

**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**

April 23, 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, Westminister, California on Tuesday, April 23, 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

PLEDGE AND INVOCATION

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

PUBLIC COMMENTS

None

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

A motion was made by Director M. Rice, seconded by Director A. Krippner, to approve the minutes of the regular meeting of Apr. 2, 2019. The motion was approved by the following 4-0 vote:

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

NAYS:

ABSTAIN: C. Nguyen

ABSENT:

APPROVAL OF EXPENDITURES

A. Demands in the amount of \$ 493,092.98

#	CK #	Date	AMOUNT	VENDOR	
1				HANDCUT CHECKS:	
2	10507	4/1	\$ 300.00	Crystal Clear Fleet & Auto Detailing - Wash & Detail NG2, NG3, NG6, NG7, NG10, NG13, NG14,	
3				M64, NG9, NG11,	
4	10508	4/3	\$ 46.00	Phillip Mariscal - DMV Renewal Reimbursement	
5	10509	4/5	\$ 634.70	Advanced Office Service - Service & Repair for Ricoh MPC2500 Copier	
6	10510	4/5	\$ 86.76	Chevron & Texaco Business Card Services - Late Fee & Interest on Past Due from 03/2019	
7	10511	4/5	\$ 523.64	Cintas - Uniform Services for March & April 2019	
8	10512	4/5	\$ 310.00	Crystal Clear Fleet & Auto Detailing - Wash & Detail NG1, NG4, NG5, NG8, NG9, M12, Detail	
9				District Van.	
10	10513	4/5	\$ 153.98	DirecTV - Service for April 2019	
11	10514	4/5	\$ 226.79	Staples Business Credit - Restock Office Supplies for March 2019	
12	10515	4/5	\$ 2,625.06	US Bank (District Credit Card)	
13				(RH) City of Westminster - Water - Westminster Lift 12/12/18-02/05/19	\$ 18.99
14				(RH) City of Westminster - Water - Hydrant Meter Usage 01/16/19-02/19/19 FEB-2019	\$ 56.23
15				(RH) City of Westminster - Water - Hammon Lift 12/12/18-02/05/19	\$ 15.03
16				(RH) 04/18/19 CSMFO Chapter Meeting (RH)	\$ 25.00
17				(RH) Remington Water MAR-2019	\$ 64.00
18				(RH) City of Westminster - Water - Wash Rack 01/16/19-03/12/19	\$ 125.95
19				(RH) City of Westminster - Water - District Offices 01/16/19-03/12/19	\$ 99.97
20				(RH) City of Westminster - Water - Maint. Shop 01/16/19-03/12/19	\$ 15.63
21				RH Total	\$ 420.80
22				(NC) (1) Door Lock Actuator for M2	\$ 81.93
23				(NC) Replacement Mailbox for 16202 Osborne	\$ 53.85
24				(NC) Replacement Mailbox for 16092 Feltham	\$ 62.07
25				(NC) Restock District Office Supplies MAR-2019	\$ 116.25
26				(NC) Restock (1) Leaf Spring	\$ 583.14
27				(NC) (2) Lock Extensions for Shop	\$ 144.37
28				NC Total	\$ 1,041.61
29				(RGr) Restock Sewer Supplies MAR-2019	\$ 128.94
30				RGr Total	\$ 128.94

31				(KR) Arrangement for Mother (AN)	\$	77.99
32				(KR) Emergency Evacuation Posters Front & Back Offices	\$	65.43
33				(KR) Kitchen Supplies for District MAR-2019	\$	34.34
34				(KR) Agenda Meeting with President (CN)	\$	14.20
35				(KR) (4) 65oz. Coolers	\$	15.18
36				(KR) Wiarcom MAR-2019	\$	530.85
37				(KR) Asbury (200) Gallons Used/Oil Pick-Up	\$	35.00
38				(KR) ISDOC Qtrly. Luncheon 03/28/2019 (KR)	\$	17.00
39				(KR) ISDOC Qtrly. Luncheon 03/28/2019 (RH)	\$	17.00
40				(KR) ISDOC Qtrly. Luncheon 03/28/2019 (SC)	\$	17.00
41				(KR) ISDOC Qtrly. Luncheon 03/28/2019 (AN)	\$	17.00
42				(KR) ISDOC Qtrly. Luncheon 03/28/2019 (AK)	\$	17.00
43				(KR) ISDOC Qtrly. Luncheon 03/28/2019 (MR)	\$	17.00
44				(KR) Waste Expo Hotel Deposit 05/06-05/09/2019 (MR)	\$	158.72
45					KR Total	\$ 1,033.71
46	10516	4/10	\$	5,999.53 SoCal Gas - CNG Fuel for March 2019		
47	10517	4/10	\$	1,304.02 Verizon Business - Internet Connection for April 2019		
48	10518	4/11	\$	87,325.70 CR Transfer Incorporated - Tonnage from 03/01/2019 through 03/15/2019		
49	10519	4/16	\$	465.00 Nam T. Tran - Refund OCSD Capital Facilities Capacity Charge for Permit No. 6573		
50	10520	4/16	\$	259.34 Clintas - Uniform Services for April 2019		
51	10521	4/16	\$	310.00 Crystal Clear Fleet & Auto Detailing - Wash & Wax NG13		
52	10522	4/16	\$	61.75 SoCal Gas - District Office, Maintenance Shop, & Wash Rack Usage Fees for April 2019		
53			\$	100,632.27 HANDCUT CHECKS SUBTOTAL		
54						
55				REGULAR CHECKS:		
56	10523	4/16	\$	421.76 Advanced Gas Products - Restock (1) 50' Twin Welding Hose, (40) Grinding Wheels;		
57				Cylinder Rental for March 2019.		
58	10524	4/16	\$	57.00 Advanced Workplace Strategies, Inc. - DOT Drug Testing & Collection Fees		
59	10525	4/16	\$	280.00 Asbury Environmental Services - (430) Gallons Used/Mixed Oil Pick-Up, Used Metal Oil &		
60				Gasoline Filters, Emanifest EPA Fee & Admin - Site Specific Manifests, Paper Filters.		
61	10526	4/16	\$	7,557.33 Bodyworks Equipment - (1) In/Out Valve for NG4; Inspect & Repair In/Out Cylinder,		
62				(1) Coil for NG4; Restock (12) Tubes, (5) Filter Elements.		
63	10527	4/16	\$	2,032.00 CRC Cloud-Maintenance&Support for Apr.2019;Desktop PC Install & Labor for Shop Office		
64	10528	4/16	\$	91,044.57 CR Transfer Incorporated - Tonnage from 03/18/2019 through 03/29/2019		
65	10529	4/16	\$	294.63 CR&R Incorporated - (1) 40-Yard Bin for NG9 Truck Fire on 03/25/2019		
66	10530	4/16	\$	3,753.45 Cummins Cal Pacific - Restock (6) Housing Breather, (60) Spark Plugs, (3) Rocker Lever Seals,		
67				(4) Ignition Coil Extensions.		
68	10531	4/16	\$	8,101.84 Daniels Tire Service - Restock (7) New Tires & (15) Recaps.		
69	10532	4/16	\$	8.81 Dartco Transmission Sales & Services - Restock (5) Bolts		
70	10533	4/16	\$	5,546.25 DTNtech-Restock(900)Black T-Shirts&(200)Navy Caps for Public Outreach&80th Open House		
71	10534	4/16	\$	8,950.00 ECIS- FOG Inspections for March 2019		
72	10535	4/16	\$	893.11 Franklin Truck Parts - (2) Spring Brakes for NG8; Restock (4) Spring Brakes.		
73	10536	4/16	\$	549.00 Frog Environmental - 2018-19 Storm Water Services 4th Qtr.		
74	10537	4/16	\$	153.86 Hillco Fastener Warehouse - Restock (429) Washers, Locknuts, & Nuts for Shop		
75	10538	4/16	\$	154.03 Hose-Man - (1) Hose for NG8		
76	10539	4/16	\$	5,463.13 Jaycox Construction CNG - CNG Mechanical Service Level 3		
77	10540	4/16	\$	2,869.55 Los Alamitos Napa Auto Parts - Restock (2) Valve Springs, (1) Valve Relay, (4) Brake Drums,		
78				(4) Grip Kits, (4) HD Plus, (2) Fuel Filters, (3) Oil Filters, (4) Air Filters, (24) 14oz. Brakeleen.		

79	10541	4/16	\$ 400.00	MemorialCare Medical Foundation - DMV Physicals/Exams
80	10542	4/16	\$ 600.20	Merchants Building Maintenance - District Offices Janitorial Services for April 2019
81	10543	4/16	\$ 80,130.60	Orange County Sanitation District - Permit Fees for March 2019 (MCSD 5% = \$4,217.40)
82	10544	4/16	\$ 1,955.00	Rutan & Tucker - Legal Services for March 2019
83	10545	4/16	\$ 1,077.16	South Coast AQMD - AQMD Fee for FY 2018-2019 for District Diesel Generators;
84				AQMD Fee for FY 2018-2019.
85	10546	4/16	\$ 2,471.13	TEC of California - Restock (4) Stack Adjusters, (1) Temperature Sensor, (4) Brake Chambers,
86				(1) Air Filter, (5) Brake Pads; (1) Temperature Sensor for NG3; (4) A/C Filters, (2) A/C Sensors for
87				Mack Trucks.
88	10547	4/16	\$ 510.00	Theresa Kaszyk - District Website Services from January 2019 through March 2019
89	10548	4/16	\$ 1,014.22	Tri-Star Industrial Products - Restock (400lbs) "Pink Powder" Vehicle Cleaner for Fleet
90	10549	4/16	\$ 150.85	TrucPar Company - (2) LED Strobe Lights for NG9, (2) LED Strobe Lights for Restock
91	10550	4/16	\$ 1,974.84	TSP Printing - Restock (10,100) Customer Notice Tags
92	10551	4/16	\$ 18.25	Underground Service Alert - (4) New Tickets for March 2019
93	10552	4/16	\$ 2,989.47	Woodruff, Spradlin & Smart - Legal Services for March 2019
94			\$ 231,422.04	REGULAR CHECKS SUBTOTAL
95				
96				PAYROLL
97		4/5	\$ 5,809.27	Board of Director's Payroll for the Month of March 2019
98		4/5	\$ 456.83	Board of Director's Nationwide Deferred Compensation for March 2019(100% Paid By Directors)
99		4/9	\$ 64,573.83	Payroll - Staff Checks Taxes & Direct Deposits
100		4/9	\$ 3,480.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
101		4/9	\$ 835.00	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
102			\$ 75,154.93	PAYROLL SUBTOTAL
103				
104				ACH TRANSFERS
105		4/10	\$ 2,018.36	ACH Retirement Payment to CalPERS for PEPRA 03/25/2019-04/07/2019
106		4/10	\$ 1,214.13	ACH Retirement Payment to CalPERS for Classic 8584 03/25/2019-04/07/2019
107		4/10	\$ 10,737.36	ACH Retirement Payment to CalPERS for Classic 8583 03/25/2019-04/07/2019
108		3/28	\$ 1,741.86	ACH Retirement Payment to CalPERS for PEPRA 03/11/2019-03/24/2019
109		3/28	\$ 1,214.13	ACH Retirement Payment to CalPERS for Classic 8584 03/11/2019-03/24/2019
110		3/28	\$ 10,737.36	ACH Retirement Payment to CalPERS for Classic 8583 03/11/2019-03/24/2019
111		4/2	\$ 49,006.62	ACH Board Health Insurance Payment to CalPERS for April 2019
112		4/2	\$ 4,561.19	ACH Employee Health Insurance Payment to CalPERS for April 2019
113		4/4	\$ 4,331.66	Online Payment Southern California Edison (Electricity) for March 2019
114		4/4	\$ 321.07	Online Payment AT&T (Wireless Service) for March 2019
115			\$ 85,883.74	ACH TRANSFERS SUBTOTAL
116				
117			\$ 493,092.98	TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)
118				
119				BANK TRANSFERS
120		4/12	\$ 200,000.00	Transfer Funds from LAIF to Checking Account

A motion was made by Director A. Nguyen, seconded by Director S. Contreras, to approve the expenditures in the amount of \$ 493,092.98. 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 thanked President Pro Tem S. Contreras for handling the April 2, 2019 meeting in his absence.

Report of General Manager

GM Robbins stated that Saturday, April 27, 2019 would be the District's first sponsored clean up event this year, being held at Goldenwest Park on Siskiyou Street in Westminster starting at 10 A.M.

GM Robbins reminded the Board of the Administrative Professionals Day luncheon on Wednesday, April 24, 2019 at 11:30 A.M. at Outback Steakhouse.

GM Robbins reported that the District has been participating in the State's mattress recycling program for four weeks and had already turned in 316 mattresses, saving the District approximately \$53 per ton.

Report from the Orange County Sanitation District (OCSD) Meeting on April 10, 2019

Director A. Nguyen reported that there was discussion regarding the budget and its adoption, which is approximately \$321.4 million. There was also discussion regarding plant #2 which is located in Huntington Beach, which will be getting a \$60 million upgrade.

Report from the California Special Districts Association (CSDA) Special Districts Leadership Academy (SDLA) Conference in San Diego, April 7-10, 2019

Director A. Nguyen reported that it felt like a refresher course and emphasized the Board getting along and working together. There was also a review of new laws for Special Districts.

Director A. Krippner stated that he always learns something new.

Report from the City of Westminster Spring Festival on April 13, 2019

Director M. Rice stated that there were a lot of people in attendance this year.

Director A. Nguyen stated that he enjoyed it as it was his first time attending and that there were lots of activities for all the kids. He suggested that in the future, the District hand out informational flyers at these types of events.

CONSENT CALENDAR

- A. Approve and file the Treasurer's Investment Report for March 2019
- B. Receive and File the California Employers' Retiree Benefit Trust (CERBT) Program Financial Statement for the Quarter Ended March 31, 2019
- C. Approve Attendance of General Manager, Ken Robbins to the California Special District's Association (CSDA) General manager Leadership Summit in Newport Beach, June 24-25, 2019
- D. Approval of 10 Year Employee Safety Award for Solid Waste Driver, Jesus Quintero
- E. Approval of 10 Year Employee Safety Award for Fleet Maintenance Worker, Mike LaFreniere
- F. Approval of 5 Year Employee Safety Award for Solid Waste Driver, Sergio Gonzalez
- G. Approval of 5 Year Employee Safety Award for Solid Waste Driver, Robert Mayfield
- H. Approve the March 2019 Financial Reports and Budget Review for the Period of July 1, 2018 through March 31, 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. Consider Approval of Professional Services Agreement with MacLeod Watts, Inc. for Actuarial Valuation Services of the Midway City Sanitary District's Other Post-Employment Benefits (OPEB) Liabilities

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 the professional services agreement with MacLeod Watts, Inc. for actuarial valuation services of the Midway City Sanitary District's Other Post-Employment Benefits (OPEB) Liabilities. 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. RESOLUTION NO. 2019-04

(Roll Call Vote)

A RESOLUTION NO. 2019-04 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ESTABLISHING A POLICY APPLICABLE TO DISTRICT DEPOSITS AND INVESTED FUNDS

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 adopt Resolution No. 2019-04, establishing a policy applicable to District deposits and invested funds. The motion was approved by the following 5-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

C. RESOLUTION NO. 2019-05

(Roll Call Vote)

A RESOLUTION NO. 2019-05 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2019-2020 (JULY 1, 2019 THROUGH JUNE 30, 2020)

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 adopt Resolution No. 2019-05, approving the annual statement of investment policy for fiscal year 2019-2020 (July 1, 2019 through June 30, 2020). The motion was approved by the following 5-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

D. Sewer System Master Plan (SSMP) Update

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. Krippner, to approve the Sewer System Master Plan (SSMP) Update. 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:

E. RESOLUTION NO. 2019-06

(Roll Call Vote)

RESOLUTION NO 2019-06 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING AN EMPLOYEE HANDBOOK FOR NON-REPRESENTED EMPLOYEES AND RESCINDING RESOLUTION NO. 2005-13

Staff was directed to make amendments to the District's new employee handbook, clarifying that it is for non-represented employees and to bring it back for Board approval.

INFORMATIONAL ITEMS

A. Web Site Activity for the Month of March 2019 (110,754 Successful Hits)

Receive and file.

BOARD CONCERNS/COMMENTS

Director M. Rice welcomed back President C. Nguyen and stated that Director S. Contreras did very well in his absence.

Director S. Contreras asked if there was any follow up with CR&R regarding outreach.

GM Robbins stated that he was hoping for the second meeting in May.

Director S. Contreras asked about the program for seniors who need help and support bringing their cans in and out, and how that is set up.

GM Robbins stated that the District has the Helping Hands Program and that when the resident calls the District, Director of Operations N. Castro goes out to the residence to see if there is indeed a need and if so, the location of the cans, whether there is a dog or gate, etc.

President C. Nguyen asked Director S. Contreras if he would check the Spanish translation of the outreach materials as he was checking over the one in Vietnamese.

Director M. Rice stated that she received an invitation to the Vietnam War Memorial 16th anniversary and asked if anyone else received one.

None of the other Board members had yet received the invitation.

GM/STAFF CONCERNS/COMMENTS

None

GENERAL COUNSEL CONCERNS/COMMENT

General Counsel James Eggart stated that CalRecycle has finalized very extensive regulations in response to AB1826, which was the law on organics recycling that goes into the third green cart. He stated that he will work with GM Robbins to put together some kind of presentation with an outline of all the regulations because they will impose some requirements on the District as well as the City of Westminster and will require adoption of some new laws within the City. He asked if the Board would like a presentation or just a memo.

Director S. Contreras asked if there was a time line.

General Counsel James Eggart stated that the regulations themselves don't go into effect until January 1, 2022, so there is time and there is no rush. He stated that it could be provided as informational items or could be done as a presentation and asked the Board to consider it.

GM Robbins stated that CR&R has been mailing out letters to the commercial customers within the District who will need to comply with the new regulations.

General Counsel James Eggart stated that it will probably require some level of coordination and cooperation between the District and the City and that is why he brought it up.

CLOSED EXECUTIVE SESSION

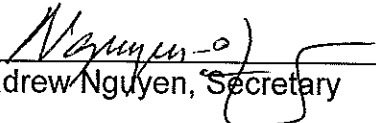
CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government 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 Monday, April 29, 2019 at 5:00 P.M. at the District office at approximately 5:58 P.M.



Andrew Nguyen, Secretary