

# MINUTES

## DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY CITY OF CRESCENT CITY COUNTY OF DEL NORTE STATE OF CALIFORNIA

Regular Session, Wednesday, January 08, 2014, 3:15 PM

PRESENT: Commissioner Ron Gastineau  
Commissioner Roger Gitlin, Vice-Chair  
Commissioner Rick Holley  
Commissioner Mike Sullivan  
Commissioner Mary Wilson  
Legal Counsel Martha Rice  
Acting Director/Program Manager Tedd Ward

ABSENT: Treasurer/Controller Richard Taylor

ALSO PRESENT: Wes Nunn, Solid Waste Task Force  
Eugene Palazzo, City Manager  
Karen Phillips, PS Business Services  
Jay Sarina, CAO Del Norte County  
Tommy Sparrow, Recology Del Norte  
Joel Wallen, Hambro/WSG  
Wes White, Hambro/WSG

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

Vice-Chairman Gitlin called the meeting to order at 3:15 p.m.

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

The following person(s) addressed the Authority: Elizabeth Henry, county resident, thanked the board for hiring the consulting team; she hopes that the board supports holding a public meeting to consider public input. Victoria Dickey asked that the pledge of allegiance be held, which was led by Vice-Chairman Gitlin. Ms. Dickey commented on the laws and regulations that govern waste disposal, requesting that the 2008 and 2009 -01 Authority ordinances be repealed, and that the Authority start from scratch. Commissioner Gastineau

was introduced as the new City appointee to the Authority. Vice-Chairman Gitlin asked if copies of the ordinances, discussed above, could be provided to the Commission. Staff reported the matter was not placed on this agenda due to the fact that there is a new commissioner; the matter will be placed on the February agenda.

## **1. CONSENT AGENDA**

- 1.1 Approve minutes, Regular Session, Wednesday December 11, 2013
- 1.2 Discussion and possible action regarding consent to assignment of Legal Services Agreement between the Del Norte Solid Waste Management Authority and the Law Offices of Black and Rice LLP.  
  
**- 120503**
- 1.3 Approve payment of claim to EBA Engineering for Crescent City Landfill Environmental Services as described in invoices #25155 and #25609 for a total of \$8,681.47.

## **END CONSENT AGENDA**

There were no requests to add, change or delete any items on the consent agenda. No public comments were made regarding the consent agenda. Commissioners discussed the following: none.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 1.1 through 1.3, as presented.

## **2. DIRECTOR'S & TREASURER'S REPORTS**

**Agenda items 3.1 through 3.5 are provided for information only**

- 2.1 Acting Director's Report - **231501**
- 2.2 Treasurer/Controller Report for November 2013
- 2.3 Claims approved by Treasurer & Director for December 2013
  
- 2.4 Monthly Cash and Charge Reports for December 2013
- 2.5 Earned Revenue Comparisons between FY12/13 and FY13/14

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

The Acting Director Tedd Ward reported on the above listed items. Mr. Ward noted that the transfer station will be recycling all architectural coatings, hopefully, by the end of this month, and the transfer station will begin accepting a dramatic expansion of products. Staff would like to begin using iPads to get the agendas to Commissioners as early as next month in an effort to save paper and

copy costs. Commissioner Wilson asked about the accounts receivable reporting. They were working to compare the reports to make sense of the differences in bookkeeping between the County and the Authority. The Del Norte County Auditor's reports are on a cash/ modified accrual basis, whereas most of the Authority's financial reports are made under an accrual accounting system. Commissioners commented that the font is also very difficult to read on the County Auditor's reports. The reporting needs to be consistent and make sense. The aging summary regarding Attain Insurance \$5,500 was noted as being a credit; it was discussed briefly. No action was taken.

## **DISCUSSION/ACTION ITEMS**

### **3. LANDFILL POSTCLOSURE**

- 3.1 Information regarding road improvements and drilling of two investigative wells at the Crescent City Landfill.

Acting Director Ward discussed and presented slides regarding the road improvements and well drilling. A history of the issue was given for the benefit of the new commissioner and the audience. The wells were drilled recently after the roadway was built. Data will be forthcoming next month. It is hoped that this data will help to reduce the cost of the annual permits with the reduction of threat level (currently 1A) at the landfill. No action was necessary.

### **4. COLLECTIONS FRANCHISE**

- 4.1 Discussion and possible action regarding deployment Authority-directed Complimentary Bin Pulls for Community Cleanup.  
**031205, 031507**

Acting Director Ward reported on the deployment of complimentary bin pulls for community clean-up efforts. A table was attached to the agenda item. The bins are allocated based on requests from local agencies and cleanup organizers and the fees for dumping are often waived by Hambro/WSG at the Authority's request. Smaller bins are used for projects that are spread out over a large area of the community such as the Coastal Cleanup, larger bins could be used at the Fair since it is a smaller area to cover and hauling would be a shorter distance. Chairman Gitlin would like to add additional bins to the inventory, even if it costs the Authority money. In 2013, there were essentially five bins that were not associated with ongoing annual community events. No action was taken.

### **5. TRANSFER STATION**

- 5.1 Discussion and possible action regarding update of policy for accepting residential fluorescent bulbs at the Del Norte County Transfer Station. **210101**

Acting Director Ward recommended that the Authority adopt the following policy

with respect to fluorescent bulbs managed at the Del Norte County Transfer Station:

- 1) Up to 9 fluorescent bulbs may be accepted from a Del Norte County residence at the Del Norte County Transfer Station;
- 2) For customers that bring in nine or more residential fluorescent bulbs in a single trip, that customer's name will be recorded on the receipt for that transaction, and that customer will be informed that they will not be allowed to dispose of any additional 'free' residential fluorescent bulbs for the next 30 days;
- 3) Customers who bring in more than 9 fluorescent bulbs on a single trip will be advised that this is a commercial quantity of fluorescent bulbs, and such customers will be charged commercial rates for each bulb disposed unless they can convince the gate attendant such bulbs came from a residence;
- 4) If the gate attendant believes that fluorescent bulbs likely came from a residence, that customer will be allowed to dispose of up to 9 residential fluorescent bulbs on that day, under the conditions described in point 2 above;
- 5) All commercial fluorescent bulbs and tubes as well as all residential fluorescent tubes and bulbs over nine disposed by a single customer in a 30 day period will be charged at the commercial rate for each such fluorescent; and
- 6) This policy will not be advertised.

Staff noted that the historical evolution of the rates for fluorescent bulbs is as follows: March 2005: Del Norte County Transfer Station opens, and Operator Hambro/WSG is required to receive the most common household hazardous wastes for no charge, including used motor oil, oil filters, ethylene glycol antifreeze, non-aerosol latex paint, lead acid batteries, televisions and computer monitors, and fluorescent tubes. February 2006: All fluorescent bulbs banned from mixed waste disposal by the California Department of Toxic Substances Control as part of a larger effort to reduce the release of mercury. October 2007: Authority adopts Transfer Station Operations Change Order 8, and sets rates for receiving commercial fluorescents. 2008 - Present: Power companies and others aggressively promote replacing incandescent bulbs with compact fluorescent lamps to save energy. Few (if any) such promotions describe the more limited disposal options for CFLs, or that the disposal cost may exceed the purchase price. Commercial fluorescents are charged at the following rates at the Del Norte County Transfer Station, regardless of quantity:

compact fluorescent lamps (CFLs):	\$1.69 each
fluorescent tubes, 4':	\$3.37 each
fluorescent tubes, 8':	\$6.74 each

These rates are subject to a CPI-based adjustment implemented each July 1. Fluorescent ballasts and fixtures can only be accepted during the Authority's annual household hazardous waste collection event.

Staff suggested this change in policy in an effort to: a) provide clear direction to customers; b) control the expenses for Hambro/WSG for Fluorescent bulb recycling; and c) establish a means to discourage commercial customers from misrepresenting commercial fluorescent bulbs as residential to avoid paying for recycling their fluorescent bulbs. Furthermore, staff recommended implementing the policy change without any public outreach other than explaining the policy to customers of the Del Norte County Transfer Station who try to recycle nine or more fluorescent bulbs at a time. Residents who only have a few fluorescent bulbs to recycle don't need additional outreach, and commercial customers do not need additional outreach about this residential service. Authority staff has prepared information for commercial customers about proper handling of fluorescent bulbs, referencing companies that sell mail-back boxes for fluorescent bulb recycling. The Authority's revenues will not be significantly impacted by adoption of this policy. Hambro/WSG expenses for handling and recycling household fluorescent tubes are significant, and the Authority is justified in taking actions to assure that this service remains available to residences.

On a motion by Commissioner Holley, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the policy as recommended (above) by staff.

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

- 6.1 Discussion and possible action regarding elections of Authority Chair, Vice-Chair, Secretary / Clerk, and Treasurer / Controller.  
**012104**

Vice-Chairman Gitlin requested nominations for Chair, Vice-Chair, Secretary/Clerk and Treasurer/Controller for 2014.

Commissioner Sullivan nominated Commissioner Gitlin for Chairman, the motion was seconded by Commissioner Wilson, and no other nominations were made. The motion was approved by unanimous polled vote

Commissioner Gitlin nominated Commissioner Holley for Vice-Chair, and the nomination was seconded by Commissioner Wilson. There being no other nominations for Vice Chair, the nomination was affirmed.

Commissioner Sullivan nominated Commissioner Wilson for Secretary/Clerk, and the nomination was seconded by Gastineau. There being no further nominations, the Commission vote unanimously, by polled vote, to affirm the nomination of Commissioner Wilson as Secretary/Clerk.

Commissioner Holley nominated Richard Taylor as Treasurer/Controller, and the nomination was seconded by Commissioner Wilson. There were no other nominations for Treasurer/Controller. On a four-fifths polled vote, with

Commissioner Sullivan abstaining, Mr. Taylor was confirmed at the Treasurer/Controller.

- 6.2 Discussion and possible action regarding mid-year review of the Work Priorities for the Del Norte Solid Waste Management Authority for FY 13/14. **231501**

Mr. Ward reported on the mid-year review of work priorities and mandates. Commissioner Wilson noted that the Authority's last direction was that the acting director concentrate on the mandatory responsibilities/duties until a permanent director is hired. By consensus of the Commissioners, the work priority will remain the same at this time.

- 6.3 Information and presentation from R3 Consulting Group relating to their work on the Assessment of the Del Norte Solid Waste Management Authority. **130101**

Acting Director Ward outlined the work that the consultants were tasked with. William Schoen introduced the R3 Consulting Group, including Sam Chandler and Colin Wallace. No action was taken.

- 6.4 Discussion and possible action regarding setting a date for a special public meeting associated with the Assessment of the Del Norte Solid Waste Management Authority, possibly on January 28<sup>th</sup>, 2014 at 5:30 PM in the Del Norte County Board of Supervisors Chambers. **130101**

Mr. Ward asked that a public meeting be set regarding the assessment of the Authority with the consultants on January 28<sup>th</sup> at 5:30 p.m.

On a motion by Commissioner Holley, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved the special meeting date of January 28, 2014 at 5:30 p.m.

- 6.5 Discussion and possible action regarding Authority Resolution 2014-01 adopting By-laws changing the regular monthly meeting date and time of the Del Norte Solid Waste Management Authority to be at 3:00 P.M. on the second Wednesday of each month.

Discussion was held regarding the start time of the meetings and the resolution changing the date and time of the regular monthly Authority meetings.

On a motion by Commissioner Sullivan, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste

Management Authority approved and adopted changing the meeting time to 3:30 p.m. effective the next meeting date.

The February meeting will be held on the February 11, 2014 at 3:30 p.m. due to the President's holiday on the 12<sup>th</sup>.

6.6 Information regarding policies and programs to address illegal dumping. **031512**

Mr. Ward reported on illegal dumping and the trash options, programs and policies to reduce illegal dumping and encourage tarping of loads and recycling efforts. Several options for additional programs and policies were pointed out by staff for consideration. Commissioner Wilson suggested that landowners who have been illegally dumped upon could have a one-time free clean-up. She would like this added to the list of possible programs. Chair Gitlin noted that the Del Norte County Board of Supervisors will be taking up the matter of blight and illegal dumping at their meetings soon; this is a large problem in our community. No action was taken.

6.7 Discussion and possible action regarding working with the Mural Society and other community groups, organizations, and possibly schools to develop one or more murals with a recycling theme.

Acting Director Ward reported on the concept of working with the Mural Society to develop community murals with recycling themes. Staff has not met with any partners to develop information regarding this matter; Mr. Ward is not sure how much time this will take. He would work with a number of people in the community to determine the best place for a mural and then work with the appropriate agency. Commissioner Wilson was concerned regarding the amount of time it would take away from other priority work on the acting director's plate. Consensus was given directing staff to make some initial inquiries in pursuing working with the Mural Society, schools and other community groups to place recycling themed murals around the community.

6.8 Information regarding the formation, responsibilities and history of the Del Norte Solid Waste Management Authority with respect to setting and controls for maximum rates to be charged for discard collection services, solid waste and recycling services, and securing disposal capacity as required under Public Resources Code sections 41701 and 41703. **061801, 031502, 080104, 180510**

Acting Director Ward reported on the above listed item. The Authority's setting of rates and securing disposal capacity were reviewed. Wes White, CEO Hambro/WSG, commented on their positive relationship with White City's

disposal and their capacity. Elizabeth Henry noted that she was disappointed when the Commission recently turned down the opportunity to work with CalRecycle on a waste characterization study that would be largely paid for by CalRecycle. She feels that such a study would be valuable for minimal community expense or effort. No action was recommended or taken.

6.9 Information regarding AB 1234 Ethics training requirements.  
**052001**

Counsel Martha Rice reminded the Commissioners of the ethics training required every two years. The online training takes just a few hours and the certificates will be kept by the acting director as a matter of public record.

**ADJOURN:**

There being no further business to come before the Authority, the Chairman adjourned the meeting at 5:06 p.m. until the next special meeting scheduled on January 28, at 5:30 p.m.

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Roger Gitlin, Chair  
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

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Mary Wilson, Secretary/Clerk of the Board

Date / /