

**MINUTES  
REGIONAL SOLID WASTE ASSOCIATION  
SPECIAL MEETING**

**July 13, 2023  
9:00 a.m.**

**City of Solana Beach Council Chambers  
635 South Highway 101  
Solana Beach, CA**

**BOARD MEMBERS IN ATTENDANCE:**

**Mayor Ron Morrison, City of National City – RSWA Chairperson  
Council Member Dwight Worden, City of Del Mar– RSWA Vice-Chairperson  
Deputy Mayor David Zito, City of Solana Beach – RSWA Secretary  
Mayor Tony Kranz, City of Encinitas  
Council Member Peter De Hoff, City of Poway  
Council Member Katie Melendez, City of Vista (Alternate)**

**BOARD MEMBERS ABSENT:**

**Council Member Michael Morasco, City of Escondido**

**STAFF RESOURCES IN ATTENDANCE:**

**James H. Eggart, General Manager/General Counsel**

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

Chairperson Morrison called the meeting to order at 9:15 a.m.

Board Member Zito led the Board in the Pledge of Allegiance.

**2. SWEARING-IN OF NEW BOARD MEMBER(S)**

General Manager Eggart administered the Oath of Office to Alternate Board Member Katie Melendez from City of Vista.

**3. ORAL COMMUNICATIONS**

Jessica Toth informed the board that Solana Center for Environmental Innovation offers discounted food caddies, is hosting textile recycling, and offers electronic waste drop-off.

**4. CONSENT CALENDAR**

The consent calendar included the following items:

- A. Minutes of the April 6, 2023, Meeting of the Board of the Regional Solid Waste Association – Recommended Action: Receive and File.
- B. Minutes of the June 7, 2023, Meeting of the Budget Subcommittee of the Regional Solid Waste Association – Recommended Action: Receive and File.
- C. RSWA Website Activity Report for Fourth Quarter of FY 2022/2023 – Recommended Action: Receive and File.
- D. Amendment No. 1 to Consultant Services Agreement between RSWA and Woodruff & Smart: Receive and File.

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

(Motion by Board Member Kranz, City of Vista/Second by Vice-Chairperson Worden, City of Del Mar). Motion was approved by a vote of 6 ayes, 0 nays, and 0 abstentions, with one absence.

**Ayes:** Kranz, De Hoff, Melendez, Zito, Worden, Morrison

**Nays:**

**Abstain:**

**Absent:** Morasco

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

The Board reviewed reports provided by each of the Member Cities on the use of the funding they received from RSWA for FY 2022/23. A staff report detailing the activities outlined in the reports was included in the agenda packet provided to the Board Members and the public. No action was taken.

**6. SB 1383 COMPLIANCE SUPPORT SERVICES STATUS REPORT – INFORMATION ITEM AND POTENTIAL ACTION ITEM**

General Manager Eggart provided a status report on SB 1383 compliance support services provided to the RSWA Member Cities by Solana Center for Environmental Innovation and discussed proposed parameters for amending and extending the existing agreement between RSWA and Solana Center. Jessica Toth from Solana Center provided a presentation and status update and responded to Board Member questions. By affirmative consensus of all six Board Members present, the Board authorized and directed the General Manager to pursue a sixth amendment the existing agreement with Solana Center for Environmental Innovation for Fiscal Years 2023-2024 and 2024-2025 in accordance with the parameters presented at the meeting.

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

**A. RSWA Investment Report for the Fourth Quarter of Fiscal Year 2022/2023 – Information Item (Receive and File)**

General Manager Eggart reviewed the Investment Report as of June 30, 2023. All of RSWA’s funds are invested in the City of National City’s portfolio. As of June 30, 2023, RSWA had an invested case balance of \$350,432. Details on the City of National City’s portfolio and investment activity though April 30, 2023, was provided to the Board Members in their respective agenda packets.

**MOTION WAS MADE TO RECEIVE AND FILE THE INVESTMENT REPORT FOR THE FOURTH QUARTER OF FISCAL YEAR 2022/2023**

(Motion by Secretary Zito, City of Solana Beach/Second by Board Member De Hoff, City of Poway). Motion was approved by a vote of 6 ayes, 0 nays, and 0 abstentions, with 1 absence.

- Ayes: Kranz, De Hoff, Melendez, Zito, Worden, Morrison
- Nays:
- Abstain:
- Absent: Morasco

**B. Budget and Expenditure Status for the Fourth Quarter of Fiscal Year 2022/2023 – Information Item (Receive and File)**

General Manager Eggart reviewed the Financial Status and Cash Activity reports as of June 30, 2023. Details were provided to the Board Members and public in their respective agenda packets. The year-to-date activity reflected in the reports show actual revenues of \$387,914 and actual expenditures of \$365,412 through June 30, 2023. As of June 30, 2023, RSWA had a fund balance of \$350,432, which includes \$80,000 in reserves for HHW facility closures.

**MOTION WAS MADE TO RECEIVE AND FILE THE FINANCIAL STATUS AND CASH ACTIVITY REPORTS FOR THE FOURTH QUARTER OF FISCAL YEAR 2022/2023.**

(Motion by Board Member De Hoff, City of Poway/Second by Board Member Kranz, City of Encinitas). Motion was approved by a vote of 6 ayes, 0 nays, and 0 abstentions, with 1 absence.

- Ayes: Kranz, De Hoff, Melendez, Zito, Worden, Morrison
- Nays:
- Abstain:
- Absent: Morasco

**C. Consideration and Approval of Amended FY 2023/2024 Budget and FY 2024/2025 Budget – Action Item**

General Manager Eggart and the Budget Subcommittee comprised of Chairperson Morrison, Vice-Chairperson Worden and Treasurer Green presented the proposed Amended FY 2023/2024 Budget and FY 2024/2025 Budget for review and approval. The proposed budgets and a detailed report were included within the agenda packet and supplemental materials provided to the Board Members and the public at the meeting. The total proposed expenditure budgets are \$401,852 for FY 2023/2024 and \$401,852 for FY 2024/2025. The proposed Budgets contain a “Contingency” Budget category and provides 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 recommended action was to approve the Amended Fiscal Year 2023/2024 Budget and Fiscal Year 2024/2025 Budget as presented.

**MOTION WAS MADE TO APPROVE AND FILE THE AMENDED FY 2023/2024 BUDGET AND FY 2024/2025 BUDGET.**

(Motion by Alternate Board Member Melendez, City of Vista/Second by Vice-Chairperson Worden, City of Del Mar). Motion was approved by a vote of 6 ayes, 0 nays, and 0 abstentions, with 1 absence.

- Ayes: Kranz, De Hoff, Melendez, Zito, Worden, Morrison
- Nays:
- Abstain:
- Absent: Morasco

**D. Review of Investment Policy and Renewal of Delegation of Investment Authority – Action Item**

The Board reviewed the current City of National City Investment Policy and proposed Resolution confirming the continued delegation of authority to the appropriate National City officials to invest and reinvest RSWA’s funds.

**MOTION WAS MADE TO ADOPT RESOLUTION NO. 2023-01 CONFIRMING CONTINUED DELEGATION OF AUTHORITY TO THE APPROPRIATE CITY OF NATIONAL CITY OFFICIALS TO INVEST THE ASSOCIATION’S FUNDS IN ACCORDANCE WITH THE CITY’S ADOPTED INVESTMENT POLICY.**

(Motion by Secretary Zito, City of Solana Beach/Second by Board Member Kranz, City of Encinitas). Motion was approved by a vote of 6 ayes, 0 nays, and 0 abstentions, with 1 absence.

Ayes: Kranz, De Hoff, Melendez, Zito, Worden, Morrison  
Nays:  
Abstain:  
Absent: Morasco

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

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

General Manager Eggart reviewed the HHW participation summary reports for FY 2022/2023. Copies of the reports were provided to the Board and the public at the meeting. No action was taken.

Board Member Kranz left the meeting at 10:11 a.m.

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

General Counsel Eggart advised the Board on pending state legislation of interest relating to solid waste, organic waste, recycling, and household hazardous waste. A memorandum and PowerPoint presentation were provided to the Board and the public at the meeting. 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 provided a brief report. Jim Ambroso from EDCO updated the Board on the status of certain SB 1383 compliance activities. 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 Board meeting schedule. It was noted that previously approved meeting schedule was as follows:

October 5, 2023  
January 4, 2023  
April 4, 2023

No changes were made to the existing meeting schedule.

**B. Subcommittee Reports – Information and Potential Action Item**

This item was scheduled for Board subcommittees to provide a report to the full Board regarding subcommittee meetings and action. It was noted that the Budget Subcommittee had already addressed the Board under Item 7.C. There were no other reports. No action was taken.

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

This item was scheduled for review of information on upcoming educational conferences. There were no upcoming educational conferences of interest.

**D. 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. Chairperson Morrison reported on the WasteExpo conference.

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

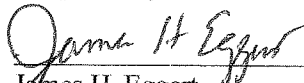
General Manager Eggart reported to the Board that he was asked to serve on the Board of Advisors for a joint project between UC Irvine and the REMADE INSTITUTE to model reverse flows of selected recycled materials, their associated energy use and their GHG emissions. He also provided the Board with a status update on the audit, reminded Board Members to provide him with copies of their ethics training certifications, and advised Alternate Board Member Melendez to complete her assuming office statement through the County’s eDisclosure filing system.

Chairperson Morrison commented that it has been 30 years this month since the organization’s first meeting.

**11. ADJOURNMENT**

Chairperson Morrison adjourned the meeting at 10:40 a.m. to the scheduled regular meeting of October 5, 2023, at 9:00 a.m., to be held at the Fletcher Cove Community Center, 133 Pacific Avenue, Solana Beach, CA.

**Respectfully Submitted:**

  
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James H. Eggart  
General Manager

**Approved:**

  
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David Zito  
RSWA Secretary