

**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 March 17, 2020, 4:00 PM**

**PRESENT:** Commissioner Blake Inscore, Chair  
Commissioner Chris Howard, Vice Chair  
Commissioner Lori Cowan  
Commissioner Jason Greenough  
Commissioner Michael Tomkins

Authority Director Tedd Ward  
Authority Legal Counsel Martha Rice  
Authority Treasurer/Controller Rich Taylor  
Acting Authority Clerk Katherine Brewer

**ABSENT:** Authority Clerk Kyra Seymour

**ALSO PRESENT:** Randy Scott, Hambro/WSG  
Jeremy Herber, Recology Del Norte

**4:00 PM CALL MEETING TO ORDER / ROLL CALL  
PLEDGE OF ALLEGIANCE**

Chair Inscore called the meeting to order in regular session at 4:01 p.m. Roll was taken with Commissioners Howard, Greenough, Inscore, and Tomkins present. Commissioner Cowan arrived at 4:03 p.m. Chair Inscore lead the Pledge of Allegiance.

**4:01 PM PUBLIC COMMENTS:**

The Chair called for public comments. Seeing none, the Chair closed public comment.

**CEREMONIAL ITEMS:**

1. Discussion and possible action regarding Resolution 2020-02, Honoring Eileen Cooper for Decades of Civic Engagement. **Resolution Book**

On a motion from Commissioner Howard, seconded by Commissioner Greenough and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved Resolution 2020-02, Honoring Eileen Cooper for Decades of Civic Engagement.

---

**OPEN SESSION ITEMS:**

**2. CONSENT AGENDA**

- 2.1 Approve minutes, Regular Session, Tuesday, February 18, 2020.
- 2.2 Acknowledge receipt of letter from Hambro/WSG requesting annual CPI-based rate adjustment. **080104**
- 2.3 Approve budget transfer for fiscal year 2019/2020 in the amount of \$4,200.00. **022101**

On a motion by Commissioner Greenough, seconded by Commissioner Tomkins, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 2.1 through 2.3.

**END CONSENT AGENDA**

**3. DIRECTOR'S REPORTS**

**Agenda items 3.1 through 3.5 are provided for information only**

- 3.1 Director's Report for March 2020. **231501**
- 3.2 Treasurer/Controller Reports for January 2019.
- 3.3 Claims approved by Director & Treasurer for February 2020. **031202**
- 3.4 Monthly Cash and Charge Reports for February 2020.
- 3.5 Earned Revenue Comparisons between FY 18/19 and FY 19/20.

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

**DISCUSSION/ACTION ITEMS:**

**4. LANDFILL POSTCLOSURE**

- 4.1 Status report regarding letter sent to Christina Reese of CalRecycle requesting a reduction to the Post-Closure Financial Assurance Multiplier for the Crescent City Landfill. **060901**

Board members agreed by consensus that Director Ward should proceed with the request that CalRecycle reduce the Post-Closure Financial Assurance Multiplier for the Crescent City Landfill.

**5. COLLECTIONS FRANCHISE – No Items**

**6. TRANSFER STATIONS**

**6.1 Discussion and possible action regarding letter to the Del Norte Local Transportation Commission regarding traffic considerations associated with development of a Northern Transfer Station. 142019**

On a motion by Commissioner Howard, seconded by Commissioner Cowan and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved a letter to the Del Norte Local Transportation Commission requesting support in assisting with the traffic analysis necessary for permitting a Northern Transfer Station.

**6.2 Discussion and possible action regarding plans for contingency operations during a pandemic. 091411 & 201902**

On a motion by Commissioner Howard, seconded by Commissioner Cowan and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority authorized the Director, in consultation with the Chair, to place employees on Paid Administrative Leave who are asymptomatic but are known to have been exposed or likely to have been in contact with a person exposed to the Covid-19 virus or any other disease with pandemic potential; the Director will report to the Board the number of employees and total hours of such Paid Administrative Leave each month as part of the Director's report.

Board members agreed by consensus that, beginning immediately and for the duration of the Covid-19 pandemic, Gate Staff must:

- a) Wear gloves
- b) Use disposable, single use, vehicle identification numbers
- c) Disinfect the signature pad after each use

Board members further agreed by consensus that any change to facility hours due to the Covid-19 pandemic must be made in consultation with the Chair and with notification of all Board members.

**7. GENERAL SOLID WASTE AUTHORITY MATTERS**

**7.1 Status report regarding progress on CalRecycle grant for Food Rescue and Recovery being administered by DNATL Food Council. 061515**

Director Ward presented a status report including notes from KFUG radio programs regarding the food rescue program.

**Items taken out of order**

**7.3 Discussion and possible action regarding Guiding Principles for Legislative Advocacy. 120502**

On a motion from Commissioner Howard, seconded by Commissioner Tomkins and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority adopted the Guiding Principles for Legislative Advocacy with the provision that an example be added.

**7.4 Discussion and possible action regarding nominees for 2020 Green Ribbon Awards. 071805**

Board members agreed by consensus to direct staff to prepare the awards and to notify recipients. Recipients will be recognized in future meetings with their attendance spread out to minimize social contact in light of the Covid-19 pandemic.

**7.2 Discussion and possible action regarding compliance strategies and legislative advocacy related to SB 1383. 061515**

On a motion from Commissioner Cowan, seconded by Commissioner Howard and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority directed staff to:

- a) Draft letters for the Chair's signature to be sent to all appropriate legislators and advocacy groups supporting SB 1191, and specifically encouraging Senator McGuire to consider co-sponsoring this bill.
- b) Draft letters for the Chair's signature to be sent to all appropriate legislators and advocacy groups supporting AB 2612, and specifically encouraging Assemblymember Wood to consider co-sponsoring this bill.
- c) Continue to work with County and City staff in planning and strategies to comply with the requirements of SB 1383, including mapping of areas that due to census tract population density or elevation would not be included in any future food waste collection requirements.

**8. ADJOURNMENT**

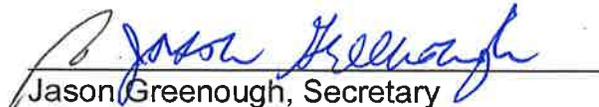
Adjourn to the Special Meeting of the Del Norte Solid Waste Management Authority scheduled for 4:00 p.m., Tuesday April 14, 2020 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Authority, the Chair adjourned the meeting at 5:25 p.m., until the Special Meeting on April 14, 2020.

  
\_\_\_\_\_  
Blake Inscore, Chair  
Del Norte Solid Waste Management Authority

Date 4/15/2020

ATTEST:

  
\_\_\_\_\_  
Jason Greenough, Secretary  
Del Norte Solid Waste Management Authority

Date 5/28/20

Submitted:

  
\_\_\_\_\_  
Katherine Brewer, Acting Clerk  
Del Norte Solid Waste Management Authority

Date 04/15/20