

**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**

**EVERYONE WHO ATTENDED THIS HYBRID/TELECONFERENCE MEETING
ATTENDED FROM VARIOUS LOCATIONS PURSUANT TO THE PROVISION OF
THE GOVERNOR'S EXECUTIVE ORDER WHICH SUSPENDS CERTAIN
REQUIREMENTS OF THE RALPH M. BROWN ACT. AGENDA PACKETS WERE
MADE AVAILABLE AT THE DISTRICT OFFICE AND A LINK, PHONE NUMBER AND
ACCESS NUMBER WERE MADE AVAILABLE TO ANYONE WISHING TO ATTEND.
PER STATE OF CALIFORNIA EXECUTIVE ORDER NO. N-29-20, AND IN THE
INTEREST OF PUBLIC HEALTH AND SAFETY, THE DISTRICT STRONGLY
ENCOURAGED MEMBERS OF THE PUBLIC TO PARTICIPATE IN THIS MEETING
TELEPHONICALLY RATHER THAN ATTENDING IN PERSON.**

October 20, 2020

CALL TO ORDER

President C. Nguyen called the special teleconference meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Avenue, Westminster, California on Tuesday, October 20, 2020 at 5:00 P.M.

BOARD MEMBERS PRESENT:

Margie L. Rice (via teleconference)
Andrew Nguyen (via teleconference)
Sergio Contreras (absent)
Chi Charlie Nguyen (via teleconference)

OTHERS AT MEETING:

Kenneth Robbins, General Manager
Robert Housley, Finance/HR Director
James Eggart, General Counsel (via teleconference)
Danielle Gerardo, Board Secretary

PLEDGE AND INVOCATION

GM K. Robbins led the Pledge of Allegiance. Director M. Rice gave the Invocation.

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF OCT. 6, 2020 (Roll Call Vote)

A motion was made by Director M. Rice, seconded by President C. Nguyen, to approve the minutes of the special meeting of October 6, 2020. The motion was approved by the following 3-0 roll call vote:

AYES: A. Nguyen, C. Nguyen and M. Rice

NAYS:

ABSTAIN:

ABSENT: S. Contreras

APPROVAL OF EXPENDITURES

A. Demands in the amount of \$ 325,360.43 (Roll Call Vote)

#	CK #	Date	AMOUNT	VENDOR	MEMO
1				CHECKS:	
2	11814	10/1	\$ 5,275.01	US Bank Corporate Payment Systems	District Credit Cards
3	11815	10/6	\$ 345.00	Ayala's Car Wash	Fleet wash 10/1
4	11816	10/6	\$ 264.77	Cintas	Uniform Services for 10/1
5	11817	10/6	\$ 1,464.94	County of Orange Treasurer-Tax Collect	OCSD sewer user fee
6	11818	10/6	\$ 546.00	CRC Cloud	Anit-virus renewal
7	11819	10/6	\$ 549.00	Frog Environmental	2020-21 Storm Water Services 2nd Qtr
8	11820	10/6	\$ 130.00	Jerry's Broken Drill & Tap Removal	Repair hub for Crane Carrier trucks
9	11821	10/6	\$ 746.74	Merchants Building Maintenance, LLC	Janitorial Services for October 2020
10	11822	10/6	\$ 1,136.49	NVB Equipment, Inc	Recharge NG-3 fire suppression system
11	11823	10/6	\$ 20,035.50	Orange County Sanitation District	Permit Fees September-2020
12	11824	10/6	\$ 33,760.00	Rengel + Company Architects, Inc	Architectural Services for Building Project
13	11825	10/6	\$ 1,000.00	SFG Retirement Plan Consulting	Advisory Fee 457(b) and OBRA plans - Q3 2020
14	11826	10/6	\$ 574.09	Snap-On Tools	Air gun for shop use
15	11827	10/6	\$ 559.83	Staples Business Credit	September 2020 Office Supplies
16	11828	10/6	\$ 300.00	Digital Deployment dba Streamline	Website Monthly Member Fee: October 2020
17	11829	10/6	\$ 38.05	Underground Service Alert	(17) New Tickets for August 2020
18	11830	10/6	\$ 276.95	Union Bank	Truck rental while NGT-11 out of service, thermostat, coolant, brake clean&air filter for NGT-11
19				Union Bank	Credit (\$125.60) for item no received
20	11831	10/6	\$ 960.00	White Nelson Diehl Evans, LLP	Final billing on audit of District's financial statements FY 19/20
21	11834	10/7	\$ 1,225.53	Wex Bank (Chevron)	Fuel Credit Card for September 2020
22	11836	10/7	\$ 164.44	Advance Gas Products	Parts for welding equipment
23	11837	10/7	\$ 435.00	Ayala's Car Wash	Fleet wash 10/5 and cleaned & sanitized cabs
24	11838	10/7	\$ 3,273.12	Daniel's Tire Service	(16) Restock recap tires for Solid Waste trucks
25	11839	10/7	\$ 753.94	TEC of California, Inc	Restock oil filters, wheel studs & gaskets, replacement alternator for NG-13
26	11840	10/14	\$ 36,517.44	Dntech	2021 District Calendar Printing & Mailing
27	11841	10/14	\$ 35.00	Advance Workplace Strategies, Inc	Random testing for Sewer Maintenance dept
28	11842	10/14	\$ 101.54	AT&T Mobility	Cell Phone Service for October 2020
29	11843	10/14	\$ 900.00	Ayala's Car Wash	Fleet wash 10/12, cleaned & sanitized cabs
30	11844	10/14	\$ 261.77	Cintas	Uniform Services for 10/8
31	11845	10/14	\$ 350.00	Country City Towing, Inc	NG-1 and NG-3 tow to the District yard
32	11846	10/14	\$ 101,356.60	CR Transfer	Residential Waste and Organic Tonnage Fees 9/16 through 9/30/20
33	11847	10/14	\$ 698.55	CR&R Incorporated	Coronet Park clean up event 9/19/20
34	11848	10/14	\$ 771.99	Darco Transmission Sales & Service	Restock transmission filters for Solid Waste trucks
35	11849	10/14	\$ 6,481.07	SoCal Gas	CNG Station from 9/01/20 through 10/01/20, District Offices Usage Fees for September
36	11850	10/14	\$ 420.00	Jesus Quintero	Reimbursement for safety work boots and safety glasses
37	11851	10/14	\$ 1,799.00	ParcelQuest	ParcelQuest.com annual renewal FY 2020-21
38	11852	10/14	\$ 3,370.48	SDRMA	Dental Insurance Premiums for November 2020
39	11853	10/14	\$ 211.99	SoCal Auto & Truck Parts, Inc	Restock turn lamps for Solid Waste trucks
40	11854	10/14	\$ 198.55	TEC of California, Inc	Restock alternator for Mack truck
41	11855	10/14	\$ 1,867.07	Verizon	Internet Connection for October 2020
42	11856	10/14	\$ 4,673.51	Woodruff, Spradlin & Smart	Legal Services for September 2020
43	11857	10/14	\$ 735.00	CARB/PERP-CA Air Resources Board	Sewer - Portable Generator Permit 3 Years (Serial no. 604104)
44			\$ 234,563.96	CHECKS SUBTOTAL	
45					

46				PAYROLL	
47	ACH	10/6	\$ 71,110.45	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
48	ACH	10/6	\$ 2,366.18	Nationwide Retirement Solutions	457 Deferred Compensation (100% Paid By Employees)
49	ACH	10/6	\$ 560.00	Nationwide Retirement Solutions	457 Roth (100% Paid By Employees)
50	ACH	10/6	\$ 1,000.00	Nationwide Retirement Solutions	457 Catch Up
51			\$ 75,036.63	ACH TRANSFERS SUBTOTAL	
52					
53					
54				ACH PAYMENTS	
55	ACH		\$ 15,759.84	CalPERS	Retirement Contributions for 08/24/2020-09/06/2020
56			\$ 15,759.84	ACH TRANSFERS SUBTOTAL	
57					
58			\$ 325,360.43	TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)	

A motion was made by Director M. Rice, seconded by President C. Nguyen, to approve the expenditures in the amount of \$325,360.43. The motion was approved by the following 3-0 roll call vote:

AYES: A. Nguyen, C. Nguyen and M. Rice

NAYS:

ABSTAIN:

ABSENT: S. Contreras

REPORTS

Report of President

None

Report of General Manager

GM K. Robbins reminded the Board that there would be Driver's Safety Training at the District on Saturday, October 24, 2020 from 8 AM until 1 PM.

GM K. Robbins reported that the District was asked to help with handing out treats to kids from 11 AM – 2 PM on October 31, 2020 (Halloween) at the Westminster Mall and that GM K. Robbins would plan to be there. A handout will be provided by the organizer.

GM K. Robbins reported that the District has purchased a new tool box for the fleet maintenance department because the old one was 35 years old and it was time.

GM K. Robbins reported that the District would be receiving a bill from RJ Noble for raising the manholes for the County project on Bolsa Avenue in Midway City. The District must now go through the County's contractor and pay their price.

Report from the Clean Up Event at Frank Fry Park on Oct. 10, 2020

Directors A. Nguyen and C. Nguyen attended the clean up event and said that it was worthwhile and appreciated.

CONSENT CALENDAR

A. Approve and File the Treasurer's Investment Report for September 2020

A motion was made by President C. Nguyen, seconded by Director M. Rice, to approve the Consent Calendar. The motion was approved by the following 3-0 roll call vote:

AYES: A. Nguyen, C. Nguyen and M. Rice

NAYS:

ABSTAIN:

ABSENT: S. Contreras

OLD BUSINESS

None

NEW BUSINESS

A. Discussion and Consideration of Rengel Architects Site Rendering Assessment of New Office Building, New Archive Building, Locker Rooms, and Solar Equipment at the Midway City Sanitary District, Westminster, CA

(Roll Call Vote)

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 M. Rice, to approve of Rengel Architects site rendering of the Districts new office building, archive building, locker rooms and solar equipment and continue with the design of the project. The motion was approved by the following 3-0 roll call vote:

AYES: A. Nguyen, C. Nguyen and M. Rice

NAYS:

ABSTAIN:

ABSENT: S. Contreras

B. Consider Approval of Employee 15-Year Safety Award for Fleet Maintenance Lead Worker, Raul Martinez

(Roll Call Vote)

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 15 year safety award for fleet maintenance lead worker, Raul Martinez. The motion was approved by the following 3-0 roll call vote:

AYES: A. Nguyen, C. Nguyen and M. Rice

NAYS:

ABSTAIN:

ABSENT: S. Contreras

C. Discuss and Consider Changing the Date of the Midway City Sanitary District's Regularly Scheduled Board Meeting On Tuesday, November 3, 2020 at 5:30 P.M. to a Special Teleconference Meeting at 5 P.M. Due to the National Election
(Roll Call Vote)

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 keep the regularly scheduled Board meeting date of Tuesday, November 3, 2020 but to change the time to 10 AM due to the national election. The motion was approved by the following 3-0 roll call vote:

AYES: A. Nguyen, C. Nguyen and M. Rice

NAYS:

ABSTAIN:

ABSENT: S. Contreras

D. Discuss and Consider Changing the Midway City Sanitary District's Regularly Scheduled Board Meeting On Tuesday, November 3, 2020 at 5:30 P.M. to a Special Teleconference Meeting at 5 P.M. Due to the COVID-19 Pandemic **(Roll Call Vote)**

No action was taken.

INFORMATIONAL ITEMS

A. White Nelson Diehl Evans to Join National Professional Services Firm Clifton Larson Allen (CLA) on November 1, 2020

Receive and file.

BOARD CONCERNS/COMMENTS

Director M. Rice stated that she hoped that Director A. Nguyen got well soon.

President C. Nguyen also wished Director A. Nguyen a speedy recovery.

GM/STAFF CONCERNS/COMMENT

GM K. Robbins stated that he hoped for a speedy recovery for both General Counsel James Eggart and Director A. Nguyen.

GM K. Robbins stated that he would make sure that it was a quick meeting on November 3, 2020.

Finance/HR Director R. Housley stated that White Nelson Diehl Evans was being acquired on November 1, 2020 by Clifton Larson Allen (CLA) which is a much larger firm with many more resources and were well respected.

GENERAL COUNSEL CONCERNS/COMMENTS

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 Tuesday, November 3, 2020 at 10:00 A.M. at the District office at approximately 5:23 P.M.

Sergio Contreras
Sergio Contreras, Secretary