

**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**

August 15, 2017

CALL TO ORDER

President Diep called the regular meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Avenue, Westminster, California on Tuesday, August 15, 2017 at 5:00 P.M.

BOARD MEMBERS PRESENT:

Al P. Krippner
Margie L. Rice (arrived at 5:06 P.M.)
Chi Charlie Nguyen
Frank A. Cobo
Tyler Diep

OTHERS AT MEETING:

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

PLEDGE AND INVOCATION

President Diep led the Pledge of Allegiance. GM Robbins gave the Invocation.

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUG. 1, 2017

A motion was made by Director Cobo, seconded by Director Nguyen, to approve the minutes of the regular meeting of August 1, 2017. The motion was approved by the following 4-0 vote:

AYES: Cobo, Diep, Krippner, and Nguyen
 NAYS:
 ABSTAIN:
 ABSENT: Rice

APPROVAL OF EXPENDITURES

A. Demands in the amount of \$ 218,171.53

#	CK #	Date	AMOUNT	VENDOR	
1				HANDCUT CHECKS:	
2	9287	8/3	15.98	Danielle Gerardo - Reimbursement for 08/01/2017 Board Meeting Refreshments	
3	9288	8/3	265.00	Randy Griffith - Reimbursement for Grade 1 CWEA Certification for 2017	
4	9289	8/3	839.65	AT&T Mobility - Service for July 2017: (KR) 714-310-2313, (NC) 714-310-8653, (DGr) 714-325-3606,	
5				Sewer 714-310-8654, Emergency 714-310-9004.	
6	9290	8/3	1,783.24	Chevron & Texaco Bus. Card Svcs. - Gasoline Purchases for July 2017	
7	9291	8/3	13.95	City of Westminster - Water Usage for Hammon Lift Station 05/31/2017 through 07/25/2017	
8	9292	8/3	683.69	Deluxe Business Checks and Solutions - Restock (1,000) Checks for District	
9	9293	8/3	5,538.51	Southern California Edison - District Office \$4,360.59, Brookhurst Lift Station \$101.92, Westminster Lift	
10				Station \$439.95, Willow Lift Station \$177.95, Hammon Lift Station \$458.10.	
11	9294	8/3	954.22	The Standard Life Insurance - Life Insurance & AD&D Premium Coverage for August 2017	
12	9295	8/3	5,052.57	US Bank	
13				(DGe) Board Meeting Refreshments for 06/26, 07/11, 07/18	\$23.98
14					Dge Total \$23.98
15				(DGr) Restock Sewer Supplies for JLY-2017	\$108.12
16					DGr Total \$108.12
17				(RH) Roll of Stamps for Front Desk; Mail Check Express to CalPERS	\$72.75
18				(RH) OC Register APR-2017	\$55.19
19				(RH) Remington Monthly Water Svcs JLY-2017	\$64.00
20				(RH) Registration for California HR Conference 08/28-08/30/2017	\$945.00
21				(RH) Amano Timeclock Meal & Advanced Rounding Modules	\$430.00
22				(RH) Desk Calculator for Finance Director Office	\$75.41
23				(RH) City of Westminster - Water - Maint. Shop 05/10-07/04/2017	\$14.51
24				(RH) City of Westminster - Water - Wash Rack 05/10-07/04/2017	\$88.40
25				(RH) City of Westminster - Water - Dist. Offices 05/10-07/04/2017	\$112.71
26				(RH) Amano Timeclock Overtime Module	\$215.00
27					RH Total \$2,072.97
28				(NC) Restock District Kitchen Supplies	\$130.58
29				(NC) Safety Cones for NG12	\$535.00
30				(NC) Restock District Kitchen Supplies	\$54.19
31				(NC) CWEA Renewal for 2017	\$180.00
32				(NC) Window Tinting for new CNG Vector Truck NG12	\$268.29
33				(NC) Charging Cable for Refuse Cell Phone	\$37.71
34					NC Total \$1,205.77

35			(KR) (2) Coolers & Restock DVD-R for District	\$173.84
36			(KR) Insecticide for District Offices	\$18.40
37			(KR) Meeting with Board President TD 07/04/2017	\$14.32
38			(KR) Board & Employee Luncheon 07/12/2017	\$709.71
39			(KR) Meeting with Board President TD 07/14/2017	\$17.40
40			(KR) (2) Tables & (6) Chairs for District Events	\$217.11
41			(KR) Wiarcom Monthly Svcs JULY-2017	\$490.95
42				KR Total \$1,641.73
43	9296	8/3	394.42 Vision Service Plan - Monthly Premium for August 2017	
44	9297	8/3	6,275.72 Jaycox - Reprint of Check No. 9068 for 25' Hose Unit for CNG Station	
45	9298	8/9	121.98 DirectTV - Service for August 2017	
46	9299	8/9	4,263.50 The Gas Company - CNG Fuel for July 2017	
47			26,202.43 HANDCUT CHECKS SUBTOTAL	
48				
49			REGULAR CHECKS:	
50	9300	8/9	62.00 Advanced Gas Products - Cylinder Rental for July 2017	
51	9301	8/9	240.00 Asbury Environmental Services - (300) Gallons of Used/Mixed Oils	
52	9302	8/9	893.10 Bodyworks Equipment - Restock (2) Interface Boxes	
53	9303	8/9	746.00 CRC Cloud - Maintenance & Service for August 2017	
54	9304	8/9	73,959.65 CR Transfer - Tonnage from 07/15/2017 through 07/31/2017	
55	9305	8/9	1,277.59 Daniels Tire Service - (6) Recaps for Restock and (3) Tire Disposals	
56	9306	8/9	626.80 DinTech - (400) 21 oz. Bike Bottles with District Logo for Public Outreach	
57	9307	8/9	350.76 Franklin Truck Parts - (4) Slack Adjusters & (4) Clevis Kits for NG3 & NG4	
58	9308	8/9	254.42 G & K Services - Uniform Services for July & August 2017	
59	9309	8/9	313.02 Hose Man - (2) Hoses for NG6	
60	9310	8/9	347.50 Konecranes - 2017 Quarterly PM Service of Shop Crane	
61	9311	8/9	1,608.67 Los Alamitos Napa Auto Parts - Restock (2) Relay Valves, (10) Hose Ends, (6) Electrical Tape,	
62			(6) Threadseal Tape, (2) Strobe Beacons, (2) Brake Drums, (2) Brake Shoes, (2) HD Plus	
63	9312	8/9	2,738.68 MSC Industrial Supply Co. - Restock (10) Neoprene Tape for Fleet	
64	9313	8/9	354.91 NVB Equipment - A/C Service & Repair for NG10	
65	9314	8/9	15,000.00 OpTerra Energy Services, Inc. - Completion of Energy Conservation Project Breakout Fee	
66	9315	8/9	186.00 Orange County Health Care Agency - Annual Hazardous Materials Fee for 07/01/17 to 06/30/18	
67	9316	8/9	427.50 Orange County News/Westminster Journal - Notices of Public Hearing for 06/8 & 06/15	
68	9317	8/9	12,697.98 Orange County Sanitation District - Permit Fees for July 2017 (MCSO 5% = \$668.31)	
69	9318	8/9	2,307.43 Plumbers Depot - Vactor Truck Accessories, Hoses, Nozzles, Grabbers for New CNG NG12	
70	9319	8/9	250.00 PumpMan - Auxiliary Contactor Replacement Service for Westminster Lift Station	
71	9320	8/9	1,809.99 RWC Group - Restock (4) Slack Adjusters; Service & Repairs for Decelerating/Shutting-Off NG7	
72	9321	8/9	19.90 Underground Service Alert - (6) New Tickets for July 2017	
73	9322	8/9	4,444.20 Woodruff, Spradlin & Smart - Legal Services for July 2017	
74	9323	8/9	1,808.85 TEC of California - Restock (4) Adjusters, (3) Brake pads; (2) Oil Seals for NG6	
75			122,724.95 REGULAR CHECKS SUBTOTAL	
76				

76			
77			PAYROLL
78	8/4	6,138.92	Board of Director's Payroll for the Month of July 2017 Check # 15932
79	8/4	485.45	Board of Director's Nationwide Deferred Compensation for July 2017 (100% Paid By Directors)
80	8/1	60,759.78	Payroll - Staff Checks Taxes & Direct Deposits
81	8/1	1,145.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
82	8/1	715.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
83		69,244.15	PAYROLL SUBTOTAL
84			
85		218,171.53	TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL)
86			
87			BANK TRANSFERS
88	8/4	200,000.00	Transfer Funds from LAIF to Checking Account
89	8/9	1,156.89	ACH Retirement Payment to CalPERS for July 2017
90	8/9	10,852.90	ACH Retirement Payment to CalPERS for July 2017
91	8/9	1,003.52	ACH Retirement Payment to CalPERS for July 2017

A motion was made by Director Cobo, seconded by Director Diep, to approve the expenditures in the amount of \$ 218,171.53. The motion was approved by the following 4-0 vote:

AYES: Cobo, Diep, Krippner, and Nguyen

NAYS:

ABSTAIN:

ABSENT: Rice

REPORTS

Report of President

None

Report of General Manager

GM Robbins reported that he sent off the three letters, signed by the Board President, to Governor Jerry Brown, Senator Janet Nguyen, and Assemblyman Travis Allen regarding the three F-250 trucks that the District is attempting to purchase and convert to CNG. If the District does not receive a response, staff will bring it back to the Board for discussion in September.

GM Robbins reported that the Sigler Park Clean-up Event would be on Saturday, August 19 from 10 A.M. until 1 P.M.

GM Robbins asked the Board if they would like a table at the City sponsored Day of the Family which is on Sunday, September 10 from 1:30-5:30 or if they would just be attending.

The Board agreed that a table should be set up in order for the District to be represented.

Report from the 3rd and 4th Concerts in the Park on August 3 and 10, 2017

Director Cobo reported that he attended all the Concerts in the Park, felt that there was a good turnout, and was glad that the District took part in it, and sponsored it.

CONSENT CALENDAR

A. Approve and file the Treasurer's Investment Report for July 2017

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

AYES: Cobo, Diep, Krippner, and Nguyen

NAYS:

ABSTAIN:

ABSENT: Rice

OLD BUSINESS

None

Director Rice arrived at 5:06 P.M.

NEW BUSINESS

A. Consider Approval of 2018 Midway City Sanitary District Calendar

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director Rice, seconded by Director Cobo, to approve the draft 2018 MCSD calendar, as amended with corrections. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

B. Consider Approval of Printer for 2018 Midway City Sanitary District Calendar

GM Robbins stated that the new calendar was designed by DTN Tech and that OCC Printing had printed the District's calendar for the past 2 years.

Director Rice stated that she would like to keep the printing of the calendar within the City of Westminster so that it would receive the tax benefit.

President Diep stated that since DTN Tech had designed the door hangers for the Sigler Park Cleanup Event, he would like to see the District's printing jobs done in one place for convenience and quick turnaround time.

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director Cobo, seconded by Director Nguyen, to approve DTN Tech as the printer for the 2018 MCSD calendar. The motion was approved by the following 4-1 vote:

AYES: Cobo, Diep, Krippner, and Nguyen

NAYS: Rice

ABSTAIN:

ABSENT:

Director Rice stated that she wanted it noted in the minutes that she voted no on Item 9B – Consider Approval of Printer for 2018 Midway City Sanitary District Calendar - because she wanted to keep the tax money in the City of Westminster.

C. Consider Approval of the Fiscal Year 2016-2017 Fourth Quarter Financial Reports and Budget Review for the Period of July 1, 2016 through June 30, 2017

Finance/HR Director Housley gave a brief summary of the financial report and budget review to the Board.

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director Rice, seconded by Director Cobo, to receive and file the fiscal year 2016-2017 fourth quarter financial reports and budget review for the period of July 1, 2016 through June 30, 2017. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

Director Cobo asked GM Robbins to repeat his report regarding the three F250 trucks that the District would like to purchase and convert to CNG and the letters sent out to representatives to Director Rice, since she arrived late to the meeting.

GM Robbins restated that he sent out three letters, per her request, to Senator Janet Nguyen, Governor Jerry Brown and Assemblyman Travis Allen.

INFORMATIONAL ITEMS

A. Web Site Activity for the Month of July 2017 (118,836 Successful Hits)

Receive and file.

BOARD CONCERNS/COMMENTS

Director Nguyen stated that the media would be at the Sigler Park Cleanup Event on Saturday to publicize the District and the event.

President Diep stated that he would not be able to participate as he would be out of town.

Director Rice stated that she liked the new calendar very much.

GM/STAFF CONCERNS/COMMENTS

GM Robbins stated that he and Director Nguyen would need to get together with the media to coordinate for Saturday's cleanup event.

GM Robbins confirmed that the only change to the calendar was to make the monthly information provided by the District bold.

GENERAL COUNSEL CONCERNS/COMMENT

None

CLOSED EXECUTIVE SESSION

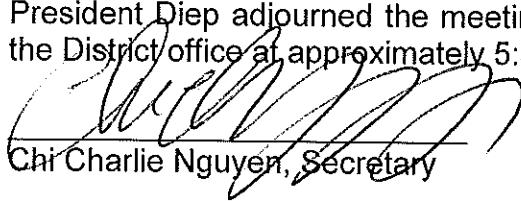
CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government 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 Diep adjourned the meeting to Tuesday, September 5, 2017 at 5:00 P.M. at the District office at approximately 5:36 P.M.


Chi Charlie Nguyen, Secretary