

**DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY**  
**Minutes of July 23, 2013**  
**Del Norte County Board of Supervisors Chambers**

PRESENT: Commissioner Rich Enea, Chair  
Commissioner Rick Holley  
Commissioner Mike Sullivan  
Commissioner Roger Gitlin  
Commissioner Mary Wilson  
Director Kevin Hendrick  
Program Manager and Clerk Tedd Ward  
Legal Counsel Martha Rice

ABSENT: Treasurer/Controller Richard Taylor

ALSO PRESENT: Karen Phillips, PS Business Services  
Jay Sarina, County Administrative Officer  
Clinton Schaad, County Auditor  
Tommy Sparrow, Recology Del Norte  
Wes White, Hambro/WSG

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

Chairman Enea called the meeting to order in regular session at 3:32 P.M.

**PUBLIC COMMENTS:**

**3:30 PM** ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA.

The Chair asked for public comments at 3:32 P.M. There were no public comments

**1. REPORT FROM THE SOLID WASTE TASK FORCE 200101**

No report was presented.

**2. CONSENT AGENDA**

2.1 Approve minutes, Regular Session, Tuesday June 25, 2013

On a motion by Commissioner Gitlin, seconded by Commissioner Wilson, and unanimously carried by a polled vote, the consent agenda, consisting of Item 2.1, was approved as presented.

### **3. DIRECTORS REPORT**

- 3.1 Treasurer/Controller Report for May 2013
- 3.2 Treasurer/Controller Report for June 2013
- 3.3 Claims approved by Director for June 2013
- 3.4 Monthly Cash and Charge Reports for June 2013
- 3.5 Earned Revenue Comparisons between FY11/12 and FY12/13

Director Hendrick discussed the above listed topics within the Director's report, which was informational only. Commissioner Wilson asked about (3.2) the credit card fees and noted that they were on the high side, over \$600+. She would like staff to find a way to get them reduced. She also noted that the actual budget and what was spent was not quite the same (3.2 page 2). Ms. Wilson asked why there is a deficit of \$262,000 in the revenues. Director Hendrick noted that the June revenues may not have been accounted for in these reports yet. Commissioner Gitlin asked about the credit card fees and asked if they lowered it as it was used more by the bank itself. Commissioner Holley asked about the code enforcement (section 4) charges for blight enforcement. There are two charge accounts paid by the county. The line item for nuisance abatement is a charge account for the county, related to a grant for the clean-up of properties. Staff also noted that Redwood National Park is slow to pay. Discussion was held regarding the phone bill and why three were paid in one month. Mr. Hendrick noted that the January bill was disputed and it took time to get it resolved. No action was taken.

### **DISCUSSION/ACTION ITEMS**

#### **4. LANDFILL POSTCLOSURE**

- 4.1 Discussion and possible action regarding status of landfill repairs, and a letter from Gino Yetka, CalRecycle regarding the (6/24/13) inspection. - 120110

Program Manager Ward addressed the Board regarding a status report on repairs at the Crescent City Landfill and the 6/24/13 inspection by Gino Yekta of the California Department of Resources Recycling and Recovery (CalRecycle). Generally Mr. Yekta was pleased with the repair work that has been done. No action was taken.

- 4.2 Discussion and possible action regarding status of work by EBA Engineering, including an assessment of landfill gas generation and

approval to pay \$7155.22 for work completed to date. – 022104

Program Manager Ward addressed the Board regarding the status of work by EBA Engineering, including a waste in place analysis, assessment of landfill gas generation, and application for a five year update of the Solid Waste Facility Permit for the Crescent City Landfill. Staff considers this report good news. The testing is required by the Northcoast Air Quality Control District. At this time the landfill is passively letting off gases and we are below the threshold for greenhouse gas emissions for the time being. Staff recommended that the invoice be paid as presented.

On a motion by Commissioner Sullivan, seconded by Commissioner Brown, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved payment of the EBA Engineering invoice as presented.

- 4.3 Discussion and possible action regarding the Groundwater Investigation Work Plan for the Crescent City Landfill, and a letter from Gina Morrison defining the standards to justify a permanent reduction in the Threat/Complexity rating for this facility from a 1A to 2A. - 230102

Program Manager Ward reported on the Groundwater Investigation Work Plan and the letter from Gina Morrison. This letter is also generally good news according to staff. If it can be shown that the domestic water system is not affected, then the landfill will be moved down a rung on the threat ladder. The demonstration of no threat needs to be made before they assess the fee. No action was necessary.

- 4.4 Discussion and possible action regarding Annual Storm Water Report for the Crescent City Landfill.

Mr. Ward noted that this report is something that needs to be done for the landfill and transfer station each year to cover storm water runoff. Annual reports summarize test sample results and analysis. No action was necessary.

- 4.5 Discussion and possible action regarding Semi Annual Groundwater and Surface Water Report.

Mr. Ward reported on the semi-annual groundwater and surface water report, which is submitted twice a year. This report will be included in the application for landfill liability insurance. Monitoring generally indicates that groundwater beneath the landfill flows from the northwest toward the southeast. .

## **5. COLLECTIONS FRANCHISE**

- 5.1 Discussion and possible action regarding approval Change Order 4 to implement a request from Recology Del Norte to change current green waste collection service days (Monday – Friday) to one day per week on Wednesday. 180510 061801

Staff noted that direction was given at the last meeting to prepare this change order, and that this change order also added a new service for collection of a temporary brush cart. Tommy Sparrow noted that weekly yard debris collection currently served approximately 138 customers; this number tends to go down a small amount in the winter. The effective date of this collection service change is October 2, 2013. Customers that this change affects negatively will be given service free for the month of October according to Mr. Sparrow. Staff pointed out that the change order does not restrict collection to Wednesdays.

On a motion by Commissioner Sullivan, seconded by Commissioner Gitlin, and unanimously carried by polled vote, the Del Norte Solid Waste Management Authority approved Change Order 4 as presented.

## **6. TRANSFER STATION**

- 6.1 Discussion and possible action regarding a public hearing at 3:45PM on July 23rd for final adoption the adoption Ordinance No.2013-01 establishing rates to provide public scale services at the Del Norte County Transfer Station. 070106 080104 151801

Staff noted that this matter is a continuation of language that was adopted by the City and the County at previous public meetings. Rates would be established with this ordinance for a public scale services to be used as a back-up (Page 4). The public hearing was opened at 4:11 P.M. No members of the public made comments. Chairman Enea closed the public hearing at 4:11 P.M.

On a motion by Commissioner Gitlin, seconded by Commissioner Holley, and unanimously carried by a polled vote, the Del Norte Solid Waste Management Authority read in title only, waived the second reading and adopted Ordinance No, 2013-01as presented.

- 6.2 Discussion and possible action regarding approval of Change Order 18 implementing a request from Wes White, CEO Hambro/WSG for a modification of the contract requirements for a performance bond.

On a motion by Commissioner Holley, seconded by Commissioner Wilson, and unanimously carried, the Del Norte Solid Waste Management Authority approved Change Order 18 as presented.

6.3 Discussion and possible action regarding Annual Storm Water Report for the Del Norte County Transfer Station.

Commissioner Wilson asked where the testing was performed and the possibility of testing in-house. Staff noted the sampling work performed at the wastewater treatment plant is generally for different substances and the turn-around times are very restricted with this testing. Mrs. Wilson asked if equipment could be purchased to do the testing in-house to save money. Mrs. Wilson will meet with staff to discuss equipment in order to determine if it could be purchased for in-house testing and save Authority funds.

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

7.1 Discussion and possible action regarding a report from a sub-committee discussing available options to execute the responsibilities currently administered by the Del Norte Solid Waste Management Authority.

Mr. Hendrick noted that the committee has not made any recommendations at this time. There will be another meeting however. Commissioner Wilson asked about preparing a trend analysis. She would like to pass off a format to the committee to do a projection for the next 10 years to determine what the costs will be over that period. Commissioners noted that some of this work has already been done. Staff noted that this matter will be added to the committee meeting agenda. Bill Longsdale, city resident, noted that the proposal was a good one. He also cautioned having one more commissioner on the committee because it would run into a quorum issues. Mr. Longsdale noted that the assumptions made by the committee should be widely accepted. Elizabeth Henry, county resident, noted her concern about public attendance at the committee meetings. She would like to see the meetings open to the public at all levels.

Tommy Sparrow stated that his company would like to make a proposal for a Change Order. He would like the board to open the discussion regarding the rate changes as he would like to use the Authority's spreadsheets for his rate analysis. Authority Program Manager Tedd Ward described the use of the spreadsheets. Mr. Sparrow noted that he could develop his own spreadsheet. Discussion was held regarding Authority staff working with Mr. Sparrow on the spreadsheet. Staff was asked to work with Mr. Sparrow.

Chairman Enea stated all the minutes and the information will be available to the public and presented before the entire Authority at a later date.

- 7.2 Discussion and possible action regarding approval of the Del Norte Solid Waste Management Authority Work Plan for Fiscal Year 2013/2014.

Kevin Hendrick noted that the Solid Waste Authority staff has worked to make a list of all the work performed to allow feedback and direction from the Authority. Commissioners asked questions including asking for a list of required reports and when they are due for both the landfill and the transfer station, mandates and licenses required. The timeline of the work plan is ongoing. The work plan can be added to by the Commissioners after further review and can come back to be approved, amended, etc. If a desk audit is requested, staff recommended that action be taken so that clear direction is given. Staff does keep a master calendar to track duties. Comments should be given to staff a week before the next meeting date so that they can be incorporated in the next version of the plan.

- 7.3 Discussion and possible action regarding annual audit for Fiscal Year 2011/2012 prepared by Smith and Newell.

The audit was received a few months ago; there were some extra complications this audit year, and it delayed the delivery of the audit report. Discussion regarding the audit contractor and how long they have worked for the Authority was briefly held. County Auditor Clinton Schaad noted that there were questions about the audit that delayed the reporting for this fiscal year. March 31st each year is the date that the audits need to be filed with the State. No action was taken.

- 7.4 CLOSED SESSION  
PUBLIC EMPLOYEE DISCIPLINE/RELEASE/DISMISSAL  
(Government Code Section 54957).

- 7.5 CLOSED SESSION  
CONFERENCE WITH LEGAL COUNSEL  
-ANTICIPATED LITIGATION (Gov. Code Section 94956.9(b)-1  
Case

Chairman Rich Enea recessed the regular session at 4:48 P.M. and immediately convened the closed session after ascertaining that there were no public comments regarding the closed session matters.

The closed session was adjourned at 6:30 P.M. and immediately reconvened in open session. Counsel Martha Rice announced that no action was taken in closed session.

**ADJOURN**

The Del Norte Solid Waste Management Authority adjourned at the hour of 6:31 P.M., to reconvene in Special Session, on July 26, 2013, at the hour of 8:00 A.M., at the Board of Supervisors Chambers, Flynn Center, 981 "H" Street, Crescent City, California.

\_\_\_\_\_ Date / /  
Richard Enea, Chair  
Del Norte Solid Waste Management Authority

ATTEST:

\_\_\_\_\_ Date / /  
Tedd Ward, Clerk and Program Manager  
Del Norte Solid Waste Management Authority