

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

January 22, 2019

CALL TO ORDER

President C. Nguyen called the special meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Avenue, Westminster, California on Tuesday, January 22, 2019 at 5:00 P.M.

BOARD MEMBERS PRESENT:

Al P. Krippner
Margie L. Rice
Andrew Nguyen
Sergio Contreras
Chi Charlie Nguyen

OTHERS AT MEETING:

Kenneth Robbins, General Manager
Robert Housley, Finance/HR Director
James Eggart, General Counsel
Danielle Gerardo, Board Secretary
Ashton Kauwe, Resident

PLEDGE AND INVOCATION

Director A. Krippner led the Pledge of Allegiance. GM Robbins gave the Invocation.

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF JANUARY 8, 2019

A motion was made by Director M. Rice, seconded by Director S. Contreras, to approve the minutes of the special meeting of January 8, 2019. The motion was approved by the following 5-0 vote:

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

NAYS:

ABSTAIN:

ABSENT:

APPROVAL OF EXPENDITURES

A. Demands in the amount of \$ 231,622.52

#	CK #	Date	AMOUNT	VENDOR	
1				HANDCUT CHECKS:	
2	10342	1/8	\$470.07	AT&T Mobility - Service for December 2018: (KR) 714-310-2313, (NC) 714-310-8653,	
3				(RG) 714-325-3606, Sewer 714-310-8654, Emergency 714-310-9004.	
4	10343	1/8	\$569.00	TM Services Company - Annual Fire Extinguisher Maintenance	
5	10344	1/8	\$1,672.70	Chevron & Texaco Bus. Card Svcs. - Gasoline Purchases for December 2018	
6	10345	1/8	\$371.28	Cintas - Uniform Services for December 2018 & January 2019	
7	10346	1/8	\$151.98	DirectTV - Service for January 2019	
8	10347	1/8	\$30.75	Paychex - (1) Employee Screening for New Administrative Assistant	
9	10348	1/8	\$1,000.00	SDRMA - Deductible from Claim on 11/16/2018	
10	10349	1/8	\$364.33	Staples Business Credit - Restock District Office Supplies for December 2018	
11	10350	1/8	\$5,465.31	US Bank -	
12				(DG) Board Meeting Refreshments for 12/06 & 12/20	\$21.17
13					DG Total \$21.17
14				(RH) Postage Stamps for Restock DEC-2018	\$50.00
15				(RH) City of Westminster - Water - Wash Rack 09/26/18-11/20/18	\$148.64
16				(RH) City of Westminster - Water - District Offices 09/26/18-11/20/18	\$17,137.00
17				(RH) City of Westminster - Water - Hydrant Meter Usage 10/16/18-11/14/18 NOV-2018	\$56.23
18				(RH) City of Westminster - Water - Maint. Shop 09/26/18-11/20/18	\$14.72
19				(RH) City of Westminster - Water - Westminster Lift 10/17/18-12/11/18	\$14.72
20				(RH) City of Westminster - Water - Hammon Lift 10/17/18-12/11/18	\$14.15
21				(RH) City of Westminster - Water - Hydrant Meter Usage 11/15/18-12/17/18 DEC-2018	\$56.23
22				(RH) Monthly Svcs. DEC-2018	\$64.00
23					RH Total \$17,555.69
24				(NC) (4) Sun Hats for Sewer & (2) for Sewer Restock	\$72.41
25				(NC) Restock District Kitchen Supplies NOV-2018	\$117.91
26				(NC) (10) Flush Simplicity Latches for Restock	\$110.68
27				(NC) Restock (6) Eye Bolts & (4) Eye Bolt Nuts	\$21.53
28				(NC) (1) Circuit Tester 24V HD & (1) Long Mini Pick Set 4pc	\$208.73
29				(NC) Restock Nitrile Gloves for Shop	\$41.27
30				(NC) Restock (4) Hand Sanitizers	\$14.03
31				(NC) 5 Outlet Extension	\$16.28
32				(NC) Phone Case for Solid Waste Lead	\$19.03
33				(NC) Restock District Kitchen Supplies for DEC-2018	\$180.00
34				(NC) Poinsettia Flowers for Holiday Party 2018	\$113.60
35				(NC) (4) Couplings, (4) Nipples, (1) Bushing	\$19.15
36				(NC) Replacement In-Dash CD Receiver	\$108.73
37					NC Total \$1,043.35

38				(KR) New Board Member Photos	\$16.73
39				(KR) Poinsettias & Wreaths for Office & Board Room	\$50.34
40				(KR) Full Sheet Cake for Holiday Party 2018	\$78.99
41				(KR) Meeting with Board President 11/27	\$12.65
42				(KR) MCSD Candy Canes for Holiday Party 2018	\$277.50
43				(KR) Tabs for Board Policy Manuel	\$80.27
44				(KR) Overnight Shipping o SCADA System to TESCO (Sacramento, CA)	\$518.33
45				(KR) Board Refreshments & Food for Swearing In Meeting 12/07	\$130.82
46				(KR) Lights, Centerpieces, & Water for Holiday Party 2018	\$414.55
47				(KR) Board Room Photos of Swearing In Meeting 12/07	\$12.62
48				(KR) Tables, Chairs, Tent, Linens for Holiday Party 2018	\$1,322.10
49				(KR) CWEA Membership & Certification Renewal 2018-2019	\$280.00
50				(KR) Edible Arrangement 12/21	\$84.98
51				(KR) Wiarcom DEC-2018	\$530.85
52					KR Total \$3,810.73
53	10351	1/11	\$300.00	Little Saigon Tet Parade - Entry Fee for 2019 Tet Parade 02/09/2019	
54	10352	1/15	\$232.09	Miguel Jimenez - 8-Hours of Holiday Pay Missed on 01/15/2019 Payroll Check	
55	10353	1/16	\$874.36	Juan Salce - Safety Award for Saving NG5	
56	10354	1/16	\$185.64	Cintas - Uniform Services for January 2019	
57	10355	1/16	\$6,541.86	The Gas Company - CNG Fuel for December 2018; District Office, Maintenance Shop, & Wash Rack Usage Fees for January 2019.	
58					
59	10356	1/16	\$2,891.40	HB Staffing - Administrative Assistant Services for 12/23/2018, 12/30/2018, & 01/06/2019	
60	10357	1/16	\$75.00	SDRMA - Deductible from Claim on 10/03/2018	
61	10358	1/16	\$1,312.54	Verizon Business - Internet Connection for January 2019	
62			\$22,508.31	HANDCUT CHECKS SUBTOTAL	
63					
64				REGULAR CHECKS:	
65	10359	1/16	\$62.00	Advanced Gas Products - Cylinder Rental for December 2018	
66	10360	1/16	\$65.00	Asbury Environmental Services - (200) Gallons Used/Mixed Oil Pick-Up	
67	10361	1/16	\$6,265.06	Bodyworks -Restock(2)Husco Control Boxes,(1)Valve End,(2)Interface Boxes,(20)Rocker Switches, (1)Dump Cylinder,(1)Arm Raise Cylinder,(2)Broom & Shovel Kits for NG13 & NG14	
68					
69	10362	1/16	\$79,075.24	CR Transfer - Tonnage from 12/16/2018 through 12/31/2018	
70	10363	1/16	\$1,602.04	Daniels Tire Service - Restock (8) New Tires and (3) Repairs	
71	10364	1/16	\$549.00	Frog Environmental - 2018-2019 Storm Water Payment #3	
72	10365	1/16	\$443.67	Huntington Beach Ford - Labor & Parts (Hose Assembly, Connector) for T9	
73	10366	1/16	\$373.50	Konecranes - 2018 Quarterly PM Service of Shop Crane	
74	10367	1/16	\$1,153.16	Los Alamitos Napa Auto Parts - Restock (7) Mirror heads, (2) Relays, (6) Air Filters, (2) Oil Filters, (2) Fuel Filters, (2) Blaster Penetrant, and (24) 14oz. Brakeleen.	
75					
76	10368	1/16	\$4,820.30	Orange County Sanitation District - Permit Fees for December 2018 (MCSD 5% = \$253.70)	
77	10369	1/16	\$3,322.23	Plumbers Depot - (1) Leader Hose, (3) Valves, (1) Power Relay, (1) Heat Exchanger, and (10) Gallons Hydraulic Oil for M64.	
78					
79	10370	1/16	\$246.98	Top Mobile Vision -Labor to Install(1)Adapter for NG8;Labor to Install(1)Video Cable for NG3	
80	10371	1/16	\$16.60	Underground Service Alert - (4) New Tickets for December 2018	
81	10372	1/16	\$656.00	Westminster Herald - Publication of Ordinance 69 for 2018	
82	10373	1/16	\$3,532.50	Woodruff, Spradlin & Smart - Legal Services for December 2018	
83			\$102,183.28	REGULAR CHECKS SUBTOTAL	
84					

84			
85			PAYROLL
86	1/15	\$89,574.57	Payroll - Staff Checks Taxes & Direct Deposits
87	1/15	\$1,135.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
88	1/15	\$2,820.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
89		\$93,529.57	PAYROLL SUBTOTAL
90			
91			ACH TRANSFERS
92	1/8	\$1,476.35	ACH Retirement Payment to CalPERS for PEPR 12/17/2018-12/30/2018
93	1/8	\$1,214.13	ACH Retirement Payment to CalPERS for Classic 8584 12/17/2018-12/30/2018
94	1/8	\$10,710.88	ACH Retirement Payment to CalPERS for Classic 8583 12/17/2018-12/30/2018
95		\$13,401.36	ACH TRANSFERS SUBTOTAL
96			
97		\$231,622.52	TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)
98			
99			BANK TRANSFERS
100	1/7	\$1,345,436.67	Transfer Funds from Money Market to Checking Account
101	1/11	\$263,072.01	Transfer Funds from Money Market to Checking Account
102	1/11	\$1,200,000.00	Transfer Funds from Checking Account to LAIF

A motion was made by Director A. Krippner, seconded by Director A. Nguyen, to approve the expenditures in the amount of \$ 231,622.52. The motion was approved by the following 5-0 vote:

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

NAYS:

ABSTAIN:

ABSENT:

REPORTS

Report of President

President C. Nguyen reported that even though the Special Meeting scheduled for Friday, January 18, 2019 was cancelled due to the lack of a quorum, he still attended the tour and wanted to speak about it. He stated that, as an engineer, he really appreciated the high tech, scientific equipment that he was able to see and that he was very impressed with CR&R's Perris, CA organics recycling facility.

Director A. Nguyen stated that he also went on the tour and that it was his first experience seeing something like that. He stated that he kept waiting for the odor of refuse but that there was none at all. He found the process and end result amazing and said it was an eye opening experience.

Report of General Manager

GM Robbins reported that the District employees were due and in need of uniform upgrades and that reflective tape would be added for additional protection.

Director S. Contreras suggested adding the District's 80th anniversary logo to the uniforms.

GM Robbins stated that he would look into it.

GM Robbins reported that Xavier Nguyen from the Westminster School District Board came into the District to look at Board meeting minutes from the meetings in 1990 looking for information regarding incompatibility because he is on the School District Board and would like to be on the MCSD Board.

GM Robbins stated that he would be attending and playing in the Annual Garbage Man's Invitational Golf Tournament April 16-18, 2019.

GM Robbins reminded the Board of the Independent Special District's of Orange County (ISDOC) quarterly meeting on Thursday, January 31, 2019 beginning at 11:30 A.M. and that if they wished to carpool, to please be at the District by 11 A.M.

CONSENT CALENDAR

- A. Approve and file the Treasurer's Investment Report for December 2018
- B. Approve Request of Solid Waste Driver Robert Mayfield to Receive 40 hours of Vacation Pay in Lieu of Time Off
- C. Approval of the November 2018 Financial Reports and Budget Review for the Period of July 1, 2018 through December 31, 2018

A motion was made by Director S. Contreras, seconded by Director M. Rice, to approve the Consent Calendar. The motion was approved by the following 5-0 vote:

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

NAYS:

ABSTAIN:

ABSENT:

OLD BUSINESS

None

NEW BUSINESS

A. Consider Adoption of Midway City Sanitary District Strategic Plan

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by President C. Nguyen, seconded by Director M. Rice, to direct the General Manager to add a line item under facility improvements for District headquarters building upgrades, including solar panels, and bring the Strategic Plan back to the next meeting for Board approval. The motion was approved by the following 5-0 vote:

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

NAYS:

ABSTAIN:

ABSENT:

B. Discussion and Consideration of the Midway City Sanitary District 80th Anniversary Celebration in April 2019

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director S. Contreras, seconded by Director A. Nguyen, to change the date of the District's 80th Anniversary Open House from Saturday, April 6, 2019 to Saturday, June 1, 2019. The motion was approved by the following 4-1 vote:

AYES: S. Contreras, A. Krippner, A. Nguyen, and C. Nguyen

NAYS: M. Rice

ABSTAIN:

ABSENT:

C. Consider Approval of Midway City Sanitary District 2019 Clean-up Event Schedule

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director S. Contreras, seconded by Director C. Nguyen, to approve the Midway City Sanitary District 2019 Clean-up Event Schedule as recommended by staff. The motion was approved by the following 5-0 vote:

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

NAYS:

ABSTAIN:

ABSENT:

D. Discussion and Approval of Radio Outreach to the Vietnamese Community for Lunar New Year

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by President C. Nguyen, seconded by Director A. Nguyen, to approve radio outreach to the Vietnamese community prior to the Lunar New Year and to note it as a special meeting on February 4, 2019 beginning at 8:30 A.M. in order to be at the radio station at 9 A.M. The motion was approved by the following 5-0 vote:

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

NAYS:

ABSTAIN:

ABSENT:

INFORMATIONAL ITEMS

A. California Special Districts Association (CSDA) 2019 Special District Leadership Academy Conference, San Diego, CA April 7-10, 2019

B. City of Westminster Spring Festival – Saturday, April 13, 2019 from 9AM – 3 PM at the Westminster Civic Center

Receive and file.

BOARD CONCERNS/COMMENTS

Director M. Rice thanked Finance/HR Director Housley for the easy to read financial reports.

Director S. Contreras thanked GM Robbins for the tour and overview of the District and its operations.

President C. Nguyen thanked Ashton Kauwe, resident of Westminster for attending and observing the meeting.

GM/STAFF CONCERNS/COMMENTS

None

GENERAL COUNSEL CONCERNS/COMMENT

None

CLOSED EXECUTIVE SESSION

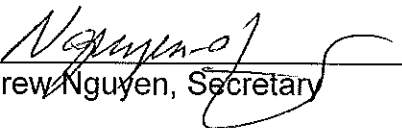
CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government 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 C. Nguyen adjourned the meeting to February 5, 2019 at 5:00 P.M. at the District office at approximately 5:48 P.M.


Andrew Nguyen, Secretary