

**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**

EVERYONE WHO ATTENDED THIS TELECONFERENCE MEETING ATTENDED FROM VARIOUS LOCATIONS PURSUANT TO THE PROVISION OF THE GOVERNOR'S EXECUTIVE ORDER WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. AGENDA PACKETS WERE MADE AVAILABLE AT THE DISTRICT OFFICE AND A LINK, PHONE NUMBER AND ACCESS NUMBER WERE MADE AVAILABLE TO ANYONE WISHING TO ATTEND. PER STATE OF CALIFORNIA EXECUTIVE ORDER NO. N-29-20, AND IN THE INTEREST OF PUBLIC HEALTH AND SAFETY, THE DISTRICT STRONGLY ENCOURAGED MEMBERS OF THE PUBLIC TO PARTICIPATE IN THIS MEETING TELEPHONICALLY RATHER THAN ATTENDING IN PERSON.

June 16, 2020

CALL TO ORDER

President C. Nguyen called the special teleconference meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Avenue, Westminster, California on Tuesday, June 16, 2020 at 4:00 P.M.

BOARD MEMBERS PRESENT:

Margie L. Rice (via teleconference)
Andrew Nguyen (via teleconference)
Sergio Contreras (via teleconference)
Chi Charlie Nguyen (via teleconference)

OTHERS AT MEETING:

Kenneth Robbins, General Manager
Robert Housley, Finance/HR Director
James Eggart, General Counsel (via teleconference)
Danielle Gerardo, Board Secretary
Greg Mills, Director Serrano Water District
Valerie Flores, SCI (via teleconference)

PLEDGE AND INVOCATION

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

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF JUNE 2, 2020 (Roll Call Vote)

A motion was made by Director M. Rice, seconded by Director S. Contreras, to approve the minutes of the special meeting of June 2, 2020. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

APPROVAL OF EXPENDITURES

A. Demands in the amount of \$ 324,541.46 (Roll Call Vote)

#	CK #	Date	AMOUNT	VENDOR	MEMO
1				CHECKS:	
2	11476	6/1	\$ 1,020.00	Ayala's Car Wash	Fleet wash 5/21, 5/26
3	11477	6/1	\$ 966.00	CRC Cloud	Maintenance/Support June 2020-Upgrade Payroll Preview
4	11478	6/1	\$ 3,700.19	Daniel's Tire Service	(10) Restock tires for fleet/Replacement wheels NG-13&NG-14
5	11479	6/1	\$ 1,137.73	Frontier Communications	District Office Phones & Lift Stations for May 2020
6	11480	6/1	\$ 67.80	LegalShield	Member Paid Services for May 2020
7	11481	6/1	\$ 4,465.02	Southern California Edison	District Offices, CNG Station and Lift Stations for May 2020
8	11482	6/1	\$ 1,094.00	Standard Insurance Company	Life Insurance & AD&D Premium Coverage for June 2020
9	11483	6/1	\$ 1,097.89	TEC of California, Inc	Restock filters & rotor assy.
10	11484	6/4	\$ 16,349.42	Dintech	July 2020 Newsletter & July 25th clean up event mailer
11	11485	6/4	\$ 150.00	Caliva's Inc	Polish 8 Aluminum Wheel for NG-13
12	11486	6/4	\$ 810.00	Ayala's Car Wash	Fleet wash 5/28, 6/2
13	11487	6/4	\$ 306.20	Bodyworks Equipment, Inc	Restock parts for Solid Waste trucks
14	11488	6/4	\$ 574.26	Cintas	Uniform Services for 5/28, 6/4
15	11489	6/4	\$ 140,982.51	CR Transfer	Solid Waste/Organics Tonnage Fees 5/1/2020-5/15/2020
16	11490	6/4	\$ 145.99	DIRECTV	Service for May 2020
17	11491	6/4	\$ 202.37	Fastenal Company	No touch thermometer
18	11492	6/4	\$ 63.76	Hillco Fastener Warehouse Inc	Restock flange bolts for Solid Waste trucks
19	11493	6/4	\$ 1,225.00	Odyessey Power Corporation	Generator Preventative Maintenance
20	11494	6/4	\$ 114.00	Remington Pure	May 2020 Water Filtration
21	11495	6/4	\$ 218.04	TrucPar Company	Restock 5/8 heater for Solid Waste trucks
22	11496	6/4	\$ 19.90	Underground Service Alert/SC	(6) New Tickets for May 2020
23	11497	6/4	\$ 4,403.61	US Bank Corporate Payment Systems	District Credit Cards
24	11498	6/5	\$ 61.38	Cody Ranslem	2016-2018 Delta Dental Dividend
25	11499	6/5	\$ 20.67	Danielle Gerardo	2016-2018 Delta Dental Dividend
26	11500	6/5	\$ 62.51	David Hernandez	2016-2018 Delta Dental Dividend
27	11501	6/5	\$ 134.28	Gustavo Carrera	2016-2018 Delta Dental Dividend
28	11502	6/5	\$ 94.46	Jesus Quintero	2016-2018 Delta Dental Dividend
29	11503	6/5	\$ 43.60	Loretta Krippner	2016-2018 Delta Dental Dividend
30	11504	6/5	\$ 140.62	Michael LaFreniere	2016-2018 Delta Dental Dividend
31	11505	6/5	\$ 78.22	Nick Castro	2016-2018 Delta Dental Dividend
32	11506	6/5	\$ 78.22	Randy Griffith	2016-2018 Delta Dental Dividend
33	11507	6/5	\$ 46.80	Raul Martinez	2016-2018 Delta Dental Dividend
34	11508	6/5	\$ 140.62	Kenneth Robbins	2016-2018 Delta Dental Dividend
31	11509	6/5	\$ 46.16	Robert Housley	2016-2018 Delta Dental Dividend
32	11510	6/10	\$ 38.53	Advanced Gas Products	Gas propane for forklift
33	11511	6/10	\$ 1,065.00	Ayala's Car Wash	Fleet wash 6/4, 6/8
34	11512	6/10	\$ 1,149.75	Caliva's Inc	Wheels for Solid Waste Fleet NG-13
35	11513	6/10	\$ 882.04	Wex Bank (Chevron)	Fuel Credit Card for May 2020

36	11514	6/10	\$ 167.00	City of Westminster	Water Service April/May 2020(District Offices,Maint.Shop,Wash Rack)
37	11515	6/10	\$ 44,061.54	CR Transfer	Organics Tonnage Fees 5/15/2020 through 5/30/2020
38	11516	6/10	\$ 6,676.42	SoCal Gas	CNG Fuel for May 2020
39	11517	6/10	\$ 4,227.34	Haaker Equipment Company	Sewer Maintenance-hose reel & joystick replacement NG-12
40	11518	6/10	\$ 746.74	Merchants Building Maintenance	Janitorial Services for June 2020
41	11519	6/10	\$ 30.75	Paychex	Employee background check-Debbie Ralph
42			\$ 239,106.34	CHECKS SUBTOTAL	
43					
44				PAYROLL	
45	ACH	6/2	\$ 66,671.34	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
46	ACH	6/2	\$ 242.72	Nationwide Retirement Solutions	457 Deferred Compensation (100% Paid By Board of Directors)
47	ACH	6/2	\$ 3,532.49	Nationwide Retirement Solutions	457 Deferred Compensation (100% Paid By Employees)
48	ACH	6/2	\$ 560.00	Nationwide Retirement Solutions	457 Roth (100% Paid By Employees)
49			\$ 71,006.55	ACH TRANSFERS SUBTOTAL	
50					
51				ACH PAYMENTS	
52	ACH	6/2	\$ 14,428.57	CalPERS	Retirement Contributions for 05/18/2020-05/31/2020
53			\$ 14,428.57	ACH TRANSFERS SUBTOTAL	
54					
55			\$ 324,541.46	TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)	

A motion was made by Director M. Rice, seconded by Director S. Contreras, to approve the expenditures in the amount of \$ 324,541.46. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

REPORTS

Report of President

None

Report of General Manager

GM K. Robbins reported that there was an extremely large number of bulky items to pick up the first week back on schedule, especially mattresses, which he reported to the Board in the weekly newsletter.

GM K. Robbins reported that MCSD solid waste driver, Robert Mayfield's mother Janet passed away and that the District would send an edible arrangement to the family from the Board.

GM K. Robbins stated that the 4th of July holiday would land on a Saturday this year so he would be dividing office staff by having half work on Friday with Monday off and half work on Monday with Friday off.

GM K. Robbins stated that his annual review is normally at this time of year but due to COVID-19 and the Board meetings being held via teleconference, the Board had a choice of holding a special meeting with a closed session for the Board and Counsel or wait until the end of July when the Board would hopefully be able to resume regular meetings.

The Board consensus was to wait until the end of July as there was no urgency.

Report from Orange County Sanitation District (OCSD) Meeting on June 10, 2020

Director A. Nguyen reported that they received a budget summary for fiscal years 2020-21 and 2021-22 and that OCSD has a lot of projects being finished.

CONSENT CALENDAR

A. Approve and file the Treasurer's Investment Report for May 2020

B. Approve the May 2020 Financial Reports and Budget Review for the Period of July 1, 2019 through May 31, 2020

A motion was made by Director S. Contreras, seconded by Director A, Nguyen, to approve the Consent Calendar. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

OLD BUSINESS

None

NEW BUSINESS

A. Consider Approval for the Purchase of One New 28-Yard Half/Pack Front Loader, Cab-Over Compressed Natural Gas (CNG) Solid Waste Collection Truck for the Midway City Sanitary District Fleet and Curotto-can Attachment
(Roll Call Vote)

GM K. Robbins stated that the District borrowed front loader trucks from CR&R and Heil due to the larger than normal amount of bulky items being picked up and that they only require the items to be handled by District employees one time versus several times with the flat bed truck normally used.

Director M. Rice asked if the funds for this item were coming from money already set aside.

GM K. Robbins confirmed that the District had budgeted this item at \$410,000 plus \$40,000 for the Curroto-can so the District has \$450,000 set aside for this truck.

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director M. Rice, seconded by President C. Nguyen, to approve staff recommendation and the purchase of one new 28 yard, half pack front loader, cab-over compressed natural gas (CNG) solid waste collection truck for the MCSD fleet and Curotto-can attachment. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

B. Consider California Special Districts Association (CSDA) Board of Directors Election Ballot – Term 2021-2023, Seat C, Southern Network *(Roll Call Vote)*

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director M. Rice, seconded by Director S. Contreras, to nominate Greg Mills of Serrano Water District to the CSDA Board of Directors for term 2021-2023, Seat C, Southern Network. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

Greg Mills of Serrano Water District expressed his appreciation to the Board for their consideration and support.

C. Discussion and Approval of Radio Outreach to the Vietnamese Community for Upcoming District Wide Clean-up Event *(Roll Call Vote)*

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director M. Rice, seconded by President C. Nguyen, to approve a special meeting, with a date to be provided by President C. Nguyen, to do radio outreach to the Vietnamese community in order for the District to promote the upcoming District wide clean-up event. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

D. Consider Approval of Rescheduling 2020 Clean-up Events that were Cancelled Due to COVID-19 **(Roll Call Vote)**

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 approve rescheduling 2020 clean-up events that were cancelled due to COVID-19. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

E. Results of the Comprehensive Parcel and Levy Audit of the District's Parcel Program Completed by the SCI Consulting Group **(Roll Call Vote)**

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 S. Contreras, to receive and file the results of the comprehensive parcel and levy audit of the District's parcel program completed by the SCI Consulting Group. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

F. Consider the Approval to Authorize the General Manager to Exercise the Option in the Agreement between the Midway City Sanitary District and SCI Consulting for Performance of Annual Levy Administration Services for the District's Parcel Program (Task 2) for Up to Five (5) Years **(Roll Call Vote)**

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 approve staff recommendation, authorizing the General Manager to exercise the option in the agreement between MCSD and SCI Consulting for the performance of annual levy administration services for the District's parcel program (task 2) for up to five (5) years. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

G. Approval of Request for Proposals for Architectural and Engineering Design Services and Construction Support Services for the New Office Building, New Archive Building, Locker Rooms, and Solar Equipment at the Midway City Sanitary District, Westminster, CA
(Roll Call Vote)

GM K. Robbins stated that the District has two options: One is to solicit bids from those architectural firms that provided Request for Quotes (RFQ's) in August 2019 of which there were three OR open it up for other architectural firms to bid in hopes of getting more bids.

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 Request for Proposals (RFP's) for the architectural and engineering design and services and construction support services for the new office building, new archive building, locker rooms and solar equipment at the Midway City Sanitary District in Westminster, CA. and direct staff to solicit proposals from multiple architectural firms and bring back a recommendation. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

H. Discuss and Consider Changing the Midway City Sanitary District's Regularly Scheduled Board Meeting on Tuesday, July 7, 2020 at 5:30 P.M. to a Special Teleconference Meeting at 4 P.M. Due to the COVID-19 Pandemic **(Roll Call Vote)**

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director M. Rice, seconded by Director S. Contreras, to change the District's regularly scheduled Board meeting on Tuesday, July 7, 2020 at 5:30 P.M. to a special teleconference meeting at 4 P.M. due to COVID-19. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

INFORMATIONAL ITEMS

A. 2020 WasteExpo in New Orleans, LA Cancelled - 2020 WasteExpo Online September 14-17, 2020

Receive and file.

BOARD CONCERNS/COMMENTS

Director A. Nguyen thanked staff for everything and asked everyone to pray for his wife who had surgery on Monday.

Director S. Contreras asked that the District continue to give updates and stay transparent regarding the office reconstruction project.

Director M. Rice thanked GM K. Robbins and stated that the Board should send a thank you note, with President C. Nguyen's signature, to CR&R for loaning the District a truck to help with all the bulky items. She also requested the address for solid waste driver Robert Mayfield, as she worked with his mother, Janet.

President C. Nguyen agreed with Director M. Rice and thanked everyone for attending the meeting.

GM/STAFF CONCERNS/COMMENT

GM K. Robbins stated that he would be out of the office Wednesday morning helping with mattress pick up because there are so many on the list. He also stated that Spectrum would be running fiber optic internet at the District on Wednesday, June 17, 2020.

Finance/HR R. Housley thanked the Board for their support with SCI Consulting for the parcel program and stated that District employees would be receiving the second \$500 of the \$1,000 payment that the Board approved for working during COVID-19.

GENERAL COUNSEL CONCERNS/COMMENTS

General Counsel James Eggart stated that the deadline for the County to act to fill the vacancy left by Director A. Krippner on the Board had passed.

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, July 7, 2020 at 4:00 P.M. at the District office at approximately 5:00 P.M.

Sergio Contreras
Sergio Contreras, Secretary