

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

**August 16, 2016**

**CALL TO ORDER**

President Rice called the regular meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Avenue, Westminster, California on Tuesday, August 16, 2016 at 5:00 P.M.

**BOARD MEMBERS PRESENT:**

Al P. Krippner  
Joy L. Neugebauer  
Tyler Diep (arrived at 5:06 P.M.)  
Frank A. Cobo  
Margie L. Rice

**OTHERS AT MEETING:**

Robert Housley, Finance/HR Director/Acting GM  
James Eggart, General Counsel  
Danielle Gerardo, Board Secretary

**PLEDGE AND INVOCATION**

Director Cobo led the Pledge of Allegiance. Director Neugebauer gave the Invocation.

**PUBLIC COMMENTS**

None

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 2, 2016**

A motion was made by Director Neugebauer, seconded by Director Cobo, to approve the minutes of the regular meeting of August 2, 2016, after correcting the date from July to August in the last sentence on page 3 and the first sentence on page 4. The motion was approved by the following 4-0 vote:

AYES: Cobo, Krippner, Neugebauer and Rice

NAYS:

ABSTAIN:

ABSENT: Diep

# APPROVAL OF EXPENDITURES

## A. Demands in the amount of \$ 369,765.51

#	CK #	Date	AMOUNT	VENDOR
1				<b>HANDCUT CHECKS:</b>
2	8549	8/3	348.95	<b>AT&amp;T Mobilify</b> - Service for July 2016; (KR) 714-310-2313, (NC) 714-310-8653, (DGr) 714-325-3606,
3				Sewer 714-310-8654, Emergency 714-310-9004.
4	8550	8/3	1,176.82	<b>Chevron &amp; Texaco Bus. Card Svcs.</b> - Gasoline Purchases for July 2016
5	8551	8/3	278.09	<b>Office Max</b> - Restock District Office Supplies for July 2016
6	8552	8/3	615.60	<b>Pitney Bowes</b> - Lease Payment for Postage Machine April 2016 through October 2016
7	8553	8/3	143,251.57	<b>Rainbow Transfer Recycling</b> - Tonnage for June 2016
8	8554	8/3	2,871.92	<b>SDRMA Delta Dental</b> - Dental Insurance Premium for August 2016
9	8555	8/3	7,057.15	<b>Southern California Edison</b> - District Office \$5,906.18, Brookhurst Lift Station \$127.13, Westminster Lift
10				Station \$460.67, Willow Lift Station \$138.03, Hammon Lift Station \$425.14.
11	8556	8/3	385.60	<b>Vision Service Plan</b> - Monthly Premium for August 2016
12	8557	8/10	115.98	<b>DirectTV</b> - Service for August 2016
13	8558	8/10	3,829.97	<b>The Gas Company</b> - CNG Fuel for July 2016
14	8559	8/10	450.84	<b>Verizon Business</b> - Internet Connection for SCADA System for August 2016
15			<b>160,382.49</b>	<b>HANDCUT CHECKS SUBTOTAL</b>
16				
17				<b>REGULAR CHECKS:</b>
18	8560	8/10	62.00	<b>Advanced Gas Products</b> - Cylinder Rental for July 2016
19	8561	8/10	1,860.00	<b>CRC Cloud</b> - Maintenance & Support for August 2016; Adobe Acrobat Pro Update
20	8562	8/10	3,749.61	<b>CR Transfer</b> - Tonnage from 07/16/2016 through 07/31/2016
21	8563	8/10	1,342.88	<b>Cummins Pacific</b> - (31) Spark Plugs for Restock
22	8564	8/10	1,568.80	<b>Daniel's Tire Service</b> - (8) Recaps for Restock
23	8565	8/10	298.76	<b>G &amp; K Services</b> - Uniform Services for July & August 2016
24	8566	8/10	411.06	<b>Hose-Man, Inc.</b> - (2) Trans Line Hoses
25	8567	8/10	1,606.09	<b>Los Alamitos Napa Auto Parts</b> - Restock (16) Hose Ends, (50') Hydraulic Hose, (24) Brakeleen, (6) Air Filters,
26				(2) Feeler Gauges; (1) Relay Valve for NG3; (1) Battery for T9
27	8568	8/10	11,750.00	<b>NGVI</b> - Heavy-Duty NGV Maintenance & Diagnostic
28	8569	8/10	172.00	<b>Orange County Health Care Agency</b> - Annual Hazardous Materials Fee for 07/01/16 to 06/30/17
29	8570	8/10	6,480.00	<b>Orange County Pump Corporation</b> - Preventative Maintenance for July 2016
30	8571	8/10	43,355.15	<b>Orange County Sanitation District</b> - Permit Fees for July 2016 (MCSD 5% = \$2,281.85)
31	8572	8/10	1,194.67	<b>Orange County Sanitation District</b> - Fourth Quarter FOG Inspections 2015-2016
32	8573	8/10	136.87	<b>PSI</b> - Restock (50') Hose, (1) Clamp, & (1) Female Dixon Valve
33	8574	8/10	69,981.70	<b>Rainbow Transfer Recycling</b> - Tonnage from 07/01/2016 through 07/15/2016
34	8575	8/10	880.00	<b>RMS</b> - Calibration & Testing of Gas Detection System at District
35	8576	8/10	1,011.71	<b>TEC of California</b> - Restock (8) Seals & (6) Breather Housing Units; (2) Brake Drums for NG3; (1) Seal for NG1
36	8577	8/10	12.00	<b>Underground Service Alert</b> - (8) New Tickets for July 2016
37	8578	8/10	3,516.47	<b>Woodruff, Spradlin &amp; Smart</b> - Legal Services for July 2016

38	8579	8/10	315.84	Zee Medical Service - Restock District First-Aid Kits
39	<b>149,705.61 REGULAR CHECKS SUBTOTAL</b>			
40				
41	<b>PAYROLL</b>			
42		8/2	57,692.41	Payroll - Staff Checks Taxes & Direct Deposits
43		8/2	1,295.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
44		8/2	690.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
45	<b>59,677.41 PAYROLL SUBTOTAL</b>			
46				
47	<b>369,765.51 TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL)</b>			
48				
49	<b>BANK TRANSFERS</b>			
50			300,000.00	Transfer Funds from LAIF to Checking Account

A motion was made by Director Cobo, seconded by Director Krippner, to approve the expenditures in the amount of \$369,765.51, with a correction. The motion was approved by the following 4-0 vote:

AYES: Cobo, Krippner, Neugebauer and Rice

NAYS:

ABSTAIN:

ABSENT: Diep

## REPORTS

### Report of President

President Rice reported that she met with the auditors and requested that they provide their report to the Board by October 2016.

President Rice stated that the Westminster City Manager called the District questioning whether she received PERS retirement or insurance as a Director for the District.

Director Diep arrived at the meeting at 5:06 P.M.

### Report of General Manager

Finance/HR Director Housley stated that he had spoken with GM Robbins and that he should be back in the office on Monday, August 22, 2016.

Finance/HR Director Housley reported that the CNG alarm over the parking garage, where there is no CNG, had gone off over the weekend. The vendor has been called to come out to adjust those sensors.

Finance/HR Director Housley reported that the field auditors were working at the District all this week doing the field work portion of the audit which should be finished by October.

Finance/HR Director Housley stated that the District had also just received the final draft of the franchise audit but had not reviewed it yet. He stated that once GM Robbins is back next week, staff would review it and report back to the Board.

Finance/HR Director Housley stated that the Calendar Committee meeting scheduled for Wednesday, August 17, 2016 at 10 A.M. had to be cancelled.

The 3<sup>rd</sup> Concert in the Park will take place on Thursday, August 18, 2016 and staff has put together a box of items for Directors to hand out if they wished to take it.

Finance/HR Director Housley reminded the Board that there will be a luncheon in honor of Cody Ranslem's 10-year safety award on Wednesday, August 31, 2016 at 12 noon.

**Report from the 1<sup>st</sup> and 2<sup>nd</sup> Concerts in the Park on Thursday, August 4 & 11, 2016**

Director Krippner reported that he has been attending the Concerts in the Park and that they were great but the attendance was very small.

**Report from the California Association of Sanitation Agencies (CASA) Conference in Monterey, CA August 10-12, 2016**

Director Cobo reported that he especially enjoyed the presentation by Dr. Frank Benest.

Director Neugebauer reported that she also liked the "Growing Our Successors-A Call to Action" by Dr. Frank Benest, former Palo Alto City Manager and Consultant. The points he made were mostly directed at General Managers to help make him/her more effective.

President Rice stated that there was a reporter from New York who trashed Presidential Candidate, Donald Trump. She also spoke with CASA personnel and let each of them know that she was displeased with the way they have enlarged their staff at CASA and feels that it is unnecessary. She said that it was a good conference overall, except for the travel to get there.

Director Neugebauer stated that she spoke with the reporter from New York privately as well.

**CONSENT CALENDAR**

A. Investment Report for July 2016

B. Approve Attendance to the Independent Special Districts of Orange County (ISDOC) Quarterly Meeting on Thursday, September 29, 2016

A motion was made by Director Neugebauer, seconded by Director Diep, to approve the Consent Calendar. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Neugebauer and Rice  
NAYS:  
ABSTAIN:  
ABSENT:

## **OLD BUSINESS**

None

## **NEW BUSINESS**

A. Fiscal Year 2015 - 2016 Fourth Quarter Financial Reports and Budget Review for the Period of July 1, 2015 through June 30, 2106

Finance/HR Director Housley reviewed the fiscal year 2015 – 2016 fourth quarter financial reports and budget review for the period of July 1, 2015 through June 30, 2016 for the Board.

A motion was made by Director Diep, seconded by Director Krippner, to receive and file. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Neugebauer and Rice  
NAYS:  
ABSTAIN:  
ABSENT:

## **INFORMATIONAL ITEMS**

A. Web Site Activity for the Month of July 2016 (94,303 Successful Hits)

No action was taken.

## **BOARD CONCERNS/COMMENTS**

Director Neugebauer stated that the ISDOC quarterly meeting and the City of Westminster's State of the City luncheon were both at noon on the same day and that she would be attending the State of the City luncheon.

Director Neugebauer stated that she was very appreciative to District sewer employee, Cody Ranslem for picking the Directors up from LAX for their return from the CASA conference in Monterey, CA., and Finance/HR Director Housley for taking them to LAX for their departure.

## GM/STAFF CONCERNS/COMMENTS

Finance/HR Director Housley reminded the Board of the OCSD workshop on September 20, 2016, that has already been approved, and if going to please let the Board Clerk know. There is a regularly schedule MCSD Board meeting for that day as well.

Finance/HR Director Housley reminded the Board that the District would be closed on Monday, September 5, 2016 in observance of Labor Day and that solid waste service will be delayed by one day for that entire week.

Finance/HR Director Housley wished Director Cobo a Happy Birthday.

## GENERAL COUNSEL CONCERNS/COMMENTS

None

## CLOSED SESSION

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

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

## A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957(b)) Title: General Manager

President Rice continued the closed session portion of the meeting to the next regular meeting for when the General Manager is in attendance.

## ADJOURNMENT

President Rice adjourned the meeting to Tuesday, September 6, 2016 at 5 P.M. at the District office at approximately 5:34 P.M.

  
Frank Cobo, Secretary