

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

**January 8, 2019**

**CALL TO ORDER**

President C. Nguyen called the special meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Avenue, Westminster, California on Tuesday, January 8, 2019 at 5:00 P.M.

**BOARD MEMBERS PRESENT:**

Al P. Krippner  
Margie L. Rice  
Andrew Nguyen  
Sergio Contreras  
Chi Charlie Nguyen

**OTHERS AT MEETING:**

Kenneth Robbins, General Manager  
Robert Housley, Finance/HR Director  
James Eggart, General Counsel  
Danielle Gerardo, Board Secretary  
Anita Rice, Resident  
Kent Shrewsbury, Resident

**PLEDGE AND INVOCATION**

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

**PUBLIC COMMENTS**

None

## APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DEC. 18, 2018

A motion was made by Director S. Contreras, seconded by Director A. Nguyen, to approve the minutes of the regular meeting of Dec. 18, 2018. The motion was approved by the following 5-0 vote:

AYES: S. Contreras, A. Krippner, A. Nguyen, C. Nguyen, and M. Rice

NAYS:

ABSTAIN:

ABSENT:

## APPROVAL OF EXPENDITURES

### A. Demands in the amount of \$ 315,378.32

#	CK #	Date	AMOUNT	VENDOR
1				<b>HANDCUT CHECKS:</b>
2	10314	12/19	\$185.64	Cintas - Uniform Services for December 2018
3	10315	12/19	\$2,850.00	City of Westminster-3rd Qtr Over-the-Top Fees Collected by CR&R & Remitted to MCSD
4	10316	12/19	\$5,596.73	The Gas Company - CNG Fuel for November 2018; District Office, Maintenance Shop, 5 & Wash Rack Usage Fees for December 2018.
6	10317	12/19	\$308.77	Pitney Bowes - Lease Payment for Postage Machine January 2019 through April 2019
7	10318	12/28	\$192.45	AT&T - Brookhurst Lift Station Service for December 2018
8	10319	12/28	\$529.92	AT&T Mobility-Service for Nov 2018;(KR) 714-310-2313,(NC)714-310-8653,(RG)714-325-3606, 9 Sewer 714-310-8654, Emergency 714-310-9004.
10	10320	12/28	\$185.64	Cintas - Uniform Services for December 2018
11	10321	12/28	\$1,098.24	Frontier Communications-District Office Phones & Lift Stations for Dec 2018; 12 \$602.94 District Office,\$165.10 Willow Lift,\$165.10 Westminster Lift,\$165.10 Hammon Lift.
13	10322	12/28	\$2,528.00	HB Staffing - Administrative Assistant Services for 12/09/2018 & 12/16/2018
14	10323	12/28	\$36.92	Huntington Beach Ford - (1) Screen Assembly for T9
15	10324	12/28	\$135.60	LegalShield - Member Paid Services for December 2018
16	10325	12/28	\$445.00	Memorial Care Medical Foundation - Physical Exams for December 2018
17	10326	12/28	\$667.00	Rutan & Tucker - Legal Services for November 2018
18	10327	12/28	\$3,305.48	SDRMA Delta Dental - Dental Insurance Premium for January 2019
19	10328	12/28	\$4,354.86	Southern California Edison-District Office \$3,102.32,Brookhurst Lift Station \$98.65, 20 Westminster Lift Station \$583.25,Willow Lift Station \$157.73,Hammon Lift Station \$412.91.
21	10329	12/28	\$1,122.56	The Standard Life Insurance - Life Insurance & AD&D Premium Coverage for January 2019
22	10330	12/28	\$467.08	Vision Service Plan - Monthly Premium for January 2019
23	10331	12/28	\$275.00	Viet-Nam Call Radio-(1)10-Minute Talk show on 11/21-Farewell from Dir Cobo & Diep
24			\$24,284.89	HANDCUT CHECKS SUBTOTAL
25				

25			
26			<b>REGULAR CHECKS:</b>
27	10332	1/1	\$78.47 <b>Advanced Gas Products</b> - Restock Compressed Gas for December 2018
28	10333	1/1	\$4,513.92 <b>Bodyworks Equipment</b> - Restock (10) Grip Belts & (1) Track Weldment
29	10334	1/1	\$820.00 <b>CRC Cloud</b> - Maintenance & Support for January 2019
30	10335	1/1	\$69,278.78 <b>CR Transfer</b> - Tonnage from 12/01/2018 through 12/14/2018
31	10336	1/1	\$2,313.65 <b>Daniels Tire Service</b> - Restock (6) Recaps and (2) New Tires
32	10337	1/1	\$1,605.03 <b>Los Alamitos Napa Auto Parts</b> - (2) Fuel Filters, (2) Oil Filters, (4) Air Filters, (1) Tire Lube,
33			(2) Mirrors, (20) Hose Ends, (12) Quarts SE 5W 20 Motor Oil; (2) Batteries for NG12;
34			(1) A/C Belt, (1) Serpentine Belt, (1) Belt Tensioner Assembly for NGT11,
35	10338	1/1	\$2,048.94 <b>TEC of California</b> - Restock (6) Brake Pads
36	10339	1/1	\$1,960.00 <b>TESCO Controls, Inc</b> -Onsite Prof Services/Repair for Troubleshooting for SCADA System
37	10340	1/1	\$104.87 <b>TrucPar Company</b> - (1) Valve for NG8
38	10341	1/1	\$441.00 <b>Wespac Security Services</b> -Burglar, Fire, Gas Alarm Services for Oct through Dec 2018
39			<b>\$83,164.66 REGULAR CHECKS SUBTOTAL</b>
40			
41			<b>PAYROLL</b>
42		12/18	\$61,732.58 Payroll - Staff Checks Taxes & Direct Deposits
43		12/18	\$1,320.00 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
44		12/18	\$1,135.00 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
45		12/18	\$2,273.33 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
46		12/28	\$5,182.30 Board of Director's Payroll for the Month of December 2018
47		12/28	\$404.53 Board of Director's Nationwide Deferred Compensation for Dec 2018 (100% Paid By Directors)
48		12/31	\$66,981.95 Payroll - Staff Checks Taxes & Direct Deposits
49		1/2	\$1,500.02 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
50		1/2	\$1,320.00 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
51		1/2	\$1,135.00 Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
52			<b>\$142,984.71 PAYROLL SUBTOTAL</b>
53			
54			<b>ACH TRANSFERS</b>
55		12/19	\$1,476.35 ACH Retirement Payment to CalPERS for PEPRA 12/03/2018-12/16/2018
56		12/19	\$1,214.13 ACH Retirement Payment to CalPERS for Classic 8584 12/03/2018-12/16/2018
57		12/19	\$10,709.98 ACH Retirement Payment to CalPERS for Classic 8583 12/03/2018-12/16/2018
58		1/2	\$48,053.68 ACH Board Health Insurance Payment to CalPERS for January 2019
59		1/2	\$3,489.92 ACH Employee Health Insurance Payment to CalPERS for January 2019
60			<b>\$64,944.06 ACH TRANSFERS SUBTOTAL</b>
61			
62			<b>\$315,378.32 TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)</b>
63			
64			<b>BANK TRANSFERS</b>
65		12/13	\$300,000.00 Transfer Funds from Money Market to Checking Account
66		12/20	\$2,540,150.52 Transfer Funds from Money Market to Checking Account
67		12/20	\$1,600,000.00 Transfer Funds from Checking Account to LAIF

A motion was made by Director M. Rice, seconded by Director S. Contreras, to approve the expenditures in the amount of \$ 315,378.32. The motion was approved by the following 5-0 vote:

AYES: S. Contreras, A. Krippner, A. Nguyen, C. Nguyen, and M. Rice

NAYS:

ABSTAIN:

ABSENT:

## **REPORTS**

### **Report of President**

President C. Nguyen reported that he attended the Orange County Board of Supervisors' swearing in of Chairwoman Lisa Bartlett. He saw Jeff Snow from CR&R at the event and they spoke of the District's upcoming tour of CR&R's organics facility in Perris, CA.

### **Report of General Manager**

GM Robbins reported that he was having new business cards made for all the Directors with the District's 80<sup>th</sup> anniversary logo as well as new event banners.

GM Robbins reported that the tonnage for Christmas trees picked up by the District this year was substantially lower than last year.

### **Report from the Orange County Sanitation District (OCSD) Meeting on Dec. 19, 2018**

President C. Nguyen reported that he and newly appointed District Director and OCSD Representative, A. Nguyen, both attended the December 19, 2018 meeting.

Director A. Nguyen reported that David Shawver started as the new Chairman, that there were special employee service awards given for service to the District, and that state and federal lobbyists for 2019 were approved by the Board.

President C. Nguyen reported that he was presented with a plaque and that Greg Seaborne retired from his position at OCSD.

**CONSENT CALENDAR**

A. Approve Budget Calendar for Fiscal Year 2019-2020 (July 1, 2019 through June 30, 2020)

B. Tour of CR&R's Regional Organics Facility in Perris, California on January 18, 2019

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

AYES: S. Contreras, A. Krippner, A. Nguyen, C. Nguyen, and M. Rice

NAYS:

ABSTAIN:

ABSENT:

**OLD BUSINESS**

None

**NEW BUSINESS**

A. Discussion and Consideration of Award for Lead Fleet Maintenance Worker, Juan Salce, for Saving a Solid Waste Truck from Burning

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director M. Rice, seconded by Director C. Nguyen, to approve a \$1,000 Safety Award for Lead Fleet Maintenance Worker, Juan Salce, for saving a solid waste truck from burning. The motion was approved by the following 5-0 vote:

AYES: S. Contreras, A. Krippner, A. Nguyen, C. Nguyen, and M. Rice

NAYS:

ABSTAIN:

ABSENT:

B. Discuss and Consider the District's Participation in the City of Westminster's Annual TET Parade Scheduled for Saturday, February 9, 2019

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director S. Contreras, seconded by Director C. Nguyen, to direct the General Manager to submit the application and pay the fee for the District's participation in the TET parade and authorize the General Manager to donate a bin and cardboard trash receptacles upon formal request from the event organizer, up to a total cost of \$2,500. The motion was approved by the following 4-0-1 vote:

- AYES: S. Contreras, A. Nguyen, C. Nguyen and M. Rice
- NAYS:
- ABSTAIN: A. Krippner
- ABSENT:

C. Consider Attendance at the 2019 Waste Expo Being Held at the Convention Center in Las Vegas, Nevada, May 6-9, 2019

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director M. Rice, seconded by Director A. Nguyen, to approve attendance for Board members and staff who wish to attend the 2019 Waste Expo in Las Vegas, Nevada, May 6-9, 2019. The motion was approved by the following 4-0-1 vote:

- AYES: S. Contreras, A. Nguyen, C. Nguyen and M. Rice
- NAYS:
- ABSTAIN: A. Krippner
- ABSENT:

D. General Manager Vacation Request – December 20, 2019 through January 3, 2020, for a Total of Eleven (11) Days and Approval of Acting Pay for Finance Director for the Eleven (11) Days

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director S. Contreras, seconded by Director A. Nguyen, to approve the General Manager's vacation request for December 20, 2019 through January 3, 2020 and approve of acting pay for the Finance Director for the eleven days. The motion was approved by the following 4-0-1 vote:

- AYES: S. Contreras, A. Nguyen, C. Nguyen and M. Rice
- NAYS:
- ABSTAIN: A. Krippner
- ABSENT:

**INFORMATIONAL ITEMS**

- A. ISDOC Quarterly Meeting – January 31, 2019
- B. California Special Districts Association (CSDA)–Board Member Best Practices Session
- C. Web Site Activity for the Month of December 2018 (147,683 Successful Hits)

Receive and file.

**BOARD CONCERNS/COMMENTS**

Director M. Rice thanked everyone for the Christmas gifts and for the Edible Arrangement that was sent on behalf of the Board and Staff while she was ill.

Director S. Contreras thanked everyone on behalf of himself and his family for all the gifts and he thanked GM Robbins for all his help and support.

President C. Nguyen wished everyone a Happy New Year and thanked Kent Shrewsbury and Anita Rice for attending the meeting. He also thanked Finance/HR Director Housley for his assistance with his insurance.

**GM/STAFF CONCERNS/COMMENTS**

GM Robbins wished Director M. Rice a Happy Birthday. He asked that the Board confirm attendance to the Waste Expo and the ISDOC quarterly meeting as soon as possible so that arrangements could be made. He also asked that they confirm attendance to the CR&R tour because if there is a quorum of the Board an agenda will need to be posted.

**GENERAL COUNSEL CONCERNS/COMMENT**

None

## CLOSED EXECUTIVE SESSION

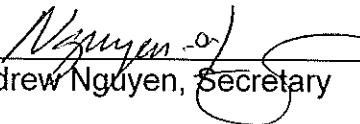
**CLOSED SESSION:** During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government 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 C. Nguyen adjourned the meeting to January 22, 2019 at 5:00 P.M. at the District office at approximately 5:50 P.M.

  
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Andrew Nguyen, Secretary