

MINUTES
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
CITY OF CRESCENT CITY
COUNTY OF DEL NORTE
STATE OF CALIFORNIA
Regular Session, Wednesday December 10, 2014, 4:00 PM

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

ABSENT: Commissioner Roger Gitlin, County, Chair
Commissioner Ron Gastineau

ALSO

PRESENT: Charlie Helms, CEO Harbormaster
Kathryn Murray, Crescent City Councilperson
Richard Miles, Chair, Del Norte Solid Waste Task Force
Karen Phillips, PS Business Services
Wes White, Hambro/ WSG
Joel Wallen, Hambro/WSG
Jeremy Herber, Recology Del Norte

4:00 PM CALL MEETING TO ORDER

Vice-Chairman Holley called the meeting to order at 4:03 p.m.

PLEDGE OF ALLEGIANCE

The pledge was led by Commissioner Holley.

A MOMENT OF SILENCE was observed in remembrance of Donald Scanlon, who passed away on November 30th, 2014

4:00 PM PUBLIC COMMENTS:

The following person(s) addressed the Authority: Dale Watson, former employee with the Del Norte County Department of Environmental Health, asked about the run-off water monitoring and noted how difficult it was, and how much more difficult it will be with new regulations. He noted that it will be a real drain on the Authority's budget and staffing resources. State regulations make work difficult and drive the work product. He

suggested that the Authority pay attention to what the State is doing and intervene when possible.

4:00 PM OPEN SESSION ITEMS:

1. DEL NORTE SOLID WASTE TASK FORCE

- 1.1 Discussion regarding meeting of November 17, 2014.
- 1.2 Discussion regarding meeting of December 10, 2014.

Discussion was held regarding the Task Force meetings held on November 17 and December 10th. A copy of the revised letter was provided as approved by the Task Force as listed in item 6.1. Director Ward noted that the Task Force letter indicated that the elimination of the block grants from the Department of Conservation, Division of Recycling to promote bottle and can recycling, will reduce the resources and funding available to promote and expand such recycling in Del Norte.

- 6.1 Discussion and possible action regarding the Five Year Review of the Authority's Regional Agency Integrated Waste Management Plan and an associated letter from the Del Norte Solid Waste Task Force to the California Department of Resources Recycling and Recovery (CalRecycle).

Discussion was held regarding the Five-Year Review and the Task Force's letter. Task Force Chairman Richard Miles said he hoped that the Authority would read the work that the Task Force has accomplished in the last six-months. This is the first review that has been submitted on time. Mr. Miles thanked the members of the Task Force for their work. He also noted the concept of the diversion and education programs should be supported by the Authority. City Concilperson Kathryn Murray asked about publication and education listed in the review. She noted that other grants should be available for the education component. She expressed support for full funding of both the Director and Program Manager positions. She thanked Recology and Hambro for the recycling of the Christmas trees. She also wanted to know, under item 9, what the "overall effectiveness" means. Item 10 she noted, was confusing. Acting Director Ward explained the comments and the programs including product stewardship. Resident Elizabeth Henry suggested that the Authority's refusal of CalRecycle's offer to participate in a waste characterization study should be reconsidered. She feels that this study would be worthwhile in for future planning and program monitoring. Mr. Ward noted that one of the main reasons for the Five Year Review was to confirm that the Authority had secured disposal capacity for the next 15 years. While the Authority has secured disposal capacity through March 2030, negotiations should be completed this year to secure additional disposal capacity to remain in compliance.

Commissioner Wilson wanted to note that this is the first time the Five Year Review of the Regional Agency Integrated Waste Management Plan had been completed on time. The five year review due in January 2005 was completed in January 2008, three years late. The 2010 Five Year Review was turned in September 2012, two and a half years late. Though the Solid Waste Task Force and Authority had completed and approved that review, after new appointments were made to the Task Force, then Task Force Chairperson Wilson discovered staff had failed to submit the 2010 report to CalRecycle in a timely manner. This discovery averted further delays.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, with Commissioners Gitlin and Gastineau absent, the Del Norte Solid Waste Management Authority approved submittal of the Five-Year Review and acknowledged receipt of the letter from the Task Force.

2. CONSENT AGENDA

- 2.1 Approve minutes, Regular Session, Wednesday, November 13, 2014.
- 2.2 Receive and file Hazardous Waste Generator Inspection Report of 14 November 2014, and California Environmental Reporting System Submittal Summary.
- 2.3 File letter sent to Del Norte mattress retailers regarding SB 254.
- 2.4 Approve payment of claim to North Coast Laboratories for invoices #117811, #117812, and #117813 in the amount of \$ 22,552.00.
- 2.5 Approve payment of claim to North Coast Laboratories for invoice #118620 in the amount of \$ 8,368.00
- 2.6 Approve payment of claim to Clean Harbors Environmental Services for invoice #1000682466 in the amount of \$29,293.00.
- 2.7 Approve budget transfer in the amount of \$592.00.

END CONSENT AGENDA

On a motion by Commissioner Sullivan, seconded by Commissioner Enea, and unanimously carried on a polled vote, with Commissioners Gitlin and Gastineau absent, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 2.1 through 2.7, as presented.

Discussion was held regarding the invoices for Northcoast Laboratories testing costs. Commissioner Wilson feels that there should be to research for better pricing. Acting Director Ward explained that the recent invoices were associated with Constituent of Concern monitoring which is done every five years and which includes analytes that cannot be processed by any labs in the region. Director Ward also explained that while the City Wastewater Treatment Plant might be able to run some of the tests, the additional effort and coordination required to schedule and parse out the samples would not likely be justified by cost savings. Staff will continue to review for more cost effective alternatives.

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE

4. COLLECTIONS FRANCHISE

- 4.1 Discussion and possible action status and allocation of Authority-directed bin pulls for 2014. 031205, 180510

Discussion was held regarding the status and allocation of the Authority directed bins for 2014. Staff recommended that they be used in Gasquet and Klamath transfer stations to reduce the annual costs.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, with Commissioner Gastineau and Gitlin absent, the Del Norte Solid Waste Management Authority approved using the remaining three Authority-allocated bins for servicing the Klamath and Gasquet small-volume transfer stations in the month of December 2014 as recommended by staff.

5. TRANSFER STATION

- 5.1 Discussion and possible action regarding policies related to charge applications from out-of-state companies. 040501

Discussion was held regarding the policies related to applications and transfer station charge accounts. Staff noted that it is difficult to collect on out of state checks. Commissioner Wilson requested that staff add the date of birth to the applications for collection purposes. Also suggested was making the applications have a California bank account prior to allowing charges. Kathryn Murray, city resident, noted that this is a good policy, but staff should verify that there is a current business license also.

On a motion by Commissioner Wilson, seconded by Commissioner Sullivan, and unanimously carried on a polled vote, with Commissioners Gitlin and Gastineau absent, the Del Norte Solid Waste Management Authority approved the policy, with the addition of date of birth, California bank account, and staff checking on business licenses or corporate filings

6. GENERAL SOLID WASTE AUTHORITY MATTERS

- 6.2 Information and discussion regarding the meetings and status relating to the job description and recruitment or release of a request for proposals for the position of Interim Director for the Del Norte Solid Waste Management Authority. 101501

A committee meeting was held and this matter will be coming back to the Authority in January. The discussion at the meeting was of processes that have been used in the past by local governmental agencies. It was also noted that the description is being simplified.

- 6.3 Discussion and possible action regarding the content of the final R3 report including but not limited to developing elements of a strategic plan such as short, medium, and long-range goals and possible setting of future meeting date(s) for such planning.

No action was necessary at this time.

7 DIRECTOR'S & TREASURER'S REPORTS

Agenda items 8.1 through 8.5 are provided for information only

- 7.1 Acting Director's Report 231501
- 7.2 Treasurer/Controller Report for October 2014
- 7.3 Claims approved by Treasurer & Director for November 2014
- 7.4 Monthly Cash and Charge Reports for November 2014
- 7.5 Earned Revenue Comparisons between FY13/14 and FY14/15

The above listed reports were reviewed, including notification of a perimeter wall panel being knocked down on December 5th by a vehicle accident. Staff traffic collision report was obtained and the driver's insurance agency was contacted for payment of the repair, of which staff feels will be completely covered by the policy. A pump was stolen from the Del Norte County Transfer Station and a person started a fire by disposing of ashes at the Klamath transfer station. Discussion was held regarding working to remove stormwater monitoring and reporting requirements associated with the Crescent City Landfill before additional requirements become effective starting July 2015.

8 ADJOURNMENT

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM January 14, 2015 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, Vice-Chairman Holley adjourned the meeting at 4:56 p.m. until the next scheduled meeting on January 14, 2014.

_____ Date / /
 Roger Gitlin, Chair
 Del Norte Solid Waste Management Authority

ATTEST:

_____ Date / /
 Mary Wilson, Secretary/Clerk of the Board