

**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 4, 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, September 4, 2018 at 5:01 P.M.

**BOARD MEMBERS PRESENT:**

Al P. Krippner  
Margie L. Rice  
Tyler Diep (arrived at 5:14 P.M.)  
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  
Anita Rice, Resident

**PLEDGE AND INVOCATION**

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

**PUBLIC COMMENTS**

None

## APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUG, 21, 2018

A motion was made by Director Rice, seconded by Director Cobo, to approve the minutes of the regular meeting of August 21, 2018. The motion was approved by the following 4-0-0 vote:

AYES: Cobo, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT: Diep

## APPROVAL OF EXPENDITURES

### A. Demands in the amount of \$ 312,698.74

#	CK #	Date	AMOUNT	VENDOR	
1				HANDCUT CHECKS:	
2	10066	8/23	\$150.00	Pitney Bowes/Purchase Power - Postage for Postage Machine AUG-2018	
3	10067	8/23	\$45.00	Juan Salce - 2018 DMV Renewal Reimbursement	
4	10068	8/27	\$26,464.00	CalPERS Fiscal Services -	
5	10069	8/28	\$266.13	Michael LaFreniere - Overtime Owed from 08/28/2018 Paydate	
6	10070	8/28	\$219.05	Crystal Enciso - Vacation Time Owed from 08/28/2018 Paydate	
7	10071	8/28	\$182.91	AT&T - Brookhurst Lift Station Service for August 2018	
8	10072	8/28	\$325.99	Cintas - Uniform Services for August 2018	
9	10073	8/28	\$17.23	City of Westminster - Water Usage for Hammon Lift Station 06/27-08/21/2018	
10	10074	8/28	\$1,094.37	Frontier Communications-District Office Phones & Lift Stations for August 2018;	
11			\$599.16	District Office, \$165.07 Willow Lift, \$165.07 Westminster Lift, \$165.07 Hammon Lift	
12	10075	8/28	\$5,070.50	Southern California Edison-District Office \$3,922.11, Brookhurst Lift Station \$107.72,	
13				Westminster Lift Station \$411.73, Willow Lift Station \$191.16, Hammon Lift Station \$437.78	
14	10076	8/28	\$7,633.01	US Bank	
15				(DGe) Board Meeting Refreshments for 08/07	\$12.18
16					<b>Total \$12.18</b>
17				(RH) Remington Water Svcs. JLY-2018	\$64.00
18				(RH) City of Westminster - Water - Wash Rack 06/06-07/31/2018	\$151.84
19				(RH) City of Westminster - Water - Maint. Shop 06/06-07/31/2018	\$14.72
20				(RH) City of Westminster - Water - District Offices 06/06-07/31/2018	\$171.37
21				(RH) CSMFO Luncheon Registration Orange, CA 08/16/2017 (RH)	\$30.00
22				(RH) City of Westminster - Water - Hydrant Usage 07/18-08/16/2018 - AUG-2018	\$56.23
23					<b>Total \$488.16</b>
24				(NC) (2) R884's & (2) Center Bolts for NG4	\$189.26
25				(NC) Restock Gloves	\$83.61
26				(NC) CWEA Association Membership 2018 (NC)	\$188.00
27				(NC) (2) Bolts & (2) Locknuts	\$165.44
28				(NC) Restock Gloves	\$28.26
29				(NC) Restock (4) Hand Sanitizer	\$4.35

30			(NC) Restock Kitchen Supplies AUG-2018	\$194.11
31			(NC) (1) Pipe Blanket System	\$727.68
32			(NC) CWEA Association Membership 2018 (NC)	\$87.00
33			<b>Total</b>	<b>\$1,667.71</b>
34			(KR) Custom Frame for Organic Open-House Poster	\$270.65
35			(KR) Wiarcom GPS Monthly JLY-2018	\$490.95
36			(KR) (2) Dollies for District Operations	\$45.10
37			(KR) DGr Retirement Luncheon 7/25	\$714.64
38			(KR) (4) 64oz Coolers for New Drivers	\$21.71
39			(KR) Replacement Dishwasher, Parts, & Delivery - Front Office	\$505.65
40			(KR) Meeting with Board President 07/31	\$11.15
41			(KR) Printing of Office Photos	\$12.90
42			(KR) Replacement Dishwasher Install & Parts - Front Office	\$145.00
43			(KR) (2) Dozen Donuts for Tailgate Meeting	\$22.98
44			(KR) (10) Fuses for Restock/Replacement Sewer Lift Stations	\$121.38
45			(KR) (5) Battery Back-ups for Lift Stations & SCADA computer	\$1,038.18
46			(KR) (4) Replacement Sprinkler Heads - Front Office	\$14.66
47			(KR) Meeting with Board President 08/14	\$8.40
48			(KR) (2000) Inspection Cards & (2000) Receipt Slips for Sewer Permits	\$1,550.76
49			(KR) Wiarcom GPS Monthly AUG-2018	\$490.95
50			<b>Total</b>	<b>\$5,465.06</b>
51	10077	9/1	\$1,147.12 <b>The Standard Life Insurance</b> - Life Insurance & AD&D Premium Coverage for September 2018	
52	10078	9/1	\$423.58 <b>Vision Service Plan</b> - Monthly Premium for September 2018	
53			<b>\$43,038.89 HANDCUT CHECKS SUBTOTAL</b>	
54				
55			<b>REGULAR CHECKS:</b>	
56	10079	9/1	\$62.00 <b>Advanced Gas Products</b> - Cylinder Rentals for July 2018	
57	10080	9/1	\$173.20 <b>Advanced Workplace Strategies, Inc.</b> - DOT Drug Testing & Collection Fees	
58	10081	9/1	\$1,015.83 <b>Bodyworks Equipment</b> - Restock (10) Rocker Switches, (1) Grabber Driver Gear, (1) Hydraulic Filter Kit.	
59				
60	10082	9/1	\$746.00 <b>CRC Cloud</b> - Maintenance & Support for September 2018	
61	10083	9/1	\$74,346.67 <b>CR Transfer</b> - Tonnage from 08/01/2018 through 08/15/2018	
62	10084	9/1	\$3,462.76 <b>Daniels Tire Service</b> - Restock (3) New Tires & (9) Recaps	
63	10085	9/1	\$37,515.57 <b>DTNtech</b> - Design Fee & (35,000) 2019 District Calendars Printing, Service, & Mail Processing	
64	10086	9/1	\$577.68 <b>McNellis Truck</b> - CNG System Cylinder Inspection with Labor Costs for NG4	
65	10087	9/1	\$2,990.66 <b>NVB Equipment Inc.</b> - Air Conditioning Service & Repair for NG1 & NG6	
66	10088	9/1	\$522.87 <b>TEC of California</b> - (1) Rotor for NG10	
67	10089	9/1	\$1,075.50 <b>Los Alamitos Napa Auto Parts</b> - Restock (1) A/C Compressor, (1) Serpentine Belt, (4) Blaster Penetrant, (4) Scotseal, (2) Air Filters.	
68				
69			<b>\$122,488.74 REGULAR CHECKS SUBTOTAL</b>	
70				
71			<b>PAYROLL</b>	
72	8/28		\$62,933.28 Payroll - Staff Checks Taxes & Direct Deposits	
73	8/28		\$600.00 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)	
74	8/28		\$2,360.00 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)	
75	9/7		\$6,195.45 Board of Director's Payroll for the Month of August 2018	
76	9/4		\$485.44 Board of Director's Nationwide Deferred Compensation for August 2018 (100% Paid By Directors)	
77			<b>\$72,574.17 PAYROLL SUBTOTAL</b>	
78				

78			
79		<b>ACH TRANSFERS</b>	
80	9/4	\$44,226.59	ACH Employee Health Insurance Payment to CalPERS for September 2018
81	9/4	\$2,903.13	ACH Board Health Insurance Payment to CalPERS for September 2018
82	8/23	\$1,288.87	ACH Retirement Payment to CalPERS for PEPR 07/30/2018-08/12/2018
83	8/23	\$1,213.29	ACH Retirement Payment to CalPERS for Classic 8584 07/30/2018-08/12/2018
84	8/23	\$10,702.08	ACH Retirement Payment to CalPERS for Classic 8583 07/30/2018-08/12/2018
85	8/28	\$1,288.87	ACH Retirement Payment to CalPERS for PEPR 08/13/2018-08/26/2018
86	8/28	\$1,214.13	ACH Retirement Payment to CalPERS for Classic 8584 08/13/2018-08/26/2018
87	8/28	\$10,709.98	ACH Retirement Payment to CalPERS for Classic 8583 08/13/2018-08/26/2018
88	8/27	\$1,050.00	ACH GASB 68 Annual Reporting Services Fee
89		<b>\$74,596.94</b>	<b>ACH TRANSFERS SUBTOTAL</b>
90			
91		<b>\$312,698.74</b>	<b>TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)</b>
92			
93			<b>BANK TRANSFERS</b>
94	8/27	\$158,874.10	Transfer Funds from Money Market to Checking Account

A motion was made by Director Cobo, seconded by Director Rice, to approve the expenditures in the amount of \$ 312,698.74. The motion was approved by the following 4-0-0 vote:

AYES: Cobo, Krippner Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT: Diep

## REPORTS

### Report of President

None

### Report of General Manager

GM Robbins reported that the repairs to the motor on truck #NG-1 was covered under its warranty but that it is still shutting off so it is now at Freightliner to check for electrical issues. If the District needs to purchase another truck, Mack has confirmed that they will honor the price quoted last year for the chassis. Staff is still waiting to hear back from Heil regarding the cost for the truck body.

GM Robbins stated that the District will not be receiving the grant for Renewed Natural Gas but will potentially receive credits from California Air Resources Board (CARB) in the amount of approximately \$40,000 per year.

GM Robbins stated that Director of Operations Nick Castro and Fleet Maintenance Mechanic Michael LaFreniere will be travelling to Tennessee on September 18-20, 2018 in

order to do the pilot inspection of the District's two new CNG trucks at Heil. The two new trucks should arrive at the District late September or early October and the CNG Vector truck should also arrive at the District sometime in October.

GM Robbins reported that the delivery of the District's new green organics containers was scheduled to begin on October 15, 2018.

GM Robbins stated that Finance/HR Director Robert Housley was asked to speak at the annual CalPERS conference this year regarding the District paying off its OPEB liabilities.

### **Report from the Orange County Sanitation District (OCSD) Meeting on Aug.22, 2018**

President Nguyen reported that the meeting was also a Hawaiian themed retirement celebration for Assistant General Manager Bob Ghirelli, that the Slater Pump Station valve replacement was awarded to PLC Construction in the amount of \$459,674 and that there was discussion regarding compensation benefits for the General Manager.

### **Report from the Clean up Event at Margie Rice Park on August 25, 2018**

Director Rice stated that there was a great turnout and the bins were filled. She stated that the clean up events are one of the best things that the District does for the community.

Director Cobo stated that the people that came and utilized the event were very grateful. He stated that the cleanup events really help keep the City clean and that the abandoned items are a problem.

Director Diep arrived at the meeting at 5:14 P.M.

GM Robbins stated that the next clean up event would be at the Russell Paris Park on October 27, 2018 and that the clean up events were mainly utilized by people cleaning out their garages or their yards.

GM Robbins, Director Diep and Director Rice commented on the problem of abandoned items in the right-of-way, the respective jurisdictional responsibilities and authority of the District and City to address the issue, the effect clean up events have on addressing the issue, and the potential for partnering with the City.

### **CONSENT CALENDAR**

A. Approval the Midway City Sanitary District's Reserves and Approve Transferring and Reallocating Funds into the District's Reserve Accounts

A motion was made by Director Diep, seconded by Director Cobo, 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. Consider Approval to Hire One (1) New Relief Driver/Utility Worker**

GM Robbins stated that this position would replace the Sewer Supervisor who just retired and that if a relief driver/utility worker person is hired they could go back and forth between the sewer and solid waste departments as needed to cover employee time off requests.

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 approve hiring one new relief driver/utility worker. The motion was approved by the following 5-0 vote:

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

## **INFORMATIONAL ITEMS**

A. Letter from Santa Margarita Water District Re: SMWD Resolution in Support of Director Saundra F. Jacobs Nomination for President of the Independent Special Districts of Orange County (ISDOC)

B. City of Westminster Dia de la Familia, Saturday, September 8, 2018 at Sigler Park from 1 pm – 5 pm

C. August 27, 2018 Letter to Members of the Executive Committee for Orange County Local Agency Formation Commission (OCLAFCO) – Special District Consolidated Proposed Revisions to Policies and Procedures

D. August 28, 2018 Letter to Members of the Executive Committee for Orange County Local Agency Formation Commission (OCLAFCO) – Special District Comments Regarding FY 2018-2019 Work Plan

A motion was made by Director Cobo, seconded by Director Diep, to receive and file. The motion was approved by the following 5-0 vote:

AYES: Cobo, Diep, Krippner, Nguyen and Rice

NAYS:

ABSTAIN:

ABSENT:

## **BOARD CONCERNS/COMMENTS**

President Nguyen wished Director Krippner a happy birthday.

Director Rice stated that she was proud that Finance/HR Director Housley was asked to speak at the CalPERS conference.

Director Krippner stated that he feels that the District should continue the bulky item service and not make it the City's responsibility.

Director Rice stated that the discussion was about abandoned items, which are the City's responsibility, not the bulky item service, which the District does as a service for its customers.

Director Cobo stated that he would like to work with the City regarding the abandoned items situation within the City, but that he remembered that the City was reluctant to work with the District to get it done in the past.

General Counsel Eggart stated that the abandoned item problem is an issue that will likely come back up, at which time he would suggest that it be agendaized so that the Board could have a more in-depth discussion and could work through some of the issues that go along with it.

## **GM/STAFF CONCERNS/COMMENTS**

GM Robbins stated that if Heil comes back with a similar price as from January 2018, he will bring back a staff report for the Board to consider purchasing another refuse truck.

GM Robbins reported that he would be on vacation from September 18 through October 8, 2018, and that Finance/HR Director Housley would be in charge during that time.

GM Robbins stated that the District proposed actual costs to the City for the service to pick up abandoned items and that CR&R's tonnage costs have increased since their last proposal to the City to pick up abandoned items. He stated that when it is revisited, there will need to be a whole new proposal.

Finance/HR Director Housley stated that the District's annual audit was almost completed and that the results would be presented at an upcoming Board meeting. Each Director was provided with a printed budget document.

#### GENERAL COUNSEL CONCERNS/COMMENT

None

#### CLOSED EXECUTIVE SESSION

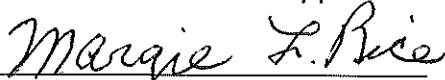
**CLOSED SESSION:** During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government 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, September 18, 2018 at 5:00 P.M. at the District office at approximately 5:38 P.M.



Margie L. Rice, Secretary