

**MINUTES
REGIONAL SOLID WASTE ASSOCIATION**

**Regular Meeting – January 6, 2011
9:00 a.m.**

**Del Mar City Hall Annex
235 11th 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 John Mullin, City of Poway
Councilmember Mike Nichols, City of Solana Beach – RSWA Vice-Chairman
Councilmember Dave Cowles, City of Vista**

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
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. Chairman Morrison asked that Vice-Chairman Nichols lead the Board in the Pledge of Allegiance.

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

Three new Board Members were sworn in by General Counsel Tom Nixon – Councilmember Terry Sinnott representing the City of Del Mar, Councilmember John Mullin representing the City of Poway and Councilmember Dave Cowles representing the City of Vista. The Board welcomed each of the new Board Members to the RSWA Board.

Chairman Morrison provided a brief historical overview of the Regional Solid Waste Association and its predecessor organization known as the Solid Waste Authority which was a Joint Powers Agency composed of all of the cities in San Diego County as well as the County of San Diego.

3. **REVIEW ASSOCIATION MEETING MINUTES OF OCTOBER 7, 2010 – RECEIVE AND FILE**

This item was scheduled for review of the October 7, 2010 Minutes. Ms. Houlihan commented that the minutes accurately reflected what occurred at the meeting. This item was a “Receive and File” Item.

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

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

General Manager Wurbs and Fiduciary Agency representatives Dale Nielsen and Cindy Choquette of the City of Vista reviewed the investment report which had been estimated as of December 21, 2010 for the second quarter of the fiscal year 2010/2011, ending December 31, 2010. Ms. Wurbs pointed out that the attached charts are a portion of the full City of Vista investment report.

Ms. Wurbs provided a description of the relationship of RSWA and Vista and that after several years of Poway handling the fiduciary agency responsibilities with RSWA that effective January 2010 the City of Vista took over those responsibilities and relationship. Ms. Wurbs also discussed how the new relationship extends to the City of Vista offering to invest RSWA’s funds as part of their portfolio and keeps the fund segregated for RSWA as a completely separate entity. Ms. Wurbs reported that the relationship has worked very well for RSWA.

The recommendation was to review the report. By consensus the Board supported the recommendation to receive and file the investment report.

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

General Manager Wurbs and Fiduciary Agency representatives Dale Nielsen and Cindy Choquette of the City of Vista reviewed the second quarter budget and expenditure status as of December 21, 2010. Ms. Wurbs reviewed the line items in the budget and described the programs involved with each budget item for the benefit of the new board members. She also provided historical context to each of the budget items and revenue items.

As part of the discussion, Mr. Morrison provided a historical overview of the creation of the current Joint Powers Agency (RSWA) and the reasons for the creation of RSWA. The discussion also involved providing the history of the HHW facilities as well. Ms. Geldert provided input regarding the County’s household hazardous waste program or in fact the lack of a program as she pointed out. Chairman Morrison and Ms. Wurbs briefly reviewed the disposal contract with EDCO and the difference between the disposal agreement and each city’s own franchise agreement.

The recommendation was to review the status of both the budget and expenditures and receive and file the reports, which was supported by consensus.

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

Fiduciary Agency representative Dale Nielsen did the lead in on this item and introduced Kelly Culver from Lance Soll & Lunghard LLP. Mr. Nielsen provided an overview of the full report which included the Management Discussion and Analysis that Ms. Wurbs provided and then the Independent Auditor’s Report which is basically the examination by LSL of the financial statements concluding that analysis by stating that RSWA’s Financial Statements are presented fairly in all material respects. Mr. Nielsen went on to point out that the next reports are then RSWA’s Financial Statements which provide a “snapshot of RSWA’s assets and liabilities and the difference is RSWA’s net assets”, then the Operating Statement which is basically RSWA’s income statement. Mr. Nielsen concluded that there was nothing found that was extraordinary and that RSWA is a fairly straight forward audit with only one fund

Ms. Houlihan asked about the sentence in the Auditor’s Report on page 2 which states “An audit is not designed to provide assurance on internal control or to identify significant deficiencies. Significant deficiencies in such controls, if any, have been communicated to you by separate letter.” Mr. Nielsen explained that there is a common misconception that auditors come in and review absolutely every decision on every item and that is not the case. An audit reviews the accounting procedures and analyzes processes and internal controls. Ms. Culver went on to describe that the letter of November 30 is the critical letter which states “We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.”

MOTION WAS MADE TO APPROVE THE AUDITOR’S REPORT.
(Motion by Treasurer Houlihan, City of Encinitas / Second by Vice-Chairman Mike Nichols, City of Solana Beach.)

5. PRESENTATION BY CALL2RECYCLE – INFORMATION ITEM

This item was scheduled to provide an opportunity for Sean Burchill to share information with the Board regarding the CALL2RECYCLE – free battery recycling program.

Mr. Burchill provided an overview of the program and handed out a brochure entitled “Recharging the planet by recycling your batteries,” which is a free program.

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 responded to questions. Ms. Wurbs described the various components of the programs available – the permanent facilities and the door-to-door program and the cost for each of those programs to the cities. Ms. Wurbs also described the co-pay arrangement for the door-to-door program.

Ms. Wurbs also pointed out that with the new contract with Philip Services (PSC) there were several items that are “no charge” items and that at the July Board meeting the Volunteer Working Group composed of Vice-Chairman Nichols, Treasurer Houlihan and Board Member Waldron shared a “marketing” piece that could be used as a press release or on web pages to share with the public how to prepare for going to the facility or using the door-to-door program to maximize the benefit to the individual user and minimize the cost to the city involved.

Board Member Mullin asked if the volume is significantly different between the use of the facility and arranging for the door-to-door pick-up. Ms. Wurbs responded that the volumes vary dramatically depending upon the season of the year. She did note that the Poway facility is an anomaly in the system – that the facility does get high usage with very small volumes and that is something that she and the City of Poway staff have been working on to get the message out accurately and clearly to the public on how to maximize the use of the facility.

B. HHW Public Information Campaign Update - Information Item

This item was scheduled to provide an opportunity for the HHW Volunteer Working Group composed of Vice-Chairman Nichols, Board Treasurer Houlihan, Board Member Waldron and General Manager Wurbs to update the Board on aspects of the HHW Public Information Campaign. Ms. Wurbs reported that the cities of Solana Beach and Encinitas had decided to proceed with the poster contest that was approved at the October 2010 RSWA Board meeting.

Treasurer Houlihan highlighted for the new Board members that based on the idea brought forward by Vice-Chairman Nichols that RSWA is moving forward with the public information campaign highlighting the 5 R’s – Rethink, Refuse, Reduce, Reuse and Recycle. Ms. Houlihan described the Encinitas program which will be called RAD - Rise Above Disposables. Mr. Wilson added that it will likely be a Junior High School in Encinitas that will participate in the poster contest.

Vice-Chairman Nichols announced that Solana Beach is working with a third grade class on the “Put Your Trash Can on a Diet” Poster Contest.

7. ADMINISTRATIVE MATTERS - ACTION ITEMS

A. Discuss and Approve Future Meeting Schedule – Action Item

April 7, 2010
July 7, 2010
October 6, 2010

This item was scheduled for discussion and approval of the future meeting schedule.

Ms. Wurbs apologized for the typographical error in the dates for the meetings. All of the meeting dates are in 2011. The dates should have read:

April 7, 2011
July 7, 2011
October 6, 2011

The Board accepted by consensus the schedule for meetings as corrected to 2011.

B. Approval of Board Members and Staff Attendance and Conference Expenses at all of the following Meetings of the following organizations which list shall be titled "List of Accepted Conferences":

1. SWANA (Solid Waste Association of North America) Sponsored Conferences, including WASTECON, "THINKING OUTSIDE THE BLUE BOX", & SWANA Chapter Meetings
2. NSWMA (National Solid Waste Management Association) & WASTEC (Waste Equipment Technology Association) Sponsored Conferences, including the Global Waste Management Symposium & Waste Expo
3. NAHMMA (North American Hazardous Materials Management Association) Sponsored Conferences and meetings
4. National Recycling Coalition sponsored events
5. California Department of Resources Recycling and Recovery (CalRecycle) sponsored events

Board Member Mullin asked whether attendees were required to report back to the full Board after attendance at a conference and he was advised that those reports are part of the agenda on a regular basis if anyone attends a conference. Board Member Mullin was also interested in discussing the merits of attending out-of-state conferences compared to in-state conferences. Chairman Morrison responded that solely from a cost standpoint sometimes the airfare and hotel total the same as the costs for an in-state conference and that the content of the conference should be the sole determining factor as to the merits of attending that meeting. Ms. Wurbs also responded that the national discourse can be very interesting and educational.

MOTION WAS MADE TO APPROVE THE ATTENDANCE AND CONFERENCE EXPENSES BY BOARD MEMBERS AND RSWA STAFF AT THE "LIST OF ACCEPTED CONFERENCES" BY THE ORGANIZATIONS LISTED AS PART OF THIS AGENDA ITEM. (Motion by Board Member Cowles, City of Vista / Second by Treasurer Houlihan, City of Encinitas.)

8. ORAL COMMUNICATIONS

There were no speakers.

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

Treasurer Houlihan asked that Oral Communications be moved to the beginning of the agenda. Mr. Nixon did clarify that any member of the public asking to speak on a specific item on the agenda is allowed to do so.

Vice-Chairman Nichols welcomed all of the new Board members. He also described a situation over the holiday period in rural North Carolina regarding plastic bags and that a small county of 25,000 population was able to ban plastic bags. He found that program very refreshing, commenting further that even though we think of California as a leader in environmental innovation that there are still opportunities to learn from other locations in the country regarding environmental responsibility.

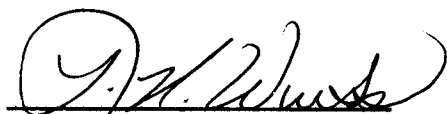
Chairman Morrison shared with the Board that National City tried a different approach on the plastic bag issue which was to replace all of the park furniture and trash cans in National City with furniture that was made from plastic bags and that the public response was very positive by the public turning in huge volumes of plastic bags to retailers to be recycled.

Board Member Sinnott expressed appreciation of the background information that was provided as part of the Board meeting. Chairman Morrison offered that both he and the General Manager would be happy to sit down at any time with any of the new Board members to provide more historical perspective.

10. **ADJOURNMENT**

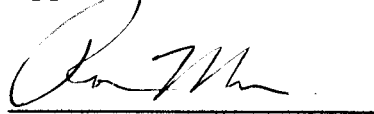
The meeting was adjourned at 11:03 a.m.

Respectfully Submitted:



Lin Wurbs
General Manager

Approved:



Ron Morrison
RSWA Chairman