

**MINUTES  
REGIONAL SOLID WASTE ASSOCIATION  
SPECIAL MEETING**

**January 5, 2012  
9:00 a.m.**

**Fletcher Cove Community Center  
City of Solana Beach  
133 Pacific Avenue  
Solana Beach, CA**

**BOARD MEMBERS IN ATTENDANCE:**

**Councilmember Terry Sinnott, City of Del Mar – RSWA Treasurer  
Councilman Mark Muir, City of Encinitas  
Deputy Mayor Marie Waldron, City of Escondido  
Mayor Ron Morrison, City of National City - RSWA Chairman  
Councilmember Mike Nichols, City of Solana Beach – RSWA Vice Chairman  
Councilmember John Mullin, City of Poway  
Councilmember Dave Cowles, City of Vista – RSWA Board Secretary**

**STAFF RESOURCES IN ATTENDANCE:**

**Lin Wurbs, RSWA General Manager  
Tom Nixon, Legal Counsel  
Dale Nielsen, Finance Manager – City of Vista  
Denise Collins, Finance Staff – City of Vista**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chairman Morrison called the meeting to order at 9:18 a.m. and asked Board Member Waldron to lead the Board in the Pledge of Allegiance.

**2. SWEARING-IN OF NEW BOARD MEMBER(S) - ACTION ITEM**

Newly appointed Councilmember Mark Muir from the City of Encinitas was sworn in by General Counsel Nixon. The Board welcomed Council Member Muir.

**3. ORAL COMMUNICATIONS**

This item was scheduled to provide an opportunity for public testimony on matters within the jurisdiction of the Association. There was no public testimony.

Board Member Cowles utilized this item on the agenda to present to the General Manager the Proclamation passed by the City of Vista regarding the “Day Without A Bag Program.”

4. **REVIEW ASSOCIATION MEETING MINUTES OF OCTOBER 20, 2011 – RECEIVE AND FILE**

This item was scheduled for the Board to review and receive and file the Special Board Meeting Minutes of October 20, 2011.

**MOTION WAS MADE TO APPROVE THE MINUTES OF JULY 7, 2011.** (Motion by Board Secretary Cowles, City of Vista / Second by Board Member Mullin, City of Poway.)

**Motion passed unanimously (6 ayes, 0 nays, Board Member Muir abstained).**

5. **FINANCE AND BUDGET - INFORMATION & ACTION ITEMS**

A. **RSWA Investment Report – Information Item (Receive and File)**

This item was scheduled to review the Investment Report for the quarter ending December 19, 2011. At the request of Treasurer Sinnott, General Manager Wurbs and Fiduciary Agency representative Dale Nielsen of the City of Vista reviewed the investment report with the Board.

Ms. Wurbs pointed out that RSWA's share of the Vista investment portfolio is yielding approximately 1.75% for the last quarter versus the LAIF fund which is yielding .25% as of September 30, 2011. Ms. Wurbs also pointed out that the portfolio is invested 100% in investments out to a maximum of 5 years. Ms. Wurbs also highlighted that the investments by category are invested very conservatively. Ms. Wurbs did report that the entire investment report from the City of Vista was attached to the report for the RSWA Board.

Fiduciary Agent Nielsen shared with the Board that several investments that were yielding a higher rate had been "called" and that he was in search of higher yielding vehicles that maintained the safe investment status. Board Member Muir requested general information about LAIF which was responded to by Fiduciary Agent Nielsen.

The recommendation was to receive and file the investment report.

**MOTION WAS MADE TO RECEIVE AND FILE THE INVESTMENT REPORT.** (Motion by Board Member Mullin, City of Poway / Second by Treasurer Sinnott, City of Del Mar.)

**Motion passed unanimously (7 ayes, 0 nays).**

**B. Review Budget and Expenditure Status for the Second Quarter of Fiscal Year 2011/2012 - Information Item (Receive and File)**

Treasurer Sinnott, General Manager Wurbs and Fiduciary Agency representatives Dale Nielsen and Denise Collins of the City of Vista reviewed the second quarter budget and expenditure status as of 12/19/2011.

Treasurer Sinnott requested that General Manager Wurbs review the specifics of reconciliation of the reports. Ms. Wurbs advised that the italicized items on both the revenue as well as the expenditures reports need to be recognized as part of fiscal year 2010-2011 and those items were reported as part of the final report for fiscal year 2010/11 that came to Board in October, 2011. Ms. Wurbs also highlighted for the Board that the expenditures are currently a little more than 50 percent of the budget and pointed out that is normal and customary at this point in the calendar year due to the \$100,000 Environmental Enhancement Fund checks written to the RSWA cities.

Treasurer Sinnott also pointed out that at the April Board meeting the Budget Subcommittee will be appointed to work on the budget for the next two fiscal years. Ms. Wurbs also highlighted that one of the tasks for the budget subcommittee will be to review and make a recommendation regarding the allocation of the freebies from the HHW contract for this current fiscal year.

The recommendation was to review the status of both the budget and expenditures as of December 19, 2011 and receive and file the reports.

**MOTION WAS MADE TO RECEIVE AND FILE THE BUDGET AND EXPENDITURE REPORTS.** (Motion by Board Member Mullin, City of Poway / Second by Treasurer Sinnott, City of Del Mar.) **Motion passed unanimously (7 ayes, 0 nays).**

**C. Review and Approval of Auditor's Report – Action Item**

Treasurer Sinnott pointed out that this is a very straightforward report from the Auditor. General Manager Wurbs and Fiduciary Agency representative Dale Nielsen reviewed the audit report by Lance Soll & Lunghard, LLP and highlighted the letters from the Auditor. Ms. Wurbs and Mr. Nielsen pointed out that all of the “kinks” have been worked out between the Auditor and the agencies and that everything is running smoothly in terms of the information flow.

The recommendation was to approve the audit report which includes the audit letters.

**MOTION WAS MADE TO APPROVE THE AUDIT REPORT AND AUDIT LETTERS.** (Motion by Board Member Mullin, City of Poway / Second by Board Member Mark Muir, City of Encinitas.) **Motion passed unanimously (7 ayes, 0 nays).**

6. **HOUSEHOLD HAZARDOUS WASTE (HHW) ISSUES - INFORMATION ITEMS**

**A. HHW Participation Reports - Information Item**

General Manager Wurbs and Bill Wilson of the City of Encinitas reviewed the HHW participation reports with the RSWA Board and highlighted each page of the report. Vice Chairman Nichols asked if the problem with the hotline had been resolved and Ms. Wurbs responded that she was very pleased with the responsiveness of Philip Services and that the problem had been cured.

**B. Update on HHW Issues – Information Item**

This item was scheduled for General Manager Wurbs to update the Board on current household hazardous waste issues.

Vice Chairman Nichols mentioned that a question from a constituent got him thinking about the possibility of putting a sticker on the trash can that describes that HHW should not go in the trash and perhaps have our website information or the hotline phone number on it. Ms. Wurbs suggested that as a first step she would communicate with the city staff to review the options and thoughts for coming up with such a “sticker” and then would also review the issue with the two haulers that work with the RSWA cities, EDCO and Waste Management. Ms. Wurbs also suggested that after the aforementioned review and reporting back to the Board perhaps it would then be a good topic for a Special Ad Hoc Subcommittee to tackle. By consensus these steps were viewed by the Board as an acceptable approach on the topic.

Ms. Wurbs also briefly reviewed with the Board that she and Jeff Ritchie are working on the new program that is unfolding statewide to have paint manufacturers take responsibility for paint and that she will continue to monitor and keep the Board apprised as details of the program become known.

Ms. Wurbs also pointed out that the state is treading water regarding the disposal of pharmaceuticals issue and Mr. Sinnott suggested that we should think about putting together a specific recommendation regarding pharmaceuticals so that we can send that to our legislative delegation. Ms. Wurbs responded that she would work in that direction.

7. **ADMINISTRATIVE MATTERS - ACTION ITEMS**

**A. Review Future Meeting Schedule – Possible Action Item**

April 5, 2012

July 5, 2012

October 4, 2012

This item was scheduled for discussion of the future meeting schedule. The Board members reviewed the dates and determined that it would be best to move the July 5, 2012 meeting to June 28, 2012 .

**MOTION WAS MADE TO MOVE THE JULY 5, 2012 MEETING TO JUNE 28, 2012 AND TO CONTINUE TO MEET IN SOLANA BEACH DURING 2012.** (Motion by Board Vice Chairman Nichols, City of Solana Beach / Second by Board Member Muir, City of Encinitas.)

**Motion passed unanimously (7 ayes, 0 nays).**

**B. Approval of Board Members and Staff Attendance and Conference Expenses at all of the following Meetings including out of state meetings, of the following organizations which list shall be titled “List of Accepted Organizations and Conferences” – Action Item:**

1. SWANA (Solid Waste Association of North America) Sponsored Conferences, including WASTECON, “Road to Zero Waste”, & SWANA Chapter Meetings
2. Waste360 – Waste Age & Waste Expo Events
3. Global Waste Management Symposium
4. NSWMA (National Solid Waste Management Association) & WASTEC (Waste Equipment Technology Association) Sponsored Conferences
5. NAHMMA (North American Hazardous Materials Management Association) Sponsored Conferences and meetings
6. National Recycling Coalition sponsored events
7. California Department of Resources Recycling and Recovery (CalRecycle) sponsored events

The recommendation was to approve the attendance and expenses at the list of approved organizations and meetings, including out of state meetings, for possible conference attendance by Board Members and RSWA staff. Ms. Wurbs was asked what the attendance historically has been by RSWA Board members at conferences and she described the number of programs that RSWA has attended or made presentations at and been on panels. Ms. Wurbs also pointed out that with the addition of three new Board Members in the past year that the focus has been internal by touring the RSWA HHW facilities, EDCO recycling and transfer station and EWorld which is why travel expenditures were zero for last year and zero so far this fiscal year.

**MOTION WAS MADE TO APPROVE THE ATTENDANCE AND EXPENSES AT THE LIST OF APPROVED ORGANIZATIONS AND MEETINGS, INCLUDING OUT OF STATE MEETINGS FOR ATTENDANCE BY BOARD MEMBERS AND RSWA STAFF.** (Motion by Board Secretary Cowles, City of Vista / Second by Board Member Muir, City of Encinitas.)

**Motion passed unanimously (7 ayes, 0 nays).**

8. **COMMENTS FROM ASSOCIATION MEMBERS, GENERAL COUNSEL AND GENERAL MANAGER**

This item was scheduled for Board Members, the General Manager or General Council to ask questions, make comments or ask that a specific matter be agendized for consideration at a later meeting.

Treasurer Sinnott mentioned that he has suggested that a goal this next year be to get all of the records for RSWA transferred to microfiche and/or put in cold storage at an official storage facility.

Chairman Morrison asked that Ms. Wurbs find out what the status of the CRV account is at the State level and how much money is in the account.

General Manager Wurbs used this opportunity on the agenda to ask the Board when they would like to have on the agenda a discussion of how the cities have expended the \$1,000 allocation for an education related program. The Board suggested the June 28, 2012 meeting. A question arose regarding the RSWA education program and Ms. Wurbs reported that the 2010 HHW Special Committee had put together a wonderful HHW education piece that was approved by the RSWA Board in July 2010 and that she would send that out again for use by the Board Members. Vice Chairman Nichols also asked that the "Spring Cleaning" editorial be sent out as well and suggested that members could get that to each of their local press for publication.

Board Member Mullin asked for an update on light bulbs that he had heard that there was going to be a reprieve from the regulations. General Manager Wurbs offered that she would check on the status. Board Member Waldron shared that it was her understanding that Congress approved delaying implementation of the regulations for incandescent 100-watt bulbs until late 2012.

9. **ADJOURNMENT**


The Chairman adjourned the meeting at 10:20 a.m.

Respectfully Submitted:



**Lin Wurbs**  
**General Manager**

Approved:



**Dave Cowles**  
**RSWA Secretary**