	Restock tires for solid waste
26	14579	4/20	8,716.25	Davis Farr LLP	Accounting assistance Mar-2023
27	14580	4/20	205.00	Four Pals, Inc.	Backflow testing for Cedarwood and Westminster stations
28	14581	4/20	4,356.64	Hydraulic Solutions And Supplies	Stock hydraulic cylinders Heil System for solid waste trucks
29	14582	4/20	1,119.32	Motion and Flow Control Products, Inc.	Hydraulic hoses for NG-2 solid waste truck
30	14583	4/20	121.00	Orange County Treasurer-Tax Collector	WEROC emergency radio 04/01 - 06/30/23
31	14584	4/20	1,712.03	Sign Design	MCSD and Gas Hazard signs
32	14585	4/20	77.81	SoCalGas	Natural Gas for offices, shop, and wash rack
33	14586	4/20	1,349.00	Spectrum Enterprise (Time Warner Cable)	Internet Services Apr-2023
34	14587	4/20	1,738.00	SWRCB	Annual permit fees for 04/01/23 - 03/31/24
35	14588	4/20	325.00	Tesco Controls, Inc.	SCADA spare push button lights
36	14589	4/20	277.76	UniFirst Corporation	Employee uniform & laundry services
37	14590	4/20	1,500.00	Viet Link Radio	Radio outreach
38	14591	4/20	12,801.00	Woodruff, Spradlin & Smart	Legal services Mar-2023
39	14592	4/27	350.00	Alliant Insurance Services, Inc.	Volunteer AD&D insurance 04/10/23 - 04/10/24
40	14593	4/27	449.63	AT&T (Brookhurst Lift Station)	Brookhurst Apr-2023

41	14594	4/27	222.14	Cameron Welding Supply	Welding supplies for shop
42	14595	4/27	1,891.48	Clean Energy	CNG Station site inspection
43	14596	4/27	200.00	Country City Towing	Tow service NG-2 to MCS D yard
44	14597	4/27	461.34	Daniels Tire Service	Restock tires for solid waste
45	14598	4/27	8,525.00	ECIS	Fog inspections Mar-2023
46	14599	4/27	329,195.65	Flo-Systems, Inc.	Sewer Hidrostral backup pumps
47	14600	4/27	1,300.00	Kenneth J. Robbins Jr.	Engineer consulting 04/07, 04/17 and 04/26/23
48	14601	4/27	33.90	Pre-Paid Legal Services, Inc.	Prepaid legal Apr-2023
49	14602	4/27	247.65	Pro-Vision, Inc.	Camera system monitor brackets
50	14603	4/27	10,998.50	PumpMan	Q4 lift station pump system maintenance
51	14604	4/27	120.00	Safety-Kleen Systems, Inc.	Used oil disposal
52	14605	4/27	184.17	SoCal Auto & Truck Parts, Inc.	Restock brake parts cleaner
53	14606	4/27	8,916.04	Southern California Edison	District Offices, CNG station, and lift stations
54	14607	4/27	98.02	Spectrum Enterprise (Time Warner Cable	Internet Services Apr-2023
55	14608	4/27	1,422.16	Standard Insurance Company Life	Life Insurance & AD&D premiums
56	14609	4/27	2,916.68	Tell Steel	Metal plates for solid waste trucks
57	14610	4/27	282.16	UniFirst Corporation	Employee uniform & laundry services
58	14611	4/27	485,943.53	Woodcliff Corporation - Contractor	Building project pay application #6 Mar-2023
59	14612	4/27	25,575.98	Woodcliff Corporation - Escrow Account	Building project #6 Mar-2023 - retention payment
60	14613	5/4	940.00	Advanced Thermal Products, Inc	Pipe blankets for solid waste trucks
61	14614	5/4	475.00	Alejandra Cruz	Employee luncheon 04/26/23
62	14615	5/4	280.00	Ayala's Car Wash	Fleet wash 04/25/23
63	14616	5/4	2,418.32	Bodyworks Equip. Inc.	Heil system parts trash trucks
64	14617	5/4	598.67	Frontier Communications	District office phones & lift stations
65	14618	5/4	367.11	Hydraulic Solutions And Supplies	Power steering cylinder NG-2
66	14619	5/4	1,450.00	Me Viet Nam Productions	Talk show 15 minute 04/08 - 04/16/23
67	14620	5/4	15.60	PSI	Parts for MCS D wash rack
68	14621	5/4	1,922.60	Safety-Kleen Systems, Inc.	Hydraulic fluid trash trucks
69	14622	5/4	418.05	SoCal Auto & Truck Parts, Inc.	Market lights, clamps and hub caps for solid waste trucks
70	14623	5/4	8,349.45	SoCalGas	District Offices, CNG station, and lift stations
71	14624	5/4	177.32	Staples Business Credit	Restock office supplies for Apr-2023
72	14625	5/4	300.00	Streamline	Website monthly member fee
73	14626	5/4	39.75	Underground Service Alert	Underground dig alerts Apr-2023
74			\$ 1,241,886.78	CHECKS SUBTOTAL	
75					
76				<u>PAYROLL:</u>	<u>MEMO</u>
77	ACH	4/19	\$ 82,577.40	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
78	ACH	4/19	\$ 5,774.89	Paychex	Board of Directors Payroll - Checks, Taxes, & Direct Deposits
79	ACH	5/3	\$ 82,780.88	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
80	ACH	5/5	\$ 5,868.71	Paychex	Board of Directors Payroll - Checks, Taxes, & Direct Deposits
81	ACH	5/5	\$ 7,939.13	Paychex	Board of Directors Payroll - Checks, Taxes, & Direct Deposits
82	ACH	5/5	\$ 846.00	Nationwide Retirement Solutions	457 Deferred Compensation (Board of Directors)
83			\$ 185,787.01	ACH TRANSFERS SUBTOTAL	
84					
85				<u>ACH PAYMENTS:</u>	<u>MEMO</u>
86	ACH	2/21	\$ 359.10	Paychex	Time & Attendance Feb-23
87	ACH	3/24	\$ 72.00	WEX Health	HRA Monthly Fee for Mar-23
88	ACH	4/14	1,540.63	Chevron Texaco (Wex Bank)	Gasoline and diesel fuel for Apr-23
89	ACH	4/19	\$ 16,015.24	CalPERS	Retirement Contributions for 04/03 - 04/16/23
90	ACH	4/20	\$ 366.45	Paychex	Time & Attendance Apr-23
91	ACH	4/27	\$ 69,666.90	CalPERS	Active Employee and Retiree Health Ins Premiums May-23
92	ACH	4/27	\$ 6,874.74	CalPERS	Board of Directors Health Insurance Premiums for May-23
93	ACH	4/28	\$ 10,881.58	US Bank Corporate Payment System	District credit cards
94	ACH	5/3	\$ 3.30	US Bank Corporate Payment System	District credit cards
95	ACH	5/4	\$ 15,841.92	CalPERS	Retirement Contributions for 04/17 - 04/30/23
96			\$ 121,621.86	ACH TRANSFERS SUBTOTAL	
97					
98			\$ 1,549,295.65	TOTAL EXPENDITURES (ACCOUNTS PAYABLE CHECKS, PAYROLL, ACH TRANSFERS)	
99					

99					
100				BANK TRANSFERS:	
101	UB	3/24	\$ 500,000.00	Transfer Funds from LAIF to UB Checking	
102	UB	3/29	\$ 11,087.00	Transfer Funds from LAIF to UB Checking	
103	UB	4/4	\$ 400.00	Transfer Funds from LAIF to UB Checking	
104	UB	4/13	\$ 485,943.53	Transfer Funds from LAIF to UB Checking	
105	UB	4/13	\$ 25,575.98	Transfer Funds from LAIF to UB Checking	
106	UB	4/21	\$ 200,000.00	Transfer Funds from UB Money Market to UB Checking	
107	UB	4/27	\$ 1,000,000.00	Transfer Funds from UB Money Market to UB Checking	
108	UB	5/3	\$ 100,000.00	Transfer Funds from UB Money Market to UB Checking	
109			\$ 2,323,006.51	BANK TRANSFERS	

A motion was made by Director S. Contreras, seconded by Director A. Nguyen, to approve the expenditures in the amount of \$1,549,295.65. The motion was approved by the following 3-0-1 vote:

AYES: S. Contreras, A. Nguyen, M. Nguyen

NAYS:

ABSTAIN: T. Diep

ABSENT: C. Nguyen

REPORTS

Report of President:

None

Report of General Manager

GM R. Housley provided an update on the building construction project. He also reported that the CR&R Anaerobic Digestion Plant field tour will take place on July 7, 2023, and that CR&R will perform the residential and commercial waste characterizations for the District beginning on May 15, 2023. GM R. Housley reported that our drivers will receive drivers training on Saturday, May 20, 2023, and that one of the sewer pipes has cracked at the residential intersection of Shawnee and Klamath.

Director of Operations/Safety N. Castro reported that he went to CR&R to see how the trash characterization was going on the first day. The trucks were chosen randomly. The blue, black and green rubbish was sorted separately. Following the completion of the survey, CR&R will present a report.

Report of Engineer

District Engineer M. Ebrahimi reported that there is a change order to the contract with Woodcliff Corporation and to see the staff report under 9B for more information.

Report from the Senior Earth Day on April 19, 2023

Director A. Nguyen reported that it was a successful event to demonstrate our support for the seniors.

Report from the Franchise Committee Meeting on April 21, 2023 & May 12, 2023

Director M. Nguyen and Director S. Contreras reported that they met with CR&R to go over the residential and commercial waste characterization, plan a joint education visit to schools, and figure out how to minimize billing errors.

Report from the District Luncheon on April 26, 2023

Director A. Nguyen reported that it was a wonderful opportunity to meet with Staff and thank Anthony Torres for his exceptional customer service.

Report from the OC San District Meeting on April 26, 2023

Director A. Nguyen reported that the Westminster Blvd. Sewer Project is complete, so now the bicycle lane restoration activities will take place.

Report from the District Administration Luncheon on April 27, 2023

Director C. Nguyen and Director A. Nguyen reported that they attended and used the occasion to thank the administrative staff for their efforts.

Report from the Waste Expo Conference on April 30 – May 4, 2023

Director A. Nguyen deferred to GM R. Housley to speak about the event. GM R. Housley reported that they all found the event to be quite educational and very instructive, and they made a lot of connections.

Report from the Building Project Ad Hoc Committee Meeting on May 9, 2023

Director M. Nguyen reported that the construction project is progressing smoothly.

GM R. Housley reported that he is collaborating with Rengel on the furniture arrangement.

Report from the Outreach Committee Meeting on May 10, 2023

Director A. Nguyen reported that the district mug order has come, the youth t-shirts have been ordered, and the Outreach Committee plans to order the little pencil holder trash cans soon. He also reported that the compost giveaway event would take place on Saturday, July 22, 2023, at the parking lot of the Westminster Mall.

Report from the CSDA Roundtable with Assemblyman Tri Ta on May 11, 2023

Director A. Nguyen deferred to GM R. Housley to speak about the meeting.

GM R. Housley reported that they met with Assemblyman Tri Ta's staff to discuss grants, funding for SB 1383, and clean energy.

CONSENT CALENDAR

- A. Approve and File the Treasurer's Investment Report for April 2023
- B. Approve and Engineer Report for March 2023
- C. Approve the April 21, 2023, Franchise Committee Report
- D. Approve the Outreach Committee Recommendations
- E. Approve Attendance to the OC Realtors Local Government Relations City Manager Panel Event on May 16, 2023, for Board Members and Staff Who Wish to Attend
- F. Approve Fiscal Year 2022-2023 Budget Adjustments No. 3

A motion was made by Director A. Nguyen, seconded by Director S. Contreras, to approve the Consent Calendar. The motion was approved by the following 4-0 vote:

AYES: S. Contreras, A. Nguyen, M. Nguyen, T. Diep

NAYS:

ABSTAIN:

ABSENT: C. Nguyen

OLD BUSINESS

None

NEW BUSINESS

- A. RESOLUTION 2023-11

A RESOLUTION No. 2023-11 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2023-2024 FOR THE DISTRICT IN ACCORDANCE WITH THE PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE CALIFORNIA GOVERNMENT CODE **(Roll Call Vote)**

A staff report and recommendations were provided and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to adopt of Resolution No. 2023-11, establishing the appropriations limit for the fiscal year 2023-2024 for the District in accordance with the provisions of division 9 of title 1 of the California government code. The motion was approved by the following 4-0 roll call vote:

AYES: S. Contreras, A. Nguyen, M. Nguyen, T. Diep

NAYS:

ABSTAIN:

ABSENT: C. Nguyen

- B. Consideration of approval of Woodcliff Corporation's Change Order Request (COR 8.1) to Addition and Remodel Improvements of the Midway City Sanitary District Office, Project No. 202041, in the Amount of \$667,377.34, for Addition of the Construction and Installation of a Solar Carport with Five (5) Charging Stations

A staff report and recommendation were provided and considered by the Board. A motion was made by Director M. Nguyen, seconded by Director A. Nguyen, to approve of Woodcliff Corporation's change order request (COR 8.1) to addition and remodel improvements of the Midway City Sanitary District office, project no. 202041, in the amount of \$667,377.34, for addition of the construction and installation of a solar carport with five (5) charging stations. The motion was approved by the following 4-0 vote:

AYES: S. Contreras, A. Nguyen, M. Nguyen, T. Diep

NAYS:

ABSTAIN:

ABSENT: C. Nguyen

INFORMATIONAL ITEMS

None

BOARD CONCERNS/COMMENTS

President T. Diep reminded the Board that tomorrow, May 16, 2023, is the Government Relations City Manager Panel event.

The Directors expressed their appreciation to staff and special guests for their support and attendance.

GM/STAFF CONCERNS/COMMENT

GM R. Housley reminded the Board that lunch will be served at the Government Relations City Manager Panel event tomorrow, and that employee luncheon will be held on Wednesday, May 24, 2023.

LEGAL COUNSEL CONCERNS/COMMENTS

Legal Counsel J. Eggart notified the Board that the law firm's name had been changed to Woodruff & Smart and that the General Manager had executed a contract amendment on behalf of the District memorializing the name change.

CLOSED EXECUTIVE SESSION

CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government Code Sections 54956.8, 54956.9, 54957 or 54957.6, as noted.

Reports relating to (a) purchase and sale of property; (b) matters of pending or potential litigation; (c) employment actions or negotiations with employee representatives; or which are exempt from public disclosure under the California Public Records Act, may be reviewed by the Board during a permitted closed session and are not available for public inspection. At such time as the Board takes final action on any of these subjects, the minutes will reflect all required disclosures of information.

Agency Designated Representatives: Interim General Manager Robert Housley and Labor Counsel Joseph Larsen, Employee Organization: American Federation of State, County, and Municipal Employees, LOCAL 1734-01

The Board did not convene into closed session.

ADJOURNMENT

President T. Diep adjourned the meeting at 6:28 PM to the next Board meeting to be held at the District on Tuesday, June 6, 2023, at 5:30 PM

Andrew Nguyen, Secretary

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE MIDWAY CITY
SANITARY DISTRICT OF ORANGE COUNTY
14451 CEDARWOOD AVENUE
WESTMINSTER, CA 92683**

May 22, 2023

CALL TO ORDER

President T. Diep called the special meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Avenue, Westminster, California on Monday, May 22, 2023, at 5:34 PM.

BOARD MEMBERS PRESENT:

Tyler Diep
Andrew Nguyen
Chi Charlie Nguyen
Sergio Contreras
Mark Nguyen

STAFF PRESENT:

Robert Housley, General Manager
Cynthia Olsder, Executive/Board Secretary

OTHERS PRESENT:

James Eggart, Legal Counsel

PLEDGE AND INVOCATION

President A. Nguyen led the Pledge of Allegiance. Director M. Nguyen gave the Invocation.

PUBLIC COMMENTS

None

NEW BUSINESS

- A. Budget Workshop – Overview of the Fiscal Year 2023-2024 Operating Budget, Capital Improvement Projects, Net Position, and Reserves

GM R. Housley started the presentation by briefly recapping the topics covered at the last special board workshop, which took place on February 11, 2023. Additionally, he also presented a list of tasks that needed to be accomplished.

GM R. Housley concluded his presentation by adding that for the fiscal year 2023–2024, budgeted revenue is \$15,189,000, expenses are \$13,960,00, and capital outlay and improvements budget is \$1,700,000. Overall, the net position will increase by \$791,642 dollars.

BOARD CONCERNS/COMMENTS

Each Director thanked GM R. Housley for his hard work and commitment.

GM/STAFF CONCERNS/COMMENT

GM R. Housley mentioned that there is a substantial amount of compost at Orange County Waste and Recycling. He proposed that once the building construction is complete, we set aside some compost and distribute it year-round in the district.

GM R. Housley stated that this year, with the approval of the board, he will contact a real estate agent to search for additional land because the district needs more space to expand.

LEGAL COUNSEL CONCERNS/COMMENTS

Legal Counsel J. Eggart stated that the SB 1383 regulations' procurement requirements are the reason why so much compost is being given away. They receive credit for fulfilling their obligations by procuring and supplying compost.

CLOSED EXECUTIVE SESSION

CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government Code Sections 54956.8, 54956.9, 54957 or 54957.6, as noted.

Reports relating to (a) purchase and sale of property; (b) matters of pending or potential litigation; (c) employment actions or negotiations with employee representatives; or which are exempt from public disclosure under the California Public Records Act, may be reviewed by the Board during a permitted closed session and are not available for public inspection. At such time as the Board takes final action on any of these subjects, the minutes will reflect all required disclosures of information.

None

ADJOURNMENT

President T. Diep adjourned the meeting at 6:39 PM to the next Board meeting to be held at the District on Tuesday, June 6, 2023, at 5:30 PM

Andrew Nguyen, Secretary

AGENDA ITEM 5A

Date: June 6, 2023

To: Board of Directors

Prepared by: Robert Housley, Director of Finance & Human Resources

Subject: Approval of Demands in the Amount of \$627,594.47

BACKGROUND

The laws of the State of California governing Special Districts provide that the Midway City Sanitary District Board of Directors shall review for approval all payments made by the District.

A Register of Demands is provided at each regular Midway City Sanitary District Board Meeting describing each payment made or to be made by the District during the specified period. The report is designed to communicate fiscal activity based upon adopted and approved budget appropriations.

The demands on the attached register have been duly reviewed by the Treasurer.

FISCAL IMPACT

The total value of demands for this period is 627,594.47. This includes expenses, payroll and payroll related disbursements.

Sufficient funds are available to process all payments.

RECOMMENDATION

Staff recommends that the Board of Directors review and approve the attached Register of Demands.

**DISBURSEMENTS FOR
June 6, 2023**

#	CK #	DATE	AMOUNT	VENDOR CHECKS:	MEMO:
1	14627	5/11	795.60	Betts Truck Parts & Service	Leaf spring (1) solid waste trucks
2	14628	5/11	1,162.65	Cameron Welding Supply	Welding supplies Shop, Oxygen (1) winning steel (33) Shop, Welding helmet (1) Shop, Welding compressed gas Shop
3	14629	5/11	171.18	City of Westminster-Water Billing	Wash Rack 03/08 - 05/02/23, District offices 03/08 - 05/02/23
4	14630	5/11	9,736.49	CRC Cloud	Monitor (2) Engineer, Monitor (1) Operations Dir, PC computer (1) AP Accountant, Firewall Sophos XGS 116 1-year subscription
5					HP ProBook 450 15.9 inch Notebook Shop, Cisco Business CBS250-48P-4X network smart switch, Maintenance & Support May-2023
6	14631	5/11	1,013.74	Daniels Tire Service	Recap tires (4) solid waste trucks
7	14632	5/11	27.80	Hillco Fastener Warehouse Inc.	Bolts, nuts gaskets solid waste trucks
8	14633	5/11	559.50	Konecranes, Inc.	Crane inspection May-2023 Shop
9	14634	5/11	828.36	Merchants Building Maintenance, LLC	Janitorial Services May-2023
10	14635	5/11	1,661.97	Motion and Flow Control Products, Inc.	Heil fittings (6) solid waste trucks, Hydraulic hoses (80) solid waste trucks
11	14636	5/11	48,878.00	Rengel + Company Architects, Inc	Soils Engineering Feb-2023, Bldg. Proj Management Apr-2023, Bldg. Proj Mgt Apr-2023
12	14637	5/11	4,201.59	SDRMA - Employee Benefits	Dental and vision benefits Jun-2023
13	14638	5/11	1,000.00	Shuster Advisory Group, LLC	Advisory Fee for 457(b) & OBRA plans Q1 2023
14	14639	5/11	508.73	Sign Design	MCSD clean-up events signs (2)
15	14640	5/11	159.16	SoCal Auto & Truck Parts, Inc.	Swivel fittings air brakes solid waste trucks
16	14641	5/11	12,873.05	TEC Of California, Inc.	Tube fittings, Tube fittings for NG-1, Fitting tubes Mack airbrakes solid waste trucks
17					Drain valves/adaptor NG-13, NG-15, NG-18 solid waste trucks, Control valve, steering arm, gears NG-2 solid waste trucks
18					Drain valve NG-2 solid waste trucks, Oil pressure sensor NG-2 solid waste trucks, Oil pressure sensor solid waste trucks
19					Brake rotors (4) solid waste trucks, EGR cooler valve NG-14 solid waste trucks, Steering gear box NG-5 solid waste trucks
20					Stabilizer cylinder NG-2 solid waste trucks, Brake slack adjusters (4) solid waste trucks,
21					Front brake rotors (2) solid waste trucks, Exhaust pipe clamps NG-6 solid waste truck, Filters (19) solid waste trucks
22					Brake spring NG-6 solid waste truck, Spring assy (1) anti-freeze (55) solid waste trucks
23	14642	5/11	638.39	UniFirst Corporation	Uniforms & Laundry Service Apr-2023
24	14643	5/11	2,724.00	Wespac Security Services, Inc.	Fire alarm monitoring 12/22 - 06/23, Gas leak alarm monitoring 01/23 - 06/01/23
25	14644	5/12	1,376.65	Dtntech	April Clean Up Mailer (1600)
26	14645	5/15	1,183.19	Andrew Nguyen	2023 Waste Expo Reimbursement
27	14646	5/25	52,444.33	AKM Consulting Engineers, Inc.	SSMP Consultant 04/03 - 04/28/23
28	14647	5/25	530.58	AT&T (Brookhurst Lift Station)	Brookhurst May- 2023
29	14648	5/25	364.72	AT&T Mobility (First Net)	Mobile Phone Apr-2023
30	14649	5/25	480.00	Ayala's Car Wash	Fleet wash 05/15/23, Fleet wash 05/16/23
31	14650	5/25	1,508.76	Bodyworks Equip. Inc.	Heil system parts trash trucks
32	14651	5/25	306.32	Cameron Welding Supply	Compressed gas, nozzle gun, wheels, Acetylene, Propane, Wheel
33	14652	5/25	84.94	City of Westminster Hydrant	Hydrant Water Service May-2023
34	14653	5/25	1,200.00	Commerford Inspection, Inc.	Material Welding & Shop Inspection 05/02-05/23
35	14654	5/25	210,203.97	CR Transfer, Inc.	Tonnage Fees Apr-2023
36	14655	5/25	753.98	CR&R Incorporated	Bowling Green Pk Clean-Up Event 04/08/23
37	14656	5/25	11,685.00	Davis Farr LLP	Accounting Assistance Mar-2023
38	14657	5/25	191.61	Hillco Fastener Warehouse Inc.	Washers, lock nuts and zip ties for shop
39	14658	5/25	4,048.18	Hydraulic Solutions And Supplies	Hydraulic cylinders (2) Heil Packer (4) solid waste trucks
40	14659	5/25	70.14	Motion and Flow Control Products, Inc.	Hydraulic fittings NG-10
41	14660	5/25	35,447.14	Orange County Sanitation District	Permit Fees Apr-2023
42	14661	5/25	201.00	Pitney Bowes/Purchase Power	Postage for Apr-2023
43	14662	5/25	33.90	Pre-Paid Legal Services, Inc.	Prepaid legal May-2023
44	14663	5/25	168.46	Pro-Vision, Inc.	Monitor harness for camera system NG-18
45	14664	5/25	10,187.50	Rengel + Company Architects, Inc	Soils Engineering Feb-Apr 2023
46	14665	5/25	4,120.50	Rutan & Tucker, LLP	Legal Services Apr-2023
47	14666	5/25	189.23	Snap-On Tools	Pipe wrench 18"
48	14667	5/25	32.13	SoCalGas	Maint. Shop & Wash Rack May-2023
49	14668	5/25	459.69	South Coast Air Quality Management Dist	AQMD Hot Spot Fee 07/22 - 06/23

**DISBURSEMENTS FOR
June 6, 2023**

#	CK #	DATE	AMOUNT	VENDOR CHECKS:	MEMO:
50	14669	5/25	1,697.32	Southbay Truck Center	Steering wheel NG-9
51	14670	5/25	1,447.02	Spectrum Enterprise (Time Warner Cable)	Phone, internet, television May-2023
52	14671	5/25	609.88	UniFirst Corporation	Uniforms & Laundry Service May-2023
53	14672	5/25	6,834.00	Woodruff, Spradlin & Smart	Legal Services Apr-2023
54			\$ 434,800.35	CHECKS SUBTOTAL	
55					
56				PAYROLL:	MEMO
57	ACH	5/17	\$ 76,379.06	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
58	ACH	5/17	\$ 5,703.40	Nationwide Retirement Solutions	457 Deferred Compensation (Employees)
59			\$ 82,082.46	ACH TRANSFERS SUBTOTAL	
60					
61				ACH PAYMENTS:	MEMO
62	ACH	5/12	1,394.03	Chevron Texaco (Wex Bank)	Gasoline and diesel fuel May-23
63	ACH	5/25	\$ 366.45	Paychex	Time & Attendance Feb-23
64	ACH	5/25	\$ 15,870.70	CalPERS	Retirement Contributions for 05/01 - 05/14/23
65	ACH	5/25	\$ 67,256.13	CalPERS	Active Employee and Retiree Health Ins Premiums Jun-23
66	ACH	5/25	\$ 6,874.74	CalPERS	Board of Directors Health Insurance Premiums for Jun-23
67	ACH	5/25	\$ 18,949.61	US Bank Corporate Payment System	District credit cards May-2023
68			\$ 110,711.66	ACH TRANSFERS SUBTOTAL	
69					
70			\$ 627,594.47	TOTAL EXPENDITURES (ACCOUNTS PAYABLE CHECKS, PAYROLL, ACH TRANSFERS)	
71					
72				BANK TRANSFERS:	
74	UB	5/11	\$ 48,878.00	Transfer Funds from LAIF Building to LAIF Operating	
78	UB	5/11	\$ 300,000.00	Transfer Funds from UB Money Market to UB Checking	
79	UB	5/26	\$ 1,363,891.81	Transfer Funds from UB Money Market to UB Checking	
81			\$ 1,712,769.81	BANK TRANSFERS	

AGENDA ITEM 7A

Date: June 6, 2023
To: Board of Directors
From: Robert Housley, General Manager
Subject: Approve a \$250,000 Contribution to the District's CEPPT Trust Account and Authorize the General Manager to Execute the Transaction

BACKGROUND

At the August 20, 2019, regular meeting, the Board of Directors established a Section 115 California Employers' Pension Prefunding Trust (CEPPT) account with CalPERS to help prefund the District's future retirement and unfunded liability contributions.

The CEPPT program receives pre-fund contributions from employers and invests those assets into public market securities. The contributions and the investment return are held in a trust fund dedicated exclusively to paying retiree benefits promised by the District to its employees.

By utilizing the CEPPT Program, the District can help finance future costs in large part from the investment earnings provided by CalPERS. Just as the earnings from invested retirement contributions cover \$3 of every \$4 spent on pension benefits, this trust is expected to generate significant revenues to apply towards retirement obligations. Using both investment returns and the original contribution to pay the benefits during retirement is a sure path to rate stabilization and sustainable long-term benefits.

With the current volatility in the investing markets, contributing to the Trust Fund is an opportunity for good future growth of the Trust Account. When markets are down, they are referred to as being "on-sale". When the market is on-sale you have an opportunity to invest at a discount. The potential for future exponential growth is greater than when it's not on sale. Time and the compounding of funds year-after-year have the greatest effect on the growth of an investment.

A \$250,000 dollar investment in the CEPPT program could potentially yield \$10,000-\$20,000 in investment earnings over the course of a year as opposed to an estimated \$6,000 in the District's LAIF account. With time in the market and the ability to compound year-after-year, this investment has the opportunity grow and benefit the District's long term financial wellness.

RECOMMENDATION

Staff recommends that the Board of Directors approve a contribution of \$250,000 to the Districts CEPPT Trust Account and authorize the General Manager to execute the transaction.

FINANCIAL IMPACT

Since the District established its CEPPT 115 Trust Account in 2019 the District has contributed a total of \$4,325,000 to the Trust Account. The balance of the trust account as of 07/17/2023 is \$4,592,781.06

By taking advantage of the market's ability to outpace inflation, the District has an opportunity to contribute to the trust fund with great upside potential for the long-term. No one can predict the future and how markets will perform over the short-term, history has shown that in the long-term investing in the markets is the best solution for long-term growth and to mitigate current and future inflationary pressures. This contribution has great potential to provide the District great financial resource towards future needs while protecting the District's long-term commitment to fund its retirement plans for its employees and retirees.

The District's 115 CEPPT Trust Fund Balance as of 05/17/2022 is shown below.



CERBT and CEPPT Plan Portal

» [CERBT and CEPPT]: PPTmcsandst

My Accounts

As of the financial markets most recent close of business (05/17/2023), the total value of your account(s) is **\$4,592,781.06**.

AGENDA ITEM 7B

Date: June 6, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: Consider Approval of Amendment No. 1 to Professional Services Agreement Between the Midway City Sanitary District and Davis Farr LLP to Provide Temporary Accounting and Financial Services

BACKGROUND/DISCUSSION

On November 15, 2022, the Board approved an agreement between the Midway City Sanitary District and Davis Farr LLP to provide temporary as-needed accounting and financial services. Wendy Davis of Davis Farr has been providing crucial accounting and financial support. That agreement is set to expire June 30, 2023.

The recruitment for Director of Finance and Human Resources took much longer than expected. The new Director of Finance and Human Resources is set to start June 5, 2023, leaving less than one month under the current agreement for Davis Farr to help with the transition. There is a vast amount of financial and other information that needs to be handed over to the new Director of Finance and Human Resources. Extending the agreement will ensure a smooth transition and ensure that all critical financial information is transitioned over without any information being lost. The new Director of Finance and Human Resources is also joining us while we are preparing for our independent audit. Ms. Davis already has institutional knowledge of the District's accounting and finances and can help the new Director to get up to speed quickly and ensure that we have a smooth and successful audit. Without this transfer of institutional knowledge, it will make the transition much more difficult and require a much longer runway for the new Director to get up to speed. The value of extending the agreement far exceeds the cost to do so.

STAFF RECOMMENDATION

Staff recommends the Board approve the proposed amendment between the Midway City Sanitary District and Davis Farr, LLP to provide temporary as-needed accounting and financial services to extend the term for an additional six months at a not-to-exceed cost of \$20,000.

FISCAL IMPACT

The Agreement provides for an hourly rate of \$95.00 for services provided.

The potential fiscal impact for the extended term of the agreement is \$20,000. The District has \$50,000 budgeted for temporary services. There are sufficient funds available for this item.

Attachments: Proposed Amendment No. 1 to Professional Services Agreement with Davis Farr, LLP

**AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT BETWEEN
MIDWAY CITY SANITARY DISTRICT AND DAVIS FARR LLP**

THIS AMENDMENT NO. 1 TO AGREEMENT ("Amendment No. 1") is made this 6th day of June 2023, by and between the **MIDWAY CITY SANITARY DISTRICT** ("DISTRICT") and Davis Farr LLP ("CONSULTANT").

RECITALS

The following recitals are a substantive part of this Agreement:

- A. DISTRICT and CONSULTANT are parties to that certain Professional Services Agreement (the "Agreement"), dated November 15, 2022, for CONSULTANT to provide as-needed Financial and Accounting Services to DISTRICT.
- B. Pursuant to Section 1 of the Agreement, the Agreement is set to expire on June 30, 2023; however, the term of the Agreement may be extended by up to an additional six (6) months at the District Board's discretion.
- C. DISTRICT and CONSULTANT desire to amend the Agreement to extend the Term of the Agreement for an additional six (6 months).

AGREEMENT

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, DISTRICT and CONSULTANT agree as follows:

- 1. Pursuant to Section 1 of the Agreement, the term of the Agreement is hereby extended for an additional six (6) months, through December 31, 2023.
- 2. For all services performed during the extended term, CONSULTANT shall continue to be compensated at the hourly rate set forth in Attachment "A" to the Agreement; provided, however, that total compensation for services provided by CONSULTANT between July 1, 2023 and December 31, 2023 shall not exceed Twenty Thousand Dollars (\$20,000).
- 3. Except as otherwise expressly provided in this Amendment No. 1, all of the terms and conditions of the Agreement remain in full force and effect.
- 4. This Amendment No. 1 may be executed in counterparts, all of which shall constitute the same Agreement, notwithstanding that all parties to this Amendment No. 1 are not signatory to the same counterpart. Signature and acknowledgement pages may be detached from the counterparts and attached to a single copy of this Amendment No. 1 to physically form one (1) original document. These counterparts may be transmitted by facsimile or Portable Document Format (PDF), with the originals to be thereafter provided by the Parties. Such facsimiles or electronic copies shall be deemed original signatures.

IN WITNESS THEREOF, DISTRICT and CONSULTANT have caused this Amendment No. 1 to be executed by their duly authorized respective officers as of the date first written above.

"DISTRICT"
MIDWAY CITY SANITARY DISTRICT

"CONSULTANT"
DAVIS FARR LLP

By: _____
Tyler Diep, Board President

By: _____

Name: _____

Title: _____

ATTESTED:

Andrew Nguyen, Board Secretary

Date: _____

APPROVED AS TO FORM

James H. Eggart, General Counsel

Date: _____

AGENDA ITEM 7C

Date: June 6, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: Approve the May 12, 2023, Franchise Committee Report

BACKGROUND

The Midway City Sanitary District Franchise Committee met with CR&R on May 12, 2023, at 12:00 PM.

In attendance were:

MCS D General Manager, Robert Housley

CR&R, Julie Barreda

MCS D Board Director, Sergio Contreras

CR&R, Mike Carey

MCS D Board Director, Mark Nguyen

CR&R, Gabriel Angulo

MCS D Accountant/Administrative Secretary Daveta Kelly-Bishop

The following items were discussed:

1. MCS D discussed issues with the tonnage tickets and tare weights being incorrect. CR&R is going to look into this and rectify the issues.
2. CR&R provided an update and schedule for a Waste Characterization Study.
 - a. Residential – week of May 15th
 - b. Commercial – week of May 22nd
3. CR&R provided a list of the top 10 CR&R accounts. These accounts are mostly multifamily customers (mobile home parks, apartments). MCS D will partner with CR&R to reach out to each of these accounts over the course of the next year as needed.
4. CR&R resolve the abandoned cart issue at 7832 10th street.
5. CR&R reported the following SB 1383 Organics roll-out update:
 - a. # of calls 30
 - b. # of visits 20
 - c. # of carts/bins delivered or removed
 - a. 3 pulled
 - b. 1 delivered

MCSO confirmed that the CR&R coordinator shall continue to reach out to each account individually to implement a organic/food waste program. MCSO further clarified that MCSO did not want an automatic roll out of dropping off carts and automatically starting services without a prior discussion between CR&R and the customer.

6. CR&R Reported to following update on SB 1383 Waivers:
Approximately 400 accounts identified
 - a. 248 potential waivers
 - b. 168 of 400 accounts identified need an organics program
7. Over the summer months, MCSO will reach out to the Westminster School District to inquire about possible educational and partnering opportunities with MCSO, the school district, and CR&R.
8. Anaerobic digester tour of CR&R and their facilities is set for Friday, July 7th.
9. MCSO is reviewing and updating its bin enclosure requirements. MCSO will work with CR&R to also review and provide comments on the requirements before approved.
10. CR&R inquired as to the annual reporting to CalRecycle and who is responsible for it. MCSO staff to investigate and report back at the next franchise meeting.

The next Franchisee Committee meeting is planned for June 9, 2023, at 12:00 PM.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors approve the franchise committee report.

FINANCIAL IMPACT

No fiscal impact.

AGENDA ITEM 9A

Date: June 6, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: PUBLIC HEARING AND ADOPTION OF RESOLUTION NO. 2023-12 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING A REPORT ON SPECIAL USER FEES PURSUANT TO SPECIAL USAGE PERMIT AGREEMENT AND COVENANT DOCUMENTS AND DIRECTING THE COUNTY AUDITOR TO ADD SUCH SPECIAL USAGE CHARGES TO THE JULY 1, 2023 THROUGH JUNE 30, 2024 SECURED TAX ROLL PURSUANT TO ORDINANCE NO. 26

BACKGROUND

Annually, the Board of Directors adopts a Resolution to impose and collect special usage charges for services and facilities provided by the Midway City Sanitary District (District) to properties annexed to the District subsequent to July 20, 1981.

By Special Agreement, the District and owners of annexed properties have executed Special Usage Permit Agreement and Restrictive Covenant documents which contain an agreement that the special user fee may be collected on the tax roll. There is currently a total of 339 special agreements.

Properties subject to the special usage fees, and the amount of such fees, appear on the report attached as Exhibit "A".

STAFF RECOMMENDATION

Staff recommends that the Board of Directors take the following actions:

1. Conduct a public hearing and take public testimony regarding the report of charges per parcel for Sanitation and Sewer User Fees, pursuant to Special Usage Permit Agreement and Covenant Documents, to be added to the Orange County Secured Tax Roll.
2. Approve Resolution No. 2023-12.

FISCAL IMPACT

Total special usage charges pursuant to Special Usage Permit Agreements and Covenant Documents to be added to the Secured Tax Roll is \$218,528.95.

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was approved by Resolution of the District's Board of Directors, or said Special Usage Permit Agreement and Restrictive Covenant was recorded, whichever occurred earlier;

B. The annual property tax increment is defined as that amount by which the property tax on said property has increased since the fiscal year immediately preceding the fiscal year during which the annexation of said property was approved by Resolution of the District's Board of Directors.

4. That the description of the real property subject to the above special usage fees, and the amount of such fees, appear on the attached listing as Exhibit "A".

5. That pursuant to Health and Safety Code Section 5473, a report has been filed with the District's Secretary containing a description of each parcel of real property and the amount of charges imposed by Ordinance No. 26 and such Agreements for the fiscal year 2023-2024.

6. That pursuant to Health and Safety Code Section 5473.1, the filing of the report was duly noticed as required by law by publication once each week for two (2) successive weeks in the Westminster Herald Journal, a newspaper of general circulation, printed and published in the MIDWAY CITY SANITARY DISTRICT, of a notice of a public hearing to be held on June 5, 2023 at the Board's meeting room located at 14451 Cedarwood Avenue, Westminster, CA 92683, to consider oral and written objections or protests regarding such report.

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7. That pursuant to such notice, a public hearing to hear all objections or protests, if any, to the aforesaid report and proposed charges was held at the date and time set forth in such notice.

8. That after considering all protests, if any, the Board has determined that such report should be approved as filed.

9. That the County Auditor be, and hereby is ordered and directed to add such special usage fees to the July 1, 2023 – June 30, 2024 secured tax roll.

10. That the Secretary shall cause a copy of this Resolution and such report, in either written or electronic form, to be filed with the Orange County Auditor on or before August 10, 2022.

PASSED AND ADOPTED at a meeting of the Board of Directors of the MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, held this 6th day of June, 2023.

Tyler Diep, President

ATTEST:

Andrew Nguyen, Secretary

EXHIBIT "A" TO SPECIAL AGREEMENT RESOLUTION

APN	UNITS	SEWER RATE	SEWER FEES	SOLID WASTE RATE	SOLID WASTE FEES	2.0% SPECIAL AGREEMENT FEE	TOTAL FEES TO LEVY
09601101	11	100.41	1,104.51			214.74	1,319.25
09602101	1	100.41	100.41			1,708.85	1,809.26
09602115	1	100.41	100.41			932.69	1,033.10
09619101	1	100.41	100.41			339.89	440.30
09619109	1	100.41	100.41			974.09	1,074.50
09619110	1	100.41	100.41			974.09	1,074.50
09619111	1	100.41	100.41			974.09	1,074.50
09619113	1	100.41	100.41			222.50	322.91
09709050	133	100.41	13,354.53			2,961.07	16,315.60
09732101	3	100.41	301.23			31.05	332.28
09732120	3	100.41	301.23	195.69	587.07	272.95	1,161.25
09732253	3	100.41	301.23			1,054.29	1,355.52
09734105	5	100.41	502.05			78.91	580.96
09734126	18	100.41	1,807.38			1,611.83	3,419.21
09734127	1	100.41	100.41	195.69	195.69	80.20	376.30
09734128	1	100.41	100.41	195.69	195.69	80.20	376.30
09734129	1	100.41	100.41	195.69	195.69	80.20	376.30
09734130	1	100.41	100.41	195.69	195.69	80.20	376.30
09734131	1	100.41	100.41	195.69	195.69	80.20	376.30
09734132	1	100.41	100.41	195.69	195.69	80.20	376.30
09734133	1	100.41	100.41	195.69	195.69	80.20	376.30
09734134	1	100.41	100.41	195.69	195.69	80.20	376.30
09734135	1	100.41	100.41	195.69	195.69	80.20	376.30
09734136	1	100.41	100.41	195.69	195.69	80.20	376.30
09734137	1	100.41	100.41	195.69	195.69	80.20	376.30
09734138	1	100.41	100.41	195.69	195.69	80.20	376.30
09734139	1	100.41	100.41	195.69	195.69	80.20	376.30
09734140	1	100.41	100.41	195.69	195.69	80.20	376.30
09734141	1	100.41	100.41	195.69	195.69	80.20	376.30
09734142	1	100.41	100.41	195.69	195.69	80.20	376.30
09734143	1	100.41	100.41	195.69	195.69	80.20	376.30
09734144	1	100.41	100.41	195.69	195.69	80.20	376.30
09734145	1	100.41	100.41	195.69	195.69	80.20	376.30
09734146	1	100.41	100.41	195.69	195.69	80.20	376.30
09734147	1	100.41	100.41	195.69	195.69	80.20	376.30
09734148	1	100.41	100.41	195.69	195.69	80.20	376.30
09734149	1	100.41	100.41	195.69	195.69	80.20	376.30
09734150	1	100.41	100.41	195.69	195.69	80.20	376.30
09734151	1	100.41	100.41	195.69	195.69	80.20	376.30
09734152	1	100.41	100.41	195.69	195.69	80.20	376.30
09734153	1	100.41	100.41	195.69	195.69	80.20	376.30
09734154	1	100.41	100.41	195.69	195.69	80.20	376.30
09734155	1	100.41	100.41	195.69	195.69	80.20	376.30
09734156	1	100.41	100.41	195.69	195.69	80.20	376.30

EXHIBIT "A" TO SPECIAL AGREEMENT RESOLUTION

APN	UNITS	SEWER RATE	SEWER FEES	SOLID WASTE RATE	SOLID WASTE FEES	2.0% SPECIAL AGREEMENT FEE	TOTAL FEES TO LEVY
09734157	1	100.41	100.41	195.69	195.69	80.20	376.30
09734158	1	100.41	100.41	195.69	195.69	80.20	376.30
09734159	1	100.41	100.41	195.69	195.69	80.20	376.30
09734160	1	100.41	100.41	195.69	195.69	80.20	376.30
09734161	1	100.41	100.41	195.69	195.69	80.20	376.30
09734162	1	100.41	100.41	195.69	195.69	80.20	376.30
09734201	1	100.41	100.41	195.69	195.69	80.20	376.30
09734202	1	100.41	100.41	195.69	195.69	80.20	376.30
09734203	1	100.41	100.41	195.69	195.69	80.20	376.30
09734204	1	100.41	100.41	195.69	195.69	80.20	376.30
09734205	1	100.41	100.41	195.69	195.69	80.20	376.30
09734206	1	100.41	100.41	195.69	195.69	80.20	376.30
09734207	1	100.41	100.41	195.69	195.69	80.20	376.30
09734208	1	100.41	100.41	195.69	195.69	80.20	376.30
09734209	1	100.41	100.41	195.69	195.69	80.20	376.30
09734210	1	100.41	100.41	195.69	195.69	80.20	376.30
09734211	1	100.41	100.41	195.69	195.69	80.20	376.30
09734212	1	100.41	100.41	195.69	195.69	80.20	376.30
09734213	1	100.41	100.41	195.69	195.69	80.20	376.30
09734214	1	100.41	100.41	195.69	195.69	80.20	376.30
09734215	1	100.41	100.41	195.69	195.69	80.20	376.30
09734216	1	100.41	100.41	195.69	195.69	80.20	376.30
09734217	1	100.41	100.41	195.69	195.69	80.20	376.30
09734218	1	100.41	100.41	195.69	195.69	80.20	376.30
09734219	1	100.41	100.41	195.69	195.69	80.20	376.30
09734220	1	100.41	100.41	195.69	195.69	80.20	376.30
09734221	1	100.41	100.41	195.69	195.69	80.20	376.30
09734222	1	100.41	100.41	195.69	195.69	80.20	376.30
09734223	1	100.41	100.41	195.69	195.69	80.20	376.30
09734224	1	100.41	100.41	195.69	195.69	80.20	376.30
09734225	1	100.41	100.41	195.69	195.69	80.20	376.30
09734226	1	100.41	100.41	195.69	195.69	80.20	376.30
09734227	1	100.41	100.41	195.69	195.69	80.20	376.30
09734228	1	100.41	100.41	195.69	195.69	80.20	376.30
09734229	1	100.41	100.41	195.69	195.69	80.20	376.30
09734230	1	100.41	100.41	195.69	195.69	80.20	376.30
09734231	1	100.41	100.41	195.69	195.69	80.20	376.30
09734232	1	100.41	100.41	195.69	195.69	80.20	376.30
09734233	1	100.41	100.41	195.69	195.69	80.20	376.30
09734234	1	100.41	100.41	195.69	195.69	80.20	376.30
09734235	1	100.41	100.41	195.69	195.69	80.20	376.30
09734236	1	100.41	100.41	195.69	195.69	80.20	376.30
09734237	1	100.41	100.41	195.69	195.69	80.20	376.30
09734238	1	100.41	100.41	195.69	195.69	80.20	376.30

EXHIBIT "A" TO SPECIAL AGREEMENT RESOLUTION

APN	UNITS	SEWER RATE	SEWER FEES	SOLID WASTE RATE	SOLID WASTE FEES	2.0% SPECIAL AGREEMENT FEE	TOTAL FEES TO LEVY
09734239	1	100.41	100.41	195.69	195.69	80.20	376.30
09734240	1	100.41	100.41	195.69	195.69	80.20	376.30
09734241	1	100.41	100.41	195.69	195.69	80.20	376.30
09734242	1	100.41	100.41	195.69	195.69	80.20	376.30
09734243	1	100.41	100.41	195.69	195.69	80.20	376.30
09734244	1	100.41	100.41	195.69	195.69	80.20	376.30
09734245	1	100.41	100.41	195.69	195.69	80.20	376.30
09734246	1	100.41	100.41	195.69	195.69	80.20	376.30
09734247	1	100.41	100.41	195.69	195.69	80.20	376.30
09734248	1	100.41	100.41	195.69	195.69	80.20	376.30
09734249	1	100.41	100.41	195.69	195.69	80.20	376.30
09734250	1	100.41	100.41	195.69	195.69	80.20	376.30
09740127	8	100.41	803.28			218.62	1,021.90
09748234	1	100.41	100.41	195.69	195.69	80.20	376.30
09748235	1	100.41	100.41	195.69	195.69	80.20	376.30
09748236	1	100.41	100.41	195.69	195.69	80.20	376.30
09748237	1	100.41	100.41	195.69	195.69	80.20	376.30
09748238	1	100.41	100.41	195.69	195.69	80.20	376.30
09748239	1	100.41	100.41	195.69	195.69	80.20	376.30
09748240	1	100.41	100.41	195.69	195.69	80.20	376.30
09748241	1	100.41	100.41	195.69	195.69	80.20	376.30
09748242	1	100.41	100.41	195.69	195.69	80.20	376.30
09748243	1	100.41	100.41	195.69	195.69	80.20	376.30
09748244	1	100.41	100.41	195.69	195.69	80.20	376.30
09748245	1	100.41	100.41	195.69	195.69	80.20	376.30
09748246	1	100.41	100.41	195.69	195.69	80.20	376.30
09748247	1	100.41	100.41	195.69	195.69	80.20	376.30
09748248	1	100.41	100.41	195.69	195.69	80.20	376.30
09748249	1	100.41	100.41	195.69	195.69	80.20	376.30
09748250	1	100.41	100.41	195.69	195.69	80.20	376.30
09748251	1	100.41	100.41	195.69	195.69	80.20	376.30
09748252	1	100.41	100.41	195.69	195.69	80.20	376.30
09748253	1	100.41	100.41	195.69	195.69	80.20	376.30
09748254	1	100.41	100.41	195.69	195.69	80.20	376.30
09748255	1	100.41	100.41	195.69	195.69	80.20	376.30
09748256	1	100.41	100.41	195.69	195.69	80.20	376.30
09748257	1	100.41	100.41	195.69	195.69	80.20	376.30
09748258	1	100.41	100.41	195.69	195.69	80.20	376.30
09748259	1	100.41	100.41	195.69	195.69	80.20	376.30
09748260	1	100.41	100.41	195.69	195.69	80.20	376.30
09748261	1	100.41	100.41	195.69	195.69	80.20	376.30
09748262	1	100.41	100.41	195.69	195.69	80.20	376.30
09748263	1	100.41	100.41	195.69	195.69	80.20	376.30
09748264	1	100.41	100.41	195.69	195.69	80.20	376.30

EXHIBIT "A" TO SPECIAL AGREEMENT RESOLUTION

APN	UNITS	SEWER RATE	SEWER FEES	SOLID WASTE RATE	SOLID WASTE FEES	2.0% SPECIAL AGREEMENT FEE	TOTAL FEES TO LEVY
09748265	1	100.41	100.41	195.69	195.69	80.20	376.30
09748266	1	100.41	100.41	195.69	195.69	80.20	376.30
09748267	1	100.41	100.41	195.69	195.69	80.20	376.30
09748268	1	100.41	100.41	195.69	195.69	80.20	376.30
09748269	1	100.41	100.41	195.69	195.69	80.20	376.30
09748270	1	100.41	100.41	195.69	195.69	80.20	376.30
09749220	1	100.41	100.41	195.69	195.69	80.20	376.30
09749221	1	100.41	100.41	195.69	195.69	80.20	376.30
09749335	1	100.41	100.41	195.69	195.69	80.20	376.30
09749336	1	100.41	100.41	195.69	195.69	80.20	376.30
09749337	1	100.41	100.41	195.69	195.69	80.20	376.30
09749338	1	100.41	100.41	195.69	195.69	80.20	376.30
09749339	1	100.41	100.41	195.69	195.69	80.20	376.30
09749340	1	100.41	100.41	195.69	195.69	80.20	376.30
09749341	1	100.41	100.41	195.69	195.69	80.20	376.30
09749342	1	100.41	100.41	195.69	195.69	80.20	376.30
09750602	1	100.41	100.41	195.69	195.69	80.20	376.30
09750603	1	100.41	100.41	195.69	195.69	80.20	376.30
09750604	1	100.41	100.41	195.69	195.69	80.20	376.30
09750605	1	100.41	100.41	195.69	195.69	80.20	376.30
09750606	1	100.41	100.41	195.69	195.69	80.20	376.30
09750607	1	100.41	100.41	195.69	195.69	80.20	376.30
09750608	1	100.41	100.41	195.69	195.69	80.20	376.30
09750609	1	100.41	100.41	195.69	195.69	80.20	376.30
09750610	1	100.41	100.41	195.69	195.69	80.20	376.30
09750611	1	100.41	100.41	195.69	195.69	80.20	376.30
09750612	1	100.41	100.41	195.69	195.69	80.20	376.30
09750613	1	100.41	100.41	195.69	195.69	80.20	376.30
09750614	1	100.41	100.41	195.69	195.69	80.20	376.30
09753102	1	100.41	100.41			12.94	113.35
09753201	1	100.41	100.41			73.74	174.15
09753202	1	100.41	100.41			73.74	174.15
09753203	1	100.41	100.41			72.44	172.85
09753204	1	100.41	100.41			84.08	184.49
09753205	1	100.41	100.41			77.62	178.03
09753206	1	100.41	100.41			76.32	176.73
09753207	1	100.41	100.41			77.62	178.03
09753208	1	100.41	100.41			72.44	172.85
09753209	1	100.41	100.41			77.62	178.03
09753210	1	100.41	100.41			76.32	176.73
09753211	1	100.41	100.41			77.62	178.03
09753212	1	100.41	100.41			81.50	181.91
09753213	1	100.41	100.41			78.91	179.32
09753214	1	100.41	100.41			77.62	178.03

EXHIBIT "A" TO SPECIAL AGREEMENT RESOLUTION

APN	UNITS	SEWER RATE	SEWER FEES	SOLID WASTE RATE	SOLID WASTE FEES	2.0% SPECIAL AGREEMENT FEE	TOTAL FEES TO LEVY
09753215	1	100.41	100.41			82.79	183.20
09753216	1	100.41	100.41			80.20	180.61
09753217	1	100.41	100.41			71.15	171.56
09753218	1	100.41	100.41			73.74	174.15
09753219	1	100.41	100.41			80.20	180.61
09753220	1	100.41	100.41			76.32	176.73
09753221	1	100.41	100.41			78.91	179.32
09753222	1	100.41	100.41			72.44	172.85
09753223	1	100.41	100.41			78.91	179.32
09753224	1	100.41	100.41			72.44	172.85
09753225	1	100.41	100.41			69.85	170.26
09753226	1	100.41	100.41			77.62	178.03
09753227	1	100.41	100.41			77.62	178.03
09753228	1	100.41	100.41			64.68	165.09
09753229	1	100.41	100.41			77.62	178.03
09753230	1	100.41	100.41			78.91	179.32
09753231	1	100.41	100.41			76.32	176.73
09753232	1	100.41	100.41			71.15	171.56
09753233	1	100.41	100.41			77.62	178.03
09753234	1	100.41	100.41			77.62	178.03
09753235	1	100.41	100.41			73.74	174.15
09753236	1	100.41	100.41			80.20	180.61
09753237	1	100.41	100.41			78.91	179.32
09753238	1	100.41	100.41			80.20	180.61
09753239	1	100.41	100.41			78.91	179.32
09753240	1	100.41	100.41			77.62	178.03
09753241	1	100.41	100.41			78.91	179.32
09753242	1	100.41	100.41			73.74	174.15
09753243	1	100.41	100.41			72.44	172.85
09753244	1	100.41	100.41			77.62	178.03
09753245	1	100.41	100.41			76.32	176.73
09753246	1	100.41	100.41			72.44	172.85
09753247	1	100.41	100.41			68.56	168.97
09754141	1	100.41	100.41	195.69	195.69	80.20	376.30
09754142	1	100.41	100.41	195.69	195.69	80.20	376.30
09754143	1	100.41	100.41	195.69	195.69	80.20	376.30
09754144	1	100.41	100.41	195.69	195.69	80.20	376.30
09754145	1	100.41	100.41	195.69	195.69	80.20	376.30
09754146	1	100.41	100.41	195.69	195.69	80.20	376.30
09754147	1	100.41	100.41	195.69	195.69	80.20	376.30
09754148	1	100.41	100.41	195.69	195.69	80.20	376.30
09754149	1	100.41	100.41	195.69	195.69	80.20	376.30
09754320	1	100.41	100.41	195.69	195.69	80.20	376.30
09755335	11	100.41	1,104.51			393.26	1,497.77

EXHIBIT "A" TO SPECIAL AGREEMENT RESOLUTION

APN	UNITS	SEWER RATE	SEWER FEES	SOLID WASTE RATE	SOLID WASTE FEES	2.0% SPECIAL AGREEMENT FEE	TOTAL FEES TO LEVY
09839121	12	100.41	1,204.92			1,059.46	2,264.38
09844248	2	100.41	200.82	195.69	391.38	14.23	606.43
09844250	1	100.41	100.41	195.69	195.69	14.23	310.33
09955423	40	100.41	4,016.40			2,552.29	6,568.69
09962412	0	100.41	-			125.48	125.48
10720128	1	100.41	100.41	195.69	195.69	80.20	376.30
10720129	1	100.41	100.41	195.69	195.69	80.20	376.30
10720130	1	100.41	100.41	195.69	195.69	80.20	376.30
10720131	1	100.41	100.41	195.69	195.69	80.20	376.30
10720132	1	100.41	100.41	195.69	195.69	80.20	376.30
10720133	1	100.41	100.41	195.69	195.69	80.20	376.30
10720134	1	100.41	100.41	195.69	195.69	80.20	376.30
10720135	1	100.41	100.41	195.69	195.69	80.20	376.30
10720136	1	100.41	100.41	195.69	195.69	80.20	376.30
10720137	1	100.41	100.41	195.69	195.69	80.20	376.30
10720138	1	100.41	100.41	195.69	195.69	80.20	376.30
10720139	1	100.41	100.41	195.69	195.69	80.20	376.30
10720140	1	100.41	100.41	195.69	195.69	80.20	376.30
10720141	1	100.41	100.41	195.69	195.69	80.20	376.30
10720409	1	100.41	100.41	195.69	195.69	80.20	376.30
10720410	1	100.41	100.41	195.69	195.69	80.20	376.30
10720411	1	100.41	100.41	195.69	195.69	80.20	376.30
10720412	1	100.41	100.41	195.69	195.69	80.20	376.30
10720413	1	100.41	100.41	195.69	195.69	80.20	376.30
10720414	1	100.41	100.41	195.69	195.69	80.20	376.30
10720415	1	100.41	100.41	195.69	195.69	80.20	376.30
10720416	1	100.41	100.41	195.69	195.69	80.20	376.30
10720417	1	100.41	100.41	195.69	195.69	80.20	376.30
10722070	6	100.41	602.46			4,768.23	5,370.69
10722072	14	100.41	1,405.74			2,538.06	3,943.80
10722073	18	100.41	1,807.38			5,140.79	6,948.17
10722074	1	100.41	100.41			808.50	908.91
10722075	12	100.41	1,204.92			3,303.87	4,508.79
10771146	1	100.41	100.41	195.69	195.69	80.20	376.30
10771147	1	100.41	100.41	195.69	195.69	80.20	376.30
10771148	1	100.41	100.41	195.69	195.69	80.20	376.30
10771149	1	100.41	100.41	195.69	195.69	80.20	376.30
10771150	1	100.41	100.41	195.69	195.69	80.20	376.30
10771151	1	100.41	100.41	195.69	195.69	80.20	376.30
10771152	1	100.41	100.41	195.69	195.69	80.20	376.30
10771153	1	100.41	100.41	195.69	195.69	80.20	376.30
10771154	1	100.41	100.41	195.69	195.69	80.20	376.30
10771155	1	100.41	100.41	195.69	195.69	80.20	376.30
10771156	1	100.41	100.41	195.69	195.69	80.20	376.30

EXHIBIT "A" TO SPECIAL AGREEMENT RESOLUTION

APN	UNITS	SEWER RATE	SEWER FEES	SOLID WASTE RATE	SOLID WASTE FEES	2.0% SPECIAL AGREEMENT FEE	TOTAL FEES TO LEVY
10771157	1	100.41	100.41	195.69	195.69	80.20	376.30
10771158	1	100.41	100.41	195.69	195.69	80.20	376.30
10771159	1	100.41	100.41	195.69	195.69	80.20	376.30
10771160	1	100.41	100.41	195.69	195.69	80.20	376.30
10771161	1	100.41	100.41	195.69	195.69	80.20	376.30
10771162	1	100.41	100.41	195.69	195.69	80.20	376.30
10771163	1	100.41	100.41	195.69	195.69	80.20	376.30
10771164	1	100.41	100.41	195.69	195.69	80.20	376.30
10771304	1	100.41	100.41	195.69	195.69	80.20	376.30
10771305	1	100.41	100.41	195.69	195.69	80.20	376.30
10771306	1	100.41	100.41	195.69	195.69	80.20	376.30
10771307	1	100.41	100.41	195.69	195.69	80.20	376.30
10773101	56	100.41	5,622.96			1,478.59	7,101.55
10788158	1	100.41	100.41	195.69	195.69	90.55	386.65
10788159	1	100.41	100.41	195.69	195.69	89.26	385.36
10788160	1	100.41	100.41	195.69	195.69	128.07	424.17
10788161	1	100.41	100.41	195.69	195.69	89.26	385.36
10788162	1	100.41	100.41	195.69	195.69	89.26	385.36
10788163	1	100.41	100.41	195.69	195.69	102.19	398.29
10788164	1	100.41	100.41	195.69	195.69	89.26	385.36
10788165	1	100.41	100.41	195.69	195.69	85.38	381.48
10788166	1	100.41	100.41	195.69	195.69	120.31	416.41
10788167	1	100.41	100.41	195.69	195.69	99.61	395.71
10788168	1	100.41	100.41	195.69	195.69	116.42	412.52
10855112	116	100.41	11,647.56			3,834.25	15,481.81
14207202	1	100.41	100.41			40.54	140.95
14207210	1	100.41	100.41			940.45	1,040.86
14302103	79	100.41	7,932.39			5,526.29	13,458.68
14303133	31	100.41	3,112.71			2,109.87	5,222.58
14303135	26	100.41	2,610.66			1,870.56	4,481.22
14360107	9	100.41	903.69			1,138.37	2,042.06
19537201	1	100.41	100.41	195.69	195.69	41.40	337.50
20309103	2	100.41	200.82			479.93	680.75
20310308	8	100.41	803.28			1,593.72	2,397.00
20343106	1	100.41	100.41			2,067.18	2,167.59
20343115	1	100.41	100.41			173.34	273.75
20344251	1	100.41	100.41			214.74	315.15
93386101	1	100.41	100.41	195.69	195.69	18.11	314.21
93386102	1	100.41	100.41	195.69	195.69	18.11	314.21
93386103	1	100.41	100.41	195.69	195.69	18.11	314.21
20358102	8	100.41	803.28			304.00	1,107.28
20358103	9	100.41	903.69			336.34	1,240.03
20358106	2	100.41	200.82			54.33	255.15
20358107	1	100.41	100.41	195.69	195.69	27.17	323.27

EXHIBIT "A" TO SPECIAL AGREEMENT RESOLUTION

APN	UNITS	SEWER RATE	SEWER FEES	SOLID WASTE RATE	SOLID WASTE FEES	2.0% SPECIAL AGREEMENT FEE	TOTAL FEES TO LEVY
93876023	1	100.41	100.41			60.80	161.21
93876024	1	100.41	100.41			60.80	161.21
93876025	1	100.41	100.41			55.63	156.04
93876026	1	100.41	100.41			47.86	148.27
93876027	1	100.41	100.41			60.80	161.21
93876028	1	100.41	100.41			59.51	159.92
93876029	1	100.41	100.41			53.04	153.45
93989001	1	100.41	100.41			64.68	165.09
93989002	1	100.41	100.41			60.80	161.21
93989003	1	100.41	100.41			68.56	168.97
93989004	1	100.41	100.41			65.97	166.38
93989005	1	100.41	100.41			64.68	165.09
93989006	1	100.41	100.41			64.68	165.09
93989007	1	100.41	100.41			65.97	166.38
93989008	1	100.41	100.41			65.97	166.38
93989009	1	100.41	100.41			64.68	165.09
93989010	1	100.41	100.41			64.68	165.09
93989011	1	100.41	100.41			65.97	166.38
93989012	1	100.41	100.41			65.97	166.38
93989013	1	100.41	100.41			64.68	165.09
93989014	1	100.41	100.41			64.68	165.09
93989015	1	100.41	100.41			65.97	166.38
93989016	1	100.41	100.41			65.97	166.38
93989017	1	100.41	100.41			64.68	165.09
93989018	1	100.41	100.41			64.68	165.09
93989019	1	100.41	100.41			65.97	166.38
93989020	1	100.41	100.41			65.97	166.38
93989021	1	100.41	100.41			65.97	166.38
93989022	1	100.41	100.41			64.68	165.09
93989023	1	100.41	100.41			65.97	166.38
14207339	1	100.41	100.41			331.75	432.16
	956		95,991.96		43,834.56	78,702.43	218,528.95

AGENDA ITEM 9B

Date: June 6, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: PUBLIC HEARING AND ADOPTION OF RESOLUTION NO. 2023-13 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING A REPORT ON SANITATION AND SEWER USER FEES AND DIRECTING THE COUNTY AUDITOR TO ADD SUCH USER CHARGES TO THE JULY 1, 2023 THROUGH JUNE 30, 2024 SECURED TAX ROLL PURSUANT TO ORDINANCE NO. 72 AND ORDINANCE NO. 73

BACKGROUND/DISCUSSION

In order for the rates and charges for sanitation and sewage services and facilities provided by the Midway City Sanitary District (District) to be collected on the tax rolls, Health & Safety Code Section 5473 *et. seq.* requires that the Board of Directors annually hold a public hearing and approve a report describing the amount of the charges for each parcel for the year.

Pursuant to proposed Ordinance Nos. 72 and 73, the rates for the Fiscal Year July 1, 2023 through June 30, 2024 are as follows:

Curbside Solid Waste Collection Fee:	\$195.69 per EDU
Additional Solid Waste Cart Fee:	\$38.07 per Cart
Residential and Nonresidential Sanitary Sewer Service Fee:	\$100.41 per Sewer Unit

A report detailing the total amount of the charges for each parcel receiving curbside solid waste and/or sanitary sewer services from the District was made available for review at the District's offices.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors take the following actions:

1. Conduct a public hearing and take public testimony regarding the report of charges per parcel for the sanitation and sewage services and facilities provided by the District, to be added to the Orange County Secured Tax Roll.
2. Approve Resolution No. 2023-13.

FISCAL IMPACT

Preliminary charges to be added to the secured tax roll for Fiscal Year 2023-2024 are approximately \$7,184,178. Final fees to be determined by the August 10, 2021 due date to the County Assessor's Office.

RESOLUTION NO. 2023-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING A REPORT ON SANITATION AND SEWER USER CHARGES AND DIRECTING THE COUNTY AUDITOR TO ADD SUCH USER CHARGES TO THE JULY 1, 2023 THROUGH JUNE 30, 2024 SECURED TAX ROLL PURSUANT TO ORDINANCE NO. 72 AND ORDINANCE NO. 73.

WHEREAS, Ordinance No. 72 adjusting user fee rates for sanitary sewer services was adopted by the Board of Directors of the Midway City Sanitary District on June 21, 2022.

WHEREAS, Ordinance No. 73 adjusting user fee rates for residential solid waste services was adopted by the Board of Directors of the Midway City Sanitary District on June 21, 2022.

Upon motion duly made, seconded and carried, the Board of Directors of the MIDWAY CITY SANITARY DISTRICT does hereby resolve as follows:

1. That by the adoption of Ordinance No. 72, the Board of Directors of the MIDWAY CITY SANITARY DISTRICT elected to adjust the rates and charges for sanitary sewer services and facilities provided by said District. Ordinance 72 authorized a sewer service fee of \$100.41 for each residential, commercial, or industrial unit or activity per year for the fiscal year July 1, 2023 – June 30, 2024.

2. That by the adoption of Ordinance No. 73, the Board of Directors of the MIDWAY CITY SANITARY DISTRICT elected to adjust the rates and charges for solid waste services to parcels that receive Curbside Container Service from the District. Ordinance 73 authorized an annual solid waste collection fee of \$195.69 for each unit of service, and an annual fee of \$38.07 for each additional solid waste cart provided as part of the basic Curbside Collection Service, for the fiscal year July 1, 2023 – June 30, 2024.

3. That pursuant to Health and Safety Code Section 5473, a report has been filed with the District's Secretary containing a description of each parcel of real property and the

amount of the charges imposed by Ordinance Nos. 72 and 73, for the fiscal year July 1, 2023 – June 30, 2024.

4. That pursuant to Health and Safety Code Section 5473.1, the filing of the report was duly noticed as required by law by publication once each week for two (2) successive weeks in the Westminster Herald Journal, a newspaper of general circulation, printed and published in the MIDWAY CITY SANITARY DISTRICT, of a notice of a public hearing to be held on June 5th, 2023 at the Board's meeting room located at 14451 Cedarwood Street, Westminster, CA 92683, to consider oral and written objections or protests regarding such report.

5. That pursuant to such notice, a public hearing to hear all objections or protests, if any, to the aforesaid report and proposed charges was held at the date and time set forth in such notice.

6. That after considering all protests, if any, the Board has determined that such report should be approved as filed.

7. That the County Auditor be, and hereby is ordered and directed to add such sewerage and sanitation (solid waste) usage fees to the 2023-2024 secured tax roll.

8. That the Secretary shall cause a copy of this Resolution and such report, in either written or electronic form, to be filed with the Orange County Auditor on or before August 10, 2023.

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PASSED AND ADOPTED at a meeting of the Board of Directors of the MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, held this 6th day of June, 2023.

Tyler Diep, President

ATTEST:

Andrew Nguyen, Secretary

AGENDA ITEM 9C

Date: June 6, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: PUBLIC HEARING AND ADOPTION OF RESOLUTION NO. 2023-14 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE SPECIAL DISTRICT GENERAL FUND BUDGET FOR THE FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024.

BACKGROUND

Prior to July 1st of each year, the District is required to adopt an annual budget for all funds of the District. The preparation and approval of the budget is a multistep process that concludes with the formal adoption of the budget document by the Board of Directors.

The proposed budget represents a balanced spending plan for the delivery of services and programs to the residents and businesses of the Midway City Sanitary District, as well as proving a legal basis for the expenditure of public funds.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors take the following actions:

1. Conduct a public hearing and take public testimony regarding the Proposed Budget.
2. Adopt Resolution No. 2023-14 approving the Midway City Sanitary District's annual Budget for Fiscal Year 2023-2024.

FISCAL IMPACT

The adoption of the attached Resolution results in the legal appropriation of \$17,139,000.00 in District monies for Fiscal Year 2023-2024.

A summary of the District's proposed Fiscal Year 2023-2024 Budgets are as follows:

Operating Budget	\$15,189,000
Capital Outlay, Improvements Budget & Misc.	\$ 1,950,000
Potential Increase in Net Position	\$ 774,242

The proposed operating budget is balanced.

Attachments:

1. Resolution No. 2023-14
2. FY 23-24 Budget Document

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RESOLUTION NO. 2023-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE SPECIAL DISTRICT GENERAL FUND BUDGET FOR THE FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024

BE IT RESOLVED, by the Board of Directors of Midway City Sanitary District, of Orange County, California, that the Special District General Fund Budget for the fiscal year 2022-2023 is hereby adopted. A copy of said budget is attached hereto.

PASSED AND ADOPTED at a meeting of the Board of Directors of Midway City Sanitary District, of Orange County, California, held this 6th day of June, 2023.

Tyler Diep, President

ATTEST:

Andrew Nguyen, Secretary

Midway City Sanitary District

Proudly Serving
Westminster & Midway City
Since 1939

Fiscal Year 2023-2024 Budget

14451 Cedarwood Avenue
Westminster, CA 92683
(714)893-3553
www.midwaycitysanitaryca.gov



Our Mission Statement

"The Board of Directors and Employees of Midway City Sanitary District work diligently to provide sewer and solid-waste services to the residents of the District.

Our top priority is to accomplish this in an ethical, efficient and cost-effective manner that will protect the health and safety of those we serve."

Midway City Sanitary District

Annual Budget

Fiscal Year July 1, 2023 - June 30, 2024



Submitted by
Robert Housley, General Manager

Prepared by the
Finance Department
Vacant, Director of Finance and Human Resources

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Midway City Sanitary District

Elected Officials

Tyler Diep
President
(714)893-3553

Mark Nguyen
President Pro-Tem
(714)893-3553

Andrew Nguyen
Secretary
(714)333-0799

Chi Charlie Nguyen
Treasurer
(714)576-4330

Sergio Contreras
Secretary & Treasurer Pro-Tem
(714)893-3553



Principal Staff

General Manager.....	Robert Housley
Director of Finance and Human Resources	Siamlu Cox
Executive Secretary/Board Clerk.....	Cynthia Olsder
District Engineer	Milo Ebrahimi
Director of Operations/Safety	Nicolas Castro
Services & Program Development	Vacant
Lead Sewer Maint. Worker/Construction Inspector.....	Randy Griffith
Lead Solid Waste Worker.....	Sergio Gonzalez
Lead Fleet Maintenance Mechanic.....	Raul Martinez

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Executive Summary

June 1, 2023

Honorable Board of Directors:



Today, we are submitting the Fiscal Year 2023-2024 budget during a time of transition and growth for the District, amid increasingly challenging economic times, with inflation at an all-time 40-year high, interest rates rising, the threat of a possible recession on the horizon, unstable energy markets, increasing mandated regulations, government, and continued political unrest at home and abroad.

Regardless of what is happening around us, the Midway City Sanitary District continues to do well and continues to provide superior customer service, has a vibrant workforce that helps to bring a sense of normalcy to everyday life, and remains fiscally strong. The District has met all the challenges it has faced head on, and our employees continue to not only meet the extra demands placed upon them but excel at what they do for the community.

This year's budget is robust and includes an aggressive campaign of public outreach and education, updating infrastructure, installing solar panels and EV charging stations, protecting our sewer system, increasing staff levels, replacing aging assets, all while maintaining the high level of services the Midway City Sanitary District is known for.

This year's budget also includes a modest rate increase for residential solid waste and residential and commercial sewer services. The District has completed a cost-of-service rate study, which may be found on the District's website, which indicates that rates for services needed to be increased to cover the cost of service provided.

With high inflation, rising labor costs, State mandates like AB 1383 for organics and the California Air Resources Board's (CARB) newest Advanced Clean Air Fleet Regulations which requires government agencies to move to having fully electrical fleets, and overall increased costs from vendors, the District needs to adjust its rates to ensure the District remains fiscally healthy and strong. Solid Waste and Sewer service rates will be increased each year, for a 5-year period, we are currently in year 2 of this period. Even with the adjustments to the fees, the District will remain one of the lowest service providers for residential solid waste services, in Orange County.

A budget is a planning document that helps guide the District for the upcoming year. It's not only a financial document but also used to meet the directives set by the Board of Directors. The Board continues to express its desire to keep our service levels high, to continue to maintain an aggressive public outreach and educational campaign, to continue to stay fiscally conservative and healthy, and explore new

opportunities and partnerships to improve the Districts services and the customers we serve. This budget takes all of this into account and will continue to not only meet our service expectations but our financial expectations as well.

We are pleased to present to you a balanced budget. This document demonstrates how the organization will continue to implement its vision to be a sustainable organization in service to the community and continue to take Midway City Sanitary District down the path of strong fiscal health and transparency.

The operating and capital budgets and reserves are presented for all District activities and these budgets are balanced with current resources matching appropriations.

The budgets for the Midway City Sanitary District (MCSD) consist of a \$15,189,000 operating budget and a \$1,950,000 capital outlay and improvements budget which includes \$250,000 for potential contributions to the District's CEPPT trust funds. The largest capital project the District will take on in 2023-2024 is the complete renovation of the District offices, buildings, and yard, including solar canopies/panels and electrical vehicle charging stations, and the purchase of three (3) new CNG trash trucks. The District will also take on the cleaning of and CCTV of the whole sewer system, the spraying manholes for bugs & pests, analyzing manholes for composite covers and flow monitors, and the completion of a Sewer System Master Plan that will create a capital repair and maintenance plan of our sewers for the next 10 years.

The size of these budgets is indicative of the breadth, depth and diversity of services, projects, and activities undertaken by the Midway City Sanitary District for public health and safety, quality of life, and infrastructure maintenance.

The District's overall budget uses a multi-pronged strategy to maintain services and update infrastructure while strengthening Midway City Sanitary District's financial position and not tapping into reserves. The strategy involved:

- Reductions in operating expenditures without jeopardizing core services
- Business process and efficiency improvements, including the use of technology, and continued evaluation of how services are performed, the use of partners the District can work with to benefit the District's residents and business.

This document is consistent with the Board's direction and priorities following several public meeting workshops and provides a framework for District activities during the next fiscal year. This document serves as a source of information for the MCSD Board of Directors, our employees, and ratepayers.

This budget strongly supports the primary mission of the District, touching on all key areas. The Budget was constructed by utilizing a conservative approach in projecting revenues and corresponding expenditures. This conservative approach is necessary,

as the District must continue to be sensitive to potential changes in the condition of the State and local economy.

The budget as presented is well balanced and is consistent with the policy direction reflected in the Board of Directors' goals. The budget reflects the Board of Directors' commitment to long-term financial planning, cost effective services, and financial policies that recognize the need to fund future obligations.

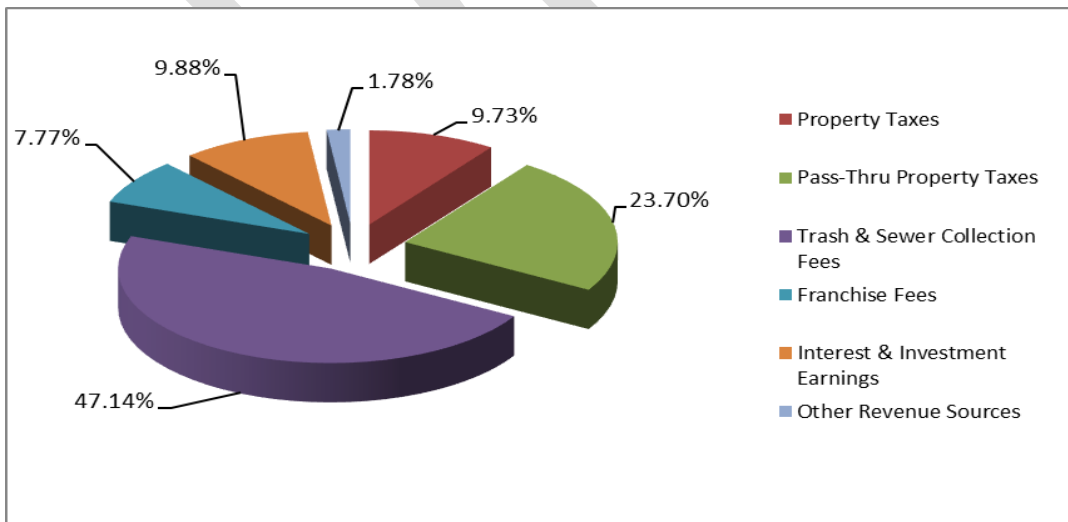
An underlying principle in preparing the budget is to establish service level efforts and funding in accordance with the priorities set by the Board of Directors in a prudent fiscal manner. The on-going challenge we face as a District is operating within fiscal resources. The budget process involves the operating departments prioritizing needs based on available resources while maintaining excellent service levels.

The budget is based upon an in-depth analysis of actual and projected fund balances, revenues, and expenditures. The management team reviewed individual department requests and prioritized activities based upon the Board of Directors' goals. At the conclusion of this process, the adopted budget was prepared, and it is being submitted to the Board of Directors for review and adoption.

Revenues by Source

Midway City Sanitary District (MCSD) receives its revenues from a variety of sources. The pie-chart below reflects MCSD's primary source of funding for District activities. Predominately MCSD's funding, 47.14% comes from trash and sewer service Fees assessed to users of the sewer and solid waste services MCSD provides. The second highest source of funding is the portion of Ad Valorem Taxes and Pass-thru property tax funds MCSD receives from property owners of the District at 33.43%.

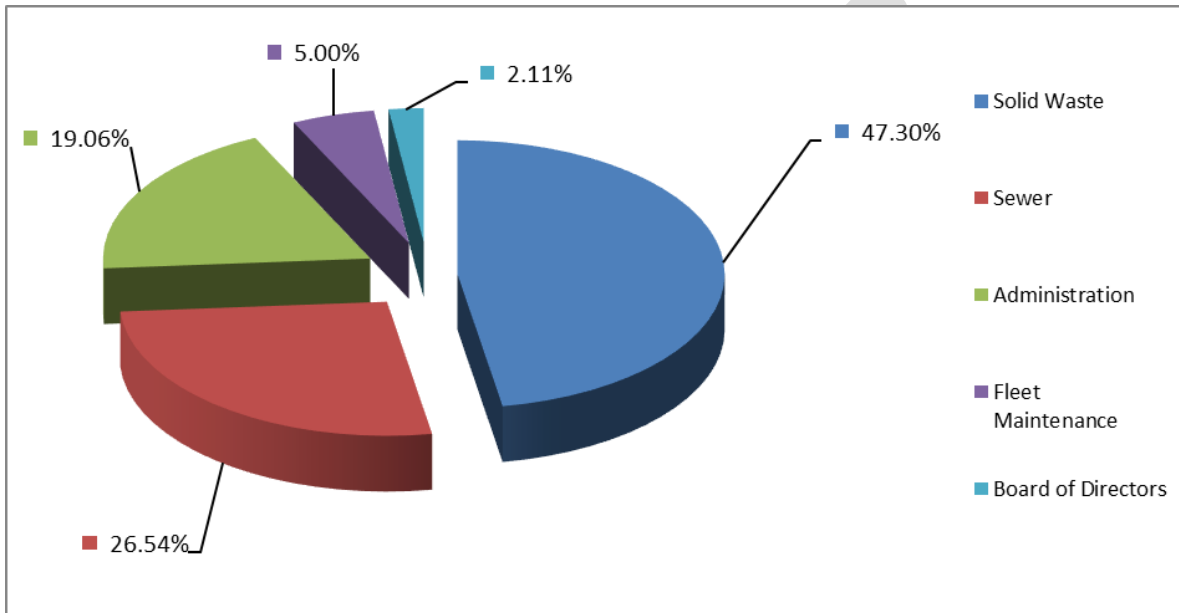
Revenues by source:



Expenses by Department

Historically the District's budget is broken down by department. The adopted budget document continues that practice with a detailed narrative and accounts for the District's revenues, expenses, and capital expenditures. Solid waste (trash) accounts for 47.30% of the operating budget and sewer services at 26.54% for a combined total of 73.84%. An additional 26.16% are support services including the Board of Directors, fleet maintenance and administration departments.

Expenses shown by department:



Revenues, Expenditures, and Capital Improvement Program

MCSD's revenues, expenditures, and capital expenditures have risen gradually as expected due to a changing economy, inflation and needed capital improvements. The adopted budget continues to account for revenues and plan for the expenses needed to continue to support the high level of services MCSD provides to the community.

Capital project spending is usually a multi-year process, and the expenses are typically determined by what phase the project is in. The capital spending details are included in the appropriate sections of the budget.

Fiscal Challenges

The budget is the culmination of months of effort by the Board of Directors and District staff to balance available resources with the services desired by Midway City Sanitary District residents and businesses. It represents the Board of Director's and staff's best recommendations for meeting fund balance requirements and service delivery objectives, while providing tangible outcomes for programs and projects rooted in the

Board of Directors' goals. This budget will guide the Midway City Sanitary District through the next fiscal year.

As is the case for all budgets, the document before you is a fluid one. Developing and monitoring MCSD's budget is an ongoing process, with modifications and adjustments made throughout the year to respond to unanticipated events. There are finite numbers in this budget, but there are also some unknowns, for which MCSD must be financially prepared.

The budget appropriately considers these economic realities and places MCSD in a position to act as needed in the coming years. Understanding that costs are rising faster than revenues, MCSD has exhibited prudent foresight and continues to find ways to limit the possibility of reducing service levels in the wake of financial constraints. The major components of costs in our budget are those with the greatest inflationary pressures.

Conclusion

While we continue to grapple with some level of uncertainty, and it's too soon to tell precisely what major events may happen in 2023 and 2024, the District's fiscal position, and budget outlook is generally positive.

We are indebted to the Board of Directors for its leadership and overall direction in the development of this budget and moving our District forward in a positive and responsible direction.

The Budget is balanced; the Board of Directors' goals and priorities are funded; the challenges we face are manageable.

With that, we are proud to commend District staff throughout the organization for their high degree of professionalism, commitment, and effort. The collaborative and disciplined efforts that went into developing and producing this budget were truly a team effort.

Thank you.

Robert Housley
General Manager

Vacant
Director of Finance and
Human Resources

Vision of the Midway City Sanitary District

The Vision Statement supports the Mission Statement by expressing a broad philosophy of what the Midway City Sanitary District strives to achieve now and in the future in the delivery of services to our customers, vendors, other agencies, the general public, and each other.

Our vision for Midway City Sanitary District is to be the recognized leader for the provision of solid waste and sanitary sewer collection services.

- Our vision is to enjoy a positive reputation in the county for the provision of these services.
- Our vision is to eliminate areas within our sewer system which require higher levels of maintenance.
- Our vision is to divert more solid waste from the landfill and increase recycling and organics percentages.
- Our vision is to implement up to date technology in all operations.
- Our vision is to maintain a rate structure and rate reserves to support the infrastructure and operations.
- Our vision is to develop the best possible workforce by providing equipment, safety training and standards of operation.

Through the promotion of social responsibility and environmental stewardship, the District in partnership with the community, will continue to improve upon the preservation and decision making to produce optimum financial, environmental and societal results.

Core Values of the Midway City Sanitary District

The Core Values support the Mission and Vision Statements by expressing the values, beliefs, and philosophy that guide our daily actions. They help form the framework of our organization and reinforce our professional work ethic.

Honesty, Trust and Respect

To aspire to the highest degree of integrity, honesty, trust and respect in our interaction with each other, our suppliers, our customers and our community.

Teamwork and Problem Solving

To strive to reach MCSD goals through cooperative efforts and collaboration with each other and our constituents. We will work to solve problems in a creative, cost-effective, and safe manner, acknowledging team and individual efforts. We will act in a manner that protects our environment, and we will always be responsive to our customers' needs.

Leadership and Commitment

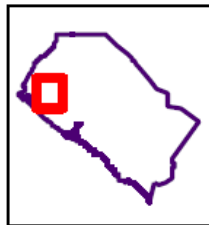
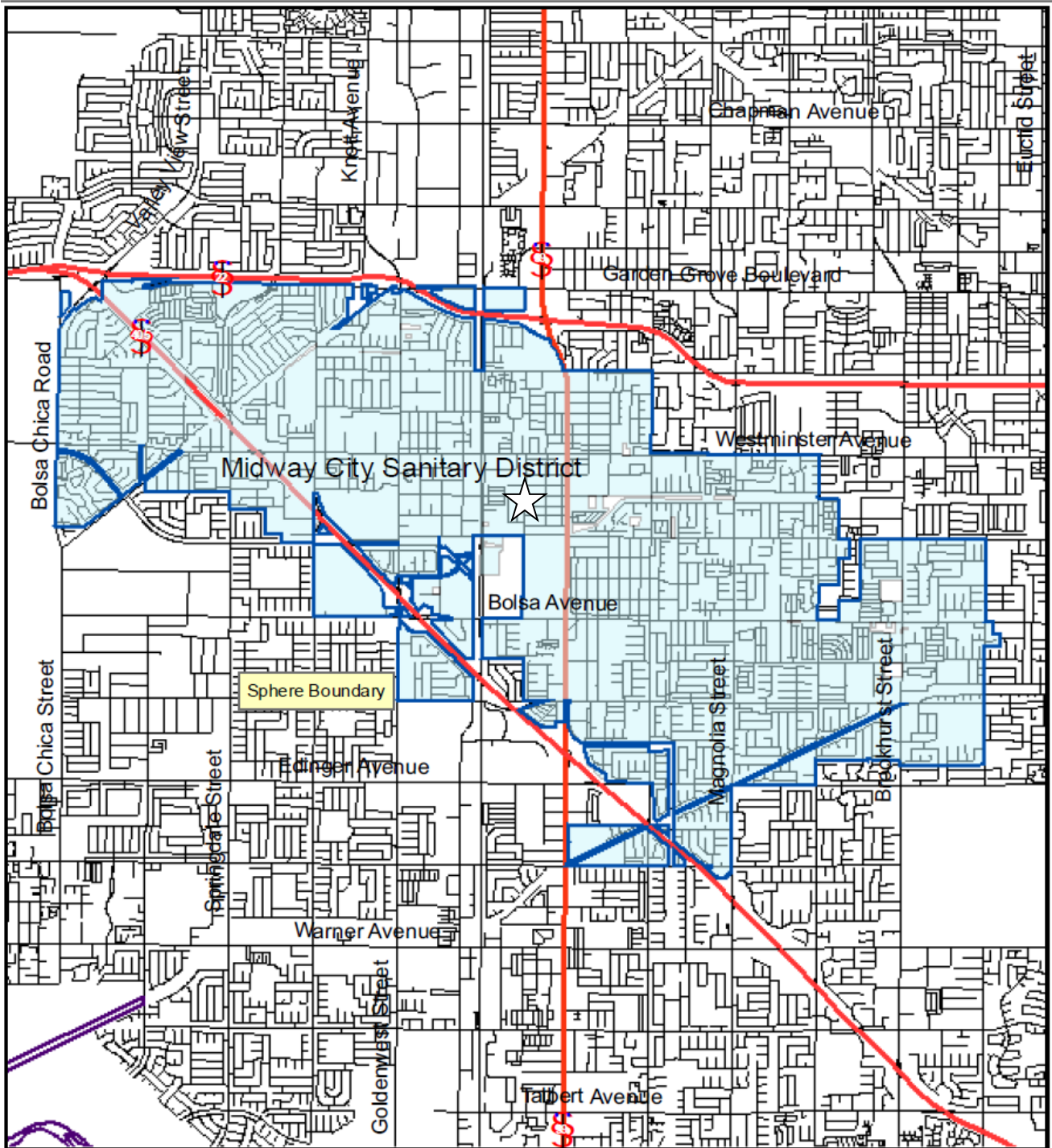
To lead by example, acknowledging the value of our resources and using them wisely and safely to achieve our objectives and goals. We are committed to acting in the best interest of our employees, our organization, and our community to protect the environment in each of our operations and projects.

Learning and Teaching – Talents, Skills and Abilities

To continuously develop ourselves, enhancing our talents, skills and abilities, knowing that only through personal growth and development will we continue to progress as an agency and as individuals.

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Midway City Sanitary District Sphere of Influence Map



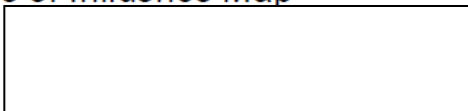
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Midway City Sanitary District Sphere of Influence Map

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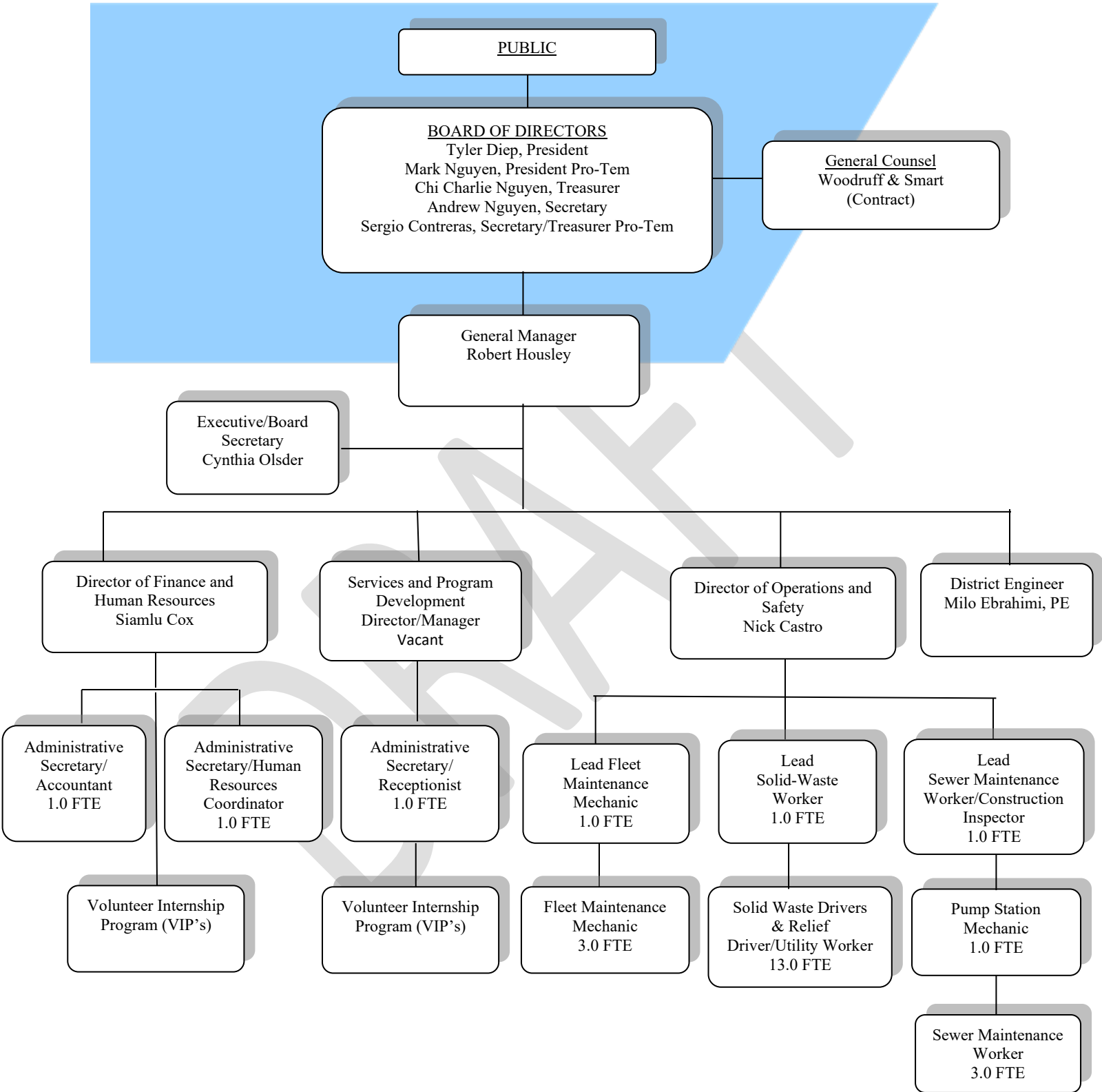
- Sphere Boundary
- District Boundary



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Midway City Sanitary District Organizational Chart



Midway City Sanitary District Information and Statistics

The Midway City Sanitary District (MCSD) was formed by a vote of the people in 1939 for the purpose of providing the community refuse and sewer services. MCSD is an independent special district of the State of California, formed in 1939 under the Sanitary District Act of 1923. The first meeting of the Midway City Sanitary District Board was held January 13, 1939, at 7:00 P.M. at the fire hall in Midway City.

The Midway City Sanitary District services approximately 103,000 residents within its 10.4 square mile service area of the City of Westminster and the unincorporated area of the County of Orange known as Midway City. The Midway City Sanitary District provides solid waste to approximately 19,900 residences and sewer services to approximately 35,000 residences & businesses.

Midway City Sanitary District is operated by a Board of Directors, General Manager, administrative staff and field personnel. The Board of Directors is elected by the public and serves staggered four-year terms. The Board of Directors meets on the first and third Tuesdays of each month. The General Manager is hired by the Board of Directors. Midway City Sanitary District currently employs twenty-nine (31) employees that work in one of the service categories: administration, sewer system maintenance, solid waste and fleet maintenance, with the potential to expand during 2023-2024.

The Midway City Sanitary District provides wastewater collection, cleaning of sewage lines, approval of plans, and the inspection of the construction of sewer built within MCSD boundaries by developers, and solid waste disposal services to the residents and businesses (via a third-party franchisee, CR&R Incorporated) of the District.

MCSD owns and operates vehicles for the above purposes and also owns property on which the MCSD office and truck facilities are located including a garage and other buildings for the purpose of servicing and maintaining trucks and sewer lines. MCSD has contracted with a third party for the collection of commercial solid waste collected in bins.

MCSD recovers the cost of its services through service rates imposed on users of the service. Adopted June 21, 2022, the FY 23-24 annual rates for services are \$8.37 per month (\$100.41 per year) per unit for sewer service and \$16.31 per month (\$195.69 per year) per unit for residential three-cart curbside service, and \$3.17 per month (\$38.07 per year) for each additional cart service requested.

Midway City Sanitary District's fiscal year runs for a twelve (12) month period beginning July 1 through June 30 of the following year. The District's budget consists of two separate components, operations, and capital improvements.

Location

Midway City Sanitary District is located with the 22 (Garden Grove) Freeway on its northern boundary and the 405 (San Diego) Freeway on its southern boundary. It is 15 minutes from Disneyland and Knott's Berry Farm and 10 minutes from Southern California's beautiful beaches. The John Wayne airport is within 10 miles and Los Angeles International airport is 45 minutes away.

Government

The governing board is made up of five Directors elected by popular vote to serve four-year staggered terms. The Board Directors annually selects one of its members to serve as Board President. The General Manager is appointed by the Board of Directors.

Population

Midway City Sanitary District currently serves a population of approximately 99,170 residents, ranking among one the largest sanitary districts in California.

<u>Year</u>	<u>Westminster</u>	<u>Midway City</u>	<u>Total Residents Served</u>
2023	90,489	8,681	99,170
2022	94,200	8,800	103,000
2021	91,645	8,693	100,338
2020	92,421	8,767	101,188
2019	92,610	8,760	101,370

Solid Waste (Refuse) Services

Residential Solid Waste Pick-up	19,804	customers
Commercial Service (CR&R)	1,200	customers
Total Solid Waste Customers	21,004	customers

Solid Waste, Recycling, and Organics Tonnage

	<u>Solid Waste</u>	<u>Recycling</u>	<u>Organics</u>	<u>Total</u>
2022-2023 est.	22.3 tons	8.5 tons	9.2 tons	40.0 tons
2021-2022	24.2 tons	8.1 tons	8.9 tons	41.2 tons
2020-2021	26.6 tons	8.0 tons	10.0 tons	44.6 tons
2019-2020	26.5 tons	7.0 tons	8.6 tons	42.1 tons
2018-2019	30.4 tons	7.4 tons	3.2 tons	41.0 tons

Sewer Services

2023 Total Sewer Connections	35,289
2022 Total Sewer Connections	34,832
2021 Total Sewer Connections	34,716

Sewer Millions of Gallons a Day (MGD)

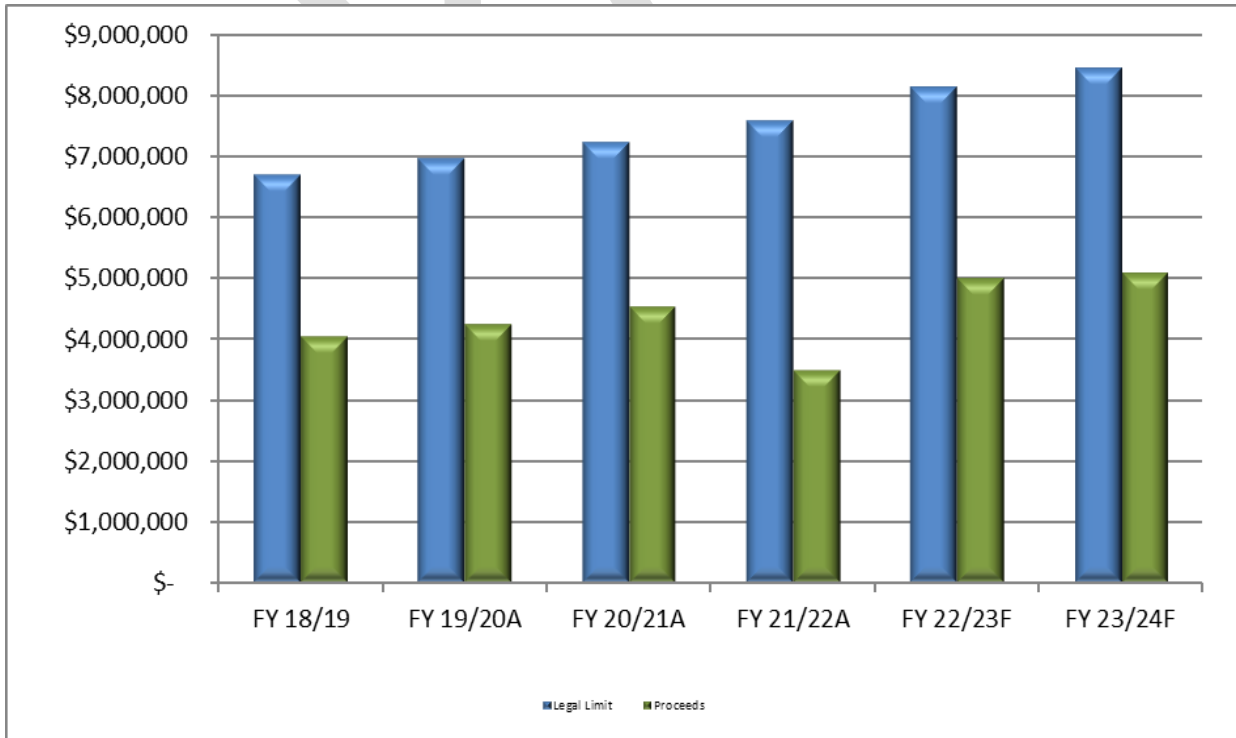
18 MGD Capacity (system wide)

GANN APPROPRIATIONS LIMIT

Commonly referred to as the Gann Limit, this was a ballot initiative adopted in 1980, and modified by Proposition 111, which passed in 1990, to limit the amount of tax proceeds state and local governments can spend each year. The Gann Limit now appears in the California's State Constitution as Article XIII B.

The limit changes annually and is different for every organization. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in FY 1978-79 in each jurisdiction and modified for changes in inflation and population in each subsequent year. By law, inflationary adjustments are based on the California Department of Finance's official report on changes in states per capita income or in non-residential assessed valuation due to new construction. Population adjustments are based on the changes in the District's population levels. Each year the Board of Directors must adopt, by resolution, an appropriations limit for the following year. Using the cost-of-living data provided by the State of California, and population and per capita personal income data provided by the California State Department of Finance, MCSD's Appropriation Limit for 2023-2024 is \$8,450,033. A copy of the adopted Gann Appropriations Limit Resolution with calculations, can be found in the Supplemental Information Section on page XX.

Additional appropriations to the budget funded by non-tax sources such as service charges, restricted revenues from other agencies, grants, or beginning fund balances are unaffected by the Appropriations Limit.



BUDGET PROCESS

The budget process is not simply an exercise in balancing one year at a time; it is strategic in nature, encompassing a multi-year financial and operating plan that allocates resources on the basis of identified goals and objectives. The Midway City Sanitary District's budget is prepared on an annual basis and is based on the priorities, goals, and objectives established by the Board of Directors. The budget document communicates how the District invests its revenues derived from user fees and fixed revenue sources to support its mission and its programs.

BASIS OF THE BUDGET

The Midway City Sanitary District (MCSD) is a special district of the State of California and operates as a single enterprise fund. The activities of the enterprise funds closely resemble those of businesses and are substantially financed by revenue derived from user charges.

The basis of accounting refers to the timing of revenue and expenditure recognition for financial reporting. In preparing the budget, the District applies the same methodology. MCSD prepares its budget using the full accrual basis where revenues are recognized when earned, and expenses are recognized when they are incurred. The District's accounting and financial reporting systems are maintained in compliance with generally accepted accounting principles and standards of the Government Accounting Standards Board.

BUDGETARY CONTROLS

Budgetary controls are maintained by the District to ensure compliance with the annual budget adopted by the Board of Directors. All financial activities for the fiscal year are included in the annual budget. Budgetary control is maintained at the management level for operating budgets, and at the project level for capital improvements. The Board of Directors receives budget updates quarterly.

MCSD's budget is prepared on an annual basis and since the budget is an estimate, at times it is necessary to make adjustments to meet the priorities and needs of the District.

The first milestone in this process is the midyear budget review. During this process, the District compiles the first six months of actual financial data and projects the final six months of data to obtain a new 12-month projected budget. The Finance Department compares the 12-month projection to the original budget adopted by the Board of Directors and presents the results to the Board of Directors for review.

The budget is revised when expenditures are anticipated to exceed estimates. A report outlining the reasons for increasing the budget appropriation is prepared and submitted to the Board of Directors for consideration.

Increases in budget appropriations must be approved by the Board of Directors. Budget transfers affecting personnel and capital outlay must be approved by the General Manager. Reallocations or transfers within a department or project/program require the approval of the General Manager and/or the Director of Finance and Human Resources.

BUDGET CALENDAR

As part of the annual budget development process, the Board of Directors reviews the budget calendar and schedules a series of workshop/study sessions, ultimately resulting in a budget adoption. The workshop/study sessions allow the Board of Directors and the public an opportunity to hear staff's preliminary outlook for the upcoming budget and more importantly to voice priorities, goals and objectives.

The following budget calendar is presented to aid in the preparation of the budget:

January 17, 2023	Budget Calendar Approved by the Board of Directors
Feb-23 & March-22	General Manager/Department Head Meetings – Estimates Due
April 17, 2023	First Public Budget Workshop/Study Session
May 22, 2023	Second Public Budget Workshop/Study Session
June 6, 2023	Public Hearing & Adoption of Budget

BUDGET ASSUMPTIONS

Every budget includes a number of estimates and assumptions about what revenues will be available and what conditions will affect the District's operations during the budget year. It is important to list the key assumptions to help establish a context for review of the budget. If a revenue source is decreased or eliminated, expenditures should be reduced in response. Some of the key assumptions are:

REVENUE ASSUMPTIONS

Per the Revenue and Taxation Code section 51, the State Board of Equalization provides to County Assessors the inflation factor to be used in preparing the annual property tax assessment roll. Proposition 13 property tax assessments will be increased in Orange County, due to a positive Consumer Price Index (CPI) inflation adjustment of 2.0%.

1. Property Tax: Overall countywide assessed values are projected by the Orange County Assessor to increase approximately 7.274%. The District will apply a 2.0% increase to property tax revenues for increases in property tax and the additional increase in assessed value to market value when property is sold at a higher value.
2. Trash and Sewer Collection Fees are being budgeted to reflect the current annual rates for service of \$100.41 per unit for sewer service and \$195.69 per unit for residential curbside (solid waste) service.
3. Special Agreements for service(s) are budgeted to reflect an annual increase of 2.0% plus service fee adjustments.
4. Franchise Fees: MCSD collects franchise fees from CR&R Inc. for solid waste collection of commercial, industrial, and other businesses from MCSD's service area. MCSD's franchise fee is limited to 14 percent (effective July 1, 2014) of the franchisee's gross annual receipts from the service area.
5. Investments: The market remains volatile, and savings rates are finally on the uptick. The District will seek investment opportunities in accordance with the Investment Policy as they arise. Earnings on the investments of the District's operating cash and reserves will be budgeted conservatively for the year as inflation starts to slow and the Federal Reserve also starts to slow rate hikes. The

threat of a possible recession and the federal debt ceiling debates continue to create uncertainty in the markets.

EMPLOYEE, MATERIALS, SUPPLIES AND SERVICES ASSUMPTIONS

6. Operating, maintenance, and administrative costs are expected to increase as a result of general inflation. Increases are anticipated among personnel salaries, benefit increases, materials, supplies, and services agreements.
7. The budget reflects the potential that each department may increase by 1.0 FTE.
8. The current Memorandum of Understanding (MOU) for the represented employees expires June 30, 2024. 3.0 % cost of living raises, and regular merit step increases are included in the budget.
9. MCSD and employees share in the contributions made into a defined benefit retirement plan. Retirement costs for employees enrolled in the CalPERS have been assessed at a rate of:

CalPERS						# of
Employer Contribution Rates	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Employees
3% @ 60 Tier 1 (closed 2009)	14.40%	15.45%	15.25%	15.25%	17.26%	10
2% @ 55 Tier 2 (Classic-open)	10.22%	11.03%	10.88%	10.87%	12.47%	1
2% @ 62 Tier 3 (PEPRA 2013)	6.99%	7.73%	7.59%	7.47%	7.68%	21

10. Other employee benefits and insurances will be budgeted to increase in by moderate amounts based on inflation.
11. Tonnage (dumping fees) fees are subject to an annual CPI increase each fiscal year. The additional tonnage fees imposed by the County and per the Exclusive Franchise Agreement have been absorbed by the District and not passed through to the District's residential customers. Additionally, there is no tonnage fee on recycled items placed in the blue carts.

The table below shows the tonnage cost per ton for each of the different types of waste streams.

Fiscal Year	Black Solid Waste Container Rate Per Ton	Blue Recycling Container Rate Per Ton	Green Organics Container Rate Per Ton
FY 23-24	63.25	0.00	108.63
FY 22-23	59.19	0.00	100.70
FY 21-22	56.25	0.00	97.37
FY 20-21	55.51	49.00	95.82
FY 19-20	54.31	49.00	93.00
FY 18-19	52.81	0.00	88.95
FY 17-18	51.62	0.00	0.00
\$49.00 Blue Recycling Rate Per Ton April-Aug 2020 due to COVID			

DEBT FINANCING ASSUMPTIONS

12. The Midway City Sanitary District is currently debt free and has no current plans to issue any debt to fund the Capital Improvement Program (CIP).

RESERVE ASSUMPTIONS

Tracking the District’s reserves provides a measure of the overall fiscal health of the District’s finances and can be used to help make projections on what capital projects the District can plan for and when.

The budget reserves are summarized as follows and include recommendations for long-term reserve levels:

UNRESTRICTED RESERVES:

13. OPERATING FUNDS:

An operating cash flow is established and maintained to fund the day-to-day operations, maintenance, unforeseen emergencies, unanticipated revenue shortfalls or unexpected expenditure increases.

DESIGNATED:

14. ORANGE COUNTY – MIDWAY CITY (DESIGNATED) RESERVE:

These funds are received from the County of Orange. These funds are for operational and capital infrastructure projects within the unincorporated area

of Midway City. This reserve has been established to ensure funds are available for the replacement, upgrade and refurbishment of the District's sewer lines located in the unincorporated area of Midway City as well as operational costs.

15. LIFT (PUMP) STATION & SEWER LINE RESERVE:

This reserve has been established to ensure adequate funds are available for the replacement, upgrade and refurbishment of the District's sewer lines and lift stations. The long-term target for the sewer lines reserve is for the Sewer System Master Plan to be funded from reserves and not from current revenues. The level of reserve will be established as an amount equal half of the District's sewer assets on the books.

16. VEHICLE REPLACEMENT RESERVE:

A vehicle replacement reserve is established and maintained to ensure adequate funds are available for the systematic replacement and refurbishment of the District's sewer, solid waste, and maintenance trucks and vehicles.

17. BUILDINGS, EQUIPMENT AND FACILITIES RESERVE:

This reserve was established to ensure that the District has adequate funds available for the acquisition, construction, replacement, and maintenance, for infrastructure, land, equipment and facilities.

18. COMPRESSED NATURAL GAS (CNG)/EV FUELING FACILITIES RESERVE:

The CNG fueling facility became operational in October of 2015 to support the District's CNG fleet. This reserve was established to ensure that the District has adequate funds available for the future replacement and repair/maintenance of the CNG equipment and facility and for electrical vehicle facilities.

19. EMERGENCY AND CONTINGENCY RESERVES:

May be used for unanticipated and nonrecurring extraordinary needs of an emergency nature, including a natural disaster or calamity and in the event of a declared State of Emergency. The fund may also be used for nonrecurring and unforeseen needs, unexpected obligations created by state and federal laws, new public safety or health needs after the budget process has occurred, or opportunities to achieve cost saving. It may also be used to cover revenue shortfalls experienced by the District and for cash flow management purposes.

The table below shows the District's reserve designations and their current level:

RESERVE		CATEGORY	GOAL LEVEL	CURRENT LEVEL	OVER/(UNDER) GOAL	% FUNDED
Operating Fund	LAIF	Unrestricted	10,000,000	9,450,257	(549,743)	95%
Orange County Midway City	LAIF	Designated	3,600,000	1,623,920	(1,976,080)	45%
Buildings, Equipment, and Facilities	LAIF	Designated	8,000,000	4,771,985	(3,228,015)	60%
Lift Stations & Sewer Lines	LAIF	Designated	50,000,000	30,815,388	(19,184,612)	62%
CNG/EV Station & Facilities	LAIF	Designated	4,000,000	1,947,820	(2,052,180)	49%
Vehicle Replacements	LAIF	Designated	5,000,000	3,580,472	(1,419,528)	72%
Emergencies & Contingencies	CalTRUST	Designated	2,500,000	1,461,796	(1,038,204)	58%
CERBT 115 Trust Related to OPEB	CalPERS	Restricted	4,900,000	6,296,513	1,396,513	129%
CEPPT 115 Trust Related to Pensions	CalPERS	Restricted	4,800,000	4,551,893	(248,107)	95%
Totals			\$ 92,800,000	\$64,500,044	\$ (28,299,956)	70%

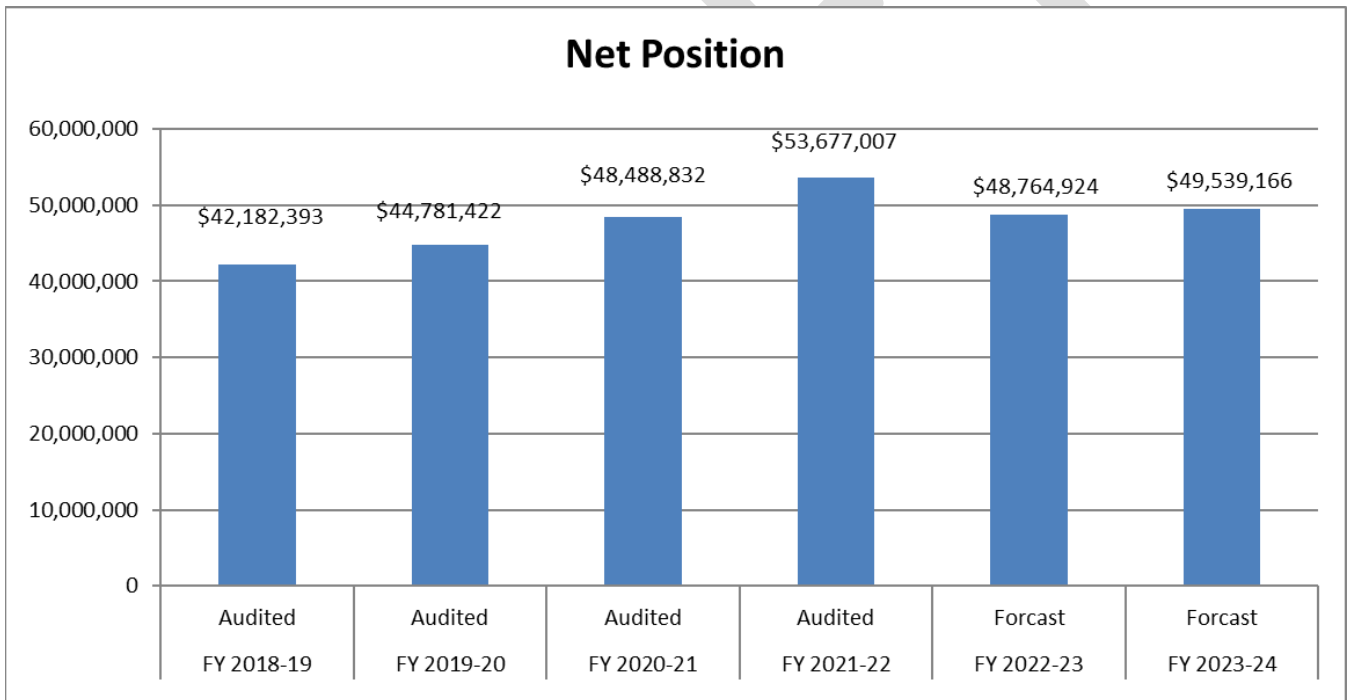
The largest capital project the District will take on in 2023-2024 is the complete renovation of the District offices, buildings, and yard, including solar canopies/panels, and electrical charging stations. The Buildings, Equipment, and Facilities designated reserves will be used to pay for the project. No debt will be issued. The District is also purchasing 3 CNG trash trucks to supplement its fleet. The trucks are being purchased with funds from the Vehicle replacement reserve.

GENERAL/ENTERPRISE FUND

Midway City Sanitary District (MCSD) is an enterprise district, in which operations are financed and operated in a manner similar to private business enterprises where the cost of providing goods and services is financed primarily through user charges. The majority of the revenues are derived from a special assessment (user fees) set annually by the MCSD Board of Directors and placed on the property tax roll. Other revenues are received from property taxes, plan checks and permit fees.

The General Fund is the general operating fund of MCSD. All General Fund tax revenues and all other receipts and user fees are accounted for in this fund. Expenditures of this fund include operating expenses and capital improvement costs.

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Audited	Audited	Audited	Audited	Forecast	Forecast
Net Position, Unrestricted, July 1,	\$37,339,706	\$42,251,679	\$44,781,422	\$48,488,832	\$53,677,007	\$48,764,924
Net Increase/(Decrease)	\$ 4,842,687	\$ 2,529,743	\$ 3,707,410	\$ 5,188,175	\$ (4,912,083)	\$ 774,242
Net Position, Unrestricted, June 30	\$42,182,393	\$44,781,422	\$48,488,832	\$53,677,007	\$48,764,924	\$49,539,166



Fiscal Year 2022-2023 & 2023-2024 are forecast numbers, actual ending fund balances are to be determined at fiscal year-end.

OPERATING BUDGET SUMMARY

Fiscal Year July 1, 2023 through June 30, 2024

\$15,189,000

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD ACTUAL	BUDGET	BUDGET
SUMMARY							
1	REVENUES						
2	Property Taxes	\$ 1,453,835	\$ 1,449,684	\$ 1,440,401	\$ 1,437,277	\$ 1,423,833	\$ 1,478,000
3	Trash & Sewer Collection Fees	6,852,379	6,867,992	6,904,276	6,942,570	7,189,402	7,160,000
4	Franchise Fees	1,036,264	1,088,185	1,121,793	1,174,482	1,031,789	1,180,000
5	Pass-through Property Taxes	2,570,738	2,789,567	3,080,935	3,421,254	3,785,559	3,600,000
6	Interest & Investment Earnings	1,053,892.41	1,054,909.52	541,416.03	(1,008,281.97)	1,622,878.84	1,500,000
7	Other Revenue Sources	317,676.68	559,515.44	336,328.14	685,606.78	94,507.67	271,000
8	TOTAL REVENUES	\$ 13,284,785	\$ 13,809,854	\$ 13,425,149	\$ 12,652,908	\$ 15,147,969	\$ 15,234,527
9	EXPENDITURES						
10	Salaries & Wages	\$ 2,097,634	\$ 2,181,383	\$ 2,301,719	\$ 2,417,022	\$ 2,279,706	\$ 2,811,000
11	Benefits	910,675	1,332,548	1,435,221	1,184,992	1,194,940	1,709,050
12	Tonnage Disposal Fees	1,474,799	1,405,388	2,420,879	2,178,318	2,104,913	2,650,000
13	Repairs & Maintenance	408,291	543,270	492,286	468,405	569,622	841,600
14	Depreciation & Amortization Expenses	1,239,990	1,391,948	1,463,959	1,497,196	1,438,573	1,450,500
15	Other Operating Expenses	1,480,602	2,079,193	1,321,610	1,643,142	1,879,397	4,134,708
16	TOTAL EXPENDITURES	\$ 7,611,990	\$ 8,933,730	\$ 9,435,674	\$ 9,389,075	\$ 9,467,151	\$ 12,087,110
17	Net for Reserves or Capital Projects	5,672,795	4,876,124	3,989,475	3,263,832	5,680,817	1,211,242

CAPITAL OUTLAY & IMPROVEMENTS BUDGET

Fiscal Year July 1, 2023 through June 30, 2024

\$1,950,000

		PRIOR YEARS	FY 2022-23	FY 2022-23	FY 2023-24
		ACTUAL	YTD ACTUAL	BUDGET	BUDGET
CAPITAL OUTLAY IMPROVEMENTS & MISCELLANEOUS BUDGET					
1	DISTRICT OFFICES & YARD				
2	Solar Project Design		6,522	115,000	-
3	Solar Project Construction			735,000	-
4	District Building Project Design & Construction	352,235	2,594,382	6,700,000	-
5	District Buildings Facility, Features & Furnishings			100,000	150,000
6	District Buildings Technology			100,000	-
7	1 New Class C Vehicle		40,222	40,500	80,000
8	FLEET MAINTENANCE				
9	New Steam Cleaner for Wash Rack			-	-
10	SOLID WASTE				
11	1 New Class C Vehicle/Truck			-	-
12	3 Mack CNG Side Loader Trash Trucks		416,927	425,000	1,400,000
13	Rebuilt Engines & Packers for CNG Trash Trucks		40,525	60,000	60,000
14	SEWER				
15	New Sewer Lift Station Pumps		329,196	350,000	-
16	SCADA System Upgrades		38,325	50,000	-
17	Plan Document Scanner and Plotter				10,000
18	MISCELLANEOUS				
19	Payments Towards Unfunded Liabilities				
20	Contributions Towards 115 CEPPT Trust		450,000	450,000	250,000
21	TOTAL CAPITAL OUTLAY & IMPROVEMENTS	\$ 352,235	\$ 3,916,098	\$ 9,125,500	\$ 1,950,000

The Capital Outlay & Improvement budget is robust and is focused on the addition several new vehicles, pumps for the sewer lift stations, additional discretionary payments towards pension and retired health care costs, as well as the remodel of the District buildings, offices, and the addition of solar panels for energy effectiveness.

Generally, the increase in expenses for capital outlay and improvement projects vary year-to-year in large part due to the District's aggressive plan to ensure current and future services to the patrons of the District. The Capital Outlay & Improvement budget will be funded by a variety of financing activities. Capital improvement projects will be funded from unencumbered operating revenues, pass-thru funds, and District capital reserves as needed.

REVENUES
Fiscal Year July 1, 2023 through June 30, 2024
\$15,189,000

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD ACTUAL	BUDGET	BUDGET
REVENUES							
1 OPERATING REVENUES							
2 Trash & Sewer Collection Fees	\$ 6,852,379	\$ 6,867,992	\$ 6,904,276	\$ 6,942,570	\$ 7,189,402	\$ 7,150,000	\$ 7,160,000
3 Additional Container & Service Fees	2,065	2,744	2,100	3,092	13,224	12,500	12,000
4 Franchise Fees	1,036,264	1,088,185	1,121,793	1,174,482	1,031,789	1,170,000	1,180,000
5 Sewer Plan Checks & Inspection Fees	101,738	256,716	99,652	41,570	44,985	48,000	45,000
6 Sewer Connection Fees (OC San)	19,617	49,962	14,267	14,005	16,814	15,500	14,000
7 OPERATING REVENUES	\$ 8,012,063	\$ 8,265,600	\$ 8,142,088	\$ 8,175,719	\$ 8,296,214	\$ 8,396,000	\$ 8,411,000
8 NON-OPERATING REVENUES							
9 Property Tax Secured	\$ 1,302,402	\$ 1,306,336	\$ 1,300,952	\$ 1,296,564	\$ 1,276,041	\$ 1,310,000	\$ 1,336,200
10 Property Tax Unsecured	39,887	40,224	39,125	41,496	32,090	34,000	40,000
11 Property Tax Secured Supplemental	37,559	27,676	26,730	30,457	44,723	38,027	30,000
12 Homeowner's Property Tax Relief	7,204	6,767	6,313	6,005	4,900	4,500	6,000
13 State-Assessed Public Utility Tax & Railroad	59,633	59,162	61,462	60,862	64,479	62,000	64,000
14 Pass-through Property Taxes County of Orange	218,646	291,867	380,505	406,339	413,629	525,000	400,000
15 Pass-through Property Taxes City of Westminster	2,352,091	2,497,700	2,700,430	3,014,915	3,371,929	3,000,000	3,200,000
16 Investment Income	1,053,892	1,054,910	541,416	(1,008,282)	1,622,879	1,650,000	1,500,000
17 Interest on Undistributed Taxes	7,150	9,520	5,818	1,894	1,600	2,000	1,800
18 Other Revenue	205,511	273,023	214,237	626,940	24,404	213,000	200,000
19 Gain/(Loss) on Disposal of Capital Assets	-	-	6,073	-	(4,920)	-	-
20 NON-OPERATING REVENUES	\$ 5,283,976	\$ 5,567,093	\$ 5,283,061	\$ 4,477,189	\$ 6,851,755	\$ 6,838,527	\$ 6,778,000
21 TOTAL REVENUES	\$ 13,296,040	\$ 13,832,693	\$ 13,425,149	\$ 12,652,908	\$ 15,147,969	\$ 15,234,527	\$ 15,189,000

EXPENDITURES BY DEPARTMENT
Fiscal Year July 1, 2023 through June 30, 2024
\$13,977,758

	SEWER	SOLID WASTE	FLEET MAINT	ADMIN	BOARD	FY 2023-24 BUDGET
1 EXPENSES						
2 Salaries & Wages	\$ 440,000	\$ 1,000,000	\$ 357,000	\$ 1,200,000	\$ 115,000	\$ 3,112,000
3 Medicare	6,000	18,000	4,500	17,000	1,600	47,100
4 CalPERS Retirement	150,000	245,000	50,000	150,000		595,000
5 CalPERS CEPPT Trust Reimbursement	-	-	-	-		-
6 Group Insurance	120,000	295,000	100,000	229,500	120,000	864,500
7 Group Insurance Retirees	40,000	61,000	10,000	75,000		186,000
8 CalPERS OPEB Trust Reimbursement	(40,000)	(61,000)	(10,000)	(75,000)		(186,000)
9 Workers' Compensation Insurance	15,500	60,000	11,500	5,500	400	92,900
10 Uniforms & Laundry	3,500	12,000	4,500	550		20,550
11 Employee Reimbursements	3,000	6,000	2,000	3,000		14,000
12 Unemployment Benefits	-	-	-	-	-	-
13 TOTAL LABOR & BENEFITS	\$ 738,000	\$ 1,636,000	\$ 529,500	\$ 1,605,550	\$ 237,000	\$ 4,746,050
14 Board Meeting Expenses	-	-	-	-	5,000	5,000
15 Board Election Costs	-	-	-	-	-	-
16 Office Expenses & Supplies	-	-	-	15,000	-	15,000
17 Operating Expenses	6,000	6,000		25,000	4,000	41,000
18 Local Govt. Formation Commission (LAFCO)	-	-	-	21,508	-	21,508
19 Services & Supplies	7,500	66,500	4,000	35,000	3,500	116,500
20 Printing & Publications	-	-	-	2,000	-	2,000
21 Permits Fees Testing & Taxes	25,000	-	-	3,500	-	28,500
22 Membership Dues & Subscriptions	1,500	-	-	15,000	-	16,500
23 Staff Development & Travel Expenses	10,000	10,000	5,000	50,000	45,000	120,000
24 Education & Training	10,000	15,000	5,000	10,000	-	40,000
25 Employee Awards Incentives & Recognition				50,000	-	50,000
26 Medical Exams & Testing	1,000	5,000	800	2,000	-	8,800
27 Property & Liability Insurance	94,000	160,000	80,000	106,000	-	440,000
28 Claims Expenses	10,000	10,000	-	-	-	20,000
29 Gasoline & Diesel Fuel	7,500	7,500	6,000	4,000	-	25,000
30 Tonnage Disposal Fees	-	2,650,000	-	-	-	2,650,000
31 Solid Waste, Recycling, & Organic Containers	-	300,000	-	-	-	300,000
32 Tools & Equipment	-	-	40,000	-	-	40,000
33 Repairs, Maintenance, Tires, and Restock Parts	250,000	425,000	15,000	10,000	-	700,000
34 Repairs & Maintenance CNG Facilities	-	75,000	-	-	-	75,000
35 Hazardous Waste Used/Mixed Oil	-	-	1,000	-	-	1,000
36 Emergency Repairs	150,000	-	-	-	-	150,000
37 Audit & Financial Services	-	-	-	25,000	-	25,000
38 Engineering & Consulting Services	500,000	-	-	-	-	500,000
39 Legal Services Personnel	-	-	-	35,000	-	35,000
40 Legal Services General Counsel	-	-	-	120,000	-	120,000
41 Information Technology	15,000	30,000	3,000	50,000	-	98,000
42 Professional & Consulting Services		10,000	-	65,000	-	75,000
42 Temporary Personnel	-	-	-	50,000	-	50,000
43 CCTV and Cleaning of District Sewer Lines	1,200,000	-	-	-	-	1,200,000
44 Community Outreach & Programs	-	70,000	-	255,000	-	325,000
45 Fats, Oils & Grease (FOG) Program	25,000	-	-	-	-	25,000
46 Resident Lateral Assistance Program	9,000	-	-	-	-	9,000
47 Utilities-Includes Lift (Pump) & CNG Stations	51,500	85,000	2,500	35,000	-	174,000
48 Natural Gas Fuel (CNG Facilities)	10,000	200,000	-	-	-	210,000
49 Depreciation & Amortization Expenses	588,000	850,000	6,900	75,000	-	1,519,900
50 TOTAL NON-LABOR	\$ 2,971,000	\$ 4,975,000	\$ 169,200	\$ 1,059,008	\$ 57,500	\$ 9,231,708
51 TOTAL EXPENSES	\$ 3,709,000	\$ 6,611,000	\$ 698,700	\$ 2,664,558	\$ 294,500	\$ 13,977,758

Summary of Expenses by Department

The table below gives an overview of past and current departmental budgeted expenses. The table can be used to help compare the ebbs and flows year-to-year.

SUMMARY BY DEPARTMENT		FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD ACTUAL	BUDGET	BUDGET
1	Board of Directors	\$ 183,638	\$ 119,576	\$ 195,561	\$ 185,883	\$ 277,463	\$ 354,060	\$ 294,500
2	Administration Department	1,581,121	1,832,959	1,887,383	1,853,905	1,688,966	2,226,250	2,664,558
3	Fleet Maintenance Department	380,819	462,018	526,253	503,982	514,901	664,850	698,700
4	Solid Waste Department	4,321,685	5,202,788	5,427,504	5,439,724	5,406,993	6,448,750	6,611,000
5	Sewer System Department	1,143,248	1,316,388	1,398,973	1,405,581	1,578,828	2,393,200	3,709,000
6	TOTAL SUMMARY BY DEPARTMENTS	\$ 7,611,990	\$ 8,933,730	\$ 9,435,674	\$ 9,389,075	\$ 9,467,151	\$ 12,087,110	\$ 13,977,758



ADMINISTRATION & THE BOARD OF DIRECTORS

Administration, budgeted for 9 employees and the Board of Directors, 5 Elected Officials

The strong service-oriented administrative staff provides the essentials for all operations within the District. Administrative staff assures the timely presentation of formal communications from the public, with other agencies, and to the Board of Directors. The department maintains the official District records, which reflect the actions of the Governing Body, administers the District financial information, and maintains records of the District's fixed assets. The department also manages employee training and development programs; administers the District's personnel, compensation, and benefits. The department also provides management of the District's projects, inspections, and connections to the District's sewer mains.

The Administrative Staff consists of nine full-time employees including a General Manager, Director of Finance and Human Resources, Director of Operations/Safety, District Engineer, Services and Program Development Manager, Executive Secretary/Board Clerk and three Administrative Secretaries in the areas of accounting, human resources, and customer service/receptionist.

The Board of Directors consists of 5 officials elected at large, to 4-year staggered terms. The Board of Directors provide direction and oversight for the District.

THE BOARD OF DIRECTORS

		FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD ACTUAL	BUDGET	BUDGET
BOARD OF DIRECTORS								
1	Directors' Fees (salaries)	\$ 75,513	\$ 56,917	\$ 73,159	\$ 92,700	\$ 86,100	\$ 115,000	\$ 115,000
2	Medicare	1,053	779	1,064	1,330	1,214	1,600	1,600
3	Group Insurance	47,219	57,423	57,007	80,833	84,033	90,000	120,000
4	Workers' Compensation Insurance	293	234	343	288	348	350	400
5	Director Reimbursements	-	-	-	-	-	-	-
6	Election Costs	47,644		59,086	-	91,110	91,110	-
7	Board Meeting Expenses	320	133	535	2,117	3,367	5,000	5,000
8	Operating Expenses	-	-	-	-	331	4,000	4,000
9	Services & Supplies	-	-	1,735	3,594	2,697	2,000	3,500
10	Board Development & Travel Expenses	11,597	4,089	2,631	5,021	8,263	45,000	45,000
11	TOTAL BOARD OF DIRECTORS	\$ 183,638	\$ 119,576	\$ 195,561	\$ 185,883	\$ 277,463	\$ 354,060	\$ 294,500

ADMINISTRATION DEPARTMENT

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD ACTUAL	BUDGET	BUDGET
ADMINISTRATION DEPARTMENT							
1 Salaries & Wages	\$ 685,788	\$ 703,235	\$ 740,501	\$ 759,551	\$ 769,696	\$ 906,000	\$ 1,200,000
2 Medicare	9,900	9,981	10,564	10,868	11,076	16,000	17,000
3 CalPERS Retirement	55,080	246,568	269,883	94,756	79,371	200,000	150,000
4 CalPERS CEPPT Trust Reimbursement	-	-	-	-	-	-	-
5 Group Insurance	103,328	108,296	130,380	145,268	153,900	190,000	229,500
6 Group Insurance Retirees	52,041	(9,305)	34,054	49,282	70,014	78,000	75,000
7 CalPERS OPEB Trust Reimbursement	-	-	(47,664)	-	-	(50,000)	(75,000)
8 Workers' Compensation Insurance	3,277	3,323	3,691	3,242	3,956	4,000	5,500
9 Uniforms & Laundry Services	-	-	-	368	461	550	550
10 Employee Reimbursements	-	-	-	-	2,192	3,000	3,000
11 Unemployment Benefits	-	11,700	(2,925)	-	-	-	-
12 Office Expenses & Supplies	8,022	10,063	6,430	11,982	8,276	15,000	15,000
13 Operating Expenses	31,721	34,897	39,369	41,081	13,297	45,000	25,000
14 Local Govt. Formation Commission (LAFCO)	20,791	20,783	17,805	18,339	19,153	19,200	21,508
15 Services & Supplies	-	-	-	-	29,604	32,000	35,000
16 Printing & Publications	1,630	17,885	1,303	16,230	-	2,000	2,000
17 Permits Fees Testing & Taxes	1,473	2,208	1,465	1,992	1,705	3,500	3,500
18 Membership Dues & Subscriptions	8,037	8,275	8,945	8,658	10,378	13,000	15,000
19 Staff Development & Travel Expenses	9,397	5,243	4,279	13,313	10,041	30,000	50,000
20 Education & Training	156	7,570	2,629	2,583	1,367	6,000	10,000
21 Employee Awards Incentives & Recognition	18,909	19,634	15,450	25,513	36,690	40,000	50,000
22 Medical Exams & Testing	-	-	4,442	4,450	210	4,500	2,000
23 Property & Liability Insurance	24,389	31,282	51,359	55,004	70,989	71,000	106,000
24 Claims Expense	4,860	-	-	-	-	-	-
25 Gasoline & Diesel Fuel	1,263	1,324	2,248	1,446	1,761	3,000	4,000
26 Repairs & Maintenance	18,455	7,676	1,752	2,489	367	10,000	10,000
27 Audit & Financial Services	17,825	17,650	19,350	18,930	19,490	19,500	25,000
28 Legal Services Personnel	13,429	34,650	27,399	19,346	10,858	35,000	35,000
29 Legal Services General Counsel	52,678	52,047	61,709	109,914	97,394	110,000	120,000
30 Information Technology	27,955	24,827	21,019	36,148	44,921	50,000	50,000
31 Professional & Consulting Services	2,351	55,351	50,252	58,210	4,050	65,000	65,000
32 Temporary Personnel	18,454	31,331	7,728	73,156	51,374	50,000	50,000
33 Community & District Events	56,341	46,750	60,023	112,353	14,476	70,000	125,000
34 District Calendar	37,516	36,952	36,517	37,267	44,595	45,000	70,000
35 Newsletters	-	-	-	-	-	-	-
36 Media & Program Development	-	-	-	29,463	23,460	40,000	60,000
37 Utilities	63,104	61,727	69,479	29,480	24,872	35,000	35,000
38 Depreciation & Amortization Expenses	232,788	231,036	237,948	63,223	58,973	65,000	75,000
39 TOTAL ADMINISTRATION DEPARTMENT	\$ 1,581,121	\$ 1,832,959	\$ 1,887,383	\$ 1,853,905	\$ 1,688,966	\$ 2,226,250	\$ 2,664,558

FLEET MAINTENANCE DEPARTMENT

Fleet Maintenance Department, budgeted for 4 employees

The Fleet Maintenance Department provides pre-maintenance and urgent repair services for all of MCSD's vehicles in order to ensure an efficient, economic, and safe fleet for the District. The Fleet Maintenance Departments' main function is to ensure that the District's fleet is kept fully operable on a daily basis in order to assure that the solid waste pickup is being completed in a timely manner.

		FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD ACTUAL	BUDGET	BUDGET
FLEET MAINTENANCE DEPARTMENT								
1	Salaries & Wages	\$ 246,370	\$ 242,738	\$ 261,753	\$ 266,033	\$ 246,279	\$ 360,000	\$ 357,000
2	Medicare	2,144	3,011	3,688	3,764	3,537	4,500	4,500
3	CalPERS Retirement	18,822	83,666	96,604	35,104	34,071	55,000	50,000
4	CalPERS CEPPT Trust Reimbursement	-	-	-	-	-	-	-
5	Group Insurance	51,543	61,018	67,778	70,771	66,404	80,000	100,000
6	Group Insurance Retirees	7,434	(2,659)	4,372	4,391	4,392	7,500	10,000
7	CalPERS OPEB Trust Reimbursement	-	-	(6,317)	-	-	(7,500)	(10,000)
8	Workers' Compensation Insurance	10,815	9,324	9,912	8,597	10,352	10,500	11,500
9	Uniforms & Laundry Services	2,984	3,032	2,656	3,135	2,282	4,500	4,500
10	Employee Reimbursements	-	-	-	-	1,666	2,000	2,000
11	Services & Supplies	-	-	-	-	2,747	3,500	4,000
12	Staff Development & Travel Expenses	-	-	-	-	-	-	5,000
13	Education & Training	788	3,641	1,047	3,390	3,556	3,000	5,000
14	Medical Exams & Testing	-	-	628	60	689	700	800
15	Property & Liability Insurance	27,420	34,673	53,965	58,379	74,817	75,000	80,000
16	Gasoline & Diesel Fuel	2,623	2,387	2,952	4,761	3,992	4,250	6,000
17	Tools & Equipment	5,903	10,101	22,613	32,432	33,600	35,000	40,000
18	Repairs & Maintenance	2,816	8,910	1,386	5,165	17,085	18,000	15,000
19	Hazardous Waste Used/Mixed Oil	1,158	1,005	2,038	1,218	-	-	1,000
20	Information Technology	-	-	-	-	1,620	-	3,000
21	Utilities	1,479	1,171	1,180	815	929	2,000	2,500
22	Depreciation & Amortization Expenses	-	-	-	5,965	6,882	6,900	6,900
23	TOTAL FLEET MAINTENANCE DEPARTMENT	\$ 380,819	\$ 462,018	\$ 526,253	\$ 503,982	\$ 514,901	\$ 664,850	\$ 698,700

SOLID WASTE DEPARTMENT

Solid Waste Department, budgeted for 14 employees

The Solid Waste Department provides solid waste collection averaging 150 tons of refuse per day from approximately 103,000 residents within the collection service area. The commercial accounts are serviced by a private refuse collection hauler that contracts with Midway City Sanitary District and pays a franchisee fee to the District to operate within its boundaries.

The field crew provides residential solid waste collection. MCSD services approximately 19,900 residences per week, 57 of which are special service patrons, a bulky pick-up program, mattress and used oil recycling programs, and a Helping Hands Program for our senior and disabled residents.

The special services program is designed for our patrons who are unable to move the solid waste carts to the curb for pick-up. The solid waste foreman or driver moves the cart to the curb and returns the empty cart to where it is stored.

		FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD ACTUAL	BUDGET	BUDGET
SOLID WASTE DEPARTMENT								
1	Salaries & Wages	\$ 796,533	\$ 863,517	\$ 888,741	\$ 945,063	\$ 828,796	\$ 990,000	\$ 1,000,000
2	Medicare	11,377	12,381	12,902	13,719	11,802	18,000	18,000
3	CalPERS Retirement	49,323	239,914	254,522	82,255	72,620	200,000	245,000
4	CalPERS CEPPT Trust Reimbursement	-	-	-	-	-	-	-
5	Group Insurance	229,321	256,651	262,855	278,730	260,836	295,000	295,000
6	Group Insurance Retirees	52,041	(9,305)	33,072	50,829	55,627	58,000	61,000
7	CalPERS OPEB Trust Reimbursement	-	-	(46,682)	-	-	(58,000)	(61,000)
8	Workers' Compensation Insurance	55,449	51,000	52,064	44,911	54,084	55,000	60,000
9	Uniforms & Laundry Services	-	-	-	9,860	8,097	12,000	12,000
10	Employee Reimbursements	-	-	-	-	3,831	5,000	6,000
11	Operating Expenses	3,160	1,193	2,009	4,425	4,411	5,000	6,000
12	Services & Supplies	11,638	14,852	54,438	26,095	54,949	66,500	66,500
13	Staff Development & Travel Expenses	-	-	-	-	-	-	10,000
14	Education & Training	8,486	7,219	9,740	10,505	825	9,000	15,000
15	Medical Exams & Testing	3,926	3,782	2,212	2,468	1,933	5,000	5,000
16	Property & Liability Insurance	79,628	97,708	127,212	120,282	138,955	140,000	160,000
17	Claims Expense	-	5,043	810	9,929	360	10,000	10,000
18	Gasoline & Diesel Fuel	4,158	5,369	4,757	5,004	5,882	6,750	7,500
19	Tonnage Disposal Fees - Trash (black cart)	1,474,799	1,405,388	1,447,835	1,317,090	1,202,752	1,550,000	1,550,000
20	Tonnage Disposal Fees - Recycling (blue cart)	-	103,055	70,817	-	-	-	-
21	Tonnage Disposal Fees - Organics (green cart)	499,572	884,425	902,227	861,228	902,162	1,100,000	1,100,000
22	Refuse, Recycling, & Organic Containers	110,752	146,519	183,912	177,707	245,475	300,000	300,000
23	Repairs, Maintenance, Tires, & Restock Parts	284,991	405,226	380,325	361,288	453,259	460,000	425,000
24	Repairs & Maintenance CNG Facilities	25,646	12,484	23,532	53,090	32,755	50,000	75,000
25	Hazardous Waste	2,246	-	-	-	-	-	-
26	Information Technology	-	-	-	-	-	-	30,000
27	Professional & Consulting Services	-	-	-	-	7,169	7,500	10,000
28	Clean-up Events	-	-	-	7,394	10,453	30,000	30,000
29	Organics & Compost Giveaway	-	-	-	16,177	31,671	34,000	40,000
30	Utilities	-	-	-	52,337	65,162	75,000	85,000
31	Natural Gas Fuel CNG Facilities	63,357	69,287	86,729	122,924	158,729	225,000	200,000
32	Depreciation & Amortization Expenses	555,282	627,080	673,474	866,414	794,400	800,000	850,000
33	TOTAL SOLID WASTE DEPARTMENT	\$ 4,321,685	\$ 5,202,788	\$ 5,427,504	\$ 5,439,724	\$ 5,406,993	\$ 6,448,750	\$ 6,611,000

SEWER SYSTEM DEPARTMENT

Sewer System Maintenance Department, budgeted for 5 employees

The collection system is operated to transport wastewater collected from residential and commercial patrons of the City of Westminster and the unincorporated area of Midway City to the Orange County Sanitation District for treatment. The water is then recycled for use in the Ground Water Replenishment System (GWRS) or is treated and deposited into the ocean.

The Sewer Maintenance Department maintains and services the MCSD collection system which is capable of collecting up to 18 million gallons of sewage per day (system wide) . The District Sewer Maintenance Operations crew consists of five employees (three Sewer Maintenance Workers, a Pump Mechanic, and one Supervisor/Inspector).

The existing collection system has a replacement value of approximately \$500 million dollars and is comprised of approximately 169 miles of gravity flow sewer lines or 919,771 linear feet ranging in size from 6 inches to 18 inches, approximately 2 miles of force main sewer lines ranging in size from 6 inches to 12 inches, and four lift stations. All four lift stations are newly renovated in 2008 and 2009. The existing system also includes 3400 manholes and 33 inverted siphons. There are approximately 35,000 service connections to the system.

		FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD ACTUAL	BUDGET	BUDGET
SEWER DEPARTMENT								
1	Salaries & Wages	\$ 293,430	\$ 314,976	\$ 337,566	\$ 353,675	\$ 348,835	\$ 440,000	\$ 440,000
2	Medicare	4,313	4,411	4,733	5,167	5,011	6,000	6,000
3	CalPERS Retirement	21,141	116,164	128,973	46,175	47,828	100,000	150,000
4	CalPERS CEPPT Trust Reimbursement	-	-	-	-	-	-	-
5	Group Insurance	75,038	80,582	85,426	90,231	94,635	120,000	120,000
6	Group Insurance Retirees	29,737	(5,317)	28,230	35,689	33,176	40,000	40,000
7	CalPERS OPEB Trust Reimbursement	-	-	(36,007)	-	-	(40,000)	(40,000)
8	Workers' Compensation Insurance	19,986	14,407	14,907	12,824	14,683	14,700	15,500
9	Uniforms & Laundry Services	1,550	2,339	2,211	2,604	1,993	3,500	3,500
10	Employee Reimbursements	-	-	-	-	1,449	3,000	3,000
11	Operating Expenses	3,683	1,719	5,800	4,397	4,397	5,500	6,000
12	Services & Supplies	-	-	-	-	5,494	7,000	7,500
13	Permits Fees Testing & Taxes	17,551	19,047	18,229	20,871	20,413	25,000	25,000
14	Membership Dues & Subscriptions	-	-	-	-	499	1,000	1,500
14	Staff Development & Travel Expenses	-	-	-	-	804	-	10,000
15	Education & Training	898	2,881	1,784	2,228	1,831	4,000	10,000
16	Medical Exams & Testing	-	-	796	636	607	900	1,000
17	Property & Liability Insurance	37,762	47,074	74,844	70,807	86,399	86,500	94,000
18	Claims Expense	-	-	-	500	-	10,000	10,000
19	Gasoline & Diesel Fuel	8,842	6,554	4,424	7,894	5,709	7,000	7,500
20	Repairs & Maintenance	102,029	121,459	108,822	94,723	98,911	200,000	250,000
21	Emergency Repairs	-	-	-	2,940	-	150,000	150,000
22	Professional & Tech Services	-	-	-	-	166,855	535,000	500,000
22	Information Technology	-	-	-	-	-	-	15,000
23	CCTV and Cleaning of District Sewer Lines	-	-	-	-	-	-	1,200,000
24	Fats Oils Grease (FOG) Program	23,262	18,002	19,199	17,925	17,400	25,000	25,000
25	Resident Lateral Assistance Program	-	-	-	1,800	-	3,600	9,000
26	Utilities	52,103	38,259	46,500	56,936	36,701	50,000	51,500
27	Natural Gas Fuel CNG Station	-	-	-	10,000	-	10,000	10,000
28	Depreciation & Amortization Expenses	451,921	533,831	552,537	567,559	585,200	585,500	588,000
29	TOTAL SEWER DEPARTMENT	\$ 1,143,248	\$ 1,316,388	\$ 1,398,973	\$ 1,405,581	\$ 1,578,828	\$ 2,393,200	\$ 3,709,000

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Resolutions & Policies

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RESOLUTION NO. 2017-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING AN UPDATED OFFICIAL DISTRICT TRAVEL AND EXPENSE REIMBURSEMENT POLICY

WHEREAS, it is the policy of the Midway City Sanitary District (“District”) to reimburse District Board members and employees for actual and necessary expenses related to travel, transportation, lodging, and meals incurred while on official District business; and

WHEREAS, in 2013, the Board of Directors adopted Resolution No. 2013-21 approving an updated Official District Travel Policy; and

WHEREAS, the Board desires to update the District’s policy regarding travel and expense reimbursement; and

WHEREAS, the Official District Travel and Expense Reimbursement Policy attached hereto satisfies the requirements of AB 1234, including in particular the requirements of Government Code sections 53232.2 and 53232.3.

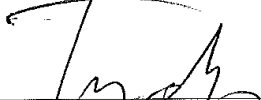
NOW, THEREFORE, the Board of Directors of the Midway City Sanitary District resolves as follows:

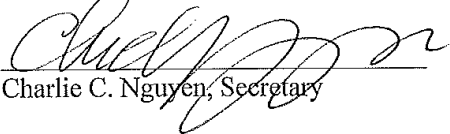
Section 1: The attached Official District Travel and Expense Reimbursement Policy is hereby approved.

Section 2: Resolution No. 2013-21 is hereby rescinded. In addition, any prior resolutions and/or policies established by the Board of Directors that are in direct conflict with the policy set forth herein shall be deemed rescinded to the extent of such conflict.

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1 **PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of
2 Midway City Sanitary District of Orange County, California, held this 17th day of January,
3 2017.

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5 _____
6 Tyler M. Diep, President

7 **ATTEST:**
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9 _____
10 Charlie C. Nguyen, Secretary

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**MIDWAY CITY SANITARY DISTRICT
OFFICIAL TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

I. POLICY

It is the policy of the Midway City Sanitary District to reimburse District Board members and employees for actual and necessary expenses related to travel, transportation, lodging, and meals incurred while on official District business. Except as otherwise noted, this Policy applies to all District Board members and employees. This Policy is intended to serve as the District's "Accountable Plan" under the applicable Internal Revenue Code and Treasury Regulations.

II. ACTIVITIES QUALIFYING BOARD MEMBERS AND EMPLOYEES FOR EXPENSE REIMBURSEMENT

A. Board Members

The following types of occurrences qualify Board members to receive reimbursement for authorized actual and necessary expenses incurred in the performance of official duties and/or while on official District business, provided attendance/participation has been authorized by the Board of Directors and the requirements of this Policy are met.

- (1) Meetings with federal, state, regional or county officials regarding legislative or regulatory issues affecting the District and over which the officials have jurisdiction.
- (2) Attending conferences and/or educational seminars designed to improve the attendee's expertise and information levels, including, but not limited to, ethics training required pursuant to Government Code Section 53234.
- (3) Participating in regional, state, and national organizations whose activities or interests may affect the District's interests.
- (4) Attending District sponsored or co-sponsored events and promotional activities.
- (5) Attendance at such other meetings or events or the performance of other such official duties in the interest of the District, which are approved by the District's Board of Directors.

B. District Employees

District employees shall be entitled to receive reimbursement for authorized actual and necessary expenses incurred in the performance of official duties and/or while on official District business, provided attendance/participation has been duly authorized and the requirements of this Policy are met.

Subject to prior authorization of the Board of Directors, the General Manager, Finance/Human Resources Director, and Director of Operations/Safety may attend such conferences, meetings, and events requiring out-of-county travel as necessary in the performance of their official duties.

Other District employees, at the discretion of the General Manager, and upon approval by the Board of Directors, may attend up to two conferences per year. A maximum of eight days will be allowed. Any additional time will be charged to vacation and no expenses will be paid over the eight days. Each employee must check with the General Manager at least two weeks prior to attending a conference to insure that their duties will be covered.

III. EXPENSE AND REIMBURSEMENT GUIDELINES

Reimbursement for all expenses incurred for travel, conference/meeting registration fees, lodging, transportation, parking, meals, and other incidental expenses shall be subject to the guidelines set forth in this Section. For purposes of this Policy, "reimbursement" means all forms of payment for expenses incurred by District Board members and employees in the course of their official duties whether paid directly by the District (including without limitation, with a District-issued credit card) or advanced by District Board members and employees with personal funds and later reimbursed from District funds. Unless otherwise specifically provided herein, reimbursement for travel, meals, lodging, and other actual and necessary expenses shall be at the Internal Revenue Service rates presently in effect as established in Publication 463 or any successor publication. All expenses not covered by this Policy, or which are in excess of the reimbursable rates set forth in this Policy, shall not be reimbursable unless approved by the Board of Directors at a public meeting.

A. Conference Registration and Related Costs

Conference registration should be arranged in advance through the General Manager. All fees for registration, tuition, and educational materials provided at conferences and similar events are reimbursable.

B. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and space requirements should be used, using the most direct and time-efficient route. Government and group rates offered by a provider of transportation services should be used when available if they present the least expensive fare. Public transportation and car-pooling should be utilized when it is practical and less expensive.

1. Air Travel

Air travel to and from a conference/meeting/event location, along with associated airline baggage fees, is reimbursable at coach class level. Reimbursement for first class or business class travel will only be allowed on an exception basis and must be approved in advance by the Board of Directors, based upon the physical needs or ability to conduct meaningful work while on board. All air travel should be arranged in advance through

the General Manager, if possible, and should be arranged as early as possible to take advantage of reduced fares for early reservations.

2. Ground Transportation

- a. Automobile. Travel to and from a conference/meeting/event location via personal automobile is reimbursable at the Internal Revenue Service per mile rate in effect at the time of such travel, provided, however, that such reimbursement shall not exceed the equivalent of 750 miles round trip. The IRS rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. The IRS mileage rates do not include bridge and road tolls, which shall be separately reimbursable.
- b. Car Rental. Rental vehicles may be used for travel to and from a conference/meeting/event location when use of a rented vehicle is a necessity and is less expensive than other reasonably available means of travel. Itemized receipts must be submitted with vehicle rental reimbursement requests.
- c. Taxis / Shuttles / Public Transportation. Reasonable and necessary charges for public transportation, taxi, or shuttle service associated with travel to, from, or at a conference/meeting/event locations are reimbursable at actual cost with receipts.
- d. Parking. Parking expenses associated with (i) the use of personal or rented vehicles for authorized travel or (ii) airport parking when air travel is utilized are reimbursable at actual cost with receipts.

C. Lodging

Lodging costs will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay. All lodging shall be arranged in advance through the General Manager, if possible. Government and group rates offered by a provider of lodging services shall be used when available. If such lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate for lodging in connection with a conference or organized educational activity is not available, the Board member or employee shall use comparable lodging that is: (a) consistent with the Internal Revenue Service rates for reimbursement of lodging as established by IRS Publication 463, or any successor publication; or (b) at a government rate, if offered by a lodging provider.

Non-reimbursable lodging-related expenses include, but are not limited to, costs for an extra person staying in the room, costs related to un-cancelled reservations, in-room pay-per-view

movie rentals or mini-bar service, laundry service, and non-District business related telephone calls. Receipts must accompany all requests for lodging reimbursements.

D. Meals and Incidental Expenses

Subject to the limits set forth below, actual expenses incurred for meals, telephone gratuities, baggage handling, and other incidental expenses will be reimbursed when incurred during authorized travel or in conjunction with an authorized District-business meeting or event. Meal expenses and gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. All reimbursements sought for meals and incidental expenses should be supported by proper receipts.

Unless otherwise approved by the Board of Directors, Board members and employees shall be reimbursed at no more than the per diem rate set forth below. Where justified under the circumstances, reimbursement of actual expenses in an amount greater than the per diem rate may be reimbursed following review of the Board Treasurer and approval by the Board of Directors at a public meeting. Any amount paid or otherwise advanced by the District for meals and incidental expenses in excess of the authorized reimbursement amount shall be returned to the District.

E. Per Diem Advances

Upon request, Board members and eligible employees may claim an advance in an amount up to \$50 per day (the "per diem rate") for meals and incidental expenses associated with District business where an overnight stay is required. Board members and employees claiming a per diem advance must submit itemized receipts for all meals or incidental expenses purchased with the per diem advance. Any unused per diem advance funds shall be returned to the District within thirty (30) days.

F. Unauthorized Expenses

No reimbursement shall be allowed for the following:

1. Personal expenses, including, but not limited to, expenses incurred for in-room pay-per-view movies, laundry service, barbering or salon services, spa services, or non-District business related telephone calls;
2. Entertainment, except when it is a regularly scheduled part of the conference/meeting/event being attended;
3. The purchase of alcoholic beverages (Note: pursuant to the District's Drug and Alcohol Policy, District employees shall not use or be under the influence of alcohol or any non-prescription drugs while on District business);
4. Travel companion expenses, including spouse, friend, partner, or family member expenses when accompanying a Board member or employee on District-related business;
5. Any additional travel, lodging or other expenses incurred as a result of the election of the Board member or employee to travel to an event in advance or stay longer than necessary on personal business;

6. Political or charitable contributions, including without limitation, any portion of a ticket or pass to an event that is treated or recognized by the event sponsor as a charitable contribution.
7. Expenses for which the Board member or employee receives reimbursement from another agency;
8. Non-mileage automobile expenses incurred, including repairs, traffic citations, insurance, or gasoline;
9. Personal losses incurred while on District business (e.g., theft or property destruction); and
10. Any expense which is not covered by this Policy which has not been approved by the Board of Directors before the expense is incurred.

Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred.

G. Reporting

All per diem advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the District's General Manager. Expense reports must document that the expense in question met the requirements of this Policy. Board members and employees should submit their expense reports within 30 days of an expense being incurred, accompanied by itemized receipts documenting each expense. Receipts for gratuities and tolls \$5 and under are not required, but should be provided if available. Inability to provide such documentation in a timely fashion may result in the expense being borne by the Board member or employee. All reported expenses are subject to verification of accuracy and compliance with this Policy.

Pursuant to Government Code Section 53232.3, Board members shall provide a brief report on any conferences, meetings, or events attended at the District's expense at the next regular meeting of the Board of Directors.

IV. COMPLIANCE WITH LAWS

Board members and employees should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All documents related to reimbursable District expenditures, including, but not limited to, expense reports, receipts, and written evidence of direct District advances or payments for expenses, are public records subject to disclosure under the Public Records Act.

Resolutions to be added

DRAFT

Resolutions to be added

DRAFT

GLOSSARY

Accounting System: The set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

Accrual Basis

Accounting: Under this accounting method, transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements.

Administrative and Clerical:

An employee group that provides administrative and clerical support.

Ad Valorem Taxes:

(which means "according to its value") a government tax based on the value of real property as determined by the County Tax Assessor. In the State of California, Proposition 13 limits property tax to 1 percent of the assessed valuation of the property.

Adjusted Budget: The adjusted budget represents the adopted budget including changes made during the fiscal year.

Adopted Budget: The official budget as approved by the Board of Directors at the start of each fiscal year.

Annual Budget: A budget applicable to a single fiscal year.

Appropriation: An authorization by the District's Board of Directors which permits District staff to incur obligations against and to make expenditures for a specific purpose within a specific time.

Assessed Valuation: The estimated value of real and personal property used by the Orange County Assessor as the basis for levying property taxes.

Assets: Physical items owned by the District for which a value has been attached.

Balanced Budget: A balanced financial budget in which planned revenues equal expenditures.

Bank of New York:

Bank and Trustee for 2005 Certificate of Participation bonds issued for sewer related projects.

Beginning/Ending (Unappropriated) Fund Balance:

Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures. It is essentially the amount of money still available for future purposes.

Budget Calendar: The schedule of key dates which the District follows in preparing and adopting the budget.

Budget Document: The official financial spending and resource plan submitted by the General Manager, adopted by the Board of Directors, and made available to the public

and other interested parties.

Budget Message: A written explanation by the General Manager of the proposed budget. The budget message explains principal budget and policy issues and presents an overview of the General Manager's budget recommendations.

Budget Preparation: Process by which the annual fiscal spending plan is prepared by District staff for presentation and recommendation to the Board of Directors.

CalPERS: An acronym used to denote the California Public Employees Retirement System.

COLA: An acronym for Cost of Living Adjustment.

CPI: A statistical description of price levels provided by the US Department of Labor. The change in this index from year-to-year is used to measure the cost of living and economic inflation.

Capital Improvement Program: A financial plan of proposed capital improvement projects with a single and multiple year plans, setting forth each capital project, the amount to be expended in each year, and the method of financing capital expenditures.

Capital Projects: A major construction, acquisition, or renovation of activity which adds value to fixed assets or which increases its useful life of one year or more. Capital Projects are \$5,000 or more and can also be called a capital improvement.

Certificates of Participations (COPs): A type of debt financing in which certificates are issued which represent an investor's participation in the stream of lease payments paid by the issuer. COPs are secured by the lease payments. Voter approval is not required prior to issuance.

Contingency: A budgetary reserve set

aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services: Personal services provided to the District from the private sector or other public agencies.

Debt Service: Payment of interest and repayment of principal to holders of the District's debt instruments.

Deficit: An excess of expenditures/expenses over revenues.

Department: A major organization group of the District with overall responsibility of an operation or a group within a function area.

Encumbrance: An amount of money committed for the payment of goods and services not yet received or paid for.

Enterprise Fund: In governmental accounting, a fund that provides goods or services to the public for a fee that makes the entity self-supporting.

Expenditures/Expenses:

Expenses are recognized when goods are received or services rendered.

Fiscal Year: A 12-month period to which the annual operating budget applies. MCSD's fiscal year runs from July 1 – June 30.

Full-Time Equivalent

(FTE): The amount of time a regular, full-time employee normally works in a year. For example, a full-time employee (1 FTE) is budgeted to work 2,080 hours per year, while a .5 FTE is budgeted to work 1,040 hours per year.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities.

Fund Balance: The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits

since the funds inception.

Gann Appropriations

Limit: Article XIII-B of the California State Constitution provides limits regarding the total amount of appropriations in any fiscal year from tax proceeds.

General Fund: The primary fund of the District used to account for all revenues and expenditures of the District not legally restricted as to use. This fund is used to offset the cost of the District's general operations.

General Obligation

Bonds: Bonds for which the full faith and credit of the insuring government are pledged for payment. Ad valorem property taxes are pledged to pay the bonds. A two-thirds voter approval is required prior to bond issuance.

Generally Accepted Accounting Principles

(GAAP): Uniform standards for financial accounting and reporting. They govern the form and content of

the basic financial statements of an entity.

GFOA's Recommended

Practices: A listing of the Accounting, Auditing, and Financial Reporting practices recommended by the Government Finance Officers Association of the United States and Canada.

Grant: Contributions, gifts of cash, or other assets from another governmental or private entity to be used or expended for a specific purpose, activity, or facility.

Improvements: Buildings, structures, or attachments to land such as sidewalks, trees, drives, drains and sewers.

Interest: Revenue derived from the prudent investment of idle cash. The types of investments are controlled by the District's investment policy in accordance with the California Government Code.

Intergovernmental

Services: Purchases from other governments of

those specialized services typically performed by local governments.

Intergovernmental Revenue:

Revenue received from other governmental agencies and municipalities.

Levy: To impose taxes, special assessments, or service charges for the support of governmental activities.

Line Item: The description of a detailed expenditure such as salaries, office supplies, contract services, and other operational costs separately along with the amount budgeted for each specific category.

Long-Term Debt or Long-Term Liabilities: Debt borrowed from a source outside the District with a maturity of more than one year after the date of issuance.

Operating, Office Supplies, and Services: Expenditures which are ordinarily consumed within a fiscal year. Examples include office and operating supplies,

fuel, power, water, gas inventory, or small tools and equipment.

Operating Budget: The operating budget is the primary means by which most of the financing of acquisition, spending and service delivery activities of a government are controlled.

Other Revenues: Revenues from sources, other than those specifically identified, that are immaterial in amount and do not justify reporting as separate line items.

Other Charges: Expenditures that do not fit in other categories are immaterial in amount, and do not justify reporting as separate line items.

Permits: Revenues earned by the issuance of permits levied in accordance with the benefits conferred by the permit.

Personnel: Salaries and benefits paid to the District's employees. Included are items such as special duty pay,

insurance, and retirement.

Personnel Benefits: Those benefits paid by the District as conditions of employment. Examples include insurance and retirement benefits.

Property Tax: A tax levied on real estate and personal property.

Proposed Budget: The draft financial budget document detailing the General Manager's recommended spending plan for the next fiscal year. The Proposed Budget is reviewed and modified by the Board of Directors before formal adoption as the Adopted Operating Budget.

Reimbursement: Payment of an amount remitted on behalf of another party, department, or fund.

Reserve: A term used to indicate that a portion of fund balance is restricted for a specific purpose.

Resources: Total dollars available for appropriations including

estimated revenues and beginning fund balance.

Revenue Estimate: A formal estimate of how much revenue will be earned from specific revenue source for some future period, typically a fiscal year.

Revenue: Income received by the District to support sewer and solid waste services. This income may be in the form of property taxes,

fees, user charges, grants, and interest.

Service Charges (Fee): Charges for specific services rendered.

Service Description: A description of the services or functions provided by each department or division.

Supplemental Roll Property Taxes: Assessed on property that changes ownership during the year and is

based on the difference between new and old assessed values.

Transmittal Letter: A general discussion of the budget. The letter contains an explanation of principal budget items and summaries.

User Fee: The current annual rate levied by the District on the County tax roll to assess users for the District provided solid waste and sewer service.

DRAFT

MIDWAY CITY SANITARY DISTRICT

Providing 85 Years of Superior Service!

1939-2024



The Midway City Sanitary District's Solid Waste Fleet is running on Renewable Natural Gas. This side loader truck will allow us to continue to meet the needs of our customers and keep the community safe and clean.



Midway City Sanitary District
14451 Cedarwood Avenue
Westminster, CA 92683
District Office (714)893-3553
www.midwaycitysanitaryca.gov

AGENDA ITEM 9D

Date: June 06, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: Consider Attendance to the Little Saigon 35th Anniversary Celebration to Celebrate the Designation of the Little Saigon District, June 10, 2023, for Board Members and Staff Who Wish to Attend and Sponsorship Opportunity

BACKGROUND

The Vietnamese American Community is organizing the Little Saigon 35th Anniversary to celebrate the designation of Little Saigon District by former Governor George Deukmejian on June 18, 1993. The event will be held at the Asian Garden Mall, June 10, 2023, from 4 pm to 8 pm. The Asian Garden Mall is located in the District's service area in the Little Saigon District. The District serves hundreds of businesses and thousands of residents who live and work in the Little Saigon District.

By attending this event, this is an opportunity to support and sponsor the local community, to build partnerships and strengthen the relationship the District has within the Vietnamese community. By attending this event and being actively involved and engaging with the local community, the District can best advocate for the people it serves.

STAFF RECOMMENDATION

Staff recommends consider attendance at the Little Saigon 35th Anniversary, June 10, 2023, for board members and staff who wish to attend and consider sponsorship opportunities for the event.

FISCAL IMPACT

No fiscal impact to attend. Fiscal sponsorship is dependent on the Board direction.

Attachment: Little Saigon 35th Anniversary Committee Letter

Little Saigon 35th Anniversary Committee

9141 Bolsa Ave., Suite 303, Westminster, CA 92683 * Tel. (714) 891-1901



May 22, 2023

Mr. Tyler Diep, Boar President
Midway City Sanitary District
14451 Cedarwood St.
Westminster, CA 92683

Dear Mr. Diep:

We write to inform you that the Vietnamese American Community will organize the **Little Saigon 35th Anniversary** to celebrate the designation of Little Saigon District by former Governor George Deukmejian on June 18, 1993. The event will be held on **June 10, 2023** from **4 pm to 8 pm** at the Asian Garden Mall, the very site where the historical designation took place. This celebration will highlight not only the bursting economic developments in this area, but also the numerous contributions in education, politics, culture, literature, made by Vietnamese Americans from the Little Saigon and surrounding areas. This event will be followed and welcomed as the flagship pride of the Vietnamese communities from around the world.

I would like to ask if you can be a sponsor for this event and hope I can count on your support. Through your sponsorship, you will receive excellent exposure and the opportunity to engage and network with community leaders, elected officials and event partners. We are currently looking for sponsors at the \$5,000, \$2,500, \$1,000 levels. However, no contribution is too small.

If you are interested in supporting the celebration of **Little Saigon 35th Anniversary**, checks should be addressed to "**Little Saigon 35th Anniversary Committee**" via the Vietnamese Cultural House, DBA as Little Saigon 35th Anniversary Committee, a Non-Profit Organization, Tax ID # 95-4589185. Please send contributions to the following address:

Little Saigon 35th Anniversary Committee
9141 Bolsa Ave., Suite 303
Westminster, CA 92683

I hope we will be able to include «[Company](#)» as a sponsor in publications of this important event. Your involvement will be very valuable and will help ensure the **Little Saigon 35th Anniversary** is a positive and rewarding experience in our community.

We would be happy to meet with you personally or talk to you directly about your involvement. If you need any additional information or have any questions, please contact Mr. Cuong Bui at (714) 331-5997.

Thank you in advance for your support.

Sincerely,

LAN QUOC NGUYEN, ESQ.
Chairperson of the Little Saigon 35th Anniversary Committee.

AGENDA ITEM 9E

Date: June 6, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: Consider Attendance to the Westminster Chamber of Commerce Lunch and Learn Event on Workplace Safety, June 14, 2023, for Board Members and Staff Who Wish to Attend and Consider Membership and Sponsorship Opportunity

BACKGROUND

The City of Westminster Chamber of Commerce is hosting a lunch and learn event with the topic of "Workplace Safety" that will be given by the Westminster Police Department.

By attending this event, this is an opportunity to meet and hear from local businesses and decision-makers, build partnerships, and strengthen the relationships between the people and businesses we serve and work with. By attending this event and being actively involved and engaging with the local community and with the Westminster Chamber of Commerce and the Westminster Police Department, the District can best advocate for the people and employees it serves.

The Midway City Sanitary District is not currently a member of the Westminster Chamber of Commerce. The District was previously a member of the Westminster Chamber of Commerce but cancelled its membership after 2018. It was cancelled mainly because the Chamber was in a time of transition and due to the Covid pandemic.

STAFF RECOMMENDATION

Staff recommends approval of attendance at the Westminster Chamber of Commerce Lunch and Learn event, March 14, 2023, for board members and staff who wish to attend, and consider membership and the sponsorship opportunity.

FISCAL IMPACT

As non-members, the fiscal impact to attend this event is estimated to be \$240 for up to 8 individuals. As Members the cost to attend is \$200.

Fiscal sponsorship and membership are dependent on the Board's direction.

- The annual membership fee is \$400.00 per year.
- Sponsorship opportunities range from \$250-\$1,000 (flyer attached)

Attachments:

1. Westminster Chamber of Commerce Lunch & Learn Event Flyer
2. Westminster Chamber of Commerce Sponsorship Opportunity



WESTMINSTER
CHAMBER OF COMMERCE

SPONSORSHIP OPPORTUNITY!

HOST SPONSOR	EVENT SPONSOR	SMALL BUSINESS SPONSOR
\$500 IN-KIND	\$1000	\$250
<ul style="list-style-type: none">✓ Logo on event page of Chamber website✓ Logo on display at event✓ Promotional blast on all social media and marketing channels (pre and post event)✓ 4 tickets to event	<ul style="list-style-type: none">✓ Logo on event page of Chamber website✓ Logo on display at event✓ 10 minutes to speak / present✓ Advertisement and article on Chamber website✓ Promotional blast on all social media and marketing channels (pre and post event)✓ 5 tickets to event	<ul style="list-style-type: none">✓ Logo on event page of Chamber website✓ Logo on display at event✓ Promotional blast on all social media and marketing channels (pre and post event)✓ 2 tickets to event

 biz@westminsterchamber.org



LUNCH AND LEARN MIXER

Wednesday, June 14th 11:30am-1pm

Bolsa Row Apartments
15100 Brookhurst St. Westminster, CA

Event Sponsor
SHOPOFF REALTY INVESTMENTS

Guest Speaker: Westminster Police Dept.
Topic: "Workplace Safety"

Members \$25 / Non-Members \$30

Optional: Bring a door-prize for the raffle!

Host Sponsor
Bolsa Row Apartments

LUNCH CATERED BY
MIKES

RSVP: <https://swiy.co/wccrsvp-061423>

AGENDA ITEM 9F

Date: June 6, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: Consider Approving the Proposed Job Description, Job Title and Salary Range for the Director/Manager of Services and Program Development

BACKGROUND

At the May 22, 2023, budget workshop, the Board requested a “Workflow” plan listing the goals, priorities, and expectations for this position for the first 6 and 12 months. The Board also wanted to have further discussion on the title of the position.

A copy of the proposed Director/Manager of Services and Program Development job description and workflow plan is attached thereof.

It is the District’s mission and priority to provide exemplary service to the community it serves. To meet the Board’s goals and priorities in expanding its services and programs to customers, ensuring compliance with regulatory agencies, and embracing new opportunities, the District requires additional leadership and personnel to accomplish that. The District is in the service business, this new position will help lead the District by expanding its ability to accumulate, coordinate, and dispatch resources to achieve the best possible experience and outcomes for the people and community it serves.

The Director of Services and Program Development will be hands on and has responsibility for applying creative, professional, and technical skills in communications, research, and the development, coordination, and evaluation of all services, activities, and programs, to the highest standards, so that the District can deliver and impact the community it serves.

The Director/Manager of Services and Program Development is a new role, leading Services and Program Development. They will report directly to the General Manager and will have responsibility for ensuring that the District’s expertise in services and programs is best in class, while ensuring that there is continuous improvement in how we serve our customers and community. As a member of the Executive Team, they will also provide input to and help shape our overall strategy.

The following are the primary responsibilities of the role, with estimated allocations of time and attention.

1. Deliver: 60% Services
2. Develop: 20% Continuous Improvement and New Directions
3. Relational: 20% Communications, Community, & Education

STAFF RECOMMENDATION

Staff recommends that the Board of Directors consider approval of the job description, determine the job title as Director or Manager, and establish the salary range.

FISCAL IMPACT

The proposed salary range for the position is \$103,001-\$133,910 and is in alignment with the industry.

The potential annual cost including salary and benefits is estimated to be \$130,000.

Attachments:

1. Job Description for Director/Manager of Services and Program Development
2. Workflow Plan: 6 Month & 12 month goals, priorities, and expectations



Midway City Sanitary District

Job Title: Director/Manager of Services & Program Development
Department: Administration
Reports to: General Manager
FLSA Status: Exempt
Bargaining Unit: Non-Represented

Salary Range:

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
PER HOUR	\$49.52	\$51.64	\$53.77	\$55.89	\$58.01	\$60.13	\$62.25	\$64.38
BI-WEEKLY	3,961.60	4,131.20	4,301.60	4,471.20	4,640.80	4,810.40	4,980.00	5,150.40
MONTHLY	8,583.47	8,950.93	9,320.13	9,687.60	10,055.07	10,422.53	10,790.00	11,159.20
ANNUAL	103,001.60	107,411.20	111,841.60	116,251.20	120,660.80	125,070.40	129,480.00	133,910.40

*Class specifications are intended to present a descriptive list of the range duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DESCRIPTION

We are looking for an exceptional and visionary leader to join our Executive Team as the Director of Services and Program Development. The Director of Services and Program Development will be hands on and has responsibility for applying creative, professional, and technical skills in communications, research, and the development, coordination, and evaluation of all services, activities, and programs, to the highest standards, so that the Midway City Sanitary District (District) can deliver and impact the community we serve.

The ideal candidate will excel at working with people and is a highly organized, efficient and an autonomous individual with the ability to manage our expansion as we transition into expanding our services, programs, educational outreach, and community presence. Your work will shape the District's services and processes.

The Director of Services and Program Development is a new role, leading Services and Program Development. You will report directly to the General Manager and will have responsibility for ensuring that the District's expertise in services and programs is best in class, while ensuring that there is continuous improvement in how we serve our customers and community. As a member of the Executive Team, you will also provide input to and help shape our overall strategy.

Your team provides expertise in communications, research, development, coordination, monitoring, and evaluation of all services, activities, and programs of the District. The Services and Program Department, supported by Operations, Engineering, & Finance and Human Resources Departments, are responsible for delivering the District's strategic goals and priorities.

This role will require someone who is technical, creative, intuitive, personable, intrinsically motivated, worldly, interested in hard challenges, highly flexible and adaptable.

The following are the primary responsibilities of the role, with estimated allocations of time and attention.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Deliver: Services

Approximately 60% of your time and attention (including but not limited to):

- Lead the team to deliver best in class services to the customers and community, including:
 - Planning and providing oversight of services to our customers and the community.
 - Research, developing, coordination, monitoring, and evaluation of all services, activities, programs and monitoring and evaluation teams.
 - Monitor effectiveness and efficiency of services and performance.
 - Build services, systems, and programs to ensure that the District is delivering the highest and most efficient level of services needed.
- Provide creative and technical inputs into services and programs to ensure we are providing great service and making an impact to the customers and community we serve.
- Develops and coordinates the District's Customer Relationship Management systems and its technology for managing and supporting customer relationships and records management.
- Assist with the oversight and coordination of the District's solid waste franchisee agreement(s), their services, programs, and waivers. Including but not limited to State (CalRecycle) and other regulatory agencies compliance & mandates.
- Responsible for and oversight of the District's FOG, recycling, organics, and food waste programs, outreach, education, compliance, exemptions (waivers), reporting, and administrative citations.
- Exercises direct supervision over assigned staff and interns.
- Assists and acts as backup to other department heads, and to the Administrative Secretary/Receptionist and Executive/Board Secretary when needed.
- Provides highly responsible and complex professional assistance to the General Manager and Board of Directors in areas of expertise; and performs related work as required.

2. Relational: Communications, Community, & Education

Approximately 20% of your time and attention (including but not limited to) on communications, fostering good relationships, community relations, education, and events, as a member of the Executive Team (including but not limited to):

- Design, implement and assess strategies for programs, communications, organizational structure, and set goals and priorities as part of the Executive Team. Develops, coordinates, and maintains the District's website, a variety of media, and social media platforms and prepares press releases.
- Fosters good and cooperative relationships among departments, within the community, with our community partners, various public and private groups, regulatory agencies, legislative officials, and other agencies and businesses to best serve and protect our customers and to meet the District's goals and priorities.
- Responsible for the planning, organizing, and coordinating educational programs and opportunities, district events, compost giveaways, cleanup events, community services, social media, radio, and other forms of outreach as directed.
- Responsible for marketing and promotional materials, events, and opportunities to further the District's goals and priorities.
- Responsible for organics, food waste, and recycling programs and reporting requirements.

Your role will require you to travel within the community, for District and community events and you may occasionally travel to other locations outside the District's jurisdiction as needed.

3. Develop: Continuous Improvement and New Directions

Approximately 20% of your time and attention (including but not limited to):

- Analyze our performance and identify opportunities to improve.
- Work with the Executive Team, and the Board of Directors, to identify current and future needs, then prepare the systems, procedures, processes, and communication to meet those needs.
- Conceive and conduct research that leads to new approaches and services.
- Lead the team that coordinates development and testing for new or upgraded services and systems as well as roll-out of training to build technical skills.
- Grant research, writing, and pursuing awards and program recognition opportunities for the District.
- Develops, coordinates, and implements a variety of educational and outreach activities and events that support the District's solid waste and sewer services, including but not limited to recycling, organics, food waste, and fats oil & grease programs.
- Design, implement, and coordinate the District's solid waste, sewer, and community programs and continually evaluate them to meet the District's goals and priorities.

4. Other: Performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

This is a classification that receives direction from the General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises direct supervision over assigned technical and support staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Services and Program Development. This class aids the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected District Board and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. Incumbents perform a broad range of detailed, administrative, and technical support activities and are expected to know technical and specialized rules, regulations, policies, procedures, and activities related to the District's financial and human resource activities. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering the District goals and objectives within general policy guidelines.

AN EXCELLENT CANDIDATE

The following generally describes an excellent candidate to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

To excel in this role, you will have more than 5 years working in a management role. You have ideas about what works well in this industry and you have seen opportunities to do much better. You want a leadership role in the organization and you like the idea of having autonomy to pursue a vision. You want to build something.

You will be motivated by performance and focusing on social impact. You will need to be flexible in dealing with diversity: some of your responsibilities require a whole community vision and analyzing the District overall; other responsibilities require you to support the Executive Team working on project details; and other responsibilities require you to coordinate and collaborate across departments to devise approaches to advancing the District's goals and priorities.

To succeed in this position, you would start with the following:

- Strong leadership skills, including supervising others effectively and leading people through growth transitions.
- Experience in a management role delivering services, such as customer relations, strategic communications, and relationship building.
- Enthusiasm for *building* services, and a track record of delivering and improving services and program development.

- Prior success with executive responsibilities.

MINIMUM QUALIFICATIONS

Education and Experience:

A combination of education and experience that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

A bachelor's degree in, Communications, Marketing, Management, Business Administration, Public Administration, or related field, and five years of professional experience in services and program development and progressive leadership experience, including direct supervision. Preferably experience in public service or public administration in municipal government.

Language(s):

Complete fluency in oral and written English. Preferably bilingual in one or several languages such as Vietnamese and/or Spanish.

License and Certification:

A valid California class C driver's license with satisfactory driving record and automobile insurance is required for the operation of a personal or District vehicle.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; vision sufficient to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio, and before groups. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and occasionally to operate related tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds, and occasionally up to 75 pounds.

Environmental Elements:

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset public and private representatives and contractors in interpreting and enforcing District policies and procedures.

Director of Services and Program Development

Goals and Priorities

Including but not limited to:

By December 31, 2023

1. **Organics/Food Waste & Recycling:** oversight and development of all SB 1383 (Organics/food waste & recycling) requirements
 - a. Responsible for and oversight of Ordinance No. 71 Chapter 4 “Administration Citations” re SB 1383 effective January 1, 2024.
 - b. Recommend and implementation of an educational and outreach campaign using a variety of media, social media, print, radio, and marketing materials to ensure the success of the program and to address customer’s needs.
 - c. Oversight of SB 1383 waivers.
 - d. Responsible for all CalRecycle reports and attending CalRecycle meetings and events.
2. **Educational and Outreach:** oversight and responsible for all educational and outreach events and activities, including but not limited to:
 - a. Open house events and activities
 - b. 85th anniversary events and activities
 - c. Compost giveaways and clean-up events
 - d. Bulky-pickup, oil and mattress recycling, lateral assistance and fats oil and grease programs.
 - e. Recommend and the implementation of an educational and outreach program and activities for schools.
 - f. Organizing District participation and representing the District at events put on by other agencies such as OC San, City of Westminster, Westminster Chamber of Commerce, and others.
3. **Franchise Contract:** oversight and responsibility of the customer services aspects of the District’s franchise contract with CR&R. Point of contact at the District offices for when commercial and multifamily customers call in and need help resolving customers service issues as they arise. Track data.
4. **District Website & Social Media:** responsible for updating and maintaining the District’s website and all social media accounts.
5. **Press Releases:** organize and prepare ongoing press releases for events and activities as needed.
6. **Customer Service Survey:** plan, organize, and conduct a customer service survey. Present results and provide recommendations.
7. **District Calendar:** responsible for District’s annual calendar – completed and mailed in November.
8. **Phone and Customer Support:** fully trained as a second person to answer phone calls, process permits, resolve customer issues, and schedule bulky pickups.
9. **Board/Backup Support:** fully trained as backup for the Executive/Board Secretary in case of illness, vacation, or absence when needed.

Director of Services and Program Development

Goals and Priorities

By June 30, 2024

10. **Educational and Marketing Materials:** Make recommendations, prepare, and implement a robust educational and marketing campaign for all the District's programs and services. Includes materials, events, activities, and advertising.
11. **Customer Service:** Evaluate, recommend, and implement additional opportunities to serve our customers using technology. Evaluate Customers Relations Service (CRM) programs for the District to provide better services. Project manager and coordinate the implementation of the new technology.
12. **Strategic Plan:** Organize and coordinate the activities in the preparation and creation of a new 5-year strategic plan. Assist in preparing the strategic plan and document.
13. **Internship Program:** develop, organize, and maintain a robust volunteer internship program to support the District's educational and outreach programs and activities.
14. **Grants:** look for grant opportunities for the District. Prepare grant applications and oversight and management of grant activities.
15. **Awards and Recognition Programs:** Look for award and recognition programs for the District, such as CSDA, community, and other awards the District may be interested in.

May 15, 2023

Mr. Robert Housley
Director of Finance and Human Resources
Midway City Sanitary District
14451 Cedarwood Avenue
Westminster, California 92683

RE: Notification of Election Ballot – 2023 SDRMA Board of Directors Election

Dear Mr. Housley,

The Special District Risk Management Authority (SDRMA) Board of Directors 2023 Election began in January, with the opening of nominations. On May 11, 2023, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2022-06 Establishing Guidelines for Director Elections. The Election Committee confirmed that (4) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot Document Packet has been posted to MemberPlus and includes the following:

- *Election Ballot Instructions*
- *Official Election Ballot (Action Required)*
- *Candidate's Statements of Qualifications (4)*

The signed Official (wet signature) Election Ballot **MUST** be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 8, 2023, to the address below. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

Important Balloting and Election Dates – The balloting and election dates are as follows:

- **August 8, 2023:** Deadline for members to return the signed Official Election Ballot.
- **August 9-11, 2023:** Ballots are opened and counted.
- **August 10-11, 2023:** Election results are announced, and candidates notified.
- **November 1-2, 2023:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
- **January 2024:** Newly elected Directors are seated, and Board officer elections are held.

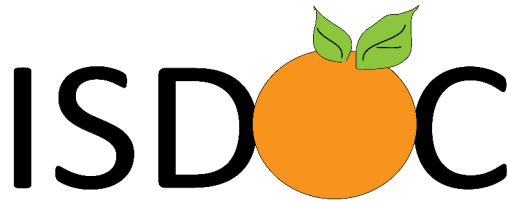
If you have any questions or would like to request a printed copy of the election documents, please contact SDRMA's Management Analyst Candice Richardson at crichardson@sdrma.org or 800-537-7790.

Sincerely,
Special District Risk Management Authority



Candice Richardson
Management Analyst





Independent Special Districts of Orange County

ISDOC VIRTUAL Quarterly Meeting - June 22, 2023

When

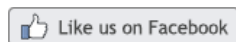
Thursday, June 22, 2023 from
11:30 a.m. - 1:00 p.m.

[Add to Calendar](#)

Where: Via Zoom

Greetings!

Please join us for the next **Quarterly Meeting of the Independent Special Districts of Orange County (ISDOC)**, Thursday, June 22, 2023 from 11:30 a.m. - 1:00 p.m. via Zoom



Policy Changes Impacting Special Districts

featuring guest speaker...

Kyle Packham

California Special Districts Association

CSDA Advocacy and Public Affairs Director Kyle Packham will highlight some of the hottest public policy topics facing special districts and share how members can learn more and engage to protect local control, preserve their bottom line, and continue to well-serve their communities.

We'll also put the ISDOC Member Spotlight on **Serrano Water District**, and the Associate Member Spotlight on **Duran Kinst Strategies (DKS)**.

While we continue to meet virtually - a format proven to be popular with our attendees - we strive to ensure our meeting content remains relevant as well as educational. Feel free to enjoy your lunch while learning from your fellow ISDOC members, and hearing timely updates that affect special districts locally and statewide.

Once you register, the Zoom login information will be sent via email confirmation.

Come hear from our great guest speaker, plus speakers from our Spotlight Member and Associate Member as they provide informative and timely updates.

We hope you will join us!

[Register Now!](#)



Street Address:
18700 Ward Street
Fountain Valley, California 92708

Mailing Address:
P.O. Box 20895
Fountain Valley, CA 92728-0895

(714) 963-3058
Fax: (714) 964-9389
www.mwdoc.com

Megan Yoo Schneider, P.E.
President

Bob McVicker, P.E., D.WRE
Vice President

Randall Crane, Ph.D.
Director

Larry D. Dick
Director

Al Nederhood
Director

Karl W. Seckel, P.E.
Director

Jeffery M. Thomas
Director

Harvey De La Torre
Interim General Manager

MEMBER AGENCIES

- City of Brea
- City of Buena Park
- East Orange County Water District
- El Toro Water District
- Emerald Bay Service District
- City of Fountain Valley
- City of Garden Grove
- Golden State Water Co.
- City of Huntington Beach
- Irvine Ranch Water District
- Laguna Beach County Water District
- City of La Habra
- City of La Palma
- Mesa Water District
- Moulton Niguel Water District
- City of Newport Beach
- City of Orange
- Orange County Water District
- City of San Clemente
- Santa Margarita Water District
- City of Seal Beach
- Serrano Water District
- South Coast Water District
- Trabuco Canyon Water District
- City of Tustin
- City of Westminster
- Yorba Linda Water District

May 26, 2023

Mr. Robert Housley
General Manager
Midway City Sanitary District
14451 Cedarwood Avenue
Westminster, CA 92683-5318

Re: Support for Director Al Nederhood, CSDA Board of Directors, Southern Network Seat C

Dear Mr. Housley,

On behalf of the Municipal Water District of Orange County (MWD OC), it is my pleasure to share our unanimous support for Director Al Nederhood for the CSDA Board of Directors, Southern Network Seat C. MWD OC is a wholesale water supplier serving 3.2 million residents through 27 retail water agencies, making Director Nederhood uniquely qualified.

Director Nederhood brings seven years of Special District board experience as well as decades as a senior manager in the private sector to his candidacy. He willingly listens to constituents and fellow board members, and then works hard to create effective solutions. He actively engages with our local CSDA chapter, as well as CSDA and ACWA events.

Attached you will find a candidate's statement highlighting some of Director Nederhood's accomplishments. You will notice he has demonstrated his innovative thinking on behalf of special districts of all sizes which would make him an asset to the CSDA Board of Directors, bringing a fresh perspective to long-term practices.

I encourage you to share this information with your Board of Directors and that you strongly consider supporting Director Al Nederhood for the CSDA Board of Directors, Southern Network Seat C for the 2023 election. Electronic voting begins on June 5 and will continue until July 14. Please do not hesitate to contact me or Director Nederhood personally should you have any questions. His contact information can be found on the attached candidate's statement. Thank you for your consideration.

Sincerely,

Megan Yoo Schneider, M.S., P.E.
Board President



**California Special
Districts Association**
Districts Stronger Together

2023 CSDA BOARD CANDIDATE INFORMATION SHEET The following information MUST accompany your nomination form and Resolution/minute order:

Name: Albert M. Nederhood

District/Company: Municipal Water District of Orange County (MWDOC)

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 2 years with MWDOC, 4 years with Yorba Linda Water District as elected Board Member

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.): I have attended nearly 100% of the public meetings for ISDOC (Independent Special Districts of Orange County) over the last 6 years. I spent 2 years working with Jim Fisler and Sandra Jacobs (both past ISDOC Presidents) to successfully revise the Special District dues structure created in 2000 to more accurately and fairly reflect revenue and dues payable to LAFCO.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.): Over the last 6 years I have attended most of the conferences held by the Urban Water Institute, ACWA, the Colorado River Water Users, as well as many Metropolitan Water District Board meetings.

3. List local government involvement (such as LAFCo, Association of Governments, etc.): For the 2 years that it took to initiate, revise and successfully change the LAFCO dues required of Special Districts in Orange County, I attended virtually all of the monthly OC-LAFCO meetings.

4. List civic organization involvement: I was elected twice and served on the Yorba Linda Water District Board, a Special District.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot. Page 133 of 173 2023 BOARD OF DIRECTORS NOMINATION FORM**

Al Nederhood Candidate Statement:

I was introduced to CSDA in 2016 as a newly elected Director to the Yorba Linda Water District. I attended the CSDA training for new directors which opened my eyes to the responsibilities and value of Special Districts. I made friends at that training that continue on today including former YLWD Director Brooke Jones and current Director John Sears of East Orange County Water District.

Before getting involved in water issues later in life, I began my professional career as a high school teacher. I moved on to the business world including Xerox and 7-Eleven Stores as a Merchandise Manager. I was the college president for a variety of vocational colleges and ended my career as the President of a non-profit in Santa Ana.

After my 2016 election I attended ISDOC and LAFCO meetings. I became aware of the dues structure created by ISDOC in 2000. This structure, in place for 20 years, no longer represented the realities of revenue and dues. Many smaller revenue Special Districts had disproportionately large dues. By working with Director Jim Fisler from Mesa Water and Director Sandra Jacobs of Santa Margarita Water District, we revised the 20-year-old structure into a more equitable dues arrangement that saved smaller districts tens of thousands of dollars each year.



Al Nederhood

MWDOC Board

Elect to CSDA Board

Southern Network

Seat C

Professional & Personal **History**

6 Years as Elected Official for Special Districts, Yorba Linda Water District (YLWD) & Municipal Water District of Orange County (MWDOC)

LAFCO dues revision through Independent Special Districts of Orange County. First revision after 20 years saving small districts thousands of dollars annually.

Heli-Hydrant sponsor, supporter creating nations first system (helicopter enabled fire suppression in wild-fire zones)

President of a Non-Profit

30 years of Senior Management Leadership positions with nationally known firms

President of an Educational Institution with \$100 million in revenue, 500 staff and 5000 students.

BA, Long Beach State
MA, Central Michigan University

Retired, Married for 50+ years, 4 kids and 12 grandkids

Why should you vote for Al Nederhood?

Here's a sample of my history of measurable change created by active questioning and positive decision making based on the facts.

Seven years ago, I identified, initiated, and transformed an outdated LAFCO dues system on behalf of special districts in Orange County. The dues structure was developed in 2002 by ISDOC to fulfill their legal responsibility, but over time, it resulted in small districts subsidizing the large districts.

After two years of working with my fellow Special Districts, the new dues structure was unanimously approved and implemented. This effort created a balanced and proportionate LAFCO dues structure for Special Districts throughout the county, saving smaller districts with smaller operating budgets thousands of dollars each year.

As a Board Member for Yorba Linda Water District we investigated and implemented the nation's first Heli-hydrant to modernize fighting wild fires. YLWD now has two heli-hydrants with a third in development with Metropolitan Water District.

I would appreciate your Board voting for me, Al Nederhood.

If you want to contact me:

Al Nederhood
MWDOC, Director Division One
anederhood@mwdoc.com
C. 714-261-3964

RESOLUTION NO. 2135

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
NOMINATION OF AL NEDERHOOD
TO THE CSDA BOARD OF DIRECTORS
SOUTHERN NETWORK, SEAT C

WHEREAS, the California Special Districts Association (CSDA) is holding an election for its Board of Directors for the Southern Network, Seat C for the 2024-26 term; and

WHEREAS, the Municipal Water District of Orange County (MWDOC) is a voting member of CSDA and a voting member for the Southern Network, Seat C; and

WHEREAS, Director Al Nederhood has expressed interest in serving on the CSDA Board of Directors;

WHEREAS, Director Nederhood and MWDOC are aware of the commitment, expectations, and expenses associated with this position; and

WHEREAS, the Board of Directors of the Municipal Water District of Orange County believes that Al Nederhood would be an effective member of the CSDA Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Municipal Water District of Orange County does hereby nominate Director Al Nederhood to represent the Southern Network, Seat C, on the CSDA Board of Directors; and

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a Resolution to CSDA, forthwith.

PASSED AND ADOPTED by the following roll call vote of the Board of Directors for the Municipal Water District of Orange County on this 15th day of March 2023.

AYES: Directors Nederhood, Dick, McVicker, Seckel, Thomas & Yoo Schneider
NOES: None
ABSTAIN: None
ABSENT: Director Crane

ATTEST:



*Maribeth Goldsby, District Secretary
Municipal Water District of Orange County*