

**MINUTES
REGIONAL SOLID WASTE ASSOCIATION**

REGULAR MEETING AGENDA

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

**Del Mar City Hall Annex
235 11th Street
Del Mar, CA**

**Teleconference Location:
Four Seasons Resort Biltmore
1260 Channel Drive
Room 821 (Houlihan)
Santa Barbara, CA**

BOARD MEMBERS IN ATTENDANCE:

**Councilmember Terry Sinnott, City of Del Mar
Councilwoman Maggie Houlihan, City of Encinitas – RSWA Treasurer (By teleconference)
Deputy Mayor Marie Waldron, City of Escondido
Mayor Ron Morrison, City of National City - RSWA Chairman
Councilmember John Mullin, City of Poway
Councilmember Dave Cowles, City of Vista**

STAFF RESOURCES IN ATTENDANCE:

**Lin Wurbs, RSWA General Manager
Tom Nixon, Legal Counsel
Dale Nielsen, Finance Manager – City of Vista
Cindy Choquette, Finance Department – City of Vista**

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Morrison called the meeting to order at 9:12 a.m. and welcomed Treasurer Houlihan via teleconference. Chairman Morrison asked that Board Member Waldron 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 JANUARY 6, 2011; SPECIAL MEETING MINUTES OF FEBRUARY 7, 2011 & MARCH 8, 2011– ACTION ITEMS

This item was scheduled for the Board to approve the Regular Board Meeting Minutes of January 6, 2011 as well as the Special Meeting Minutes for the Tours on February 7, 2011 & March 8, 2011.

(Item #3 Continued)

The Chairman reminded the Board that with the teleconference all items for approval required a roll-call vote.

MOTION WAS MADE TO APPROVE THE MINUTES OF JANUARY 6, 2011; SPECIAL MEETING MINUTES OF FEBRUARY 7, 2011 & MARCH 8, 2011. (Motion by Treasurer Houlihan, City of Encinitas / Second by Board Member Cowles, City of Vista.)

General Manager Wurbs conducted the roll call vote and the motion was approved by a vote of 6-0, with Vice-Chairman Nichols absent.

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. **ELECTION OF OFFICERS - ACTION ITEM**

This item was scheduled for the election of officers. After a brief discussion by the Board regarding the positions that were available as officers, namely Chairman, Vice-Chairman, Treasurer and Secretary, a motion was made to fill the positions by a slate of officers.

MOTION WAS MADE AND SECONDED TO ELECT AS OFFICERS OF RSWA: RON MORRISON AS CHAIRMAN, MIKE NICHOLS AS VICE-CHAIRMAN, MAGGIE HOULIHAN AS TREASURER AND DAVE COWLES AS SECRETARY. (Motion by Treasurer Houlihan, City of Encinitas / Second by Board Member Mullin, City of Poway.)

General Manager Wurbs conducted the roll call vote and the motion was approved by a vote of 6-0, with Vice-Chairman Nichols absent.

6. **PRESENTATION OF EDCO DISPOSAL INC. RECYCLING VIDEO – INFORMATION ITEM**

This item was scheduled for EDCO Vice-President Jeff Ritchie to show the EDCO recycling video to the RSWA Board. This item was requested by Board Member Sinnott. Ms. Wurbs mentioned that the video is also available as a link on the RSWA website in addition to the link on the EDCO website. The Board expressed that they thought the video was excellent and were pleased that it is a link on the RSWA website.

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

General Manager Wurbs reviewed the disposal rate increase for FY 2011/2012 for all of the RSWA member cities and reviewed the disposal rate history as well as the methodology for calculating the fee increase. General Manager Wurbs referenced the staff report entitled RSWA Disposal Rate Increase dated 4/7/2011 that was included in the agenda packet.

General Manager Wurbs specifically reviewed the 1.367% solid waste disposal rate increase for FY 2011/2012 for the RSWA cities which resulted in a tip fee of \$43.97 for the four north county cities – Del Mar, Solana Beach, Encinitas and Vista and a tip fee of \$39.64 for the two southern RSWA cities – National City and Poway. Ms. Wurbs also reviewed the rate freezes that had occurred over the past few years and the rate freezes that would be coming up in FY 2015/2016, FY 2019/2020 and FY 2023/2024.

Ms. Wurbs explained that the rate increase is a contractual obligation and that it is the responsibility of the General Manager to review the calculation that is provided by EDCO for accuracy and then advise the Board that the increase is appropriate based on the contract which is why the item is an information item only and no vote by the Board is necessary.

Chairman Morrison described the history of the tip fees in the county and the extreme benefit that RSWA was in comparison to the tip fees that were being projected in the mid-1990's by the County of San Diego. Treasurer Houlihan thanked the General Manager for the straightforward way the information was presented in the staff report.

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

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

At the request of Treasurer Houlihan, General Manager Wurbs and Fiduciary Agency representatives Dale Nielsen and Cindy Choquette of the City of Vista reviewed the investment report as of March 25, 2011 with the Board. The investment report points out that the interest for March has not yet posted to the account. Ms. Wurbs also pointed out the pages within the City of Vista Investment Report that directly relate to RSWA and 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 1.93% versus the LAIF fund which is yielding .538%. Mr. Nielsen pointed out that from a cash demand standpoint RSWA is living in a money market world but from an investment perspective RSWA is benefiting by the investments being spread on a longer term basis.

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

(Item #8 Continued)

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

At the request of Treasurer Houlihan, General Manager Wurbs and Fiduciary Agency representatives Dale Nielsen and Cindy Choquette of the City of Vista reviewed the third quarter budget and expenditure status as of March 25, 2010. Ms. Wurbs pointed out that the budget is right on target as to revenues and is slightly ahead of the 75% mark regarding expenditures particularly the Environmental Enhancement Fund included within the Intergovernmental Fund category since that distribution had already been made to all the cities for the current fiscal year. Ms. Wurbs did point out that even with the expenses for the poster contest that there will be funds left over in the Special Events/Contingency category which will “roll-up” into the fund balance for next year.

The recommendation was to review the status of both the budget and expenditures and receive and file the reports and by consensus the Board approved the recommendation to receive and file the Budget and Expenditure Report.

C. Review Mid-Year Budget Expenditure for Fence Construction at the HHW Facility in Vista – Action Item

General Manager Wurbs reviewed the need for replacement fencing to be installed at the Vista HHW Facility. The City of Vista will be contributing the fencing materials and requested that RSWA consider paying for the installation of the fence around the perimeter of the HHW facility. Ms. Wurbs pointed out that subsequent to the staff report being completed; City of Vista staff has identified a possible source of grant funding for the project. Ms. Wurbs pointed out that Mr. Howell, the Interim Public Works Director of the City of Vista, was present to answer any questions.

Ms. Wurbs recommends approval of this item authorizing funds in the amount of \$8,840 as a contingency to the grant funding. utilizing funds available in the Special Events/Contingency line item of the budget.

MOTION WAS MADE AND SECONDED TO AUTHORIZE FUNDING, IF NECESSARY, UP TO THE AMOUNT OF \$8,840 FOR THE REPAIR OF THE FENCE AT THE HHW FACILITY IN VISTA. (Motion by Board Member Cowles, City of Vista / Second by Treasurer Houlihan, City of Encinitas.)

General Manager Wurbs conducted the roll call vote and the motion was approved by a vote of 6-0, with Vice-Chairman Nichols absent.

(Item #8 Continued)

D. Review and Adopt the Amendments to the Investment Policy and Approve Resolution 01-2011 - Action Item

At the request of Board Treasurer Houlihan, General Manager Wurbs and Finance Manager Dale Nielsen of the City of Vista, RSWA's Fiduciary Agent, as well as General Counsel Tom Nixon reviewed the amendments to the Association's Investment Policy. Ms. Wurbs pointed out that the policy mirrors the investment policy of the City of Vista and highlighted the changes that had been made to the existing Investment Policy. Treasurer Houlihan brought a typo to the Board's attention on the cover memo – policy instead of polity.

MOTION WAS MADE AND SECONDED TO APPROVE RESOLUTION NO. 2011-01 APPROVING THE INVESTMENT POLICY. (Motion by Board Member Cowles, City of Vista / Second by Board Member Mullin, City of Poway.)

General Manager Wurbs conducted the roll call vote and the motion was approved by a vote of 5-0, with Vice-Chairman Nichols absent. As the City of Escondido is a special contract member of RSWA, Board Member Waldron did not vote on the matter.

E. Review FY 2011/2012 Budget Process - Possible Action Item

General Manager Wurbs discussed with the Board their interest in creating a budget subcommittee to review the FY 2011/12 and FY 2012/2013 budgets. The Board asked for volunteers and Board Chairman Morrison, Treasurer Houlihan and Board Member Sinnott volunteered to serve on the Budget Subcommittee.

MOTION WAS MADE AND SECONDED TO CREATE A BUDGET SUBCOMMITTEE COMPOSED OF CHAIRMAN MORRISON, TREASURER HOULIHAN AND BOARD MEMBER SINNOTT. (Motion by Board Member Sinnott, City of Del Mar / Second by Board Member Cowles, City of Vista.)

General Manager Wurbs conducted the roll call vote and the motion was approved by a vote of 6-0, with Vice-Chairman Nichols absent.

9. HOUSEHOLD HAZARDOUS WASTE (HHW) ISSUES - INFORMATION

A. HHW Participation Reports - Information Item

General Manager Wurbs and Bill Wilson distributed the report. There were no questions.

Treasurer Houlihan did point out that she received the reports via email earlier in the morning but was having difficulty uploading the reports so she would not be participating in the discussion on the item.

(Item #9 Continued)

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 had requested that General Manager Wurbs provide the report on his behalf for the City of Solana Beach. Ms. Wurbs reported that the poster contest was complete in Solana Beach. That Vice-Chairman Nichols had been working with the Science teacher and had been successful getting the Vons store to provide 200 reusable grocery bags for the young people to put their art on and that he would be going to the school on Earth Day to make the awards to the students.

Bill Wilson of the City of Encinitas reported on the poster contest for the City of Encinitas. He pointed out that 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. Sandy Atkinson of the Solana Center briefly highlighted the 5 R's program that was taken to the schools. Mr. Wilson pointed out that he brought with him the top 12 posters for the RSWA Board to vote on to help with the decision of the top three posters. Mr. Wilson also handed out to the Board the Rise Above Disposables (R.A.D.) stickers. Ms. Wurbs distributed the final design that is on the bags for distribution to the participants.

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

July 7, 2011; October 6, 2011

This item was scheduled for discussion and approval of the future meeting schedule. General Manager Wurbs mentioned that it was her understanding that the Chairman was desirous of looking at alternative dates for the October Board meeting due to conflicts. Rather than to make a decision without everyone having access to their calendars it was requested that Ms. Wurbs survey the Board Members to find a date that would work in October or November.

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

No conferences were attended and therefore there were no reports. Ms. Wurbs mentioned that the tours of the EDCO (EDI) Transfer Station, the E-World Facility and the Vista HHW Facility provided a great educational opportunity for the Board Members.

The Chairman requested that the General Manager resend the list of upcoming conferences out to the Board Members as a reminder of available training opportunities.

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

There were no comments by the Board Members or General Counsel Nixon. Ms. Wurbs did report on an item that had just come in which is the Drug Take Back Day that will be occurring on April 30th and she mentioned that she would forward the item directly to the Board Members and City Staff and will be putting it on the RSWA website as well.

12. **ADJOURNMENT**

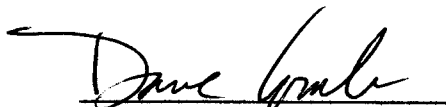
The meeting was adjourned at 10:17 a.m.

Respectfully Submitted:

Approved:



**Lin Wurbs
General Manager**



**Dave Cowles
RSWA Secretary**