

MINUTES

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

Regular Session, Wednesday June 11, 2014, 3:30 PM

PRESENT: Commissioner Rich Enea, City Alternate
Commissioner Roger Gitlin, County, Chair
Commissioner Rick Holley, City, Vice-Chair
Commissioner Mike Sullivan, County, arrived 3:39 PM
Commissioner Mary Wilson, Public, Secretary/Clerk
Legal Counsel Martha Rice
Treasurer/Controller Richard Taylor
Acting Director/Program Manager Tedd Ward

ABSENT: Commissioner Ron Gastineau

ALSO PRESENT: Karen Phillips, PS Business Services
Clinton Schaad, County Auditor
Richard Taylor, Treasurer / Controller
Tommy Sparrow, Recology Del Norte
Joel Wallen, Hambro's/WSG

3:30 PM CALL MEETING TO ORDER

Chairman Gitlin opened the meeting in regular session at 3:30 P.M.
Commissioner Holley led the pledge of allegiance.

3:30 PM PUBLIC COMMENTS:

The following person(s) addressed the Commission: none.

1. DEL NORTE SOLID WASTE TASK FORCE – No Items

2. CONSENT AGENDA

2.1 Approve minutes, Special Session, Thursday May 21, 2014.

2.2 Approve payment of Invoice 3969 to Busch Geotechnical Consultants
in the amount of \$8,284.00.

2.3 Approve payment of \$8,850.00 to Smith & Newell Certified Public Accountants for the completed audit for the Authority's fiscal year 12/13.

2.4 Approve budget transfer in the amount of \$20,619.25.

END CONSENT AGENDA

Item 2.4 was pulled from the consent agenda for separate action and discussion.

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 2.1-2.3, as presented.

Discussion was held regarding 2.4, the budget transfer will pay for the Bertsch/Ocean View Water District assessments to they are current and other expenditures of the authority.

On a motion by Commissioner Wilson, seconded by Commissioner Holley, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved item 2.4 a budget transfer in the amount of \$20,619.25.

3. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 3.1 through 3.5 are provided for information only

3.1 Acting Director's Report **231501**

3.2 Treasurer/Controller Report for April 2014

3.3 Claims approved by Treasurer & Director for May 2014

3.4 Monthly Cash and Charge Reports for May 2014

3.5 Earned Revenue Comparisons between FY12/13 and FY13/14

The reports listed above were presented in the agenda and reported on by Mr. Tedd Ward and Mr. Rich Taylor. Commissioner Sullivan noted for the record that the \$25,000-\$29,000 missing was stolen; it is not from missing checks. As part of the Director's Report, in response to concerns expressed by the Del Norte County Board of Supervisors during his presentation regarding the draft FY 14/15 Authority budget, Mr. Ward handed out the portion of the County's shredding policy describing the retention policies pertaining to financial records, and stated that he understood that historically Authority records were shredded according to the County's policies. Commissioner Gitlin asked if the Authority could have the document shredding policy altered so that the documents could be "microfiched". Mr. Ward replied that with current staffing and equipment, such action would not be practical. Chair Gitlin asked to suspend the shredding indefinitely, at this time. Commissioner Sullivan noted that the records were protected by the controls put in place. Commissioners voiced concerns regarding the records being shredded at this time. Discussion was held regarding the records retention

schedule. Mr. Schaad discussed the policy and the reason for the time constraints.

The missing funds were discussed as well as protocols in place to make sure there are no more missing funds. Mr. Ward thanked Lisa Babcock, the Account Clerk for her efforts following these fiscal controls relating to the Authority's accounts. In a public comment, Elizabeth Henry asked to have the Sheriff's report released so the public knows what the issue is. Legal counsel Martha Rice explained that the report can be read at the Sheriff's office, but copies cannot be taken of the report.

Continuing with the Director's report, Mr. Ward reported that he has made phone calls to charge account customers with larger outstanding balances. He would like to get Quickbooks set up to charge interest on the outstanding balances. No action was taken.

DISCUSSION/ACTION ITEMS

4 LANDFILL POSTCLOSURE

- 4.1 Discussion of status of Appeal of Threat / Complexity rating and Payment to SWRCB for WDR Fee balance for FY 13/14 in the amount of \$36,772.05.

Discussion was held regarding the appeal of the threat/complexity rating and original bill of \$64,817. Staff believes that there is no current compelling reason for a reduction this year; however, next year may be different. Staff suggested payment of the outstanding balance of \$36,722.05.

On a motion by Commissioner Sullivan, seconded by Commissioner Enea, and carried on a 4/5th polled vote, with Commissioner Wilson voting no, the Del Norte Solid Waste Management Authority, approved and adopted the payment of the State Water Resources Control Board invoice in the amount of \$36,772.05. A partial payment of the invoice was made earlier in the year.

Staff was directed by the Chairman, to place a discussion matter on the next agenda regarding the Authority's appeal of the Regional Water Quality Control Board's Threat / Complexity rating of the Crescent City Landfill, which affects the amount of the annual Waste Discharge Requirements Fee. Staff also suggested that the next level of appeal letters may ask the Regional Water Quality Control Board to approve drilling an additional investigation well site at a location that RWQCB staff has already rejected.

5 COLLECTIONS FRANCHISE

- 5.1 Discussion and possible action regarding allocation of Authority-directed complimentary bin pulls for 2014. **031205, 180510**

Chairman Gitlin pulled this matter from the agenda at this time and asked that it be put on the agenda next month. The inventory of 20 bins per year has typically

resulted in some being used at the 4th of July celebration and at the Fair, with others being used for the Coastal Cleanup and at the Household Hazardous Waste Cleanup, which leaves 4 bins left for allocation before the end of the calendar year. Commissioner Sullivan asked if there was a policy or criteria for using the bins for the community benefit. Staff is not aware of a policy for the bin use. After discussion, Board consensus was to have staff draft a policy for consideration at a future meeting. Commissioner Sullivan asked for a report by the Code Enforcement Officer regarding the blighted properties at the next meeting.

6. TRANSFER STATION

- a. Discussion and possible action regarding payment of sewer assessment for APN 115-180-22, 1700 State Street to the Del Norte County Community Development Department in the amount of \$10,532.25. **031508**

Discussion was held regarding the payment of sewer assessments for 1700 State Street owed the County of Del Norte. Payment of the assessment bill will bring the account current.

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 the payment of the 1700 State Street assessment in the amount of \$10,532.25.

7. GENERAL SOLID WASTE AUTHORITY MATTERS

- 7.1 Discussion and possible action regarding Clerk Services Contract with PS Business Services for fiscal year 14/15 in an amount not to exceed \$2,000.00 **031208**

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 the agreement with PS Business Services for the period of June 1, 2014 through June 30, 2015, as presented.

- 7.2 Discussion and possible action regarding staffing issues associated with the close of fiscal year 13/14. **070106**

Discussion was held regarding the staffing issues and the alternatives that the Authority has to fill the position due to illness. It was pointed out that the Acting Director has the authority to hire a part-time temporary account clerk if the cost is under \$5,000. No action was taken.

3:45 P.M. PUBLIC HEARING

- 7.3 Hold public hearing on adoption of the Authority budget for fiscal Year 2014/2015.

The public hearing was opened at 4:46 p.m. Elizabeth Henry commented that she supports the budget as presented. She hopes that the Authority would consider staffing the Authority offices to the full capacity. She feels that the Auditor's report has a positive aspect included. She also wanted the public to know that the audit was performed under the former director's term or service. The public hearing was closed at 4:50 p.m.

7.4 Discussion and adoption of the Authority budget for fiscal year 2014/2015.
022102

Discussion was held regarding the budget and amending it with approval by the City and the County, and or passing the budget by July 1, 2014.

On a motion by Commissioner Sullivan, seconded by Commissioner Enea, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority, approved and adopted the Del Norte Solid Waste Management Authority Budget for 2014/2015, as presented.

7.5 Discussion and possible action regarding Final Report Assessment of the Del Norte Solid Waste Management Authority by R3 Consulting Group.
130101

Discussion was held regarding the final report from R3 Consulting Group. After discussion, it was decided that an item will be placed on a future agenda to set short and long-term goals. Commissioner Enea commented that on page 7, the report indicated that all the commissioners had been contacted. Yet he said that they never contacted him as a former Commissioner, though the new Commissioner was only on the Board for one month prior to the study. Commissioner Sullivan noted that there were other recommendations not listed in the staff report and he expressed his concern that the whole recommendation language was not presented in the staff report. Commissioner Wilson also indicated that the entire text of the recommendations were not included in the staff report and it gave the wrong impression of the R3 report.

7.6 Discussion and possible action regarding scheduling a special meeting of the Del Norte Solid Waste Management Authority for June 24-26, 2014 to discuss short and long-term goals for the Authority.

After discussion, a meeting was set on June 24th at 3:30 p.m. for a special meeting to discuss short and long-term goals. Bill Lonsdale commented on his correspondence he sent to the staff regarding the three bedrock principals he saw: 1) whether or not the De Norte Solid Waste Management Authority should work as a utility, work as an agent for social change, or a service; 2) what should the priority be in serving the community; and 3) weighing the commercial interests against residential. He noted that R3 put forth four options to consider:

1) keep current, no change; 2) reduce staff levels; 3) contract executive director's position; 4) contract the authority services out to private sector. Commissioners noted that they could take any action necessary outside of the options and that the recommendations listed in the staff report did not fully note the recommendations from R3, which was misleading. Commissioner Wilson would like to see if the Authority's contractors (i.e. Hambro/WSG and / or Recology Del Norte) could pick up the reporting or help alleviate some of the staff work.

**OPEN / CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE
EVALUATION (Gov. Code 54957)
Title: Program Manager/Acting Director**

Chairman Gitlin announced that there would be no closed session held.

8. ADJOURNMENT

Adjourn to the next special meeting of the Del Norte Solid Waste Management Authority scheduled for Tuesday July 24th at 3:30 P.M. at the Del Norte County Board of Supervisor's Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Commission, Chairman Gitlin adjourned the meeting at 5:23 p.m. until the next special meeting set for June 24, 2014.

Roger Gitlin, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Mary Wilson, Secretary/Clerk of the Board

Date / /