

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

July 17, 2013

CALL TO ORDER

President Pro Tem Krippner called the adjourned regular meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Avenue, Westminister, California on Wednesday, July 17, 2013 at 11:00 A.M.

BOARD MEMBERS PRESENT:

Al P. Krippner
Joy L. Neugebauer
Frank Cobo (absent)
Margie L. Rice
Tyler Diep (arrived @ 11:22 A.M.)

OTHERS AT MEETING:

Ken Robbins, General Manager
Robert Housley, HR/Finance Director
Danielle Gerardo, Board Secretary

PLEDGE AND INVOCATION

President Pro Tem Krippner led the Pledge of Allegiance. Director Neugebauer gave the Invocation.

PUBLIC COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

A. Workshop to Review Format of Midway City Sanitary District Policy Manual

GM Robbins stated that all District policies need to be compiled into one folder so that they can be more easily referred to and that the future policy manual should be reviewed annually by the Board.

President Pro Tem Krippner suggested that the policies should be alphabetical or numbered even or odd so that future policies could be added to or inserted in the future.

President Pro Tem Krippner called a recess of the meeting at 11:15 A.M.

President Pro Tem Krippner called the meeting back to order at 11:22 A.M.

Director Diep arrived at the meeting at 11:22 A.M.

Director Neugebauer stated that she feels that the Board Policies and Procedures should not be with the Administration policies, and separated out under Executive policies instead. She also stated that she feels that the Memorandum of Understanding (MOU) should not be in the policy handbook, as it is an agreement.

Director Neugebauer stated her concern with the District's revised Board Policies and Procedures with regard to the Board of Directors Compensation for Days of Service. Since the District received an award for transparency last year, she feels that any activity that the Board attends should be on an agenda and in the minutes in order to remain transparent. She stated that she feels that any activity attended by the Board needs to be approved as the travel policy clearly states that no mileage or per diem is to be paid unless the activity is Board approved.

Staff was asked to bring back the Board Policies and Procedures, the Board of Directors Compensation Days and the Travel Policy.

Director Neugebauer stated that the dates the policies are approved should be added in the footer of each policy.

GM Robbins stated that, per the Board's direction, staff will revise the manual in alphabetical order, add the adoption date to the footer of each policy, and remove the employee's MOU.

Director Neugebauer asked to review the Record Retention Policy with regard to the length of time that the District is required to retain the tape recordings of the Board meetings.

GM Robbins stated that the District does not have a policy for the length of time to retain the tapes.

Staff was asked to bring back the Record Retention Policy at a later date.

Director Krippner stated that he would like to review the Credit Card Policy because it places too many limits on management.

Director Neugebauer reminded staff that she requested a study session regarding the District's Reserve Fund Policy in the near future.

GM Robbins stated that staff was having difficulty finding the policies when necessary, so having them all together in one place would be beneficial in day to day operations of the District.

Director Neugebauer asked that staff segregate the Board Policies and Procedures, and put it in its own category, remove and not include the employees MOU, to alphabetize the policy manual and bring that format back for a review by the full Board at a later date.

Director Rice asked that the Record Retention Policy and Travel Policy also be brought back for review.

There was Board consensus to add on the next agenda to set a date for the next policy workshop when the Board President was in attendance.

INFORMATIONAL ITEMS

None

BOARD CONCERNS/COMMENTS

None

GM/STAFF CONCERNS/COMMENTS

None

GENERAL COUNSEL CONCERNS/COMMENTS

None

CLOSED 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.

INFORMATIONAL ITEMS

None

ADJOURNMENT

A motion was made by Director Rice, seconded by Director Neugebauer to adjourn the meeting to Tuesday, July 23, 2013 at the District office at 4 P.M. at approximately 11:55 A.M. The motion was approved by a 4-0 vote, with President Cobo absent.

Margie L. Rice, Secretary