

**MINUTES  
REGIONAL SOLID WASTE ASSOCIATION  
REGULAR MEETING AGENDA**

**July 7, 2011  
9:00 a.m.**

**Del Mar City Hall Annex  
235 11<sup>th</sup> Street  
Del Mar, CA**

**BOARD MEMBERS IN ATTENDANCE:**

**Councilmember Terry Sinnott, City of Del Mar  
Councilwoman Maggie Houlihan, City of Encinitas – RSWA Treasurer  
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  
Rita Geldert, City Manager – City of Vista  
Dale Nielsen, Finance Manager – City of Vista  
Denise Collins, Finance Department – City of Vista**

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

Chairman Morrison called the meeting to order at 9:17 a.m. and asked Vice-Chairman Nichols to lead the Board in the Pledge of Allegiance.

**2. SWEARING-IN OF NEW BOARD MEMBER – ACTION ITEM**

There was no need for anyone to be sworn in as a new Board Member.

**3. REVIEW ASSOCIATION MEETING MINUTES OF APRIL 7, 2011 – ACTION ITEM**

This item was scheduled for the Board to approve the Regular Board Meeting Minutes of April 7, 2011.

**MOTION WAS MADE TO APPROVE THE MINUTES OF APRIL 7, 2011.**  
(Motion by Treasurer Houlihan, City of Encinitas / Second by Board Member Cowles, City of Vista.)

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

#### 4. ORAL COMMUNICATIONS

This item was scheduled to provide an opportunity for public testimony on matters within the jurisdiction of the Association.

There were no speakers.

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

##### A. **RSWA Investment Report for the Fourth Quarter of Fiscal Year 2010/2011 – Information Item (Receive and File)**

This item was scheduled to review the Investment Report for the quarter ending June 30, 2011. At the request of Treasurer Houlihan, General Manager Wurbs and Fiduciary Agency representatives Dale Nielsen of the City of Vista reviewed the investment report as of June 30, 2011 with the Board. Ms. Wurbs introduced Denise Collins, the Deputy City Treasurer of the City of Vista, to the Board.

Ms. Wurbs highlighted that the investment report points out that the interest for June has not yet posted to the account. Ms. Wurbs also directed the Board's attention to the pages within the City of Vista Investment Report that directly relate to RSWA. Ms. Wurbs also highlighted that RSWA is held as a separate fund (Number 709) within the City of Vista's accounts.

Mr. Nielsen pointed out that RSWA's share of the Vista investment portfolio is producing approximately \$400 per month which is a yield of approximately 1.9 % for the last quarter versus the LAIF fund which is yielding .39 %.

Board Member Mullin asked for staff to comment on what the creditworthiness of the Federal Government is with the Debt Ceiling issue etc. in relation to the financial investment of the City of Vista on behalf of RSWA. Fiduciary Agent Nielsen commented that he had minimal concern regarding the potential of default by the federal government.

The recommendation was to receive and file the investment report.

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

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

##### B. **HHW – Door to Door Allocation & Funding – Action Item**

This item was scheduled to discuss the HHW door-to-door senior and handicapped contract allocation from Philip Services (PSC) to RSWA and a recommendation by General Manager Wurbs to allocate funding directly to the Cities of Poway, National City and Vista to supplement the FY 2010/11 contract allocation which was utilized primarily by the coastal cities.

(Item 5.B. Continued)

General Manager Wurbs reviewed the memorandum that supplemented this item for the Board's review. In that report Ms. Wurbs suggested an allocation of \$1,584 to the City of Poway, \$1,296 to the City of National City and \$792 to the City of Vista. Subsequently, two more freebies were allocated to the City of Vista thereby reducing the recommendation to the City of Vista to \$648 for a total to all three cities of \$3,528. Ms. Wurbs was asked what the recommendation would be for future years and she advised that she and Mr. Ritchie were working on an option to trade the freebies for some other efforts by the contractor and she would keep the Board apprised of options.

**MOTION WAS MADE TO APPROVE THE ALLOCATION AS RECOMMENDED BY THE GENERAL MANAGER IN THE AMOUNT OF \$1,584 TO POWAY, \$1,296 TO NATIONAL CITY AND THE ADJUSTED AMOUNT OF \$648 TO VISTA, FOR A TOTAL ALLOCATION OF \$3,528.** Motion by Board Member Mullin, City of Poway / Second by Vice-Chairman Nichols, City of Solana Beach.)

**Motion was approved by a vote of 6 ayes, no nays.** As the City of Escondido is a special contract member of RSWA, Board Member Waldron did not vote on the matter.

**C. Review Budget and Expenditure Status for the Fourth Quarter of Fiscal Year 2010/2011 - Information Item (Receive and File)**

This item was scheduled to review the Budget and Expenditure Status report through the fourth quarter of fiscal year 2010/11. At the request of Treasurer Houlihan, General Manager Wurbs reviewed the fourth quarter budget and expenditure status as of June 30, 2010. Ms. Wurbs pointed out that the budget is right on target as to revenues and expenditures. Ms. Wurbs did mention that even with the expenses just approved by the Board for the door-to-door contract allocation that there will be funds left over in the Special Events/Contingency category which will "roll-up" into the fund balance for next year. Ms. Wurbs also reported to the Board that she had been advised by Vista Public Works Director Howell that the total allocation of \$8,840 approved by the Board in April for the fence in Vista would be needed.

The recommendation was to review the status of both the budget and expenditures and receive and file the reports.

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

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

(Item 5.D. Continued)

**D. Review FY 2011/2012 and FY 2012/2013 Budget - Action Item**

The Budget Subcommittee composed of Chairman Morrison, Treasurer Houlihan and Board Member Sinnott recommended approval of the draft budgets for FY 2011/2012 and FY 2012/2013.

The Subcommittee asked Ms. Wurbs to review the Budget on their behalf. Ms. Wurbs requested that \$2,400 be added to the Special Events/Special Programs Category making that item total \$30,400 and the total budget expenditures therefore increases to \$268,843. Ms. Wurbs pointed out that this additional allocation would provide funding for the repair of the HHW storage containers at the City of Poway.

Ms. Wurbs highlighted the additions to the Budget that were requested by the Budget Subcommittee which includes the two asterisks explaining both the Equity Adjustment Payment and the Environmental Enhancement Fund. Ms. Wurbs also mentioned that page 2 of the Budget report reviews the allocation of the Environmental Enhancement Fund. Additionally, Ms. Wurbs pointed out that page 2 also highlights the suggestion by the Budget Subcommittee that the Board have a specially focused three year program on pharmaceutical disposal.

Ms. Wurbs also reported that she was recommending allocating \$1,000 per city for the HHW education item instead of specifically requiring it to be used for the poster contest. The \$1,000 allocation per city for HHW education was discussed extensively. The conclusion of the discussion was that the funding should be used for HHW educational/informational outreach or material and that each city should report back on the use of the funds. The Board Members intent was that the funds not be used to only supplement the funding for HHW costs.

Board Member Mullin asked how many calls come in on the hotline and whether there is an analysis of the cost/benefit of the telephone hotline. Ms. Wurbs said that she would review and get back to the Board.

**MOTION WAS MADE TO APPROVE THE BUDGETS FOR FY 2011/2012 AND FY 2012/2013 AS RECOMMEND BY THE BUDGET SUBCOMMITTEE WITH THE ADDITIONAL MODIFICATION REQUESTED BY THE GENERAL MANAGER WITH THE INCREASE OF \$2,400 IN THE SPECIAL EVENTS / SPECIAL PROGRAMS CATEGORY AND SUPPORT OF THE RECOMMENDATION BY THE GENERAL MANAGER OF A \$1,000 ALLOCATION PER CITY FOR HHW EDUCATIONAL/INFORMATIONAL OUTREACH OR MATERIAL. (Motion by Treasurer Houlihan, City of Encinitas / Second by Board Member Sinnott, City of Del Mar.)**

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

**6. HOUSEHOLD HAZARDOUS WASTE (HHW) ISSUES - INFORMATION****A. HHW Participation Reports - Information Item**

General Manager Wurbs and Bill Wilson reviewed the report for the full fiscal year with the Board members.

**B. HHW Public Information Campaign Update - Information Item**

This item was scheduled to provide an opportunity for the cities of Solana Beach and Encinitas to update the Board on the poster contest. Vice-Chairman Nichols of the City of Solana Beach reviewed the activities in the City of Solana Beach and his work with the Science teacher at Solana Vista Elementary school. The students used paper bags donated from Vons to draw on for the poster contest. The students decorated the bags with the 5 R's – "Put Your Trash Can on a Diet". The posters were all put up around the Council Chambers for the Solana Beach City Council to vote on the winners. Then on Earth Day the bags were returned to Vons to be used to bag peoples groceries and be given out to customers, thereby REUSED. Also, on Earth Day Vice-Chairman Nichols, Mayor Heebner and General Manager Wurbs went to the school assembly to award the winners of the contest. The students were also invited to another meeting at City Hall for the winners and the Student Council to be acknowledged.

Treasurer Houlihan reported that several schools in Encinitas participated in the pilot poster contest. Ms. Houlihan reported the City of Encinitas worked with the Solana Center for Environmental Innovation on the poster contest and that they had 5 schools that participated in the contest with approximately 65 students participating. Ms. Houlihan shared with the Board the "Bag Monster" bags that were given to the students that participated. Ms. Houlihan advised that the City Council of the City of Encinitas invited the honorees to a City Council meeting to be acknowledged. Ms. Houlihan shared that in her estimation the pilot project poster contest was a true success in Encinitas.

**7. ADMINISTRATIVE MATTERS - ACTION ITEMS****A. Discuss and Approve Future Meeting Schedule – Action Item**

This item was scheduled for discussion and approval of the future meeting schedule. General Manager Wurbs reported that the survey that she was asked to conduct after the April meeting provided the option of all board members being available to meet on October 20, 2011 and advised that the annex at the City of Del Mar is unavailable that day but that Solana Beach had offered meeting space for this meeting. Ms. Wurbs also advised that the meeting would be a Special meeting and upon an inquiry by Treasurer Houlihan as to why it needed to be a Special Meeting, General Counsel Nixon explained that since the date would fall after the next regular meeting would normally fall that it would need to be posted as a Special Meeting but that General Manager Wurbs would post with 72 hours notice.

Ms. Wurbs also noted that as the agenda states the first meeting in 2012 is scheduled for January 5, 2012.

(Item 7 continued)

**MOTION WAS MADE TO MOVE THE REGULAR MEETING TO OCTOBER 20, 2011 AS A SPECIAL MEETING AND TO HOLD THE MEETING AT THE CITY OF SOLANA BEACH CITY COUNCIL CHAMBERS. (Motion by Treasurer Houlihan, City of Encinitas / Second by Vice-Chairman Nichols, City of Solana Beach.).**

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

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

No conferences were attended and therefore there were no reports.

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

Board Member Waldron asked that the General Manager schedule a tour of the Poway HHW facility for the Board. The General Manager offered to put that tour together.

**9. ADJOURNMENT**

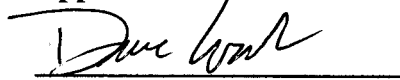
The Chairman adjourned the meeting at 10:37 a.m.

**Respectfully Submitted:**



**Lin Wurbs  
General Manager**

**Approved:**



**Dave Cowles  
RSWA Secretary**