

**MINUTES  
REGIONAL SOLID WASTE ASSOCIATION  
REGULAR MEETING**

**October 1, 2020  
9:00 a.m.**

**VIA TELECONFERENCE / VIDEO CONFERENCE ONLY**

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

**Pursuant to California Governor Newsom's Executive Order N-29-20, and in the interest of public health, this meeting was conducted utilizing teleconferencing and electronic means only.**

**BOARD MEMBERS IN ATTENDANCE:**

**Mayor Ron Morrison, City of National City – RSWA Chairperson  
Joe Green, City of Vista – RSWA Vice-Chairperson  
Council Member Catherine Blakespear, City of Encinitas – RSWA Secretary  
Council Member Dave Grosch, City of Poway – RSWA Treasurer  
Council Member Mike Morasco, City of Escondido  
Council Member Sherryl Parks, City of Del Mar (joined meeting at 9:13 a.m.)  
Council Member Judy Hegenauer, City of Solana Beach**

**STAFF RESOURCES IN ATTENDANCE:**

**James H. Eggart, General Manager/General Counsel  
Mike Sylvia, Finance Director – City of Vista  
Erik Steenblock – City of Encinitas  
Ashlee Stratakis – City of Encinitas  
Dan King – City of Solana Beach  
Rimga Viskanta – City of Solana Beach  
Clem Brown – City of Del Mar  
Izzy Murgia – City of Poway  
Amelia Dominguez – City of Poway  
Laura Robinson – City of Escondido  
Leslie Webb Blanco – City of Vista**

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

Chairperson Morrison called the meeting to order at 9:02 a.m.

Secretary Blakespear led the Board in the Pledge of Allegiance.

**2. SWEARING IN OF NEW BOARD MEMBERS**

None.

**3. ORAL COMMUNICATIONS**

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

Jessica Toth of Solana Center for Environmental Innovation addressed the Board regarding the status of the EPA grant application, Zero Waste and gardening webinars being offered by Solana Center, the effects of Covid-19 on food waste diversion and recycling; and efforts by local governments to request extensions from CalRecycle for SB 1383 deadlines and CalRecycle's response.

No other members of the public addressed the Board during Oral Communications.

**4. CONSENT CALENDAR**

The consent calendar included the following items:

- A. Minutes of the June 25, 2020 Meeting of the Board of the Regional Solid Waste Association – Recommended Action: Receive and File
- B. Minutes of the September 14, 2020 Budget Subcommittee Meeting – Recommended Action: Receive and File
- C. RSWA Website Activity Report for the first quarter of Fiscal Year 2020/2021 – Recommended Action: Receive and File
- D. Reports by Member Cities on Use of RSWA Funding for Fiscal Year 2019/2020 – Recommended Action: Receive and File
- E. Report on Environmental Enhancement Fund Distributions for Fiscal Year 2020/2021 – Recommended Action: Receive and File

**MOTION WAS MADE TO APPROVE THE CONSENT CALENDAR.**

(Motion by Vice-Chairperson Green, City of Vista / Second by Board Member Parks, City of Del Mar). A roll call vote was taken. Motion was approved by a vote of 7 ayes and 0 nays.

**Ayes:** Morasco, Hegenauer, Parks, Grosch, Blakespear, Green, Morrison

**Nays:**

**Abstain:**

**Absent:**

**5. PRESENTATION TO BOARD – INFORMATION ITEM**

The Board received a presentation from Rimga Viskata of the City of Solana Beach and Ashlee Stratakis of the City of Encinitas on cities' compliance obligations under SB 1383 and the Request for Proposals for SB 1383 Compliance Services issued by the City of Encinitas on behalf of RSWA and the RSWA Member Cities. A copy of the PowerPoint presentation made to the Board was included in the supplement to the agenda packet provided to the Board and made available to the public on the RSWA website prior to the meeting. The General Manager, Member City staff members, Jim Ambroso of EDCO, and Roberta Goldenpenny of CalRecycle responded to questions from Board Members.

**6. FINANCE AND BUDGET – INFORMATION & ACTION ITEMS**

**A. Review Final Budget and Expenditure Status and Investment Report for FY 2019/2020 – Information Item (Receive and File)**

General Manager Eggart reviewed the Investment, Financial Status and Cash Activity Reports as of June 30, 2020. Details were provided to the Board Members in their respective agenda packets. For FY 2019/2020, actual revenues were approximately 106% of budgeted revenues, and actual expenditures were approximately 95% of budgeted expenditures. RSWA had a fund balance of \$482,936 and an invested cash balance of \$469,324 at the end of the Fiscal Year.

**MOTION WAS MADE TO RECEIVE AND FILE THE FINAL INVESTMENT, FINANCIAL STATUS AND CASH ACTIVITY REPORTS FOR FISCAL YEAR 2019/2020 AS PRESENTED.** (Motion by Vice-Chairperson Green, City of Vista / Second by Treasurer Grosch, City of Poway). A roll call vote was taken. Motion was approved by a vote of 7 ayes and 0 nays.

**Ayes:** Morasco, Hegenauer, Parks, Grosch, Blakespear, Green, Morrison

**Nays:**

**Abstain:**

**Absent:**

Board Member Morasco left the meeting at 10:15 a.m.

**B. Consideration and Approval of Amended FY 2020/2021 Budget and FY 2021/2022 Budget – Action Item**

General Manager Eggart and the Budget Subcommittee comprised of Chairperson Morrison, Treasurer Grosch, and Secretary Blakespear presented the proposed Amended FY 2020/2021 Budget and FY 2021/2022 Budget for review and approval. The proposed budgets and a detailed report were included within the

agenda packet and supplement provided to the Board Members and the public prior to the meeting. The total proposed expenditure budgets are \$420,094 for FY 2020/2021 and \$380,212 for FY 2021/2022. FY 2020/2021 Budget amendments included: (1) increasing anticipated HHW Non-Member revenues by \$5,000; (2) increasing anticipated Investment Earnings by \$1,000; (3) increasing the expenditure budget for Director Stipends and Payroll Processing by \$2,000; (4) increasing the expenditure budget for Insurance by \$112; (5) reducing the expenditure budget for Training, Travel, and Meals by \$2,000; (6) reducing the expenditure budget for Reimbursements by \$1,000; (7) increasing the expenditure budget for Special Programs by \$2,000; (8) replacing the SB 1383 Payments expenditure category with a new category entitled "SB 1383 Compliance Funding" and allocating \$81,000 to this new category in FY 2020/2021 and \$40,000 in FY 2021/2022; (9) increasing the Equity Adjustment Payments expenditure budgets to \$43,072 in FY 2020/2021 and \$44,000 in FY 2021/2022; and (10) reducing the HHW Facility Closure Designation reserve budgets by \$21,000 for both the Vista and Poway HHW facilities, to \$40,000 each for both fiscal years. The proposed Budgets contain a "Contingency" Budget category and provide that funds budgeted for Contingency purposes may be expended for unanticipated expenses not otherwise reflected in the adopted budgets. In addition, pursuant to the proposed Budgets, the General Manager is authorized to administratively transfer funds budgeted for one expense category to one or more other expense categories as directed by the RSWA Board or as otherwise necessary and appropriate, provided the total budget for expenses is not exceeded. The Board discussed the need to budget additional funds for holding more meetings, but determined that the additional \$2,000 per year was sufficient to accommodate two additional special Board meeting, if needed.

**MOTION WAS MADE TO APPROVE AMENDED FY 2020/2021 and FY 2021/2022 BUDGETS AS PRESENTED.** (Motion by Vice-Chairperson Green, City of Vista / Second by Board Member Parks, City of Del Mar). A roll call vote was taken. Motion was approved by a vote of 6 ayes and 0 nays, with one absent.

**Ayes:** Hegenauer, Parks, Grosch, Blakespear, Green, Morrison

**Nays:**

**Abstain:**

**Absent:** Morasco

**C. Consideration and Approval of Funding and Contracting for SB 1383 Compliance Services for RSWA Member Cities – Action Item**

The Board discussed the expenditure of budgeted amounts for SB 1383 Compliance Funding and delegation of authority to the General Manager.

**MOTION WAS MADE TO APPROVE THE EXPENDITURE OF FUNDS UP TO THE AMOUNTS IN THE APPROVED BUDGET TO FUND SERVICES TO ASSIST RSWA MEMBERS TO COMPLY WITH SB 1383 RELATED OBLIGATIONS AND AUTHORIZE THE GENERAL MANAGER TO ENTER INTO CONTRACTS ON BEHALF OF RSWA WITH CONSULTANTS AND/OR ONE OR MORE RSWA MEMBERS TO FACILITATE THE FUNDING AND/OR THE PROVISION OF SUCH SERVICES TO MEMBER CITIES, SUBJECT TO THE WRITTEN CONSENT OF A MAJORITY OF THE MEMBERS OF THE RSWA EXECUTIVE COMMITTEE.** (Motion by Vice-Chairperson Green, City of Vista / Second by Secretary Blakespear, City of Encinitas). A roll call vote was taken. Motion was approved by a vote of 6 ayes and 0 nays, with one absent.

**Ayes:** Hegenauer, Parks, Grosch, Blakespear, Green, Morrison  
**Nays:**  
**Abstain:**  
**Absent:** Morasco

Board Member Morasco returned to the meeting at 10:45 a.m.

**D. Review Budget and Expenditure Status for the First Quarter of Fiscal Year 2020/2021 – Information Item (Receive and File)**

Treasurer Grosch, General Manager Eggart and Fiduciary Agent Sylvia reviewed the first quarter Investment, Financial Status and Cash Activity reports as of August 31, 2020. Details were provided to the Board Members and public in a supplement to the agenda packets. The year-to-date activity reflected in the reports show actual revenues of \$72,116 and actual expenditures of \$19,815 through August 31, 2020. As of August 31, 2020, RSWA had a fund balance of \$523,237 and an invested cash balance of \$523,076.

**MOTION WAS MADE TO RECEIVE AND FILE THE INVESTMENT, FINANCIAL STATUS AND CASH ACTIVITY REPORTS FOR THE FIRST QUARTER OF FISCAL YEAR 2020/2021 AS PRESENTED.** (Motion by Vice-Chairperson Green, City of Vista / Second by Board Member Parks, City of Del Mar). A roll call vote was taken. Motion was approved by a vote of 7 ayes and 0 nays.

**Ayes:** Morasco, Hegenauer, Parks, Grosch, Blakespear, Green, Morrison  
**Nays:**  
**Abstain:**  
**Absent:**

**7. HOUSEHOLD HAZARDOUS WASTE (HHW) AND OTHER SOLID WASTE ISSUES – INFORMATION AND POSSIBLE ACTION ITEM(S)**

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

General Manager reviewed the HHW participation summary reports for the fourth quarter of Fiscal Year 2019/2020 and the first two months of Fiscal Year 2020/2021. It was noted that participation in the HHW program continued to increase in FY 2020/2021, despite the temporary closure of the two permanent HHW facilities due to Covid-19. Updated copies of the reports were presented to the Board Members and the public at the Meeting. No action was taken.

**B. Legislative Update – Information Item**

General Manager Eggart updated the Board on pending legislative matters of interest relating to solid waste, organic waste, and household hazardous waste. A memorandum summarizing pertinent legislation of interest adopted during the recently concluded legislative session was provided to the Board Members in their respective agenda packets. A PowerPoint presentation was also provided. No action was taken.

**C. Update on HHW Issues, Organic Waste Disposal Issues, and Other Potential Future Issues – Information Item**

This item was scheduled for the Board to be updated on other current household hazardous waste, organic waste, and solid waste issues, and other potential future issues affecting RSWA.

General Manager Eggart advised the Board Members regarding the recent Form 303 filing with the State and the filing of recertification documents for the Vista and Poway HHW facilities with the County; the status of the proposed SB 1383 regulations; model SB 1383 implementation documents and outreach materials available on CalRecycle's website; and the August 18, 2020 CalRecycle report as to progress in meeting SB 1383's organic disposal reduction and food recovery targets.

**8. ADMINISTRATIVE MATTERS – POSSIBLE ACTION ITEMS**

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

This item was scheduled for discussion and approval of the future meeting schedule. It was noted that the previously approved meeting schedule was as follows:

January 7, 2021  
April 1, 2021  
July 1, 2021

The Board discussed whether additional meetings were needed; Board consensus was that if additional meetings were determined to be necessary, the Executive Committee could call special meetings in consultation with the General Manager. No action was taken to change the meeting schedule.

**B. Approval of Board Member and General Manager Attendance at and Reimbursement of Conference Expenses for all 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 and SWANA chapter meetings.
2. Waste 360 – Waste Age and Waste Expo Events, including WasteExpo.
3. NSWMA (National Solid Waste Management Association) and WASTEC (Waste Equipment Technology Association) sponsored conferences.
4. NAHMMA (North American Hazardous Materials Management Association) sponsored conferences and meetings.
5. National Recycling Coalition sponsored events.
6. California Department of Resources Recycling and Recovery (CalRecycle) sponsored events.

General Manager Eggart recommended the Board approve Board Member and General Manager attendance at meetings, including out of state meetings, on the List of Accepted Organizations and Conferences, and the reimbursement of associated expenses. This includes authorization for reimbursement of actual costs for attendance that exceed \$1,000.

**MOTION WAS MADE TO APPROVE BOARD MEMBER AND GENERAL MANAGER ATTENDANCE AT, AND REIMBURSEMENT OF EXPENSES INCURRED FOR, MEETINGS AND CONFERENCES, INCLUDING OUT-OF-STATE MEETINGS AND CONFERENCES, OF THE ORGANIZATIONS LISTED ON THE LIST OF ACCEPTED ORGANIZATIONS AND CONFERENCES PRESENTED AT THE MEETING, INCLUDING AUTHORIZATION FOR REIMBURSEMENT OF ACTUAL COSTS FOR ATTENDANCE THAT EXCEED \$1,000.** (Motion by Board Member Parks, City of Del Mar / Second by Vice-Chairperson Green, City of Vista). A roll call vote was taken. Motion was approved by a vote of 7 ayes and 0 nays.

**Ayes:** Morasco, Hegenauer, Parks, Grosch, Blakespear, Green, Morrison

**Nays:**

**Abstain:**

**Absent:**

**C. 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. No Board Members attended conferences since the last Board meeting.

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

Board Member Parks announced this would be her last meeting because her City Council term was expiring and not running again.

Treasurer Grosch thanked General Manager / General Counsel Eggart for his work.

Vice-Chairperson Green also thanked General Manager Eggart and his fellow Board Members for their work.

There were no further comments from Board Members.

General Manager Eggart reported that Environmental Enhance Program and Educational Appropriation checks to the Member Cities would be sent out in the coming weeks. He also reported that the Waste Expo Conference was scheduled for April 26 - 29, 2021 in Las Vegas, and that the 2020 WasteCon conference had been converted to a virtual conference in January 2021.

**10. ADJOURNMENT**

Chairperson Morrison adjourned the meeting at 11:32 a.m. to a teleconference meeting on January 7, 2020, at 9:00 a.m. at the Fletcher Cove Community Center, 133 Pacific Avenue, Solana Beach.

**Respectfully Submitted:**

  
James H. Eggart  
General Manager

**Approved:**

  
Catherine Blakespear  
RSWA Secretary