

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

Regular Session, Wednesday January 14, 2015, 4:00 PM

PRESENT: Commissioner Roger Gitlin, County, Chair
Commissioner Ron Gastineau
Commissioner Rick Holley, City, Vice-Chair
Commissioner Mary Wilson, Public, Secretary/Clerk

Legal Counsel Martha Rice
Acting Director/Program Manager Tedd Ward
Treasurer/Controller Richard Taylor

ABSENT: County Commissioner, Vacant

ALSO

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

4:00 PM CALL MEETING TO ORDER

Chairman Gitlin called the meeting to order in regular open session at 4:00 p.m.

PLEDGE OF ALLEGIANCE

Bill Lonsdale led the pledge of allegiance.

PUBLIC COMMENTS:

The following person(s) addressed the Commission: Dale Watson commented on the meeting last month and the lab charges associated with water sampling. He pointed out that the reduction of stormwater sampling would save the lab costs. It is his experience that the more samples taken, the more the lab costs are, and the fees go against the agencies collecting them, in this case, the Dell Norte Solid Waste Management Authority.

OPEN SESSION ITEMS:

1. CONSENT AGENDA

1.1 Approve minutes, Regular Session, Wednesday, December 10, 2014.

- 1.2 File response by Authority staff to November 2, 2014 letter from Spencer Fine of CalRecycle regarding the Authority's commercial recycling programs. 091405
- 1.3 Approve budget transfer in the amount of \$32,764.00

END CONSENT AGENDA

No requests were made to remove items from the agenda. Chair Gitlin recused himself from voting on the minutes as he was absent at that meeting. Due to the lack of a County vote, with Chairman Gitlin recusing himself, the minutes (Item 1.1) were pulled from the consent agenda. Commissioner Wilson had changes to the minutes she would like included and gave the written changes to staff for inclusion and approval at the next meeting. Income from the transfer station is exceeding the budgeted amount as shown on the budget transfer.

On a motion by Commissioner Holley, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Authority approved and adopted the Consent Agenda, consisting of items 1.2-1.3, as presented.

DISCUSSION/ACTION ITEMS

2. LANDFILL POSTCLOSURE

- 2.1 Review and file Semi-annual Monitoring and Reporting report submitted to the North Coast Regional Water Quality Control Board regarding the Crescent City Landfill for the period July – December 2014.

Staff presented the Semi-Annual Monitoring and Reporting report, This report is due January and July 15th of each year. Constituent of Concern monitoring is included in this report. The flow of the shallow and deep wells was compared. This is the second data for the new wells at the landfill. Bicarbonate Alkalinity has been tracked and appears to show that the landfill is impacting the groundwater. Surface Water Calcium exceeds the limits at S-2 and S-3 in July of 2014. Sodium levels exceed the limits at S-1 and S-2 as they are closer to the ocean than other wells. Both ongoing storm water monitoring requirements and the potential to be required to continue monitoring the E-4 wells are concerns. Mr. Watson commented that that the North Coast Regional Water Quality Control Board's purpose is to protect the water regardless of whether or not it is being consumed by animals or humans. No action was necessary the report will be on the next consent agenda for approval.

3. COLLECTIONS FRANCHISE

- 3.1 Discussion and possible action regarding new bin crank system developed by Recology Del Norte for use at the Klamath and Gasquet Transfer Stations.

Discussion was held regarding the new bin crank system that will make the covered bins used in Gasquet and Klamath more secure, more safe and with reduced concerns regarding bears and other animals. For the new cranking system being developed, the cranking time currently is way too slow and staff are working on getting that fixed with

an inverter and drill. Staff will see how well the change works in the next week. This is a status report, and no additional action is required at this time.

4. TRANSFER STATION

- 4.1 Presentation regarding PaintCare producer responsibility program supporting paint collection and recycling.

A presentation was made by staff of the PaintCare program. Paint disposal is now paid for by the consumer when buying new paint. All architectural coatings (non-aerosol latex and oil-based paints and stains) may be brought to the transfer station every day now as opposed to the prior program under which all latex paint was accepted daily, but oil-based paints and stains were only accepted during the one day each year during the Household Hazardous Waste Collection Event. Under this new program, PaintCare provides paint recovery services under CalRecycle oversight. Commissioners expressed their concern regarding funds being charged for paint recycling, how many gallons are used or recycled. This program is a great benefit to the community. Commissioner Wilson would like to see if there is a back log of paints, especially the marine paints that are commonly used on our area (two-part epoxy paints), and eventually have them added to the list of paints taken by PaintCare. Joel Wallen noted that the charges for this program on new paint purchased is \$0.35 cents for a half pint, 75 cents for over a pint and up to one gallon, and \$1.60 for one gallon or larger.

- 4.2 Status report on wall repair at the Del Norte County Transfer Station.

Staff reported on the wall repair at the Transfer Station as discussed at the December meeting. The check has been received from State Farm and the wall panel has been poured in place and will be placed on the 20th of January.

5. GENERAL SOLID WASTE AUTHORITY MATTERS

- 5.1 Discussion and possible action regarding allocation of up to four Authority-directed bin pulls to support the cleanup of former Surfside Bar and Grill on Front Street.

Discussion was held regarding the bin allocation for the clean-up of the Surfside Bar and Grill on Front Street. It appears that this request is premature at this time, though it may be addressed on a future Authority agenda.

- 5.2 Discussion and possible action regarding FY 13/14 Audit of the Del Norte Solid Waste Management Authority by Smith & Newell and Corrective Action Plan. 012101

Discussion was held regarding the 2013-2014 audit and corrective action plan. Commissioner Wilson noted that staff address the issues specific to solid waste, thanked staff for their job, and noted that the last paragraph missed the fact that the County Auditor did not include the grant funds (this issue was resolved before the audit was completed). She also mentioned that on page 3, GASB 68 have a significant

deficiency, which needs to be addressed. Ms. Wilson noted she would like to address the wording at the top of page 3. She noted her figures show the deficit is getting smaller. Commissioner Holley noted the liability insurance response. It appears that the liability insurance would not pay for any incident and in fact staff only found one time that the insurance coverage paid on a claim. Smith and Newell would like the Authority to have coverage and suggested that the Authority raise rates to cover the cost. Overall, Commissioner Wilson, noted that the auditors keep bringing up the same things over and over again. Policy and procedures are in place to follow with regard to the Gasquet and Klamath transfer station. The liability insurance is not something the Authority feels is worthwhile. They do not include the franchise fees so that audits make it look like a loss. Depreciation has changed over the years also. The \$198,000 difference for the final payment for the Ibank loan was paced in a separate line of the budget. Commissioner Wilson expressed her unhappiness with the unfunded liabilities, but noted there are procedures and policies for the other issues listed. She feels that it is moving in the right direction. Commissioner Holley asked about the \$198,000 payment. The final payment is permanently set aside for the Ibank loan, according to staff. Commissioner Wilson indicated that she would like to direct staff to put a matter on a future agenda which would be a letter to the Del Norte County Personnel manager and the CAO regarding the unfilled positions of Fiscal Clerk and Administrative Assistant, pointing out the fact that they are not getting the same priority as other unfilled positions and that the Authority needs qualified personnel to get their job done. Mr. Ward noted that his staff report, later in the agenda, would answer that issue. The issue has cleared itself up and needs no motion at this time. Ms. Wilson would like to get the Administrative Assistant position advertised. Mr. Lonsdale asked that names not be used to violate personnel protocols in discussing personnel matters.

On a motion by Commissioner Wilson, seconded by Commissioner Holley, and unanimously carried, the Del Norte Solid Waste Authority approved and submitted the corrective action plan to Smith and Newell.

5.3 Discussion and possible action regarding notices soliciting applications for the Authority's Public Commissioner position. 012104

Discussion was held regarding the public position, applications will be accepted, no later the February 27, 2015.

On a motion by Commissioner Holley, seconded by Commissioner Gastineau, and unanimously carried, the Del Norte Solid Waste Authority directed staff to post notices as required for the public member position on the Del Norte Solid Waste Management Authority Commission.

6. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 8.1 through 8.5 are provided for information only

- 6.1 Acting Director's Report 231501
- 6.2 Treasurer/Controller Report for November 2014
- 6.3 Claims approved by Treasurer & Director for December 2014
- 6.4 Monthly Cash and Charge Reports for December 2014
- 6.5 Earned Revenue Comparisons between FY13/14 and FY14/15

The above-listed reports were reviewed with staff. Director Ward said that he planned on making Lisa Babcock the Administrative Assistant and staff would like to recruit for an Account Clerk in the next month as a priority. The Account Clerk position is vacant and the position of Administrative Assistant is currently filled. Commissioner Holley suggested reviewing the staffing chart before filling the positions.

Staff noted that the \$900+ office supply expense was so high due to the purchase of signature pads for the gate attendants. Franchise fees are about \$4,000 behind as noted on this report. The aging sheet was discussed, specifically those accounts over 90 days due. Several of the items have been referred to collections; however, the County receives funds from the Parks and historically the County will put them in the general fund, this may have helped cause the Parks account to be overdue. Staff is in the process of updating the forms and charge account clients will get a notice of late fees soon.

7. ADJOURNMENT

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM February 11, 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, Chairman Gitlin adjourned the meeting at 5:33 : p.m. until the next scheduled meeting on February 11, 2015.

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

ATTEST:

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