

**MIDWAY CITY SANITARY DISTRICT
CALL AND NOTICE OF A SPECIAL MEETING
BOARD OF DIRECTORS
DISTRICT OFFICE
14451 CEDARWOOD STREET
WESTMINSTER, CA 92683**

Friday, February 16, 2024

5:00 PM

Notice is hereby given that a Special Meeting of the Midway City Sanitary District Board of Directors, to be held at 5:00 PM on Friday, February 16, 2024, in the District Offices located at 14451 Cedarwood Street, Westminster, CA 92683, has been called by a majority of the members of the Board of Directors.

The purpose of said meeting and the business to be conducted is described in the attached agenda.

Cynthia Olsder
Executive/Board Secretary

**MIDWAY CITY SANITARY DISTRICT
SPECIAL MEETING
BOARD OF DIRECTORS
DISTRICT OFFICE
14451 CEDARWOOD STREET
WESTMINSTER, CA**

**February 16, 2024
5:00 P.M.**

A G E N D A

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.

In accordance with the requirements of California Government Code Section 54956, the Call and Notice and this Agenda is posted not less than 24 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.

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

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE AND INVOCATION**
- 2. ROLL CALL**
- 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. NEW BUSINESS

- A. Consider Rescheduling a Strategic Planning Workshops

B. Approve the Budget Calendar for Fiscal Year 2024-2025 and Schedule Public Budget Workshops

C. Update on New Legislation

5. BOARD CONCERNS AND COMMENTS

6. GENERAL MANAGER AND STAFF CONCERNS AND COMMENTS

7. ADJOURNMENT TO TUESDAY, FEBRUARY 20, 2024

AGENDA ITEM #4A

Date: February 16, 2024

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Robert Housley, General Manager

Subject: Consider Rescheduling a Strategic Planning Workshops

BACKGROUND

The Midway City Sanitary District (District) last completed a comprehensive strategic planning process with the Board of Directors and staff in 2012. The current Midway City Sanitary District's Strategic Plan (Plan) was last reviewed in 2021. The 2012 Plan was originally created to provide a five-year horizon for the district and then reviewed annually to provide information on its progress and to set additional goals and priorities.

At the January 31, 2024, Board meeting the Directors schedule two strategic planning workshops, the first for Wednesday, March 6th at 5:30 PM and the second workshop for Thursday April 4th at 5:30 PM.

DISCUSSION

A few Directors have a conflict with the dates selected. To ensure that all Directors and staff can participate in the strategic planning process, rescheduling of the workshops to allow full participation is recommended.

It has been 14 years since the 2012 Plan was created and so much has happened and evolved since that time. As this is our 85th year as a sanitary district, the time is perfectly aligned to embark on a new Plan that will take the district in to the future by embracing new opportunities, to rebrand itself, and to take advantage of new technologies and efficiencies that were not available the last time a comprehensive strategic process was done. A lot has changed since then.

A strategic plan is an opportunity for our District to reflect on what is important to the community, the Board of Directors and staff of the Midway City Sanitary District. A strategic plan first and foremost is a strategy to be relevant, competitive, and successful as an agency for the community it serves. While a written document is created to help chart the course and measure outcomes, it's the long-term strategy to be implemented that will ensure the district continues to serve the community as a leader as it has for another 85 years. The Plan will additionally allow us to align our resources efficiently and appropriately with targeted outcomes for the term of the Plan.

1. Phase 1 The first phase of the process involves the scheduling of strategic planning workshops and setting expectations.

2. Phase 2 Engagement is a key component of phase 2 and may span about two to three months. The Board of Directors and staff will be engaged throughout the process.
3. Phase 3 Includes a draft strategic plan for review and comment before formally adopting the Plan at a regular board meeting. The Plan will be developed to align with the upcoming budget year.
4. Phase 4 Implementation of the Plan, which will continue all the hard work that has been done to lay the groundwork for the success of the district, new directions and initiatives as set forth in the Plan. The Plan will be reviewed and evaluated annually.

FISCAL IMPACT

There is no fiscal impact to schedule a workshop.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors reschedule a strategic planning workshops.

ATTACHMENTS:

None.

AGENDA ITEM #4B

Date: February 16, 2024

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Robert Housley, General Manager

Subject: Approve the Budget Calendar for Fiscal Year 2024-2025 and Schedule Public Budget Workshops

BACKGROUND

Annually, the Midway City Sanitary District (District) Board of Directors adopts its operating and capital budgets in June for the upcoming fiscal year. The District’s fiscal year begins July 1st of each year and ends June 30th the next year.

DISCUSSION

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 budget adoption. The budget document is a policy document which establishes how the District will allocate it’s resources to address its evolving priorities and strategic goals.

The workshops/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 collaborate, voice priorities, goals and objectives. Then the goals and objectives are translated into a final budget document that is put before the Board in June for adoption.

Budget Calendar: to be scheduled in yellow

Feb 6, 2024	Proposed Budget Calendar to Board of Directors for Consideration
Feb/Mar 2023	General Manager/Department Head Meetings - Estimates Due
April 2024	First Public Budget Workshop/Study Session
May 2024	Second Public Budget Workshop/Study Session
Jun 18, 2024	Board of Directors Adopts Budget (Fiscal Year for 2024-2025)

FISCAL IMPACT

There is no fiscal impact to approve the budget calendar and schedule the budget workshops.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors select dates for the public budget workshops and approve the budget calendar for Fiscal Year 2024-2025.

ATTACHMENTS

None.