

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

October 17, 2023

CALL TO ORDER

President Pro Tem M. Nguyen called the regular meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Street, Westminster, California on Tuesday, October 17, 2023 at 5:31 PM.

BOARD MEMBERS PRESENT:

Tyler Diep (arrived @ 5:33 PM)
Chi Charlie Nguyen
Andrew Nguyen
Sergio Contreras
Mark Nguyen

STAFF MEMBERS PRESENT:

Robert Housley, General Manager
Milo Ebrahimi, District Engineer, P.E
Ashley Davies, Director of Servs. & Program Development
Siamlu Cox, Director of Finance & Human Resources
Cynthia Olsder, Executive/Board Secretary

OTHER MEMBERS PRESENT:

James H. Eggart, General Counsel, Woodruff & Smart

PLEDGE AND INVOCATION

Director S. Contreras led the Pledge of Allegiance. Director M. Nguyen gave the Invocation.

PUBLIC COMMENTS

None

President T. Diep arrived at 5:33 PM and assumed chairmanship of the meeting.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON OCTOBER 3, 2023

A motion was made by Director C. Nguyen, seconded by Director A. Nguyen, to approve the minutes of the Regular Meeting on October 3, 2023. The motion was approved by the following 5-0 vote:

AYES: A. Nguyen, M. Nguyen, T. Diep, S. Contreras, C. Nguyen

NAYS:

ABSTAIN:

ABSENT:

APPROVAL OF EXPENDITURES

A. Demands in the amount of \$789,496.18.

	CK #	DATE	AMOUNT	VENDOR CHECKS:	MEMO:
1	14989	9/27	530.98	AT&T (Brookhurst Lift Station)	Brookhurst Sep-2023
2	14990	9/27	37.41	City of Westminster-Water Billing	Lift Stations
3	14991	9/27	84.94	City of Westminster Hydrant	Hydrant Water Service Sep-2023
4	14992	9/27	10,863.20	Orange County Sanitation District	MCSD July Permit Fees 2023
5	14993	9/27	1,734.07	Southern California Edison	Lift Station
6	14994	9/27	1,447.02	Spectrum Enterprise (Time Warner Ca	Sep-2023
7	14995	9/27	1,471.92	Standard Insurance Company Life	Oct - 2023
8	14996	9/27	445,851.86	Woodcliff Corporation - Contractor	Building Project Pay App #11 Aug 2023
9	14997	9/27	23,465.88	Woodcliff Corporation - Escrow Accou	Building Project #11 Aug 2023 - Retention Payment
10	14998	9/27	6,495.40	Woodruff & Smart	Legal Services Aug-2023
11	14999	9/28	0.00	Premier Automotive of Buena Park	VOID: Bolt EUV LT VIN 1G1FY6S07P4179975
12	15000	9/28	32,548.63	Premier Automotive of Buena Park	Chevrolet Bolt EUV VIN 1G1FY6S09P4173997
13	15001	10/6	1,362.55	Dtntech	Gillespie Park Cleanup Mailer
14	15002	10/6	126.00	Advanced Workplace Strategies, Inc.	DOT Test A. Gonzalez 09/01/2023
15	15003	10/6	6,264.00	AKM Consulting Engineers, Inc.	Sewer System Master Plan 07/21/23 - 09/01/23
16	15004	10/6	1,270.00	Ayala's Car Wash	Fleet Wash
17	15005	10/6	52.99	Betts Truck Parts & Service	Socket wrench (1)
18	15006	10/6	3,904.15	Bodyworks Equip. Inc.	Replace Mono Block Hydraulic Valve , Hopper Skirt, Control Valve for NG1 & Restock Spring
19	15007	10/6	663.65	Cameron Welding Supply	Welding Supplies, gloves & propane
20	15008	10/6	2,490.88	Chi Charlie Nguyen	2023 CDSA Conference & AAPI Leadership Summit Reimbursement
21	15009	10/6	1,891.48	Clean Energy	CNG Station Service 09/18/23
22	15010	10/6	1,547.06	County of Orange Treasurer-Tax Collector	23-24 Sec Prop Tax Bill OCSD sewer user fee Laptop, Maintenance & Support, and Supplies Sep-2023
23	15011	10/6	4,154.93	CRC Cloud	Reimbursement for Outreach Committee Meeting Lunch 10/4/23
24	15012	10/6	72.64	Cynthia Loan Olsder	Recap Tires
25	15013	10/6	3,064.29	Daniels Tire Service	Accounting Assistance August-2023
26	15014	10/6	9,880.00	Davis Farr LLP	Traffic Control/Flagger Safety Training
27	15015	10/6	1,188.00	ehs International, Inc	September 2023
28	15016	10/6	621.40	Frontier Communications	Hydraulic fitting - NG-1
29	15017	10/6	98.98	Hose-Man, Inc.	Refund Fees APN No. 097-111-115
30	15018	10/6	2,314.41	Jeremy Cao	Refund Fees 2023-24 APN No. 09641306
31	15019	10/6	296.10	Katie Vu	Janitorial Services October-2023
32	15020	10/6	828.36	Merchants Building Maintenance, LLC	VOID: Reimb for CWEA Grade 1 Fee
33	15021	10/6	0.00	Hossein Ebrahimi	Hydraulic fittings (28)
34	15022	10/6	463.60	Motion and Flow Control Products, Inc	A/C Repair NG-14
35	15023	10/6	2,179.20	NVB Equipment, Inc.	Generator Repairs
36	15024	10/6	6,217.72	Odyssey Power Corporation	MCSD Sep Permit Fees 2023
37	15025	10/6	14,365.65	Orange County Sanitation District	Employee Screening
38	15026	10/6	114.00	Paychex - Employee Screening	Replace Hose Parts for Vector Trucks
39	15027	10/6	211.30	Plumbers Depot Inc.	Prepaid legal Sep-2023
40	15028	10/6	33.90	Pre-Paid Legal Services, Inc.	Replacement Parts for Wash Rack (Wand)
41	15029	10/6	9.79	PSI	Radio talkshows (6) 20Min Recorded 09/12/23
42	15030	10/6	2,000.00	Radio Bolsa Corp.	Bldg Proj Mgt September-2023
43	15031	10/6	23,082.99	Rengel + Company Architects, Inc	Legal Services Aug-2023
44	15032	10/6	6,065.20	Rutan & Tucker, LLP	Hydraulic Oil (134 gallons), 15W-40 NGP (88 gallons)
45	15033	10/6	4,056.72	Safety-Kleen Systems, Inc.	

46	15034	10/6	45,240.48	Sierra Container Group, LLC	Blue Cart 95Gal (702)
47	15035	10/6	1,080.39	SoCal Auto & Truck Parts, Inc.	Restock lighting for Trash Trucks and Supplies for Shop Use
48	15036	10/6	221.31	SoCal First Aid & Safety	Restock first aid kits
49	15037	10/6	31.00	Underground Service Alert	Underground Dig Alerts September-2023 (12)
50	15038	10/6	973.11	UniFirst Corporation	September - 2023
51	15039	10/6	2,062.50	VNCR	Radio talkshow 15 min (5) 09/29/23 - 10/28/23
52	15040	10/6	504.00	Wespac Security Services, Inc.	Fire & Gas leak alarm monitoring 07/23 - 09/23
53	15041	10/6	192.00	Hossein Ebrahimi	Reimb for CWEA Grade 1 Fee
54	15042	10/6	233.97	Tony Tran	Permit 7222 Overpayment
55			\$675,962.01	CHECKS SUBTOTAL	
56					
57				<u>PAYROLL:</u>	<u>MEMO</u>
58		9/28	\$ 6,068.68	Nationwide	457 Deferred Compensation (Employees)
59		10/4	\$ 91,093.59	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
60		10/4	\$ 6,009.91	Nationwide	457 Deferred Compensation (Employees)
61		10/6	\$ 7,375.61	Paychex	Board Payroll - Checks, Taxes, & Direct Deposits
62		10/6	\$ 778.50	Nationwide	457 Deferred Compensation (Board)
63			\$111,326.29	ACH TRANSFERS SUBTOTAL	
64					
65				<u>ACH PAYMENTS:</u>	<u>MEMO</u>
66	FY24M1010	9/28	\$ 2,135.88	Chevron Texaco (Wex Bank)	Fleet Fuel
67	FY24M1011	9/25	\$ 72.00	WEX Health Inc	Monthly HRA Admin Fee August - 2023
68			\$ 2,207.88	ACH TRANSFERS SUBTOTAL	
69					
70			\$789,496.18	TOTAL EXPENDITURES (ACCOUNTS PAYABLE CHECKS, PAYROLL, ACH TRANSFERS)	
71					
69				<u>BANK TRANSFERS:</u>	
70		9/27	\$ 350,000.00	From LAIF to Money Market	
71		9/27	\$ 400,000.00	From LAIF to Checking	
75			\$750,000.00	BANK TRANSFERS	

A motion was made by Director C. Nguyen, seconded by Director A. Nguyen, to approve the expenditures in the amount of \$789,496.18. The motion was approved by the following 5-0 vote:

AYES: T. Diep, A. Nguyen, M. Nguyen, S. Contreras, C. Nguyen
 NAYS:
 ABSTAIN:
 ABSENT:

REPORTS

Report of President:
 None

Report of General Manager

General Manager R. Housley reported that the cockroach spraying of the manhole has been pushed back to November. Director S. Contreras stated that this is a good opportunity to inform the community.

General Manager R. Housley reported that the final clean-up event at Elden G. Park is on October 21, the employee luncheon is on October 25, the educational outreach event at Sequoia Elementary School is on October 27, and the State OC San luncheon is on October 27. Additionally, he also reported that Board Secretary C. Olsder will be attending the CSDA Board Conference on November 6-9.

General Manager R. Housley reported that he attended the CR&R Tenant Workshop on October 12, 2023 with Director A. Nguyen and Director of Servs. & Program Development A. Davies.

Report of Outreach Committee Meeting on October 4, 2023

Director A. Nguyen reported that he attended the meeting with Director C. Nguyen to discuss the final clean-up event, the media outreach opportunity with Spectrum and Que Buena Radio, and the 2024 Open House/Tet event.

Report of Outreach VietLink Radio on October 5, 2023

Director C. Nguyen reported that he attended the meeting with Director A. Nguyen to talk about the District's services and forthcoming events. He also thanked the Director of Servs. & Program Development A. Davies for her attendance.

Report of Building Project Ad Hoc Committee Meeting on October 10, 2023

Director S. Contreras and Director M. Nguyen reported that the building construction is expected to be completed sometime in December, and that the furniture is expected to be delivered in January.

Report of Outreach Me Vietnam Radio on October 13, 2023

Director S. Contreras reported that he attended the meeting with Director M. Nguyen to talk about the services provided by the District and upcoming activities.

CONSENT CALENDAR

- A. Approve and File the Treasurer's Investment Report for September 2023
- B. Approve the Engineer Report for September 2023
- C. Approve the October 4, 2023 Outreach Committee Recommendations
- D. Approve the Open House for February 3, 2024 and Approve a Budget of \$50,000
- E. Approve General Manager, Robert Housley's, Vacation Request for November 27, 2023 through December 1, 2023 for a Total of Five (5) days and Approve Acting Pay for Director of Operations/Safety, Nick Castro for the Five (5) Days
- F. Approve Rejection of Government Claim Filed by Southern California Edison Company

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

AYES: T. Diep, A. Nguyen, M. Nguyen, S. Contreras, C. Nguyen
NAYS:
ABSTAIN:
ABSENT:

OLD BUSINESS

None

NEW BUSINESS

- A. Consider Approval of Spectrum Media Proposal for Educational Outreach Focusing on Senate Bill 1383 Organics and Enforcement

A staff report and recommendations were provided and considered by the Board. A motion was made by Director S. Contreras, seconded by Director C. Nguyen, to table the item and to direct Staff to (1) find out if Spectrum Media offers various package options, and (2) to research alternative media platforms and report back to the Board for future considerations. The motion was approved by the following 5-0 vote:

AYES: A. Nguyen, M. Nguyen, T. Diep, S. Contreras, C. Nguyen
NAYS:
ABSTAIN:
ABSENT:

INFORMATIONAL ITEMS

None

BOARD CONCERNS/COMMENTS

Director A. Nguyen attended the CR&R Tenant Workshop with staff and reported that it was a great turnout. He deferred to Director of Servs. & Program Development A. Davies to share further details about the event.

GM/STAFF CONCERNS/COMMENT

None

LEGAL COUNSEL CONCERNS/COMMENTS

General Counsel J. Eggart advised the Board that the Governor had acted on all legislative bills presented to him and that he would provide an update to the Board on adopted legislation pertinent to the District at a later date.

CLOSED SESSION

None

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.

ADJOURNMENT

President T. Diep adjourned the meeting at 6:05 PM to the next Board Meeting to be held at the District on Tuesday, November 7, 2023, at 5:30 PM.

Andrew Nguyen, Secretary