

**MIDWAY CITY SANITARY DISTRICT
BOARD OF DIRECTORS MEETING
DISTRICT OFFICE
14451 CEDARWOOD STREET
WESTMINSTER, CA 92683**

**TUESDAY, MAY 5, 2026
5:30 PM**

AGENDA

MISSION STATEMENT

TO PROVIDE INNOVATIVE AND COST-EFFECTIVE EXCEPTIONAL WASTEWATER AND SOLID WASTE SERVICES WITH INTEGRITY AND EXCELLENCE. WE ARE COMMITTED TO PROTECTING PUBLIC HEALTH, PRESERVING THE ENVIRONMENT, AND FOSTERING EDUCATION AND COLLABORATION. BY PRIORITIZING EXCEPTIONAL SERVICES, COMMUNITY HEALTH, AND ENVIRONMENTAL STEWARDSHIP, WE STRIVE TO BUILD A CLEANER, HEALTHIER AND MORE SUSTAINABLE FUTURE.

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. Members of the public may attend and participate in the meeting at any of the listed meeting locations.

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. PRESENTATIONS

- A. California Special Districts Association (CSDA) Briefing on Key Issues, Legislative Updates, and Engagement Opportunities - Presented by Chris Palmer, Senior Public Affairs Field Coordinator

5. APPROVAL OF THE MINUTES

- A. Approve Minutes of the Regular Board of Directors Meeting on April 7, 2026
- B. Approve Minutes of the Regular Board of Directors Meeting on April 21, 2026
- C. Approve Minutes of the Special Board of Directors Meeting on April 24, 2026

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 the President
- B. Report of the Director of Services & Program Development
- C. Report of the Director of Finance
- D. Report of the District Engineer
- E. Report on the Administration Professional Day Luncheon on April 22, 2026
- F. Report on OC San Board of Directors Meeting on April 22, 2026
- G. Report on Radio Outreach with Little Saigon Radio on April 27, 2026
- H. Report on District Employee Luncheon on April 29, 2026
- I. Report on Radio Outreach with VietLink on April 29, 2026
- J. Report on Radio Outreach PSA with Radio Bolsa on April 29, 2026
- K. Report on City of Westminster Black April Remembrance Ceremony April 30, 2026
- L. Report on ISDOC Quarterly Luncheon on April 30, 2026

7. CONSENT CALENDAR

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

- A. Receive and File the Register of Demands in the Amount of \$421,720.61
- B. Approve General Manager, Robert Housley's, Request for Leave Starting April 28, 2026 through May 8, 2026, and Approve Acting Pay for Director of Services & Program Development, Ashley Davies for Nine (9) days
- C. Receive and File the Minutes of the Calendar Subcommittee Meeting on September 22, 2025
- D. Receive and File the Minutes of the Legislative & Public Affairs Outreach Subcommittee Meeting on March 20, 2026

8. OLD BUSINESS - None

9. NEW BUSINESS

A. Consider Scheduling a Special Board Meeting to Discuss District Resilience and Continuity Framework Planning

B. Consider Adoption of Resolution No. 2026-09 Entitled:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING AN UPDATED CAPITAL ASSETS CAPITALIZATION POLICY

10. INFORMATIONAL ITEMS

A. District Board Calendar

11. BOARD CONCERNS AND COMMENTS

12. GM/STAFF CONCERNS AND COMMENTS

13. GENERAL COUNSEL CONCERNS AND COMMENTS

14. CLOSED SESSION ITEMS - None

15. ADJOURNMENT TO TUESDAY, MAY 19, 2026

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE MIDWAY CITY
SANITARY DISTRICT OF ORANGE COUNTY**

**14451 CEDARWOOD STREET
WESTMINSTER, CA 92683**

April 7, 2026

CALL TO ORDER

President Pro Tem, A. Nguyen called the meeting of the Governing Board of the Midway City Sanitary District to order at 5:34 p.m., on Tuesday, April 7, 2026, at 14451 Cedarwood Street, Westminster, California.

ROLL CALL

DIRECTORS PRESENT Andrew Nguyen
Tyler Diep
Sergio Contreras
Mark Nguyen (via teleconference)

DIRECTORS ABSENT Chi Charlie Nguyen

STAFF AND GENERAL COUNSEL PRESENT

Ashley Davies, Director of Services & Program Development
Gordon Copley, CPA, Director of Finance
Cynthia Olsder, Executive/Board Secretary
James H. Eggart, General Counsel, Woodruff & Smart

GUESTS PRESENT Jim Fisler, Orange County LAFCO Special District Commissioner
Peter Dorsch, VP Community Engagement
Andrea Boehling, IB Consulting

PLEDGE OF ALLEGIANCE AND INVOCATION

President Pro Tem A. Nguyen led the Pledge of Allegiance. Director Contreras conducted the Invocation.

ROLL CALL AND DECLARATION OF QUORUM

Executive/Board Secretary Olsder conducted the roll call and announced that a quorum was present.

PUBLIC COMMENTS

Jim Fisler, representing the Orange County Local Agency Formation Commission (LAFCO), provided an update relevant to Special Districts in Orange County. He also distributed a newsletter for circulation and remarked that he loved the presentation the District delivered as a Spotlight guest at the ISDOC quarterly luncheon.

PRESENTATIONS – None

APPROVAL OF MINUTES

A. Approve Minutes of the Board of Directors Regular Meeting on March 17, 2026

A motion was made by Director Diep, seconded by Director Contreras, to approve the Minutes of the Board of Directors Regular Meeting on March 17, 2026. The motion was approved by a 4-0 roll call vote as follows:

- AYES: Contreras, A. Nguyen, M. Nguyen, Diep
- NAYS: None
- ABSTAIN: None
- ABSENT: C. Nguyen

Director Diep moved, seconded by Director Contreras, to consider New Business Agenda Item 9A following Approval of the Minutes and before Reports. The motion carried by a 4-0 roll call vote as follows:

- AYES: Contreras, A. Nguyen, M. Nguyen, Diep
- NAYS: None
- ABSTAIN: None
- ABSENT: C. Nguyen

NEW BUSINESS

A. CONDUCT A PUBLIC HEARING AND CONSIDER ADOPTION OF RESOLUTION NO. 2026-04, ENTITLED:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA ADOPTING WASTEWATER CAPACITY FEES

Staff presented a PowerPoint presentation.

President Pro Tem A. Nguyen read the title of Resolution No. 2026-04 and opened the public hearing.

No one requested to speak during the public hearing, and no written public comments were received at the District office.

Director M. Nguyen reported that no attendees were present at the teleconference location.

President Pro Tem A. Nguyen closed the public hearing.

A report of a summary of Staff’s recommendation was provided and considered by the Board. A motion was made by Director Diep, seconded by Director Contreras, to approve

adoption of Resolution No. 2026-04 as proposed. The motion was approved by the following 4-0 roll call vote as follows:

AYES: A. Nguyen, M. Nguyen, Contreras, Diep
NAYS: None
ABSTAIN: None
ABSENT: C. Nguyen

REPORTS

A. Report of the President - None

B. Report of the Director of Services and Program Development

Director of Services and Program Development Davies reported on the Compost Mailers, OC San Tour, Clean-up event, Proposition 218 Notice, and the recent sewer spill overflow.

C. Report on Radio Outreach with Radio Bolsa on March 18, 2026

Director A. Nguyen attended the recording with Staff to discuss District services and upcoming events.

Director Diep left the meeting at 6:06 p.m.

D. Report on Radio Outreach PSA with Little Saigon on March 18, 2026

Director Contreras requested and facilitated a radio public service announcement regarding the proper disposal of mattresses and box springs, which aired during the month of March.

E. Report on Legislative & Public Affairs Outreach Subcommittee Meeting on March 20, 2026

Director Diep reported that he and President C. Nguyen attended the meeting to discuss mailers, District logos, and SB 1383.

F. Report on District Employee Luncheon on March 25, 2026

President C. Nguyen, reported that he, along with Director A. Nguyen and Director Diep attended the luncheon to represent the Board and connect with staff.

G. Report on OC San Board of Directors Meeting on March 25, 2026

President Pro Tem A. Nguyen represented the District at the meeting and reported that OC San will soon initiate a comprehensive rate study to develop a model for establishing a new five-year rate schedule.

H. Report on Radio Outreach with VNCR on March 30, 2026

CONSENT CALENDAR

A. Receive and File the Register of Demands in the Amount of \$482,611.45

B. Receive and File the Minutes of the Legislative and Public Affairs Subcommittee Meeting on February 18, 2026

- C. Approve the March 20, 2026 Legislative and Public Affairs Outreach Committee Recommendations
- D. Receive and File the March 2026 Report on Contracts and Agreements Entered into by the General Manager on Behalf of the District

A motion was made by Director Contreras, seconded by President Pro Tem A. Nguyen, to approve the Consent Calendar. The motion was approved by a 3-0 roll call vote as follows:

AYES: Contreras, A. Nguyen, M. Nguyen
 NAYS: None
 ABSTAIN: None
 ABSENT: C. Nguyen, Diep

OLD BUSINESS – None

INFORMATIONAL ITEMS

- A. District Board Calendar
- B. OC San Letter re Tour and Presentation
- C. Public Notice of Observation for June 2, 2026 Statewide Direct Primary Election

Received and filed.

BOARD CONCERNS AND COMMENTS – None

GENERAL MANAGER/ STAFF CONCERNS AND COMMENTS – None

GENERAL COUNSEL CONCERNS AND COMMENTS – None

CLOSED SESSIONS – None

ADJOURNMENT

President Pro Tem A. Nguyen adjourned the meeting at 6:12 p.m. to the next Regular Board Meeting to be held at the District on Tuesday, April 21, 2026, at 5:30 p.m.

Sergio Contreras, Secretary

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE MIDWAY CITY
SANITARY DISTRICT OF ORANGE COUNTY**

**14451 CEDARWOOD STREET
WESTMINSTER, CA 92683**

April 21, 2026

CALL TO ORDER

President Pro Tem A. Nguyen called the meeting of the Governing Board of the Midway City Sanitary District to order at 5:32 p.m., on Tuesday, April 21, 2026, at 14451 Cedarwood Street, Westminster, California.

ROLL CALL

DIRECTORS PRESENT Chi Charlie Nguyen (arrived at 5:38 p.m.)
Andrew Nguyen
Tyler Diep
Sergio Contreras
Mark Nguyen

STAFF AND GENERAL COUNSEL PRESENT

Robert Housley, General Manager
Nicolas Castro, Director of Operations & Safety
Ashley Davies, Director of Services & Program Development
Gordon Copley, CPA, Director of Finance
Milo Ebrahimi, P.E. District Engineer
Maria Gountoumas, Engineering Technician
Harley Nguyen, Administrative Secretary/Receptionist
Cynthia Olsder, Executive/Board Secretary
James H. Eggart, General Counsel, Woodruff & Smart

GUESTS PRESENT None

PLEDGE OF ALLEGIANCE AND INVOCATION

President Pro-Tem A. Nguyen led the Pledge of Allegiance. Director Contreras conducted the Invocation.

ROLL CALL AND DECLARATION OF QUORUM

Executive/Board Secretary Olsder conducted the roll call and announced that a quorum was present.

PUBLIC COMMENTS – None

PRESENTATIONS – None

APPROVAL OF MINUTES – None**REPORTS****A. Report of the President - None****B. Report of General Manager**

GM Housley reported on recent District activities, including ongoing projects, operational updates, and administrative matters.

C. Report of the Director of Services and Program Development

Director of Services and Program Development Davies presented a video on the SDRMA Innovation Award 2025 – In Recognition of Excellence in Proactive Safety and Risk Solutions.

D. Report of the Director of Finance

Director of Finance Copley reported on the budget preparation workshop and provided an update on the Board Room audio visual.

President C. Nguyen joined the meeting at 5:38 p.m. and presided over the remainder of the meeting.

E. Report of the Director of the District Engineer

District Engineer Ebrahimi reported on all ongoing sewer-related projects and their progress.

F. Report of the Director of the Director of Operations & Safety

Director of Operations and Safety Castro reported that two solid waste drivers have transitioned to the Sewer Department; CPR training was completed for interested staff; Safety Course 101 presented by Ranslem from the Sewer Department was completed; the Solid Waste team picked up compost bags for the upcoming compost event; and the recent sewer spill at Bolsa and Moran has been contained.

G. Report on the Wall Raising Event at 7474 Garden Grove Blvd. on April 6, 2026

President C. Nguyen reported that he attended the event with Staff and noted that it was well attended and marked an important milestone for the project.

H. Report on the CSDA Legislative Days in Sacramento on April 7-8, 2026

President C. Nguyen reported that he attended the event and participated in one-on-one legislative office visits.

I. Report on the Community Clean-up Event at Liberty Park on April 11, 2026

Director Contreras reported that he attended the event with the full Board and noted the event was very successful.

J. Report on the Bolsa Pacific Groundbreaking Ceremony at Westminster Mall on April 15, 2026

Director A. Nguyen reported that he attended the event with President C. Nguyen and Director M. Nguyen, noting that the project aims to revitalize the former Westminster Mall into a modern, walkable mixed-use community.

K. Report of the Legislative & Public Affairs Outreach Subcommittee Meeting on April 15, 2026

Director Diep reported that he attended the meeting with President C. Nguyen to discuss concepts for the District's new logo.

L. Report of the Calendar Committee Meeting on April 17, 2026

Director Contreras reported that he attended the meeting with President C. Nguyen and discussed concepts, colors, and themes for the District's 2027 calendar.

CONSENT CALENDAR

- A. Receive and File the Register of Demands in the Amount of \$727,279.54
- B. Approve and File the Treasurer's Report for March 2026
- C. Receive and file the April 15, 2026 Legislative and Public Affairs Outreach Committee Report
- D. Receive and File the Engineer Report for March 2026
- E. Approve an Award of \$1,000 Each to Miguel A. Jimenez and Armando Alatorre, and \$200 to Omar Jimenez pursuant to the District's Employee Safety and Economy Suggestion Program for Contributions in Suggesting and Completing the Shop Kitchen and Office Project In-House, Resulting in a Cost Savings to the District of \$33,000
- F. Approve General Manager, Robert Housley's, Request for Leave Starting April 3, 2026 through April 10, 2026, and Approve Acting Pay for Director of Services & Program Development, Ashley Davies for Six (6) days
- G. Approve the completed construction project and authorize the addition to the District's assets for the extension of the existing public sewer main on 14th Street at 7641 14th Street, Westminster, CA 92683, consisting of approximately 40 linear feet of 8-inch Polyvinyl Chloride (PVC) pipe and one un-lined manhole

A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to approve the Consent Calendar. The motion was approved by a 5-0 vote as follows:

AYES: Contreras, A. Nguyen, M. Nguyen, Diep, C. Nguyen
NAYS: None
ABSTAIN: None
ABSENT: None

OLD BUSINESS – None

NEW BUSINESS**A. Consider Adoption of Resolution No. 2026-05, Entitled:**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE 2026-2027 SALARY SCHEDULE FOR REPRESENTED EMPLOYEES

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to approve adoption of Resolution No. 2026-05 as proposed. The motion was approved by the following 5-0 roll call vote:

AYES: A. Nguyen, M. Nguyen, Contreras, Diep, C. Nguyen
NAYS: None
ABSTAIN: None
ABSENT: None

B. Consider Adoption of Resolution No. 2026-06, Entitled:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE 2026-2027 SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

Director of Finance Copley made an oral report pursuant to the Brown Act. A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to approve adoption of Resolution No. 2026-06 as proposed. The motion was approved by the following 5-0 roll call vote:

AYES: A. Nguyen, M. Nguyen, Contreras, Diep, C. Nguyen
NAYS: None
ABSTAIN: None
ABSENT: None

C. Consider Adoption of Resolution No. 2026-07, Entitled:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ESTABLISHING A POLICY APPLICABLE TO DISTRICT DEPOSITS AND INVESTED FUNDS

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to approve adoption of Resolution No. 2026-07 as proposed. The motion was approved by the following 5-0 roll call vote:

AYES: A. Nguyen, M. Nguyen, Contreras, Diep, C. Nguyen
NAYS: None
ABSTAIN: None
ABSENT: None

D. Consider Adoption of Resolution No. 2026-08, Entitled:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2026-2027 (JULY 1, 2026 THROUGH JUNE 30, 2027)

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to approve adoption of Resolution No. 2026-08 as proposed. The motion was approved by the following 5-0 roll call vote:

AYES: A. Nguyen, M. Nguyen, Contreras, Diep, C. Nguyen
NAYS: None
ABSTAIN: None
ABSENT: None

E. Consider approval of the 5-Year Capital and Operations Plan and authorize the General Manager to direct staff to proceed with the implementation of the identified projects

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to approve the 5-Year capital and Operations Plan and authorize the General Manager to direct staff to proceed with the implementation of the identified projects. The motion was approved by the following 5-0 vote:

AYES: A. Nguyen, M. Nguyen, Contreras, Diep, C. Nguyen
NAYS: None
ABSTAIN: None
ABSENT: None

INFORMATIONAL ITEMS – None

BOARD CONCERNS AND COMMENTS

Director Contreras welcomed back GM Housley, recognized staff for their efforts during the GM's absence, and requested that a formal succession plan or policy be developed and brought back to the Board.

Director M. Nguyen welcomed back GM Housley.

Director A. Nguyen welcomed back GM Housley and thanked staff for stepping up during his absence.

Director Diep welcomed back GM Housley and thanked Director of Services and Program Development Davies for serving as Acting General Manager.

President C. Nguyen expressed his appreciation to all staff.

GENERAL MANAGER/ STAFF CONCERNS AND COMMENTS – None

GENERAL COUNSEL CONCERNS AND COMMENTS

General Counsel Eggart reported that he had emailed the full Board the latest legislative update affecting the District.

CLOSED SESSIONS – None

ADJOURNMENT

President C. Nguyen adjourned the meeting at 6:40 p.m. to the next Regular Board Meeting to be held at the District on Tuesday, May 5, 2026 at 5:30 p.m.

Sergio Contreras, Secretary

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

April 24, 2026

CALL TO ORDER

President C. Nguyen called the Special Meeting of the Governing Board of the Midway City Sanitary District to order at 12:03 p.m., on Friday, April 24, 2026, at 14451 Cedarwood Street, Westminster, California.

ROLL CALL

DIRECTORS PRESENT: Chi Charlie Nguyen
Andrew Nguyen
Sergio Contreras (arrived at 12:24 p.m.)
Tyler Diep
Mark Nguyen

STAFF AND GENERAL COUNSEL PRESENT:

Ashley Davies, Director of Servs. and Program Development
Gordon Copley, Director of Finance
Milo Ebrahimi, District Engineer, P.E.
Cynthia Olsder, Exec/Board Secretary
Harley Nguyen, Administrative Secretary/Receptionist
James Eggart, General Counsel, Woodruff & Smart

PLEDGE OF ALLEGIANCE AND INVOCATION

Director A. Nguyen led the Pledge of Allegiance. Director Diep conducted the Invocation.

ROLL CALL AND DECLARATION OF QUORUM

Executive/Board Secretary Olsder conducted the roll call and announced that a quorum was present.

PUBLIC COMMENTS - None

NEW BUSINESS

- A. Fiscal Year 2026-2027 Budget Workshop: Review of the Operating Budget, Capital Improvement Projects, Fund Balance, and Reserves, and Provide Feedback for Incorporation into the Final Proposed Budget

Director of Finance, Gordon Copley gave a PowerPoint presentation on the FY 2026–27 Budget, including an overview of key assumptions, revenue and expenditure projections, capital improvement projects, and fund balance trends. Staff highlighted anticipated increases in revenue and expenses related to the WISE Agreement and labor costs, as well as the implementation of a wastewater capacity fee. The presentation also included a review of restricted and designated funds and planned capital infrastructure investments.

During the presentation, Director Contreras joined the meeting at 12:24 p.m.

Director Contreras requested clarification regarding the line item identified as “Midway City Unincorporated.” Staff will review the item and provide additional information to the Board.

The Board received and filed the report. No action was taken.

BOARD CONCERNS AND COMMENTS - None

GM/STAFF CONCERNS AND COMMENTS - None

GENERAL COUNSEL CONCERNS AND COMMENTS - None

ADJOURNMENT

President C. Nguyen adjourned the meeting at 12:56 p.m.

Sergio Contreras, Secretary

AGENDA ITEM 7A

Date: May 05, 2026
To: Board of Directors
From: Robert Housley, General Manager
Prepared by: Mariana Sanchez, Accountant
Subject: Receive and File the Register of Demands in the Amount of \$421,720.61

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 on adopted and approved budget appropriations.

The Treasurer has duly reviewed the demands on the attached register.

FISCAL IMPACT

The total value of demand for this period is \$421,720.61. This includes expenses, payroll, and payroll-related disbursements.

Sufficient funds are available to process all payments.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors receive and file the register of demands in the amount of \$421,720.61.

ATTACHMENTS

1. Disbursement Details for May 05, 2026

Midway City Sanitary District

Accounts Payable Expenditures, Payments, Payroll, and ACH Payment(s) Report

Prepared for Board Meeting held on May 05, 2026

Type	Num	Date	Name	Memo	Paid Amount
Check	17487	04/22/2026	AKM Consulting Engineers, Inc.		1,417.50
Bill	13950	04/02/2026		GG Blvd & Springdale Sewer Study	1,417.50
Check	17488	04/22/2026	AT&T (Brookhurst Lift Station)		893.45
Bill	7145310272 04/26	04/13/2026		Brookhurst Apr-2026	893.45
Check	17489	04/22/2026	AT&T Mobility (First Net)		965.69
Bill	287341896497X04102026	04/02/2026		Pump Mechanic 714-766-4336 Mar 2026	45.48
Bill	287291683611x04102026	04/02/2026		March 2026	139.77
				March 2026	277.56
				March 2026	502.88
Check	17490	04/22/2026	Bodyworks Equip. Inc.		16,665.59
Bill	54520	04/17/2026		Air Cylinder (3), 2" Cam Follower (20), 4" Cam Follower (4), RR Dump Cylinder (1), Arm Raise Cylinder (1)	4,692.32
Bill	54536	04/20/2026		NG-4 Air Solenoid - Mac Valve (2)	137.92
Bill	54420	04/13/2026		NG-8 3" Bearing (1)	168.79
Bill	54419	04/13/2026		NG-7 Packer Paddle & Actuator Kit (1)	5,731.77
Bill	54432	04/13/2026		RR Dump Cylinder (2)	1,832.19
Bill	54378	04/09/2026		Check & Relief Valve (2), RR Hose Tray Kit (2), Pivot Pin (2), RR Pivot Hose Kit (2)	4,102.60
Check	17491	04/22/2026	Cameron Welding Supply		811.87
Bill	1781358-00	04/08/2026		75%AR/25% CO2, COMPRESSED (1), OXYGEN, COMPRESSED 2.2 C/O 275 CF (1), OUTERSHIELD (33), 4 1/2 X 045 X 5/8-11 CUT OFF WHEEL (20), R-SMASHPAD FR WELDING PAD 16" X 19" (1), WELDING BLANKET 24OZ 6X6 (1), REVCO ELK SKIN WELD GLOVE-MED. (1), GLOVE, METALWORKING, LARGE (1), SS LONG HANDLE BRUSH (1), KLEIN BULL PIN 13X1-1/4 TOP X 5/16 POINT (1)	765.02
Bill	1783804-00	04/20/2026		PROPANE, LIQUIFIED 2.1 C/O 8 LB (1), BLACK CAP UNIVERSAL SIZE (1)	46.85
Check	17492	04/22/2026	City of Westminster		84.94
Bill	399470	04/15/2026		Hydrant Water Service 03/13/26-04/14/26	84.94
Check	17493	04/22/2026	Clean Energy		2,085.11
Bill	PJ100029294	04/08/2026		Monthly Maint CNG Station April 2026	2,085.11
Check	17494	04/22/2026	CR&R Incorporated		354.31
Bill	227658	04/01/2026		Clean Up Event - Sigler Park (4.14) 3/7/26	354.31
Check	17495	04/22/2026	Daniels Tire Service		2,777.40
Bill	200568096	04/15/2026		Restock Recap Tires (11)	2,777.40
Check	17496	04/22/2026	Dtntech		8,339.15
Bill	21276	03/17/2026		Trash Truck Signs (34)	13,441.25
				Credit for Prop 218 Notice Setup Charge, Postage	-5,102.10
Check	17497	04/22/2026	Hillco Fastener Warehouse Inc.		13.18
Bill	5408226	04/15/2026		3/8-16 X 2 HEX HD CS GRADE 8 YELLOW ZINC (20)	13.18
Check	17498	04/22/2026	IB Consulting, LLC		10,885.00
Bill	19856	04/10/2026		2026 Wastewater Capacity Fee Study	7,385.00
Bill	19855	04/10/2026		Draft basic Prop 218 Notice, incorporated James' edits, added additional cart fee to model, memo, and prop 218 notice. Attended Tipping Fee Board Presentation	3,500.00

Type	Num	Date	Name	Memo	Paid Amount
Check	17499	04/22/2026	Lan Wan Enterprise, Inc.		318.18
Bill	76989	01/29/2026		Logitech Brio 4K Webcam (1), Acer USB Hub 4 Ports (1)	226.13
Bill	77242	04/16/2026		Annual Renewals - Microsoft Exchange Online Plan 2026-2027	92.05
Check	17500	04/22/2026	MacLeod Watts Inc.		7,875.00
Bill	022426MCSD	02/24/2026		• Actuarial Valuation of Other Post-Employment Benefit Programs as of June 30, 2025. • Develop OPEB contributions levels. Complete forms for CERBT • Develop OPEB liability and expense for GASB 75 reporting for FYE June 30, 2026	7,875.00
Check	17501	04/22/2026	Odyssey Power Corporation		3,574.10
Bill	89522466	04/07/2026		PM Service - Hammon Lift Generator	393.00
Bill	89128544	04/07/2026		Repairs to Generators at Hammon Lift Station	3,181.10
Check	17502	04/22/2026	Orange County Treasurer-Tax Collector		136.84
Bill	STCS003796	04/01/2026		WEROC Emergency Radio 04/01/26 - 06/30/26	136.84
Check	17503	04/22/2026	Paragon Partners Consultants, Inc.		6,880.22
Bill	0026513-IN	03/31/2026		Professional Services Rendered 3/1/26 - 3/31/26	6,880.22
Check	17504	04/22/2026	Pitney Bowes Global Financial Services		37.50
Bill	3107849164	04/14/2026		Postage Machine	37.50
Check	17505	04/22/2026	Pitney Bowes/Purchase Power		10.00
Bill	80009000093351380426	04/10/2026		SendPro Pstg	10.00
Check	17506	04/22/2026	Procure America LLC		2,417.42
Bill	2-2607tr	04/07/2026		Billing Period Dec 25 - Feb 26	1,252.31
Bill	11-2504tr	04/07/2026		Billing Period July 2025, Sept-Nov 2025	1,165.11
Check	17507	04/22/2026	Purix Pressure Washing LLC		990.00
Bill	736000002	04/15/2026		Fleet Wash (16) 04/14/26	880.00
				Fleet Wash (2) 04/14/26	110.00
Check	17508	04/22/2026	RMS		821.10
Bill	2133156	04/20/2026		Trouble Shoot Methane Gas Detection System	821.10
Check	17509	04/22/2026	Rutan & Tucker, LLP		877.50
Bill	1060924	03/31/2026		Legal Services (2.6) March 2026	877.50
Check	17510	04/22/2026	Safety-Kleen Systems, Inc.		2,173.35
Bill	99521697	04/03/2026		30G PARTS WASHER (1), AQUEOUS PW SAMPLE (1)	359.18
Bill	99497872	04/01/2026		USED OIL Collection (450)	850.00
Bill	99640096	03/31/2026		PERFORMANCE PLUS, HD MOLY SUPREME 2, 5% GREASE, 120LB KEG (1)	964.17
Check	17511	04/22/2026	Shuster Advisory Group, LLC		1,300.00
Bill	11137	03/31/2026		Advisory Fee for 457(b) & OBRA plans Q1 2026	1,300.00
Check	17512	04/22/2026	SoCal Auto & Truck Parts, Inc.		300.13
Bill	660514	04/09/2026		BRAKE PARTS CLEANER (60), PREMIUM SEALED BEAMS (6), gloves (1)	392.94
Vendor Credit	655741	04/01/2026		RETURN - Brake Rotor-DIH Parking (2), Disc Pad (1)	-184.62
Vendor Credit	660596	04/10/2026		RETURN - Brake Parts Cleaner (60)	-240.53
	660596	04/10/2026		Bake Parts Cleaner (60)	189.40
Bill	660595	04/10/2026		NG-8 Duplicolor Paint Acrylic Enamel (6)	91.70
Bill	661056	04/17/2026		CART SPCL MOLY EP (10)	51.24
Check	17513	04/22/2026	Spectrum Enterprise (Time Warner Cable)		1,457.82
Bill	188914501040726	04/07/2026		April 2026	1,349.00
Bill	188910401040726	04/07/2026		April 2026	108.82
Check	17514	04/22/2026	SWRCB		1,723.00
Bill	SW-0343715	04/08/2026		Annual Permit Fee for 04/01/26 - 03/31/27	1,723.00

Type	Num	Date	Name	Memo	Paid Amount
Check	17515	04/22/2026	TEC Of California, Inc.		5,320.21
Bill	1556872L	04/09/2026		ASSY, ASA KIT 6 ARM 10 TE (4)	415.87
Bill	5037002XS	04/15/2026		NG-2 Repair and Service - CNG Fuel System	4,904.34
Check	17516	04/22/2026	UniFirst Corporation		615.04
Bill	2190495156	04/10/2026		April 2026	73.26
Bill	2190495143	04/10/2026		April 2026	48.30
Bill	2190498430	04/17/2026		April 2026	73.26
Bill	2190498420	04/17/2026		April 2026	48.30
Bill	2190498406	04/17/2026		April 2026	177.60
Bill	2190498435	04/17/2026		April 2026	8.36
Bill	2190495159	04/10/2026		April 2026	8.36
Bill	2190495132	04/10/2026		April 2026	177.60
Check	17517	04/22/2026	Woodruff & Smart		40,244.00
Bill	79919	03/31/2026		Legal Services March 2026	40,244.00
Check Total					\$122,364.60
ACH Payment	902804132026	04/13/2026	Chevron Texaco (Wex Bank)		589.56
Bill	111779098	03/31/2026		March 2026	184.52
				March 2026	142.85
				March 2026	262.19
ACH Payment	1003267090	04/17/2026	CalPERS-Retirement		14,674.30
Bill	03/30/26 - 04/12/26	04/12/2026		Earned Period 03/30/2026- 04/12/2026	1,545.45
				Earned Period 03/30/2026- 04/12/2026	4,742.42
				Earned Period 03/30/2026- 04/12/2026	6,468.27
				Earned Period 03/30/2026- 04/12/2026	1,918.15
ACH Payment	1003267091	04/17/2026	CalPERS-Retirement		9,334.83
Bill	03/30/26 - 04/12/26	04/12/2026		Earned Period 03/30/2026- 04/12/2026	983.12
				Earned Period 03/30/2026- 04/12/2026	3,016.82
				Earned Period 03/30/2026- 04/12/2026	4,114.69
				Earned Period 03/30/2026- 04/12/2026	1,220.20
ACH Payment	1003267092	04/17/2026	CalPERS-Retirement		785.08
Bill	03/30/26 - 04/12/26	04/12/2026		Earned Period 03/30/2026- 04/12/2026	82.68
				Earned Period 03/30/2026- 04/12/2026	253.72
				Earned Period 03/30/2026- 04/12/2026	346.05
				Earned Period 03/30/2026- 04/12/2026	102.62
ACH Payment	FY26M1099	04/20/2026	WEX Health Inc		102.00
Bill	0002350186-IN	03/31/2026		Monthly HRA Admin Fee - Mar 2026	30.00
				Monthly HRA Admin Fee - Mar 2026	72.00
ACH Payment	FY26M1101	04/20/2026	Paychex		443.38
Bill	14949519	04/05/2026		Time & Attendance April 2026	443.38
ACH Payment		4/20/2026	Nationwide		4,818.00
		4/20/2026		Funds Transfer 457(b) Salary Reduction	4,818.00
ACH Payment		4/20/2026	Nationwide		4,178.68
		4/20/2026		Funds Transfer 457(b) Roth	4,178.68
ACH Payment	1141709	04/24/2026	SoCalGas		8,787.44
Bill	02176046106 040726	04/07/2026		CNG Station March 2026 (11,623)	8,787.44
ACH Payment	1141009	04/24/2026	SoCalGas		39.62
Bill	19380926006 041326	04/13/2026		Maint. Shop & Wash Rack - Apr 2026	39.62
ACH Payment	1141059	04/24/2026	SoCalGas		19.10
Bill	19170926059 041326	04/13/2026		District Offices Apr 2026	19.10
ACH Payments Total					\$43,771.99

Type	Num	Date	Name	Memo	Paid Amount
Payroll		04/15/2026		Employee Payroll	123,987.41
Payroll		04/17/2026		Employee Payroll - OT	4,013.24
Payroll		04/29/2026		Employee Payroll	127,583.37
Payroll Total					\$255,584.02
Total Disbursements					\$421,720.61
Transfers					
Transfer		4/14/2026		Transfer cash to cover this eeks payroll	200,000.00
Transfer		4/14/2026		Transfer cash to cover this eeks payroll	200,000.00
Transfer		4/17/2026		Transfer from LAIF to Money Market to Cover Potential Emergency Repair due to Siphon	500,000.00
Transfer		4/17/2026		Transfer from LAIF to Money Market to Cover Potential Emergency Repair due to Siphon	500,000.00
Transfer		4/23/2026		Transfer from Money Market to LAIF	2,750,000.00
Transfer		4/23/2026		Transfer from Money Market to LAIF	2,750,000.00
Transfers Total					\$3,450,000.00

AGENDA ITEM 7B

Date: May 5, 2026

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Robert Housley, General Manager

Subject: Approve General Manager, Robert Housley’s, Request for Leave Starting April 28, 2026 through May 8, 2026, and Approve Acting Pay for Director of Services & Program Development, Ashley Davies for Nine (9) days

BACKGROUND

The Midway City Sanitary District has adopted Resolution No. 2014-05, a Policy for Acting Pay Salary Adjustments, which authorizes acting pay for employees who are temporarily assigned to perform the duties of a higher-level position. When the General Manager is on approved leave, this policy allows for the designation of an Acting General Manager and provides for corresponding acting pay. The Board of Directors approval is required to formalize the temporary assignment and compensation. This policy ensures continuity of leadership, decision-making, and operational oversight during the General Manager’s absence. Pursuant to District policy, the Board is to approve Acting Pay when an incumbent is absent.

DISCUSSION

General Manager, Robert Housley is eligible for and is requesting that the Board of Directors approve Time Off Starting April 28, 2026 through May 8, 2026. While the General Manager is on leave, Director of Services and Program Development, Ashley Davies will assume the duties of General Manager. Pursuant to District policy, the Board is to approve Acting Pay when an incumbent is absent, and the duties of the higher paid position are assigned to, and performed by, the designated employee for five (5) or more consecutive work days.

Pursuant to Resolution No. 2014-05, Policy for Acting Pay Salary Adjustments, the District provides for acting pay when an incumbent is absent, subject to approval by the Board of Directors. As such, staff recommends the Board approve both the vacation request and the acting pay for Mrs. Davies for the six-day period.

FISCAL IMPACT

The potential fiscal impact is approximately \$4,201.46.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors approve the General Manager, Robert Housley’s vacation request and acting pay for Director of Services & Program Development, Ashley Davies.

ATTACHMENTS

1. Resolution No. 2014-05 Policy for Acting Pay Salary Adjustments

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RESOLUTION NO. 2014-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MIDWAY CITY SANITARY DISTRICT OF ORANGE
COUNTY, CALIFORNIA, APPROVING A POLICY FOR
ACTING PAY SALARY ADJUSTMENTS FOR
UNREPRESENTED EMPLOYEES**

THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT FINDS
AND DETERMINES AS FOLLOWS:

A. On occasion, circumstances may arise in which an unrepresented employee of the Midway City Sanitary District ("District") is requested to and agrees to perform, on an interim basis, the duties and responsibilities of another District employee of a higher pay class or grade while that other District employee is on an extended leave or while such position is vacant;

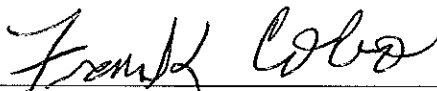
B. In such circumstances, the Board of Directors may determine that the unrepresented employee who assumes such duties and responsibilities should receive an interim salary adjustment for the period of time that such duties and responsibilities are performed; and

C. The Board of Directors believes that the District should have a policy in place to establish the circumstances in which such interim salary adjustments may be implemented.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MIDWAY CITY
SANITARY DISTRICT AS FOLLOWS:

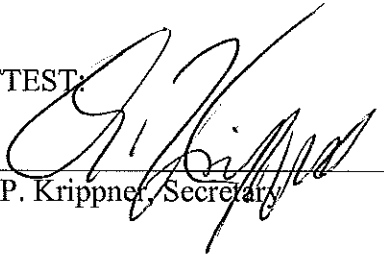
1. The Policy For Acting Pay Salary Adjustments attached hereto as Exhibit A is approved.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 6th day of May 2014.



Frank Cobo, President

ATTEST:



Al P. Krippner, Secretary

CERTIFICATION

I, Al P. Krippner, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing Resolution No. 2014-05 was duly adopted at a regular meeting of the Board of Directors of said District, held on the 6th day of May 2014, by the following vote of the members of the Board:

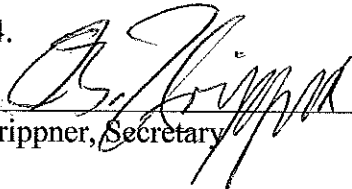
AYES: Cobo, Neugebauer, Rice

NOES: Krippner

ABSTAIN: Diep

ABSENT:

and I further certify that Frank Cobo, as President and Al P. Krippner, as Secretary, signed and approved said Resolution on the 6th day of May 2014.



Al P. Krippner, Secretary

(District Seal)

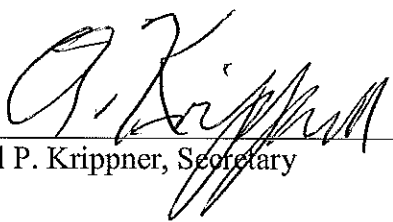
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STATE OF CALIFORNIA)
) §§
COUNTY OF ORANGE)

I, Al P. Krippner, Secretary of Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2014-05 passed and adopted by the Board of Directors of said District at a regular meeting thereof held on the 6th day of May 2014.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal of said District this 6th day of May 2014.



Al P. Krippner, Secretary

(District Seal)

MIDWAY CITY SANITARY DISTRICT

Policy For Acting Pay Salary Adjustments

(Applicable To Unrepresented Employees Only)

I. PURPOSE AND SCOPE

The purpose of this policy is to outline the circumstances under which an unrepresented employee may be provided with an interim salary adjustment for work performed at a higher employment grade level during the absence of an incumbent, and to establish procedures for granting such a salary adjustment.

Acting Pay compensation may only be provided to a full-time unrepresented employee who assumes the duties and responsibilities, on an interim basis, for an employment position with a higher pay grade while retaining the duties and responsibilities associated with his/her own position.

For purposes of this policy, and unless otherwise directed by the Board of Directors, the term "Acting Pay" shall mean salary compensation at the then existing salary of the incumbent, in substitution for the employee's then existing salary. No other salary or compensation benefits shall be included within the meaning of "Acting Pay".

II. APPLICABILITY

1. Acting Pay may be provided to an unrepresented employee under the following conditions:
 - a. The employee is performing the duties and responsibilities of an employment position of a higher pay class or grade while retaining the duties associated with the employee's own existing employment position;
 - b. The incumbent of the higher level position is on extended leave or the position is vacant;
 - c. The absence of the incumbent of the higher level position or the vacancy is expected to continue for a minimum of five (5) consecutive working days;
 - d. No Acting Pay shall be provided in the absence of the approval of the Board of Directors;

- e. No authorization by the Board of Directors for Acting Pay shall be valid for longer than three (3) months without the renewed approval of the Board of Directors; and
- f. Except to the extent otherwise required by law, an employee receiving Acting Pay shall not receive any other adjustment of benefits during the period in which the employee receives Acting Pay.

III. POLICY

It is the policy of the Midway City Sanitary District to compensate an unrepresented employee for assuming, on an interim basis, some or all of the duties of another position from which an incumbent is absent, when all of the conditions set forth in Sections II and III herein have been met:

1. The employee is assigned by the Board of Directors to perform all or a majority of the significant duties of a budgeted, higher paid position from which an incumbent is absent;
2. The duties of the higher paid position are assigned to, and performed by, the designated employee for five (5) or more consecutive work days;
3. The assignment should be approved in advance by the Board of Directors but the Board of Directors may, in its discretion, retroactively provide an employee with Acting Pay from the time the incumbent becomes absent and the employee commences performance of the incumbent's duties;
4. Acting Pay shall not be provided during any period of paid leave taken by the employee during the assignment, nor shall Acting Pay apply to any leave time accrued by the employee during the assignment;
5. Employees shall be paid Acting Pay at the salary level of the position being filled. In no case shall an employee receive a salary greater than the salary range of the higher classification or incumbent; and
6. Acting Pay shall not be requested by the General Manager if the District budget has insufficient budget appropriations to meet the expense.

AGENDA ITEM 7C

Date: May 5, 2026

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Cynthia Olsder, Executive/Board Secretary

Subject: Receive and File the Minutes of the Calendar Committee Meeting on September 22, 2025

BACKGROUND

The Calendar Subcommittee was established upon the dissolution of the Newsletter Committee and has convened monthly since July 30, 2027.

Committee meeting minutes will be presented to the Board of Directors under the Consent Calendar for receipt and filing. The minutes provide a summary of each committee’s discussions and any recommendations made.

DISCUSSION

The Calendar Committee convened to discuss the 2027 calendar. The attached minutes summarize the discussion items; no formal actions were taken. The minutes were approved by the Committee at its April 17, 2026 meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors receive and file the Minutes of the September 22, 2025 Calendar Committee meeting.

ATTACHMENTS

1. September 22, 2025 Minutes of the Calendar Committee Meeting

**MINUTES OF THE CALENDAR COMMITTEE MEETING
OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY
SANITARY DISTRICT OF ORANGE COUNTY
14451 CEDARWOOD STREET
WESTMINSTER, CA 92683**

Monday, September 22, 2025

CALL TO ORDER:

Director M. Nguyen called the Calendar Committee Meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Street, Westminster, California on Monday, September 22, 2025 at 12:00 p.m.

COMMITTEE MEMBERS PRESENT:

Andrew Nguyen
Mark Nguyen

STAFF MEMBERS PRESENT:

Ashley Davies, Director of Servs. & Program Development
Robert Housley, General Manager
Cynthia Olsder, Executive/Board Secretary

OTHER MEMBERS PRESENT:

James K.T., DTN Tech

PUBLIC COMMENTS - None

APPROVAL OF THE MINUTES

A. Approval of the Minutes of the Calendar Committee Meeting on August 29, 2025.

A motion was made by Director M. Nguyen, seconded by Director A. Nguyen, to approve the minutes of the Calendar Committee Meeting on August 29, 2025. The motion was approved by the following 2-0 vote:

AYES: M. Nguyen and A. Nguyen

NAYS:

ABSTAIN:

ABSENT:

NEW BUSINESS:

A. Discussion and Research of 2026 Calendar


The committee members met to review the layout, content, and to consider any additional changes as needed. No action was taken.

COMMITTEE MEMBER CONCERNS AND COMMENTS - None

GM/STAFF CONCERNS AND COMMENTS – None

ADJOURNMENT:

The meeting was adjourned at 12:46 PM.



Cynthia Olsder Executive/Board Secretary

AGENDA ITEM 7D

Date: May 5, 2026

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Cynthia Olsder, Executive/Board Secretary

Subject: Receive and File the Minutes of the Legislative & Public Affairs Outreach Subcommittee Meeting on March 20, 2026

BACKGROUND

The Legislative & Public Affairs Outreach Subcommittee, formerly known as the Outreach Committee prior to January 1, 2025, has met monthly since 2022.

Committee meeting minutes will be presented to the Board of Directors under the Consent Calendar for receipt and filing. The minutes provide a summary of each committee’s discussions and any recommendations made.

DISCUSSION

The Legislative and Public Affairs Outreach Subcommittee met to discuss various matters within its jurisdiction. The attached meeting minutes summarize the discussion items; no actions were taken. The Subcommittee approved the minutes at its April 15, 2026 meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors receive and file the Minutes of the March 20, 2026 Legislative and Public Affairs Outreach Subcommittee meeting.

ATTACHMENTS

1. March 20, 2026 Minutes of the Legislative & Public Affairs Outreach Subcommittee Meeting

**MINUTES OF THE LEGISLATIVE & PUBLIC AFFAIRS
OUTREACH SUBCOMMITTEE MEETING
OF THE BOARD OF DIRECTORS OF THE
MIDWAY CITY SANITARY DISTRICT
14451 CEDARWOOD STREET
WESTMINSTER, CA 92683**

March 20, 2026

CALL TO ORDER

Director Diep called the Legislative & Public Affairs Outreach Subcommittee meeting at 14451 Cedarwood Street, Westminster, California on Friday, March 20, 2026, at 12:00 p.m.

COMMITTEE MEMBERS PRESENT:

Chi Charlie Nguyen
Tyler Diep

STAFF MEMBERS PRESENT:

Robert Housley, General Manager
Ashley Davies, Director of Services & Program Dev.
Cynthia Olsder, Executive/Board Secretary

ROLL CALL AND DECLARATION OF QUORUM

Board Secretary, C. Olsder announced a quorum.

PUBLIC COMMENTS - None

APPROVAL OF THE MINUTES

- A. Approval of the Minutes of the Legislative & Public Affairs Outreach Subcommittee Meeting on January 29, 2026

A motion was made by Director Diep, seconded by President C. Nguyen, to approve the minutes of the Legislative & Public Affairs Outreach Subcommittee Meeting on February 18, 2026. The motion was approved by the following 2-0 vote:

AYES: C. Nguyen, Diep

NAYS:

ABSTAIN:

ABSENT:

REPORTS

Report of the Subcommittee Members - None

Report of the General Manager/Staff - None

NEW BUSINESS

- A. Discuss Current and Future Legislative & Public Affairs Outreach Opportunities and Propose Recommendations for Board Consideration

The discussion included ideas for a new logo, participation in the Westminster American Vietnam War Veterans event, updates on new laws the District should be aware of and possibly support or oppose, and information about the SDRMA Innovation Award.

No action was taken.

INFORMATIONAL ITEMS - None

SUBCOMMITTEE MEMBER CONCERNS AND COMMENTS

GM/STAFF CONCERNS/COMMENTS - None

ADJOURNMENT

The meeting was adjourned at 12:41 p.m.



Cynthia Olsder, Executive/Board Secretary

AGENDA ITEM 9A

Date: May 5, 2026

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Robert Housley, General Manager

Subject: Consider Scheduling a Special Board Meeting to Discuss District Resilience and Continuity Framework Planning

BACKGROUND

The Board of Directors has expressed interest in initiating discussions regarding District resilience and continuity framework planning for the General Manager position, as well as establishing a clear policy identifying who is in charge during periods when the General Manager is out of the office. This topic has been raised in previous discussions and was most recently brought forward at the April 21, 2026 Board meeting. At that meeting, the Board consensus was to begin more formal and structured conversations on these matters to ensure continuity of leadership and operational clarity.

DISCUSSION

To facilitate a more in-depth and focused discussion, staff recommends scheduling a Special Board Meeting dedicated to resilience and continuity planning and the development of a formal policy regarding delegation of authority in the General Manager's absence. Holding a separate meeting will allow sufficient time for thoughtful dialogue and planning.

Staff has identified two potential dates for the Board's consideration:

- May 15, 2026, at 3:00 p.m. or later, or
- May 22, 2026, at 12:00 p.m.

The Board's direction is requested on the preferred meeting date so staff can proceed with scheduling and preparation.

FISCAL IMPACT

There is no fiscal impact associated with this item, as it is limited to the scheduling of a Special Board Meeting.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors schedule a special board meeting to discuss succession planning and a delegation of authority policy.

ATTACHMENTS

None.

AGENDA ITEM 9B

Date: May 5, 2026
To: Board of Directors
From: Robert Housley, General Manager
Prepared by: Gordon Copley, Director of Finance
Subject: Consider Adoption of Resolution No. 2026-09 Entitled:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING AN UPDATED CAPITAL ASSETS CAPITALIZATION POLICY

BACKGROUND

The Midway City Sanitary District (District) maintains a Capital Assets Capitalization Policy to ensure consistency in financial reporting and compliance with generally accepted accounting principles (GAAP). Capital assets include both tangible and intangible assets that provide service to the District over multiple reporting periods.

The District's existing policy established a capitalization threshold of \$5,000 for individual assets. Since the adoption of that threshold, economic conditions including inflation, increased equipment costs, and higher construction expenses have significantly changed the purchasing environment for public agencies.

Staff has conducted a review of the District's capitalization policy to ensure that it remains aligned with current best financial practices, materiality standards, and operational efficiency.

DISCUSSION

The proposed policy update includes the following key changes:

1. Increase in Capitalization Threshold

The capitalization threshold will be increased from \$5,000 to \$10,000 for individual capital assets or projects. This adjustment reflects current economic conditions and ensures that the District's financial reporting focuses on materially significant assets. Under the updated policy:

- Assets costing less than \$10,000 or with a useful life of less than two years will be expensed in the period incurred.
- Capitalization will continue to apply to assets that meet both the cost and useful life criteria.
- This change reduces administrative burden associated with tracking lower-value assets while maintaining compliance with GAAP materiality principles.

2. Addition of Intangible Assets

The updated policy formally incorporates intangible assets into the District's capitalization framework. These include items such as easements and software licenses.

The inclusion of intangible assets more fully aligns the District with modern accounting standards and recognizes the increasing role of digital and non-physical resources in District operations.

3. Consistency in Asset Classification and Useful Lives

The classification of capital assets and their associated useful lives remain unchanged from the prior policy. Asset categories such as infrastructure, vehicles, equipment, and facilities continue to follow established useful life ranges based on industry standards and prior District experience. Maintaining consistency ensures comparability in financial reporting over time.

4. Policy Enhancements and Clarifications

The updated policy also reinforces existing practices, including:

- Capitalization of improvement costs that extend asset life or increase service capacity.
- Expensing of routine maintenance and repairs.
- Inclusion of direct and allocable indirect costs in total capital asset valuation.
- Ongoing inventory control procedures for non-capitalized but sensitive assets.

Additionally, the policy establishes a formal annual review cycle of capital assets to ensure continued relevance.

FISCAL IMPACT

The increase in the capitalization threshold from \$5,000 to \$10,000 is not expected to have a direct impact on cash flow; however, it will affect the timing of expense recognition in the District's financial statements.

Specifically, more asset purchases will be expensed immediately rather than capitalized and depreciated over time. This may result in slightly higher operating expenses in the year of acquisition and lower depreciation expense in subsequent years. Administrative costs associated with tracking and depreciating smaller value assets will be reduced.

Overall, the proposed changes are expected to improve operational efficiency and better align financial reporting with materiality standards without impacting the District's overall financial position.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution No. 2026-09 approving the updated Midway City Sanitary District Capital Asset Capitalization Policy .

ATTACHMENTS

1. Proposed Resolution No. 2026-09 (pg.35)
2. Capital Assets Capitalization Policy (pg.38)

RESOLUTION NO. 2026-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE MIDWAY CITY SANITARY DISTRICT OF ORANGE
COUNTY, CALIFORNIA, APPROVING AN UPDATED
CAPITAL ASSETS CAPITALIZATION POLICY**

The Board of Directors of the Midway City Sanitary District (Board) hereby finds, determines, declares, and resolves as follows:

WHEREAS, the Midway City Sanitary District (District) maintains a capital assets capitalization policy to ensure consistency in financial reporting and compliance with generally accepted accounting principles (GAAP); and

WHEREAS, the Board last updated the District's capital assets capitalization policy on or about January 16, 2007; and

WHEREAS, to ensure that the District's capital asset capitalization policy remains aligned with best financial practices, materiality standards, and operational efficiency, management recommends that the District's policy be updated, consistent with current economic conditions and increased equipment costs and construction expenses.

NOW, THEREFORE, BE IT RESOLVED THAT,

1. The foregoing recitals are true and correct and are incorporated herein by this reference.
2. The capital assets asset capitalization policy (Policy) dated July 1, 2026, and attached hereto as Exhibit A is hereby adopted.
3. The Policy shall take effect July 1, 2026, shall supersede any and all prior inconsistent MCSD asset capitalization policies, and shall remain in effect until amended or superseded by future action of the Midway City Sanitary District Board of Directors.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 5th day of May, 2026.

Chi Charlie Nguyen, President

ATTEST:

Sergio Contreras, Secretary

CERTIFICATION

I, Sergio Contreras, Secretary of the MIDWAY CITY SANITARY DISTRICT of Orange County, California, do hereby certify that the foregoing Resolution No. 2026-09 was duly adopted at a meeting of the Governing Board of said District held on the 5th day of May, 2026, by the following vote of the members of the Board:

AYES:
NOES:
ABSENT:

and I further certify that Chi Charlie Nguyen, as President, and Sergio Contreras, as Secretary, signed and approved said Resolution No. 2026-09 on the 5th day of May, 2026.

Sergio Contreras, Secretary

(District Seal)

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.


I, Sergio Contreras, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2026-09 passed and adopted by the Board of Directors of said District at a meeting thereof held on the 5th day of May, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal of said District this 5th day of May, 2026.

Sergio Contreras, Secretary

EXHIBIT A

**MIDWAY CITY SANITARY DISTRICT
CAPITAL ASSETS CAPITALIZATION POLICY**

 <p>Midway City Sanitary District Serving the Community of Westminster and Midway City since 1939</p>	Procedure Number:	F-011
	Effective Date:	7/1/2026
	Revision Date:	
	Prepared By:	G. Copley

Midway City Sanitary District

Capital Assets Capitalization Policy

1. Purpose and Scope:

The purpose of this policy is to establish uniform criteria for the capitalization of capital assets owned by the Midway City Sanitary District (MCSD). This policy ensures that capital assets are accounted for consistently and in accordance with generally accepted accounting principles (GAAP) best practice guidelines.

2. Definition of Capital Assets:

Capital assets include tangible and intangible assets used in operations that have useful lives extending beyond a single reporting period (i.e., greater than one year).

Examples include, but are not limited to:

- **Tangible assets:** Land, buildings, building improvements, leasehold improvements, vehicles, machinery, equipment, technology systems, and infrastructure assets.
- **Intangible assets:** Easements, water rights, software licenses, patents, copyrights, and internally developed software.

3. Capitalization Threshold:

The District hereby establishes a **capitalization threshold of \$10,000** for any individual capital asset or project.

- Assets with a **cost or value of less than \$10,000** and/or a **useful life of less than two years** shall be **expensed** in the period in which they are acquired.
- Costs associated with **asset improvements** are to be capitalized when they meet or exceed the capitalization threshold **and** extend the asset's useful life or increase its service capacity.

- **Routine maintenance and repairs** that do not extend the life or improve service capacity are expensed as incurred rather than capitalized regardless of cost.

4. Useful Life Criterion:

All capitalized assets must have an **estimated useful life of at least two (2) years**. Useful lives are to be determined based on industry standards, prior MCSD experience, and the nature of the asset.

5. Classes of Capital Assets:

Governmental entities may apply different capitalization thresholds by asset class, but for uniformity across the organization, MCSD establishes a \$10,000 minimum across all classes unless otherwise specified by future policy review.

Asset Class	Threshold	Example of Useful Life
Land	All land capitalized regardless of cost	Not depreciated
Building Improvements	\$10,000	10–25 years
Lift Stations	\$10,000	40 years
Gravity Lines & Force Mains	\$10,000	75 years
Resident Containers	\$10,000	10 years
Refuse CNG Station & Facilities	\$10,000	5-25 years
Refuse Trucks	\$10,000	8 years
Other Vehicles	\$10,000	5–8 years
Other Equipment and Machinery	\$10,000	5–10 years
Intangible Assets (e.g., software, easements)	\$10,000	2–20 years

6. Direct and Indirect Costs:

The total cost of a capital asset includes **all expenditures directly or indirectly attributable** to bringing the asset to its intended use, such as:

- Purchase price (net of discounts and rebates)
- Freight and handling charges
- Installation, site preparation, and testing costs
- Professional services (e.g., architectural, engineering, legal, etc.)
- Internal labor costs directly related to construction or development

Indirect costs (e.g., department overhead) may be included if they are clearly allocable to the project.

7. Consistency and Materiality:

- Similar assets should be treated consistently for capitalization purposes.
- When costs of similar items vary due to external or internal cost allocations, the District may capitalize lower-cost assets for consistency if total accumulated cost (including direct labor and indirect costs) exceeds the capitalization threshold.
- Materiality should be considered: items that are clearly immaterial in value should not be capitalized even if they technically meet definitions.

8. Control of Noncapitalized Assets:

Departments must maintain **inventory control procedures** for noncapitalized items that fall below the \$10,000 threshold but are:

- Easily pilferable,
- Critical to operations,
- Sensitive in nature (e.g., computers, firearms, communication devices).

Such items may be included in a **departmental asset tracking system**, even though they are not capitalized for financial reporting purposes.

9. Periodic Review:

This policy shall be reviewed at least every three (3) years or when significant changes occur in accounting standards or organizational operations. Adjustments to capitalization thresholds may be proposed to ensure continued compliance with materiality and reporting relevance.

10. Compliance with External Requirements:

If the government is a **recipient of federal or state grants**, it will ensure that federal capitalization threshold and asset management requirements are observed when they differ from this policy. Where federal requirements are more stringent, the government will apply a stricter standard for federal reporting.

11. Implementation and Responsibility:

- The **Finance Department** is responsible for administering this policy, ensuring compliance, and maintaining records of all capital assets.
- **Department Heads** are responsible for identifying and reporting asset acquisitions, improvements, and disposals in accordance with this policy.

- **Internal and external auditors** may review capitalized and noncapitalized items to ensure adherence to this policy.

12. Effective Date:

This policy is effective July 1, 2026, and supersedes all previous MCSD policies on capital asset capitalization.

13. Additional Midway City Sanitary District Procedures:

When capital asset dispositions occur, the MCSD Finance Department will be notified by the department or departments responsible for the asset. Separately, the MCSD will conduct an inventory of all capital assets every year in conjunction with the process of determining whether certain capitalized assets should be disposed of and/or written off. The annual inventory process does not include trash containers which have been distributed to customer locations.

The Finance Director and General Manager (GM) are responsible for overseeing all dispositions. The MCSD currently uses Asset Keeper to track capital asset depreciation. Proceeds received from the sale of all capital asset dispositions are recorded and calculated in QuickBooks for gains/losses. The Finance Director will record the journal entry and maintain a record of the GM's review and approval of each capital asset disposition.

These practices, along with provisions of the MCSD Purchasing Policy provide parameters governing MCSD capital asset dispositions.

From an accounting standpoint, Construction in Process (CIP) is also currently tracked in QuickBooks. Once a project is completed, the asset is moved to a capital asset account and entered into the MCSD asset tracking program.

2026 MCSD Meeting Calendar

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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MAY						
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JUNE						
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AUGUST						
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30	31					

SEPTEMBER						
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DECEMBER						
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JANUARY 2027						
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FEBRUARY 2027						
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28						

MARCH 2027						
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21	22	23	24	25	26	27
28	29	30	31			

- Board Meeting
- Legislative & Public Affairs Outreach Meeting
- Calendar Committee Meeting
- Franchise Committee Meeting
- Special Board Meeting

- Community Events**
 - 2/14 District Open House
 - 2/21 WM Tet Parade
 - 4/30 WM Black April Remembrance
 - ISDOC Qrtly Meeting (1/29, 4/30, 7/30, 10/29)
 - Clean-up and/or Shredding event

- Conferences/Special Events**
 - 1/14-16 CASA Winter Conference
 - 3/18 SDRMA Spring Education Day
 - 4/07-08 CSDA Special Dist. Legislative Days
 - 5/11-14 Special Dist. Leadership Academy
 - 6/29-30 CSDA GM Leadership Summit
 - 8/24-27 CSDA Annual Conference
 - 9/14-16 Special Dist. Leadership Academy

- Holiday - District Closed**
 - 1/01 New Year's Day
 - 2/16 President's Day
 - 5/25 Memorial Day
 - 7/04 Fourth of July
 - 9/07 Labor Day
 - 11/26 Thanksgiving Day
 - 12/25 Christmas Day