

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

**Tuesday, December 5, 2023
5:30 P.M.**

AGENDA

OUR MISSION STATEMENT

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

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

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

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

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

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

4. APPROVAL OF THE MINUTES

- A. Approval of the Minutes of the Regular Meeting on November 21, 2023

5. APPROVAL OF EXPENDITURES

- A. Approval of Demands in the Amount of \$118,842.19

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 CR&R Quarterly Reports
- E. Report of District Employee Luncheon on November 29, 2023

7. CONSENT CALENDAR

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

None

8. OLD BUSINESS

None

9. NEW BUSINESS

- A. RESOLUTION NO. 2023-20

CONSIDERATION OF APPROVAL OF THE RESOLUTION NO. 2023-20 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ESTABLISHING A SPONSORSHIP POLICY

- B. Consider Approval of an Award of a Three-year Agreement to DTN Tech to Design, Print, and Mail the 2025, 2026, and 2027 Midway City Sanitary District Annual Calendar in an Amount of Up to \$135,753.67, Plus Any Increases to Postal Service Fees That May Occur After Board Approval

- C. Consider the Annual Board Reorganization, Including Election of Officers, Board Committee Appointments, and Appointments to Outside Boards and Committees

10. INFORMATIONAL ITEMS

None

11. BOARD CONCERNS/COMMENTS

12. GM/STAFF CONCERNS/COMMENTS

13. LEGAL COUNSEL CONCERNS/COMMENTS

14. CLOSED SESSION

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

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

15. ADJOURNMENT TO TUESDAY, DECEMBER 19, 2023

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

November 21, 2023

CALL TO ORDER

President Pro Tem M. Nguyen called the regular meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Street, Westminster, California on Tuesday, November 21, 2023 at 5:31 PM.

BOARD MEMBERS PRESENT:

Tyler Diep (arrived @ 5:58 PM)
Chi Charlie Nguyen
Andrew Nguyen
Sergio Contreras
Mark Nguyen

STAFF MEMBERS PRESENT:

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

OTHER MEMBERS PRESENT:

James H. Eggart, General Counsel, Woodruff & Smart

PLEDGE AND INVOCATION

Director A. Nguyen led the Pledge of Allegiance. Director S. Contreras gave the Invocation.

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON NOVEMBER 7, 2023

A motion was made by Director A. Nguyen, seconded by Director S. Contreras, to approve the minutes of the Regular Meeting on November 7, 2023. The motion was approved by the following 3-0-1 vote:

AYES: A. Nguyen, M. Nguyen, S. Contreras

NAYS:

ABSTAIN: C. Nguyen

ABSENT: T. Diep

APPROVAL OF EXPENDITURES

A. Demands in the amount of \$609,080.86.

	CK #	DATE	AMOUNT	VENDOR CHECKS:	MEMO:
1	15085	10/25	640.00	Eduardo Ceja	District Luncheon 2023_10_25
2	15087	10/23	19,839.07	PeopleSpace	Dais Per REVC 9TO5 SEATING - CORTINA Laminate Tables
3	15088	10/25	9,633.45	SoCalGas	CNG Station Aug-2023 (11,423)
4	15089	10/25	1,349.00	Spectrum Enterprise (Time Warner Cable)	Oct-2023
5	15090	10/27	650.00	Ayala's Car Wash	Fleet Wash
6	15091	10/27	2,485.66	Bodyworks Equip. Inc.	Rocker Switch (20), Bearing (10), RR Pivot Hose Kit (1), RR Hose Tray Kit (1), Husco Control Box...
7	15092	10/27	735.00	California Air Resources Board	Registration for Portable Generator Permit 3 Years (Serial no. 604104)
8	15093	10/27	9,050.00	California Special Districts Association	2024 CSDA Membership Renewal
9	15094	10/27	187.74	City of Westminster-Water Billing	Wash Rack District Office
10	15095	10/27	1,891.48	Clean Energy	CNG Station Service 10/25/23
11	15096	10/27	127.25	County of Orange Treasurer-Tax Collector	WEROC/Emergency Radio
12	15097	10/27	244,070.89	CR Transfer, Inc.	Tonnage Fees Aug-2023
13	15098	10/27	1,168.36	Daniels Tire Service	Recap Tires (5)
14	15099	10/27	54.95	Hilco Fastener Warehouse Inc.	Washers (50) Bolts (20)
15	15100	10/27	33.90	Pre-Paid Legal Services, Inc.	Prepaid legal Oct-2023
16	15101	10/27	98.02	Spectrum Enterprise (Time Warner Cable)	Oct-2023
17	15102	10/27	414.13	UniFirst Corporation	October - 2023
18	15103	10/27	2,400.00	Viet Lnk Radio	Radio outreach (8) 10/5/23 - 10/16/23
19	15104	10/27	520.00	Westminster Herald	PHN User Fee Report 05/18/23 - 5/25/23
20	15105	10/27	8,918.40	Woodruff & Smart	Legal Services Sep-2023
21	15106	10/31	3,273.64	SDRMA - Property/Liability	Insurance for Chevy Bolt, Mack, M-1 Ranger
22	15107	11/3	320.00	Ayala's Car Wash	Fleet Wash
23	15108	11/3	100.92	Cameron Welding Supply	CO2, Compressed (1)
24	15109	11/3	1,575.00	CliftonLarsonAllen, LLP	Financial Stmt Audit FYE 06/30/2023 Progress Billing
25	15110	11/3	565.35	Cummins Pacific LLC	Restock Engine Parts for Trash Trucks
26	15111	11/3	625.93	Frontier Communications	September 2023
27	15112	11/3	2,493.00	Rengel + Company Architects, Inc	Bldg Proj Mgt October-2023
28	15113	11/3	112.58	Robert Housley	Expense Reimbursement
29	15114	11/3	427.80	Siamlu Cox	Expense Reimbursement
30	15115	11/3	2,042.97	Southern California Edison	October 2023
31	15116	11/3	1,541.44	Standard Insurance Company Life	Nov - 2023
32	15117	11/3	3,223.25	TEC Of California, Inc.	Restock suspension parts, filters, fuel filters, fuses.
33	15118	11/3	25.75	Underground Service Alert	Underground Dig Alerts October-2023 (9)
34	15119	11/3	325.83	UniFirst Corporation	October - 2023
35	15120	11/10	240.00	Ayala's Car Wash	Fleet Wash
36	15121	11/10	37.41	City of Westminster-Water Billing	Lift Stations
37	15122	11/10	800.00	Commerford Inspection, Inc.	New Concrete Inspection
38	15123	11/10	1,056.87	CR&R Incorporated	Clean-Up Event Gillespie Park 10/21/23
39	15124	11/10	537.85	Cummins Pacific LLC	Inspected NG-13
40	15125	11/10	1,638.33	Daniels Tire Service	(2) Tires for NG12
41	15126	11/10	1,673.41	Hydraulic Solutions And Supplies	Heil cylinders (6)
42	15127	11/10	828.36	Merchants Building Maintenance, LLC	Janitorial Services November-2023
43	15128	11/10	13,240.48	Orange County Sanitation District	MCSO Oct Permit Fees 2023
44	15129	11/10	127.25	Orange County Treasurer-Tax Collector	WEROC/Emergency Radio
45	15130	11/10	61.66	Petty Cash - Robert Housley	Petty Cash Jul-2023
46	15131	11/10	15,169.80	Rutan & Tucker, LLP	Legal Services Oct-2023
47	15132	11/10	4,361.63	SDRMA - Employee Benefits	Dec-2023
48	15133	11/10	8,429.41	SoCalGas	CNG Station Oct-2023 (11,384)
49	15134	11/10	481.70	Staples Business Credit	Office Supplies Oct-2023
50	15135	11/10	2,109.95	Studio E. Interiors	09/01 - 10/31
51	15136	11/10	1,068.34	Tell Steel	Metal plates (15) Solid Waste trucks

52	15137	11/10	325.83	UniFirst Corporation	November - 2023
53			\$ 373,109.04	CHECKS SUBTOTAL	
54					
55				PAYROLL:	MEMO
56		10/23	\$ 4,133.70	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
57		11/1	\$ 91,550.88	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
58		11/1	\$ 5,679.60	Nationwide	457 Deferred Compensation (Employees)
59		11/3	\$ 8,221.16	Paychex	Bord of Directors Payroll - Checks, Taxes, & Direct Deposits
60		11/3	\$ 846.00	Nationwide	457 Deferred Compensation (Board of Directors)
61			\$ 110,431.34	ACH TRANSFERS SUBTOTAL	
62					
63				ACH PAYMENTS:	MEMO
64		10/30	\$ 9,633.45	SoCalGas	CNG Station Aug-2023 (11,423)
65		10/25	\$ 17,822.28	US Bank Corporate Payment System	CAL-Card Expenses Oct 2023
66		10/25	\$ 84.00	WEX Health Inc	Monthly HRA Admin Fee August - 2023
67		11/2	\$ 19,748.41	CalPERS-Retirement	Earned Period 10/16/23-10/29/23
68		11/2	\$ 6,874.06	CalPERS - Health Benefits	November 2023
69		11/2	\$ 69,635.12	CalPERS - Health Benefits	November 2023
69		11/9	\$ 1,743.16	Chevron Texaco (Wex Bank)	Oct-2023
70			\$ 125,540.48	ACH TRANSFERS SUBTOTAL	
72					
73			\$ 609,080.86	TOTAL EXPENDITURES (ACCOUNTS PAYABLE CHECKS, PAYROLL, ACH TRANSFERS)	
74					
75				BANK TRANSFERS:	
76		10/23	\$ 100,000.00	From Money Market to Checking	
76		10/24	\$ 500,000.00	From LAIF to Checking	
77		11/1	\$ 1,443,000.00	From LAIF to Checking	
79			\$2,043,000.00	BANK TRANSFERS	

A motion was made by Director C. Nguyen, seconded by Director S. Contreras, to approve the expenditures in the amount of \$609,080.86. The motion was approved by the following 4-0 vote:

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

NAYS:

ABSTAIN:

ABSENT: T. Diep

REPORTS

Report of President:

None

Report of General Manager

GM R. Housley reported that he attended the Westminster Chamber of Commerce Lunch and Learn Event and spoke with Gunn Marie Hansen, the superintendent of the Westminster School District. He discussed how the district would like to partner with them on an organics and recycling program.

GM R. Housley reported that he had a meeting with Westminster Code Enforcement to go over and define responsibilities related to enforcement of SB 1383. They will keep meeting regularly going forward. Additionally, he reported that he met with LaBrie, who assessed NG1 CC 2014 and NG2 Mack 2014 regarding the potential for a new body and arm and concluded that it is not feasible at this point.

Report of Director of Services & Program Development

Director of Services & Program Development Ashley Davies reported that she's been very busy finishing up the 2024 Calendar project, organizing the Open House event, attending the VNCR radio outreach to talk about fats, oil, and grease, and closely working with the General Counsel on sponsorship policy. She informed the Board that the sponsorship policy will be on the December 5, 2023 agenda.

Report of Calendar Committee Meeting on November 9, 2023

Director S. Contreras and Director M. Nguyen attended the meeting and reported that the purpose of the meeting was to review final details and pictures for the calendar.

Report of Chamber of Commerce Lunch & Learn on November 14, 2023

Director M. Nguyen attended the event and reported that it was informative.

Report of Outreach Committee Meeting on November 15, 2023

Director A. Nguyen and Director C. Nguyen both attended the meeting to plan the open house and discuss the sponsorship opportunities.

Report of OC San Board of Directors Meeting on November 15, 2023

Director A. Nguyen reported that OC San has adopted the 2023 Strategic Plan that sets policy for the agency and captures OC San's goals and corresponding initiatives for the next two years.

Report of VNCR Radio on November 16, 2023

Director C. Nguyen and Director A. Nguyen attended the recording to talk about SB 1383, the District's services and upcoming events.

Report of Building Project Ad Hoc Committee Meeting on November 21, 2023

GM R. Housley reported that he met with a solar subcontractor and work is soon to begin. The building project is expected to be completed in December.

CONSENT CALENDAR

- A. Approve and File the Treasurer's Investment Report for October 2023
- B. Approve the 1st Quarter Fiscal Year 2023-2024 Financial Reports and Budget Review
- C. Approve and File the Engineer Report for October 2023
- D. Rejection of Government Claim Filed by Isaac Rodriguez

A motion was made by Director A. Nguyen, seconded by Director C. Nguyen, to approve the Consent Calendar. The motion was approved by the following 4-0 vote:

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

NAYS:

ABSTAIN:

ABSENT: T. Diep

OLD BUSINESS

None

President T. Diep arrived at 5:58 PM and assumed chairmanship of the meeting.

NEW BUSINESS

A. Consider Approval of 2024 Midway City Sanitary District Annual Calendar

A staff report and recommendations were provided and considered by the Board. A motion was made by Director C. Nguyen, seconded by Director A. Nguyen, to approve the 2024 Midway City Sanitary District Annual Calendar. The motion was approved by the following 5-0 vote:

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

NAYS:

ABSTAIN:

ABSENT:

INFORMATIONAL ITEMS

None

BOARD CONCERNS/COMMENTS

Director M. Nguyen shared that he volunteered at the OC Food Bank packing food boxes that are distributed to hungry people in Orange County and surrounding areas.

Director A. Nguyen thanked staff.

Director C. Nguyen asked to have his vote on the November 7, 2023 meeting minutes changed from yes to abstain because he wasn't present at that meeting. The other Board members concurred.

GM/STAFF CONCERNS/COMMENT

GM R. Housley reminded the Board that the district employee luncheon is on November 29, 2023, and that he will be on vacation from November 27, 2023 to December 1, 2023. Additionally, GM R. Housley informed the Board that the annual board reorganization meeting will take place at the next regular meeting on December 5, 2023.

LEGAL COUNSEL CONCERNS/COMMENTS

None

CLOSED SESSION

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 T. Diep adjourned the meeting at 6:03 PM to the next Board Meeting to be held at the District on Tuesday, December 5, 2023, at 5:30 PM.

Andrew Nguyen, Secretary

AGENDA ITEM 5A

Date: December 5, 2023

To: Board of Directors

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

Subject: Approval of Demands in the Amount of \$118,842.19.

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 \$118,842.19. This includes expenses, payroll, and payroll-related disbursements.

Sufficient funds are available to process all payments.

RECOMMENDATION

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

**DISBURSEMENTS FOR
12_05_2023**

	CK #	DATE	AMOUNT	VENDOR CHECKS:	MEMO:
1	15138	11/17	480.04	AT&T Mobility (First Net)	October 2023
2	15139	11/17	770.00	Ayala's Car Wash	Fleet Wash
3	15140	11/17	2,069.42	Betts Truck Parts & Service	NG-10 walking beam Qwik-Fit Composite Fitting (35)
4	15141	11/17	30.00	City of Westminster FARP	Acct # 1755 Alarm permit registration
5	15142	11/17	2,533.25	CRC Cloud	Maintenance & Support Nov-2023 ASUS 27" QHD Video Conference Monitor
6	15143	11/17	534.82	Grainger	Padlock Handle (2)
7	15144	11/17	84.81	Hillco Fastener Warehouse Inc.	Washers (15) Bolts (10) Locknuts (10)
8	15145	11/17	562.56	Konecranes, Inc.	Crane inspection Nov-2023 Shop
9	15146	11/17	203.00	MemorialCare Medical Foundation	Visit for R. Martinez 09/12/2022
10	15147	11/17	112.50	Orange County Sanitation District	Lead Worker Training
11	15148	11/17	200.85	Pitney Bowes/Purchase Power	Postage October-2023
12	15149	11/17	41.53	SoCalGas	Maint. Shop & Wash Rack - Nov 2023
13	15150	11/17	1,349.00	Spectrum Enterprise (Time Warner Cable)	Nov-2023
14	15151	11/17	978.48	Tesco Controls, Inc.	SCADA Hydro Ranger Service 10/31/2023
15	15152	11/17	651.66	UniFirst Corporation	November - 2023
16	15153	11/17	10,067.70	Woodruff & Smart	Legal Services Oct-2023
17	15154	11/17	0.00	Woodruff & Smart	Void
18			\$ 20,669.62	ACH TRANSFERS SUBTOTAL	
19					
20				PAYROLL:	MEMO
21		11/15	\$ 92,020.60	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
22		11/15	\$ 5,678.74	Nationwide	457 Deferred Compensation (Employees)
23			\$ 97,699.34	PAYROLL SUBTOTAL	
24					
25				ACH PAYMENTS:	MEMO
26		11/20	\$ 389.23	Paychex	Time & Attendance
27		11/24	\$ 84.00	WEX Health Inc	Monthly HRA Admin Fee
28			\$ 473.23	ACH TRANSFERS SUBTOTAL	
29					
30			\$118,842.19	TOTAL EXPENDITURES (ACCOUNTS PAYABLE CHECKS, PAYROLL, ACH TRANSFERS)	
31					
32				BANK TRANSFERS:	
33					
34			\$ -	BANK TRANSFERS	

AGENDA ITEM 9A

Date: December 5, 2023

To: Board of Directors

From: Robert Housley, General Manager

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

Subject: Consideration of Approval of the Resolution No. 2023-20 of the Board of Directors of the Midway City Sanitary District of Orange County, California, Establishing a Sponsorship Policy

BACKGROUND

Throughout the year, the District holds a number of community events, including community clean-ups, compost giveaways, Open Houses, and more. The District would like to expand its outreach to the community by hosting more events and creating more programs within the community. As the District continues to grow, adding more events and programs is becoming more costly. In order to help fund these events, services, and programs, the Outreach Committee has asked staff to put together a sponsorship policy to be adopted by the Board. The District does not currently have any kind of sponsorship program or policy. The District has been a sponsor for several events, including the Tet Parade for the City of Westminster each year. After researching sponsorship policies from other organizations, staff has written a potential policy for the District to implement for future sponsorship opportunities.

DISCUSSION

The purpose of the sponsorship policy is to establish guidelines and criteria for the solicitation and acceptance of sponsorships to offset the costs of District events and programs. The proposed Policy is also designed to delegate authority to solicit and accept sponsorships to District Staff, to ensure an open and fair process for soliciting and considering sponsors, and to help potential sponsors and the public to better understand the criteria and procedures for sponsorship.

Under the proposed policy, the Board would approve the specific events or programs for which sponsorships would be solicited, the sponsorship levels and fees for each event or program, and whether advertising or promotion will be permitted in conjunction with a sponsorship. However, the solicitation and selection of sponsors would be performed by Staff or a contractor in accordance with the policy. In addition, selected sponsors would be required to enter into a "sponsorship agreement" prepared and approved by the General Manager, with the assistance of General Counsel, outlining the parameters of the sponsorship arrangement.

Accepting sponsorships can help the District host more events, expand current services, and start new programs. Adopting the proposed sponsorship policy will establish the basic

ground rules for sponsorships of District programs and events and provide transparency to potential sponsors, the public, and District staff.

FISCAL IMPACT

There is no cost associated with the sponsorship policy. It would bring in funds and alleviate cost of certain events or programs.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors adopt the attached Resolution establishing a sponsorship policy.

ATTACHMENTS:

1. Proposed Resolution No 2023-20
2. Exhibit A - Sponsorship Policy

RESOLUTION NO. 2023-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ESTABLISHING A SPONSORSHIP POLICY

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

WHEREAS, the Board of Directors (the “Board”) wishes to establish a policy that sets forth guidelines and criteria for the solicitation and acceptance of sponsorships to offset the costs of Midway City Sanitary District events and programs.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

1. The Midway City Sanitary District Policy Sponsorship Policy attached hereto as Exhibit “A” is hereby adopted.
2. A copy of the Policy shall be made available to the public upon request.
3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 5th day of December, 2023.

Tyler Diep, President

ATTEST:

Andrew Nguyen, Secretary

CERTIFICATION

I, Andrew Nguyen, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing Resolution No. 2023-20 was duly adopted at a meeting of the Board of Directors of said District, held on the 5th day of December, 2023, by the following vote of the members of the Board:

AYES:

NOES:

ABSENT:

and I further certify that Tyler Diep, as President, and Andrew Nguyen, as Secretary, signed and approved said Resolution on the 5th day of December, 2023.

Andrew Nguyen, Secretary

(District Seal)

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Andrew 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. 2023-20 passed and adopted by the Board of Directors of said District at a meeting thereof held on the 5th day of December, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal of said District on the 5th day of December, 2023.

Andrew Nguyen, Secretary

(District

Seal)

EXHIBIT "A"
MIDWAY CITY SANITARY DISTRICT
SPONSORSHIP POLICY

MIDWAY CITY SANITARY DISTRICT
SPONSORSHIP POLICY

Statement of Sponsorship Policy

1. This Sponsorship Policy establishes guidelines and criteria for the solicitation and acceptance of sponsorships to offset the costs of Midway City Sanitary District events and programs. This Policy is also designed to delegate authority to solicit and accept sponsorships to District Staff, to ensure an open and fair process for soliciting and considering sponsors, and to help potential sponsors and the public to better understand the criteria and procedures for sponsorship.
2. With the consent, or at the direction, of the Board of Directors, the Midway City Sanitary District may, from time to time, solicit and accept sponsorships from individuals and public and private entities to offset the costs of specific District events.
3. Sponsorships may be financial (providing funds to the District) or in-kind (providing products or services to the District), in exchange for tangible and/or intangible benefits to the sponsor.
4. Any revenue generated through event or program sponsorships should contribute directly to offsetting the cost to the District of holding or offering the event or program.
5. All sponsors shall be required to enter into a sponsorship agreement with the District in accordance with this Policy.
6. Sponsorship association with the District may not be utilized to the advantage of the sponsor in competitive bidding, contract, or other District-related activity. The District shall strive to ensure all entities and individuals that meet defined criteria have equal opportunities to provide sponsorships.
7. The acceptance of a sponsorship by the District does not constitute an endorsement by the District of the sponsor, its organization, or the sponsors, products, services, or message.
8. Nothing in this Policy is intended to convert District events into public forums of general speech and/or expression, except as provided by law. To the extent any District event or program supported by sponsorships is designed for a specific purpose or public message, such event or program shall remain a non-public forum subject to the District's exclusive use and control.

Definitions

1. *Advertising or Promotion*: The display of corporate logos, branding, advertising copy, or messages at a District event or on related materials associated with an event or program.
2. *Board*: The elected Board of Directors of the Midway City Sanitary District.
3. *District*: Midway City Sanitary District.
4. *Events*: Large-scale activities for the benefit of the public, organized by the District and held within the community.
5. *General Manager*: The Midway City Sanitary District General Manager.
6. *Programs*: Services or activities developed and implemented by District staff in the community.
7. *Sponsor*: An individual or entity that provides the District with a sponsorship by entering into a sponsorship arrangement with the District in accordance with this Policy.
8. *Sponsorship*: a financial or in-kind donation or gift from an entity or individual for a specific program or event in exchange for tangible and intangible benefits to the sponsor.
9. *Sponsorship Agreement*: The agreement between the District and the sponsor that articulates the terms and requirements of the sponsorship.

Administration of Policy

This Policy shall be administered by the General Manager.

Selection of Events or Programs Eligible for Sponsorship

The Board shall approve the specific events or programs for which sponsorships shall be solicited, sponsorship levels and fees for each event or program, and whether advertising or promotion will be permitted in conjunction with a sponsorship.

Solicitation of Sponsors

1. Event and program sponsorship opportunities, including sponsorship levels and fees, may be tailored to each specific event and program.

2. The District's Director of Services and Program Development, or other individual or individuals designated by the General Manager, shall be responsible for actively soliciting sponsorships for specified District events or programs.
3. The District may hire a third party to solicit sponsors.
4. Members of the Board of Directors shall not solicit sponsorships.

Sponsor Eligibility and Selection

1. The District shall exercise sole discretion over who is eligible to become a sponsor according to the terms of this Policy. No sponsorship shall be approved that will compromise or damage the public trust or conflict with or compromise the District's reputation, mission, image, values or aesthetic interests. The District reserves the right to decline any request for Sponsorship if acceptance is determined not to be in the best interest of, or would create a conflict of interest for, the District.
2. The District will neither seek nor accept sponsors that manufacture or provide services or products or take positions inconsistent with local, state or federal law or with District policies, positions or resolutions. Organizations and businesses generally ineligible for sponsorships include:
 - a. Entities whose revenue is substantially derived from the sale of alcohol, drugs or drug paraphernalia, firearms or weapons, tobacco products, gambling or sexually explicit materials;
 - b. Entities that promote adult-oriented businesses or sexually explicit materials; and
 - c. Entities with the intent to act on behalf of, in support of, or in opposition to any political candidate or ballot measure or advocate a political position.
3. Sponsorship agreements with religious entities shall be considered, provided that the agreed upon purpose neither promotes religious messages, nor advocates or promotes religious beliefs.
4. The following criteria shall be considered when reviewing potential sponsorships and benefits to the sponsor:
 - a. Proposed sponsorships will be reviewed on a first-come basis.
 - b. Proposed sponsors must be willing to enter into a sponsorship agreement with the District.
 - c. The level of support proposed by the sponsorship and the actual monetary value, whether financial or in-kind.

- d. Whether there are inconsistencies between District policies and the known policies or practices of the proposed sponsor.
- e. Any other factors that could affect public confidence in or perception of the District's impartiality, or which the District finds unacceptable, including, but not limited to, current or potential conflicts of interest, policies or positions between the sponsor and the District, including its employees, officials, or affiliates.

Sponsorship Agreements

1. Sponsorship Agreement Required.

- a. The District will enter into sponsorship agreements with potential sponsors on an individual event or program basis. Each event or program will have its own agreement and/or specified documentation.
- b. The General Manager, in consultation with the District's General Counsel, shall prepare and approve each sponsorship agreement. All sponsorship agreements shall be consistent with this Policy.
- c. The General Manager or his or her designee is authorized to execute sponsorship agreements on behalf of the District.

2. Content of Sponsorship Agreements. Sponsorship agreements shall include, at a minimum, the following:

- a. A detailed description of the sponsor's and District's obligations.
- b. A detailed description of sponsor benefits based on event/program sponsorship level.
- c. If advertising or promotion by the sponsor is permitted, the parameters and conditions governing such advertising and promotion, including, but not limited to, appropriate insurance and indemnification requirements. The District preserves its right and discretion to exercise full editorial control over the placement, content, appearance, and wording of any advertising or promotional messages. Messaging may identify the sponsor but should not promote or endorse the sponsor's products or services, or any messaging inconsistent with this Policy.
- d. A requirement that the sponsor waive and release the District from liability to the sponsor with respect acts or omissions of the District, its employees, or agents in conjunction with the sponsored event.
- e. Conditions for termination of the sponsorship agreement.

- f. Provisions for sponsor consent to the District's use of photos, videos, or other media to memorialize the event or program.
- g. Agreement by the sponsor that providing a sponsorship shall not allow, permit, enable, impose, oblige, or entitle a sponsor to any special privileges other than those stated in the sponsorship agreement.

Processing of Approved Sponsorships

The District will process approved sponsorships using the following procedures:

1. All sponsorship funds will be allocated only to the corresponding event or program.
2. Sponsors will receive an invoice from the Director of Services and Program Development for the value of the sponsorship provided.
3. The Director of Services and Program Development will be the sponsor's point of contact with the District and will ensure the timely delivery of sponsorship benefits.

Disclaimer

This policy may be amended from time to time at the discretion of Midway City Sanitary District. All amendments will be communicated to existing sponsors in a timely manner. Midway City Sanitary District will comply with all applicable laws and regulations related to sponsorship agreements.

Contact Information

For inquiries related to sponsorships, please contact the District

Phone: 714-893-3553

AGENDA ITEM 9B

Date: December 5, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: Consider Approval of an Award of a Three-year Agreement to DTN Tech to Design, Print, and Mail the 2025, 2026, and 2027 Midway City Sanitary District Annual Calendar in an Amount of Up to \$135,753.67, Plus Any Increases to Postal Service Fees That May Occur After Board Approval

BACKGROUND

For over 16 years, the Midway City Sanitary District (District) has mailed 34,000 annual calendars to its residential and commercial customers. The calendar provides educational and helpful information on our services and programs, such as- organics, food waste, recycling, and district events such as community cleanup and compost events, delays in services and helpful resources. The District calendar is an effective way to provide and communicate important and useful information to the people and community it serves.

At the August 1, 2023 meeting, the Board of Directors (Board) approved entering into a contract with DTN Tech for the design, printing, and mailing of the District's 2024 Annual Calendar. The Board additionally directed staff to solicit bids for the design, print, and mailing of the 2025, 2026, 2027 calendars. The District posted a Request for Proposals on its website and actively solicited bids from several agencies.

Following the Request for Proposals the District received a total of three submissions from various printing and design companies. The proposals encompass a range of services, including design, printing, binding, delivery, and estimated postage. Only two agencies, DTN Tech and Main Graphics, submitted a completed proposal that included costs for all three years. The proposal submitted by WestPrint was for one year only and did not include postage, making it incomplete. OC Printing declined the District's invitation to bid, and Choice Lithographics did not submit a proposal.

In light of the District's need for a visually appealing and professionally produced annual calendar, staff recommends awarding the contract for design, printing, and mailing services to DTN Tech. Their proven expertise in graphic design, high-quality printing capabilities, and reliable mailing services make them an ideal choice. Their competitive pricing aligns well with our budgetary considerations, ensuring cost-efficiency in delivering a polished and attractive calendar to our community that reflects our organization's values and objectives. This decision aims to enhance our District's image and effectively engage and educate our community about our services and programs throughout the coming years.

			Postage Not		
			Included &		
			Only 1-Year	Declined	No Response
	Main			Choice	
	DTN Tech	Graphics	WestPrint	OC Printing	Litographics
Location	Garden Grove	Irvine	Orange	Santa Ana	Buena Park
2025	43,571.43	47,501.34	34,870.89	-	-
2026	46,091.12	51,108.08		-	-
2027	46,091.12	54,417.83		-	-
	<u>135,753.67</u>	<u>153,027.25</u>	<u>34,870.89</u>	<u>-</u>	<u>-</u>
* Postage cost is estimated and subject to change based on the US Post Office.					

STAFF RECOMMENDATION

Staff recommends that the Board approve the award of a three-year agreement to DTN Tech to design, print, and mail the 2025, 2026, and 2027 District calendars and authorize the General Manager to negotiate and enter into and execute an Agreement with DTN Tech on behalf of the District, in a form approved by General Counsel, in an amount up to \$135,753.67, plus any increases to postal service fees that may occur after Board approval.

FISCAL IMPACT

Potential fiscal impact for design, printing, mailing, and postage is \$135,753.67. The District will budget accordingly in subsequent fiscal years.

ATTACHMENTS:

1. Midway City Sanitary District Request for Proposals
2. DTN Tech Proposal
3. Main Graphics Proposal
4. WestPrint Proposal
5. OC Printing Services Email Declining Invitation to Submit a Proposal

**THE MIDWAY CITY SANITARY DISTRICT
INVITES EXPERIENCED AND QUALIFIED COMPANIES
TO SUBMIT A PROPOSAL FOR
THE GRAPHIC DESIGN, PRINTING, AND MAILING OF
THE MIDWAY CITY SANITARY DISTRICT ANNUAL CALENDAR
FOR THE CALENDAR YEARS 2025, 2026, & 2027.**

PROPOSALS ARE DUE BY: SEPTEMBER 26, 2023, AT 4:00 PM.

SUBMIT TO: ROBERT HOUSLEY, GENERAL MANAGER

EMAIL: RHOUSLEY@MIDWAYCITYSANITARYCA.GOV

SCOPE OF WORK: To provide graphic design services to create and design the District's annual calendar, the printing and assembly of approximately 34,000 Midway City Sanitary District calendars (per year) and provide job coordination, finishing, postage and delivery.

SPECIFICATIONS:

1. Graphic Design:

- Calendar layout and setup of photos and images.
- Up to two (2) full revisions included, unlimited minor revisions.
- Client to receive full complete copy of files in PRINT READY formats & a digital copy for posting online.

2. Print Media – Calendar:

- Cover: Stock 80 lb. Cover
- Inside: Stock 80 lb. Semi-Gloss
- Final Size: 8.5" x 11"
- Imprint: 4/4
- Pages: 28
- Finish: Stitch with drill hole at bottom
- Quantity: 34,000

3. Service, Mailing Processing:

- Job Coordination
- Data Processing
- Set-up
- Sort, Tie & Tray
- Deliver to Santa Ana Post Office: Approx Qty: 33,378 per year. Balance is for customer pickup.
 - Every Door Direct Mail (EDDM) Zip Codes: Midway City 92655 & Westminster 92683
 - Does not include Post Office Boxes.
- Postage and delivery, Postage (cost may fluctuate year to year).

SUBMITTAL: Provide a detailed proposal that shows a year-by-year cost, for each specification and a grand total encompassing all three years.

* A copy of District's 2023 Calendar is attached for your reference.

Robert Housley

From: Serena Nguyen [DTNtech] <serena@dtntech.com>
Sent: Tuesday, September 26, 2023 3:38 PM
To: Robert Housley
Cc: James K.T [dtn.tech]; Ashley Davies
Subject: Re: Request for Proposal for CY 2025, 2026, and 2027 District Calendar
Attachments: MCSDcalendarbid_dtn.tech_09-2023.pdf

Good afternoon Robert -

Thank you for the opportunity to bid on this project. Please see attached pdf file with a cover letter and 3 quotes for each calendar year, with the requested pricing for each, and a total for the project (4 page document).

Please review and let us know if you have any questions. We look forward to the continued partnership.

Have a great day,
Serena

On Thu, Sep 14, 2023 at 1:20 PM Robert Housley <rhousley@midwaycitysanitaryca.gov> wrote:

James and Serna,

Our board had asked us to get bids for our 2025, 2026, & 2027 calendar. Not the one that you're working on currently. Attached is a request for proposal for a deadline of September 26th for submittals. Please review the attached and get back to us with any questions you may have.

Have a wonderful rest of your afternoon and chat with you soon.

Robert Housley

General Manager

[Midway City Sanitary District](#)

Phone: (714)893-3553

STATEMENT OF CONFIDENTIALITY – This electronic message and any files, attachments, or previous e-mail messages attached to it may be confidential or legally privileged. The information is solely for the use of the individual or entity to which it was intended to be addressed. If the reader of this message is not the intended recipient, you are hereby notified that use, distribution, or copying of this e-mail is strictly prohibited. If you receive this e-mail in error, please notify the sender immediately, destroy any copies, and delete it from your system. The unlawful interception, use, or



September 26, 2023

To Whom It May Concern:

Thank you for allowing dtn.tech the opportunity to bid for the continued business with the Midway City Sanitary District. For over 17 years, dtn.tech strives to provide quality products, prompt and professional service, as well as maintaining strong relationships with our clients. We are dedicated to creating promotional products, imprinted apparel and print media that identifies each client's needs by delivering professional and timely work, quality products, and customer satisfaction. We are committed to exercising social responsibility through community services, conducting business with honesty and integrity, and keeping innovation and learning as ongoing values.

We have had the opportunity to collaborate with corporate, government, and local community entities such as: Adobe, California Transportation Foundation (CTF), City of Anaheim, City of Cypress, City of Garden Grove, City of Irvine, City of Westminster, FuturePorts, Garden Grove Unified School District, Girls Inc. of Orange County, Kleinfelder, MeridianLink, Mobility 21, Orange County District Attorney's Office, Orange County Council of Governments (OCCOG), Orange County Social Security Administration, Orange County Transportation Authority (OCTA), Thomas House Family Shelter, among many others.

A few projects and events we have had the pleasure of working on include:

- 405 Freeway Improvement Project
- Interstate 15 Freeway Project
- OCCOG General Assembly
- OC Meals Food Distribution (District 2)
- Mobility 21 Annual Summit
- OCTA Business Expo
- Adobe Summit
- MeridianLink User Conference

Since 2018, we have had the honor of working hand in hand with the MCSD staff in creating the annual calendar. We do our very best to maintain fair pricing and through the covid years (2019-2020-2021) we have kept the same price for 3 consecutive years. In this proposal, we have included the requested quotes for each calendar year 2025, 2026, & 2027.

Thank you again for your consideration and the opportunity to be connected with our local government and community. We look forward to working with you again soon.

Sincerely,

Serena Nguyen
CEO
Serena@dtntech.com



dtn.tech
INNOVATE. ENGAGE. INSPIRE.

QUOTE

Midway City Sanitary District
14451 Cedarwood Ave.
WESTMINSTER CA 92683

Quote Number
QU-2030
Reference
2025 Calendars

Quote Date
26 Sep 2023
Quote Expires
01 Sep 2024

Quantity	Description	Unit Price	Total Amount
	*Requested by Robert Housley		
1	Print Media - Other, CALENDARS Cover Stock: 80 lb Cover Inside Stock: 80 lb Semi-Gloss Final Size: 8.5" x 11" Imprint: 4/4 Pages: 28 Finish: Stitch with drill hole at bottom Qty: 34,000	\$31825.00	\$31825.00
1	Service, Mailing Processing - Job Coordination Fee - Data Processing - Set-Up - Sort, Tie & Tray - Deliver to Main Santa Ana Post Office Qty: 33,378	\$1225.00	\$1225.00
1	Postage and Delivery, Postage - Subject to Change Based on USPS	\$6986.74	\$6986.74
1	Design, Design Fee - Calendar layout and setup of photos and images - Two full revisions included - Client to receive full complete copy of files in PRINT READY formats	\$750.00	\$750.00
<p>* PREPAYMENT IN FULL IS REQUIRED TO PROCESS ALL ORDERS (EXCEPT TERMS CLIENTS). DELAY IN PAYMENT WILL AFFECT PRODUCTION SCHEDULE AND CLIENT IS SUBJECT TO RUSH CHARGES. * WE ARE NOT RESPONSIBLE FOR ANY MISTAKES AFTER PROOFS ARE SIGNED OR ANY COPYRIGHTED MATERIALS PRINTED. * ALL SALES ARE FINAL. NO REFUNDS WILL BE MADE. REPRINTS WILL BE MADE AT THE MANAGER'S DISCRETION. * ALL CHECK RETURNS WILL BE CHARGED \$25. PAST DUE INVOICES ARE SUBJECT TO LATE FEES EQUAL TO THE GREATER OF \$25/20% APR.</p> <p>NEW LOCATION! Please update our office and mailing address to: 11615 Anabel Ave Garden Grove, CA 92843</p>		Subtotal	\$40786.74
		Total Sales Tax 8.75%	\$2784.69
		Total Service/Labor-Tax 0%	\$0.00
		Amount Due	\$43571.43

11615 Anabel Ave, Garden Grove, CA 92843
info@dtntech.com | 714.868.6386



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QUOTE

Midway City Sanitary District
14451 Cedarwood Ave.
WESTMINSTER CA 92683

Quote Number
QU-2031
Reference
2026 Calendars

Quote Date
26 Sep 2023
Quote Expires
01 Sep 2025

Quantity	Description	Unit Price	Total Amount
	*Requested by Robert Housley		
1	Print Media - Other, CALENDARS Cover Stock: 80 lb Cover Inside Stock: 80 lb Semi-Gloss Final Size: 8.5" x 11" Imprint: 4/4 Pages: 28 Finish: Stitch with drill hole at bottom Qty: 34,000	\$34050.00	\$34050.00
1	Service, Mailing Processing - Job Coordination Fee - Data Processing - Set-Up - Sort, Tie & Tray - Deliver to Main Santa Ana Post Office Qty: 33,378	\$1325.00	\$1325.00
1	Postage and Delivery, Postage - Subject to Change Based on USPS	\$6986.74	\$6986.74
1	Design, Design Fee - Calendar layout and setup of photos and images - Two full revisions included - Client to receive full complete copy of files in PRINT READY formats	\$750.00	\$750.00
<p>* PREPAYMENT IN FULL IS REQUIRED TO PROCESS ALL ORDERS (EXCEPT TERMS CLIENTS). DELAY IN PAYMENT WILL AFFECT PRODUCTION SCHEDULE AND CLIENT IS SUBJECT TO RUSH CHARGES. * WE ARE NOT RESPONSIBLE FOR ANY MISTAKES AFTER PROOFS ARE SIGNED OR ANY COPYRIGHTED MATERIALS PRINTED. * ALL SALES ARE FINAL. NO REFUNDS WILL BE MADE. REPRINTS WILL BE MADE AT THE MANAGER'S DISCRETION. * ALL CHECK RETURNS WILL BE CHARGED \$25. PAST DUE INVOICES ARE SUBJECT TO LATE FEES EQUAL TO THE GREATER OF \$25/20% APR.</p> <p>NEW LOCATION! Please update our office and mailing address to: 11615 Anabel Ave Garden Grove, CA 92843</p>		Subtotal	\$43111.74
		Total Sales Tax 8.75%	\$2979.38
		Total Service/Labor- Tax 0%	\$0.00
		Amount Due	\$46091.12

11615 Anabel Ave, Garden Grove, CA 92843
info@dtntech.com | 714.868.6386



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QUOTE

Midway City Sanitary District
14451 Cedarwood Ave.
WESTMINSTER CA 92683

Quote Number
QU-2032
Reference
2027 Calendars

Quote Date
26 Sep 2023
Quote Expires
01 Sep 2026

Quantity	Description	Unit Price	Total Amount
	*Requested by Robert Housley		
1	Print Media - Other, CALENDARS Cover Stock: 80 lb Cover Inside Stock: 80 lb Semi-Gloss Final Size: 8.5" x 11" Imprint: 4/4 Pages: 28 Finish: Stitch with drill hole at bottom Qty: 34,000	\$34050.00	\$34050.00
1	Service, Mailing Processing - Job Coordination Fee - Data Processing - Set-Up - Sort, Tie & Tray - Deliver to Main Santa Ana Post Office Qty: 33,378	\$1325.00	\$1325.00
1	Postage and Delivery, Postage - Subject to Change Based on USPS	\$6986.74	\$6986.74
1	Design, Design Fee - Calendar layout and setup of photos and images - Two full revisions included - Client to receive full complete copy of files in PRINT READY formats	\$750.00	\$750.00
<p>* PREPAYMENT IN FULL IS REQUIRED TO PROCESS ALL ORDERS (EXCEPT TERMS CLIENTS). DELAY IN PAYMENT WILL AFFECT PRODUCTION SCHEDULE AND CLIENT IS SUBJECT TO RUSH CHARGES. * WE ARE NOT RESPONSIBLE FOR ANY MISTAKES AFTER PROOFS ARE SIGNED OR ANY COPYRIGHTED MATERIALS PRINTED. * ALL SALES ARE FINAL. NO REFUNDS WILL BE MADE. REPRINTS WILL BE MADE AT THE MANAGER'S DISCRETION. * ALL CHECK RETURNS WILL BE CHARGED \$25. PAST DUE INVOICES ARE SUBJECT TO LATE FEES EQUAL TO THE GREATER OF \$25/20% APR.</p> <p>NEW LOCATION! Please update our office and mailing address to: 11615 Anabel Ave Garden Grove, CA 92843</p>		Subtotal	\$43111.74
		Total Sales Tax 8.75%	\$2979.38
		Total Service/Labor-Tax 0%	\$0.00
		Amount Due	\$46091.12

Robert Housley

From: George Haggarty <ghaggarty@maingraphics.net>
Sent: Wednesday, September 20, 2023 1:46 PM
To: Robert Housley
Subject: FW: Midway City Sanitary District re Request For Proposal to Prepare a 2025, 2026, & 2027 District Calendar, Design, Print & Mailing- Main Graphics' proposal
Attachments: MIDWAY CITY SANITARY DISTRICT RFP for Calendar Years 2025, 2026, 2027.pdf; MCSD_2023Calender_PROOF(master).pdf; Proposal No 97458.pdf

Mr. Housley,

At the request of Ashley Davies I am submitting a proposal for your 2025-2027 calendar. I am hopeful the format supplied is as required. If not, may we connect so that I may edit and present.

Please let me know if you have any questions. As it applies to the postage the current mailing rate would be about .206 each. I do not think that by 2027 rates would be .30 but the USPS as had a number of sizable rate increases in the last two years.

Thank you,

George Haggarty
Main Graphics
15321 Barranca Parkway
Irvine, CA 92618
949-788-6100 x 107

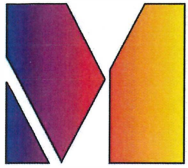
From: Ashley Davies <adavies@midwaycitysanitaryca.gov>
Sent: Friday, September 15, 2023 1:45 PM
To: George Haggarty <ghaggarty@maingraphics.net>
Subject: Midway City Sanitary District re Request For Proposal to Prepare a 2025, 2026, & 2027 District Calendar, Design, Print & Mailing

Hi George,
My name is Ashley Davies and I work with Midway City Sanitary District.
I got your information from Allison Bergeron over at Mater Dei HS.

Our board has asked us to get bids for our 2025, 2026, & 2027 calendar. Attached is a request for proposal for a deadline of September 26th for submittals. It includes design services. If you don't provide or cannot include that item, please let us know. The submittal needs to include all three.

Please review the attached and let me know if you have any questions.

Have a great weekend!



MAIN GRAPHICS

Tel 949-788-6100

Fax 949-788-6111

15321 Barranca Parkway · Irvine, CA 92618



Tel 949-387-0787

Proposal 97458

Date: 09/20/23

Ashley Davies
Midway City Sanitary District
14451 Cedarwood St
Westminster CA 92683

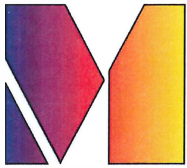
SHIP TO:

Midway City Sanitary District
14451 Cedarwood St
Westminster CA 92683

TBD

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
17614	Ashley Davies	714-893-3553			George Haggart	G. Haggarty
Quantity	Description					Price
	<p><i>Thank you for the opportunity to bid on this project. The bid's price is good for 30 days. All items are FOB Main Graphics unless otherwise indicated. All items ship +/- 10% unless specifically stated at time of order. Paper subject to availability and price changes.</i></p> <p><i>34M, 4/4 calendars, 80# gloss book and 80# gloss cover FGST to 8.5 x 11 and add a 1/8th hole Mail Processing to include banding in 100's and delivery to USPS based upon zipcodes 92655 and 92683.</i></p> <p><i>Pricing is based upon Current Paper costs of 146 M-Weight for the 80# cover (\$160/1000) and 80 M-Weight or \$86/1000.</i></p>					
34,000	2025 Calendar					35,304.19
1	2025 Catalog Design · Tax Exempt					2,806.65
33,378	Mail Processing 2025 · Tax Exempt					1,046.00
33,378	Estimated Postage in 2025 · Tax Exempt					8,344.50
34,000	2026 Calendar					36,897.43
1	2026 Catalog Design · Tax Exempt					3,106.65
33,378	Mail Processing 2026 · Tax Exempt					1,244.00
33,378	Estimated Postage in 2026 · Tax Exempt					9,860.00
34,000	2027 Calendar					38,449.18
1	2027 Catalog Design · Tax Exempt					3,306.65

continued...



MAIN GRAPHICS

Tel 949-788-6100

Fax 949-788-6111

15321 Barranca Parkway · Irvine, CA 92618



**AVANTI
PRINTING**

Tel 949-387-0787

Proposal 97458

Date: 09/20/23

Ashley Davies
Midway City Sanitary District
14451 Cedarwood St
Westminster CA 92683

SHIP TO:

Midway City Sanitary District
14451 Cedarwood St
Westminster CA 92683

TBD

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
17614	Ashley Davies	714-893-3553			George Haggart	G. Haggarty
Quantity	Description					Price
33,378	Mail Processing 2027 · Tax Exempt					1,442.00
33,378	Estimated Postage in 2027 · Tax Exempt					11,220.00
Received by _____ Date _____						
Terms	Subtotal	Shipping	Postage	Tax	Total	
C.O.D.	153,027.25	0.00	0.00	0.00	153,027.25	

Fax 949-788-6111

From: [Robin Tucker](#)
To: [Robert Housley](#)
Subject: Calendar & Mail quotes postage is an additional charge
Date: Monday, September 25, 2023 4:13:31 PM
Attachments: [MCSD 2023Calender PROOF\(master\).pdf](#)
[Midway City Sanitation District Mailing quote.pdf](#)
[Midway City Sanitation District.pdf](#)

Hi Robert please see attached pricing quote for the Calendar print + Mailing services for the 2025 calendar + art set up. **Postage is not included and will be a separate charge.**

As you know pricing on Paper and resources increases every year so I would have to re-visit this quote for the 2026 + 2027 print request as it gets closer to those dates.

Let me know if you have any questions,
Thank you for your consideration.

Robin Tucker
Direct - 949.255.4067
robin@westprint.com

WestPrint
675 N. Main Street
Orange, CA 92868
Office - 949.250.3212 ext 101
Fax - 949.409.5046



From: Robert Housley <rhousley@midwaycitysanitaryca.gov>
Sent: Thursday, September 14, 2023 1:25 PM
To: Robin Tucker <robin@westprint.com>
Cc: Ashley Davies <adavies@midwaycitysanitaryca.gov>
Subject: RE: Calendar & Mail

You don't often get email from rhousley@midwaycitysanitaryca.gov. [Learn why this is important](#)

Hello, Robin.

Our board had asked us to get bids for our 2025, 2026, & 2027 calendar. Attached is a request for proposal for a deadline of September 26th for submittals.

Please review the attached and get back to us with any questions you might have.

Have a wonderful rest of your afternoon.

Robert Housley
General Manager
[Midway City Sanitary District](#)
Phone: (714)893-3553



675 N. Main Street
Orange, CA 92868
www.westprint.com

Quotation Q12474

To:
Midway City Sanitary District

Date: 9/25/23
Estimator: Robin Tucker

Westprint thanks you for the opportunity to quote your project as follows:

Your Production Specifications and Pricing

Description	2024 Calendar prints (Does not include the Mailing- see quote # 12713 for the mailing) Postage is additional	
Prices	Part 1 - 2024 Calendar prints	
	Quantity	Prices
	34,000	\$32,969.89
Prices	Part 2 - Art / Design Only	
	Quantity	Prices
	1	\$950.00

Thank you!

Upon acceptance please indicate the quantity ordered.

Quoted By: _____ Sign: _____ Date: _____

Accepted By: _____ Sign: _____ Date: _____

All quoted prices are subject to applicable sales tax and do not include postage or freight unless indicated otherwise.
Prices are based on information received at the time of quoting and are subject to change upon receipt of artwork. This quotation is valid for 30 days from date above.

PAPER DISCLAIMER: Due to market conditions the paper prices included in this quotation are based on current prices and are subject to adjustment and availability at the time stock is ordered.



675 N. Main Street
 Orange, CA 92868
 www.westprint.com

Quotation Q12713

To: Midway City Sanitation

Date: 9/19/23
 Estimator: Request

Westprint thanks you for the opportunity to quote your project as follows:

Your Production Specifications and Pricing

Description	12 Month Calendar EDDM		
	EDDM Postal Process Count, Bundle, Strap & Palletize Deliver to Local Post Office		
Prices	Quantity	Prices	Per Each
	34,000	\$951.12	\$0.028
Postage	Prices listed above do not include postage or additional freight.		

Thank you!

Upon acceptance please indicate the quantity ordered.

Quoted By: _____ Sign: _____ Date: _____

Accepted By: _____ Sign: _____ Date: _____

All quoted prices are subject to applicable sales tax and do not include postage or freight unless indicated otherwise.
 Prices are based on information received at the time of quoting and are subject to change upon receipt of artwork. This quotation is valid for 30 days from date above.

PAPER DISCLAIMER: Due to market conditions the paper prices included in this quotation are based on current prices and are subject to adjustment and availability at the time stock is ordered.

From: [Marcos Cortez](#)
To: [Robert Housley](#)
Subject: Re: Midway City Sanitary District re Annual District Calendar, Design, Printing & Mailing for 2025, 2026,& 2027
Date: Thursday, September 14, 2023 6:10:51 PM

Thank you for the opportunity but we won't your best price.

From: Robert Housley <rhousley@midwaycitysanitaryca.gov>
Sent: Thursday, September 14, 2023 1:27 PM
To: [Marcos Cortez <oc@ocprintingservices.com>](#)
Subject: Midway City Sanitary District re Annual District Calendar, Design, Printing & Mailing for 2025, 2026,& 2027

Hello, Marcos.

Our board had asked us to get bids for our 2025, 2026, & 2027 calendar. Attached is a request for proposal for a deadline of September 26th for submittals.

Please review the attached and get back to us with any questions you might have. When sending in a submittal, please check what postage rate you're listing.

Have a wonderful rest of your afternoon.

Robert Housley
General Manager
[Midway City Sanitary District](#)
Phone: (714)893-3553

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AGENDA ITEM 9C

Date: December 5, 2023

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Cynthia Olsder, Executive/Board Secretary

Subject: Consider the Annual Board Reorganization, Including Election of Officers, Board Committee Appointments, and Appointments to Outside Boards and Committees

BACKGROUND

Each year in December, the Board considers the election of new officers and the appointment of its members to Board committees and to outside boards and committees.

DISCUSSION

Sections 4, 6, and 7 of the adopted Board Policies and Procedures provide as follows:

Section 4: Election of Officers and Powers and Duties of Officers:

At the first regular meeting in December of each year, a President, President Pro Tem, a Secretary, a Treasurer and a Secretary/Treasurer Pro Tem to serve in the absence of the secretary or treasurer shall be elected by a majority vote as the first order of business by the Board from its members, who shall serve at the pleasure of the Board and until successors are elected. It is the policy of the Board that officer positions be rotated so that the same individual does not serve in the same officer position either for more than two (2) consecutive years or for more than two (2) years during any single elective term as Director.

The President, when present, will preside at all meetings of the Board. The President Pro Tem will preside in the absence of the President. In the event neither the President nor the President Pro Tem is in attendance, but a quorum is present, the Secretary shall conduct the affairs of the meeting, and shall have the powers attendant to the President for the conduct of the meeting.

A. President

The President is charged with the following duties:

(1) To open the meeting at the scheduled time, by taking the chair and calling members to order; (2) to announce the business presently pending before the Board in the order in which it is to be acted upon; (3) to state and to put to vote all questions which are regularly moved; (4) to announce the result of the vote; (5) to represent the Board at social functions or designate a Board member to do so; (6) to approve the Board agenda in conjunction with the Manager and General Counsel; and (7) to execute, along with the Secretary, all contracts approved by the Board; (8) to review, along with the secretary, the draft minutes, and (9) review and recommend action by the Board on requests by the Treasurer for compensation for expenses and attendance at meetings other than regularly scheduled meetings of the Board or special meetings called by the Board.

The underlying duty of the President is to subserve the will of the Board and to facilitate the expression of the Board's deliberations.

The President will notify the Secretary who will keep a record of the times when the President will not be available to discharge the duties of President as are prescribed by law and by the Board.

B. President Pro Tem

The President Pro Tem, in the absence of the President, is authorized to perform such duties as are prescribed for the President by law or by the Board.

C. Secretary

The Secretary is to review and approve the minutes and execute, along with the President, all contracts approved by the Board.

D. Treasurer

The Treasurer is to review and recommend action by the Board on all bills, quarterly financial reports, and requests by Board members for compensation for expenses and attendance at meetings, other than regularly scheduled meetings of the Board or special meetings called by the Board.

E. Secretary/Treasurer Pro Tem

The Secretary/Treasurer Pro Tem, in the absence of the Secretary or Treasurer, is authorized to perform such duties as are prescribed for the Secretary or Treasurer by law or by the Board.

Section 6: Board Committees.

The Board may establish Committees and appoint members thereto by Board resolution or minute order. Each Committee may select such methods for study of the matters under its jurisdiction as it determines appropriate, subject to any limitations imposed on the Committee by the Board.

The Chairperson of any Committee shall report on the activity of the Committee to the Board at the next regular meeting of the Board of Directors.

Section 7: Appointment to Outside Boards and Committees.

The following officers shall serve as Board representatives on the following Committees:

1. Orange County Sanitation District - President or the President's designee.
2. California Special District Association – President, Pro Tem and Secretary, who shall report back to the Board on items discussed and how votes were cast.

As to all other Committees, the Board may, from time to time, appoint Board members or staff members, as required, to outside Boards and Committees, who shall serve at the pleasure of the Board and until successors are appointed. All existing appointments shall remain in effect unless changed by order of the Board.

FISCAL IMPACT

None

STAFF RECOMMENDATION

That the Board elect new officers and make new appointments to Board committees and to select outside boards and committees.

ATTACHMENT:

1. 2024 Annual Reorganization Chart

2024 ANNUAL REORGANIZATION - VOTES CAST

OFFICE/DIRECTOR	NOMINATION BY	AYES	NOES	ABSTAIN
PRESIDENT - DIRECTOR				
PRESIDENT PRO TEM- DIRECTOR				
SECRETARY- DIRECTOR				
TREASURER- DIRECTOR				
SEC/TREAS PRO TEM - DIRECTOR				
OCSD REP- DIRECTOR	APPOINTED			
OCSD ALT REP- DIRECTOR	APPOINTED			
ISDOC REP- ALL DIRECTORS	FULL BOARD			
BUDGET/AUDIT COMM	FULL BOARD			
CALENDAR COMMITTEE (2) DIRECTORS ALT DIRECTOR				
NEGOTIATING-LABOR/MOU COMMITTEE	FULL BOARD			
FRANCHISE AGRMNT. COMM (2) DIRECTORS ALT DIRECTOR				
OUTREACH COMMITTEE (2) DIRECTORS ALT DIRECTOR				
SET MEETING DATE/TIME 1 ST & 3 RD TUESDAY OF THE MONTH @ 5:30PM				