

**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**

TELECONFERENCE MEETING LOCATION:

**DIRECTOR ALLAN KRIPPNER DID NOT ATTEND THIS REGULAR MEETING OF
THE BOARD OF DIRECTORS VIA TELECONFERENCE FROM THE FOLLOWING
LOCATION:**

15872 PLUMWOOD STREET, WESTMINSTER, CA 92683

February 4, 2020

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, February 4, 2020 at 5:30 P.M.

BOARD MEMBERS PRESENT:

Al P. Krippner (absent)
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. Nguyen led the Pledge of Allegiance. Director M. Rice gave the Invocation.

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 21, 2020

A motion was made by Director A. Nguyen, seconded by President C. Nguyen, to approve the minutes of the regular meeting of January 21, 2020. The motion was approved by the following 4-0 vote:

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

NAYS:

ABSTAIN:

ABSENT: A. Krippner

APPROVAL OF EXPENDITURES

A. Demands in the amount of \$ 117,414.02

#	CK #	Date	AMOUNT	VENDOR	MEMO
1				CHECKS:	
2	11151	1/22	\$ 77.50	Advanced Gas Products	Compressed Gas, N.O.S. Cylinder Rental for January 2020
3	11152	1/22	\$ 352.43	Advanced Office	Repairs to Ricoh MPC2500 Copier/Scanner
4	11153	1/22	\$ 316.04	AT&T	Brookhurst Lift Station Service for January 2020
5	11154	1/22	\$ 525.00	Ayala's Car Wash	Fleet Truck Washes on 1/22/2020
6	11155	1/22	\$ 263.76	Cintas	Uniform Services for 1/16/2020
7	11156	1/22	\$ 3,810.00	City of Westminster	3rd & 4th Quarter 2019 Over the Top Fees (pass-through)
8	11157	1/22	\$ 56.23	City of Westminster	Hydrant Water Service for January 2020
9	11158	1/22	\$ 3,576.49	Cummins Sales and Service	NG9 Repair & Replace Air Control Valve, NG10 Repair & Replace Pressure Sensor, Fuel Flow Sensor
10	11159	1/22	\$ 2,248.18	Daniels Tire Service	Restock (10) New Tires & (5) Repairs
11	11160	1/22	\$ 12,010.00	Environ Architecture, Inc.	Architectural Site Rendering for Future District Office Renovation Project
12	11161	1/22	\$ 1,240.00	HB Staffing	Temporary Employee Services Week Ending 01/12/2020
13	11162	1/22	\$ 125.00	Leslie Makepeace	Claim re: Cost to Replace a Vehicle Window Damaged During Christmas Tree Pickup
14	11163	1/22	\$ 474.14	Los Alamitos Napa Auto Parts	Restock Hub Caps & Hub Cap Seals for Axles, Safety Supplies, Respirators, Ear Muffs
15	11164	1/22	\$ 886.26	Los Angeles Freightliner	NG4 Replacement Mirror
16	11165	1/22	\$ 150.00	Purchase Power	Postage for Postage Machine
17	11166	1/22	\$ 1,679.00	Rutan & Tucker, LLP	Personnel Legal Services for December 2019
18	11167	1/22	\$ 1,281.64	TEC of California, Inc.	Restock Rotors for Front Brakes, NG14 Oil Filter, Restock Filter Cartridge, Restock Fuel Filters
19	11168	1/27	\$ 263.76	Cintas	Uniform Services for 1/23/2020
20	11169	1/27	\$ 1,193.50	HB Staffing	Temporary Employee Services Week Ending 01/19/2020
21	11170	1/27	\$ 67.80	LegalShield	Member Paid Services for January 2020
22	11171	1/27	\$ 746.74	Merchants Building Maintenance	Janitorial Services for January 2020
23	11172	1/27	\$ 3,364.25	SDRMA Delta Dental	Dental Insurance Premiums for January 2020
24			\$ 34,707.72	CHECKS SUBTOTAL	
25					
26				PAYROLL	
27	ACH	1/28	\$ 64,534.03	Paychex	Payroll - Staff Checks, Taxes, & Direct Deposits
28	ACH	1/28	\$ 3,524.76	Nationwide Retirement Solutions	Payroll - Nationwide Deferred Compensation (100% Paid By Employees)
29	ACH	1/28	\$ 560.00	Nationwide Retirement Solutions	Payroll - Nationwide Deferred Compensation - Roth (100% Paid By Employees)
30			\$ 68,618.79	PAYROLL SUBTOTAL	
31					
32				ACH PAYMENTS	
33	ACH	1/28	\$ 14,087.51	CalPERS	Retirement Contributions for 1/13/2020-01/12/2020
34	ACH	2/3	\$ 51,919.47	CalPERS	Active Employee and Retiree Health Insurance Premiums for February 2020
35	ACH	2/3	\$ 5,585.39	CalPERS	Board of Directors Health Insurance Premiums for February 2020
36			\$ 14,087.51	ACH TRANSFERS SUBTOTAL	
36					

36			
37	\$	117,414.02	TOTAL EXPENDITURES (HANDCUT, REGULAR, PAYROLL, ACH TRANSFERS)
38			
39			BANK TRANSFERS
40			none
41			

A motion was made by Director M. Rice, seconded by Director S. Contreras, to approve the expenditures in the amount of \$ 117,414.02. The motion was approved by the following 4-0 vote:

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

REPORTS

Report of President

None

Report of General Manager

GM K. Robbins reported that room reservations were made for Directors who confirmed that they plan to attend the Waste Expo for Monday, May 4-Thursday, May 7, 2020 and that they should start looking into their flights to and from New Orleans.

Report from the 2020 Little Saigon Westminster Tet Parade on January 25, 2020

Director A. Nguyen stated that the parade started early this year, that it was cold but that more people turned out than ever before, including quite a few visitors from out of state.

Director M. Rice stated that the parade was better than in the past and that she enjoyed seeing all of dignitaries. She rode in the District truck with Director of Operations N. Castro.

President C. Nguyen stated that he was pleased with the good turnout and that the revenues were good for the City.

Report from the Independent Special Districts of Orange County (ISDOC) Quarterly Meeting on January 30, 2020

Director M. Rice reported that she found the information regarding the new voting system interesting but somewhat confusing.

Director S. Contreras and President C. Nguyen appreciated and enjoyed the presentation and commented on how easy it will be to vote.

CONSENT CALENDAR

None

OLD BUSINESS

A. Presentation from Trendzitions on Space Plan Rendering Options for 14451 Cedarwood Avenue, Westminster, CA 92683

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 move forward and bring back a Request for Proposal (RFP) for Board approval. The motion was approved by the following 4-0 vote:

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

NAYS:

ABSTAIN:

ABSENT: A. Krippner

NEW BUSINESS

A. RESOLUTION NO. 2020-01

(Roll Call Vote)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT, OR ORANGE COUNTY, CALIFORNIA, REVISING THE POLICIES AND PROCEDURES OF THE BOARD OF DIRECTORS REGARDING ELECTION OF OFFICERS TO ESTABLISH A POLICY FOR THE ROTATION OF OFFICER POSITIONS

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. 2020-01 revising the policies and procedures of the Board of Directors regarding election of officers to establish a policy for the rotation of officer positions. The motion was approved by the following 4-0 roll call vote:

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

NAYS:

ABSTAIN:

ABSENT: A. Krippner

B. Consider Adoption of 2020 Midway City Sanitary District Strategic Plan

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director M. Rice, to approve adoption of the 2020 Midway City Sanitary District Strategic Plan. The motion was approved by the following 4-0 vote:

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

C. Consider Approval of 2020 Clean-up Event Schedule

A report of a summary of Staff's recommendation was provided and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director S. Contreras, to approve the 2020 clean up event schedule and locations recommended by Staff. The motion was approved by the following 4-0 vote:

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

D. Consider Approval of the District's Annual Administrative Professionals Day Luncheon on Wednesday, April 22, 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 approve of the District's annual Administrative Professions Day luncheon on Wednesday, April 22, 2020. The motion was approved by the following 4-0 vote:

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

E. Consider Changing the Date of the Tuesday, May 5, 2020 Regularly Scheduled Board Meeting Due to Conflict with the 2020 Waste Expo May 4-7, 2020 in New Orleans, Louisiana

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 change the date of the regularly scheduled meeting of Tuesday, May 5, 2020 to the following Tuesday, May 12, 2020 due to the conflict with the 2020 Waste Expo. The motion was approved by the following 4-0 vote:

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

F. Consider and Approve Scheduling all of the Public Budget Workshops/Study Sessions and Public Hearing for Budget Adoption for Fiscal Year 2020-2021 (July 1, 2020 through June 30, 2021)

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 having the first public budget workshop on Tuesday, March 10, 2020, the second on Tuesday, April 28, 2020 and the final meeting for public hearing and budget adoption on Tuesday, May 19, 2020. The motion was approved by the following 4-0 vote:

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

INFORMATIONAL ITEMS

A. Orange County Local Agency Formation Commission (OCLAFCO) – Appointment for the OCLAFCO Regular Special District Seat Member

Receive and file.

BOARD CONCERNS/COMMENTS

Director M. Rice asked how Director A. Krippner was doing.

GM K. Robbins reported that, per his wife, he is in a rehabilitation facility post surgery and is hoping to attend the next regular meeting.

GM/STAFF CONCERNS/COMMENT

Director of Finance/HR R. Housley stated that staff had their first conference call with SCI Consulting Group, the company that will be reviewing the District's parcel program, and they discussed the process and estimated approximately 8-10 weeks to complete the audit.

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, February 18, 2020 at 5:30 P.M. at the District office at approximately 6:05 P.M.

Sergio Contreras
Sergio Contreras, Secretary