



**COSTA MESA SANITARY DISTRICT
MINUTES OF BOARD OF DIRECTORS STUDY SESSION
APRIL 14, 2015**

CALL TO ORDER

The Board of Directors of the Costa Mesa Sanitary District met in study session on April 14, 2015 at 9:30 A.M. at 628 W. 19th Street, Costa Mesa.

ROLL CALL

DIRECTORS PRESENT: Michael Scheafer, Arthur Perry, Robert Ooten, Arlene Schafer, James Ferryman

DIRECTORS ABSENT: None

STAFF PRESENT: Scott Carroll, General Manager; Robin Hamers, District Engineer; Wendy Davis, Finance Manager; Noelani Middenway, District Clerk; Javier Ochiqui, Management Analyst; Elizabeth Pham, Management Assistant; Denise Martinez, Interim Administrative Services Manager

OTHERS PRESENT: Lawrence Jones, CR&R; Jim Mosher, Resident

PUBLIC COMMENT – Jim Mosher, resident, expressed concern regarding the District's website having been down and prohibiting the public from accessing the Board's agenda information. He suggested securing a notification system that will alert staff when the website has gone down.

ITEMS OF STUDY

1. Recycling & Waste Diversion Reports – March 2015

Recommendation: That the Board of Directors receive and file the report.

There were no questions or comments and the report was received.

2. CMUSD's Historical Tonnage Analysis

Recommendation: That the Board of Directors receive and file this report.

Javier Ochiqui, Management Analyst, discussed possible reasons for the projected increase in tonnage including increased development of single family and multi-family residences, the increase in population, and economic downturn increasing the number of people per household.

Secretary Ooten suggested making a goal of educating the public on ways to recycle.

Assistant Secretary Schafer felt that home remodeling is adding to the increased tonnage.

Mr. Ochiqui indicated that staff attends monthly meetings with the City of Costa Mesa to review current and proposed development plans.

3. Ordinance Enforcement Officer Report – March 2015

Recommendation: That the Board of Directors receive and file the report

Ed Roberts, Code Enforcement Officer, provided report details and discussed scavenging incidents noting increased activity on the west side of the city. He reported 43 incidents of trash carts left in public view.

President Scheafer commented regarding educating residents on scavenging.

Secretary Ooten requested an update and staff recommendations of the trash carts in the alleys pilot program.

There were no additional questions or comments and the report was received.

4. Organics Ad Hoc Committee Update – Oral Report

Recommendation: That the Board of Directors receive an oral report from Secretary Ooten.

President Scheafer reported that the carts for the Organics Recycling Program are scheduled for delivery beginning in June and discussed CR&R's customer service center's hiring of additional staff.

Discussion followed regarding public outreach opportunities at local events including the Newport-Mesa Lion's Club Fish Fry, and Community Run.

Vice President Perry suggested staff presence to conduct community outreach at the Fish Fry on Friday, May 29.

There were no additional questions or comments and the report was received.

5. Salary Survey Comparator Agencies

Recommendation: That the Board of Directors receive and file this report.

Denise Martinez, Interim Administrative Services Manager, discussed the process of how the comparator agencies were identified and ranked for comparing District compensation and benefits. Factors such as distance from CMSD, number of employees, budget, and type of services were considered.

Georg Kramer, consultant for Koff and Associates, discussed, via conference call, factors on how the comparative agencies were selected and stressing the focus on services provided and the true labor market.

Discussion followed regarding focusing on the Public Works department when using a city as a comparative agency.

Director Ferryman requested that East Orange County Water District be added to the list of comparative agencies.

Discussion followed regarding reasonable comparisons for management dependent on the size of the agency.

Jim Mosher, resident, provided public comment and did not feel that comparing the District to the City of Newport Beach Public Works department is accurate.

General Manager Carroll indicated that the consultant will review the East Orange County Water District and City of Newport Beach.

There were no additional questions or comments and the report was received.

6. Solid Waste Association of North America (SWANA): The Road to Zero Waste Conference -Oral Report

Recommendation: That the Board of Directors receive an oral report from Javier Ochiqui.

Mr. Ochiqui reported on his attendance of the SWANA conference and discussed financial, social, and system challenges in running a zero waste program.

7. Door-to-Door Household Hazardous Waste (HHW) Collection for Seniors, Immobile & Disabled Residents

Recommendation: That the Board of Directors receive and file the report.

Elizabeth Pham, Management Assistant, discussed the process of the Door-to-Door HHW collection program, noted that there have been 30 HHW requests in the current fiscal year, and discussed how the program was being advertised.

Vice President Perry suggested opening the program citywide.

Secretary Ooten questioned if the 62 year old requirement is a District policy for the program.

General Manager Carroll confirmed that resident 62 years and older are considered senior citizens and this criteria was incorporated as part of the program parameters.

Discussion followed regarding identifying the number of items that could be collected at one time.

Ms. Pham noted that non-eligible program participants are able to dispose of HHW at the semi-annual HHW drop off event at Orange Coast College or at the permanent HHW facility in Huntington Beach that is open to the public six days a week..

Vice President Perry felt that it was reasonable to consider opening the program to all residents and would like to discuss the matter further at a future study session meeting.

Wendy Davis, Finance Manager, indicated that she will perform a financial analysis regarding the program.

Mr. Ochiqui noted that, per the vehicle code and contract with CR&R, there is a 150 pound limit of HHW to be transported in a single vehicle at a time.

There were no additional questions or comments and the report was received.

8. Sewer Lateral Assistance Program (SLAP) Review
Recommendation: That the Board of Directors discuss revising the SLAP program parameters and provide direction to staff for the preparation of the SLAP program budget for the 2015-16 and 2016-17 fiscal years.

Ms. Davis reviewed the progress of the SLAP for the past nine months and requested direction from the Board for the next two fiscal years. She noted that the current program budget amount of \$200,000 is not enough to sustain the program and provided options to either increase the budget, decrease the reimbursement amount, or change the program entirely. Ms. Davis noted that staff is recommending a change to the program entirely to be more preventative and suggested implementing a lateral videoing program.

General Manager Carroll commented that staff's recommendation is a true preventative maintenance program and expressed concern regarding plumbers taking advantage of residents for unnecessary work performed.

Secretary Ooten supported staff developing a method to transition the program parameters and reducing the reimbursement fee to \$1,000. He recommended \$200,000 for the existing program with additional funding to make the transition.

Ms. Davis indicated that the SLAP would cease for the remainder of the fiscal year once funding for the program has been depleted.

District Engineer Hamers commented that the average reimbursement from the time SLAP was implemented has been \$1,100, which is the same as what is currently reported. He expressed that the best service the District could provide in regards to SLAP is to counsel the resident on what work is and is not needed by reviewing the video.

President Scheafer suggested having a separate meeting to discuss the program.

Ms. Davis requested that the Board consider continuing the SLAP at a reimbursement maximum of \$1,000 beginning July 1, 2015, continue to waive the fees, stop the program once SLAP funds are depleted, find money for the pilot program, and bring it back to the Board during the budget review process for consideration.

Vice President Perry expressed support of changing the maximum reimbursement amount to \$1,100.

The Board directed staff to budget \$200,000 for the SLAP, with a maximum reimbursement amount of \$1,000 and the pilot program will be discussed during the budget process.

There were no additional questions or comments and the report was received.

President Scheafer recessed the meeting at 11:09 A.M. and reconvened the meeting at 11:15 A.M.

9. Building Criteria for new Headquarters – Oral Report

Recommendation: That the Board of Directors gives staff direction on the building criteria for searching a new headquarters building.

General Manager Carroll discussed suggested criteria for the new headquarters building including sufficient parking, storage capabilities, centrally located and public accessibility.

Vice President Perry indicated that the Policy Review Ad Hoc Committee will review and discuss the criteria.

Discussion followed regarding looking at alternative properties.

Secretary Ooten expressed low interest in internalizing Engineering.

President Scheafer stated that he wants to be prepared to meet the future needs of staff and technology.

Mr. Mosher provided public comment and expressed that he hopes the criteria of the building is predicated on what the Board envisions the District to look like ten years from now.

There were no additional questions or comments and the report was received.

10. City of Costa Mesa Mayor's Celebration - The Art of Leadership

Recommendation: That the Board of Directors considers being a \$2,500 Silver Sponsor.

Vice President Perry expressed that he is opposed to voting in favor to sponsor the event as there is no benefit to the District. President Scheafer and Director Ferryman concurred.

Mr. Mosher provided public comment and concurred with Vice President Perry as the money raised will support arts education programs, which are not a function of the District, and did not see the justification in the District being a sponsor.

The Board of Directors declined to attend the Mayor's Art of Leadership celebration.

11. NeoGov On-boarding Process

Recommendation: That the Board of Directors receive a demonstration of the NeoGov on-boarding process.

Ms. Martinez provided a presentation on the NeoGov on-boarding process for new District employees and reviewed the different forms available to be completed online during the new hire process.

12. Future Study Session Items

Recommendation: That the Board of Directors provide staff with direction on items to be placed on future study session agendas.

President Scheafer announced that the Water Summit will be held on May 15, 2015.

Secretary Ooten requested an update on the trash containers in the alley's pilot program, suggested posting data on water savings for recyclable, and requested that staff be proactive in contacting Home Owners Associations regarding the pump station abandonment project and its impact.

ORAL COMMUNICATIONS

Director Schafer reported that she is on the Special Olympics World Games Committee.

ADJOURNMENT

There being no further business to come before the Board, President Scheafer adjourned the meeting at 12:00 P.M.

Robert Ooten
Secretary

Michael Scheafer
President