

MIDWAY CITY SANITARY DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA DISTRICT OFFICE BOARD ROOM 14451 CEDARWOOD STREET WESTMINSTER, CA 92683

Tuesday, January 7, 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.

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. PRESENTATIONS**
None

5. APPROVAL OF THE MINUTES

- A. Approve Minutes of the Board Meeting of the Board of Directors on December 17, 2024

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 OC San Board of Directors Meeting on December 18, 2024
- E. Report of Radio Outreach with VNCR on December 26, 2024

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 \$699,365.04

8. OLD BUSINESS

None

9. NEW BUSINESS

- A. 2024 Year in Review and Overview of Priorities and Initiatives for 2025
- B. Consider Scheduling a Special Meeting for a Legislative Update Workshop
- C. Review of the Annual Board of Directors Compensation and Days of Service Survey

10. INFORMATIONAL ITEMS

- A. FY 2024 State & Local Cybersecurity Grants for Local & Tribal Governments Program
- B. 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 – 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.

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

15. ADJOURNMENT TO TUESDAY, JANUARY 21, 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**

December 17, 2024

CALL TO ORDER

President S. Contreras called the Regular Meeting of the Governing Board of the Midway City Sanitary District to order at 5:31 P.M., on Tuesday, December 17, 2024, 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
Ashley Davies, Director of Servs. & Program Development
Milo Ebrahimi, District Engineer, P.E.
Cynthia Olsder, Board Secretary
Rudy Oregel, Refuse Driver

OTHERS PRESENT: James H. Eggart, General Counsel, Woodruff & Smart

PLEDGE OF ALLEGIANCE AND INVOCATION

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

ROLL CALL AND DECLARATION OF QUORUM

Board Secretary, C. Olsder announced a quorum.

PUBLIC COMMENTS

None

PRESENTATIONS

A. Recognition of the 2024 Employee of the Year

President S. Contreras presented R. Oregel with the Employee of The Year award, highlighting his excellence in customer service, employee relations, and attendance, among other qualities. R. Oregel has received numerous compliments from residents for his outstanding service and has proven to be an invaluable asset to both the District Solid Waste Department and overall operations. R. Oregel accepted the award and thanked the Board for recognizing the staff.

APPROVAL OF MINUTES

- A. Approve Minutes of the Regular Board of Directors Meeting on December 3, 2024
- B. Approve Minutes of the Special Board of Directors Meeting on December 6, 2024

A motion was made by Director A. Nguyen, seconded by Director C. Nguyen, to approve the minutes of the Regular Board of Directors Meeting on December 3, 2024, and the minutes of the Special Board of Directors Meeting on December 6, 2024. 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 Board of Directors for their support in his current position.

Report of the General Manager

GM R. Housley reported on the District's new, ongoing and upcoming projects.

Report of the Director of Services & Program Development

A Davies provided an update on past and upcoming outreach events. Additionally, she shared her ambitions to improve community participation and service delivery with streamlined services by utilizing GOGov, a local government software and mobile solutions.

Report of the Me Vietnam Radio Outreach on December 2, 2024

Director A. Nguyen attended the meeting along with staff to provide information about SB 1383 regulations, available District services, and upcoming events in 2025.

Director C. Nguyen disclosed that Me Vietnam Radio have decided to close its doors. He recommended that the District should do something kind for them to express our appreciation.

Report of Assemblyman Tri Ta Open House on December 5, 2024

Director A. Nguyen and Director M. Nguyen attended the event with Staff and said it was a great opportunity to network and learn.

Report of District Annual Holiday Event on December 7, 2024

All of the Directors attended and said the event had the largest attendance they had ever seen. They agreed that it was a great way to celebrate, honor the staff, and conclude the year.

Report of Legislative & Public Affairs Outreach Meeting on December 11, 2024

Director T. Diep reported that he attended a meeting with Director C. Nguyen, where they discussed potential future meeting dates, strategies for promoting the District, and the CSDA Special District Leadership Academy Governance Training scheduled for 2025. They also discussed the possibility of being a candidate to give a presentation at an ISDOC meeting and reaching out to Assemblyman Tri Ta to seek his support for a legislative proposal to amend the Public Employee Retirement Law (PERL).

CONSENT CALENDAR

- A. Receive and File the Register of Demands in the Amount of \$456,846.05
- B. Approve and File the Treasurer’s Investment Report for November 2024
- C. Approve the December 11, 2024 Legislative and Public Affairs Outreach Subcommittee Recommendations as presented
- D. Receive and File the Engineer Report for November 2024

A motion was made by Director C. 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 ADOPTING **RESOLUTION NO. 2024-27** OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ESTABLISHING A CODE OF ETHICS POLICY

A staff report and recommendations were provided to and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to adopt Resolution No. 2024-27 as presented at the meeting. The motion was approved by the following 5-0 roll call vote:

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

B. CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2024-28 ADOPTING AN UPDATED EMPLOYEE HANDBOOK FOR NON-REPRESENTED EMPLOYEES AND RESCINDING RESOLUTION NO. 2023-19

A staff report and recommendations were provided to and considered by the Board. A motion was made by Director C. Nguyen, seconded by Director T. Diep, to adopt Resolution No. 2024-28 as presented at the meeting with one change to the Employee Handbook for Non-Represented Employees, Chapter 4, Section F, Employee Safety and Economy Suggestion Program (2024), the maximum monetary award is now set at fifteen hundred dollars (\$1,500), reduced from two thousand dollars (\$2,000). The motion was approved by the following 5-0 roll call vote:

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

C. Consider Approval of a Proposed Job Description and Salary Schedule for the Position of Assistant Engineer and Authorize Recruitment for the Position of Assistant Engineer

Director C. Nguyen questioned the necessity of the position and inquired about how the pay scale was determined. He advocated for more transparency in the hiring process for this role.

Director T. Diep asked District Engineer, M. Ebrahimi to justify the need for the position. He questioned why the position wasn't needed for the past 10 years and, even after the District Engineer position was filled, why there is now a need to hire additional staff.

President S. Contreras recommended that Staff conduct a more thorough review, providing additional details and evidence to support the need for the position, and then bring the matter back to the Board for further discussion.

Director C. Nguyen left the meeting at 6:24 p.m.

A staff report and recommendations were provided to and considered by the Board. A motion was made by President S. Contreras, seconded by Director T. Diep, to continue Item 9.C for Staff to bring back the additional information requested by the Board Members at a date to be determined at the discretion of Staff. The motion was approved by the following 4-0 vote:

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

INFORMATIONAL ITEMS

A. 2025 Board Meeting Calendar

Receive and File.

BOARD CONCERNS AND COMMENTS

The Directors thanked staff and wished staff Merry Christmas.

GENERAL MANAGER AND STAFF CONCERNS AND COMMENT

GM R. Housley thanked Board for their support and wished the Directors a happy holiday.

GENERAL COUNSEL CONCERNS AND COMMENTS

General Counsel J. Eggart thanked the Board for the invitation to attend the District's holiday event.

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 6:35 P.M. to the next regular Board Meeting to be held at the District on Tuesday, January 7, 2025 at 5:30 P.M.

Mark Nguyen, Secretary

AGENDA ITEM 7A

Date: January 7, 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 \$669,365.04.

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 \$669,365.04. 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 January 7, 2024

Midway City Sanitary District

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

Prepared for Board Meeting held on January 7, 2025

Type	Num	Date	Name	Memo	Paid Amount
Check	16281	12/12/2024	Ace Industries, Inc.	Customer# 77338883	
Bill	INV65612	12/12/2024		OSHA Repairs to 5 ton crane	4,474.54
					4,474.54
Check	16282	12/12/2024	Advanced Thermal Products, Inc	PO # 425NG-21	
Bill	241324	12/09/2024		NG-21 Firewall Insulation	2,142.00
					2,142.00
Check	16283	12/12/2024	AKM Consulting Engineers, Inc.	Project No. 2351831.00	
Bill	0013143	11/30/2024		Sewer System Master Plan 11/04/24 - 11/27/24	17,278.50
					17,278.50
Check	16284	12/12/2024	AT&T Mobility (First Net)		
Bill	287347891227X120424	11/26/2024		Camera#1 - 949.508.8152	59.98
				Camera#2 - 949.508.8431	59.98
				Camera#3 - 949.527.2176	59.98
Bill	287341896497X121024	12/02/2024		Pump Man 714-766-4336 Nov 2024	45.09
Bill	287291683611X1224	12/02/2024		October 2024	510.12
				October 2024	320.39
				October 2024	137.31
					1,192.85
Check	16285	12/12/2024	Be Safe Fire Protection	Cust # 11716	
Bill	1275	12/10/2024		Performed annual maintenance - Fire Extinguishers	425.00
					425.00
Check	16286	12/12/2024	Bodyworks Equip. Inc.		
Bill	49142	12/05/2024		RR Dump Cylinder (2)	1,778.83
Bill	49141	12/05/2024		Interface Box (1), Husco Control Box (2), Control Box Harness (1), 2" Cam Follower (2), Coil A (...)	4,131.51
					5,910.34
Check	16287	12/12/2024	City of Westminster-Water Billing		
Bill	208741	12/03/2024		Hammon Lift Station 10/15/24 - 11/18/24	19.45
Bill	210813	12/03/2024		Westminster Lift Station 10/01/24 - 11/19/24	19.45
					38.90
Check	16288	12/12/2024	Costco Wholesale	Membership Renewal for 2025	
Bill	762142593	12/01/2024		2025 Annual Membership	195.00
					195.00
Check	16289	12/12/2024	Daniels Tire Service	Cust # 2002338 Ref # 947834	
Bill	200524838	12/11/2024		315/80R225 (4)	2,135.41
					2,135.41
Check	16290	12/12/2024	Davis Farr LLP	Client No 31320	
Bill	2360	11/30/2024		Accounting Assistance (36.00) November 2024	3,780.00
					3,780.00
Check	16291	12/12/2024	Delafield Corporation	Cust No. MID101	
Bill	508405	12/03/2024		Nozzle, CNG (5)	948.25
					948.25
Check	16292	12/12/2024	HB Staffing/Cathyjon Enterprises, Inc.	Client# 341347	
Bill	4502332	12/05/2024		Project Manager (24.0) 11/25/24 - 11/27/24	1,324.56
					1,324.56
Check	16293	12/12/2024	Hose-Man, Inc.	Cust P.O. #28753	
Bill	00083911	12/04/2024		NG-8 Hydraulic Assembly (1), 2-1/2" 0-5, 000PSI 1/4 LM (2)	273.96
					273.96
Check	16294	12/12/2024	Rutan & Tucker, LLP	Account # 014843-0001	
Bill	1013944	12/10/2024		Legal Services (6) Nov-2024	1,740.00
					1,740.00
Check	16295	12/12/2024	SoCal Auto & Truck Parts, Inc.	PO# 28749	
Bill	626428	11/25/2024		Premium Capsules (3)	62.90
					62.90

Type	Num	Date	Name	Memo	Paid Amount
Check	16296	12/12/2024	Staples Business Credit	Acct # 10181543LA	
Bill	7003147035	11/25/2024		Office Supplies Nov-2024	387.01
					387.01
Check	16297	12/12/2024	SWRCB	FY 07/01/24-06/30/25	
Bill	WD-0284004	12/04/2024		Annual Permit Fees for 07/01/24-06/30/25	21,150.00
					21,150.00
Check	16298	12/12/2024	TEC Of California, Inc.	PO# 28760	
Bill	1476673L	11/20/2024	TEC Of California, Inc.	PO# 28746	0.00
Bill	1479309L	12/09/2024		NG-8 Kit, Exh RC (1), Washer (2)	1,944.48
					1,944.48
Check	16299	12/12/2024	Tell Steel	PO# 28747	
Bill	31718	12/11/2024		3/16" HR Plate (10)	2,778.78
					2,778.78
Check	16300	12/12/2024	UniFirst Corporation		
Bill	2190270146	12/06/2024		Dec - 2024	215.94
Bill	2190270147	12/06/2024		Dec - 2024	83.30
Bill	2190270148	12/06/2024		Dec - 2024	66.93
Bill	2190270149	12/06/2024		Dec - 2024	19.05
					385.22
Check	16301	12/12/2024	Wespac Security Services, Inc.		
Bill	L6B-0173-B1 Dec 2024	11/30/2024		Burglar Alarm Monitoring 10/24-12/24	135.00
Bill	L6B-0173-F Dec 2024	11/30/2024		Fire alarm monitoring 10/24 - 12/24	255.00
Bill	L6B-0175-G Dec 2024	11/30/2024		Gas leak alarm monitoring 10/24 - 12/24	249.00
					639.00
Check	16302	12/12/2024	Woodruff & Smart	ID: 2003-JHE	
Bill	77226	11/30/2024		Legal Services November-2024	13,386.20
					13,386.20
Check	16303	12/20/2024	AKM Consulting Engineers, Inc.	Project No. 2351909.00	
Bill	0013183	12/20/2024		Manholes @ Westminster & Springdale - 11/04/24 - 11/27/24	10,262.00
				Reimbursement - Geotechnical Consultant	24,000.00
				Reimbursement - Survey & Mapping Consultant	1,590.00
					35,852.00
Check	16304	12/20/2024	Amy Collins	Refund - Overcharged for Extra Container	
Bill	Refund	12/10/2024		Refund - Overcharged for Extra Container	39.22
					39.22
Check	16305	12/20/2024	AT&T (Brookhurst Lift Station)	Acct # 714 531-0272 115 1	
Bill	7145310272 12/24	12/13/2024		Brookhurst Dec-2024	603.43
					603.43
Check	16306	12/20/2024	City of Westminster	2024 Q1, Q2 & Q3 Over The Top Fees	
Bill	2024 Q1, Q2 & Q3	12/16/2024		2024 Q3 Over The Top Fees - Jul-Sep	615.00
				2024 Q2 Over The Top Fees - Apr-Jun	1,950.00
				2024 Q1 Over The Top Fees - Jan-Mar	2,730.00
					5,295.00
Check	16307	12/20/2024	City of Westminster Hydrant	Acct #013-0012 Customer #45973	
Bill	214085	12/13/2024		Hydrant Water Service Dec-2024	84.94
					84.94
Check	16308	12/20/2024	Clean Energy	Cust # 124470 Order # FSO1485631	
Bill	CEW12741600	12/16/2024		CNG Compressor Remote Reset - 12/12/24	35.23
					35.23
Check	16309	12/20/2024	Dtntech	2025 Open House Mailers	
Bill	19807	12/17/2024		2025 Open House Mailers	13,725.07
					13,725.07

Type	Num	Date	Name	Memo	Paid Amount
Check	16310	12/20/2024	Empire Pipe Cleaning and Equipment, Inc.	CCTV Video Inspection & Cleaning Project	
Bill	12639	12/04/2024		Cleaning/CCRC Inspection 8" Gravity Sewer Mains (1758.60 LF)	2,514.79
				Cleaning/CCRC Inspection 10" Gravity Sewer Mains (2.5 LF)	4.38
				Cleaning/CCRC Inspection 15" Gravity Sewer Mains (300.60 LF)	733.46
				Cleaning/CCRC Inspection 18" Gravity Sewer Mains (429.50 LF)	1,309.98
				Inspection Manholes (792)	138,600.00
					143,162.61
Check	16311	12/20/2024	Grainger	Acct # 814369849 PO# Angel Castro	
Bill	9335319944	12/04/2024		Car Wash Brush (4)	148.20
					148.20
Check	16312	12/20/2024	Murex Environmental, Inc.	Groundwater Assessment	
Bill	4817	12/03/2024		Groundwater Assesment	3,146.25
					3,146.25
Check	16313	12/20/2024	Orange County Sanitation District	MCSDDIST November Permit Fees 2024	
Bill	Permit Fees Nov-2024	11/30/2024		Permit Fees Nov-2024	6,354.55
					6,354.55
Check	16314	12/20/2024	Pitney Bowes/Purchase Power	Acct # 80000-90000-0933-5138	
Bill	80009000093351381224	12/10/2024		Postage Nov-2024	200.00
					200.00
Check	16315	12/20/2024	Radio Bolsa Corp.	BS 2023 2027d	
Bill	4458	12/02/2024		Radio talkshows (6) 20Min Recorded 11/12/24 - 11/29/24	2,000.00
					2,000.00
Check	16316	12/20/2024	Rengel + Company Architects, Inc		
Bill	202041.0701	12/19/2024		Construction Management	6,500.00
Bill	20204144	12/19/2024		Reimbursable Expenses	1,434.80
Bill	20204142	12/19/2024		Reimbursable Expenses	350.00
					8,284.80
Check	16317	12/20/2024	Safety-Kleen Systems, Inc.		
Bill	96056911	12/03/2024		Moly Supreme 2, 5% (1), AF-HD ELC Oat Red-55GA (1)	1,498.45
Bill	96056895	12/03/2024		Used Oil Shop (250), Used Antifreeze (100)	252.00
					1,750.45
Check	16318	12/20/2024	SDRMA - Employee Benefits	Member # 7732	
Bill	H46922	01/01/2025		January - 2025	636.64
				January - 2025	1,696.72
				January - 2025	948.74
				January - 2025	546.72
				January - 2025	470.20
				January - 2025	113.93
				January - 2025	258.84
				January - 2025	113.48
				January - 2025	98.48
				January - 2025	48.71
					4,932.46
Check	16319	12/20/2024	Spectrum Enterprise (Time Warner Cable)		
Bill	188914501120724	12/07/2024		Dec-2024	1,349.00
Bill	188910401120724	12/07/2024		Dec-2024	102.90
					1,451.90
Check	16320	12/20/2024	Underground Service Alert	MCSDDIST	
Bill	1020240441	10/31/2024		Underground Dig Alerts October-2024 (7)	22.95
					22.95
Check	16321	12/20/2024	UniFirst Corporation		
Bill	2190274149	12/13/2024		Dec - 2024	235.60
Bill	2190274150	12/13/2024		Dec - 2024	123.30
Bill	2190274151	12/13/2024		Dec - 2024	59.85
Bill	2190274152	12/13/2024		Dec - 2024	19.05
					437.80

Type	Num	Date	Name	Memo	Paid Amount
Check	16322	12/20/2024	WEX Health Inc - Reserve Account	Reserve Funds Customer ID 45927	
Bill	HRA 01/25-06/25	12/16/2024		Reserve Funds for HRA 01/25 - 06/25	21,000.00
					21,000.00
Check Total					\$331,119.76
ACH Payment	1002794489	12/09/2024	CalPERS-Retirement	6882866561	
Bill	11/11/24 - 11/24/24	11/24/2024		Earned Period 11/11/24 - 11/24/24	1,968.91
				Earned Period 11/11/24 - 11/24/24	3,552.21
				Earned Period 11/11/24 - 11/24/24	4,366.86
				Earned Period 11/11/24 - 11/24/24	1,559.21
					11,447.19
ACH Payment	1002794490	12/09/2024	CalPERS-Retirement	6882866561	
Bill	11/11/24 - 11/24/24	11/24/2024		Earned Period 11/11/24 - 11/24/24	1,804.76
				Earned Period 11/11/24 - 11/24/24	3,256.08
				Earned Period 11/11/24 - 11/24/24	4,002.81
				Earned Period 11/11/24 - 11/24/24	1,429.23
					10,492.88
ACH Payment	1002794491	12/09/2024	CalPERS-Retirement	6882866561	
Bill	11/11/24 - 11/24/24	11/24/2024		Earned Period 11/11/24 - 11/24/24	130.05
				Earned Period 11/11/24 - 11/24/24	234.64
				Earned Period 11/11/24 - 11/24/24	288.45
				Earned Period 11/11/24 - 11/24/24	102.99
					756.13
ACH Payment	1002794494	12/09/2024	CalPERS - Health Benefits	6882866561	
Bill	17741954	12/01/2024		2024_12	9,825.16
				2024_12	25,905.23
				2024_12	17,770.55
				2024_12	7,807.66
				2024_12	3,000.44
				2024_12	6,201.82
				2024_12	6,854.45
				2024_12	448.15
					77,813.46
ACH Payment	1002794501	12/09/2024	CalPERS - Health Benefits	6882866561	
Bill	17741955	12/01/2024		2024_12	7,030.26
					7,030.26
ACH Payment	3442709	12/09/2024	SoCalGas	Acct # 021-760-4610 6	
				CNG Station Nov-2024 (10,694)	9,199.25
					9,199.25
ACH Payment		12/09/2024		Funds ACH Payment 457(b) OBRA-PST	
				Funds ACH Payment 457(b) OBRA-PST	1,048.50
					1,048.50
ACH Payment		12/09/2024		Funds ACH Payment 457 (b) Salary Reduction	
				Funds ACH Payment 457 (b) Salary Reduction	4,346.98
					4,346.98
ACH Payment		12/09/2024		Funds ACH Payment 457(b) Roth	
				Funds ACH Payment 457(b) Roth	3,297.99
					3,297.99
ACH Payment		12/11/2024		Funds ACH Payment 457(b) Salary Reduction	
				Funds ACH Payment 457(b) Salary Reduction	4,413.16
					4,413.16
ACH Payment		12/11/2024		Funds ACH Payment 457(b) Roth	
				Funds ACH Payment 457(b) Roth	3,890.39
					3,890.39
ACH Payment	1002795882	12/13/2024	CalPERS-Retirement	6882866561	
Bill	11/25/24 - 12/08/24	12/08/2024		Earned Period 11/25/24 - 12/08/24	1,988.41
				Earned Period 11/25/24 - 12/08/24	3,498.48
				Earned Period 11/25/24 - 12/08/24	4,410.13
				Earned Period 11/25/24 - 12/08/24	1,574.66
					11,471.68

Type	Num	Date	Name	Memo	Paid Amount
ACH Payment	1002795883	12/13/2024	CalPERS-Retirement	6882866561	
Bill	11/25/24 - 12/08/24	12/08/2024		Earned Period 11/25/24 - 12/08/24	1,784.24
				Earned Period 11/25/24 - 12/08/24	3,139.26
				Earned Period 11/25/24 - 12/08/24	3,957.31
				Earned Period 11/25/24 - 12/08/24	1,412.98
					10,293.79
ACH Payment	1002795884	12/13/2024	CalPERS-Retirement	6882866561	
Bill	11/25/24 - 12/08/24	12/08/2024		Earned Period 11/25/24 - 12/08/24	131.07
				Earned Period 11/25/24 - 12/08/24	230.59
				Earned Period 11/25/24 - 12/08/24	290.68
				Earned Period 11/25/24 - 12/08/24	103.79
					756.13
ACH Payment	42460445556	12/18/2024	US Bank Corporate Payment System	Acct # 4246 0445 5568 5498	
Bill	42460445556854981124	11/22/2024		CAL-Card Expenses Nov-2024	17,409.90
					17,409.90
ACH Payment	90281220202	12/20/2024	Chevron Texaco (Wex Bank)	Acct # 0496-00-525172-3	
Bill	101449734	11/30/2024		Nov-2024	200.98
				Nov-2024	110.22
				Nov-2024	80.61
				Nov-2024	683.38
					1,075.19
ACH Payment	FY25M1049	12/20/2024	Paychex	Acct # Y48072541	
Bill	7270796	12/05/2024		Time & Attendance Dec 2024	407.63
					407.63
ACH Payments Total					\$158,456.88
Payroll		12/11/2024		Employee Payroll	179,788.40
Payroll Total					\$179,788.40
Total Disbursements					\$669,365.04

Type	Num	Date	Name	Memo	Paid Amount
Transfers					
Transfer		12/10/2024		Funds Transfer - Close CalRecycle SB 1383 Grant CalClass account into CalClass Operating account	
				Funds Transfer - Close CalRecycle SB 1383 Grant CalClass account into CalClass Operating account	277,438.99
					277,438.99
Transfer		12/11/2024		Funds Transfer - MM to Checking to Cover Payroll with 7% increase & Vac Payout	
				Funds Transfer - MM to Checking to Cover Payroll with 7% increase & Vac Payout	250,000.00
					250,000.00
Transfer		12/13/2024		Funds Transfer - To Cover EOY Payroll and A/P	
				Funds Transfer - To Cover EOY Payroll and A/P	250,000.00
					250,000.00
Transfer		12/18/2024		Funds Transfer - Purchase 4" Cua Claw Wheel - Rebalance Reserves	
				Funds Transfer - Purchase 4" Cua Claw Wheel - Rebalance Reserves	1,094.00
					1,094.00
Transfer		12/18/2024		Funds Transfer - Rebalance LAIF Reserves for Purchase of Ricoh IMC3510 Copier	
				Funds Transfer - Rebalance LAIF Reserves for Purchase of Ricoh IMC3510 Copier	9,639.99
					9,639.99
Transfer		12/18/2024		Funds Transfer - Rebalance LAIF Reserves for Purchase of 2024Rizon E18L	
				Funds Transfer - Rebalance LAIF Reserves for Purchase of 2024Rizon E18L	73,330.59
					73,330.59
Transfers Total					\$861,503.57

AGENDA ITEM 9A

Date: January 7, 2025
To: Board of Directors
From: Robert Housley, General Manager
Prepared by: Robert Housley, General Manager
Subject: 2024 Year in Review and Overview of Priorities and Initiatives for 2025

BACKGROUND

This presentation provides an overview of the accomplishments and progress made during 2024, along with an update on priorities and initiatives for 2025. It aligns with the District’s Goals and Priorities and key policy objectives adopted by the Board.

DISCUSSION

This update reflects directives from previous Board actions and incorporates community feedback collected throughout the year. The year in review provides context for the priorities and initiatives outlined for 2025, which focus on furthering sustainability efforts, advancing technological innovation, protecting and enhancing infrastructure, program development, and improving cost recovery mechanisms to ensure long-term financial stability.

FISCAL IMPACT

None. This is an informational presentation only.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors provide feedback on the year in review and priorities and initiatives for 2025. No further action is recommended.

ATTACHMENTS

None.

AGENDA ITEM 9B

Date: January 7, 2025
To: Board of Directors
From: Robert Housley, General Manager
Prepared by: Robert Housley, General Manager
Subject: Consider Scheduling a Special Meeting for a Legislative Update Workshop

BACKGROUND

Each year there are new State and Federal legislative laws passed that can potentially impact the Midway City Sanitary District (District) and other special districts. In 2024 there were several bills that were approved that can impact the District. It is the responsibility of Staff and General Counsel to provide relevant information to the Board of Directors to ensure that the District is aware of any new laws that can potentially impact the District and its customers.

The Legislative Update Workshop last year took place on February 16, 2024, and was expertly presented by General Counsel James Eggart.

DISCUSSION

A legislative update workshop provides a concise overview of recent legislative developments relevant to the District and provides the opportunity to have an in-depth review and lengthy discussion on the impacts they can have. The workshop will highlight key changes, pending bills, or policy updates that the Board of Directors should be aware of. The workshop will enhance the District’s understanding of the new laws, ensuring compliance, and adapting strategies to align with the latest legal changes. The legislative update workshop also serves as a proactive measure to navigate potential challenges and manage organizational resilience in the face of changing legislative landscapes.

General Counsel James Eggart will be presenting the workshop on a date to be determined by the Board of Directors.

Potential dates to consider:

- Monday, January 20: at any time
- Thursday, January 23: 5:30 or after
- Monday, January 27: at any time
- Thursday, January 30: 5:30 p.m. or after
- Monday, February 3: at any time
- Monday, February 10: at any time
- Monday, February 24: at any time
- Thursday, February 27: 5:30 or after

FISCAL IMPACT

There is no fiscal impact to schedule a legislative update workshop.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors schedule a special meeting for a legislative update workshop on a date to be determined.

ATTACHMENTS

None.

AGENDA ITEM 9C

Date: January 7, 2024

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Rober Housley, General Manager

Subject: Review of the Annual Board of Directors Compensation and Days of Service Survey

BACKGROUND

Pursuant to Health and Safety Code Section 6489 and Water Code Section 20202, Directors of the Midway City Sanitary District (MCSD) are eligible to receive compensation for attendance at meetings or days of service performed on behalf of the District. State law allows for adjustments in compensation not to exceed 5% per year, cumulatively, since the last adjustment. MCSD Directors' current per-meeting compensation of \$300.00 was last adjusted in March 2021 by Ordinance 70.

This annual informational report provides a review of Director compensation and days of service, including findings from the Annual Board of Directors Compensation and Days of Service Survey conducted among similar agencies in Orange County.

DISCUSSION

The 2025 Annual Board of Directors Compensation and Days of Service Survey evaluated the following:

1. Current Compensation Practices: Comparison of MCSD Board compensation with that of other sanitary districts and similar agencies within Orange County.
2. Days of Service: The survey confirmed that sanitary and sanitation districts typically limit Director compensation to six (6) days of service per month.
3. MCSD Board of Directors: The survey includes information as to when the agency established their compensation for a day of service and if there are any plans in the future to increase it.

The survey revealed the following:

- MCSD's current per-meeting compensation of \$300.00 is consistent with comparable agencies.
- The six (6) compensated days per month limit aligns with state law and remains standard among sanitary districts.
- The survey revealed that some agencies evaluate compensation on a regular basis, and some agencies implement increases on an annual basis.

This report is informational only and intended to guide the Board's discussion of potential compensation adjustments or reaffirmation of current practices in subsequent meetings.

FISCAL IMPACT

None. This is an informational report only.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors receive and file this report for informational purposes or provide direction as necessary.

ATTACHMENTS

1. Annual Board of Directors Compensation and Days of Service Survey

2025 OC Board of Directors Days of Service Survey

SPECIAL DISTRICT AGENCY	BOARD SIZE	MAX DAYS of SERVICE (Monthly)	PER DAY of SERVICE	EFFECTIVE DATE	PROJECTED FEE INCREASES
COSTA MESA SANITARY DISTRICT	5	6	\$ 295.00	09/01/16	Currently, there are no immediate plans for increasing Board compensation.
EL TORO WATER DISTRICT	5	10	\$ 219.00	03/01/18	N/A
IRVINE RANCH WATER DISTRICT	5	10	\$ 331.00	11/13/23	Each year, the Board of Directors reviews to set Board member compensation. On November 13, 2023, the IRWD Board of Directors approved an increase of their fees for calendar year 2024. No plans to increase in 2025.
MESA WATER DISTRICT	5	10	\$ 369.00	01/01/25	Adopted 10/23/24 Effective January 1, 2025, Ordinance No. 36, the compensation paid to Directors shall be \$369.00 per day. Effective as of July 1, 2025, the compensation paid to Directors shall be \$387.00.
MIDWAY CITY SANITARY DISTRICT	5	6	\$ 300.00	03/16/21	Ordinance #70
MOULTON NIGUEL WATER DISTRICT	7	10	\$ 294.00	04/01/23	We plan for an increase every year during our budget prep.
MUNICIPAL WATER DISTRICT OF OC	7	10	\$ 327.43	01/01/20	2024 - Currently, there are no immediate plans for increasing Board compensation.
OC SANITATION DISTRICT	25	6	\$ 315.00	01/01/25	1. Only Board Chairman receives compensation for up to 10 days of service. 2. On Jan 1st of each year, beginning with 01/01/2025, the amount of compensation for each day's service shall increase by five percent (5%), unless said increase is waived by the Board of Directors. (plus mileage)
OC WATER DISTRICT	10	10	\$ 330.75	10/01/23	No set plan at this time. 1. The Water Code governs the amount and method of local agencies providing compensation to members of the governing board. The code provides that the Board may, by ordinance following a public hearing, increase its compensation by an amount not to exceed an amount equal to 5 percent for each calendar year following the operative date of the last adjustment. 2. All meetings (including phone calls per Section 1.e) along with any preparation time prior to the meeting must exceed 30 minutes to receive compensation.
SANTA MARGARITA WATER DISTRICT	5	10	\$ 324.00	08/01/23	N/A
SOUTH COAST WATER DISTRICT	5	10	\$ 310.00	08/01/19	N/A
YORBA LINDA WATER DISTRICT	5	10	\$ 157.50	01/01/03	The Board shall consider its compensation rate in October of each year. Increases in compensation are limited to five percent for each calendar year following the operative date of the last adjustment (District Ord. 2024-01; WC § 20202).



December 24, 2024

DELIVERED VIA EMAIL: rhousley@midwaycitysanitaryca.gov

Robert Housley
General Manager
Midway City Sanitary District
14451 Cedarwood Street
Westminster, CA 92683

SUBJECT: NOTIFICATION OF SUBRECIPIENT ALLOCATION

Fiscal Year (FY) 2024 State & Local Cybersecurity Grants for Local & Tribal Governments (SL) Program

Grant Subaward Performance Period: December 1, 2024, to December 31, 2026

Dear Robert Housley:

We are pleased to announce that your proposal has been selected to receive funding through the FY 2024 SL Program of the California Governor's Office of Emergency Services (Cal OES). As outlined in the SL Program Competitive Funding Opportunity (CFO) section E, 3. Notification Process, Applicants not selected for funding may appeal Cal OES's decision pursuant to the Cal OES Appeal Guidelines for Competitive Funding. If any appeal is successful, this may affect your requested funding amount. Provided there are no successful appeals, your organization will be awarded the amount of \$250,000.

This subaward is subject to requirements in Title 2 Code of Federal Regulations, Part 200, including the Notice of Funding Opportunity (NOFO), the Preparedness Grants Manual, the California Supplement to the NOFO, reporting requirements, all policies and provisions set forth in the FY 2024 SL CFO, and all applicable federal, state, and local requirements. All activities funded with this subaward must be completed within the subaward period of performance. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to Cal OES.

Subrecipients must obtain written approval **prior** to incurring costs for activities such as aviation, watercraft, allowability request logs, noncompetitive procurement,



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8506 TELEPHONE (916) 845-8511 FAX

www.CalOES.ca.gov

and projects requiring Environmental Planning and Historic Preservation review.

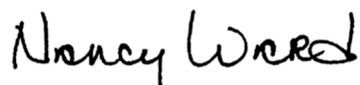
Your organization will be required to prepare and submit performance reports annually for the duration of the subaward period of performance or until all activities are completed and the subaward is formally closed. Failure to submit required reports could result in subaward reduction, suspension, or termination. Throughout the subaward cycle, project status and milestones from the performance reports will be used as indicators of project feasibility, performance, and grant management capacity. This information may also be used in assessing proposals for future grant opportunities.

Next Steps:

- Your signature is required on this letter. Please sign and return this letter via email to your Cal OES Grants Analyst (GA) within 20 calendar days of receipt and keep a copy for your records.
- If you have not already, please visit the [Grants Central System \(GCS\) webpage](#) to register your organization.
- You will be notified to complete your application as soon as it is available in GCS – we anticipate mid-January 2025.
- Once the completed application is submitted and approved in GCS, you will be able to request reimbursement of eligible subaward expenditures in the system.

Please contact your GA if you have questions or need further assistance.

Sincerely,



NANCY WARD
Director



2025 Board Meeting Calendar

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
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				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30/31

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29/30

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Board Meetings
 - Legis. & PA Outreach Comm. Meeting
 - Calendar Committee Meeting
 - Franchise Committee Meeting
 - ISDOC Qrtly Luncheon
 - Clean-up event
 - Special Events/Conferences
-
- 1/25 MCSD Open House
 - 2/1 WM Tet Festival
 - 4/21-24 CSDA Leadership Conference
 - 5/6-9 WasteExpo Conference
 - 5/17 Compost Event
 - 5/20-21 CSDA Legislative Days
 - 7/16 WM Safety Day
 - 8/25-28 CSDA Annual Conference
-
- Holiday - Office 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 12/13/24