

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

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

**Tuesday, April 1, 2025  
5:30 P.M.**

**OUR MISSION STATEMENT**

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

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

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

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

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

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

- 4. PRESENTATIONS – None**

**5. APPROVAL OF THE MINUTES**

- A. Approve Minutes of the Board of Directors Meeting on March 18, 2025
- B. Approve Minutes of the Special Board of Directors Meeting on March 22, 2025

**6. REPORTS**

The President, General Manager, Legal Counsel, and other staff present verbal reports on miscellaneous matters of general interest to the Directors. These reports are for information only and require no action by the Directors.

- A. Report of President
- B. Report of General Manager
- C. Report of Director of Services & Program Development
- D. Report of District Employee Luncheon on March 19, 2025
- E. Report of Legislative & Public Affairs Outreach Subcommittee Meeting on March 20, 2025
- F. Report of OC San Board of Directors Meeting on March 19 & 26, 2025
- G. Report of OC Forum Luncheon with OC Supervisor Janet Nguyen (1<sup>st</sup> District) & OC Supervisor Vicente Sarmiento (2<sup>nd</sup> District) on March 28, 2025

**7. CONSENT CALENDAR**

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

- A. Receive and File the Register of Demands in the Amount of \$408,645.49
- B. Consider Report from the March 20, 2025 Meeting and Approval of Recommendations of the Legislative and Public Affairs Outreach Subcommittee

**8. OLD BUSINESS - None****9. NEW BUSINESS**

- A. Consider adoption of Resolution No. 2025-03, entitled:  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ESTABLISHING A POLICY APPLICABLE TO DISTRICT DEPOSITS AND INVESTED FUNDS
- B. Consider adoption of Resolution No. 2025-04, entitled:  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2025-2026 (JULY 1, 2025 THROUGH JUNE 30, 2026)

- C. Consider Adoption of Resolution No. 2025-05, entitled:  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE 2025-2026 SALARY SCHEDULE FOR REPRESENTED EMPLOYEES
- D. Consider Adoption of Resolution No. 2025-06, entitled:  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE 2025-2026 SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES
- E. Consider Adoption of Resolution No. 2025-07, entitled:  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY NOMINATING ROBERT HOUSLEY AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

**10. INFORMATIONAL ITEMS**

- A. ISDOC Executive Committee Secretary Vacancy
- B. LAFCO Approved Proposed Budget FY 2025-26
- C. 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, APRIL 15, 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**

**March 18, 2025**

**CALL TO ORDER**

President S. Contreras called the Regular Meeting of the Governing Board of the Midway City Sanitary District to order at 5:31 p.m., on Tuesday, March 18, 2025, at 14451 Cedarwood Street, Westminster, California.

**ROLL CALL**

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

**ABSENT:** None

**STAFF PRESENT:** Robert Housley, General Manager  
Gordon Copley, Director of Finance  
Ashley Davies, Director of Servs. & Program Development  
Cynthia Olsder, Exec/Board Secretary

**OTHERS PRESENT:** James H. Eggart, General Counsel, Woodruff & Smart  
James R. Fisler, OC LAFCO Commissioner & Mesa Water Director  
John Lewer, Consultant Mesa Water District  
Paul Mesmer, 1<sup>st</sup> Vice President, ISDOC

**PLEDGE OF ALLEGIANCE AND INVOCATION**

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

**ROLL CALL AND DECLARATION OF QUORUM**

Board Secretary, C. Olsder announced a quorum.

**PUBLIC COMMENTS**

J. Fisler provided an update regarding special districts in Orange County.

P. Mesmer introduced himself to the Board and expressed his desire to become familiar with them. He expressed sincere gratitude for the District's support and mentioned that he looks forward to seeing the District spotlighted at their meeting in October.

**PRESENTATIONS**

None.

**APPROVAL OF MINUTES**

A. Approve Minutes of the Regular Board of Directors Meeting on March 4, 2025

A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to approve the minutes of the Regular Board of Directors Meeting on March 4, 2025. The motion was approved by the following 5-0 vote:

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

**REPORTS**

**Report of President**

None.

**Report of the General Manager**

GM R. Housley provided an update on the District’s daily operations, covering several topics, including the engineer tech position, federal funding opportunities for microgrid projects, the WISE agreement, the Westminster mall project, the SDRMA schedule, and the upcoming meeting with OC Supervisor Janet Nguyen.

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

Director of Servs. & Program Development A. Davies provided updates on the SB 1383 audit, the compost event, and school outreach initiatives, including the partnership with the Discovery Cube.

**Report of Radio Outreach with Little Saigon on March 5, 2025**

Director M. Nguyen reported that he participated in the recording with Director C. Nguyen to provide information about the District’s services, upcoming events, SB 1383 Organic Waste, and the F.O.G. program.

**Report of Radio Outreach with VietLink on March 6, 2025**

Director A. Nguyen reported that he participated in the recording with President S. Contreras to provide information about the District’s services, upcoming events, SB 1383 Organic Waste, and the F.O.G. program.

**Report of Clean-up event at Westminster Village Park on March 8, 2025**

President S. Contreras reported that he attended the event alongside all four Directors, noting it was another successful event.

**CONSENT CALENDAR**

- A. Receive and File the Register of Demands in the Amount of \$593,838.09
- B. Approve and File the Treasurer’s Investment Report for February 2025
- C. Receive and File the Engineer Report for February 2025

A motion was made by Director A. Nguyen, seconded by Director T. Diep, 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. Presentation and Update on the GoGov Customer Relationship Management System

A staff report was provided to the Board.

Director of Servs. & Program Development, A. Davies conducted a live demonstration.

The Board of Directors and Staff discussed the GoGov customer relationship management system. No action was taken.

- B. Update on the Success of the Midway City Sanitary District Health Reimbursement Agreement (HRA) Program

A report was provided and considered by the Board. A motion was made by Director T. Diep, seconded by Director A. Nguyen, to direct staff to prepare and bring back a resolution for Board consideration that updates the Health Reimbursement Arrangement (HRA) Policy to: (1) allow for a rollover option for unused funds, (2) allow employees access to the funds remaining after post-employment, and (3) adjust the HRA contributions based on inflation or changes in healthcare costs due to rising medical expenses. 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

**INFORMATIONAL ITEMS**

- A. CSDA Board of Directors Call for Nominations Seat B
- B. 2025 Board Meeting Calendar

- C. Presidential General Election 11-05-24 Invoice
- D. 2025 Board Meeting Calendar

Receive and File.

### **BOARD CONCERNS AND COMMENTS**

The Directors thanked staff.

Director C. Nguyen inquired about the three-cart system and requested additional information to ensure he is up to date with the latest developments.

### **GENERAL MANAGER AND STAFF CONCERNS AND COMMENT**

None.

### **GENERAL COUNSEL CONCERNS AND COMMENTS**

None.

### **CLOSED SESSIONS**

None.

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

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.

### **ADJOURNMENT**

President S. Contreras adjourned the meeting at 6:42 p.m. to the next regular Board Meeting to be held at the District on Tuesday, April 1, 2025 at 5:30 p.m.

---

Mark Nguyen, Secretary

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

**March 22, 2025**

**CALL TO ORDER**

President S. Contreras called the Special Meeting of the Governing Board of the Midway City Sanitary District to order at 11:05 a.m., on Saturday, March 22, 2025, at 14451 Cedarwood Street, Westminster, California.

**ROLL CALL**

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

**STAFF PRESENT:** Robert Housley, General Manager  
Cynthia Olsder, Exec/Board Secretary

**PUBLIC COMMENTS**

None.

**NEW BUSINESS**

A. Strategic Plan Workshop

GM R. Housley provided an overview of the District's organizational goals and strategic priorities. Key topics included staff development and succession planning, implementation of electronic and online payment systems, an online plan check and permitting platform, enhancements to facility signage, evaluation of solid waste cart cleaning services, implementation of the F.O.G. Program, exploration of land acquisition opportunities, a study of sewer connection and capacity fees, and the development of employee guidelines and policies for EV charging station use.

**ADJOURNMENT**

President S. Contreras adjourned the meeting at 12:15 p.m.

---

Mark Nguyen, Secretary



AGENDA ITEM 7A

Date: April 01, 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 \$408,645.49

**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 \$408,645.49. This includes expenses, payroll, and payroll-related disbursements.

Sufficient funds are available to process all payments.

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors receive and file the register of demands in the amount of \$408,645.49.

**ATTACHMENTS**

1. Disbursement Details for April 01, 2025

Midway City Sanitary District

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

Prepared for Board Meeting held on April 1, 2025

Type	Num	Date	Name	Memo	Paid Amount
<b>Check</b>	<b>16510</b>	<b>03/14/2025</b>	<b>Akeso Occupational Health</b>		
Bill	EM013255	03/12/2025		Physical DOT - Clarke, Shannan	100.00
				Drug Screen DOT 4 Panel - Contreras, Juan	50.00
				Physical DOT - LaFreniere, Michael	100.00
					250.00
<b>Check</b>	<b>16511</b>	<b>03/14/2025</b>	<b>AKM Consulting Engineers, Inc.</b>		
Bill	0013290	02/28/2025		Manholes @ Westminster & Springdale - 2/03/25 - 2/28/25	7,808.00
Bill	0013293	02/28/2025		Sewer System Master Plan 2/03/25 - 2/28/25	23,893.00
					31,701.00
<b>Check</b>	<b>16512</b>	<b>03/14/2025</b>	<b>AT&amp;T Mobility (First Net)</b>		
Bill	287347891227x030425	02/26/2025		Camera#1 - 949.508.8152	59.99
				Camera#2 - 949.508.8431	59.99
				Camera#3 - 949.527.2176	59.99
Bill	287341896497x031025	03/02/2025		Pump Man 714-766-4336 Feb 2025	45.08
					225.05
<b>Check</b>	<b>16513</b>	<b>03/14/2025</b>	<b>Bodyworks Equip. Inc.</b>		
Bill	50014	03/10/2025		Relief Valve (2), Main Relief (1), RR Hose Tray Kit (2)	2,661.13
Bill	50015	03/10/2025		NG-15 Limit Switch Cam (3), Grip Cylinder (1)	1,354.48
Bill	50040	03/12/2025		NG-9 Tub 1/2" Raise (1), Tube 1/2" Lower (1), Tube 1/2" Out (1), Tube 1/2" Valve (1), Tube - Val...	988.49
Bill	50041	03/12/2025		NG-3 RR Packer Cylinder (2)	3,783.22
				Stop Switch (2), Hournal Block (2), Grip Cylinder (1)	1,976.04
					10,763.36
<b>Check</b>	<b>16514</b>	<b>03/14/2025</b>	<b>City of Westminster-Water Billing</b>		
Bill	244263	03/04/2025		Wash Rack 12/12/24 - 02/25/25	121.36
Bill	244262	03/04/2025		District offices 12/12/24 - 2/25/25	145.99
					267.35
<b>Check</b>	<b>16515</b>	<b>03/14/2025</b>	<b>Clean Energy</b>	<b>Cust # 124470 Order # FSOW1498292</b>	
Bill	CEW12761076	02/28/2025		Monthly Maint CNG Station Feb-2025	2,024.17
					2,024.17
<b>Check</b>	<b>16516</b>	<b>03/14/2025</b>	<b>Murex Environmental, Inc.</b>		
Bill	4522	02/28/2025		Groundwater Assesement - Services through 7/21/24	3,100.00
Bill	4721	02/28/2025		Groundwater Assesement - Services through 9/15/24	5,205.00
Bill	4919	03/03/2025		Groundwater Assesement - Services through 2/16/25	40,560.33
					48,865.33
<b>Check</b>	<b>16517</b>	<b>03/14/2025</b>	<b>Navigating Preparedness Associates, LLC</b>		
Bill	MCSD-LHMP-25-02	02/28/2025		Local Hazard Mitigation Plan - Feb 2025	8,647.50
					8,647.50
<b>Check</b>	<b>16518</b>	<b>03/14/2025</b>	<b>Orange County Sanitation District</b>	<b>MCSD February Permit Fees 2025</b>	
Bill	Permit Fees Feb-2025	02/28/2025		Permit Fees Feb-2025	20,606.13
					20,606.13
<b>Check</b>	<b>16519</b>	<b>03/14/2025</b>	<b>Procure America LLC</b>		
Bill	1-2501Umc	02/07/2025		Billing Period 10/18/24 - 01/16/25	544.85
					544.85
<b>Check</b>	<b>16520</b>	<b>03/14/2025</b>	<b>Rutan &amp; Tucker, LLP</b>	<b>Account # 014843-0001</b>	
Bill	1022122	03/10/2025		Legal Services (4.1) Feb 2025	1,189.00
					1,189.00
<b>Check</b>	<b>16521</b>	<b>03/14/2025</b>	<b>SDRMA - Employee Benefits</b>	<b>Member # 7732</b>	
Bill	H47387	04/01/2025		April - 2025	636.64
				April - 2025	1,696.72
				April - 2025	897.24
				April - 2025	546.72
				April - 2025	470.20

Type	Num	Date	Name	Memo	Paid Amount
				April - 2025	104.76
				April - 2025	258.84
				April - 2025	105.45
				April - 2025	98.48
				April - 2025	48.71
					4,863.76
<b>Check</b>	<b>16522</b>	<b>03/14/2025</b>	<b>Snap-On Tools</b>	<b>PO# 28869</b>	
Bill	03122598565	03/12/2025		3/4 DR 32T Rat Head (1), 3/4 DR XLNG 36in KNR Lck Handle (1)	551.36
					551.36
<b>Check</b>	<b>16523</b>	<b>03/14/2025</b>	<b>SoCalGas</b>		
Bill	02176046106 0225	03/07/2025		CNG Station Feb-2025 (9,440)	7,614.09
Bill	19170926059 03132025	03/13/2025		District Offices Mar 2025	329.12
Bill	19380926006 03132025	03/13/2025		Maint. Shop & Wash Rack - Mar 2025	86.80
					8,030.01
<b>Check</b>	<b>16524</b>	<b>03/14/2025</b>	<b>TEC Of California, Inc.</b>		
Bill	1493496L	03/07/2025		NG-21 O-Ring (6), Pipe (1), Heater (1)	176.54
Bill	1493494L	03/07/2025		Reman Shoe (4), Brake Drum (4), Brake Kit (2)	2,746.52
Bill	1493496LX1	03/07/2025		NG-21 Pipe (1), Heater (1)	854.05
					3,777.11
<b>Check</b>	<b>16525</b>	<b>03/14/2025</b>	<b>UniFirst Corporation</b>		
Bill	2190312185	03/07/2025		Mar - 2025	247.72
Bill	2190312206	03/07/2025		Mar - 2025	56.55
Bill	2190312233	03/07/2025		Mar - 2025	89.05
Bill	2190312236	03/07/2025		Mar - 2025	20.49
					413.81
<b>Check</b>	<b>16526</b>	<b>03/14/2025</b>	<b>WEX Health Inc</b>	<b>VOID: Customer ID 45927</b>	
					0.00
<b>Check</b>	<b>16527</b>	<b>03/14/2025</b>	<b>Woodruff &amp; Smart</b>	<b>ID: 2003-JHE</b>	
Bill	77699	02/28/2025		Legal Services February 2025	15,729.50
					15,729.50
<b>Check</b>	<b>16528</b>	<b>03/21/2025</b>	<b>AT&amp;T Mobility (First Net)</b>	<b>Acct # 287291683611</b>	
Bill	287291683611X030225	03/02/2025		February 2025	511.82
				February 2025	320.39
				February 2025	137.31
					969.52
<b>Check</b>	<b>16529</b>	<b>03/21/2025</b>	<b>California Secretary of State</b>		
Bill	Notary Application	03/19/2025		Notary Application Fee - S.Frost	40.00
					40.00
<b>Check</b>	<b>16530</b>	<b>03/21/2025</b>	<b>City of Westminster</b>	<b>Project Account: 55037-372300</b>	
Bill	318	03/05/2025		Adjust (1) MCSD Manhole - Magnolia St Improvement Edinger Ave to Heil Ave.	1,600.00
					1,600.00
<b>Check</b>	<b>16531</b>	<b>03/21/2025</b>	<b>City of Westminster Hydrant</b>	<b>Acct #013-0012 Customer #45973</b>	
Bill	248133	03/14/2025		Hydrant Water Service Mar-2025	84.94
					84.94
<b>Check</b>	<b>16532</b>	<b>03/21/2025</b>	<b>Cynthia Loan Olsder</b>	<b>3/14/25 Bills Review</b>	
Bill	3/14/25 Bills Review	03/18/2025		3/14/25 Bills Review - A.Nguyen	16.38
					16.38
<b>Check</b>	<b>16533</b>	<b>03/21/2025</b>	<b>HB Staffing/Cathyjon Enterprises, Inc.</b>	<b>Client# 341347</b>	
Bill	4549169	03/06/2025		Engineering Asistant (30.00) 2/24/25 - 2/28/25	1,182.60
					1,182.60
<b>Check</b>	<b>16534</b>	<b>03/21/2025</b>	<b>Little Saigon Radio</b>		
Bill	5032025	03/05/2025		20 Min Radio Talk Show (3) 3/5, 3/12, 3/21/25	1,950.00
					1,950.00
<b>Check</b>	<b>16535</b>	<b>03/21/2025</b>	<b>Pitney Bowes Global Financial Services</b>	<b>0015134453</b>	
Bill	3107147546	03/12/2025		Postage Machine 04/10/25 - 07/09/25	255.54
					255.54

Type	Num	Date	Name	Memo	Paid Amount
Check	16536	03/21/2025	Pitney Bowes/Purchase Power	Acct # 80000-90000-0933-5138	
Bill	80009000093351380325	03/10/2025		Late Fee and Finance Charges	47.98
					47.98
Check	16537	03/21/2025	Safety-Kleen Systems, Inc.	PO# 28850	
Bill	96660870	03/07/2025		Multi-Vehicle ATF, Dwxron VI/Mercon LV (102), NGE0 15W-40 NGP (109)	3,632.86
					3,632.86
Check	16538	03/21/2025	Spectrum Enterprise (Time Warner Cable)		
Bill	18914501030725	03/07/2025		Mar-2025	1,349.00
Bill	188910401030725	03/07/2025		Mar-2025	102.29
					1,451.29
Check	16539	03/21/2025	TEC Of California, Inc.	PO# 28871	
Bill	1494523L	03/13/2025		Tec Premium Battery (3)	378.17
					378.17
Check	16540	03/21/2025	Viet LInk Radio	03/06/25 - 03/16/25	
Bill	March-2025	03/18/2025		Radio outreach (8) 03/06/25 - 03/16/25	2,000.00
					2,000.00
Check	16541	03/21/2025	Woodruff & Smart	ID: 2003-JHE	
Bill	77606	01/31/2025		Legal Services January-2025	4,986.40
					4,986.40
<b>Check Total</b>					<b>\$177,044.97</b>
ACH Payment		03/10/2025		Funds ACH Payment 457(b) OBRA-PST	
				Funds ACH Payment 457(b) OBRA-PST	1,071.00
					1,071.00
ACH Payment	1002862895	03/12/2025	CalPERS - Health Benefits	6882866561	
Bill	17835007	03/01/2025		2025_03	7,756.75
					7,756.75
ACH Payment	1002862893	03/12/2025	CalPERS - Health Benefits	6882866561	
Bill	17835006	03/01/2025		2025_03	10,572.79
				2025_03	27,871.87
				2025_03	17,564.03
				2025_03	8,592.75
				2025_03	3,672.45
				2025_03	6,716.52
				2025_03	7,885.57
				2025_03	584.70
					83,460.68
ACH Payment	1002867245	03/21/2025	CalPERS-Retirement	6882866561	
Bill	03/03/25 - 03/16/25	03/16/2025		Earned Period 03/03/25 - 03/16/25	1,957.21
				Earned Period 03/03/25 - 03/16/25	3,563.80
				Earned Period 03/03/25 - 03/16/25	4,477.31
				Earned Period 03/03/25 - 03/16/25	1,557.40
					11,555.72
ACH Payment	1002867246	03/21/2025	CalPERS-Retirement	6882866561	
Bill	03/03/25 - 03/16/25	03/16/2025		Earned Period 03/03/25 - 03/16/25	1,818.45
				Earned Period 03/03/25 - 03/16/25	3,311.13
				Earned Period 03/03/25 - 03/16/25	4,159.88
				Earned Period 03/03/25 - 03/16/25	1,446.98
					10,736.44
ACH Payment	1002867247	03/21/2025	CalPERS-Retirement	6882866561	
Bill	03/03/25 - 03/16/25	03/16/2025		Earned Period 03/03/25 - 03/16/25	128.06
				Earned Period 03/03/25 - 03/16/25	233.19
				Earned Period 03/03/25 - 03/16/25	292.97
				Earned Period 03/03/25 - 03/16/25	101.91
					756.13
ACH Payment		03/21/2025		Funds ACH Payment 457(b) Salary Reduction	
				Funds ACH Payment 457(b) Salary Reduction	6,099.18
					6,099.18

Type	Num	Date	Name	Memo	Paid Amount
ACH Payment		03/21/2025		Funds ACH Payment 457(b) Roth	
				Funds ACH Payment 457(b) Roth	2,391.91
					2,391.91
<b>ACH Payments Total</b>					<b>\$123,827.81</b>
Payroll		03/19/2025		Employee Payroll	107,772.71
<b>Payroll Total</b>					<b>\$107,772.71</b>
<b>Total Disbursements</b>					<b>\$408,645.49</b>

Type	Num	Date	Name	Memo	Paid Amount
<b>Transfers</b>					
Transfer		03/05/2025		<b>Funds Transfer - To Close out Balance</b>	
				Funds Transfer - To Close out Balance	0.13
					0.13
Transfer		03/10/2025		<b>Funds Transfer - To replenish Money Market for operational spend</b>	
				Funds Transfer - To replenish Money Market for operational spend	500,000.00
					500,000.00
Transfer		03/18/2025		<b>Funds Transfer - Weekly to Cover Payroll &amp; A/P</b>	
				Funds Transfer - Weekly to Cover Payroll & A/P	350,000.00
					350,000.00
<b>Transfers Total</b>					<b>\$850,000.13</b>

AGENDA ITEM 7B

Date: April 1, 2025

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Ashley Davies, Director of Services and Program Development

Subject: Consider Report from the March 20, 2025 Meeting and Approval of Recommendations of the Legislative and Public Affairs Outreach Subcommittee

**BACKGROUND**

On April 5, 2022, the Board of Directors approved the formation of a standing Outreach Subcommittee to focus on planning and coordinating community outreach activities. On December 3, 3024 the Board approved renaming the subcommittee to the Legislative and Public Affairs Outreach Subcommittee, expanding its scope to include both community outreach and legislative affairs. The Subcommittee meets regularly to review, discuss, and develop outreach strategies and legislative priorities, providing thoughtful recommendations to the full Board for its consideration and approval. This structure ensures a comprehensive approach to fostering community engagement and strengthening relationships with local, regional, state, and federal agencies.

**DISCUSSION**

The Legislative and Public Affairs Outreach Subcommittee met on March 20, 2025, during which staff provided updates on various legislative and public outreach initiatives.

- The Subcommittee was updated on progress of planning for the May 17, 2025 Compost Giveaway event, including the addition of the e-waste component and giving away magnets promoting the District at the event, and provided input on a magnet design.
- Staff forwarded a request for Sponsorship of the Robotics team from Westminster High School Cyberlions. The goal is to build a relationship with the Westminster School District and their Board in hopes of future partnerships.
- Staff informed the Subcommittee that Orange County Supervisor Janet Nguyen’s office wanted to meet with the General Manager and Director of Services and Program Development to discuss the WISE agreement that has been presented by OCWR.

Discussions led to the following recommendation(s):

1. The Subcommittee recommends purchasing 2,500 magnets to give away during the event.
2. The Subcommittee recommends sponsoring the 2024-2025 Westminster High School Robotics Team at the Silver level.

**FISCAL IMPACT**

Magnets	\$1,763.40
2024-2025 Cyberlions Sponsorship	\$500

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve the Legislative and Public Affairs Outreach Subcommittee’s recommendations as presented.

**ATTACHMENTS**

1. CyberLions Sponsorship Package





# TEAM 8521 CYBERLIONS

Westminster High School, CA



## OUR MISSION

The mission of Team 8521 CyberLions is to provide a unique academic and extracurricular opportunity to high school students that will strengthen their collaboration, problem-solving, and critical thinking skills, promote inclusivity within our team regardless of skill level, and inspire future generations through STEM.

## MEET OUR PRIDE!

### *Who Are We?*

Team 8521 CyberLions -- a student-led, non-profit organization founded in August 2020 and based in Westminster, California -- consists of over 50 high school students who share a common interest in robotics. We participate in the FIRST Robotics Competition (FRC), a national stage with thousands of high school teams, to showcase our hard mechanical skills and innovation.

Our team focuses on providing members with opportunities to improve their leadership, communication, and problem-solving skills as they collaborate on constructing the robot. As a non-profit organization, we rely entirely on sponsor donations for financial and product support.

# COMMUNITY OUTREACH

*Inspire the Future*



**BOEING FAMILY DAY**

Our team is passionate about inspiring the next generation of innovators through engaging STEM outreach events. We organize interactive workshops, demonstrations, and hands-on activities that showcase the exciting world of robotics, coding, and engineering. From building simple robots to programming challenges, we ensure participants of all ages and backgrounds can explore STEM concepts in a fun and approachable way. By visiting elementary schools and school communities, we strive to make STEM education accessible to everyone, particularly youth and underrepresented groups. Through these events, we hope to spark curiosity, build confidence, and empower young minds to dream big in science and technology.



**MAKING CHRISTMAS TREES WITH OUR SPECIAL EDUCATION STUDENTS**



**HOSTING A MINI ROBOT SOCCER GAME AT DEMILLE ELEMENTARY**



# FINANCE

## *Why Should You Help Us?*

**About FIRST...** FIRST (For Inspiration and Recognition of Science and Technology) is an international youth-orientated robotics organization that combines both sports and science together to construct as close of a real-world engineering experience as possible. Beginning in January, teams are given 8 weeks to design, build, and program a robot that will meet the requirements and complete the challenges given by FIRST.

Currently, we are looking for corporations willing to sponsor or donate to our team. As a recently formed team, we need your help to fund our tools, robot parts, and transportation. With your much-appreciated help, we will be able to present the capabilities of our robotics team. We are hoping to make it onto the world stage to represent our team's ingenuity.

# TEAM BUDGET

<b>TOTAL</b>	<b>\$30,000</b>
<b>COMPETITIONS</b>	<b>\$9,000</b>
<b>TOOLS &amp; MACHINERY</b>	<b>\$5,000</b>
<b>PARTS</b>	<b>\$7,000</b>
<b>TRAVEL (HOTEL, TRANSPORTATION, ETC.)</b>	<b>\$7,000</b>
<b>OUTREACH (MERCH, STICKERS, ETC.)</b>	<b>\$2,000</b>

# JOIN THE PRIDE!

## TYPES OF SPONSORSHIPS

### Bronze Lion: \$50+

- Advertised on our social media
- Business logo on our team website

### Silver Lion: \$500+

- Advertised on our social media
- Business logo on our team website
- Business logo on our team merch and receive free merch

### Golden Lion: \$1000+

- Advertised on our social media
- Business logo on our team website
- Business logo on our team merch and receive free merch
- Business logo on our team robot



## ADDITIONAL OPPORTUNITIES TO SUPPORT

### Donations:

Any type of donation, whether monetary, material, cuisine, or expertise is essential to our team's success and ability to compete. In return, we are able to provide you with manufacturing and branding services on a variety of platforms. For any amount of donation, we promise to effectively promote your company on our social media and are open to discussing any specific preferences you may have.



## CONTACT US

whslionsrobotics@gmail.com  
team8521.com



@cyberlions8521



@cyberlions8521



Cyberlions FRC Team 8521



Please give checks to your student contact or mail to:

**Westminster High School Robotics**  
**14325 Goldenwest St, Westminster, CA 92683**

Please email a digital copy of your company logo associated to:

**whslionsrobotics@gmail.com**

Please contact us if you have any  
questions or concerns

AGENDA ITEM 9A

Date: April 1, 2025  
To: Board of Directors  
From: Robert Housley, General Manager  
Prepared by: Robert Housley, General Manager  
Subject: Consider adoption of Resolution No. 2025-03, entitled:

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

**BACKGROUND**

Each year, the Midway City Sanitary District (District) Board of Directors adopts a policy governing the deposit, transfer, and investment of District funds. The policy ensures compliance with California Government Code Sections 53600 et seq. and 53630 et seq., outlines authorized procedures and personnel, and prioritizes fund safety, liquidity, and sound financial management.

**DISCUSSION**

This Resolution guides the management of District funds as well as delegating authority and establishes funds consistent with the annual budget. The operations for deposits and invested funds are under the direction of the General Manager and Director of Finance and Human Resources. Annually, if there is any recommended changes to the policy, the change is presented to the Board of Directors for consideration and approval.

The policy is in accordance with California Government Code Section 53630 et seq. and there are no substantive changes to the Policy recommended for the Board’s consideration. Although this policy already allows for other investments as designated by the Districts separate Investment Policy, this policy further clarifies the inclusion of the California Asset Management Program, doing business as CAMP as an investment option.

**FISCAL IMPACT**

No fiscal impact; provides policy and guidance for Fiscal Year 2025-2026.

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors adopt Resolution No. 2025-03 establishing a policy applicable to district deposits and invested funds.

**ATTACHMENTS**

1. Proposed Resolution No. 2025-03 Establishing A Policy Applicable to District Deposits and Invested Funds

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

**RESOLUTION NO. 2025-03**

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

**WHEREAS**, pursuant to Government Code Section 53630 *et seq.*, all money belonging to the Midway City Sanitary District ("District") shall be deposited for safekeeping in accordance with the provisions of Government Code Section 53635 and may be invested in accordance therewith or in compliance with Government Code Section 53601; and

**WHEREAS**, the Board of Directors desires to consolidate the District's resolutions authorizing the deposit, transfer and investment of the District's funds; and

**WHEREAS**, the Board of Directors finds that it is in the best interests of the District to authorize the Board President, Treasurer, General Manager and the Director of Finance to establish certain funds, undertake investments and deposits, and transfer District money by their joint action in accordance with this Resolution.

**NOW, THEREFORE**, the Board of Directors of the Midway City Sanitary District does hereby **RESOLVE** as follows:

**Section 1.** The Board of Directors does hereby authorize the creation of such funds as are consistent with the Annual Budget adopted by the Board, including but not limited to the following:

- (a) The Operating Fund.
- (b) The Orange County, Midway City Reserve Fund.
- (c) The Lift Stations and Sewer Line Reserve Fund (*Urgent Repairs, Capital Projects, Lift Station Replacement*).
- (e) The Vehicle Replacement Reserve Fund (*Purchase, Renovation and Replacement*).

(f) Buildings, Equipment, and Facilities Reserve Fund.

(g) Compressed Natural Gas (CNG)/Electrical Vehicle (EV) Fueling Station & Facilities Reserve Fund.

(h) Emergency and Contingency Reserve Fund.

**Section 2.** District funds may be deposited into one or more accounts of different types, including: (i) restricted accounts, to be restricted in use or application by contract, trust, ordinance or otherwise, (ii) general accounts, the depository of general funds for general purposes of the District, and (iii) payroll accounts, the depository of general funds for the payment of the District's payroll.

**Section 3.** Pursuant to Health and Safety Code Section 6801, the District has appointed a member of the Board of Directors to serve as Treasurer. Pursuant to Government Code Section 53607, the District will elect in each annual period by its Resolution Approving a Statement of Investment Policy to either delegate its investment authority for a one-year period to the Treasurer or to reserve all investment authority to the Board of Directors or its designees. When the Treasurer is delegated the investment authority of the District in each annual period, then he or she shall report to the Board of Directors each month the investment and reinvestment of funds authorized by him or her in that period. When the Board has authority, then the General Manager or its designee shall report to the Board of Directors each month the investment and reinvestment of funds in that period.

**Section 4.** Pursuant to Government Code Section 53649, the Treasurer of the District is responsible for the safekeeping of the District's money. The deposit, transfer, or withdrawal of District money may be made by joint action of any two (2) of the following four (4) individuals: the Board President, the Treasurer, the General Manager and the Director of Finance. The authority of the Board President, the Treasurer, the General Manager and the Director of Finance shall be limited by the following:



1 (a) The Board President, Treasurer, General Manager and the Director of  
2 Finance shall make only those withdrawals of District's money (whether by check, warrant  
3 or electronic transfer) as are consistent with the Annual Budget (or any amendments,  
4 additions, modifications, or corrections thereto) as approved by the Board of Directors, or

5 (b) The Board President, Treasurer, General Manager, and the Director of  
6 Finance shall make only those withdrawals of District's money (whether by check, warrant  
7 or electronic transfer) as are authorized pursuant to Resolution No. 2023-21 or any  
8 successor resolution adopted by the Board of Directors establishing procedures for the  
9 payment of claims and demands, including payroll, and

10 (c) All deposits of funds shall be made in accordance with this Resolution.

11 **Section 5.** The Board of Directors does hereby authorize the deposit and  
12 withdrawal of District money (whether assigned to the funds identified in Sections 1 or 2  
13 above or otherwise accruing as general funds) in the following entities and institutions:

14 (a) The Local Agency Investment Fund in accordance with the provisions  
15 of Government Code Section 16429.1 for the purposes of investment  
16 as set forth therein.

17 (b) US Bank or any other financial institution located in Orange County  
18 meeting the requirements of Government Code Section 53601 or  
19 53630 et seq. for the purposes of deposit and investment as set forth  
20 therein.

21 (c) The Investment Trust of California, doing business as CalTrust, in  
22 accordance the provisions of Government Code Section 16429.1 for  
23 the purposes of investment as set forth therein.

24  
25  
26 (d) The California Cooperative Liquid Assets Securities System, doing  
business as California CLASS in accordance with the provisions of

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

Government Code Section 16429.1 for the purposes of investment as set forth therein.

(e) The California Asset Management Program, doing business as CAMP in accordance with the provisions of Government Code Section 16429.1 for the purposes of investment as set forth therein.

(f) As otherwise authorized pursuant to the District’s Investment Policy.

**Section 6.** In addition to Section 4 above, all transfers between accounts may be made by joint action of any two (2) of the following four (4) individuals: the Board President, Treasurer, General Manager and the Director of Finance, without the prior approval of the Board; provided, however, that the General Manager and Director of Finance shall record such transfers and report the same to the Treasurer and the Board at the next regularly scheduled meeting. In no event shall transfers between investment accounts and operational accounts exceed the amount of funds sufficient for the normal operations of the District in accordance with the Annual Budget, unless otherwise specifically approved by the Board of Directors.

**Section 7.** Pursuant to Government Code Sections 53635 and 53601, the District's investments may include (but are not limited to):

(a) Deposits of no more than \$3 million dollars in negotiable certificates of deposit (including accruing interest), provided however, that in no event shall purchases of certificates of deposit exceed thirty (30%) of the District's surplus money. Certificate of Deposit (or Time Deposits) shall be placed with commercial banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).

(b) Deposits of no more than \$10 million dollars in securities of the U.S. Government or its agencies, fully guaranteed as to payment by the U.S. Government or the agency.

1           **Section 8.** The General Manager and the Director of Finance at the direction of  
2 the Treasurer shall prepare and present to the Board an annual statement of investment  
3 policy as required by Government Code Section 53646. The annual statement of  
4 investment policy shall be approved by resolution of the Board, and it shall include the  
5 names and signatures of the then current Board President, Treasurer, General Manager  
6 and Director of Finance as the persons authorized to deposit, transfer, and withdraw District  
7 money.

8           **Section 9.** The General Manager, and the Director of Finance shall at the direction  
9 of the Treasurer prepare and present to the Board for approval the quarterly reports required  
10 by Government Code Section 53646.

11           **Section 10.** All other resolutions and minute orders inconsistent with this  
12 Resolution are repealed to the extent the same are inconsistent herewith.

13           **PASSED AND ADOPTED,** at a regular meeting of the Board of Directors of Midway  
14 City Sanitary District of Orange County, California, held this 1<sup>st</sup> day of April, 2025.

15 \_\_\_\_\_  
16 Sergio Contreras, President

17 ATTEST:

18 \_\_\_\_\_  
19  
20 Mark Nguyen, Secretary

**CERTIFICATION**

1 I, Mark Nguyen, Secretary of the Midway City Sanitary District of Orange County,  
2 California, do hereby certify that the foregoing Resolution No. 2025-03 was duly adopted at  
3 a regular meeting of the Board of Directors of said District, held on the 1<sup>st</sup> day of April 2025,  
4 by the following vote of the members of the Board:

5 AYES:

6 NOES:

7 ABSENT:

8 and I further certify that Sergio Contreras, as President, and Mark Nguyen as Secretary,  
9 signed and approved said Resolution on the 1<sup>st</sup> Day of April 2025.

10  
11  
12 \_\_\_\_\_  
Mark Nguyen, Secretary

13  
14 (District Seal)  
\_\_\_\_\_

15 STATE OF CALIFORNIA )  
16 ) §§  
17 COUNTY OF ORANGE )

18 I, Mark Nguyen, Secretary of Midway City Sanitary District of Orange County,  
19 California, do hereby certify that the foregoing is a full, true and correct copy of Resolution  
20 No. 2025-03 passed and adopted by the Board of Directors of said District at a regular  
21 meeting thereof held on the 1<sup>st</sup> Day of April 2025.

22 IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal  
23 of said District this 1<sup>st</sup> day of April 2025.

24  
25 \_\_\_\_\_  
Mark Nguyen, Secretary

26 (District Seal)

AGENDA ITEM 9B

Date: April 1, 2025  
To: Board of Directors  
From: Robert Housley, General Manager  
Prepared by: Robert Housley, General Manager  
Subject: Consider adoption of Resolution No. 2025-04, entitled:

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2025-2026 (JULY 1, 2025 THROUGH JUNE 30, 2026)**

**BACKGROUND**

Annually at a public meeting, the Board of Directors reviews and adopts the Midway City Sanitary District's (District) Investment Policy in compliance with Government Code Sections 53601, 53630 et seq., and 53646. The annual adoption of the investment policy and delegation of investment authority are required by Government Code Sections 53607 and 53646.

**DISCUSSION**

This resolution and the Investment Policy (Exhibit A) guide the management of District funds as well as delegates authority and covers the areas of investment objectives, standards of care, safekeeping and custody, investment parameters and reporting requirements.

The policy is in accordance with California Government Code Section 53607 and 53646 and there are no substantive changes to the Policy recommended for the Board's consideration. Although this Investment Policy already allows for short-term and long-term investments in a joint powers authority (JPA) organized pursuant to Government Code Section 6509.7, this policy provides further clarification and the inclusion of the California Asset Management Program, doing business as CAMP as an investment option.

**FISCAL IMPACT**

There is no fiscal impact; provides policy and guidance for Fiscal Year 2025-2026.

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors adopt Resolution No. 2025-04 establishing the annual statement of investment policy for Fiscal Year 2025-2026 (July 1, 2025 through June 30, 2026).

**ATTACHMENTS**

1. Proposed Resolution No. 2025-04 Approving the Annual Statement of Investment Policy for Fiscal Year 2025-2026

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

**RESOLUTION NO. 2025-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2025-2026 (JULY 1, 2025 THROUGH JUNE 30, 2026).**

**WHEREAS**, pursuant to Government Code Section 53630 et seq., all money belonging to the Midway City Sanitary District ("District") shall be deposited for safekeeping in accordance with the provisions of Government Code Section 53635 and may be invested in accordance therewith; and

**WHEREAS**, pursuant to Government Code Section 53601 the District's Board of Directors may direct the investment of surplus money in its treasury that is not required for the immediate necessities of the District; and

**WHEREAS**, this Resolution sets forth the District's Investment Policy and provides for compliance with the above referenced Government Code provisions.

**WHEREAS**, pursuant to Government Code Section 53646, the Board of Directors of the District must consider in each year a Statement of the District's Investment Policy; and

**WHEREAS**, this Resolution sets forth the election of the Board of Directors of the District to delegate the authority for investment and reinvestment of District funds to the Finance/HR Director with the signatures as authorized by the Board of Directors of the District.

**WHEREAS**, this Resolution sets forth the names and signatures of the persons authorized to deposit, transfer and withdrawal the moneys of the District in accordance with the District's Investment Policy and applicable law.

**NOW, THEREFORE**, the Board of Directors of the Midway City Sanitary District does hereby **RESOLVE** as follows:

RES 2025-04 INVESTMENT POLICY RESOLUTION

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

**Section 1:** The Statement of Investment Policy stated in Exhibit "A" hereto, and incorporated herein by this reference, is approved for the 2025-2026 Fiscal Year.

**Section 2:** In accordance with the District's Investment Policy, the officials of the District set forth in Section 3 herein or their successors are authorized for the 2025-2026 Fiscal Year to approve the investment and reinvestment of the District's monies and surplus funds in accordance with Government Code Sections 53635 and 53601.

**Section 3:** The following Midway City Sanitary District officers or their successors in office shall be authorized to order the deposit, transfer, or withdrawal of money on behalf of the District so long as the same shall be in accordance with the District's approved Investment Policy:

<u>Name and Title of Authorized Signatories</u>	<u>Signatures</u>
Director Serving as President	_____
Director Serving as Treasurer	_____
General Manager	_____
Director of Finance	_____

For any such transaction, any of the two signatories shall be a member of the Board of Directors.

**Section 4:** If any prior resolution is inconsistent with this Resolution, it is hereby repealed as to any inconsistent part.

**PASSED AND ADOPTED,** at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 1<sup>st</sup> day of April, 2025.

\_\_\_\_\_  
Sergio Contreras, President

ATTEST:

\_\_\_\_\_  
Mark Nguyen, Secretary

RES 2025-04 INVESTMENT POLICY RESOLUTION

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

**CERTIFICATION**

I, Mark Nguyen, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing Resolution No. 2025-04 was duly adopted at a regular meeting of the Board of Directors of said District, held on this 1<sup>st</sup> day of April 2024, by the following vote of the members of the Board:

AYES:

NOES:

ABSENT:

and I further certify that Sergio Contreras, as President, and Mark Nguyen, as Secretary, signed and approved said Resolution on the 1<sup>st</sup> day of April 2025.

\_\_\_\_\_  
Mark Nguyen, Secretary

(District Seal)

---

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) §§

I, Mark Nguyen, Secretary of Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2025-04 passed and adopted by the Board of Directors of said District at a regular meeting thereof held on the 1<sup>st</sup> day of April 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal of said District this 1<sup>st</sup> day of April 2025.

\_\_\_\_\_  
Mark Nguyen, Secretary

(District Seal)

RES 2025-04 INVESTMENT POLICY RESOLUTION



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

**EXHIBIT "A"**  
**MIDWAY CITY SANITARY DISTRICT**  
**STATEMENT OF INVESTMENT POLICY**  
**FISCAL YEAR 2025-2026 (July 1, 2025 through June 30, 2026)**

**A. PURPOSE**

This statement of investment policy is provided for the following purposes:

1. To report the principles applicable to the prudent investment of all District monies available for deposit or investment as surplus funds.
2. To provide a clear understanding to the Board of Directors, the Board President, the Treasurer, the General Manager and Director of Finance (as the District's responsible employees under Resolution 2024-03) and to third parties (whether investment advisors or otherwise), as to the objectives and policies of the District applicable to the investment of its money.
3. To establish a basis for evaluating investment results.

**B. TERM**

This statement is applicable to investments made in the fiscal year 2025/2026, and it shall be revised as appropriate and presented to the Board on an annual basis.

**C. SCOPE**

This statement applies to the general funds of the District necessary for day-to-day operations, which are generally kept in accounts that are available to be drawn upon on an as needed basis. This statement also applies to the surplus money of the District that is available for investment.

**D. STANDARD OF CARE**

The District shall operate with a cash management system that is sufficient to allow the General Manager and the Director of Finance and Human Resources to monitor and forecast accurately the expenditures and revenues of the District. The District's investments shall be selected and maintained in accordance with the prudent investor standard, which means that the District's Board President, its Treasurer, its General Manager, its Director of Finance and Human Resources, and all of the Board of Directors of the District, when participating in investment decisions on behalf of the District, are considered trustees having a fiduciary relationship to the public. This duty shall mean:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with

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

like aims, to safeguard the principal and maintain the liquidity needs of the agency. See, Government Code Section 53600.3.

The Standard of Care should be viewed in the context of overall management of the District's money, and it shall be the policy of the District to view investments made in accordance with this policy and under applicable law as exercised with reasonable care; accordingly, the Board President, the Treasurer, the General Manager and the Director of Finance shall be relieved of personal responsibility for investments that deviate from all reasonable expectations if the same are reported in a timely fashion to the Board and appropriate corrective action is taken to control adverse developments.

**E. ETHICS AND CONFLICTS OF INTEREST:**

The Board of Directors, the Treasurer, the General Manager, and the Director of Finance, as involved in the investment process, shall refrain from personal business activities that could conflict with proper execution of the District's investment program, or which could impair their ability to make impartial investment decisions.

**F. OBJECTIVES**

The primary objective of the District's cash management system is to meet the operating expenses and capital requirements of the District first and foremost, and second to provide excess funds for investment to the fullest extent possible. The primary objectives for the investment program are, in priority order:

- 1. To Safely Preserve Capital
- 2. To Provide Liquidity
- 3. To Earn a Reasonable Rate of Return Commensurate with Safety and Liquidity

To accomplish the safety objective, all deposits and investments of the District shall comply with the limitations on deposits and investments imposed by Government Code Sections 53601 and 53630 et seq., including but not limited to all diversification or percentage investment restrictions.

To accomplish the liquidity objective, the District's Board President, Treasurer, General Manager and Director of Finance shall determine no less frequently than quarterly the amount of money recommended to be held by the District in liquid or readily available investments. Acceptable liquid investments include, subject only to limitations of applicable law:

- 1. Checking and Savings Accounts, whether interest bearing or otherwise to be established at US Bank or any other financial institution located in Orange County and meeting the requirements of Government Code Section 53601 or 53630 et seq. for the purposes of deposit or investment.
- 2. Interest Bearing Fund Deposits into the State Local Agency Investment Fund (LAIF), and US Bank.

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

- 3. Short-term certificates of deposit 90 days to maturity provided that not more than 30% of District's surplus funds are placed on deposit pursuant to Government Code Section 53601.
- 4. Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7, including but not limited to the Investment Trust of California, doing business as CalTrust, the California Asset Management Program, doing business as CAMP, or the California Cooperative Liquid Assets Securities System, doing business as California CLASS.

To accomplish the reasonable rate of return objective, the District's Board President, Treasurer, General Manager and Director of Finance shall determine no less frequently than quarterly the amount of money recommended to be held by the District in inactive or long-term investments. Acceptable inactive (investments unavailable without 30 days or more notice) or long-term investments include, subject only to limitations of applicable law:

- 1. Certificates of deposit having a maturity date no greater than one year from the date of purchase, provided that not more than 30% of the District's surplus funds are placed on deposit, pursuant to Government Code Section 53601.
- 2. Securities of the U.S. Government or its agencies fully guaranteed as to payment by the U.S. Government or the agency.
- 3. Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7, including but not limited to the Investment Trust of California, doing business as CalTrust, the California Asset Management Program, doing business as CAMP, or the California Cooperative Liquid Assets Securities System, doing business as California CLASS.

**G. ADVISORS**

The Board of Directors may engage the services of one or more registered investment advisors to assist the Board President, Treasurer, General Manager and Director of Finance in the management of the District's investments. Such advisors are expected to act in accordance with this statement of policy and shall be familiar with investment laws applicable to public agencies. Further, any external investment advisor shall be registered under the Investment Advisors Act of 1940, or shall be exempt from such registration.

The District has established an annual process of independent review by an external auditor. The objective of the review is to provide internal control by assuring compliance with policies and procedures.

**H. REPORTING**

No less frequently than monthly, the Treasurer shall report to the Board of Directors the investment and reinvestment of funds authorized by the Treasurer in that period.

RES 2025-04 INVESTMENT POLICY RESOLUTION

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

No less frequently than quarterly, the General Manager and the Director of Finance, at the direction of the Treasurer, shall present to the Board of Directors a report stating:

1. The types of investments currently held by the District.
2. The issuers, dates of maturity, and par and dollar amount of all investments.
3. Descriptions of any money invested in programs managed by contract parties.
4. Current market value of any securities managed by outside parties.
5. Status of compliance with the investment policy.
6. Statement of ability to meet expenditure requirements for the next six months.
7. If investments are held in the State LAIF, CalTrust, CAMP, California CLASS, or in FDIC or NCUA insured accounts or county investment pools, then the most recent statements received by the District from these institutions may be provided in lieu of items 1 through 4 above.

See, Government Code Section 53646.

RES 2025-04 INVESTMENT POLICY RESOLUTION

AGENDA ITEM 9C

Date: April 1, 2025  
To: Board of Directors  
From: Robert Housley, General Manager  
Prepared by: Robert Housley, General Manager  
Subject: Consider adoption of Resolution No. 2025-05, entitled:

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE 2025-2026 SALARY SCHEDULE FOR REPRESENTED EMPLOYEES**

**BACKGROUND**

Accurate payroll reporting is crucial for providing accurate member retirement benefits. The purpose of this resolution is to adopt a District wide salary schedule pursuant to Public Employees' Retirement Law (PERL).

Only those pay amounts that meet the definition of compensation earnable are used when calculating retirement benefits. Compensation earnable is clarified by California Code of Regulations Section 570.5.

Pursuant to the regulations the Midway City Sanitary District is required to adopt a pay schedule that meets all of the following requirements:

1. identifies the position title for every employee position;
2. shows the pay rate for each identified position, which may be stated as a single amount or multiple amounts within a range;
3. indicates the time base of the range such as hourly, monthly, or annually;
4. is posted at the office or immediately accessible and available for public review during normal business hours or posted on the District's website;
5. indicates an effective date and date of any revisions;
6. is retained by the District and available for public inspection for not less than five years;
7. does not reference another document in lieu of disclosing the pay rate.

**DISCUSSION**

Adoption of this resolution meets the requirements as defined by PERL and ensures that the District follows retirement law requirements and regulations. Failure to adopt this resolution would result in being out of compliance with PERL's requirements and regulations and thereby making the compensation non-compliant for employee retirement benefits, potentially adversely affecting employees' pension benefits. Additionally, the transparency of salary and wages is a hallmark of Midway City Sanitary District's commitment to the community and people it serves.

**FISCAL IMPACT**

The proposed salary schedule reflects the District's current organizational structure and includes a 3.5% Cost of Living Allowance (COLA) as approved during the most recent Memorandum of Understanding (MOU) negotiations.

The potential fiscal impact of approving this salary schedule is approximately \$69,625 in additional salary and wage expenditures for fiscal year 2025-2026.

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors adopt Resolution No. 2025-05 adopting the 2025-2026 salary schedule for represented employees.

**ATTACHMENTS**

1. Proposed Resolution No. 2025-05 Adopting the 2025-2026 Salary Schedule for Represented Employees

**RESOLUTION NO. 2025-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE 2025-2026 SALARY SCHEDULE FOR REPRESENTED EMPLOYEES**

**WHEREAS**, California Code Regulations, Title 2, Section 570.5 was adopted by CalPERS to provide specific requirements on how public agencies should document pay rates;

**WHEREAS**, to comply with Section 570. 5, the District's salary schedule listing all titles for every employee position, pay rates for each position, and the time base for each pay rate must be adopted by the Board of Directors.

**NOW, THEREFORE, BE IT RESOLVED THAT**, in accordance with California Code Regulations, Title 2, Section 570.5, the Board of Directors of the Midway City Sanitary District hereby adopts the Salary Schedule, Effective July 1, 2025 – June 30, 2026, which is attached hereto as Exhibit A.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 1<sup>st</sup> day of April, 2025.

\_\_\_\_\_  
Sergio Contreras, President

ATTEST:

\_\_\_\_\_  
Mark Nguyen, Secretary

**CERTIFICATION**

I, Mark Nguyen, Secretary of the MIDWAY CITY SANITARY DISTRICT of Orange County, California, do hereby certify that the foregoing Resolution No. 2025-05 was duly adopted at a meeting of the Governing Board of said District held on the 1<sup>st</sup> day of April, 2025 by the following vote of the members of the Board:

AYES:  
NOES:  
ABSENT:

and I further certify that Sergio Contreras, as President, and Mark Nguyen, as Secretary, signed and approved said Resolution No. 2025-05 on the 1<sup>st</sup> day of April, 2025.

\_\_\_\_\_  
Mark Nguyen, Secretary

(District Seal)

\_\_\_\_\_  
**STATE OF CALIFORNIA**        )  
  ) **ss.**  
**COUNTY OF ORANGE**        )

I, Mark Nguyen, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No 2025-05 passed and adopted by the Board of Directors of said District at a meeting thereof held on the 1<sup>st</sup> day of April, 2025.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my official Seal of said District this 1<sup>st</sup> day of April, 2025.

\_\_\_\_\_  
Mark Nguyen, Secretary



**EXHIBIT 'A'**  
**MIDWAY CITY SANITARY DISTRICT**  
 District Wide Pay Schedule  
 FY 25-26 Represented (3.5%) v2

**REPRESENTED EMPLOYEES**  
 Effective 07-01-2025

<b>JOB TITLE</b>								
<b>LEAD SOLID WASTE WORKER (Supervisor)</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
BI-WEEKLY	2,868.00	2,974.40	3,082.40	3,244.72	3,416.80	3,596.00	3,784.80	3,975.20
MONTHLY	6,214.00	6,444.53	6,678.53	7,030.23	7,403.07	7,791.33	8,200.40	8,612.93
ANNUAL	74,568.00	77,334.40	80,142.40	84,362.72	88,836.80	93,496.00	98,404.80	103,355.20
<b>BASE PAY RATE PER HOUR</b>	<b>\$35.85</b>	<b>\$37.18</b>	<b>\$38.53</b>	<b>\$40.56</b>	<b>\$42.71</b>	<b>\$44.95</b>	<b>\$47.31</b>	<b>\$49.69</b>

<b>SOLID WASTE DRIVER</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
BI-WEEKLY	2,274.40	2,328.80	2,388.80	2,440.80	2,495.20	2,551.20	2,611.20	2,712.00
MONTHLY	4,927.87	5,045.73	5,175.73	5,288.40	5,406.27	5,527.60	5,657.60	5,876.00
ANNUAL	59,134.40	60,548.80	62,108.80	63,460.80	64,875.20	66,331.20	67,891.20	70,512.00
<b>BASE PAY RATE PER HOUR</b>	<b>\$28.43</b>	<b>\$29.11</b>	<b>\$29.86</b>	<b>\$30.51</b>	<b>\$31.19</b>	<b>\$31.89</b>	<b>\$32.64</b>	<b>\$33.90</b>

<b>RELIEF DRIVER/UTILITY PERSON (with a class B License)</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
BI-WEEKLY	2,274.40	2,328.80	2,388.80	2,440.80	2,495.20	2,551.20	2,611.20	2,712.00
MONTHLY	4,927.87	5,045.73	5,175.73	5,288.40	5,406.27	5,527.60	5,657.60	5,876.00
ANNUAL	59,134.40	60,548.80	62,108.80	63,460.80	64,875.20	66,331.20	67,891.20	70,512.00
<b>BASE PAY RATE PER HOUR</b>	<b>\$28.43</b>	<b>\$29.11</b>	<b>\$29.86</b>	<b>\$30.51</b>	<b>\$31.19</b>	<b>\$31.89</b>	<b>\$32.64</b>	<b>\$33.90</b>

<b>UTILITY PERSON (without a class B License)</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
BI-WEEKLY	1,885.60	1,957.60	2,025.60	2,100.80	2,180.00	2,257.60	2,386.40	2,441.60
MONTHLY	4,085.47	4,241.47	4,388.80	4,551.73	4,723.33	4,891.47	5,170.53	5,290.13
ANNUAL	49,025.60	50,897.60	52,665.60	54,620.80	56,680.00	58,697.60	62,046.40	63,481.60
<b>BASE PAY RATE PER HOUR</b>	<b>\$23.57</b>	<b>\$24.47</b>	<b>\$25.32</b>	<b>\$26.26</b>	<b>\$27.25</b>	<b>\$28.22</b>	<b>\$29.83</b>	<b>\$30.52</b>

<b>LEAD SEWER MAINTENANCE WORKER (Supervisor)</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
BI-WEEKLY	2,868.00	2,974.40	3,082.40	3,244.72	3,416.80	3,596.00	3,784.80	3,975.20
MONTHLY	6,214.00	6,444.53	6,678.53	7,030.23	7,403.07	7,791.33	8,200.40	8,612.93
ANNUAL	74,568.00	77,334.40	80,142.40	84,362.72	88,836.80	93,496.00	98,404.80	103,355.20
<b>BASE PAY RATE PER HOUR</b>	<b>\$35.85</b>	<b>\$37.18</b>	<b>\$38.53</b>	<b>\$40.56</b>	<b>\$42.71</b>	<b>\$44.95</b>	<b>\$47.31</b>	<b>\$49.69</b>

<b>PUMP STATION MECHANIC</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
BI-WEEKLY	2,613.60	2,717.60	2,822.40	2,929.60	3,045.60	3,143.20	3,245.60	3,348.80
MONTHLY	5,662.80	5,888.13	6,115.20	6,347.47	6,598.80	6,810.27	7,032.13	7,255.73
ANNUAL	67,953.60	70,657.60	73,382.40	76,169.60	79,185.60	81,723.20	84,385.60	87,068.80
<b>BASE PAY RATE PER HOUR</b>	<b>\$32.67</b>	<b>\$33.97</b>	<b>\$35.28</b>	<b>\$36.62</b>	<b>\$38.07</b>	<b>\$39.29</b>	<b>\$40.57</b>	<b>\$41.86</b>

<b>SEWER MAINTENANCE WORKER</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
BI-WEEKLY	2,316.80	2,422.40	2,530.40	2,632.80	2,738.40	2,846.40	2,951.20	3,054.40
MONTHLY	5,019.73	5,248.53	5,482.53	5,704.40	5,933.20	6,167.20	6,394.27	6,617.87
ANNUAL	60,236.80	62,982.40	65,790.40	68,452.80	71,198.40	74,006.40	76,731.20	79,414.40
<b>BASE PAY RATE PER HOUR</b>	<b>\$28.96</b>	<b>\$30.28</b>	<b>\$31.63</b>	<b>\$32.91</b>	<b>\$34.23</b>	<b>\$35.58</b>	<b>\$36.89</b>	<b>\$38.18</b>

<b>LEAD FLEET MAINTENANCE MECHANIC (Supervisor)</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
BI-WEEKLY	2,868.00	2,974.40	3,082.40	3,244.72	3,416.80	3,596.00	3,784.80	3,975.20
MONTHLY	6,214.00	6,444.53	6,678.53	7,030.23	7,403.07	7,791.33	8,200.40	8,612.93
ANNUAL	74,568.00	77,334.40	80,142.40	84,362.72	88,836.80	93,496.00	98,404.80	103,355.20
<b>BASE PAY RATE PER HOUR</b>	<b>\$35.85</b>	<b>\$37.18</b>	<b>\$38.53</b>	<b>\$40.56</b>	<b>\$42.71</b>	<b>\$44.95</b>	<b>\$47.31</b>	<b>\$49.69</b>

<b>MECHANIC</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
BI-WEEKLY	2,611.20	2,717.60	2,822.40	2,929.60	3,045.60	3,144.00	3,245.60	3,348.80
MONTHLY	5,657.60	5,888.13	6,115.20	6,347.47	6,598.80	6,812.00	7,032.13	7,255.73
ANNUAL	67,891.20	70,657.60	73,382.40	76,169.60	79,185.60	81,744.00	84,385.60	87,068.80
<b>BASE PAY RATE PER HOUR</b>	<b>\$32.64</b>	<b>\$33.97</b>	<b>\$35.28</b>	<b>\$36.62</b>	<b>\$38.07</b>	<b>\$39.30</b>	<b>\$40.57</b>	<b>\$41.86</b>

**SPECIAL COMPENSATION EDUCATIONAL INCENTIVE**

Article 14 Section (E) Educational Advancement Assistance in the Memorandum of Understanding  
 Additional Compensation for California Water Environment Association ("CWEA") Certifications:

Any employee who is not otherwise required by this MOU to have a certain CWEA certification to qualify for their position, but who holds any of the CWEA certifications, shall be paid additional compensation as follows:

- Three percent (3%) of salary for CWEA Grade 1;
- One and one-half percent (1.5%) of salary for CWEA Grade 2;
- One percent (1%) of salary for CWEA Grade 3;
- One percent (1%) of salary for CWEA Grade 4.

This includes three certifications: Collection System Maintenance, Electrical & Instrumentation Technologist, and Mechanical Technologist. The salary increase is for each certification. For example, if an employee gets their Grade 1 Certification for Collection System Maintenance, they receive a 3% educational incentive to their salary. If they additionally get their Grade 1 Electrical & Instrumentation Technologist certification, they will receive another 3% educational incentive to their salary for a total of 6% (or any other combination thereof).

This additional compensation is predicated on the employee maintaining their certification in good standing. If an employee loses their certification, they will lose the corresponding educational incentive.

AGENDA ITEM 9D

Date: April 1, 2025  
To: Board of Directors  
From: Robert Housley, General Manager  
Prepared by: Robert Housley, General Manager  
Subject: Consider adoption of Resolution No. 2025-06, entitled:

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE 2025-2026 SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES**

**BACKGROUND**

Accurate payroll reporting is crucial for providing accurate member retirement benefits. The purpose of this resolution is to adopt a District wide salary schedule pursuant to Public Employees' Retirement Law (PERL).

Only those pay amounts that meet the definition of compensation earnable are used when calculating retirement benefits. Compensation earnable is clarified by California Code of Regulations Section 570.5.

Pursuant to the regulations the Midway City Sanitary District is required to adopt a pay schedule that meets all of the following requirements:

1. identifies the position title for every employee position;
2. shows the pay rate for each identified position, which may be stated as a single amount or multiple amounts within a range;
3. indicates the time base of the range such as hourly, monthly, or annually;
4. is posted at the office or immediately accessible and available for public review during normal business hours or posted on the District's website;
5. indicates an effective date and date of any revisions;
6. is retained by the District and available for public inspection for not less than five years;
7. does not reference another document in lieu of disclosing the pay rate.

**DISCUSSION**

Adoption of this resolution meets the requirements as defined by PERL and ensures that the District follows retirement law requirements and regulations. Failure to adopt this resolution would result in being out of compliance with PERL's requirements and regulations and thereby making the compensation non-compliant for employee retirement benefits, potentially adversely affecting employees' pension benefits. Additionally, the transparency of salary and wages is a hallmark of Midway City Sanitary District's commitment to the community and people it serves.

It is important to note that the General Manager is excluded from the 3.5% Cost of Living Allowance (COLA) increase included in this resolution.

**FISCAL IMPACT**

The proposed salary schedule reflects the District’s current organizational structure and includes a 3.5% Cost of Living Allowance (COLA) to apply the same increase as approved for represented employees during the most recent Memorandum of Understanding (MOU) negotiations.

The potential fiscal impact of approving this salary schedule is approximately \$29,946 in additional salary and wage expenditures for the fiscal year 2025-2026 (excludes the General Manager).

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve Resolution No. 2025-06 adopting the 2025-2026 salary schedule for non-represented employees.

**ATTACHMENTS**

1. Proposed Resolution No. 2025-06 Adopting the 2025-2026 Salary Schedule for Non-Represented Employees

**RESOLUTION NO. 2025-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE 2025-2026 SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES**

**WHEREAS**, California Code Regulations, Title 2, Section 570.5 was adopted by CalPERS to provide specific requirements on how public agencies should document pay rates;

**WHEREAS**, to comply with Section 570. 5, the District's salary schedule listing all titles for every employee position, pay rates for each position, and the time base for each pay rate must be adopted by the Board of Directors.

**NOW, THEREFORE, BE IT RESOLVED THAT**, in accordance with California Code Regulations, Title 2, Section 570.5, the Board of Directors of the Midway City Sanitary District hereby adopts the Salary Schedule, Effective July 1, 2025 – June 30, 2026, which is attached hereto as Exhibit A.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 1<sup>st</sup> day of April 2025.

---

Sergio Contreras, President

ATTEST:

---

Mark Nguyen, Secretary

**CERTIFICATION**

I, Mark Nguyen, Secretary of the MIDWAY CITY SANITARY DISTRICT of Orange County, California, do hereby certify that the foregoing Resolution No. 2025-06 was duly adopted at a meeting of the Governing Board of said District held on the 1<sup>st</sup> day of April 2025 by the following vote of the members of the Board:

AYES:  
NOES:  
ABSENT:

and I further certify that Sergio Contreras, as President, and Mark Nguyen, as Secretary, signed and approved said Resolution No. 2025-06 on the 1<sup>st</sup> day of April 2025.

\_\_\_\_\_  
Mark Nguyen, Secretary

(District Seal)

\_\_\_\_\_  
**STATE OF CALIFORNIA**        )  
  ) **ss.**  
**COUNTY OF ORANGE**        )

I, Mark Nguyen, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No 2025-06 passed and adopted by the Board of Directors of said District at a meeting thereof held on the 1<sup>st</sup> day of April 2025.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my official Seal of said District this 1<sup>st</sup> day of April 2025.

\_\_\_\_\_  
Mark Nguyen, Secretary

MIDWAY CITY SANITARY DISTRICT

Pay Schedule  
Fiscal Year 2025-2026  
Effective 07/01/2025

**NON-REPRESENTED EMPLOYEES**

**JOB TITLE**

ADMINISTRATIVE SECRETARY/RECEPTIONIST [Non-Exempt]	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BI-WEEKLY	2,821.60	2,922.40	3,023.20	3,128.80	3,238.40	3,352.00	3,469.60	3,591.20
MONTHLY	6,113.47	6,331.87	6,550.27	6,779.07	7,016.53	7,262.67	7,517.47	7,780.93
ANNUAL	73,361.60	75,982.40	78,603.20	81,348.80	84,198.40	87,152.00	90,209.60	93,371.20
BASE PAY RATE PER HOUR	\$35.27	\$36.53	\$37.79	\$39.11	\$40.48	\$41.90	\$43.37	\$44.89

ACCOUNTANT [Non-Exempt]	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BI-WEEKLY	3,325.25	3,410.53	3,498.30	3,620.84	3,747.53	3,878.35	4,014.97	4,154.90
MONTHLY	7,204.70	7,389.49	7,579.65	7,845.16	8,119.64	8,403.10	8,699.11	9,002.29
ANNUAL	86,456.45	88,673.83	90,955.80	94,141.94	97,435.73	100,837.15	104,389.27	108,027.50
BASE PAY RATE PER HOUR	\$41.57	\$42.63	\$43.73	\$45.26	\$46.84	\$48.48	\$50.19	\$51.94

HUMAN RESOURCES COORDINATOR [Non-Exempt]	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BI-WEEKLY	3,325.25	3,410.53	3,498.30	3,620.84	3,747.53	3,878.35	4,014.97	4,154.90
MONTHLY	7,204.70	7,389.49	7,579.65	7,845.16	8,119.64	8,403.10	8,699.11	9,002.29
ANNUAL	86,456.45	88,673.83	90,955.80	94,141.94	97,435.73	100,837.15	104,389.27	108,027.50
BASE PAY RATE PER HOUR	\$41.57	\$42.63	\$43.73	\$45.26	\$46.84	\$48.48	\$50.19	\$51.94

EXECUTIVE/BOARD SECRETARY [Non-Exempt]	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BI-WEEKLY	3,498.30	3,620.84	3,747.53	3,878.35	4,014.97	4,154.90	4,300.63	4,450.50
MONTHLY	7,579.65	7,845.16	8,119.64	8,403.10	8,699.11	9,002.29	9,318.04	9,642.75
ANNUAL	90,955.80	94,141.94	97,435.73	100,837.15	104,389.27	108,027.50	111,816.43	115,713.00
BASE PAY RATE PER HOUR	\$43.73	\$45.26	\$46.84	\$48.48	\$50.19	\$51.94	\$53.76	\$55.63

ENGINEERING TECHNICAN [Non-Exempt]	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BI-WEEKLY	2,821.60	2,922.40	3,023.20	3,128.80	3,238.40	3,352.00	3,469.60	3,591.20
MONTHLY	6,113.47	6,331.87	6,550.27	6,779.07	7,016.53	7,262.67	7,517.47	7,780.93
ANNUAL	73,361.60	75,982.40	78,603.20	81,348.80	84,198.40	87,152.00	90,209.60	93,371.20
BASE PAY RATE PER HOUR	\$35.27	\$36.53	\$37.79	\$39.11	\$40.48	\$41.90	\$43.37	\$44.89

DISTRICT ENGINEER [Exempt]	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BI-WEEKLY	4,387.57	4,574.70	4,763.48	4,951.44	5,139.40	5,327.35	5,515.31	5,704.09
MONTHLY	9,506.41	9,911.85	10,320.88	10,728.12	11,135.36	11,542.60	11,949.83	12,358.87
ANNUAL	114,076.87	118,942.20	123,850.58	128,737.44	133,624.30	138,511.15	143,398.01	148,306.39
BASE PAY RATE PER HOUR	\$54.84	\$57.18	\$59.54	\$61.89	\$64.24	\$66.59	\$68.94	\$71.30

DIRECTOR OF SERVICES & PROGRAM DEVELOPMENT [Exempt]	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BI-WEEKLY	4,387.57	4,574.70	4,763.48	4,951.44	5,139.40	5,327.35	5,515.31	5,704.09
MONTHLY	9,506.41	9,911.85	10,320.88	10,728.12	11,135.36	11,542.60	11,949.83	12,358.87
ANNUAL	114,076.87	118,942.20	123,850.58	128,737.44	133,624.30	138,511.15	143,398.01	148,306.39
BASE PAY RATE PER HOUR	\$54.84	\$57.18	\$59.54	\$61.89	\$64.24	\$66.59	\$68.94	\$71.30

DIRECTOR OF OPERATIONS & SAFETY [Exempt]	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BI-WEEKLY	5,297.54	5,517.79	5,747.98	5,987.27	6,236.50	6,496.49	6,767.24	7,049.59
MONTHLY	11,478.01	11,955.22	12,453.95	12,972.41	13,512.41	14,075.72	14,662.36	15,274.12
ANNUAL	137,736.14	143,462.59	149,447.38	155,668.97	162,148.90	168,908.69	175,948.34	183,289.39
BASE PAY RATE PER HOUR	\$66.22	\$68.97	\$71.85	\$74.84	\$77.96	\$81.21	\$84.59	\$88.12

DIRECTOR OF FINANCE [Exempt]	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BI-WEEKLY	5,170.03	5,455.69	5,740.52	6,026.18	6,311.02	6,596.68	6,881.51	7,167.17
MONTHLY	11,201.74	11,820.67	12,437.80	13,056.73	13,673.87	14,292.80	14,909.93	15,528.86
ANNUAL	134,420.83	141,847.99	149,253.62	156,680.78	164,086.42	171,513.58	178,919.21	186,346.37
BASE PAY RATE PER HOUR	\$64.63	\$68.20	\$71.76	\$75.33	\$78.89	\$82.46	\$86.02	\$89.59

GENERAL MANAGER [Exempt]	SALARY
BI-WEEKLY	9,038.46
MONTHLY	19,583.33
ANNUAL	235,000.00
BASE PAY RATE PER HOUR	\$112.98

AGENDA ITEM 9E

Date: April 1, 2025  
To: Board of Directors  
From: Robert Housley, General Manager  
Prepared by: Robert Housley, General Manager  
Subject: Consider adoption of Resolution No. 2025-07, entitled:

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY NOMINATING ROBERT HOUSLEY AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**BACKGROUND**

The Midway City Sanitary District (District) is a member of the Special District Risk Management Authority (SDRMA), a Joint Powers Authority established to provide risk management and risk financing services to California special districts and other local government agencies. SDRMA is governed by a seven (7) member Board of Directors, consisting of governing board members and management employees from SDRMA member agencies. Board terms are typically four years.

Currently, four (4) Director seats, including General Manager Robert Housley’s seat, are up for election. Mr. Housley was appointed to the SDRMA Board of Directors in 2024 to fill a vacant seat, and his current term will expire on December 31, 2025.

SDRMA is now soliciting nominations from its member agencies for candidates interested in serving a new full four-year term, which will begin on January 1, 2026, and run through December 31, 2030. Nomination materials must include a resolution from the governing body of the SDRMA member agency nominating one of its board members or a management employee, accompanied by a letter of interest and resume from the nominee.

The nomination filing deadline is Friday, May 16, 2025, and the election deadline is Monday, September 22, 2025. The election results will determine the individuals who will serve on the SDRMA Board for the upcoming term.

**DISCUSSION**

In March 2024, the Board of Directors previously nominated General Manager Robert Housley for appointment to the vacant SDRMA Board of Directors seat. Following his nomination, Mr. Housley was interviewed, selected, and subsequently approved by the SDRMA Board of Directors to fill the vacant position. His current term is set to expire on December 31, 2025.

Mr. Housley has served as the District's Risk Manager for the past 17 years and has developed a strong working relationship with SDRMA, gaining significant familiarity with their operations, policies, and priorities. His continued service on the SDRMA Board allows the District to have a direct voice and influence in the development and direction of SDRMA's policies and programs, which benefits not only the District but also its ratepayers.

With the upcoming election for a new 4-year term beginning January 1, 2026, and ending December 31, 2030, Mr. Housley is seeking the continued support and nomination of the Board to run for election to the SDRMA Board of Directors. The SDRMA Board typically meets seven to ten times annually, averaging eight meetings per year, which are usually held on the first Wednesday and/or Thursday of each month at SDRMA's offices in Sacramento and/or designated conference locations. The average time commitment for Board members ranges from 15 to 20 hours per month.

### **FISCAL IMPACT**

There is no fiscal impact to the District. All travel expenses associated with the General Manager's attendance at SDRMA Board meetings and related activities are incurred and reimbursed by SDRMA.

### **STAFF RECOMMENDATION**

Staff recommends that the Board of Directors adopt Resolution No. 2025-07 nominating Robert Housley as a candidate for election to the Special District Risk Management Authority Board of Directors.

### **ATTACHMENTS**

1. Proposed Resolution No. 2025-07
2. SDRMA Letter Notification of Nominations – 2025 Election for SDRMA Board of Directors
3. SDRMA 2025 Nomination Packet Checklist



## RESOLUTION NO. 2025-07

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY NOMINATING ROBERT HOUSLEY AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

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

**WHEREAS**, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

**WHEREAS**, the Joint Powers Agreement and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

**WHEREAS**, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

**WHEREAS**, the SDRMA Board of Directors adopted Board Policy 2024-08, which includes the following requirements for candidate qualification:

- a. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee (as defined in Section 4.1) of a SDRMA member participating in both the Property/Liability and Workers' Compensation Programs.
- b. Each nominated candidate must submit a properly completed "Statement of Qualifications" on or before the May 16, 2025 filing deadline in order for the candidate's name to be placed on the official ballot.
- c. Candidates seeking election or reelection must be nominated by action of their respective Governing Body through a resolution that must be received by the Authority on or before the May 16, 2025 filing deadline.

**WHEREAS**, the Board of Directors of the Midway City Sanitary District desires that the District take a more active role in SDRMA governance and wishes to nominate the District's General Manager, Robert Housley, to run for election for the SDRMA Board position; and

**WHEREAS**, Robert Housley is uniquely qualified to serve on the SDRMA Board of Directors, having served as the District’s risk manager for over 17 years.

**NOW, THEREFORE**, the Board of Directors of the Midway City Sanitary District hereby finds, determines, and resolves as follows:

1. The governing Board of Midway City Sanitary District nominates Robert Housley, its General Manager, as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. The Board of Directors of Midway City Sanitary District has determined that Robert Housley is a management employee for purposes of SDRMA Election Policy 2024-08, Section 4.1.

3. The Board of Directors of Midway City Sanitary District further directs that a copy of this Resolution shall be delivered to SDRMA on or before the May 16, 2025, filing deadline.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 1<sup>st</sup> day of April, 2025.

\_\_\_\_\_  
Sergio Contreras, President

ATTEST:

\_\_\_\_\_  
Mark Nguyen, Secretary

**CERTIFICATION**

I, Mark Nguyen, Secretary of the MIDWAY CITY SANITARY DISTRICT of Orange County, California, do hereby certify that the foregoing Resolution No. 2025-07 was duly adopted at a meeting of the Governing Board of said District held on the 1<sup>st</sup> day of April, 2025 by the following vote of the members of the Board:

AYES:  
NOES:  
ABSENT:

and I further certify that Sergio Contreras, as President, and Mark Nguyen, as Secretary, signed and approved said Resolution No. 2025-07 on the 1<sup>st</sup> day of April, 2025.

\_\_\_\_\_  
Mark Nguyen, Secretary

(District Seal)

\_\_\_\_\_  
**STATE OF CALIFORNIA**        )  
  ) **ss.**  
**COUNTY OF ORANGE**        )

I, Mark Nguyen, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2025-07 passed and adopted by the Board of Directors of said District at a meeting thereof held on the 1<sup>st</sup> day of April, 2025.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my official Seal of said District this 1<sup>st</sup> day of April, 2025.

\_\_\_\_\_  
Mark Nguyen, Secretary



March 3, 2025

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

Re: Notification of Nominations – 2025 Election for SDRMA Board of Directors

Dear Robert:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2025 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information has been posted to the SDRMA MemberPlus website:

- Nomination Packet Checklist
- Board of Director Fact Sheet
- Nomination/Election Schedule
- SDRMA Election Policy No. 2024-08
- Sample Resolution for Candidate Nomination
- Candidate Statement of Qualifications Form

*General Election Information* - Four (4) Directors seats are up for election. The nomination filing deadline is Friday, May 16, 2025. This year, SDRMA will be using an electronic voting system in MemberPlus, allowing the primary contact of each member to easily vote online. **Ballots will be uploaded to MemberPlus and electronic voting will begin in mid-June. The deadline to submit your vote will be Monday, September 22, 2025.**



1112 I Street Suite 300, Sacramento, CA 95814 • O 916.231.4141 • 800.537.7790 • sdrma.org



Nominee Qualifications - Nominees must be a member of the agency’s governing body or full-time management employee (see SDRMA Election Policy 2024-08, Section 4.1) and be an active member agency of both SDRMA’s Property/Liability and Workers’ Compensation programs. Candidates must be nominated by resolution of their member agency’s governing body and complete/submit a “Statement of Qualifications.”

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidate Statement of Qualifications) and nomination guideline information may be obtained by logging in to MemberPlus at [memberplus.sdrma.org](http://memberplus.sdrma.org). From the MemberPlus homepage, click on the “Board Election” button. All necessary nomination documents and election information may be downloaded and printed.

Term of Office - Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2026 and expire December 31, 2029.

Nomination Filing Deadline - Nomination documents must be submitted to SDRMA no later than 4:30 P.M. on Friday, May 16, 2025. Documents may be uploaded to MemberPlus, emailed, or mailed to the SDRMA office.

Mail: SDRMA Election Committee  
C/O Candice Richardson  
1112 “I” Street, Suite 300  
Sacramento, California 95814  
E-mail: [crichardson@sdrma.org](mailto:crichardson@sdrma.org)

Please do not hesitate to contact us at 800.537.7790 or [crichardson@sdrma.org](mailto:crichardson@sdrma.org), if you have any questions regarding the 2025 SDRMA Board of Director Nominations or the election process.

Sincerely,

Candice Richardson  
Management Analyst



## SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

March 3, 2025, marks the official commencement of the election process for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in 2025.

**For your convenience we have enclosed the necessary nomination documents and election process schedule.** Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our MemberPlus website [www.sdrma.org](http://www.sdrma.org) and/or by calling Candice Richardson at 800-537-7790.

- \_\_\_ **Attachment One:**     **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.
  
- \_\_\_ **Attachment Two:**   **SDRMA Board of Directors 2025 Nomination/Election Schedule:** Please review this document for important deadlines. Completed nomination documents must be submitted to SDRMA staff by 4:30 pm on the deadline date.
  
- \_\_\_ **Attachment Three:**   **SDRMA Election Policy No. 2024-08:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.
  
- \_\_\_ **Attachment Four:**   **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors. **Due by Friday, May 16, 2025.**
  
- \_\_\_ **Attachment Five:**   **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate. **Due by Friday, May 16, 2025.**

**Please complete and return all required nomination documents to SDRMA by 4:30 pm on Friday, May 16, 2025. Documents may be uploaded to MemberPlus, emailed, or mailed to SDRMA.**

**Mail:**     SDRMA Election Committee  
          C/O Candice Richardson  
          1112 "I" Street, Suite 300  
          Sacramento, California 95814

**E-mail:** [crichardson@sdrma.org](mailto:crichardson@sdrma.org)

## SDRMA BOARD OF DIRECTORS FACT SHEET

**SDRMA BOARD OF DIRECTORS  
ROLE AND RESPONSIBILITIES**

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	SDRMA Board of Directors consists of <b>seven Board Members</b> , who are elected at-large from members participating in both programs.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors’ Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Four Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. <b>Four seats are up for election this year.</b>
Term of Directors	Directors are elected for <b>four-year terms</b> . Terms for directors elected this election begin January 1, 2026 and end on December 31, 2029.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Ordinance No. 2024-01 and applicable laws and are allowed to claim a stipend of \$245 per meeting day or for each day’s service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from <b>seven to ten times annually</b> with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held <b>2:00 to 5:00 p.m. Wednesday</b> and <b>8:30 to 10:00 a.m. Thursday.</b>
Meeting Length	Meetings are <b>four to six hours</b> on average.
Average Time Commitment	Commitment per month ranges from <b>15 to 20 hours</b> .

*“The mission of Special District Risk Management Authority is to provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-effective manner.”*

Special District Risk Management Authority | A Property/Liability, Workers’ Compensation and Health Benefits Program



SDRMA BOARD OF DIRECTORS  
2025 NOMINATION/ELECTION SCHEDULE

# 2025 Nomination/Election Schedule

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
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	

MARCH						
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/ 30	24/ 31	25	26	27	28	29

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

MAY						
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

JUNE						
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					

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

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			

## TASK TIMELINE

11/5/24 Board approves 2025 Election Schedule

2/5-6 Election Committee is appointed/ratified

3/3 Notification of Election & Nomination  
procedure sent to Members  
90 days prior to posting of Ballots

5/16 Deadline to return Nominations  
30 days prior to Election

5/22 *Tentative* - Election Committee  
Meeting - Reviews Nominations (Virtual)

6/16-18 Ballots Posted to MemberPlus  
60 days prior to Ballot Receipt Deadline

9/22 Deadline to Submit Ballots

9/25 *Tentative* - Election Committee Meeting to  
Verify Election Results (Virtual)  
No more than 5 days after 9/22

9/29 Election Committee Notifies Successful  
Candidates of Election Results

11/5-6 Directors' Elect are invited to attend  
November Board Meeting

1/2026 Newly Elected Directors' Seated and  
Election of Officers

SDRMA BOARD OF DIRECTORS  
ELECTION POLICY NO. 2024-08

**A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE**

WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and

WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and

WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and

WHEREAS, the Bylaws provide the Board with the option of establishing election guidelines; and

WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in ensuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

**1.0. Election Schedule**

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

**2.0. Election Committee**

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two (2) presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Management Analyst & Clerk of the Board of Directors of SDRMA, and the SDRMA Chief Financial Officer. The General

Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

### **3.0. Member Notification of Election**

- 3.1. Authority staff shall provide emailed notification, of an election for the Board of Directors, to all member agencies during March of each election year. Such notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include (1) where to locate election documents in MemberPlus; (2) the number of Director seats to be filled by election; and (3) a summary of nomination/election deadline dates.

### **4.0. Qualifications**

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. A candidate must also be a California resident (Government Code section 1020(b)). Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by (1) personal delivery; (2) U.S. mail; (3) courier; (4) email; or (5) via MemberPlus. When ballots are provided to the membership, each candidate's "Statement of Qualifications" form will be available to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be provided by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are made available to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.
- 4.5. A qualified candidate currently serving on the CSDA board of directors must, if elected to the SDRMA board of directors, immediately resign his or her seat on the CSDA board. [Per Memorandum of Understanding, Alliance Executive Council, 9/20/2001.] Such resignation must occur prior to the meeting at which the director-elect takes his or her seat on the SDRMA board.

#### 5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority, sent by U.S. mail, emailed to SDRMA, or uploaded to MemberPlus. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's

review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be provided to the membership for election via MemberPlus as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will email acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for posting the ballots. After that date, all qualified nominees' names shall appear on the ballot provided to the membership.

#### **6.0. Terms of Directors**

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate odd-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

#### **7.0. Campaigning**

- 7.1. SDRMA staff will publish via MemberPlus each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been published and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.

- 7.5. SDRMA election documents for the membership, including ballots and candidates' "Statement of Qualifications", shall be made available via MemberPlus upon sending out an e-blast announcement via email.

#### 8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, or the use of a Candidate's Member Agency email address, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time. "Public resources" does not include a Candidate's use of his/her Member Agency's email address to send information relating to his/her candidacy.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity. A Candidate's use of his/her Member Agency email address to send information relating to his/her candidacy shall be considered minimal and incidental.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have



withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

## 9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be made available to each SDRMA member agency via MemberPlus, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the distribution of the ballots as outlined in Section 9.1 shall be waived. In this event, the election committee shall inform the Board of Directors of these facts and the Board of Directors shall, at a regular or special meeting, appoint all qualified nominee(s) to the Board. If one or more seats on the Board remain open, the Board of Directors shall fill those seats pursuant to the process set forth for the filling of vacancies in Section 11.0.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the designated representative for each member vote on behalf of their agency and the ballot MUST be attested to by the designated representative.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.

- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain a signature. Ballots submitted without a signature will be considered void.
- 9.8. Ballots will be submitted electronically in MemberPlus or may be returned using either hand-delivered, emailed, or mailed in ballots. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot submission received after the specified deadline will not be counted and will be considered void.

#### 10.0. Election Results

- 10.1. Ballots will be tabulated by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

- 10.3. Excluding tie votes, within five (5) days after the ballots tabulated Authority staff shall advise the candidates and their respective agency via email of the final election results. Copies of the results shall also be emailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the last Board meeting of the year after confirmation of election results. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).

10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are received and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are received and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

#### **11.0. Director Vacancy**

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

- a) notify all then member entities via email that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) candidates shall submit the following, by the date specified in the notice:
  - i) a letter of interest; and
  - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
  - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) upon verification or rejection of each application by the Election Committee, staff will email acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications.  
Interviews may  
be by telephone or via Zoom or an alternative; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

11.2 The appointment process set forth in this section 11.0 shall also be followed in the event open seats remain at the conclusion of any regular election of Board members [see Section 9.2].

Revised and adopted this 26<sup>th</sup> day of June, 2024 by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2024-08 supersedes Policy No. 2023-05 and all other policies inconsistent herewith.

APPROVED:

ATTEST:

  
Sandy Seifert-Raffelson, President  
Board of Directors

  
Brian Kelley  
Chief Executive Officer

SAMPLE  
RESOLUTION FOR  
CANDIDATE NOMINATION

**A RESOLUTION OF THE [GOVERNING BODY] OF THE [AGENCY NAME] NOMINATING [CANDIDATE'S NAME] AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

**WHEREAS**, the Joint Powers Agreement and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

**WHEREAS**, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

**WHEREAS**, the SDRMA Board of Directors adopted Board Policy 2024-08, which includes the following requirements for candidate qualification:

- a. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee (as defined in Section 4.1) of a SDRMA member participating in both the Property/Liability and Workers' Compensation Programs.
- b. Each nominated candidate must submit a properly completed "Statement of Qualifications" on or before the May 16, 2025 filing deadline in order for the candidate's name to be placed on the official ballot.
- c. Candidates seeking election or reelection must be nominated by action of their respective Governing Body through a resolution that must be received by the Authority on or before the May 16, 2025 filing deadline.

**NOW THEREFORE, BE IT RESOLVED**, the Board of Directors of the Special District Risk Management Authority hereby finds, determines, and resolves as follows:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.
2. **ADD ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY**

The [GOVERNING BODY] of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2024-08, Section 4.1.

3. The [GOVERNING BODY] of [AGENCY NAME] further directs that a copy of this Resolution shall be delivered to SDRMA on or before the May 16, 2025 filing

Resolution No. \_\_\_\_

deadline.

**PASSED, APPROVED, and ADOPTED**, by the [GOVERNING BODY] of [AGENCY NAME], on this [DAY] day of [MONTH], [YEAR], by the following roll call vote:

Ayes:

Noes:

Abstained:

Absent:

APPROVED:

ATTESTED:

\_\_\_\_\_  
President/Governing Body

\_\_\_\_\_  
Administrator/Secretary

*No seal*

SAMPLE

CANDIDATE'S STATEMENT  
OF  
QUALIFICATIONS



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate\*

District/Agency

Work Address

Work Phone

Cell Phone

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?  
**(Response Required)**

What is your overall vision for SDRMA? **(Response Required)**

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate\* \_\_\_\_\_  
District/Agency \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

---

---

---

---

---

---

---

---

---

---

---

---

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**What is your overall vision for SDRMA? (Response Required)**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



**Mailing Address**

P.O. Box 20895  
Fountain Valley, CA 92728

**Meeting Location**

MWDOC/OCWD  
18700 Ward Street  
Fountain Valley, CA 92708

(714) 963-3058  
(714) 964-5930 fax

www.isdoc.net

**Executive Committee**

**President**

**Hon. Bob McVicker**  
*Municipal Water District of Orange County*

**1<sup>st</sup> Vice President**

**Hon. Paul Mesmer**  
*Surfside Colony Community Services District*

**2<sup>nd</sup> Vice President**

**Hon. Marilyn Thoms**  
*East Orange County Water District*

**3<sup>rd</sup> Vice President**

**Hon. Scott Nelson**  
*Placentia Library District*

**Secretary  
Vacant**

**Treasurer**

**Hon. Sandra Jacobs**  
*Santa Margarita Water District*

**Immediate Past President**

**Hon. Greg Mills**  
*Serrano Water District*

**Staff Administration**

**Heather Baez**

*Municipal Water District of Orange County*

**Tina Dubuque**

*Municipal Water District of Orange County*

**March 12, 2025**

**PLEASE DISSEMINATE TO ALL BOARD MEMBERS**

Re: ISDOC Executive Committee Secretary Vacancy

This email shall serve as official notice and call for candidates to fill the vacancy for the Secretary position on of the Independent Special Districts of Orange County (ISDOC). The ISDOC Executive Committee will fill the vacancy by appointment.

Per the ISDOC bylaws, Article III Section II Point E: "With the exception of the immediate past president, if a vacancy occurs on the Executive Committee, the Committee shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. A person appointed or elected to fill a vacancy shall hold office for the unexpired term of the former incumbent."

Nominations will close on **Friday, April 25, 2025, at 5:00 p.m.** Any Board Member/Trustee of a regular ISDOC member agency is eligible for nomination for this open position. Individuals who wish to be considered should submit a letter of interest, together with a resolution from their Board authorizing their candidacy. The appointment will be made by the ISDOC Executive Committee **on Tuesday, May 6, 2025.**

Responsibilities of the positions are as follows:

**SECRETARY:** The Secretary or his/her designee shall be responsible for all correspondence and the dissemination of information to members. This includes meeting agendas, announcements, and official correspondence.

Meetings of the Executive Committee typically occur on the first Tuesday of each month at 7:30 a.m. virtually, via teleconference until further notice.

If you are seeking nomination to the Secretary position on the Executive Committee, please send your letter/email of interest and a copy of your Board's authorizing resolution to Heather Baez at [hbaez@mwdoc.com](mailto:hbaez@mwdoc.com). All nomination requests must be received by **April 25, 2025.**

If you have any questions about the any of the positions or the election process, please contact Heather Baez at (714) 593-5012 or [hbaez@mwdoc.com](mailto:hbaez@mwdoc.com).

Sincerely,

*Bob McVicker*

Bob McVicker, President  
Independent Special Districts of Orange County

**Orange County Local Agency Formation Commission**  
**Proposed Budget**  
Fiscal Year 2025/26

	FY 24/25 Adopted Budget	FY 25/26 Proposed Budget	\$ Budget Variance	% Budget Variance
<i>Apportionment Increase Factor (%)</i>				
	12.0%	7.0%		
<b>1 Revenue &amp; Cash Reserves Use / (Addition)</b>				
2 Cash Reserves Use / (Addition)	\$ 240,340	\$ 110,340	\$ (130,000)	-54.1%
3 4000 LAFCO Apportionment	1,581,320	1,692,010	110,690	7.0%
4 4200 Interest	38,390	35,640	(2,750)	-7.2%
<b>5 Total Revenue &amp; Cash Reserves Use / (Addition)</b>	<b>1,860,050</b>	<b>1,837,990</b>	<b>(22,060)</b>	<b>-1.2%</b>
<b>6 Expense</b>				
<b>7 Salaries &amp; Benefits</b>				
8 5000 Salaries	657,300	671,000	13,700	2.1%
9 5010 Hourly Employees	20,800	20,800	-	0.0%
10 5106 Retirement	265,900	274,700	8,800	3.3%
11 5109 Retiree Health Benefits	22,000	6,200	(15,800)	-71.8%
12 5108 Health Insurance	88,900	78,500	(10,400)	-11.7%
13 5110 Dental Insurance	11,600	5,600	(6,000)	-51.7%
14 5112 Life Insurance	420	420	-	0.0%
15 5118 Unemployment Insurance	200	540	340	170.0%
16 5119 Health Reimbursement Arrangement	7,800	8,200	400	5.1%
17 5102 Optional Benefit Plan	18,500	18,500	-	0.0%
18 5104 Deferred Compensation	19,000	19,400	400	2.1%
19 5116 Medicare	10,200	10,300	100	1.0%
20 5120 Salary Continuance	1,650	1,750	100	6.1%
21 5122 Accidental Death Insurance	120	120	-	0.0%
22 5125 Executive Car Allowance	7,200	7,200	-	0.0%
<b>23 Salaries &amp; Benefits Total</b>	<b>1,131,590</b>	<b>1,123,230</b>	<b>(8,360)</b>	<b>-0.7%</b>
<b>24 Operations, Prof. Services &amp; Other</b>				
<b>25 Office Operations</b>				
26 5150 Information Technology	21,600	21,600	-	0.0%
27 5151 Internet & Electronic Services	20,500	21,500	1,000	4.9%
28 5200 County Charges	12,000	13,100	1,100	9.2%
29 5250 Insurance	15,760	21,860	6,100	38.7%
30 5350 Membership/Subscriptions	40,400	28,600	(11,800)	-29.2%
31 5450 Office Equipment/Supplies	26,100	28,400	2,300	8.8%
<b>32 Professional Services</b>				
33 5510 Legal	60,000	60,000	-	0.0%
34 5520 Audit/Accounting	57,000	60,900	3,900	6.8%
35 5530 Human Resources	35,000	30,000	(5,000)	-14.3%
36 5540 Other Professional	200,000	200,000	-	0.0%
<b>37 Other Expense</b>				
38 5535 Mapping	4,000	4,000	-	0.0%
39 5550 Investment Admin Fees	850	850	-	0.0%
40 5600 Public Noticing / Communications	12,000	14,400	2,400	20.0%
41 5610 Unincorporated Areas Program	11,000	11,000	-	0.0%
42 5650 Rents/Improvements/Maintenance	115,000	118,700	3,700	3.2%
43 5675 Equipment Leases & Maintenance	8,100	8,100	-	0.0%
44 5700 Commissioner/Staff Expenses	5,000	5,000	-	0.0%
45 5710 Commission Stipends & Taxes/Fees	16,450	15,750	(700)	-4.3%
46 5740 Educational & Legislative Partnerships	-	16,000	16,000	0.0%
47 5750 Professional Development	20,000	20,000	-	0.0%
48 5800 Transportation & Travel	35,300	5,000	(30,300)	-85.8%
49 5850 Commission Meeting Expenses	12,400	10,000	(2,400)	-19.4%
<b>50 Operations, Prof. Services &amp; Other Total</b>	<b>728,460</b>	<b>714,760</b>	<b>(13,700)</b>	<b>-1.9%</b>
<b>51 Total Expense</b>	<b>1,860,050</b>	<b>1,837,990</b>	<b>(22,060)</b>	<b>-1.2%</b>
<b>52 Net Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



**Orange County Local Agency Formation Commission**  
**Proposed Budget**  
 Fiscal Year 2025/26

	FY 24/25 Adopted Budget	FY 25/26 Proposed Budget	\$ Budget Variance	% Budget Variance
<b>Projected Cash Reserves</b>				
<b>Reserved Cash</b>				
Contingency Reserve	100,000	\$ 100,000		
Litigation Reserve	75,000	75,000		
Unfunded Liability Reserve	30,000	30,000		
Operating Reserve (25% Budgeted Expenses)	465,013	459,498		
<b>Total Reserved Cash</b>	<b>670,013</b>	<b>664,498</b>		
<b>Unreserved Cash</b>				
Balance at the Beginning of FY	718,367	601,822		
Addition / (Drawdown) to Unreserved Cash	(240,340)	(110,340)		
<b>Total Unreserved Cash</b>	<b>478,027</b>	<b>491,482</b>		
<b>Total Projected Cash Reserves</b>	<b>\$ 1,148,039</b>	<b>\$ 1,155,979</b>		

**REVENUES**

The following summarizes the revenue categories of the OC LAFCO Budget:

**4000 OC LAFCO Apportionment**

These funds are provided by the County, independent special districts and cities. The County pays 1/3 of the total apportionment cost. The cost allocation formulas for the cities and special districts are in accordance with the alternative formulas adopted by the City Selection Committee and the Independent Special Districts Selection Committee respectively.

**4050 Filing Fees**

These funds are provided by incoming project applications, including but not limited to annexations, reorganizations, incorporations, dissolutions, and consolidations. Filing fees vary with each project received and are not budgeted as revenue due to the uncertainty of when applications will be filed. Filing fees are collected to offset OC LAFCO salaries, benefits and other expenditures associated with applications.

**4150 Miscellaneous Revenue**

These funds are incurred by nonoperational income including but not limited to reimbursements.

**4200 Interest**

These funds are the interest earned from the agency’s bank and County payroll accounts and investment portfolio, including the Local Agency Investment Fund (LAIF) and Orange County Fund (OC Fund).

**EXPENDITURES**

The following summarizes the expenditure categories of the OC LAFCO Budget:

**5000-5125 Salaries and Benefits**

These categories include costs incurred for OC LAFCO employee salaries and benefits, including retirement, life, accidental and disability insurance, health and dental insurance, and Medicare. OC LAFCO contracts with the County of Orange for payroll and benefit services.

**5150 Information Technology**

This category includes costs incurred for the technical support for regular maintenance and upgrades to the OC LAFCO computer systems and website. OC LAFCO contracts with independent consultants for IT and website services.

**5151 Internet and Electronic Services**

This category includes costs for the usage, technical support, equipment, leasing and maintenance of business electronic devices and internet services.



**5200 County Charges**

This category includes costs incurred for payroll processing, records archiving and storage, and billing, collection and intranet services provided by the County of Orange.

**5250 Insurance**

This category includes costs incurred for insurance coverage. OC LAFCO contracts with the County and a joint powers authority for the following coverages for instances that occur during the general operation of the agency.

- General Liability – Includes coverage for personal injury (including bodily injury and property damage), non-owned auto liability, public officials’ errors and omissions and employment practices liability.
- Crime – Includes coverage for employee or non-employee theft, burglary, forgery or alteration, computer fraud, funds transfer fraud.
- Property – Includes per occurrence, all perils coverage for damage to property including personal property and business interruption coverage.
- Workers’ Compensation – Includes coverage for employees involving work-related injuries.

**5350 Memberships/Subscriptions**

This category includes membership and subscription fees to CSDA, OCBC, CDR and other applicable memberships.

**5450 Office Equipment and Supplies**

This category includes costs incurred for the purchase of office supplies and equipment, computers, and software that support agency operations.

**5500 Professional Services**

This category includes costs incurred for professional services provided to OC LAFCO. The following are subcategories for professional services:

- ✓ **5510 Legal** – OC LAFCO general counsel services.
- ✓ **5520 Auditing/Accounting** – Bookkeeping, accounting and auditing services. OC LAFCO audited financial statements are prepared by an independent auditor.
- ✓ **5530 Human Resources** – Personnel services that may be provided by an independent consultant for assistance with recruitment, employment labor, professional development and other human resource areas.
- ✓ **5535 Mapping** – OC LAFCO’s Geographic Information System (GIS) and other mapping programs.

- ✓ **5540 Other Professional Services** – Consulting and professional services for meeting facilitation, peer reviews, and preparation of municipal service and sphere reviews, fiscal studies and other studies, reports and projects.

**5550 Investment Admin Fees**

This category includes costs incurred for administrative fees charged by the County of Orange for financial services related to the investment and payroll accounts.

**5600 Public Noticing/Communications**

This category includes costs incurred for required legal notices and other communications for Commission-initiated and other projects (e.g., spheres of influence reviews and updates, municipal service reviews, and annual budget adoption) that are not reimbursable through application fees.

**5610 Unincorporated Areas Program**

This category includes costs incurred for the processing of applications under the Commission’s Unincorporated Areas Program.

**5650 Rents/Improvements/Maintenance**

This category includes costs for leasing, improvements, and maintenance of OC LAFCO office space.

**5675 Equipment Leases/Maintenance**

This category includes costs for leasing and maintenance of the OC LAFCO copier and printers.

**5700 Commissioner/Staff Expenses**

This category includes miscellaneous business expenses incurred by Commissioners and staff.

**5710 Commissioner Stipends & Taxes/Fees**

This category includes Commissioner meeting stipends and related employment taxes and fees.

**5740 Educational and Legislative Partnerships**

This category includes costs incurred for educational partnerships, legislative engagement efforts and registration expenses to attend workshops and business-related meetings and activities.

**5750 Professional Development**

This category includes costs related to employee professional development (e.g., college/university degree programs and courses, certificate programs, leadership seminars).

**5800 Transportation and Travel**

This category includes costs incurred for transportation and travel expenses for commissioners and staff to attend workshops and business-related meetings and activities.

**5850 Commission Meeting Expenses**

This category includes costs incurred for communications, room rental, parking and miscellaneous expenses for Commission meetings.

**RESERVES**

**Contingency Reserve**

Restricted funds used to cover any unforeseen future agency loss and/or urgency (i.e., property or equipment damage, loss or theft).

**Reserve for Litigation**

Restricted funds used for costs related to agency litigation not covered by application fees and deposits.

**Unfunded Liability Reserve**

Restricted funds used to offset anticipated agency liabilities (i.e., employee compensated absences).

## OC LAFCO FY 2025-26 Special District Allocations

District	ISDOC Formula Calculation FY 2025-26
Silverado-Modjeska Rec. & Park	\$ 620.40
Surfside Colony Stormwater	620.40
Surfside Colony CSD	620.40
Rossmoor/Los Alamitos Area Sewer District	3,214.82
Capistrano Bay CSD	3,214.82
Rossmoor CSD	3,214.82
Three Arch Bay CSD	3,214.82
Emerald Bay CSD	3,214.82
Buena Park Library District	3,214.82
Placentia Library District	3,214.82
Orange County Cemetery District	6,429.64
Orange County Vector Control District	6,429.64
<b>Total Non-Enterprise Districts</b>	<b>\$ 37,224.22</b>
Sunset Beach Sanitary District	6,486.04
Serrano Water District	19,288.91
East Orange Co. Water District	25,718.55
Midway City Sanitary District	25,718.55
Trabuco Canyon Water District	25,718.55
Costa Mesa Sanitary District	25,718.55
El Toro Water District	32,091.79
Mesa Water District	38,521.43
Yorba Linda Water District	38,521.43
South Coast Water District	38,521.43
Moulton Niguel Water District	44,951.07
Santa Margarita Water District	44,951.07
Municipal Water District of O.C.	51,380.70
Orange County Water District	51,380.70
Irvine Ranch Water District	57,810.34
<b>Total Enterprise Districts</b>	<b>\$ 526,779.11</b>
<b>Total Special Districts</b>	<b>\$ 564,003.33</b>

Prepared by AC/GA: Daiana Hwang  
 Completed date: 2/18/25  
 Printed on: 2/19/2025

## OC LAFCO FY 2025-26 City Allocations

City	FY 2025-26 City Allocation
Aliso Viejo	\$ 8,723.25
Anaheim	60,592.75
Brea	10,490.47
Buena Park	14,081.28
Costa Mesa	19,288.91
Cypress	8,497.65
Dana Point	6,429.63
Fountain Valley	10,283.66
Fullerton	25,530.55
Garden Grove	27,692.57
Huntington Beach	33,877.80
Irvine	62,811.17
Laguna Beach	5,978.44
Laguna Hills	6,147.63
Laguna Niguel	13,310.48
Laguna Woods	3,327.62
La Habra	10,302.46
Lake Forest	16,844.90
La Palma	2,519.22
Los Alamitos	2,970.42
Mission Viejo	17,803.71
Newport Beach	19,570.91
Orange	26,489.35
Placentia	8,911.25
Rancho Santa Margarita	10,377.66
San Clemente	14,325.69
San Juan Capistrano	9,512.86
Santa Ana	48,504.29
Seal Beach	7,294.45
Stanton	6,110.04
Tustin	13,799.28
Villa Park	1,466.40
Westminster	14,739.29
Yorba Linda	15,397.29
<b>TOTAL</b>	<b>\$ 564,003.33</b>

Prepared by AC/GA: Daiana Hwang  
 Completed date: 2/18/25  
 Printed on: 2/19/2025



# 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
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	

MARCH						
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					

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

MAY						
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

JUNE						
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					

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				

- Reg Board Meeting
  - Special Board Meeting
  - L & P.A. Outreach Comm. Meeting
  - Calendar Committee Meeting
  - Franchise Committee Meeting
  - ISDOC Qrtly Luncheon
  - Clean-up event
- 
- Special Events/Conferences**

- 4/21-24 CSDA Leadership Conference
- 5/5-7 WasteExpo Conference
- 5/17 Compost/Shredding Event
- 5/20-21 CSDA Legislative Days
- 8/25-28 CSDA Annual Conference

- 
- Westminster Events**
- 4/12 Bunny Hop (WM Village Park & John Land Park)
  - 4/19 Bunny Hop (Coronet Park & Tony Lam Park)
  - 4/30 Black April Remembrance Ceremony
  - 7/16 Safety Day
- 
- Holiday - District Closed**

- 5/26 Memorial Day
- 7/4 Independence Day
- 9/1 Labor Day
- 11/27 Thanksgiving Day
- 12/25 Christmas Day

*Updated on 03/26/25*