

**MIDWAY CITY SANITARY DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA
DISTRICT OFFICE
14451 CEDARWOOD STREET
WESTMINSTER, CA 92683**

**TUESDAY, JANUARY 6, 2026
5:30 PM**

MISSION STATEMENT

TO PROVIDE INNOVATIVE AND COST-EFFECTIVE EXCEPTIONAL WASTEWATER AND SOLID WASTE SERVICES WITH INTEGRITY AND EXCELLENCE. WE ARE COMMITTED TO PROTECTING PUBLIC HEALTH, PRESERVING THE ENVIRONMENT, AND FOSTERING EDUCATION AND COLLABORATION. BY PRIORITIZING EXCEPTIONAL SERVICES, COMMUNITY HEALTH, AND ENVIRONMENTAL STEWARDSHIP, WE STRIVE TO BUILD A CLEANER, HEALTHIER AND MORE SUSTAINABLE FUTURE.

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

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

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

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND INVOCATION

2. ROLL CALL AND DECLARATION OF QUORUM

3. PUBLIC COMMENTS

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

4. PRESENTATIONS - None

5. APPROVAL OF THE MINUTES

A. Approve Minutes of the Regular Board of Directors Meeting on December 16, 2025

6. REPORTS

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

- A. Report of the President
- B. Report of the General Manager
- C. Report of the Director of Services and Program Development
- D. Report of the Director of Finance
- E. Report of the District Engineer
- F. Report on Legislative and Public Affairs Outreach Subcommittee on December 17, 2025
- G. Report on OC San Board of Directors Meeting on December 17, 2025
- H. Report on Radio Outreach with Little Saigon Radio on December 23, 2025

7. CONSENT CALENDAR

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

- A. Receive and File the Register of Demands in the Amount of \$634,298.03
- B. Receive and File the Minutes of the Franchise Committee Meeting on June 19, 2025
- C. Receive and File the Minutes of the Calendar Committee Meeting on August 29, 2025
- D. Receive and File the Minutes of the Legislative and Public Affairs Outreach Subcommittee Meeting on October 15, 2025
- E. Approve the December 17, 2025 Legislative and Public Affairs Outreach Committee Recommendations
- F. Receive and File the December 2025 Report on Contracts and Agreements Entered into by the General Manager on Behalf of the District
- G. Approve Attendance at the Municipal Water District of Orange County (MWDOC) Water Policy Forum & Dinner on January 26, 2026 for Board Members and Staff

8. OLD BUSINESS - None

9. NEW BUSINESS

- A. Consider Scheduling a Special Meeting for a Legislative Update Workshop

10. INFORMATIONAL ITEMS

- A. 2026 Board Meeting Calendar

11. BOARD CONCERNS AND COMMENTS

12. GM/STAFF CONCERNS AND COMMENTS

13. GENERAL COUNSEL CONCERNS AND COMMENTS

14. CLOSED SESSION ITEMS - None

15. ADJOURNMENT TO TUESDAY, JANUARY 20, 2026

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

December 16, 2025

CALL TO ORDER

President C. Nguyen called the Regular Meeting of the Governing Board of the Midway City Sanitary District to order at 5:30 p.m., on Tuesday, December 16, 2025, at 14451 Cedarwood Street, Westminster, California.

ROLL CALL

DIRECTORS PRESENT:

Chi Charlie Nguyen
Andrew Nguyen
Sergio Contreras
Tyler Diep
Mark Nguyen

STAFF AND GENERAL COUNSEL PRESENT:

Robert Housley, General Manager
Gordon Copley, Director of Finance
Nicolas Castro, Director of Operations/Safety
Cynthia Olsder, Executive/Board Secretary
James H. Eggart, General Counsel, Woodruff & Smart

GUESTS PRESENT: Mark Mendoza, Vice President, Paragon Partners

PLEDGE OF ALLEGIANCE AND INVOCATION

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

ROLL CALL AND DECLARATION OF QUORUM

Executive/Board Secretary Olsder conducted the roll call and announced that a quorum was present.

PUBLIC COMMENTS - None

PRESENTATIONS - None

APPROVAL OF MINUTES

A. Approve Minutes of the Regular Board of Directors Meeting on December 2, 2025

A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to approve the Minutes of the Regular Board of Directors Meeting on December 2, 2025. The motion was approved by a 5-0 vote as follows:

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

B. Approve Minutes of the Special Board of Directors Meeting on December 5, 2025

A motion was made by Director A. Nguyen, seconded by Director M. Nguyen, to approve the Minutes of the Special Board of Directors Meeting on December 5, 2025. The motion was approved by a 5-0 vote as follows:

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

REPORTS

A. Report of the President - None.

B. Report of the General Manager

General Manager R. Housley provided updates on the Goldenwest and Westminster sinkhole project, the District's review of smart manhole cover services, the 7474 Garden Grove Boulevard project, and ADA compliance for the District's website. He also shared a video from the most recent clean-up event that is now circulating on the District's social media platforms.

C. Report of the Director of Services and Program Development - None.

D. Report of the Director of Finance

Director of Finance G. Copley provided updates on the general ledger, the SCADA system, the ACH upgrade, and the boardroom software update.

E. Report of the District Engineer - None.

F. Report on VietLink Radio Outreach on December 8, 2025

Director C. Nguyen and Director M. Nguyen attended the recording. Director M. Nguyen reported that both Directors discussed District services, including proper disposal of Christmas trees after the holidays.

G. Report on Public Service Announcement (PSA) with VietLink on December 8, 2025

President C. Nguyen reported that he recorded a PSA on fat, oil, and grease, which is scheduled to air in January.

H. Report on Public Service Announcement (PSA) with VNCR on December 11, 2025

Director Contreras reported that he recorded a PSA on mattress recycling with Executive/Board Secretary Olsder and noted that he enjoyed the experience of recording in Vietnamese.

I. Report on Assemblyman Tri Ta Christmas Open House on December 11, 2025

Director A. Nguyen reported that he attended the event with staff and noted that it was well attended and provided a good opportunity for networking.

J. Report on District Annual Holiday Event on December 13, 2025

All Directors attended the event, agreed it was the best to date, and presented Ms. Frost, Administrative Secretary/Receptionist, with the Employee of the Year certificate. They thanked staff for another successful year.

President C. Nguyen recognized former President Contreras for his leadership and the District’s successful accomplishments throughout 2025.

CONSENT CALENDAR

- A. Receive and File the Register of Demands in the Amount of \$313,014.42
- B. Approve and File the Treasurer’s Investment Report for November 2025
- C. Received and File the Engineers Report for November 2025

A motion was made by Director A. Nguyen, seconded by Director Contreras, to approve the Consent Calendar. The motion was approved by a 5-0 vote as follows:

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

OLD BUSINESS – None

NEW BUSINESS

- A. Review and Discussion of the Annual Board Compensation and Days-of-Service Survey

The Board received and reviewed the staff report. Director Diep suggested adding health insurance benefits in the future. No action was taken.

INFORMATIONAL ITEMS

- A. 2025 Board Meeting Calendar

BOARD CONCERNS AND COMMENTS

Director Contreras acknowledged the clean-up event video presented earlier in the meeting and thanked Staff for their hard work throughout the year.

Director M. Nguyen and Director A. Nguyen thanked Staff for a strong 2025 and expressed appreciation to the former President for his service.

Director Diep thanked the General Manager for a well-managed and successful year.

President C. Nguyen thanked Staff for a successful year and wished everyone a happy holiday.

GENERAL MANAGER/ STAFF CONCERNS AND COMMENTS

General Manager Housley thanked former President Contreras for his leadership in advancing the District in 2025 and thanked all Directors for their continued support and guidance. Additionally, he acknowledged General Counsel Eggart for his legal support and professionalism throughout the year.

GENERAL COUNSEL CONCERNS AND COMMENTS

General Counsel Eggart thanked the Board and Staff for their trust and cooperation.

With the consent of the full Board, General Counsel Eggart convened the meeting to closed session at 5:53 p.m. for consideration of the following matter identified on the Agenda pursuant to applicable law.

CLOSED SESSIONS

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code Section 54956.8

Real Property Address: 6402 Maple Ave., Westminster, CA 92683 (APN: 195-293-03)

Agency Negotiator(s): Robert Housley, General Manager and Mark Mendoza and Shanna Reyes, Paragon Partners Consultants, Inc.

Negotiating Parties: Midway City Sanitary District and Lee Ann Bladow & Mike Barreiro, Daum Commercial Services

Property Owner: Lee Ann Bladow, A Living Trust

Under Negotiation: Purchase Price and Terms of Payment

President C. Nguyen reconvened the open session portion of the meeting at 6:18 p.m.

General Counsel Eggart reported that the Board had met in closed session as identified on the agenda item 14A, and that no reportable action had been taken.

ADJOURNMENT

President C. Nguyen adjourned the meeting at 6:19 p.m. to the next Regular Board Meeting to be held at the District on Tuesday, January 6, 2026, at 5:30 p.m.

Sergio Contreras, Secretary

AGENDA ITEM 7A

Date: January 06, 2026
To: Board of Directors
From: Robert Housley, General Manager
Prepared by: Mariana Sanchez, Accountant
Subject: Receive and File the Register of Demands in the Amount of \$634,298.03

BACKGROUND

The laws of the State of California governing Special Districts provide that the Midway City Sanitary District Board of Directors shall review for approval all payments made by the District.

A Register of Demands is provided at each regular Midway City Sanitary District Board Meeting describing each payment made or to be made by the district during the specified period. The report is designed to communicate fiscal activity based on adopted and approved budget appropriations.

The Treasurer has duly reviewed the demands on the attached register.

FISCAL IMPACT

The total value of demand for this period is \$634,298.03. This includes expenses, payroll, and payroll-related disbursements.

Sufficient funds are available to process all payments.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors receive and file the register of demands in the amount of \$634,298.03.

ATTACHMENTS

1. Disbursement Details for January 06, 2026

Midway City Sanitary District

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

Prepared for Board Meeting held on January 06, 2026

Type	Num	Date	Name	Memo	Paid Amount
Check	17175	12/16/2025	Westminster Tet Parade Foundation		1,500.00
Bill		12/16/2025		2026 TET Parade Sponsorship	1,500.00
Check	17176	12/17/2025	AKM Consulting Engineers, Inc.		7,292.00
Bill	13752	12/11/2025		Manholes @ Westminster & Springdale - 08/04/25 - 11/28/25	7,292.00
Check	17177	12/17/2025	AT&T Mobility (First Net)		1,182.20
Bill	287347891227X12042025	11/26/2025		Camera#1 - 949.508.8152	59.80
				Camera#2 - 949.508.8431	59.80
				Camera#3 - 949.527.2176	59.80
Bill	287341896497X12102025	12/02/2025		Pump Man 714-766-4336 Nov 2025	44.90
Bill	287291683611X12102025	12/02/2025		Nov-25	254.11
				Nov-25	137.07
				Nov-25	566.72
Check	17178	12/17/2025	Be Safe Fire Protection		531.00
Bill	222	12/04/2025		Annual Maintenance Fire Extinguishers (63)	531.00
Check	17179	12/17/2025	Bodyworks Equip. Inc.		1,776.41
Bill	52993	12/04/2025		NG-3 4" Cam Follower (2), 2" Cam Follower (10)	888.21
				4" Cam Follower (2), 2" Cam Follower (10)	888.20
Check	17180	12/17/2025	City Green Consulting, LLC		5,875.00
Bill	1383-25-26-3	11/30/2025		SB1383 Compliance Consulting (44.75) 09/01/25-11/30/25	5,875.00
Check	17181	12/17/2025	City of Westminster-Water Billing		261.26
Bill	350431	12/09/2025		District Offices 10/6/25 - 12/2/25	150.38
Bill	350432	12/09/2025		Wash Rack 10/06/25 - 12/01/25	110.88
Check	17182	12/17/2025	Clean Energy		2,157.77
Bill	PJ100026980	12/05/2025		Service Call - 12/2/25	133.60
Bill	PJ100026938	11/30/2025		Monthly Maint CNG Station November - 2025	2,024.17
Check	17183	12/17/2025	Costco Wholesale		195.00
Bill	12.16.25	12/16/2025		2026 Membership Fee- N.Castro	130.00
				2026 Membership Fee - A.Castro	65.00
Check	17184	12/17/2025	CR Transfer, Inc.		208,165.96
Bill	47246	11/30/2025		Tonnage Fees Nov-25 (746.44)	84,228.28
				Tonnage Fees Nov-25 (635.54)	0.00
Bill	47215	11/30/2025		Tonnage Fees Nov-25 (1814.87)	123,937.68
				Tonnage Bulky Items Nov-25 (31.64)	0.00
Check	17185	12/17/2025	GR&R Incorporated		840.40
Bill	220181	12/01/2025		Clean Up Event Tony Lam Park - (9.82) 11/8/25	840.40
Check	17186	12/17/2025	Cynthia Loan Olsder		20.00
Bill	11.24.25	11/24/2025		Bills Review - AN	20.00
Check	17187	12/17/2025	Daniels Tire Service		3,490.48
Bill	200557047	12/05/2025		315/80R225 L GY G2889 (4)	2,165.04
Bill	200557366	12/05/2025		Disposal (1)	16.00
Bill	200557478	12/10/2025		Restock Recap Tires (5)	1,309.44
Check	17188	12/17/2025	JLHA Municipal Contractor		6,078.50
Bill	MCS1FOG12509	12/03/2025		FOG Program Management & Inspection Services 9/1/25-9/30/25	6,078.50
Check	17189	12/17/2025	Lan Wan Enterprise, Inc.		13,722.61
Bill	76843	12/01/2025		Professional Service Agreement - December 2025	4,000.00
Bill	76858	12/05/2025		Install and Configure new Physical Storage Server and VM for hosting storage	3,480.00
				Migrate server virtual machines to new server	2,320.00

Type	Num	Date	Name	Memo	Paid Amount
				Reconfigure old server as replication target for Warm Standby Backup and setup Disaster Recovery Replication services	2,320.00
Bill	76887	12/11/2025		HP Elite Mini 800 G9 Business Desktop Computer for Board Room	1,602.61
Check	17190	12/17/2025	Motion and Flow Control Products, Inc.		53.91
Bill	9636402	10/28/2025		NG-17 Female Jic 90 Deg Elbow (1)	53.91
Check	17191	12/17/2025	Nigro & Nigro, PC		12,000.00
Bill	23247	12/01/2025		Final Audit Work June 30, 2025	12,000.00
Check	17192	12/17/2025	Orange County Sanitation District		26,639.00
Bill	Permit Fees Nov-2025	11/30/2025		MCSD November Permit Fees 2025	26,545.68
Bill	65486	12/01/2025		Effective Time Management course - H.Nguyen, M.Ebrahimi, A.Davies, M.Gountoumas	93.32
Check	17193	12/17/2025	Pitney Bowes Global Financial Services		255.54
Bill	3107540514	12/12/2025		Postage Machine 01/10/26 - 04/9/26	255.54
Check	17194	12/17/2025	Pitney Bowes/Purchase Power		100.00
Bill	80009000093351381225	12/10/2025		Postage November 2025	100.00
Check	17195	12/17/2025	Platinum Strategies, Inc.		675.00
Bill	1141	11/30/2025		QB Upgrade	675.00
Check	17196	12/17/2025	PSI		589.95
Bill	54867	12/04/2025		Ultra Extreme 55 gal Degreaser (1), Premium Purple Soap 55 gal (1)	589.95
Check	17197	12/17/2025	Robin B. Hamers & Associates, Inc.		612.50
Bill	12474	12/08/2025		11/4/25 - Easement Plan Check 7474 Garden Grove Blvd.	87.50
				11/6/25-11/8/25 - Easement Plan Check existing easement 7474 Garden Grove Blvd.	350.00
				11/18/25 - CIPP 35 segments plan review	175.00
Check	17198	12/17/2025	Safety-Kleen Systems, Inc.		3,587.92
Bill	98655163	12/02/2025		Used Oil (400)	655.00
Bill	98832887	12/03/2025		30G Parts Washer (1), Aqueous PW Sample (1)	315.76
Bill	98833209	12/06/2025		Performance Plus Multi-Vehicle ATF Dexron VI/Mercon LV Gal Bulk (87), Performance Plus Natural Gas Engine Oil, 15W-40 (61)	2,617.16
Check	17199	12/17/2025	Spectrum Business - Willow		91.25
Bill	1244910120625	12/06/2025		14240 Willow - Internet	91.25
Check	17200	12/17/2025	Standard Insurance Company Life		1,863.04
Bill	001417830003 12/2025	12/01/2025		Dec-25	697.36
				Dec-25	216.48
				Dec-25	245.04
				Dec-25	608.16
				Dec-25	96.00
Check	17201	12/17/2025	Staples Business Credit		332.90
Bill	7007815066	11/25/2025		Office Supplies - Nov 2025	332.90
Check	17202	12/17/2025	Torres Sanitation Systems Construction		33,250.00
Bill	1	12/11/2025		Invoice for sewer spot repair project on Westpark Place	33,250.00
Check	17203	12/17/2025	UniFirst Corporation		601.19
Bill	2190435962	12/05/2025		Dec-25	175.72
Bill	2190435976	12/05/2025		Dec-25	47.29
Bill	2190435989	12/05/2025		Dec-25	70.18
Bill	2190439058	12/12/2025		Dec-25	8.36
Bill	2190439026	12/12/2025		Dec-25	175.72
Bill	2190439045	12/12/2025		Dec-25	43.40
Bill	2190439057	12/12/2025		Dec-25	72.16
Bill	2190435994	12/05/2025		Dec-25	8.36
Check	17204	12/17/2025	VNCR		1,000.00
Bill	DEC 2025	12/12/2025		30 Second PSA - 12/12/25-12/31/25	500.00
				30 Second PSA - 12/12/25-12/31/25	500.00

Type	Num	Date	Name	Memo	Paid Amount
Check	17205	12/17/2025	Wespac Security Services, Inc.		639.00
Bill	L6B-0173-B Nov 2025	11/28/2025		Burglar Alarm Monitoring Oct 2025	45.00
				Burglar Alarm Monitoring Nov 2025	45.00
				Burglar Alarm Monitoring Dec 2025	45.00
Bill	L6B-0175 - G Nov 2025	11/28/2025		Gas Leak Alarm Monitoring Oct 2025	83.00
				Gas Leak Alarm Monitoring Nov 2025	83.00
				Gas Leak Alarm Monitoring Dec 2025	83.00
Bill	L6B-0173 F Nov 2025	11/28/2025		Fire Alarm Monitoring Oct 2025	85.00
				Fire Alarm Monitoring Nov 2025	85.00
				Fire Alarm Monitoring Dec 2025	85.00
Check	17206	12/17/2025	Woodruff & Smart		17,816.10
Bill	79231	11/30/2025		Legal Services through 11/30/25	17,816.10
Check	17207	12/18/2025	Cam Nguyen		296.10
Bill	APN# 09714413	12/17/2025		Refund of half of FY2023-24 services due to property being unoccupied for six months.	100.41
				Refund of half of FY2023-24 services due to property being unoccupied for six months.	195.69
Check	17208	12/18/2025	Spectrum Enterprise (Time Warner Cable)		1,453.09
Bill	188914501120725	12/07/2025		December-2025	1,349.00
Bill	188910401120725	12/07/2025		December-2025	104.09
Check Total					\$354,945.08
ACH Payment		12/08/2025		Funds Transfer 457(b) OBRA-PST	1,143.68
				Funds Transfer 457(b) OBRA-PST	1,143.68
ACH Payment	1003068077	12/12/2025	CalPERS-Retirement		13,414.29
Bill	11/24/25 - 12/07/25	12/07/2025		Earned Period 11/24/25 - 12/07/25	1,668.09
				Earned Period 11/24/25 - 12/07/25	4,272.46
				Earned Period 11/24/25 - 12/07/25	5,684.43
				Earned Period 11/24/25 - 12/07/25	1,789.31
ACH Payment	1003068078	12/12/2025	CalPERS-Retirement		10,097.51
Bill	11/24/25 - 12/07/25	12/07/2025		Earned Period 11/24/25 - 12/07/25	1,249.64
				Earned Period 11/24/25 - 12/07/25	3,200.67
				Earned Period 11/24/25 - 12/07/25	4,258.44
				Earned Period 11/24/25 - 12/07/25	1,340.44
ACH Payment	1003068079	12/12/2025	CalPERS-Retirement		785.08
Bill	11/24/25 - 12/07/25	12/07/2025		Earned Period 11/24/25 - 12/07/25	97.62
				Earned Period 11/24/25 - 12/07/25	250.05
				Earned Period 11/24/25 - 12/07/25	332.69
				Earned Period 11/24/25 - 12/07/25	104.72
ACH Payment		12/12/2025		Funds Transfer 457(b) Salary Reduction	5,913.38
				Funds Transfer 457(b) Salary Reduction	5,913.38
ACH Payment		12/12/2025		Funds Transfer 457(b) Roth	4,379.76
				Funds Transfer 457(b) Roth	4,379.76
ACH Payment	902812172025	12/17/2025	Chevron Texaco (Wex Bank)		389.22
Bill	109205375	12/06/2025		Nov-25	141.69
				Nov-25	169.99
				Nov-25	77.54
ACH Payment	47471676725	12/17/2025	US Bank Corporate Payment System		41,028.47
Bill	42460445556854981125	11/24/2025		CAL-Card Expenses Nov-2025	41,028.47
ACH Payments Total					\$77,127.23
Payroll		12/10/2025		Employee Payroll	202,225.72
Payroll Total					\$202,225.72
Total Disbursements					\$634,298.03

Type	Num	Date	Name	Memo	Paid Amount
Transfers					
Transfer		12/08/2025		Transfer \$400,000 from Money Market to LAIF for higher yield	400,000.00
				Transfer \$400,000 from Money Market to LAIF for higher yield	400,000.00
Transfer		12/09/2025		Transfer to cover payroll this week	150,000.00
				Transfer to cover payroll this week	150,000.00
Transfer		12/17/2025		Transfer to Cover A/P the Week	300,000.00
				Transfer to Cover A/P the Week	300,000.00
Transfer		12/18/2025		Transfer for Operations Balance Month	200,000.00
				Transfer for Operations Balance Month	200,000.00
Transfer		12/19/2025		Transfer Surplus Funds to LAIF	2,000,000.00
				Transfer Surplus Funds to LAIF	2,000,000.00
Transfers Total					\$3,050,000.00

AGENDA ITEM 7B

Date: January 6, 2026

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Cynthia Olsder, Executive/Board Secretary

Subject: Receive and File the Minutes of the Franchise Committee Meeting on June 19, 2025

BACKGROUND

This Franchise Committee was first formed on September 23, 1985, to study issues related to franchising and licensing within the District. After its formation, the Committee did not meet consistently until 2012, at which time it began meeting at least once per year and as needed. The purpose of the meeting is to protect the District’s interests, enforce the franchise agreement, and maintain accountability.

The meeting minutes will be presented to the Board of Directors under the Consent Calendar for receipt and filing. The minutes summarize the Committee’s discussions and document any recommendations made.

DISCUSSION

The Franchise Committee met to discuss and review the franchise agreement, financial obligations, regulatory and legal requirements, and operational performance, and to address any matters related to the franchise relationship.

The attached meeting minutes summarize the discussion items; no actions were taken. The Franchise Committee approved the minutes at its November 13, 2025 meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors receive and file the Minutes of the June 19, 2025 Franchise Committee meeting.

ATTACHMENTS

1. Minutes of the June 19, 2025 Franchise Committee Meeting

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

June 19, 2025

CALL TO ORDER

President S. Contreras called the Franchise Committee Meeting at 14451 Cedarwood Street, Westminster, California on Thursday, June 19, 2025 at 9:01 a.m.

COMMITTEE MEMBERS PRESENT

Sergio Contreras
Chi Charlie Nguyen

STAFF MEMBERS PRESENT

Ashley Davies, Director of Services & Program Dev.
Gordon Copley, Director of Finance
Milo Ebrahimi, District Engineer, P.E.
Cynthia Olsder, Executive/Board Secretary

OTHER MEMBERS PRESENT

Julie Barreda, Sr. Regional Vice President
Mike Carey, Sr. Sustainability Manager CR&R

ROLL CALL AND DECLARATION OF QUORUM

Executive/Board Secretary C. Olsder conducted the roll call and announced that a quorum was present.

PUBLIC COMMENTS - None

PRESENTATION - None

APPROVAL OF THE MINUTES

A. A motion was made by Director C. Nguyen, seconded by President S. Contreras, to approve the minutes of the Franchise Committee Meeting on November 7, 2024. The motion was approved by the following 2-0 vote:

AYES: S. Contreras and C. Nguyen
NAYS:
ABSTAIN:
ABSENT:

REPORTS

Report of the Committee Members – None

Report of the Staff – None

NEW BUSINESS

- A. Discuss CR&R Performance Review, Short & Long-Term Goals and Priorities, SB 1383 Inspections, Food Waste Program Opportunities, and other Opportunities to Work Together to Serve the Community.

The Franchise Committee and Staff discussed the Sustainability Coordinator position, SB 1383 compliance percentage rates, commercial recycling efforts, diversion numbers, the WISE agreement, media sponsorship opportunities, MRF wait time, and the EAR report.

No action was taken.

INFORMATIONAL ITEMS - None**COMMITTEE MEMBER CONCERNS AND COMMENTS - None****GM/STAFF CONCERNS/COMMENTS**

- A. Davis shared that the CR&R mid-year report will be presented at the upcoming Board Meeting. Additionally, the CR&R Anaerobic Digester Tour in Perris is scheduled for July 24, 2025, at 10:00 a.m.

ADJOURNMENT

The meeting was adjourned at 9:53 a.m.



Cynthia Olsder, Executive/Board Secretary

AGENDA ITEM 7C

Date: January 6, 2026
To: Board of Directors
From: Robert Housley, General Manager
Prepared by: Cynthia Olsder, Executive/Board Secretary
Subject: Receive and File the Minutes of the Calendar Committee Meeting on August 29, 2025

BACKGROUND

The Calendar Committee was first formed on July 30, 2007, following a vote to discontinue the annual newsletter and abolish the Newsletter Committee.

The meeting minutes will be presented to the Board of Directors under the Consent Calendar for receipt and filing. The minutes summarize the Committee’s discussions and document any recommendations made.

DISCUSSION

The Committee meets at least twice per year, or as needed, to design the District’s annual calendar, which is mailed to customers each year around Thanksgiving.

The attached meeting minutes summarize the discussion items; no actions were taken. The Calendar Committee approved the minutes at its September 22, 2025 meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors receive and file the Minutes of the August 29, 2025 Calendar Committee meeting.

ATTACHMENTS

1. Minutes of the August 29, 2025 Calendar Committee Meeting

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

Friday, August 29, 2025

CALL TO ORDER:

Director A. Nguyen called the Calendar Committee Meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Street, Westminster, California on Friday, August 29, 2025 at 11:04 AM.

COMMITTEE MEMBERS PRESENT:

Andrew Nguyen
Mark Nguyen

STAFF MEMBERS PRESENT:

Ashley Davies, Director of Servs. & Program Development
Robert Housley, General Manager
Cynthia Olsder, Executive/Board Secretary

OTHER MEMBERS PRESENT:

Serena Nguyen, DTN Tech

PUBLIC COMMENTS - None.

APPROVAL OF THE MINUTES

A. Approval of the Minutes of the Calendar Committee Meeting on May 19, 2025.

A motion was made by Director M. Nguyen, seconded by Director A. Nguyen, to approve the minutes of the Calendar Committee Meeting on May 19, 2025. The motion was approved by the following 2-0 vote:

AYES: M. Nguyen and A. Nguyen

NAYS:

ABSTAIN:

ABSENT:

NEW BUSINESS:

A. Discussion and Research of 2026 Calendar

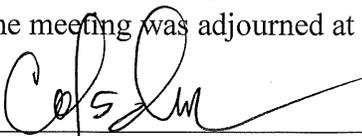
The committee members met to review the layout, content, and to consider any additional changes as needed. No action was taken.

COMMITTEE MEMBER CONCERNS AND COMMENTS - None

GM/STAFF CONCERNS AND COMMENTS – None

ADJOURNMENT:

The meeting was adjourned at 11:37 PM.



Cynthia Olsder, Executive/Board Secretary

AGENDA ITEM 7D

Date: January 6, 2026
To: Board of Directors
From: Robert Housley, General Manager
Prepared by: Cynthia Olsder, Executive/Board Secretary
Subject: Receive and File the Minutes of the October 15, 2025 Legislative & Public Affairs Outreach Subcommittee Meeting

BACKGROUND

The Legislative & Public Affairs Outreach Subcommittee, formerly known as the Outreach Committee prior to January 1, 2025, has met monthly since 2022.

Committee meeting minutes will be presented to the Board of Directors under the Consent Calendar for receipt and filing. The minutes provide a summary of each committee’s discussions and any recommendations made.

DISCUSSION

The Legislative and Public Affairs Outreach Subcommittee met to discuss various matters within its jurisdiction. The attached meeting minutes summarize the discussion items; no actions were taken. The Subcommittee approved the minutes at its December 17, 2025 meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors receive and file the Minutes of the October 15, 2025 Legislative and Public Affairs Outreach Subcommittee meeting.

ATTACHMENTS

1. Minutes of the October 15, 2025 Legislative & Public Affairs Outreach Subcommittee Meeting

**MINUTES OF THE LEGISLATIVE & PUBLIC AFFAIRS
OUTREACH SUBCOMMITTEE MEETING
OF THE BOARD OF DIRECTORS OF THE
MIDWAY CITY SANITARY DISTRICT
14451 CEDARWOOD STREET
WESTMINSTER, CA 92683**

October 15, 2025

CALL TO ORDER

Director C. Nguyen called the Legislative & Public Affairs Outreach Subcommittee meeting at 14451 Cedarwood Street, Westminster, California on Wednesday, October 15, 2025, at 10:00 a.m.

COMMITTEE MEMBERS PRESENT:

Chi Charlie Nguyen
Tyler Diep

STAFF MEMBERS PRESENT:

Robert Housley, General Manager
Cynthia Olsder, Executive/Board Secretary

ROLL CALL AND DECLARATION OF QUORUM

Board Secretary, C. Olsder announced a quorum.

PUBLIC COMMENTS - None

APPROVAL OF THE MINUTES

A. Approval of the Minutes of the Legislative & Public Affairs Outreach Subcommittee Meeting on September 17, 2025

A motion was made by Director C. Nguyen, seconded by Director T. Diep, to approve the minutes of the Legislative & Public Affairs Outreach Subcommittee Meeting on September 17, 2025. The motion was approved by the following 2-0 vote:

AYES: C. Nguyen and T. Diep

NAYS:

ABSTAIN:

ABSENT:

REPORTS

Report of the Subcommittee Members - None

Report of the GM/Staff - None

NEW BUSINESS

- A. Discuss Current and Future Legislative & Public Affairs Outreach Opportunities and Propose Recommendations for Board Consideration

Discussion covered Fat’s Oils & Grease (F.O.G.) letter to food establishments, the last clean-up event, Open House sponsorship package, Inside the Outdoors Partnership, Tet Parade participation, CSDA new laws of 2026 series, PSA, and youth t-shirts.

No action was taken.

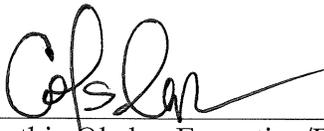
INFORMATIONAL ITEMS - None

SUBCOMMITTEE MEMBER CONCERNS AND COMMENTS - None

GM/STAFF CONCERNS/COMMENTS - None

ADJOURNMENT

The meeting was adjourned at 10:13 a.m.



Cynthia Olsder, Executive/Board Secretary

AGENDA ITEM 7E

Date: January 6, 2026

To: Board of Directors

From: Robert Housley, General Manager

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

Subject: Approve the December 17, 2025 Legislative and Public Affairs Outreach Committee Recommendations

BACKGROUND

At the April 5, 2022 Board meeting, the Board approved the formation of a standing Outreach Committee to focus on planning and coordinating community outreach activities. The Committee typically met once a month to discuss upcoming initiatives and events.

On December 3, 2024 the Board of Directors approved renaming the subcommittee to the Legislative and Public Affairs Outreach Committee, expanding its scope to include both community outreach and legislative affairs. The Committee meets regularly to review, discuss, and develop outreach strategies and legislative priorities, providing thoughtful recommendations to the full Board for its consideration and approval. This structure ensures a comprehensive approach to fostering community engagement and strengthening relationships with local, regional, state, and federal agencies.

DISCUSSION

The Legislative and Public Affairs Outreach Subcommittee met on December 17, 2025, during which staff provided updates on various legislative and public outreach initiatives.

- The Committee discussed outreach efforts for the WISE agreement and tipping fee increase.
- The Committee discussed hosting “pop-up” shredding events separate from current shredding events planned for 2026.
- The Committee discussed amount of sponsorships received so far for the 2026 Open House and efforts that will continue to secure more.
- The Committee discussed the Open House mailers and made some minor adjustments to wording.
- The Committee discussed creating scripts and a potential mailer for possible PSA YouTube videos to be created and funded with CalRecycle grant money.
- The Committee discussed moving forward with looking for a Sustainability/Code Enforcement Specialist to assist with notices of violations and enforcement for FOG programs and SB 1383 related regulations.
- The Committee reviewed and discussed the 60-day notices of violations that will be sent to businesses and multi-family residences in the new year. These will go to the Franchise Committee in January.

- The Committee discussed having staff create and be ready with an informative mailer draft regarding the Orange County Waste and Recycling landfill tipping fee increase that will be voted on by the Orange County Supervisors in the coming months.

Discussion on the above items led to the following recommendations for Board approval:

1. The Committee recommends hosting a “pop-up” shredding event on Saturday, January 24, 2026 to test outcome and then decide if more “pop-up” events should be held later in the year.
2. The Committee recommends hiring a Sustainability/Code Enforcement Specialist, utilizing the temporary employment agency HB Staffing, consistent with previous District practice, to provide education, assist customers with getting into compliance with State mandates and District Ordinances, ensure ongoing regulatory compliance, and carry out enforcement activities associated with Fats, Oils, and Grease (FOG) regulations, SB 1383, and recycling requirements, in accordance with State mandates and District Ordinances.

FISCAL IMPACT

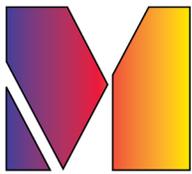
- | | |
|---|-------------------------|
| 1. Pop-up Shredding event | \$13,570.96 |
| 2. Sustainability/Code Enforcement Specialist | \$50,000 budget FY25-26 |

STAFF RECOMMENDATION

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

ATTACHMENTS

1. Shredding proposal



MAIN GRAPHICS

Tel 949-788-6100

Fax 949-788-6111

15321 Barranca Parkway · Irvine, CA 92618



Tel 949-387-0787

Proposal	
No: 105658	Date: 12/19/25
Amount Due: \$13,570.96	

SHIP TO:

Midway City Sanitary District
14451 Cedarwood St
Westminster CA 92683

Mailing

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

Acct.No	Ordered by	Phone	P.O. No	Prepared by	Sales Rep	Ship By
17614	Ashley Davies	714-893-3553		Kaley M. Brown	Tracy Harvard	Mailing
Quantity	Description					Price
25,000	January Shredding EDDM Mailers Midway City Sanitary District					12,594.86
	January Shredding Event : Postcard EDDM Mailers — 4/4 (Full Color - Both Sides) – 6.5×8 in — 16 Pt Digital C2S Cover w/ Matte Coating (Both Sides) — Address / Sort / Stack / Drop @ PO for EDDM 1 Original					
<p><i>Thank you for the opportunity to bid on this project. The bid's price is good for 30 days. All items are FOB Main Graphics unless otherwise indicated. All items ship +/- 10% unless specifically stated at time of order. Paper subject to availability and price changes.</i></p> <p><i>A 2.75% processing fee will apply to all credit card payments. This fee is waived for payments made via electronic funds transfer or by check.</i></p>					<p>Subtotal 12,594.86</p> <p>Shipping 0.00</p> <p>Postage 0.00</p> <p>Tax 976.10</p> <p>TOTAL 13,570.96</p> <p>Terms C.O.D.</p>	

Fax 949-788-6111

Main Graphics / Avanti · 15321 Barranca Parkway · Irvine CA 92618 · (949) 387-0787

AGENDA ITEM 7F

Date: January 6, 2026

To: Board of Directors

From: Robert Housley, General Manager

Prepared by: Robert Housley, General Manager

Subject: Receive and File the December 2025 Report on Contracts and Agreements Entered into by the General Manager on behalf of the District

BACKGROUND

The District's Purchasing Policy and Procedures, adopted by the Board pursuant to Resolution No. 2025-15, is intended to ensure that all procurements are conducted in a fair, transparent, and efficient manner while maintaining compliance with applicable laws and regulations. Pursuant to this Policy, the General Manager is authorized to execute contracts and agreements for goods, services, and public works projects within established monetary thresholds. Section 4.A. of the Policy provides; "The Board of Directors may require that the General Manager provide periodic reports regarding Procurements made under such authorization to the Board of Directors at a regular meeting."

DISCUSSION

In accordance with the District's adopted Purchasing Policy and Procedures, this report provides a summary of contracts and agreements executed by the General Manager or his designee pursuant to his delegated authority during the reporting period. The report includes contracts for goods, services, professional services, and public works projects that fall within the General Manager's approved purchasing limits. Routine purchases of software, subscriptions, office and shop supplies and similar items used in daily operations under \$15,000 are not included. This item is presented for the Board's information only and requires no further action by the Board beyond receipt and filing.

Contracts, Purchase Orders, and Agreements for Goods and Services (GM Authority \$50,000 or less per year)

1. Streamline Software Incorporated – approved a 3-year software subscription for DocAccess ADA accessibility solution for the District's website and content. **Cost \$13,440.00 per year (\$40,320.00 total).**
2. IB Consulting – approved a professional services agreement to perform a cost-of-service analysis for wastewater capacity fee rates. **Cost \$15,000.00.**
3. Townsend Public Affairs – approved a professional services agreement to perform grant writing, grant management, and assistance with state and federal earmarks. **Cost \$49,992.00.**

4. MainGraphics/Avanti Printing – approved postcard mailer for a January 24, 2026 ‘Pop-up’ Shredding Event. **Cost \$13,570.96.**

Contracts for Public Works Projects (GM Authority \$100,000 or less)

1. None.

FISCAL IMPACT

There is adequate funding in the budget to perform the contract services mentioned above.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors receive and file this report.

ATTACHMENTS

None.

AGENDA ITEM 7G

Date: January 6, 2026

To: Board of Directors

Fr: Robert Housley, General Manager

Prepared by: Cynthia Olsder, Executive/Board Secretary

Subject: Approve Attendance at the Municipal Water District of Orange County (MWDOC) Water Policy Forum & Dinner on January 26, 2026 for Board Members and Staff

BACKGROUND

MWDOC's Water Policy Forum & Dinners feature high-profile speakers leading today's public policy discussions. These events bring together water industry experts, political and regulatory officials, and other key figures to provide valuable insight into critical water issues and initiatives shaping the future.

DISCUSSION

Attendance provides an opportunity to engage in discussions on water policy, environmental stewardship, and regional planning, while connecting with industry leaders, policymakers, and water experts. These conversations support the exploration of innovative strategies to strengthen and secure the region's water resources.

FISCAL IMPACT

The cost of attendance is \$1,350.00 for a table of ten or \$160.00 per individual registration.

STAFF RECOMMENDATION

Staff recommend that the Board approve attendance at the MWDOC Water Policy Forum & Dinner, to be held at the Westin South Coast Plaza in Costa Mesa, California, for Board Members and Staff who wish to attend.

ATTACHMENTS

1. Invitation from Municipal Water District of Orange County (MWDOC)

Water Policy Forum & Dinner

MWDOC's Water Policy Forum & Dinners showcase high-profile speakers leading today's public policy discussions. Featuring water industry experts, political and regulatory officials, and other key figures, these events provide valuable insights on critical water issues and initiatives shaping our future.



Water Policy Forum & Dinner

January 26, 2026

You are invited to join us for an evening of meaningful discussion, networking, and policy insight at the Municipal Water District of Orange County's (MWDOC) Water Policy Forum & Dinner.

This signature event will take place Monday, January 26, at 5:30 p.m. at The Westin. As our keynote speaker, we are honored to welcome Shivaji Deshmukh, newly appointed General Manager of The Metropolitan Water District of Southern California. With more than two decades of leadership in water resource management and public service, Mr. Deshmukh has been instrumental in advancing sustainable and reliable water supplies in Southern California.

Serving as Metropolitan's 16th General Manager, Mr. Deshmukh leads the nation's largest wholesale water agency, responsible for ensuring that more than 19 million Southern Californians have access to clean, reliable water. His keynote address will outline Metropolitan's strategic priorities, regional partnerships, and the path forward to a resilient water future.

The Water Policy Forum offers an invaluable opportunity for professionals committed to water policy, environmental sustainability, and regional planning. Connect with industry leaders, policymakers, and water experts as we explore innovative strategies to secure our region's water resources. We look forward to an inspiring evening of collaboration, insight, and forward-thinking solutions.

Location: The Westin South Coast Plaza, 686 Anton Boulevard, Costa Mesa, CA 92626

Date and time: Mon, Jan 26, 2026 5:30 PM

Organizer: Jasmine Orozco, (714) 916-0761, jorozco@mwdoc.com

AGENDA ITEM 9A

Date: January 6, 2026
To: Board of Directors
From: Robert Housley, General Manager
Prepared by: Cynthia Olsder, Executive/Board Secretary
Subject: Consider Scheduling a Special Meeting for a Legislative Update Workshop

BACKGROUND

Each year there are new State and Federal legislative laws passed that can potentially impact the Midway City Sanitary District (District) and other special districts. In 2025, there were several bills that were approved that can impact the District. It is the responsibility of Staff and General Counsel to provide relevant information to the Board of Directors to ensure that the District is aware of any new laws that can potentially impact the District and its customers.

The Legislative Update Workshop last year took place on February 10, 2025, and was expertly presented by General Counsel James Eggart.

DISCUSSION

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

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

Potential dates to consider:

- Monday, January 19:** Available at any time
- Thursday, January 22:** Available between 8:00 a.m. – 1:30 p.m., or at 5:30 p.m.
- Thursday, January 29:** Available between 8:00 a.m. – 1:30 p.m., or at 5:30 p.m.

- Monday, February 9:** Available at any time
- Thursday, February 12:** Available between 8:00 a.m. – 1:30 p.m., or at 5:30 p.m.
- Thursday, February 19:** Available between 8:00 a.m. – 11:30 a.m., or at 5:30 p.m.

FISCAL IMPACT

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

STAFF RECOMMENDATION

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

ATTACHMENTS

None.

2026 MCSD Meeting Calendar

JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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JUNE						
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JULY						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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27	28	29	30	31		

- Board Meeting
- Legislative & Public Affairs Outreach Meeting
- Calendar Committee Meeting
- Franchise Committee Meeting
- Special Board Meeting

- Community Events**
 - 2/14 District Open House
 - 2/21 WM Tet Parade
 - ISDOC Qrtly Meeting (1/29, 4/30, 7/30, 10/29)
 - Clean-up and/or Shredding event (Saturday)

- Conferences/Special Events**
 - 1/14-16 CASA Winter Conference
 - 3/18 SDRMA Spring Education Day
 - 4/07-08 CSDA Special Dist. Legislative Days
 - 5/11-14 Special Dist. Leadership Academy
 - 6/29-30 CSDA GM Leadership Summit
 - 8/24-27 CSDA Annual Conference
 - 9/14-16 Special Dist. Leadership Academy

- Holiday - District Closed**
 - 1/01 New Year's Day
 - 2/16 President's Day
 - 5/25 Memorial Day
 - 7/04 Fourth of July
 - 9/07 Labor Day
 - 11/26 Thanksgiving Day
 - 12/25 Christmas Day