

**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**

September 5, 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, September 5, 2017 at 5:02 P.M.

BOARD MEMBERS PRESENT:

Al P. Krippner
Margie L. Rice
Chi Charlie Nguyen (arrived at 5:04 P.M.)
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. 15, 2017

A motion was made by Director Cobo, seconded by Director Nguyen, to approve the minutes of the regular meeting of August 15, 2017. The motion was approved by the following 5-0 vote:

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

APPROVAL OF EXPENDITURES

A. Demands in the amount of \$ 272,688.68

#	CK #	Date	AMOUNT	VENDOR	
1				HANDCUT CHECKS:	
2	9324	8/17	9.42	Chi Charlie Nguyen - Mileage Reimbursement for OC Water Summit 06/16/2017	
3	9325	8/17	9.42	Allan P. Krippner - Mileage Reimbursement for OC Water Summit 06/16/2017	
4	9326	8/17	6.96	Tyler Diep - Mileage Reimbursement for ISDOC Quarterly Meeting 06/30/2017	
5	9327	8/17	63.34	The Gas Company - District Office, Maintenance Shop, & Wash Rack Usage Fees for August 2017	
6	9328	8/17	195.84	Pitney Bowes/Purchase Power - (2) Ink Refills for District Postage Machine	
7	9329	8/17	1,290.36	Verizon Business - SCADA Internet Connection for August 2017	
8	9330	8/17		VOID Printing Malfunction	
9	9331	8/22	280.63	Staples Business Advantage - Restock District Office Supplies for August 2017	
10	9332	8/31	73.00	Gustavo Carrera - Reimbursement for Commercial Driver's License	
11	9333	9/1	230.10	AT&T - Brookhurst Lift Station Service for August 2017	
12	9334	9/1	1,064.55	Frontier California - District Office Phones & Lift Stations for August 2017; \$577.68 District Office,	
13			\$162.29	Willow Lift, \$162.29 Westminster Lift, \$162.29 Hammon Lift.	
14	9335	9/1	3,175.00	SDRMA Delta Dental - Dental Insurance Premium for September 2017	
15	9336	9/1	933.54	The Standard Life Insurance - Life Insurance & AD&D Premium Coverage for September 2017	
16	9337	9/1	3,227.43	US Bank	
17				(DGe) Board Meeting Refreshments 8/15/2017	\$6.98
18					Dge Total \$6.98
19				(DGr) Restock Sewer Supplies for AUG-2017	\$398.31
20					DGr Total \$398.31
21				(RH) AMANO Timeclock Upgrade	\$215.00
22				(RH) City of Westminster - Water - District Hydrant Meter Water Usage JLY-2017	\$56.23
23				(RH) City of Westminster - Water - Westminster Lift Station 05/31-07/25/2017	\$17.16
24				(RH) Monthly Water Filtration Services AUG-2017	\$64.00
25				(RH) CSMFO Chapter Meeting 08/24/2017	\$30.00
26					RH Total \$382.39
27				(NC) Restock Gate Clickers (8)	\$92.40
28				(NC) Restock District Kitchen Supplies	\$106.98
29				(NC) Wheel Chock for NG12	\$36.64
30				(NC) Smog Tests for M1, M2, M4	\$180.00
31				(NC) (16) Aluminum Sheets for Fleet (Hopper Area of Trucks)	\$51.84
32				(NC) Cutting Knife & (100) Blades for Shop	\$20.60
33				(NC) Restock District Kitchen Supplies	\$103.90

34			(NC) Refreshments for Clean-Up Event 08/19/2017	\$308.76
35			(NC) CWEA Renewal for NC	\$85.00
36			NC Total	\$986.12
37			(KR) Meeting with President Diep 7/28	\$8.16
38			(KR) Flowers for Amanda Jensen	\$122.77
39			(KR) Lunch Meeting to Pick-Up NG7 & NG9 from RWC	\$20.80
40			(KR) Forklift Screen Riser & Aerial Platform per Cal OSHA	\$937.47
41			(KR) (8) 24"x36" Laminated Wiring Schematics for Crane Carrier Trucks for Shop	\$264.12
42			(KR) Refreshments for Clean-Up Event 08/19/2017	\$100.31
43			KR Total	\$1,453.63
44	9338	9/1	394.42 Vision Service Plan - Monthly Premium for September 2017	
45	9355	9/1	5,594.41 Southern California Edison - District Office \$4,313.02, Brookhurst Lift Station \$120.97, Westminster Lift Station \$540.04, Willow Lift Station \$184.64, Hommon Lift Station \$435.74.	
46				
47			16,548.42 HANDCUT CHECKS SUBTOTAL	
48				
49			REGULAR CHECKS:	
50	9339	9/1	175.90 Advanced Workplace Strategies - DOT Drug Test, Collection Fee, Service Fee	
51	9340	9/1	3,156.66 Bodyworks Equipment - Restock (20) Rocker Switches, (3) Cushion Kits, (2) Cylinders	
52	9341	9/1	746.00 CRC Cloud - Maintenance & Service for September 2017	
53	9342	9/1	74,396.27 CR Transfer - Tonnage from 08/01/2017 through 08/15/2017	
54	9343	9/1	5,760.52 Daniels Tire Service - (14) Recaps for Restock and (6) New Tires	
55	9344	9/1	1,265.00 Franklin Truck Parts - (2) Rotors for Front Axle of NG6	
56	9345	9/1	381.63 G & K Services - Uniform Services for August 2017	
57	9346	9/1	3,528.00 Golden Bell Products - Treat (147) Manholes with INSECTA Coating	
58	9347	9/1	152.82 Hillco Fastener Warehouse - (60) Bolts & (60) Washers, (75) Bolts, (100) Lock Nuts,	
59			(70) Washers, (75) Washers, (50) Washers, (50) Lock Nuts, (50) Bolts	
60	9348	9/1	530.11 Los Alamitos Napa Auto Parts - Restock (24) Brakeleen, (1) Oil Filter, (1) Fuel Filter, (6) Hubcaps	
61			Restock (1) Hose, (1) Tire Lube, (20) Autonist for Shop; Front Brake Pads for T4	
62	9349	9/1	2,736.23 NVB Equipment - A/C Service & Repair for M64, NG6, NG8	
63	9350	9/1	23,215.90 Otto Environmental Systems - Restock (456) 95-Gallon Blue Containers	
64	9351	9/1	3,542.60 Paulus Engineering - Sewer Vent Repair at Westminster Lift Station	
65	9352	9/1	1,205.74 Proforma Solutions - (258) Silicone Spatulas & (200) Lunch Totes for Public Outreach	
66	9353	9/1	1,380.00 Rutan & Tucker - Legal Services for July 2017	
67	9354	9/1	2,888.74 RWC Group - Electrical Repairs & Parts for NG1 and NG9	
68			125,062.12 REGULAR CHECKS SUBTOTAL	
69				
70			PAYROLL	
71	8/15		62,216.09 Payroll - Staff Checks Taxes & Direct Deposits	
72	8/15		1,145.00 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)	
73	8/15		715.00 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)	
74	8/29		65,142.05 Payroll - Staff Checks Taxes & Direct Deposits	
75	8/29		1,145.00 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)	
76	8/29		715.00 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)	
77			131,078.14 PAYROLL SUBTOTAL	
78				

78		
79		272,688.68 TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL)
80		
81		BANK TRANSFERS
82	8/23	150,000.00 Transfer Funds from LAIF to Checking Account
83	8/17	1,113.08 ACH Retirement Payment to CalPERS for August 2017
84	8/17	10,598.20 ACH Retirement Payment to CalPERS for August 2017
85	8/17	965.48 ACH Retirement Payment to CalPERS for August 2017
86	8/22	1,050.00 ACH CalPERS GASB 68 Reporting Services Fee
87	8/31	10,598.20 ACH Retirement Payment to CalPERS for August 2017
88	8/31	965.48 ACH Retirement Payment to CalPERS for August 2017
89	8/31	1,113.08 ACH Retirement Payment to CalPERS for August 2017
90	9/1	41,057.47 ACH Employee Health Insurance Payment to CalPERS for September 2017
91	9/1	3,195.68 ACH Board Health Insurance Payment to CalPERS for September 2017

A motion was made by Director Cobo, seconded by Director Rice, to approve the expenditures in the amount of \$ 272,688.68. The motion was approved by the following 5-0 vote:

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

REPORTS

Report of President

President Diep reported that on August 29, 2017 he met with GM Robbins to go over the agenda and discuss another clean up event in another area within the District since the Sigler Park clean up event on Saturday, August 19, 2017 was such a success.

Report of General Manager

GM Robbins reported that staff needs to look into contracting with a cleaning crew to maintain the District offices. The District's utility driver does not have ample time any longer. The District's bulky item program has doubled in the past few years and is taking longer due to the growing number of items the District is picking up.

GM Robbins reported that he and Finance/HR Director Housley met with the District's union representatives and they indicated that there is a possibility that they will provide the Board with a draft MOU proposal at the first meeting in October, 2017.

GM Robbins stated that he was asked to go to Houston, Texas to assist in the cleanup from Hurricane Harvey and would like to take some vacation time beginning Friday, September 8 through Friday, September 15, 2017, if the Board approved it.

The Board was unanimously supportive, especially if he were using his personal vacation time.

GM Robbins reminded the Board of the Day of the Family on Sunday, September 10, 2017 from 1:30-5:30 P.M. at Sigler Park.

Report from Orange County Sanitation District (OCSD) Meeting on Aug. 23, 2017

Director Krippner reported that OCSD has changed their plans for expansion and are buying the property across Ellis instead of across the freeway.

Report from Sigler Park Clean Up Event on August 19, 2017

Directors Rice, Nguyen and Krippner attended the event and noted that MCSD staff worked hard.

Director Rice reported that a lot of people came, including Mayor Tri Ta, and all the dumpsters were filled. She suggested a letter of commendation for staff from the Board for the effort.

Director Nguyen reported that the event was recorded by Vietnamese television. He asked GM Robbins where the next clean up event would take place.

GM Robbins stated that he thought the Bowling Green area of the District would be good for the next event.

CONSENT CALENDAR

None

OLD BUSINESS

None

NEW BUSINESS

A. Consider Approving the Cancellation to Purchase Three New Compressed Natural Gas (CNG) Pickup Trucks Due to California Air Resources Board (CARB) Not Approving Calibration Kit

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 staff's recommendation and cancel the purchase of three new compressed natural gas (CNG) pickup trucks due to California Air Resources Board (CARB) not approving the calibration kit, and to allow staff to bring back bids for regular unleaded pickup trucks to replace the older ones. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

B. Discuss and Approve Recognition for Midway City Sanitary District Employees at Holiday Event on Saturday, December 9, 2017

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 staff's recommendation to purchase 20 oz. hot and 16 oz. cold beverage containers with the District's logo on them to give as recognition for the MCSD holiday event, as well as the See's candy and Stater Brothers gift certificates. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

C. Consider Approval of the Midway City Sanitary District's Modified Job Description from Utility Worker to Relief Driver/Utility Worker

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 Rice, to follow staff's recommendation and approve the MCSD modified job description from Utility Worker to Relief Driver/Utility Worker since the employee has earned his Class B driver's license. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

INFORMATIONAL ITEMS

- A. Web Site Activity for the Month of August 2017 (104,456 Successful Hits)
- B. CSDA Magazine Article – The Rule against Gifts of Public Funds
- C. Emails Regarding City of Westminster Bid for Abandoned Item Removal Program in 15th Street, Westminster Public Alleyway
- D. Email and Photos regarding Illegal Dumping behind Big Lots, Westminster, CA
- E. Little Hoover Commission – Special Districts: Improving Oversight and Transparency Report #239, August 2017

Receive and file.

BOARD CONCERNS/COMMENTS

Director Nguyen apologized for being late to the meeting.

Director Cobo stated that he hoped everyone had a nice Labor Day holiday.

Director Rice asked if she had a current Sexual Harassment training certificate on file because the City would be offering a course in the near future.

President Diep requested that the Board Secretary forward a copy of his and Director Rice's certificates to the current City Clerk, Miriam Contreras.

GM/STAFF CONCERNS/COMMENTS

GM Robbins provided the Board with an updated email to the City Manager regarding the alleyway at 15th Street in Westminster and the abandoned items within that area.

GM Robbins thanked the Board for allowing him to take a last minute vacation to Houston to help out.

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 19, 2017 at 5:00 P.M. at the District office at approximately 5:37 P.M.


Chi Charlie Nguyen, Secretary