

MINUTES

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

Regular Session, Wednesday July 9, 2014 @ 3:30 PM

PRESENT: Commissioner Roger Gitlin, County, Chair
Commissioner Ron Gastineau, City
Commissioner Rick Holley, City, Vice-Chair
Commissioner Mike Sullivan, County, arrives 3:31 p.m.
Commissioner Mary Wilson, Public, Secretary/Clerk
Legal Counsel Martha Rice
Acting Director/Program Manager Tedd Ward

ABSENT: Treasurer/Controller Richard Taylor

ALSO PRESENT: Karen Phillips, PS Business Services
Clinton Schaad, County Auditor
Tommy Sparrow, Recology Del Norte
Joel Wallen, Hambro/WSG
Wes White, Hambro/WSG

3:30 PM CALL MEETING TO ORDER PLEDGE OF ALLEGIANCE

Chairman Gitlin called the meeting to order at 3:30 p.m. and Commissioner Gastineau led the pledge of allegiance.

3:30 PM PUBLIC COMMENTS: ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.

Commissioner Sullivan entered the meeting at 3:31 p.m.

The following person(s) addressed the Commission: Richard Miles asked if the Chairman had read the Public Resource Code. He encouraged the board to read the code. He also noted that there is property (5 acres) next to the transfer station that if it is not to be developed, and he feels that it should be sold to make up the deficit in the budget. Staff noted that the parcel is designated heavy commercial and was purchased for a resource recovery park, like the Eco Store, which has since closed; however, the

property does serve as a buffer to the transfer station and the adjoining mobile home park. Staff was directed to bring back the parcel information to the Commission.

Bill Lonsdale shared his thoughts that the refuse collection service was wonderful over the holiday, he appreciates what Recology does.

Grant Werschull thanked the board/council members for supporting the Smith River water quality issue earlier this week. He noted that he would like help regarding the illegal dumping in the community. The Smith River Alliance performs annual clean-ups of illegally dumped trash, mainly in the Smith River NRA. He would be grateful for the continued leadership to think creatively, and to develop opportunities to use the facilities that we have to discourage illegal dumping.

Jon Parmentier commented on the way we used to do business and the cost of doing business the right way.

Kathryn Murray commented on her attendance at the Solid Waste Management Authority meetings and witnessing what she feels is a clear lack of direction and leadership. She suggested that the agency support staff. Ms. Murray also noted that the minutes should reflect that the apology was to her and not Mrs. Henry.

Elizabeth Henry commented on the ability to recycle carpet and noted that there is a mattress stewardship program which Del Norte could participate in. She would like sufficient staff to investigate these programs.

Donna Thompson, county resident, commented that government as a whole seems to be looking after the community, although she does not feel that comfort with the Del Norte Solid Waste Management Authority, she is concerned about the direction that the authority is going in.

Norma Williams, President of SIEU and resident of the county, indicated that the Authority cannot eliminate staff without appropriate actions. She expressed her concern regarding the Authority acting as a utility, as it affects the union members, who will be following the actions of the Authority.

Ralph Johannson read a letter regarding recycling, he noted that he has been able to reduce his household refuse by recycling and he feels that this was directly related to the outreach of staff and advertising. Mr. Johannson feels that staff is doing a remarkable job with recycling. He would like to make sure that committees or meeting include sufficient public input.

Janet Gilbert noted that the public has weighed in loud and clear and they support the Authority staff, recycling, and the transfer and station. She encouraged recycling, reuse and repurposing. She asked the board to set aside their personal ideas and follow the recommendations made and to support the public.

1. DEL NORTE SOLID WASTE TASK FORCE

1.1 Discussion regarding meeting of 07 July 2014.

Discussion was held regarding the Task Force meeting. Richard Miles reported on the meeting, including the deferred election of a new chair. The Task Force accepted the resignation of Dave Mason and the removal of Mr. Martell for missing 4 or more consecutive meetings without an excused absence. Discussion of the bylaws will be placed on the next agenda, he said. Tedd Ward did give the Task Force the task of coming up with a five-year plan that will be sent to the State. Commissioner Wilson noted that the plan was due by December 31, 2014.

2. CONSENT AGENDA

- 2.1 Approve minutes, Special Session, Tuesday June 24, 2014.
- 2.2 Approve minutes, Regular Session, June 11, 2014.
- 2.3 Acknowledge & file FY 13/14 Stormwater Report submitted for the Del Norte County Transfer Station.
- 2.4 Acknowledge & file FY 13/14 Stormwater Report submitted for the Crescent City Landfill.

END CONSENT AGENDA

Discussion was held regarding the consent agenda items. Correction of the minutes, item 2.1 noted that Commissioner Sullivan apologized to Mrs. Murray and not Mrs. Henry.

On a motion by Commissioner Sullivan, seconded by Commissioner Holley, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 2.1-2.4, with the noted change to the minutes.

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 May 2014
- 3.3 Claims approved by Treasurer & Director for June 2014
- 3.4 Monthly Cash and Charge Reports for June 2014
- 3.5 Earned Revenue Comparisons between FY12/13 and FY13/14

The reports listed and included in the agenda packet were discussed. The Other Post-Employment Benefits (OPEB) reports were discussed and the fact that there are no staff to perform the work at this time; the acting director is getting to matters as he can. Staff outlined work that is not getting done due to the number of items on his plate. Reports with sanctions will be brought to the Commissioner's attention; however, most of the reports may be submitted a bit late and will likely not have any issues. When asked if the Authority members could assist, Mr. Ward noted that he was hesitant to have member working on matters that should be assigned to staff. The Del Norte County Fair, however, is another matter, and volunteers are encouraged to participate in staffing the booth July 31-August 3, 2014. Mr. Ward also noted that revenues were \$4,678.00 more than projected in the last budget year. The list of claims that are at least 120 days old (about 10 of them) was discussed and the policy that governs the follow-up and collections efforts.

DISCUSSION/ACTION ITEMS

4. LANDFILL POSTCLOSURE – No Items

5. COLLECTIONS FRANCHISE

- 5.1 Discussion and possible action regarding draft criteria and policy for the allocation of Authority-directed complimentary bin pulls, including input from City and County Code Enforcement Officers. 031205, 180510

Discussion was held regarding the draft criteria and policy for Authority-directed bin pulls. There are 20 separate bins allocated for use by the Authority. The Del Norte County Fair has reduced their request to 3 bins which is a reduction of 2 bins. Commissioner Sullivan drafted a policy regarding the use of the bins, which was included in the agenda, and requested its approval.

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: 1) the allocation of 3 Authority-directed bin pulls in support of the Del Norte County Fair; and 2) asked that Hambro/WSG consider waiving their disposal fees for these dumpsters in support of the Del Norte County Fair, as listed in the report.

The Fair was thanked for their reduction in the use of bins and recycling efforts. Dave Mason made comments regarding the allocation of bins and the proposed policy. The County suggested using the bins to benefit neighborhood clean ups, etc. and not for the benefit of individual property owners as it might be perceived as a gift of public funds. Commissioner Holley would like to see the highest priority be to use the bins for public lands. The Authority could add to the list by paying for extra bins. Eric Taylor, City Code Enforcement Officer noted that he agrees that the bins should be used for public lands. He asked to have one dumpster for the trash that is left on the streets or sidewalks.

On a motion by Commissioner Sullivan, seconded by Commissioner Holley, and unanimously carried on a polled vote, the Del Norte Solid Waste Authority approved that public lands should be highest priority, and the criteria listed in the report (listed below), security and supervision of the bins shall be required with a signed release of liability.

Criteria: The Authority Board will allocate these bin pulls according to the criteria listed above based on written requests and recommendations presented at regular Authority Board meetings based on the following:

- Beach, river, and community cleanup events to which the public is invited
- Cleanup activities on public property
- Support of high-profile community events open to the public that include both disposal and recycling, and/or related outreach activities
- Coordinated cleanup activities on prioritized private properties that have been designated by the City, County, or other public agency as blighted with accumulated solid waste
- Coordinated neighborhood cleanup events in cases where a specific written request is presented for the Authority Board's consideration
- Activities that have great potential to reduce solid-waste-related blight, reduce illegal disposal of solid or hazardous wastes, or increase recycling or composting
- The ability for the requesting party to pay for disposal for each bin
- The remaining number of bins to be allocated each year.

6. TRANSFER STATION

- 6.1 Discussion and possible action regarding the potential acceptance of American Express Cards at the Del Norte County Transfer Station.

Discussion was held regarding accepting American Express cards at the transfer station. Staff recommended that the Board approve acceptance of American Express cards for transactions at the Del Norte County Transfer Station.

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 accepting American Express cards at the transfer station.

7. GENERAL SOLID WASTE AUTHORITY MATTERS

- 7.1 Discussion and possible action regarding the Purposes of the Del Norte Solid Waste Management Authority and the Work Plan for FY 14/15. 231501

Discussion was held regarding the work plan included in the agenda packet. Staff included a quoted portion of the First Amended Joint Powers Agreement that listed the Purposes of this agency and a list of the mandatory and discretionary tasks established by Board actions. Commissioner Holley stated that he appreciates seeing the list to help formulate direction. He noted that he could not identify a lot of time saving responsibilities to be taken off the list that staff presented. Discussion was held regarding taking Ordinances off the list. Elisabeth Henry commented on the list of responsibilities and needing another staff member to get the workload done. Bill Lonsdale expressed his concerns regarding the list of responsibilities and removing items. Karen Rath expressed concern regarding the work that is not getting done due to the lack of staff. She suggested filling the staff positions. Norma Williams agreed with the previous speakers, noting that she has witnessed 2-3 Commissioners being on the verge of ruining the Authority. Kathryn Murray thanked Commissioners Gastineau and Holley for standing up for the staff, and Commissioner Sullivan for getting to the point on the pull bins.

- 7.2 Discussion and possible action regarding the short and long-term goals for the Del Norte Solid Waste Management Authority. 231501

Discussion regarding the goals was held. Commissioner Gastineau expressed his opinion on the goals being based on mandates, programs, and wish-list items. He noted that recycling programs help to save people money as well as the Authority. He would like to see a strong director in place to move the Authority forward. Commissioner Wilson would like the Authority to come up with a mission statement from which the goals and priorities would come from. Commissioner Sullivan noted that he would like to have a permanent director and see the Authority run as a utility. Commissioner Holley would like to hire a director also, and let the director move the Authority forward. Chairman Gitlin expressed his concern regarding the process. Commissioner Sullivan asked for a professional facilitator to run the meeting and a list of mandated responsibilities. A suggested target cost ceiling for hiring a facilitator for this planning session was discussed as being around \$500 for the short and long-term goal setting session.

- 7.3 Discussion and possible action regarding setting a date for a Special Meeting of the Del Norte Solid Waste Management Authority for a goal-setting and/or strategic planning workshop, possibly between the dates of August 14th and 21st.

Discussion was held regarding a date for a special meeting. The date of August 21, 2014 from 2:00 p.m. to 4:00 p.m. was set. Staff will do their best to get a neutral facilitator after meeting with the executive committee to conduct the session. Elizabeth Henry wanted to know how the public would be involved and suggested that the Authority consider meeting at another location to facilitate an interactive discussion including public input.

- 7.4 Discussion and possible approval of a budget transfer for fiscal year 13/14 in the amount of \$32,000.00 or less.

Discussion was held regarding the budget transfer

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 budget transfer in the amount of \$18,844 as presented.

- 7.5 Discussion and possible action regarding Resolution 2014-05, Authorizing Submittal of a Regional Used Oil Payment Program Application as the Regional Lead Agency, Related Authorizations and Identification of Regional Participants, and submittal of related application for used oil recycling support funding for fiscal year 14/15.

Discussion was held regarding Resolution No, 2014-05, entitled, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY AUTHORIZING SUBMITTAL OF A REGIONAL USED OIL PAYMENT PROGRAM APPLICATION AS THE REGIONAL LEAD AGENCY, RELATED AUTHORIZATIONS AND IDENTIFICATION OF REGIONAL PARTICIPANTS.

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 Resolution No, 2014-05 as presented.

Commissioner Sullivan asked to have the action items moved to the front of the agenda to accommodate the public and speakers who would like to present.

8. CLOSED SESSION ITEMS

- 8.1 CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL
(Gov't Code 54956.9) Potential Litigation (1 case)

Chairman Gitlin recessed the regular session at 5:50 p.m. and immediately convened in closed session. The closed session was adjourned at 6:28 p.m. and the regular session was reconvened immediately. Counsel announced that no action was taken in closed session.

9. ADJOURNMENT

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM August 13, 2014 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, the Chair adjourned the meeting at 6:29 p.m. until the next regularly scheduled meeting on August 13, 2014.

Roger Gitlin, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Mary Wilson, Secretary/Clerk of the Board

Date / /