MIDWAY CITY SANITARY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
AGENDA

DISTRICT OFFICE
BOARD ROOM
14451 CEDARWOOD STREET
WESTMINSTER, CA 92683

Tuesday, March 18, 2025
5:30 P.M.

OUR MISSION STATEMENT

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

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

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

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

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND INVOCATION

2. ROLL CALL AND DECLARATION OF QUORUM

3. PUBLIC COMMENTS

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

4. PRESENTATIONS - None

5. APPROVAL OF THE MINUTES

A. Approve Minutes of the Board Meeting of the Board of Directors on March 4, 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 Radio Outreach with Little Saigon on March 5, 2025
E. Report of Radio Outreach with VietLink on March 6, 2025
F. Report of Clean-up event at Westminster Village Park on March 8, 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 $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

8. OLD BUSINESS - None

9. NEW BUSINESS

A. Presentation and Update on the GoGov Customer Relationship Management System

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

10. INFORMATIONAL ITEMS

A. SDRMA Q1 2025 Contribution Letters
B. SDRMA 2025 BOD Nomination Letter
C. Presidential General Election 11-05-24 Invoice
D. 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 1, 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 4, 2025

CALL TO ORDER

President S. Contreras called the Regular Meeting of the Governing Board of the Midway City Sanitary District to order at 5:36 p.m., on Tuesday, March 4, 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 Ashley Davies, Director of Servs. & Program Development Gordon Copley, Director of Finance Milo Ebrahimi, District Engineer, P.E. Cynthia Olsder, Board Secretary
OTHERS PRESENT:	James H. Eggart, General Counsel, Woodruff & Smart Paul Kaymark, CPA, Lead/Review Partner, Nigro & Nigro Lee Rosenburg, Managing Partner, Navigating Preparedness Michael Balliet, President, CityGreen Consulting Julie Barreda, Regional V.P., CR&R Inc.

PLEDGE OF ALLEGIANCE AND INVOCATION

Director A. Nguyen 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

None.

PRESENTATIONS
None.

APPROVAL OF MINUTES

A. Approve Minutes of the Regular Board of Directors Meeting on February 18, 2025

A motion was made by Director C. Nguyen, seconded by Director A. Nguyen, to approve the minutes of the Regular Board of Directors Meeting on February 18, 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 and shared updates on Townsend Public Affairs.

Report of the Director of Services & Program Development
Director of Servs. & Program Development A. Davies provided updates on the SB 1383 audit, the clean-up event, and school outreach initiatives, and shared the latest details about the recently distributed newsletter.

Report of Legislative & Public Affairs Outreach Subcommittee on February 19, 2025
Director T. Diep attended the meeting with Director C. Nguyen to explore ways the District can raise awareness about Fat, Oil, and Grease (F.O.G.) and shared updates on their latest efforts regarding potential grants and other legislative matters.

Report of Radio Outreach with VNCR on February 20, 2025
Director A. Nguyen 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 OC Forum Luncheon on February 21, 2025
Director T. Diep attended the luncheon with Director S. Contreras and remarked on his admiration for Congressman Dave Min's speech, highlighting how impactful and well-delivered it was.

Report of Swearing-in Ceremony for Congressman Derek Tran on February 22, 2025
President S. Contreras attended the ceremony and noted that it was a well-attended and successful event.

Report of District Employee Luncheon on February 26, 2025
Director M. Nguyen attended the event with Director C. Nguyen, Director T. Diep, and Director A. Nguyen, and extended appreciation to the staff for their efforts in recognizing outstanding employees.

Report of OC San Board of Directors Special Meeting on February 19 and Board of Directors Meeting on February 26, 2025

Director A. Nguyen reported that he represented the District at the meeting, which was intended for new incoming directors. He noted that there were no significant updates to share.

Director T. Diep left the meeting at 5:46 p.m.

CONSENT CALENDAR

A. Receive and File the Register of Demands in the Amount of $465,866.25

B. Approve the February 19, 2025 Legislative and Public Affairs Outreach Subcommittee Recommendations

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

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

OLD BUSINESS – None

Director T. Diep returned to the meeting at 5:49 p.m.

NEW BUSINESS

A. Consider Adoption of Resolution No. 2025-02 entitled:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA AUTHORIZING THE GENERAL MANAGER AND DIRECTOR OF FINANCE TO ACT ON BEHALF OF THE DISTRICT AND EXECUTE ALL DOCUMENTS NECESSARY TO OBTAIN FUNDING THROUGH THE STATE AND LOCAL CYBERSECURITY GRANTS FOR LOCAL AND TRIBAL GOVERNMENTS PROGRAM

A report of a summary of Staff's recommendations was provided and considered by the Board. A motion was made by Director C. Nguyen, seconded by President S. Contreras, to adopt Resolution No. 2025-02 as presented at the meeting. The motion was approved by the following 5-0 roll call vote:

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

B. Approve and Authorize the General Manager to Execute a Professional Services Agreement with Nigro & Nigro, PC for Independent Audit Services

A report of a summary of Staff's recommendations was provided and considered by the Board.

Nigro & Nigro Lead/Review Partner, P. Kaymark addressed the Board and introduced himself and the firm he represents.

Director T. Diep inquired about the selection process, to which Director of Finance, C. Copley responded.

A motion was made by Director T. Diep, seconded by Director A. Nguyen, to approve entering into a professional services agreement with Nigro & Nigro, PC to provide independent audit services to the District for the next three fiscal years, with options for two additional years, and authorize the General Manager to execute the agreement on behalf of the District and to exercise the optional extensions as set forth in the agreement. The motion was approved by the following 5-0 vote:

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

C. Progress Update and Discussion on the Midway City Sanitary District's Local Hazard Mitigation Plan (LHMP)

A staff report was provided to the Board. L. Rosenburg, Managing Partner of Navigating Preparedness, addressed the Board and delivered a presentation.

Director T. Diep left the meeting at 6:27 p.m.

A motion was made by Director C. Nguyen, seconded by Director M. Nguyen, to receive and file the report. The motion was approved by the following 4-0 vote:

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

Director T. Diep returned to the meeting at 6:33 p.m.

D. Discussion of Orange County Waste & Recycling (OCWR) Proposed Waste Infrastructure System Enhancement (WISE) Agreement and Its Potential Fiscal and Operational Impacts

A staff report was provided to the Board.

M. Balliet, Consultant of CityGreen, addressed the Board and introduced himself before outlining the potential effects of the proposed WISE Agreement on the District.

Julie Barreda, Regional V.P. of CR&R Inc., addressed the Board and offered her perspectives on the matter.

J. Eggart, General Counsel, summarized key points to ensure the Directors were fully informed of the expected issues.

The Board of Directors and staff discussed the WISE agreement and its potential fiscal and operational impacts. No action was taken.

INFORMATIONAL ITEMS

A. CSDA Board of Directors Call for Nominations Seat B

B. 2025 Board Meeting Calendar

Receive and File.

BOARD CONCERNS AND COMMENTS
The President and the Directors acknowledged staff's diligent efforts in ensuring they remained informed about District matters.

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 6:57 p.m. to the next regular Board Meeting to be held at the District on Tuesday, March 18, 2025 at 5:30 p.m.

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Mark Nguyen, Secretary

AGENDA ITEM 7A

Date: March 18, 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 $593,838.09

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 $593,838.09. This includes expenses, payroll, and payroll-related disbursements.

Sufficient funds are available to process all payments.

STAFF RECOMMENDATION
Staff recommends that the Board of Directors review and file the attached Register of Demands.

ATTACHMENTS
1. Disbursement Details for March 18, 2025

Midway City Sanitary District

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

Prepared for Board Meeting held on March 18, 2025

Type	Num	Date	Name	Memo	Paid Amount
Check	**16450**	**02/26/2025**	**Serrano Tacos**	**Employee Appreciation Luncheon - 2/26/25**	
Bill	000073	02/20/2025		Employee Appreciation Luncheon - 2/26/25	525.00
					525.00
Check	**16451**	**02/28/2025**	**Akeso Occupational Health**		
Bill	EM012192	02/14/2025		Drug Screen DOT 5 Panel - Mariscal, Phillip	50.00
					50.00
Check	**16452**	**02/28/2025**	**AT&T (Brookhurst Lift Station)**	**Acct # 714 531-0272 115 1**	
Bill	7145310272 02/25	02/13/2025		Brookhurst Feb-2025	602.59
					602.59
Check	**16453**	**02/28/2025**	**Betts Truck Parts & Service**	**PO # 28834**	
Bill	05P26257	02/21/2025		T-Beam Assy, W/Bushings (4)	3,422.81
					3,422.81
Check	**16454**	**02/28/2025**	**Bodyworks Equip. Inc.**		
Bill	49780	02/18/2025		Tube, 1/2" Arm Top (2), Tube, 1/2" Release Arm, Top RR (2), Tube, arm top (2), Tube, 1/2" Undump...	2,506.22
Bill	49821	02/21/2025		NG-4 Grabber Drive Gear (1), Idler Gear (1), 2" Bearing (4)	1,626.24
				NG-10 Grabber Drive Gear (1), Idler Gear (1), 2" Bearing (4)	1,626.24
					5,758.70
Check	**16455**	**02/28/2025**	**Cameron Welding Supply**	**PO# 28828**	
Bill	1693429-00	02/19/2025		Propane, Liquified (2)	84.44
					84.44
Check	**16456**	**02/28/2025**	**City of Westminster Hydrant**	**Acct #013-0012 Customer #45973**	
Bill	237791	02/14/2025		Hydrant Water Service Feb-2025	84.94
					84.94
Check	**16457**	**02/28/2025**	**Clean Energy**	**Cust # 124470 Order # FSOW1495687**	
Bill	CEW12758021	02/19/2025		3-Way CNG Valve Replacement 2/3/25	564.48
					564.48
Check	**16458**	**02/28/2025**	**Cordova Media Group LLC**	**Social Media Mgt (3x/Week) Feb - 2025**	
Bill	0204	02/18/2025		Social Media Mgt (3x/week) Feb - 2025	1,750.00
					1,750.00
Check	**16459**	**02/28/2025**	**Daniels Tire Service**		
Bill	200530518	02/20/2025		Recap tires (12)	2,875.47
Bill	200530930	02/21/2025		315/80R225 L GY G289 (4)	2,135.41
					5,010.88
Check	**16460**	**02/28/2025**	**Davis Farr LLP**	**Client No 31320**	
Bill	2647	01/30/2025		Accounting Assistance (9.50) January 2025	997.50
					997.50

Type	Num	Date	Name	Memo	Paid Amount
Check	**16461**	**02/28/2025**	**Empire Pipe Cleaning and Equipment, Inc.**	**CCTV Video Inspection & Cleaning Project**	
Bill	12673	01/17/2025		Cleaning/CCRC Inspection 8" Gravity Sewer Mains (23650.00 LF)	33,819.50
				Cleaning/CCRC Inspection 10" Gravity Sewer Mains (1302.20 LF)	2,278.85
				Cleaning/CCRC Inspection 15" Gravity Sewer Mains (3.50 LF)	8.54
				Cleaning/CCRC Inspection 18" Gravity Sewer Mains (55.20 LF)	168.36
				Inspection Manholes (360)	63,000.00
					99,275.25
Check	**16462**	**02/28/2025**	**Frog Environmental**	**WDID: 8 30i005637**	
Bill	INV-023412	02/19/2025		Sampling Service - Basic (3)	672.60
					672.60
Check	**16463**	**02/28/2025**	**Golden Bell Products**	**PO # Verbal, Sales Order# 22691**	
Bill	19128	02/26/2025		1x14 Case of Rhino Dirt (14)	313.55
					313.55
Check	**16464**	**02/28/2025**	**Haaker Equipment Co.**	**Customer # 129 PO# NG-12**	
Bill	W1ABIQ	02/17/2025		NG-12 Front Hose Wheel Repairs	7,229.37
					7,229.37
Check	**16465**	**02/28/2025**	**HB Staffing/Cathyjon Enterprises, Inc.**		
Bill	4531251	01/30/2025		Engineering Asistant (40.0) 01/20/24 - 01/24/25	1,576.80
				Engineering Asistant (8.0 OT) 01/25/24	413.91
Bill	4538543	02/13/2025		Engineering Asistant (38.00) 01/27/24 - 01/31/25	1,497.96
Bill	4538544	02/13/2025		Engineering Asistant (34.50) 02/03/24 - 02/07/25	1,359.99
					4,848.66
Check	**16466**	**02/28/2025**	**Hillco Fastener Warehouse Inc.**		
Bill	5390049	02/21/2025		NG-4 1/2-13x6 Hex HD SC Grade 8 Plain (11), 1/2-13x5-3/4 Hex HD CS Grad 8 Yellow (6), 1/2-13 Fla...	74.16
				NG-10 1/2-13x6 Hex HD SC Grade 8 Plain (11), 1/2-13x5-3/4 Hex HD CS Grad 8 Yellow (6), 1/2-13 Fl...	74.15
Bill	5390036	02/21/2025		1-14x8 Hex HD CS Grade 8 Plain (10), 1" SAE Flat Washer Grade 8 Yellow Zinc (20), 1-14 Grade C L...	266.28
					414.59
Check	**16467**	**02/28/2025**	**Orange County Sanitation District**	**MCSD January Permit Fees 2025**	
Bill	Permit Fees Jan-2025	01/31/2025		Permit Fees Jan-2025	28,052.77
					28,052.77
Check	**16468**	**02/28/2025**	**Pitney Bowes/Purchase Power**	**Acct # 80000-90000-0933-5138**	
Bill	80009000093351380225	02/10/2025		Postage Feb-2025	200.00
				EZ Seal Sealing Solution for Machine	76.38
					276.38
Check	**16469**	**02/28/2025**	**Pre-Paid Legal Services, Inc.**	**Group #155124**	
Bill	155124 022525	02/25/2025		Prepaid Legal Feb-2025	33.90
					33.90
Check	**16470**	**02/28/2025**	**Roadway Displays, Inc**	**PO# Verbal**	
Bill	7043	02/14/2025		NG-20 Standard Size Frame 2.25"x95.5"x31.5" (2)	581.50
				NG-21 Standard Size Frame 2.25"x95.5"x31.5" (2)	581.50
				Standard Size Frame 2.25"x95.5"x31.5" (2)	581.50
					1,744.50

Type	Num	Date	Name	Memo	Paid Amount
Check	**16471**	**02/28/2025**	**Robotic Sewer Solutions, Inc.**	**Walt Ave PVC Removal**	
Bill	MCS003	02/20/2025		Pull PVC Pipe out of Lateral and Remove from Mainline	2,500.00
				Westminster ROW Permit	630.00
					3,130.00
Check	**16472**	**02/28/2025**	**Safety-Kleen Systems, Inc.**	**Customer# MI47237, PO# 28818**	
Bill	96454942	02/12/2025		30G Parts Washer (1), Gastec Aqueous PW Sample Tube (1)	314.75
					314.75
Check	**16473**	**02/28/2025**	**SCI Consulting Group**	**Sewer & Trash Fee Levy Admin FY 2024-25**	
Bill	SBS11661	02/15/2025		Sewer & Trash Fee Levy Admin/Services FY 2024-25	3,812.00
				Sewer & Trash Fee Levy Admin/Services FY 2024-25	3,812.00
					7,624.00
Check	**16474**	**02/28/2025**	**Snap-On Tools**	**PO# 28841**	
Bill	02212598021	02/21/2025		Curved Locking Jaw Pliers (1), 14.5in x 6.5in Form A Funnel (1), DA Wrench (1)	115.98
					115.98
Check	**16475**	**02/28/2025**	**SoCal Auto & Truck Parts, Inc.**	**PO# 28881**	
Bill	630581	01/21/2025		NG-1 Kenworth Key (1)	138.53
					138.53
Check	**16476**	**02/28/2025**	**Southern California Edison**		
Bill	700884706025 02/25	02/18/2025		Cedarwood 01/16/25 - 02/17/25	7,030.22
Bill	700472251517 021925	02/19/2025		Willow Feb-2025	252.61
				Brookhurst Feb-2025	176.60
				Hammon Feb-2025	918.13
				Westminster Feb-2025	1,012.20
					9,389.76
Check	**16477**	**02/28/2025**	**Spectrum Enterprise (Time Warner Cable)**		
Bill	188910401020725	02/07/2025		Feb-2025	102.29
Bill	188914501020725	02/07/2025		Feb-2025	1,349.00
					1,451.29
Check	**16478**	**02/28/2025**	**Standard Insurance Company Life**	**Policy # 00 141873 0003**	
Bill	001417830003 03/2025	03/01/2025		March - 2025	679.36
				March - 2025	210.32
				March - 2025	255.76
				March - 2025	520.80
				March - 2025	96.00
				Member Adjustments	0.56
					1,762.80
Check	**16479**	**02/28/2025**	**Staples Business Credit**	**Acct # 10181543LA**	
Bill	7004275838	02/25/2025		Office Supplies Feb-2025	759.97
					759.97
Check	**16480**	**02/28/2025**	**TEC Of California, Inc.**		
Bill	1489468L	02/12/2025		Premium ST (3), Brake Kit (4)	182.18
Bill	1490412L	02/18/2025		NG-13 Battery (1), Tec Premium (3), Battery Fee (1)	362.81
Bill	1490948L	02/21/2025		NG-1 3R Pro Seat (1)	656.74
Bill	1491048L	02/21/2025		Lube Filter (5), Fuel Filter (5)	402.58
Bill	1491340L	02/24/2025		Brake Cham (2)	420.63
Bill	1490741L	02/25/2025		Filter Ele (4)	1,011.19
					3,036.13
Check	**16481**	**02/28/2025**	**Tesco Controls, Inc.**		
Bill	0084847-IN	02/06/2025		SCADA Connectivity Issue with Brookhurst Lift Station	765.00
Bill	0084875-IN	02/12/2025		Motor Starter Replacement (10) Progress #3	19,600.00
					20,365.00

Type	Num	Date	Name	Memo	Paid Amount
Check	**16482**	**02/28/2025**	**Tyler Diep**	**Mileage Reimb. OC Forum Luncheon 2/21/25**	
Bill	OC Forum Luncheon	02/24/2025		Mileage Reimb. OC Forum Luncheon 2/21/25	17.92
					17.92
Check	**16483**	**02/28/2025**	**UniFirst Corporation**		
Bill	2190302452	02/14/2025		Feb - 2025	247.72
Bill	2190302472	02/14/2025		Feb - 2025	63.34
Bill	2190302495	02/14/2025		Feb - 2025	87.86
Bill	2190302499	02/14/2025		Feb - 2025	0.49
Bill	2190306142	02/21/2025		Feb - 2025	247.72
Bill	2190306149	02/21/2025		Feb - 2025	3.34
Bill	2190306154	02/21/2025		Feb - 2025	87.86
Bill	2190306156	02/21/2025		Feb - 2025	20.49
					758.82
Check	**16484**	**02/28/2025**	**VNCR**	**02/25/2025 - 03/12/2025**	
Bill	2025 / 02-455	02/25/2025		Radio talkshow 20 min (3) 02/25/2025 - 03/12/2025	2,000.00
					2,000.00
Check	**16485**	**02/28/2025**	**Westminster Herald**	**Acct # 00007327**	
Bill	00149581	02/06/2025		PHN Board Compensation 01/30/25 - 2/06/25	340.00
					340.00
Check	**16486**	**03/07/2025**	**Bodyworks Equip. Inc.**	**PO# 02122521**	
Bill	49736	02/12/2025		NG-21 Field Service	750.00
					750.00
Check	**16487**	**03/07/2025**	**Cordova Media Group LLC**	**Social Media Mgt (3x/Week) Mar - 2025**	
Bill	0213	03/04/2025		Social Media Mgt (3x/week) Mar - 2025	1,750.00
				Content Capturing (3 hours)	150.00
					1,900.00
Check	**16488**	**03/07/2025**	**Cummins Pacific LLC**		
Bill	X4-250355969	03/05/2025		NG-17 Service and Repair	995.31
Bill	X4-250355978	03/05/2025		NG-13 Service and Repair	2,847.94
					3,843.25
Check	**16489**	**03/07/2025**	**Cynthia Loan Olsder**	**2/14/25 Bills Review**	
Bill	2/14/25 Bills Review	03/05/2025		2/14/25 Bills Review - A.Nguyen	15.50
					15.50
Check	**16490**	**03/07/2025**	**Daniels Tire Service**		
Bill	200526283	12/27/2024		DTS Disposal Med Truck (1)	15.00
Bill	200531140	02/26/2025		Recap tires (1)	242.52
Bill	200531792	03/05/2025		Recap tires (11)	2,655.74
Bill	200531922	03/06/2025		315/80R225 L GY G289 (4)	2,135.41
					5,048.67
Check	**16491**	**03/07/2025**	**Driveshaftpro**	**Acct # 1557 P.O. # 28849**	
Bill	643154	03/03/2025		NG-8 R&R U-Joint (2), Balance & Straighten (1)	188.64
					188.64
Check	**16492**	**03/07/2025**	**Frontier Communications**	**Acct # 209-188-5155-071808-5**	
Bill	MCSD 02/19/2025	02/19/2025		(714)903-1863 Willow Feb-2024	223.27
				(714)903-6154 Westminster Feb-2024	223.27
				(714)903-6274 Hammon Feb-2024	223.39
				(714)897-5136 District Offices Feb-2024	116.13
					786.06
Check	**16493**	**03/07/2025**	**Haaker Equipment Co.**	**Customer # 129 PO# NG-12**	
Bill	W1ABNL	02/25/2025		NG-12 Swivel (1)	1,175.13
					1,175.13
Check	**16494**	**03/07/2025**	**HB Staffing/Cathyjon Enterprises, Inc.**		

Type	Num	Date	Name	Memo	Paid Amount
Bill	4542091	02/20/2025		Engineering Asistant (32.00) 02/10/24 - 02/13/25	1,261.44
Bill	4545611	02/27/2025		Engineering Asistant (27.00) 2/17/25 - 2/21/25	1,064.34
					2,325.78
Check	**16495**	**03/07/2025**	**Lan Wan Enterprise, Inc.**		
Bill	75975	03/01/2025		Professional Service Agreement - March 2025	4,000.00
Bill	75987	03/04/2025		Dell UltraSharp 27" Class WQHD LED Monitor (2), Logitech HD Pro Webcam (1) for District Engineer	1,170.32
					5,170.32
Check	**16496**	**03/07/2025**	**Main Graphics**	**Acct. No 17614**	
Bill	163217	02/28/2025		April Clean-Up Event Mailer	2,077.40
					2,077.40
Check	**16497**	**03/07/2025**	**NVB Equipment, Inc.**		
Bill	UQ00719	03/04/2025		NG-18 Fire Suppression System	9,805.25
Bill	UQ00720	03/04/2025		NG-19 Fire Suppression System	9,805.25
Bill	UQ00721	03/04/2025		NG-20 Fire Suppression System	9,805.25
Bill	UQ00722	03/04/2025		NG-21 Fire Suppression System	9,805.25
					39,221.00
Check	**16498**	**03/07/2025**	**Odyssey Power Corporation**	**Cust # 2724 Work Order # 82403**	
Bill	142803	02/28/2025		Air Filter and Repair Labor - 2/20/25	735.26
					735.26
Check	**16499**	**03/07/2025**	**Orange County Treasurer-Tax Collector**	**General election held on 11/05/24**	
Bill	R1399	03/04/2025		General election held on 11/05/25	119,841.20
					119,841.20
Check	**16500**	**03/07/2025**	**Pro-Vision, Inc.**	**Acct # 1992434**	
Bill	INV2134540	02/26/2025		NG-5 7" HD Quad Monitor (1), Video Splitter Cable (1)	641.36
				7" HD Quad Monitor (2), Video Splitter Cable (2)	1,282.73
					1,924.09
Check	**16501**	**03/07/2025**	**PSI**	**PO# Angel 03-05-25**	
Bill	50039	03/05/2025		Ultra Extreme 55 gal degreaser (1)	207.58
					207.58
Check	**16502**	**03/07/2025**	**Radio Bolsa Corp.**	**BS 2023_2027d**	
Bill	4499	02/01/2025		Radio talkshows (6) 20Min Recorded 01/14/25 - 01/24/25	2,000.00
					2,000.00
Check	**16503**	**03/07/2025**	**Safety-Kleen Systems, Inc.**	**PO# 28827**	
Bill	96480746	02/21/2025		Used Oil (350)	332.00
					332.00
Check	**16504**	**03/07/2025**	**Snap-On Tools**	**PO# 28852**	
Bill	03052598373	03/05/2025		Dead/BLW 56ox Sft/Gr HM (1)	186.51
					186.51
Check	**16505**	**03/07/2025**	**SoCal Auto & Truck Parts, Inc.**		
Bill	619660	08/30/2024		Synthetic 10W30 Oil (3), Val EP 5W30 (3), Brake Parts Cleaner (24), M18 Tower Light (1), 1 2 Rou...	702.97
Bill	627615	12/10/2024	SoCal Auto & Truck Parts, Inc.	PO# 28762	915.36
Bill	627832	12/13/2024		Latch (8), Halogen Sealed Beams (4), Premium Sealed Beams (4)	778.38
				Gloves (3), Coolant Recover Kit (1)	142.90
Bill	633562	02/28/2025		Brake Parts Cleaner (24), Gloves (2)	165.53
				Hub Cap (4), LED FPT Lamp (4), Warning Light White (3), Warning Light Amber (6), Weatherstrip (1)	905.98
Credit	627836	12/13/2024	SoCal Auto & Truck Parts, Inc.	RETURNED - PO# 28762	-915.36
Credit	633497	02/27/2025		RETURNED - Latch (8)	-647.06
					2,048.70

Type	Num	Date	Name	Memo	Paid Amount
Check	**16506**	**03/07/2025**	**TEC Of California, Inc.**		
Bill	5032081XS	02/07/2025		NG-19 trip charge for warranty repairs	803.33
Bill	1491622L	03/04/2025		NG-8 Kingpin kit (1)	1,085.58
					1,888.91
Check	**16507**	**03/07/2025**	**Tesco Controls, Inc.**	**Cust # MIDW/C QT # 24L158Q01**	
Bill	0084854-IN	02/07/2025		Annual Extended Maintenance and Systems Services (EMASS) 1/1/25 - 12/31/25	5,250.00
					5,250.00
Check	**16508**	**03/07/2025**	**Underground Service Alert**	**MCSDDIST**	
Bill	220250446	02/28/2025		Underground Dig Alerts February 2025 (2)	13.70
					13.70
Check	**16509**	**03/07/2025**	**UniFirst Corporation**		
Bill	2190309344	02/28/2025		Feb - 2025	247.72
Bill	2190309353	02/28/2025		Feb - 2025	63.34
Bill	2190309359	02/28/2025		Feb - 2025	87.86
Bill	2190309360	02/28/2025		Feb - 2025	20.49
					419.41
Check Total					**$410,266.97**
ACH Payment	**FY25M1074**	**02/20/2025**	**Paychex**	**Acct # Y4807254**	
Bill	8408418	02/05/2025		Time & Attendance Feb 2025	407.63
					407.63
ACH Payment	**1002848850**	**02/25/2025**	**CalPERS-Retirement**	**6882866561**	
Bill	02/03/25 - 02/16/25	02/16/2025		Earned Period 02/03/25 - 02/16/25	1,953.90
				Earned Period 02/03/25 - 02/16/25	3,545.64
				Earned Period 02/03/25 - 02/16/25	4,469.75
				Earned Period 02/03/25 - 02/16/25	1,547.33
					11,516.62
ACH Payment	**1002848851**	**02/25/2025**	**CalPERS-Retirement**	**6882866561**	
Bill	02/03/25 - 02/16/25	02/16/2025		Earned Period 02/03/25 - 02/16/25	1,821.53
				Earned Period 02/03/25 - 02/16/25	3,305.45
				Earned Period 02/03/25 - 02/16/25	4,166.95
				Earned Period 02/03/25 - 02/16/25	1,442.51
					10,736.44
ACH Payment	**1002848852**	**02/25/2025**	**CalPERS-Retirement**	**6882866561**	
Bill	02/03/25 - 02/16/25	02/16/2025		Earned Period 02/03/25 - 02/16/25	128.29
				Earned Period 02/03/25 - 02/16/25	232.79
				Earned Period 02/03/25 - 02/16/25	293.46
				Earned Period 02/03/25 - 02/16/25	101.59
					756.13
ACH Payment	**FY25M1075**	**02/25/2025**	**WEX Health Inc**	**Customer ID 45927**	
Bill	0002104633-IN	01/31/2025		Monthly HRA Admin Fee Jan 2025	30.00
				Monthly HRA Admin Fee Jan 2025	54.00
					84.00
ACH Payment		**02/26/2025**		**Funds Transfer 457(b) Salary Reduction**	
				Funds Transfer 457(b) Salary Reduction	5,887.84
					5,887.84
ACH Payment		**02/26/2025**		**Funds Transfer 457(b) Roth**	
				Funds Transfer 457(b) Roth	2,319.67
					2,319.67
ACH Payment	**1002856094**	**03/07/2025**	**CalPERS-Retirement**	**6882866561**	
Bill	02/17/25 - 03/02/25	03/02/2025		Earned Period 02/17/25 - 03/02/25	1,947.51
				Earned Period 02/17/25 - 03/02/25	3,496.49
				Earned Period 02/17/25 - 03/02/25	4,455.11
				Earned Period 02/17/25 - 03/02/25	1,542.26
					11,441.37

Type	Num	Date	Name	Memo	Paid Amount
ACH Payment	**1002856095**	**03/07/2025**	**CalPERS-Retirement**	**6882866561**	
Bill	02/17/25 - 03/02/25	03/02/2025		Earned Period 02/17/25 - 03/02/25	1,827.50
				Earned Period 02/17/25 - 03/02/25	3,281.07
				Earned Period 02/17/25 - 03/02/25	4,180.62
				Earned Period 02/17/25 - 03/02/25	1,447.25
					10,736.44
ACH Payment	**1002856096**	**03/07/2025**	**CalPERS-Retirement**	**6882866561**	
Bill	02/17/25 - 03/02/25	03/02/2025		Earned Period 02/17/25 - 03/02/25	128.71
				Earned Period 02/17/25 - 03/02/25	231.07
				Earned Period 02/17/25 - 03/02/25	294.43
				Earned Period 02/17/25 - 03/02/25	101.92
					756.13
ACH Payment		**03/07/2025**		**Funds Transfer 457(b) Salary Reduction**	
				Funds Transfer 457(b) Salary Reduction	5,893.70
					5,893.70
ACH Payment		**03/07/2025**		**Funds Transfer 457(b) Roth**	
				Funds Transfer 457(b) Roth	2,415.23
					2,415.23
ACH Payments Total					**$62,951.20**
Payroll		**03/05/2025**		**Employee Payroll**	**112,294.87**
Payroll		**03/07/2025**		**Board Payroll**	**8,325.05**
Payroll Total					**$120,619.92**
Total Disbursements					**$593,838.09**

Type	Num	Date	Name	Memo	Paid Amount
Transfers					
Transfer		**02/27/2025**		**Funds Transfer To Cover 2-Weeks of A/P & Payroll Next Week**	
				Funds Transfer To Cover 2-Weeks of A/P & Payroll Next Week	250,000.00
					250,000.00
Transfer		**03/06/2025**		**Funds Transfer - To Cover A/P this Week**	
				Funds Transfer - To Cover A/P this Week	250,000.00
					250,000.00
Transfers Total					**$500,000.00**

AGENDA ITEM 7B

Date: March 18, 2025

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Gordon Copley, Director of Finance

Subject: Approve and File the Treasurer's Investment Report for February 2025

BACKGROUND

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

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

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

MCSD's total invested cash as of February 28, 2025, is $56,024,727.83

INVESTMENT	TYPE OF INVESTMENT	MATURITY DATE	YIELD	BOOK VALUE AS OF 2/28/2025	MARKET VALUE AS OF 2/28/2025	% OF PORTFOLIO	MAXIMUM PERCENTAGE OF PORTFOLIO
FDIC Insured Accounts							
US Bank Interest Checking	Checking	Liquid	0.051%	$ 519,080.46	$ 519,080.46	0.93%	None
US Bank Money Market	Money Market	Liquid	0.051%	$ 495,285.60	$ 495,285.60	0.88%	20%
Certificate of Deposits	CD	-		$ -	$ -	0.00%	30%
Total FDIC Insured Accounts				$ 1,014,366.06	$ 1,014,366.06	1.81%	
LAIF	Pool	Liquid	4.434%	$ 49,445,330.85	$ 49,445,330.85	88.26%	$75 million
California CLASS (Prime Fund)	Pool	Liquid	4.413%	$ 2,089,526.13	$ 2,089,526.13	3.73%	30%
CalTRUST (Medium Term Fund)	Pool/Bond Fund	Liquid	3.431%	$ 1,532,350.48	$ 1,472,258.37	2.63%	30%
CAMP - Term	Pool	Liquid	4.360%	$ 2,003,246.42	$ 2,003,246.42	3.58%	30%
TOTAL Investments				$ 56,084,819.94	$ 56,024,727.83	100.00%	

FISCAL IMPACT

There is no fiscal impact associated with the approval of this informational report.

STAFF RECOMMENDATION
Staff recommends that the Board of Directors approve and file the Treasurer's Investment Report.

ATTACHMENTS
1. Treasurer's Investment Report and supporting workpapers

MIDWAY CITY SANITARY DISTRICT
District Investment Activities
2/28/2025

	Operating Fund 1040.10	Midway City 1040.20	Buildings Equipment & Facilities 1040.30	Lift Stations & Sewer Lines 1040.40	CNG Station & Fueling Facilities 1040.50	Vehicle Replacement 1040.60	Total LAIF Account No. 7030-005	CA CLASS Prime Fund #1050.00	CAMP Pool #1100.10	CalTRUST Medium-Term #114.00
Ending Balance, 12.31.2024	$ 7,816,634.31	$ 2,192,667.80	$ 3,054,065.72	$ 32,047,782.05	$ 2,094,648.42	$ 2,239,532.55	$ 49,445,330.85	$ 2,082,474.85	$ 2,002,739.66	$ 1,463,299.40
Investment Income (LAIF, CalTRUST, CA CLASS)							$ -	$ 7,051.28	$ 506.76	$ 4,722.77
Market Value Capital Gain/(Loss)							$ -			$ 8,958.97
Transfer from LAIF to US Bank							$ -			
Transfer from US Bank to LAIF							$ -			
Transfers LAIF to LAIF							$ -			
Transfers US Bank to California CLASS								$ -		
Transfers California CLASS to US Bank								$ -		
Transfer CalTRUST to/from US Bank										$ (4,722.77)
Ending Balance, 1.31.2025	$ 7,816,634.31	$ 2,192,667.80	$ 3,054,065.72	$ 32,047,782.05	$ 2,094,648.42	$ 2,239,532.55	$ 49,445,330.85	$ 2,089,526.13	$ 2,003,246.42	$ 1,472,258.37

TOTAL LAIF, U.S. SECURITIES, CA CLASS, CalTRUST & INTEREST RECEIVABLE	$ 55,010,361.77
ADD: US BANK	
a. Checking (158301509028)	$ 519,080.46
b. Money Market (158200156913)	$ 495,285.60
TOTAL DISTRICT CASH ON HAND	$ 56,024,727.83

CERTIFICATION

I certify that (1) all investment actions executed since the last report have been made in full compliance with the District's Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively.

3/7/2025

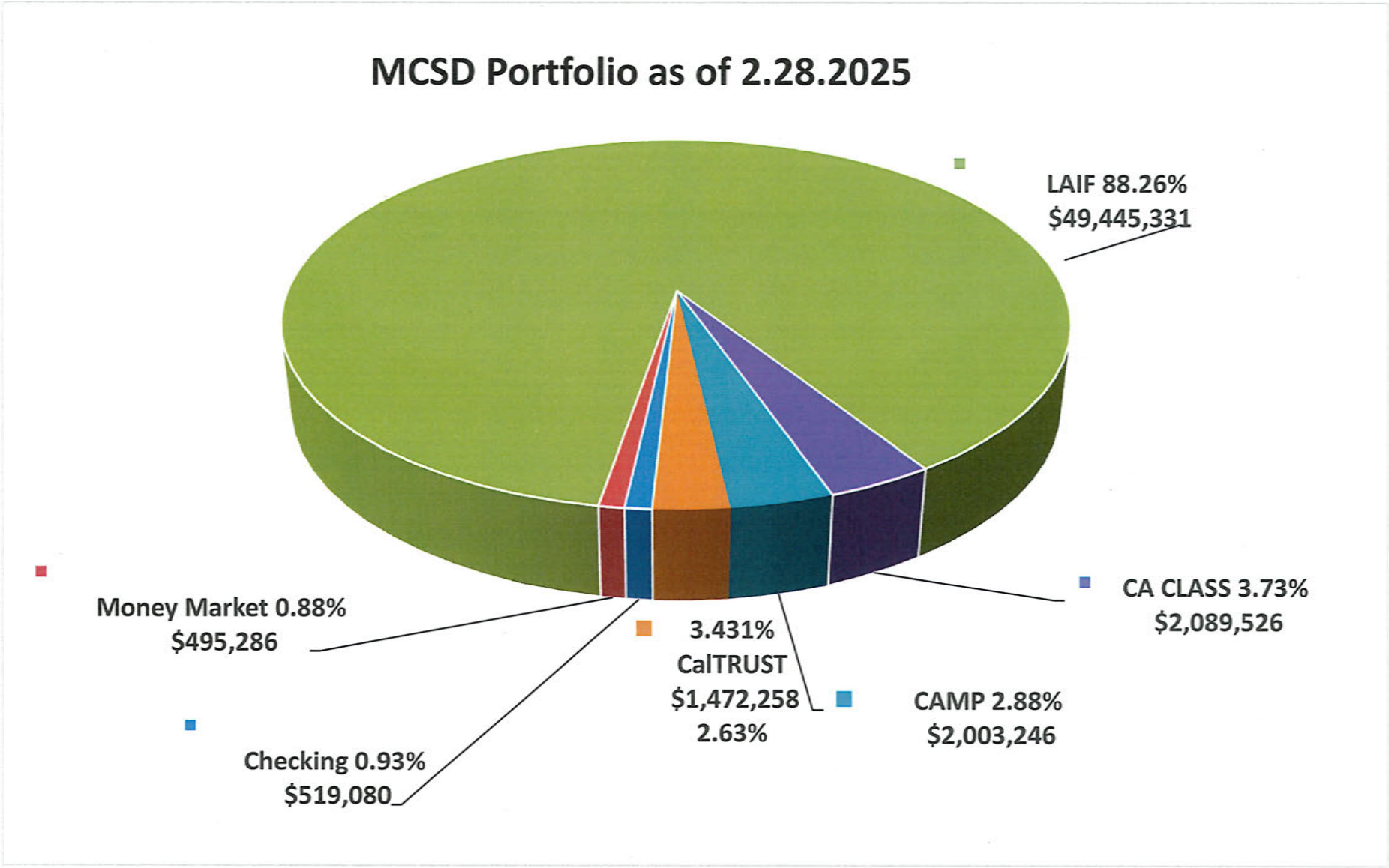
Prepared & Submitted by
Gordon Copley, Director of Finance

Dated

[redacted]

Andrew Nguyen, Board Treasurer

Dated


MCSD Portfolio as of 2.28.2025
LAIF 88.26%
$49,445,331
CA CLASS 3.73%
$2,089,526
CAMP 2.88%
$2,003,246
3.431%
CalTRUST
$1,472,258
2.63%
Checking 0.93%
$519,080
Money Market 0.88%
$495,286

California State Treasurer
Fiona Ma, CPA



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

March 07, 2025

LAIF Home
PMIA Average Monthly Yields

MIDWAY CITY SANITARY DISTRICT

GENERAL MANAGER
14451 CEDARWOOD STREET
WESTMINSTER, CA 92683

Tran Type Definitions

Account Number: 70-30-005

February 2025 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	49,445,330.85
Total Withdrawal:	0.00	Ending Balance:	49,445,330.85

LOCAL AGENCY INVESTMENT FUND

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
2019	2.355	2.392	2.436	2.445	2.449	2.438	2.379	2.341	2.280	2.190	2.103	2.043
2020	1.967	1.912	1.787	1.648	1.363	1.217	0.920	0.784	0.685	0.620	0.576	0.540

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	0.458	0.407	0.357	0.339	0.315	0.262	0.221	0.221	0.206	0.203	0.203	0.212
2022	0.234	0.278	0.365	0.523	0.684	0.861	1.090	1.276	1.513	1.772	2.007	2.173
2023	2.425	2.624	2.831	2.870	2.993	3.167	3.305*	3.434	3.534	3.670	3.843	3.929
2024	4.012	4.122	4.232	4.272	4.332	4.480	4.516	4.579	4.575	4.518	4.477	4.434
2025	4.366	4.333										

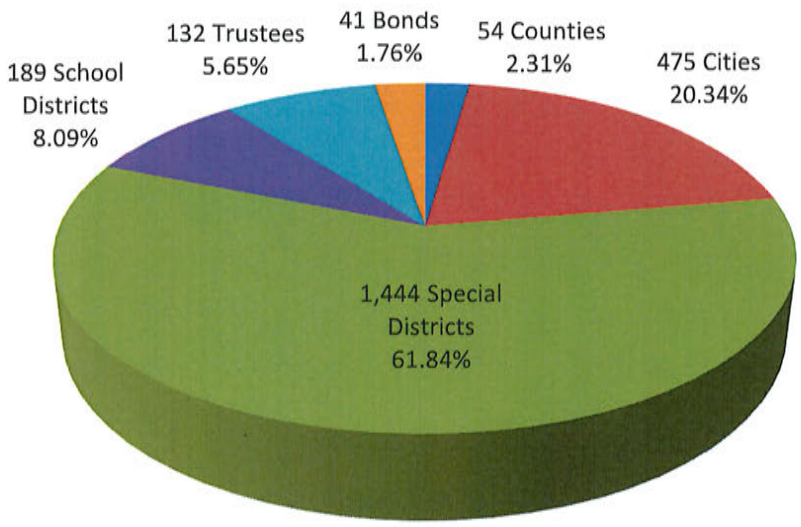
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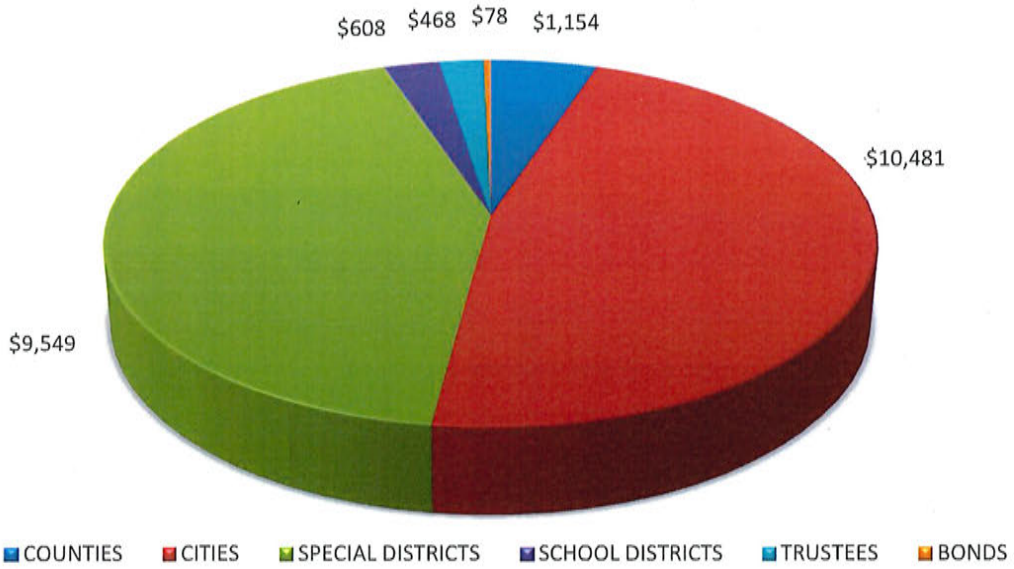
LAIF STATISTICS AS OF 2/28/25

		Balance By Type	Participation	% of Fund
54	COUNTIES	1,153,504,022.33	2.31%	5.16%
475	CITIES	10,480,847,652.12	20.34%	46.92%
1,444	SPECIAL DISTRICTS	9,548,905,637.49	61.84%	42.75%
189	SCHOOL DISTRICTS	608,254,334.20	8.09%	2.72%
132	TRUSTEES	468,089,709.23	5.65%	2.10%
41	BONDS	77,983,468.26	1.76%	0.35%
2,335	**Fund Balance:**	**$22,337,584,823.63**	**100.00%**	**100.00%**

Participation:



Balance by Type (dollars in millions):



Percentages may not total 100% due to rounding.

California CLASS

Summary Statement

February 28, 2025

Investor ID: CA-01-0164

0000154-0000634 PDFT 752622

Midway City Sanitary District
14451 Cedarwood Street
Westminster, CA 92708

California CLASS

California CLASS

Average Monthly Yield: 4.4125%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01-0164-0001	Operating Funds	2,082,115.68	359.17	0.00	7,051.15	14,845.19	2,082,688.19	2,089,526.00
CA-01-0164-0002	CalRecycle SB 1383 Grant Funds	359.17	0.00	359.17	0.13	1.43	38.49	0.13
TOTAL		**2,082,474.85**	**359.17**	**359.17**	**7,051.28**	**14,846.62**	**2,082,726.68**	**2,089,526.13**

Account Number: CA-01-0164-0001

Operating Funds

Account Summary

Average Monthly Yield: 4.4125%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	2,082,115.68	359.17	0.00	7,051.15	14,845.19	2,082,688.19	2,089,526.00

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2025	Beginning Balance			2,082,115.68	
02/04/2025	Transfer In from CA-01-0164-0002	359.17			9118
02/28/2025	Income Dividend Reinvestment	7,051.15			
02/28/2025	Ending Balance			2,089,526.00	

Account Number: CA-01-0164-0002

CalRecycle SB 1383 Grant Funds

Account Summary

Average Monthly Yield: 4.4125%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	359.17	0.00	359.17	0.13	1.43	38.49	0.13

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2025	Beginning Balance			359.17	
02/04/2025	Transfer Out to CA-01-0164-0001		359.17		9118
02/28/2025	Income Dividend Reinvestment	0.13			
02/28/2025	Ending Balance			0.13	

California CLASS

	California CLASS	
Date	Dividend Rate	Daily Yield
02/01/2025	0.000000000	4.4263%
02/02/2025	0.000000000	4.4263%
02/03/2025	0.000121029	4.4175%
02/04/2025	0.000120934	4.4141%
02/05/2025	0.000120578	4.4011%
02/06/2025	0.000120636	4.4032%
02/07/2025	0.000362865	4.4149%
02/08/2025	0.000000000	4.4149%
02/09/2025	0.000000000	4.4149%
02/10/2025	0.000120574	4.4010%
02/11/2025	0.000120684	4.4050%
02/12/2025	0.000120616	4.4025%
02/13/2025	0.000120535	4.3995%
02/14/2025	0.000482480	4.4026%
02/15/2025	0.000000000	4.4026%
02/16/2025	0.000000000	4.4026%
02/17/2025	0.000000000	4.4026%
02/18/2025	0.000120870	4.4118%
02/19/2025	0.000121440	4.4326%
02/20/2025	0.000121021	4.4173%
02/21/2025	0.000362643	4.4122%
02/22/2025	0.000000000	4.4122%
02/23/2025	0.000000000	4.4122%
02/24/2025	0.000121115	4.4207%
02/25/2025	0.000119018	4.4177%
02/26/2025	0.000120882	4.4122%
02/27/2025	0.000124999	4.4154%
02/28/2025	0.000121466	4.4335%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**


Fund Info Detail
CACLASS
As Of Date: 03/06/2025
NAV
$1.00
Shares:
1,827,097,572.960
Fund Balance:
$1,827,222,327.18
Dividend Rate:
0.000120677481
Current Yield:
N/A
Daily Yield:
4.4047%
7-Day Yield:
4.4190%
30-Day Yield:
4.4122%
CLOSE

CalTRUST
PO Box 2709
Granite Bay, CA 95746
www.caltrust.org
Email: admin@caltrust.org
Fax: 402-963-9094
Phone: 833-CALTRUST (225-8787)

Investment Account Summary

02/01/2025 through 02/28/2025

SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Feb 28 ($)	Value on Feb 28 ($)	Average Cost Amount ($)	Cumulative Change in Value ($)
MIDWAY CITY SANITARY DISTRICT	**20100007910**					
CalTRUST Medium Term Fund	20100007910	149,316.265	9.86	1,472,258.37	1,532,350.47	(60,092.10)
	Portfolios Total value as of 02/28/2025			**1,472,258.37**		

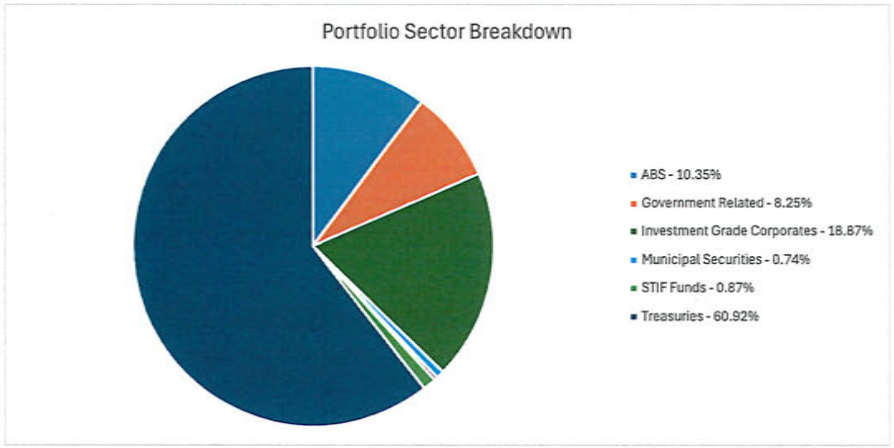
DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount ($)	Amount in Shares	Balance in Shares	Price per Share ($)	Balance ($)	Average Cost Amt ($)	Realized Gain/(Loss) ($)
CalTRUST Medium Term Fund			**MIDWAY CITY SANITARY DISTRICT**				**Account Number: 20100007910**	
Beginning Balance	02/01/2025			149,316.265	9.80	1,463,299.40		
Accrual Income Div Cash	**02/28/2025**	**4,722.77**	**0.000**	**149,316.265**	**9.86**	**1,472,258.37**	**0.00**	**0.00**
Change in Value						8,958.97		
Closing Balance as of	**Feb 28**			**149,316.265**	**9.86**	**1,472,258.37**		

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

CalTRUST Medium Term Fund
Month End Portfolio Statistics
February 28, 2025

	CalTRUST Medium Term	BofAML 1-3 Corp & Gov't, A Rated and Above
Net Assets	$1,361,443,789.97	N/A
NAV per Share	$9.86	N/A
30 Day SEC Yield	4.24%	N/A
Distribution Yield	4.18%	N/A
Period Net Total Return	0.93%	0.70%
Effective Duration	2.13 yrs	N/A
Average Maturity	2.34 yrs	N/A
Weighted Average Life	2.31 yrs	N/A



	CalTRUST Medium Term Net Total Return	CalTRUST Medium Term Yield	BofAML 1-3 Corp & Gov't, A Rated and Above
One Month	0.93%	0.32%	0.70%
Three Month	1.36%	1.02%	1.39%
Six Month	1.80%	2.08%	2.02%
One Year*	5.42%	4.23%	5.60%
Two Year*	4.94%	3.97%	5.13%
Three Year*	2.50%	3.21%	2.51%
Five Year*	1.56%	2.22%	1.57%
Ten Year*	1.65%	1.88%	1.73%
Since Inception*	2.03%	2.09%	2.31%

*Annualized

Rated AA-f by S&P Global Ratings

Midway City Sanitary District
CalTRUST Summary

CalTRUST - Medium-Term Fund

	Investment + '+'	Dividends '+'	Distribution of Dividend (-)	Capital Gain or Loss (-)	Balance
Investment May-2020	$ 750,000.00	432.90		1,460.57	$ 751,893.47
June-2020		857.56		730.70	$ 753,481.73
July-2020		765.26		731.54	$ 754,978.53
August-2020		745.40		-	$ 755,723.93
September-2020		677.57		(733.01)	$ 755,668.49
October-2020		621.72		(733.66)	$ 755,556.55
November-2020		476.58		-	$ 756,033.13
December-2020		439.21			$ 756,472.34
January-2021		387.68			$ 756,860.02
February-2021		342.73		(1,471.06)	$ 755,731.69
March-2021		354.98		(735.87)	$ 755,350.80
April-2021		251.06			$ 755,601.86
May-2021	$ 750,000.00	316.74		736.45	$ 1,506,655.05
June-2021		473.98		(1,467.04)	$ 1,505,661.99
July-2021		415.67		1,467.51	$ 1,507,545.17
August-2021		390.03		0.01	$ 1,507,935.21
September-2021		370.72		(1,468.29)	$ 1,506,837.64
October-2021		396.41		(5,874.61)	$ 1,501,359.44
November-2021		461.36		(1,469.04)	$ 1,500,351.76
December-2021		516.64		(2,938.98)	$ 1,497,929.42
January-2022		598.08		(10,289.99)	$ 1,488,237.51
February-2022		610.05		(7,352.96)	$ 1,481,494.60
March-2022		836.34		(20,596.74)	$ 1,461,734.20
April-2022		1,028.38		(8,832.23)	$ 1,453,930.35
May-2022		1,290.86		5,892.32	$ 1,461,113.53
June-2021		1,354.72		(8,846.29)	$ 1,453,621.96
July-2022		1,518.86		5,903.03	$ 1,461,043.85
August-2022		1,986.06		(11,818.35)	$ 1,451,211.56
September-2022		2,166.97		(20,710.46)	$ 1,432,668.07
October-2022		2,438.11		(4,444.68)	$ 1,430,661.50
November-2022		2,709.46		8,904.53	$ 1,442,275.49
December-2022		2,890.90		1,486.88	$ 1,446,653.27
January-2023		3,227.48		8,939.16	$ 1,458,819.91
February-2023		3,447.06	(3,447.06)	(13,438.46)	$ 1,445,381.45
March-2023		4,147.17	(4,147.17)	14,931.62	$ 1,460,313.07
April-2023		3,791.32	(3,791.32)	1,493.16	$ 1,461,806.23
May-2023		4,482.39	(4,482.39)	(7,465.81)	$ 1,454,340.42
June-2023		4,090.56	(4,090.56)	(8,958.97)	$ 1,445,381.45
July-2023		4,246.18	(4,246.18)	1,493.16	$ 1,446,874.61
August-2023		4,455.68	(4,455.68)	-	$ 1,446,874.61
September-2023		4,286.72	(4,286.72)	(7,465.82)	$ 1,439,408.79
October-2023		4,795.72	(4,795.72)	(1,493.16)	$ 1,437,915.63
November-2023		4,603.47	(4,603.47)	14,931.63	$ 1,452,847.26
December-2023		4,484.90	(4,484.90)	13,438.46	$ 1,466,285.72
January-2024		5,122.63	(5,122.63)	-	$ 1,466,285.72
February-2024		4,548.47	(4,548.47)	(10,452.14)	$ 1,455,833.58
March-2024		4,411.96	(4,411.96)	1,493.17	$ 1,457,326.75
April-2024		5,220.49	(5,220.49)	(11,945.30)	$ 1,445,381.45
May-2024		5,169.07	(5,169.07)	4,479.48	$ 1,449,860.93
June-2024		4,750.35	(4,750.35)	4,479.49	$ 1,454,340.42
July-2024		5,625.28	(5,625.28)	11,945.30	$ 1,466,285.72
August-2024		5,081.59	(5,081.59)	10,452.14	$ 1,476,737.86
September-2024		5,221.50	(5,221.50)	7,465.81	$ 1,484,203.67
October-2024		5,247.57	(5,247.57)	(16,424.79)	$ 1,467,778.88
November-2024		4,915.90	(4,915.90)	-	$ 1,467,778.88
December-2024		5,365.69	(5,365.69)	(4,479.48)	$ 1,463,299.40
January-2025		5,123.29	(5,123.29)	-	$ 1,463,299.40
February-2025		4,722.77	(4,722.77)	8,958.97	$ 1,472,258.37
	$ 1,500,000.00	$ 149,708.20	$ (117,357.73)	$ (60,092.10)	$ 1,472,258.37

Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

ACCOUNT STATEMENT

Midway City Sanitary District

For the Month Ending
February 28, 2025

Client Management Team

Jeremy King
Key Account Manager
213 Market Street
Harrisburg, PA 17101-2141
1-855-678-5447 (1-855-OST-LGIP)
kingj@pfmam.com

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Individual Accounts

Accounts included in Statement

4044-001	Midway City Sanitary District

MIDWAY CITY SANITARY DISTRICT
Midway City Sanitary District
MARIANA SANCHEZ
14451 CEDARWOOD ST
WESTMINSTER, CA 92683

Online Access www.camponline.com **Customer Service** 1-800-729-7665

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Proxy Voting PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

Questions About an Account PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

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Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by ICE Data Services. There may be differences in the values shown for investments due to accrued but uncollected income and the use of differing valuation sources and methods. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

Amortized Cost The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

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Financial Situation In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

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Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

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Key Terms and Definitions

Dividends on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratable amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally $1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed.

Average maturity represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

Monthly distribution yield represents the net change in the value of one share (normally $1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

YTM at Cost The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

Managed Account A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

Unsettled Trade A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

NOT FDIC INSURED **NO BANK GUARANTEE** **MAY LOSE VALUE**

Account Statement - Transaction Summary

For the Month Ending **February 28, 2025**

Midway City Sanitary District - Midway City Sanitary District - 4044-001

CAMP Pool

Opening Market Value	2,002,739.66
Purchases	506.76
Redemptions	(2,000,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	**$3,246.42**
Cash Dividends and Income	506.76

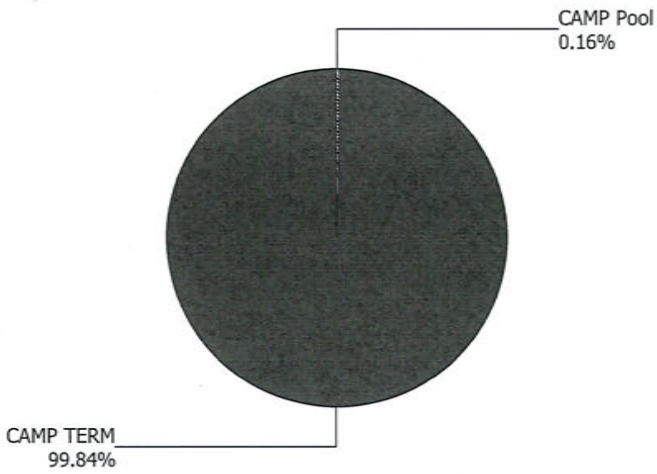
CAMP TERM

Opening Market Value	2,000,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	**$2,000,000.00**
Cash Dividends and Income	0.00

Asset Summary

	February 28, 2025	January 31, 2025
CAMP Pool	3,246.42	2,002,739.66
CAMP TERM	2,000,000.00	2,000,000.00
Total	**$2,003,246.42**	**$4,002,739.66**

Asset Allocation



Investment Holdings

For the Month Ending **February 28, 2025**

Midway City Sanitary District - Midway City Sanitary District - 4044-001

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Estimated Earnings	Est. Value at Maturity
CAMP TERM							
01/31/25	02/03/25	TERM - California Asset Management Program Term Dec 25	08/01/25	4.3600	1,000,000.00	3,105.75	1,021,381.92
01/31/25	02/03/25	TERM - California Asset Management Program Term Dec 25	12/29/25	4.2100	1,000,000.00	2,998.90	1,037,947.67
Total					**$2,000,000.00**	**$6,104.65**	**$2,059,329.59**

Midway City Sanitary District - Midway City Sanitary District - 4044-001

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					**2,002,739.66**
02/03/25	02/03/25	Redemption - TERM Investment	1.00	(1,000,000.00)	1,002,739.66
02/03/25	02/03/25	Redemption - TERM Investment	1.00	(1,000,000.00)	2,739.66
02/28/25	03/03/25	Accrual Income Div Reinvestment - Distributions	1.00	506.76	3,246.42
Closing Balance					**3,246.42**

	Month of February	Fiscal YTD July-February
Opening Balance	2,002,739.66	0.00
Purchases	506.76	2,003,246.42
Redemptions (Excl. Checks)	(2,000,000.00)	(2,000,000.00)
Check Disbursements	0.00	0.00
Closing Balance	**3,246.42**	**3,246.42**
Cash Dividends and Income	506.76	3,246.42

Closing Balance	3,246.42
Average Monthly Balance	145,614.90
Monthly Distribution Yield	4.51%

Trade Date	Settlement Date	Transaction Description	Maturity Date	Stated Yield	Dollar Amount of Transaction
CAMP TERM					
01/31/25	02/03/25	Purchase - TERM Investment	08/01/25	4.3600	1,000,000.00
01/31/25	02/03/25	Purchase - TERM Investment	12/29/25	4.2100	1,000,000.00

AGENDA ITEM 7C

Date: March 18, 2025

To: Board of Directors

From: Robert Housley, General Manager

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

Subject: Receive and File the Engineer Report for February 2025

BACKGROUND

District Engineer prepares a monthly report for the Board of Directors to inform about engineering and engineering related activities. This report includes monthly progress of District projects, reviewed plans, sewer department projects and activities, trainings and meetings, preventive maintenances and repairs of the district assets, and more.

DISCUSSION

1. Local Hazard Mitigation Plan (LHMP) by Navigating Preparedness Associates (NPA), LLC for Microgrid and Other Mitigation Projects
   1.1. An LHMP report is a strategic document prepared for local governments to identify natural and human-made hazards, assess risks, and outline actions to reduce the impact of disasters, thereby enhancing community resilience. This report will support the District Microgrid and other mitigation Projects.
   1.2. A Microgrid is a group of interconnected energy-consuming devices and equipment (e.g., homes, businesses, or industrial facilities) and distributed energy resources within clearly defined electrical boundaries that act as a single controllable entity with respect to the utility grid.
   1.3. The project is in progress. There is a weekly meeting with NPA about the progress of this project.
   1.4. The consultant gave a presentation to the Board of Directors on March 4, 2025.
   1.5. The District provided the requested documents. The District also reviewed the submitted draft report and provided comments on the report.
   1.6. The draft report is now available to the public, and the comment period is from March 5th through March 21st. The District made announcements via social media.
   1.7. Consultant will finish the draft report in about 1 month.

2. Plans Reviewed
   2.1. Sewer permits (residential and non-residential projects)
      2.1.1. This month: 16.
      2.1.2. This fiscal year so far: 161.
   2.2. Development projects (trash enclosures and/or sewer lines):

2.2.1. This month: 3.
2.2.2. This fiscal year so far: 53.

3. Sewer department projects

3.1. Sewer System Master Plan (SMP) Project by AKM

3.1.1. This project includes reviewing available pertinent records, assessing the condition of existing sewer system facilities, utilizing and developing an updated GIS-based hydraulic modeling system, evaluating the existing operations and maintenance practices and identify improvements in the current level of service, and developing a recommended sewer system repair, replacement, and improvement program where system and condition-related deficiencies are identified, recommending future capital improvement program and prioritizing projects.

3.1.2. SMP project is in progress. There is a monthly meeting with AKM about the progress of the project.

3.1.3. AKM will finish in about 2 months according to the new project schedule. A few months' delay is due to Amendment No. 2, which was approved by the Board on March 19, 2024, to the original agreement with AKM.

3.1.4. AKM finished Hydraulic Model Analysis (which is task 6 of the project).

3.1.5. AKM finished Assessing Lift Stations and Developing Capital Rehabilitation Program (which is task 7 of the project).

3.1.6. AKM worked on Developing Comprehensive Capital Improvement Program (task 9 of the project).

3.1.7. AKM worked on Preparation of Master Plan Report (which is part of task 10 of the project).

3.1.8. AKM worked on Preparation and Development of Project Management Plans (task 11 of the project).

3.2. Sewer System Management Plan Audit Findings

3.2.1. The District has started implementing the recommended items from the Audit Report.

3.3. Sewer System Cleaning and CCTV Project By Empire Pipe Cleaning & Equipment

3.3.1. The Contractor worked on cleaning District's sewer lines, inspecting (CCTV) sewer lines, and performing manhole video inspections. The Contractor provided reports detailing the conditions of the District's sewer facilities.

3.3.2. The contractor finished the project.

3.3.3. The District reviewed the final submitted hard drive that contains the entire project videos, data, reports, and data sheets.

3.3.4. District Engineer will collaborate with Contractor and AKM to link the CCTV inspection report with GIS in a new software application at the end of the project.

3.3.5. There is a need for storage to store and retrieve all CCTV videos in a single drive with backup capability for future reference.

3.4. Manholes at Westminster Boulevard and Springdale Street Siphon Project by AKM

3.4.1. There is a blocked and possibly damaged siphon at the intersection of Westminster Blvd and Springdale St.

3.4.2. District is working with AKM to prepare an emergency construction repair plans and specs for construction of two manholes to restore the sewer flow. The project is in the review phase.

3.4.3. The project is in progress. There is a monthly meeting with AKM about the progress of this project.

3.4.4. The District received and reviewed the last revision of the project plans and specifications. The plans and specifications are submitted to other agencies, utility companies, and the City of Westminster for review to prevent any conflicts.

3.5. Capital Improvement Program (CIP) Projects

3.5.1. The District Engineer started evaluating CCTV videos of sewer segments with a Rating 5 for the next CIP Project.

3.5.2. In NASSCO standards, Rating 5 indicates the most severe condition in sewer infrastructure, signaling critical structural or operational defects that require immediate attention to prevent potential system failure.

3.5.3. The RFP for the first-year CIP project will be ready to publish in about 2 months.

3.6. Sewer System Management Plan (SSMP) Report

3.6.1. SSMP includes procedures for the management, operation, and maintenance of the sanitary sewer system. The procedures must: (1) incorporate the prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

3.6.2. The District Engineer started working on the SSMP Report.

3.6.3. The SSMP Report will be submitted to board on April 15,2025 for adoption. The Report is due on May 2, 2025.

4. Sewer Department Activities

4.1. There were 2 callouts this month:

4.1.1. (2) incidents; help with private sewer overflow cleanout and containment.

4.2. There was not any new sewer emergency case project this month.

4.3. There was not any public sewer system overflow this month.

4.4. 73 hotspot locations were cleaned this month.

4.5. About 24 hotspot locations were checked weekly.

4.6. About 51,000 linear feet (9.7 miles) of sewer line was cleaned on the east and/or west side.

5. Trainings and Meetings (not project related)
   5.1. District Engineer and the Sewer Crew attended the three-day NASSCO training.
   5.2. District Engineer attended the SoCal WDR group virtual meeting.
   5.3. District Engineer and Staff attended the Legislative Workshop at the District.
   5.4. District Engineer attended the Advanced Clean Fleets TRIG Infrastructure virtual webinar.
   5.5. District Engineer, Sewer Crew, and staff attended the monthly Sewer Department Meeting at the District.
   5.6. District Engineer and other directors attended the Cybersecurity Grant Planning meeting.
   5.7. District Engineer attended Development Review Team (DRT) follow up meeting at the City of Westminster.
   5.8. District Engineer and other directors attended the GOGOV CRM Demonstration meeting.
   5.9. District Engineer and Director of Operation/Safety attended the WWETT conference in Indianapolis. The District Engineer was one of the five grant recipients nationwide for this event.
   5.10. District Engineer and staff attended the monthly Employee Luncheon.
   5.11. The District Engineer trained the Sewer Crew on 'What to Do When an SSO Happens and How to Fill Out the Report."

6. Preventive Maintenances (PM) and Repairs
   6.1. Clean Energy performed the monthly PM services on the CNG station at the yard.
   6.2. Tesco performed the annual diagnostic service on SCADA system at all four lift stations.

7. Regulation and Reporting
   7.1. California Air Resources Board (CARB)
      7.1.1. None.

   7.2. California Water Resources Control Board (CWRCB)
      7.2.1. The Monthly No-Spills Report is submitted to the CWRCB through the California Integrated Water Quality System (CIWQS).

FISCAL IMPACT
Informational report only.

STAFF RECOMMENDATION
Staff recommend that the Board of Directors receive and file the Engineer Report.

STAFF RECOMMENDATION
None.

AGENDA ITEM 9A

Date: March 18, 2025

To: Board of Directors

From: Robert Housley, General Manager

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

Subject: Presentation and Update on the GoGov Customer Relationship Management System

BACKGROUND
In January 2025, the District purchased the GoGov App, a Customer Relationship Management (CRM) program, to enhance communication and service efficiency for residents. This CRM program will also serve as a centralized tool internally for managing inquiries, complaints, and requests from residents in a streamlined manner. GoGov is a cloud-based CRM software used by local governments and public service agencies. It allows residents to submit requests, report issues, and receive updates through a mobile app or web-based platform. Staff will be using this program to track requests, communicate with customers regarding requests, manage workflow, run reports and analyze data. The GoGov App represents a significant step forward in modernizing MCSD's customer service and operational processes. By streamlining communication and service request management, the District can provide more responsive and efficient services to residents. This app is a completely new management system, and the very first time the District has ever used an official CRM program.

DISCUSSION
Staff has successfully set up the GoGov CRM program and is prepared to begin internal testing following feedback from the Board of Directors. Internal use of the software is scheduled to start on Tuesday, April 1, 2025, allowing staff to evaluate system functionality, identify and resolve any technical issues, update information as needed, and optimize the program for efficiency. Once internal testing has been completed, staff will begin promotional efforts through social media on the District website, to inform residents about the app's features and benefits. The official public launch is scheduled for Thursday, May 1, 2025

FISCAL IMPACT
There is no fiscal impact associated with this item, as it is for information purposes and discussion only.

STAFF RECOMMENDATION
Staff recommends that the Board of Directors give feedback on the features of the CRM program before going live for residents on May 1, 2025.

ATTACHMENTS
None.

AGENDA ITEM 9B

Date: March 18, 2025

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Robert Housley, General Manager

Subject: Update on the Success of the Midway City Sanitary District Health Reimbursement Agreement (HRA) Program

BACKGROUND
On February 15, 2022, the Board of Directors directed staff to establish a Health Reimbursement Arrangement (HRA) for non-represented employees and Board members to supplement existing healthcare benefits. The Board subsequently adopted Resolution No. 2022-10 to formally establish the program, with an effective date of July 1, 2022.

The purpose of the HRA is to assist eligible participants with out-of-pocket medical expenses not fully covered by the District's health plan. The program is fully funded by the District and administered through a third-party administrator, Paychex, which was selected based on cost-effectiveness and its existing relationship with the District. Each eligible participant receives $250 per month in HRA contributions, which must be used within the plan year or forfeited per the plan's provisions.

The implementation of the HRA aligns with the District's ongoing commitment to enhancing employee benefits, improving employee retention, and maintaining a competitive benefits package to attract and retain quality personnel.

DISCUSSION
Since its inception, the HRA program has been successfully integrated into the District's benefits structure, providing financial relief to participating employees and Board members by reimbursing qualified healthcare expenses. Key performance highlights include:

- **Participation & Utilization**
  - The program currently has 14 participants, including non-represented employees and Board members.
  - Utilization data indicates that 100% of participants have actively used their HRA funds for eligible medical, dental, vision, and prescription expenses.

- **Financial Impact**
  - As of December-2024, over 2 ½ year period, the District has contributed approximately **$**71,304 to participants' HRAs.
  - The current annual cost of third-party administration is $1,008 per year, consistent with initial projections.

- Forfeited funds from unused benefits have been reallocated to future contributions/remained with the District per plan rules ($14,719).

- **Employee Feedback & Program Benefits**
  - Feedback from participants has been extremely positive.
  - The HRA has helped reduce financial strain on employees by covering out-of-pocket expenses, reinforcing job satisfaction and retention.

The HRA program has become a valuable enhancement to the District's benefits package, providing meaningful support to employees. Any modifications to the plan can be made during the renewal period in October/November 2025 for the 2026 plan year.

FISCAL IMPACT
There is no fiscal impact associated with this item, as it is for informational purposes and discussion only.

STAFF RECOMMENDATION
Staff recommends that the Board of Directors receive and file this report on the Health Reimbursement Arrangement (HRA) program and provide any direction or feedback as necessary.

ATTACHMENTS
1. Resolution No. 2022-10

RESOLUTION NO. 2022-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ESTABLISHING THE MIDWAY CITY SANITARY DISTRICT HEALTH REIMBURSEMENT ARRANGEMENT (HRA) AND POLICY

WHEREAS, California Government Code Sections 53201 and 53208.5 authorizes the legislative body of local agencies to provide health and welfare benefits to their elected officials, officers, and employees; and

WHEREAS, IRS regulations and guidelines allows for the creation of a Health Reimbursement Arrangement HRA which is a tax-exempt plan allowing employers to reimburse qualified medical, dental, vision expenses of the employee and board member and their qualified dependents; and

WHEREAS, such Health Reimbursement Arrangement plans are available to government employers; and

WHEREAS, the Midway City Sanitary District (District) has determined that it is in the best interest of the District, to establish a HRA, to reimburse qualified medical, dental, vision expenses of the employee and board member and their qualified dependents, pursuant to Internal Revenue Code Section 213(d); and

WHEREAS, the Midway City Sanitary District will offer a HRA which shall be integrated with the Midway City Sanitary District's group health plan, and which shall accept Midway City Sanitary District contributions on behalf of eligible employees and board members who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted under applicable law from time to time; and

WHEREAS, this Resolution establishes and sets forth the District's HRA Plan and Policy and provides for compliance with the above referenced provisions.

/ / /

/ / /

/ / /

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

Section 1: That the Midway City Sanitary Board of Directors authorizes the establishment of a HRA for its non-represented employees and board members and authorizes the General Manager or their designee to take any and all actions necessary to establish the HRA.

Section 2: The HRA Policy attached hereto as EXHIBIT A, is approved.

Section 3: The HRA will be funded with District contributions in amounts determined from time to time pursuant to District policies.

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 19th day of April, 2022.

Andrew Nguyen, President

ATTEST:

Sergio Contreras, Secretary

CERTIFICATION

I, Sergio Contreras, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing Resolution No. 2022-10 was duly adopted at a regular meeting of the Board of Directors of said District, held on the 19th day of April, 2022, by the following vote of the members of the Board:

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

NOES:

ABSENT:

and I further certify that Andrew Nguyen, as President, and Sergio Contreras, as Secretary, signed and approved said Resolution on the 19th day of April, 2022.

Sergio Contreras, Secretary

(District Seal)

STATE OF CALIFORNIA)
) §§
COUNTY OF ORANGE)

I, Sergio Contreras, 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. 2022-10 passed and adopted by the Board of Directors of said District at a regular meeting thereof held on the 19th day of April, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal of said District this 19th day of April, 2022.

Sergio Contreras, Secretary

(District Seal)

EXHIBIT "A"

MIDWAY CITY SANITARY DISTRICT

HEALTH REIMBURSEMENT ARRANGEMENT (HRA) POLICY

Effective July 1, 2022, a Health Reimbursement Arrangement (HRA) was established by the Midway City Sanitary District and includes, but is not limited to, the terms and conditions set forth below:

Purpose:
The purpose of this policy is to establish and set forth the parameters for creating and maintaining the Midway City Sanitary District (District) Health Reimbursement Arrangement (HRA). The HRA plan will be integrated with the District's current health benefits.

A. **Health Reimbursement Arrangement (HRA):** An HRA is an account that an employer credits with dollar amounts that may be used to pay or reimburse eligible health care, dental, and vision expenses incurred by participants and their eligible dependents.

B. **Legal Status**: This HRA benefit is intended to qualify as a medical reimbursement plan under Internal Revenue Code (IRC) Sections 105 and 106 and the regulations issued thereunder, as a health reimbursement arrangement (HRA). The expenses reimbursed under the HRA plan are intended to be eligible for exclusion from participating employees' gross income under IRC section 105(b).

C. **Plan Year:** The District's HRA plan year is from January 1 to December 31.

D. **Ownership of HRA & The District's Right to Amend**: The HRA is owned by the District. While the District fully expects that this HRA benefit will continue indefinitely, permanency of the Plan will be subject to the District's right to amend or terminate the HRA benefit. Nothing in this HRA is intended to be or shall be construed to entitle any participant to vested or non-terminable benefits.

   The District reserves the right to amend at any time any or all of the provisions of the HRA. Such amendments may apply retroactively or prospectively as set forth in the amendment.

E. **District's Right to Terminate:** The District reserves the right to discontinue or terminate the HRA without prejudice at any time and for any reason without prior notice. Such decision to terminate the HRA shall be done according to plan terms and applicable law.

   Any such amendment, discontinuance or termination shall be effective at such date as the District shall determine.

F. **Expenses Eligible for Payment/Reimbursement:** Eligible expenses are defined by Internal Revenue Code Section 213(d), which includes but is not limited to, doctor visits and surgeries, over-the-counter medications, prescription drugs, dental and orthodontia, and vision expenses.

G. **Eligibility & Effective Date of Enrollment:** A non-represented employee or board director; and their spouse, federal tax dependents, or children who are under age 27 as of the end of the taxable year, are eligible to participate.

Eligible spouse and dependents must be enrolled in the District's medical benefit plan to be eligible under the HRA plan, as a dependent. Spouses and dependents not enrolled in the District's health plan, are not eligible for HRA benefits and reimbursements.

Outside of open enrollment, enrollment will coincide with enrollment in the District's health benefit with CalPERS, which is effective on the first day of the month following the participant's date of hire.

H. **Excluded Participants:** Temporary, seasonal, and represented employees under a bargaining agreement are excluded from participating in this Plan.

I. **HRA Contributions & Taxability:** All funds for the plan shall come exclusively from the District. At its sole discretion, the District will determine the dollar amount to be credited. There are no direct or indirect employee contributions. HRA funds are tax free to the employee for health-related expenses.

The Board of Directors will establish the annual contribution amount for participants and may change the annual contribution amount at any time in accordance with the plan terms and applicable law.

Effective July 1, 2022, and each plan year thereafter, the monthly HRA contribution per account will be set at $250.00 per month for the employee and their eligible dependents. Board members will receive the same benefits as eligible employees.

J. **Treatment of Unused Amounts:**

1. Any amounts credited to an HRA that remain unused cannot be cashed out.

2. Unused amounts remaining in an HRA at the end of a plan year shall be forfeited, subject to the Spend Down Provision.

3. Any unused amount remaining in an HRA at the time of an employee's separation from the District, and after the spend down period has passed, shall be forfeited.

K. Opt-Out: At termination of employment, HRA coverage may continue per the Spend Down Provision, unless the Plan terms prohibit post-employment spend down.

1. Participants are permitted annually to permanently opt out of and waive future reimbursements from the HRA.

2. Terminated employees may elect to opt out of or waive post-termination HRA spend down coverage period.

3. In the event that the participant opts out of participation in the HRA plan, all vested and unvested funds shall be forfeited.

L. Spend Down Provision: Upon separation of the District or after the end of a plan year, the participant has ninety (90) days to submit claims to the administrator for reimbursement.

In the case of death of the active participant, the HRA account shall be available for use by the retiree's eligible dependents for qualified claims and according to plan terms and applicable law. Any HRA account balance remaining twelve (12) months after the participant's death or at the end of a plan year, shall be forfeited.

M. Reimbursements After Termination: When a participant separates from the District and ceases to be a participant under this HRA plan, the participant will not be able to receive reimbursements for expenses incurred after their participation terminates. However, participants may claim reimbursement for any qualified expense incurred during the period of coverage prior to termination of participation subject to the Spend Down Provisions.

N. Repayment of Excess Reimbursement: If it is determined that a Participant received payments under this plan that exceed the amount of eligible medical expenses that have been properly sustained during the Plan Year as set forth herein or reimbursements have been made in error, the Participant will be required to repay the excess amount to the Employer within sixty (60) days on receipt of any notification.

SDRMA
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

March 3, 2025

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

Re: 2025/26 Budget Estimates

Dear Robert,

In preparation for the 2025/26 renewal on July 1, 2025 we are providing our program members with a preliminary renewal contribution estimate to help with budget planning for the 2025/26 fiscal year. We will continue to provide updates as we obtain renewal cost information from our program excess/reinsurers over the next few months. **Final contribution amounts will not be confirmed until we issue the 2025/26 renewal invoices in May and June.**

2025/26 Estimated Property/Liability contribution: $508,608 based on the following assumptions:

- Your agency's reported exposures on the 2025/26 renewal questionnaire, which include a 2.01% inflationary factor to the value of scheduled buildings and 1.51% inflationary factor to the value of scheduled contents per board policy.
- Pool reinsurance rate increase of 10% based on early estimates from our reinsurance brokers.
- Credit Incentive Program (CIP) points for 2024/25 earned to date have been included in this estimate.

2025/26 Estimated Workers' Compensation contribution: $154,380 based on the following assumptions:

- Estimated payroll provided on the 2025/26 renewal questionnaire.
- 2025/26 Calculated EMOD of **85%**. EMOD worksheet will be available with March estimate.
- Pool reinsurance rate increase of 16% to 24% based on early estimates from our reinsurance brokers.
- Credit Incentive Program (CIP) points for 2024/25 earned to date have been included in this estimate.

This budget estimate is specifically provided to assist you with preliminary budgeting and is NOT a renewal indication, renewal quote, or a "not-to-exceed" contribution. While staff strive to have the estimate numbers provided for the members to budget a conservative number for planning purposes, the final renewal contribution amount may be in excess of this estimate depending on the changing conditions of the insurance market over the next few months plus any differences in exposure or losses which have not yet been reported to SDRMA. If staff and our brokers are beginning to see signals from the insurance markets that our estimates are not enough, we will send communication out to members as soon as possible to assist with your budgeting and planning process. The Brokers and carriers are able to do a great job of offering indications at this point for our reinsurance and excess rates. The pooled rates remain stable with an average increase of about 3.7% between both programs.

New for 2025-26:

Property/Liability Program

Beginning in program year 2025-26, SDRMA is transitioning to the use of an Experience Modifier (EMOD) on the liability lines of coverage for program year 2026-27. An EMOD is a more commonly used factor comparing the member's losses to those of the other members in the pooled program. Loss history was previously reviewed annually and manually updated based on losses in the prior years. Effective July 1, 2026, the EMOD will automatically calculate based on the prior years of liability loss data. This could result in "credit" or "charge" depending on losses, for the purposes of adjusting (modifying) each member's contribution to more accurately and equitably reflect each member's losses relative to the losses in the program.

SDRMA
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Workers' Compensation Program

Beginning in program year 2025-26, SDRMA is moving away from solely relying on the Workers' Compensation Insurance Rating Bureau's (WCIRB) rating model for the EMOD. The existing formula used the three most recent full program years of actual claims and payroll data and compared each individual member's actual claims and payroll data to California state averages. Effective July 1, each member will have a loss ratio calculated that will be divided by the pool's program average loss ratio to calculate a corresponding EMOD (in other words, how does each member compare to all of the other members' losses and the pool as a whole), using the prior three years of loss history. This will eliminate the use of WCIRB's formula that looks at the entire state's losses, which have been historically higher on average than that of the SDRMA pooled member losses, creating the optimal calculation in the most equitable way for membership.

On behalf of the SDRMA Board of Directors and our entire risk management team, we thank you for your continued participation in our programs.

Sincerely,

Wendy Tucker, AU
Underwriting/Program Manager

California Association of Joint Powers Authorities
With Excellence
ACCREDITED
2005 - 2026

SDRMA
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

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***.

California Association of Joint Powers Authorities With Excellence ACCREDITED 2005 - 2026

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. *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

Please do not hesitate to contact us at 800.537.7790 or 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

2025 Nomination Packet Checklist

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 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

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 **seven Board Members**, 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. **Four seats are up for election this year.**
Term of Directors	Directors are elected for **four-year terms**. 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 **seven to ten times annually** 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 **2:00 to 5:00 p.m. Wednesday** and **8:30 to 10:00 a.m. Thursday**.
Meeting Length	Meetings are **four to six hours** on average.
Average Time Commitment	Commitment per month ranges from **15 to 20 hours**.

"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."

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
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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

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

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

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 26th 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:

Sandy Seifert-Raffelson, President
Board of Directors

ATTEST:

Brian Kelley
Chief Executive Officer

SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION

Resolution No. ____

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

SAMPLE

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:

_____
President/Governing Body

ATTESTED:

_____
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)

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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)

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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_____

Resolution No. ____

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

SAMPLE

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

Special District Risk Management Authority
Board of Directors
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District/Agency _____

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Special District Risk Management Authority
Board of Directors
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Candidate Signature _____Date_____

Special District Risk Management Authority
Board of Directors
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Candidate*
District/Agency
Work Address
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Special District Risk Management Authority
Board of Directors
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Candidate Signature _____Date_____

ORANGE COUNTY TREASURER-TAX COLLECTOR
SHARI L. FREIDENRICH, CPA
P.O BOX 4005, SANTA ANA, CA 92702

Pay Online!
www.ocpayment.com

Midway City Sanitary District
Attn: Robert Housley
14451 Cedarwood Ave
Westminster, CA 92683

Invoice #:	R1399
Invoice Date:	03-04-25
Account #:	
Agency:	Registrar of Voters

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	Total cost of Presidential General Election held on November 5, 2024	$119,841.20	$119,841.20
		TOTAL DUE	**$119,841.20**

Please detach original payment coupon. Do not staple, tape or clip your coupon to your check.

Invoice #	R1399
Invoice Date	03-04-25
Account #	
Amount Due	$119,841.20

IMPORTANT - PLEASE PROCESS IMMEDIATELY

MAKE CHECK PAYABLE TO: COUNTY OF ORANGE

MAIL TO:

COUNTY OF ORANGE
ATTN: TREASURER-TAX COLLECTOR
P.O. BOX 4005
SANTA ANA, CA 92702-4005

For Billing Questions contact: Janlus Chou 714-567-7422

PLEASE VISIT WWW.OCPAYMENT.COM TO PAY BY CREDIT CARD

VISA MasterCard DISCOVER NETWORK AMERICAN EXPRESS ELECTRONIC CHECK

Midway City Sanitary District Director

	COST	0.5453%
OPERATION	BASED ON	VOTERS
TALLY CENTER		1,311.29
VOTER INFORMATION GUIDES (SAMPLE BALLOTS)		6,949.33
CANDIDATE FILING		0.00
VOTE CENTER OPERATIONS		3,128.51
PHONE BANK OPERATIONS		0.00
SUPPLIES		6,822.74
POSTAGE (EXCEPT VBM)		5,062.61
OFFICIAL BALLOTS		0.00
LABOR SPREAD (LABOR SUMMARY)		50,890.09
VOTE CENTER LOCATION RENTAL		286.12
TRAINING CLASS FACILITY		0.00
OUTREACH OPERATIONS		1,580.13
MILEAGE CLAIMS		57.64
AGENCY LABOR - TEMPORARY HELP (WAREHOUSE)		0.00
AGENCY LABOR - TEMPORARY HELP (VOTE CENTER STAFF)		0.00
TRANSLATIONS		0.00
OTHER - OTHER COUNTY AGENCIES		962.27
SHARED COSTS BY BREAKDOWN (EXCLUDES VBM)		77,050.73
TOTAL OF SHARED COST (EXCLUDES VBM)		77,050.73

VOTE BY MAIL	
BALLOTS/SUPPLIES	6,651.39
POSTAGE	1,540.98
AGENCY LABOR - AV DATA ENTRY	0.00
AGENCY LABOR - AV PROCESSING	0.00
IN-HOUSE VBM LABOR (LABOR SUMMARY)	13,983.02
LABOR (VBM BOARDS)	0.00
TOTAL VOTE BY MAIL	22,175.39

UNIQUE COSTS	COST	QTY	TAX	TOTAL
MEASURE		0	INCLUDED	
RETURNED BALLOT POSTAGE	0.93	3,811	N/A	3,544.23
VOTER EQUIPMENT RECOVERY COST	0.29	58,865	N/A	17,070.85
SIGNATURE VERIFICATION	3.40	0	N/A	

REGULAR OPERATIONS	
BALLOTS/VOTER INFORMATION GUIDES	6,949.33
SUPPLIES AND LEGAL PUBLICATIONS	11,875.14
POSTAGE	5,062.61
OTHER SERVICES AND SUPPLIES	2,273.56
LABOR	50,890.09
UNIQUE COSTS	20,615.08
CANDIDATE STMTS	0.00
MEASURE	0.00
TOTAL UNIQUE COSTS & REGULAR OPERATIONS	97,665.81

Presidential General Election November 5, 2024

Midway City Sanitary District Director

*** INVOICE***

VOTE BY MAIL		
BALLOTS/SUPPLIES	6,651.39	
POSTAGE	1,540.98	
LABOR	13,983.02	22,175.39
REGULAR OPERATIONS & UNIQUE COSTS		
BALLOTS/VOTER INFORMATION GUIDES	6,949.33	
SUPPLIES AND LEGAL PUBLICATIONS	11,875.14	
POSTAGE	5,062.61	
OTHER SERVICES AND SUPPLIES	2,273.56	
LABOR	50,890.09	
UNIQUE COSTS	20,615.08	
CANDIDATE STMTS	0.00	
MEASURE	0.00	97,665.81
TOTAL INVOICE		**119,841.20**
COST PER VOTER @	58,865	2.04

2025 Board Meeting Calendar

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

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

MARCH						
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
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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
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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
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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

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

3/25-26 SDRMA Spring Education Day
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 03/18/25