

STAFF REPORT



ITEM NO. 19

CITY OF OCEANSIDE

DATE: September 25, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Water Utilities Department

SUBJECT: **RESOLUTION TO DISSOLVE THE INTEGRATED WASTE COMMISSION AND INTEGRATE RESPONSIBILITIES INTO THE UTILITIES COMMISSION**

SYNOPSIS

Based on City Council's direction, staff is presenting a resolution to dissolve the Integrated Waste Commission and further integrate any waste and recycling advisory group responsibilities into the Utilities Commission.

BACKGROUND

On August 21, 2013, the Oceanside City Council directed that staff prepare a resolution to dissolve the Integrated Waste Commission and incorporate the Commission's advisory responsibilities into the Utilities Commission. The City Council also recommended that all solid waste and recycling programs as detailed in the City's Zero Waste Strategic Resource Management Plan continue.

ANALYSIS

Advisory Groups such as the Integrated Waste Commission advise the Council on specific issues, and serve at the discretion of the Council. The responsibilities of the Integrated Waste Commission are very similar to the advisory role the Utilities Commission provides to the City Council. The Utilities Commission makes recommendations to the City Council on policies and actions as proposed by the Water Utilities Department with a focus on budget review, municipal utility rate structures, infrastructure, disposal, and water conservation. Various staff members from the Water Utilities Department serve as staff liaison to the Commission. Meetings are held on a bi-monthly basis.

Changes required to the City Code as a result of this action will be forthcoming.

COMMISSION OR COMMITTEE REPORT

The Utilities Commission was advised of Council's direction at the September 10, 2013, meeting. The Integrated Waste Commission met on September 17, 2013, and recommended that their Commission not be eliminated. The Commission noted a lack of efficiencies to be gained and a reduction in public participation in dissolving the Commission. The Commission also requested the memorandum and attachment in Exhibit 1 be provided to the Council and included with the staff report.

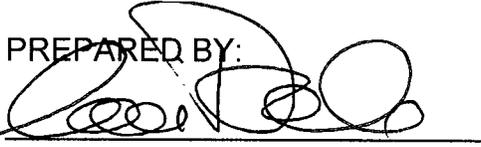
CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

RECOMMENDATIONS

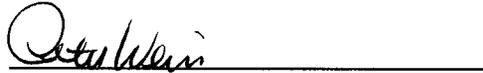
Based on City Council's direction, staff is presenting a resolution to dissolve the Integrated Waste Commission and further integrate any waste and recycling advisory group responsibilities into the Utilities Commission.

PREPARED BY:



Cari Dale
Water Utilities Director

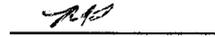
SUBMITTED BY:



Peter A. Weiss
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager



Michael Blazenski, Interim Financial Services Director



Exhibit 1: Memorandum from Integrated Waste Commission dated 9/17/2013

Exhibit 2: Resolution

Memorandum

To: Oceanside City Council
From: Oceanside Integrated Waste Commission
Date: September 17, 2013
Re: Dissolution of Integrated Waste Commission

By a 6-0 Vote: The Commissioners request the following documents be included with the staff report to Council regarding the potential dissolution of the Integrated Waste Commission, and oppose consolidation with the Utilities Commission or any Commission, and further request the Commission be transferred to the City Manager's office in order to increase transparency, participation by the public and better overall service to the public:

1. **"Oceanside Integrated Waste Commission & What We Do"**, describing Commissioners participation, backgrounds, duties of Commission, and conclusion that Dissolution is *not* cost efficient, among other concerns the staff's misrepresentations to council. (3 pages, dated 9/3/2013)
2. Minutes from 01-26-10- note multiple staff updates and business items. Once Director Dale was hired, this type of agenda was eliminated under Director Dale with no staff updates for Camera program, code enforcement, tonnage updates, recycling updates, etc.
3. Minutes from 8-23-11 indicating Commissioners wanted to address Gregory Canyon issue, direction to staff for next meeting
4. Minutes from 9-26-11; Commission voted 6/0 to send a letter opposing Gregory Canyon. This was *never done* even though staff asked Chair to draft a letter which she provided to staff.
5. Minutes from 1-22-13 requesting staff to meet with Budget Subcommittee. Staff was not going to do this until requested by the Commission. Reviewing the budget is part of the duties of the Commissioners. Commissioners also directed staff to "analyze feasibility and benefits" of plastic bag ban and take findings to City Council. To date, that has never been done.
6. Minutes from 4-30-13 Commission questioned \$40K transfer to City Manager's office and required an explanation from staff. To date, there has been no explanation.
7. Minutes 5-28-13 directing staff to supply information regarding history of Rate Stabilization Fund and use of it and its interest. To date, no comprehensive history has been provided.
8. Minutes 7-23-13 Commissioners gave direction to modify by-laws and work plan. Staff failed to include changes to by-laws as requested necessitating contact with City Manager's office by Chair. Commissioners also continued to ask why \$40K was directed to City Manager's office. To date, no information has been forthcoming from staff.

CITY OF OCEANSIDE INTEGRATED WASTE COMMISSION- WHAT WE DO

Composition, Expertise & Representation:

We have 7 highly motivated, diverse community members. They have expertise in the following areas:

- | Agriculture/composting/Morro Hills
- + Mobile Home Parks, Fine Arts, multi-family recycling
- + Home Owner Association, accounting, budget, rates
- | Downtown business owner, rates, budget, institutional memory
- + Business entrepreneur in integrated waste area
- + Legal, conservation and environment
- | Budget, institutional memory, conservation and environment, legal, city departments

Commissioner Participation/Structure of Meetings:

- | Each and every commissioner has participated in at least one and often several integrated waste public events throughout the year. This includes Day without a Bag, Green Fair, Green Fair Film Screening, Sunset Market, Harbor Days, Composting seminars, Senior Fair, Girl Scout events, etc.
- + We have no problems making a quorum in spite of Cari Dale's assertion to the contrary.
- | The Chair directed that agendas be no longer than one page if possible. Such agendas are cut-and-paste with only a few new items added each meeting
- + The Commission agreed to action minutes to save staff time.
- | We do not meet monthly, in spite of Cari Dale's asserting to the contrary. Cari Dale told we could not do this in order to save money. The Commission agreed to meet "as needed".
- | As chair, my goal is to keep meetings to one hour; we have had great success with that.

Commission Duties/Obligations: Oversight/enforcement of All Integrated Waste Issues in the City

- | **We are there to respond to the public's concerns, ideas and to protect the Enterprise Funds!!!**
 - + **Our Goal is to Reach Zero Waste, not merely comply with rules and regulations.**
- + Oversight/enforcement of Waste Management contract & services
 - o The Chair worked with the consultant on the new Waste Management contract, ensuring mixed recycling and different size totes with different rates for the smallest size totes. This was accomplished in spite of years and years and years of staffs' opposition to same. Also secured funding in the contract for cleanup days on Loma Alta Creek which is adjacent to the Waste Management facility
- + Oversight Agri-service (Green Waste) contract and service
- + Oversight of Code Enforcement/Camera Program issues, budget
- + Participation in regional efforts
 - | Construction Waste ordinance
- + The Commission worked exceptionally hard on the Zero Waste Plan; we sat on a panel to hire the consultants and worked on the wording and topics of the Plan that was sent to Council for approval. **THERE IS MUCH WORK TO BE DONE ON THIS OVER THE NEXT 7 YEARS.**
(<http://www.ci.oceanside.ca.us/civica/filebank/blobupload.asp?BlobID=40148>)
 - o Implement Zero Waste Strategic Plan- now in phase 1 with 2 more phases to go
 - o Phase 1 is low-hanging fruit: *voluntary* business recycling, multi-family recycling, some voluntary zero waste programs in a few local schools
 - The Commission directed staff to bring something back to the Commission regarding new requirements for solid waste containers/space requirements in development plans. Currently older projects "do not have room" or

cannot accommodate multiple containers for green waste and recycling. Nothing has been done on this by staff. Also, the new CNG trucks have a larger turning radius than the old "pod-style" vehicles and that must be accounted for also.

- The Commission voted unanimously to ask staff to provide us with a draft Plastic Bag Ban as this will be a work in progress but staff has refused to do this.
- Phase 2: Green building, Re-use, plastics, food composting, producer responsibility, enforcement, etc.
- Phase 3: Infrastructure development as needed, green waste siting, Legislative recommendations that have not been previously covered
- ± Compliance with state laws including AB341, AB 939 to meet 75% reduction in waste
- ± Future siting of facilities, green waste & transfer facility

Issues:

- ± The Commission is discouraged from participating in Council meetings, particularly the last one (August 21, 2013) where Dissolution of the Commission was introduced *with no notice*. We were told that staff would present our new Work Plan and by-laws to the Council as a consent item. Several misrepresentations were made by staff at that meeting as addressed below and the by-laws were NOT changed as directed by the Commissioners.
- ± The Commission had to demand that Cari Dale meet with a budget subcommittee per our Work Plan and by-laws.
- ± The Commission had to demand that Cari Dale meet with a rate subcommittee per our Work Plan and by-laws.
- | The Commission had to demand an explanation, after the fact, regarding funds removed from the Enterprise Fund for advertising and promotion. This should have been brought to the Commission prior to commitment of funds.
- | The Commission asked staff to explain/document \$40,000 that came out of the Solid Waste Enterprise Fund and was funneled to the City Manager's office; staff refuses to provide this information after several requests. The Commission discovered this unauthorized transfer *after we demanded to see the budget*.
- ± The Commission asked staff to explain and document withdrawal of Enterprise Fund interest over the years; sketchy, incomplete documentation was provided and staff made it clear they did not wish to be more forthcoming or transparent.
- ± The Commission gets no written director reports from Cari Dale in spite of her assertions to the Council on August 21, 2013.
- ± Cari Dale often does not show up at the Commission meetings and rarely speaks to us. When she does, usually less than 10 minutes of her time is taken up. She asserted to Council she spends 8-10 hours a month on the Commission but we disagree with that.
- ± We rarely get staff reports that go to Council because Colleen does not prepare them in enough time to share them with us; *we get predominantly oral reports*.
- | The Commission has continually asked for more involvement in integrated waste matter, including asking for a written report of staff's work; Cari Dale and Colleen refused to provide that information.
- | The Commission asked to be involved in design of materials and staff refused and excluded us. More than one set of eyes can be very valuable. Previous to Cari Dale and Colleen taking over, the rule of thumb was to involve the Commissioners at all levels.

- ⊕ The Commission voted unanimously to send a letter opposing Gregory Canyon; Cari Dale refused to do this.

Conclusion: Oppose Elimination of Integrated Waste Commission

- ⊕ **THERE IS NO COST SAVINGS:** *None* of the workload will change.
 - Work load will *increase* due to the lack of familiarity by Utility Commissions with solid waste issues. Multiple issues as outlined above require time and attention by qualified commissioners. For instance, each of the Commissioners on the Integrated Waste Commission is familiar with the goals and objects of the Zero Waste Plan and the legal requirements for compliance to state rules.
 - Agenda and minutes will still have to be prepared.
 - More meetings per month: Cari Dale told the Council on August 21, 2013 she would probably have to hold *one more meeting a month*. The Utility Commission already has several meetings a month plus numerous subcommittee meetings.
 - More detailed presentations: Staff will still have to do the same amount of work/presentations on integrated waste issues no matter which commission has the authority over the subject matter. Getting Utility Commissioners up to speed about Integrated Waste Issues will take time plus the learning curve may be steep.
 - Lack of Interest in Subject Matter when a Cultural Change will be Required; it is questionable if Utility Commissioners have any interest in Integrated Waste Issues; this topic matter requires a suitable amount of enthusiasm and attention.
 - The Utility Commissioners will likely be unable to participate in the numerous events per year the Integrated Waste Commissions do. Each Commissioner is already committed to multiple meetings of the Utility Commission per month as well as numerous sub-committees. Dissolution of the Integrated Waste Commission actually ADDS costs if staff needs to recruit additional volunteers and/or paid staff as it's doubtful current Commissioners would or could participate. As an example, this happened with the dissolution of the Senior Commission.

- ⊕ **Conflict of Interest/Duties:**
 - Significant expansion of time and obligations of Utility Commission with very different subject matter for each
 - Never a good idea to place responsibility for two Enterprise Funds under a single group
 - Lack of expertise, interest and time to adequately exercise oversight
 - Potential to 'rubber-stamp' staff reports and policies due to lack of time may lead to poor policy making and errors that affect the public and rate payers
 - Scheduling Utility Commission meetings at San Luis Rey water plant facility, as Utilities does frequently, cuts down on public participation.

OCEANSIDE INTEGRATED WASTE COMMISSION AGENDA

January 26, 2010

4:00 PM

City Council Chambers
300 North Coast Highway
Oceanside, CA 92054-2885

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE.....Chair
2. ROLL CALL.....Chair
3. APPROVAL OF MINUTES OF October 27, 2009.....Chair
4. COMMENTS BY PUBLIC: Off Agenda Items.....(3 Minutes Each Speaker)
5. OLD BUSINESS
 - a. W. M. offer to Amend Solid Waste Agreement (Newest offer 1/15/10).....Staff
 - b. RFP for Consulting Services.....Staff
6. NEW BUSINESS
 - a. Green Week 2010.....C. Foster
7. BREAK (5 Minutes)
8. STAFF UPDATE
 - a. Monthly Update on Green Waste Facility.....Staff
 - b. Code Enforcement Update.....D. Manley
 - c. Solid Waste and Recycling Tonnage Update.....Staff
 - d. Solid Waste and Recycling Division Update.....C. Foster
 - e. Camera Enforcement Quarterly Update.....J. Moen
9. CHAIR'S REPORT.....J. Gallagher
10. COMMISSIONERS REPORTS
 - a. Transfer Station & Recycling Center Ad Hoc Subcommittee.....Commissioners
 - b. RFP Ad Hoc Subcommittee.....Commissioners
11. COUNCILMEMBER REPORT.....Councilmember Sanchez
12. AGENDA SETTING (5 Minutes)Commissioners/Staff
13. NEXT MEETING.....February 23, 2010
City Council Chambers
14. ADJOURNMENT

Under the Brown Act, California's Open Meeting Law, any citizen has the right to address the Integrated Waste Commission on matters within the Commission's jurisdiction. However, the Commission may not discuss or take any action on any item not specifically listed on the agenda. Citizens who wish to have an item placed on the agenda may do so by contacting the Public Works Department no later than one week prior to the date of the Commission's regularly scheduled meeting.

Citizens wishing to comment on items on the agenda are limited to 3 minutes.

The Integrated Waste Commission is a formally established Advisory Commission to the City Council, and as such, is bound by the Brown Act.

If you have special needs because of a disability that make it difficult for you to participate in the Integrated Waste Commission meetings, please contact the City Manager's Office at 300 N. Coast Highway, Oceanside, CA 92054, telephone: 435-3065, at least 24 hours prior to the scheduled meeting so that staff can make arrangements to accommodate your disability.

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Item 14 - Gregory Canyon -

**SUMMARY MINUTES
OCEANSIDE INTEGRATED WASTE COMMISSION
August 23, 2011, 4:00pm
City Council Chambers
300 North Coast Hwy
Oceanside, CA 92054**

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1. CALL TO ORDER/PLEDGE OF ALLEGIANCE.....Chair
i. Commissioners Present: N. Scott; N. Strauss; Stephnie Clarke; Erin Morin
 2. ROLL CALL.....Chair
i. Minutes Approved (Unanimous approval)
 3. APPROVAL OF MINUTES (April 26, 2011).....Chair
 4. COMMENTS BY PUBLIC: Off Agenda Items.....(3 Minutes Each Speaker)
i. J. Knott presented comments about Utility commission position of opposition to Gregory Canyon
 5. NEW BUSINESS:.....Staff
a. Utility Bill Overview.....Michael Sherwood
i. M. Sherwood provided a brief presentation about new enhanced look and system for the utility bills sent to residents. M. Sherwood highlighted economical and green benefits of going paperless, and using sustainable materials for paper bills.
b. Bylaws – Membership.....Staff
i. C. Dale provided update on Council direction to reduce Integrated Waste Commission membership from nine to seven members.
 6. OLD BUSINESS:.....Staff
a. Zero Waste Plan.....Staff
i. C. Foster provided an update regarding efforts to set up start up meetings with Zero Waste subcommittee and Ric Anthony and Associates. Staff also spoke briefly about setting up stakeholder meetings in November to seek outside public input for the plan itself.
 7. BREAK (5 Minutes)
 8. CHAIR'S REPORT.....Nadine Scott
i. N. Scott commented briefly on relocation efforts/development plan submitted to City from Agri Services, regarding the El Corazon Compost Facility. N. Scott encouraged other commissioners to review plan document, and provide comments about the relocation. Staff will bring the project proposal as an informational item to the Commission in the September meeting.
ii. N. Scott also encouraged the commissioners to go see the trash art display at the City of Encinitas.
iii. N. Scott also provided comments regarding noise issues associated with Waste Management facility, as well as her concerns with the future CNG fueling operations. N. Scott did recognize K. Ryan's commitment to make some changes, to mitigate noises from Waste Management facilities.

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9. COMMISSIONERS REPORTS.....Commissioners
- i. S. Clarke stated she would like to share her play "The Green Thing" at a future Integrated Waste Commission meeting.
 - ii. E. Morin thanked the Commission and staff for their support to her and her family.
10. COUNCILMEMBER REPORT.....Councilmember Sanchez
- i. Councilmember Sanchez provided a report on her attendance at the CRRA conference, and thanked those that were part of the conference's program. She really did enjoy and appreciate the zero waste speakers at the conference, and looks forward to applying the lesson's learned to our City of Oceanside and it's commitments to Zero Waste. E. Sanchez provided update about current actions with the California Coastal Commission. E. Sanchez also commented on the legislative status of S.B. 833 bill, and encouraged commissioners to continue supporting the bill's efforts to protect our local habitats, waterways, and the Gregory Canyon. N. Scott and E. Sanchez commented on the need to understand true costs of not supporting S.B. 833.
11. SOLID WASTE AGREEMENT IMPLEMENTATION UPDATE.....Staff/W.M.
- a. Status report on CNG Fueling Station.....W.M.
 - i. L. Somers and C. Foster provided an update on the status of the CNG fueling facility. W.M. has submitted an application for the CNG Fueling Station into the Planning Department, and this application is currently under review. The proposed project completion date is Fall of 2012, pending everything makes it through the review process. C. Dale stated that W.M. is looking into the possibility of a temporary CNG fueling facility that could accommodate CNG vehicles sooner. N. Scott stated her concerns regarding noise. C. Foster mentioned that the temporary facility proposal is only preliminary now, and no official plans have been submitted to City.
 - b. Status report on new services roll-out.....Staff/W.M.
 - i. L. Somers and C. Foster provided a presentation on planned outreach efforts to educate public about new solid waste and recycling services related to the roll out of the new automated three cart system. Drafts of the upcoming brochures were passed around Commissioners. E. Morin asked about pharmaceutical disposal services. C. Dale mentioned that the Water Department is working on an outreach campaign about proper disposal of household medicines and resources available.
12. DIRECTOR'S REPORT.....Cari Dale
- i. C. Dale commented that she has covered everything in earlier reports.
13. STAFF REPORT.....Colleen Foster
- i. C. Foster encouraged the Commission to come to upcoming Green Oceanside outreach events at the Girl Scout Beach Recycling event, Senior Expo and Oceanside Harbor Days. C. Foster mentioned that the Used Oil Annual Report, and the AB 939 report was submitted to the State in August, and the City of Oceanside's preliminary diversion numbers are 4.1lbs per person/per day. E. Sanchez encouraged the staff and the Commission to come to support the Noche Mexicana event on September 15th.
14. AGENDA SETTING (5 Minutes)Commissioners/Staff
- i. Direction to put Annual Report; Gregory Canyon; El Corazon Compost Facility; and minutes for May, June, July on next agenda.



15. NEXT MEETING.....September 27, 2011
Meeting adjourned to September 27, 2011.

City Council Chambers

16. ADJOURNMENT

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Item 7C -
Gregory Conroy

Summary Minutes
OCEANSIDE INTEGRATED WASTE COMMISSION
MONDAY, SEPTEMBER 26, 2011
4:00 P.M.

COUNCIL CHAMBERS
300 North Coast Highway

Item

1. **Call to Order**
2. **Pledge of Allegiance**

Commissioners Present: Chair Nadine Scott; Vice Chair Nancy Strauss; Erin Morin, Stephnie Clarke, Noralee Sherwood, Ed Burns

Staff Present: Cari Dale, Water Utilities Director; Colleen Foster, Management Analyst

Council Liaison Present: Deputy Mayor Ester Sanchez
3. **Roll Call**
 - a) Introduction of New Commissioners (Chair)
 - i. E. Burns and N. Sherwood spoke briefly about their background, and interest in the Commission and recycling
4. **Approval of Minutes April, May, June, July, August**
 - a) April May, June, July minutes approved.
 - i. August minutes need to be corrected to establish quorum was adequate at meeting.
5. **Public Communications (communication matters NOT on the agenda)**
6. **Presentations**
 - A. Beach Recycling Launch Event (Staff)
 - i. C. Foster gave a brief summary presentation to Commission about event. Commission commented on event briefly about the positive outcome of community group and staff efforts. J. Knot provided comments on wear and tear of public bench at Buccaneer Beach.
7. **Informational Items**
 - A. Implementation of New Solid Waste and Recycling Services (Staff)
 - i. C. Foster provided brief presentation of outreach efforts and informational mailers about new services and cart selection forms. The Commission was encouraged to attend the public workshop and outreach events. N. Scott asked for clarification on dates of workshops and availability of Spanish outreach materials. N. Strauss commented on the importance of visual labeling on actual carts.
 - B. CNG Fueling Station Update (Waste Management)
 - i. C. Dale provided a report on behalf of Waste Management. Waste Management is working on an environmental study, which is

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anticipated to be submitted to the City, and then anticipated project completion will be around fall, 2012. N. Scott asked about efforts by Waste Management to propose a temporary CNG facility. No proposal has been received by the City at this time. Comments were made about timeline, and provision of new services.

C. Gregory Canyon Update and SB 833 (Staff)

- i. C. Dale gave a brief update on SB 833, and stated that bill is on the Governor's desk pending signature. N. Scott requested that staff prepare a letter advocating the Commission's position against the Gregory Canyon Landfill, and the Commission's desire to have all solid waste issues go through the Integrated Waste Commission before Council or Planning. Request unanimously supported by Commission. Direction to staff to draft the letter for Chair's signature. (6 ay, 1 absent)

D. AB 939 Annual Report (Staff)

- i. C. Foster gave a brief presentation about AB 939 Annual Report, and new reporting system utilizing the measurement of lbs. /per person/per day. N. Strauss commented on success of Oceanside's diversion efforts and the importance of program implementation and program expansion. E. Burns commented on history of AB 939, and the advancement of diversion efforts since then. Staff intends to bring a biannual report to the Commission by the end of the year.

E. El Corazon Compost Facility (Staff)

- i. C. Dale conveyed the direction by the City Manger's office to provide an update about the Agri Services relocation efforts at the October IWC meeting, which is still before the issue will be presented to the Planning Commission in November.

7. Chairperson's Report

- i. N. Scott reported on success of Girl Scout event, and thanked staff for their efforts.

9. Old Business

10. New Business

- i. Agendize El Corazon Compost Facility; N. Scott asked staff to look into the possibility of scheduling a field trip to the W.M. Orange County food waste facility in lieu of December's meeting. S. Clarke requested that we agendize her play "The Green Thing" for a presentation at the next IWC meeting.

11. Committee Reports

A. Zero Waste Subcommittee/Appointments

- i. N. Strauss gave an update on status of Zero Waste Plan Development, and meetings with Ric Anthony Associates. Stakeholder workshops are planned for November 1, and November 17th. N. Scott was appointed to the Subcommittee. Unanimously approved (6 ay, 1 absent)

12. Commissioner Items

13. Water Utilities Director's Items

i. C. Dale provided positive comment on C. Foster's efforts as the only staff member working on the implementation of the new services roll out and outreach. C. Dale appreciated the Commission's patience and support as we move forward with limited staffing. E. Morin commented on her desire to support staff at upcoming workshops.

14. Adjourned to next Integrated Waste Commission meeting on Tuesday, October 25, 2011

Under the Brown Act, California's Open Meeting Law, any citizen has the right to address the Integrated Waste Commission on matters within the Commission's jurisdiction. However, the Commission may not discuss or take any action on any item not specifically listed on the agenda. Citizens who wish to have an item placed on the agenda may do so by contacting the Public Works Department no later than one week prior to the date of the Commission's regularly scheduled meeting. Citizens wishing to comment on items on the agenda are limited to 3 minutes. The Integrated Waste Commission is a formally established Advisory Commission to the City Council, and as such, is bound by the Brown Act. If you have special needs because of a disability that make it difficult for you to participate in the Integrated Waste Commission meetings, please contact the City Manager's Office at 300 N. Coast Highway, Oceanside, CA 92054, telephone: 435-3065, at least 24 hours prior to the scheduled meeting so that staff can make arrangements to accommodate your disability.

MINUTES
OCEANSIDE INTEGRATED WASTE COMMISSION
January 22, 2013
4:00 P.M.

CITY COUNCIL CHAMBERS
300 North Coast Highway

Item

1. Call to Order
2. Pledge of Allegiance
3. Roll Call – N. Sherwood – Excused Absence
4. Approval of Minutes: December 2012 – Moved to next meeting
5. Public Communications (communication matters NOT on the agenda)
6. Presentations
7. Informational Items
 - A. Green Week 2013 – C. Foster presented initial details of Green Week 2013. Commissioners stated their interest in participating and volunteering for events.
8. Chairperson's Report
9. Old Business
 - A. Update: San Diego Regional Day Without a Bag 2012 – C. Foster provided an update about the event's activities and distribution points.
 - B. Zero Waste Update – Zero Waste Schools – C. Foster presented a brief summary of the Zero Waste schools project.
10. New Business
 - A. Single Use Disposable Bags - Palmquist Green Team asked the Commission to support a Plastic Bag Reduction Act in order to eliminate single use plastic bag debris. They presented their petition with approximately 250 signatures. The Commission made a recommendation to Staff to analyze the feasibility and benefits of a plastic bag ban in Oceanside, and take their findings to City Council when complete.
 - B. Educator Worm Composting Class - C. Foster presented to the Commission a new project that will connect local educators with our worm composting program to encourage composting education at OUSD. A workshop was to be provided to school educators on February 5th.
11. Committee Reports
12. Commissioner Items – N. Scott requested that staff meet with the Budget Subcommittee.
14. Adjourn to next Integrated Waste Commission meeting on February 26, 2013

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Under the Brown Act, California's Open Meeting Law, any citizen has the right to address the Integrated Waste Commission on matters within the Commission's jurisdiction. However, the Commission may not discuss or take any action on any item not specifically listed on the agenda. Citizens who wish to have an item placed on the agenda may do so by contacting the Water Utilities Department no later than one week prior to the date of the Commission's regularly scheduled meeting. Citizens wishing to comment on items on the agenda are limited to 3 minutes. The Integrated Waste Commission is a formally established Advisory Commission to the City Council, and as such, is bound by the Brown Act. If you have special needs because of a disability that make it difficult for you to participate in the Integrated Waste Commission meetings, please contact the City Manager's Office at 300 N. Coast Highway, Oceanside, CA 92054, telephone: 435-3065, at least 24 hours prior to the scheduled meeting so that staff can make arrangements to accommodate your disability.

MINUTES
OCEANSIDE INTEGRATED WASTE COMMISSION
April 30, 2013
4:00 P.M.

CITY COUNCIL CHAMBERS
300 North Coast Highway

Item

1. Call to Order
2. Pledge of Allegiance
3. Roll Call – Chair Nadine Scott; Vice Chair Noralee Sherwood; Commissioners Erin Morin; Edward Burns; Steven Branson; Ken Beckstead; Stephnie Clarke
Present: Chair Nadine Scott, Vice Chair Noralee Sherwood, Erin Morin Steve Branson, Stephnie Clark
Excused Absence: Ken Beckstead, Edward Burns
4. Public Communications (communication matters NOT on the agenda)
5. New Business:
 - A. 2013/2014 Budget and Zero Waste Programs
 - a. C. Foster provided a presentation detailing the 2013/2014 Budget and provided detail about Zero Waste Strategic Plan programs. Budget was unanimously approved and recommended to take to City Council.
 - B. Annual CPI Adjustment
 - a. Water Utilities Director C. Dale provided a presentation about Waste Management's request for an annual CPI adjustment and staff's recommendation to approve the request. Staff recommended that half of the increase, 0.87 percent, be paid for from the Solid Waste Fund/Rate Stabilization Fund and 0.87 percent be an increased cost to ratepayers, effective July 1, 2013. C. Dale noted that this recommendation is consistent with the methodology used in the FY 2012-13 adjustment.

The Commission unanimously approved Staff's recommendation along with the following recommendations to City Council:

1. Council should consider establishing a "low-income" rate for residential customers with limited means.
2. Special large-volume rates should be established to differentiate commercial customers from residential type commercial customers like Homeowners Associations, Apartment Buildings and Senior Communities that currently pay commercial rates because they use large bins as opposed to 96 gallon carts.
3. Recover the projected \$40,000 in excess revenue from the Waste Management Collector Payment currently going to the General Fund and add it to the Rate Stabilization Fund.

*added
at request
of Commission →
Should say funds went to City Manager's office*

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6. Committee Reports
 - A. Budget Subcommittee – C. Dale provided the report, and stated that Staff met with the Budget Subcommittee to review all Solid Waste and Recycling related budgets in detail. The Committee recommended approval of the budgets to the Commission.
7. Chairperson Report - Chair N. Scott noted that the Commission enjoyed the Green Week program. The Commission unanimously agreed. Staffperson J. Roripaugh was recognized for her hard work on Green Week 2013. Commissioner S. Clarke was impressed by one of the High School students in the Create to Educate contest. S. Clarke recommended more High School participation next year.
8. Agenda Setting – Environmental Film Festival Entries
9. Adjourn to next Integrated Waste Commission meeting on May 28, 2013

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Budget Detailed with Notes

Costing Center: Waste & Recycling Admin > 700010731

| GL Accounts | Comments | GL Account Subtotals | 2014 Budget |
|---|---|----------------------|-------------------|
| Revenues | | | |
| Charges for Service | | | |
| 4481.0001 - Cntct Trash P/U-Waste Mgmt | | | 16,547,950 |
| 4481.0003 - Cntct Trsh P/U-RS | | | 1,219,131 |
| 4482.0001 - WM Coll Pymt | | | 1,700,000 |
| 4482.0002 - WM Coll Pym-Excess Rev | Revenue in excess of \$1.7M | | 80,000 |
| 4501 - Other Misc. Revenue | Private and Corporate Donations for Green Oceanside/ recycling | | 2,000 |
| Total: | | | 19,549,081 |
| Other Revenues and Transfers | | | |
| 4999.0731 - Use of Fund Balance-Solid Waste Disposal Fund | | | 235,000 |
| Total: | | | 235,000 |
| Total Revenues: | | | 19,784,081 |
| Expenditures | | | |
| Interfund Charges | | | |
| 5600.0003 - Internal Svc-In Lieu of T | PILOT | | 399,500 |
| 5600.0004 - Internal Svc-IT | AD-37 III J Utility Billing HTE allocation from 155167841 - Utility Billing HTE > 155167841 (10.00 %) | | 64,626 |
| 5600.0005 - Internal Svc-Fleet Maint | | | 2,117 |
| 5600.0008 - Internal Svc-Cashier/UB | Cashier/UB Services allocation from 212010101 - Business Services > 212010101 (33.33 %) | | 530,764 |
| 5600.0015 - Internal Svc-Gen Admin Al | Per AD-40 | | 24,360 |
| Total: | | | 1,021,367 |
| Maintenance & Operations | | | |
| 5305.0001 - Professional Svs-WstMgmt Cntrt | | | 16,547,950 |
| 5320.0001 - Repair & Maintenance | | | 2,000 |
| 5330 - Machinery & Equipment < \$10K | | | 2,000 |
| 5335 - Rents & Leases - Equip, Bldgs | | | 1,500 |
| 5345 - Travel & Conference | | | 2,000 |
| 5350 - Training - Registrtn Fees | | | 1,500 |
| 5355 - Materials & Supplies | CCR Calendar, Commercial/Residential Outreach (Services) | 15,000 | A-F |
| 5355 - Materials & Supplies | General Outreach/Promo Items | 10,000 | A-F |
| 5355 - Materials & Supplies | Green Oceanside Services | 2,500 | A-F |
| 5355 - Materials & Supplies | Green Oceanside- Supplies | 2,500 | A-F |
| 5355 - Materials & Supplies | Mandatory Commercial Recycling/AB341/Green Business (Materials) | 10,000 | B |
| 5355 - Materials & Supplies | Mandatory Commercial Recycling/AB341/Green Business (Services) | 10,000 | B |
| 5355 - Materials & Supplies | Printing for CCR Calendar/Mailings/New Resident Package/Commercial | 30,000 | A |
| 5355 - Materials & Supplies | Public Recycling / Special Event Recycling | 20,000 | C |
| 5355 - Materials & Supplies | Reuse Collaborative | 5,000 | G |
| 5355 - Materials & Supplies | Zero Waste Schools (Materials) | 15,000 | F |
| 5355 - Materials & Supplies | Zero Waste Schools Program (Services) | 5,000 | F |
| 5355 - Materials & Supplies | Zero Waste/Waste Reduction/AB939-Materials | 35,000 | C,D,E |
| 5355 - Materials & Supplies | Zero Waste/Waste Reduction/AB939-Services | 10,000 | C,D,E |
| Total: | | | 170,000 |
| 5360 - Advertising | | | 5,000 |
| 5370 - Postage | | | 10,000 |
| 5375 - Books,Pubs&Subs | | | 200 |
| Total: | | | 16,742,150 |
| Personnel Services | | | |
| 5105 - Regular Employees | | | 192,368 |
| 5110 - Temporary/Part Time Employees | | | 12,845 |

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Budget Detailed with Notes

Costing Center: Waste & Recycling Admin > 700010731

| | | |
|---------------------------------------|-----------------------|---------------|
| 5120 - Overtime | | 5,000 |
| 5206 - Employee Benefits-Workers Comp | | 2,303 |
| 5207 - Employee Benefits | | 67,566 |
| 5207 - Employee Benefits | medicare for overtime | 73 |
| | | <u>67,639</u> |

Transfers Out

| | | |
|------------------------------|----------------------------|---------------------------------------|
| 6900.0101 - Trns-f Genl Fund | 9% excess revenues from WM | 40,000 |
| 6900.0101 - Trns-f Genl Fund | WM Collector Payment | 1,700,000 |
| | | <u>1,740,000</u> |
| | | Total: 1,740,000 |
| | | Total Expenditures: 19,783,672 |
| | | Net Total: 409 |

Where did this go ???

MINUTES
OCEANSIDE INTEGRATED WASTE COMMISSION
May 28, 2013
4:00 P.M.

CITY COUNCIL CHAMBERS
300 North Coast Highway

Item

1. Call to Order
2. Pledge of Allegiance
3. Roll Call – Chair Nadine Scott; Vice Chair Noralee Sherwood; Commissioners Erin Morin; Edward Burns; Steven Branson; Ken Beckstead; Stephnie Clark
Present: Nadine Scott, Vice Chair Noralee Sherwood, Erin Morin, Stephnie Clark
Excused Absence: Steve Branson, Ken Beckstead
4. Public Communications- no public comment
5. Minutes Approved (Unanimously): December 2012; January 2013; April 1, 2013; April 30, 2013
6. New Business:
 - a. Environmental Film Festival Student Film Presentation – Staff and Film makers presented film entries.
 - b. Green Week 2013 Summary and Green Week 2014 Planning – Staff provided an update about the success of Green Week 2013, and initial plans for Green Week 2014.
7. Committee Reports-no current committees
8. Agenda Setting- Integrated Waste Commission Workplan (In an effort to update the existing and outdated plan, the Commission has been requested to provide comments to the existing plan in preparation for the June 25th IWC meeting, in order to finalize the work plan prior to City Council in August.
9. Chairperson Report- Chair N. Scott requested from staff an update on the Gregory Canyon Letter as well as information regarding the history of the Rate Stabilization Fund.
10. Adjourn to next Integrated Waste Commission meeting on June 25, 2013

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Item 7

MINUTES
OCEANSIDE INTEGRATED WASTE COMMISSION
July 23, 2013
4:00 P.M.

LA SALINA CONFERENCE ROOM
Water Utilities Department
300 North Coast Highway

Item

1. Call to Order

2. Pledge of Allegiance

3. Roll Call:

Present: Chair Nadine Scott; Vice Chair Noralee Sherwood; Commissioners Erin Morin; Steven Branson; Ken Beckstead

Excused Absence: Commissioners Stephnie Clark; Edward Burns

4. **Public Communications (communication matters NOT on the agenda)**

Mary Matava gave an overview of the new El Corazon compost facility. She also gave an overview of the Homegrown workshop series, worm tea program and compost workshops.

5. Unanimous approval of June 25, 2013 minutes

6. New Business:

Integrated Waste Commission Work Plan

C. Foster presented the revised Integrated Waste Commission Work Plan. Chairperson and Commissioner edits were incorporated into workplan and bylaws. C Foster stated the final Work Plan needed to correlate properly with the updated bylaws. N Scott agreed. C Dale announced Final Work Plan to go to council on August 21, 2013 tentatively. Final Work Plan unanimously approved.

7. **Water Utilities Director/Staff Update**

C. Dale and C. Foster presented the Water Quality Report Calendar. C. Dale asked for clarification on interest earning questions, in order to adequately respond at the next meeting. C Foster announced the Community Workshop on July 24, 2013 as well as the Business Recycling Workshop series and Harbor Days.

8. **Committee Reports**

No Committee Reports

9. **Chairperson Report**

10. **Adjourn to next Integrated Waste Commission meeting on August 27, 2013**

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Item 8

are limited to 3 minutes. The Integrated Waste Commission is a formally established Advisory Commission to the City Council, and as such, is bound by the Brown Act. If you have special needs because of a disability that make it difficult for you to participate in the Integrated Waste Commission meetings, please contact the City Manager's Office at 300 N. Coast Highway, Oceanside, CA 92054, telephone: 435-3065, at least 24 hours prior to the scheduled meeting so that staff can make arrangements to accommodate your disability.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL DISSOLVING THE INTEGRATED WASTE COMMISSION AND INCORPORATING ITS ADVISORY FUNCTIONS INTO THE UTILITIES COMMISSISON

WHEREAS, the City of Oceanside established the Integrated Waste Commission on March 27, 1991 (R91-70).

WHEREAS, the Integrated Waste Commission considers and makes recommendations to City Council on policies pertaining to solid waste disposal, anti-litter programs and services, recycling programs and services, and hazardous substances collection and disposal.

WHEREAS, on August 21, 2013, the City Council directed staff to prepare a resolution to dissolve the Integrated Waste Commission, incorporate its advisory responsibilities into the Utilities Commission, and continue all staff programs related to the Integrated Waste Commission.

NOW, THEREFORE, the City Council of the City of Oceanside does resolve as follows:

SECTION 1. The City of Oceanside Integrated Waste Commission is hereby dissolved. The advisory functions of the Integrated Waste Commission are hereby transferred to and incorporated into the mission and purpose of the Utilities Commission.

SECTION 2. Staff is directed to make all necessary revisions to the Oceanside City Code to reflect the dissolution of the Integrated Waste Commission.

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PASSED AND ADOPTED by the City Council of the City of Oceanside, California,
this _____ day of _____, 2013, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

MAYOR OF THE CITY OF OCEANSIDE

ATTEST:

APPROVED AS TO FORM:

City Clerk



City Attorney

A RESOLUTION OF THE CITY COUNCIL DISSOLVING THE INTEGRATED WASTE COMMISSION
AND INCORPORATING ITS ADVISORY FUNCTIONS INTO THE UTILITIES COMMISSISON