

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

**Regular Session, Tuesday September 15, 2015, 3:30 PM**

**PRESENT:** Commissioner Ron Gastineau  
Commissioner Rick Holley, Chair  
Commissioner Martha McClure, Vice Chair  
Director Tedd Ward  
Legal Counsel Martha Rice  
Treasurer / Controller Richard D. Taylor  
Katherine Brewer, Authority Clerk

**ABSENT:** Commissioner Angela Glore, Secretary  
County Commissioner Position vacant pending appointment

**ALSO PRESENT:** Jeremy Herber, Recology Del Norte  
Joel Wallen, Hambro Waste Solutions Group  
Wes White, Hambro Waste Solutions Group  
Kathryn Murray, Crescent City Councilperson  
Jeff Parmer, Crescent City – Del Norte County Chamber of  
Commerce

**3:30 PM CALL MEETING TO ORDER**

Chairman Holley called the meeting to order in regular session at 3:32 p.m.

**PLEDGE OF ALLEGIANCE AND ROLL CALL**

The pledge was led by Chairman Holley. Roll was taken with Commissioners Gastineau, Holley and McClure present. Commissioner Glore was absent.

**3:30 PM PUBLIC COMMENTS:**

The following person(s) addressed the Authority:

Elizabeth Henry, County resident, expressed her pleasure that a mattress-recycling program was being implemented at the state level and she wished to see it locally. She hoped Director Ward could get involved.

## **NEW ITEMS**

Director Ward informed Board members that a letter from the State Water Resources Control Board had been received after the posting of the agenda and action was required before the next regular Authority Board meeting. He asked that two items be added to the Agenda for the current meeting: 1) possible approval of a budget transfer, and 2) possible approval of a payment of Waste Discharge Requirements Fees.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority Board of Commissioners voted to add two items to Agenda Item 2. Landfill Postclosure, for the current meeting:

1. Discussion and possible approval of a Budget Transfer for FY 14/15 in the amount of \$11,270.00
2. Approve payment of unpaid balance of Waste Discharge Requirements Fees to the State Water Resources Control Board in the amount of \$40,156.00.

## **OPEN SESSION ITEMS:**

### **1. CONSENT AGENDA**

- 1.1 Approve minutes, Regular Session, Tuesday, August 18, 2015.
- 1.2 Approve Budget Transfer for FY 14/15 in the amount of \$202.00.
- 1.3 Approve Budget Transfer for FY 15/16 in the amount of \$15,000.00.

### **END CONSENT AGENDA**

On a motion by Commissioner Gastineau, seconded by Commissioner McClure, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 1.1-1.3, as presented.

## **DISCUSSION/ACTION ITEMS**

### **2. LANDFILL POSTCLOSURE**

- 2.1 Discussion and possible action regarding releasing a request for proposals for Aerial Surveying services for the Crescent City Landfill. **040101**

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved release of a request for proposals for Aerial Surveying services for the Crescent City Landfill.

- 2.2 \*\*\*ADDED ITEM\*\*\* Discussion and possible approval of a Budget Transfer for FY 14/15 in the amount of \$11,270.00. **022101**

On a motion by Commissioner Gastineau, seconded by Commissioner McClure, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved a Budget Transfer for FY 14/15 in the amount of \$11,270.00.

- 2.3 \*\*\*ADDED ITEM\*\*\* Approve payment of unpaid balance of Waste Discharge Requirements Fees to the State Water Resources Control Board in the amount of \$40,156.00. **230102**

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved payment of unpaid balance of Waste Discharge Requirements Fees for fiscal year 2014 / 2015 to the State Water Resources Control Board in the amount of \$40,156.00.

### **3. COLLECTIONS FRANCHISE**

- 3.1 Discussion and possible action regarding Collections Change Order 7 with Recology Del Norte establishing overweight limits for bins with a volume of six cubic yards or less. **180510**

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved and adopted Collections Change Order 7 with Recology Del Norte establishing overweight limits for bins with a volume of six cubic yards or less.

### **4. TRANSFER STATION – No Items**

### **5. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS**

- 5.1 Discussion and possible action regarding approval of use of Authority-allocated bin pulls for the Del Norte County Fair, Beach Cleanup, and Sea Cruise. **031205, 180510**

Jeff Parmer, Executive Director Crescent City – Del Norte County Chamber of Commerce, presented his request to have fees waived for Sea Cruise on October 10 at Beachfront Park.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved use of the Authority-directed bin pulls to provide disposal of materials associated with Del Norte County Fair (3 bins), HHW

Event (1 bin), Beach Cleanup (5 bins), and Sea Cruise (3 bins); to waive the Authority's portion of the service fees for disposal of materials contained in those bins; and directed Authority staff to complete the process to request that Hambro/WSG waive their fees for the Del Norte County Fair, HHW Event, and Beach Cleanup (Chamber of Commerce to remain responsible for requesting the fee waiver for Sea Cruise).

- 5.2 Discussion and possible action regarding changes to the Authority staffing chart, including the elimination of the Program Manager position, the creation of a new position for a Facilities and Programs Coordinator, and modification to the job descriptions for the Administrative Assistant – Solid Waste and the Account Clerk – Solid Waste. **160504, 070106**

Elizabeth Henry, County resident, addressed Board members to thank them for approving this item and expressed frustration that it had taken this long.

On a motion by Commissioner Gastineau, seconded by Commissioner McClure, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved the following actions:

- 1.) The Board approved changing the Authority's Administrative Assistant I (range 40) to Administrative Assistant – Solid Waste (range 44), and the attached job description, and
- 2.) The Board approved changing the Authority's Account Clerk II (range 24) to Account Clerk – Solid Waste (range 28), and the attached job description, and
- 3.) The Board eliminated the Authority's Program Manager (range 55) effective 15 September 2015, and
- 4.) The Board established the Authority Facilities and Programs Coordinator (range 50) effective 15 September 2015, and the attached job description, and
- 5.) The Board approved the attached Proposed Organizational Chart with respect to these three positions, and
- 6.) The Board directed staff to work with the Del Norte County Personnel Department to begin recruitment for this position as soon as practical.

- 5.3 Discussion and possible action regarding Rate Ordinance 2015-01, Establishing a Rate for Commercial Oil Pumping at the Del Norte County Transfer Station.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved Rate Ordinance 2015-01, Establishing a Rate for Commercial Oil Pumping at the Del Norte County Transfer Station.

- 5.4 Discussion and possible action regarding Resolution 2015-08, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING A REVISED DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY CODE OF

ETHICS AND CONDUCT FOR BOARD DOMMISSIONERS AND MEMBERS APPOINTED TO COMMISSIONS AND COMMITTEES.

The following person(s) addressed the Authority:

Elizabeth Henry, County resident, clarified that the members of the Solid Waste Task Force had were included in this Resolution under “committees” and that they had never before been required to sign the Code of Ethics.

Bill Lonsdale, City resident, complimented Director Ward on the tracked changes provided in the meeting packet. He also wished to see it established for the record that the vote of a short Board was sufficient to pass this Resolution, and that there was consistency among the Rules of Order, Code of Ethics, and Bylaws.

Joel Wallen, Hambro/WSG and Task Force Member, felt that the Code of Ethics rules might pose a conflict for contractors.

Wes White, Hambro/WSG, also expressed his concern about contractor conflicts.

Paula Ivy, City resident, clarified that is was possible for an individual to simultaneously be a Commissioner and serve on the Task Force.

After discussion, the Board agreed by consensus to direct the sub-committee to meet again regarding potential contractor conflicts and report back to the full Board.

5.5 Discussion and possible action regarding Resolution 2015-09, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING FIRST AMENDED BYLAWS.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved and adopted Resolution 2015-09, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING FIRST AMENDED BYLAWS.

**6. DIRECTOR’S & TREASURER’S REPORTS**

**Agenda items 6.1 through 6.5 are provided for information only**

- 6.1 Director’s Report. **231501**
- 6.2 Treasurer/Controller Report for July 2015.
- 7.3 Claims approved by Director for August 2015.
- 7.4 Monthly Cash and Charge Reports for August 2015.
- 7.5 Earned Revenue Comparisons between FY14/15 and FY15/16.

The above-listed reports were presented and accepted.

**7. ADJOURNMENT**

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M., October 20, 2015 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Authority, the Chairman adjourned the meeting at 5:02 p.m., until the next regularly scheduled meeting on October 20, 2015.

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Richard Holley, Chair  
Del Norte Solid Waste Management Authority

Date        /        /

ATTEST:

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Dr. Angela Glore, Secretary  
Del Norte Solid Waste Management Authority

Date        /        /

Submitted:

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Katherine Brewer, Clerk  
Del Norte Solid Waste Management Authority

Date        /        /