

**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**

**September 20, 2022**

**CALL TO ORDER**

President A. 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, September 20, 2022 at 5.34 P.M.

**BOARD MEMBERS PRESENT:**

Andrew Nguyen  
Sergio Contreras  
Charlie Chi Nguyen (via teleconference @ 5:35)  
Tyler Diep (via teleconference @ 5:42)  
Mark Nguyen (via teleconference)

**BOARD MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Ken Robbins, General Manager  
Robert Housley, Finance/HR Director  
Cynthia Olsder, Executive/Board Secretary

**OTHERS PRESENT:**

James Eggart, General Counsel  
Ashton Kauwe, Resident

**PLEDGE AND INVOCATION**

Director S. Contreras led the Pledge of Allegiance. GM K. Robbins gave the Invocation.

**PUBLIC COMMENTS**

None

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 8, 2022  
(Roll Call Vote)**

A motion was made by President A. Nguyen, seconded by Director S. Contreras, to approve the minutes of the regular meeting of September 20, 2022. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT: T. Diep

**APPROVAL OF EXPENDITURES**

**(Roll Call Vote)**

**A. Demands in the amount of \$237,476.31**

#	CK #	DATE	AMOUNT	VENDOR CHECKS:	MEMO:
1	13985	9/1	1,338.00	CRC Cloud	Monthly maintenance & Support
2	13986	9/1	215.92	Petty Cash-Ken Robbins	Sep-2022 Petty Cash
3	13987	9/1	20.00	Robbins, Kenneth	Travel Reimb. CSDA Conference 08/22-08/25/22
4	13988	9/1	3,252.71	SDRMA - Workers' Compensation	FY 21-22 WC Annual Reconciliation Invoice
5	13989	9/1	8,839.87	Southern California Edison	District Offices, CNG station, and lift stations
6	13990	9/1	14,913.56	US Bank Corporate Payment System	District credit cards
7	13991	9/1	308.00	Chi Charlie Nguyen	2022 CSDA Conference Reimbursement
8	13992	9/2	10,850.00	CliftonLarsonAllen, LLP	FY 2021-2022 Independent Audit
9	13993	9/2	41,155.97	Orange County Sanitation District	Permit Fees Aug-2022
10	13994	9/2	300.00	Streamline	Website monthly member fee
11	13995	9/8	204.80	Andrew Nguyen	2022 CSDA Conf Mileage Reimbursement
12	13996	9/9	0.00	Andrew Nguyen	VOID: 2022 CSDA Conf Mileage Reimbursement
13	13997	9/9	750.00	Ayala's Car Wash	Washing and cleaning of District's fleet
14	13998	9/9	359.10	Betts Truck Parts & Service	NG6 replace suspension bushings
15	13999	9/9	20,043.28	Bodyworks Equip. Inc.	Heil parts for solid waste trash truck
16	14000	9/9	93.48	Cameron Welding Supply	Welding materials for Solid Waste trucks
17	14001	9/9	250.00	City of Westminster	Community Svs & Rec Dept Fall Festival Sponsorship
18	14002	9/9	433.16	Clean Energy	CNG Station site inspection
19	14003	9/9	3,524.63	Daniels Tire Service	Restock tires for solid waste
20	14004	9/9	158.06	Hillco Fastener Warehouse Inc.	Restock lock nuts and bolts for Solid Waste
21	14005	9/9	5,301.64	NVB Equipment, Inc.	A/C service NG-2 for solid waste truck
22	14006	9/9	254.48	Pitney Bowes Global Financial Services	Postage Machine 10/22-01/23
23	14007	9/9	2,145.60	Pro-Vision, Inc.	Camera system provision multiplexer to tie into Samara system
24	14008	9/9	3,662.72	Rengel + Company Architects, Inc	Bldg Project - Reimbursable Newspaper re-bid package
25	14009	9/9	952.60	Snap-On Tools	Tools for Shop: air hammer, bit set, wire terminal tool
26	14010	9/9	16,092.39	SoCalGas	CNG Station Aug-2022
27	14011	9/9	464.30	UniFirst Corporation	Employee uniform & laundry services
28	14012	9/9	606.00	Wespac Security Services, Inc.	Gas Alarm Svcs.1Q 2022
29	14013	9/9	147.50	Andrew Nguyen	2022 CSDA Conf Mileage Reimbursement
30			<b>\$136,637.77</b>	<b>CHECKS SUBTOTAL</b>	
31					
32				<b>PAYROLL:</b>	<b>MEMO</b>
33	ACH	9/7	\$ 75,419.80	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
34	ACH	9/8	\$ 7,850.54	Nationwide Retirement Solutions	457 Deferred Compensation (Employees)
35			<b>\$ 83,270.34</b>	<b>ACH TRANSFERS SUBTOTAL</b>	
36					
37				<b>ACH PAYMENTS:</b>	<b>MEMO</b>
38	ACH	9/8	\$ 16,091.73	CalPERS	Retirement Contributions for 08/22 - 09/04/22
39	ACH	9/9	1,476.47	Chevron Texaco (Wex Bank)	Gasoline and diesel fuel for Sep-2022
40			<b>\$ 17,568.20</b>	<b>ACH TRANSFERS SUBTOTAL</b>	
41					
42			<b>\$237,476.31</b>	<b>TOTAL EXPENDITURES (ACCOUNTS PAYABLE CHECKS, PAYROLL, ACH TRANSFERS)</b>	
43					
44				<b>BANK TRANSFERS:</b>	
45	UB	9/2	\$ 150,000.00	Transfer Funds from UB Checking to UB Money Market	
46	UB	9/9	\$ 500,000.00	Transfer Funds from LAIF to Union Bank Checking	
47			<b>\$500,000.00</b>	<b>BANK TRANSFERS</b>	

A motion was made by Director M. Nguyen, seconded by Director S. Contreras, to approve the expenditures in the amount of \$237,476.31. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT: T. Diep

## **REPORTS**

### **Report of President**

None

### **Report of General Manager**

GM K. Robbins reported that there's one potential company, SCI, who's interested in the Solar Project for the District.

GM K. Robbins reported that the Proposal for Technology Upgrades Voice Over IP Phone System, Cloud Based Computing and Camera system will be on the next agenda.

GM K. Robbins reported that there had been no sewer spills in the last 1000 days.

GM K. Robbins reported that one of the solid waste trucks had blown cylinders and parts cost is between \$5,000 to \$9,000.

GM K. Robbins reminded the Board of the Westminster Fall Festival on Saturday, September 24, 2022. The District will have a booth there and will hand out swag.

### **Report from the Outreach Committee Meeting on September 12, 2022**

GM K. Robbins request to defer discussion until the items come up in new business.

### **Report from VNCR Radio Outreach on September 12, 2022**

President A. Nguyen reported that he attended the recording with Director S. Contreras to discussed SB 1383 and the services that the District has to offer.

Director T. Diep joined the meeting via teleconference at 5:42 P.M.

### **Report from Radio Bolsa Radio Outreach on September 13, 2022**

Director C. Nguyen reported that he attended the event with Director M. Nguyen along with Mike Carey from CR&R to discussed about SB 1383 for both residential and commercial building.

### **Report from Orange County Sanitation District (OCSD) Meeting on September 14, 2022**

President A. Nguyen reported that OCSD adopted a Resolution of the Board of Directors of OCSD authorizing the continuation of remote meetings. The President also gave an update on the headquarters administration building project, and that there were no changes to the original plan.

## CONSENT CALENDAR

*(Roll Call Vote)*

### A. Approve and File the Treasurer's Investment Report for August 2022

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

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

NAYS:

ABSTAIN:

ABSENT:

## OLD BUSINESS

### A. Discuss and Approve Recognition for Midway City Sanitary District Employees at Holiday Event *(Roll Call Vote)*

A staff report and recommendations were provided and considered by the Board. A motion was made by Director T. Diep, seconded by Director S. Contreras, to approve holding the annual employee holiday event on Sunday, December 18, 2022, at the venue called The Ranch, for each employee and one guest. The motion was approved by the following 5-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

## NEW BUSINESS

### A. Consider Approval of the Outreach Committee Recommendations *(Roll Call Vote)*

A committee report and recommendations were provided and considered by the Board. A motion was made by Director S. Contreras, seconded by Director T. Diep, to approve the recommendations of the Outreach Committee with a change to have Director S. Contreras attend the Me Vietnam Radio Outreach with Director M. Nguyen and Mike Carey with CR&R in place of Director T. Diep. The motion was approved by the following 5-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT:

## **INFORMATIONAL ITEMS**

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

## **BOARD CONCERNS/COMMENTS**

President A. Nguyen thanked all the Directors for attending the meeting.

## **GM/STAFF CONCERNS/COMMENT**

GM K. Robbins thanked the Directors for moving the holiday date to December 18, 2022.

## **GENERAL COUNSEL CONCERNS/COMMENTS**

None

## **ADJOURNMENT**

President A. Nguyen adjourned the meeting at the District office at 5:57 pm to the next Board meeting to be held on Tuesday, October 4<sup>th</sup>, 2022 at 5:30 pm.

Sergio Contreras  
Sergio Contreras, Secretary