

MINUTES

**DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
CITY OF CRESCENT CITY
COUNTY OF DEL NORTE**

Regular Session, Tuesday, August 27, 2013

PRESENT: Commissioner Rich Enea, Chair
Commissioner Roger Gitlin
Commissioner Rick Holley
Commissioner Mike Sullivan
Commissioner Mary Wilson
Legal Counsel Martha Rice
Treasurer/Controller Richard Taylor
Acting Director/Program Manager Tedd Ward

ABSENT: None

ALSO PRESENT: Karen Phillips, PS Business Services
Jay Sarina, CAO Del Norte County
Clinton Schaad, County Auditor
Joel Wallen, Hambro/WSG
Andrea Wadsworth, Refuse Site Attendant
Wes White, Hambro/WSG

3:30 PM CALL MEETING TO ORDER

Chairman Enea called the meeting to order in regular session at 3:30 p.m.

3:30 PM PUBLIC COMMENTS

The following person(s) addressed the Authority: Elizabeth Henry noted her concerns regarding the reported missing funds, the forced retirement of the former Director and the process for hiring an Interim Director. Donna Thompson noted her appreciation for the services and employees at the Del Norte County Transfer Station.

1. CONSENT AGENDA

- 1.1 Approve minutes, Regular Session, Tuesday July 23, 2013**
- 1.2 Approve minutes, Special Session, Friday July 26, 2013**
- 1.3 Approve minutes, Special Session, Wednesday July 31, 2013**
- 1.4 Approve minutes, Special Session, Tuesday August 06, 2013**
- 1.5 Approve minutes, Special Session Thursday August 15, 2013**

On a motion by Commissioner Gitlin, seconded by Commissioner Wilson, and unanimously carried, the Del Norte Solid Waste Authority approved and adopted the consent agenda, consisting of items 1.1 through 1.5, as listed above.

2. DIRECTOR'S & TREASURER'S REPORTS

The following agenda items are provided for information only

- 2.1 Acting Director's Report - 101501**
- 2.2 Treasurer/Controller Report for July 2013**
- 2.3 Treasurer/Controller Report for June 2013**
- 2.4 Claims approved by Treasurer & Director for July 2013**
- 2.5 Monthly Cash and Charge Reports for July 2013**
- 2.6 Earned Revenue Comparisons between FY11/12 and FY12/13**

- 2.7 Treasurer's Report**

Acting Director Tedd Ward presented the reports as noted above for informational purposes. He thanked Wes White for the clean-up efforts on Iowa Street. The Hazardous Waste Roundup date is set for September 21, 2013, and Ward listed the hazardous materials received every day at the Del Norte County Transfer Station. Refuse Site Attendant Andrea Wadsworth noted that ends of household batteries need to be taped. Commercial customers have to pay for fluorescent tubes; however, residential customers get up to bring in 9 bulbs for free. Commissioner Wilson asked that the vehicle make and model be added to the Customer Cash Shortage Form included with the Director's Report.

Treasurer Richard Taylor presented the Treasurer's report. The life insurance costs noted in the report are applicable to management and classified employees. The recommendations from the forensic accountant will be given to the Treasurer to be implemented. Norm Newell, outside auditor, was present and noted that the audit will be released after October, as they are waiting for final year end information. Elizabeth Henry asked when the issue of the missing funds was first noticed. County Auditor Clinton Schaad stated that the issue was first noticed last July.

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE

- 3.1 Discussion and possible action regarding landfill inspection of 27 August 2013 by Gina Morrison of the Regional Water Quality Control Board and Houawa Moua of the Del Norte County Department of Environmental Health.**

Acting Director Ward reported on the landfill inspection conducted August 27th. He noted the repairs are holding up fine and no new issues were raised during the inspection.

4. COLLECTIONS FRANCHISE

No discussion was held.

5. TRANSFER STATION

- 5.1 Discussion and possible action regarding a suggestion to eliminate all cash transactions at the Del Norte County Transfer Station. 012103**

Supervisor Gitlin withdrew his request to discuss this matter at this time.

- 5.2 Discussion and possible action regarding a suggestion to eliminate all checks for payment at the Del Norte County Transfer Station. 012103**

Supervisor Gitlin noted that the Authority was led to believe the missing funds were because of 'bounced' checks with insufficient funds ('NSF checks'), which as it turns out, may not be the problem. Del Norte County Auditor Clinton Schaad noted that more timely deposits have stopped have reduced the incidence of NSF checks, as only one NSF check has been received since April 2013. Discussion was held as to how many transactions were paid for by check (about 9% of gate transactions in July 2013), and how most commercial charge account customers pay by check. Andrea Wadsworth elaborated on the use of 'open' checks and how customers seem to really like this service. Karen Rath noted that she feels that it is very important to keep all three payment options

(cash, credit and debit card and checks) available to customers. No action was taken.

6. GENERAL SOLID WASTE AUTHORITY MATTERS

6.1 Discussion and possible action regarding Del Norte Solid Waste Management Authority Resolution 2013-02, appointing a Clerk of the Board.

Discussion was held regarding appointing a Clerk of the Board.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Authority approved and adopted Resolution No. 2013-02, entitled, A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY APPOINTING A CLERK OF THE BOARD. The Clerk shall be Secretary Rick Holley as indicated in the resolution.

6.2 Discussion and possible action regarding a request from the Crescent City / Del Norte County Chamber of Commerce to waive Authority charges for disposing dumpsters used during Sea Cruise on 12 October 2013. 060502

Discussion was held regarding the request from the Chamber of Commerce to waive charges for the disposal dumpsters used during Sea Cruise. This is an annual request and staff recommended approval.

On a motion by Commissioner Gitlin, seconded by Commissioner Sullivan, and unanimously carried on a polled vote, the Del Norte Solid Waste Authority approved waiving the fees for disposal dumpsters used for Sea Cruise on October 12, 2013, as requested.

6.3 Discussion and possible action regarding revising job description and hiring a temporary Refuse Site Attendant.

Discussion was held regarding possibly revising the job description and hiring a temporary Refuse Site Attendant.

On a motion by Commissioner Sullivan seconded by Commissioner Holley, and unanimously carried on a polled vote, the Del Norte Solid Waste Authority approved revising the job description as submitted, and hiring a temporary Refuse Site Attendant as requested.

6.4 Discussion and possible action regarding the Electronic Annual Report for 2012 as submitted to the California

**Department of Resources, Recycling and Recovery
(CalRecycle). 180501**

Discussion was held regarding the Electronic Annual Report for 2012 as submitted to the CalRecycle. Mr. Ward was asked to add to this report a section noting how the County is working to address California's green building standards (CalGreen) and regulations. New construction information is handed out by the County to developers/builders. Commissioners noted that these building codes are a State law and not a County code. No action was taken.

6.5 Discussion and possible action regarding approval of the Del Norte Solid Waste Management Authority Work Plan for Fiscal Year 2013/2014. 231501

Discussion was held regarding the approval of the Del Norte Solid Waste Management Authority Work Plan for Fiscal Year 2013/2014. This is the Commission's chance to make changes to the list of work items. If no changes are recommended, staff will consider this to be the work plan. Commissioner Holley expressed concern regarding following the policies in the MOU's and asked about the landfill insurance. By consensus direction, 'Procure landfill insurance' was made a priority activity to be completed in 2013. Commissioner Wilson noted the several items on the 2012 Work Plan had been completed. Resident Bill Lonsdale commented that the work plan could be used as a tool to analyze the services provided by the Authority.

6.6 Discussion and possible action regarding additional compensation for additional work performed by Authority Treasurer/Controller Richard D. Taylor. 201803

Commissioner Sullivan recused himself from this discussion/action. Discussion was held regarding additional compensation for additional work performed by Richard D. Taylor, Treasurer, and staff's request to pay for the additional work. Mr. Taylor did not originally know how many additional hours he would be needed when the former director retired, so no additional compensation was requested at that time. Now he has a better idea of what is being asked and the time it takes to accomplish. He suggested that he come back when the work gets to be more than 30 hours per month.

On a motion by Commissioner Gitlin, seconded by Commissioner Holley, and unanimously carried on a four-fifths vote polled vote, with Commissioner Sullivan recused, the Del Norte Solid Waste Authority approved the compensation rate of \$80.00 per hour up to 30 hours per month for the services of the Treasurer.

6.7 Discussion and possible action regarding payment of annual membership dues to the Environmental Services Joint Powers

Authority of the Regional Council of Rural Counties for fiscal year 2013-2014 in the amount of \$6,000.

Discussion was held regarding the payment of the annual membership dues for Environmental Services Joint Powers Authority of the Regional Council of Rural Counties for fiscal year 2013-14. This is a regularly budgeted item and is included in the annual budget for this fiscal year in the amount of \$6,000. Commissioner Wilson expressed concern regarding the cost of this membership. Membership benefits include training and legislative updates and alerts. Elizabeth Henry commented that she does not like to see Del Norte isolate ourselves from what is going on in Sacramento. She would like this to be delayed until next meeting so the public can review this matter. Discussion was held regarding tabling this matter until the next meeting for a better presentation of what benefits are provided with membership.

A motion was made by Commissioner Wilson, seconded by Commissioner Gitlin to not to approve the membership this year. After discussion, a substitute motion by Commissioner Holley, seconded by Commissioner Sullivan, and carried on a four-fifths polled vote, with Commissioner Wilson voting no, the Del Norte Solid Waste Authority, voted to table the membership in the Environmental Services Joint Powers Authority for a month to get feedback from RCRC staff.

6.8 CLOSED SESSION - PUBLIC EMPLOYEE APPOINTMENT

(Gov. Code Section 54957) Title: Interim Director

Chairman Enea asked for public comments regarding the closed session matter listed above; there being none, the open meeting was recessed at 4:48 p.m. and the meeting was immediately convened in closed session. The closed session was adjourned at 5:15 p.m. and the open session was immediately reconvened. Counsel made the following report regarding action taken during the closed session: no action was taken in closed session.

ADJOURN MEETING

There being no further business to come before the Authority, Chairman Enea adjourned the meeting at 5:15 p.m. until the next regularly scheduled meeting set on September 24, 2013 at 3:30 p.m.

Richard Enea, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Richard Holley, Clerk of the Board

Date / /