

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

MINUTES

**Board of Supervisors Chambers
Flynn Center 981 H Street Crescent City, CA**

Regular Session

Tuesday November 19, 2019

4:00 PM

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

ABSENT: None

ALSO PRESENT: Joel Wallen, Hambro /WSG
David Slagle CEO Hambro/ WSG
Jeremy Herber, Recology Del Norte.
Chandra Ordway, Recology Del Norte

4:00 PM CALL MEETING TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE

Chair Cowan called the meeting to order.

Roll was taken with all the Commissioners present as listed.

Commissioner Inscore led the pledge of allegiance.

4:01 PM PUBLIC COMMENTS:

The Chair called for public comment, seeing none the Chair closed public comment.

OPEN SESSION ITEMS:

1. CONSENT AGENDA

- 1.1 Approve minutes, Regular Session, Tuesday 15 October 2019.
- 1.2 Approve payment of claim 8577 to the State Water Resources Control Board for Invoice WD-0166067 in the amount of \$30,625.00 for Annual WDR Permit Fee for the Crescent City Landfill for FY 19/20.
- 1.3 Approve payment of claim 8567 to North Coast laboratories, Ltd. For Invoice 149217 in the amount of \$8,625.00 for analysis of water samples from the Crescent City Landfill.
- 1.4 Approve payment of claim 8568 to North Coast laboratories, Ltd. For Invoice 149218 in the amount of \$7,625.00 for analysis of water samples from the Crescent City Landfill.
- 1.5 Approve budget transfer for fiscal year 2019/2020 in the amount of \$461.00 **022101**

On a motion by Commissioner Howard and seconded by Commissioner Inscore and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 1.1 through 1.5.

END CONSENT AGENDA

2. TREASURER'S REPORTS

Agenda items 2.1 through 2.5 are provided for information only

- 2.1 Director's Report for November 2019. **231501**
- 2.2 Treasurer / Controller Reports for September and October 2019
- 2.3 Claims approved by Director & Treasurer for October 2019 **031202**
- 2.4 Monthly Cash and Charge Reports for September & October 2019
- 2.5 Earned Revenue Comparisons between FY18/19 and FY19/20

Director Ward presented the reports listed above, which the Board accepted.

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE

- 3.1 Status report regarding letter of October 23, 2019 from CalRecycle regarding the technical adequacy of the Non-Water Release Corrective Action Plan for the Crescent City Landfill. **022104**

Director Ward explained that this letter indicated CalRecycle's approval of that document.

4. COLLECTIONS FRANCHISE

- 4.1 Status report regarding negotiations related to the possible extension of the Franchise Agreement for Solid Waste and Recyclable Collection Services for Crescent City and Del Norte County, California. **180510**

Director Ward presented a status report on the negotiations. The Board took no action.

5. TRANSFER STATION

- 5.1 Status report regarding initiation of 5-year permit review for the Del Norte County Transfer Station. **230101B**

Director Ward explained that staff had applied to CalRecycle for the required Five-year review of the permit documents for the Del Norte County Transfer Station.

6. GENERAL SOLID WASTE AUTHORITY MATTERS

- 6.1 Discussion and possible action regarding approving the job description and adding an 'Office Technician – Solid Waste' position to the staffing chart and approving an internal recruitment for this vacant position. **160504**

By consensus, the Board directed that the proposed position be titled 'Refuse Site Attendant / Office Technician' and that the total staffing of the Authority be ten permanent employees, including the Director.

(At 4:38 P.M. the Chair called for a 2-minute break. At 4:40 PM the meeting reconvened)

- 6.2 Discussion and possible action regarding proposals received for Assessment, Cleanup, Vegetation Control and Consulting services. **191202**

On a motion by Commissioner Howard and seconded by Commissioner Greenough and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved the proposal received for Assessment, Cleanup, Vegetation Control and Consulting services from DDR Consulting, directed staff to negotiate a professional services agreement based on that proposal, and to approve signatures on that agreement.

- 6.3 Discussion and possible action regarding adoption of an updated Non-Disposal Facilities Element, as approved by the Del Norte Solid Waste Task Force. **180501, 141503**

On a motion by Commissioner Howard and seconded by Commissioner Inscore and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority adopted the updated Non-Disposal Facilities Element, as approved on 07 November 2019 by the Del Norte Solid Waste Task Force.

- 6.4 Discussion and possible action regarding an informational presentation on SB 1383 and associated regulations and a status report on related advocacy. **151803**

Director Ward presented a PowerPoint regarding the many requirements of SB 1383. By consensus, the Board directed staff to draft a Request for Proposals to hire a professional services contractor to develop a plan and cost projections for SB1383 compliance in Del Norte County.

- 6.5 Discussion and possible action regarding Director's vacation request from 16 April through 03 May 2020, and possibly changing the anticipated date of the Authority meeting to 14 April 2020. **231501**

On a motion by Commissioner Howard and seconded by Commissioner Inscore and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved the Director's vacation request from 16 April through 03 May 2020, and possibly changing the anticipated date of the Authority meeting to 14 April 2020.

7. CLOSED SESSION ITEMS:

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

The Chair recessed the regular meeting of the Del Norte Solid Waste Management Authority and convened in closed session at 5:09 P.M. No action was taken during the closed session The Chair reconvened and adjourned the meeting at 5:38 P.M..

8. ADJOURNMENT

Adjourn to the next Regular meeting the Del Norte Solid Waste Management Authority scheduled for 4:00 P.M. Tuesday December 17, 2019 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 the meeting at 5:38 P.M. Until the regular meeting on December 17th, 2019.


~~Lori Cowan, Chair~~ Jason Greenough, Vice Chair
Del Norte Solid Waste Management Authority

Date 11 / 19 / 19

ATTEST:


Blake Inscore, Secretary
Del Norte Solid Waste Management Authority

Date 11 / 19 / 19

Submitted:


Kyra Seymour, Clerk
Del Norte Solid Waste Management Authority

Date 11 / 19 / 19