

**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**

**April 3, 2018**

**CALL TO ORDER**

President Nguyen called the regular meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Avenue, Westminster, California on Tuesday, April 3, 2018 at 5:00 P.M.

**BOARD MEMBERS PRESENT:**

Al P. Krippner  
Margie L. Rice  
Tyler Diep  
Frank A. Cobo  
Chi Charlie Nguyen

**OTHERS AT MEETING:**

Ken Robbins, General Manager  
Robert Housley, Finance/HR Director  
James Eggart, General Counsel  
Danielle Gerardo, Board Secretary  
Bob Ooten, Costa Mesa Sanitary District

**PLEDGE AND INVOCATION**

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

**PUBLIC COMMENTS**

Mr. Bob Ooten introduced himself and stated that he is running for the LAFCO Special District Alternate position. He has 12 years experience as an elected Director for Costa Mesa Sanitary District and worked as the Director of Operations and Maintenance in Collections for Orange County Sanitation District for 25 years. He stated that he has studied LAFCO's strategic plan, which includes the planning and shaping of Orange County's infrastructure, and feels that his 50 years' experience as a civil engineer would be of value. With 50 years of experience in public policy, public agencies, strategic

planning, policy oversight and budgets from \$10-80 million dollars, he would be an asset to LAFCO's legislative activity and advocacy. Mr. Ooten stated that future issues for LAFCO will be homelessness and transportation. Most of the Directors on the LAFCO board have water experience but he would bring his wastewater experience to that Board and feels he would be a good representative for the sanitary district. Mr. Ooten closed by asking the Board for their support.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 20, 2018**

A motion was made by Director Rice, seconded by Director Cobo, to approve the minutes of the regular meeting of March 20, 2018, with a change. The motion was approved by the following 5-0 vote:

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

**APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF MARCH 22, 2018**

A motion was made by President Nguyen, seconded by Director Rice, to approve the minutes of the special meeting of March 22, 2018. The motion was approved by the following 5-0 vote:

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

**APPROVAL OF EXPENDITURES**

**A. Demands in the amount of \$ 240,437.86**

#	CK #	Date	AMOUNT	VENDOR
1				HANDCUT CHECKS:
2	9737	4/1	190.59	AT&T - Brookhurst Lift Station Service for March 2018
3	9738	4/1	1,131.96	Frontier California-District Office Phones&Lift Stations for March 2018; \$643.41 District Office,
4				\$162.85 Willow Lift, \$162.85 Westminster Lift, \$162.85 Hammon Lift.
5	9739	4/1	94.27	The Gas Company-District Office,Maintenance Shop&Wash Rack Usage Fees for March 2018
6	9740	4/1	309.15	Pitney Bowes - Lease Payment for Postage Machine April 2018 through July 2018
7	9741	4/1	3,042.68	SDRMA Delta Dental - Dental Insurance Premium for April 2018

8	9742	4/1	4,454.13	Southern California Edison-District Office\$3,218.21,Brookhurst Lift Station\$99.17,Westminster Lift
9				Station \$574.30, Willow Lift Station \$138.88, Hammon Lift Station \$423.57.
10	9743	4/1	1,097.84	The Standard Life Insurance - Life Insurance & AD&D Premium Coverage for April 2018
11	9744	4/1	414.31	Vision Service Plan - Monthly Premium for April 2018
12			<b>10,734.93</b>	<b>HANDCUT CHECKS SUBTOTAL</b>
13				
14				<b>REGULAR CHECKS:</b>
15	9745	4/1	7.09	Chi Charlie Nguyen - Mileage Reimbursement for ISDOC Quarterly Meeting 01/25/2018
16	9746	4/1	7.09	Allan P. Krippner - Mileage Reimbursement for ISDOC Quarterly Meeting 01/25/2018
17	9747	4/1	57.00	Advanced Workplace Strategies - DOT Drug Testing
18	9748	4/1	6,700.00	Blickmore - Actuarial Valuation of OPEB Program FYE 2018
19	9749	4/1	2,724.39	Bodyworks Equipment - Restock (20) Rocker Switches, (20) Rollers, (7) Grip Belts
20	9750	4/1	746.00	CRC Cloud - Maintenance & Support for April 2018
21	9751	4/1	63,953.35	CR Transfer Inc. - Tonnage from 03/01/2018 through 03/15/2018
22	9752	4/1	1,796.67	Danle's Tire Service - Restock (4) Recaps and (2) New Tires
23	9753	4/1	82.61	Franklin Truck Parts - (10) Cap Nuts and (10) Studs for NG4
24	9754	4/1	256.41	G & K Services - Uniform Services for March 2018
25	9755	4/1	17.84	Los Alamitos Napa Auto Parts - (2) Wiper Blades for M5
26	9756	4/1	500.00	Me Viet Nam Productions - Lunar New Year 02/11/2018 Talk Show
27	9757	4/1	400.00	Memorial Care Medical Foundation - (4) DMV Physical Exams
28	9758	4/1	3,550.85	Plumbers Depot - (1) Swivel, (1) Tiger Tail, (1) Fiber Glass Pole, (3) Clamps, (2) Valves for M64
29	9759	4/1	578.95	Rosemead Oil - Restock (1) Drum of Anti-Freeze
30	9760	4/1	1,348.59	RWC Group - Labor & Parts for NG1 Throttle Issues
31	9761	4/1	1,366.81	TEC of California - Restock (6) Brake Pads, (6) Filters, (2) Wipes
32	9762	4/1	1,265.50	Trillium USA Company, LLC - Service to CNG Station
33			<b>85,359.15</b>	<b>REGULAR CHECKS SUBTOTAL</b>
34				
35				<b>PAYROLL</b>
36	3/27		59,211.56	Payroll - Staff Checks Taxes & Direct Deposits
37	3/27		590.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
38	3/27		2,118.24	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
39			<b>61,919.80</b>	<b>PAYROLL SUBTOTAL</b>
40				
41				<b>ACH TRANSFERS</b>
42	3/16		981.02	ACH Retirement Payment to CalPERS for PEPR 02/12/2018-02/25/2018
43	3/16		1,113.08	ACH Retirement Payment to CalPERS for Classic 8584 02/12/2018-02/25/2018
44	3/16		10,146.65	ACH Retirement Payment to CalPERS for Classic 8583 02/12/2018-02/25/2018
45	3/16		981.02	ACH Retirement Payment to CalPERS for PEPR 02/26/2018-03/11/2018
46	3/16		1,113.08	ACH Retirement Payment to CalPERS for Classic 8584 02/26/2018-03/11/2018
47	3/16		10,146.65	ACH Retirement Payment to CalPERS for Classic 8583 02/26/2018-03/11/2018

48	3/29	981.02	ACH Retirement Payment to CalPERS for PEPRA 03/12/2018-03/25/2018
49	3/29	1,113.08	ACH Retirement Payment to CalPERS for Classic 8584 03/12/2018-03/25/2018
50	3/29	10,146.65	ACH Retirement Payment to CalPERS for Classic 8583 03/12/2018-03/25/2018
51	4/02	42,795.70	ACH Employee Health Insurance Payment to CalPERS for April 2018
52	4/2	2,906.03	ACH Board Health Insurance Payment to CalPERS for April 2018
53		<b>82,423.98</b>	<b>ACH TRANSFERS SUBTOTAL</b>
54			
55		<b>240,437.86</b>	<b>TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)</b>
56			
57			<b>BANK TRANSFERS</b>
58	3/21	560,000.00	Transfer Funds from Money Market to Checking Account
59	3/21	1,000,000.00	Transfer Funds from LAIF to Checking Account

A motion was made by Director Cobo, seconded by Director Diep, to approve the expenditures in the amount of \$ 240,437.86. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

## REPORTS

### Report of President

None

### Report of General Manager

GM Robbins reported that he would be bringing an RFP (Request for Proposal) to the Board for approval for the purchase and delivery of green carts for the Organics Recycling program in order to get numbers for the budget. The delivery timeline is expected to be around September 10, 2018, taking approximately 17 days, and the program starting around October 1, 2018. The carts will be shipped one truck at a time. GM Robbins is going over addresses within the District to determine which ones will be exempt and has determined it will take approximately 3 weeks to get them all delivered.

GM Robbins reminded the Board of the luncheon to honor employees on April 11, 2018.

GM Robbins stated that there would be confined space training on Friday, April 13, 2018 and forklift training on Wednesday, April 18, 2018.

**Report from Orange County Sanitation District (OCSD) Meeting on March 28, 2018**

President Nguyen reported that he attended the meeting and public hearing on March 28, 2018 where the proposed fee increase of 2% was passed.

**Report from the City of Westminster Spring Festival on March 24, 2018**

Director Cobo reported that there was a good turnout and that the Directors gave everything away. He said that they talked to people about the new organics program and the response was positive.

Director Rice stated that it was one of the best turnouts that she had seen and that people were very supportive of the District.

President Nguyen was also impressed in the attendance at the event and it was a good opportunity to explain what the District does.

**Report from the Independent Special Districts of Orange County (ISDOC) Quarterly Meeting on March 29, 2018**

All the Directors felt that the topic presented by Neal Kelley from the Orange County Registrar of Voters was extremely interesting.

Director Rice stated that she would be looking forward to the election security playbook.

**Report from the Calendar Committee Meeting on March 30, 2018**

Director Diep stated that he, President Nguyen and GM Robbins discussed the 2019 calendar and the 80<sup>th</sup> anniversary theme. He stated that it would include information regarding the rates being paid in and around the District and that it would include a timeline showing milestones from the beginning of the District to present day.

President Nguyen stated that they would add a message from the 2018 Board of Directors, with each Director's signature.

**CONSENT CALENDAR**

None

**OLD BUSINESS**

None

## **NEW BUSINESS**

A. Consider Approval of a Liberty Park Area Clean-up Event on Saturday, June 9, 2018

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director Rice, seconded by Director Cobo, to approve the Liberty Park clean up event for Saturday, June 9, 2018. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

B. Consider Rejection of Bids for Replacement of Three HVAC Systems and 25' x 15' Reroof for District Offices at 14451 Cedarwood Avenue, Westminster, CA 92683

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director Rice, seconded by Director Cobo, to approve staff recommendation to reject all bids for replacement of three HVAC systems and 25'x15' reroof for District offices. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

C. Consider Approval to Purchase 1,000 Youth T-Shirts for Safety Day in July to Promote the District's Organic Recycling Program

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director Cobo, seconded by Director Diep, to approve staff recommendation to purchase 1,000 youth t-shirts from DTN in the amount of \$4,350 to hand out at Safety Day. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

D. Discussion and Consideration of Support for Costa Mesa Sanitary District (CMSD) Director Bob Ooten for Special District Alternate Representative to OC LAFCO

Director Rice stated that at the last meeting, she had offered to run for the position in order to have representation from a sanitary district on the Board, but that she would withdraw and support Bob Ooten.

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director Diep, seconded by Director Cobo, to approve support for Costa Mesa Sanitary District Director Bob Ooten for Special District Alternate Representative to OC LAFCO. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

E. Consider Approval of the 2018-19 Annual Salaries and Step Ranges for Management and Administration Employees

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by President Nguyen, seconded by Director Cobo, to approve the 2018-19 annual salaries and step ranges for management and administration employees. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

F. Approve Request of Solid Waste Driver Robert Mayfield to Receive 40 hours of Vacation Pay in Lieu of Time Off

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director Rice, seconded by Director Cobo, to approve the request of solid waste driver, Robert Mayfield, to receive 40 hours of vacation pay in lieu of time off. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

G. RESOLUTION NO. 2018-01

*(Roll Call Vote)*

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, RATIFYING AND AUTHORIZING CONTINUED EMERGENCY ACTION FOR THE REPAIR OF A DAMAGED SEWER LINE IN WESTMINSTER BOULEVARD EAST OF THE 405 FREEWAY

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director Cobo, seconded by Director Diep, to approve adoption of Resolution No. 2018-01, ratifying and authorizing continued emergency action for the repair of a damaged sewer line in Westminster Boulevard east of the 405 freeway. The motion was approved by the following 5-0 roll call vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

**INFORMATIONAL ITEMS**

A. Westminster Mayor's Prayer Breakfast, Thursday, May 3, 2018

Receive and file.

**BOARD CONCERNS/COMMENTS**

None

**GM/STAFF CONCERNS/COMMENTS**

None

**GENERAL COUNSEL CONCERNS/COMMENT**

None



## CLOSED EXECUTIVE 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.

None

## ADJOURNMENT

President Nguyen adjourned the meeting to Tuesday, April 17, 2018 at 5:00 P.M. at the District office at approximately 5:54 P.M.

  
Margie L. Rice, Secretary