



# FY 2019 -2020

Proudly Serving  
Westminster & Midway City  
Since 1939

## MIDWAY CITY SANITARY DISTRICT ANNUAL BUDGET Providing 81 Years of Service! 1939-2020



### Our Mission Statement

"The Board of Directors and Employees of 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."

# Midway City Sanitary District

Annual Budget

Fiscal Year July 1, 2019 - June 30, 2020



Submitted by  
**Kenneth J. Robbins Jr., General Manager**

Prepared by the  
Finance Department  
**Robert Housley, Director of Finance and Human Resources**

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## Midway City Sanitary District Elected Officials



**Chi Charlie Nguyen**  
President  
(714)329-2280



**Sergio Contreras**  
President Pro-Tem  
(714)893-3553



**Al P. Krippner**  
Treasurer  
(714)893-3553



**Andrew Nguyen**  
Secretary  
(714)893-3553



**Margie L. Rice**  
Treasurer/Secretary Pro Tem  
(714)893-1732

### PRINCIPAL STAFF

General Manager.....	Kenneth J. Robbins Jr.
Finance/HR Director.....	Robert G. Housley Jr.
Executive Secretary/Board Clerk.....	Danielle Gerardo
Director of Operations/Safety .....	Nicolas Castro
Lead Sewer Maint. Worker/Construction Inspector.....	Randy Griffith
Lead Solid Waste Worker.....	David Hernandez
Lead Fleet Maintenance Mechanic.....	Juan Salce



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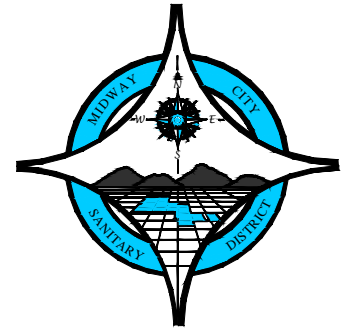
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# EXECUTIVE SUMMARY



Kenneth J. Robbins Jr.  
General Manager



Robert Housley  
Director of Finance and HR

## Executive Summary

June 18, 2019

Honorable Board of Directors:

What an exciting year we just had implementing a new organics program and what another great year we have ahead of us. The Midway City Sanitary District is celebrating its 80<sup>th</sup> year of providing excellent solid waste and sewer services to the residents and businesses of Midway City and the City of Westminster.

We are pleased to present to you a balanced budget for the Midway City Sanitary District for Fiscal Year 2019-2020. This document demonstrates how the organization will continue to implement its vision to be a sustainable organization in service to the community and continue to take Midway City Sanitary District down the path of strong fiscal health and transparency.

The operating and capital budgets and reserves are presented for all District activities and these budgets are balanced with current resources matching appropriations.

The budgets for the Midway City Sanitary District (MCSD) consist of a \$12,596,301 operating budget and a \$4,976,000 capital outlay and improvements budget which includes \$3,500,000 for payments towards unfunded pension costs, OPEB liabilities as well as establishing a 115 CEPPT trust for future retirement costs (Board approved August 2019). The size of these budgets is indicative of the breadth, depth and diversity of services, projects, and activities undertaken by the Midway City Sanitary District for public health and safety, quality of life, and infrastructure maintenance. The adopted budget reflects:

- 1 New CNG Sewer Vactor truck
- 8 New lift station pumps for replacement
- 1 New Pickup Truck and cart lift attachment for the Solid Waste Department
- 1 New CNG Solid Waste Truck
- Architectural services for Updating several District buildings and Solar Project
- Funds for payments towards any unfunded liabilities for retirement or Post-Employment Benefits.

We are pleased that this is being achieved with no rate increases for the 13<sup>th</sup> consecutive fiscal year for residential solid waste collection and residential sewer services, while variable costs to the District continue to increase year-after-year.

The District's overall budget uses a multi-pronged strategy to maintain services and update infrastructure while strengthening Midway City Sanitary District's financial position and not having to tap into reserves. The strategy involved:

- Reductions in operating expenditures without jeopardizing core services
- Business process and efficiency improvements, including the use of technology, and continued evaluation of how services are performed, the use of partners the District can work with to benefit the District's residents and business.

This document is consistent with the Board's direction following several public meeting workshops and provides a framework for District activities during the next fiscal year. This document serves as a source of information for the MCSD Board of Directors, our employees and ratepayers.

This budget strongly supports the primary mission of the District, touching on all key areas. The Budget was constructed by utilizing a conservative approach in projecting revenues and corresponding expenditures. This conservative approach is necessary, as the District must continue to be sensitive to potential changes in the condition of the State and local economy.

The budget as presented is well balanced and is consistent with the policy direction reflected in the Board of Directors' goals. The budget reflects the Board of Directors' commitment to long-term financial planning, cost effective services, and financial policies that recognize the need to fund future obligations.

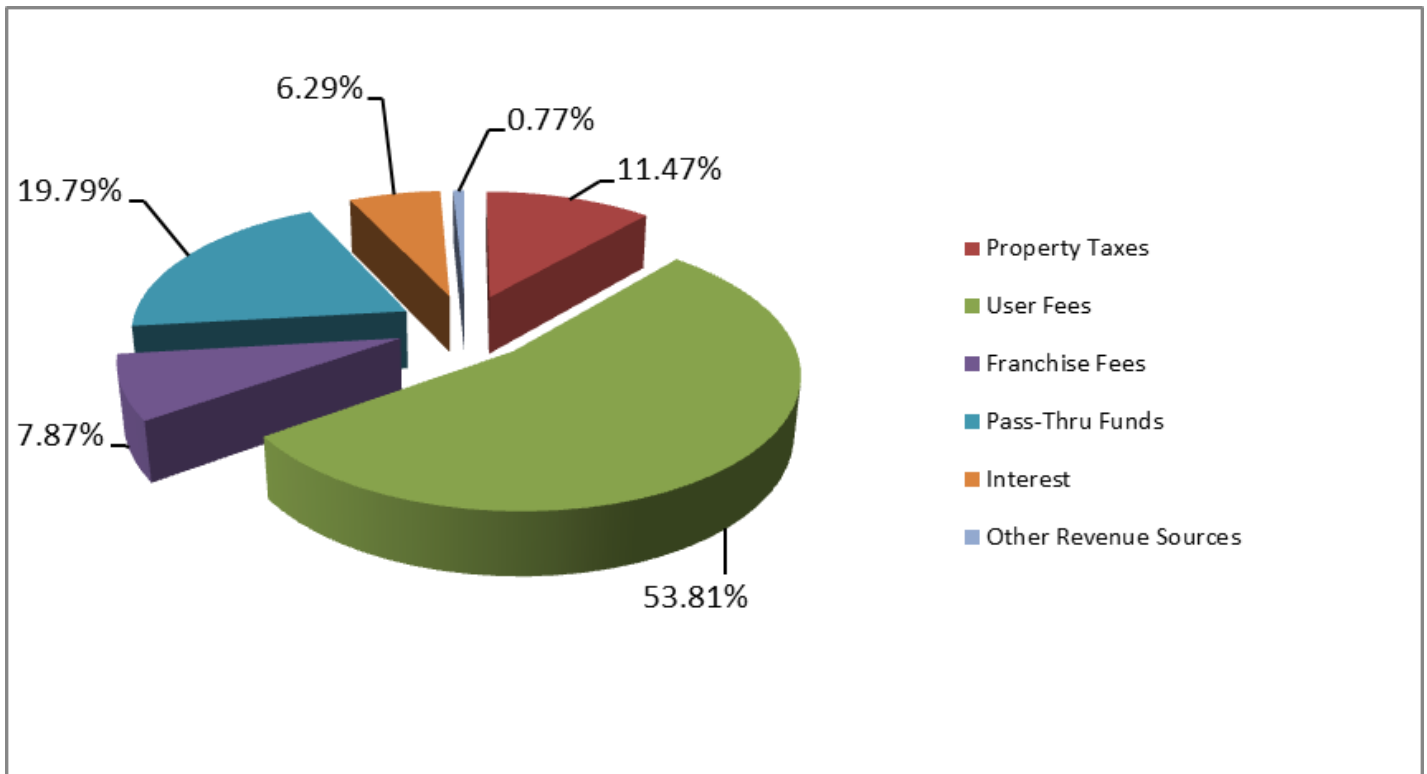
An underlying principle in preparing the budget is to establish service level efforts and funding in accordance with the priorities set by the Board of Directors in a prudent fiscal manner. The on-going challenge we face as a District is operating within fiscal resources. The budget process involves the operating departments prioritizing needs based on available resources while maintaining excellent service levels.

The budget is based upon an in-depth analysis of actual and projected fund balances, revenues, and expenditures. The management team reviewed individual department requests and prioritized activities based upon the Board of Directors' goals. At the conclusion of this process, the adopted budget was prepared, and it is being submitted to the Board of Directors for review and adoption.

Revenues by Source

Midway City Sanitary District (MCSD) receives its revenues from a variety of sources. The pie-chart below reflects MCSD’s primary source of funding for District activities. Predominately MCSD’s funding, 53.81% comes from User Fees assessed to users of the Sewer and Solid Waste services MCSD provides. The second highest source of funding is the portion of Ad Valorem Taxes and Pass-thru funds MCSD receives from property owners of the District at 31.26%.

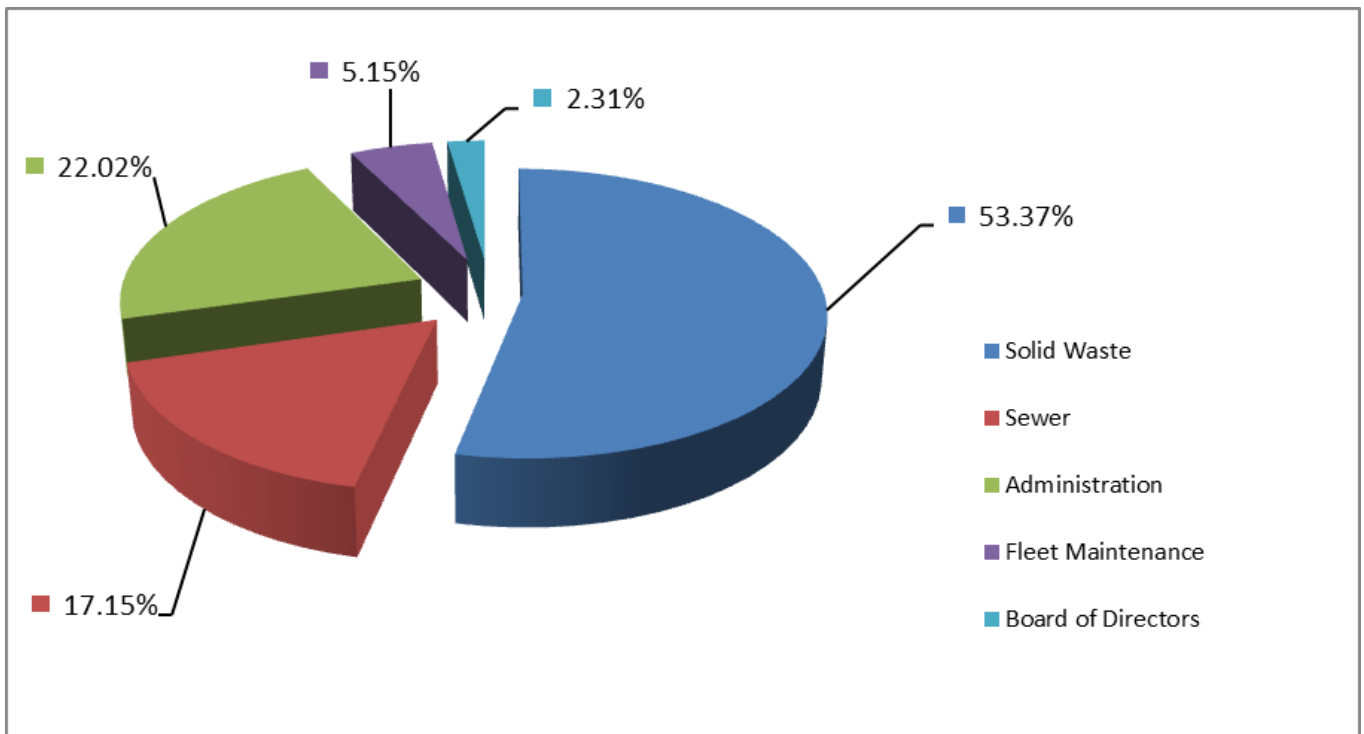
*Primary Revenues by source:*



Expenses by Department:

Historically the District’s budget is broken down by department. The adopted budget document continues that practice with a detailed narrative and accounts for the District’s revenues, expenses, and capital expenditures. Refuse (Solid Waste) accounts for 53.37% of the operating budget and sewer services at 17.15% for a combined total of 70.52%. The additional 29.48% are support services including the Board of Directors, fleet maintenance and administration departments.

Operating Expenses shown by department:



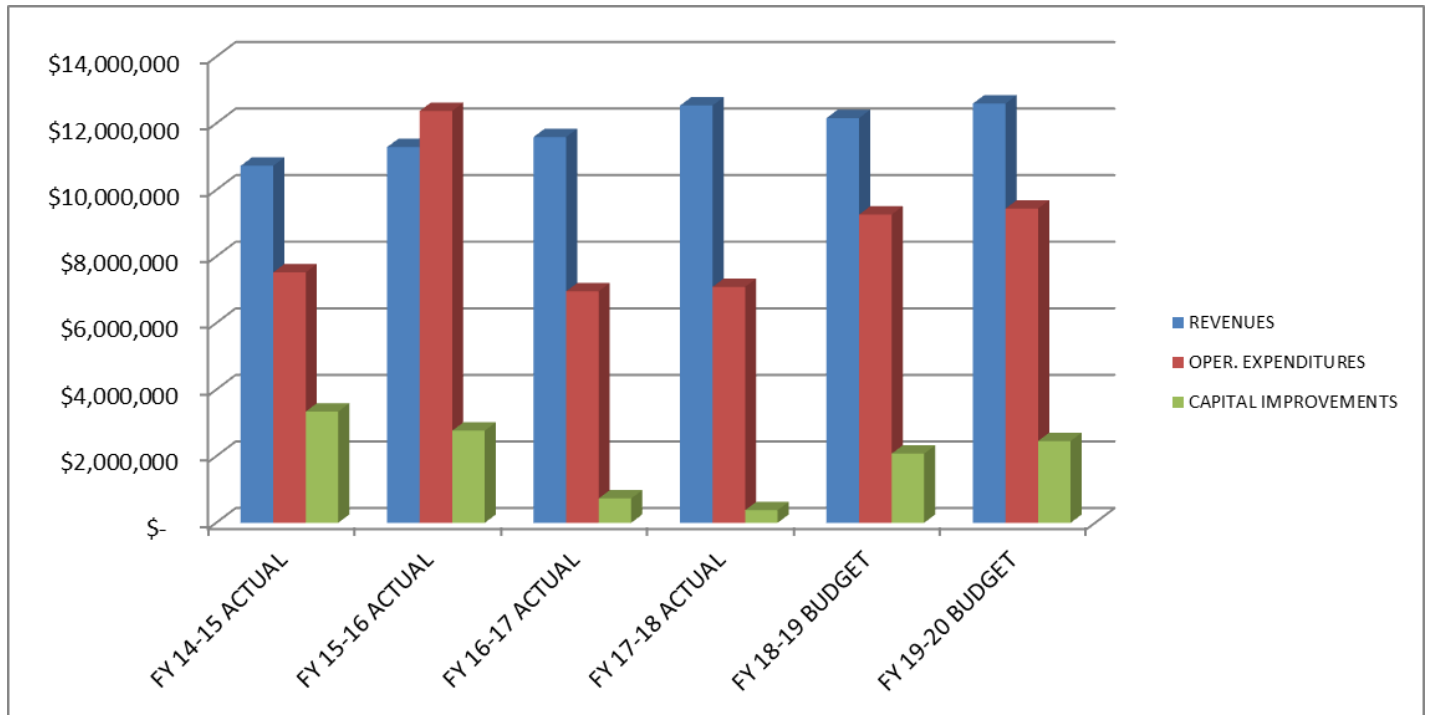
Revenues, Expenditures, and Capital Improvement Program:

MCSD’s revenues, expenditures, and capital expenditures have risen gradually as expected due to a changing economy, inflation and needed capital improvements. The adopted budget continues to account for revenues and plan for the expenses needed to continue to support the high level of services MCSD provides to the community.



Capital project spending is usually a multi-year process and the expenses are typically determined by what phase the project is in. The capital spending details are included in the appropriate sections of the budget.

The chart below gives a historical comparison of MCSD’s revenues, expenditures, and Capital Improvement Program (CIP) spending over a period of years. Most notable are the steady state of revenues and annual increases in operating expenditures. Operating expenditures are nearing our revenue resources.



Fiscal Challenges:

The budget is the culmination of months of effort by the Board of Directors and District staff to balance available resources with the services desired by Midway City Sanitary District residents and businesses. It represents the Board of Director’s and staff’s best recommendations for meeting fund balance requirements and service delivery objectives, while providing tangible outcomes for programs and projects rooted in the Board of Directors’ goals. This budget will guide the Midway City Sanitary District through the next fiscal year.

As is the case for all budgets, the document before you is a fluid one. Developing and monitoring MCSD’s budget is an ongoing process, with modifications and adjustments made throughout the year to respond to unanticipated events. There are finite numbers in this budget, but there are also some unknowns, for which MCSD must be financially prepared.

The budget appropriately considers these economic realities and places MCSD in a position to act as needed in the coming years. Understanding that costs are rising faster than revenues, MCSD has exhibited prudent foresight and continues to find ways to limit the possibility of reducing service levels in the wake of financial constraints. The major components of costs in our budget are those with the greatest inflationary pressures.

Conclusion:

While the budget outlook is generally positive, the District still faces some basic challenges. Growth in District costs continues to run ahead of inflation and is essentially unmatched in the growth of revenues. In this context, departments will be asked to be cognizant of spending habits and to find ways to cut costs while maintaining the District's current service levels.

We are indebted to the Board of Directors for its leadership and overall direction in the development of this budget, and moving our District forward in a positive and responsible direction.

The Budget is balanced; the Board of Directors' goals are funded; the challenges we face are manageable; and the opportunities are abundant.

With that, we are proud to commend District staff throughout the organization for their high degree of professionalism, commitment and effort. The collaborative and disciplined efforts that went into developing and producing this budget were truly a team effort.

Thank you

Kenneth J. Robbins Jr.  
General Manager

Robert G. Housley Jr.  
Finance/HR Director

## Vision of the Midway City Sanitary District

The Vision Statement supports the Mission Statement by expressing a broad philosophy of what the Midway City Sanitary District strives to achieve now and in the future in the delivery of services to our customers, vendors, other agencies, the general public, and each other.

Our vision for Midway City Sanitary District is to be the recognized leader for the provision of solid waste and sanitary sewer collection services.

- Our vision is to enjoy a positive reputation in the county for the provision of these services.
- Our vision is to eliminate areas within our sewer system, which require higher levels of maintenance.
- Our vision is to divert more solid waste from the landfill and increase recycling percentages.
- Our vision is to implement up-to-date technology in all operations.
- Our vision is to maintain a rate structure and rate reserves to support the infrastructure and operations.
- Our vision is to develop the best possible workforce by providing equipment, safety training and standards of operation.

Through the promotion of social responsibility and environmental stewardship, the District in partnership with the community, will continue to improve upon the preservation and decision making to produce optimum financial, environmental and societal results.

## Core Values of the Midway City Sanitary District

The Core Values support the Mission and Vision Statements by expressing the values, beliefs, and philosophy that guide our daily actions. They help form the framework of our organization and reinforce our professional work ethic.

### **Honesty, Trust and Respect**

To aspire to the highest degree of integrity, honesty, trust and respect in our interaction with each other, our suppliers, our customers and our community.

### **Teamwork and Problem Solving**

To strive to reach MCSD goals through cooperative efforts and collaboration with each other and our constituents. We will work to solve problems in a creative, cost-effective and safe manner, acknowledging team and individual efforts. We will act in a manner that protects our environment, and we will always be responsive to our customers' needs.

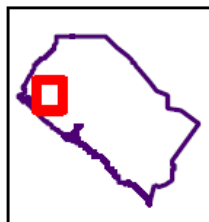
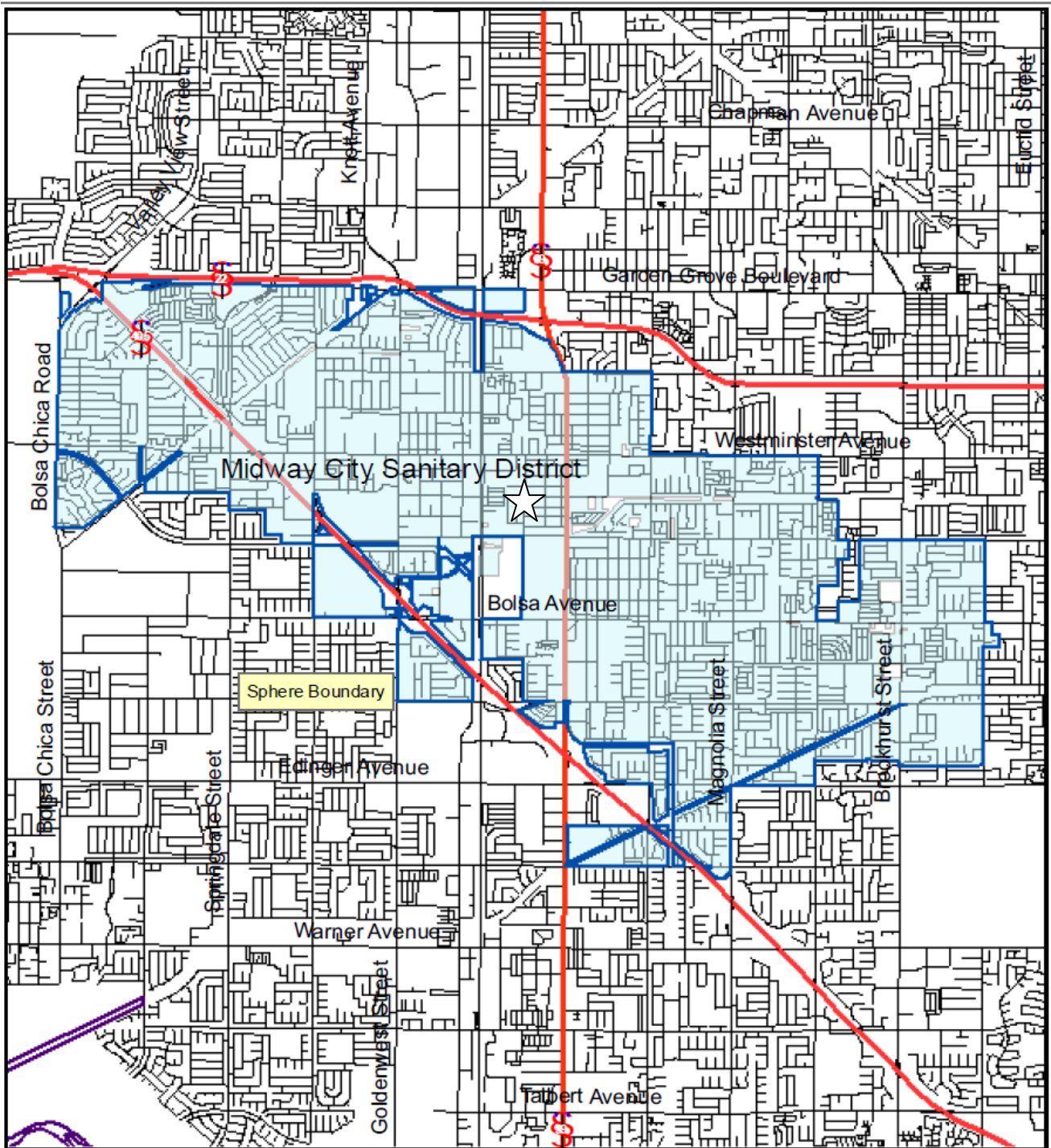
**Leadership and Commitment**

To lead by example, acknowledging the value of our resources and using them wisely and safely to achieve our objectives and goals. We are committed to act in the best interest of our employees, our organization and our community to protect the environment in each of our operations and projects.

**Learning and Teaching – Talents, Skills and Abilities**

To continuously develop ourselves, enhancing our talents, skills and abilities, knowing that only through personal growth and development will we continue to progress as an agency and as individuals.

### Midway City Sanitary District Sphere of Influence Map



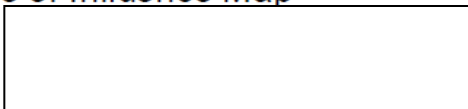
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### Midway City Sanitary District Sphere of Influence Map

**Legend**

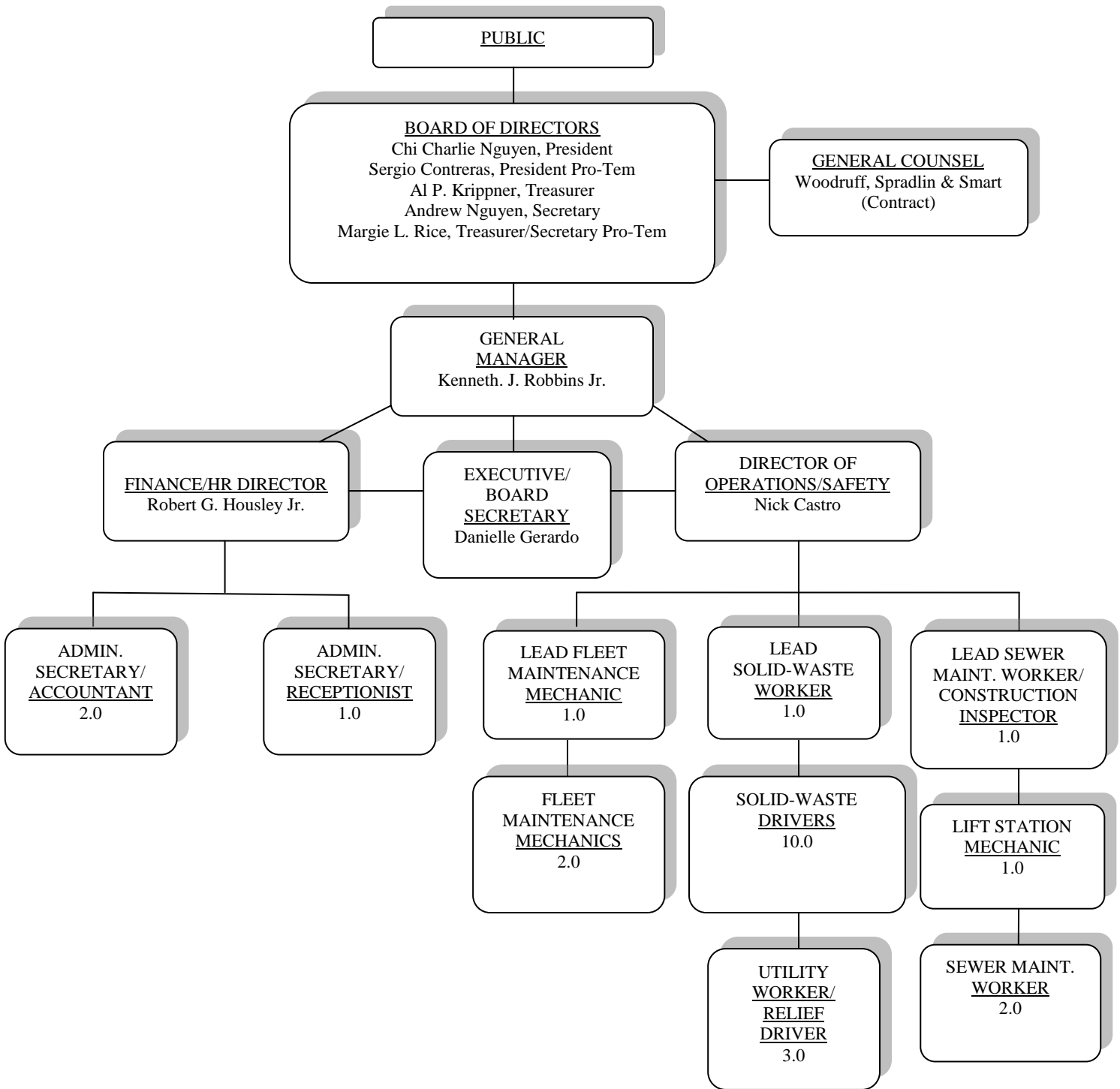
- Sphere Boundary
- District Boundary



11/16/06

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### Midway City Sanitary District Organizational Chart



## Midway City Sanitary District Information and Statistics

The Midway City Sanitary District (MCSD) was formed by a vote of the people in 1939 for the purpose of providing the community refuse and sewer services. MCSD is an independent special district of the State of California, formed in 1939 under the Sanitary District Act of 1923. The first meeting of the Midway City Sanitary District Board was held January 13, 1939 at 7:00 P.M. at the fire hall in Midway City.

The Midway City Sanitary District services more than 102,048 residents within its 10.4 square mile service area of the City of Westminster and the unincorporated area of the County of Orange known as Midway City. The Midway City Sanitary District provides solid waste to approximately 19,230 residences and sewer services to approximately 34,485 residences & businesses.

Midway City Sanitary District is operated by a Board of Directors, General Manager, administrative staff and field personnel. The Board of Directors is elected by the public and serves staggered four-year terms. The Board of Directors meets on the first and third Tuesdays of each month. The General Manager is hired by the Board of Directors. Midway City Sanitary District currently employs twenty-four (24) employees that work in one of the service categories: administration, sewer system maintenance, solid waste and fleet maintenance.

The Midway City Sanitary District provides wastewater collection, cleaning of sewage lines, approval of plans, and the inspection of the construction of sewer built within MCSD boundaries by developers, and solid waste disposal services to the residents and businesses (via a third party franchisee) of the District.

MCSD owns and operates vehicles for the above purposes and also owns property on which the MCSD office and truck facilities are located including a garage and other buildings for the purpose of servicing and maintaining trucks and sewer lines. MCSD has contracted with a third party for the collection of commercial solid waste collected in bins.

MCSD recovers the cost of its services through service rates imposed on users of the service. The current annual rates for services are \$87 per year per unit for sewer service for residential and \$177 per unit for residential curbside service.

Midway City Sanitary District's fiscal year runs for a twelve (12) month period beginning July 1 through June 30 of the following year. The District's budget consists of two separate components, operations and capital improvements.



**Location**

Midway City Sanitary District is located with the 22 (Garden Grove) Freeway on its northern boundary and the 405 (San Diego) Freeway on its southern boundary. It is 15 minutes from Disneyland and Knott’s Berry Farm and 10 minutes from Southern California’s beautiful beaches. The John Wayne airport is within 10 miles and Los Angeles International airport is 45 minutes away.

**Government**

The governing board is made up of five Directors elected by popular vote to serve four-year staggered terms. The Board Directors annually selects one of its members to serve as Board President. The General Manager is appointed by the Board of Directors.

**Population**

Midway City Sanitary District currently serves a population of 102,687 residents, ranking among one the largest sanitary districts in California. While the population that Midway City Sanitary District serves grows each year, population growth has slowed since the 1970’s.

<u>Year</u>	<u>Westminster</u>	<u>Midway City</u>	<u>Total Residents Served</u>
2019	92,610	8,760	101,370
2018	94,476	8,733	103,209
2017	93,553	8,673	102,226

**Solid Waste (Refuse) Services**

2018-2019

Residential Solid Waste Pick-up	19,401	customers
Commercial Service (CR&R)	1,316	customers
Total Solid Waste Customers	20,717	customers

**Solid Waste and Recycling Tonnages**

	<i>Solid Waste</i>	<i>Recycling</i>	<i>Organics</i>	<i>Total</i>
2018-2019	30.4 tons	7.4 tons	3.2 tons	41.0 tons
2017-2018	32.0 tons	7.3 tons	0 tons	39.3 tons

**Sewer Services**

2018-2019

Residential Sewer Units	31,434	connections
Commercial & Industrial Units	3,162	connections
Total Sewer Connections	34,596	connections

**Sewer Millions of Gallons a Day (MGD)**

2007-2020	18 MGD Capacity
Prior to 2007	13 MGD Capacity

**Property Tax Assessed Valuation**

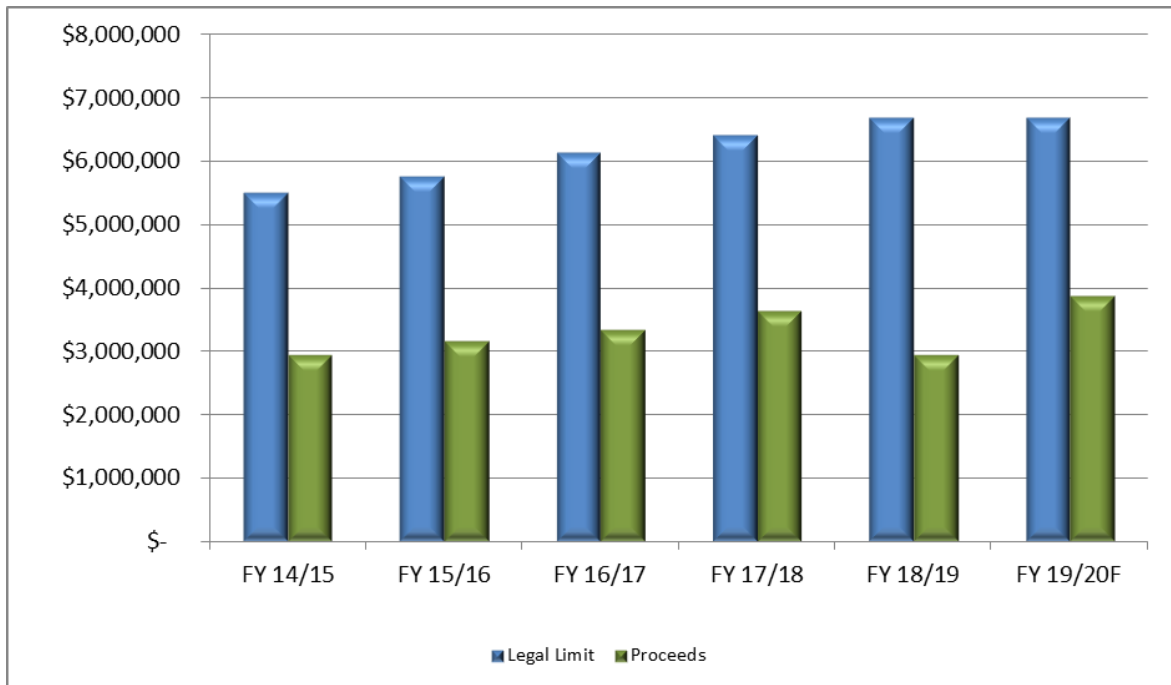
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Locally Assessed	7,785,340,030	8,412,428,368	8,681,000,320	9,149,669,317	9,664,439,113
State Assessed	234,313	234,313	234,313	234,313	0
Total Secured	7,785,574,343	8,412,662,681	8,681,234,633	9,149,903,630	9,664,439,113
Unsecured Values	220,511,981	277,245,756	170,252,882	208,607,058	217,404,686
Total Values	8,006,086,324	8,689,908,437	8,851,487,515	9,358,510,688	9,881,843,799
Change	446,957,855	683,822,113	161,579,078	507,023,173	523,333,111

### GANN APPROPRIATIONS LIMIT

Commonly referred to as the Gann Limit, this was a ballot initiative adopted in 1980, and modified by Proposition 111, which passed in 1990, to limit the amount of tax proceeds state and local governments can spend each year. The Gann Limit now appears in the California’s State Constitution as Article XIII B.

The limit changes annually and is different for every organization. Each year’s limit is based on the amount of tax proceeds that were authorized to be spent in FY 1978-79 in each jurisdiction, and modified for changes in inflation and population in each subsequent year. By law, inflationary adjustments are based on the California Department of Finance’s official report on changes in state’s per capital income or in non-residential assessed valuation due to new construction. Population adjustments are based on the changes in the District’s population levels. Each year the Board of Directors must adopt, by resolution, an appropriations limit for the following year. Using the cost of living data provided by the State of California, and population and per capita personal income data provided by the California State Department of Finance, MCSD’s Appropriation Limit for 2019-2020 is \$6,962,110. A copy of the adopted Gann Appropriations Limit Resolution with calculations, can be found in the Supplemental Information Section on page 54.

Additional appropriations to the budget funded by non-tax sources such as service charges, restricted revenues from other agencies, grants, or beginning fund balances are unaffected by the Appropriations Limit.



## **BUDGET PROCESS**

The budget process is not simply an exercise in balancing one year at a time; it is strategic in nature, encompassing a multi-year financial and operating plan that allocates resources on the basis of identified goals and objectives. The Midway City Sanitary District's budget is prepared on an annual basis and is based on the priorities, goals, and objectives established by the Board of Directors. The budget document communicates how the District invests its revenues derived from user fees and fixed revenue sources to support its mission and its programs.

## **BASIS OF THE BUDGET**

The Midway City Sanitary District (MCSD) is a special district of the State of California and operates as a single enterprise fund. The activities of the enterprise funds closely resemble those of businesses and are substantially financed by revenue derived from user charges.

The basis of accounting refers to the timing of revenue and expenditure recognition for financial reporting. In preparing the budget, the District applies the same methodology. MCSD prepares its budget using the full accrual basis where revenues are recognized when earned, and expenses are recognized when they are incurred. The District's accounting and financial reporting systems are maintained in compliance with generally accepted accounting principles and standards of the Government Accounting Standards Board.

## **BUDGETARY CONTROLS**

Budgetary controls are maintained by the District to ensure compliance with the annual budget adopted by the Board of Directors. All financial activities for the fiscal year are included in the annual budget. Budgetary control is maintained at the management level for operating budgets, and at the project level for capital improvements. The Board of Directors receives budget updates quarterly.

MCSD's budget is prepared on an annual basis and since the budget is an estimate, at times it is necessary to make adjustments to meet the priorities and needs of the District.

The first milestone in this process is the midyear budget review. During this process, the District compiles the first six months of actual financial data and projects the final six months of data to obtain a new 12-month projected budget. The Finance Department compares the 12-month projection to the original budget adopted by the Board of Directors and presents the results to the Board of Directors for review.

The budget is revised when expenditures are anticipated to exceed estimates. A report outlining the reasons for increasing the budget appropriation is prepared and submitted to the Board of Directors for consideration.

Increases in budget appropriations must be approved by the Board of Directors. Budget transfers affecting personnel and capital outlay must be approved by the General Manager. Reallocations or transfers within a department or project/program require the approval of the General Manager and/or the Director of Finance/Human Resources.

### **BUDGET CALENDAR**

As part of the annual budget development process, the Board of Directors reviews the budget calendar and schedules a series of workshop/study sessions, ultimately resulting in a budget adoption. The workshop/study sessions allows the Board of Directors and the public an opportunity to hear staff’s preliminary outlook for the upcoming budget and more importantly to voice priorities, goals and objectives.

The following budget calendar is presented to aid in the preparation of the fiscal year 2017-2018 budget:

January 08, 2019	Budget Calendar Approved by the Board of Directors
February 2018	General Manager/Department Head Meetings
March 2018	Revenue/Expenditure estimates due from all departments to Finance
March 2018	Finance Department prepares preliminary information for review with General Manager and Director of Operations/Safety
April 29, 2019	First Public Budget Workshop/Study Session
May 23, 2019	Second Public Budget Workshop/Study Session
June 18, 2019	Public Hearing & Adoption of Budget (FY 2019-2020)

**BUDGET ASSUMPTIONS**

Every budget includes a number of estimates and assumptions about what revenues will be available and what conditions will affect the District’s operations during the budget year. It is important to list the key assumptions to help establish a context for review of the budget. If a revenue source is decreased or eliminated, expenditures should be reduced in response. Some of the key assumptions for Fiscal Year 2019-2020 are:

**CHANGES TO SERVICE LEVELS AND NUMBER OF EMPLOYEES**

The District will be hiring two solid waste department Utility Worker/Relief Drivers to assist with implementation of the new residential Organics Program.

**REVENUE ASSUMPTIONS**

Per the Revenue and Taxation Code section 51, the State Board of Equalization provides to County Assessors the inflation factor to be used in preparing the annual property tax assessment roll. Proposition 13 property tax assessments will be increased in Orange County, due to a positive Consumer Price Index (CPI) inflation adjustment of 2.0%.

1. Property Tax: Overall countywide assessed values are projected by the Orange County Assessor to increase approximately 2.962%. The District will apply a 2.0% increase to property tax revenues for increases in property tax and the additional increase in assessed value to market value when property is sold at a higher value.
2. Residential User Fee revenues are being budgeted to reflect the current annual rates for service of \$87 per unit for residential sewer service and \$177 per unit for residential curbside (solid waste) service.
3. The Commercial, Industrial, and Other Businesses Sewer User Fees are being budgeted to reflect the tiered rate schedule ratified by the Board in 2009. The commercial sewer rates are broken down into five separate sewer use categories depending on the level of demand placed on the sewer facilities. The annual rates for service ‘per unit’ are:

Very High Demand	\$459.96
High Demand	\$367.97
Average Demand	\$275.98

Low Demand	\$183.98
Very Low Demand	\$119.49

4. Special Agreements for service(s) are budgeted to reflect an annual increase of 2.0%.
5. Franchise Fees: MCSD collects franchise fees from CR&R Inc. for solid waste collection of commercial, industrial, and other businesses from MCSD's service area. MCSD's fee is limited to 14 percent (effective July 1, 2014) of the franchisee's gross annual receipts from the service area.
6. Investments: the market remains low, but the District will seek investment opportunities in accordance with the Investment Policy as they arise. Earnings on the investments of the District's operating cash and reserves will be budgeted at 2.50% for the year.
7. Pass-through funds are being budgeted at \$2,150,000 from the former City of Westminster RDA area and \$250,000 from the County of Orange for the unincorporated area of Midway City.

#### **EMPLOYEE, MATERIALS, SUPPLIES AND SERVICES ASSUMPTIONS**

8. Operating, maintenance, and administrative costs are expected to increase as a result of general inflation. Increases are anticipated among personnel salaries, benefit increases, materials, supplies, and services agreements.
9. The total authorized staffing will remain as is. At this time, there are no plans to increase staff.
10. The current Memorandum of Understanding (MOU) for the represented employees expires June 30, 2021. A 3.0% cost of living raise and regular merit step increases are included in the budget.
11. MCSD and employees share in the contributions made in to a defined benefit retirement plan. Retirement costs for employees enrolled in the CalPERS have been assessed at a rate of:



<b>CalPERS</b>						
<b>Employer Contribution Rates</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
2% @ 62 Tier 3 (PEPRA 2013)	6.25%	6.25%	6.555%	6.533%	6.842%	6.985%
2% @ 55 Tier 2	11.52%	8.51%	8.880%	8.921%	9.409%	10.221%
3% @ 60 Tier 1 (closed 2009)	16.79%	11.78%	12.657%	12.698%	13.439%	14.398%

12. Other employee benefits and insurances will be budgeted to increase in by moderate amounts based on inflation.

13. Tonnage (dumping fees) fees are subject to an annual CPI increase each fiscal year. The additional tonnage fees imposed by the County and per the Exclusive Franchise Agreement have been absorbed by the District and not passed through to the District’s residential customers. Additionally, there is no tonnage fee on recycled items placed in the blue carts.

The table below shows the tonnage cost per ton for each of the different types of the waste streams.

<b>Fiscal Year</b>	<b>Black Solid Waste Container Rate Per Ton</b>	<b>Blue Recycling Container Rate Per Ton</b>	<b>Green Organics Container Rate Per Ton</b>
FY 19-20	54.31	0.00	93.00
FY 18-19	52.81	0.00	88.95
FY 17-18	51.62	0.00	0.00
FY 16-17	50.75	0.00	0.00
FY 15-16	50.65	0.00	0.00
FY 14-15	49.82	0.00	0.00
FY 13-14	49.35	0.00	0.00
FY 12-13	48.34	0.00	0.00
FY 11-12	47.45	0.00	0.00
FY 10-11	46.91	0.00	0.00
FY 09-10	38.65	0.00	0.00

**DEBT FINANCING ASSUMPTIONS**

14. The Midway City Sanitary District is currently debt free and has no current plans to issue any debt to fund the Capital Improvement Program (CIP).

**RESERVE ASSUMPTIONS**

Tracking the District's reserves provides a measure of the overall fiscal health of the District's finances and can be used to help make projections on what capital projects the District can plan for and when.

The budget reserves are summarized as follows and include recommendations for long-term reserve levels:

**UNRESTRICTED RESERVES:****15. OPERATING FUNDS:**

An operating cash flow is established and maintained to fund the day-to-day operations, maintenance, unforeseen emergencies, unanticipated revenue shortfalls or unexpected expenditure increases.

**DESIGNATED AND RESTRICTED RESERVES:****16. ORANGE COUNTY – MIDWAY CITY (DESIGNATED) RESERVE:**

These funds are received from the County of Orange. These funds are for operational and capital infrastructure projects within the unincorporated area of Midway City. This reserve has been established to ensure funds are available for the replacement, upgrade and refurbishment of the District's sewer lines located in the unincorporated area of Midway City.

**17. LIFT (PUMP) STATION & SEWER LINE RESERVE:**

This reserve has been established to ensure adequate funds are available for the replacement, upgrade and refurbishment of the District's sewer lines and lift stations. The long-term target for the sewer lines reserve is for the Sewer System Master Plan to be funded from reserves and not from current revenues. The level of reserve will be established as an amount equal half of the District's sewer assets on the books.

(\$10,000,000 lift (pump) stations / \$40,000,000 sewer lines)

**18. VEHICLE REPLACEMENT RESERVE:**

A vehicle replacement reserve is established and maintained to ensure adequate funds are available for the systematic replacement and refurbishment of the District's sewer, solid waste, and maintenance trucks and vehicles.

**19. BUILDINGS, EQUIPMENT AND FACILITIES RESERVE:**

This reserve was established to ensure that the District has adequate funds available for the acquisition, construction, replacement and repair/maintenance, for infrastructure, land, equipment and facilities.

**20. COMPRESSED NATURAL GAS (CNG) FUELING FACILITIES RESERVE:**

As a result of the Global Warming Solutions Act of 2006, commonly referred to AB32, the District put in its own compressed natural gas (CNG) fueling facility to support the District’s CNG fleet. The CNG fueling facility became operational in October of 2015.

This reserve was established to ensure that the District has adequate funds available for the future replacement and repair/maintenance of the CNG equipment and facility.

Table below shows the District’s Reserve goal levels and their current level.

RESERVE	CATEGORY	GOAL LEVEL	CURRENT LEVEL	OVER/(UNDER) GOAL	% FUNDED	
Operating Fund	LAIF	Unrestricted	10,000,000	6,693,213	(3,306,787)	67%
Orange County - Midway City	LAIF	Designated	3,300,000	3,002,632	(297,368)	91%
Lift (Pump) Station & Sewer Line	LAIF	Designated	50,000,000	22,089,419	(27,910,581)	44%
Vehicle Replacement	LAIF	Designated	4,000,000	3,252,165	(747,835)	81%
Buildings, Equipment and Facilities	LAIF	Designated	6,000,000	5,275,478	(724,522)	88%
CNG Fueling Facilities	LAIF	Designated	3,100,000	733,151	(2,366,849)	24%
<b>Totals</b>			<b>\$ 76,400,000</b>	<b>\$41,046,058</b>	<b>\$ (35,353,942)</b>	<b>54%</b>

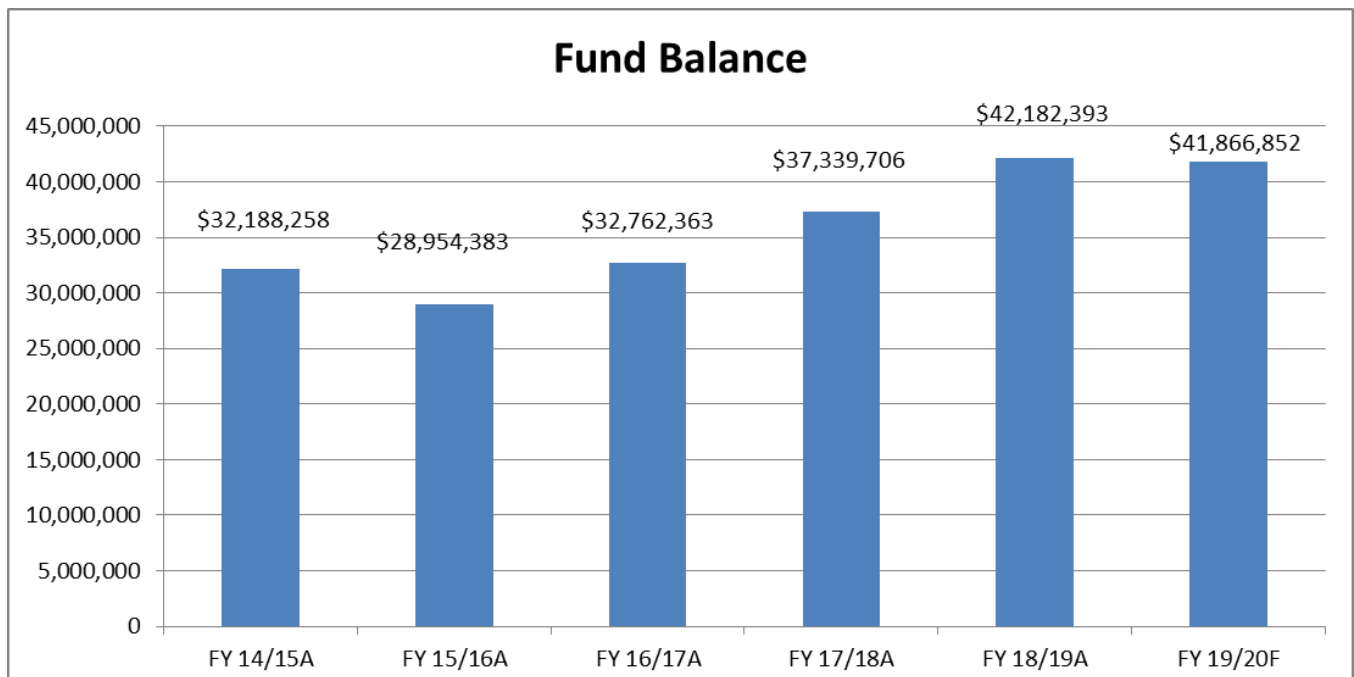
PERSONNEL SUMMARY					
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
<b>Board of Directors</b>					
Directors	5	5	5	5	5
<b>Total Elected Board of Directors</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Administration</b>					
General Manager	1	1	1	1	1
Finance/HR Director	1	1	1	1	1
Director of Operations/Safety	1	1	1	1	1
Administration Secretary Accountant	1	1	1	1	2
Administration Secretary Reception	1	1	1	1	1
Executive Secretary/Board Clerk	1	1	1	1	1
<b>Total Administration</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>
<b>Sewer System Maintenance Department</b>					
Lead Sewer Maintenance Worker	1	1	1	1	1
Pump Station Mechanic	1	1	1	1	1
Sewer Maintenance Worker	3	3	3	3	2
<b>Total Sewer System</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>
<b>Solid Waste Department</b>					
Lead Solid Waste Worker	1	1	1	1	1
Utility Worker/Relief Driver	1	1	1	3	3
Solid Waste Drivers	8	8	9	9	10
<b>Total Solid Waste</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>13</b>	<b>14</b>
<b>Fleet Maintenance Department</b>					
Lead Fleet Maintenance Worker	1	1	1	1	1
Mechanics	2	2	2	2	2
<b>Total Fleet Maintenance</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total District Employees (Staff)</b>	<b>29</b>	<b>29</b>	<b>30</b>	<b>32</b>	<b>33</b>

### GENERAL/ENTERPRISE FUND

Midway City Sanitary District (MCSD) is an enterprise district, in which operations are financed and operated in a manner similar to private business enterprises where the cost of providing goods and services is financed primarily through user charges. The majority of the revenues are derived from a special assessment (user fees) set annually by the MCSD Board of Directors and placed on the property tax roll. Other revenues are received from property taxes, plan checks and permit fees.

The General Fund is the general operating fund of MCSD. All General Fund tax revenues and all other receipts and user fees are accounted for in this fund. Expenditures of this fund include operating expenses and capital improvement costs.

	FY 14/15A	FY 15/16A	FY 16/17A	FY 17/18A	FY 18/19A	FY 19/20F
<b>Fund Balance as of July 1</b>	<b>\$33,000,168</b>	<b>\$32,188,258</b>	<b>\$28,954,383</b>	<b>\$32,762,363</b>	<b>\$37,339,706</b>	<b>\$42,182,393</b>
Net Increase/(Decrease) in Fund	\$ (811,910)	\$ (3,233,875)	\$ 3,807,980	\$ 4,577,343	\$ 4,842,687	\$ (315,541)
<b>Fund Balance as of June 30</b>	<b>\$32,188,258</b>	<b>\$28,954,383</b>	<b>\$32,762,363</b>	<b>\$37,339,706</b>	<b>\$42,182,393</b>	<b>\$41,866,852</b>



Fiscal Year 2019-2020 are forecast numbers, actual Fund Balance to be determined at fiscal year-end.

# OPERATING BUDGET SUMMARY

Fiscal Year July 1, 2019 through June 30, 2020

**\$ 12,711,301**

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET
<b>SUMMARY</b>						
<b>1 REVENUES</b>						
2 Property Taxes	1,433,775	1,439,275	1,442,078	1,457,369	1,453,835	<b>1,458,000</b>
3 User Fees	6,736,035	6,766,442	6,817,157	6,843,867	6,852,379	<b>6,840,000</b>
4 Franchise Fees (commerical solid waste service)	921,740	917,167	969,932	1,006,353	1,036,264	<b>1,000,000</b>
5 Pass-Thru Funds	1,424,777	1,709,618	1,894,936	2,374,110	2,570,738	<b>2,515,000</b>
6 Interest	80,343.70	121,762.68	183,782.32	428,657.96	1,053,892.41	<b>800,000.00</b>
7 Other Revenue Sources	125,203.58	331,808.50	281,021.68	424,290.34	328,931.40	<b>98,301.00</b>
<b>8 TOTAL REVENUES</b>	<b>\$ 10,721,874</b>	<b>\$ 11,286,073</b>	<b>\$ 11,588,907</b>	<b>\$ 12,534,647</b>	<b>\$ 13,296,040</b>	<b>\$ 12,711,301</b>
<b>8 EXPENSES</b>						
9 Salaries and Wages	1,746,103	1,771,921	1,839,364	1,950,410	2,097,634	<b>2,349,877</b>
10 Benefits	1,124,596	814,701	1,145,040	1,036,120	910,675	<b>1,408,665</b>
11 Tonnage Fees (residential services)	1,540,704	1,591,543	1,656,723	1,655,868	1,474,799	<b>2,150,000</b>
12 Repairs and Maintenance	346,009	160,054	312,224	440,699	408,291	<b>748,600</b>
13 Certificates of Participation (debt)	978,980	6,035,721	-	-	-	<b>-</b>
14 Depreciation & Amortization Expenses	706,994	1,103,084	1,094,762	1,131,540	1,239,990	<b>1,458,000</b>
15 Other Operating Expenses	\$ 1,096,292	\$ 894,665	\$ 904,466	\$ 871,008	\$ 1,480,602	<b>\$ 1,393,700</b>
<b>16 EXPENDITURES</b>	<b>\$ 7,539,678</b>	<b>\$ 12,371,688</b>	<b>\$ 6,952,578</b>	<b>\$ 7,085,644</b>	<b>\$ 7,611,990</b>	<b>\$ 9,508,842</b>
17 Unencumbered/Contingencies	3,182,196	(1,085,615)	4,636,329	5,449,004	5,684,050	<b>3,202,459</b>
<b>18 TOTAL EXPENDITURES</b>	<b>\$ 10,721,874</b>	<b>\$ 11,286,073</b>	<b>\$ 11,588,907</b>	<b>\$ 12,534,647</b>	<b>\$ 13,296,040</b>	<b>\$ 12,711,301</b>

# CAPITAL OUTLAY & IMPROVEMENTS BUDGET

Fiscal Year July 1, 2019 through June 30, 2020

\$ 4,976,000

		FY 2018-19	FY 2018-19	FY 2019-20
		ACTUAL	BUDGET	BUDGET
<b>CAPITAL OUTLAY &amp; IMPROVEMENTS BUDGET</b>				
1	<b>DISTRICT OFFICES &amp; YARD</b>			
2	District Buildings and Solar Project (design)			<b>250,000</b>
3	<b>FLEET MAINTENANCE</b>			
4	None			
5	<b>SOLID WASTE</b>			
6	2 New CNG Solid Waste Trucks	656,627	<b>675,000</b>	
7	Organic 'Green' Carts + Delivery	857,689	<b>900,000</b>	
8	1 New CNG Solid Waste Service Truck			<b>350,000</b>
9	1 New Pickup Truck			<b>60,000</b>
10	1 Cart Lift Attachment for Back of Truck			<b>20,000</b>
11	<b>SEWER</b>			
12	1 New CNG Sewer Vactor Truck		<b>500,000</b>	<b>500,000</b>
13	8 Lift Station Pumps (replacement 2 for each)			<b>275,000</b>
14	4 New Emergency Auto Dialers for Lift Stations			<b>21,000</b>
15	<b>Miscellaneous</b>			
16	Payments Towards Unfunded Liabilities	94,082		<b>1,000,000</b>
17	Payment Towards 115 CEPPT Trust (08/2019)			<b>2,500,000</b>
35	<b>TOTAL CAPITAL OUTLAY &amp; IMPROVEMENTS</b>	<b>\$ 1,608,398</b>	<b>\$ 2,075,000</b>	<b>\$ 4,976,000</b>

Fiscal Year 2019-2020 Capital Outlay & Improvement budget is focused on the replacement of solid waste and sewer vehicles, the replacement of sewer lift station pumps and the paying down of any retirement and other post-employment benefits unfunded liabilities as-well-as establishing a new 115 CEPPT Trust for future retirement costs (Board approved 08/2019).

The increase in expenses for capital outlay and improvement projects vary year-to-year in large part due to the District's aggressive plan to ensure current and future services to the patrons of the District. Sewer improvements are scheduled according to the District's Sewer System Master Plan (SSMP), in some years the improvements are labor intensive and therefore more costly than in other years. Additionally, the District



continues to update its equipment to meet certain legislative mandates resulting in larger expenses in some years compared to others to meet those deadlines.

A copy of the District's Sewer System Master Plan may be found on our website at [www.mcsandst.com](http://www.mcsandst.com)

The Capital Outlay & Improvement budget will be funded by a variety of financing activities. Capital improvement projects will be funded from unencumbered operating revenues, pass-thru funds, and District capital reserves as needed.

## REVENUES

Fiscal Year July 1, 2019 through June 30, 2020

**\$12,711,301**

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET
<b>REVENUES</b>						
<b>1 NON-OPERATING REVENUES</b>						
2 Property Tax Secured Current Year	\$ 1,286,849	\$ 1,295,996	\$ 1,298,252	\$ 1,301,255	\$ 1,302,402	\$ 1,320,000
3 Property Tax Unsecured Current Year	49,263	44,388	41,697	42,525	39,887	42,000
4 Property Tax Secured Prior Years	36,604	35,688	38,892	42,463	37,559	30,000
5 Property Tax Unsecured Prior Years	978	-	-	-	-	-
6 Interest - Banking, LAIF, Investments, etc.	80,344	121,762	183,782	428,658	1,053,892	800,000
7 Interest on Undistributed Taxes	1,427	2,511	3,443	5,817	7,150	2,500
8 Homeowner's Property Tax Relief	9,536	8,994	8,331	7,695	7,204	6,500
9 State-Assessed Public Utility Tax	50,096	51,699	51,464	57,615	59,633	57,000
10 Pass thru County of Orange	199,375	239,890	226,097	254,600	218,646	215,000
11 Pass thru City of Westminster	1,225,402	1,469,728	1,668,839	2,119,510	2,352,091	2,300,000
12 Other Non-Operating Revenue (Misc.)	22,168	38,095	21,483	5,918	8,518	20,000
13 Gain/(Loss) on Disposal of Assets	1,725	(90,513)	41,892	35,385	-	-
14 From other Agencies, Grants, Agreements, etc.	10,645	279,958	114,893	168,991	196,993	-
<b>15 NON-OPERATING REVENUES</b>	<b>\$ 2,974,411</b>	<b>\$ 3,498,196</b>	<b>\$ 3,699,065</b>	<b>\$ 4,470,431</b>	<b>\$ 5,283,976</b>	<b>\$ 4,793,000</b>
<b>16 OPERATING REVENUES</b>						
17 Trash/Sewer User Fees	6,736,035	6,766,442	6,817,157	6,843,867	6,852,379	6,840,000
18 Sewer Plan Checks/Inspection Fees	69,856	80,272	79,511	174,034	101,738	60,000
19 Sewer Connection Fees OCSD	18,066	20,973	20,160	35,699	19,617	16,000
20 Franchise Fees	921,740	917,167	969,932	1,006,353	1,036,264	1,000,000
20 Additional Container Rentals (curr. 13 accounts)	2,744	3,024	3,083	4,263	2,065	2,301
<b>21 OPERATING REVENUES</b>	<b>\$ 7,748,441</b>	<b>\$ 7,787,877</b>	<b>\$ 7,889,843</b>	<b>\$ 8,064,217</b>	<b>\$ 8,012,063</b>	<b>\$ 7,918,301</b>
<b>22 TOTAL REVENUES</b>	<b>\$ 10,722,852</b>	<b>\$ 11,286,073</b>	<b>\$ 11,588,907</b>	<b>\$ 12,534,647</b>	<b>\$ 13,296,040</b>	<b>\$ 12,711,301</b>

## Operating Expenses

Fiscal Year July 1, 2019 through June 30, 2020

**\$9,508,842**

	SEWER	REFUSE	MECHANICS	ADMIN	BOARD	FY 2019-20 BUDGET
<b>1 EXPENSES</b>						
2 Salaries and Directors' Compensation	325,547	911,113	269,237	746,392	97,588	\$ 2,349,877
3 Medicare Insurance	4,720	13,211	3,904	10,823	1,408	\$ 34,066
4 CalPERS Retirement	75,000	125,000	55,000	130,000		\$ 385,000
5 Group Insurance	90,061	314,185	67,147	158,136	85,200	\$ 714,729
6 Group Insurance - Retirees	46,200	54,120	10,000	52,800		\$ 163,120
7 Workers' Compensation Insurance	25,000	65,000	15,000	6,000	750	\$ 111,750
<b>8 TOTAL LABOR &amp; BENEFITS</b>	<b>\$ 566,528</b>	<b>\$ 1,482,629</b>	<b>\$ 420,288</b>	<b>\$ 1,104,151</b>	<b>\$ 184,946</b>	<b>\$ 3,758,542</b>
9 Gasoline	3,500	5,000	1,200	2,000		\$ 11,700
10 Diesel	4,000	-	1,000			\$ 5,000
11 Natural Gas Fuel		75,000				\$ 75,000
12 Property & Liability Insurances	45,000	75,000	30,000	25,000		\$ 175,000
13 Claims Expenses	10,000	10,000		20,000		\$ 40,000
14 Memberships				12,000		\$ 12,000
15 Office Supplies				10,000		\$ 10,000
16 Operating Expenses	7,000	5,000		3,000	10,000	\$ 25,000
17 Public Outreach				100,000		\$ 100,000
18 Contract Services	3,000	13,000	3,000	35,000		\$ 54,000
19 Professional Services						
20 General Professional/Consulting Services				85,000		\$ 85,000
21 Legal Services - Personnel				20,000		\$ 20,000
22 District General Counsel				65,000		\$ 65,000
23 Independent Audit Services				21,000		\$ 21,000
24 Engineering & Consulting Services	7,500					\$ 7,500
25 Physicals, Testing & DMV Exams		5,000				\$ 5,000
26 Printing & Publications				50,000		\$ 50,000
27 Tools & Equipment			15,000			\$ 15,000
28 Storm Water Testing	4,000					\$ 4,000
29 Repairs & Maintenance	210,000	350,000	10,000	25,000		\$ 595,000
30 CNG Facilities				30,000		\$ 30,000
31 Resident Lateral Assistance Program	3,600					\$ 3,600
32 Refuse, Recycling, and Organic Containers		200,000				\$ 200,000
33 Hazardous Waste		18,000	2,000			\$ 20,000
34 Permits, Fees & Property Taxes	15,000			3,500		\$ 18,500
35 Employee Relations, Incentives & Recognition				40,000		\$ 40,000
36 Education, Travel, & Meetings				20,000	25,000	\$ 45,000
37 Utilities - Includes Lift (Pump)Stations	55,000		2,000	85,000		\$ 142,000
38 Tonnage Fees		2,150,000				\$ 2,150,000
39 Computer Services and Expenses				50,000		\$ 50,000
40 Emergency Sewer Line Repairs	150,000					\$ 150,000
41 Fats, Oils & Grease (FOG) Program	25,000					\$ 25,000
42 Local Govt. Formation Commission (LAFCO)				21,000		\$ 21,000
43 Education, Training & Safety Expenses	5,000	10,000	5,000	2,000		\$ 22,000
57 Depreciation & Amortization	517,000	676,000		265,000		\$ 1,458,000
<b>58 TOTAL NON-LABOR</b>	<b>\$ 1,064,600</b>	<b>\$ 3,592,000</b>	<b>\$ 69,200</b>	<b>\$ 989,500</b>	<b>\$ 35,000</b>	<b>\$ 5,750,300</b>
<b>59 TOTAL EXPENSES</b>	<b>\$ 1,631,128</b>	<b>\$ 5,074,629</b>	<b>\$ 489,488</b>	<b>\$ 2,093,651</b>	<b>\$ 219,946</b>	<b>\$ 9,508,842</b>

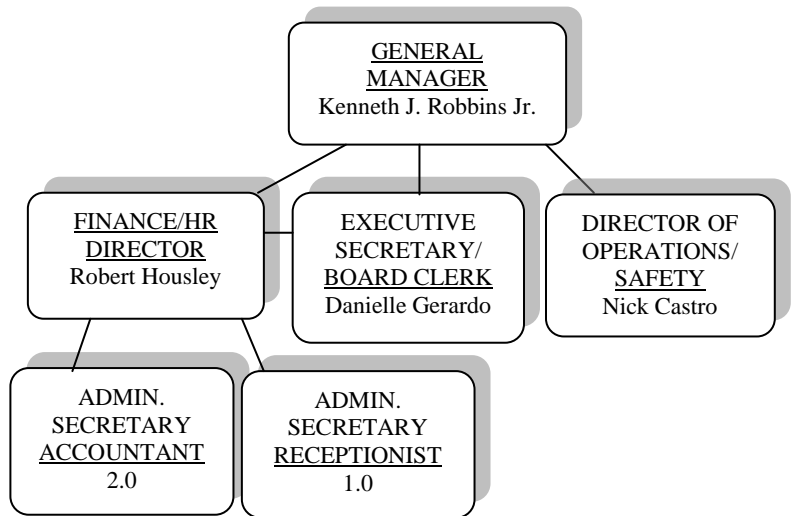
## Summary of Expenses by Department

The table below gives an overview of past and current departmental budgeted expenses. The table can be used to help compare the ebbs and flows year-to-year.

SUMMARY BY DEPARTMENT	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET
Sewer System Department	2,412,003	7,169,043	1,209,610	1,318,438	1,143,248	1,631,128
Solid Waste Department	3,550,094	3,455,015	3,637,960	3,733,829	4,296,039	5,074,629
Fleet Maintenance Department	332,529	344,656	388,755	367,756	382,298	489,488
Administration Department	1,098,650	1,247,974	1,524,648	1,539,396	1,606,768	2,093,651
Board of Directors	146,403	154,999	191,605	126,225	183,638	219,946
<b>TOTAL SUMMARY BY DEPT</b>	<b>\$ 7,539,678</b>	<b>\$12,371,688</b>	<b>\$ 6,952,578</b>	<b>\$ 7,085,644</b>	<b>\$ 7,611,990</b>	<b>\$ 9,508,842</b>



ADMINISTRATION DEPARTMENT & BOARD OF DIRECTORS



Administration, (Employees = 7 full time)

The strong service oriented administrative staff provides the essentials for all operations within the District. Administrative staff assures the timely presentation of formal communications from the public, with other agencies, and to the Board of Directors. The department maintains the official District records, which reflect the actions of the Governing Body, administers the District financial information and maintains record of the District's fixed assets. The department also manages employee trainings and development programs; administers the District's personnel, compensation, and benefits. The department also provides management of the District's projects, inspections and connections to the District's sewer mains.

The Administrative Staff consists of seven full-time employees including a General Manager, Director of Finance and Human Resources, Director of Operations/Safety, Executive Secretary/Board Clerk and three Administrative Secretaries.

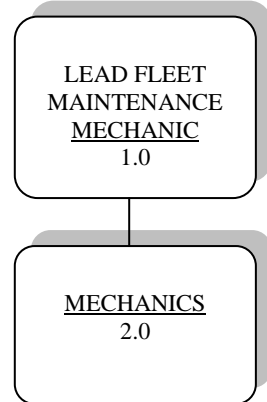
## BOARD OF DIRECTORS

		FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET
<b>BOARD OF DIRECTORS</b>							
1	Directors' Fees (salaries)	61,601	70,104	80,428	72,277	75,513	97,588
2	Medicare Insurance	899	1,022	1,172	1,055	1,053	1,408
3	Group Insurance	54,671	55,392	40,603	40,564	47,219	85,200
4	Workers' Compensation Insurance		317	414	-	293	750
5	Board Election Costs	-	-	38,526	-	47,644	-
6	Operating & Miscellaneous Expenses		-	-	-	-	10,000
7	Education, Travel & Board Meeting Expenses	29,232	28,164	30,462	12,328	11,916	25,000
8	<b>TOTAL BOARD OF DIRECTORS</b>	<b>\$ 146,403</b>	<b>\$ 154,999</b>	<b>\$ 191,605</b>	<b>\$ 126,225</b>	<b>\$ 183,638</b>	<b>\$ 219,946</b>

## ADMINISTRATION DEPARTMENT

		FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET
<b>ADMINISTRATION</b>							
1	Salaries	447,192	471,367	604,663	629,958	685,788	746,392
2	Medicare Insurance	6,938	6,779	8,540	9,001	9,900	10,823
3	CalPERS Retirement	73,001	60,027	160,568	95,857	55,080	130,000
4	Group Insurance	57,200	71,686	84,478	95,113	103,328	158,136
5	Group Insurance - Retirees	106,112	22,009	23,846	70,734	52,041	52,800
6	Workers' Compensation Insurance	4,327	3,477	3,361	3,962	3,277	6,000
7	Unemployment Benefits	-	-	-	-	-	-
8	Gasoline/Diesel Fuel	1,672	1,484	2,518	1,994	1,263	2,000
9	Claims Expense	5,179	2,873	3,071	6,693	4,860	20,000
10	Property & Liability Insurance	8,807	9,837	11,249	13,761	24,389	25,000
11	Memberships	14,875	11,223	9,550	8,077	8,037	12,000
12	Office Supplies	7,866	8,150	9,931	5,748	5,125	10,000
13	Operating Expenses	1,110	1,508	1,401	1,207	2,897	3,000
14	Contract Services	21,372	26,633	36,184	26,438	31,721	35,000
17	General Professional/Consulting Services	2,825	9,850	1,950	7,750	2,351	85,000
15	Public Outreach	8,952	29,889	12,062	40,582	25,107	100,000
16	Public Outreach - 80th Anniversary (June 22nd)			-		31,234	-
18	Lobbying Services		36,250				
19	Legal Services - Personnel	15,005	15,335	7,439	17,264	13,429	20,000
20	District General Counsel	37,265	43,080	60,958	61,382	52,678	65,000
21	Independent Audit Services	16,825	31,435	19,040	17,340	17,825	21,000
22	Printing & Publications	29,948	33,645	33,914	38,204	39,313	50,000
23	Repairs & Maintenance	4,183	25,125	27,727	5,477	18,455	25,000
24	CNG Facilities	-		16,961	11,594	25,646	30,000
25	Permits, Fees & Property Taxes	1,366	3,161	1,578	1,530	1,473	3,500
26	Employee Relations, Incentives & Recognition	7,998	7,664	9,746	12,854	18,909	40,000
27	Education, Travel, & Meetings	47,804	18,132	14,060	12,815	9,397	20,000
28	Miscellaneous Expenses	-	60	-			-
29	Utilities	20,274	66,391	76,841	69,902	63,104	85,000
30	Computer Services & Expenses	28,307	12,251	20,737	13,266	27,955	50,000
31	Temporary Personnel	5,374	-			18,454	-
32	Local Govt. Formation Commission (LAFCO)	17,587	17,587	19,077	20,078	20,791	21,000
33	Education, Training, Safety & Expenses	-	4,406	518	349	156	2,000
34	Depreciation	85,101	196,659	242,683	240,463	232,788	265,000
35	<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,098,650</b>	<b>\$ 1,247,974</b>	<b>\$ 1,524,648</b>	<b>\$ 1,539,396</b>	<b>\$ 1,606,768</b>	<b>\$ 2,093,651</b>

FLEET MAINTENANCE DEPARTMENT



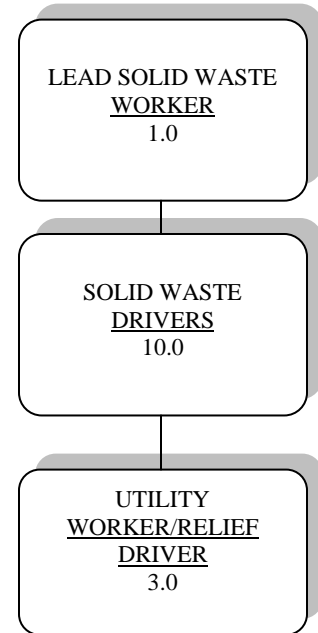
Fleet Maintenance Department, (Employees = 3 full time)

The Fleet Maintenance Department provides pre-maintenance and urgent repair services for all of MCSD’s vehicles in order to ensure an efficient, economic and safe fleet for the District. The Fleet Maintenance Departments’ main function is to ensure that the District’s fleet is kept fully operable on a daily basis in order to assure that the solid waste pickup is being completed in a timely manner.

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET
<b>FLEET MAINTENANCE</b>						
1 Salaries	202,966	210,504	222,372	235,614	246,370	<b>269,237</b>
2 Medicare Insurance	1,792	1,849	1,985	2,075	2,144	<b>3,904</b>
3 CalPERS Retirement	38,728	30,234	79,312	39,471	18,822	<b>55,000</b>
4 Group Insurance	43,512	44,503	45,394	48,241	51,543	<b>67,147</b>
5 Group Insurance - Retirees	20,254	2,083	885	10,105	7,434	<b>10,000</b>
6 Workers' Compensation Insurance	11,520	10,763	10,571	11,494	10,815	<b>15,000</b>
7 Gasoline	-	-	-	702	1,541	<b>1,200</b>
8 Diesel	1,660	550	634	967	1,081	<b>1,000</b>
9 Property & Liability Insurance					27,420	<b>30,000</b>
9 Contract Services (Uniforms)	1,131	1,179	1,699	2,584	2,984	<b>3,000</b>
10 Tools & Equipment	2,113	2,657	7,825	6,753	5,903	<b>15,000</b>
11 Repair & Maintenance	3,136	10,006	1,672	6,815	2,816	<b>10,000</b>
12 Hazardous Waste Used/Mixed Oil				1,420	1,158	<b>2,000</b>
13 Utilities	4,523	2,153	950	1,235	1,479	<b>2,000</b>
14 Education, Training, Safety & Expenses	1,195	28,175	15,456	281	788	<b>5,000</b>
	<b>\$ 332,529</b>	<b>\$ 344,656</b>	<b>\$ 388,755</b>	<b>\$ 367,756</b>	<b>\$ 382,298</b>	<b>\$ 489,488</b>



SOLID WASTE DEPARTMENT



Solid Waste Department, (Employees = 14 full-time)

The Solid Waste Department provides solid waste collection averaging 150 tons of refuse per day from approximately 101,370 residents within the collection service area. The commercial accounts are serviced by a private refuse collection hauler that contracts with Midway City Sanitary District and pays a franchisee fee to the District to operate within its boundaries.

A field crew of 14 employees (ten drivers, three utility worker/relief driver, and a lead person) provides residential solid waste collection. MCSD services approximately 19,401 residences per week, 54 of which are special service patrons.

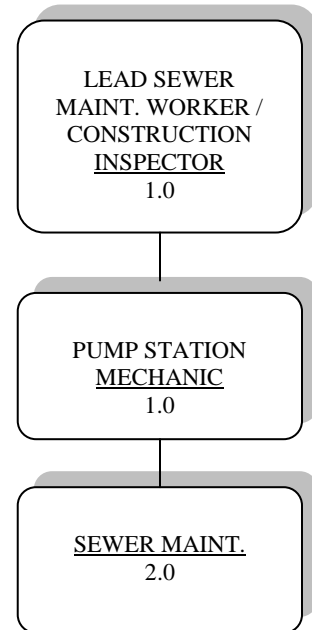
The special services program is designed for our patrons who are unable to move the solid waste carts to the curb for pick-up. The solid waste foreman or driver moves the cart to the curb and returns the empty cart to where it is stored.

## SOLID WASTE DEPARTMENT

		FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET
<b>SOLID WASTE</b>							
1	Salaries	678,360	661,767	575,394	661,145	796,533	911,113
2	Medicare Insurance	9,695	9,597	8,396	9,545	11,377	13,211
3	CalPERS Retirement	103,538	74,459	192,136	81,761	49,323	125,000
4	Group Insurance	183,009	177,412	163,190	177,488	229,321	314,185
5	Group Insurance - Retirees	133,391	27,214	24,688	80,839	52,041	54,120
6	Workers' Compensation Insurance	58,265	52,924	50,615	55,355	55,449	65,000
7	Gasoline	8,221	8,379	4,131	3,235	4,158	5,000
8	Diesel	142,271	12,763	121	-	-	-
9	Natural Gas Fuel	26,692	39,584	56,024	47,837	63,357	75,000
10	Property & Liability Insurance	38,665	54,104	56,227	61,677	79,628	75,000
11	Claims Expense					-	10,000
12	Operating Expenses	2,084	1,530	3,563	124	3,160	5,000
13	Contract Services (Uniform & GPS Tracking)	9,949	11,350	9,697	8,308	11,638	13,000
14	Physicals, Testing & DMV Exams	1,654	3,058	2,808	2,546	3,926	5,000
15	Repairs & Maintenance	235,927	63,712	211,436	293,283	284,991	350,000
16	Refuse, Recycling, and Organic Containers	113,106	147,883	128,649	138,310	110,752	200,000
17	Hazardous Waste	14,762	15,197	17,868	796	2,246	18,000
18	Tonnage Fees - Solid Waste (black cart)	1,540,704	1,591,543	1,656,723	1,655,868	1,474,799	1,400,000
19	Tonnage Fees - Organics (green cart)	-	-	-	-	499,572	750,000
20	Education, Training, Safety & Expenses	6,689	11,092	13,484	10,378	8,486	10,000
21	Depreciation	243,113	491,451	462,813	445,335	555,282	676,000
22	<b>TOTAL SOLID WASTE</b>	<b>\$ 3,550,094</b>	<b>\$ 3,455,015</b>	<b>\$ 3,637,960</b>	<b>\$ 3,733,829</b>	<b>\$ 4,296,039</b>	<b>\$ 5,074,629</b>



SEWER SYSTEM DEPARTMENT



Sewer System Maintenance Department, (Employees = 4 full time)

The collection system is operated to transport wastewater collected from residential and commercial patrons of the City of Westminster and unincorporated area of Midway City to the Orange County Sanitation District for treatment. The water is then recycled for use in the Ground Water Replenishment System (GWRS) or is treated and deposited into the ocean.

The Sewer Maintenance Department maintains and services the MCSD collection system which is capable of collecting up to 18 million gallons of sewage per day. The District Sewer Maintenance Operations crew consists of five employees (three Sewer Maintenance Workers, a Pump Mechanic, and one Supervisor/Inspector).

The existing collection system has a replacement value of approximately \$500 million dollars and is comprised of approximately 169 miles of gravity flow sewer lines or 919,771 linear feet ranging in size from 6 inches to 18 inches, approximately 2 miles of force main sewer lines ranging in size from 6 inches to 12 inches, and four lift stations. All four lift stations are newly renovated in 2008 and 2009. The existing system also includes 3881 manholes and 32 inverted siphons. There are 34,596 service connections to the system.

## SEWER SYSTEM DEPARTMENT

		FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET
<b>SEWER DEPARTMENT</b>							
1	Salaries	341,799	358,180	356,509	351,416	293,430	<b>325,547</b>
2	Medicare Insurance	4,987	5,135	5,186	5,213	4,313	<b>4,720</b>
3	CalPERS Retirement	60,845	48,380	125,199	66,132	21,141	<b>75,000</b>
4	Group Insurance	71,926	74,125	78,687	80,589	75,038	<b>90,061</b>
5	Group Insurance - Retirees	57,042	14,991	16,374	30,315	29,737	<b>46,200</b>
6	Workers' Compensation Insurance	22,946	20,324	19,442	21,210	19,986	<b>25,000</b>
7	Depreciation & Amortization	378,780	414,973	389,265	445,741	451,921	<b>517,000</b>
8	Gasoline	5,024	3,769	3,085	3,600	4,588	<b>3,500</b>
9	Diesel	5,262	5,075	6,126	3,955	4,254	<b>4,000</b>
10	Property & Liability Insurance	68,274	65,753	74,057	83,436	37,762	<b>45,000</b>
11	Claims Expense					-	<b>10,000</b>
12	Operating Expenses	3,153	2,524	1,593	5,812	3,683	<b>7,000</b>
13	Contract Services (Uniforms)	1,885	1,965	1,580	1,320	1,550	<b>3,000</b>
14	Engineering & Consulting Services	-	-	-	4,803	-	<b>7,500</b>
15	Storm Water Testing	3,000	4,440	4,440	2,685	3,246	<b>4,000</b>
16	Sewer Fees, Permits, & Testing				14,410	14,305	<b>15,000</b>
17	Repairs & Maintenance	101,888	59,412	55,279	74,306	102,029	<b>210,000</b>
18	CCTV & Cleaning of District Sewer Lines	255,085	-	-	-	-	<b>-</b>
19	Emergency Sewer Line Repairs	-	-	16,110	59,017	-	<b>150,000</b>
20	Resident Lateral Assistance Program	875	1,800	-	1,800	-	<b>3,600</b>
21	Utilities - Includes Lift Stations	30,496	26,365	31,017	35,337	52,103	<b>55,000</b>
22	COP's Interest & Fees	978,980	6,035,721	-	-	-	<b>-</b>
23	Fats, Oils & Grease (FOG) Program	18,651	24,981	21,211	23,395	23,262	<b>25,000</b>
24	Education, Training, Safety & Expenses	1,105	1,130	4,451	3,946	898	<b>5,000</b>
25	<b>TOTAL SEWER</b>	<b>\$ 2,412,003</b>	<b>\$ 7,169,043</b>	<b>\$ 1,209,610</b>	<b>\$ 1,318,438</b>	<b>\$ 1,143,248</b>	<b>\$ 1,631,128</b>

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## **Resolutions & Policies**

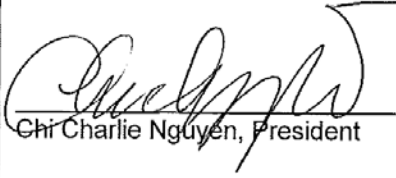
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RESOLUTION NO. 2019-08

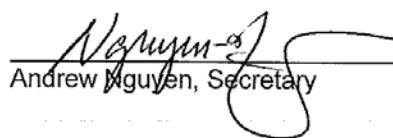
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY  
SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE  
SPECIAL DISTRICT GENERAL FUND BUDGET FOR THE FISCAL YEAR JULY 1,  
2019 THROUGH JUNE 30, 2020

BE IT RESOLVED, by the Board of Directors of Midway City Sanitary District, of  
Orange County, California, that the Special District General Fund Budget for the fiscal year  
2019-2020 is hereby adopted. A copy of said budget is attached hereto.

PASSED AND ADOPTED at a meeting of the Board of Directors of Midway City  
Sanitary District, of Orange County, California, held this 18<sup>th</sup> day of June, 2019.

  
Chi Charlie Nguyen, President

ATTEST:

  
Andrew Nguyen, Secretary

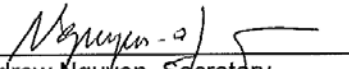
**CERTIFICATION**

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I, Andrew Nguyen, Secretary of the MIDWAY CITY SANITARY DISTRICT of Orange County, California, do hereby certify that the foregoing Resolution No. 2019-08 was duly adopted at a meeting of the Governing Board of said District held on the 18<sup>th</sup> of June, 2019 by the following vote of the members of the Board:

AYES: S. Contreras, A. Krippner, A. Nguyen, C. Nguyen and M. Rice  
NOES:  
ABSENT:

and I further certify that Chi Charlie Nguyen, as President, and Andrew Nguyen, as Secretary, signed and approved said Resolution No. 2019-08 on the 18<sup>th</sup> day of June, 2019.

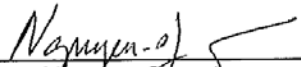
  
Andrew Nguyen, Secretary

(District Seal)

STATE OF CALIFORNIA )  
  ) SS.  
COUNTY OF ORANGE )

I, Andrew Nguyen, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2019-08 passed and adopted by the Board of Directors of said District at a meeting thereof held on the 18<sup>th</sup> day of June, 2019.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my official Seal of said District this 18<sup>th</sup> day of June, 2019.

  
Andrew Nguyen, Secretary

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**RESOLUTION NO. 2019-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING A REPORT ON SANITATION AND SEWER USER FEES PURSUANT TO SPECIAL USAGE PERMIT AGREEMENT AND COVENANT DOCUMENTS AND DIRECTING THE COUNTY AUDITOR TO ADD SUCH USAGE FEES TO THE JULY 1, 2019 - JUNE 30, 2020 SECURED TAX ROLL PURSUANT TO ORDINANCE NO. 26 AND ORDINANCE NO. 67**

Upon motion duly made, seconded and carried, the Board of Directors of the MIDWAY CITY SANITARY DISTRICT does hereby resolve as follows:

1. That by the adoption of Ordinance No. 26, the Board of Directors of the MIDWAY CITY SANITARY DISTRICT elected to impose and collect additional rates and charges for sanitation and sewerage services and facilities provided by said District to properties annexed to said District subsequent to July 20, 1981.

2. That the MIDWAY CITY SANITARY DISTRICT and owners of annexed properties have executed Special Usage Permit Agreement and Restrictive Covenant documents which have been recorded with the County Recorder and said documents, as required by Ordinance No. 26, contain an agreement that the special user fee may be collected on the tax roll in the same manner, by the same person, and at the same time as, together and not separately from, the general taxes of the District.

3. That the following special user fee was established by Ordinance No. 26 and by such Agreements as follows:

1 A. The rates and charges for this service are a fee which is equal to three  
2 percent (3%) of one percent (1%) of the annual property tax increments from  
3 said property beginning with the fiscal year in which the annexation of said  
4 property was approved by Resolution of the District's Board of Directors, or  
5 said Special Usage Permit Agreement and Restrictive Covenant was  
6 recorded, whichever occurred earlier;  
7  
8 B. The annual property tax increment is defined as that amount by which the  
9 property tax on said property has increased since the fiscal year immediately  
10 preceding the fiscal year during which the annexation of said property was  
11 approved by Resolution of the District's Board of Directors.  
12  
13 4. That the description of the real property subject to the above special usage fees,  
14 and the amount of such fees, appear on the attached listing as Exhibit "A".  
15  
16 5. That pursuant to Health and Safety Code Section 5473, a report has been filed  
17 with the District's Secretary containing a description of each parcel of real property and the  
18 amount of charges imposed by Ordinance No. 26 and such Agreements for the fiscal year  
19 2019-2020.  
20  
21 6. That pursuant to Health and Safety Code Section 5473.1, the filing of the report  
22 was duly noticed as required by law by publication once each week for two (2) successive  
23 weeks in the Westminster Herald-Journal, a newspaper of general circulation, printed and  
24 published in the MIDWAY CITY SANITARY DISTRICT, of a notice of a public hearing to  
25 be held on June 18<sup>th</sup>, 2019 at the Board's meeting room located at 14451 Cedarwood  
26 Avenue, Westminster, CA 92683, to consider oral and written objections or protests  
regarding such report.



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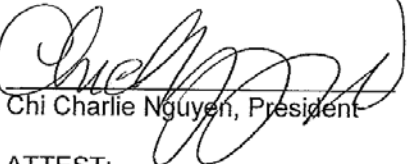
7. That pursuant to such notice, a public hearing to hear all objections or protests, if any, to the aforesaid report and proposed charges was held at the date and time set forth in such notice.

8. That after considering all protests, if any, the Board has determined that such report should be approved as filed.

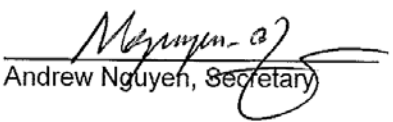
9. That the County Auditor be, and hereby is ordered and directed to add such special usage fees to the July 1, 2019 – June 30, 2020 secured tax roll.

10. That the Secretary shall cause a copy of this Resolution and such report, in either written or electronic form, to be filed with the Orange County Auditor on or before August 12, 2019.

PASSED AND ADOPTED at a meeting of the Board of Directors of the MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, held this 18<sup>th</sup> day of June, 2019.

  
Chi Charlie Nguyen, President

ATTEST:

  
Andrew Nguyen, Secretary



RESOLUTION NO. 2019-10

1  
2 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY  
3 DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING A REPORT ON  
4 SANITATION AND SEWER USER CHARGES AND DIRECTING THE COUNTY AUDITOR  
5 TO ADD SUCH USER CHARGES TO THE JULY 1, 2019 THROUGH JUNE 30, 2020  
6 SECURED TAX ROLL PURSUANT TO ORDINANCE NO. 64 AND ORDINANCE NO. 67.

7 WHEREAS, Ordinance No. 64 was adopted by the Board of Directors of the Midway  
8 City Sanitary District on August 2, 2005.

9 WHEREAS, Ordinance No. 67 was adopted by the Board of Directors of the Midway  
10 City Sanitary District on June 24, 2009.

11 Upon motion duly made, seconded and carried, the Board of Directors of the  
12 MIDWAY CITY SANITARY DISTRICT does hereby resolve as follows:

13 1. That by the adoption of Ordinance No. 64, the Board of Directors of the MIDWAY  
14 CITY SANITARY DISTRICT elected to impose and collect rates and charges for both  
15 residential and industrial and commercial sanitation and sewage services and facilities  
16 provided by said District. Ordinance 64 authorized a sewage usage fee at a not to exceed  
17 amount of \$111.00 per unit per year and sanitation (solid waste) usage fee at a not to  
18 exceed amount of \$246.60 per unit.

19 2. That by the adoption of Ordinance No. 67, the Board of Directors of the MIDWAY  
20 CITY SANITARY DISTRICT elected to adjust the rates and charges set forth in Ordinance  
21 No. 64 and impose and collect adjusted rates and charges for commercial, industrial and  
22 nonresidential sewerage services and facilities provided by said District. Ordinance 67  
23 authorized a sewage usage fee for each separate commercial, industrial and nonresidential  
24 activity at an initial rate not to exceed amount of \$87.00 per assigned unit of service, to be  
25 adjusted annually in accordance with the consumer price index, commencing July 1, 2010,  
26

1 and continuing through July 1, 2015. For fiscal year 2019-2020, this corresponds to an  
2 annual rate \$119.49 to \$459.96 per unit per parcel depending upon the corresponding  
3 sewer use category of each unit or activity. Notice of such rate adjustments has been  
4 provided as required by law.

5 3. Notwithstanding the amounts authorized under Ordinance 64, the sewerage  
6 usage fee for residential units or activities for fiscal year July 1, 2019 – June 30, 2020 shall  
7 not exceed \$87.00 per unit per year, and the sanitation (solid waste) usage fee for all units  
8 for fiscal year July 1, 2019 – June 30, 2020 shall not exceed \$177.00 per unit per year.

9  
10 4. That pursuant to Health and Safety Code Section 5473, a report has been filed  
11 with the District's Secretary containing a description of each parcel of real property and the  
12 amount of the charges imposed by Ordinance Nos. 64 and 67, for the fiscal year July 1,  
13 2019 – June 30, 2020.

14 5. That pursuant to Health and Safety Code Section 5473.1, the filing of the report  
15 was duly noticed as required by law by publication once each week for two (2) successive  
16 weeks in the Westminster Herald-Journal, a newspaper of general circulation, printed and  
17 published in the MIDWAY CITY SANITARY DISTRICT, of a notice of a public hearing to be  
18 held on June 18, 2019 at the Board's meeting room located at 14451 Cedarwood Street,  
19 Westminster, CA 92683, to consider oral and written objections or protests regarding such  
20 report.  
21

22 6. That pursuant to such notice, a public hearing to hear all objections or protests, if  
23 any, to the aforesaid report and proposed charges was held at the date and time set forth in  
24 such notice.  
25

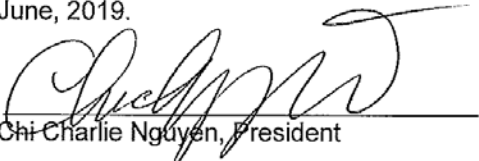
26 7. That after considering all protests, if any, the Board has determined that such

1 report should be approved as filed.

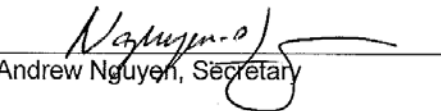
2 8. That the County Auditor be, and hereby is ordered and directed to add such  
3 sewerage and sanitation (solid waste) usage fees to the 2019-2020 secured tax roll.

4 9. That the Secretary shall cause a copy of this Resolution and such report, in either  
5 written or electronic form, to be filed with the Orange County Auditor on or before August  
6 12, 2019.

8 PASSED AND ADOPTED at a meeting of the Board of Directors of the MIDWAY  
9 CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, held this 18<sup>th</sup> day of  
10 June, 2019.

11   
12 \_\_\_\_\_  
13 Chi Charlie Nguyen, President

14 **ATTEST:**

15   
16 \_\_\_\_\_  
17 Andrew Nguyen, Secretary

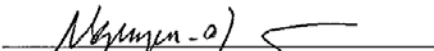
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I, Andrew Nguyen, Secretary of the MIDWAY CITY SANITARY DISTRICT of Orange County, California, do hereby certify that the foregoing Resolution No. 2019-10 was duly adopted at a regular meeting of the Governing Board of said District held on the 18<sup>th</sup> day of June, 2019, by the following vote of the members of the Board:

AYES: S. Contreras, A. Krippner, A. Nguyen, C. Nguyen and M. Rice  
NOES:  
ABSTAIN:

and I further certify that Chi Charlie Nguyen, as President, and Andrew Nguyen, as Secretary, signed and approved said Resolution on the 18<sup>th</sup> day of June, 2019.

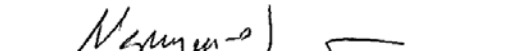
  
\_\_\_\_\_  
Andrew Nguyen, Secretary  
MIDWAY CITY SANITARY DISTRICT

(District Seal)

STATE OF CALIFORNIA )  
                                  ) ss.  
COUNTY OF ORANGE )

I, Andrew Nguyen, Secretary of the MIDWAY CITY SANITARY DISTRICT of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2019-10 passed and adopted by the Board of Directors of said District at a meeting thereof held on the 18<sup>th</sup> day of June, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal of said District this 18<sup>th</sup> day of June, 2019.

  
\_\_\_\_\_  
Andrew Nguyen, Secretary

(District Seal)

RESOLUTION NO. 2019-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2019-2020 FOR THE DISTRICT IN ACCORDANCE WITH THE PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE CALIFORNIA GOVERNMENT CODE

**WHEREAS**, Article XIII B of the Constitution of the State of California, as proposed by the Initiative Measure approved by the people at the special statewide election held on November 6, 1979, provides that the total annual appropriations subject to limitation of each local government shall not exceed the appropriation limits of such entity for the prior year adjusted for changes in the cost of living and population, except as otherwise specifically provided for in said Article; and

**WHEREAS**, the State Legislature added Division 9 (commencing with Section 7900) to Title 1 of the Government Code of the State of California to implement Article XIII B of the California Constitution; and

**WHEREAS**, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year, pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting and that 15 days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public; and

**WHEREAS**, Section 7902 (b) of the Government Code, as amended by Article XIII B, Section 8, of the California Constitution, sets forth the method for determining the appropriation limit for each local jurisdiction for the 2019-2020 fiscal year.

1           **NOW THEREFORE**, the Board of Directors of Midway City Sanitary District does  
 2 hereby FIND, RESOLVE AND ORDER:

3           **Section 1:** That it is hereby found and determined that the documentation  
 4 (attached hereto as Exhibit "A") used in the determination of the appropriations limit for  
 5 Midway City Sanitary District for fiscal year 2019-2020 was available to the public in the  
 6 office of the District at least 15 days prior to the date this resolution was adopted.

7           **Section 2:** That the Board of Directors has determined that for purposes of  
 8 calculating the 2019-2020 fiscal year appropriations limit for the District, the Board of  
 9 Directors selects the following cost of living factor pursuant to Article XIII B, Section 8(e) (2),  
 10 of the California Constitution:  
 11

<u>Fiscal</u> <u>Year</u>	<u>Factor</u>	<u>Percent</u>
2019-2020	Change in California per Capita Personal Income	3.85

12           **Section 3:** That for purposes of calculating the 2019-2020 fiscal year  
 13 appropriations limit for the District, the Board of Directors selects the following change in  
 14 population factor pursuant to Revenue and Taxation Code Section 2228:  
 15

<u>Fiscal</u> <u>Year</u>	<u>Factor</u>	<u>Percent</u>
2019-2020	Change in Orange County Population	0.29

16           **Section 4:** That the appropriations limit for fiscal year 2019-2020 for Midway City  
 17 Sanitary District, as established in accordance with Section 7902(b) of the Government  
 18 Code and as amended by Article XIII B, Section 8, of the California Constitution, is  
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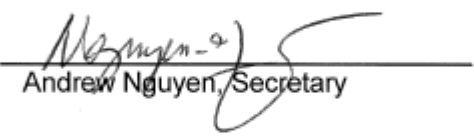
1 Six Million Nine Hundred and Sixty Two Thousand One Hundred and Ten Dollars  
2 (\$6,962,110) which sum is Midway City Sanitary District's maximum authorized spending  
3 limitation, in accordance with Article XIII B, for fiscal year 2019-2020.

4 **Section 5:** The determination of the appropriation limit is based upon the best and  
5 most complete information available at this time. The District reserves the right to review  
6 and re-establish a new and different limit in the event that it subsequently determines that a  
7 modification of the limit amount is appropriate.  
8

9 **PASSED AND ADOPTED** at a regular meeting of the Board of Directors of Midway  
10 City Sanitary held this 3<sup>rd</sup> day of September, 2019.

11   
12 \_\_\_\_\_  
13 Chi Charlie Nguyen, President

14 ATTEST:

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17 Andrew Nguyen, Secretary

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1	<b><u>2019-2020 Fiscal Year</u></b>		
2	Change in California Per Capita Personal Income		3.85
3	Civilian population change for Orange County		0.29
4	Per Capita Personal Income	$\frac{3.85 + 100}{100.00} =$	1.0385
5	converted to a ratio:		
6	Population change converted	$\frac{0.29 + 100}{100.00} =$	1.0029
7	to a ratio:		
8			
9	Calculation of factor for FY 2019-2020: $1.0385 \times 1.0029 = 1.04151165$ (ratio of change)		
10			
11			
12	<b>2018-2019 Limit \$6,684,620.55 x 1.04151165 = \$6,962,110.18 (new 2019-2020 limit)</b>		

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EXHIBIT "A"

**CERTIFICATION**

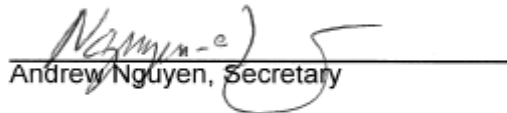
I, Andrew Nguyen, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing Resolution No. 2019-13 was duly adopted at a meeting of the Board of Directors of said District, held on the 3<sup>rd</sup> day of September, by the following vote of the members of the Board:

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

NOES:

ABSENT:

and I further certify that Chi Charlie Nguyen, as President, and Andrew Nguyen, as Secretary, signed and approved said Resolution on the 3<sup>rd</sup> day of September 2019.

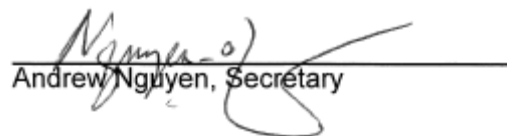
  
Andrew Nguyen, Secretary

(District Seal)

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss.

I, Andrew Nguyen, Secretary of Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2019-13 passed and adopted by the Board of Directors of said District at a meeting thereof held on the 3<sup>rd</sup> day of September, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal of said District on the 3<sup>rd</sup> day of September 2019.

  
Andrew Nguyen, Secretary

(District Seal)

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**RESOLUTION NO. 2019-04**

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

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

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

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

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

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

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

- 1 (e) The Vehicle Replacement Reserve Fund (*Renovation and*
- 2 *Replacement*).
- 3 (f) Buildings, Equipment, and Facilities Reserve Fund.
- 4 (g) Compressed Natural Gas (CNG) Fueling Station & Facilities Reserve
- 5 Fund.

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

11 **Section 3.** Pursuant to Health and Safety Code Section 6801, the District has  
 12 appointed a member of the Board of Directors to serve as Treasurer. Pursuant to  
 13 Government Code Section 53607, the District will elect in each annual period by its  
 14 Resolution Approving a Statement of Investment Policy to either delegate its investment  
 15 authority for a one-year period to the Treasurer or to reserve all investment authority to  
 16 the Board of Directors or its designees. When the Treasurer is delegated the investment  
 17 authority of the District in each annual period, then he or she shall report to the Board of  
 18 Directors each month the investment and reinvestment of funds authorized by him or her  
 19 in that period. When the Board has authority, then the Director of Finance and Human  
 20 Resources shall report to the Board of Directors each month the investment and  
 21 reinvestment of funds in that period.

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

1 Treasurer, the General Manager and the Director of Finance and Human Resources shall  
 2 be limited by the following:

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

8 (b) The Board President, Treasurer, General Manager, and the Director  
 9 of Finance and Human Resources shall make only those withdrawals of District's money  
 10 (whether by check, warrant or electronic transfer) as are authorized by the Board of  
 11 Directors through action to approve the payment of the regular expenses of the District,  
 12 and

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

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

18 (a) The Local Agency Investment Fund in accordance with the provisions  
 19 of Government Code Section 16429.1 for the purposes of investment  
 20 as set forth therein;

21 (b) Union Bank or any other financial institution located in Orange  
 22 County meeting the requirements of Government Code Section  
 23 53601 or 53630 et seq. for the purposes of deposit and investment  
 24 as set forth therein.

25 (c) The Investment Trust of California, doing business as CalTrust, in  
 26 accordance the provisions of Government Code Section 16429.1 for

1 the purposes of investment as set forth therein.

2 (d) As otherwise authorized pursuant to the District's Investment Policy.

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

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

15 (a) Deposits of no more than \$1 million dollars in negotiable certificates  
 16 of deposit (including accruing interest), provided however, that in no event shall  
 17 purchases of certificates of deposit exceed thirty (30%) of the District's surplus money.  
 18 Certificate of Deposit (or Time Deposits) shall be placed with commercial banks and/or  
 19 savings and loan companies that are insured by the Federal Deposit Insurance  
 20 Corporation (FDIC).

21 (b) Deposits of no more than \$2 million dollars in securities of the U.S.  
 22 Government or its agencies, fully guaranteed as to payment by the U.S. Government or  
 23 the agency.

24 **Section 8.** The General Manager and the Director of Finance and Human  
 25 Resources at the direction of the Treasurer shall prepare and present to the Board an  
 26 annual statement of investment policy as required by Government Code Section 53646.

1 The annual statement of investment policy shall be approved by resolution of the  
2 Board, and it shall include the names and signatures of the then current Board President,  
3 Treasurer, General Manager and Director of Finance and Human Resources as the  
4 persons authorized to deposit, transfer, and withdraw District money.

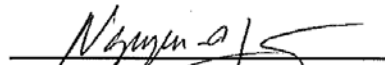
5 **Section 9.** The General Manager, and the Director of Finance and Human  
6 Resources shall at the direction of the Treasurer prepare and present to the Board for  
7 approval the quarterly reports required by Government Code Section 53646.

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

10 **PASSED AND ADOPTED,** at a regular meeting of the Board of Directors of  
11 Midway City Sanitary District of Orange County, California, held this 23rd day of April,  
12 2019.

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14 \_\_\_\_\_  
15 Chi Charlie Nguyen, President

16 ATTEST:

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19 \_\_\_\_\_  
20 Andrew Nguyen, Secretary

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**CERTIFICATION**

1 I, Andrew Nguyen, Secretary of the Midway City Sanitary District of Orange  
2 County, California, do hereby certify that the foregoing Resolution No. 2019-04 was duly  
3 adopted at a regular meeting of the Board of Directors of said District, held on the 23<sup>rd</sup>  
4 day of April, 2019, by the following vote of the members of the Board:

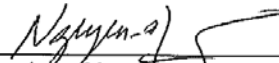
5 AYES: S. Contreras, A. Krippner, A. Nguyen, A. Nguyen, M. Rice

6 NOES:

7 ABSENT:

8 and I further certify that Chi Charlie Nguyen, as President, and Andrew Nguyen as  
9 Secretary, signed and approved said Resolution on the 23<sup>rd</sup> day of April, 2019.

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Andrew Nguyen, Secretary

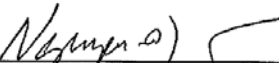
(District Seal)

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STATE OF CALIFORNIA }  
COUNTY OF ORANGE } §§

18 I, Andrew Nguyen, Secretary of Midway City Sanitary District of Orange County,  
19 California, do hereby certify that the foregoing is a full, true and correct copy of Resolution  
20 No. 2019-04 passed and adopted by the Board of Directors of said District at a regular  
21 meeting thereof held on the 23<sup>rd</sup> day of April, 2019.

22 IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal  
23 of said District this 23<sup>rd</sup> day of April, 2019.

  
\_\_\_\_\_  
Andrew Nguyen, Secretary

(District Seal)

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**RESOLUTION NO. 2019-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2019-2020 (JULY 1, 2019 THROUGH JUNE 30, 2020)**

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

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

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

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

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

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

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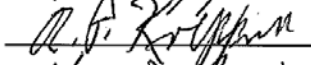
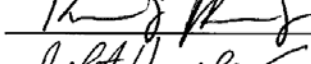
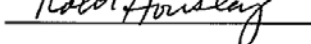
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**NOW, THEREFORE,** the Board of Directors of the Midway City Sanitary District does hereby **RESOLVE** as follows:

**Section 1:** The Statement of Investment Policy stated in Exhibit "A" hereto, and incorporated herein by this reference, is approved for the 2019-2020 Fiscal Year (July 1, 2019 through June 30, 2020).

**Section 2:** In accordance with the District's Investment Policy, the officials of the District set forth in Section 3 herein or their successors are authorized for the 2019-2020 Fiscal Year (July 1, 2019 through June 30, 2020) to approve the investment and reinvestment of the District's monies and surplus funds in accordance with Government Code Sections 53635 and 53601.

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

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

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

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

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RES 2019-05 INVESTMENT POLICY RESOLUTION

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**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 23<sup>rd</sup> day of April, 2019.

  
Chi Charlie Nguyen, President

ATTEST:

  
Andrew Nguyen, Secretary

RES 2019-05 INVESTMENT POLICY RESOLUTION

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**CERTIFICATION**

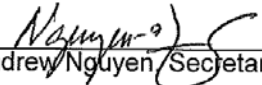
I, Andrew Nguyen, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing Resolution No. 2019-05 was duly adopted at a regular meeting of the Board of Directors of said District, held on the 23<sup>rd</sup> day of April, 2019, by the following vote of the members of the Board:

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

NOES:

ABSENT:

and I further certify that Chi Charlie Nguyen, as President, and Andrew Nguyen, as Secretary, signed and approved said Resolution on the 23<sup>rd</sup> day of April, 2019.

  
\_\_\_\_\_  
Andrew Nguyen, Secretary

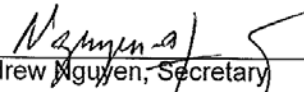
(District Seal)

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STATE OF CALIFORNIA }  
COUNTY OF ORANGE } §§

I, Andrew Nguyen, Secretary of Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2019-05 passed and adopted by the Board of Directors of said District at a regular meeting thereof held on the 23<sup>rd</sup> day of April, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal of said District this 23<sup>rd</sup> day of April, 2019.

  
\_\_\_\_\_  
Andrew Nguyen, Secretary

(District Seal)

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**EXHIBIT "A"**  
**MIDWAY CITY SANITARY DISTRICT**  
**STATEMENT OF INVESTMENT POLICY**  
**FISCAL YEAR 2019-2020 (July 1, 2019 through June 30, 2020)**

**A. PURPOSE**

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

1. To report the principles applicable to the prudent investment of all District monies available for deposit or investment as surplus funds.
2. To provide a clear understanding to the Board of Directors, the Board President, the Treasurer, the General Manager and Director of Finance and Human Resources (as the District's responsible employees under Resolution 2019-04) and to third parties (whether investment advisors or otherwise), as to the objectives and policies of the District applicable to the investment of its money.
3. To establish a basis for evaluating investment results.

**B. TERM**

This statement is applicable to investments made in fiscal year 2019/2020 (July 1, 2019 through June 30, 2020), and it shall be revised as appropriate and presented to the Board on an annual basis.

**C. SCOPE**

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

**D. STANDARD OF CARE**

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

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

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

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

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

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

11 **F. OBJECTIVES**

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

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

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

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

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

- 1           3.     Short-term certificates of deposit 90 days to maturity provided that not more
- 2                     than 30% of District's surplus funds are placed on deposit pursuant to
- 3                     Government Code Section 53601.
- 4           4.     Shares of beneficial interest issued by a joint powers authority organized
- 5                     pursuant to Government Code Section 6509.7, including but not limited to
- 6                     the Investment Trust of California, doing business as CalTrust.

7     To accomplish the reasonable rate of return objective, the District's Board President,

8     Treasurer, General Manager and Director of Finance and Human Resources shall

9     determine no less frequently than quarterly the amount of money recommended to be held

10    by the District in inactive or long-term investments. Acceptable inactive (investments

11    unavailable without 30 days or more notice) or long-term investments include, subject only

12    to limitations of applicable law:

- 13           1.     Certificates of deposit having a maturity date no greater than one-year from
- 14                     the date of purchase, provided that not more than 30% of the District's
- 15                     surplus funds are placed on deposit, pursuant to Government Code Section
- 16                     53601.
- 17           2.     Securities of the U.S. Government or its agencies fully guaranteed as to
- 18                     payment by the U.S. Government or the agency.
- 19           3.     Shares of beneficial interest issued by a joint powers authority organized
- 20                     pursuant to Government Code Section 6509.7, including but not limited to
- 21                     the Investment Trust of California, doing business as CalTrust.

22     **G.    ADVISORS**

23     The Board of Directors may engage the services of one or more registered investment

24     advisors to assist the Board President, Treasurer, General Manager and Director of

25     Finance and Human Resources in the management of the District's investments. Such

26     advisors are expected to act in accordance with this statement of policy and shall be

27     familiar with investment laws applicable to public agencies. Further, any external

28     investment advisor shall be registered under the Investment Advisors Act of 1940, or shall

   be exempt from such registration.

   The District has established an annual process of independent review by an external

   auditor. The objective of the review is to provide internal control by assuring compliance

   with policies and procedures.

**H.    REPORTING**

   No less frequently than monthly, the Treasurer shall report to the Board of Directors the

   investment and reinvestment of funds authorized by the Treasurer in that period.

   No less frequently than quarterly, the General Manager and the Director of Finance and

   Human Resources, at the direction of the Treasurer, shall present to the Board of Directors

   a report stating:

- 1.     The types of investments currently held by the District.



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

10           See, Government Code Section 53646.

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**RESOLUTION NO. 2017-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING AN UPDATED OFFICIAL DISTRICT TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

**WHEREAS**, it is the policy of the Midway City Sanitary District ("District") to reimburse District Board members and employees for actual and necessary expenses related to travel, transportation, lodging, and meals incurred while on official District business; and

**WHEREAS**, in 2013, the Board of Directors adopted Resolution No. 2013-21 approving an updated Official District Travel Policy; and

**WHEREAS**, the Board desires to update the District's policy regarding travel and expense reimbursement; and

**WHEREAS**, the Official District Travel and Expense Reimbursement Policy attached hereto satisfies the requirements of AB 1234, including in particular the requirements of Government Code sections 53232.2 and 53232.3.

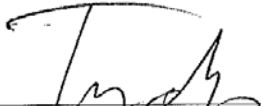
**NOW, THEREFORE**, the Board of Directors of the Midway City Sanitary District resolves as follows:


Section 1: The attached Official District Travel and Expense Reimbursement Policy is hereby approved.

Section 2: Resolution No. 2013-21 is hereby rescinded. In addition, any prior resolutions and/or policies established by the Board of Directors that are in direct conflict with the policy set forth herein shall be deemed rescinded to the extent of such conflict.

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1           **PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of  
2 Midway City Sanitary District of Orange County, California, held this 17th day of January,  
3 2017.

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5 \_\_\_\_\_  
6 Tyler M. Diep, President

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8 **ATTEST:**  
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11 Charlie C. Nguyen, Secretary

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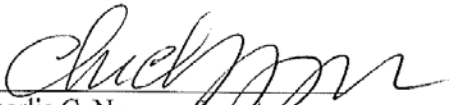
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**CERTIFICATION**

I, Charlie C. Nguyen, Secretary of the MIDWAY CITY SANITARY DISTRICT of Orange County, California, do hereby certify that the foregoing Resolution No. 2017-02 was duly adopted at a meeting of the Governing Board of said District held on the 17th day of January, 2017 by the following vote of the members of the Board:

AYES: Director Cobo, Diep, Krippner, Nguyen and Rice  
NOES:  
ABSENT:

and I further certify that Tyler M. Diep, as President, and Charlie C. Nguyen, as Secretary, signed and approved said Resolution No. 2017-02 on the 17th day of January, 2017.

  
Charlie C. Nguyen, Secretary

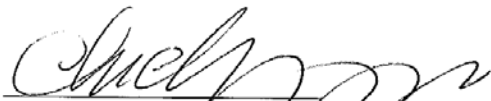
(District Seal)

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STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF ORANGE     )

I, Charlie C. Nguyen, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2017-02 passed and adopted by the Board of Directors of said District at a meeting thereof held on the 17th day of January, 2017.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my official Seal of said District this 17th day of January, 2017.

  
Charlie C. Nguyen, Secretary

**MIDWAY CITY SANITARY DISTRICT  
OFFICIAL TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

**I. POLICY**

It is the policy of the Midway City Sanitary District to reimburse District Board members and employees for actual and necessary expenses related to travel, transportation, lodging, and meals incurred while on official District business. Except as otherwise noted, this Policy applies to all District Board members and employees. This Policy is intended to serve as the District's "Accountable Plan" under the applicable Internal Revenue Code and Treasury Regulations.

**II. ACTIVITIES QUALIFYING BOARD MEMBERS AND EMPLOYEES FOR EXPENSE REIMBURSEMENT**

**A. Board Members**

The following types of occurrences qualify Board members to receive reimbursement for authorized actual and necessary expenses incurred in the performance of official duties and/or while on official District business, provided attendance/participation has been authorized by the Board of Directors and the requirements of this Policy are met.

- (1) Meetings with federal, state, regional or county officials regarding legislative or regulatory issues affecting the District and over which the officials have jurisdiction.
- (2) Attending conferences and/or educational seminars designed to improve the attendee's expertise and information levels, including, but not limited to, ethics training required pursuant to Government Code Section 53234.
- (3) Participating in regional, state, and national organizations whose activities or interests may affect the District's interests.
- (4) Attending District sponsored or co-sponsored events and promotional activities.
- (5) Attendance at such other meetings or events or the performance of other such official duties in the interest of the District, which are approved by the District's Board of Directors.

**B. District Employees**

District employees shall be entitled to receive reimbursement for authorized actual and necessary expenses incurred in the performance of official duties and/or while on official District business, provided attendance/participation has been duly authorized and the requirements of this Policy are met.

Subject to prior authorization of the Board of Directors, the General Manager, Finance/Human Resources Director, and Director of Operations/Safety may attend such conferences, meetings, and events requiring out-of-county travel as necessary in the performance of their official duties.

Other District employees, at the discretion of the General Manager, and upon approval by the Board of Directors, may attend up to two conferences per year. A maximum of eight days will be allowed. Any additional time will be charged to vacation and no expenses will be paid over the eight days. Each employee must check with the General Manager at least two weeks prior to attending a conference to insure that their duties will be covered.

### **III. EXPENSE AND REIMBURSEMENT GUIDELINES**

Reimbursement for all expenses incurred for travel, conference/meeting registration fees, lodging, transportation, parking, meals, and other incidental expenses shall be subject to the guidelines set forth in this Section. For purposes of this Policy, "reimbursement" means all forms of payment for expenses incurred by District Board members and employees in the course of their official duties whether paid directly by the District (including without limitation, with a District-issued credit card) or advanced by District Board members and employees with personal funds and later reimbursed from District funds. Unless otherwise specifically provided herein, reimbursement for travel, meals, lodging, and other actual and necessary expenses shall be at the Internal Revenue Service rates presently in effect as established in Publication 463 or any successor publication. All expenses not covered by this Policy, or which are in excess of the reimbursable rates set forth in this Policy, shall not be reimbursable unless approved by the Board of Directors at a public meeting.

#### **A. Conference Registration and Related Costs**

Conference registration should be arranged in advance through the General Manager. All fees for registration, tuition, and educational materials provided at conferences and similar events are reimbursable.

#### **B. Transportation**

The most economical mode and class of transportation reasonably consistent with scheduling needs and space requirements should be used, using the most direct and time-efficient route. Government and group rates offered by a provider of transportation services should be used when available if they present the least expensive fare. Public transportation and car-pooling should be utilized when it is practical and less expensive.

##### **1. Air Travel**

Air travel to and from a conference/meeting/event location, along with associated airline baggage fees, is reimbursable at coach class level. Reimbursement for first class or business class travel will only be allowed on an exception basis and must be approved in advance by the Board of Directors, based upon the physical needs or ability to conduct meaningful work while on board. All air travel should be arranged in advance through

the General Manager, if possible, and should be arranged as early as possible to take advantage of reduced fares for early reservations.

2. Ground Transportation

- a. Automobile. Travel to and from a conference/meeting/event location via personal automobile is reimbursable at the Internal Revenue Service per mile rate in effect at the time of such travel, provided, however, that such reimbursement shall not exceed the equivalent of 750 miles round trip. The IRS rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. The IRS mileage rates do not include bridge and road tolls, which shall be separately reimbursable.
- b. Car Rental. Rental vehicles may be used for travel to and from a conference/meeting/event location when use of a rented vehicle is a necessity and is less expensive than other reasonably available means of travel. Itemized receipts must be submitted with vehicle rental reimbursement requests.
- c. Taxis / Shuttles / Public Transportation. Reasonable and necessary charges for public transportation, taxi, or shuttle service associated with travel to, from, or at a conference/meeting/event locations are reimbursable at actual cost with receipts.
- d. Parking. Parking expenses associated with (i) the use of personal or rented vehicles for authorized travel or (ii) airport parking when air travel is utilized are reimbursable at actual cost with receipts.

C. Lodging

Lodging costs will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay. All lodging shall be arranged in advance through the General Manager, if possible. Government and group rates offered by a provider of lodging services shall be used when available. If such lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate for lodging in connection with a conference or organized educational activity is not available, the Board member or employee shall use comparable lodging that is: (a) consistent with the Internal Revenue Service rates for reimbursement of lodging as established by IRS Publication 463, or any successor publication; or (b) at a government rate, if offered by a lodging provider.

Non-reimbursable lodging-related expenses include, but are not limited to, costs for an extra person staying in the room, costs related to un-cancelled reservations, in-room pay-per-view

movie rentals or mini-bar service, laundry service, and non-District business related telephone calls. Receipts must accompany all requests for lodging reimbursements.

D. Meals and Incidental Expenses

Subject to the limits set forth below, actual expenses incurred for meals, telephone gratuities, baggage handling, and other incidental expenses will be reimbursed when incurred during authorized travel or in conjunction with an authorized District-business meeting or event. Meal expenses and gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. All reimbursements sought for meals and incidental expenses should be supported by proper receipts.

Unless otherwise approved by the Board of Directors, Board members and employees shall be reimbursed at no more than the per diem rate set forth below. Where justified under the circumstances, reimbursement of actual expenses in an amount greater than the per diem rate may be reimbursed following review of the Board Treasurer and approval by the Board of Directors at a public meeting. Any amount paid or otherwise advanced by the District for meals and incidental expenses in excess of the authorized reimbursement amount shall be returned to the District.

E. Per Diem Advances

Upon request, Board members and eligible employees may claim an advance in an amount up to \$50 per day (the "per diem rate") for meals and incidental expenses associated with District business where an overnight stay is required. Board members and employees claiming a per diem advance must submit itemized receipts for all meals or incidental expenses purchased with the per diem advance. Any unused per diem advance funds shall be returned to the District within thirty (30) days.

F. Unauthorized Expenses

No reimbursement shall be allowed for the following:

1. Personal expenses, including, but not limited to, expenses incurred for in-room pay-per-view movies, laundry service, barbering or salon services, spa services, or non-District business related telephone calls;
2. Entertainment, except when it is a regularly scheduled part of the conference/meeting/event being attended;
3. The purchase of alcoholic beverages (Note: pursuant to the District's Drug and Alcohol Policy, District employees shall not use or be under the influence of alcohol or any non-prescription drugs while on District business);
4. Travel companion expenses, including spouse, friend, partner, or family member expenses when accompanying a Board member or employee on District-related business;
5. Any additional travel, lodging or other expenses incurred as a result of the election of the Board member or employee to travel to an event in advance or stay longer than necessary on personal business;



6. Political or charitable contributions, including without limitation, any portion of a ticket or pass to an event that is treated or recognized by the event sponsor as a charitable contribution.
7. Expenses for which the Board member or employee receives reimbursement from another agency;
8. Non-mileage automobile expenses incurred, including repairs, traffic citations, insurance, or gasoline;
9. Personal losses incurred while on District business (e.g., theft or property destruction); and
10. Any expense which is not covered by this Policy which has not been approved by the Board of Directors before the expense is incurred.

Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred.

G. Reporting

All per diem advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the District's General Manager. Expense reports must document that the expense in question met the requirements of this Policy. Board members and employees should submit their expense reports within 30 days of an expense being incurred, accompanied by itemized receipts documenting each expense. Receipts for gratuities and tolls \$5 and under are not required, but should be provided if available. Inability to provide such documentation in a timely fashion may result in the expense being borne by the Board member or employee. All reported expenses are subject to verification of accuracy and compliance with this Policy.

Pursuant to Government Code Section 53232.3, Board members shall provide a brief report on any conferences, meetings, or events attended at the District's expense at the next regular meeting of the Board of Directors.

**IV. COMPLIANCE WITH LAWS**

Board members and employees should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All documents related to reimbursable District expenditures, including, but not limited to, expense reports, receipts, and written evidence of direct District advances or payments for expenses, are public records subject to disclosure under the Public Records Act.

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**RESOLUTION NO. 2017-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY,  
CALIFORNIA, APPROVING AMENDED PURCHASING  
POLICIES AND PROCEDURES**

THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT  
FINDS AND DETERMINES AS FOLLOWS:

A. The Midway City Sanitary District Board of Directors previously adopted amended Purchasing Policies and Procedures in 2014 and revised said Purchasing Policies and Procedures in 2015 and 2016. The Board of Directors has determined that Section 11 of the existing Purchasing Policies and Procedures should be amended to clarify the Board's authority to waive or modify the procurement requirements set forth in the Purchasing Policies and Procedures on a case by case basis for contracts to which State law does not impose specified procurement requirements.

B. Rents, the cost of land, wages and benefits, taxes, insurance rates and the administrative costs of doing business are substantially higher for businesses located within the District's jurisdictional boundaries than for many businesses located elsewhere.

C. It is well-documented that other states and jurisdictions are actively soliciting local businesses to relocate elsewhere based on the higher cost of doing business locally, the result of which is an erosion of the local economic base. Erosion of the local economic base will reduce District options available for obtaining goods and services which is likely to increase the District's costs in obtaining goods and services.

D. It is in the interests of the District's ratepayers that businesses currently located within the District's jurisdictional boundaries remain locally based instead of relocating to outlying areas or other states.

E. Based upon the foregoing, the District's local vendor preference is supportive of local economic development and maintained local economic viability.

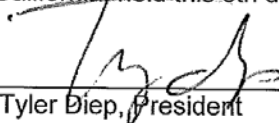
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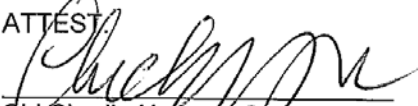
**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MIDWAY CITY  
SANITARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

1. The Purchasing Policy and Procedures attached hereto as Exhibit A are hereby approved.

2. The District's Purchasing Policy and Procedures adopted in 2014 and amended in 2015 and 2016 are hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 6th day of June 2017.

  
Tyler Diep, President

ATTEST  
  
Chi Charlie Nguyen, Secretary

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**CERTIFICATION**

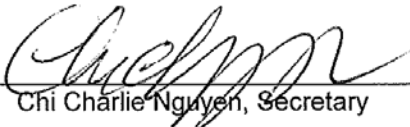
I, Chi Charlie Nguyen, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing Resolution No. 2017-08 was duly adopted at a regular meeting of the Board of Directors of said District, held on the 6th day of June, 2017, by the following vote of the members of the Board:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NOES:

ABSENT:

and I further certify that Tyler Diep, as President, and Chi Charlie Nguyen as Secretary, signed and approved said Resolution on the 6th day of June, 2017.

  
\_\_\_\_\_  
Chi Charlie Nguyen, Secretary

(District Seal)

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STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) §§

I, Chi Charlie Nguyen, Secretary of Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2017-08 passed and adopted by the Board of Directors of said District at a regular meeting thereof held on the 6th day of June, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal of said District this 6th day of June, 2017.

  
\_\_\_\_\_  
Chi Charlie Nguyen, Secretary

(District Seal)

**MIDWAY CITY SANITARY DISTRICT  
PURCHASING POLICY AND PROCEDURES**

**Section 1: Introduction**

This policy shall be known as the Midway City Sanitary District's (District) Purchasing Policy and Procedures (Policy). Its purpose is to: establish policies and procedures for the purchase of Goods, Services, and the award of Contracts for Public Works Projects at the lowest possible cost commensurate with the quality needed; exercise positive financial control over purchases; ensure the District complies with state laws governing the award of Contracts for Goods, Services and Public Works Projects; and clearly define authority for District purchases.

**Section 2: Administrative Rules and Procedures**

The General Manager and Finance/HR Director may issue and enforce such administrative rules and procedures as required and necessary to carry out the intent and purposes of this Policy.

**Section 3: Authorization by the Board of Directors**

The purchase of any Goods and/or Services having an estimated value greater than \$20,000, and/or award of Public Works Projects having an estimated value greater than \$15,000 shall be subject to approval by the Board of Directors. Procurements shall not be artificially split or divided into different individual Contracts so as to keep each Contract amount below monetary thresholds set forth in this Policy. Notwithstanding the foregoing, the General Manager or Finance/HR Director may approve procurements valued greater than the amounts specified above in emergency situations pursuant to Section 9, Paragraph E, and Section 10, Paragraph B.11., herein.

**Section 4: Specific Authorization for General Manager and Finance/HR Director to Purchase**

- A. The General Manager and Finance/HR Director are authorized to approve Procurements of Goods and/or Services having an estimated value of \$20,000 or less, and to award contracts for Public Works Projects having an estimated value of \$15,000 or less, without prior authorization from the Board of Directors. The General Manager and/or Finance/HR Director shall require that such Procurements be made in conformance with the policies established herein. The Board of Directors may require that the General Manager or Finance/HR Director provide periodic reports regarding Procurements made under such authorization to the Board of Directors at a regular meeting.
- B. The General Manager and Finance/HR Director shall have the authority to:

**MIDWAY CITY SANITARY DISTRICT  
PURCHASING POLICY AND PROCEDURES**

1. Determine the purchasing method(s) to be used, which shall be consistent with this Policy.
2. Procure Goods, Services and/or award Contracts for Public Works Projects required by the District in accordance with the purchasing policies set forth in this Policy and/or as directed by the Board of Directors.
3. Negotiate and recommend the execution of Contracts for the procurement of Goods, Services and/or Public Works Projects.
4. Act to procure the needed quality in Goods and/or Services, along with the award of Contracts for Public Works Projects, at the least overall expense to the District.
5. Delegate appropriate authority to staff.
6. Endeavor to obtain as full and open competition as reasonable on Procurements.
7. Prepare, update, and implement rules and procedures consistent with this Policy governing the purchase of Goods, Services, and the award of Contracts for Public Works Projects for the District.

**Section 5: Decentralized Purchasing**

The District's purchasing system is decentralized in order to maintain a continuous supply of Goods and/or Services necessary to support the District's operations and meet the District's obligations to the public. Each Department is responsible for compliance with the District's policies, procedures and any and all applicable laws.

**Section 6: Authorization for Payment(s)**

Authority to approve payments for Goods, Services, and Public Works Contracts will lie with the District General Manager and/or Finance/HR Director, subject to review by the Board Treasurer and approval and/or ratification by the Board of Directors at a Board meeting.

**Section 7: Encumbrance of Funds**

Except in cases of emergency, no Contract or Procurement shall be made for Goods, Services, or Public Works Projects unless an unencumbered appropriation in the current fiscal year budget can be identified, or unless authorized by the Board of Directors.

**MIDWAY CITY SANITARY DISTRICT  
PURCHASING POLICY AND PROCEDURES**

**Section 8: Ethics**

- A. District personnel shall not accept gifts, rebates, kickbacks, personal services, or in any way incur personal gain from any Contractor, actual or potential, doing business with the District.
- B. No District employee or Board Member shall have a direct or indirect individual interest in any Contract or purchase of goods or services entered into by the District, or shall derive any personal benefit from the District's purchase of Goods and/or Services. Without limiting the foregoing, no District employee or Board Member shall make any Contract, participate in the making of any Contract, or in any way attempt to use his or her official position to influence any decision on any Contract, in violation of Government Code sections 87100 *et seq.* or Government Code section 1090.
- C. No District employee or Board Member shall use the purchasing procedures to obtain property or services for personal use or by misrepresenting to Contractors that personal purchases are for the District (i.e., for the purpose of obtaining price discounts). Notwithstanding the above, Mechanics in the Fleet Maintenance Department may personally purchase their own tools from Contractors which may be used in the maintenance of the District's fleet. These tools are the property of the individual mechanic, and the District has no obligation to purchase or replace tools personally bought by the employee.

**Section 9: Bidding, Purchasing and Contracting for Goods and/or Services**

**A. \$5,000 or less:**

No bidding is required for purchases that are \$5,000 or less, which includes all applicable taxes and shipping. At the discretion of the General Manager or Finance/HR Director, at least two (2) quotes shall be obtained to ensure the lowest overall cost to the District.

**B. More than \$5,000, and up to and including \$125,000:**

The following Informal Bid Process is required for procurements, including taxes and shipping, that is estimated more than \$5,000, and up to and including \$125,000:

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1. At least three (3) vendors shall be asked to submit informal bids. Notices inviting bids shall be mailed (email, faxed, et cetera) to vendors on the Qualified Bidders List or vendors otherwise identified by District staff not less than ten (10) days before bids are due.
2. When soliciting informal bids, staff shall: (1) describe the Goods and/or Services in general terms; (2) advise vendors how to obtain additional information about the Goods and/or Services; (3) state the date, time and place for the submission of sealed bids; (4) for particular services, advise vendors when the award will be based on the Best Value evaluation as determined by the Board of Directors or General Manager, as applicable; (5) advise vendors that the District may reject any and/or all bids received, and may waive any minor irregularities in each bid received; and (6) include any other information required by federal, state or local law, as applicable.

**C. Over \$125,000:**

A Formal Bid Process is required for procurements of Goods and/or Services, including taxes and shipping, that is estimated to be over \$125,000. The District shall solicit formal sealed bids in accordance with the following procedures:

1. Publish a Notice Inviting Bids that contains (a) a description of the Goods and/or Services required, (b) a description of the selection process, (c) bidder's security requirement, if applicable, (d) performance bond requirements, if applicable, and (e) such provisions, terms, and conditions, consistent with this Policy, that are deemed necessary, desirable, and/or advantageous to the District;
2. Open the bids publicly at the time and place designated in the Notice Inviting Bids, and record the amount of each bid;
3. Determine whether the bids are responsive to the Notice Inviting Bids; and
4. Take one of the following actions:
  - (a) Award the Contract to the lowest Responsive and Responsible Bidder;
  - (b) Reject any and all bids presented and/or re-advertise the bid; or



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- (c) Declare that the Goods and/or Services may be acquired at a lower cost by negotiation in the open market and authorize the procurement in that manner.
- 5. If two or more bids received are for the same total amount or unit price, the District may accept the one it chooses or accept the lowest bid made by negotiation with the tie bidders at the time of the award.

**D. Professional Services**

To ensure the selection of Professional Services for private architectural, professional engineering, environmental, land surveying and construction project management services are based on demonstrated competence and on professional qualifications necessary for the satisfactory performance of the services required, the following procedures shall be followed for the procurement of Professional Services:

1. \$20,000 or less

For Professional Design Service Contracts estimated at \$20,000 or less, the General Manager or Finance/HR Director shall informally request at least two (2) proposals from vendors providing the type of services needed. The General Manager shall engage the most qualified person or firm based upon demonstrated competence and on professional qualifications necessary for the satisfactory performance of the services required, as determined in the sole discretion of the General Manager.

2. Over \$20,000

(a) A Request for Proposals shall be issued for each Professional Service requested. Multiple projects may be bundled into one Request for Proposals such that multiple Contract awards may result from one Request for Proposals and selection may be based upon specialized services. Each Request for Proposals shall require that proposals contain, at a minimum, the following information:

- i. The firm's qualifications for performing the proposed work.
- ii. The firm's relevant experience and performance on similar projects.

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- iii. A fee proposal, based on the method of compensation specified in the Request for Proposal, and an estimate of total fees.
  - iv. The firm's ability to complete the work within the time allotted.
  - v. The personnel that will be assigned to the project.
  - vi. A statement that the firm's engagement for the project would not create a conflict of interest.
  - vii. Any other information required to properly evaluate the firm's qualifications and experience with similar projects.
  - viii. Proposals for construction management services shall demonstrate that the designated personnel have expertise and experience in construction project design review and evaluation, construction mobilization and supervision, bid evaluation, project scheduling, cost-benefit analysis, claims review and negotiation, and general management and administration of a construction project.
- (b) The District shall publicize each Request for Proposals by one or more of the following methods:
- i. Advertising in the publications of professional societies;
  - ii. Mailing, electronic mailing, or faxing the Request for Proposals to each vendor who has submitted a Statement of Qualifications;
  - iii. Mailing, electronic mailing, or faxing the Request for Proposals to at least three firms qualified to furnish the required services as identified in the Qualified Bidders List or as otherwise identified by District staff;
  - iv. Posting the Request for Proposals on the District website; and/or
  - v. Using other publication methods that may be beneficial to increasing the number of qualified proposals received by the District.

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- (c) The General Manager and/or Finance/HR Director shall evaluate the proposals for the Board of Director's review.
- (d) All proposals shall be evaluated and ranked, from most qualified to least qualified, based on each firm's demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.
- (e) The General Manager and/or Finance/HR Director may conduct interviews of firms based on the proposal rankings in order to determine final rankings.
- (f) At the Board's Direction, the General Manager and/or Finance/HR Director shall negotiate a Contract with the firm that the evaluation committee deems to be most qualified. If the General Manager or Finance/HR Director is unable to negotiate a satisfactory Contract with the firm deemed to be most qualified, the General Manager or Finance/HR Director shall terminate negotiations with that firm and may negotiate with the firm deemed to be second most qualified. If those negotiations fail, the General Manager or Finance/HR Director shall negotiate with the third most qualified firm, and so on, until an agreement is reached or the General Manager or Finance/HR Director determines that it is in the best interest of the District to reject the remaining firms. If the Board of Directors determines that it is in the best interest of the District, the Board of Directors may award more than one Contract to the most qualified firms or reject all proposals.

**E. Emergency Purchases for Goods and/or Services**

Where the Board of Directors, General Manager or Finance/HR Director determines that an emergency exists, any one of them may authorize the purchase of Goods and/or Services without following the District's procurement procedures set forth herein, including competitive bidding procedures and/or obtaining contracting approval as otherwise normally required. If the emergency purchase is for Professional Services, such purchase shall be based upon a vendor's demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price. For the purposes of this exception, emergency procurements are those purchases that are required to prevent immediate

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interruption or cessation of necessary services or to safeguard life, property, or the public health and welfare.

For all emergency purchases that would otherwise require Board of Directors approval due to contract amount, or would have otherwise required a Formal Bid Process or Informal Bid Process, the General Manager shall inform the Board of Directors of the Procurement at the next regular Board meeting after the purchase is authorized.

**F. Prevailing Wage Service Contracts**

Contracts over \$1,000 for certain Services, including, but not limited to, installation, maintenance, or repair work, may be Prevailing Wage Contracts subject to the requirements of Labor Code section 1720 *et seq.* and requiring the payment of prevailing wages.

**Section 10: Bidding, Purchasing and Contracting for Public Works Projects**

**A. \$15,000 or Less**

Formal Bid Process is not required for Public Works Projects valued at \$15,000 or less. For procurement of Public Works Projects valued at \$15,000 or less, the processes identified for Goods and/or Services above may be used based on the corresponding monetary value.

**B. More than \$15,000**

1. For Public Works Projects over \$15,000 and subject to Public Contract Code section 20800 *et seq.*, the Formal Bid Process shall comply with all aspects of state and local law governing formal competitive bidding, including, but not limited to, the Public Contract Code, Government Code, Labor Code, Ordinances, Resolutions and Policies of the Board of Directors as may be adopted from time-to-time.
2. The notice inviting formal bids shall comply with the requirements set forth in Public Contract Code section 20804. At a minimum, the notice inviting formal bids shall:
  - (a) Describe the project in general terms and state the project to be done;
  - (b) State how to obtain more detailed information about the project. The specifications shall not call for a designated material, product, thing, or service by specific brand or trade

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- name unless the District complies with the requirements under Public Contract Code section 3400 *et seq.*;
- (c) State the deadline, including date, time and place, for the submission of sealed bids that is at least ten (10) calendar days after publication or posting of the notice;
  - (d) Require bidders to post one of the following forms of bidder's security: (a) cash, (b ) a cashier's check made payable to the District, (c) a certified check made payable to the District, or (d) a bidder's bond executed by an admitted surety insurer, made payable to the District;
  - (e) State that a payment bond is required for a Contract for a Public Works Project involving an expenditure in excess of twenty-five thousand dollars (\$25,000) as required pursuant to Civil Code section 9550. For Contracts at or below \$25,000, a payment bond may be required;
  - (f) Advise vendors that the District may reject any and/or all bids received and re-advertise, and the District may waive any minor irregularities in each bid received;
  - (g) Set forth a procedure that shall be followed in the event of a tie between the lowest Responsive and Responsible bidders;
  - (h) Include any other information required by federal, state or local law, as applicable, or whatever provisions, consistent with this Policy, that the General Manager or Finance/HR Director determines are necessary, desirable, and/or advantageous to the District.
3. Each notice inviting bids shall be published in a newspaper of general circulation or posted in at least three public places in the District at least ten (10) days before the date for the opening of bids consistent with the requirements set forth in Public Contract Code section 20804.
4. Bid Opening:
- (a) Sealed bids shall be submitted to the District office, time stamped when received, and shall clearly identify the bidder and the name of the project on the envelope.

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- (b) Bidders may modify or withdraw their bids prior to the deadline for submitting bids, without penalty. However, any modifications submitted after the bid opening will not be accepted. Such modification will be returned to the bidder, unopened.
- (c) Bids shall be opened in public at the time and place stated in the public notice.
- (d) The Board President or his/her designee shall open the bids and shall record all bids received.
- (e) Any bid received after the time specified in the notice shall be returned to the bidder, unopened.
- (f) When a bidder's security is required, it will be announced in the public notice inviting bids. The amount shall be determined at the time of preparation of the bid. When a bidder's security is required, a bid shall not be considered unless one of the aforementioned forms of security accompanies the bid. Unsuccessful bidders shall be entitled to return of the bid security within a reasonable period of time, but no later than 60 days from the time award is made. The successful bidder must execute the Contract and file acceptable documents within thirty (30) calendar days from the date of award unless extended by the Board of Directors or their designee. Failure to execute the Contract shall be just cause for annulment of the award and forfeiture of the bidder's security, not as a penalty, but as liquidated damages. The Board of Directors may, upon refusal or failure of the successful bidder to execute the Contract, award the Contract to the next lowest Responsive and Responsible Bidder.

5. Evaluation:

The Board of Directors shall award the Contract to the lowest Responsive and Responsible Bidder. In determining whether a Bidder is Responsible, staff will take into consideration:

- (a) Ability, capacity, and skill;
- (b) Ability to meet the time requirements;
- (c) Character, integrity, and reputation;
- (d) Previous Contractor experience;
- (e) Financial resources available for contract performance; and

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- (f) Ability to provide future maintenance and service (warranties), if necessary.

6. Rejection of Bids:

The District reserves the right to reject any and/or all bids, to accept or reject any one or more items of a bid, or to waive any irregularities or informalities in the bids or the bidding process if it is deemed in the best interest of the District.

If, after the first invitation of bids, all bids are rejected, the District may elect to re-advertise for bids, re-evaluate the project, or cancel the project to consider it at a later date.

7. Tie Bids:

If tie low responsive and responsible bids are received, quality and service being equal, the District may, at its discretion:

- i. Reject any and/or all bids presented and re-advertise;
- ii. Accept either one or accept the lowest bid made by negotiation with the tie bidders; or
- iii. Award the bid to any one of the low tie bidders by lot occurring during a public meeting.

8. No Bids:

If the District does not receive any bids for a particular project, the Board of Directors may have the project done without completing a further Formal Bid Process, and the Board of Directors may direct the General Manager to award a construction Contract through a Negotiated Procurement.

9. Awarding:

Unless the District rejects all bids, the Board of Directors shall award the Contract to the lowest Responsible and Responsive Bidder. The Board of Directors shall award the Contract during a public meeting. For Contracts over \$25,000, the Board of Directors shall require that the Contractor awarded the Contract file, before commencement of work, a payment (performance) bond that is no less than 100 percent of the total amount due under the Contract. For Contracts at or below \$25,000, a payment (performance) bond may be required.

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10. Change Orders:

The General Manager and/or Finance Director are authorized to issue Change Orders for changes or additions to the original scope of services up to and including \$5,000, or as expressly authorized by the Board of Directors. For such change orders, the General Manager shall inform the Board of Directors of the change order at the next regular Board meeting after it is authorized. Except as set forth herein, changes to formal Contracts awarded by the Board of Directors require Board of Directors' approval.

11. Specified Emergencies:

In the event of an emergency as defined in Public Contract Code section 1102 as "a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services" or as described in Public Contract Code section 20806 as "work to prepare for national or local defense", the District may enter into a Contract for the construction of a Public Works Project through Negotiated Procurement if the Board of Directors adopts findings by a four-fifths vote of its members declaring that the public interest and necessity demand the immediate expenditure of District funds to safeguard life, health, or property. In the event the Board of Directors is unavailable in an emergency, as defined in this paragraph, the General Manager is authorized to enter into a Contract for the repair or replacement of a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without following the District's procurement procedures set forth herein, including competitive bidding procedures and/or obtaining contracting approval as otherwise normally required. The District shall comply with the requirements set forth in Public Contract Code section 20806 and Public Contract Code sections 22050 *et seq.*, for specified emergencies.

C. **Design-Build**

Where authorized by the Public Contract Code or other statute, the District may utilize a design-build selection process for the award of Public Works Contracts.



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**D. Prevailing Wage Contracts for Public Works Projects**

Contracts over \$1,000 for Public Works Projects are Prevailing Wage Contracts subject to the requirements of Labor Code section 1720 *et seq.* and requiring the payment of prevailing wages.

**Section 11: Other Exceptions from Bidding Requirements**

- A. It is recognized that no set of rules or procedures can take every circumstance into account and it is also recognized that occasionally circumstances may arise where it is in the District's best interest to deviate from them. In such cases the department supervisors shall bring the need to the General Manager's and/or Finance/HR Director's attention. The General Manager and/or the Finance/HR Director, on a case by case basis, may waive the requirements for purchases of Goods and/or Services of \$20,000 or less. The District Board of Directors, on a case by case basis, may waive the requirements for (1) purchases of Goods and/or Services greater than \$20,000 or (2) the award of Contracts for Public Works Projects greater than \$15,000, if permitted by State law.
- B. Where specified in this Policy, Goods and Services may be purchased by, and the award of Contracts for Public Works Projects may be made by Negotiated Procurement. Negotiated Procurements are permitted: (1) where competitive bidding would be impossible, impractical, or incongruous, or would not result in any advantage to the District in its efforts to contract for the greatest public benefit; (2) in an emergency; (3) when the Goods and/or Services can be obtained from only one source or the price is controlled by law; (4) when the amount involved is \$5,000, or less; or (5) where compelling economic or administrative considerations warrant employment of alternate purchasing procedures. Such considerations may include, but are not limited to, circumstances in which services have been previously rendered by a Contractor who has thereby gained and exhibited unique and/or superior experience and/or expertise in relation to the District's operational requirements. Such procurement shall be negotiated by the General Manager or Finance/HR Director as authorized by the Board of Directors.
- C. No provision in this Policy shall be interpreted or construed to prohibit or prevent the District from renewing or extending existing Contracts for Goods and/or Services, provided that normal procurement procedures were used in the original selection. Renewal or extension of such

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Contracts obligating the District to any payment exceeding \$20,000 per year shall be subject to approval by the Board of Directors.

- D. When another public agency or government purchasing cooperative organization has awarded a Contract for Goods and/or Services pursuant to a process substantially similar to the processes described in this Policy, the District may acquire such Goods and/or Services on the same or substantially similar terms without conducting its own separate Procurement process. Cooperative and "piggyback" purchasing provides a means for the District to join with other public agencies, businesses, or government purchasing cooperative organizations for the purpose of collectively preparing specifications, and requesting and receiving bids, quotations or proposals, or utilizing the quotations and bids obtained by other governmental agencies. Examples of cooperative or piggyback purchasing include, but are not limited to, purchases made using another agency's contract, joint buying within a regional area, participation in the State of California Multiple Awards Schedules (CMAS) program and statewide commodity contracts and the utilization of contracts negotiated by municipal leagues or organizations such as the California Special Districts Association (CSDA), and California Association of Sanitation Agencies (CASA). Any Contract or arrangement for such cooperative purchases shall be subject to approval by the Board of Directors if such approval would otherwise be required. The General Manager shall inform the Board of Directors any cooperative or piggyback purchases made within the purchasing authority of the General Manager or Finance/HR Director at the next regular Board meeting after the purchase is made.

**Section 12: Sole Source**

Sole Source procurement of Goods and/or Services shall not be used unless there is substantial evidence that only one source exists to fulfill the District's requirements. Except as otherwise authorized in emergency situations, all Sole Source purchases over \$5,000 require approval by the Board of Directors.

Sole Source purchases shall be well documented and provide verification that a good faith search for competition has been made or that the requested item or service provider is deemed to be the only one practicably available.

Sole Source restrictions may be waived in the event of an emergency in order to protect the health and safety of the community.

**Section 13: Solid Waste and Recycling Carts**

Solid waste and recycling carts are typically ordered in bulk to meet the needs of the District and to take advantage of cost savings whenever feasible. A single order for

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carts may exceed the Informal Bid Process as set forth in Section 10. The General Manager or Finance/HR Director may make such purchases so long as such purchases are within the District's approved budget, or unless otherwise directed by the Board of Directors. For purchases under this Section that would otherwise require Board of Directors approval due to contract amount, or would have otherwise required a Formal Bid Process or Informal Bid Process, the General Manager shall inform the Board of Directors of the Procurement at the next regular Board meeting after the purchase is authorized.

**Section 14: Local Preference**

For the purchase of Goods and/or Services, excluding Contracts for Public Works Projects, when two or more proposals or request for quotations are the same, in unit, quality, service and total cost, preference may be given to the Local Vendor.

Preference may be given to a Local Vendor if the quote for Services or Goods, including all applicable taxes and shipping, is no more than 5% higher than the lowest bid (quote) received.

**Section 15: Surplus Property**

The Board of Directors shall approve the disposition of all Surplus Property. Surplus Property may be offered for sale using any of the processes identified below, transferred to another Department, traded-in for new equipment or material, donated, recycled or disposed of through the solid waste collection system. All Surplus Property that is for sale shall be sold "as is" and "where is," with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the property offered for sale or as otherwise directed by the Board of Directors. Appropriate methods of sale are as follows: public auction; sealed bids; negotiated sale; sell as salvage; or as otherwise directed by the Board of Directors.

**Section 16: Execution of Contracts**

After award, all Contracts for Goods and/or Services at or under \$20,000, and all Contracts for Public Works Projects at or under \$15,000, shall be executed on behalf of the District by the General Manager or Finance/HR Director unless otherwise directed by the Board of Directors. Contracts for Goods and/or Services over \$20,000, and Contracts for Public Works Projects over \$15,000, shall be executed on behalf of the District by the President of the Board of Directors, or his or her designee, after Board approval.

**Section 17: Approval by General Counsel**

District Counsel shall approve, in writing, the District's standard Contract (agreement) form. In the event that the District's standard Contract form is not applicable, the Board

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of Directors, General Manager or Finance/HR Director, at their discretion, may direct District Counsel to review any other Contract for approval as to form.

**Section 18: Noncompliance**

Any Contract entered into which fails in any respect to comply with the provisions of this Policy may be voided by the Board of Directors.

**Section 19: Precedence over Prior Policies, Procedures, or Actions**

Upon approval by the Board of Directors, this Policy shall be deemed to take precedence over any other prior Board of Director policies, procedures, or actions that are in conflict with or inconsistent with the provisions of this Policy. If Staff identifies any conflict or inconsistency between this Policy and any other approved District policy or procedure, Staff shall inform the Board of Directors of such conflict or inconsistency in writing.

**Section 20: Definitions**

For the purposes of this section, the words and terms set forth below shall be construed in accordance with the following definitions:

- A. "Authorized Agent" when used with respect to the District, shall mean the General Manager, the Finance/Human Resources Director (Finance/HR Director) or their respective designee.
- B. "Best Value" shall mean the overall combination of quality, price, and other elements of a proposal/bid (or combination of several proposals or bids) that, when considered together, provide the greatest overall benefit in response to the requirements described in the solicitation documents.
- C. "Budgeted" shall mean the amount of appropriations within a fund adopted for expenditure by the Board of Directors.
- D. "Change Order" shall mean a properly executed written agreement entered into between the District and the Contractor, or a directive unilaterally issued by the District, covering modifications to the original Contract, which may result in adjustments to the scope of work, cost and/or period of performance.
- E. "Contract" shall mean any type of arrangement for the purchase of Goods and/or Services, including construction services for Public Works Projects. Contracts may be referred to in various ways, including "contract", "agreement", or "purchase order."

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- F. "Contractor" shall mean any person or entity that has a Contract with the District.
- G. "Formal Bid Process" shall mean a competitive selection process requiring a public notice inviting bids, availability of specifications, bid opening, determination of lowest responsive and responsible bidder, and awarding or rejection of the bid(s).
- H. "General Services" shall mean the furnishing of labor, time or effort by a Contractor, including, but not limited to: (a) routine, recurring, and usual work for the preservation or protection of a publicly-owned, or publicly-operated facility for intended purposes; (b) minor repainting; (c) resurfacing of streets and highways; (d) landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems; and (e) work performed to keep, operate and maintain publicly-owned wastewater or solid waste disposal systems.
- I. "Goods" shall mean fixed, movable, disposable, and/or reusable products, commodities, or items used by the District, including but not limited to, office supplies, program supplies, subscriptions, equipment, vehicles, fuel and vehicle supplies, tools, computers, computer hardware and software, landscape and irrigation supplies, power tools, janitorial supplies, office furniture, and fixtures, which shall be furnished to or used by any department.
- J. "Informal Bid Process" shall mean a bidding and selection process used, when applicable, to ensure the most competitive price is received for Goods and/or Services, while avoiding the time and expense involved in formal bidding. The process requires a notice inviting informal bids, availability of project details, bid opening, determination of lowest responsive and responsible bidder, and awarding or rejection of the bid(s).
- K. "Local Vendor" shall mean a firm or individual who regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in or is licensed within the District's boundaries.
- L. "Negotiated Procurement" shall mean a selection process whereby the General Manager identifies one or more prospective Contractors of his or her choice, negotiates with one or more of them, and awards the Contract to one of them based on the best interest of the District.
- M. "Originating Department" shall mean any department requiring Goods, Services, and/or the award of Contracts for Public Works Projects.

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- N. "Prevailing Wage Contract" shall mean any Contract requiring the payment of prevailing wages and subject to requirements of Chapter 1 of Part 7 of Division 2 of the California Labor Code (Section 1720 *et seq.*). Prevailing Wage Contracts may include, without limitation, Contracts for either Public Works Projects or Services that involve construction, alteration, demolition, installation, maintenance, or repair work; street, sewer, or other improvement work; the laying of carpet; or the hauling of refuse from a public works site to an outside disposal facility. Pursuant to Senate Bill 854, the District is required to notify the Department of Industrial Relations within five (5) days of letting any public works contract over \$1,000.
- O. "Procurement" shall mean buying, purchasing, renting, leasing, or otherwise acquiring any Goods, Services, construction, construction services, or professional services.
- P. "Professional Services" shall mean services provided by any specially trained, educated, experienced or licensed person, company, corporation, or firm, and which involve the exercise of discretion and independent judgment together with an advanced or specialized knowledge, expertise, training, or unique skills gained by formal studies or experience.
- Q. "Professional Services Agreements (PSA)" shall mean Contracts negotiated for Professional Services, which are based on demonstrated competence, professional qualifications for the services required, availability, and fair and reasonable cost.
- R. "Public Works Project" shall mean any construction, reconstruction, alteration, enlargement, renewal, or replacement of sewer or other facilities that the District is authorized to do, including, but not limited to, the furnishing of supplies or materials for any such work as defined pursuant to Public Contract Code section 20801.
- S. "Purchase Order" shall mean a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer.
- T. "Qualified Bidders List" shall mean one list for ongoing service requirements for the same or very similar services, including general services, professional services, and qualified construction contractors, categorized by the type of product sold or work performed for use in soliciting bids.
- U. "RFQ" or "RFP" shall mean Request for Quotes or Request for Proposals.

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- V. "Responsible Bidder" shall mean a bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the work or services proposed.
- W. "Responsive Bidder" shall mean a bidder who has submitted a bid which conforms in all material respects to the terms and conditions, specifications and other requirements requested.
- X. "Services" shall mean the furnishing of labor, time or effort by a Contractor. Services include both General Services and Professional Services, unless otherwise specified.
- Y. "Sole Source" shall mean an award for Goods and/or Services that are (i) of a unique nature based on their quality, durability, availability, fitness or qualifications for a particular use; or (ii) only available from one source.
- Z. "Surplus Property" means property, other than real property, no longer needed by District departments for their operations, obsolete property, property in poor or non-working condition, or property that is a by-product (i.e., scrap metal, used tires, oil, etc.).

## GLOSSARY

**Accounting System:** The set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

### **Accrual Basis**

**Accounting:** Under this accounting method, transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements.

### **Administrative and Clerical:**

An employee group that provides administrative and clerical support.

### **Ad Valorem Taxes:**

(which means "according to its value") a government tax based on the value of real property as determined by the County Tax Assessor. In the State of California, Proposition 13 limits property tax to 1 percent of the assessed valuation of the property.

**Adjusted Budget:** The adjusted budget represents the adopted budget including changes made during the fiscal year.

**Adopted Budget:** The official budget as approved by the Board of Directors at the start of each fiscal year.

**Annual Budget:** A budget applicable to a single fiscal year.

**Appropriation:** An authorization by the District's Board of Directors which permits District staff to incur obligations against and to make expenditures for a specific purpose within a specific time.

**Assessed Valuation:** The estimated value of real and personal property used by the Orange County Assessor as the basis for levying property taxes.

**Assets:** Physical items owned by the District for which a value has been attached.

**Balanced Budget:** A balanced financial budget in which planned revenues equal expenditures.

### **Bank of New York:**

Bank and Trustee for 2005 Certificate of Participation bonds issued for sewer related projects.

### **Beginning/Ending (Unappropriated) Fund Balance:**

Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures. It is essentially the amount of money still available for future purposes.

**Budget Calendar:** The schedule of key dates which the District follows in preparing and adopting the budget.

**Budget Document:** The official financial spending and resource plan submitted by the General Manager, adopted by the Board of Directors, and made available to the public



and other interested parties.

**Budget Message:** A written explanation by the General Manager of the proposed budget. The budget message explains principal budget and policy issues and presents an overview of the General Manager's budget recommendations.

**Budget Preparation:** Process by which the annual fiscal spending plan is prepared by District staff for presentation and recommendation to the Board of Directors.

**CalPERS:** An acronym used to denote the California Public Employees Retirement System.

**COLA:** An acronym for Cost of Living Adjustment.

**CPI:** A statistical description of price levels provided by the US Department of Labor. The change in this index from year-to-year is used to measure the cost of living and economic inflation.

**Capital Improvement Program:** A financial plan of proposed capital improvement projects with a single and multiple year plans, setting forth each capital project, the amount to be expended in each year, and the method of financing capital expenditures.

**Capital Projects:** A major construction, acquisition, or renovation of activity which adds value to fixed assets or which increases its useful life of one year or more. Capital Projects are \$5,000 or more and can also be called a capital improvement.

**Certificates of Participations (COPs):** A type of debt financing in which certificates are issued which represent an investor's participation in the stream of lease payments paid by the issuer. COPs are secured by the lease payments. Voter approval is not required prior to issuance.

**Contingency:** A budgetary reserve set

aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services:** Personal services provided to the District from the private sector or other public agencies.

**Debt Service:** Payment of interest and repayment of principal to holders of the District's debt instruments.

**Deficit:** An excess of expenditures/expenses over revenues.

**Department:** A major organization group of the District with overall responsibility of an operation or a group within a function area.

**Encumbrance:** An amount of money committed for the payment of goods and services not yet received or paid for.

**Enterprise Fund:** In governmental accounting, a fund that provides goods or services to the public for a fee that makes the entity self-supporting.

**Expenditures/Expenses:** Expenses are recognized when goods are received or services rendered.

**Fiscal Year:** A 12-month period to which the annual operating budget applies. MCSD's fiscal year runs from July 1 – June 30.

**Full-Time Equivalent (FTE):** The amount of time a regular, full-time employee normally works in a year. For example, a full-time employee (1 FTE) is budgeted to work 2,080 hours per year, while a .5 FTE is budgeted to work 1,040 hours per year.

**Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities.

**Fund Balance:** The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits

since the funds inception.

**Gann Appropriations Limit:** Article XIII-B of the California State Constitution provides limits regarding the total amount of appropriations in any fiscal year from tax proceeds.

**General Fund:** The primary fund of the District used to account for all revenues and expenditures of the District not legally restricted as to use. This fund is used to offset the cost of the District's general operations.

**General Obligation Bonds:** Bonds for which the full faith and credit of the insuring government are pledged for payment. Ad valorem property taxes are pledged to pay the bonds. A two-thirds voter approval is required prior to bond issuance.

**Generally Accepted Accounting Principles (GAAP):** Uniform standards for financial accounting and reporting. They govern the form and content of

the basic financial statements of an entity.

**GFOA's Recommended Practices:** A listing of the Accounting, Auditing, and Financial Reporting practices recommended by the Government Finance Officers Association of the United States and Canada.

**Grant:** Contributions, gifts of cash, or other assets from another governmental or private entity to be used or expended for a specific purpose, activity, or facility.

**Improvements:** Buildings, structures, or attachments to land such as sidewalks, trees, drives, drains and sewers.

**Interest:** Revenue derived from the prudent investment of idle cash. The types of investments are controlled by the District's investment policy in accordance with the California Government Code.

**Intergovernmental Services:** Purchases from other governments of

those specialized services typically performed by local governments.

**Intergovernmental Revenue:**

Revenue received from other governmental agencies and municipalities.

**Levy:** To impose taxes, special assessments, or service charges for the support of governmental activities.

**Line Item:** The description of a detailed expenditure such as salaries, office supplies, contract services, and other operational costs separately along with the amount budgeted for each specific category.

**Long-Term Debt or Long-Term Liabilities:** Debt borrowed from a source outside the District with a maturity of more than one year after the date of issuance.

**Operating, Office Supplies, and Services:** Expenditures which are ordinarily consumed within a fiscal year. Examples include office and operating supplies,

fuel, power, water, gas inventory, or small tools and equipment.

**Operating Budget:** The operating budget is the primary means by which most of the financing of acquisition, spending and service delivery activities of a government are controlled.

**Other Revenues:** Revenues from sources, other than those specifically identified, that are immaterial in amount and do not justify reporting as separate line items.

**Other Charges:** Expenditures that do not fit in other categories are immaterial in amount, and do not justify reporting as separate line items.

**Permits:** Revenues earned by the issuance of permits levied in accordance with the benefits conferred by the permit.

**Personnel:** Salaries and benefits paid to the District's employees. Included are items such as special duty pay,

insurance, and retirement.

**Personnel Benefits:** Those benefits paid by the District as conditions of employment. Examples include insurance and retirement benefits.

**Property Tax:** A tax levied on real estate and personal property.

**Proposed Budget:** The draft financial budget document detailing the General Manager's recommended spending plan for the next fiscal year. The Proposed Budget is reviewed and modified by the Board of Directors before formal adoption as the Adopted Operating Budget.

**Reimbursement:** Payment of an amount remitted on behalf of another party, department, or fund.

**Reserve:** A term used to indicate that a portion of fund balance is restricted for a specific purpose.

**Resources:** Total dollars available for appropriations including

estimated revenues and beginning fund balance.

**Revenue Estimate:** A formal estimate of how much revenue will be earned from specific revenue source for some future period, typically a fiscal year.

**Revenue:** Income received by the District to support sewer and solid waste services. This income may be in the form of property taxes,

fees, user charges, grants, and interest.

**Service Charges:** Charges for specific services rendered.

**Service Description:** A description of the services or functions provided by each department or division.

**Supplemental Roll Property Taxes:** Assessed on property that changes ownership during the year and is

based on the difference between new and old assessed values.

**Transmittal Letter:** A general discussion of the budget. The letter contains an explanation of principal budget items and summaries.

**User Fee:** The current annual rate levied by the District on the County tax roll to assess users for the District provided solid waste and sewer service.

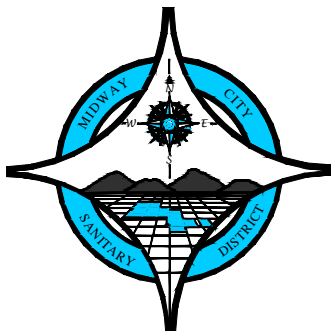
# MIDWAY CITY SANITARY DISTRICT

## Providing 80 Years of Service!

### 1939-2020



2017 CNG Sewer Vactor Truck, Serving the Residents and Commercial Businesses in the City of Westminster and Midway City. Another new CNG Sewer Vactor Truck is joining the District's fleet in 2019-2020.



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