

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

**Tuesday, August 15, 2023  
5:30 P.M.**

**AGENDA**

**OUR MISSION STATEMENT**

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

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

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

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

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

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

#### **4. APPROVAL OF THE MINUTES**

- A. Approval of the Minutes of the Regular Meeting on August 1, 2023

#### **5. APPROVAL OF EXPENDITURES**

- A. Approval of Demands in the Amount of \$1,362,553.43

#### **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 from CR&R Quarterly Reports
- D. Report from the Building Project Ad Hoc Committee Meeting on August 1, 2023
- E. Report from the CR&R Tenant Workshop at Cinnamon Creek on August 9, 2023
- F. Report from the Outreach VietLink Radio on August 10, 2023

#### **7. CONSENT CALENDAR**

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

- A. Approve the Engineer Report for July 2023
- B. Approve the August 2, 2023, Outreach Committee Recommendations
- C. Approve and File the Treasurer's Investment Report for July 2023

#### **8. OLD BUSINESS**

None

#### **9. NEW BUSINESS**

- A. Consider Sponsorship of the City of Westminster's Fall Festival

#### **10. INFORMATIONAL ITEMS**

None

#### **11. BOARD CONCERNS/COMMENTS**

**12. GM/STAFF CONCERNS/COMMENTS**

**13. LEGAL COUNSEL CONCERNS/COMMENTS**

**14. CLOSED SESSION**

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

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

- A. CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)  
Agency Designated Representatives: General Manager Robert Housley and Labor Counsel Joseph Larsen, Employee Organization: American Federation of State, County, and Municipal Employees, LOCAL 1734-01

**15. ADJOURNMENT TO TUESDAY, SEPTEMBER 5, 2023**

**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**

**August 1, 2023**

**CALL TO ORDER**

President T. Diep called the regular meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Street, Westminster, California on Tuesday, August 1, 2023 at 5:32 PM.

**BOARD MEMBERS PRESENT:**

Tyler Diep  
Chi Charlie Nguyen  
Andrew Nguyen  
Sergio Contreras  
Mark Nguyen

**STAFF PRESENT:**

Robert Housley, General Manager  
Siamlu Cox, Director of Finance & Human Resources  
Milo Ebrahimi, District Engineer P.E.  
Cynthia Olsder, Executive/Board Secretary

**OTHERS PRESENT:**

James H. Eggart, General Counsel Woodruff & Smart  
Joseph D. Larsen, Labor Counsel Rutan & Tucker, LLP

**PLEDGE AND INVOCATION**

Director of Finance & HR, Siamlu Cox led the Pledge of Allegiance. GM R. Housley gave the Invocation.

**PUBLIC COMMENTS**

None

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON JULY 18, 2023**

A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to approve the minutes of the Regular Meeting on July 18, 2023. The motion was approved by the following 4-0-1 vote:

AYES: A. Nguyen, M. Nguyen, C. Nguyen, T. Diep

NAYS:

ABSTAIN: S. Contreras

ABSENT:



## APPROVAL OF EXPENDITURES

A. Demands in the amount of \$1,327,564.52.

#	CK #	DATE	AMOUNT	VENDOR CHECKS:	MEMO:
1	14789	7/10	17,956.80	Dtnitech	Compost Giveaway Westminster Mall 07/22/2023 (32,157)
2	14790	7/13	168.00	Advanced Office	Ricoh Copier Svc 05/01/2023
3	14791	7/13	5,792.00	AKM Consulting Engineers, Inc.	Westminster mall project 05/29 - 06/30/23
4	14792	7/13	16,438.27	Alternative Fuel Solutions	Engine Repairs Replace Cylinder Head NG5
5	14793	7/13	450.37	AT&T Mobility (First Net)	June-2023
6	14794	7/13	3,076.50	Atlas Radiator, Inc.	Rebuilt Radiator NG-9
7	14795	7/13	400.00	Ayala's Car Wash	Fleet wash (7) 06/27/23   Fleet wash (3) 06/28/23
8	14796	7/13	2,418.32	Bodyworks Equip. Inc.	Heil system parts trash trucks
9	14797	7/13	274.66	Cameron Welding Supply	Forklift Propane, Wheel (5)
10	14798	7/13	2,953.42	Clean Energy	CNG Station Service
11	14799	7/13	1,529.32	Daniels Tire Service	Recap tires (6)
12	14800	7/13	36.96	Joshua Wilson	Refund Add Cart 5302 Saint Marys Circle, Wm APN 203054-36
13	14801	7/13	290.00	MemorialCare Medical Foundation	DMV Exam 04/25/23 S. Clarke
14	14802	7/13	299.80	SoCal Auto & Truck Parts, Inc.	Head Lights (5) Gasket Marker (2) Wrench (1)
15	14803	7/13	1,103.17	TEC Of California, Inc.	Brake switches (2) NG-9 Insulator (2) NG-13
16	14804	7/13	940.00	Ayala's Car Wash	Fleet wash (6) 07/05/23
17	14805	7/13	747.54	Bodyworks Equip. Inc.	Tube 1/2 Valves (5)
18	14806	7/13	207.53	Clean Energy	CNG Station Service 07/05/23
19	14807	7/13	1,260.00	Frog Environmental	IGP Storm Water Monitoring 07/01/- 12/31/2023
20	14808	7/13	533.62	Hillco Fastener Warehouse Inc.	Hex Cap Screws (10) Weather Pack Term Seals (53) Socket (20)
21	14809	7/13	49.06	Hose-Man, Inc.	JIC Tube Nut (5) Sleeve (5) NG-10
22	14810	7/13	828.36	Merchants Building Maintenance, LLC	Janitorial Services July-2023
23	14811	7/13	6,094.65	Motion and Flow Control Products, Inc.	Hose (165) Parker Swivel (10) Parker 90 Degree (6) Flare (6)   Hydraulic
24	14812	7/13	21,507.79	Orange County Treasurer-Tax Collector	LAFCO FY2023-24
25	14813	7/13	100.00	Pitney Bowes/Purchase Power	Postage July-2023
26	14814	7/13	4,262.25	SDRMA - Employee Benefits	Aug-2023
27	14815	7/13	469,438.60	SDRMA - Property/Liability	Property Liability Ins FY 2023-24
28	14816	7/13	282.16	UniFirst Corporation	July - 2023
29	14817	7/7	37.41	City of Westminster-Water Billing	Westminster Lift Station 05/24-07/18/23 Hammond Lift Station 05/24-7/18/23
30	14818	7/7	12,207.50	Davis Farr LLP	Accounting Assistance June-2023
31	14819	7/7	2,503.80	NVB Equipment, Inc.	ProVision Camera Install NG-18
32	14820	7/7	1,935.50	Rutan & Tucker, LLP	Legal Services June-2023
33	14821	7/7	1,000.00	SDRMA - Claims	Claim Deductible 09/10/2022
34	14822	7/7	6,467.50	Woodruff & Smart	Legal Services June-2023
35	14823	7/7	560.78	AT&T (Brookhurst Lift Station)	Brookhurst July-2023
36	14824	7/7	580.00	Ayala's Car Wash	Fleet Wash
37	14825	7/7	1,639.65	Bodyworks Equip. Inc.	Tube Valves (2) T/G Cylinder (2) NG-8
38	14826	7/7	84.94	City of Westminster Hydrant	Hydrant Water Service July-2023
39	14827	7/7	1,691.12	Daniels Tire Service	Recap tires (7)
40	14828	7/7	58.28	Motion and Flow Control Products, Inc.	Triple-Lok Tube (24) Tube Nut (4)

41	14829	7/7	35.00	Pitney Bowes Global Financial Services	Postage Machine 07/10 - 10/09/23 Late Fee
42	14830	7/7	1,475.00	Radio Bolsa Corp.	Radio talkshows (3) 20Min 07/14-21/23
43	14831	7/7	72.00	Safety-Kleen Systems, Inc.	Used Oil MCSD (300) Antifreeze (75)
44	14832	7/7	11.43	SoCal Auto & Truck Parts, Inc.	Oil Filter (2)
45	14833	7/7	45.11	SoCalGas	Maint. Shop & Wash Rack July-2023
46	14834	7/7	10,237.65	Southern California Edison	Willow Jun-2023
47	14835	7/7	1,349.00	Spectrum Enterprise (Time Warner Cab	July-2023
48	14836	7/7	282.16	UniFirst Corporation	July -2023
49	14837	7/21	1,000.00	Westminster Mall, LLC	Compost Giveaway Mall Lease 07/22/2023
50			<b>\$ 602,712.98</b>	<b>CHECKS SUBTOTAL</b>	
51					
52				<b>PAYROLL:</b>	<b>MEMO</b>
53		7/12	95,618.21	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
54		7/14	6,306.47	Nationwide Retirement Solutions	457 Deferred Compensation (Employees)
55			<b>\$ 101,924.68</b>	<b>ACH TRANSFERS SUBTOTAL</b>	
56					
57				<b>ACH PAYMENTS:</b>	<b>MEMO</b>
58		7/12	456.54	Paychex	Time & Attendance
59		7/14	19,374.06	CalPERS-Retirement	Retirement Contribution
60		7/20	383.28	Paychex	Time & Attendance
61			<b>\$ 20,213.88</b>	<b>ACH TRANSFERS SUBTOTAL</b>	
62					
63			<b>\$1,327,564.52</b>	<b>TOTAL EXPENDITURES (ACCOUNTS PAYABLE CHECKS, PAYROLL, ACH TRANSFERS)</b>	
64					
65				<b>BANK TRANSFERS:</b>	
66		7/14	\$ 569,645.13	Funds Transfer Money Markey to Checking	
67			<b>\$ 569,645.13</b>	<b>BANK TRANSFERS</b>	

A motion was made by Director S. Contreras, seconded by Director C. Nguyen, to approve the expenditures in the amount of \$1,327,564.52. The motion was approved by the following 5-0 vote:

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

NAYS:

ABSTAIN:

ABSENT:

## REPORTS

### Report of President:

None

### Report of General Manager

GM R. Housley reported that the District Engineer M. Ebrahimi is finalizing a contract to hire a company to handle the roach infestation. The District is awaiting approval from OC San before moving forward. He also provided an update on the building's progress.

GM R. Housley reported that the event received a lot of positive feedback.

GM R. Housley reported that staff will meet with Townsend Public Affairs to discuss potential grant opportunities on August 11<sup>th</sup>, 2023. In addition, he reported that a lot of locals praised the compost event for running smoothly.

GM R. Housley reported that Director of Finance/ HR, S. Cox, and perhaps another director, are scheduled to attend a Legislative Roundtable with the Office of Congresswoman Michelle Steel on August 7, 2023.

**Report from Building Project Ad Hoc Committee Meeting on July 18, 2023**

Director S. Contreras and Director M. Nguyen reported that there will be a change order for the windows. Overall, the district continues to stay within budget.

**Report from the Westminster Safety Day at Sigler Park on July 19, 2023**

Director C. Nguyen, President T. Diep, Director A. Nguyen, and Director M. Nguyen attended the event and reported that the event was successful despite the lack of the anticipated helicopter show. Within an hour, the district's supply of promotional materials such kitchen pails, youth t-shirts, mugs, and informational things were out.

**Report from the Compost Event on July 22, 2023**

Director M. Nguyen, President T. Diep, Director A. Nguyen, Director S. Contreras, and Director C. Nguyen attended the event and praised staff on a job well done. Director M. Nguyen complimented the Director of Operations/Safety, N. Castro for coming up with a brilliant idea to hire a traffic control company for this event.

**Report from the District Employee Luncheon on July 26, 2023**

Director A. Nguyen, Director S. Contreras, and Director C. Nguyen attended the luncheon, and reported that certificates of appreciation were given to staff members who went above and beyond.

**Report from the OC SAN District Regular Meeting on July 26, 2023**

Director A. Nguyen reported that the installation of the bridge that will connect the new Headquarters Building to Plant No. 1 was successfully completed in one day. Additionally, he reported that construction work to upgrade the city of Newport Beach's infrastructure will begin later this year, replacing existing pipes built in the 1960's.

**CONSENT CALENDAR**

None

**OLD BUSINESS**

None

## **NEW BUSINESS**

### **A. Discuss and Approve Recognition for Midway City Sanitary District Employees at Holiday Event**

A staff report and recommendations were provided and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director S. Contreras, to approve of a \$200 gift cards, an appreciation gift, and direct staff to choose between the Mastros or the Ranch . The motion was approved by the following 5-0 vote:

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

NAYS:

ABSTAIN:

ABSENT:

### **B. Approval of Printer for 2024 Midway City Sanitary District Calendar**

A staff report and recommendations were provided and considered by the Board. A motion was made by Director C. Nguyen, seconded by Director A. Nguyen, to approve hiring DTN Tech to print and mail the 2024 Midway City Sanitary District calendar to all residents and businesses within the District at a cost of \$42,821.43, plus any increases to postal service costs that occur after Board approval, including an additional \$750.00 for design, and to direct staff to bring this item back with bids from companies for a three-year contract for 2025-2027. The motion was approved by the following 5-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

## **INFORMATIONAL ITEMS**

### **A. Westminster 2<sup>nd</sup> Annual Fall Festival September 22-24, 2023**

Received and filed.

Director T. Diep informed the Board that he would add this item to the agenda under new business for the following Board meeting on August 15, 2023.

## **BOARD CONCERNS/COMMENTS**

Each of the Directors thanked staff for putting together a successful compost event.

Director A. Nguyen thanked GM R. Housley and Director C. Nguyen for attending the funeral of his sister.

## **GM/STAFF CONCERNS/COMMENT**

GM R. Housley reminded the Board that he's out of town on August 4 and returning on August 8<sup>th</sup>, 2023. He also reminded the Board that the next meeting of the Outreach Committee is August 2, 2023.

GM R. Housley wished Director C. Nguyen a happy birthday.

## **LEGAL COUNSEL CONCERNS/COMMENTS**

At President Diep's direction, General Counsel, J. Eggart convened the meeting to closed session at 6:22 PM pursuant to Government Code Section 54957.6, as identified on the agenda as item 14A, in order for Board to confer with its designated Labor Negotiator representatives. General Counsel J. Eggart noted that Robert Housley and Joseph Larsen were the Designated Representatives.

## **CLOSED SESSION**

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

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

A. CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) Agency Designated Representatives: General Manager Robert Housley and Labor Counsel Joseph Larsen, Employee Organization: American Federation of State, County, and Municipal Employees, LOCAL 1734-01

President T. Diep reconvened the open session portion of the meeting at 7:00 PM.

General Counsel J. Eggart reported that the Board had met in closed session as identified on Agenda Item 14A, and that no reportable action had been taken.

## **ADJOURNMENT**

President T. Diep adjourned the meeting at 7:00 PM to the next Board Meeting to be held at the District on Tuesday, August 15, 2023, at 5:30 PM.

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Andrew Nguyen, Secretary

AGENDA ITEM 5A

Date: August 15, 2023

To: Board of Directors

Prepared by: Siamlu Cox, Director of Finance & Human Resources

Subject: Approval of Demands in the Amount of \$1,362,553.43

**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 \$1,362,553.43. This includes expenses, payroll, and payroll-related disbursements.

Sufficient funds are available to process all payments.

**RECOMMENDATION**

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

**DISBURSEMENTS FOR  
Aug 15 2023**

#	CK #	DATE	AMOUNT	VENDOR CHECKS:	MEMO:
1	14838	7/27	0.00	Grainger	VOID: Acct # 814369849 PO# 30757
2	14839	7/27	142.50	Advanced Workplace Strategies, Inc.	DOT TEST 06/27/2023 (M.L/R.G)
3	14840	7/27	130.11	Cameron Welding Supply	Acetylene (1)
4	14841	7/27	1,600.00	Commerford Inspection, Inc.	Epoxy, Welding, Material ID Inspection
5	14842	7/27	225,548.97	CR Transfer, Inc.	Monthly Tonnage Fees
6	14843	7/27	8.07	Cummins Pacific LLC	O Ring Seals (2) NG-13
7	14844	7/27	80.00	MemorialCare Medical Foundation	Radex Spine S.Cox 05/19/2023
8	14845	7/27	1,422.50	Rengel + Company Architects, Inc	Soil Engineering Inspection Reimb 05/08/2023
9	14846	7/27	2,203.99	Siamlu Cox	Reimb Laptop Ser #PF-4FE6TW S. Cox
10	14847	7/27	320.00	Ayala's Car Wash	Fleet wash 07/24/23
11	14848	7/27	1,891.48	Clean Energy	CNG Station Monthly Maintenance July-2023
12	14849	7/27	350.00	CRC Cloud	Windows 11 Pro Upgrade License S. Cox
13	14850	7/27	2,809.84	Cummins Pacific LLC	Position Sensor Repair NG-1   Engine Check Light Repair NG-5
14	14851	7/27	8,918.45	Daniels Tire Service	Recap Tires (28) Front Tires (4)
15	14852	7/27	81.62	Dartco Transmission Sales & Srvs.	Transmission Body Assm NG-15
16	14853	7/27	307.83	Grainger	Vibration Strut Clamp (30)   Filter Crusher Machine Tubing (100Ft) Elbow (1)
17	14854	7/27	2,370.26	NVB Equipment, Inc.	A/C Repair NG-15
18	14855	7/27	33.90	Pre-Paid Legal Services, Inc.	Prepaid legal July-2023
19	14856	7/27	6,232.50	Rengel + Company Architects, Inc	Bldg Proj Mgt July-2023
20	14857	7/27	80,303.32	SDRMA - Workers' Compensation	Workers' Comp FY23-24
21	14858	7/27	90.05	SoCal Auto & Truck Parts, Inc.	Power Steering Oil (4)
22	14859	7/27	12,229.48	Southern California Edison	Electricity July 2023
23	14860	7/27	351.58	UniFirst Corporation	July - 2023
24	14861	8/4	94.91	Cameron Welding Supply	PO# 30776
25	14862	8/4	95.00	CMTA	Government Associate - Individual
26	14863	8/4	1,968.60	CR&R Incorporated	Acct # 63-0001259-2
27	14864	8/4	3,425.57	CRC Cloud	Monitors, Scanner and August 2023
28	14865	8/4	617.91	Frontier Communications	Acct # 209-188-5155-071808-5
29	14866	8/4	1,013.18	Haaker Equipment Co.	Customer # 129
30	14867	8/4	4,175.51	SDRMA - Employee Benefits	Member # 7732
31	14868	8/4	1,000.00	Shuster Advisory Group, LLC	Q2 2023 Advisory Fee for 457(b) & OBRA Plans
32	14869	8/4	9,009.55	SoCalGas	Acct # 021-760-4610 6
33	14870	8/4	98.02	Spectrum Enterprise (Time Warner Cable)	Acct # 8448 40 013 0973956
34	14871	8/4	1,508.32	Standard Insurance Company Life	Policy # 00 141873 0003
35	14872	8/4	1,517.03	Studio E. Interiors	07/10 - 07/31
36	14873	8/4	9,020.22	TEC Of California, Inc.	Restock Parts and Supplies July 2023
37	14874	8/4	567.84	UniFirst Corporation	Uniform & Laundry June - 2023
38	14875	8/4	2,062.50	VNCR	07/14/23 - 07/21/23
39	14876	8/4	1,000.00	Westminster Mall, LLC	Compost Event Sat 07/22/23
40	14877	8/4	186,188.72	Woodcliff Corporation - Contractor	Project No: 202041
41	14878	8/4	9,799.40	Woodcliff Corporation - Escrow Account	Account No. 3586554618
42			<b>\$ 580,588.73</b>	<b>CHECKS SUBTOTAL</b>	
43					
44				<b>PAYROLL:</b>	<b>MEMO</b>
45		7/25	87,550.97	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
		7/28	5,997.06	Nationwide	457 Deferred Compensation (Employees)
60		8/3	7,939.13	Paychex	Board Payroll - Checks, Taxes, & Direct Deposits
46		8/4	846.00	Nationwide	457 Deferred Compensation (Board)
49			<b>\$ 102,333.16</b>	<b>ACH TRANSFERS SUBTOTAL</b>	

**DISBURSEMENTS FOR  
Aug 15 2023**

<b>50</b>					
51				<b>ACH PAYMENTS:</b>	<b>MEMO</b>
55	7/25	72.00		WEX Health Inc	Monthly HRA Admin Fee
58	7/25	1,442.19		Wex	Fleet Fuel
59	7/26	451.10		Paychex	Time & Attendance
53	7/27	6,874.06		CalPERS - Health Benefits	Employee Health 2023_08
54	7/27	70,314.59		CalPERS - Health Benefits	Board Health 2023_08
55	7/27	18,995.00		CalPERS-Retirement	Earned Period 07/10/23 - 07/23/23
52	7/28	589.84		US Bank	Account Fees
54	8/4	304.03		Paychex	Time & Attendance
48		<b>\$ 99,042.81</b>		<b>ACH TRANSFERS SUBTOTAL</b>	
<b>61</b>					
62		<b>\$ 1,362,553.43</b>		<b>TOTAL EXPENDITURES (ACCOUNTS PAYABLE CHECKS, PAYROLL, ACH TRANSFERS)</b>	
<b>63</b>					
64				<b>BANK TRANSFERS:</b>	
64	7/28	\$ 500,000.00		Funds Transfer Money Market to Checking	
65	7/31	\$ 1,000,000.00		Funds Transfer LAIF to Checking	
67		<b>\$ 1,000,000.00</b>		<b>BANK TRANSFERS</b>	



## AGENDA ITEM 7A

Date: August 15, 2023

To: Board of Directors

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

Subject: Engineer Report for July 2023

### **BACKGROUND/DISCUSSION**

#### 1. District Building Project by Woodcliff

##### 1.1. The new office building:

1.1.1. The contractor worked on rough framing, rough plumbing, HVAC, electrical, and fire sprinklers.

1.1.2. The contractor worked on preinstallation of the windows.

1.1.3. The roof tiles are delivered and preinstallation work is complete.

##### 1.2. The locker room building:

1.2.1. The contractor worked on rough plumbing, HVAC, and electrical.

##### 1.3. Trenching:

1.3.1. The contractor replaced the installed bolts of the fire lines with stainless steel based on the Orange County Fire Authorities (OCFA) instruction. OCFA is scheduled to come back for final approval of the fire line.

##### 1.4. Housekeeping and dust control:

1.4.1. There is no issue with the housekeeping. The district communicates with the contractor to resolve any issue.

#### 2. Sewer System Master Plan (SSMP) and Spill Emergency Response Plan (SERP) by AKM

##### 2.1. SSMP:

2.1.1. SSMP is in progress. There is a monthly meeting with AKM about progress.

2.1.2. The consultant will finish in about 11 months.

2.1.3. Consultant is working on developing sewer system model and utilizing GIS based software (task 2).

2.1.4. Consultant is working on flow monitoring plan and implementation (task 3).

2.1.5. Consultant finished developing land use criteria and establishing sewer system flow criteria (task 5).

2.1.6. Consultant is working on preparing and developing project management plan (task 11).

##### 2.2. SERP:

2.2.1. AKM trained the sewer crew on the new water board requirements and how to respond and document overflows on July 20<sup>th</sup>.

2.2.2. A new SERP document and new form are placed in each sewer truck for future reference and use.

3. Plans Reviewed this month
  - 3.1. OCSD sewer permits: 14.
  - 3.2. Development projects (trash enclosures and/or sewer lines): 5.
4. Westminster Mall project
  - 4.1. Ownership of the existing sewer line inside the mall property:
    - 4.1.1. District staff has reviewed the District's files and the preliminary title report developer's engineer provided and is unable to locate any records that show the District owns a sewer easement in the location shown on the improvement plans from the 1970s. District does not believe such an easement was ever recorded.
  - 4.2. Will serve letter:
    - 4.2.1. Will Serve Letter is requested for the new development by the developer's engineer.
    - 4.2.2. The initial calculations show that public sewer line up sizing is required to meet the demand.
    - 4.2.3. The result is still pending. The district and the consultant, AKM, are working on the Will Serve Letter.
    - 4.2.4. The legal council will be informed when the analysis is complete to prepare the will serve letter.
5. Sewer department projects
  - 5.1. Sewer Manholes cockroach mitigation project
    - 5.1.1. Proposal is received from Golden Bell Product company.
    - 5.1.2. The district is waiting for OCSD for approval of the product that will be used.
  - 5.2. Sewer lines CCTV project
    - 5.2.1. The proposal is being developed by the district.
    - 5.2.2. Comments on the proposal is received from the consultant, AKM.
    - 5.2.3. The goal is to integrate the result of the pipe assessments into the GIS system of SSMP.
6. Sewer department activities
  - 6.1. There was no emergency related repair for sewer system this month.
  - 6.2. Quarterly lift stations cleaning and maintenance was done by PumpMan.
  - 6.3. 72 hot spot locations were cleaned and checked.
  - 6.4. 51,000 linear feet of sewer line was cleaned on the west side.

## **FISCAL IMPACT**

There is no fiscal impact.

## **STAFF RECOMMENDATION**

Informational item only. Receive and file.

## AGENDA ITEM 7B

Date: August 15, 2023

To: Board of Directors

Prepared by: Cynthia Olsder, Executive/Board Secretary

Subject: Approve the August 2, 2023 Outreach Committee Recommendations

### **BACKGROUND**

At the April 5, 2022 meeting the Board approved the formation of a standing Outreach Committee. The Outreach Committee usually meets on the first Wednesday of each month to plan and discuss upcoming outreach activities. The weekly calendar will be used to communicate what outreach activities are happening for the upcoming week. The Committee recommends continued radio and media outreach, averaging up to two radio programs per month on an ongoing basis.

The Outreach Committee met on August 2, 2023 and their recommendations are as follows:

1. The Committee recommends that Siamlu, Director of Finance/HR, to monthly provide the available budgeted amount for accounts related to outreach.
2. The Committee recommends the stop of ordering door hangers for Clean-up events.
3. The Committee recommends contacting the videographer who captured the Compost event to have him visit the District so that Robert and Nick can be interviewed briefly.
4. The Committee recommends Staff to reach out to OC Waste and Recycling for more compost bags to keep in the district.
5. The Committee recommends that President T. Diep, Director S. Contreras, or Director M. Nguyen, two of the three directors, attend the radio outreach with VNCR. An appointment will be set up in September.
6. The next Outreach Committee meeting is planned for September 6, 2023 at 12:00 noon.

### **FISCAL IMPACT**

The potential fiscal impact of the Outreach Committee's recommendations are as follows:

- Monthly radio outreach \$ 3,000.00

### **STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve the Outreach Committee's recommendations as presented.

AGENDA ITEM 7C

Date: August 15, 2023

To: Board of Directors

Prepared by: Siamlu Cox, Director of Finance and Human Resources

Subject: Approve and File the Treasurer's Investment Report for July 2023

**BACKGROUND**

Midway City Sanitary District's investment policy requires a monthly investment report, which includes all financial investments of the District and provides information on the investment type, value, and yield available for all investments. The report also provides the Board of Directors with an update on the balances of the District's various funds.

Per the State Government Code 53600 et seq., and the Midway City Sanitary District's (District) Investment Policy, the District may invest up to a maximum percentage of the entire portfolio funds in authorized financial investments.

The following table shows a summary of the District's authorized financial investments, the yield available as of the preparation of this report, the book and market value of the District's funds, the percentage of the District's pooled funds that are invested in each financial investment, and the maximum percentage (or dollar limit), allowable per the State Government Code and the District's investment policy.

The Book Value of the District's total invested cash as of July 31, 2023, is \$54,267,318.41

INVESTMENT	TYPE OF INVESTMENT	MATURITY DATE	YIELD	BOOK VALUE AS OF 7/31/2023	MARKET VALUE AS OF 7/31/2023	% OF PORTFOLIO	MAXIMUM PERCENTAGE OF PORTFOLIO
<b>FDIC Insured Accounts</b>							
US Bank Interest Checking	Checking	Liquid	0.00%	\$ 1,666,072.77	\$ 1,666,072.77	3.07%	None
US Bank Money Market	Money Market	Liquid	0.00%	\$ 55,437.41	\$ 55,437.41	0.10%	20%
<b>Total FDIC Insured Accounts</b>				<b>\$ 1,721,510.18</b>	<b>\$ 1,721,510.18</b>	<b>3.17%</b>	
<b>LAIF</b>							
CalTRUST (Medium Term Fund)	Pool/Bond Fund	Liquid	3.305%	\$ 51,098,933.62	\$ 51,098,933.62	94.16%	\$75 million
Certificate of Deposits	CD	-	-	\$ -	\$ -	0.00%	30%
<b>U.S. Treasury Securities</b>	US Securities	-	-	\$ -	\$ -	0.00%	None
U.S. Treasury Security				\$ -	\$ -	0.00%	None
<b>Total U.S. Treasury Securities</b>				<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>TOTAL Investments</b>				<b>\$ 54,352,794.27</b>	<b>\$ 54,267,318.41</b>	<b>100.00%</b>	

**STAFF RECOMMENDATION**

Approve and file the Treasurer's Investment Report.

**FISCAL IMPACT**

Informational report only.


MIDWAY CITY SANITARY DISTRICT  
District Investment Activities  
7/31/2023

	Operating Fund 1040.10	Midway City 1040.20	Buildings Equipment & Facilities 1040.30	Lift Stations & Sewer Lines 1040.40	CNG Station & Fueling Facilities 1040.50	Vehicle Replacement 1040.60	Total LAIF Account No. 7030-005	Emergency Fund CaITRUST Medium-Term #114.00
Beginning Balance, 6.01.2023	\$ 9,927,165.13	\$ 1,623,919.55	\$ 3,819,885.37	\$ 30,793,481.33	\$ 1,947,820.17	\$ 3,577,570.33	\$ 51,689,841.88	\$ 1,445,381.45
Investment Income, LAIF & CaITRUST	\$ 78,567.10	\$ 12,852.28	\$ 30,231.93	\$ 243,710.53	\$ 15,415.74	\$ 28,314.16	\$ 409,091.74	\$ 4,246.18
Market Value Capital Gain/(Loss)	\$ (1,000,000.00)						\$ (1,000,000.00)	\$ 1,493.16
Transfer from LAIF to US Bank	\$ (209,186.30)	\$ 413,629.42	\$ (204,443.12)				\$ -	\$ -
Transfer from Union Bank to LAIF							\$ -	\$ -
Transfers LAIF to LAIF							\$ -	\$ -
Transfer from CaITRUST to US Bank							\$ -	\$ (4,246.18)
Ending Balance, 6.30.2023	\$ 8,796,545.93	\$ 2,050,401.25	\$ 3,645,674.18	\$ 31,037,191.86	\$ 1,963,235.91	\$ 3,605,884.49	\$ 51,098,933.62	\$ 1,446,874.61

TOTAL LAIF, U.S. SECURITIES, CaITRUST  
& INTEREST RECEIVABLE \$ 52,545,808.23  
 ADD: US BANK \$ 1,666,072.77  
 a. Checking (158301509028) \$ 55,437.41  
 b. Money Market (158200156913)  
 TOTAL DISTRICT CASH ON HAND \$ 54,267,318.41

C E R T I F I C A T I O N  
 I certify that (1) all investment actions executed since the last report have been made in full compliance with the District's Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively.

  
 Prepared & Submitted by Siamliu Cox, Director of Finance and Human Resources

  
 Robert Housley, General Manager

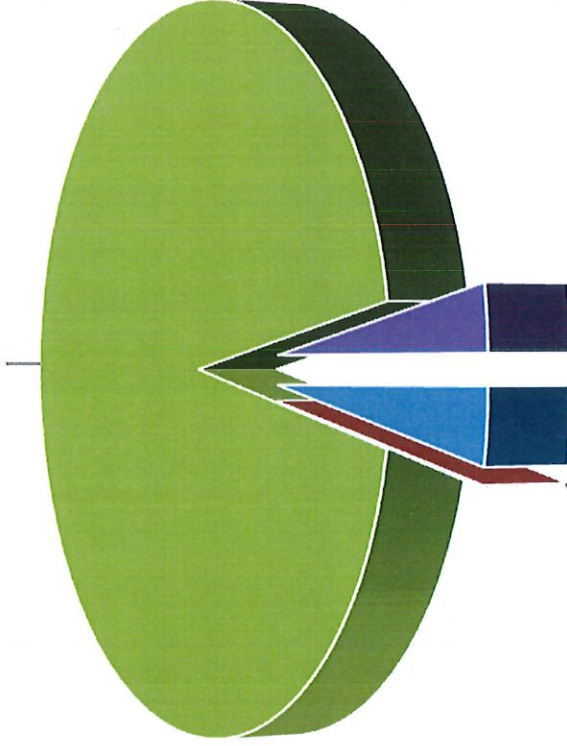
Dated

Dated

08.10.2023

# MCSD PORTFOLIO as of 07.31.2023

**LAIF 94.16%**  
\$51,089,933.62  
Current Yield  
3.305%



**CalTRUST 2.67%**  
\$1,446,874.61  
Current Yield Mo.  
0.40%

**Money Market .10%**  
\$55,437.41

**Checking 3.07%**  
\$1,666,072.77

# California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

August 01, 2023

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

MIDWAY CITY SANITARY DISTRICT

GENERAL MANAGER  
14451 CEDARWOOD STREET  
WESTMINSTER, CA 92683

[Tran Type Definitions](#)

**Account Number:** 70-30-005

July 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/14/2023	7/19/2023	QRD	1735157	N/A	SYSTEM	409,091.74
7/31/2023	7/28/2023	RW	1736915	1697301	ROBERT HOUSLEY	-1,000,000.00

**Account Summary**

Total Deposit:	409,091.74	Beginning Balance:	51,689,841.88
Total Withdrawal:	-1,000,000.00	Ending Balance:	51,098,933.62





[Home](#) -> [PMIA](#) ->> PMIA Average Monthly Effective Yields



**POOLED MONEY INVESTMENT ACCOUNT**

**PMIA Average Monthly Effective Yields**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
2019	2.355	2.392	2.436	2.445	2.449	2.428	2.379	2.341	2.280	2.190	2.103	2.043
2020	1.967	1.912	1.787	1.648	1.363	1.217	0.920	0.784	0.685	0.620	0.576	0.540
2021	0.458	0.407	0.357	0.339	0.315	0.262	0.221	0.221	0.206	0.203	0.203	0.212
2022	0.234	0.278	0.365	0.523	0.684	0.861	1.090	1.276	1.513	1.772	2.007	2.173
2023	2.425	2.624	2.831	2.870	2.993	3.167	3.305*					

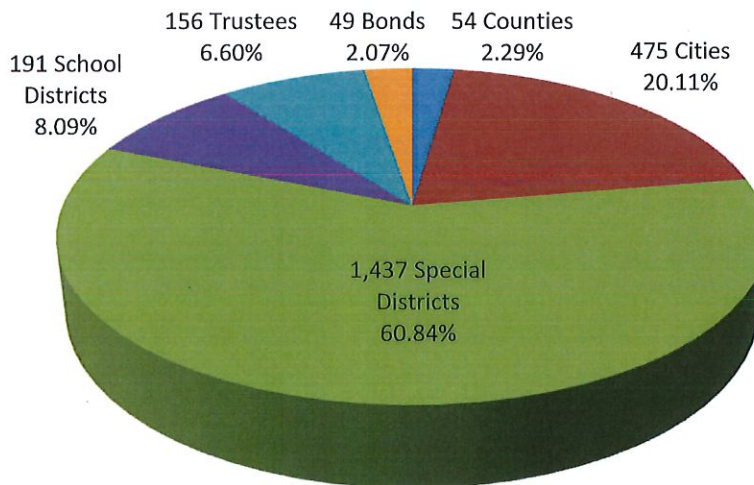
\* Revised



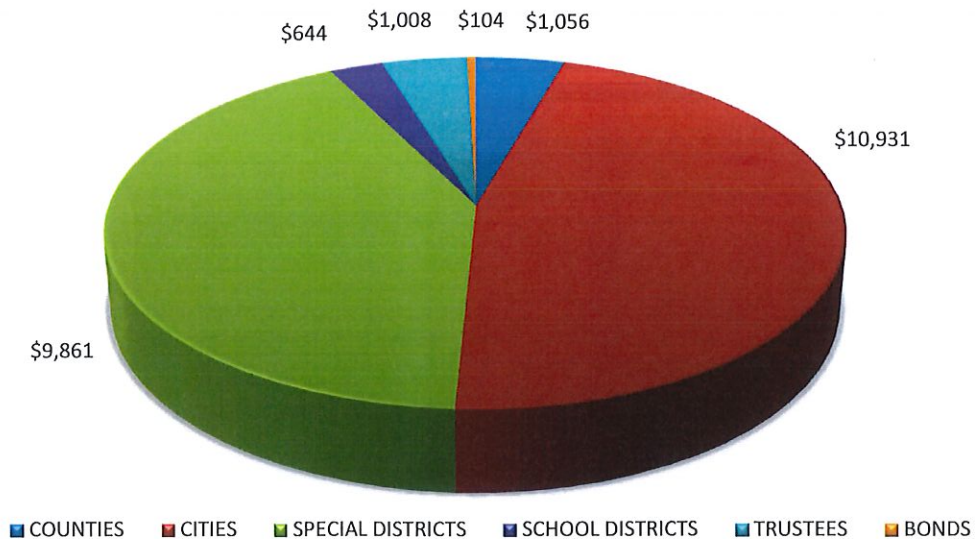
## LAIF STATISTICS AS OF 7/31/23

	Balance By Type	Participation	% of Fund
54 COUNTIES	1,055,787,608.68	2.29%	4.47%
475 CITIES	10,931,180,394.23	20.11%	46.31%
1,437 SPECIAL DISTRICTS	9,860,569,977.35	60.84%	41.78%
191 SCHOOL DISTRICTS	643,620,786.85	8.09%	2.73%
156 TRUSTEES	1,008,060,521.23	6.60%	4.27%
49 BONDS	103,523,235.19	2.07%	0.44%
<b>2,362 Fund Balance:</b>	<b>\$23,602,742,523.53</b>	<b>100.00%</b>	<b>100.00%</b>

Participation:



Balance by Type (dollars in millions):



Percentages may not total 100% due to rounding.



CalTRUST  
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 Granite Bay, CA 95746  
 www.caltrust.org  
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 Fax: 402-963-9094  
 Phone: 833-CALTRUST (225-8787)

## Investment Account Summary

07/01/2023 through 07/31/2023

### SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Jul 31 (\$)	Value on Jul 31 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
MIDWAY CITY SANITARY DISTRICT	20100007910					
CalTRUST Medium Term Fund	20100007910	149,316.265	9.69	1,446,874.61	1,532,350.47	(85,475.86)
Portfolios Total value as of 07/31/2023				1,446,874.61		

### DETAIL OF TRANSACTION ACTIVITY

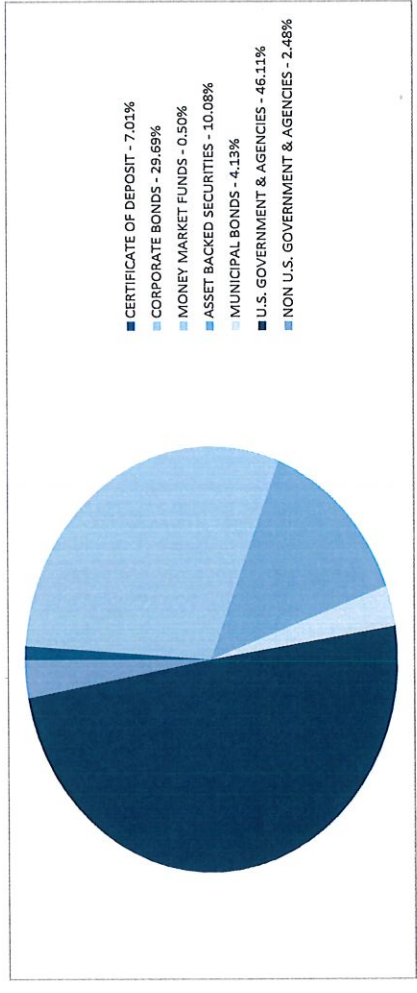
Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
CalTRUST Medium Term Fund		MIDWAY CITY SANITARY DISTRICT			Account Number: 20100007910			
Beginning Balance	07/01/2023			149,316.265	9.68	1,445,381.45		
Accrual Income Div Cash	07/31/2023	4,246.18	0.000	149,316.265	9.69	1,446,874.61	0.00	0.00
Change in Value						1,493.16		
Closing Balance as of	Jul 31			149,316.265	9.69	1,446,874.61		

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.



	Caitrust Medium Term	BofAML 1-3 Corp & Gov't, A Rated and Above	Caitrust Medium Term Net Return	Caitrust Medium Term Yield	BofAML 1-3 Corp & Gov't, A Rated and Above
Net Assets	\$950,450,239.32	N/A	0.40%	0.29%	0.44%
NAV per Share	\$9.69	N/A	-0.14%	0.87%	-0.24%
30 Day SEC Yield	4.84%	N/A	0.85%	1.68%	0.82%
Distribution Yield	3.46%	N/A	0.69%	2.74%	0.56%
Period Net Total Return	0.40%	0.44%	-1.21%	1.69%	-1.42%
Effective Duration	1.78 yrs	N/A	-0.72%	1.34%	-0.78%
Average Maturity	2.08 yrs	N/A	1.21%	1.63%	1.22%
Weighted Average Life	1.92 yrs	N/A	0.96%	1.34%	1.03%
			1.76%	1.92%	2.04%

\*Annualized



Rated AA-f by S&P Global Ratings

**Midway City Sanitary District  
CalTRUST Summary**

**CalTRUST - Medium-Term Fund**

	Investment or (Withdrawal)	Dividends '+'	Capital Gain or Loss (-)	Balance
Investment May-2020	\$ 750,000.00	432.90	1,460.57	\$ 751,893.47
June-2020		857.56	730.70	\$ 753,481.73
July-2020		765.26	731.54	\$ 754,978.53
August-2020		745.40	-	\$ 755,723.93
September-2020		677.57	(733.01)	\$ 755,668.49
October-2020		621.72	(733.66)	\$ 755,556.55
November-2020		476.58	-	\$ 756,033.13
December-2020		439.21		\$ 756,472.34
January-2021		387.68		\$ 756,860.02
February-2021		342.73	(1,471.06)	\$ 755,731.69
March-2021		354.98	(735.87)	\$ 755,350.80
April-2021		251.06		\$ 755,601.86
May-2021	750,000.00	316.74	736.45	\$ 1,506,655.05
June-2021		473.98	(1,467.04)	\$ 1,505,661.99
July-2021		415.67	1,467.51	\$ 1,507,545.17
August-2021		390.03	0.01	\$ 1,507,935.21
September-2021		370.72	(1,468.29)	\$ 1,506,837.64
October-2021		396.41	(5,874.61)	\$ 1,501,359.44
November-2021		461.36	(1,469.04)	\$ 1,500,351.76
December-2021		516.64	(2,938.98)	\$ 1,497,929.42
January-2022		598.08	(10,289.99)	\$ 1,488,237.51
February-2022		610.05	(7,352.96)	\$ 1,481,494.60
March-2022		836.34	(20,596.74)	\$ 1,461,734.20
April-2022		1,028.38	(8,832.23)	\$ 1,453,930.35
May-2022		1,290.86	5,892.32	\$ 1,461,113.53
June-2022		1,354.72	(8,846.29)	\$ 1,453,621.96
July-2022		1,518.86	5,903.03	\$ 1,461,043.85
August-2022		1,986.06	(11,818.35)	\$ 1,451,211.56
September-2022		2,166.97	(20,710.46)	\$ 1,432,668.07
October-2022		2,438.11	(4,444.68)	\$ 1,430,661.50
November-2022		2,709.46	8,904.53	\$ 1,442,275.49
December-2022		2,890.90	1,486.88	\$ 1,446,653.27
January-2023		3,227.48	8,939.16	\$ 1,458,819.91
February-2023	(3,447.06)	3,447.06	(13,438.46)	\$ 1,445,381.45
March-2023	(4,147.17)	4,147.17	14,931.62	\$ 1,460,313.07
April-2023	(3,791.32)	3,791.32	1,493.16	\$ 1,461,806.23
May-2023	(4,482.39)	4,482.39	(7,465.81)	\$ 1,454,340.42
June-2023	(4,090.56)	4,090.56	(8,958.97)	\$ 1,445,381.45
July-2023	(4,246.18)	4,246.18	1,493.16	\$ 1,446,874.61

\$ 1,475,795.32	\$ 56,555.15	\$ (85,475.86)	\$ 1,446,874.61
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## AGENDA ITEM 9A

Date: August 15, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: Consider Sponsorship of the City of Westminster's Fall Festival

### **BACKGROUND**

In 2022, the Midway City Sanitary District (District) approved a \$250 Bronze Level sponsorship to the City of Westminster's Fall Festival.

This year, the City of Westminster's Fall Festival will take place over an entire weekend, Friday-Sunday, September 22<sup>nd</sup> – September 24<sup>th</sup> at the Westminster Civic Center. Exciting new features have been lined up to make the festival an unforgettable experience for attendees of all ages, such as a vibrant carnival with thrilling rides, games, and a variety of delectable food and beverages from local food vendors. The festival will also feature live entertainment that will create an atmosphere of fun and excitement.

The City of Westminster is looking for fiscal and product sponsorships for the 2023 Fall Festival. The District is planning to provide in-kind support by providing cardboard trash boxes/carts with liners.

A copy of the City of Westminster's Fall Festival Sponsorship Packet is attached thereof.

### **STAFF RECOMMENDATION**

Staff recommends that the Board of Directors consider sponsorship of the City of Westminster's Fall Festival and provide direction.

### **FISCAL IMPACT**

In-kind support (Product Sponsor) of providing cardboard trash boxes/carts with liners estimated to be \$1,000.

Fiscal sponsorship opportunities range from \$500 to \$10,000 (sponsorship packet is attached).

*Attachment:* City of Westminster Fall Festival Sponsorship Package





CITY OF WESTMINSTER

2nd Annual

# FALL Festival

FRIDAY - SUNDAY | SEPTEMBER 22-24, 2023  
WESTMINSTER CIVIC CENTER | 8200 WESTMINSTER BLVD.

# Sponsorship Package





Dear Potential Sponsor and Community Supporter,

The City of Westminster is excited to announce that we will be hosting our 2nd annual **Fall Festival** and expanding the event over an entire weekend to include exciting new features, such as our **Taste of Westminster**, which will feature local food vendors! Building the sense of community here in our City is a priority to staff and residents. Events like this strengthens local pride, stimulates economic vitality, and builds healthy relationships and connections.

We are reaching out to your business/organization to give you the first chance to take advantage of this great opportunity to sponsor this exciting event. Should your organization choose to sponsor the Westminster Fall Festival, your contribution will be promoted in a variety of ways including social media, print materials, exhibitor presence, and much more!

Enclosed you will find additional information regarding the Fall Festival and standard sponsorship levels available. Each sponsorship level can be customized in accordance with your donation amount to meet your marketing goals for the event.

Our Fall Festival will feature carnival rides, live entertainment, delicious food, children's activities, vendors, exhibits and so much more.

Thank you for your time and consideration. Please contact me if you have any questions. I look forward to hearing from you soon.

Best Regards,

Vanessa Johnson, Community Services Director  
City of Westminster  
vjohnson@westminster-ca.gov  
(714) 548-3667



# 2023 FALL FESTIVAL SPONSORSHIP OPPORTUNITIES



## TITLE SPONSOR (LIMIT 1)

### Sponsor Investment | \$10,000

As a Title Sponsor you will receive:

- Main stage banner (bottom of main stage, 24 ft. x 3 ft. max., provided by sponsor)
- Booth (up to 10 ft. x 20 ft.) with up to two (2) tables and four (4) chairs, on all three days, Friday-Sunday, at a prime location
- Ten (10) wristband ride passes to all carnival rides
- Ten (10) tickets to Taste of Westminster
- Full page color ad in Official Fall Festival Program, premium position
- Logo included on all Fall Festival flyers and social media posts
- Logo included on City webpage with hyperlink
- Recognition in City Newsletter (sent to every resident in Westminster)
- Recognition at a televised City Council Meeting
- Logo featured on Westminster Local TV Channel
- Two (2) reserved parking spaces
- Verbal recognition at opening ceremony on stage
- Logo printed on Fall Festival T-Shirts worn by City Staff
- Complimentary parade entry at 2024 Tet Parade



entertainment



family fun



community



vendors



# 2023 FALL FESTIVAL SPONSORSHIP OPPORTUNITIES



## PLATINUM SPONSOR

### Sponsor Investment | \$7,500

As a Platinum Sponsor you will receive:

- Opportunity for two (2) banners, 8 ft. x 3 ft. max., hung in premium locations throughout the event (provided by sponsor)
- Booth (10 ft. x 10 ft.) with one (1) table and two (2) chairs, on all three days, Friday-Sunday, at a prime location
- Eight (8) wristband ride passes to all carnival rides
- Eight (8) tickets to Taste of Westminster
- Half page color ad in Official Fall Festival Program
- Logo included on all Fall Festival flyers and social media posts
- Logo included on City webpage with hyperlink
- Recognition in City Newsletter (sent to every resident in Westminster)
- Recognition at a televised City Council Meeting
- Logo featured on Westminster Local TV Channel
- One (1) reserved parking space
- Verbal recognition at opening ceremony on stage



entertainment



family fun



community



vendors

# 2023 FALL FESTIVAL SPONSORSHIP OPPORTUNITIES



## DIAMOND SPONSOR

### Sponsor Investment | \$5,000

As a Diamond Sponsor you will receive:

- Opportunity for one (1) banner, 8 ft. x 3 ft. max., hung in a premium location (provided by sponsor)
- Booth (10 ft. x 10 ft.) with one (1) table and two (2) chairs, on all three days, Friday-Sunday, at a prime location
- Six (6) wristband ride passes to all carnival rides
- Six (6) tickets to Taste of Westminster
- Quarter page color ad in Official Fall Festival Program
- Logo included on all Fall Festival flyers and social media posts
- Logo included on City webpage with hyperlink
- Recognition in City Newsletter (sent to every resident in Westminster)
- Recognition at a televised City Council Meeting
- Logo featured on Westminster Local TV Channel
- Verbal recognition at opening ceremony on stage



## GOLD SPONSOR

### Sponsor Investment | \$2,500

As a Gold Sponsor you will receive:

- Opportunity for one (1) banner, 8 ft. x 3 ft. max., hung at event (provided by sponsor)
- Booth (10 ft. x 10 ft.) with one (1) table and two (2) chairs, on all three days, Friday-Sunday, at a prime location
- Four (4) wristband ride passes to all carnival rides
- Four (4) tickets to Taste of Westminster
- Eighth page color ad in Official Fall Festival Program
- Logo included on all Fall Festival flyers and social media posts
- Logo included on City webpage
- Recognition in City Newsletter (sent to every resident in Westminster)



# 2023 FALL FESTIVAL SPONSORSHIP OPPORTUNITIES



## SILVER SPONSOR

### Sponsor Investment | \$1,000

As a Silver Sponsor you will receive:

- Opportunity for one (1) banner, 8 ft. x 3 ft. max., hung at event (provided by sponsor)
- Two (2) wristband ride passes to all carnival rides
- Two (2) tickets to Taste of Westminster
- Company name listed on all Fall Festival flyers and social media posts
- Company name listed on City webpage
- Recognition in City Newsletter (sent to every resident in Westminster)



## BRONZE SPONSOR

### Sponsor Investment | \$500

As a Bronze Sponsor you will receive:

- Opportunity for one (1) banner, 8 ft. x 3 ft. max., hung at event (provided by sponsor)
- Company name listed on all Fall Festival flyers and social media posts
- Company name listed on City webpage
- Recognition in City Newsletter (sent to every resident in Westminster)



## PRODUCT SPONSOR

*Donations of goods; non-monetary (examples: gift cards, small promotional items, drinks, food for volunteers)*

As a Product Sponsor you will receive:

- Recognition in City Newsletter (sent to every resident in Westminster)

***For Sponsorship Inquiries, please contact the City of Westminster by email at [FallFestival@westminster-ca.gov](mailto:FallFestival@westminster-ca.gov) or call 714.895.2860.***

# 2023 FALL FESTIVAL SPONSORSHIP OPPORTUNITIES



Thank  
you

Thank you for being a sponsor and supporting the community of Westminster!

## SPONSOR GUIDELINES

1. Please return completed **Sponsor Application** and **Payment** to:

Community Services and Recreation Department  
Attn: **Fall Festival**  
8200 Westminster Blvd. Westminster, CA 92683

Make checks payable to: **City of Westminster**  
To pay by credit card, please call: (714) 895-2860

2. For sponsor packages that will include your company logo, please contact the Community Services and Recreation Department for deadlines and email logo in **PNG** or **JPEG** format to [FallFestival@westminster-ca.gov](mailto:FallFestival@westminster-ca.gov).

3. For sponsor packages that include a color ad in the official Fall Festival Program, please contact the Community Services and Recreation Department at [FallFestival@westminster-ca.gov](mailto:FallFestival@westminster-ca.gov) for deadlines and dimensions.

4. All sponsor banners are to be dropped off at the Community Services and Recreation Department no later than 5:30 p.m. on Thursday, September 14, 2023.



# 2023 FALL FESTIVAL SPONSORSHIP APPLICATION

COMPANY NAME:

ADDRESS:  City:  State:  Zip:

CONTACT PERSON:

PHONE NUMBER:

EMAIL ADDRESS:

**Please check the appropriate level of sponsorship:**

- TITLE \$10,000    PLATINUM \$7,500    DIAMOND \$5,000    GOLD \$2,500  
 SILVER \$1,000    BRONZE \$500    PRODUCT

Please return completed **Sponsor Application, Waiver** and **Payment** to:

Community Services and Recreation Department  
Attn: **Fall Festival**  
8200 Westminster Blvd. Westminster, CA 92683

Make checks payable to: **City of Westminster**  
To pay by credit card, please call: (714) 895-2860



## CITY OF WESTMINSTER PARTICIPANT AGREEMENT AND WAIVER AND RELEASE OF LIABILITY

I, \_\_\_\_\_ (Full legal name), desire to participate in **Fall Festival 2023**, (the "Activity").

In consideration for my participation in the Activity, I agree as follows:

1. Activity Environment. I understand that there are risks involved whether I participate in virtual or in-person activities.

a. In-person activities. I understand that the State of California is currently subject to a stay-at-home order due to the COVID-19 pandemic. I am fully aware of the rules and regulations imposed by the State of California and the City of Westminster ("City"), including the requirement that I must maintain social distancing of at least six feet from other participants, and that I must follow all required Community Services & Recreation policies and procedures while engaging in the Activity. I represent that:

- I am aware that persons over age 65 and persons with underlying health conditions are at greater risk of contracting COVID-19 and becoming ill, potentially risking death.
- I am not experiencing symptoms of COVID-19, such as a dry cough, fever, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of sense of smell and/or taste.
- I have not been advised by a physician that I am COVID-19 positive.
- I am physically able to engage in the Activity while following all policies and procedures of the Community Services & Recreation Department.

b. Virtual activities. I fully understand that the City, its employees, officials, and agents, are not responsible for any loss, alternation, corruption or other damage to my personal property, including computers, networks and other personal property used as part of my participation in the Activity. The City makes no warranty that 1) internet service will be adequate to facilitate the Activity, 2) internet service will be uninterrupted, timely, secure, error-free or virus-free, 3) any information that may be obtained through the Activity will be accurate or reliable and/or 4) that any errors in software will be corrected. I represent and agree that:

- The conditions of my property, both personal and real, are suitable for participation in the Activity.
- I am not experiencing symptoms of COVID-19, such as a dry cough, fever, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of sense of smell and/or taste.
- I have not been advised by a physician that I am COVID-19 positive.
- I am physically able to engage in the Activity while following all policies and procedures of the Community Services & Recreation Department.

2. Assumption of Risk. I fully understand that there are dangers, inherent and otherwise, in the Activity and in engaging in the Activity during the COVID-19 pandemic. I understand that my participation in the Activity may expose me to the risk of personal injury or death and/or causing me to acquire COVID-19 and transmit it to others. I further understand and agree that any material downloaded, viewed or otherwise obtained through a virtual Activity is done at my own risk, and I will be solely responsible for any loss or damage to my personal property, including computer systems and networks, or loss of data that resulted from the use, download and/or viewing an Activity. I hereby acknowledge that I am participating of my own free will in the Activity and I agree to assume the full risk of any injuries and/or damages and/or losses of any kind, regardless of severity and including death, that may occur in connection with my participation in the Activity. I further assume the risk, if I take a virtual Activity, that my property may not be suitable and agree to hold the Community Services & Recreation Department, the City, and their elected officials, officers, agents, employees, and volunteers, harmless from any loss or damage arising from injury to person or property arising from the use of such property in the Activity.

3. Indemnification. In consideration for being permitted to participate in the Activity, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify, defend, and hold harmless Community Services & Recreation Department, the City, and their elected officials, officers, agents, employees, and volunteers, from any and all claims, demands actions or suits arising out of or in connection with my participation in the Activity.

4. Medical Release. I authorize the City to provide or cause to be provided such medical treatment to me as may be necessary or appropriate if any injury occurs while I am participating in the Activity. I further agree to pay any costs incurred as a result of such treatment.

5. Waiver and Release of Liability. I, intending to be legally bound for myself and my heirs, personal representatives, next of kin, and anyone who might make a claim on my behalf, hereby waive, release, and discharge the Community Services & Recreation Department, the City, and their elected officials, officers, agents, employees, and volunteers from any and all claims for damages and/or liability, whether caused by any active or passive negligent act or omission of the Community Services & Recreation Department or the City, or their elected officials, officers, agents, employees, and/or volunteers, or otherwise related to my participation and promise not to sue the Community Services & Recreation Department, the City, or

**CITY OF WESTMINSTER PARTICIPANT AGREEMENT AND WAIVER AND RELEASE OF LIABILITY (CONTINUED)**

their elected officials, officers, agents, employees, and/or volunteers for any damages I incur in connection with the Activity. This release and waiver extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown.

6. Recording of In-Person/Virtual Activities. I understand and agree that a in person and/or virtual Activity may be recorded for viewing and/or listening by others at a future date. I consent to the City's use of audio/video recordings of me during the in person and/or virtual Activity and that the City may use audio/video segments or photograph stills of me for any purpose, including but not limited to news, advertising and promotional purposes, without compensation to me. I hereby release and hold harmless the Community Services & Recreation Department, the City, and their elected officials, officers, agents, employees, and volunteers, from any claims relating to the use of my likeness and image

7. Compliance with All Rules. I agree to obey all policies and procedures applicable to the Activity and instructions provided by the Community Services & Recreation Department and/or by City staff and volunteers during my participation in the Activity. I further understand and agree that Activities/events are interactive and agree to act reasonably and professionally at all times during my participation. During live sessions, participants will be able to see and hear anything within audio or camera viewing areas. Accordingly, the Activity coordinator may, in his or her sole discretion, mute and/or restrict video access to participants during a virtual session.

8. Miscellaneous. I acknowledge and agree that this Agreement is binding upon my heirs, assigns and legal representatives. I agree that this Agreement is intended to be as broad and inclusive as is permitted by California law. I further agree that this Agreement is severable and that if any clause is found invalid, the balance of the Agreement will remain in effect, valid, and enforceable.

I HAVE READ THIS AGREEMENT AND WAIVER AND RELEASE OF LIABILITY, KNOW, UNDERSTAND AND AGREE TO BE BOUND BY ITS CONTENTS, AND SIGN IT OF MY OWN FREE WILL.

Participant's Full Legal Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If participant is under the age of 18, a parent or legal guardian must read and sign this Agreement, agreeing to be bound by its terms and verifying that he/she is the parent and/or legal guardian of the minor.

Parent/Legal Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_