

MINUTES

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

Special Session, Tuesday June 24 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
Commissioner Mary Wilson, Public, Secretary/Clerk
Legal Counsel Martha Rice
Acting Director/Program Manager Tedd Ward

ABSENT: Treasurer/Controller Richard Taylor

ALSO PRESENT: Wilma Madden, PS Business Services
Tommy Sparrow, Recology Del Norte
Joel Wallen, Hambro's/WSG
Wes White, Hambro's/WSG
Norma Williams, SEIU 1021
Kathryn Murray, Crescent City Council

3:30 PM CALL MEETING TO ORDER

Chairman Gitlin opened the meeting in regular session at 3:30 p.m.

3:30 PM PUBLIC COMMENTS

The following person(s) addressed the Authority: Elizabeth Henry, County resident, read a letter regarding the personal attack on staff during last meeting by Commissioner Sullivan, which she felt was very unpleasant and made him look like a bully. Ms. Henry's letter also commented on treatment of the public during public comment periods and the lack of a proper timing system.

1. GENERAL SOLID WASTE AUTHORITY MATTERS

1.1 Discussion and possible action regarding the short and long-term goals for the Del Norte Solid Waste Management Authority.

Commissioner Enea presented his suggestions, indicating that at the top of his list is the landfill and its cost. He indicated he would like to see a final closure with the State and to reduce that cost. Commissioner Enea stated he was not sure if it would require hiring of a consultant to assist with that process. He also commented that he would like the Authority to scale back on new projects as a long term goal. He would like to see a finance person hired as a short term goal and the hiring of a director as a contract position as list as an option in the R3 report for cost savings. Chairman Gitlin then recapped Commissioner Enea's list of goals.

Commissioner Wilson commented that she was hoping to hear from vendors as to any ideas they may have that would help effect items in the R3 report. Under the heading of long term goals, she indicated that she met with the Auditor and would like to see a monthly reconciled revenue received against budget. She stated she would also like to see a trend analysis done. Commissioner Wilson added that she would like to have a budget that looks 10 years out. She noted that she appreciates Mr. Taylor's ability, but would like to have someone on staff with financial analyst skills that could prepare those types of reports. She added that there had been discussion of using Quickbooks, but that was not recommended in the R3 report. Commissioner Wilson also indicated she would like to see bookkeeping efforts streamlined to make the finances easier for them to track. She agreed with Commissioner Enea on scaling back on new projects. She concurred that the top two positions could be combined. Commissioner Wilson also stated that she would like to see a longer term look at expenses and payroll costs. Chairman Gitlin stated he felt that the Commission should direct vendors to present ideas, rather than just be from an individual Commission member and would entertain a motion. Commissioner Sullivan commented that they have had an ad hoc committee in the past that included Hambro and Recology and the Commission could revive that committee.

Commissioner Wilson moved to request vendors (Recology and Hambro/WSG) to present options to the Board related to suggestions in the R3 report that vendors could be contracted to address some of the Authority's current responsibilities. Commissioner Enea seconded the motion.

Commissioner Holley commented they should be more specific as to what to ask vendors for input on, such as educational programs. Commissioner Wilson responded that she was not sure what work the vendors do now that would tie in with the Authority work. Chairman Gitlin commented again on what items vendors should be asked to address. Commissioner Wilson responded that they should be open to ideas on short and long term goals.

Chairman Gitlin clarified the motion was for input from vendors on short and long terms goals to be presented at the July 9 meeting. Commissioner Enea concurred with Chairman Gitlin's review of the motion.

Commissioner Holley pointed out that the R3 report was really broad and read the relevant section of the report. Commissioner Sullivan commented that he felt that the request to Hambro and Recology was appropriate and wanted input on if there were a specific task they could take over and if there would be a cost involved. Chairman Gitlin asked for public comment on the motion. Elizabeth Henry stated she felt that it would be more appropriate for the Commission to be specific about what they want from their franchisees. She commented on what items the Authority does (hazardous waste, etc) that Recology does not handle.

Wes White commented that he did not want to step into a political dispute, but might be able to generate reports if they know specifically what is wanted in those reports in order to determine if they have the ability to generate them. Mr. White added that there were some items in R3 report; such as employee issues that are outside the purview of the franchisees. Chairman Gitlin responded that he understood Mr. White's feelings.

Kathryn Murray commented that the items being discussed are not something that was agenzized. Decisions needing action need to be agenzized. She added she was not in favor of combining positions that have clearly been a burden on staff. Ms. Murray felt the Authority needed to keep both positions. Chairman Gitlin deferred to Counsel Rice as to whether the motion was appropriate or if it should be agenzized at next meeting. Martha commented it is not a significant action, but that would be more appropriate to establish the short and long terms goals first.

Chairman Gitlin reviewed the motion for input from vendors on short and long terms goals to be presented at the July 9 meeting. The motion carried on a unanimous polled vote.

Commissioner Holley commented on the process to establish short and long term goals, including potential options for each goal to be discussed. Commissioner Holley stated he felt the primary short term goal should be the hiring an executive director. That person can then shepherd the goal setting process. He added that he felt they need to review existing documents on the JPA as a start.

Commissioner Sullivan apologized to City Councilperson Murray for rolling his eyes during her comments. Commissioner Sullivan indicated he believed combination of the executive director and program manager positions was a short term goal and that person should have a business management background and should be a contract employee. Commissioner Sullivan

commented that he does believe this is a utility. He added that he has spoken with business owners and their recycling costs are expensive. He indicated he agreed with Commissioner Holley that the executive director should lead the rest of the goal setting process. Commissioner Wilson stated that she did not, at this time, have a preference between contracting the position or hiring an employee.

Chairman Gitlin stated that his primary short term goal is the hiring of a new executive director using option four in the R3 report. He added that his long term goal would be to establish this as a utility and to make the service better suited to the small community rather than that of a large market.

Chairman Gitlin then recapped each of the other Commissioners goals. Commissioner Holley commented that the R3 report options are not necessarily the only options available to the Commission. He added that the combining of positions may require negotiations. Commissioner Sullivan commented that perhaps they should revisit hiring a temporary interim executive director. Commissioner Enea indicated he felt another special meeting might be in order, rather than to try to include it in July 9 regular meeting. Commissioner Holley indicated he would prefer to handle it at the next regular meeting, but would like to go back over the existing goals and work plan as part of this process. He added that they do need to agendaize how to approach the executive director position. The other Commissioners agreed and directed staff to include both items on the July 9 agenda. Ms. Rice pointed out that hiring of executive director would need to be a separate agenda item and could include possible options for how to fill the position. Commissioner Sullivan suggested the Chair and Vice Chair meet with legal counsel to develop the proper wording for the executive director agenda item.

2. ADJOURN

There being no further business to come before the Authority, Chairman Gitlin adjourned the meeting at 4:28 p.m., until the next regularly scheduled meeting set for July 9, 2014 at 3:30p.m.

Roger Gitlin, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Mary Wilson, Secretary/Clerk of the Board

Date / /

