

**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**

February 19, 2019

CALL TO ORDER

President C. 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, February 19, 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
Cassie Trapesonian, Assistant General Counsel
Danielle Gerardo, Board Secretary
Leanne Luu, Administrative Secretary
Don Anderson, Resident
Jeff Snow, CR&R
Thanh Tran, CR&R

PLEDGE AND INVOCATION

Director A. Krippner led the Pledge of Allegiance. Director A. Nguyen gave the Invocation.

PUBLIC COMMENTS

Don Anderson, a 45 year resident of Westminster, stated that he and his wife have always been pleased with the service that the District provides. He praised GM Robbins and stated that his contact with staff and the drivers has always been positive. He

stated that he had an opportunity to meet with President C. Nguyen where he was invited to the Board meeting. He stated that he and his wife appreciate the work the District does.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF FEBRUARY 4, 2019

A motion was made by Director S. Contreras, seconded by Director M. Rice, to approve the minutes of the special meeting of February 4, 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 THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 5, 2019

A motion was made by Director A. Nguyen, seconded by Director S. Contreras, to approve the minutes of the regular meeting of February 5, 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 \$ 124,116.44

#	CK #	Date	AMOUNT	VENDOR	
1				HANDCUT CHECKS:	
2	10403	2/6	\$487.75	Miguel Jimenez - 15-Year Accident & Injury Free Safety Award	
3	10404	2/7	\$321.18	AT&T Mobility - Service for January 2019; (KR) 714-310-2313, (NC) 714-310-8653,	
4				(RG) 714-325-3606, Sewer 714-310-8654, Emergency 714-310-9004.	
5	10405	2/7	\$1,216.92	Chevron & Texaco Bus. Card Svcs. - Gasoline Purchases for January 2019	
6	10406	2/7	\$185.64	Cintas - Uniform Services for January 2019	
7	10407	2/7	\$154.58	DirecTV - Service for February 2019	
8	10408	2/7	\$66.21	Staples Business Credit - Restock District Office Supplies for January 2019	
9	10409	2/7	\$2,848.75	US Bank (District Credit Cards) -	
10				(DG) Board Meeting Refreshments for 01/08	\$7.99
11					DG Total \$7.99

12			(RH) 2019 Asset Keeper Subscription Renewal	\$499.00
13			(RH) Hotel Room for CSMFO Conference Palm Springs, CA 01/09-01/10/2019 (RH)	\$261.65
14			(RH) Food for CSMFO Conference Palm Springs, CA 01/09-01/10/2019 (RH)	\$23.22
15			(RH) Tax Forms Helper Online 2018 w/20 Federal E-Files (Software)	\$32.91
16			(RH) Remington Water JAN-2019	\$64.00
17			RH Total	\$880.78
18			(NC) Restock Safety Gloves JAN-2019	\$133.44
19			(NC) Restock District Kitchen Supplies JAN-2019	\$127.99
20			(NC) Replacement Hacksaw Blades & 4" Flexible Joint Knife for Shop	\$14.41
21			(NC) District Cleaning Supplies for JAN-2019	\$24.71
22			NC Total	\$300.55
23			(RG) Restock Rubber Coat Gloves for Sewer JAN-2019	\$28.88
24			RG Total	\$28.88
25			(KR) Group Photo Print for Back Office	\$68.50
26			(KR) Meeting with Board President on 01/02	\$15.60
27			(KR) Battery for Honda Odyssey Key	\$6.66
28			(KR) Printing of (2) Float Banners and (7) sets of (500/each) Business Cards	\$787.66
29			(KR) (15) All Surface Glue for Solid Waste Trucks	\$102.28
30			(KR) Wiarcom JAN-2019	\$530.85
31			(KR) ISDOC Quarterly Luncheon 01/31/2019 (KR)	\$17.00
32			(KR) ISDOC Quarterly Luncheon 01/31/2019 (RH)	\$17.00
33			(KR) ISDOC Quarterly Luncheon 01/31/2019 (CN)	\$17.00
34			(KR) ISDOC Quarterly Luncheon 01/31/2019 (MR)	\$17.00
35			(KR) ISDOC Quarterly Luncheon 01/31/2019 (SC)	\$17.00
36			(KR) ISDOC Quarterly Luncheon 01/31/2019 (AN)	\$17.00
37			(KR) ISDOC Quarterly Luncheon 01/31/2019 (AK)	\$17.00
38			KR Total	\$1,630.55
39	10410	2/11	\$185.64 Cintas - Uniform Services for February 2019	
40	10411	2/11	\$6,474.10 The Gas Company - CNG Fuel for January 2019	
41	10412	2/11	\$1,312.54 Verizon Business - Internet Connection for February 2019	
42			\$13,253.31 HANDCUT CHECKS SUBTOTAL	
43				
44			REGULAR CHECKS:	
45	10413	2/11	\$62.00 Advanced Gas Products - Cylinder Rental for January 2019	
46	10414	2/11	\$3,293.49 Daniels Tire Service - Restock (6) Recaps and (4) New Tires	
47	10415	2/11	\$1,012.85 DTNTech - (4) Sets (1,000pc) Neighborhood Clean-Up Door-Hanger Flyers	
48	10416	2/11	\$525.00 Frog Environmental - 2018-2019 Storm Water Sample #2	
49	10417	2/11	\$472.34 Hacker Equipment Company - (1) Roller Chain & Labor for Repairs for NG12 (Vactor)	
50	10418	2/11	\$500.12 Hedman - (1) New Signature Plate for Check Signing Machine	
51	10419	2/11	\$22.68 Hose-Man - Restock (250) O'Rings and (4) Male Connectors	
52	10420	2/11	\$1,293.17 Los Alamitos Napa Auto Parts - (10) Grommets and (2) Light Assembly for NGT11; Restock (2) Brake Drums, (2) Grip Kits, (2) HD Plus, (2) V/L Relays.	
53				
54	10421	2/11	\$600.20 Merchants Building Maintenance - District Offices Janitorial Services for February 2019	
55	10422	2/11	\$925.98 NVB Equipment - A/C Service & Repair for NG10	
56	10423	2/11	\$23,816.50 Orange County Sanitation District - Permit Fees for January 2019 (MCSD 5% = \$1,253.50)	
57	10424	2/11	\$622.15 TEC of California - Restock (3) Brake Pads & (1) Wheel Speed Sensor	
58	10425	2/11	\$28.15 Underground Service Alert - (11) New Tickets for January 2019	
59	10426	2/11	\$475.00 Viet-Nam California Radio - (1) 20-Minute Talk show on 02/05/2019 for Lunar New Year & Public Outreach	
60				

61	10427	2/11	\$940.00	White Nelson Diehl Evans LLP - FY 2017-2018 State Controller's Report
62	10428	2/11	\$1,485.00	Woodruff, Spradlin & Smart - Legal Services for January 2019
63			\$36,074.63	REGULAR CHECKS SUBTOTAL
64				
65				PAYROLL
66		2/1	\$5,232.72	Board of Director's Payroll for the Month of January 2019
67		2/1	\$408.09	Board of Director's Nationwide Deferred Compensation for Jan 2019 (100% Paid By Directors)
68		2/12	\$65,192.69	Payroll - Staff Checks Taxes & Direct Deposits
69		2/12	\$2,820.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
70		2/12	\$1,135.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
71			\$74,788.50	PAYROLL SUBTOTAL
72				
73				ACH TRANSFERS
74				No ACH Transfers for This Period
75			\$0.00	ACH TRANSFERS SUBTOTAL
76				
77			\$124,116.44	TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)
78				

A motion was made by Director M. Rice, seconded by Director S. Contreras, to approve the expenditures in the amount of \$ 124,116.44. 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 he met Don Anderson and one of the things they discussed was the issue of carts being left out for long periods of time, and that he had invited him to the Board meeting so that he could voice his concerns.

Report of General Manager

GM Robbins reported that the narrow alleyways within the District are becoming more dangerous to service due to homeless people camping out and children playing or walking. He stated that there have been several instances when the District could not service the alleyways because it was just too dangerous and that staff has had to personally service some of the containers in those areas by hand. He stated that those residents are going to have to move their containers to the street to be emptied instead of the alleyways due to limited space and safety issues.

GM Robbins addressed Don Anderson, resident of Westminster, and stated that the District has no policing authority to cite residents for leaving their containers out and that it is the City's responsibility. He stated that District staff has been going out on walking audits to target certain neighborhoods and address issues to improve recycling and sometimes do verbally ask that carts be put away. He stated that he went out to address the issue of some green containers that were reported not emptied and when he got there, the green containers were filled with recyclables, which was the reason they were not emptied.

President C. Nguyen asked GM Robbins to explain the walking audits that the District has been doing for Don Anderson.

GM Robbins stated that District staff has been going out to certain areas within the District and walking the neighborhoods to see if they are recycling properly, talking to residents, leaving information and exchanging black containers for blue whenever possible.

Report from the Orange County Sanitation District (OCSD) Meeting on February 13, 2019

Director A. Nguyen reported that the OCSD meeting was all about their budget which is approximately \$478 million dollars, of which \$383 million dollars was spent and \$95 million dollars was placed in reserve. He stated that OCSD transferred 8.5 miles of sewer lines back to the City of Santa Ana in addition to giving them \$23 million dollars, in part because it will cost somewhere around \$70 million dollars to rebuild those sewer lines someday.

Report from the TET Parade on February 9, 2019

Director A. Nguyen reported that it was wet and cold and he thought that the parade might get cancelled.

President C. Nguyen reported that he was with the City of Westminster and that it was a long wait, but that he enjoyed it.

Director S. Contreras reported that it was well attended considering the weather.

Report from CR&R – 4th Quarter Tonnage

Thanh Tran from CR&R gave the Board the 4th quarter report which showed a vast improvement in numbers, as was expected due to the new green organics containers. Jeff Snow from CR&R addressed the Board and stated that the District's large improvement in recycling tonnage was so impressive that he asked the Board if they would allow CR&R to use the District as an example in a press release that may be shared publicly.

GM Robbins stated that PCTA – Orange Slices who recently did a video explaining what the District does, wanted to do something regarding the organics program and that he was going to reach out to CR&R to do some filming at their facilities in Stanton and Perris.

President C. Nguyen stated that the Board went on air on Vietnamese radio to talk about the District's organics program and recycling properly and that he hoped it was listened to and possibly had a hand in the improved numbers. He stated that, on behalf of the Board and Staff, he wanted to thank Jeff Snow for his hospitality while touring CR&R's facility in Ferris, CA last month.

CONSENT CALENDAR

- A. Approval and file the Treasurer's Investment Report for January 2019
- B. Approval of the January 2019 Financial Reports and Budget Review for the Period of July 1, 2018 through January 31, 2019
- C. Approve Attendance of the Director of Finance and Human Resources, Robert Housley to the Government Finance Officers Association (GFOA) Annual Conference Scheduled for May 19-22, 2019

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. Discussion and Consideration of Employee of the Year Award Recipient

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 M. Rice, to approve awarding an MCSD Employee of the Year with a plaque and a luncheon, with a budget not to exceed \$1,200 and to invite CR&R. The motion was approved by the following 4-1 vote:

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

NAYS: A. Krippner

ABSTAIN:

ABSENT:

B. California Special Districts Association (CSDA) Board of Directors Call for Nominations, Seat B

No action was taken on this item.

C. Discussion and Consideration of Curbside Recycling Outreach and Container Audit by CR&R

Jeff Snow from CR&R stated that a request was made by the District for CR&R to provide a preliminary proposal in draft form for supplemental outreach for residential solid waste. The District loses almost \$400,000 a year in recyclables due to incorrect source separation. He stated that if the District considered this an investment toward recovering a portion of that loss, it would be well worth doing.

Thanh Tran from CR&R explained the Curbside Recycling Outreach and Container Audit proposed by CR&R. The proposal includes: 1) public education in the form of a residential service guide and newsletter, 2) "Recycling Ranger" detailed audits of containers and corrective action notices to let people know what should and shouldn't be in the carts, and 3) community engagement including a children's activity book and a PowerPoint presentation if they are allowed to go to the schools, and Recycling Coordinators or Boots on the Ground residential outreach going door-to-door. The proposal is for an estimated total cost to the District of approximately \$83,000.

Thanh Tran explained that CR&R already does annual mailers for the schools. He stated that the State of California recently passed legislation to approve of community service programs such as the "Bottle and Can" program for each school, and since it was approved as a whole for the Westminster School District, regardless that CR&R is not the hauler, the schools will be able to send in an application and implement that program to help increase the District's recycling numbers.

GM Robbins stated that he will bring back suggestions for the Board to consider.

No action was taken on this item.

INFORMATIONAL ITEMS

None

BOARD CONCERNS/COMMENTS

Director M. Rice stated that she was not able to attend the TET parade due to the weather but that she feels that it was insulting for elected officials to be placed so far back in the parade. She suggested that a letter be written to the parade organizers to let

them know that it is unacceptable, especially since the District paid to be in the parade and provided free trash bins.

Directors A. Nguyen and C. Nguyen offered to go to speak with the organizers directly to address Director M. Rice's complaint.

Director S. Contreras stated that in regards to the conversation regarding community education, he is pleased with the District's efforts.

President C. Nguyen thanked the District's newest employee, Leanne Luu for attending the meeting and for going out on one of the District's in-house audits, and he asked her what she thought.

MCSD employee, Leanne Luu stated that she found it interesting to see what people are actually placing in the containers and how many people are still recycling improperly. She stated that Director of Operations N. Castro was able to communicate in Spanish and she was able to communicate in Vietnamese with a few residents and to share information.

Director A. Nguyen thanked GM Robbins for responding to residents' complaints on Facebook regarding abandoned items within the District. He stated that GM Robbins clarifies and explains how to go about getting abandoned items picked up by the City because it is the City's responsibility and not the District's.

Director Rice stated that the City tells people to call the District to have abandoned items picked up and that the District should write a letter to the City explaining that the District picks up bulky items for its residential customers, but not abandoned items left randomly throughout the City.

President C. Nguyen stated that he has talked to the City Manager about this item and that he is aware of the problem.

GM/STAFF CONCERNS/COMMENTS

GM Robbins stated that the District sent a letter to the City in 2017 explaining who is responsible for what and that the City has recently stepped up and is doing a better job dealing with the abandoned items within the City and that the information is now on the City's website. Prior to that they would refer every call regarding bulky or abandoned items to the District, but that it seems that there is finally an understanding that the District is responsible for residential customers' scheduled bulky items and the City is responsible for abandoned items.

GM Robbins stated that he will bring back recommendations for outreach. He stated that he felt that the proposal from CR&R was higher than what the District could do it for

and that the District could do more outreach for less by doing it in-house. The yellow cards that the District places on the carts have had information updated.

Director S. Contreras asked if mailers really cost \$20,000.

GM Robbins stated that the last mailer the District did in-house cost somewhere around \$7,500 and were placed on every door within the District.

GM Robbins stated that the District will also be doing a Hispanic radio show in the near future as well as providing outreach and donations to the Blessed Sacrament carnival coming in the spring.

GENERAL COUNSEL CONCERNS/COMMENT

None

CLOSED EXECUTIVE SESSION

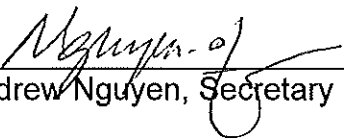
CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government 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 Tuesday, March 5, 2019 at 5:00 P.M. at the District office at approximately 6:11 P.M.



Andrew Nguyen, Secretary