

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

Regular Session, Tuesday October, 17th, 2017, 3:30 P.M.

PRESENT: Commissioner Chris Howard, Vice Chair
Commissioner Blake Inscore, Chair
Commissioner Jason Greenough
Commissioner Lori Cowan
Commissioner Eli Naffah
Director Tedd Ward
Legal Counsel Martha Rice
Authority Clerk Kyra Seymour
Authority Treasurer/Controller Rich Taylor

ALSO PRESENT: Joel Wallen, Hambro Waste Solutions Group
Dave Slagle, Interim CEO. Hambro/ WSG
Jeremy Herber, Recology Del Norte
Katherine Brewer – Administrative Assistant – Solid Waste

3:30 P.M. CALL MEETING TO ORDER:

Chair Inscore called the meeting to order in regular session at 3:30 P.M. Roll was taken with all the commissioners present as indicated.

PLEDGE OF ALLEGIANCE:

The pledge of Allegiance was led by Commissioner Cowan.

PUBLIC COMMENTS:

At 3:31 P.M. Chair Inscore called for public comments, seeing none the Chair then closed the public comment period.

Director Ward requested two items to be added to the agenda as urgency items. Both items arose subsequent to the posting of the agenda on 13 October 2017. The first item was an invoice that was not received before the agenda was published, but payment of this claim requires Board approval. Regarding the second item, it was not

known until October 17th that negotiations for the processing agreement would not be complete.

Both items require action before the next meeting as for the first approval of payment is needed to avoid late penalties. And for the second without the adoption of change order 14 extending the temporary waiver, Recology would be in violation of contract provisions requiring that they have a processing agreement.

Agenda items to add are as follows:

1. *Discussion and possible action regarding payment of a claim in an amount not to exceed \$28,956.45 for invoice 1002042177 or substitute invoice for services associated with the household hazardous waste event on September 16th, 2017*
2. *Discussion and possible action regarding Collections change order 14, extending the temporary waiver of requirements for a recycling processor for another 30 days.*

On a motion by Commissioner Howard and seconded by Commissioner Cowan and unanimously carried on a polled vote the Del Norte Solid Waste authority approved the addition of these items 1 and 2 as described above, into the agenda.

OPEN SESSION ITEMS:

1. CONSENT AGENDA

- 1.1 Approve minutes, Regular Session, Tuesday September 19, 2017.
- 1.2 Approve payment of a claim to NorthCoast Laboratories for analysis of water samples, paying invoices 135486, 135454, 135670, and 135815 in the amount of \$11,436.00
- 1.3 Approve budget transfer for FY 17/18 in the amount of \$25,300.00
022101

END CONSENT AGENDA

On a motion by Commissioner Greenough and seconded by Commissioner Howard and unanimously carried on a polled vote the Del Norte Solid Waste authority approved and adopted the consent agenda, consisting of items 1.1 to 1.3

2. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 2.1 through 2.5 are provided for information only

- 2.1 Director's State of the Agency Report for 2017 **231501**
- 2.2 Treasurer/Controller Reports for July and August 2017 **201803**

- 2.3 Claims approved by Director for September 2017 **031202**
- 2.4 Monthly Cash and Charge Reports for September 2017 **201803**
- 2.5 Earned Revenue Comparisons between FY16/17 and FY17/18 **201803**

- 2.6 **Added Item**, Discussion and possible action regarding payment of a claim in an amount not to exceed \$28,956.45 for invoice 1002042177 or substitute invoice for services associated with the household hazardous waste event on September 16th, 2017

On a motion by Commissioner Howard and seconded by Commissioner Greenough and unanimously carried on a polled vote the Del Norte Solid Waste authority approved Item 2.6 to the amount stated \$28,956.45 with the caveat that if any part of the invoice is incorrect, that staff are not to pay that incorrect amount.

DISCUSSION/ACTION ITEMS:

3. LANDFILL POSTCLOSURE

- 3.1 Status report regarding the Storm-related Landfill Repair Project. **120110**

Director Ward presented a slide show to report additional fire related damage. Staff intend to confer with County staff to expeditiously complete the additional fire-related repairs needed. Staff will provide further updates at the next meeting. The Board took no action.

4. COLLECTIONS FRANCHISE

- 4.1 Discussion and possible action regarding a Processing Agreement between Recology Humboldt and Recology Del Norte regarding processing of recyclables collected by Recology Del Norte. **180516, 180510**

Director Ward explained that negotiations regarding final details of the Processing Agreement between Recology Del Norte and Recology Eel River had not been resolved prior to this meeting.

- 4.2 **Added Item** Discussion and possible action regarding Collections Change Order 14, extending the temporary waiver of requirements for a recycling processor for another 30 days. **180510**

On a motion by Commissioner Naffah and seconded by Commissioner Cowan and unanimously carried on a polled vote the Del Norte Solid Waste authority approved and adopted Collections Change Order 14, extending the temporary waiver of requirements for a recycling processor for another 30 days.

5. TRANSFER STATION

- 5.1 Discussion and possible action regarding Invitation to Bid for Transfer Station Floor and Ramp Repair Project. **200601**

Director Ward provided a status report regarding Invitation to Bid for Transfer Station Floor and Ramp Repair Project, explaining that staff anticipate receiving bids on 01 November 2017, and that the Board would have the opportunity to contract for these services at the November meeting.

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

- 6.1 Discussion and possible action regarding amending procedures related to commercial charge accounts, closing accounts which have been placed on 'Hold' three times. **040501**

On a motion by Commissioner Howard and seconded by Commissioner Greenough and unanimously carried on a polled vote the Del Norte Solid Waste authority approved and adopted amending procedures related to commercial charge accounts, closing accounts which have been placed on 'Hold' three times.

- 6.2 Discussion and possible action regarding a Draft Request for Proposals for Litter Cleanup services. **191202 G1**

On a motion by Commissioner Greenough and seconded by Commissioner Howard and unanimously carried on a polled vote the Del Norte Solid Waste authority approved and adopted a Draft Request for Proposals for Litter Cleanup services.

- 6.3 Discussion and possible action regarding scheduling a Special Meeting for November 7th, 2017.

The Board chose to forgo a Special Meeting for November 7th, 2017. and scheduled a **Special Meeting on November 14th 2017. At 2:30 P.M.** also the regular meeting on November 21st is cancelled.

- 6.4 Discussion and possible action regarding the status of the Authority Work Plan for FY 2017 / 2018. **231501**

Director Ward presented the updated Work Plan for FY 2017/2018.

7. CLOSED SESSION ITEMS:

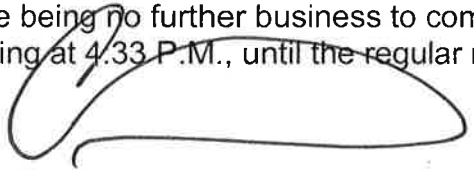
7.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Gov't code 54957) Title: Director

The Chairman recessed the regular meeting of the Del Norte Solid Waste Management Authority and convened in closed session at 4:30 P.M. and the meeting reconvened at 4:33 P.M. Counsel reported that no action was taken during closed session

8. ADJOURNMENT

Adjourn to the next Special Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M. Tuesday November 7th, 2017 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 Chair adjourned meeting at 4:33 P.M., until the regular meeting on November 14th 2017.



Blake Inscore, Chair
Del Norte Solid Waste Management Authority

Date 11 / 14 / 17

ATTEST:



Eli Naffah, Secretary
Del Norte Solid Waste Management Authority

Date 11 / 14 / 17

Submitted:



Kyra Seymour, Clerk
Del Norte Solid Waste Management Authority

Date 11 / 14 / 17