

**MINUTES  
REGIONAL SOLID WASTE ASSOCIATION  
REGULAR MEETING**

**June 24, 2021  
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-08-21, and in the interest of public health, this meeting was conducted utilizing teleconferencing and electronic means only.**

**BOARD MEMBERS IN ATTENDANCE:**

**Council Member Ron Morrison, City of National City ~ RSWA Chairperson  
Deputy Mayor Joe Green, City of Vista ~ RSWA Vice-Chairperson  
Deputy Mayor Dwight Worden, City of Del Mar~ RSWA Secretary  
Councilmember Dave Grosch, City of Poway ~ RSWA Treasurer  
Deputy Mayor Mike Morasco, City of Escondido  
Councilmember Kelly Harless, City of Solana Beach  
Mayor Catherine Blakespear, City of Encinitas**

**STAFF RESOURCES IN ATTENDANCE:**

**James H. Eggart, General Manager/General Counsel  
Mike Sylvia, Finance Director – City of Vista  
Ashlee Stratakis – City of Encinitas**

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

Chairperson Morrison called the meeting to order at 9:05 a.m.

Board Member Harless 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 ("Solana Center") addressed the Board and answered questions regarding a tour of the Ramona equestrian center on July 22, 2021 at 9:00 a.m. that will provide a demonstration of composting and water shed protection; that Solana Center's electronic recycling center collected 20 tons of electronic waste in the last nine months and is averaging about 2.2 tons per month; that several non-member cities had indicated they were interested in learning more about RSWA, including the Cities of San Marcos, Coronado, and Lemon Grove; and that Solana Center will also be hosting a food waste collection event at a brewery in Vista.

4. **CONSENT CALENDAR**

The consent calendar included the following items:

- A. Minutes of the April 1, 2021 Meeting of the Board of the Regional Solid Waste Association – Recommended Action: Receive and File.
- B. Minutes of the June 11, 2021 Budget Subcommittee Meeting – Recommended Action: Receive and File.
- C. RSWA Website Activity Report for the Fourth Quarter of FY 2020/2021 (through June 16, 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 Morasco, City of Escondido). Motion was approved by a vote of 7 ayes, 0 nays, and 0 abstain.

**Ayes:** Morrison, Green, Blakespear, Grosch, Morasco, Worden, Harless

**Nays:**

**Abstain:**

**Absent:**

General Manager Eggart requested to move agenda Item # 7 up to discuss the matter before City of Vista Finance Director, Mike Silvia, leaves the meeting. Chairperson Morrison agreed.

**7. FINANCE AND BUDGET**

**A. Update on Transition of RSWA Financial Investment and Fiduciary Services and Consideration and Approval of Policy Regarding RSWA Treasurer/Controller Functions – Action Item**

General Manager Eggart provided an update on the transition of financial investment and fiduciary services and presented the recommendations of the ad hoc subcommittee consisting of Chairperson Morrison, Vice-Chairperson Green, and Treasurer Grosch, along with a proposed Policy regarding rotation of responsibility and payment of stipends for performance of the functions of Treasurer/Controller by Association members. A staff report and proposed Resolution was provided to the Board and public in the Agenda Packet. The Board discussed the proposed Policy and the subcommittee's recommendation to exclude Solana Beach and Del Mar from the proposed rotation policy. General Manager Eggart indicated that the Board could change the policy in the future to include these cities in the rotation.

The recommended action was to adopt Resolution No. 2021, A Resolution of the Board of Directors of the Regional Solid Waste Association Adopting a Policy Regarding Rotation of Responsibility and Payment of Stipends for Performance of Functions of Treasurer / Controller by Association Members.

**MOTION WAS MADE TO ADOPT RESOLUTION NO. 2021-01 AS PRESENTED.**

(Motion by Vice-Chairperson Green, City of Vista / Second by Treasurer Grosch, City of Poway). Motion was approved by a vote of 7 ayes, 0 nays, and 0 abstain.

**Ayes:** Morrison, Green, Blakespear, Grosch, Morasco, Worden, Harless

**Nays:**

**Abstain:**

**Absent:**

**B. RSWA Investment Report for the Fourth Quarter of Fiscal Year 2020/2021 – Informational Item (Receive and File)**

General Manager Eggart reviewed the investment reports as of May 31, 2021. All of RSWA's funds are invested in the City of Vista's portfolio. As of May 31, 2021, RSWA had an invested cash balance of \$480,558. Detail in the City of Vista's portfolio and investment activity through March 31, 2021 was provided to the Board Members and public in their respective agenda packets.

**MOTION WAS MADE TO RECEIVE AND FILE THE INVESTEMENT REPORT FOR THE FOURTH QUARTER OF FISCAL YEAR 2020/2021 AS PRESENTED.**

(Motion by Board Member Harless, City of Solana Beach / Second by Board Member Morasco, City of Escondido). Motion was approved by a vote of 7 ayes, 0 nays, and 0 abstain.

**Ayes: Morrison, Green, Blakespear, Grosch, Morasco, Worden, Harless**

**Nays:**

**Abstain:**

**Absent:**

**C. Budget and Expenditure Status of the Fourth Quarter of Fiscal Year 2020/2021 – Information Item (Receive and File)**

Treasurer Grosch, General Manger Eggart, and Fiduciary Agent Sylvia of the City of Vista reviewed the Financial Status, Cash Activity, and Paid Warrant Reports as of May 31, 2021. Details were provided to the Board Members and public in their respective agenda packets. In addition, an updated spreadsheet illustrating the budget status as of May 31<sup>st</sup> and anticipated expenditures for the remainder of the fiscal year was provided in a supplemental agenda packet and presented at the meeting. The year-to-date activity reflected in the reports show actual revenues of \$313,007 and actual expenditures of \$328,282 through May 31, 2021. As of May 31<sup>st</sup>, RSWA had a fund balance of \$482,269, which includes \$80,000 in reserves for HHW facility closures.

**MOTION WAS MADE TO RECEIVE AND FILE THE INVESTEMENT REPORT FOR THE FOURTH QUARTER OF FISCAL YEAR 2020/2021 AS PRESENTED.**

(Motion by Vice-chairperson Green, City of Vista / Second by Board Member Blakespear, City of Encinitas). Motion was approved by a vote of 7 ayes, 0 nays, and 0 abstain.

**Ayes: Morrison, Green, Blakespear, Grosch, Morasco, Worden, Harless**

**Nays:**

**Abstain:**

**Absent:**

**D. Fiscal year 2020/2021 Budget Adjustments – Action Item**

General Manger Eggart reviewed, and the Board discussed, proposed adjustments to the adopted Budget for Fiscal Year 2020/2021 to account for differences in actual anticipated expenditure items from the amounts previously budgeted. A revised staff report and proposed Amended Budget detailing the proposed Budget adjustments was provided to the Board Members and the public in a supplemental agenda packet. The proposed Budget adjustments included increasing the expenditure budgets for audit services, legal services, consultant services, and HHW

facility security and phone, and reducing the expenditure budget for SB 1383 compliance funding. It was noted that previously authorized funding for SB 1383 Compliance Services was shifted from the FY 2020/2021 Budget to the proposed FY 2021/2022 Amended Budget to account for the timing of work to be performed under the existing agreement with Solana Center for Environmental Innovation. Total expenditures under the proposed Amended Budget decreased from \$420,094 to \$400,432. It was reported that the Budget Subcommittee had reviewed and concurred with the proposed Budget adjustments. The recommended action was to approve the proposed adjustments and amended Budget for Fiscal Year 2020/2021.

**MOTION WAS MADE TO APPROVE THE PROPOSED BUDGET ADJUSTMENTS AND AMENDED BUDGET FOR FISCAL YEAR 2020/2021 AS PRESENTED.**

(Motion by Vice-chairperson Green, City of Vista / Second by Treasurer Grosch, City of Poway). Motion was approved by a vote of 7 ayes, 0 nays, and 0 abstain.

**Ayes:** Morrison, Green, Blakespear, Grosch, Morasco, Worden, Harless

**Nays:**

**Abstain:**

**Absent:**

**E. Consideration and Approval of Amended FY 2021/2022 Budget and FY 2022/2023 Budget – Action Item**

General Manager Eggart and the Budget Subcommittee comprised of Chairperson Morrison, Treasurer Grosch, and Secretary Worden presented the proposed Amended FY 2021/2022 Budget and FY 2022/2023 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 \$433,723 for FY 2021/2022 and \$379,450 for FY 2022/2023. 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 proposed budgets for SB 1383 Compliance Services and it was noted that the budgeted funds included in the SB 1383 Compliance Funding for FY 2021/2022 corresponded to anticipated amounts for the consulting contract for SB 1383 compliance services and no longer included funds for direct stipends to the Member Cities, and that the \$15,000 included in the proposed FY 2022/2023 Budget

for this line item was a placeholder. The Board also discussed future ramifications of budgeting for expenditures that exceed revenues and the planned reduction in RSWA's fund balance. Secretary Worden noted that RSWA's invested fund balance essentially constitutes a contingency reserve but suggested that the Board consider establishing a formal contingency reserve policy in the future. Secretary Worden also suggested the Board consider establishing policies for RSWA providing services and information to non-members and addressing the circumstances under which cities can join RSWA.

The recommended action was to approve the Amended Fiscal Year 2021/2022 Budget and Fiscal Year 2022/2023 Budget as presented.

**MOTION WAS MADE TO APPROVE AMENDED FY 2021/2022 BUDGET AND FY 2022/2023 BUDGET AS PRESENTED.**

(Motion by Secretary Worden, City of Del Mar / Second by Board Member Morasco, City of Escondido). Motion was approved by a vote of 7 ayes, 0 nays, and 0 abstain.

**Ayes:** Morrison, Green, Blakespear, Grosch, Morasco, Worden, Harless  
**Nays:**  
**Abstain:**  
**Absent:**

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

**F. Review and Approval of Revised Statement of Investment Policy and Delegation of Investment Authority to the City of Vista Director of Finance/Treasurer – Action item**

The Board reviewed proposed revisions to the current RSWA Statement of Investment Policy to correspond to changes made by to the City of Vista's Investment Policy and considered renewal of the delegation of authority to the City of Vista Director of Finance/Treasurer to invest and reinvest RSWA's funds. The proposed Revised Statement of Investment Policy and related Resolution were included in the agenda packets provided to the Board Members and the public.

The recommended action was to adopt Resolution No. 2021-02, A Resolution of the Board of Directors of the Regional Solid Waste Association Adopting a Revised Statement of Investment Policy and Delegating Investment Authority to the City of Vista Director of Finance/Treasurer.

**MOTION WAS MADE TO ADOPT RESOLUTION NO. 2021-02 AS PRESENTED.**

(Motion by Treasurer Grosch, City of Poway / Second by Secretary Worden, City of Del Mar). Motion was approved by a vote of 6 ayes, 0 nays, and 0 abstain.

**Ayes:** Morrison, Green, Blakespear, Grosch, Worden, Harless

**Nays:**

**Abstain:**

**Absent:** Morasco

**G. Delegation of contracting Authority to the General manger – Action item**

The Board received a report about and considered a proposed Resolution to delegate authority to the General Manger to execute agreements not exceeding \$5000 and/or containing indemnity provisions subject to approval from the Chairperson. The proposed Resolution also expressly clarifies that the General Manager's authority to expend budgeted funds to pay RSWA's ordinary and necessary expenses.

The recommended action was to adopt Resolution No. 2021-03 Authorizing the General Manager to Execute Certain Agreements.

**MOTION WAS MADE TO ADOPT RESOLUTON NO. 2021-03 AS PRESENTED.**

(Motion by Vice-chairperson Green, City of Vista / Second by Board Member Blakespear, City of Encinitas). Motion was approved by a vote of 6 ayes, 0 nays, and 0 abstain.

**Ayes:** Morrison, Green, Blakespear, Grosch, Worden, Harless

**Nays:**

**Abstain:**

**Absent:** Morasco

**5. REPORTS BY MEMBER CITIES ON USE OF RSWA FUNDING – INFORMATIONAL ITEM**

The Board reviewed reports provided by each of the Member Cities on the use of funding received from RSWA for FY 2020/2021. A staff report detailing the activities outlined in the reports was included in the agenda packet provided to the Board Members and public. No action was taken.



**6. SENATE BILL 1383 COMPLIANCE SUPPORT SERVICES – INFORMATION ITEM**

The Board received a status report on the SB 1383 compliance support services being provided to the RSWA Member Cities by Solana Center for Environmental Innovation and San Diego Food System Alliance. General Manager Eggart advised the Board that he entered into an Amendment No. 1 to the Agreement for Professional Consultant Services Between RSWA and Solana Center for Environmental Innovation to correct typographical errors related to the amounts owed. A staff report, the April and May progress reports from Solana Center, and a copy of Amendment No. 1 to the Agreement were included in the agenda packet provided to the Board Members and the public. Jessica Toth and Jackie Bookstein of Solana Center addressed the Board and provided a summary of the services that have and will be provided and the timeline for providing deliverables. General Manager Eggart, the consultants, and Jim Ambroso of EDCO responded to Board Members' questions. No action was taken.

Vice Chairperson Green left the meeting at 10:40 p.m.

Board member Morasco returned to meeting at 10:48 a.m.

Treasurer Grosch left meeting at 10:49 a.m.

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

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

Ashlee Stratakis of the City of Encinitas reviewed the HHW participation summary reports for through May 31, 2021 and responded to Board Member questions. Copies of the reports were included in the supplemental agenda packet provided to the Board Members and public. No action was taken.

Board member Morasco left the meeting at 11:10 a.m.

**B. Legislative Update – Information and Potential Action Item**

General Manager Eggart advised the Board on pending legislation of interest relating to solid waste, organic waste, recycling, household hazardous waste, and virtual meetings. A memorandum and PowerPoint presentation were provided in the agenda packet and supplement provided to the Board Members and the public. No action was taken.

Board Member Blakespear left the meeting at approximately 11:15 during the General Manager's presentation, at which point quorum was lost.



**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 remaining Board Members and public about San Diego Food System Alliance's San Diego Food Vision 2030 to be launched on July 12, 2021. Jim Ambroso of EDCO provided an update on the status of roll out of the organics program and outreach efforts. No action was taken.

**9. 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:

October 7, 2021

January 6, 2022

April 7, 2022

No action was taken.

**B. Update on Potential Educational Conference Attendance – Information Item**

General Manager provided the remaining Board Members with information on the upcoming WasteExpo Conference scheduled for June 28-30, 2021 in Las Vegas, and the upcoming WASTECON conferences scheduled for November 1-3, 2021 in Orlando. No action was taken.

**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.

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

General Manager Eggart advised the remaining Board Members that the Governor's executive order authorizing virtual meetings under the relaxed teleconferencing rules is set to expire on September 30, 2021; that he submitted the required compensation report to the State Controller's Office in April; and that the City of San Marcos had contacted him about joining RSWA and/or joining in with the contract with Solana Center, he had provided the City with information, and that the City advised him it would just consider entering into its own contract with Solana Center. General Manager Eggart also explained the process and options under the Joint Powers Agreement for the addition of new Members to RSWA.

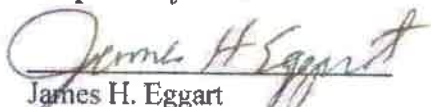
Secretary Worden requested that an item be placed on the agenda for the October meeting for the Board to discuss developing policies for adding new members to RSWA and establishing terms for non-member agencies to utilize RSWA's resources. Chairperson Morrison commented that this was fine with him.

No action was taken.

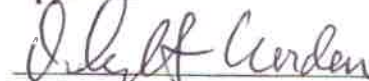
11. ADJOURNMENT

Chairman Morrison noted that the meeting ended at approximately 11:15 a.m. when quorum was lost and formally adjourned the meeting at 11:34 a.m.

Respectfully Submitted:

  
James H. Eggart  
General Manager

Approved:

 9/29/2021  
Dwight Worden  
RSWA Secretary