

**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 7, 2018**

**CALL TO ORDER**

President 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, August 7, 2018 at 5:00 P.M.

**BOARD MEMBERS PRESENT:**

Al P. Krippner  
Margie L. Rice  
Tyler Diep  
Frank A. Cobo  
Chi Charlie Nguyen

**OTHERS AT MEETING:**

Ken Robbins, General Manager  
Robert Housley, Finance/HR Director  
James Eggart, General Counsel  
Danielle Gerardo, Board Secretary  
Thanh Tran, CR&R  
Anita Rice, Resident  
Jonathan Nguyen, Resident

**PLEDGE AND INVOCATION**

Director Cobo led the Pledge of Allegiance. Director Rice gave the Invocation.

**PUBLIC COMMENTS**

None

## APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 17, 2018

A motion was made by Director Rice, seconded by Director Cobo, to approve the minutes of the regular meeting of July 17, 2018. 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 \$ 364,185.46

| #  | CK #  | Date | AMOUNT     | VENDOR   |                          |
|----|-------|------|------------|--|--------------------------|
| 1  |       |      |            | <b>HANDCUT CHECKS:</b>   |                          |
| 2  | 10007 | 7/20 | \$238.82   | Chi Charlie Nguyen - Reimbursement for '18 Waste Expo Las Vegas, NV, 04/23-04/26/2018                |                          |
| 3  | 10008 | 7/20 | \$1,770.00 | City of Westminster - 2018 First & Second Quarter OTT Fees   |                          |
| 4  | 10009 | 7/20 | \$74.90    | The Gas Company - District Office, Maintenance Shop, & Wash Rack Usage Fees for July 2018            |                          |
| 5  | 10010 | 7/20 | \$240.00   | Orange County News/Westminster Journal - Notices of Public Hearing 05/31 & 06/07                     |                          |
| 6  | 10011 | 7/20 | \$1,479.61 | TEC of California - Exhaust Leak & Repairs for NG2; Restock (1) Air Disc Brake Set                   |                          |
| 7  | 10012 | 7/20 | \$1,403.00 | Rutan & Tucker - Legal Services for June 2018  |                          |
| 8  | 10013 | 7/20 | \$5,377.50 | Woodruff, Spradlin & Smart - Legal Services for June 2018  |                          |
| 9  | 10014 | 7/30 | \$170.71   | AT&T - Brookhurst Lift Station Service for July 2018   |                          |
| 10 | 10015 | 7/30 | \$1,085.11 | Frontier Communications-District Office Phones&Lift Stations for July 2018;\$595.90 District Office, |                          |
| 11 |       |      | \$163.07   | Willow Lift, \$163.07 Westminster Lift, \$163.07 Hommon Lift.  |                          |
| 12 | 10016 | 8/1  | \$3,042.68 | SDRMA Delta Dental - Dental Insurance Premium for August 2018  |                          |
| 13 | 10017 | 8/1  | \$1,118.56 | The Standard Life Insurance - Life Insurance & AD&D Premium Coverage for August 2018                 |                          |
| 14 | 10018 | 8/1  | \$423.58   | Vision Service Plan - Monthly Premium for August 2018  |                          |
| 15 | 10019 | 8/1  | \$1,503.36 | Chevron & Texaco Bus. Card Svcs. - Gasoline Purchases for July 2018                                  |                          |
| 16 | 10020 | 8/1  | \$4,909.96 | Southern California Edison-District Office\$3,771.49,Brookhurst Lift Station\$94.35,Westminster Lift |                          |
| 17 |       |      |            | Station \$393.50, Willow Lift Station \$188.74, Hammon Lift Station \$461.88.                        |                          |
| 18 | 10021 | 8/1  | \$4,751.39 | US Bank  |                          |
| 19 |       |      |            | (DGe) Board Meeting Refreshments for 07/03   | \$9.19                   |
| 20 |       |      |            |  | <b>DGe Total \$9.19</b>  |
| 21 |       |      |            | (RH) City of Westminster - Water - Hydrant Meter Usage JUN-2018                                      | \$56.23                  |
| 22 |       |      |            | (RH) City of Westminster - Water - Westminster Lift 05/02-06/26/2018                                 | \$17.92                  |
| 23 |       |      |            | (RH) Remington Water JLY-2018  | \$64.00                  |
| 24 |       |      |            | (RH) Postage for Front Office JLY-2018   | \$50.00                  |
| 25 |       |      |            | (RH) City of Westminster - Water - Hydrant Meter Usage JLY-2018                                      | \$56.23                  |
| 26 |       |      |            |  | <b>RH Total \$244.38</b> |

|    |       |     |  |                            |
|----|-------|-----|--|----------------------------|
| 27 |       |     | (KR) Registration CSDA 2018 Ann. Conf. 09/24-09/27/2018 (RH)   | \$600.00                   |
| 28 |       |     | (KR) Registration CSDA 2018 Ann. Conf. 09/24-09/27/2018 (MR)   | \$600.00                   |
| 29 |       |     | (KR) Registration CSDA 2018 Ann. Conf. 09/24-09/27/2018 (FC)   | \$600.00                   |
| 30 |       |     | (KR) Registration CSDA 2018 Ann. Conf. 09/24-09/27/2018 (AK)   | \$600.00                   |
| 31 |       |     | (KR) Green Marking Paint for Sewer Operating Use   | \$27.53                    |
| 32 |       |     | (KR) DGr Retirement Watch w/Engraving  | \$229.47                   |
| 33 |       |     | (KR) Photo Prints for Front Office   | \$24.73                    |
| 34 |       |     | (KR) Table, Chairs, Linens for Organics Open House 07/21   | \$393.76                   |
| 35 |       |     | (KR) Harbor Party Rentals for Organics Open House 07/21  | \$26.26                    |
| 36 |       |     | (KR) Food for Organics Open House 07/21  | \$19.66                    |
| 37 |       |     |  | <b>KR Total \$3,121.41</b> |
| 38 |       |     | (NC) Smog Test for M5  | \$60.00                    |
| 39 |       |     | (NC) Indoor Foggers for Insects  | \$8.12                     |
| 40 |       |     | (NC) Smog Test for S1  | \$60.00                    |
| 41 |       |     | (NC) Smog Test for T9  | \$60.00                    |
| 42 |       |     | (NC) Smog Test for M6  | \$60.00                    |
| 43 |       |     | (NC) Restock District Kitchen Supplies JLY-2018  | \$179.30                   |
| 44 |       |     | (NC) WD-40 for Restock   | \$8.15                     |
| 45 |       |     | (NC) Replacement 8D-12V Battery for Lift Station Westminster   | \$187.53                   |
| 46 |       |     | (NC) Replacement 8D-12V Battery for Lift Station Hammon  | \$187.53                   |
| 47 |       |     | (NC) Food for Organics Open House 07/21  | \$589.72                   |
| 48 |       |     |  | <b>NC Total \$1,400.35</b> |
| 49 | 10022 | 8/1 | \$342.77 Cintas - Uniform Services for July 2018   |                            |
| 50 |       |     | <b>\$27,931.95 HANDCUT CHECKS SUBTOTAL</b>   |                            |
| 51 |       |     |  |                            |
| 52 |       |     | <b>REGULAR CHECKS:</b>   |                            |
| 53 | 10023 | 8/1 | \$327.96 Advanced Gas Products-Restock(1)Spool,Dissolved Acetylene,(1)Cutting Tip,(15.1)Liquefied                    |                            |
| 54 |       |     | Propane, (1) Cylinder of Liquefied Propane.  |                            |
| 55 | 10024 | 8/1 | \$9,655.66 Bodyworks Equipment - (1) Wire Harness & (1) Valve End for NG8; Restock (1) Packer Paddle,                |                            |
| 56 |       |     | (1)RR Dump Cylinder,(1)In/Out Cylinder,(1)Grip Cylinder,(12)Cam Followers,(1)Check & Relief                          |                            |
| 57 |       |     | Valve, (20) Rocker Switch, (1) Husco Control Box.  |                            |
| 58 | 10025 | 8/1 | \$746.00 CRC Cloud - Maintenance & Support for August 2018   |                            |
| 59 | 10026 | 8/1 | \$20,790.84 County of Orange - Allocation of FY 2018-2019 LAFCO Costs  |                            |
| 60 | 10027 | 8/1 | \$66,967.84 CR Transfer - Tonnage from 07/01/2018 through 07/15/2018   |                            |
| 61 | 10028 | 8/1 | \$395.15 Cummins Cal Pacific - Replaced Pressure Regulator Valve NG5   |                            |
| 62 | 10029 | 8/1 | \$9,067.47 Daniels Tire Service - (9) New Tires, (14) Recaps for Restock   |                            |
| 63 | 10030 | 8/1 | \$107.75 Legacy Truck Equipment - (1) Cab Shut-Off Switch for NGT11  |                            |
| 64 | 10031 | 8/1 | \$2,015.85 Los Alamitos Napa Auto Parts - Restock (24) Brakleen, (9) Air Filters, (4) Oil Filters, (4) Fuel Filters, |                            |
| 65 |       |     | (2)Grip Kits,(2)Brake Drums,(20)Hose Ends;(1)Air Hose,(100)F1 Poly Loom,(1)Val foot for Shop                         |                            |
| 66 | 10032 | 8/1 | \$550.14 Merchants Building Maintenance - District Offices Janitorial Services for July 2018                         |                            |
| 67 | 10033 | 8/1 | \$2,594.37 NVB Equipment - A/C Service, Repair, & Parts for NG5, NG4, & NG1  |                            |
| 68 | 10034 | 8/1 | \$186.00 Orange County Health Care Agency-Annual Hazardous Materials Fee for 07/01/18 to 06/30/19                    |                            |
| 69 | 10035 | 8/1 | \$1,359.80 Orange County Sanitation District - Fourth Quarter FOG Inspections 2017-2018                              |                            |
| 70 | 10036 | 8/1 | \$2,981.28 Orbls Corporation - (540) Stamped Compost Containers for Organics Recycling Program                       |                            |

|     |       |      |                     |   |
|-----|-------|------|---------------------|---|
| 71  | 10037 | 8/1  | \$1,230.95          | Plumbers Depot - (1) Manhole Hook for S3; (5) Limit Switches for Light Stations                 |
| 72  | 10038 | 8/1  | \$306.66            | PSI - (5) O-Rings, (50') Hose, (1) Gun Shut Off, (36') Wand, (1) Coupler, & (1) Nipple for Shop |
| 73  | 10039 | 8/1  | \$9,313.00          | PumpMan - Planned Maintenance for Lift Stations First Payment for FY 07/01/2018-07/01/2019      |
| 74  | 10040 | 8/1  | \$192.68            | RWC Group - (1) Chemical Cleaner for NG4  |
| 75  | 10041 | 8/1  | \$1,123.47          | TEC of California - Restock (4) Brake Pads; (1) Diagnostic Tool Fee for NG2.                    |
| 76  |       |      | <b>\$129,912.87</b> | <b>REGULAR CHECKS SUBTOTAL</b>  |
| 77  |       |      |                     |   |
| 78  |       |      |                     | <b>PAYROLL</b>  |
| 79  |       | 7/17 | \$77,521.33         | Payroll - Staff Checks Taxes & Direct Deposits  |
| 80  |       | 7/17 | \$1,770.00          | Payroll - Nationwide Deferred Compensation (100% Paid By Employees)                             |
| 81  |       | 7/17 | \$600.00            | Payroll - Nationwide Deferred Compensation (100% Paid By Employees)                             |
| 82  |       | 7/31 | \$64,562.27         | Payroll - Staff Checks Taxes & Direct Deposits  |
| 83  |       | 7/31 | \$1,770.00          | Payroll - Nationwide Deferred Compensation (100% Paid By Employees)                             |
| 84  |       | 7/31 | \$600.00            | Payroll - Nationwide Deferred Compensation (100% Paid By Employees)                             |
| 85  |       |      | <b>\$146,823.60</b> | <b>PAYROLL SUBTOTAL</b>   |
| 86  |       |      |                     |   |
| 87  |       |      |                     | <b>ACH TRANSFERS</b>  |
| 88  |       | 7/20 | \$1,278.71          | ACH Retirement Payment to CalPERS for PEPRA 07/02/2018-07/15/2018                               |
| 89  |       | 7/20 | \$1,213.29          | ACH Retirement Payment to CalPERS for Classic 8584 07/02/2018-07/15/2018                        |
| 90  |       | 7/20 | \$11,368.86         | ACH Retirement Payment to CalPERS for Classic 8583 07/02/2018-07/15/2018                        |
| 91  |       | 8/1  | \$2,903.13          | ACH Board Health Insurance Payment to CalPERS for August 2018                                   |
| 92  |       | 8/1  | \$42,753.05         | ACH Employee Health Insurance Payment to CalPERS for August 2018                                |
| 93  |       |      | <b>\$59,517.04</b>  | <b>ACH TRANSFERS SUBTOTAL</b>   |
| 94  |       |      |                     |   |
| 95  |       |      | <b>\$364,185.46</b> | <b>TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)</b>                            |
| 96  |       |      |                     |   |
| 97  |       |      |                     | <b>BANK TRANSFERS</b>   |
| 98  |       | 7/16 | \$60,000.00         | Transfer Funds from Money Market to Checking Account  |
| 99  |       | 7/18 | \$750,000.00        | Transfer Funds from Checking Account to LAIF  |
| 100 |       | 7/16 | \$1,290,546.29      | Transfer Funds from CALTrust to Checking Account  |

A motion was made by Director Cobo, seconded by Director Rice, to approve the expenditures in the amount of \$ 364,185.46. 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 Nguyen reported that he met with the District's auditors from White Nelson Diehl Evans on Monday, August 6, 2018 and stated that he had no concerns.

## **Report of General Manager**

GM Robbins reported that the District had to call out a plumber to replace three valves in the restrooms and that the dishwasher in the office kitchen had to be replaced.

GM Robbins reported that the District's most recent new hire went back to his old job and that the District would be calling the next available applicant for a second interview.

GM Robbins reported that the City of Westminster would be sending the District a bill for all the manholes that were installed over the past two years and that the District would need to verify that they were done according to standards prior to paying the bill.

GM Robbins reported that the District is still having issues with truck NG1 stalling out and that staff was having a conference call with Cummins on Wednesday, August 8, 2018.

## **Report from Orange County Sanitation District (OCSD) Meeting on July 25, 2018**

President Nguyen reported that he and Director Krippner both attended the OCSD meeting on July 25, 2018. It was a quick meeting to approve committee meetings.

## **Report from the City of Westminster's Safety Day on July 18, 2018**

All of the Directors attended the City of Westminster's Safety Day and agreed that there was a good turnout for the event.

## **Report from the MCSD Open House on July 21, 2018**

All of the Directors agreed that it was a great event, with residents asking good questions about the new organics program.

President Nguyen stated that he really likes the interaction between the residents and the District.

## **Report from the District Luncheon for Retiree, Darrell Grimes on July 25, 2018**

Director Diep stated that it was good to get together with all the employees and that he feels that they appreciate the time, appreciation and recognition because everyone indirectly benefits.

Director Cobo stated that Darrell Grimes seems very happy to be retired.

## **Report from the 1<sup>st</sup> Concert in the Park on August 2, 2018**

Director Rice reported that the Board gave away a lot of t-shirts to the kids at the event.

President Nguyen stated that CR&R was also a sponsor of the Concert in the Park.

## **Report from CR&R – 2<sup>nd</sup> Quarter Tonnage Report**

Thanh Tran from CR&R reported that the tonnage diverted for the 2<sup>nd</sup> quarter was at 43% due to issues with the SERF facility in Long Beach, which was temporarily closed for maintenance. He stated that the Orange Slices video done by the District as well as the radio segments were great for outreach and would help to inform residents of recycling. He provided a draft letter from CR&R to be sent to the Westminster School District which they do annually per their contract with the District. Mr. Tran stated that he and GM Robbins would be meeting with the City to talk about including an organics section on business license applications requiring disclosure of how they plan to dispose of their organics.

Director Rice stated that the letter was very well written but that it should be sent to the Superintendent as well as all the Board members and she stated that the MCSD Board of Directors should be mentioned in the letter.

## **CONSENT CALENDAR**

A. Approval of the Fiscal Year 2017-2018 Fourth Quarter Financial Reports and Budget Review for the Period of July 1, 2017 through June 30, 2018

A motion was made by Director Cobo, seconded by Director Diep, to approve the Consent Calendar. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

## **OLD BUSINESS**

None

## **NEW BUSINESS**

A. Discussion and Consideration of the Midway City Sanitary District's 80<sup>th</sup> Anniversary Celebration in April 2019

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director Diep, seconded by Director Cobo, to approve as recommended by staff and (1) waive the bid process requirement and approve staff to make the necessary arrangements per the Ad Hoc committees recommendations (2) increase the budget for the event by \$30,000 to \$36,000 and (3) set a date of Saturday, April 6, 2019 for the event.

Director Diep, the maker of the motion, left the meeting at 5:37 P.M.

Since Director Diep, the maker of the motion for agenda item 9A, left the meeting prior to the vote and did not return, the motion could not proceed and thus failed.

A new motion was made by Director Cobo, seconded by Director Rice, to approve as recommended by staff and (1) waive the bid process requirement and authorize staff to make the necessary arrangements per the Ad Hoc committees' recommendations (2) increase the budget for the event by \$30,000 to \$36,000 and (3) set a date of Saturday, April 6, 2019 for the event. The motion was approved by the following 4-0-0 vote:

AYES: Cobo, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT: Diep

#### B. Consider Approval of Printer for 2019 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 DTN Tech for printing of 2019 MCSD calendar. The motion was approved by the following 4-0-0 vote:

AYES: Cobo, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT: Diep

### INFORMATIONAL ITEMS

#### A. Web Site Activity for the Month of July 2018 (143,800 Successful Hits)

Receive and file.

## BOARD CONCERNS/COMMENTS

Director Rice stated that she received a door-hanger for the District's next clean up event at Margie L. Rice Park on Saturday, August 25, 2018 and that they were very nice.

President Nguyen thanked staff and stated that he wanted to schedule the next round of media segments for the Vietnamese radio talk-show to promote the District's new organics program. He suggested they start with VNCR on Wednesday, August 8, 2018 at 10 A.M. and asked Directors Cobo and Rice to participate.

## GM/STAFF CONCERNS/COMMENTS

GM Robbins wished President Nguyen a happy birthday.

## GENERAL COUNSEL CONCERNS/COMMENT

None

## CLOSED EXECUTIVE SESSION

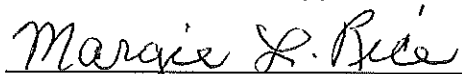
CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government 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 Nguyen adjourned the meeting to Tuesday, August 21, 2018 at 5:00 P.M. at the District office at approximately 5:52 P.M.

  
Margie L. Rice, Secretary