

**MINUTES
REGIONAL SOLID WASTE ASSOCIATION
SPECIAL MEETING**

**April 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 General Manager Wurbs to handle roll call of the Board – all members were present with the exception of Secretary Cowles who advised Ms. Wurbs that traffic was delaying his arrival.

Chairman Morrison asked Board Member Waldron to lead the Board in the Pledge of Allegiance.

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

There were no new Board members to be sworn-in.

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.

4. **REVIEW ASSOCIATION MEETING MINUTES OF JANUARY 5, 2012 – RECEIVE AND FILE**

This item was scheduled for the Board to review and receive and file the Special Board Meeting Minutes of January 5, 2012. By consensus the Board supported the recommendation to receive and file and minutes.

5. **ELECTION OF OFFICERS - ACTION ITEM**

This item was scheduled for the election of officers. The last election of officers was held at the April 2011 Board meeting with the election of the Treasurer in October 2011 due to the death of then Treasurer Houlihan.

MOTION WAS MADE TO CONTINUE THE EXISTING SLATE OF OFFICERS OF THE REGIONAL SOLID WASTE ASSOCIATION – CHAIRMAN MORRISON (CITY OF NATIONAL CITY), VICE CHAIRMAN NICHOLS (CITY OF SOLANA BEACH), TREASURER SINNOTT (CITY OF DEL MAR), AND BOARD SECRETARY COWLES (CITY OF VISTA). (Motion by Board Vice Chairman Nichols, City of Solana Beach / Second by Board Member Mullin, City of Poway.)

MOTION WAS THEN MADE TO CLOSE THE NOMINATIONS. (Motion by Board Member Mullin, City of Poway / Second by Board Member Muir, City of Encinitas.) The Motion to close the nominations passed unanimously (6 ayes, 0 nays, Board Member Cowles had not yet arrived.)

The Motion to continue the Existing Slate of Officers passed unanimously (6 ayes, 0 nays, Board Member Cowles had not yet arrived.)

6. **SOLID WASTE DISPOSAL CONTRACT FEE INCREASE – INFORMATION ITEM**

** Board Secretary Cowles arrived at 9:25 a.m. just as the discussion on this item began.

General Manager Wurbs reviewed the 2.17% solid waste disposal rate increase for FY 2012/2013 for the RSWA cities. Ms. Wurbs went over the cover memo on this item as well as the methodology for the calculations.

This item was an information item only, no vote was required.

7. FINANCE AND BUDGET - INFORMATION & ACTION ITEMS

A. RSWA Investment Report for the Third 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 investment report as of March 26, 2012. Ms. Wurbs highlighted that the RSWA Fund is Fund 709 within the City of Vista's Investment Report and is maintained as a separate and distinct fund.

Ms. Wurbs reported that RSWA monies are invested in the Vista portfolio which in January earned 1.42% compared to LAIF which was earning .385% during the same timeframe. Ms. Wurbs reported that RSWA's money is safely invested within the City of Vista investment pool. Mr. Nielsen commented that these are not exciting times in the municipal investment world with governmental entities needing to be risk adverse the interest rates are going to continue to be very low for sometime to come.

The recommendation was to receive and file the investment report which the Board supported by consensus.

B. Review Budget and Expenditure Status for the Third 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 with the Board the third quarter budget and expenditure status as of March 26, 2012. Ms. Wurbs pointed out that we have spent 70% of our budget at this point in the fiscal year.

The recommendation was to receive and file the budget and expenditure status reports for the third quarter of the fiscal year which the Board supported by consensus.

C. Review the Draft 2012 RSWA Investment Policy and Adopt Resolution #2012-01 Approving the Policy - Action Item

Board Treasurer Sinnott, General Manager Wurbs, Finance Manager Nielsen of the City of Vista - RSWA's Fiduciary Agent, as well as General Counsel Nixon recommended approval of the Association's Investment Policy through adoption of Resolution #2012-01. The policy mirrors the investment policy of the City of Vista and there were no changes to the City of Vista Investment Policy for 2012 and therefore there were no changes to the RSWA Investment Policy requested.

MOTION WAS MADE TO ADOPT RESOLUTION #2012-01 APPROVING THE RSWA INVESTMENT POLITY. (Motion by Board Member Mullin, City of Poway / Second by Treasurer Sinnott, City of Del Mar.) **Motion passed unanimously (7 ayes, 0 nays).**

(Item #7 Continued)

D. Review FY 2012/2013 and FY 2013/14 Budget Process - Possible Action

General Manager Wurbs discussed with the Board whether they wanted to create a Budget Subcommittee regarding the FY 2012/13 and FY 2013/14 budgets. Treasurer Sinnott recommended that a Budget Subcommittee be created. Treasurer Sinnott also suggested that Board Members send Ms. Wurbs any specific requests for funding that should be considered by the Budget Subcommittee. Ms. Wurbs provided as an example of possible future funding the HHW education distribution of \$1,000 per jurisdiction that was started this current year and will be reported on by each member jurisdiction at the June Board meeting.

MOTION WAS MADE TO HAVE TREASURER SINNOTT, BOARD MEMBER MULLIN AND CHAIRMAN MORRISON SERVE AS THE BUDGET SUBCOMMITTEE FOR THE FY2012/2013 & FY 2013/2014 BUDGET PREPARATION. (Motion by Board Member Cowles, City of Vista / Second by Treasurer Sinnott, City of Del Mar.) **Motion passed unanimously (7 ayes, 0 nays).**

8. HOUSEHOLD HAZARDOUS WASTE (HHW) ISSUES – INFORMATION AND POSSIBLE ACTION**A. HHW Participation Reports - Information Item**

General Manager Wurbs provided an overview of the HHW reports and offered that she and Bill Wilson of the City of Encinitas would be happy to answer any questions.

Ms. Waldron asked if there were any trends, patterns or anything specific in the report that showed if there was something that we, as RSWA, should be doing. Ms. Wurbs responded that the trends are more to each individual city. Mr. Sinnott asked if the numbers were reflective of the economy and Ms. Wurbs responded in the affirmative and added that some of the patterns are also seasonal. Ms. Mullin asked about some specific numbers in the report and Mr. Wilson responded that it looked like something was wrong with the formula and Ms. Wurbs offered that the corrected sheet would be sent out to the staff and Board Members.

B. Review HHW Items – Possible Action

This item was scheduled to review HHW issues of interest to the RSWA Board.

1. HHW Stickers on trash cans – Update and Possible Action Item

General Manager Wurbs provided an update on the idea of HHW stickers on trash cans and suggested the Board consider appointing a Special Ad Hoc HHW Marketing and Education Subcommittee.

(Item #8.B.1. Continued)

Several suggestions were made regarding potential areas for research including acquiring a separate RSWA owned phone number that could be utilized on magnets, the RSWA website, stickers and/or other PR materials. Mr. Ritchie of EDCO commented that it would be difficult to see measurable results of the stickers at the transfer station and that billing inserts or other approaches may provide more results from a public education standpoint.

MOTION WAS MADE TO HAVE VICE CHAIRMAN NICHOLS, BOARD MEMBER WALDRON AND TREASURER SINNOTT SERVE AS THE AD HOC HHW MARKETING AND EDUCATION SUBCOMMITTEE. (Motion by Board Member Mullin, City of Poway / Second by Treasurer Sinnott, City of Del Mar.) **Motion passed unanimously (7 ayes, 0 nays).**

2. PaintCare Program – Update and Possible Action Item

General Manager Wurbs provided a general overview of the new statewide PaintCare program. Ms. Wurbs will be working on this issue with Jeff Ritchie, RSWA's partner in the HHW program and Philip Services (PSC) – our HHW vendor.

9. ADMINISTRATIVE MATTERS – POSSIBLE ACTION ITEMS

A. Discuss and Approve Future Meeting Schedule and Meeting Location – Possible Action Item

June 28, 2012
October 4, 2012
January 3 or 10, 2013

This item was scheduled for discussion and approval of the future meeting schedule and meeting location. Ms. Wurbs asked if the Board was interested in making a decision on the January 3 or 10 meeting date and the Board Members advised that they would review their respective calendars and make a decision at the June 28th Board Meeting.

With regard to meeting location, Ms. Wurbs reported that the City of Solana Beach is in the process of reviewing the use of the Fletcher Cove Community Center and asked the Board if they were interested in continuing to meet at that location. The response from the Board was that they would very much like to continue to meet at the Fletcher Cove Community Center. Ms. Wurbs mentioned that she and General Counsel Nixon will work on an amendment to the By-Laws to be brought forward at the June 28, 2012 meeting.

(Item #9 Continued)

B. Reports by Board Members and/or RSWA Staff Regarding Conferences Attended – Information Item

This item was scheduled to provide an opportunity for Board Members or RSWA staff to report on conferences attended. There were no conferences attended by staff or Board Members.

10. COMMENTS FROM ASSOCIATION MEMBERS, GENERAL COUNSEL AND GENERAL MANAGER

This item was scheduled for Board Members, the General Manager or General Counsel to ask questions, make comments or ask that a specific matter be agendized for consideration at a later meeting. General Manager Wurbs mentioned to the Board that the new landscaping plan and landscaping at this new RSWA Board meeting location of the Fletcher Cove Community Center was donated by Mr. Nichols with the assistance of volunteers from the community.

11. ADJOURNMENT

The Chairman adjourned the meeting at 10:31 a.m. to the June 28, 2012 Special Meeting. The rescheduling was approved at the January 5, 2012 Board Meeting.

Respectfully Submitted:



Lin Wurbs
General Manager

Approved:



Dave Cowles
RSWA Secretary