

**MIDWAY CITY SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING  
AGENDA**

**DISTRICT OFFICE  
BOARD ROOM  
14451 CEDARWOOD STREET  
WESTMINSTER, CA 92683**

**Tuesday, February 4, 2025  
5:30 P.M.**

**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.

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 – None**

**5. APPROVAL OF THE MINUTES**

- A. Approve Minutes of the Board Meeting of the Board of Directors on January 21, 2025

**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 Director of Services & Program Development
- D. Report of District Employee Luncheon on January 22, 2025
- E. Report of OC San Board of Directors Meeting on January 22, 2025
- F. Report of Radio Outreach with Little Saigon Radio on January 23, 2025
- G. Report of Westminster Tet Parade Participation Meeting on January 24, 2025
- H. Report of District Open House on January 25, 2025
- I. Report of ISDOC Quarterly Luncheon on January 29, 2025
- J. Report of Westminster Tet Parade on February 1, 2025

**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. Receive and File the Register of Demands in the Amount of \$504,182.55
- B. Receive and File the 2nd Quarter 2024-2025 Fiscal Year Financial and Budget Reports
- C. Approve Fiscal Year 2024-2025 Budget Adjustments No. 1
- D. Receive and File the California Employers' Pension Prefunding Trust (CEPPT) Account Update Summary as of December 31, 2024
- E. Receive and File the California Employers' Retiree Benefit (CERBT) Account Update Summary as of December 31, 2024

**8. OLD BUSINESS**

- A. Consider the Purchase of Two (2) Ford F-150 Lightning Electrical Vehicles (EV) from National Auto Fleet Group in the Amount of \$110,910.76
- B. Consider Approval of a Proposed Job Description and Salary Schedule for the Position of Engineering Technician and Authorize Recruitment for the Position of Engineering Technician

**9. NEW BUSINESS**

- A. Appointment of Labor Negotiator(s) For Purposes of Conducting Labor Negotiations with General Manager

**10. INFORMATIONAL ITEMS**

- A. 2025 Board Meeting Calendar

**11. BOARD CONCERNS AND COMMENTS****12. GM/STAFF CONCERNS AND COMMENTS****13. GENERAL COUNSEL CONCERNS AND COMMENTS****14. CLOSED SESSION ITEMS**

**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.

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957(b)(1))  
Title: General Manager
- B. CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)  
Agency Designated Representatives: To be Appointed in Open Session  
Unrepresented Employee: Robert Housley

**15. OPEN SESSION ITEM AFTER CLOSED SESSION**

- A. Discuss and Consider Approval of Award of Performance Bonus and/or Increase to General Manager Salary or Compensation Pursuant to General Manager Employment Agreement and Direction to General Counsel to Prepare Ratifying Resolution

**16. ADJOURNMENT TO TUESDAY, FEBRUARY 18, 2025**

**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**

**January 21, 2025**

**CALL TO ORDER**

President S. Contreras called the Regular Meeting of the Governing Board of the Midway City Sanitary District to order at 5:30 P.M., on Tuesday, January 21, 2025, at 14451 Cedarwood Street, Westminster, California.

**ROLL CALL**

**PRESENT:** Sergio Contreras  
Tyler Diep  
Chi Charlie Nguyen  
Andrew Nguyen  
Mark Nguyen

**ABSENT:** None

**STAFF PRESENT:** Robert Housley, General Manager  
Gordon Copley, Director of Finance  
Nicolas Castro, Director of Operations & Safety  
Ashley Davies, Director of Servs. & Program Development  
Milo Ebrahimi, District Engineer, P.E.  
Cynthia Olsder, Board Secretary  
Leanne Luu, Human Resources Coordinator  
Sergio Gonzalez, Lead Solid Waste  
Michael LaFreniere, Fleet Maintenance Mechanic  
Armando Alatorre, Solid Waste Driver  
Miguel Jimenez, Solid Waste Driver

**OTHERS PRESENT:** James H. Eggart, General Counsel, Woodruff & Smart  
Leslie Gonzalez  
Angel Jimenez  
LaFreniere's Family

**PLEDGE OF ALLEGIANCE AND INVOCATION**

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

**ROLL CALL AND DECLARATION OF QUORUM**

Board Secretary, C. Olsder announced a quorum.



**PUBLIC COMMENTS**

None.

**PRESENTATIONS**

A. 2024 Volunteer Recognition

President S. Contreras, together with the Directors, presented Maleigh LaFreniere, Caleb LaFreniere, Leslie Gonzalez, and Angel Jimenez with certificates and gift cards in recognition of their repeated volunteer efforts in 2024 at the Clean-up Events and expressed their sincere appreciation.

**APPROVAL OF MINUTES**

A. Approve Minutes of the Regular Board of Directors Meeting on January 7, 2025

A motion was made by Director C. Nguyen, seconded by Director A. Nguyen, to approve the minutes of the Regular Board of Directors Meeting on January 7, 2025. The motion was approved by the following 5-0 vote:

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

**REPORTS**

**Report of President**

President S. Contreras expressed gratitude to the volunteers once again.

**Report of the General Manager**

GM R. Housley provided an update on the Springdale & Westminster sewer project, shared details about the SDRMA Board meeting he attended in Sacramento and discussed his visit to Assemblyman Tri’s office during his time there. He also mentioned that he spoke with a California Association of Sanitation Agencies (CASA) representative, who offered the District a complimentary membership for this year.

**Report of the Director of Services & Program Development**

A. Davies provided an update on recent and upcoming outreach events, including the Open House, as well as radio outreach with Little Saigon Radio and CR&R.

**Report of Swearing-in Ceremony for OC Supervisor Janet Nguyen on January 18, 2025**

President S. Contreras reported that he attended the swearing-in ceremony and stated that it had a strong turnout.

**Report of Radio Outreach with Radio Bolsa on January 13, 2025**

Director M. Nguyen reported that he attended the recording with Director C. Nguyen, where they discussed the SB 1383 regulations, District services, and upcoming events in 2025, and emphasized that the District also manages the sewer systems.

**Report of Legislative & Public Affairs Outreach Subcommittee on January 15, 2025**

Director T. Diep reported that he attended the meeting with Director C. Nguyen where they finalized details for the Open House Event, discussed the Westminster Tet Parade, and recommended replacing Me Vietnam with Little Saigon Radio. He added that more detailed information could be found in the staff report, under Consent Calendar item 7D.

**Report of OC San Board of Directors Special Meeting on January 15, 2025**

Director A. Nguyen reported that he was present at the Board Special Meeting, which provided an orientation for both existing and newly appointed Board Members.

**CONSENT CALENDAR**

- A. Receive and File the Register of Demands in the Amount of \$513,245.31
- B. Approve and File the Treasurer's Investment Report for December 2024
- C. Approve Budget Calendar for Fiscal Year 2025-2026 (July 1, 2025 through June 30, 2026)
- D. Approve the January 15, 2025 Legislative and Public Affairs Outreach Subcommittee Recommendation
- E. Approve General Manager, Robert Housley's, Vacation Request for June 23, 2025, through July 11, 2025, for a total of Fifteen (15) Days and Approve Acting Pay for Director of Services & Program Development, Ashley Davies for Fifteen (15) Days

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

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

**OLD BUSINESS - None****NEW BUSINESS**

- A. Consider Approval of the Purchase of Two (2) New 2024 Ford F-150 Supercrew Electric Pickup Trucks

Director of Operations & Safety, N. Castro reported that the District currently owns a 1998 Ford Truck and a 2010 Ford Truck, both of which they plan to auction off and replace for the Sewer Maintenance Department.

Director C. Nguyen inquired about the bidding process, raised concerns about the fluctuation in prices, and recommended that staff also consider obtaining bids from local dealerships.

General Counsel, J. Eggart clarified that the staff’s recommendation is not focused on selecting a specific dealership, but rather for the Board to approve the purchase of the trucks and authorize the General Manager to negotiate and finalize all necessary documentation related to the purchase.

A staff report and recommendations were provided to and considered by the Board. A motion was made by Director C. Nguyen, seconded by Director M. Nguyen, to direct Staff to obtain additional and update quotes, including from local dealerships, and to bring the matter back for consideration at the next meeting. The motion was approved by the following 5-0 vote:

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

**B. Consider Scheduling a Public Hearing to Consider Adoption an Ordinance Increasing Director Compensation Per Meeting or Day of Service**

GM R. Housley reminded the Board that State law permits compensation adjustments of up to 5% per calendar year, starting from the date of the last adjustment. Therefore, the maximum allowable increase by law is \$60.

The Board had a discussion regarding taking a lesser amount and setting the effective date for the change.

A staff report and recommendations were provided to and considered by the Board. A motion was made by Director T. Diep, seconded by Director A. Nguyen, to direct Staff to schedule and publish a notice of public hearing in a timely manner for consideration of an Ordinance adjusting the Board of Director’s compensation for each day of service from \$300 to \$345. The motion was approved by the following 5-0 vote:

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

**INFORMATIONAL ITEMS**

**A. 2025 Board Meeting Calendar**

Receive and File.

**BOARD CONCERNS AND COMMENTS**

The Board thanked staff and expressed that they look forward to the Open House.

**GENERAL MANAGER AND STAFF CONCERNS AND COMMENT**

GM, R. Housley shared that the District have some Boy Scouts and Girl Scouts helping at the Open House, thanks to Director of Finance, G. Copley.

**GENERAL COUNSEL CONCERNS AND COMMENTS**

None.

**CLOSED SESSIONS**

None.

**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.

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**ADJOURNMENT**

President S. Contreras adjourned the meeting at 6:18 P.M. to the next regular Board Meeting to be held at the District on Tuesday, February 4, 2025 at 5:30 P.M.

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Mark Nguyen, Secretary

AGENDA ITEM 7A

Date: February 4, 2025  
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 \$504,182.55.

**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 \$504,182.55. 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 review and file the attached Register of Demands.

**ATTACHMENTS**

1. Disbursement Details for February 4, 2025

Midway City Sanitary District

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

Prepared for Board Meeting held on February 4, 2025

Type	Num	Date	Name	Memo	Paid Amount
Check	16350	01/16/2025	AKM Consulting Engineers, Inc.	Project No. 2351831.00	
Bill	0013196	12/31/2024		Sewer System Master Plan 12/02/24 - 12/27/24	19,174.00
					19,174.00
Check	16351	01/16/2025	Alfa Auto Glass	Truck#NG14	
Bill	44533	01/07/2025		NG-14 Front RT Side Windshield and Installation	985.00
					985.00
Check	16352	01/16/2025	AT&T Mobility (First Net)		
Bill	287341896497X011025	01/02/2025		Pump Man 714-766-4336 Dec 2024	45.10
Bill	287291683611X010225	01/02/2025		December 2024	512.16
				December 2024	320.39
				December 2024	137.31
					1,014.96
Check	16353	01/16/2025	City of Westminster-Water Billing		
Bill	223137	01/07/2025		Wash Rack 11/06/24 - 12/12/24	74.94
Bill	223136	01/07/2025		District offices 11/06/24 - 12/12/24	120.59
					195.53
Check	16354	01/16/2025	Clean Energy		
Bill	CEW12744375	12/30/2024		Monthly Maint CNG Station Dec-2024	1,957.16
Bill	CEW12745818	01/06/2025		CNG Callout on 1/3/25	93.95
					2,051.11
Check	16355	01/16/2025	Code 4 Media Group, Inc.	Job Number: MCSD24xx	
Bill	MCSD24	12/20/2024		Banners for events	699.10
					699.10
Check	16356	01/16/2025	Cordova Media Group LLC	Social Media Mgt (3x/Week) Jan - 2025	
Bill	0188	01/08/2025		Social Media Mgt (3x/week) Jan - 2025	1,750.00
				Open House Event Coverage	450.00
					2,200.00
Check	16357	01/16/2025	CR Transfer, Inc.		
Bill	46238	11/30/2024		Tonnage Fees Nov-24 (1835.92)	121,850.56
Bill	46269	11/30/2024		Tonnage Fees Nov-2024 (810.39)	88,645.50
					210,496.06
Check	16358	01/16/2025	Cynthia Loan Olsder		
Bill	Expense Reimbursemen	01/09/2025		Board Room Decor	110.00
					110.00
Check	16359	01/16/2025	Daniels Tire Service	Cust # 2002338 Ref # 953140	
Bill	200526877	01/09/2025		Restock Recap Tires (8)	1,845.37
					1,845.37
Check	16360	01/16/2025	DRC Engineering, Inc.	DRC Job# 20-673A Westminster	
Bill	20-673A-1	12/31/2024		BMP Inspecon and Precise Grading Certification	650.00
					650.00
Check	16361	01/16/2025	Flores Machine Shop		
Bill	1515	01/13/2025		NG-9 Manifold surface repairs - labor	600.00
					600.00
Check	16362	01/16/2025	HB Staffing/Cathyjon Enterprises, Inc.		
Bill	4517414	01/02/2025		Engineering Asistant (24.50) 12/23/24-12/27/24	965.79
				Project Manager (11.00) 12/23/24-12/27/24	607.09
Bill	4520771	01/09/2025		Engineering Asistant (26.50) 12/30/24 - 01/03/25	1,044.63
					2,617.51
Check	16363	01/16/2025	Lan Wan Enterprise, Inc.	Monthly Billing for January	
Bill	75794	01/01/2025		Professional Service Agreement - January 2025	4,000.00
					4,000.00

Type	Num	Date	Name	Memo	Paid Amount
Check	16364	01/16/2025	Me Viet Nam Productions	December-2024	
Bill	112 DEC/2024	12/31/2024		Talk Show 20 minutes (5) 12/07/24 - 12/15/24	2,000.00
					2,000.00
Check	16365	01/16/2025	Orange County Treasurer-Tax Collector	WEROC/Emergency Radio	
Bill	STCS002660	01/08/2025		WEROC Emergency Radio 01/01/2025-03/31/2025	147.25
					147.25
Check	16366	01/16/2025	Rainbow Hawaiian Products, Inc.		
Bill	01.15.25	01/15/2025		Employee Uniform Shirts	272.25
				Employee Uniform Shirts	124.61
				Employee Uniform Shirts	136.12
				Employee Uniform Shirts	136.12
				Employee Uniform Shirts	603.14
					1,272.24
Check	16367	01/16/2025	Safety-Kleen Systems, Inc.		
Bill	96046117	12/21/2024		Parts Washer (1)	288.41
Bill	96218586	12/27/2024		Performance Plus AW 46 Hydraulic Oil (173)	2,255.84
					2,544.25
Check	16368	01/16/2025	Samsara Inc.	Order # S-1968529	
Bill	310519553654127	01/10/2025		License/Support Vehicle Cameras 01/10/25-07/21/25 (1)	721.72
					721.72
Check	16369	01/16/2025	SDRMA - Employee Benefits	Member # 7732	
Bill	H47076	02/01/2025		February - 2025	636.64
				February - 2025	1,696.72
				February - 2025	897.24
				February - 2025	546.72
				February - 2025	470.20
				February - 2025	95.59
				February - 2025	258.84
				February - 2025	105.45
				February - 2025	98.48
				February - 2025	48.71
					4,854.59
Check	16370	01/16/2025	SDRMA - Property/Liability	Member #7732	
Bill	77697	12/30/2024		Add: 2024 Rizon E18L VIN: JL6CCK135RK0043398	1,551.69
					1,551.69
Check	16371	01/16/2025	Shuster Advisory Group, LLC	Q4 2024 Advisory Fee for 457(b) & OBRA Plans	
Bill	7366	12/31/2024		Advisory Fee for 457(b) & OBRA plans Q4 2024	1,300.00
					1,300.00
Check	16372	01/16/2025	Snap-On Tools	PO# 28786	
Bill	01032596386	01/03/2025		1/2DR 6Pt 15mm Sem Socket (1), Replacement Blade (1), 9-5/8in Multi-Cutter	134.09
					134.09
Check	16373	01/16/2025	SoCal Auto & Truck Parts, Inc.	PO# 28790	
Bill	629489	01/08/2025		Hand Soap (1), Tub o Towels 90ct (1)	16.27
					16.27
Check	16374	01/16/2025	SoCal First Aid & Safety		
Bill	42-104757	01/14/2025		Restock first aid kits	599.20
					599.20
Check	16375	01/16/2025	Spectrum Enterprise (Time Warner Cable)		
Bill	188914501010725	01/07/2025		Jan-2025	1,349.00
Bill	188910401010725	01/07/2025		Jan-2025	102.90
					1,451.90
Check	16376	01/16/2025	TEC Of California, Inc.		
Bill	1483550L	01/07/2025		NG-14 Antenna (1)	31.98
Bill	1483230L	01/07/2025		NG-19 Engine Repair	6,960.45
Bill	1484105L	01/10/2025		Lube Filter (3), Fuel Filter (3)	237.69
					7,230.12

Type	Num	Date	Name	Memo	Paid Amount
Check	16377	01/16/2025	Telenet VoIP, Inc.	Sales Order# 2616	
Bill	71369	01/02/2025		Fire Alarm Monitoring 1/1/25 - 12/31/25	660.00
					660.00
Check	16378	01/16/2025	UniFirst Corporation		
Bill	2190283024	01/03/2025		Jan - 2025	176.36
Bill	2190283026	01/03/2025		Jan - 2025	83.30
Bill	2190283027	01/03/2025		Jan - 2025	59.85
Bill	2190283028	01/03/2025		Jan - 2025	19.05
Bill	2190286289	01/10/2025		Jan - 2025	235.60
Bill	2190286290	01/10/2025		Jan - 2025	83.31
Bill	2190286291	01/10/2025		Jan - 2025	59.85
Bill	2190286292	01/10/2025		Jan - 2025	19.05
					736.37
Check	16379	01/24/2025	A-Plus Education Organization	2025 Open House	
Bill	Jan 25 / 2025	01/25/2025		2025 Open House - Moonflower	4,000.00
					4,000.00
Check	16380	01/24/2025	Akeso Occupational Health		
Bill	EM010921	01/15/2025		Physical DOT - Carrera Saucedo, Gustavo	100.00
				Physical DOT - Martinez, Raul	100.00
					200.00
Check	16381	01/24/2025	AKM Consulting Engineers, Inc.	Project No. 2351909.00	
Bill	0013197	12/31/2024		Manholes @ Westminster & Springdale - 12/2/24 - 12/27/24	3,232.00
					3,232.00
Check	16382	01/24/2025	AT&T (Brookhurst Lift Station)	Acct # 714 531-0272 115 1	
Bill	7145310272 01/25	01/13/2025		Brookhurst Jan-2025	602.23
					602.23
Check	16383	01/24/2025	Cameron Welding Supply		
Bill	1685669-00	01/13/2025		NG-4 Nozzle (4), Gas Diffuser (3), 4 1/2 x 1/4 Clear Plastic Lens (10)	91.56
Bill	1685587-00	01/13/2025		NG-4 Acetylene, Dissolved (1), Oxygen, Compressed (1), Propane, Liquefied (2), ER70S 045 33#SP ...	626.37
Bill	1686043-00	01/15/2025		NG-4 CO2 Compressed (2), 4 1/2 x 045 x 5/8-11 Cut Off Wheel (20)	302.02
					1,019.95
Check	16384	01/24/2025	City of Westminster Hydrant	Acct #013-0012 Customer #45973	
Bill	227000	01/15/2025		Hydrant Water Service Jan-2025	84.94
					84.94
Check	16385	01/24/2025	Clean Energy	Cust # 124470 Order # FSOW1488329	
Bill	CEW12750170	01/21/2025		CNG Ball Valve Replacement on 1/3/25	967.26
					967.26
Check	16386	01/24/2025	Daniels Tire Service	Cust # 2002338 Ref # 954816	
Bill	200527560	01/15/2025		Restock Recap Tires (11)	2,564.23
					2,564.23
Check	16387	01/24/2025	Davis Farr LLP	Client No 31320	
Bill	2560	12/31/2024		Accounting Assistance (18.00) December 2024	1,890.00
					1,890.00
Check	16388	01/24/2025	Golden Bell Products	PO # 28784, Sales Order# 22632	
Bill	19071	01/10/2025		Super Butyl (1 x 55gal) (55)	680.67
					680.67
Check	16389	01/24/2025	HB Staffing/Cathyjon Enterprises, Inc.	Client# 341347	
Bill	4524465	01/16/2025		Engineering Asistant (35.50) 01/06/24 - 01/10/25	1,399.41
					1,399.41
Check	16390	01/24/2025	Motion and Flow Control Products, Inc.		
Bill	9354771	01/13/2025		3/8 in x 50 ft 3Pk PSI Oil Reel Bare (1)	708.27
Bill	9361809	01/21/2025		NG-6 Hydraulic Hose (1), Protective Sleeve (2)	54.82
					763.09



Type	Num	Date	Name	Memo	Paid Amount
Check	16391	01/24/2025	Navigating Preparedness Associates, LLC		
Bill	MCSD-LHMP-24-12	12/31/2024		Local Hazard Mitigation Plan - Dec 2024	10,280.00
					10,280.00
Check	16392	01/24/2025	Orange County Sanitation District	MCSD December Permit Fees 2024	
Bill	Permit Fees Dec-2024	12/31/2024		Permit Fees Dec-2024	16,854.42
					16,854.42
Check	16393	01/24/2025	Pitney Bowes/Purchase Power	Acct # 80000-90000-0933-5138	
Bill	80009000093351380125	01/10/2025		Postage Dec-2024	200.00
				Postage Jan-2025	100.00
					300.00
Check	16394	01/24/2025	Safety-Kleen Systems, Inc.	PO# 28787	
Bill	96171721	01/09/2025		Used Oil (400)	367.00
					367.00
Check	16395	01/24/2025	Shannon Frost	Notary Services	
Bill	01.14.25	01/14/2025		Notary Services (1)	10.00
					10.00
Check	16396	01/24/2025	Snap-On Tools	PO# 28782	
Bill	01162596808	01/16/2025		4pc Striking Prybar Set (1)	297.98
					297.98
Check	16397	01/24/2025	SoCal Auto & Truck Parts, Inc.	PO# 28790	
Bill	629423	01/07/2025		Electric Drum Pump (1), M12 Cutoff Bare (1), Brake Parts Cleaner (24), Gray Seal (6), Windshield...	609.43
					609.43
Check	16398	01/24/2025	Southern California Edison	Acct # 700884706025	
Bill	700884706025 01/25	01/16/2025		Cedarwood 12/17/24 - 01/15/25	6,959.71
				Late Payment Charge	38.91
					6,998.62
Check	16399	01/24/2025	TEC Of California, Inc.	Customer# 501565	
Bill	1484980L	01/15/2025	TEC Of California, Inc.	PO# 28797	41.97
Bill	1485033L	01/15/2025	TEC Of California, Inc.	PO# 28798	96.06
Bill	5031766XS	01/17/2025	TEC Of California, Inc.	NG-5 Diagnostic and Repairs	1,407.89
Bill	CM1483230L	01/17/2025	TEC Of California, Inc.	Core Return	-363.66
					1,182.26
Check	16400	01/24/2025	Thien An Performing Arts	Open House Event 01-25-25	
Bill	01.25.25 Open House	01/25/2025		Open House Lion Dance and Drumming 01.25.25	1,600.00
					1,600.00
Check	16401	01/24/2025	UniFirst Corporation		
Bill	2190289506	01/17/2025		Jan - 2025	235.60
Bill	2190289507	01/17/2025		Jan - 2025	83.30
Bill	2190289508	01/17/2025		Jan - 2025	59.85
Bill	2190289509	01/17/2025		Jan - 2025	19.05
					397.80
Check	16402	01/24/2025	Vietnamese Artists Friendship Club	2025 Open House	
Bill	2025-001	01/10/2025		2025 Open House 1/25/25	600.00
					600.00
<b>Check Total</b>					<b>\$328,759.62</b>
ACH Payment	90280116202	01/16/2025	Chevron Texaco (Wex Bank)	Acct # 0496-00-525172-3	
Bill	102077780	12/31/2024		Dec-2024	135.56
				Dec-2024	113.96
				Dec-2024	170.48
				Dec-2024	511.49
					931.49
ACH Payment	0160009	01/16/2025	SoCalGas	Acct # 1938092600 6	
Bill	19380926006 01132025	01/13/2025		Maint. Shop & Wash Rack - Jan 2025	71.50
					71.50
ACH Payment	0160259	01/16/2025	SoCalGas	Acct # 191 709 2605 9	
Bill	19170926059 01132025	01/13/2025		District Offices Jan 2025	286.37
					286.37

Type	Num	Date	Name	Memo	Paid Amount
ACH Payment	0160709	01/16/2025	SoCalGas	Acct # 021-760-4610 6	
Bill	02176046106 1224	01/08/2025		CNG Station Dec-2024 (10,693)	9,434.71
					9,434.71
ACH Payment	FY25M1060	01/17/2025	Employment Development Dept	Account ID: 925-0247-5	
Bill	L1021205200	12/23/2024		Unemployment Insurance Benefit Charge - D.Kelley	2,249.68
				Benefit Charge Assessment Penalty and Interest	239.57
					2,489.25
ACH Payment	4743429325	01/17/2025	US Bank Corporate Payment System	Acct # 4246 0445 5568 5498	
Bill	42460445556854981224	12/23/2024		CAL-Card Expenses Dec-2024	25,489.54
					25,489.54
ACH Payment	FY25M1061	01/20/2025	Paychex	Acct # Y4807254	
Bill	7637519	01/05/2025		Time & Attendance Jan 2025	407.63
					407.63
ACH Payment		01/24/2025		Funds Transfer 457(b) Salary Reduction	
				Funds Transfer 457(b) Salary Reduction	5,169.86
					5,169.86
ACH Payment		01/24/2025		Funds Transfer 457(b) Roth	
				Funds Transfer 457(b) Roth	2,277.80
					2,277.80
ACH Payment	1002823044	01/24/2025	CalPERS-Retirement	6882866561	
Bill	01/06/25 - 01/19/25	01/19/2025		Earned Period 01/06/25 - 01/19/25	1,971.68
				Earned Period 01/06/25 - 01/19/25	3,573.77
				Earned Period 01/06/25 - 01/19/25	4,373.04
				Earned Period 01/06/25 - 01/19/25	1,561.42
					11,479.91
ACH Payment	1002823045	01/24/2025	CalPERS-Retirement	6882866561	
Bill	01/06/25 - 01/19/25	01/19/2025		Earned Period 01/06/25 - 01/19/25	1,802.17
				Earned Period 01/06/25 - 01/19/25	3,266.49
				Earned Period 01/06/25 - 01/19/25	3,997.05
				Earned Period 01/06/25 - 01/19/25	1,427.17
					10,492.88
ACH Payment	1002823046	01/24/2025	CalPERS-Retirement	6882866561	
Bill	01/06/25 - 01/19/25	01/19/2025		Earned Period 01/06/25 - 01/19/25	129.87
				Earned Period 01/06/25 - 01/19/25	235.39
				Earned Period 01/06/25 - 01/19/25	288.03
				Earned Period 01/06/25 - 01/19/25	102.84
					756.13
ACH Payment	FY25M1062	01/25/2025	WEX Health Inc	Customer ID 45927	
Bill	0002087296-IN	12/31/2024		Monthly HRA Admin Fee Dec 2024	30.00
				Monthly HRA Admin Fee Dec - 2024	54.00
					84.00
<b>ACH Payments Total</b>					<b>\$68,368.08</b>
Payroll		01/22/2025		Employee Payroll	107,054.85
<b>Payroll Total</b>					<b>\$107,054.85</b>
<b>Total Disbursements</b>					<b>\$504,182.55</b>

Type	Num	Date	Name	Memo	Paid Amount
<b>Transfers</b>					
Transfer		01/13/2025		<b>Funds Transfer - MM to LAIF Balance for Earnings</b>	
				Funds Transfer - MM to LAIF Balance for Earnings	2,000,000.00
					2,000,000.00
Transfer		01/15/2025		<b>Funds Transfer - To Cover A/P</b>	
				Funds Transfer - To Cover A/P	250,000.00
					250,000.00
Transfer		01/21/2025		<b>Funds Transfer - Initial Funding of CAMP Pool Investment Account</b>	
				Funds Transfer - Initial Funding of CAMP Pool Investment Account	2,000,000.00
					2,000,000.00
Transfer		01/23/2025		<b>Funds Transfer - Payroll &amp; A/P Coverage for the Week</b>	
				Funds Transfer - Payroll & A/P Coverage for the Week	250,000.00
					250,000.00
<b>Transfers Total</b>					<b>\$4,500,000.00</b>

AGENDA ITEM 7B

Date: February 4, 2025  
To: Board of Directors  
From: Gordon Copley, Director of Finance  
Subject: Receive and File the 2<sup>nd</sup> Quarter 2024-2025 Fiscal Year Financial and Budget Reports

**BACKGROUND**

Quarterly, the Midway City Sanitary District legislative body reviews its financial and budget reports. The reports were prepared by the Finance Department and reviewed by the General Manager and Department Heads.

**DISCUSSION**

The 2<sup>nd</sup> quarter financial and budget reports are in line with approved budgeted items and in accordance with District policies and procedures.

**FISCAL IMPACT**

Informational report only. No fiscal impact.

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors receive and file the 2<sup>nd</sup> quarter financial and budget reports.

**ATTACHMENTS**

1. Statement of Net Assets [pg. 17-19]
2. Statement of Revenue Expenses and Changes in Net Position [pg. 20-23]
3. Budget vs. Actual [pg. 24-30]

# Midway City Sanitary District Statement of Net Assets

As of December 31, 2024

	<u>Dec 31, 24</u>	<u>Dec 31, 23</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000.00 · Cash in Checking - US 9028	438,188.48	134,582.43	303,606.05
1020.00 · Money Market - US 6913	5,037,632.39	4,675,744.65	361,887.74
1030.00 · Petty Cash	300.00	300.00	0.00
1035.00 · HRA Reserve Fund - WEX	25,439.46	24,276.25	1,163.21
1040.00 · Local Agency Investment Fund			
1040.10 · Operating	5,749,539.54	6,356,844.80	-607,305.26
1040.20 · Midway City	2,167,375.40	1,564,762.81	602,612.59
1040.30 · Buildings, Equip & Facilities	3,018,837.13	3,942,795.05	-923,957.92
1040.40 · Lift Stations & Sewer Lines	31,678,111.45	30,315,430.08	1,362,681.37
1040.50 · CNG Station & Facilities	2,070,486.69	1,981,421.61	89,065.08
1040.60 · Vehicle Replacement	2,213,699.58	3,606,436.11	-1,392,736.53
<b>Total 1040.00 · Local Agency Investment Fund</b>	<u>46,898,049.79</u>	<u>47,767,690.46</u>	<u>-869,640.67</u>
1050.00 · California CLASS			
1050.10 · Prime Fund Account, Operating	2,074,321.64	0.00	2,074,321.64
1050.20 · CalRecycle SB 1383 Grant Funds	357.87	0.00	357.87
<b>Total 1050.00 · California CLASS</b>	<u>2,074,679.51</u>	<u>0.00</u>	<u>2,074,679.51</u>
1070.00 · CalTRUST			
1070.10 · CalTRUST Medium-Term Fund	1,532,350.48	1,532,350.48	0.00
1070.20 · CalTRUST Market Gain/(Loss)	-69,051.08	-66,064.76	-2,986.32
<b>Total 1070.00 · CalTRUST</b>	<u>1,463,299.40</u>	<u>1,466,285.72</u>	<u>-2,986.32</u>
1090.00 · 115 Trust Fund, Restricted			
1090.10 · CEPPT Trust Related to Pensions	4,101,744.00	4,575,000.00	-473,256.00
1090.20 · CEPPT Trust Market Gain/(Loss)	1,150,255.56	614,355.75	535,899.81
<b>Total 1090.00 · 115 Trust Fund, Restricted</b>	<u>5,251,999.56</u>	<u>5,189,355.75</u>	<u>62,643.81</u>
<b>Total Checking/Savings</b>	<u>61,189,588.59</u>	<u>59,258,235.26</u>	<u>1,931,353.33</u>
<b>Accounts Receivable</b>			
2000.00 · Accounts Receivable	5,719.00	0.00	5,719.00
<b>Total Accounts Receivable</b>	<u>5,719.00</u>	<u>0.00</u>	<u>5,719.00</u>
<b>Other Current Assets</b>			
2005.00 · Accrued Receivables	124,383.88	109,651.75	14,732.13
2015.00 · Interest Receivable	552,646.75	491,714.72	60,932.03
2600.00 · Inventory			
2600.20 · Pump Inventory	329,195.65	329,195.65	0.00
2600.10 · Parts Inventory	160,603.20	135,266.15	25,337.05
<b>Total 2600.00 · Inventory</b>	<u>489,798.85</u>	<u>464,461.80</u>	<u>25,337.05</u>
<b>Total Other Current Assets</b>	<u>1,166,829.48</u>	<u>1,065,828.27</u>	<u>101,001.21</u>
<b>Total Current Assets</b>	<u>62,362,137.07</u>	<u>60,324,063.53</u>	<u>2,038,073.54</u>

# Midway City Sanitary District Statement of Net Assets

As of December 31, 2024

	<u>Dec 31, 24</u>	<u>Dec 31, 23</u>	<u>\$ Change</u>
<b>Fixed Assets</b>			
3500.00 · Land	92,948.00	92,948.00	0.00
<b>3510.00 · Construction Work In Progress</b>			
3510.01 · WIP Office Furniture	0.00	57,738.31	-57,738.31
3510.02 · WIP Board Room Furniture	0.00	26,331.55	-26,331.55
3500.04 · WIP Solar Project	0.00	302,516.31	-302,516.31
3510.00 · Construction Work In Progress - Other	0.00	5,576,589.96	-5,576,589.96
<b>Total 3510.00 · Construction Work In Progress</b>	<u>0.00</u>	<u>5,963,176.13</u>	<u>-5,963,176.13</u>
3520.00 · Buildings & Improvements	8,147,624.20	906,409.40	7,241,214.80
3530.00 · Lift Stations	5,582,673.12	5,582,673.12	0.00
3540.00 · Gravity Lines & Force Mains	17,818,984.25	17,818,984.25	0.00
3550.00 · Resident Containers	857,689.02	857,689.02	0.00
3560.00 · CNG Station & Facilities	3,459,268.18	3,459,268.18	0.00
3570.00 · Solid Waste Trash Trucks	6,377,415.26	5,474,003.81	903,411.45
<b>3580.00 · Other Vehicles</b>			
3580.10 · Administration Vehicles	63,387.30	63,387.30	0.00
3580.20 · Solid Waste Vehicles	217,195.83	197,772.84	19,422.99
3580.30 · Sewer Trucks & Vehicles	1,014,949.60	1,223,647.19	-208,697.59
<b>Total 3580.00 · Other Vehicles</b>	<u>1,295,532.73</u>	<u>1,484,807.33</u>	<u>-189,274.60</u>
<b>3590.00 · Other Equipment</b>			
3590.10 · Office Furniture & Equipment	260,603.54	26,629.59	233,973.95
3590.20 · Garage Facilities	88,726.39	88,726.39	0.00
3590.30 · Garage Equipment & Vehicles	203,772.92	161,985.14	41,787.78
3590.40 · Solid Waste Equipment - Other	58,325.84	58,325.84	0.00
3590.50 · Sewer Equipment - Other	418,329.72	685,214.46	-266,884.74
<b>Total 3590.00 · Other Equipment</b>	<u>1,029,758.41</u>	<u>1,020,881.42</u>	<u>8,876.99</u>
<b>3600.00 · Accumulated Depreciation</b>			
3600.10 · Accumulated Depreciation Admin	-1,787,657.35	-2,035,746.48	248,089.13
3600.20 · Accumulated Depreciation Garage	-19,729.04	-12,847.20	-6,881.84
3600.30 · Accum Depreciation Solid Waste	-5,403,981.58	-4,809,060.12	-594,921.46
3600.40 · Accumulated Depreciation Sewer	-9,349,747.56	-9,102,629.51	-247,118.05
<b>Total 3600.00 · Accumulated Depreciation</b>	<u>-16,561,115.53</u>	<u>-15,960,283.31</u>	<u>-600,832.22</u>
<b>Total Fixed Assets</b>	<u>28,100,777.64</u>	<u>26,700,557.35</u>	<u>1,400,220.29</u>
<b>Other Assets</b>			
6500.00 · Deferred Outflows from Pension	3,092,001.00	2,134,820.00	957,181.00
6510.00 · Deferred Outflows from OPEB	918,372.00	1,879,200.00	-960,828.00
<b>Total Other Assets</b>	<u>4,010,373.00</u>	<u>4,014,020.00</u>	<u>-3,647.00</u>
<b>TOTAL ASSETS</b>	<u><u>94,473,287.71</u></u>	<u><u>91,038,640.88</u></u>	<u><u>3,434,646.83</u></u>

# Midway City Sanitary District Statement of Net Assets

As of December 31, 2024

	<u>Dec 31, 24</u>	<u>Dec 31, 23</u>	<u>\$ Change</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
5000.00 · Accounts Payable	607,490.19	915,985.71	-308,495.52
<b>Total Accounts Payable</b>	<u>607,490.19</u>	<u>915,985.71</u>	<u>-308,495.52</u>
<b>Credit Cards</b>			
5005.00 · US Bank Cal Card	0.00	3,648.28	-3,648.28
<b>Total Credit Cards</b>	<u>0.00</u>	<u>3,648.28</u>	<u>-3,648.28</u>
<b>Other Current Liabilities</b>			
5010.00 · Accrued Expenses			
5010.10 · Payroll	0.00	554.00	-554.00
5010.30 · OC San CFC Charge	-1,216.04	-0.98	-1,215.06
5010.40 · Group Insurance	16.95	16.95	0.00
5010.00 · Accrued Expenses - Other	0.00	-552.00	552.00
<b>Total 5010.00 · Accrued Expenses</b>	<u>-1,199.09</u>	<u>17.97</u>	<u>-1,217.06</u>
<b>Total Other Current Liabilities</b>	<u>-1,199.09</u>	<u>17.97</u>	<u>-1,217.06</u>
<b>Total Current Liabilities</b>	606,291.10	919,651.96	-313,360.86
<b>Long Term Liabilities</b>			
6520.00 · Deferred Inflows from Pension	262,753.00	61,731.00	201,022.00
6530.00 · Deferred Inflows from OPEB	552,829.00	1,414,816.00	-861,987.00
6540.00 · Net Pension Liability	998,527.00	611,954.00	386,573.00
6550.00 · Net OPEB Liability	-551,556.00	-529,964.40	-21,591.60
<b>Total Long Term Liabilities</b>	<u>1,262,553.00</u>	<u>1,558,536.60</u>	<u>-295,983.60</u>
<b>Total Liabilities</b>	1,868,844.10	2,478,188.56	-609,344.46
<b>Equity</b>			
4000.00 · Net Position	90,228,382.39	85,562,807.99	4,665,574.40
4100.00 · Restricted	274,497.14	41,804.02	232,693.12
Net Income	2,101,564.08	2,955,840.31	-854,276.23
<b>Total Equity</b>	<u>92,604,443.61</u>	<u>88,560,452.32</u>	<u>4,043,991.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>94,473,287.71</u></u>	<u><u>91,038,640.88</u></u>	<u><u>3,434,646.83</u></u>

**Midway City Sanitary District**  
**Statement of Revenues, Expenses and Changes in Net Position**  
2nd Quarter YTD Fiscal Year 2024-2025

	<u>Jul - Dec 24</u>	<u>Jul - Dec 23</u>	<u>\$ Change</u>
<b>Income</b>			
<b>7000.00 · Operating Revenues</b>			
<b>7010.00 · Trash &amp; Sewer Collection Fees</b>			
400.01 · Service Fees - Wholly Exempt	0.00	0.00	0.00
7010.00 · Trash & Sewer Collection Fees - Other	3,979,267.22	4,264,876.66	-285,609.44
<b>Total 7010.00 · Trash &amp; Sewer Collection Fees</b>	<u>3,979,267.22</u>	<u>4,264,876.66</u>	<u>-285,609.44</u>
7020.00 · Add'l Container & Service Fees	7,163.25	7,195.31	-32.06
7030.00 · Franchise Fees	699,632.34	666,678.80	32,953.54
7040.00 · Plan Check & Inspection Fees	36,276.00	28,335.98	7,940.02
7050.00 · Connection Fees	7,838.23	5,600.76	2,237.47
<b>Total 7000.00 · Operating Revenues</b>	<u>4,730,177.04</u>	<u>4,972,687.51</u>	<u>-242,510.47</u>
<b>8000.00 · Non-Operating Revenues</b>			
8010.00 · Property Tax Secured	596,714.27	701,563.31	-104,849.04
8020.00 · Property Tax Unsecured	22,964.40	17,252.33	5,712.07
8030.00 · Property Tax Supplemental	8,202.77	9,634.89	-1,432.12
8040.00 · Homeowner's Prop Tax Relief	750.61	795.13	-44.52
8050.00 · Public Utility & Reg. Railroad	0.00	0.00	0.00
8060.00 · Pass-thru County of Orange	16,095.91	0.00	16,095.91
8070.00 · Pass-thru City of Westminster	1,851,170.81	0.00	1,851,170.81
8080.00 · Investment Income	1,796,479.11	2,054,225.09	-257,745.98
<b>8100.00 · Other Revenue</b>			
8100.10 · Mattress Recycling	3,757.20	2,740.50	1,016.70
8100.20 · Scrap Metals & Recycables	3,531.80	5,412.05	-1,880.25
8100.30 · Used Oil Recycling	0.00	194.00	-194.00
8100.50 · Renewable Fuel RINS/LCFS	12,146.15	2,880.91	9,265.24
8100.60 · Waste Disposal Agreement	0.00	0.00	0.00
8100.70 · Grants & Agreements	0.00	0.00	0.00
8100.75 · Sponsorships	14,000.00	0.00	14,000.00
8100.80 · Miscellaneous Other Revenue	4,027.40	1,585.73	2,441.67
<b>Total 8100.00 · Other Revenue</b>	<u>37,462.55</u>	<u>12,813.19</u>	<u>24,649.36</u>
8150.00 · Gain/Loss on Disposal of Assets	34,762.03	0.00	34,762.03
<b>Total 8000.00 · Non-Operating Revenues</b>	<u>4,364,602.46</u>	<u>2,796,283.94</u>	<u>1,568,318.52</u>
<b>Total Income</b>	<u>9,094,779.50</u>	<u>7,768,971.45</u>	<u>1,325,808.05</u>
<b>Gross Profit</b>	9,094,779.50	7,768,971.45	1,325,808.05
<b>Expense</b>			
<b>7500.00 · Personnel &amp; Benefits</b>			
7510.00 · Salaries & Wages	1,345,801.91	1,155,623.20	190,178.71
7520.00 · Medicare	23,791.50	20,275.16	3,516.34
7530.00 · CalPERS Retirement	152,039.17	148,297.90	3,741.27
7535.00 · CalPERS CEPPT Trust Reimb	473,256.00	0.00	473,256.00
7550.00 · Group Insurance			
7550.10 · Health Benefits	384,864.96	348,045.47	36,819.49



**Midway City Sanitary District**  
**Statement of Revenues, Expenses and Changes in Net Position**  
2nd Quarter YTD Fiscal Year 2024-2025

	<u>Jul - Dec 24</u>	<u>Jul - Dec 23</u>	<u>\$ Change</u>
7550.20 · Health Reimbursement Agreement	26,189.70	18,069.84	8,119.86
7550.30 · Life & AD&D	8,930.32	8,205.44	724.88
7550.40 · Dental Benefits	18,036.88	14,268.57	3,768.31
7550.50 · Vision Benefits	1,725.43	1,621.04	104.39
<b>Total 7550.00 · Group Insurance</b>	<b>439,747.29</b>	<b>390,210.36</b>	<b>49,536.93</b>
7560.00 · Group Insurance Retirees	100,318.17	93,293.56	7,024.61
7570.00 · Workers' Compensation	109,192.86	79,716.43	29,476.43
7575.00 · Uniforms & Laundry Service	14,698.77	8,579.48	6,119.29
7580.00 · Employee Reimbursements	8,538.57	6,148.15	2,390.42
7590.00 · Unemployment Benefits	2,249.68	0.00	2,249.68
<b>Total 7500.00 · Personnel &amp; Benefits</b>	<b>2,669,633.92</b>	<b>1,902,144.24</b>	<b>767,489.68</b>
<b>7600.00 · Operating Expenses</b>			
7610.00 · Board Meeting Expenses	4,562.83	4,087.73	475.10
7615.00 · Office Expenses	0.00	4,061.34	-4,061.34
7620.00 · Operating & Office Expenses	20,399.39	6,622.35	13,777.04
7625.00 · LAFCO	24,352.33	21,507.79	2,844.54
<b>7630.00 · Services &amp; Supplies</b>			
7630.10 · Alarm Services	2,106.00	1,038.00	1,068.00
7630.20 · Banking Services & Fees	2,582.44	3,056.16	-473.72
7630.30 · GPS Services	27,381.89	27,256.56	125.33
7630.40 · Janitorial Services & Supplies	861.58	4,970.16	-4,108.58
7630.50 · Landscape Services	750.00	0.00	750.00
7630.60 · Payroll Services	12,121.62	10,606.86	1,514.76
7630.70 · Postage & Postage Machine	1,411.08	1,831.93	-420.85
7630.80 · Wash & Detail Fleet & Vehicles	0.00	12,560.00	-12,560.00
<b>Total 7630.00 · Services &amp; Supplies</b>	<b>47,214.61</b>	<b>61,319.67</b>	<b>-14,105.06</b>
7635.00 · Printing & Publications	125.06	646.00	-520.94
7640.00 · Permits Fees Testing & Taxes	22,657.13	22,367.06	290.07
7645.00 · Memberships Dues & Subscriptions	12,179.99	10,993.00	1,186.99
7650.00 · Education Training & Travel Exp	39,021.06	24,659.25	14,361.81
7655.00 · Education & Training	0.00	8,889.54	-8,889.54
7660.00 · Employee Awards & Recognition	26,552.30	29,417.22	-2,864.92
7665.00 · Medical Exams & Testing	1,948.90	2,434.50	-485.60
7670.00 · Property & Liability Insurance	559,569.60	472,712.24	86,857.36
7675.00 · Claims Expenses	6,468.46	175.56	6,292.90
7680.00 · Gasoline & Diesel Fuel	11,085.56	10,773.27	312.29
<b>7685.00 · Tonnage Disposal Fees</b>			
7685.10 · Trash (Black Cart)	765,770.25	721,336.68	44,433.57
7685.20 · Recycables (Blue Cart)	0.00	0.00	0.00
7685.30 · Organics (Green Cart)	540,337.67	524,041.88	16,295.79
<b>Total 7685.00 · Tonnage Disposal Fees</b>	<b>1,306,107.92</b>	<b>1,245,378.56</b>	<b>60,729.36</b>
7690.00 · Containers/Carts			

**Midway City Sanitary District**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**2nd Quarter YTD Fiscal Year 2024-2025**

	<u>Jul - Dec 24</u>	<u>Jul - Dec 23</u>	<u>\$ Change</u>
7690.10 · Black Carts	48,720.09	47,291.50	1,428.59
7690.20 · Blue Carts	67,081.28	45,240.48	21,840.80
<b>Total 7690.00 · Containers/Carts</b>	<b>115,801.37</b>	<b>92,531.98</b>	<b>23,269.39</b>
7695.00 · Tools & Equipment	26,480.89	10,977.08	15,503.81
<b>Total 7600.00 · Operating Expenses</b>	<b>2,224,527.40</b>	<b>2,029,554.14</b>	<b>194,973.26</b>
<b>7700.00 · Repairs &amp; Maintenance</b>			
7700.05 · Buildings & Facilities	9,703.84	1,543.54	8,160.30
7700.10 · CNG Facilities	17,057.85	12,736.28	4,321.57
7700.15 · Vehicles	5,237.62	1,740.66	3,496.96
7700.20 · Trash Trucks	94,439.58	56,169.39	38,270.19
7700.25 · Vactor Trucks	7,147.46	11,197.24	-4,049.78
7700.30 · Tires	35,440.60	48,124.00	-12,683.40
7700.35 · Restock Parts	127,269.84	112,165.43	15,104.41
7700.50 · Lift Station No. 3 Westminster	7,606.97	0.00	7,606.97
7700.55 · Lift Station No. 4 Brookhurst	6,628.60	700.00	5,928.60
7700.60 · Lift Station Maintenance	37,896.87	23,496.60	14,400.27
7700.65 · Manholes	58,773.75	33,259.00	25,514.75
7700.70 · Sewer Lines	8,500.00	0.00	8,500.00
7700.75 · CCTV Inspection & Cleaning	729,976.67	0.00	729,976.67
7700.80 · Generators	14,935.83	6,913.72	8,022.11
7700.85 · Hazardous Waste Used/Mixed Oil	1,364.00	435.00	929.00
<b>Total 7700.00 · Repairs &amp; Maintenance</b>	<b>1,161,979.48</b>	<b>308,480.86</b>	<b>853,498.62</b>
<b>7725.00 · Professional &amp; Tech Services</b>			
7725.10 · Audit & Financial Services	25,410.00	20,107.50	5,302.50
7725.20 · Engineering & Consulting	227,601.50	111,228.40	116,373.10
7725.30 · Legal Services Personnel	17,487.00	28,229.80	-10,742.80
7725.40 · Legal Services General Counsel	85,740.90	60,535.40	25,205.50
7725.50 · Information Technology	63,189.25	30,922.79	32,266.46
7725.70 · Prof & Consulting Services	116,041.03	21,198.38	94,842.65
7725.80 · SCADA System	0.00	978.48	-978.48
7725.90 · Temporary Personnel	75,067.17	19,997.50	55,069.67
<b>Total 7725.00 · Professional &amp; Tech Services</b>	<b>610,536.85</b>	<b>293,198.25</b>	<b>317,338.60</b>
<b>7750.00 · Community Outreach &amp; Programs</b>			
7750.05 · Community & District Events	79,177.13	30,101.10	49,076.03
7750.10 · District Calendar	44,413.74	43,571.43	842.31
7750.20 · Media & Program Development	29,504.24	21,720.00	7,784.24
7750.25 · Clean-up Events	4,632.76	6,886.14	-2,253.38
7750.30 · Organics, Compost & SB1383 Exp	50,586.99	24,198.81	26,388.18
7750.35 · Fats Oil Grease (FOG) Program	9,234.00	8,525.00	709.00
<b>Total 7750.00 · Community Outreach &amp; Programs</b>	<b>217,548.86</b>	<b>135,002.48</b>	<b>82,546.38</b>
<b>7800.00 · Utilities</b>			
7800.10 · Electricity	53,776.92	63,097.55	-9,320.63

**Midway City Sanitary District**  
**Statement of Revenues, Expenses and Changes in Net Position**  
 2nd Quarter YTD Fiscal Year 2024-2025

	<u>Jul - Dec 24</u>	<u>Jul - Dec 23</u>	<u>\$ Change</u>
7800.20 · Natural Gas	44,849.63	60,931.56	-16,081.93
7800.40 · Phone & Internet	2,631.33	15,056.21	-12,424.88
7800.50 · Mobile Phone	5,330.63	3,768.51	1,562.12
7800.60 · Television	583.14	588.12	-4.98
7800.70 · Underground Service Alerts	152.50	120.00	32.50
7800.80 · Water & Sewer	1,664.76	1,189.22	475.54
<b>Total 7800.00 · Utilities</b>	<u>108,988.91</u>	<u>144,751.17</u>	<u>-35,762.26</u>
<b>Total Expense</b>	<u>6,993,215.42</u>	<u>4,813,131.14</u>	<u>2,180,084.28</u>
<b>Net Income</b>	<u><u>2,101,564.08</u></u>	<u><u>2,955,840.31</u></u>	<u><u>-854,276.23</u></u>

## MIDWAY CITY SANITARY DISTRICT

BUDGET vs. ACTUAL  
Q2 FY 2024-2025

		FY 2024-25	FY 2024-25	PERCENT of
		ACTUAL	BUDGET	BUDGET
<b>SUMMARY</b>				
1	<b>REVENUES</b>			
2	Trash & Sewer Collection Fees	3,979,267	7,760,000	51.3%
3	Franchise Fees	699,632	1,350,000	51.8%
4	Property Taxes	628,632	1,521,925	41.3%
5	Pass-Thru Property Tax Funds	1,867,267	4,375,000	42.7%
6	Investment Income	1,796,479	2,726,433	65.9%
7	Other Revenue Sources	123,502	320,000	38.6%
8	<b>TOTAL REVENUES</b>	<b>\$ 9,094,780</b>	<b>\$ 18,053,358</b>	<b>50.4%</b>
9	<b>EXPENSES</b>			
10	Salaries and Wages	1,345,802	3,335,000	40.4%
11	Benefits	825,089	1,769,360	46.6%
12	Tonnage Fees	1,306,108	2,650,000	49.3%
13	Repairs and Maintenance	1,033,474	1,414,000	73.1%
14	Depreciation & Amortization Expense	-	1,785,000	0.0%
15	Other Operating Expenses	2,482,742	\$ 4,020,100	61.8%
16	<b>TOTAL EXPENSES</b>	<b>\$ 6,993,215</b>	<b>\$ 14,973,460</b>	<b>46.7%</b>
17	Net Resources Over/(Under) Expenses	2,101,564	3,079,898	
18	<b>ACTUAL/BUDGET</b>	<b>\$ 9,094,780</b>	<b>\$ 18,053,358</b>	

		FY 2024-25	FY 2024-25	PERCENT of
		ACTUAL	BUDGET	BUDGET
<b>REVENUES</b>				
1	<b>OPERATING REVENUES</b>			
2	Trash & Sewer Collection Fees	3,979,267	7,760,000	51.3%
3	Additional Container & Service Fees	7,163	15,000	47.8%
4	Franchise Fees	699,632	1,350,000	51.8%
5	Sewer Plan Check & Inspection Fees	36,276	55,000	66.0%
6	Sewer Connection Fees	7,838	15,000	52.3%
7	<b>OPERATING REVENUES</b>	<b>\$ 4,730,177</b>	<b>\$ 9,195,000</b>	<b>51.4%</b>
8	<b>NON-OPERATING REVENUES</b>			
9	Property Tax Secured	596,714	1,375,000	43.4%
10	Property Tax Unsecured	22,964	38,000	60.4%
11	Property Tax Supplemental	8,203	30,000	27.3%
12	Homeowner's Property Tax Relief	751	6,000	12.5%
13	Public Utility Tax & Reg. Railroad		64,000	0.0%
14	Pass thru Property Taxes County of Orange	16,096	575,000	2.8%
15	Pass thru Property Taxes City of Westminster	1,851,171	3,800,000	48.7%
16	Investment Income	1,796,479	2,726,433	65.9%
17	Interest on Undistributed Taxes		8,925	0.0%
18	Other Revenue	37,463	225,000	16.7%
19	Gain/(Loss) on Disposal of Capital Assets	34,762	10,000	347.6%
21	<b>NON-OPERATING REVENUES</b>	<b>\$ 4,364,602</b>	<b>\$ 8,858,358</b>	<b>49.3%</b>
22	<b>TOTAL REVENUES</b>	<b>\$ 9,094,780</b>	<b>\$ 18,053,358</b>	<b>50.4%</b>

**MIDWAY CITY SANITARY DISTRICT**

BUDGET vs. ACTUAL

Q2 FY 2024-2025

		FY 2024-25	FY 2024-25	PERCENT of
		ACTUAL	BUDGET	BUDGET
<b>BOARD OF DIRECTORS</b>				
23	Directors' Fees (salaries)	44,100	115,000	38.3%
24	Medicare	633	1,600	39.6%
25	Group Insurance	55,930	120,000	46.6%
26	Workers' Compensation Insurance	442	410	107.9%
27	Election Costs	-	120,000	0.0%
28	Board Meeting Expenses	4,563	8,000	57.0%
29	Operating & Office Expenses	1,013	5,500	18.4%
30	Services & Supplies	1,972	4,750	41.5%
31	Board Development & Travel Expenses	7,032	40,000	17.6%
32	Information Technology	12,614	20,000	63.1%
<b>33</b>	<b>TOTAL BOARD OF DIRECTORS</b>	<b>\$ 128,299</b>	<b>\$ 435,260</b>	<b>29.5%</b>

## MIDWAY CITY SANITARY DISTRICT

BUDGET vs. ACTUAL  
Q2 FY 2024-2025

		FY 2024-25	FY 2024-25	PERCENT of
		ACTUAL	BUDGET	BUDGET
<b>ADMINISTRATION</b>				
34	Salaries & Wages	433,933	1,200,000	36.2%
35	Medicare	7,997	17,000	47.0%
36	CalPERS Retirement	55,384	150,000	36.9%
37	CalPERS CEPPT/GASB 68 Retirement	172,419	-	0.0%
38	Group Insurance	108,456	229,500	47.3%
39	Group Insurance Retirees	41,757	96,000	43.5%
40	CalPERS OPEB Trust Reimbursement	-	(96,000)	0.0%
41	Workers' Compensation Insurance	5,851	5,600	104.5%
42	Uniforms & Laundry Services	1,274	3,250	39.2%
43	Employee Reimbursements	2,906	5,500	52.8%
44	Unemployment Benefits	2,250	-	0.0%
45	Operating & Office Expenses	15,295	45,000	34.0%
46	Local Govt. Formation Commission (LAFCO)	24,352	24,500	99.4%
47	Services & Supplies	16,853	50,000	33.7%
48	Printing & Publications	125	4,000	3.1%
49	Permits Fees Testing & Taxes	1,352	3,500	38.6%
50	Membership Dues & Subscriptions	11,144	15,000	74.3%
51	Education, Training, & Travel Expenses	16,378	60,000	27.3%
52	Employee Awards Incentives & Recognition	26,471	55,000	48.1%
53	Medical Exams & Testing	110	2,000	5.5%
54	Property & Liability Insurance	112,343	125,000	89.9%
55	Claims Expense	-	-	0.0%
56	Gasoline & Diesel Fuel	1,302	4,000	32.5%
57	Repairs & Maintenance	6,946	15,000	46.3%
58	Audit & Financial Services	25,410	28,000	90.8%
59	Legal Services Personnel	17,487	55,000	31.8%
60	Legal Services General Counsel	85,741	125,000	68.6%
61	Information Technology	41,251	70,000	58.9%
62	Professional & Consulting Services	76,097	100,000	76.1%
63	Temporary Personnel	32,493	60,000	54.2%
64	Community & District Events	79,177	120,000	66.0%
65	District Calendar	44,414	47,000	94.5%
66	Media & Program Development	29,504	80,000	36.9%
67	Utilities	(734)	46,000	-1.6%
68	Depreciation & Amortization Expenses	-	175,000	0.0%
<b>69</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,495,737</b>	<b>\$ 2,919,850</b>	<b>51.2%</b>

**MIDWAY CITY SANITARY DISTRICT**

BUDGET vs. ACTUAL  
Q2 FY 2024-2025

		FY 2024-25	FY 2024-25	PERCENT of
		ACTUAL	BUDGET	BUDGET
<b>FLEET MAINTENANCE</b>				
70	Salaries & Wages	168,734	370,000	45.6%
71	Medicare	3,199	7,000	45.7%
72	CalPERS Retirement	21,978	55,000	40.0%
73	CalPERS CEPPT/GASB 68 Retirement	110,152	-	0.0%
74	Group Insurance	49,767	100,000	49.8%
75	Group Insurance Retirees	2,689	10,000	26.9%
76	CalPERS OPEB Trust Reimbursement	-	(10,000)	0.0%
77	Workers' Compensation Insurance	13,711	12,750	107.5%
78	Uniforms & Laundry Services	2,859	4,700	60.8%
79	Employee Reimbursements	1,500	2,000	75.0%
80	Operating & Office Expenses	1,240	3,000	41.3%
81	Services & Supplies	2,191	4,500	48.7%
82	Education, Training, & Travel Expenses	10,745	10,000	107.5%
83	Employee Awards Incentives & Recognition	-	2,000	0.0%
84	Medical Exams & Testing	504	900	56.0%
85	Property & Liability Insurance	112,623	90,000	125.1%
86	Gasoline & Diesel Fuel	3,433	6,000	57.2%
87	Tools & Equipment	24,853	40,000	62.1%
88	Repairs & Maintenance	7,927	15,000	52.8%
89	Information Technology	5,506	5,000	110.1%
90	Utilities	1,465	3,500	41.9%
91	Depreciation & Amortization Expenses	-	10,000	0.0%
<b>92</b>	<b>TOTAL FLEET MAINTENANCE DEPARTMENT</b>	<b>\$ 545,076</b>	<b>\$ 741,350</b>	<b>73.5%</b>

**MIDWAY CITY SANITARY DISTRICT**

BUDGET vs. ACTUAL  
Q2 FY 2024-2025

		FY 2024-25	FY 2024-25	PERCENT of
		ACTUAL	BUDGET	BUDGET
<b>SOLID WASTE</b>				
93	Salaries & Wages	507,590	1,180,000	43.0%
94	Medicare	8,513	18,000	47.3%
95	CalPERS Retirement	44,228	125,000	35.4%
96	CalPERS CEPPT/GASB 68 Retirement	48,690	-	0.0%
97	Group Insurance	164,374	380,000	43.3%
98	Group Insurance Retirees	37,869	78,000	48.6%
99	CalPERS OPEB Trust Reimbursement	-	(78,000)	0.0%
100	Workers' Compensation Insurance	70,364	64,500	109.1%
101	Uniforms & Laundry Services	7,717	12,500	61.7%
102	Employee Reimbursements	3,343	6,000	55.7%
103	Operating & Office Expenses	1,083	6,000	18.0%
104	Services & Supplies	20,723	60,000	34.5%
105	Education, Training, & Travel Expenses	1,653	10,000	16.5%
106	Employee Awards Incentives & Recognition	81	2,000	4.1%
107	Medical Exams & Testing	1,000	5,000	20.0%
108	Property & Liability Insurance	208,163	230,000	90.5%
109	Claims Expense	2,163	10,000	21.6%
110	Gasoline & Diesel Fuel	1,212	7,500	16.2%
111	Tonnage Disposal Fees for Refuse, Recycling & Organics	1,306,108	2,650,000	49.3%
112	Containers/Carts for Refuse, Recycling & Organics	115,801	300,000	38.6%
113	Repairs, Maintenance, Tires, & Restock Parts	271,699	550,000	49.4%
114	Information Technology	2,146	40,000	5.4%
115	Professional & Consulting Services	19,647	30,000	65.5%
116	Clean-up Events	4,633	30,000	15.4%
117	Organics, Compost & SB 1383 Expenses	50,587	200,000	25.3%
118	Utilities	89,287	230,000	38.8%
119	Depreciation & Amortization Expenses	-	950,000	0.0%
<b>120</b>	<b>TOTAL SOLID WASTE</b>	<b>\$ 2,988,675</b>	<b>\$ 7,096,500</b>	<b>42.1%</b>



## MIDWAY CITY SANITARY DISTRICT

BUDGET vs. ACTUAL  
Q2 FY 2024-2025

		FY 2024-25	FY 2024-25	PERCENT of
		ACTUAL	BUDGET	BUDGET
<b>SEWER DEPARTMENT</b>				
121	Salaries & Wages	191,445	470,000	40.7%
122	Medicare	3,449	6,500	53.1%
123	CalPERS Retirement	30,449	90,000	33.8%
124	CalPERS CEPPT/GASB 68 Retirement	141,996	-	0.0%
125	Group Insurance	61,219	140,000	43.7%
126	Group Insurance Retirees	18,003	45,000	40.0%
127	CalPERS OPEB Trust Reimbursement	-	(40,000)	0.0%
128	Workers' Compensation Insurance	18,825	17,500	107.6%
129	Uniforms & Laundry Services	2,848	4,500	63.3%
130	Employee Reimbursements	790	3,000	26.3%
131	Operating & Office Expenses	1,769	6,500	27.2%
132	Services & Supplies	5,476	10,000	54.8%
133	Permits Fees Testing & Taxes	21,305	30,000	71.0%
134	Membership Dues & Subscriptions	1,036	3,300	31.4%
135	Education, Training, & Travel Expenses	3,213	30,000	10.7%
136	Employee Awards Incentives & Recognition	-	2,000	0.0%
137	Medical Exams & Testing	335	1,200	27.9%
138	Property & Liability Insurance	126,440	115,000	109.9%
139	Claims Expense	4,305	110,000	3.9%
140	Gasoline & Diesel Fuel	5,138	9,000	57.1%
140	Tools & Equipment	1,628	15,000	10.9%
140	Repairs & Maintenance	145,431	450,000	32.3%
141	CCTV and Cleaning of District Sewer Lines	729,977	800,000	91.2%
141	Engineering & Consulting	227,602	400,000	56.9%
141	Information Technology	1,671	50,000	3.3%
142	Professional & Consulting Services	20,297	200,000	10.1%
142	Temporary Personnel	42,574	50,000	85.1%
142	Fats Oils Grease (FOG) Program	9,234	35,000	26.4%
143	Resident Lateral Assistance Program	-	9,000	0.0%
143	Utilities	18,971	68,000	27.9%
143	Depreciation & Amortization Expenses	-	650,000	0.0%
<b>144</b>	<b>TOTAL SEWER</b>	<b>\$ 1,835,427</b>	<b>\$ 3,780,500</b>	<b>48.5%</b>

## MIDWAY CITY SANITARY DISTRICT

BUDGET vs. ACTUAL  
Q2 FY 2024-2025

		FY 2024-25	FY 2024-25	PERCENT of
		ACTUAL	BUDGET	BUDGET
<b>MIDWAY CITY SANITARY DISTRICT</b>				
145	<b>REVENUES</b>	\$ 9,094,780	\$ 18,053,358	50.4%
146	<b>EXPENSES</b>	\$ 6,993,215	\$ 14,973,460	46.7%
147	<b>REVENUES - EXPENSES =</b>	\$ 2,101,564	\$ 3,079,898	

		FY 2024-25	FY 2024-25	PERCENT of
		ACTUAL	BUDGET	BUDGET
148	Sewer System Department	1,835,427	3,780,500	48.5%
149	Solid Waste Department	2,988,675	7,096,500	42.1%
150	Fleet Maintenance Department	545,076	741,350	73.5%
151	Administration Department	1,495,737	2,919,850	51.2%
152	Board of Directors	128,299	435,260	29.5%
153	<b>TOTAL SUMMARY BY DEPT</b>	\$ 6,993,215	\$ 14,973,460	46.7%

		FY 2024-25	FY 2024-25	PERCENT of
		ACTUAL	BUDGET	BUDGET
<b>CAPITAL OUTLAY &amp; IMPROVEMENTS BUDGET</b>				
154	<b><i>District Offices &amp; Yard</i></b>			
155	District Buildings Technology, Board Room AV, & Cybersecurity	33,707	30,000	112.4%
156	New Computer Server	12,754		
157	New Ricoh Copier	9,640		
156	<b><i>Fleet Maintenance</i></b>			
157	EV Ford F150 Lightning w/Tool Box (Q1)	82,904	125,000	66.3%
158	Wash Rack Pressure Washer (Q1)	12,851	12,000	107.1%
159	EV Forklift & Equip (Fork/Extension/ Boom/ Bucket)		180,000	0.0%
160	<b><i>Solid Waste</i></b>			
161	Rebuilt Engines & Packers for CNG Trash Trucks (Q2)		60,000	0.0%
162	Fire Suppression System for Solid Waste Trucks (Q16)		150,000	0.0%
163	EV Stake bed Truck (Q1)	73,331	230,000	31.9%
164	Solar Infrastructure/Microgrid & EV Station(s) Pending Grant		250,000	0.0%
165	<b><i>Sewer</i></b>			
166	Plan Document Scanner and Plotter		15,000	0.0%
167	Sewer Flow Meter, Camera, and Smart Covers	39,999	150,000	26.7%
168	Trailer Mounted Portable Generator (Q1)	42,499	80,000	53.1%
169	EV Ford Lighting Pickup Trucks (Q2)		160,000	0.0%
170	Miscellaneous Capital Sewer System & Lift Station Projects TBD		2,200,000	0.0%
171	<b><i>Miscellaneous</i></b>			
172	None	-	-	0.0%
173	<b>TOTAL CAPITAL OUTLAY &amp; IMPROVEMENTS</b>	\$ 307,685	\$ 3,642,000	8.4%

AGENDA ITEM 7C

Date: February 4, 2025  
To: Board of Directors  
From: Robert Housley, General Manager  
Prepared by: Robert Housley, General Manager  
Subject: Approve Fiscal Year 2024-2025 Budget Adjustments No. 1

**BACKGROUND**

The fiscal year 2024-2025 budget was adopted June 18, 2024. It is the District’s practice to make periodic budget adjustments throughout the fiscal year. This report is an update on the financial condition of the district and recommends budget adjustments to reflect projected resources and expenditures more accurately.

**DISCUSSION**

The District remains fiscally strong and healthy. Investment revenue is exceeding budget estimates on a percentage basis. However, pass-through property tax funds are under performing from expectation and we are capturing this condition in our adjustment request. Operating expenditures are generally in alignment with District goals and priorities with a net zero change to overall expenditure estimates. However, we are proposing an increase in operating expense to support primarily the CalPERS CEPPT/GASB 68 program. Capital expenditures reflect current board approved projects, and commitments. However, we are proposing an adjustment to address some additional expenditures in the District Buildings off-set by reductions in Sewer and EV Stake Bed Truck assumptions. The District remains very active this fiscal year, with a substantial amount of capital projects, operational upgrades, services, and programs which are fully encompassed within the budget.

The budget to actual report with the recommended budget adjustments is attached thereof.

**FISCAL IMPACT**

Fiscal impact for revenue, expenses, capital outlay and miscellaneous items, is as follows:

Decrease to revenues	\$ 350,238
Increase to expenses	\$ 524,613
Increase to capital outlay & miscellaneous	\$ 600,923

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve the proposed budget adjustments as presented.

**ATTACHMENTS**

1. FY 2024-2025 Budget Adjustments No. 1

**MIDWAY CITY SANITARY DISTRICT**

BUDGET vs. ACTUAL  
FY 2024-2025 BUDGET ADJ #1

		FY 2024-25	FY 2024-25	PROPOSED	REVISED	PERCENT of
		ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	BUDGET
<b>SUMMARY</b>						
<b>1</b>	<b>REVENUES</b>					
2	Trash & Sewer Collection Fees	4,599,918	7,760,000	-	7,760,000	59.3%
3	Franchise Fees	699,632	1,350,000	-	1,350,000	51.8%
4	Property Taxes	804,177	1,521,925	-	1,521,925	52.8%
5	Pass-Thru Property Tax Funds	2,016,991	4,375,000	(375,000)	4,000,000	50.4%
6	Investment Income	1,796,479	2,726,433	-	2,726,433	65.9%
7	Other Revenue Sources	137,653	320,000	24,762	344,762	39.9%
<b>8</b>	<b>TOTAL REVENUES</b>	<b>\$ 10,054,851</b>	<b>\$ 18,053,358</b>	<b>\$ (350,238)</b>	<b>\$ 17,703,120</b>	<b>56.8%</b>
<b>9</b>	<b>EXPENSES</b>					
10	Salaries and Wages	1,623,048	3,335,000	6,900	3,341,900	48.6%
11	Benefits	1,426,974	1,769,360	504,157	2,273,517	62.8%
12	Tonnage Fees	1,104,757	2,650,000	-	2,650,000	41.7%
13	Repairs and Maintenance	1,051,410	1,414,000	5,000	1,419,000	74.1%
14	Depreciation & Amortization Expense	-	1,785,000	-	1,785,000	0.0%
15	Other Operating Expenses	2,058,872	\$ 4,020,100	13,555	\$ 4,033,655	51.0%
<b>16</b>	<b>TOTAL EXPENSES</b>	<b>\$ 7,265,061</b>	<b>\$ 14,973,460</b>	<b>\$ 529,613</b>	<b>\$ 15,503,073</b>	<b>46.9%</b>
17	Net Resources Over/(Under) Expenses	2,789,790	3,079,898	(879,851)	2,200,047	
<b>18</b>	<b>ACTUAL/BUDGET</b>	<b>\$ 10,054,851</b>	<b>\$ 18,053,358</b>	<b>\$ (350,238)</b>	<b>\$ 17,703,120</b>	

		FY 2024-25	FY 2024-25	PROPOSED	REVISED	PERCENT of
		ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	BUDGET
<b>REVENUES</b>						
<b>1</b>	<b>OPERATING REVENUES</b>					
2	Trash & Sewer Collection Fees	4,599,918	7,760,000		7,760,000	59.3%
3	Additional Container & Service Fees	8,134	15,000		15,000	54.2%
4	Franchise Fees	699,632	1,350,000		1,350,000	51.8%
5	Sewer Plan Check & Inspection Fees	40,876	55,000		55,000	74.3%
6	Sewer Connection Fees	7,838	15,000		15,000	52.3%
<b>7</b>	<b>OPERATING REVENUES</b>	<b>\$ 5,356,398</b>	<b>\$ 9,195,000</b>	<b>\$ -</b>	<b>\$ 9,195,000</b>	<b>58.3%</b>
<b>8</b>	<b>NON-OPERATING REVENUES</b>					
9	Property Tax Secured	717,421	1,375,000		1,375,000	52.2%
10	Property Tax Unsecured	35,601	38,000		38,000	93.7%
11	Property Tax Supplemental	15,274	30,000		30,000	50.9%
12	Homeowner's Property Tax Relief	2,502	6,000		6,000	41.7%
13	Public Utility Tax & Reg. Railroad	33,378	64,000		64,000	52.2%
14	Pass thru Property Taxes County of Orange	165,820	575,000	(375,000)	200,000	82.9%
15	Pass thru Property Taxes City of Westminster	1,851,171	3,800,000		3,800,000	48.7%
16	Investment Income	1,796,479	2,726,433		2,726,433	65.9%
17	Interest on Undistributed Taxes	-	8,925		8,925	0.0%
18	Other Revenue	46,043	225,000		225,000	20.5%
19	Gain/(Loss) on Disposal of Capital Assets	34,762	10,000	24,762	34,762	100.0%
<b>21</b>	<b>NON-OPERATING REVENUES</b>	<b>\$ 4,698,452</b>	<b>\$ 8,858,358</b>	<b>\$ (350,238)</b>	<b>\$ 8,508,120</b>	<b>55.2%</b>
<b>22</b>	<b>TOTAL REVENUES</b>	<b>\$ 10,054,851</b>	<b>\$ 18,053,358</b>	<b>\$ (350,238)</b>	<b>\$ 17,703,120</b>	<b>56.8%</b>

**MIDWAY CITY SANITARY DISTRICT**

BUDGET vs. ACTUAL  
FY 2024-2025 BUDGET ADJ #1

		FY 2024-25	FY 2024-25	PROPOSED	REVISED	PERCENT of
		ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	BUDGET
<b>BOARD OF DIRECTORS</b>						
23	Directors' Fees (salaries)	53,100	115,000	1,900	116,900	45.4%
24	Medicare	763	1,600		1,600	47.7%
25	Group Insurance	64,726	120,000		120,000	53.9%
26	Workers' Compensation Insurance	442	410	100	510	86.7%
27	Election Costs	-	120,000		120,000	0.0%
28	Board Meeting Expenses	4,673	8,000	2,000	10,000	46.7%
29	Operating & Office Expenses	836	5,500		5,500	15.2%
30	Services & Supplies	2,296	4,750		4,750	48.3%
31	Board Development & Travel Expenses	7,032	40,000		40,000	17.6%
32	Information Technology	12,614	20,000	(4,000)	16,000	78.8%
<b>33</b>	<b>TOTAL BOARD OF DIRECTORS</b>	<b>\$ 146,482</b>	<b>\$ 435,260</b>	<b>\$ -</b>	<b>\$ 435,260</b>	<b>33.7%</b>

**MIDWAY CITY SANITARY DISTRICT**

BUDGET vs. ACTUAL  
FY 2024-2025 BUDGET ADJ #1

		FY 2024-25	FY 2024-25	PROPOSED	REVISED	PERCENT of
		ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	BUDGET
<b>ADMINISTRATION</b>						
34	Salaries & Wages	529,800	1,200,000		1,200,000	44.2%
35	Medicare	9,360	17,000		17,000	55.1%
36	CalPERS Retirement	65,470	150,000		150,000	43.6%
37	CalPERS CEPPT/GASB 68 Retirement	172,419	-	172,419	172,419	100.0%
38	Group Insurance	126,747	229,500		229,500	55.2%
39	Group Insurance Retirees	49,609	96,000		96,000	51.7%
40	CalPERS OPEB Trust Reimbursement	-	(96,000)		(96,000)	0.0%
41	Workers' Compensation Insurance	5,851	5,600	1,100	6,700	87.3%
42	Uniforms & Laundry Services	1,603	3,250		3,250	49.3%
43	Employee Reimbursements	3,314	5,500	500	6,000	55.2%
44	Unemployment Benefits	2,250	-	2,250	2,250	100.0%
45	Operating & Office Expenses	16,090	45,000	(1,500)	43,500	37.0%
46	Local Govt. Formation Commission (LAFCO)	24,352	24,500	(148)	24,352	100.0%
47	Services & Supplies	19,796	50,000		50,000	39.6%
48	Printing & Publications	125	4,000		4,000	3.1%
49	Permits Fees Testing & Taxes	1,352	3,500		3,500	38.6%
50	Membership Dues & Subscriptions	11,144	15,000		15,000	74.3%
51	Education, Training, & Travel Expenses	16,378	60,000		60,000	27.3%
52	Employee Awards Incentives & Recognition	26,471	55,000		55,000	48.1%
53	Medical Exams & Testing	110	2,000		2,000	5.5%
54	Property & Liability Insurance	112,343	125,000		125,000	89.9%
55	Claims Expense	-	-		-	0.0%
56	Gasoline & Diesel Fuel	1,302	4,000		4,000	32.5%
57	Repairs & Maintenance	6,946	15,000		15,000	46.3%
58	Audit & Financial Services	25,410	28,000		28,000	90.8%
59	Legal Services Personnel	17,487	55,000	(20,000)	35,000	50.0%
60	Legal Services General Counsel	85,741	125,000	20,000	145,000	59.1%
61	Information Technology	46,299	70,000		70,000	66.1%
62	Professional & Consulting Services	76,097	100,000		100,000	76.1%
63	Temporary Personnel	32,493	60,000	(10,000)	50,000	65.0%
64	Community & District Events	85,377	120,000		120,000	71.1%
65	District Calendar	44,414	47,000	(2,586)	44,414	100.0%
66	Media & Program Development	31,704	80,000		80,000	39.6%
67	Utilities	1,637	46,000		46,000	3.6%
68	Depreciation & Amortization Expenses		175,000		175,000	0.0%
<b>69</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,649,492</b>	<b>\$ 2,919,850</b>	<b>\$ 162,034</b>	<b>\$ 3,081,884</b>	<b>53.5%</b>

**MIDWAY CITY SANITARY DISTRICT**

BUDGET vs. ACTUAL  
FY 2024-2025 BUDGET ADJ #1

		FY 2024-25	FY 2024-25	PROPOSED	REVISED	PERCENT of
		ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	BUDGET
<b>FLEET MAINTENANCE</b>						
70	Salaries & Wages	201,092	370,000	5,000	375,000	53.6%
71	Medicare	3,661	7,000		7,000	52.3%
72	CalPERS Retirement	26,043	55,000		55,000	47.4%
73	CalPERS CEPPT/GASB 68 Retirement	110,152	-	110,152	110,152	100.0%
74	Group Insurance	59,349	100,000	6,000	106,000	56.0%
75	Group Insurance Retirees	3,274	10,000		10,000	32.7%
76	CalPERS OPEB Trust Reimbursement	-	(10,000)		(10,000)	0.0%
77	Workers' Compensation Insurance	13,711	12,750	2,000	14,750	93.0%
78	Uniforms & Laundry Services	3,233	4,700	500	5,200	62.2%
79	Employee Reimbursements	1,960	2,000	1,600	3,600	54.4%
80	Operating & Office Expenses	1,256	3,000		3,000	41.9%
81	Services & Supplies	2,912	4,500	500	5,000	58.2%
82	Education, Training, & Travel Expenses	10,745	10,000	4,000	14,000	76.8%
83	Employee Awards Incentives & Recognition	-	2,000		2,000	0.0%
84	Medical Exams & Testing	704	900		900	78.2%
85	Property & Liability Insurance	112,623	90,000	25,000	115,000	97.9%
86	Gasoline & Diesel Fuel	3,433	6,000		6,000	57.2%
87	Tools & Equipment	27,283	40,000	5,000	45,000	60.6%
88	Repairs & Maintenance	9,355	15,000		15,000	62.4%
89	Information Technology	5,506	5,000	3,500	8,500	64.8%
90	Utilities	1,612	3,500		3,500	46.1%
91	Depreciation & Amortization Expenses		10,000		10,000	0.0%
<b>92</b>	<b>TOTAL FLEET MAINTENANCE DEPARTMENT</b>	<b>\$ 597,904</b>	<b>\$ 741,350</b>	<b>\$ 163,252</b>	<b>\$ 904,602</b>	<b>66.1%</b>

**MIDWAY CITY SANITARY DISTRICT**

BUDGET vs. ACTUAL  
FY 2024-2025 BUDGET ADJ #1

		FY 2024-25	FY 2024-25	PROPOSED	REVISED	PERCENT of
		ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	BUDGET
<b>SOLID WASTE</b>						
93	Salaries & Wages	609,352	<b>1,180,000</b>		<b>1,180,000</b>	<b>51.6%</b>
94	Medicare	9,965	<b>18,000</b>		<b>18,000</b>	<b>55.4%</b>
95	CalPERS Retirement	51,807	<b>125,000</b>		<b>125,000</b>	<b>41.4%</b>
96	CalPERS CEPPT/GASB 68 Retirement	48,690	-	48,691	<b>48,691</b>	<b>100.0%</b>
97	Group Insurance	194,180	<b>380,000</b>		<b>380,000</b>	<b>51.1%</b>
98	Group Insurance Retirees	45,028	<b>78,000</b>	12,000	<b>90,000</b>	<b>50.0%</b>
99	CalPERS OPEB Trust Reimbursement	-	<b>(78,000)</b>	(12,000)	<b>(90,000)</b>	<b>0.0%</b>
100	Workers' Compensation Insurance	70,364	<b>64,500</b>	6,500	<b>71,000</b>	<b>99.1%</b>
101	Uniforms & Laundry Services	8,968	<b>12,500</b>	3,500	<b>16,000</b>	<b>56.1%</b>
102	Employee Reimbursements	4,364	<b>6,000</b>	1,500	<b>7,500</b>	<b>58.2%</b>
103	Operating & Office Expenses	1,083	<b>6,000</b>		<b>6,000</b>	<b>18.0%</b>
104	Services & Supplies	20,723	<b>60,000</b>		<b>60,000</b>	<b>34.5%</b>
105	Education, Training, & Travel Expenses	1,653	<b>10,000</b>	(4,000)	<b>6,000</b>	<b>27.5%</b>
106	Employee Awards Incentives & Recognition	81	<b>2,000</b>		<b>2,000</b>	<b>4.1%</b>
107	Medical Exams & Testing	1,000	<b>5,000</b>		<b>5,000</b>	<b>20.0%</b>
108	Property & Liability Insurance	208,163	<b>230,000</b>		<b>230,000</b>	<b>90.5%</b>
109	Claims Expense	2,163	<b>10,000</b>		<b>10,000</b>	<b>21.6%</b>
110	Gasoline & Diesel Fuel	1,212	<b>7,500</b>		<b>7,500</b>	<b>16.2%</b>
111	Tonnage Disposal Fees for Refuse, Recycling & Organics	1,104,757	<b>2,650,000</b>		<b>2,650,000</b>	<b>41.7%</b>
112	Containers/Carts for Refuse, Recycling & Organics	115,801	<b>300,000</b>		<b>300,000</b>	<b>38.6%</b>
113	Repairs, Maintenance, Tires, & Restock Parts	287,204	<b>550,000</b>		<b>550,000</b>	<b>52.2%</b>
114	Information Technology	2,146	<b>40,000</b>	(20,000)	<b>20,000</b>	<b>10.7%</b>
115	Professional & Consulting Services	19,647	<b>30,000</b>		<b>30,000</b>	<b>65.5%</b>
116	Clean-up Events	4,633	<b>30,000</b>		<b>30,000</b>	<b>15.4%</b>
117	Organics, Compost & SB 1383 Expenses	50,587	<b>200,000</b>		<b>200,000</b>	<b>25.3%</b>
118	Utilities	105,818	<b>230,000</b>		<b>230,000</b>	<b>46.0%</b>
119	Depreciation & Amortization Expenses		<b>950,000</b>		<b>950,000</b>	<b>0.0%</b>
<b>120</b>	<b>TOTAL SOLID WASTE</b>	<b>\$ 2,969,390</b>	<b>\$ 7,096,500</b>	<b>\$ 36,191</b>	<b>\$ 7,132,691</b>	<b>41.6%</b>



**MIDWAY CITY SANITARY DISTRICT**

BUDGET vs. ACTUAL  
FY 2024-2025 BUDGET ADJ #1

		FY 2024-25	FY 2024-25	PROPOSED	REVISED	PERCENT of
		ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	BUDGET
<b>SEWER DEPARTMENT</b>						
121	Salaries & Wages	229,704	470,000		470,000	48.9%
122	Medicare	3,992	6,500	1,700	8,200	48.7%
123	CalPERS Retirement	35,615	90,000		90,000	39.6%
124	CalPERS CEPPT/GASB 68 Retirement	141,996	-	141,996	141,996	100.0%
125	Group Insurance	73,261	140,000		140,000	52.3%
126	Group Insurance Retirees	21,675	45,000		45,000	48.2%
127	CalPERS OPEB Trust Reimbursement	-	(40,000)		(40,000)	0.0%
128	Workers' Compensation Insurance	18,825	17,500	1,500	19,000	99.1%
129	Uniforms & Laundry Services	3,164	4,500	1,500	6,000	52.7%
130	Employee Reimbursements	790	3,000		3,000	26.3%
131	Operating & Office Expenses	3,067	6,500		6,500	47.2%
132	Services & Supplies	5,476	10,000		10,000	54.8%
133	Permits Fees Testing & Taxes	21,305	30,000		30,000	71.0%
134	Membership Dues & Subscriptions	1,036	3,300		3,300	31.4%
135	Education, Training, & Travel Expenses	3,213	30,000		30,000	10.7%
136	Employee Awards Incentives & Recognition	-	2,000		2,000	0.0%
137	Medical Exams & Testing	335	1,200		1,200	27.9%
138	Property & Liability Insurance	126,440	115,000	11,440	126,440	100.0%
139	Claims Expense	4,305	110,000		110,000	3.9%
140	Gasoline & Diesel Fuel	5,138	9,000		9,000	57.1%
140	Tools & Equipment	1,628	15,000		15,000	10.9%
140	Repairs & Maintenance	145,431	450,000		450,000	32.3%
141	CCTV and Cleaning of District Sewer Lines	729,977	800,000		800,000	91.2%
141	Engineering & Consulting	227,602	400,000		400,000	56.9%
141	Information Technology	1,671	50,000		50,000	3.3%
142	Professional & Consulting Services	20,297	200,000		200,000	10.1%
142	Temporary Personnel	46,591	50,000	10,000	60,000	77.7%
142	Fats Oils Grease (FOG) Program	9,234	35,000		35,000	26.4%
143	Resident Lateral Assistance Program	-	9,000		9,000	0.0%
143	Utilities	20,024	68,000		68,000	29.4%
143	Depreciation & Amortization Expenses		650,000		650,000	0.0%
<b>144</b>	<b>TOTAL SEWER</b>	<b>\$ 1,901,793</b>	<b>\$ 3,780,500</b>	<b>\$ 168,136</b>	<b>\$ 3,948,636</b>	<b>48.2%</b>

**MIDWAY CITY SANITARY DISTRICT**

BUDGET vs. ACTUAL  
FY 2024-2025 BUDGET ADJ #1

		FY 2024-25	FY 2024-25	PROPOSED	REVISED	PERCENT of
		ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	BUDGET
<b>MIDWAY CITY SANITARY DISTRICT</b>						
145	<b>REVENUES</b>	\$ 10,054,851	\$ 18,053,358	\$ (350,238)	\$ 17,703,120	56.8%
146	<b>EXPENSES</b>	\$ 7,265,061	\$ 14,973,460	\$ 529,613	\$ 15,503,073	46.9%
147	<b>REVENUES - EXPENSES =</b>	\$ 2,789,790	\$ 3,079,898	\$ (879,851)	\$ 2,200,047	

		FY 2024-25	FY 2024-25	PROPOSED	REVISED	PERCENT of
		ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	BUDGET
148	Sewer System Department	1,901,793	3,780,500		3,780,500	50.3%
149	Solid Waste Department	2,969,390	7,096,500		7,096,500	41.8%
150	Fleet Maintenance Department	597,904	741,350		741,350	80.7%
151	Administration Department	1,649,492	2,919,850		2,919,850	56.5%
152	Board of Directors	146,482	435,260		435,260	33.7%
153	<b>TOTAL SUMMARY BY DEPT</b>	\$ 7,265,061	\$ 14,973,460	\$ -	\$ 14,973,460	48.5%

		FY 2024-25	FY 2024-25	PROPOSED	REVISED	PERCENT of
		ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	BUDGET
<b>CAPITAL OUTLAY &amp; IMPROVEMENTS BUDGET</b>						
154	<i>District Offices &amp; Yard</i>					
155	District Buildings Technology, Board Room AV, & Cybersecurity	33,707	30,000	150,000	180,000	18.7%
156	New Computer Server	12,754		12,755	12,755	100.0%
157	New Ricoh Copier	9,640		9,641	9,641	100.0%
158	<i>Fleet Maintenance</i>					
159	EV Ford F150 Lightning w/Tool Box (Q1)	82,904	125,000	(30,000)	95,000	87.3%
160	Wash Rack Pressure Washer (Q1)	12,851	12,000	851	12,851	100.0%
161	EV Forklift & Equip (Fork/Extension/ Boom/Bucket)		180,000	(180,000)	-	0.0%
162	<i>Solid Waste</i>					
163	Rebuilt Engines & Packers for CNG Trash Trucks (Q2)		60,000		60,000	0.0%
164	Fire Suppression System for Solid Waste Trucks (Q4)		150,000	(110,000)	40,000	0.0%
165	EV Stake bed Truck (Q1)	73,331	230,000	(156,669)	73,331	100.0%
166	Solar Infrastructure/Microgrid & EV Station(s) Pending Grant		250,000	(150,000)	100,000	0.0%
167	<i>Sewer</i>					
168	Plan Document Scanner and Plotter		15,000		15,000	0.0%
169	Sewer Flow Meter, Camera, and Smart Covers	39,999	150,000	(110,000)	40,000	100.0%
170	Trailer Mounted Portable Generator (Q1)	42,499	80,000	(37,501)	42,499	100.0%
171	EV Ford Lighting Pickup Trucks (Q2)		160,000		160,000	0.0%
172	Miscellaneous Capital Sewer System & Lift Station Projects TBD		2,200,000		2,200,000	0.0%
173	<i>Miscellaneous</i>					
174	None	-	-		-	0.0%
175	<b>TOTAL CAPITAL OUTLAY &amp; IMPROVEMENTS</b>	\$ 307,685	\$ 3,642,000	\$ (600,923)	\$ 3,041,077	10.1%

AGENDA ITEM 7D

Date: February 4, 2024

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Gordon Copley, Director of Finance

Subject: Receive and File the California Employers' Pension Prefunding Trust (CEPPT) Account Update Summary as of December 31, 2024

**BACKGROUND**

In September of 2018, the California State Legislature passed Senate Bill 1413 (SB 1413) which created the California Employers' Pension Prefunding Trust (CEPPT). The CEPPT is a special irrevocable trust fund, in the California State Treasury, that allows State and local public agencies that provide a defined benefit pension plan to their employees to prefund their pension 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.

At the August 20, 2019, regular meeting, the Board of Directors approved joining the CEPPT program and establishing a trust with CalPERS for the Purpose of Prefunding the Midway City Sanitary District's Required Pension Contributions

**DISCUSSION**

By joining 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 in pension benefits, this trust is expected to generate significant revenues to apply towards retirement obligations. Using investment returns and the original contribution to pay the benefits during retirement is a sure path to rate stabilization and sustainable long-term benefits.

**FISCAL IMPACT**

CEPPT 115 fiscal summary since inception is shown below in the table. No fiscal impact to receive and file this report.

*(next page)*

As of December 31, 2024	Strategy 1	Strategy 2	Total
Initial contribution (09/06/2019)	\$2,500,000	\$0	\$2,500,000
Additional contributions	\$2,075,000	\$0	\$2,075,000
Disbursements (or Transfers)	(\$473,256)	\$0	(\$473,256)
CEPPT expenses	(\$47,924)	\$0	(\$47,924)
Investment earnings	\$1,025,860	\$0	\$1,025,860
Total assets (09/06/2019-12/31/2024 = 5.32 years)	\$5,079,680	\$0	\$5,079,680

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors receive and file this report.

**ATTACHMENTS**

1. CEPPT Account Update Summary as of December 31, 2024

# CEPPT Account Update Summary

Midway City Sanitary District

as of December 31, 2024



# CEPPT Account Summary

As of December 31, 2024	Strategy 1	Strategy 2	Total
Initial contribution (09/06/2019)	\$2,500,000	\$0	\$2,500,000
Additional contributions	\$2,075,000	\$0	\$2,075,000
Disbursements (or Transfers)	(\$473,256)	\$0	(\$473,256)
CEPPT expenses	(\$47,924)	\$0	(\$47,924)
Investment earnings	\$1,025,860	\$0	\$1,025,860
Total assets (09/06/2019-12/31/2024 = 5.32 years)	\$5,079,680	\$0	\$5,079,680

# CEPPT/CERBT Investment Returns

Periods Ended November 30, 2024

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	\$20,243,751,704	2.80%	2.02%	7.90%	19.16%	2.90%	6.89%	6.50%	5.63%
Benchmark		2.76%	1.90%	7.77%	18.85%	2.67%	6.63%	6.17%	5.25%
CERBT Strategy 2 (Inception October 1, 2011)	\$2,156,511,746	2.43%	1.41%	7.06%	16.21%	1.13%	4.91%	5.22%	6.58%
Benchmark		2.36%	1.28%	6.92%	15.91%	0.97%	4.72%	4.94%	6.32%
CERBT Strategy 3 (Inception January 1, 2012)	\$811,063,838	2.10%	0.97%	6.30%	13.88%	0.22%	3.61%	4.15%	5.01%
Benchmark		2.03%	0.85%	6.16%	13.60%	0.09%	3.46%	3.92%	4.75%
<b>CERBT Total</b>	<b>\$23,211,327,288</b>								
CEPPT Strategy 1 (Inception October 1, 2019)	\$213,451,241	2.32%	1.51%	6.77%	15.58%	1.97%	5.04%	-	5.33%
Benchmark		2.27%	1.40%	6.69%	15.44%	1.78%	4.90%	-	5.21%
CEPPT Strategy 2 (Inception January 1, 2020)	\$67,862,206	1.79%	0.87%	5.54%	11.92%	0.46%	-	-	2.59%
Benchmark		1.72%	0.76%	5.42%	11.78%	0.36%	-	-	2.47%
<b>CEPPT Total</b>	<b>\$281,313,447</b>								

## CEPPT Portfolios

Portfolios	CEPPT Strategy 1	CEPPT Strategy 2
Expected Return	5.4%	4.9%
Standard Deviation	8.4%	5.9%

## CEPPT Portfolio Details

Asset Classification	Benchmark	CEPPT Strategy 1	CEPPT Strategy 2
Global Equity	MSCI All Country World Index IMI (Net)	37% ±5%	21% ±5%
Fixed Income	Bloomberg U.S. Aggregate Bond Index	44% ±5%	61% ±5%
Real Estate Investment Trusts (REITs)	FTSE EPRA/NAREIT Developed Index (Net)	14% ±5%	9% ±5%
Treasury Inflation Protected Securities (TIPS)	Bloomberg US TIPS Index, Series L	5% ±3%	9% ±3%
Cash	91-Day Treasury Bill	- +2%	- +2%

## Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
  - Combines administrative, custodial, and investment fees
  - Separate trust funds
  - Self-funded, not-for-profit
  - Fee is applied daily to assets under management
    - 8.5 basis points - CERBT
    - 25 basis points - CEPPT



## Questions? Where to Get Trust Fund Information?

Name	Title	E-mail	Desk	Mobile
Darren Lathrop	Outreach & Support Manager	<a href="mailto:Darren.Lathrop@calpers.ca.gov">Darren.Lathrop@calpers.ca.gov</a>	(916) 795-0751	(916) 291-0391
Lee Lo	Section 115 Trusts & 457 Outreach Manager	<a href="mailto:Lee.Lo@calpers.ca.gov">Lee.Lo@calpers.ca.gov</a>	(916) 795-4034	(916) 612-4128
Therese Luo	Outreach & Support Analyst	<a href="mailto:Therese.Luo@calpers.ca.gov">Therese.Luo@calpers.ca.gov</a>	(916) 795-2983	(916) 213-2879
Danny Kaufman	Outreach & Support Analyst	<a href="mailto:Daniel.Kaufman@calpers.ca.gov">Daniel.Kaufman@calpers.ca.gov</a>	(916) 795-8278	(916) 440-3821
Katie Nguyen	Outreach & Support Analyst	<a href="mailto:Katie.Nguyen@calpers.ca.gov">Katie.Nguyen@calpers.ca.gov</a>	(916) 795-8248	(916) 715-1911
Colleen Cain-Herrback	Program Manager	<a href="mailto:Colleen.Cain-Herrback@calpers.ca.gov">Colleen.Cain-Herrback@calpers.ca.gov</a>	(916) 795-2474	(916) 505-2506
Robert Sharp	Assistant Division Chief	<a href="mailto:Robert.Sharp@calpers.ca.gov">Robert.Sharp@calpers.ca.gov</a>	(916) 795-3878	(916) 397-0756

Program E-mail Addresses	Prefunding Programs Webpages
<a href="mailto:CEPPT4U@calpers.ca.gov">CEPPT4U@calpers.ca.gov</a> – Questions & Document Submittal	<a href="http://www.calpers.ca.gov/CEPPT">www.calpers.ca.gov/CEPPT</a>
<a href="mailto:CERBT4U@calpers.ca.gov">CERBT4U@calpers.ca.gov</a> – Questions & Document Submittal	<a href="http://www.calpers.ca.gov/CERBT">www.calpers.ca.gov/CERBT</a>
<a href="mailto:CERBTACCOUNT@calpers.ca.gov">CERBTACCOUNT@calpers.ca.gov</a> – Online Record Keeping System	<a href="http://www.your-fundaccount.com/calpers">www.your-fundaccount.com/calpers</a>

AGENDA ITEM 7E

Date: February 4, 2025

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Gordon Copley, Director of Finance

Subject: Receive and File the California Employers' Retiree Benefit (CERBT) Account Update Summary as of December 31, 2024

**BACKGROUND**

In 2007, CalPERS established the California Employer's Retirement Trust (CERBT) fund, as an irrevocable Section 115 trust, available for public employers seeking to prefund their Other Post Employments Benefits (OPEB) obligations. The Midway City Sanitary District (District) provides health insurance for retirees as a post-employment benefit.

At the April 27, 2010, regular meeting, the Board of Directors approved joining CERBT and establishing a trust account to pre-fund the District's OPEB liabilities.

**DISCUSSION**

OPEB Trusts are a funding vehicle used by agencies to prefund the future costs of their retiree OPEB benefits as the employee services are rendered. Once funds are deposited into an irrevocable trust, they may not be withdrawn for any purpose other than funding the costs of employer's retiree OPEB benefits. This is the same way that pension trusts operate, such as the District's retirement plan with CalPERS for its employees. These OPEB Trusts provide agencies with a fiscally sound option for ensuring they can meet their OPEB liability in the most cost-effective manner.

**FISCAL IMPACT**

CERBT 115 Trust fiscal summary since inception is shown below in the table. No fiscal impact to receive and file this report.

*(next page)*

As of December 31, 2024	Strategy 1
Initial contribution (06/22/2010)	\$187,734
Additional contributions	\$4,108,567
Disbursements	(\$620,311)
CERBT expenses	(\$52,157)
Investment earnings	\$3,712,816
Total assets	\$7,336,649
Annualized net rate of return* (06/22/2010-12/31/2024 = 14.53 years)	6.57%
<i>*Net rate of return is unaudited and includes rounding variances.</i>	

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors receive and file this report.

**ATTACHMENTS**

1. CERBT Account Update Summary as of December 31, 2024

# CERBT Account Update Summary

Midway City Sanitary District

as of December 31, 2024



## OPEB Valuation Report Summary

OPEB Actuarial Valuation Report by MacLeod Watts, Inc.	
Valuation Date	6/30/2023
Measurement Date	6/30/2023
Total OPEB Liability (TOL)	\$5,967,867
Valuation Assets	\$6,517,501
Net OPEB Liability (NOL)	(\$549,634)
Funded Status	109%
Actuarially Determined Contribution (ADC)	\$240,362
CERBT Asset Allocation Strategy	Strategy 1
Discount Rate	6.00%

## CERBT Account Summary

As of December 31, 2024	Strategy 1
Initial contribution (06/22/2010)	\$187,734
Additional contributions	\$4,108,567
Disbursements	(\$620,311)
CERBT expenses	(\$52,157)
Investment earnings	\$3,712,816
Total assets	\$7,336,649
Annualized net rate of return* (06/22/2010-12/31/2024 = 14.53 years)	6.57%

\*Net rate of return is unaudited and includes rounding variances.

## Cash Flow Summary by Fiscal Year

Fiscal Year	Contributions	Disbursements	Cumulative Investment Gains (Losses)	Cumulative Fees	Cumulative Ending Assets
2006-07	\$0	\$0	\$0	\$0	\$0
2007-08	\$0	\$0	\$0	\$0	\$0
2008-09	\$0	\$0	\$0	\$0	\$0
2009-10	\$187,734	\$0	(\$1,082)	(\$4)	\$186,648
2010-11	\$276,530	\$0	\$62,245	(\$425)	\$526,085
2011-12	\$256,012	\$0	\$75,069	(\$1,159)	\$794,185
2012-13	\$113,095	\$0	\$166,757	(\$2,508)	\$997,620
2013-14	\$2,056,843	\$0	\$472,365	(\$4,999)	\$3,357,581
2014-15	\$0	\$0	\$468,569	(\$8,384)	\$3,350,400
2015-16	\$0	(\$92,658)	\$503,367	(\$11,147)	\$3,289,776
2016-17	\$0	(\$131,067)	\$854,634	(\$14,082)	\$3,507,041
2017-18	\$1,406,087	\$0	\$1,154,934	(\$17,561)	\$5,209,949
2018-19	\$0	\$0	\$1,478,800	(\$22,001)	\$5,529,375
2019-20	\$0	\$0	\$1,676,434	(\$26,759)	\$5,722,251
2020-21	\$0	(\$136,670)	\$3,239,440	(\$32,284)	\$7,143,062
2021-22	\$0	(\$66,120)	\$2,295,486	(\$38,257)	\$6,127,015
2022-23	\$0	\$0	\$2,691,269	(\$43,554)	\$6,517,501
2023-24	\$0	(\$193,796)	\$3,408,743	(\$49,276)	\$7,035,457
as of 12/31/2024	\$0	\$0	\$3,712,816	(\$52,157)	\$7,336,649

# CERBT/CEPPT Investment Returns

Periods ended November 30, 2024

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	\$20,243,751,704	2.80%	2.02%	7.90%	19.16%	2.90%	6.89%	6.50%	5.63%
Benchmark		2.76%	1.90%	7.77%	18.85%	2.67%	6.63%	6.17%	5.25%
CERBT Strategy 2 (Inception October 1, 2011)	\$2,156,511,746	2.43%	1.41%	7.06%	16.21%	1.13%	4.91%	5.22%	6.58%
Benchmark		2.36%	1.28%	6.92%	15.91%	0.97%	4.72%	4.94%	6.32%
CERBT Strategy 3 (Inception January 1, 2012)	\$811,063,838	2.10%	0.97%	6.30%	13.88%	0.22%	3.61%	4.15%	5.01%
Benchmark		2.03%	0.85%	6.16%	13.60%	0.09%	3.46%	3.92%	4.75%
<b>CERBT Total</b>	<b>\$23,211,327,288</b>								
CEPPT Strategy 1 (Inception October 1, 2019)	\$213,451,241	2.32%	1.51%	6.77%	15.58%	1.97%	5.04%	-	5.33%
Benchmark		2.27%	1.40%	6.69%	15.44%	1.78%	4.90%	-	5.21%
CEPPT Strategy 2 (Inception January 1, 2020)	\$67,862,206	1.79%	0.87%	5.54%	11.92%	0.46%	-	-	2.59%
Benchmark		1.72%	0.76%	5.42%	11.78%	0.36%	-	-	2.47%
<b>CEPPT Total</b>	<b>\$281,313,447</b>								

## CERBT Portfolios

Portfolios	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Expected Return	6.4%	6.1%	5.8%
Standard Deviation	11.5%	9.5%	8.1%

## CERBT Portfolio Details

Asset Classification	Benchmark	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Global Equity	MSCI All Country World Index IMI (Net)	49% ±5%	34% ±5%	23% ±5%
Fixed Income	Bloomberg Long Liability Index	23% ±5%	41% ±5%	51% ±5%
Real Estate Investment Trusts (REITs)	FTSE EPRA/NAREIT Developed Index (Net)	20% ±5%	17% ±5%	14% ±5%
Treasury Inflation Protected Securities (TIPS)	Bloomberg US TIPS Index, Series L	5% ±3%	5% ±3%	9% ±3%
Commodities	S&P GSCI Total Return Index	3% ±3%	3% ±3%	3% ±3%
Cash	91-Day Treasury Bill	- +2%	- +2%	- +2%



## Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
  - Combines administrative, custodial, and investment fees
  - Separate trust funds
  - Self-funded, not-for-profit
  - Fee is applied daily to assets under management
    - 8.5 basis points - CERBT
    - 25 basis points - CEPPT

## Financial Reporting

- CERBT provides audited and compliant GASB 75 report in a Schedule of Changes in Fiduciary Net Position (FNP)
  - Published in January each year

CERBT FNP Fiscal Year	Availability
<a href="#"><u>2020-21</u></a>	Available at <a href="https://www.calpers.ca.gov/cerbt"><u>https://www.calpers.ca.gov/cerbt</u></a>
<a href="#"><u>2021-22</u></a>	
<a href="#"><u>2022-23</u></a>	

## Questions? Where to Get Trust Fund Information?

Name	Title	E-mail	Desk	Mobile
Darren Lathrop	Outreach & Support Manager	<a href="mailto:Darren.Lathrop@calpers.ca.gov">Darren.Lathrop@calpers.ca.gov</a>	(916) 795-0751	(916) 291-0391
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Danny Kaufman	Outreach & Support Analyst	<a href="mailto:Daniel.Kaufman@calpers.ca.gov">Daniel.Kaufman@calpers.ca.gov</a>	(916) 795-8278	(916) 440-3821
Katie Nguyen	Outreach & Support Analyst	<a href="mailto:Katie.Nguyen@calpers.ca.gov">Katie.Nguyen@calpers.ca.gov</a>	(916) 795-8248	(916) 715-1911
Colleen Cain-Herrback	Program Manager	<a href="mailto:Colleen.Cain-Herrback@calpers.ca.gov">Colleen.Cain-Herrback@calpers.ca.gov</a>	(916) 795-2474	(916) 505-2506
Robert Sharp	Assistant Division Chief	<a href="mailto:Robert.Sharp@calpers.ca.gov">Robert.Sharp@calpers.ca.gov</a>	(916) 795-3878	(916) 397-0756

Program E-mail Addresses	Prefunding Programs Webpages
<a href="mailto:CEPPT4U@calpers.ca.gov">CEPPT4U@calpers.ca.gov</a> – Questions & Document Submittal	<a href="http://www.calpers.ca.gov/CEPPT">www.calpers.ca.gov/CEPPT</a>
<a href="mailto:CERBT4U@calpers.ca.gov">CERBT4U@calpers.ca.gov</a> – Questions & Document Submittal	<a href="http://www.calpers.ca.gov/CERBT">www.calpers.ca.gov/CERBT</a>
<a href="mailto:CERBTACCOUNT@calpers.ca.gov">CERBTACCOUNT@calpers.ca.gov</a> – Online Record Keeping System	<a href="http://www.your-fundaccount.com/calpers">www.your-fundaccount.com/calpers</a>

## AGENDA ITEM 8A

Date: February 4, 2025

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Nicolas Castro, Director of Operations/Safety

Subject: Consider the Purchase of Two (2) Ford F-150 Lightning Electrical Vehicles (EV) from National Auto Fleet Group in the Amount of \$110,910.76

### **BACKGROUND**

The California Air Resources Board's "Advanced Clean Fleets" regulations, effective October 1, 2023, requires government agencies to phase out aging fossil fuel-powered vehicles and transition to Zero Emission Vehicles (ZEVs), such as electric or hydrogen-powered alternatives.

The District identified several vehicles in its fleet that meet the criteria for replacement under these regulations. On May 21, 2024, the Board declared these vehicles as surplus and authorized the General Manager to proceed with their disposal.

Additionally, in alignment with the Board of Directors' priority to explore opportunities to enhance environmental sustainability, including the adoption of zero-emission vehicles and progress toward a carbon-neutral operation, the Board approved the FY 24-25 operating and capital outlay budgets in June 2024. The budget includes an allocation of \$160,000 for the acquisition of two new electric pickup trucks for the sewer department, replacing two vehicles disposed of due to the Advanced Clean Fleets regulations.

### **DISCUSSION**

To comply with regulatory requirements and support the District's sustainability initiatives, staff recommends the acquisition of two new Ford F-150 Lightning electric pickup trucks. These vehicles will replace two aging fleet assets being disposed of due to the Advanced Clean Fleets regulations. The transition to electric vehicles not only enhances the operational efficiency of the Sewer Maintenance Department by ensuring reliable daily use and emergency response capabilities but also aligns with the District's commitment to reducing its carbon footprint and implementing environmentally responsible practices.

In response to the Board's request at the January 21, 2025, regular meeting, staff has conducted additional research, obtained updated quotes, and expanded efforts to explore more local dealerships for better pricing and options.

Staff also revisited Sourcewell, a cooperative purchasing organization that enables government agencies, schools, and other eligible entities to collectively purchase goods and services through pre-negotiated contracts with vendors. This provides access to more competitive pricing and a streamlined procurement process by leveraging the collective buying power of its members. The

co-operative purchasing contract through Sourcewell satisfies the District’s competitive bid requirements, and the District has successfully used these methods in the past to purchase vehicles.

While the District has had success with Sourcewell in the past, electric vehicles were not available for purchase in 2024.

However, Sourcewell recently announced a limited supply of the Ford F-150 Lightning vehicles for 2025, which is available through a cooperative purchasing agreement for the first time. This option was not available when staff initially checked with Sourcewell in December, making it a timely and new opportunity for the District.

In obtaining updated quotes, we discovered that Sourcewell offers the F-150 Pro Super Crew trim, while retail dealerships have the F-150 Flash Super Crew trim available. The key difference is that the Super Crew trim is more of a work-oriented vehicle with fewer features, whereas the Flash Super Crew trim is designed with more premium options and additional features. Due to high demand for these vehicles, retail dealerships have informed us that the Flash Super Crew trim is the only option currently available and happens to be more expensive.

Due to the high demand for these vehicles, both price and availability are constantly fluctuating in the retail market. As a result, flexibility is essential in securing the best pricing and desired vehicle. Given the rapid turnover and the potential for these vehicles to be sold at any time, a formal competitive request-for-quote process of retail dealerships is not feasible. Should the board desire to purchase from a local dealership, to ensure that the District secures the most suitable vehicles at the best possible price, staff recommends maintaining flexibility in negotiations and being responsive to market conditions.

However, after careful assessment, staff has assessed that the Pro Super Crew trim, with National Auto Fleet Group (via Sourcewell), works best for our needs and offers the best combination of functionality and value for the District, making it the most cost-effective choice.

Therefore, staff is requesting that the Board authorize the General Manager to purchase the vehicles using a co-operative purchasing contract from Sourcewell with National Auto Fleet Group.

The table below compares the quotes received from retail dealerships including a quote from National Auto Fleet Group (via Sourcewell), who provided the lowest quote price at \$110,910.76. All quotes include taxes, fees, and factory warranties.

	Vendor Name	Location	Vehicle Make	Quote Prepared	Quote Amount
1	National Auto Fleet Group (Sourcewell)	Watsonville, CA - Delivered to MCSD	2025 Ford F-150 Lightning Pro SuperCrew	1/28/2025	\$110,910.76
2	BP Ford of Long Beach	Long Beach, CA	2025 Ford F-150 Lightning Flash Super Crew	1/22/2025	\$142,863.12
3	Fullerton Ford	Fullerton, CA	2024 Ford F-150 Lightning Flash Super Crew	1/22/2025	\$149,687.90
4	Ken Grody Ford – BP	Buena Park, CA	2024 Ford F-150 Lightning Flash Super Crew	1/23/2025	\$151,302.42
5	Huntington Beach Ford	Huntington Beach, CA	2024 Ford F-150 Lightning Flash Super Crew	1/28/2025	\$151,869.64

**FISCAL IMPACT**

The fiscal impact for the purchase of two (2) new Ford F-150 Lightening EV pickup trucks is \$110,910.76.

This expenditure is supported by the vehicle replacement fund and is in alignment with the current fiscal year's budget, which allocates \$160,000 for the purchase of these two vehicles. The investment is well-justified, given the long-term cost savings associated with electric vehicles, including lower fuel and maintenance costs, as well as potential environmental benefits.

**STAFF RECCOMENDATION**

Staff recommends that the Board of Directors approve the purchase of two new F150 Ford F-150 Lightening electric pickup trucks with Sourcewell in the amount of \$110,910.76 and authorize the General Manager to negotiate and execute all necessary documents related to the purchase.

**ATTACHMENTS**

1. National Auto Fleet Group (Sourcewell) [pg. 58]
2. BP Ford of Long Beach [pg. 68]
3. Fullerton Ford [pg. 71]
4. Ken Grody Ford of Buena Park [pg. 74]
5. Huntington Beach Ford [pg. 80]



**Midway City Sanitary District**  
Serving the Community of Westminster and Midway City since 1939

## Specifications Sheet for Purchase of (2) Two New EV Ford Lightning Pickup Trucks

### Prepared By

- **Organization:** Midway City Sanitary District
- **Contact Name:** Nicolas Castro
- **Title:** Director of Operations/Safety
- **Phone Number:** 714-812-3939 Mobile or 714-893-3553 Office
- **Email Address:** [ncastro@midwaycitysanitaryca.gov](mailto:ncastro@midwaycitysanitaryca.gov)

### Dealership Information

- **Dealership Name:** National Auto Fleet Group
- **Address:** 490 Auto Center Drive, Watsonville, CA 95076
- **Contact Name:** Randy Lester
- **Phone Number:** 1-855-289-6572
- **Email Address:** [fleet@nationalautofleetgroup.com](mailto:fleet@nationalautofleetgroup.com)

### Date

- **Prepared On:** January 28, 2025

### Vehicles Available

- **Vehicle 1:**
  - Year: 2025
  - Model: F-150 Lightning Flash
  - Trim Level: Pro
  - Features: 4WD SuperCrew 5.5' Box 145" WB
  - Exterior Color: White
  - VIN (if available): TBD
- **Vehicle 2:**
  - Year: 2025
  - Model: F-150 Lightning Flash
  - Trim Level: Pro
  - Features: 4WD SuperCrew 5.5' Box 145" WB
  - Exterior Color: White
  - VIN (if available): TBD

### Pricing

- **Guaranteed Pricing:** Yes, until vehicle(s) are no longer available
- **Pricing Guarantee Period:** Until vehicle(s) are no longer available





**Midway City Sanitary District**  
Serving the Community of Westminster and Midway City since 1939

- **Vehicle Price (Each):** \$50,752.06
- **Taxes, License, and Fees (Each):** \$4,703.32
- **Total Price for Two Vehicles:** \$110,910.76

- Warranty** Bumper to bumper: 3 years or 36,000 miles, whichever comes first  
Powertrain: 5 years or 60,000 miles  
Electric Vehicle Components: 8 years or 100,000 miles, covering the
- **Manufacturer Warranty:** high-voltage battery and related components.
  - **Extended Warranty (if included):** None

**Rebates and Incentives**

- **Federal EV Tax Credit:** N/A  
*(Note: Include the current federal tax credit amount, if applicable, and any eligibility criteria.)*
- **State EV Rebate:** N/A  
*(Note: Specify California state rebates, such as the Clean Vehicle Rebate Project (CVRP), if applicable.)*
- **Utility Incentives:** N/A  
*(Note: Indicate any local utility company rebates or incentives for EV purchases or charging station installations.)*
- **Other Applicable Rebates/Incentives:** \_\_\_\_\_

**Charging Equipment**

- **Charging Equipment Included:** None
- **Installation Services for Chargers (if available):** \_\_\_\_\_

**Additional Customization or Accessories**

- **Customizations (if any):** None
- **Accessories (e.g., bed liners, tool racks):** Tough Bed Spray-In Bedliner, Back-up Alarm System, Pro Power Onboard

**Additional Notes**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

1/28/2025

Quote ID: **38676**

Order Cut Off Date: **TBA**

Nicolas Castro  
Midway City Sanitary District  
Management

14451 Cedarwood Avenue  
Westminster, California, 92683

Dear Nicolas Castro,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

**Two (2) New/Unused (2025 Ford F-150 Lightning (W1B) Pro 4WD SuperCrew 5.5' Box 145" WB, )** and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Extended Unit's (2)	Total Savings
Contract Price	\$51,890.00	\$50,752.06	2.193 %	\$101,504.12	\$2,275.88
Tax (9.2500 %)		\$4,694.57		\$9,389.14	
Tire fee		\$8.75		\$17.50	
Total		\$55,455.38		\$110,910.76	

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
Account Manager  
Email: Fleet@NationalAutoFleetGroup.com  
Office: (855) 289-6572  
Fax: (831) 480-8497



**GMC**



## Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: [Fleet@NationalAutoFleetGroup.com](mailto:Fleet@NationalAutoFleetGroup.com)

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

### Additional Resources

Learn how to track your vehicle: [www.NAFGETA.com](http://www.NAFGETA.com)

Use the upfitter of your choice: [www.NAFGpartner.com](http://www.NAFGpartner.com)

Vehicle Status: [ETA@NationalAutoFleetGroup.com](mailto:ETA@NationalAutoFleetGroup.com)

General Inquiries: [Fleet@NationalAutoFleetGroup.com](mailto:Fleet@NationalAutoFleetGroup.com)

For general questions or assistance please contact our main office at:

**1-855-289-6572**

## Vehicle Configuration Options

<b>ENGINE</b>	
<b>Code</b>	<b>Description</b>
99K	Engine: Dual eMotor - Standard Battery, (STD)
<b>TRANSMISSION</b>	
<b>Code</b>	<b>Description</b>
44L	Transmission: Single-Speed, (STD)
<b>WHEELS</b>	
<b>Code</b>	<b>Description</b>
643	Wheels: 18" Alloy Gloss Black, (STD)
<b>TIRES</b>	
<b>Code</b>	<b>Description</b>
NONTR1	Tires: 275/65R18 A/T
<b>PRIMARY PAINT</b>	
<b>Code</b>	<b>Description</b>
YZ	Oxford White
<b>SEAT TYPE</b>	
<b>Code</b>	<b>Description</b>
VS	Medium Dark Slate, Vinyl Bucket Heated Front Seats, -inc: 2-way manual driver/passenger w/flow-through console and floor shifter
<b>ADDITIONAL EQUIPMENT</b>	
<b>Code</b>	<b>Description</b>
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates, optional to all others
96W	Tough Bed Spray-In Bedliner
85H	Back-Up Alarm System
479	Pro Power Onboard - 9.6 kW Exportable Power, -inc: 10 120v outlets, 8 USB outlets, 1 2.4kW circuit for frunk and cab, 2 3.6kW circuits for bed, outlet breakdown (in-cab: 2 120v, 6USB, in-bed: 4 120v, 1 240v, frunk: 4 120v, 2 USB)
<b>OPTION PACKAGE</b>	
<b>Code</b>	<b>Description</b>
110A	Equipment Group 110A Standard



# 2025 Fleet/Non-Retail Ford F-150 Lightning Pro 4WD SuperCrew 5.5' Box 145" WB

## WINDOW STICKER

2025 Ford F-150 Lightning Pro 4WD SuperCrew 5.5' Box 145" WB

CODE	MODEL	MSRP
W1B	2025 Ford F-150 Lightning Pro 4WD SuperCrew 5.5' Box 145" WB	\$47,780.00
<b>OPTIONS</b>		
99K	Engine: Dual eMotor - Standard Battery, (STD)	\$0.00
44L	Transmission: Single-Speed, (STD)	\$0.00
643	Wheels: 18" Alloy Gloss Black, (STD)	\$0.00
NONTR1	Tires: 275/65R18 A/T	INC
YZ	Oxford White	\$0.00
VS	Medium Dark Slate, Vinyl Bucket Heated Front Seats, -inc: 2-way manual driver/passenger w/flow-through console and floor shifter	\$0.00
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates, optional to all others	\$0.00
96W	Tough Bed Spray-In Bedliner	\$595.00
85H	Back-Up Alarm System	\$220.00
479	Pro Power Onboard - 9.6 kW Exportable Power, -inc: 10 120v outlets, 8 USB outlets, 1 2.4kW circuit for frunk and cab, 2 3.6kW circuits for bed, outlet breakdown (in-cab: 2 120v, 6USB, in-bed: 4 120v, 1 240v, frunk: 4 120v, 2 USB)	\$1,200.00
110A	Equipment Group 110A Standard	\$0.00
Please note selected options override standard equipment		
<b>SUBTOTAL</b>		<b>\$49,795.00</b>
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$2,095.00
<b>TOTAL PRICE</b>		<b>\$51,890.00</b>
Est City: N/A MPG Est Highway: N/A MPG Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

### Notes

## Standard Equipment

### MECHANICAL

Engine: Dual eMotor - Standard Battery -inc: 98 kWh usable capacity standard range battery (STD)
Transmission: Single-Speed (STD)

### EXTERIOR

Wheels: 18" Alloy Gloss Black (STD)
Tires: 275/65R18 A/T (STD)

### ADDITIONAL EQUIPMENT

Transmission w/Driver Selectable Mode
Full-Time All-Wheel
9.61 Axle Ratio
Battery w/Run Down Protection
Class IV Towing Equipment -inc: Hitch and Trailer Sway Control
Trailer Wiring Harness
2235# Maximum Payload
GVWR: 8,250 lbs
HD Front Shock Absorbers and Gas-Pressurized Rear Shock Absorbers
Front And Rear Anti-Roll Bars
Electric Power-Assist Speed-Sensing Steering
Permanent Locking Hubs
Double Wishbone Front Suspension w/Coil Springs
Trailing Arm Rear Suspension w/Coil Springs
Regenerative 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake
Lithium Ion (li-Ion) Traction Battery w/11.5 kW Onboard Charger, 11.9 Hrs Charge Time @ 220/240V and 1.517 Hrs Charge Time @ 440V
Regular Box Style
Tire Mobility Kit
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim
Black Door Handles
Black Power Heated Side Mirrors w/Manual Folding
Fixed Rear Window



Deep Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Integrated Storage
Ford Co-Pilot360 - Autolamp Auto On/Off Projector Beam Led Low/High Beam Directionally Adaptive Auto High-Beam Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
LED Brakelights
Headlights-Automatic Highbeams
Radio w/Seek-Scan, Clock, Speed Compensated Volume Control, Steering Wheel Controls, Radio Data System and External Memory Control
Radio: SiriusXM w/360L -inc: FM stereo and 6 speakers, a three (3)-month prepaid subscription, Service is not available in Alaska and Hawaii, Trial length and service availability may vary by model, model year or trim, Details: SiriusXM audio and data services each require a subscription sold separately, or as a package, by Sirius XM Radio Inc, Your SiriusXM service will automatically stop at the end of your trial unless you decide to subscribe, If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then- current rates, Fees and taxes apply, To cancel you must call SiriusXM at 1-866-635-2349, See SiriusXM Customer Agreement for complete terms at <a href="http://www.siriusxm.com">www.siriusxm.com</a> , All fees and programming subject to change, Not all vehicles or devices are capable of receiving all services offered by SiriusXM, Current information and features may not be available in all locations, or on all receivers, Satellite and streaming lineups vary slightly, 2020 Sirius XM Radio Inc, Sirius, XM, SiriusXM and all related marks and logos are trademarks of Sirius XM Radio Inc
Fixed Antenna
Vinyl Bucket Heated Front Seats -inc: 2-way manual driver/passenger w/flow-through console and floor shifter
Driver Seat
Passenger Seat
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Traction Battery Level, Power/Regen, Traction Battery Temperature, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 4G Mobile Hotspot Internet Access
Front Cupholder
Rear Cupholder
3 12V DC Power Outlets
Compass
Proximity Key For Push Button Start Only
Remote Keyless Entry w/Integrated Key Transmitter and Panic Button



Cruise Control w/Steering Wheel Controls
Voice Activated Dual Zone Front Automatic Air Conditioning
HVAC -inc: Underseat Ducts and Console Ducts
Locking Glove Box
Driver Foot Rest
Interior Trim -inc: Cabback Insulator, Metal-Look Door Panel Insert and Metal-Look Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
Day-Night Auto-Dimming Rearview Mirror
Driver And Passenger Visor Vanity Mirrors
Full Floor Console w/Locking Storage, Mini Overhead Console w/Storage, 3 12V DC Power Outlets and 8 120V AC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Plastic Floor Trim
Cargo Area Concealed Storage
Cargo Features -inc: Tire Mobility Kit
Pickup Cargo Box And Cargo Space Lights
Smart Device Remote Engine Start
SYNC 4 w/Enhanced Voice Recognition -inc: 12" LCD capacitive touchscreen w/swipe capability, information on demand panel, wireless phone connection, cloud connected, AppLink w/App catalog, 911 Assist, wireless Apple CarPlay and Android Auto compatibility, digital owners manual, conversational voice command recognition and connected navigation (includes 3-year trial), Note: Navigation services require SYNC4 and FordPass Connect (optional on select vehicles), complimentary connect service and the FordPass app (see FordPass Terms for details), Eligible vehicles receive a complimentary 3-year trial of navigation services that begins on the new vehicle warranty start date, Customers must unlock the navigation service trial by activating the eligible vehicle w/a FordPass member account, If not subscribed by the end of the complimentary period, the connected navigation service will revert to a moving-map and active routing will no longer be available, Connected service and features depend on compatible AT&T network availability, Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features, FordPass App, compatible w/select smartphone platforms, is available via a download, Message and data rates may apply
Instrument Panel Bin, Dashboard Storage, Interior Concealed Storage, Driver / Passenger And Rear Door Bins
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks w/Autolock Feature
Driver Information Center
Trip Computer
Outside Temp Gauge
Digital Appearance
Seats w/Vinyl Back Material



Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Perimeter Alarm
3 12V DC Power Outlets and 8 120V AC Power Outlets
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Rear Parking Sensors
BLIS with Trailer Tow Coverage Blind Spot
PCA with AEB and Intersection Assist
Cross-Traffic Alert
Ford Co-Pilot360 - Lane-Keeping Assist Lane Keeping Assist
Ford Co-Pilot360 - Lane-Keeping Assist Lane Departure Warning
Collision Mitigation-Front
Driver Monitoring-Alert
Evasion Assist
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Safety Canopy System Curtain 1st And 2nd Row Airbags
Airbag Occupancy Sensor
Driver And Passenger Knee Airbag
Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
Rear Child Safety Locks
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
Ford Co-Pilot360 - Reverse Camera Back-Up Camera



**Midway City Sanitary District**  
Serving the Community of Westminster and Midway City since 1939

**Specifications Sheet for Purchase of (2) Two New EV Ford Lightning Pickup Trucks**

**Prepared By**

- **Organization:** Midway City Sanitary District
- **Contact Name:** Nicolas Castro
- **Title:** Director of Operations/Safety
- **Phone Number:** 714-812-3939 Mobile or 714-893-3553 Office
- **Email Address:** ncastro@midwaycitysanitaryca.gov

**Dealership Information**

- **Dealership Name:** BP Ford of Long Beach
- **Address:** 2800 N. Bellflower Blvd. Long Beach Ca. 90815
- **Contact Name:** Ted Gahn
- **Phone Number:** 562-420-3333 Ext 2501 Cell: (714) 612-6736
- **Email Address:** Theodore.g@fordoflongbeach.com

**Date**

- **Prepared On:** 1/22/2025

**Vehicles Available**

- **Vehicle 1:**
  - Year: 2025
  - Model: F-150 Lightning Flash
  - Trim Level: XLT
  - Features: Standard
  - Exterior Color: White
  - VIN (if available): T.B.D
- **Vehicle 2:**
  - Year: 2025
  - Model: F-150 Lightning Flash
  - Trim Level: XLT
  - Features: Standard
  - Exterior Color: White
  - VIN (if available): T.B.D

**Pricing**

- **Guaranteed Pricing:** Yes
- **Pricing Guarantee Period:** 120 Days





**Midway City Sanitary District**  
Serving the Community of Westminster and Midway City since 1939

- Vehicle Price (Each): \$ 64,321
- Taxes, License, and Fees (Each): \$ 7,110.56
- Total Price for Two Vehicles: \$ 142,863.12

**Warranty**

- Manufacturer Warranty: 3 years / 36,000 miles - limited warranty
- Extended Warranty (if included): 8 years / 100,000 miles - Electric Component
- Extended Warranty (if included): N/A

**Rebates and Incentives**

- Federal EV Tax Credit: N/A  
(Note: Include the current federal tax credit amount, if applicable, and any eligibility criteria.)
- State EV Rebate: N/A  
(Note: Specify California state rebates, such as the Clean Vehicle Rebate Project (CVRP), if applicable.)
- Utility Incentives: N/A  
(Note: Indicate any local utility company rebates or incentives for EV purchases or charging station installations.)
- Other Applicable Rebates/Incentives:  
Fleet / Government (GFC) & Dealer Discounts

**Charging Equipment**

- Charging Equipment Included: N/A
- Installation Services for Chargers (if available):  
Ford Pro.

**Additional Customization or Accessories**

- Customizations (if any): N/A
- Accessories (e.g., bed liners, tool racks):  
See Build Sheet and additional notes below

**Additional Notes**

- 18" SPARE WHEEL AND TIRE
- Extended Range Battery
- Factory Order - allow 120-180 Days Est. For Delivery
- \_\_\_\_\_
- \_\_\_\_\_



Preview Order 0122 - W3L - 4x4 XLT SuperCrew : Order Summary Time of Preview: 01/22/2025 13:27:43 Receipt: NA

Dealership Name : BP Ford of Long Beach

Sales Code : F71051

Dealer Rep.	RICH BEECROFT	Type	Fleet	Vehicle Line	F-150	Order Code	0122
Customer Name	MIDWAY CITY	Priority Code	D1	Model Year	2025	Price Level	545

DESCRIPTION	MSRP	INVOICE	DESCRIPTION	MSRP	INVOICE
F150 4X4 SUPERCREW XLT - 145	\$67995	\$65275	8550# GVWR PACKAGE	\$0	\$0
145 INCH WHEELBASE	\$0	\$0	CA NEW MTR VEHICLE BOARD FEES	\$0	\$0.65
TOTAL BASE VEHICLE	\$67995	\$63359	FLEET EV NET INVOICE CREDIT	\$0	\$-505
OXFORD WHITE	\$0	\$0	JOB #2 ORDER	\$0	\$0
ACTIVE X TRIMMED SEATS	\$0	\$0	FRONT LICENSE PLATE BRACKET	\$0	\$0
MEDIUM DARK SLATE	\$0	\$0	BLUECRUISE EQUIP: 90DAY TRIAL	\$0	\$0
EQUIPMENT GROUP 312A	\$0	\$0	18" SPARE WHEEL AND TIRE	\$175	\$169
.FLASH	\$0	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0	\$-1394
.20" ALLOY DARK CARBONIZED GRAY	\$0	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0	\$-1916
.ZERO EMISSIONS VEHICLE	\$0	\$0	FUEL CHARGE	\$0	\$0
131KWH EXT BAT-DUAL	\$1500	\$1440	NET INVOICE FLEET OPTION (B4A)	\$0	\$7
SINGLE-SPEED TRANSMISSION	\$0	\$0	PRICED DORA	\$0	\$0
.275/60R20 BSW ALL-SEASON	\$0	\$0	ADVERTISING ASSESSMENT	\$0	\$0
ELECTRIC DRIVE REGULAR AXLE	\$0	\$0	DESTINATION & DELIVERY	\$2095	\$2095
				<b>MSRP</b>	<b>INVOICE</b>
TOTAL BASE AND OPTIONS				\$71765	\$65171.65
DISCOUNTS				NA	NA
TOTAL				\$71765	\$65171.65

This order has not been submitted to the order bank.

This is not an invoice.





## Midway City Sanitary District

Serving the Community of Westminster and Midway City since 1939

### Specifications Sheet for Purchase of (2) Two New EV Ford Lightning Pickup Trucks

#### Prepared By

- **Organization:** Midway City Sanitary District
- **Contact Name:** Nicolas Castro
- **Title:** Director of Operations/Safety
- **Phone Number:** 714-812-3939 Mobile or 714-893-3553 Office
- **Email Address:** [ncastro@midwaycitysanitaryca.gov](mailto:ncastro@midwaycitysanitaryca.gov)

#### Dealership Information

- **Dealership Name:** Fullerton Ford
- **Address:** 700 W. Commonwealth Ave., Fullerton, CA 92832
- **Contact Name:** Carlos Solis
- **Phone Number:** (909)701-3248
- **Email Address:** carlos.s@fullertonfordoc.com

#### Date

- **Prepared On:** 1/22/2025

#### Vehicles Available

- **Vehicle 1:**
  - Year: 2024
  - Model: F-150 Lightning Flash
  - Trim Level: Flash
  - Features: 4X4
  - Exterior Color: White
  - VIN (if available): 1FT6W3L74RWG28981
- **Vehicle 2:**
  - Year: 2024
  - Model: F-150 Lightning Flash
  - Trim Level: Flash
  - Features: 4X4
  - Exterior Color: White
  - VIN (if available): \_\_\_\_\_

#### Pricing

- **Guaranteed Pricing:** MSRP Price :\$71,185.00 Our Price : \$66,170
- **Pricing Guarantee Period:** February 15,2025



**Midway City Sanitary District**  
 Serving the Community of Westminster and Midway City since 1939

- **Vehicle Price (Each):** \$66,170
- **Taxes, License, and Fees (Each):** Doc Fee \$85 , Taxes \$6,497.20 Non Tax Fee's \$1,106.75
- **Total Price for Two Vehicles:** \$149,687.90

**Warranty**

- **Manufacturer Warranty:** 8 Year / 100 Mile Electric Vehicle Component Warranty
- **Extended Warranty (if included):** \_\_\_\_\_

**Rebates and Incentives**

- **Federal EV Tax Credit:** Federal Tax Credit Unapplicable  
*(Note: Include the current federal tax credit amount, if applicable, and any eligibility criteria.)*
- **State EV Rebate:** \_\_\_\_\_  
*(Note: Specify California state rebates, such as the Clean Vehicle Rebate Project (CVRP), if applicable.)*
- **Utility Incentives:** \_\_\_\_\_  
*(Note: Indicate any local utility company rebates or incentives for EV purchases or charging station installations.)*
- **Other Applicable Rebates/Incentives:**  
Ford Ev Retail Bonus Cash : \$3000

**Charging Equipment**

- **Charging Equipment Included:** MOBILE POWER CORD (120V/240V)
- **Installation Services for Chargers (if available):**  
 \_\_\_\_\_

**Additional Customization or Accessories**

- **Customizations (if any):** Optional Linex Spray On Bed Liner \$995
- **Accessories (e.g., bed liners, tool racks):**  
 \_\_\_\_\_

**Additional Notes**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



**A Veteran Owned Dealership**

FOR INTERNAL USE ONLY

Date: 1/22/2025  
 Salesperson: Carlos Solis  
 Manager: Drew Harris

**CUSTOMER**    Nick Midway City Sanitary District    Home Phone : \_\_\_\_\_  
 Address :    WESTMINSTER, CA 92683    Work Phone : \_\_\_\_\_  
               ORANGE  
 E-Mail : \_\_\_\_\_    Cell Phone : (714) 812-3939

**VEHICLE**  
 Stock # : F3759    New / Used :    **New**    VIN : 1FT6W3L74RWG28981    Mileage: 5  
 Vehicle : 2024 Ford F-150 Lightning    Color : Oxford White  
 Type : Flash All-Wheel Drive SuperCrew Cab    W3L

Market Value Selling Price	71,185.00
Discount	2,025.00
Rebate	3,000.00
Adjusted Price	66,160.00
BEDLINER	995.00
Total Purchase	67,155.00
DealerDoc	85.00
Tax	6,497.20
Non Tax Fees	1,106.75
Balance	74,843.95





**Specifications Sheet for Purchase of (2) Two New EV Ford Lightning Pickup Trucks**

**Prepared By**

- **Organization:** Midway City Sanitary District
- **Contact Name:** Nicolas Castro
- **Title:** Director of Operations/Safety
- **Phone Number:** 714-812-3939 Mobile or 714-893-3553 Office
- **Email Address:** [ncastro@midwaycitysanitaryca.gov](mailto:ncastro@midwaycitysanitaryca.gov)

**Dealership Information**

- **Dealership Name:** Ken Grody Ford - BP
- **Address:** 6211 Beach Blvd. Buena Park CA 90621
- **Contact Name:** Travis White
- **Phone Number:** 714.684.2575
- **Email Address:** travis.white@kengrodyford.com

**Date**

- **Prepared On:** 1.23.25

**Vehicles Available**

- **Vehicle 1:**
  - Year: 2024
  - Model: F-150 Lightning Flash
  - Trim Level: Flash
  - Features: Mobil Power Cord, Spray Liner
  - Exterior Color: White
  - VIN (if available): 1FT6W3L75RWG27712
- **Vehicle 2:**
  - Year: 2024
  - Model: F-150 Lightning Flash
  - Trim Level: Flash
  - Features: Mobil Power Cord.
  - Exterior Color: White
  - VIN (if available): 1FT6W3L75RWG27659

**Pricing**

- **Guaranteed Pricing:** N/A
- **Pricing Guarantee Period:** N/A



**Midway City Sanitary District**  
Serving the Community of Westminster and Midway City since 1939

- Vehicle Price (Each): \$71,185 - \$70,590
- Taxes, License, and Fees (Each): 4993.23 - \$4734.19
- Total Price for Two Vehicles: \$151,302.42

**Warranty**

- Manufacturer Warranty: 3 years or 36,000 / 5 yr 60k powertrain
- Extended Warranty (if included): \_\_\_\_\_

**Rebates and Incentives**

- Federal EV Tax Credit: 7500.<sup>00</sup>  
*(Note: Include the current federal tax credit amount, if applicable, and any eligibility criteria.)*
- State EV Rebate: N/A  
*(Note: Specify California state rebates, such as the Clean Vehicle Rebate Project (CVRP), if applicable.)*
- Utility Incentives: N/A  
*(Note: Indicate any local utility company rebates or incentives for EV purchases or charging station installations.)*
- Other Applicable Rebates/Incentives: \$3000

**Charging Equipment**

- Charging Equipment Included: No.
- Installation Services for Chargers (if available): N/A

**Additional Customization or Accessories**

- Customizations (if any): N/A
- Accessories (e.g., bed liners, tool racks): N/A

**Additional Notes**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_





ford.com

VEHICLE DESCRIPTION

# F-150 LIGHTNING

## RW G27712

2024 F-150 4X4 SUPERCREW  
145" WHEELBASE  
131KWH EXT BAT-SINGLE CHGR  
SINGLE-SPEED TRANSMISSION

EXTERIOR OXFORD WHITE  
INTERIOR DARK SLATE CLOTH 40/CON/40

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

**EXTERIOR**

- BOX LIGHTING-LED
- BOXLINK™
- HEADLAMPS - AUTO HIGH BEAM
- HEADLAMPS - AUTOLAMP (ON/OFF)
- LARGE FRONT TRUNK AREA
- LED PROJECTOR W/ DYNAMIC BENDING HEADLAMPS
- LOCKING REMOVABLE TAILGATE WITH TAILGATE ASSIST
- MIRRORS - HTD, PWR GLASS/ MANUAL-FOLD/TURN SIGNALS
- PICKUP BOX TIE DOWN HOOKS
- POWER LIFTGATE
- POWER UP/DOWN FRONT HOOD

**INTERIOR**

- 10-WAY PWR DRV & MULTI-ADJ PWR FRNT PASS
- 12" DIGITAL INSTRMNT CLSTR
- 1TOUCH UP/DOWN DR/PASS WIN (ON/OFF)
- 60/40 FOLD-UP REAR BENCH
- A/C W/DUAL CLIMATE CONTROL
- AUTO-DIM REARVIEW MIRROR
- HEATED STEERING WHEEL
- ILLUMINATED ENTRY
- INTERIOR WORK SURFACE
- MESSAGE CTR: OUTSIDE TEMP, COMPASS, TRIP COMPUTER
- PEDALS - POWER ADJUSTABLE
- POWERPOINT - 2-120V
- REAR-WINDOW DEFROSTER

**FUNCTIONAL**

- 360-DEGREE CAMERA
- B&O SOUND SYSTEM, 8 SPKR
- BLIS W/CROSS-TRAFFIC ALERT
- CLASS IV TRAILER HITCH
- EVASIVE STEERING ASSIST
- FORDPASS CONNECT™ 4G
- HOTSPOT TELEMATICS MODEM
- FORWARD SENSING SYSTEM
- INTELL ADAPT CRUISE CTRL
- LANE KEEPING SYSTEM
- POST-COLLISION BRAKING
- PRE-COLLISION ASSIST W/AEB
- SECURICODE™ KEYLESS ENTRY
- SYNC®4 W/EVR & 15.4" SCR N
- WIRELESS CHARGING PAD

**SAFETY/SECURITY**

- ADVANCETRACT™ WITH RSC®
- AIRBAGS - FRONT SEAT
- MOUNTED SIDE IMPACT
- AIRBAGS - SAFETY CANOPY®
- LED CTR HIGH MNT STOP LAMP
- PERIMETER ALARM
- SOS POST-CRASH ALERT SYSTM™

**WARRANTY**

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST
- 5YR/60,000 SAFETY RESTRAINT SYS
- 8YR/100,000 ELECTRIC VEHICLE COMPONENTS

INCLUDED ON THIS VEHICLE (MSRP)

**EQUIPMENT GROUP 312A**

- FLASH

(MSRP)

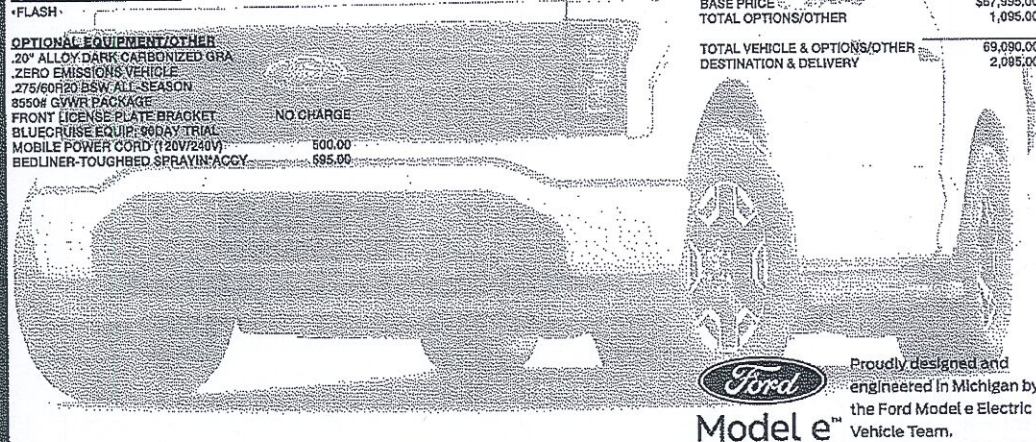
**OPTIONAL EQUIPMENT/OTHER**

- 20" ALLOY DARK CARBONIZED GRA ZERO EMISSIONS VEHICLE 275/60R20 BSW ALL-SEASON 8550# GVWR PACKAGE
- FRONT LICENSE PLATE BRACKET NO CHARGE
- BLUECRUISE EQUIP-30DAY TRIAL \$60.00
- MOBILE POWER CORD (120V/240V) \$95.00
- BEDLINER-TOUGHBED SPRAY-IN ACCY

**PRICE INFORMATION**

BASE PRICE \$67,995.00  
TOTAL OPTIONS/OTHER 1,095.00

TOTAL VEHICLE & OPTIONS/OTHER DESTINATION & DELIVERY 69,090.00  
2,095.00



Proudly designed and engineered in Michigan by the Ford Model e™ Electric Vehicle Team.

Model e™

RAMP O/R	CH27	CONVOY	TOTAL MSRP \$71,185.00
RAMP TWO	71-091L O/T 2		
This label is affixed pursuant to the Federal Automobile Information Disclosure Act, Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.			R100 N 6B 2A1 455 001032 12 30 24

Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit [www.ford.com/finance](http://www.ford.com/finance).

EPA DOT Fuel Economy and Environment

Electric Vehicle

**Fuel Economy**

**70** MPGe combined city/hwy

78 city 63 highway 48 kW-hrs per 100 miles

Standard Pickup Trucks range from 12 to 73 MPGe. The best vehicle rates 140 MPGe.

**You save \$4,250** in fuel costs over 5 years compared to the average new vehicle.

Driving Range: 320 miles (When fully fueled, vehicle can travel about...)

Charge Time: 14.6 hours (240V)

**Annual fuel cost \$1,100**

Fuel Economy & Greenhouse Gas Rating (tailpipe only) **9**

Smog Rating (tailpipe only) **10**

This vehicle emits 0 grams CO2 per mile. The best emits 0 grams per mile (tailpipe only). Does not include emissions from generating electricity. Learn more at [fuelconomy.gov](http://fuelconomy.gov).

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 29 MPG and costs \$9,750 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$4.15 per kW-hr. MPGe is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

**fuelconomy.gov**

Calculate personalized estimates and compare vehicles

**GOVERNMENT 5-STAR SAFETY RATINGS**

**Overall Vehicle Score ★★★★★**

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash	Driver Passenger	★★★★★
Side Crash	Front seat Rear seat	★★★★★
Rollover		★★★★★

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest. Source: National Highway Traffic Safety Administration (NHTSA). [www.safercar.gov](http://www.safercar.gov) or 1-888-327-4236



The FordPass Connect™ modem is active and sending vehicle data (e.g., diagnostics) to Ford. See in-vehicle Settings for connectivity options. FordPass Connect™ service and FordPass™ App required for certain remote features (see App Terms for more information). Connected service and related feature functionality is subject to compatible AT&T network availability. Evolving technology / cellular networks may affect functionality and availability, or continued provision of some features, prohibiting them from functioning. Message and data rates may apply. See your local Ford website for our privacy policy.

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**WARNING:** Operating, servicing and maintaining a passenger vehicle, pickup truck, vehicle can expose you to chemicals including phthalates and lead, which are known to cause cancer and birth defects or other reproductive harm. To minimize exposure, wear gloves or wash your hands frequently when servicing your vehicle. For more information go to [www.P65Warnings.ca.gov/passenger-vehicle](http://www.P65Warnings.ca.gov/passenger-vehicle).



**Purchaser:** 634208 MIDWAYCITYSANITARYD...  
Cust ID: 1171018 14451 Cedarwood Avenue  
Westminster ,CA 92683

**Lender:**

Urn# RW627712

**Stock #:** B245915

**Year:** 2024

**Make:** Ford

**Model:** F-150 LIGHTNING **Body:** 4X4 SUPERCrew

**Sales Date:**

**Sales Price:** 71,185.00  
**Trade Allow:** 0.00 -  
**Trade Payoff:** 0.00  
**Admin Fee:** 85.00  
**Title/Misc. Fees:** 619.75  
**License Fee:** 496.00  
**Warranty :** 0.00  
**Misc Fees:** 0.00  
**Loan Fees:** 0.00  
**GAP or DCA:** 0.00  
**CLAH:** 0.00  
**Sales Tax:** 5,167.08  
**Other Sales Tax:** 1,425.40  
**Gross Sale:** 78,978.23  
**Cash Down:** 0.00 -  
**Rebate:** 3000.00 -  
**Amount Due:** 75,978.23

**Interest Rate:** 0.00  
**Payment Frequency:** Cash Deal  
**Number of Payments:** 0  
**Days to 1st Pmnt:** 0  
**First Payment Date:** 01/23/2025  
**Payment:** 0 75,978.23





ford.com

VEHICLE DESCRIPTION

# F-150 LIGHTNING

RW G27659

2024 F-150 4X4 SUPERCREW  
146" WHEELBASE  
131KWH EXT-BAT-SINGLE CHGR  
SINGLE-SPEED TRANSMISSION

EXTERIOR  
OXFORD WHITE  
INTERIOR  
DARK SLATE CLOTH 40/CON/40

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

**EXTERIOR**

- BOX LIGHTING-LED
- BOXLINK™
- HEADLAMPS - AUTO HIGH BEAM
- HEADLAMPS - AUTOLAMP (ON/OFF)
- LARGE FRONT TRUNK AREA
- LED PROJECTOR W/ DYNAMIC BENDING HEADLAMPS
- LOCKING REMOVABLE TAILGATE WITH TAILGATE ASSIST
- MIRRORS - HTD, PWR GLASS/MANUAL-FOLD/TURN SIGNALS
- PICKUP BOX TIE DOWN HOOKS
- POWER LIFTGATE
- POWER UP/DOWN FRONT HOOD

**INTERIOR**

- 10-WAY PWR DRV & MULTI-ADJ PWR FRNT PASS
- 12" DIGITAL INSTRMNT CLSTR
- 1 TOUCH UP/DOWN DRV/PASS WIN
- 60/40 FOLD-UP REAR BENCH
- A/C W/DUAL CLIMATE CONTROL
- AUTO-DIM REARVIEW MIRROR
- HEATED STEERING WHEEL
- ILLUMINATED ENTRY
- INTERIOR WORK SURFACE
- MESSAGE CTR; OUTSIDE TEMP COMPASS, TRIP COMPUTER
- PEDALS - POWER ADJUSTABLE
- POWERPOINT - 2 120V
- REAR-WINDOW DEFROSTER

**FUNCTIONAL**

- 360-DEGREE CAMERA
- B&O SOUND SYSTEM, 8 SPKR
- BLIS W/CROSS-TRAFFIC ALERT
- CLASS IV TRAILER HITCH
- EVASIVE STEERING ASSIST
- FORDPASS CONNECT™ 4G HOTSPOT TELEMATICS MODEM
- FORWARD SENSING SYSTEM
- INTEL ADAPT CRUISE CTRL
- LANE-KEEPING SYSTEM
- POST-COLLISION BRAKING
- PRE-COLLISION ASSIST W/AEB
- SECURICODE, KEYLESS ENTRY
- SYNC®4 W/EVR & 15.5" SCR N
- WIRELESS CHARGING PAD

**SAFETY/SECURITY**

- ADVANCETRAC™ WITH RSC®
- AIRBAGS - FRONT SEAT MOUNTED SIDE IMPACT
- AIRBAGS - SAFETY CANOPY®
- LED CTR HIGH MNT STOP LAMP
- PERIMETER ALARM
- SOS POST-CRASH ALERT SYS™

**WARRANTY**

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST
- 5YR/60,000 SAFETY RESTRAINT SYS
- 8YR/100,000 ELECTRIC VEHICLE COMPONENTS

INCLUDED ON THIS VEHICLE (MSRP)

**EQUIPMENT GROUP 312A**

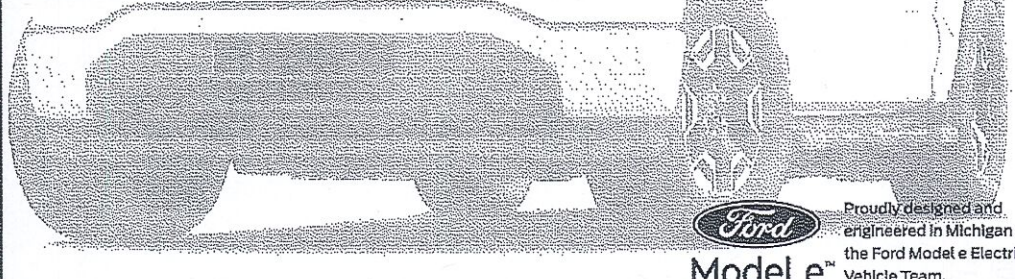
- \*FLASH\*
- OPTIONAL EQUIPMENT/OTHER
- 20" ALLOY DARK CARBONIZED GRA ZERO EMISSIONS VEHICLE
- 275/60R20 BSW ALL-SEASON 8550# GVWR PACKAGE
- FRONT LICENSE PLATE BRACKET
- BLUECHISEL EQUIP: 80DAY TRIAL
- MOBILE POWER CORD (120V/240V)

NO CHARGE

500.00

**PRICE INFORMATION**

BASE PRICE	\$87,995.00
TOTAL OPTIONS/OTHER	500.00
<b>TOTAL VEHICLE &amp; OPTIONS/OTHER DESTINATION &amp; DELIVERY</b>	<b>68,495.00</b>
	2,095.00



Proudly designed and engineered in Michigan by the Ford Model e Electric Vehicle Team.

**TOTAL MSRP \$70,590.00**

Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit [www.ford.com/finance](http://www.ford.com/finance).

R10D N 6B 2A1 455 001030 12 30 24

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EPA DOT Fuel Economy and Environment

Electric Vehicle

**Fuel Economy**

**70** MPGe Standard Pickup Trucks range from 12 to 73 MPGe. The best vehicle rates 140 MPGe.

78 63 48  
combined city/hwy city highway kW-hrs per 100 miles

**You save \$4,250** in fuel costs over 5 years compared to the average new vehicle.

Driving Range When fully charged, vehicle can travel about...

Charge Time: 14.6 hours (240V)

0 60 120 180 240 300 320 miles

**Annual fuel cost \$1,100**

**Fuel Economy & Greenhouse Gas Rating (tailpipe only)**

1 9 10 10 10  
Best Best

**Smog Rating (tailpipe only)**

1 10 10  
Best Best

This vehicle emits 0 grams CO<sub>2</sub> per mile. The best emits 0 grams per mile (tailpipe only). Does not include emissions from generating electricity. Learn more at [fuelconomy.gov](http://fuelconomy.gov).

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 28 MPG and costs \$9,750 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$1.15 per kW-hr. MPGe is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

**fuelconomygov**

Calculate personalized estimates and compare vehicles



**GOVERNMENT 5-STAR SAFETY RATINGS**

**Overall Vehicle Score ★★★★★**  
Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

**Frontal Crash Driver ★★★★★**  
**Passenger ★★★★★**

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

**Side Crash Front seat ★★★★★**  
**Rear seat ★★★★★**

Based on the risk of injury in a side impact.

**Rollover ★★★★★**

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest. Source: National Highway Traffic Safety Administration (NHTSA). [www.safercar.gov](http://www.safercar.gov) or 1-888-327-4236

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**WARNING:** Operating, servicing and maintaining a passenger vehicle, pickup truck, vehicle can expose you to chemicals including phthalates and lead, which are known California to cause cancer and birth defects or other reproductive harm. To minimize exposure, wear gloves or wash your hands frequently when servicing your vehicle. For more information go to [www.P65Warnings.ca.gov/passenger-vehicle](http://www.P65Warnings.ca.gov/passenger-vehicle).



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**Purchaser:** 634208 MIDWAYCITYSANITARYD...  
**Cust ID:** 1171018 14451 Cedarwood Avenue  
Westminster, CA 92683

**Lender:**

*Vin # RWG 27659*

**Stock #:** B245915

**Year:** 2024

**Make:** Ford

**Model:** F-150 LIGHTNING **Body:** 4X4 SUPERCrew

**Sales Date:**

**Sales Price:** 70,590.00  
**Trade Allow:** 0.00 -  
**Trade Payoff:** 0.00  
**Admin Fee:** 85.00  
**Title/Misc. Fees:** 619.75  
**License Fee:** 492.00  
**Warranty :** 0.00  
**Misc Fees:** 0.00  
**Loan Fees:** 0.00  
**GAP or DCA:** 0.00  
**CLAH:** 0.00  
**Sales Tax:** 5,123.94  
**Other Sales Tax:** 1,413.50  
**Gross Sale:** 78,324.19  
**Cash Down:** 0.00 -  
**Rebate:** 3000.00 -  
**Amount Due:** 75,324.19

**Interest Rate:** 0.00  
**Payment Frequency:** Cash Deal  
**Number of Payments:** 0  
**Days to 1st Pmnt:** 0  
**First Payment Date:** 01/23/2025  
**Payment:** 0 75,324.19



**Midway City Sanitary District**  
Serving the Community of Westminster and Midway City since 1939

**Specifications Sheet for Purchase of (2) Two New EV Ford Lightning Pickup Trucks**

**Prepared By**

- **Organization:** Midway City Sanitary District
- **Contact Name:** Nicolas Castro
- **Title:** Director of Operations/Safety
- **Phone Number:** 714-812-3939 Mobile or 714-893-3553 Office
- **Email Address:** [ncastro@midwaycitysanitaryca.gov](mailto:ncastro@midwaycitysanitaryca.gov)

**Dealership Information**

- **Dealership Name:** Huntington Beach Ford
- **Address:** 18255 Beach Blvd. Huntington Beach, CA 92648
- **Contact Name:** Aaron Protzmann
- **Phone Number:** (714) 842-6611 ext 1524
- **Email Address:** aaronp@huntingtonbeachford.com

**Date**

- **Prepared On:** 1/28/2025

**Vehicles Available**

- **Vehicle 1:**
  - Year: 2024
  - Model: F-150 Lightning Flash
  - Trim Level: 312A 4x4
  - Features: Cloth Seats, Pro Power Onboard
  - Exterior Color: White
  - VIN (if available): \_\_\_\_\_
- **Vehicle 2:**
  - Year: 2024
  - Model: F-150 Lightning Flash
  - Trim Level: 312A 4x4
  - Features: Cloth seats, Pro Power Onboard
  - Exterior Color: White
  - VIN (if available): \_\_\_\_\_

**Pricing**

- **Guaranteed Pricing:** \$75,934.82 (Each) <sup>(Sales Tax Included)</sup> <sub>(If License is Gov't Exempt)</sub>
- **Pricing Guarantee Period:** Good Through Feb. 28, 2025





**Midway City Sanitary District**  
Serving the Community of Westminster and Midway City since 1939

- **Vehicle Price (Each):** \$69,298 (after Fleet Rebate)
- **Taxes, License, and Fees (Each):** \$6,595.07 (tax) \$126.75 (fees if License Exempt)
- **Total Price for Two Vehicles:** \$151,869.64

**Warranty**

- **Manufacturer Warranty:** Bumper to Bumper 3yrs/36,000 miles  
Powertrain 5yrs/60,000 miles  
EV Components 8yrs/100,000 miles
- **Extended Warranty (if included):** available for purchase

**Rebates and Incentives**

- **Federal EV Tax Credit:** Up to \$7,500 if eligible  
*(Note: Include the current federal tax credit amount, if applicable, and any eligibility criteria.)*
- **State EV Rebate:** Closed  
*(Note: Specify California state rebates, such as the Clean Vehicle Rebate Project (CVRP), if applicable.)*
- **Utility Incentives:** Not available for fleet  
*(Note: Indicate any local utility company rebates or incentives for EV purchases or charging station installations.)*
- **Other Applicable Rebates/Incentives:**  
Fleet Rebate \$2,000

**Charging Equipment**

- **Charging Equipment Included:** Mobile Power Cord (120V/240V)
- **Installation Services for Chargers (if available):**  
Not available for Fleet Sales

**Additional Customization or Accessories**

- **Customizations (if any):** None
- **Accessories (e.g., bed liners, tool racks):**  
None

**Additional Notes**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## AGENDA ITEM 8B

Date: February 4, 2025

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Milo Ebrahimi, P.E., District Engineer

Subject: Consider Approval of a Proposed Job Description and Salary Schedule for the Position of Engineering Technician and Authorize Recruitment for the Position of Engineering Technician

### **BACKGROUND**

The Midway City Sanitary District ("District") oversees a significant sewer infrastructure: over 170 miles of underground sewer lines, more than 3,000 manholes, 4 sewer lift stations, and over 35,000 residential and commercial sanitary sewer connections within a 10.25-square-mile area, covering almost 100,000 City and County residents.

Given the complexity and technical demands of the District's sewer infrastructure and services, an Engineering Technician is essential and vital to the health and safety of those we serve, as well as to support the District Engineer. This role is pivotal in ensuring the proper maintenance, oversight, and long-term sustainability of the sewer system. Key responsibilities include overseeing and maintaining the sewer infrastructure, ensuring compliance with a wide array of regulatory requirements, managing the GIS system, and implementing critical plans such as the Sewer System Master Plan and Sewer System Management Plan (SSMP). The position also involves representing the District at planning meetings, preparing regulatory reports, and ensuring that infrastructure continues to meet both current and future needs.

Beyond sewer infrastructure, the Engineering Technician will play a key role in supporting the District's solid waste management efforts. This includes coordinating waste collection programs, monitoring compliance with waste regulations, promoting sustainable waste practices, and performing related duties as needed.

Given the scale, scope, and growing complexity of the District's operations, this position is crucial for the continued safe, efficient, and sustainable management of our essential infrastructure and services.

### **DISCUSSION**

The fast pace of new development is sharply increasing sewer demand, while our aging system requires more repairs and continuous maintenance, making the need for technical expertise more critical than ever. At the same time, the expanding responsibilities in solid waste management and oversight of vital district facilities, like our CNG and EV stations, have further grown the workload. The increasing number of new laws and regulations over the years has further added to staff workload, creating additional pressure on our resources. To ensure the continued efficiency

and reliability of all services, adding a new engineering technician position is critical. Without this added support, we risk delays in addressing urgent maintenance issues, hindered response times to system failures, and the potential for further strain on our already overstretched resources. This new role will help manage both the infrastructure needs of the sewer system and the evolving demands of solid waste, facility oversight, and regulatory compliance, ensuring the district continues to meet its service goals and maintain public health and safety.

Not only are the new city-wide development projects increasing at a rapid pace, causing sewer production to increase significantly, the sewer system infrastructure is also aging. Additionally, the growing number of new laws and regulations over the years has significantly increased staff workload. To ensure the continued safety and effectiveness of the sanitary sewer system, it is critical to add a MCSD Engineering Technician who can focus on managing these new regulatory requirements, overseeing the development of the upcoming Sewer System Master Plan and Sewer System Management Plan, handling Sewer Permits, coordinating Sewer System Audit Report tasks, and addressing the extensive work that will result from these initiatives, along with ongoing maintenance needs.

The District hired a professional District Engineer on March 20, 2023. Since then, the District Engineer has overseen all engineering duties. However, District Engineer is very busy managing numerous ongoing projects, including several emergency sewer system initiatives. Due to the time consuming nature of this type of engineering focused work, the District is in need of a trained, experienced Engineering Technician to help the District Engineer manage other responsibilities and initiatives. The District Engineer has been working many overtime hours including many weekend hours to catch up with sewer permit workload, which has been increased significantly due to high demand for ADUs and JADUs.

The new position will bring significant value to the District by improving efficiency, ensuring compliance, and supporting critical infrastructure projects. Over time, the work and improvements driven by this role will generate cost savings and additional revenue, ultimately funding the position through enhanced operational effectiveness and the successful completion of key initiatives:

1. Assist with planning, design, construction, and inspection of Capital Improvement Program (CIP) Projects for Sewer and Refuse Departments: The CCTV project was completed in January 2025, which is 10 years after the last such project. The initial review of videos by the staff have already revealed significant maintenance issues that need to be addressed to maintain safe sewer system conditions and prevent any sanitary sewer overflow. The CIP planning, design, construction, and inspection is a cycle of events that will continue indefinitely to ensure the safety and functionality of the sewer system. This project alone requires up to 20 hours per week of attention. On the other hand, CIP projects for the Refuse Department, such as the Microgrid Project, are essential to meet the requirements set by the California Air Resources Board, as well as to enhance safety and resilience of the service.
2. Higher quality customer service by faster processing of Sewer Permits: Just processing sewer permits can take up to 24 hours per week due to the high demand in the amount of

ADUs and JADUs since SB 13 was adopted in 2019. The number of sewer permits has more than doubled since 2020 and is projected to continue increasing each year. The number of sewer permits in 2020 calendar year was 83, in 2021 was 145, in 2022 was 186, in 2023 was 193, and in 2024 was 228. With the current housing shortage in California, it is expected that the trend will continue. For reference, the District's revenue from the sewer permits in 2024 was \$84,487.34, which is an increase of 26.6% compared with the 2023 calendar year total of \$66,756.12.

Processing times for sewer permits are limited for ADU and JADU projects. In California, state law requires local agencies to approve or deny complete applications for ADUs and JADUs within 60 days. If a local agency fails to act within this 60-day timeframe, the application is automatically deemed approved. This streamlined process is designed to encourage the development of ADUs and JADUs to address the state's housing shortage. The sewer permits that the District is responsible for is part of the 60-day time frame given to the City or County. Any delays in permit processing by the District could potentially impact the city or county's ability to meet the mandated timeline.

3. Assist with reviewing and resolving Sewer System Audit Report Findings: The Audit Report approved by the board on October 15, 2024 included 36 findings that need to be resolved by the end of the next calendar year. The purpose of the audit was to evaluate the District's current SSMP in relation to the newly adopted Order 2022-0103-DWQ and make recommendations to bring it into compliance with the new Order - which took effect on July 1, 2023. The previous order, which is superseded, was adopted in 2006. With the assistance of the Engineering Technician, the District could save significant money by avoiding fines associated with non-compliance with the new order. According to the new order, the SSMP audit must be done every 3 years.
4. Assist with enforcement of Ordinance No. 63 which was adopted in 2004 and has yet to be fully implemented: Ordinance No. 63 was approved by the Board of Directors for the District to adopt Fats, Oils and Grease (FOG) control regulations applicable to Food Service Establishments (FSE). This ordinance includes 8 articles, and Article 3 – FOG Wastewater Discharge Permits for Food Service Establishments has yet to be fully implemented. There are about 464 FSEs in the Jurisdiction of the District and according to Resolution No. 2004-14, the fee for each FOG wastewater discharge permit issues to Ordinance 63 is \$166.00 per year. Therefore, the District would have the ability to issue, collect fees, and enforce FOG permits with the assistance of the Engineering Technician. The estimated generated revenue from FOG permits, not including the enforcement, will be about \$72,240 per year. This revenue would not only cover a significant portion of the position's costs but could also contribute to its long-term sustainability, preventing future FOG related sewer blockage.

Staff does not believe it is either feasible or in the District's best interest to contract out for engineering services on an hourly basis. The quantity of hours needed to oversee, attend, and handle the regulatory requirements is almost a full-time job, and it would be more cost effective to have a full-time Engineering Technician. Contracting these services would likely cost at least 50 percent more, making it an infeasible option. Additionally, having a full-time experienced



engineering technician would help ensure continuity in decision-making across projects and work tasks, including maintenance of the sanitary sewer lines. A full-time Engineering Technician would also have a vested interest and be focused only on the District and not have their time and attention split between other clients.

With the growth of MCSD and the jurisdiction covered, a one-person engineering department has become inadequate to manage the demands of the current sewer system size and related responsibilities effectively. Additional staff is crucial to ensure compliance, operational efficiency, and proactive management. An Engineering Technician position is particularly vital to handle the growing workload and complexity. For instance, the Costa Mesa Sanitary District employs three additional staff members in its engineering department - a Construction Inspector, an Engineering Technician, and an Administrative Assistant - alongside the District Engineer. Similarly, the East Orange County Water District has a Principal Engineer supporting the District Engineer, while Irvine Ranch Water District and Moulton Niguel Water District maintain much larger engineering departments. Even with the addition of one more person, the District's engineering department would remain significantly smaller than those of comparable special sanitary and/or water districts. Expanding the team will better align the department with industry standards and improve its overall effectiveness.

A copy of the proposed Engineering Technician job description is attached to this Report. It is the District's mission to provide superior service to the community it serves. Management believes that by approving this new job description, the District will be able to provide higher quality customer service through faster processing of Sewer Permits, help with planning, design, construction, and inspection of CIP Projects, help with resolving Sewer System Audit Report Findings, help with implementation and enforcement of Ordinance No. 63, and much more.

The General Manager will oversee the recruitment process for this position. The job announcement along with the job description will be posted on several websites that are relevant for the position. The District Recruitment process will be followed, and an interview panel of District employees and/or outside professionals will be formed to interview selected candidates.

### **FISCAL IMPACT**

The annual base salary range for the proposed position is \$70,886.40-\$90,209.60, is in alignment with the industry for Engineering Technician, with experience.

A marketplace study was conducted via an RFP for On-Call engineer positions and support. The purpose of this study was to capture comparable data to calculate the fiscal impact of internally hiring a position for Engineering Technician versus contracting with an outside vendor for similar work. It is believed that doing this work in house, versus contracted to outside vendor, will have favorable fiscal results.

As a result of the aforementioned study, the fiscal impact of this position, including benefits and taxes, on a full-time annual basis is \$104,987. A comparable consulting rate for this position would be a minimum of \$212,160 which calculates to at least a \$107,173 savings on a comparable full-time annual basis (see below).

<b>Position/Title</b> <sup>(1)</sup>	<b>Midway City Sanitary District</b>	<b>AKM Consulting Engineers</b>	<b>JIG Consultants</b>	<b>Robin Hamers &amp; Assoc., Inc.</b>
<b>Location</b>		Irvine	Trabuco Cyn	Costa Mesa
Principal / Senior Civil Engineer (with P.E. license)		\$261.00	\$205.00	\$175.00
Design / Licensed Civil Engineer (with P.E. license)		\$241.00	\$200.00	\$175.00
Construction Manager		\$206.00	\$205.00	\$175.00
Field Technician / Inspector		\$178.00	\$160.00	\$140.00
CAD Technician		\$112.00	\$160.00	\$150.00
Assistant Engineer		\$111.00	\$155.00	
Engineering Technician <sup>(2)</sup>	\$50.47	\$102.00		
Engineering Technician - Full Time Position	\$104,987	\$212,160		

**Notes:**

1. Comparative title rates per hour based on RFP submissions for On-Call Services January 2025.
2. MCSD Engineering Technician rate reflects fully burden rate. Base rate of \$34.08 base with \$16.39 of benefits. MCSD rate remains lower than a comparable consulting rate.

By hiring an internally employed Engineering Technician at a fully burden rate of \$50.47 per hour, significant cost savings can be realized compared to paying an outside consulting firm \$102.00 per hour for the same title. The difference of \$51.53 per hour adds up quickly over time, allowing the organization to allocate resources more effectively. Additionally, internal hires can provide greater flexibility, consistency, and alignment with the company’s goals, reducing the potential for inefficiencies that might arise when relying on external consultants who may not have the same level of familiarity with the organization’s operations.

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve the proposed job description and salary schedule for the position of Engineering Technician and authorize recruitment for the position.

**ATTACHMENTS**

1. Job Description for Engineering Technician position [pg. 87]
2. Salary survey for Engineering Technician position [pg. 92]
3. Workflow Plan for Engineering Technician Position [pg. 93]

# Midway City Sanitary District



**Job Title:** Engineering Technician  
**Department:** Administration  
**Reports to:** District Engineer  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** Non-Represented  
**Salary Range:**

ENGINEERING TECHNICIAN [Non-Exempt]	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BI-WEEKLY	2,726.40	2,823.20	2,920.80	3,023.20	3,128.80	3,238.40	3,352.00	3,469.60
MONTHLY	5,907.20	6,116.93	6,328.40	6,550.27	6,779.07	7,016.53	7,262.67	7,517.47
ANNUAL	70,886.40	73,403.20	75,940.80	78,603.20	81,348.80	84,198.40	87,152.00	90,209.60
BASE PAY RATE PER HOUR	\$34.08	\$35.29	\$36.51	\$37.79	\$39.11	\$40.48	\$41.90	\$43.37

## DESCRIPTION

Under general supervision, performs technical/paraprofessional engineering and administrative tasks related to the issuance and processing of sewer permits including plan checking and calculating and collecting associated fees; reviews minor grading and site plans for elevational relationships for sewer facilities; schedules and may perform private and public sewer inspections, assists in the District's Fats, Oils, and Grease (FOG) program; explains ordinances, requirements, and District codes and procedures to building contractors, architects, engineers, builders, and the general public, as well as assisting with the District's CIP Program, GIS program, Sewer CCTV video program, DigAlert program, and Asset Management program; supports the District's solid waste management efforts by coordinating waste collection programs, monitoring compliance with waste regulations, and promoting sustainable practices; and performs related work as required. This position may perform engineering duties including design, inspection, consultant selection and oversight, project management, and review of plans and specifications.

## SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from District Engineer and/or from assigned supervisory or managerial staff. Exercises no supervision to staff.

## CLASS CHARACTERISTICS

This is a journey-level classification that is fully qualified and experienced to perform a variety of responsible duties to assist in the provision of District services to the public. 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 permit function, including plan review, inspection techniques and methods, processing permit applications and issuing permits in accordance with established requirements, and conducting environmental impact assessments under supervision of the District Engineer.

The ideal candidate for this position should possess strong interpersonal, written and verbal communication skills, as well as good customer service skills, in addition to being able to manage projects, track details, and work well under pressure.

## **REPRESENTATIVE JOB DUTIES**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Works with the District Engineer in the plan check process; reviews developmental plans to calculate and collect the appropriate fees.
- Performs technical plan checks of minor grading and site plans to ensure compliance with District requirements.
- Performs light drafting and project drawing preparation and designs in conjunction with the District Engineer.
- Conducts research and performs records retrieval; identifies District infrastructure and manhole locations District maps and conducts or assists with sewer marking requests.
- Assists the public at the front counter; processes forms, permit applications, and plans necessary for the issuance of construction permits as well as maintaining permit files.
- Responds to requests and inquiries from developers, contractors, engineers, and the general public.
- Provides information regarding engineering projects and information related to permit policies and procedures to the public.
- Reviews permit applications, plans, and specifications for compliance with applicable codes and standards.
- Issues permits for minor projects or for large construction projects requiring fees and bonds; calculates fees in accordance with established fee schedules; inputs information into an electronic database.
- Verifies required certificates of insurance and contractor's state license.
- Prepares and organizes monthly reports of permits issued, fees collected, and types of projects for use by District staff.
- Prepares environmental impact assessment, negative declaration, and notices of exemption statements for District projects in compliance with the California Environmental Quality Act (CEQA) under supervision of the District Engineer.
- Monitors environmental regulations, prepares routine documents, reports, and maintain project records.
- Reads and interprets the District's Sewer Atlas and applies sewer charges to properties, as appropriate, taking into consideration sewer lines owned by other jurisdictions.
- Answers phone calls and questions in a courteous and professional manner and provides information as requested; responds to resident complaints.

- Coordinates final inspection clearances; determines that all fees have been paid prior to permit issuance and/or occupancy and utility releases.
- Monitors and coordinates office paperwork and activities, including binding bids, distributing mail, answering phones, printing flyers, and conducting a variety of special projects in a routine administrative nature.
- Applies appropriate policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; processes appropriate information.
- Compiles information and data for statistical and financial reports; maintains a variety of statistical records; checks and tabulates statistical data.
- Contacts the public and outside agencies in acquiring and providing information.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Provides assistance with researching, writing, and submitting grant proposals to secure funding for projects and initiatives.
- Performs technical engineering reviews of plans, specifications, studies, and reports for the construction, alteration, and/or maintenance of sewer lines, facility improvement or other related projects.
- Assists in the preparation of staff reports, ordinances, resolutions and engineering manuals.
- Manages and tracks multiple engineering projects and may include some complex design projects.
- Prepares cost estimates and develops engineering plan and design criteria.
- Assists in the preparation of contract documents.
- Participates in project development including definition of scope, confirmation of budget, request for proposals, generation of plans and specifications, coordination of bidding process, and recommends approval/award of project.
- Provides engineering assistance to residents, developers, citizen committees and commissions. Provides technical assistance to other agencies or departments.
- Prepares requests for proposals, assists in the development of selection criteria for architectural/engineering and project/construction management firms; supervises the preparation of construction documents to ensure plan technical objectives and specifications are in compliance.
- Assists in monitoring the work of construction contractors to ensure compliance with plans, specifications and building codes and ensures that materials and workmanship meet acceptable industry standards. Manages consultants' work quality and deliverables.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Basic civil engineering, construction, and traffic safety principles and practices.
- Engineering plans, legal descriptions, right-of way procedures, drawings, and blueprints.
- Engineering and inspection principles and concepts.

- Processes for calculating fees, reviewing plans, and issuing permits.
- Inspection methods, techniques, principles, and concepts.
- Organization, procedures, and operating details of various District programs.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures.
- Business letter writing and basic report preparation.
- Business arithmetic and basic statistical techniques.
- Principles of record keeping and correspondence/report preparation.
- Basic understanding and knowledge of GIS systems, Atlas maps, and AutoCAD.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Perform engineering and mathematic calculations with speed and accuracy.
- Understand and explain District policies, procedures, fees, and codes and regulations to the general public, permit applications, and District staff.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Read and interpret plans, specifications, related construction documents and maps.
- Calculate fees and/or penalties from plans.
- Perform detailed, technical, and specialized program and permit support work.
- Respond to and effectively prioritize multiple phone calls, walk-ins from the public, and other requests for interruptions.
- Compose correspondence and reports.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic, financial, and statistical computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Any combination of training, experience, and certification that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- A bachelor's degree in civil engineering or related field and three (3) years customer service, including a high level of public contact.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Experience in processing permit applications is preferred.
- Experience in reading and analyzing construction plans to ensure compliance with project specifications, regulations, and standards.

**License and Certification:**

- Possession of, or ability to obtain a valid California driver's license and satisfactory driving record.
- Ability to obtain Pipeline Assessment Certification issued by National Association of Sewer Service Companies (NASSCO) within 15 months of employment.
- Ability to obtain Collection System Maintenance Grade 1 issued by California Water Environment Association (CWEA) within 15 months of employment.
- Ability to obtain Engineer In Training (EIT) Certification within 15 months of employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT****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 and visit various District sites; vision 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. The job involves some fieldwork requiring frequent walking in operational areas to identify problems or hazards. 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 and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds, and occasionally up to 50 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 occasionally work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset public and private representatives and contractors in interpreting and enforcing District policies and procedures.

Position:

**Engineering Technician**

Agency	Title	Start	End	No. of Employees in Engineering Dep.
Midway City Sanitary District (Proposed)	Engineering Technician	\$ 70,886.40	\$ 90,209.60	1 (current)
Irvine Ranch Water District	GIS/CCTV Technician	\$ 77,544.00	\$ 115,836.00	>15
Mesa Water District	Water Quality Technician II	\$ 77,604.00	\$ 106,980.00	4
City of Fountain Valley	Engineering Technician III	\$ 78,939.55	\$ 95,951.52	
City of Garden Grove	Prin Engineering Technician	\$ 80,028.00	\$ 118,236.00	
Costa Mesa Sanitary District	Engineering Technician	\$ 80,450.24	\$ 108,607.20	4
City of Huntington Beach	Senior Engineering Technician	\$ 82,326.00	\$ 102,024.00	
City of Westminster	Engineering Assistant	\$ 83,636.80	\$ 106,745.60	
Orange County Sanitation District	Engineering Technician	\$ 100,401.60	\$ 122,054.40	>15
<b>Average</b>		\$ 82,616.27	\$ 109,554.34	
<b>Min</b>		\$ 77,544.00	\$ 95,951.52	
<b>Max</b>		\$ 100,401.60	\$ 122,054.40	



## Workflow Plan for Engineering Technician Position

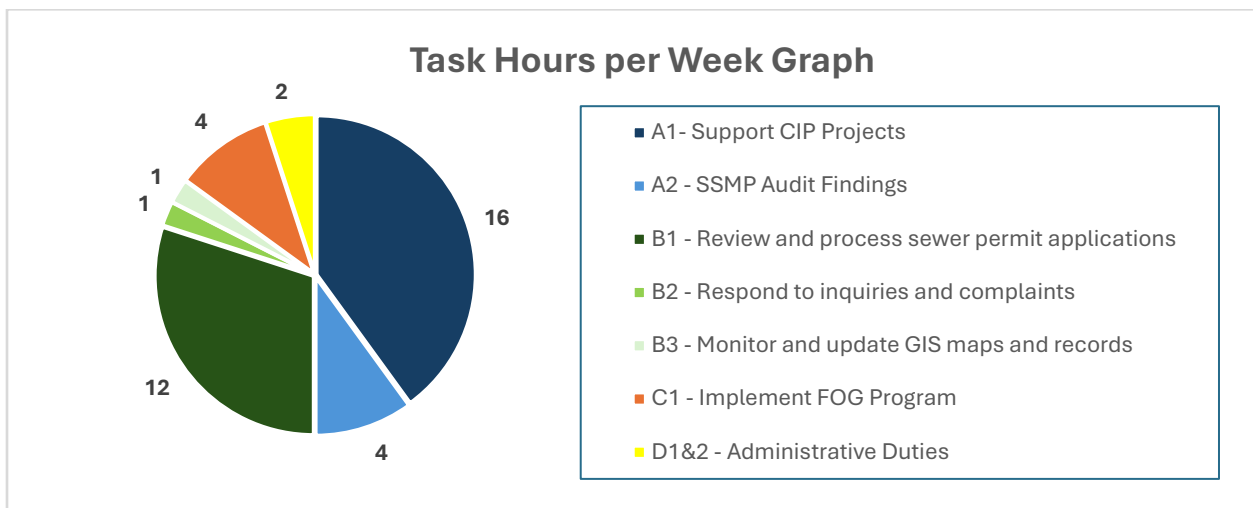
### 1. Purpose and Primary Objectives

- A. Support CIP Projects:
  - a. Assist with planning, design, construction, and inspection Capital Improvement Programs (CIP) for Sewer and Refuse Departments such as sewer line lining, replacement, upsizing, and Micro Grid Project.
  - b. Assist with solving complex problems, calculations, analysis, drafting and project drawing preparation and designs in conjunction with the District Engineer, efficiency, and sustainability in projects across sewer and refuse departments.
  - c. Ensure refuse and sewer system safety and functionality and stay in compliance with state water and air quality board regulations and requirements.
- B. Improve Customer Service:
  - a. Streamline processing of sewer permits to meet increasing demand.
  - b. Adapt to the rising trend of developments, ensuring compliance and prompt service.
  - c. Revenue growth from permits supports operational sustainability.
- C. Enforce Ordinance No. 63:
  - a. Implement and manage FOG Wastewater Discharge Permits for approximately 464 Food Service Establishments (FSE).
  - b. Generate estimated annual revenue of \$72,240 while preventing FOG-related blockages.
- D. Audit and Compliance:
  - a. Collaborate on resolving findings from the SSMP Audit Report to avoid non-compliance penalties.
  - b. Ensure compliance with Order 2022-0103-DWQ through regular audits (every 3 years).

### 2. Detailed Workflow

- A. Project-Based Tasks (~20 hours per week)
  - a. Task 1: Support CIP Projects (~16 hours per week).
    - Assist in planning, design, construction, and inspection refuse and sewer infrastructure plans.
    - Track project budgets and schedules, and contribute to monthly progress reports.
  - b. Task 2: Address SSMP Audit Findings (~4 hours per week).
    - Review findings, create resolutions, and draft compliance reports.
    - Collaborate with the District Engineer to prepare for the next audit cycle.
- B. Sewer Permits and Daily Operations (~14 hours per week)
  - a. Task 1: Review and process sewer permit applications (~12 hours per week).

- Checking plans and calculate fees in accordance with District and Orange County Sanitation District schedules.
  - Maintain permit logs and issue updates to stakeholders.
  - b. Task 2: Respond to inquiries and complaints from residents, contractors, and developers (~1 hours per week).
    - Provide information on District regulations, permits, and compliance requirements.
  - c. Task 3: Monitor and update GIS maps and records (~1 hours per week).
    - Coordinate with the DigAlert program for infrastructure marking.
- C. Ordinance and Policy Enforcement (~4 hours per week)
- a. Task 1: Implement FOG Program (~4 hours per week).
    - Issue permits, monitor compliance, and educate establishments on best practices.
    - Manage fee collection and enforcement actions for non-compliance.
- D. Administrative Duties (~2 hours per week)
- a. Task 1: Prepare project-specific reports.
    - Drafting a report on the status of a construction project, detailing completed tasks and upcoming deadlines.
    - Reporting on the development progress of a specific project, noting any delays or challenges.
  - b. Task 2: Maintain accurate project files, records, and statistical data.
    - Organizing and maintaining physical and digital files for projects.
    - Ensuring proper filing and labeling of records for easy retrieval.
    - Regularly updating databases and document management systems.
- E. Organizational Work (If any time available during the week or during slower periods)
- a. Task 1: Organize, scan, and file all the permits.
    - All permits have not been organized or digitized.
  - b. Task 2: Organize, scan, and file all the construction plans and drawings.
    - All construction plans and drawings have not been organized or digitized.



### 3. Summary of Roles and Responsibilities of the Workflow

<b>Task</b>	<b>Primary Role</b>	<b>Collaborators</b>	<b>Outcome</b>
A1 - CIP Support	Engineering Technician	District Engineer, Contractors, & Consulting Engineers	Efficient project planning and execution
A2 - Audit Resolution	Engineering Technician	District Engineer, and District Staff	Regulatory compliance and monitoring new regulations
B1,2,3 - GIS & Sewer Permits Processing	Engineering Technician	District Engineer, and Property owners	Faster permit approval and compliance
C1 - FOG Program Enforcement	Engineering Technician	Sewer Lead, FSE Owners, and Inspectors	Improved sewer system reliability
D1,2 - Administrative Duties	Engineering Technician	District Engineer, and District Staff	Efficient project planning and execution

AGENDA ITEM 9A

Date: February 4, 2025  
To: Board of Directors  
From: James H. Eggart, General Counsel  
Subject: Appointment of Labor Negotiator(s) For Purposes of Conducting Labor Negotiations with General Manager

**BACKGROUND**

On March 7, 2023, the Board of Directors approved an Employment Agreement with General Manager Robert Housley. In accordance with Section 4 of the Agreement, a closed session item for conduct of a performance evaluation of the General Manager has been placed on the February 4, 2025 meeting Agenda (Item 14.A). In anticipation that the Board may potentially wish to discuss changes to the General Manager’s salary or compensation, a closed session item for conference with the District’s labor negotiator(s) has also been placed on the February 4, 2025 meeting Agenda (Item 14.B). Pursuant to the Employment Agreement, any increases to the General Manager’s salary or benefits are at the sole discretion of the Board.

**DISCUSSION**

Government Code Section 54957.6 authorizes the Board of Directors to convene in closed session with its designated representative(s) regarding the salary and compensation of unrepresented employees such as the General Manager. Closed sessions authorized by Government Code Section 54957.6 are for the limited purpose of allowing the Board to review its position and to give instructions to the Board’s designated labor negotiator(s). To do so, however, the Board must place the appointment of a labor negotiator on the open and public session of the agenda and select a labor negotiator(s) prior to convening in closed session to review its position and prior to giving instruction to its designated representative(s). In the past, the Board has appointed the District’s General Counsel and one or more members of the Board to serve as negotiators regarding the general manager position. Under the Brown Act, the Board must take “final action” on proposed compensation concerning employment of an interim general manager in open session after meeting and conferring with the Board’s designated labor representative(s).

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Pursuant to Government Code Section 54957.6, appoint General Counsel Eggart and/or one or more members of the Board of Directors to serve as the Board’s designated representative(s) for purposes of conducting labor negotiations with the General Manager, an unrepresented employee.



# 2025 Board Meeting Calendar

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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28	29	30				

- Reg Board Meeting (24)
  - Special Board Meeting
  - L & P.A. Outreach Comm. Meeting (12)
  - Calendar Committee Meeting
  - Franchise Committee Meeting
  - ISDOC Qrtly Luncheon (4)
  - Clean-up event (5)
- 
- Special Events/Conferences**
- 1/25 District Open House
  - 2/1 WM Tet Festival
  - 3/26 SDRMA Spring Education Day
  - 4/21-24 CSDA Leadership Conference
  - 5/6-9 WasteExpo Conference
  - 5/17 Compost/Shredding Event
  - 5/20-21 CSDA Legislative Days
  - 7/16 WM Safety Day
  - 8/25-28 CSDA Annual Conference
- 
- Holiday - District Closed**
- 1/1 New Year's Day
  - 2/17 President's Day
  - 5/26 Memorial Day
  - 7/4 Independence Day
  - 9/1 Labor Day
  - 11/27 Thanksgiving Day
  - 12/25 Christmas Day

Updated on 01/29/25