

**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**

March 5, 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, March 5, 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
Anita Rice, Resident

PLEDGE AND INVOCATION

Director A. Krippner led the Pledge of Allegiance. Director S. Contreras gave the Invocation.

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 19, 2019

A motion was made by Director A. Nguyen, seconded by Director S. Contreras, to approve the minutes of the regular meeting of February 19, 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 \$ 244,145.13

#	CK #	Date	AMOUNT	VENDOR
1				HANDCUT CHECKS:
2	10429	2/12	\$1,355.59	David Hernandez - 40 hours of Compensatory Time Paid Out
3	10430	2/25	\$195.91	AT&T - Brookhurst Liff Station Service for February 2019
4	10431	2/25	\$371.28	Cintas - Uniform Services for February 2019
5	10432	2/25	\$119.21	SoCalGas - District Office, Maintenance Shop, & Wash Rack Usage Fees for February 2019
6	10433	2/25	\$150.00	Purchase Power/Pitney Bowes - Postage Meter Refill
7	10434	2/25	\$1,000.00	SDRMA - Insurance Deductable RE Claimant 76 Gas Station Bolsa Ave., Westminster
8	10451	2/26	\$6,945.72	SDRMA Delta Dental - Dental Insurance Premium for February and March 2019
9	10452	2/26	\$292.01	David Hernandez - Eight (8) Hours of Floating Holiday Pay Missed on 02.26.2019 Pay Date
3			\$10,429.72	HANDCUT CHECKS SUBTOTAL
4				
5				REGULAR CHECKS:
6	10435	3/1	\$173.20	Advanced Workplace Strategies, Inc. - DOT Drug Testing & Collection Fees
7	10436	3/1	\$130.00	Asbury Environmental Services - (600) Gallons Used/Mixed Oil Pick-Up
8	10437	3/1	\$717.55	Benny's Oil Filter - (1) Pallet of Grease Absorbent
9	10438	3/1	\$4,505.84	Bodyworks Equipment - Restock Switches, Check & Relief Valve, Spring Husco Valve,
10				Husco Control Box, Interface Box, 2" Cam Follower, Tubes Arm Top, Release Arm, Top RR,
11				Undump Arm, Lower, Pivot and Hose Kit, Dump Cylinder
12	10439	3/1	\$47,644.33	County of Orange - Total Cost of District General Election Held on November 6, 2018
13	10440	3/1	\$93,536.82	CR Transfer - Residential Tonnage and Organics from 01/16/2019 through 01/31/2019
14	10441	3/1	\$2,024.98	Daniels Tire Service - Restock (9) Recaps and (7) Tire Repairs
15	10442	3/1	\$1,063.56	Franklin Truck Parts - (1) Hub/Rotor Assembly, (10) Oil Seal Kits, (1) Gear Oil Gasket
16	10443	3/1	\$6.40	Hilco Fastener - Restock (100) #10-24 Nylon Insert Locknuts
17	10444	3/1	\$1,738.26	Los Alamitos Napa Auto Parts - Restock (1) Serpentine Belt, (1) SERP Belt, (1) V-Belt, (1) HD Plug Kit,
18				(2) Brake Drums, (5) Cable Ties, (11) Oil Filters, (1) Air Dryer, (5) Grease Tubes, (2) Air Filters, (2) 3" Clamps

19	10445	3/1	\$280.00	MemorialCare Medical Foundation - Pre-employment and DMV Physical/Exam
20	10446	3/1	\$977.50	Odyssey Power Corporation - Generator Repairs at the Hammon Lift Station
21	10447	3/1	\$300.00	Radio Balsa Corp. - Twenty (20) Minute Talk Show February 11, 2019 (KR, CN, AN, SC, MR)
22	10448	3/1	\$2,538.14	Rosemead Oil Products - Restock Transmission Fluid
23	10449	3/1	\$3,554.68	TEC of California - Restock (5) Brake Pads & (1) Brake Caliper
24	10450	3/1	\$163.17	Underground Service Alert - 2018 Dig Safe Board California State Fee for Regulatory Costs
25			\$159,354.43	REGULAR CHECKS SUBTOTAL
26				
27				PAYROLL
28		2/26	\$65,234.28	Payroll - Staff Checks Taxes & Direct Deposits
29		2/26	\$3,320.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
30		2/26	\$635.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
31		3/1	\$4,795.78	Board of Director's Payroll for the Month of February 2019
32		3/1	\$375.92	Board of Director's Nationwide Deferred Compensation for February 2019 (100% Paid By Directors)
33			\$74,360.98	PAYROLL SUBTOTAL
34				
35				ACH TRANSFERS
36				No ACH Transfers for This Period
37			\$0.00	ACH TRANSFERS SUBTOTAL
38				
39			\$244,145.13	TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)
40				
41				BANK TRANSFERS
42		2/19	\$200,000.00	Transfer Funds from Union Bank Money Market to Union Bank Checking Account

A motion was made by Director A. Krippner, seconded by Director M. Rice, to approve the expenditures in the amount of \$ 244,145.13. 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

None

Report of General Manager

GM Robbins reported that the four District employees who earned safety awards would be receiving them at the employee luncheon scheduled for March 27, 2019 at noon and that the cost was slightly higher due to the number of awards.

GM Robbins reported that he met with La Ranchera Radio for outreach to the Spanish speaking portion of the community and that he would be bringing back a proposal for the Board's consideration.

Report from the Orange County Sanitation District (OCSD) Meeting on February 27, 2019

Director A. Nguyen reported that OCSD had a cyber attack which infiltrated their system. They have hired an IT company to work on monitoring it and adding additional protection. He asked GM Robbins if the District had security in place to prevent cyber attacks.

GM Robbins reported that Computer Research Center (CRC), who manage the District's computer and server maintenance and support, had recently done upgrades to the District's computer system.

Director of Finance/Human Resources R. Housley stated that CRC has been doing the Board approved upgrades to the District's software to protect the District from Ransomware and such, and that a lot of the District's system is software, which is on desktops and not internet or cloud based.

Director A. Nguyen reported that he also received a tour of OCSD's plant.

Report from the meeting with TET Parade Organizers on February 20, 2019

Director A. Nguyen reported that he met with TET parade organizers who provided him with a printout showing where the District was placed in the parade, which he provided to each Board member. He stated that he questioned the organizers on their method of placement and reminded them that the District supported and sponsored the TET parade by participating and donating a dumpster and trash receptacles with liners for use during the parade. Their response was that they thought it was the City of Westminster that provided those things and that they would contact the District, which they had not done to date.

CONSENT CALENDAR

None

OLD BUSINESS

None

NEW BUSINESS

A. Consider and Approve Scheduling all of the Public Budget Workshops/Study Sessions and Public Hearing for Budget Adoption for Fiscal Year 2019-2020 (July 1, 2019 through June 30, 2020)

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 the first and second public budget workshops/study sessions on April 25, 2019 and May 23, 2019 at 5 P.M., and the public hearing for budget adoption for fiscal year 2019-2020 at the June 18, 2019 regular meeting. 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. Consider and Discuss the Option of Making Electronic Payments of the District's Demands in Lieu of a Paper Check and Authorize the General Manager and/or Director of Finance and Human Resources to Make Such Transactions

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 approve the option of making electronic payments of the District's demands in lieu of a paper check and authorize the General Manager and/or Director of Finance and Human Resources to make such transactions. 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:

C. Consider Approval of Updated Midway City Sanitary District Emergency Action 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 S. Contreras, to approve the updated Midway City Sanitary District Emergency Action Plan and to include Water Emergency Response Organization of Orange County (WEROC) Radio. 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 of Curbside Recycling Outreach and Container Audit

GM Robbins stated that, after receiving the proposal for curbside recycling outreach and container audits from CR&R in the amount of \$83,000, he feels that the District could do the same outreach in-house just as quickly, with better results, and at a much lower cost. He stated that staff has already been doing targeted audits in certain neighborhoods with low recycling percentages and at those residences requesting additional black containers. He stated that the District presently mails out the annual calendar with as much information as possible to educate its residents and sends out care packages full of information. The Board and Staff have gone on Vietnamese radio numerous times and have done videos for public television. The District has placed information with pictures of what goes where on all new blue and green containers. The customer notices that are placed on containers which are not emptied and are in violation have been updated so that the resident will call the District and staff continues to educate each and every caller on what goes where.

GM Robbins stated that he will be bringing back a proposal for increased in-house outreach for the Board's consideration during the budget setting process.

Director S. Contreras asked if the District had a communications plan.

GM Robbins stated that he would look into a communications plan for the District.

President C. Nguyen stated that he writes for the Vietnamese newspaper and will include some recycling information for the District.

GM Robbins stated that Staff was working on having recycling information translated into Vietnamese so that it can be added to the District's website, and that he was working on having it translated into Spanish as well so that it would be in all three languages.

President C. Nguyen and Director A. Nguyen stated that they would like to review the translated Vietnamese information prior to having it posted on the District's website.

President C. Nguyen asked if the \$100,000 budget for this item would include radio outreach.

GM Robbins confirmed that it would.

President C. Nguyen asked if a motion was necessary.

General Counsel James Eggart stated that no action was necessary because GM Robbins would be bringing it back in the budget, which the Board would be able to discuss and vote on.

No action taken. Receive and file.

INFORMATIONAL ITEMS

A. Independent Special Districts of Orange County (ISDOC) Quarterly Meeting on Thursday, March 28, 2019

B. Special District Risk Management Authority (SDRMA) Risk Management News

C. Special District Risk Management Authority (SDRMA) Board Approved 5% Rate Increase for the Workers' Compensation Program for 2019-2020

D. Special District Risk Management Authority (SDRMA) 2019-20 Property/Liability Program Rate Information

Receive and file.

BOARD CONCERNS/COMMENTS

President C. Nguyen expressed his condolences to Director A. Nguyen and his family and stated that he attended and spoke at the memorial in representation of the District.

Director A. Nguyen thanked the Board and Staff for their support and for the arrangement that was sent to him.

GM/STAFF CONCERNS/COMMENTS

GM Robbins also expressed his condolences to Director A. Nguyen and his family.

GM Robbins stated that he provided the Board with a copy of an email with his response to Westminster City Councilman Tai Do and reiterated that the District remains transparent, encourages questions and brings action items to the Board for approval. He stated that the District should remain separate - when at the City only discuss City issues, and when at the District only discuss District issues in order to avoid any conflict of interest.

GENERAL COUNSEL CONCERNS/COMMENT

None

CLOSED EXECUTIVE SESSION

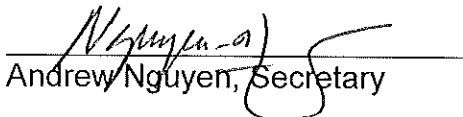
CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government 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 19, 2019 at 5:00 P.M. at the District office at approximately 5:42 P.M.


Andrew Nguyen, Secretary