

**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**

July 16, 2019

CALL TO ORDER

President C. 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, July 16, 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
Chris Tooker, Trendzitions
Griffin Willig, Trendzitions

PLEDGE AND INVOCATION

Director A. Krippner led the Pledge of Allegiance. Director A. Nguyen gave the Invocation.

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 2, 2019

A motion was made by Director A. Nguyen, seconded by Director A. Krippner, to approve the minutes of the regular meeting of July 2, 2019. 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 \$ 341,228.79

#	CK #	Date	AMOUNT	VENDOR	
1				HANDCUT CHECKS:	
2	10707	7/1	\$ 95.00	Crystal Clear Fleet & Auto Detailing - Wash & Detail Fleel Trucks for 6/25	
3	10708	7/1	\$ 570.00	Memorial Care Medical Foundallon - Outpatient Office Visits 08/2018, 04/2019, 05/2019	
4	10709	7/1	\$ 1,799.00	ParcelQuest - Annual Renewal for 2019-2020	
5	10710	7/1	\$ 202,257.49	SDRMA - FY 2019-2020 Liability Package	
6	10711	7/1	\$ 191.60	First Bankcard (NC Credit Card) - Restock District Kitchen Supplies June 2019	
7	10718	7/2	\$ 249.25	Cintas - Uniform Services for June 2019	
8	10719	7/2	\$ 4,247.34	Southern California Edlson-District Office \$2,832.51, Brookhurst Lift Station \$83.31,	
9				Westminster Lift Station \$624.72, Willow Lift Station \$178.38, Hammon Lift Station \$528.42.	
10	10720	7/2	\$ 6,567.49	US Bank (District Credit Cards) -	
11				(RH) Travel Cost for 2019 GFOA Conference 05/20-05/22 (RH)	\$ 20.00
12				(RH) CSMFO Luncheon 05/24/2019 (RH)	\$ 25.00
13				(RH) City of Westminster - Water - Maint. Shop 03/13/19-05/07/19	\$ 15.63
14				(RH) City of Westminster - Water - District Offices 03/13/19-05/07/19	\$ 103.32
15				(RH) City of Westminster - Water - Hydrant Meter Usage 04/16/19-05/15/19	\$ 56.23
16				(RH) City of Westminster - Water - Wash Rack 03/13/19-05/07/19	\$ 208.37
17				(RH) City of Westminster - Water - Hammon Lift 04/03/19-05/28/19	\$ 15.03
18				(RH) City of Westminster - Water - Westminster Lift 04/03/19-05/28/19	\$ 12.27
19				(RH) CalPERS Educational Forum Registration 10/28/2019-10/30/2019 (RH)	\$ 449.00
20				(RH) Remington Services JLY-2019	\$ 68.00
21				(RH) Labor & Parts to Repair Shop Compressor	\$ 953.43
22				(RH) City of Westminster - Water - Hydrant Meter Usage 05/16/19-06/14/2019	\$ 56.23
23				RH Total	\$ 1,982.51
24				(NC) (1) 4-Drum Spill Platform & (2) 1-Drum Platform w/Drain for Shop	\$ 354.01
25				(NC) (2) Mini Hook Blades for Shop	\$ 13.59
26				(NC) (4) Kill Caps for CNG Trucks Restock	\$ 575.10
27				(NC) (1) Holster for Hand Controls for NGT11 Replacement	\$ 24.02
28				(NC) (35)PC Master Extension Set	\$ 407.81
29				(NC) Replacement Fridge for Breakroom	\$ 378.15
30				NC Total	\$ 1,752.68
31				(RG) Sewer Supplies for JUN-2019	\$ 78.18
32				RG Total	\$ 78.18
33				(RM) (1) Coupling for Shop Compressor	\$ 3.57
34				RM Total	\$ 3.57

35				(KR) Agenda Meeting with President Nauven 5/28	\$	12.45
36				(KR) ISDOC Qtrly Luncheon 06/27/2019 (KR)	\$	17.00
37				(KR) ISDOC Qtrly Luncheon 06/27/2019 (RH)	\$	17.00
38				(KR) ISDOC Qtrly Luncheon 06/27/2019 (CN)	\$	17.00
39				(KR) ISDOC Qtrly Luncheon 06/27/2019 (SC)	\$	17.00
40				(KR) ISDOC Qtrly Luncheon 06/27/2019 (AK)	\$	17.00
41				(KR) ISDOC Qtrly Luncheon 06/27/2019 (MR)	\$	17.00
42				(KR) ISDOC Qtrly Luncheon 06/27/2019 (AN)	\$	17.00
43				(KR) 6-Compressor Fuses for Mechanic Shop	\$	75.04
44				(KR) Food for Board Meetings	\$	10.47
45				(KR) (5) 27Gallon Storage Totes	\$	46.16
46				(KR) Sharpies & Stamps for 80th Open House	\$	16.43
47				(KR) (5) Urinal Screens	\$	12.87
48				(KR) 36"x48" Sortina Guide for 80th Open House	\$	97.88
49				(KR) Waircom JUN-2019	\$	530.85
50				(KR) 30'x40' Tent for 80th Open House	\$	1,323.38
51				(KR) (15) 10-LB Ice Bags	\$	16.15
52				(KR) Drinks & Chips for 80th Open House	\$	489.87
53					KR Total \$	2,750.55
54				\$ 215,977.17	HANDCUT CHECKS SUBTOTAL	
55						
56				REGULAR CHECKS:		
57	10712	7/1	\$	1,353.26	Daniels Tire Service - Restock (6) Recaps & (2) Repairs	
58	10713	7/1	\$	1,059.37	Franklin Truck Parts - Restock (1) Rotor Kit	
59	10714	7/1	\$	150.50	Los Alamitos Napa Auto Parts - Restock (8) LED Bulbs	
60	10715	7/1	\$	617.96	NVB Equipment - Air Conditioning Service & Repair for NG13 and NG14	
61	10716	7/1	\$	2,175.00	Safety Research Consultants - 4-Hour Training Class on 05/18/2019	
62	10717	7/1	\$	365.13	TEC of California - (1) Alternator for NG2	
63	10721	7/2	\$	1,413.08	Advanced Office - Restock Toner for Ricoh MPC300A Printer	
64	10722	7/2	\$	130.00	Asbury Environmental Services - (300) Gallons Used/Mixed Oil Pick Up	
65	10723	7/2	\$	20,783.34	County of Orange - Allocation of FY 2019-2020 LAFCO Costs	
66	10724	7/2	\$	2,982.11	Daniels Tire Service - Restock (6) Recaps & (4) New Tires	
67	10725	7/2	\$	549.00	Frog Environmental - 2019-20 Storm Water Services 1st Qtr.	
68	10726	7/2	\$	16,045.05	Perkins Manufacturing Company - (1) 3-Yard Heavy Duty Lifter for District	
69	10727	7/2	\$	557.42	South Coast AQMD - AQMD Fee for FY 2019-2020 for District Diesel Generators;	
70					AQMD Fee for FY 2019-2020.	
71				\$ 48,181.22	REGULAR CHECKS SUBTOTAL	
72						
73					PAYROLL	
74		7/2	\$	72,438.46	Payroll - Staff Checks Taxes & Direct Deposits	
75		7/2	\$	3,271.94	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)	
76		7/2	\$	860.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)	
77		7/2	\$	500.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)	
78				\$ 77,070.40	PAYROLL SUBTOTAL	
79						
80					ACH TRANSFERS	
81					No ACH Transfers for this Period	
82				\$ -	ACH TRANSFERS SUBTOTAL	
83						

83			
84	\$ 341,228.79	TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)	
85			
86		BANK TRANSFERS	
87	7/1	\$ 500,000.00	Transfer Funds from Money Market to Checking Account

A motion was made by Director A. Krippner, seconded by Director M. Rice, to approve the expenditures in the amount of \$ 341,228.79. 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

None

Report of General Manager

GM K. Robbins reported that the California Special Districts Association (CSDA) Annual Conference was coming up and would be held in Anaheim this year from Wednesday, September 25 through Friday, September 27, 2019. He asked that the Board please let staff know if they were planning to attend in order to get early registration prices.

GM K. Robbins reminded the Board of the City of Westminster's Annual Safety Day on Thursday, July 18 from 11:30 A.M. until 1:30 P.M. at Sigler Park. He stated that the Board would be provided with t-shirts and information regarding recycling to handout.

GM K. Robbins stated that he was happy to report that CalPERS has deemed the District fully funded for fiscal year 2019-2020.

President C. Nguyen stated that the City of Westminster's Summer Movie would also be taking place on Thursday, July 18 at 6 P.M. and that the Board should decide who would attend. There was discussion as to whether it was okay for more than three members of the Board to attend this event as sponsors.

Director A. Nguyen asked General Counsel James Eggart whether it was okay for the Board to attend the City of Westminster's Summer Movies and Concerts, or whether it was some form of violation of the Brown Act, as some residents are alluding to.

General Counsel James Eggart stated that the Board should not be discussing Midway City Sanitary District issues among themselves if there were three or more of them at events such as this. He stated that the Brown Act does not prohibit them from going to public events as long as they are not doing business and that when the majority of the Board is seen attending events there is always the potential that they will be seen, conclusions will be drawn and accusations made. He stated that if they can avoid all sitting together, it would be best.

Report from the Calendar Committee Meeting on July 9, 2019

Director M. Rice reported that she and Director C. Nguyen made a few changes, including changing the cover back to blue because the District is known for its blue trucks, logo, etc.

President C. Nguyen reported that they also changed the District's logo back to the regular one from the 80th anniversary one that was on the calendar last year.

GM K. Robbins stated that the final draft would be brought back to the full Board for final approval prior to printing.

Report from the 1st of 3 City of Westminster Summer Movies on July 11, 2019

Director S. Contreras stated that he feels that the District is very fortunate to be able to sponsor this event because there is a great turnout and the District gets its name out to the public as well.

President C. Nguyen stated that Directors S. Contreras, A. Nguyen and C. Nguyen were introduced and the District was recognized and thanked for its sponsorship.

CONSENT CALENDAR

A. Approve and file the Treasurer's Investment Report for June 2019

A motion was made by Director M. Rice, seconded by Director A. 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. Presentation and Consideration of Hiring Trendzitions to Aid the District with Selection of Architect Firms and Request for Proposals for New Office Building

GM K. Robbins stated that since the Board approved the RFQ (Request for Qualification) for this project, the District sent it out to 33 firms so far. While he was attending the General Manager Summit, he spoke with Scott Carroll from Costa Mesa Sanitary District who referred Trendzitions who aided CMSD with their new office building project. GM K. Robbins stated that if the Board chooses to move forward with the proposal from Trendzitions, staff would bring back an agreement for the Board to approve.

Chris Tooker from Trendzitions gave the Board a scope of what the proposal would include, which starts with a meeting with all key stakeholders there for input and questions relating to goals, objectives, square footage needs, budget, timing and schedule, best-fit architect and space planning, concerns and hesitations.

Director M. Rice stated that she liked the proposal but that her only concern was that she did not want to overbuild and use taxpayer money for spaces that were not needed.

GM K. Robbins stated that things like plugs and internet access are priorities because when the current building was built, it was before those things were necessary.

President C. Nguyen asked if the Board were to approve the agreement, if plans would be brought back to the Board for approval, and what the timeline looked like.

GM K. Robbins stated that everything would be brought back to the Board and that he was estimating around September or October 2019 as a start date.

General Counsel James Eggart stated that the General Manager's recommendation is looking for direction from the Board to go forward and negotiating the final contract with Trendzitions, and technically the amount is within his authority and he doesn't have to bring it back to the Board, but that the Board can ask him to. He stated that the Board can authorize him to enter into a contract.

GM K. Robbins stated that he brought this before the Board because he would like them to be part of the project every step of the way and that, if they feel comfortable bringing everything back that was fine, and if not, they could give approval for him to sign the agreement and get it moving forward.

General Counsel James Eggart stated that the question is, if they approve the General Manager to move forward, whether the Board would like GM K. Robbins to bring the final contract back to the Board. He stated that all that is at issue is that the District has a standard form for professional services contract that it asks all service vendors to sign that includes additional provisions not included in the vendor's proposed contract.

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by President C. Nguyen, seconded by Director S. Contreras, to authorize the General Manager to negotiate and enter into an agreement on behalf of the District with Trendzitions Inc. in a form approved by General Counsel. 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. Consider Approval for New Camera System for Midway City Sanitary District's Solid Waste Fleet, Sewer Vector Trucks and Class C Fleet

GM K. Robbins stated that it had been six years since the District put cameras on their trucks and that they are breaking down. He stated that the cameras save the District a lot of money in claims and are used on a daily basis. He stated that the numbers that were provided on the staff report were incorrect and he wished to provide new ones. For all 20 units, which includes the class C fleet, Pro-Vision's quote was \$67,617 with a 5-year warranty, McNeilus' quote was \$104,192 with a 1-year warranty and Zone Defense's quote was \$59,284 with a 1-year warranty.

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 President C. Nguyen, to approve the purchase and installation of camera systems on all 20 District owned vehicles from Pro-Vision Video Systems. 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:

INFORMATIONAL ITEMS

A. Web Site Activity for the Month of June 2019 (129,942 Successful Hits)

Receive and file.

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

BOARD CONCERNS/COMMENTS

Director M. Rice thanked Finance/HR Director R. Housley for the report on the District's finances and stated that she is glad the District is doing so well.

Director S. Contreras stated that he was looking forward to all the community outreach events that are coming up this month.

President C. Nguyen pointed out the new 80th anniversary poster with photos that was hanging in the conference room and thanked staff for putting it up.

GM/STAFF CONCERNS/COMMENTS

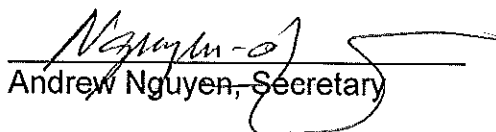
GM K. Robbins thanked the Board for their trust and for allowing the District to hire Trendzitions to help with the new District office.

GENERAL COUNSEL CONCERNS/COMMENTS

None

ADJOURNMENT

President C. Nguyen adjourned the meeting to Tuesday, September 6, 2019 at 5:00 P.M. at the District office at approximately 5:50 P.M.


Andrew Nguyen, Secretary