

# MINUTES

## DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY CITY OF CRESCENT CITY COUNTY OF DEL NORTE STATE OF CALIFORNIA & FOR THE ABANDONED VEHICLE ABATEMENT AUTHORITY

**Regular Session, Wednesday, October 9, 2013, 3:15 PM**

**PRESENT:** Commissioner Rich Enea, Chair  
Commissioner Roger Gitlin  
Commissioner Mike Sullivan  
Commissioner Mary Wilson  
Legal Counsel Martha Rice  
Acting Director/Program Manager Tedd Ward

**ABSENT:** Commissioner Rick Holley  
Treasurer/Controller Richard Taylor

**ALSO PRESENT:** Kevin Hendrick  
Rob Jacobs, Rumiano Cheese  
Karen Phillips, PS Business Services  
Jay Sarina, CAO Del Norte County  
Clinton Schaad, County Auditor  
Rita Schmitt, Refuse Site Attendant  
Tommy Sparrow, Recology  
Andrea Wadsworth, Refuse Site Attendant  
Joel Wallen, Hambro/WSG  
Wes White, Hambro/WSG

### **3:15 PM CALL MEETING TO ORDER**

Chairman Enea called the meeting to order in regular session at 3:15 P.M.

### **3:15 PUBLIC COMMENTS**

The following person(s) addressed the Authority: Kevin Hendrick commented about participating in an open process to make sure that the Authority is working

for the public, leaving the Authority in financial solvency, hiring an executive director or consultants, following the Brown Act; Karen Phillips, member of the Dundas Neighborhood Watch, announced the Parkway Drive Trash Cleanup event set for Sunday, October 20<sup>th</sup> from 10-2, and encouraged the public and Commission to attend; Richard Miles commented on a letter delivered to the City of Crescent City and Del Norte County, from Commissioner Wilson, asking the City and County blight agencies to meet and coordinate regulations. Mr. Miles noted that his landlord had not been responsible for cleaning up his property; he did it with the help of others. Mr. Miles opined that there needs to be a change in County and City ordinances regarding blight so they do not conflict. He would like landlords taken to task for not keeping properties from becoming unsightly; Elizabeth Henry, county resident, commented regarding the open process for the RFP for the consultant to review the Authority duties, and the time that it will take to hire a consultant. She suggested that the Authority hire a temporary executive director to help staff out in the interim.

### **1. REPORT FROM DEL NORTE SOLID WASTE TASK FORCE**

- 1.1 Draft Minutes from the 12 September 2013 meeting of the Del Norte Solid Waste Task Force.

No oral report was given.

### **2. CONSENT AGENDA**

- 2.1 Approve minutes, Regular Session, Tuesday September 24, 2013

### **END CONSENT AGENDA**

There were no requests to remove or add items to the consent agenda. No public comments were made regarding the consent agenda. Commissioner Wilson did note on page 5 of the minutes, 4<sup>th</sup> paragraph, second sentence, the vote should have been Commissioner Wilson voting “no” rather than Commissioner Enea.

On a motion by Commissioner Gitlin, seconded by Commissioner Enea, and unanimously carried, the Solid Waste Management Authority approved and adopted the consent agenda, consisting of item 2.1, with the correction to the minutes listed above.

### **3. DIRECTOR’S & TREASURER’S REPORTS**

**Agenda items 3.1 through 3.7 are provided for information only**

- 3.1 Acting Director’s Report - 231501
- 3.2 CalRecycle Form 303 Household Hazardous Waste Collection Information for FY 2012-2013 as submitted.
- 3.3 Treasurer/Controller Report for July, August & September 2013

- 3.4 Claims approved by Treasurer & Director for September 2013
- 3.5 Monthly Cash and Charge Reports for September 2013
- 3.6 Earned Revenue Comparisons between FY11/12 and FY12/13
- 3.7 Discussion and possible action regarding entries in the Solid Waste Balance sheet relating to pre-payment to the I-Bank. - 090201

### **END DIRECTOR'S & TREASURER'S REPORTS**

Acting Director Tedd Ward reported on the reports listed and provided in the agenda packet. Commissioner Gitlin asked if there was anything the Commission could do to help staff with their duties; would it help to meet twice a month, hire temporary staffing to help? Mr. Ward noted that he needed technically trained staff that has knowledge of the County's accounting system and understands the budget. Meeting twice a month would cause more work for staff to prepared the agenda, etc. Commissioner Wilson noted that it was a nice job on the director's report. Acting Director Ward explained the actions taken regarding the I-Bank. The funds were not set aside in 2007, but acknowledged as a liability, and not set aside with the death of the then County Auditor Christie Babich. Clinton Schaad answered questions regarding the loan, and action of the Authority from September 12, 2007. Mr. Schaad would like to back out the \$225,000+ reserve account entry and correct that entry. The I-Bank loan is in the name of the County, not the Solid Waste Management Authority and the County feels that the reserve funds should be in the County's reserve as it is their responsibility to pay the loan. The \$150,000 was passed to the Solid Waste Management Authority in error and should come back to the County along with other funds that are owed to the County for a total of \$198,000+. For the future, Mr. Schaad will work with the Authority staff more closely, and correct any problems. Mr. Schaad noted that his office will do what they can to help out the Authority where possible.

### **DISCUSSION/ACTION ITEMS**

#### **4. LANDFILL POSTCLOSURE**

- 4.1 Discussion and possible action regarding quote(s) for environmental liability insurance for the Crescent City Landfill.

Acting Director Ward reported on the environmental liability insurance for the landfill. Staff recommended that no action be taken at this time. There have been no claims. Discussion was held regarding an event at the landfill and where any incident might occur in the event of a severe earthquake or groundwater issue. Commissioner Gitlin was concerned about the cost of the

policy and that it would not cover the damage in case of a disaster. He felt that there needed to be more study of the issue as he has issues with the policy. This matter will be discussed at a later date.

- 4.2 Discussion and possible action regarding a letter acknowledging delivery and donation by Hambro/WSG of 7500 cubic yards of 'dirty fines' to the Crescent City Landfill for repair and erosion control.

Acting Director Ward discussed the delivery and donation of the "dirty fines" soil from Hambro's/WSG, and he acknowledged the cost of trucking, loading and donation of the soils to the landfill in an amount estimated at \$17,000+. Mr. Ward would like to send a letter to Hambro's acknowledging the donation. Richard Miles commented that the soil would blow away at the landfill, if not compacted, and gophers will be attracted to the area. By consensus the Authority gave permission for a letter to be sent to Hambro's acknowledging the donation, truck and loading of the soil.

- 4.3 Discussion and possible action regarding a letter of 26 September 2013 from the California Department of Resources Recycling and Recovery (CalRecycle) regarding financial assurance demonstrations for corrective action costs. 230502

Acting Director Ward discussed the September 26<sup>th</sup> letter from the California Department of Resources Recycling and Recovery. There has been a nonwater related cost estimate performed. Staff will investigate this matter more and bring the matter back to the Authority at a later date.

- 4.4 Discussion and possible action regarding potential to improve a road at the landfill to enable access for a drill rig to drill two investigative wells at the Crescent City Landfill.

Acting Director Ward reported on the potential to improve the road at the landfill for access by a drill rig. The drill equipment is very heavy (70,000 lbs) and the roadway would need to be improved on the south, some small trees removed, a portion of the fence removed, for a total of about 400 feet. Having the landfill drop in category to a lower risk would save permitting fees of about \$20,000 per year. Staff noted that both a shallow, and a deep well, will need to be drilled. The road costs are not known at this time. Staff will try to work with the County to share costs and bring this matter back at a later date.

## **5. COLLECTIONS FRANCHISE**

## **6. TRANSFER STATION**

## **7. GENERAL SOLID WASTE AUTHORITY MATTERS**

7.1 Discussion and possible action regarding the release and distribution of a request for proposals (RFP) for an independent consultant to conduct an assessment of the Del Norte Solid Waste Management Authority operations and management structure. 101503

Acting Director Ward reported on the RFP for an independent consultant to conduct an assessment of operations and management structure. On the second page there is a paragraph to add sole sourcing or RFP. Richard Miles commented that he believes that this RFP is a waste of money. This has been looked at by an ad hoc committee already, and he feels that the executive director position needs to be advertised. Kevin Hendrick noted that the RFP should be fleshed out by current staff and that it be very clear, including "developing a job description for the director". This also needs to be an open and public process. Mr. Enea commented on the questions about the RFP and hiring process. Commissioner Gitlin expressed his concern regarding the slow process and getting it right. Commissioner Wilson noted that she completely agrees with Mr. Hendricks comments and she is concerned about getting all the questions asked correctly to get the right answers. She would like to have the questions dovetailed into the RFP. Commissioner Sullivan noted that the comments from Mr. Lonsdale and others should be sent to staff for review. He is not in favor of waiting five months to get this together; he sees a few weeks at most to put out the RFP. [www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov) is the website concerned citizens may send questions to for addition in the RFP process. Mr. Ward asked who would be responsible for putting the questions together for the RFP. Commissioner Holley and the Authority board will put together the RFP, which would require a special meeting. Chairman Enea indicated that the County has offered their personnel staff to help get the RFP out. Staff noted that the budgeted funds for this position should be considered. Chairman Enea responded that the funds are budgeted and they know where they will come from. Wes White commented and encouraged other consultants that work for the Authority review the RFP as they are knowledgeable about the Authority also. This would be a good time for the consultant committee and Authority members to bring forth their questions. Commissioner Gitlin, a member of the consultant committee, noted that it was not such a good idea, as there were not many that brought forth questions, and that there was not much productivity at the meeting they held. Questions should be submitted to the website. A special meeting was set for October 23, 2013 at 2:00 P.M. to conclude this matter.

7.2 Discussion regarding the formation, responsibilities and history of the Del Norte Solid Waste Management Authority. 101503

No discussion was held.

**ADJOURN THE MEETING OF THE DEL NORTE SOLID WASTE  
MANAGEMENT AUTHORITY**

**OPEN THE MEETING OF THE ABANDONED VEHICLE ABATEMENT  
AUTHORITY**

Commissioner Gitlin to know the number of free dumpsters that are left for the year from Recology for planning purposes.

Chairman Enea recessed the meeting of the Del Norte Solid Waste Management Authority at 4:44 P.M. and immediately convened as the Abandoned Vehicle Abatement Authority.

**A.1 Report of Abandoned Vehicle Abatements for FY 12/13**

Acting Director Ward reviewed the report with the Authority. Commissioner Wilson asked the reported number of vehicles was average. Dave Mason prepared the report, but staff believes that the number is likely average. Commissioner Gitlin complained about the abandoned vehicles sitting out in front of the Juvenile Hall, he would like them to be processed and moved. He would like to have this calendared. Dave Mason, Code Enforcement Officer for Del Norte County, entered the meeting and answered the question regarding the vehicles at the Juvenile Hall; they are County vehicles that will be surplussed and sold at auction. County Administrative Officer Jay Sarina also noted that the vehicles are surplus.

**ADJOURN THE ABANDONED VEHICLE ABATEMENT AUTHORITY  
RECONVENE THE MEETING OF THE DEL NORTE SOLID WASTE  
MANAGEMENT AUTHORITY**

The meeting of the Abandoned Vehicle Abatement Authority was adjourned at 4:49 P.M. and immediately reconvened in regular session as the Del Norte Solid Waste Management Authority.

**CLOSED SESSION**

- 7.3 CLOSED SESSION will be held for CONFERENCE WITH LABOR NEGOTIATORS (Govt. Code Section 54957.6):  
Agency Designated Representatives: Rick Holley, Martha Rice  
Employee Organization: Mid-Management

Chairman Enea asked for public comments regarding the closed session, there being none, the regular meeting was recessed at 4:49 P.M. and immediately convened in closed session to discuss the matters listed in item 7.3. The closed session as adjourned at 5:15 P.M. and the regular session of the Authority was

reconvened immediately. Counsel announced that the following action was taken during closed session: no reportable actions were taken in closed session.

**ADJOURN**

There being no further business to come before the Authority, Chairman Enea adjourned the meeting at 5:16 P.M. until the next special session scheduled meeting on October 23, 2013 at 2:00 P.M.

\_\_\_\_\_  
Richard Enea, Chair  
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

\_\_\_\_\_  
Richard Holley, Clerk of the Board

Date / /