

**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**

October 16, 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, October 16, 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:

Kenneth Robbins, General Manager
Robert Housley, Finance/HR Director
James Eggart, General Counsel
Danielle Gerardo, Board Secretary
Charles Cornelius, Resident
Anita Rice, Resident

PLEDGE AND INVOCATION

Director Diep led the Pledge of Allegiance. GM Robbins gave the Invocation.

PUBLIC COMMENTS

Mr. Charles Cornelius stated that he was a long time resident of Westminster and lived on Duncannon. He stated his concerns regarding the District's new green organics containers. He stated that the new green containers have a stamp on the lid explaining what goes into the container – yard waste and food waste, but that the stamp also says not to bag your waste, or the fats, oil and grease (FOG) which was his major concern.

Director Cobo and GM Robbins clarified that it is actually okay to bag the food waste and FOG per the District's franchisee, CR&R but that large amounts of oil should be dropped off at the District for proper recycling.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCT, 2, 2018

A motion was made by Director Diep, seconded by Director Rice, to approve the minutes of the regular meeting of Oct. 2, 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 \$ 362,536.81

#	CK #	Date	AMOUNT	VENDOR	
1				HANDCUT CHECKS:	
2	10134	9/28	\$275.00	Randy Griffith - Reimbursement for CWEA Annual Membership for 2018-2019	
3	10135	10/1	\$182.22	AT&T - Brookhurst Lift Station Service for September 2018	
4	10136	10/1	\$1,090.50	Frontier Communications-District Office Phones & Lift Stations for September 2018;	
5			\$595.68	District Office, \$164.94 Willow Lift, \$164.94 Westminster Lift, \$164.94 Hammon Lift.	
6	10137	10/1	\$309.15	Pitney Bowes - Lease Payment for Postage Machine October 2018 through January 2019	
7	10138	10/1	\$4,652.62	Southern California Edison-District Office \$3,639.20, Brookhurst Lift Station \$84.40,	
8				Westminster Lift Station \$336.04, Willow Lift Station \$153.98, Hammon Lift Station \$439.00.	
9	10139	10/1	\$1,006.56	The Standard Life Insurance - Life Insurance & AD&D Premium Coverage for October 2018	
10	10140	10/1	\$434.99	Vision Service Plan - Monthly Premium for October 2018	
11	10141	10/3	\$321.00	AT&T Mobility - Service for September 2018: (KR) 714-310-2313, (NC) 714-310-8653,	
12				(DGr) 714-325-3606, Sewer 714-310-8654, Emergency 714-310-9004.	
13	10142	10/3	\$1,555.70	Chevron & Texaco Bus. Card Svcs. - Gasoline Purchases for September 2018	
14	10143	10/3	\$3,094.90	SDRMA Delta Dental - Dental Insurance Premium for October 2018	
15	10144	10/3	\$232.81	Staples Business Credit - Restock District Office Supplies for September 2018	
16	10145	10/3	\$3,591.92	US Bank	
17				(DGe) Board Meeting Refreshments 8/21 & 9/04	\$17.98
18				(DGe) Binding for Budget	\$80.49
19					Total \$98.47
20				(RH) City of Westminster - Water - Westminster Lift 06/27/18-08/21/18	\$14.72
21				(RH) Remington Water Svcs. AUG-2018	\$64.00
22				(RH) Hotel Renaissance Indian Wells CSDA Conf. 09/24-09/27/2018 (RH)	\$193.98
23				(RH) 2019 CSMFO Annual Conference Registration (RH)	\$370.00
24					Total \$642.70

25			(NC) (1) Replacement Showerhead for Outside Bathroom	\$16.29
26			(NC) (1) Tip for Welding (Shop)	\$54.38
27			(NC) (2) Vinyl Tubes for Vactor Trucks & (1) Weed Killer	\$27.00
28			(NC) Replace Front Tires for NGT11 (Labor & Installation Included)	\$569.32
29			(NC) Restock Safety Operating Supplies SEP-2018	\$145.32
30			(NC) Restock Cleaning Supplies SEP-2018	\$13.04
31			(NC) Restock Kitchen Supplies SEP-2018	\$179.32
32			(NC) (2) Lightweight Umbrellas & (1) Umbrella Stand for Vactor Trucks	\$396.60
33			(NC) (1) Impact Socket for Shop	\$38.88
34			(NC) Meals for Tennessee Trip 09/18-09/20/18	\$65.86
35			(NC) (4) Front Office Keys for Restock	\$9.79
36			Total	\$1,515.80
37			(KR) Lunch for Clean-Up Event 08/25/2018 (FC)	\$9.52
38			(KR) Lunch for Clean-Up Event 08/25/2018 (AK)	\$9.52
39			(KR) Lunch for Clean-Up Event 08/25/2018 (MR)	\$9.52
40			(KR) Lunch for Clean-Up Event 08/25/2018 (NC, KR, ML, DS, JR)	\$47.57
41			(KR) 2-Dozen Donuts for Sewer, Solid Waste, & Mechanics	\$22.98
42			(KR) Hotel Renaissance Indian Wells CSDA Conf. 09/24-09/27/2018 (FC)	\$193.98
43			(KR) Hotel Renaissance Indian Wells CSDA Conf. 09/24-09/27/2018 (MR)	\$193.98
44			(KR) Hotel Renaissance Indian Wells CSDA Conf. 09/24-09/27/2018 (AK)	\$193.98
45			(KR) Meeting with President Nguyen 9/11	\$12.95
46			(KR) Clean & Detail District Van	\$150.00
47			(KR) Wiarcom, GPS Monthly SEP-2018	\$490.95
48			Total	\$1,334.95
49	10146	10/10	\$610.71 Cintas - Uniform Services for September 2018 & October 2018	
50	10147	10/10	\$129.98 DirectTV - Service for October 2018	
51	10148	10/10	\$4,367.58 The Gas Company - CNG Fuel for September 2018	
52	10149	10/10	\$2,528.00 HB Staffing - Administrative Assistant Services for 09/23/2018 & 09/30/2018	
53	10150	10/10	\$135.60 LegalShield - Member Paid Services for September 2018	
54	10151	10/10	\$30.00 Memorial Care Medical Foundation - (1) Physical Exam Special Handling for September 2018	
55	10152	10/10	\$1,447.66 OC Treasurer-Tax Collector - 2018-2019 Secured Property Tax Bill for District Offices	
56	10153	10/10	\$1,313.25 Verizon Business - Internet Connection for October 2018	
57			\$27,310.15 HANDCUT CHECKS SUBTOTAL	
58				
59			REGULAR CHECKS:	
60	10154	10/10	\$126.99 Allan P. Krippner - Mileage Reimbursement for CSDA Conf Indian Wells, CA 09/24-09/27/2018	
61	10155	10/10	\$8.00 Robert Housley - Valet Tips Reimbursement for CSDA Conf Indian Wells, CA 09/24-09/27/2018	
62	10156	10/10	\$295.69 Advanced Gas Products - Restock (1) Cylinder Compressed Oxygen, (1) Cylinder Liquefied Propane, (1) Cylinder Compressed Gas, (3) Boxes of Gloves.	
64	10157	10/10	\$35.00 Asbury Environmental Services - (300) Gallons Used/Mixed Oil Pick-Up	
65	10158	10/10	\$7,874.10 Bodyworks Equipment - Restock (1) Grip Cylinder, (1) Arm Raise Cylinder, (1) Check & Relief Valve, (1) Grabber Drive Gear, (2) Idler Gears, (20) Rocker Switches: (1) Pin, (1) Collar, (1) Lug Latch Pin Track for NG7; Labor, (1) Valve End, (1) Wire Harness, (1) Proxy Switch, (1) Grip Hose Kit for NG6.	
69	10159	10/10	\$3,570.16 CRC Cloud - Maintenance & Support for October 2018; Annual Anti-Virus Renewal 2018-2019; (1) Workstation for Receptionist.	
71	10160	10/10	\$132,548.89 CR Transfer - Tonnage from 09/01/2018 through 09/30/2018	
72	10161	10/10	\$2,806.03 Cummins Cal Pacific - Restock (10) Breather Housing, (36) Spark Plug Kits, (10) Rocker Level Seats	

73	10162	10/10	\$5,192.83	Daniels Tire Service - Restock (6) Recaps and (8) New Tires for M64
74	10163	10/10	\$549.00	Frog Environmental - 2018-2019 Storm Water Payment #2
75	10164	10/10	\$252.46	Haaker Equipment Company - (1) Roller Chain and (1) Cam for NG12
76	10165	10/10	\$91.98	Hillco Fastener Warehouse - Restock (50) Washers and (50) Locknuts
77	10166	10/10	\$373.50	Konecranes - 2018 Quarterly PM Service of Shop Crane
78	10167	10/10	\$1,717.08	Los Alamitos Napa Auto Parts - Restock (1) Oil Filter, (24) 14oz Brakleen, (12) M1 5W30,
79				(1) Brake Drum, (1) Brake Shoe Kit, (2) Batteries, and (2) HD Plus.
80	10168	10/10	\$550.14	Merchants Building Maintenance - District Offices Janitorial Services for October 2018
81	10169	10/10	\$877.90	NVB Equipment - A/C Service & Repairs for NG4
82	10170	10/10	\$3,854.00	Odyssey Power Corporation - Quarterly Generator Maintenance for September 2018
83	10171	10/10	\$12,772.73	Orange County Sanitation District - Permit Fees for September 2018 (MCSD 5% = \$672.25)
84	10172	10/10	\$32,148.92	Offo Environmental Systems - (720) 65-Gallon Black Carts for Restock; (1) 65-Gallon Organic Cart
85	10173	10/10	\$61.50	Paychex - (2) Employee Screenings for New Utility Drivers
86	10174	10/10	\$169.65	PSI - (1) Wand & (1) Shut-Off Gun for District Wash Rack
87	10175	10/10	\$230.00	Rutan & Tucker - Legal Services for September 2018
88	10176	10/10	\$2,546.27	TEC of California - Restock (8) Brake Pads and (1) Caliper
89	10177	10/10	\$375.00	Theresa Kaszyk - District Website Services from July 2018 through September 2018
90	10178	10/10	\$23.20	Underground Service Alert - (8) New Tickets for September 2018
91	10179	10/10	\$1,885.00	White Nelson Diehl Evans - Final Billing of Audit for Fiscal Year Ending June 30, 2018
92	10180	10/10	\$3,712.50	Woodruff, Spradlin & Smart - Legal Services for August 2018
93			\$214,648.52	REGULAR CHECKS SUBTOTAL
94				
95				PAYROLL
96		10/5	\$6,191.95	Board of Director's Payroll for the Month of September 2018
97		10/5	\$485.44	Board of Director's Nationwide Deferred Compensation for Sept 2018 (100% Paid By Directors)
98		10/9	\$63,364.47	Payroll - Staff Checks Taxes & Direct Deposits
99		10/9	\$600.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
100		10/9	\$3,543.33	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
101			\$74,185.19	PAYROLL SUBTOTAL
102				
103				ACH TRANSFERS
104		10/1	\$43,489.82	ACH Employee Health Insurance Payment to CalPERS for October 2018
105		10/1	\$2,903.13	ACH Board Health Insurance Payment to CalPERS for October 2018
106			\$46,392.95	ACH TRANSFERS SUBTOTAL
107				
108			\$362,536.81	TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)
109				

A motion was made by Director Cobo, seconded by Director Diep, to approve the expenditures in the amount of \$ 362,536.81. 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 the District's fourth and final cleanup event for the year was scheduled for Saturday, October 27, 2018 from 10 A.M. until 1 P.M., or until bins are full, at the Russell Paris Park. So far this year, the District had picked up 362 tons of bulky items, which already surpassed last years' total.

GM Robbins reported that the power monitor replacements for all four lift stations will be completed by the District's SCADA contractor, Tesco Controls at a cost of approximately \$19,860.

GM Robbins reported that the cost of the District's GPS tracking system was renegotiated. The cost has been lowered from \$23.95 per unit, per month to \$19.95 per unit, per month, saving the District approximately \$1,000 per year.

GM Robbins reported that the District's new green organic carts were being delivered on resident's day of service for two consecutive weeks and that he and Director of Operations/Safety Nick Castro had been out walking and talking to the residents during the delivery. Westminster Village is having an issue with space for the third container.

GM Robbins reported that the District got a call from the police department on Friday, October 12, 2018 regarding a customer on Judith Circle who called to complain that the District had left trash in the street near her home. When Director of Operations/Safety Nick Castro went out to take care of it, it turned out to be some palm fronds.

Report from the Orange County Sanitation District (OCSD) Meeting on Oct.10, 2018

Director Krippner handed out materials from the OCSD meeting and explained that they discussed the new administration facility that will be built across the street with a bridge to connect the two facilities.

Director Diep left the meeting at 5:25 P.M.

CONSENT CALENDAR

A. Approve and file the Treasurer's Investment Report for September 2018

B. Approval of the September 2018 Financial Reports and Budget Review for the Period of July 1, 2018 through September 30, 2018

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

AYES: Cobo, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT: Diep

OLD BUSINESS

A. Approve the Professional Services Agreement between the Midway City Sanitary District and White Nelson Diehl Evans LLP to Perform the Independent Audit Services for Fiscal Year 2018-2019

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 Rice, to approve the professional services agreement between the Midway City Sanitary District and White Nelson Diehl Evans LLP, to perform the District's independent audit for services for fiscal year 2018-2019. The motion was approved by the following 4-0 vote:

AYES: Cobo, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT: Diep

NEW BUSINESS

A. Consider Rescheduling or Cancelling the Regularly Scheduled Board Meeting on Tuesday, January 1, 2019 Due to the District's Closure for the New Year's Day Holiday

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 Rice, to approve rescheduling the regularly scheduled Board meeting of Tuesday, January 1, 2019 at 5 P.M. to Wednesday, January 2, 2019 at 5 P.M. due to the District's closure for the New Year's Day holiday. The motion was approved by the following 4-0 vote:

AYES: Cobo, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT: Diep

INFORMATIONAL ITEMS

A. Web Site Activity for the Month of September 2018

B. Orange County Water District (OCWD) 2018 Groundwater Adventure Tour, October 25, 2018

C. Waste 360 News Regarding CR&R – Waste Company is First to Inject Biogas into California Pipeline

Receive and file.

BOARD CONCERNS/COMMENTS

Director Krippner stated that the public speaker, Mr. Charles Cornelius, was given too much time to speak.

President Nguyen stated that he couldn't cut him off and that he wanted to hear what he had to say.

Director Cobo stated that he was glad that he came to speak to the Board about his concerns and that he was also interested in what he had to say.

Director Rice stated that the school district isn't working with the District to educate the kids within the District on recycling.

GM/STAFF CONCERNS/COMMENTS

GM Robbins stated that he and Director of Operations Nick Castro were walking behind the trucks dropping the green containers and talking to residents and answering their questions about what to place in which containers. He stated that there is a mixed reaction to the new container, but most are embracing it.

Director Cobo stated that his community is happy to be getting the green organic containers.

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, November 6, 2018 at 5:00 P.M. at the District office at approximately 5:46 P.M.


Margie L. Rice, Secretary