

**MINUTES**  
**DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY**  
**CITY OF CRESCENT CITY**  
**COUNTY OF DEL NORTE**  
**STATE OF CALIFORNIA**  
**Regular Session, Wednesday November 12, 2014, 4:00 PM**

PRESENT: Commissioner Roger Gitlin, County, Chair  
Commissioner Ron Gastineau  
Commissioner Rick Holley, City, Vice-Chair  
Commissioner Mike Sullivan, County  
Commissioner Mary Wilson, Public, Secretary/Clerk  
Legal Counsel Martha Rice  
Acting Director/Program Manager Tedd Ward  
Treasurer/Controller Richard Taylor

ABSENT: None

ALSO

PRESENT: Charlie Helms, CEO Harbormaster  
Wesley Nunn, Solid Waste Task Force  
Karen Phillips, PS Business Services  
Tommy Sparrow, Recology Del Norte  
Joel Wallen, Hambro/WSG  
Wes White, Hambro/ WSG  
Norma Williams, SEIU 1021 Union Representative

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

Chairman Gitlin called the meeting to order at 4:00 p.m. and Commissioner Wilson led the pledge.

**4:00 PM PUBLIC COMMENTS:**

ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.

The following person(s) addressed the Authority: none.

**4:00 PM OPEN SESSION ITEMS:**

**1. DEL NORTE SOLID WASTE TASK FORCE**

1.1 Discussion regarding meeting of November 10, 2014.

The Task Force meeting was cancelled for lack of a quorum and therefore there was no report.

## **2. CONSENT AGENDA**

- 2.1 Approve minutes, Regular Session, Tuesday, October 13, 2014.
- 2.2 Response to 02 Oct 2014 Letter to the Editor submitted by Don MacArthur, as submitted to the Del Norte Triplicate, published on 05 Nov 2014.
- 2.3 Approve budget transfer in the amount of \$2,090.

### **END CONSENT AGENDA**

Discussion was held regarding item 2.3 at the request of the Chairman.

Mr. Ward noted that the budget transfer was to cover an additional insured temporary employee and for overtime costs due to short staffing.

On a motion by Commissioner Sullivan, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 2.1-2.3, as presented.

## **DISCUSSION/ACTION ITEMS**

### **3. LANDFILL POSTCLOSURE**

### **4. COLLECTIONS FRANCHISE**

- 4.1 Discussion and possible action status and allocation of Authority-directed bin pulls for 2014. 031205, 180510

Discussion was held regarding the use of the remaining bin pulls either by the community in clean-up efforts or to offset the cost of the Gasquet and Klamath transfer stations. There are three remaining bins to be used according to staff. Chairman Gitlin asked if Chris Gordon had called staff regarding the use of a bin. Staff indicated that she called and she was asked to come to the meeting or put the request in writing. After discussion, the allowable use of bins for the Klamath and Gasquet transfer station at the end of each year will be placed on the next agenda.

### **5. TRANSFER STATION**

- 5.1 Discussion and possible action regarding adoption of Resolution 2014-07, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY EXPRESSING GRATITUDE AND APPRECIATION FOR HAMBRO/WSG'S CONTINUING SUPPORT FOR CHRISTMAS TREE RECYCLING IN DEL NORTE COUNTY.

Discussion was held regarding the resolution. Staff noted that this is a very important program provided by Hambro/WSG. The resolution was read for the record and Hambro/WSG was thanked for their community service.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted Resolution No, 2014-07, entitled, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY EXPRESSING GRATITUDE AND APPRECIATION FOR HAMBRO/WSG'S CONTINUING SUPPORT FOR CHRISTMAS TREE RECYCLING IN DEL NORTE COUNTY.

- 5.2 Discussion and possible action regarding management of expired marine flares in Del Norte County. 080101

Discussion was held regarding the marine flare committee. Thursday, November 20<sup>th</sup>, will be the next meeting of the group. There appears to be no obvious solution to this state-wide coastal community issue. There seems to be wide-spread consensus that the flares are not going into the ocean, but being stored in gear sheds around the community, which is a whole different storage issue. Staff will continue to attend the meetings and bring back any action items as necessary.

## **6. GENERAL SOLID WASTE AUTHORITY MATTERS**

- 6.1 Discussion and possible action regarding the Del Norte Solid Waste Management Authority Work Plan for FY 14/15. 231501

Discussion was held regarding the work plan as revised two meetings ago and presented in the agenda packet. The question marks were requested deleted on page 6 and 7 of 9 (Priority Discretionary Activities). The discussion of the marine flares will be added to the list of activities by staff.

- 6.2 Discussion and possible action regarding the content of the final R3 report including but not limited to developing elements of a strategic plan such as short, medium, and long-range goals and possible setting of future meeting date(s) for such planning.

The Chair is continuing to place this on the agenda so that the matter can be discussed as necessary. Commissioner Wilson noted that she used the document to help with the upcoming item 6.4.

- 6.3 Information and discussion regarding the meetings and status relating to a request for proposals for the position of Interim Director for the Del Norte Solid Waste Management Authority. 101501

Discussion was held regarding the requests for proposals for the position of Interim Director. Commissioner Holley noted that the job description that R3 provided was reviewed and used by the committee as a basis. Commissioners feel that the RFP is too extensive for a 3- month employee, the RFP process will take too long for such a short period. The description was discussed as to what could be taken out for an interim position versus a long-term employee, someone that will take the load off the Program Manager, and that can help bring on a new director. Commissioner Wilson does not

feel that the interim director will be status quo. The committee, consisting of Commissioners Sullivan and Holley, noted that they would like to have suggestions regarding the job description so that they can move the suggestions forward to the meeting with the City Manager, CAO, legal counsel and County Human Resources Manager Joey Young. Commissioner Wilson sees the interim director position as more interactive with information from their insights being used to hire a permanent employee, oversee personnel, and have input/implementation of the R3 report recommendations. Financial management is also one of the necessary strengths of the position. A manager/administrator with financial skills is a must for the interim position. The changes will be made by the committee and brought back at the next meeting based on the feedback given here. Elizabeth Henry, county resident, asked about the RFP, she likes the direction that the position is going. She asked about the status of the person, as employee or contractor. She would not like to see a decision made about an independent contractor versus an employee before there is more public discussion. Bill Lonsdale, city resident, commented that his impression is a transition manager rather than interim director, but his is concerned on the emphasis on CPA, when the management might need a broader base of experience. He recommend a position that is a transitional manager. The city hires temporary employees working under contract. Legal Counsel Martha Rice said that it appears based on the draft job description that the Interim Director would likely need to be an employee of the Authority rather than an independent contractor. No action was taken here and the matter will come back to the full commission for additional approval.

- 6.4 Discussion and possible action regarding appointing a committee to meet with the Acting Director to make a determination regarding the duties and duration of his current dual assignment as Acting Director and Program Manager. 160504

Discussion was held regarding the duties and duration of the assignment for Mr. Ward's dual duties as Acting Director and Program Manager, which he has been performing since July of 2013. Mr. Ward requested that this matter be placed on the agenda. Norma Williams, Chapter President of SCEIU, commented on the requirements, especially the duration of the assignment, duties and pay scale for working out of classification. Bill Lonsdale, noted that this is an important step that was missed and should have been handled in the beginning and he hopes that the commission would entertain Mr. Ward's request.

On a motion by Commissioner Sullivan, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority appointed the Chair (Gitlin) and Vice Chair (Holley), with legal counsel to be the committee to work with the Acting Director on the duration, duties and pay scale of his working out of classification.

## **7. DIRECTOR'S & TREASURER'S REPORTS**

**Agenda items 8.1 through 8.5 are provided for information only**

- 7.1 Acting Director's Report 231501
- 7.2 Treasurer/Controller Report for August 2014
- 7.3 Claims approved by Treasurer & Director for September 2014

- 7.4 Monthly Cash and Charge Reports for September 2014
- 7.5 Earned Revenue Comparisons between FY13/14 and FY14/15

The above-listed reports were discussed and reviewed. Commissioner Wilson asked for the amount of time required for each task to be added to the director's report. Staff feels that the Authority's adopted mission statement are not supported by current staffing levels. The stormwater monitoring and reporting requirements will likely become more significant starting in July 2015. To avoid this additional work requirement, staff would recommend that if staff were available, the Authority should be working to negotiate a reduction in stormwater monitoring at the Crescent City Landfill. Rich Taylor reported on the financial statements. Work continues on the accounts payable and bringing them up to day

**8. ADJOURNMENT**

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM December 10, 2014 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 5:18 p.m. until the next scheduled meeting on December 10, 2014.

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Roger Gitlin, Chair  
Del Norte Solid Waste Management Authority

Date     /     /

ATTEST:

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Mary Wilson, Secretary/Clerk of the Board

Date     /     /