

AGENDA

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY CITY OF CRESCENT CITY COUNTY OF DEL NORTE STATE OF CALIFORNIA

**Board of Supervisors Chambers
Flynn Center 981 H Street
Crescent City, CA**

Regular Session Tuesday, August 27, 2013 3:30 PM

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The Solid Waste Management Authority of the City of Crescent City and the County of Del Norte, State of California, is now meeting in Regular Session. Only those items that indicate a specific time will be heard at the assigned time. All items may be taken out of sequence to accommodate public and staff availability.

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All documents referred to in this agenda are available at the Office of the Del Norte Solid Waste Management Authority at 1700 State Street in Crescent City, between the hours of 8AM and 5PM Monday through Friday OR online at www.recycledelnorte.ca.gov

For more information call 465-1100 or email dnswwa@recycledelnorte.ca.gov

3:30 PM CALL MEETING TO ORDER

PLEASE NOTE: The Board will hold closed Sessions (if scheduled and necessary) at the end of the open portion of the meeting.

PUBLIC COMMENTS:

3:30 PM ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.

1. CONSENT AGENDA

- 1.1 Approve minutes, Regular Session, Tuesday July 23, 2013 **
- 1.2 Approve minutes, Special Session, Friday July 26, 2013 **
- 1.3 Approve minutes, Special Session, Wednesday July 31, 2013 **
- 1.4 Approve minutes, Special Session, Tuesday August 06, 2013 **
- 1.5 Approve minutes, Special Session Thursday August 15, 2013 **

END CONSENT AGENDA

2. DIRECTOR'S & TREASURER'S REPORTS

The following agenda items are provided for information only

- 2.1 Acting Director's Report **
- 2.2 Treasurer/Controller Report for July 2013 **
- 2.3 Treasurer/Controller Report for June 2013 **
- 2.4 Claims approved by Treasurer & Director for July 2013 **
- 2.5 Monthly Cash and Charge Reports for July 2013 **
- 2.6 Earned Revenue Comparisons between FY11/12 and FY12/13 **
- 2.7 Treasurer's Report

END DIRECTOR'S & TREASURER'S REPORTS

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE

- 3.1 Discussion and possible action regarding landfill inspection of 27 August 2013 by Gina Morrison of the Regional Water Quality Control Board and Houawa Moua of the Del Norte County Department of Environmental Health.

4. COLLECTIONS FRANCHISE

5. TRANSFER STATION

- 5.1 Discussion and possible action regarding a suggestion to eliminate all cash transactions at the Del Norte County Transfer Station. **
- 5.2 Discussion and possible action regarding a suggestion to eliminate all checks for payment at the Del Norte County Transfer Station. **

6. GENERAL SOLID WASTE AUTHORITY MATTERS

- 6.1 Discussion and possible action regarding Del Norte Solid Waste Management Authority Resolution 2013-02, appointing a Clerk of the Board. **
- 6.2 Discussion and possible action regarding a request from the Crescent City / Del Norte County Chamber of Commerce to waive Authority charges for disposing dumpsters used during Sea Cruise on 12 October 2013. **
- 6.3 Discussion and possible action regarding revising job description and hiring a temporary Refuse Site Attendant. **
- 6.4 Discussion and possible action regarding the Electronic Annual Report for 2012 as submitted to the California Department of Resources, Recycling and Recovery (CalRecycle). **
- 6.5 Discussion and possible action regarding approval of the Del Norte Solid Waste Management Authority Work Plan for Fiscal Year 2013/2014. **
- 6.6 Discussion and possible action regarding additional compensation for additional work performed by Authority Treasurer/Controller Richard D. Taylor. **
- 6.7 Discussion and possible action regarding payment of annual membership dues to the Environmental Services Joint Powers Authority of the Regional Council of Rural Counties for fiscal year 2013-2014 in the amount of \$6,000. **
- 6.8 CLOSED SESSION - PUBLIC EMPLOYEE APPOINTMENT
(Gov. Code Section 54957) Title: Interim Director

**** Asterisk next to Agenda Item indicates an associated attachment**

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Minutes of July 23, 2013
Del Norte County Board of Supervisors Chambers

PRESENT: Commissioner Rich Enea, Chair
Commissioner Rick Holley
Commissioner Mike Sullivan
Commissioner Roger Gitlin
Commissioner Mary Wilson
Director Kevin Hendrick
Program Manager and Clerk Tedd Ward
Legal Counsel Martha Rice

ABSENT: Treasurer/Controller Richard Taylor

ALSO PRESENT: Karen Phillips, PS Business Services
Jay Sarina, County Administrative Officer
Clinton Schaad, County Auditor
Tommy Sparrow, Recology Del Norte
Wes White, Hambro/WSG

3:30 PM CALL MEETING TO ORDER

Chairman Enea called the meeting to order in regular session at 3:32 P.M.

PUBLIC COMMENTS:

3:30 PM ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA.

The Chair asked for public comments at 3:32 P.M. There were no public comments

1. REPORT FROM THE SOLID WASTE TASK FORCE 200101

No report was presented.

2. CONSENT AGENDA

2.1 Approve minutes, Regular Session, Tuesday June 25, 2013

On a motion by Commissioner Gitlin, seconded by Commissioner Wilson, and unanimously carried by a polled vote, the consent agenda, consisting of Item 2.1, was approved as presented.

3. DIRECTORS REPORT

- 3.1 Treasurer/Controller Report for May 2013
- 3.2 Treasurer/Controller Report for June 2013
- 3.3 Claims approved by Director for June 2013
- 3.4 Monthly Cash and Charge Reports for June 2013
- 3.5 Earned Revenue Comparisons between FY11/12 and FY12/13

Director Hendrick discussed the above listed topics within the Director's report, which was informational only. Commissioner Wilson asked about (3.2) the credit card fees and noted that they were on the high side, over \$600+. She would like staff to find a way to get them reduced. She also noted that the actual budget and what was spent was not quite the same (3.2 page 2). Ms. Wilson asked why there is a deficit of \$262,000 in the revenues. Director Hendrick noted that the June revenues may not have been accounted for in these reports yet. Commissioner Gitlin asked about the credit card fees and asked if they lowered it as it was used more by the bank itself. Commissioner Holley asked about the code enforcement (section 4) charges for blight enforcement. There are two charge accounts paid by the county. The line item for nuisance abatement is a charge account for the county, related to a grant for the clean-up of properties. Staff also noted that Redwood National Park is slow to pay. Discussion was held regarding the phone bill and why three were paid in one month. Mr. Hendrick noted that the January bill was disputed and it took time to get it resolved. No action was taken.

DISCUSSION/ACTION ITEMS

4. LANDFILL POSTCLOSURE

- 4.1 Discussion and possible action regarding status of landfill repairs, and a letter from Gino Yetka, CalRecycle regarding the (6/24/13) inspection. - 120110

Program Manager Ward addressed the Board regarding a status report on repairs at the Crescent City Landfill and the 6/24/13 inspection by Gino Yekta of the California Department of Resources Recycling and Recovery (CalRecycle). Generally Mr. Yekta was pleased with the repair work that has been done. No action was taken.

- 4.2 Discussion and possible action regarding status of work by EBA Engineering, including an assessment of landfill gas generation and approval to pay \$7155.22 for work completed to date. – 022104

Program Manager Ward addressed the Board regarding the status of work by EBA Engineering, including a waste in place analysis, assessment of landfill gas generation, and application for a five year update of the Solid Waste Facility Permit for the Crescent City Landfill. Staff considers this report good news. The testing is required by the Northcoast Air Quality Control District. At this time the landfill is passively letting off gases and we are below the threshold for greenhouse gas emissions for the time being. Staff recommended that the invoice be paid as presented.

On a motion by Commissioner Sullivan, seconded by Commissioner Brown, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved payment of the EBA Engineering invoice as presented.

- 4.3 Discussion and possible action regarding the Groundwater Investigation Work Plan for the Crescent City Landfill, and a letter from Gina Morrison defining the standards to justify a permanent reduction in the Threat/Complexity rating for this facility from a 1A to 2A. - 230102

Program Manager Ward reported on the Groundwater Investigation Work Plan and the letter from Gina Morrison. This letter is also generally good news according to staff. If it can be shown that the domestic water system is not affected, then the landfill will be moved down a rung on the threat ladder. The demonstration of no threat needs to be made before they assess the fee. No action was necessary.

- 4.4 Discussion and possible action regarding Annual Storm Water Report for the Crescent City Landfill.

Mr. Ward noted that this report is something that needs to be done for the landfill and transfer station each year to cover storm water runoff. Annual reports summarize test sample results and analysis. No action was necessary.

- 4.5 Discussion and possible action regarding Semi Annual Groundwater and Surface Water Report.

Mr. Ward reported on the semi-annual groundwater and surface water report, which is submitted twice a year. This report will be included in the application for landfill liability insurance. Monitoring generally indicates that groundwater beneath the landfill flows from the northwest toward the southeast. .

5. COLLECTIONS FRANCHISE

- 5.1 Discussion and possible action regarding approval Change Order 4 to implement a request from Recology Del Norte to change current green waste collection service days (Monday – Friday) to one day per week on Wednesday. 180510 061801

Staff noted that direction was given at the last meeting to prepare this change order, and that this change order also added a new service for collection of a temporary brush cart. Tommy Sparrow noted that weekly yard debris collection currently served approximately 138 customers; this number tends to go down a small amount in the winter. The effective date of this collection service change is October 2, 2013. Customers that this change affects negatively will be given service free for the month of October according to Mr. Sparrow. Staff pointed out that the change order does not restrict collection to Wednesdays.

On a motion by Commissioner Sullivan, seconded by Commissioner Gitlin, and unanimously carried by polled vote, the Del Norte Solid Waste Management Authority approved Change Order 4 as presented.

6. TRANSFER STATION

- 6.1 Discussion and possible action regarding a public hearing at 3:45PM on July 23rd for final adoption the adoption Ordinance No.2013-01 establishing rates to provide public scale services at the Del Norte County Transfer Station. 070106 080104 151801

Staff noted that this matter is a continuation of language that was adopted by the City and the County at previous public meetings. Rates would be established with this ordinance for a public scale services to be used as a back-up (Page 4). The public hearing was opened at 4:11 P.M. No members of the public made comments. Chairman Enea closed the public hearing at 4:11 P.M.

On a motion by Commissioner Gitlin, seconded by Commissioner Holley, and unanimously carried by a polled vote, the Del Norte Solid Waste Management Authority read in title only, waived the second reading and adopted Ordinance No, 2013-01as presented.

- 6.2 Discussion and possible action regarding approval of Change Order 18 implementing a request from Wes White, CEO Hambro/WSG for a modification of the contract requirements for a performance bond.

On a motion by Commissioner Holley, seconded by Commissioner Wilson, and unanimously carried, the Del Norte Solid Waste Management Authority approved Change Order 18 as presented.

6.3 Discussion and possible action regarding Annual Storm Water Report for the Del Norte County Transfer Station.

Commissioner Wilson asked where the testing was performed and the possibility of testing in-house. Staff noted the sampling work performed at the wastewater treatment plant is generally for different substances and the turn-around times are very restricted with this testing. Mrs. Wilson asked if equipment could be purchased to do the testing in-house to save money. Mrs. Wilson will meet with staff to discuss equipment in order to determine if it could be purchased for in-house testing and save Authority funds.

7. GENERAL SOLID WASTE AUTHORITY MATTERS

7.1 Discussion and possible action regarding a report from a sub-committee discussing available options to execute the responsibilities currently administered by the Del Norte Solid Waste Management Authority.

Mr. Hendrick noted that the committee has not made any recommendations at this time. There will be another meeting however. Commissioner Wilson asked about preparing a trend analysis. She would like to pass off a format to the committee to do a projection for the next 10 years to determine what the costs will be over that period. Commissioners noted that some of this work has already been done. Staff noted that this matter will be added to the committee meeting agenda. Bill Longsdale, city resident, noted that the proposal was a good one. He also cautioned having one more commissioner on the committee because it would run into a quorum issues. Mr. Longsdale noted that the assumptions made by the committee should be widely accepted. Elizabeth Henry, county resident, noted her concern about public attendance at the committee meetings. She would like to see the meetings open to the public at all levels.

Tommy Sparrow stated that his company would like to make a proposal for a Change Order. He would like the board to open the discussion regarding the rate changes as he would like to use the Authority's spreadsheets for his rate analysis. Authority Program Manager Tedd Ward described the use of the spreadsheets. Mr. Sparrow noted that he could develop his own spreadsheet. Discussion was held regarding Authority staff working with Mr. Sparrow on the spreadsheet. Staff was asked to work with Mr. Sparrow.

Chairman Enea stated all the minutes and the information will be available to the public and presented before the entire Authority at a later date.

7.2 Discussion and possible action regarding approval of the Del Norte Solid Waste Management Authority Work Plan for Fiscal Year 2013/2014.

Kevin Hendrick noted that the Solid Waste Authority staff has worked to make a list of all the work performed to allow feedback and direction from the Authority. Commissioners asked questions including asking for a list of required reports and when they are due for both the landfill and the transfer station, mandates and licenses required. The timeline of the work plan is ongoing. The work plan can be added to by the Commissioners after further review and can come back to be approved, amended, etc. If a desk audit is requested, staff recommended that action be taken so that clear direction is given. Staff does keep a master calendar to track duties. Comments should be given to staff a week before the next meeting date so that they can be incorporated in the next version of the plan.

7.3 Discussion and possible action regarding annual audit for Fiscal Year 2011/2012 prepared by Smith and Newell.

The audit was received a few months ago; there were some extra complications this audit year, and it delayed the delivery of the audit report. Discussion regarding the audit contractor and how long they have worked for the Authority was briefly held. County Auditor Clinton Schaad noted that there were questions about the audit that delayed the reporting for this fiscal year. March 31st each year is the date that the audits need to be filed with the State. No action was taken.

7.4 CLOSED SESSION
PUBLIC EMPLOYEE DISCIPLINE/RELEASE/DISMISSAL
(Government Code Section 54957).

7.5 CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL
-ANTICIPATED LITIGATION (Gov. Code Section 94956.9(b)-1
Case

Chairman Rich Enea recessed the regular session at 4:48 P.M. and immediately convened the closed session after ascertaining that there were no public comments regarding the closed session matters.

The closed session was adjourned at 6:30 P.M. and immediately reconvened in open session. Counsel Martha Rice announced that no action was taken in closed session.

ADJOURN

The Del Norte Solid Waste Management Authority adjourned at the hour of 6:31 P.M., to reconvene in Special Session, on July 26, 2013, at the hour of 8:00 A.M., at the Board of Supervisors Chambers, Flynn Center, 981 "H" Street, Crescent City, California.

Richard Enea, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Tedd Ward, Clerk and Program Manager
Del Norte Solid Waste Management Authority

Date / /

**MINUTES
DEL NORTE SOLID WASTE
MANAGEMENT AUTHORITY**

Special Session

Friday, July 26, 2013

8:00 AM

PRESENT: Commissioner Rich Enea, Chair
Commissioner Roger Gitlin
Commissioner Mike Sullivan
Commissioner Mary Wilson
Legal Counsel Martha Rice
Treasurer/Controller Richard Taylor
Program Manager and Clerk Tedd Ward

ABSENT: Commissioner Rick Holley

ALSO PRESENT: Kevin Hendrick, former Authority Director
Andrew Larson, DN Solid Waste Task Force
Karen Phillips, PS Business Services
Adam Spencer, Del Norte Triplicate

1. Call Meeting to Order.

Chairman Enea called the meeting to order in special session at 8:00 a.m.

2. Public Comment.

The following person(s) addressed the Authority: Kevin Hendrick commented that the letter of "resignation" should have been termed "retirement" as the request was that he retire not resign; he feels that it is a very important distinction. He retired and that is a discretionary action. He also noted that he has filed all the paperwork already. He does not feel that there is anything more the Authority needs to do. What they offered was a three month severance, which he hoped they would approve later in the agenda.

3. Accept the resignation of the Director, Kevin Hendrick, and authorize three months pay in recognition of his 20 years of service.

Commissioners noted that the action was to approve the three month pay upon Mr. Hendrick's retirement.

1.2

On a motion by Commissioner Sullivan, seconded by Commissioner Gitlin, and unanimously carried on a polled vote, with Commissioner Holley absent, the Del Norte Solid Waste Authority authorized three months pay upon Kevin Hendrick's retirement, in recognition of his 20 years of service.

4. Adopt Resolution 2013-02, A Resolution of the Governing Board of the Del Norte Solid Waste Management Authority Confirming the Application of the Memorandum of Understanding with the SEIU Local 1021 to Mid-Management Employees.

Discussion was held regarding the need for this resolution. Mr. Ward noted that this resolution would be in place until the final memorandum of understanding is approved, as there are additional negotiations in order. There is no agreement that covers mid-management employees at this time, the Authority does abide by the same Personnel policies as the County and this is an attempt to put those policies in place for the Authority staff also.

A motion was made by Commissioner Gitlin, and seconded by Commissioner Enea, approving and adopting Resolution No. 2013-02, and this motion was withdrawn by Commissioner Gitlin and Enea after further discussion.

Discussion regarding the affect of the resolution and bargaining units was held. Counsel provided clarification regarding the resolution.

Discussion was held regarding the affect of not adopting this resolution on the next agenda item. Mr. Ward stated he was reluctant to take the interim designation without the resolution in place. He noted that it would not be clear what agreement he would be working under. Concern was expressed about why this has come up today and not previously. Counsel noted that it has been on the "to do list" for some time. Mr. Ward expressed his concern to counsel about having this agreement in place before being appointed as the interim director. Unless he has an agreement in place, he stated that he is not comfortable taking the interim assignment as director.

Commissioner Sullivan asked that a special meeting, with closed session, be set up to discuss the matter. Consensus of the Board was to have a special meeting for this purpose. Commissioner Gitlin noted his concern regarding ongoing work and making sure that there is a consistent work flow so as not to affect business while this gets ironed out.

5. Appoint Tedd Ward Interim Director.

Mr. Ward presented a memorandum regarding the interim director position and read the report for the record outlining his concerns and requests for accepting the interim director responsibilities. Discussion was held regarding the recommendations outlined in Mr. Ward's memo. Mr. Ward noted that he has

attended the meetings and taken minutes for years and has heard the complaints and issues regarding financial responsibilities and spending, but he had never had responsibility or training in oversight of the Authority budget and personnel. Under current circumstances, he said he is not comfortable assuming these responsibilities without further training and explanations about how these responsibilities should be administered. Authority Treasurer Rich Taylor commented that his current monthly fee was low because he does not have to go out and sign claims every day. Mr. Taylor said he would be willing to help in this time of need, and but if a significant time commitment was needed, the current fee of \$375 per month would not be adequate.

On a motion by Commissioner Sullivan, seconded by Commissioner Gitlin, and unanimously carried, with Commissioner Holley absent, the Authority continued this matter to the next special meeting, including a closed session to discuss and take action on the matter.

Commissioner Wilson asked about the monthly claims process. Mr. Taylor outlined the claims process and two signature requirement to write checks. Mr. Taylor will work on an interim basis to help out and will help to make Mr. Ward comfortable with the finances.

In a public comment, Donna Westfall noted that we have some of the highest tipping fees in California and here we are talking about severance packages, and appointing someone who she feels does not have the experience for finances. Why not hire a bookkeeper and reduce the rates, and get on with it.

Chairman Enea reported that the recent audit report noted that there is \$28,000+ of public funds that are unaccounted for. There were discrepancies noted months ago, and now a special auditor, and the Del Norte County Auditor all found the same information. He noted a police report was filed yesterday with the Del Norte County Sheriff's Department with regard to the missing funds and an investigation is ongoing. Commissioners expressed concern about the missing funds.

Adjourn.

The Del Norte Solid Waste Management Authority was adjourned by the Chair at 8:41 A.M., until the next special session set for July 31, 2014 at 8:00 A.M., at the Board of Supervisors Chambers, Flynn Center, 981 "H" Street, Crescent City, California.

Richard Enea, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Tedd Ward, Clerk and Program Manager
Del Norte Solid Waste Management Authority

Date / /

**MINUTES
DEL NORTE SOLID WASTE
MANAGEMENT AUTHORITY**

Special Session

Wednesday, July 31, 2013

8:00 AM

PRESENT: Commissioner Rich Enea, Chair
Commissioner Roger Gitlin
Commissioner Rick Holley
Commissioner Mike Sullivan
Commissioner Mary Wilson
Legal Counsel Martha Rice
Program Manager and Clerk Tedd Ward

ABSENT: Treasurer/Controller Richard Taylor

ALSO PRESENT: Karen Phillips, PS Business Services
Wes White, Hambro/WSG
Jay Sarina, CAO Del Norte County
Joel Wallen, Hambro/WSG
John "Brian" McNally, CDD/Envir. Health

1. Call Meeting to Order.

Chairman Enea called the meeting to order in special session at 8:00 a.m.

2. Public Comment.

The following person(s) addressed the Authority: Wes White offered any services they could provide to the Authority from Hambro's/WSG.

3. Closed Session:

- a. **Conference with Labor Negotiator (Gov. Code §54957.6) Agency Representative: TBD; Employee Organization: Mid-Management (Ward, Valdez)**
- b. **Public Employee Appointment (Gov. Code §54957) Title: Director**
- c. **Conference with Legal Counsel – Anticipated Gov. Code § 54956.9) Two Cases**

Chairman Enea asked for public comments regarding the closed session, there being none, the meeting was recessed at 8:01A.M. in closed session. The closed session adjourned at 9:26 A.M. and immediately convened in open session.

1.3

Counsel reported that the following action was taken in closed session: on a motion by Commissioner Gitlin, seconded by Commissioner Wilson, and unanimously carried, the Del Norte Solid Waste Authority authorized payment of three months' salary to Kevin Hendrick recognizing that his resignation was in lieu of termination without cause for which his contract required three months' severance pay.

In other action Tedd Ward announced his agreement to continue serving as Acting Director while the Authority conducts a search for an interim director.

4. Adjourn.

The Del Norte Solid Waste Management Authority was adjourned by the Chair at 9:27 A.M., until the next regular session set for August 27, 2013 at 3:30 P.M., at the Board of Supervisors Chambers, Flynn Center, 981 "H" Street, Crescent City, California.

Richard Enea, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Tedd Ward, Program Manager / Clerk

Date / /

MINUTES

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY Special Session, Tuesday, August 6, 2013

PRESENT: Commissioner Rich Enea, Chair
Commissioner Roger Gitlin, Vice-Chair
Commissioner Rick Holley, Secretary
Commissioner Mary Wilson, entered at 7:48 A.M.
Tedd Ward, Acting Director / Program Manager / Clerk
Legal Counsel Martha Rice

ABSENT: Commissioner Mike Sullivan
Treasurer/Controller Richard Taylor

ALSO PRESENT: Karen Phillips, PS Business Services
Kevin Hendrick, former Authority Director

1. Call Meeting to Order

Chairman Enea called the meeting to order in special session at 7:45 a.m.

2. Public Comment

The following person(s) addressed the Authority: none.

3. Closed Session:

a. CONFERENCE WITH LEGAL COUNSEL—POTENTIAL
LITIGATION (Gov. Code Section 54956.9(b)): One Case

b. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov.
Code Section 54957)

Chairman Enea asked for public comments regarding the closed session matters, there being none, the open session was recessed at 7:45 A.M. and immediately reconvened in closed session to discuss the matters listed above. The closed session was adjourned at 7:57 A.M. and immediately reconvened in open session.

Counsel announced that the following action was taken in closed session: No action was taken.

1.4

ADJOURN.

There being no further business to come before the Authority, Chairman Enea adjourned the special meeting at 7:58 A.M., until the next regular meeting set for August 27, 2013.

Richard Enea, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Tedd Ward, Acting Director / Program Manager / Clerk
Del Norte Solid Waste Management Authority

Date / /

**MINUTES
DEL NORTE SOLID WASTE
MANAGEMENT AUTHORITY**

Special Session

Thursday, August 15, 2013

3:00 PM

PRESENT: Commissioner Rick Holley
Commissioner Mike Sullivan
Commissioner Roger Gitlin, Vice-Chair
Commissioner Mary Wilson
Legal Counsel Martha Rice
Interim Director/Program Manager/Clerk Tedd Ward

ABSENT: Commissioner Rich Enea, Chair
Treasurer/Controller Richard Taylor

ALSO PRESENT: Karen Phillips, PS Business Services

1. Call Meeting to Order

Acting Chairman Roger Gitlin called the meeting to order in special session at 3:00 P.M.

2. Public Comment

The following person(s) addressed the Authority: none.

3. Closed Session:

- a. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code Section 54957) Title: Interim Director**

Acting Chairman Gitlin asked for public comments regarding the closed session, there being none, the special open session was recessed at 3:00 P.M. and immediately convened in closed session. The closed session was adjourned at 4:28 P.M.

The special session was reconvened at 4:29 P.M. and Counsel announced the following action was taken during the closed session: no reportable action.

ADJOURN

There being no further business to come before the Authority, Acting Chairman Gitlin, adjourned the meeting at 4:29 P.M., until the next regularly scheduled meeting on August 27, 2013.

Richard Enea, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Tedd Ward, Clerk and Program Manager
Del Norte Solid Waste Management Authority

Date / /



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531
Phone (707) 465-1100 Fax (707) 465-1300

Director's Report

Date: 22 August 2013
To: Commissioners of the
Del Norte Solid Waste Management Authority

From: Tedd Ward, M.S. Acting Director / Program Manager

Summary: The Del Norte Solid Waste Management Authority continues to operate the Klamath, Gasquet and Del Norte County Transfer Stations and to provide required monitoring, accounting and reports to overseeing agencies. The Acting Director is in regular contact with the Authority Chair regarding setting work priorities and informing him of delayed or deferred activities.

Major Activities or Changes since last regular Authority Meeting on 23 July 2013:

1. Authority Director Hendrick retired on 24 July 2013.
2. Authority Treasurer Rich Taylor assumes primary financial responsibility for Authority on 26 July 2013.
3. Landfill vegetation maintenance with Alder Camp crew, Fire Safe Council equipment, and assistance from County Engineering Department 29 July – 05 August.
4. Special Authority Meetings on 26 July, 31, July, 06 August, and 22 August.
5. Gasquet Transfer Station closed early due to smoke on Saturday 03 August 2013.
6. Authority sponsors Del Norte County Fair, outreach 01-04 August with assistance from volunteers.
7. Electronic Annual Report for 2012 submitted to CalRecycle.
8. Acting Director approved waiving of fees for disposal of materials from the Del Norte County Fair and a cleanup on Iowa Street.
9. Groundwater and surface water sampling at the Crescent City Landfill on 19-20 August 2013.



10. On 22 August 2013, I informed Chair Enea of a list of activities the Authority staff have not been able to address due to current staff shortages.
11. 27 August 2013 meeting with auditors from Smith and Newell regarding information for the FY 2012 / 2013 audit.
12. 27 August 2013 inspection of the Crescent City Landfill by Gina Morrison of the North Coast Regional Water Quality Control Board and Houawa Moua of the Del Norte County Department of Environmental Health.

Personnel / Staffing: All Authority-managed facilities were open during posted hours and all shifts were covered (except for the Gasquet facility, which was closed after 11:30 AM on 03 August 2013 due to excessive smoke). With the help of several volunteers, the Authority's booth at the County Fair only had four hours during the four day period when it was unstaffed. One gate attendant employee who has been out on disability will return to work on an altered schedule this coming month. Other staff have been asked to work in the office during this past month.

Due to current staffing challenges, I recommend beginning a process immediately to hire a temporary employee to be hired and trained as a Refuse Site Attendant. The job description for this position should also be updated to reflect current job duties and responsibilities at the Del Norte County Transfer Station, and I understand that changing this job description will require a 'meet and discuss' session with Union representatives. As I have not been directly involved in the hiring of personnel for many years, I will be relying on the training from the County personnel department to assure the Authority is complying with applicable hiring process requirements. Similarly, to the extent the Authority Board wants me to engage in the advertisement and/or hiring of an Interim Director, I will need additional guidance regarding the process I am to follow.

Finances and Audits: Following the retirement of Authority Director Kevin Hendrick, Authority Treasurer Richard Taylor agreed to oversee fiscal administration of the Del Norte Solid Waste Management Authority on 26 July 2013 in coordination with the Acting Director.

In the past month, two procedural changes have been implemented with regards to how checks are processed. The first pertains to the way checks with insufficient (NSF) funds are handled. The procedure agreed to by County Auditor Clinton Schaad and County Treasurer Dawn Langston and Authority Treasurer Rich Taylor is attached to this report. The second procedure was implemented to address checks that are incomplete or completed in a way that prevents those checks from being cashed by the bank. Earlier this month, up to three day's of receipts and funds for deposit were delayed because of incorrectly completed checks. This procedure, suggested by County Treasurer Dawn Langston, is described in the e-mails attached to this report,

has also been implemented, and this is no longer a cause of delayed deposits.

The Authority has also implemented a process for gathering customer information on those relatively rare occasions when customers do not have adequate payment, and that form is attached.

I have been working with Authority Treasurer Rich Taylor and Administrative Assistant Isabel Valdez to compile the information requested by Norm Newell of Smith & Newell for the annual audit of the Authority's finances.

Compliance: I informed the California Department of Resources, Recycling and Recovery (CalRecycle) of delayed submittal of the Electronic Annual Report relating to Authority activities and programs complying with the California Integrated Waste Management Act as amended. This report was submitted on 21 August 2013, and is included as an attachment to this agenda.

On 22 August 2013, I reviewed with Chair Enea a list of activities that have been delayed or deferred due to staffing shortages. I intend to continue these communications with the Chair, so he remains aware of workload issues and can advise on priority activities between Authority meetings.

Programs / Policies: The Authority's current capacity to analyze programs and policies is more limited than it has ever been. For example, the Environmental Services Joint Powers Authority of the Regional Council of Rural Counties recently sent a legislative update of five bills being considered by the California legislature which may impact Authority activities. Staff does not currently have sufficient capacity to engage in such advocacy as a priority activity. Similarly, staff training with respect to FEMA requirements, ethics training, and other post employment benefits evaluations have been deferred at present.

Concerns: Authority staff are eager to have complete investigations into funds unaccounted for. Detective Barber of the Del Norte County Sheriff's Office has secured the receipts and paper records stored at the Del Norte County Transfer Station and has interviewed at least one Authority employee as part of his investigation, which continues.

As Acting Director I remain concerned that - apart from the two changes on how checks are processed - I have not received specific recommendations as to what changes should be implemented to improve control and oversight of our accounting systems. Nor have I received word that these are the only changes to be implemented. I will continue to work with Treasurer Rich Taylor, the County Auditor, the County Treasurer, Smith and Newell, and Authority accounting staff to improve these systems. My concern is that the Authority uses the services of external auditors to review our

procedures and suggest improvements, and my understanding is that all recommendations by Smith and Newell had been addressed prior to the discovery and verification of the funds unaccounted for. To the extent possible without impacting the ongoing investigation, I will continue to report when we change procedures to better assure the public that our accounting processes have been improved to address these concerns.

Major Activities or Changes anticipated before next regular Authority Meeting on 24 September 2013:

- 1. Conducting outreach, permitting, and staffing the Annual Household Hazardous Waste collection event with Clean Harbors on 21 September 2013 at the Del Norte County Transfer Station.**
- 2. Quarterly landfill gas monitoring at the Crescent City Landfill.**
- 3. Inspections of certified oil recycling centers in Del Norte County.**
- 4. Staff hope that the two investigation wells planned for the Crescent City Landfill may be installed in the coming month, but a drilling date has not yet been set.**

Solid Waste
Balance Sheet
 July 31, 2013

Unaudited

ASSETS

		723,656.90
422 010 00000	Cash Solid Waste	100.00
422 010 00300	Imprest Cash	174,599.38
422 010 01100	Accounts Receivable	493,000.00
422 010 03200	Land	3,266,990.64
422 010 03300	Transfer Station	158,443.55
422 010 03400	Equipment	141,638.89
422 010 03410	Buildings & Improvements	(152,275.00)
422 010 03440	Accum Depr Equipment	(74,730.24)
422 010 03450	Accum Depr Bldg & Improv	(673,852.00)
422 010 03460	Accum Depr Transfer Station	<u>4,057,572.12</u>
	Total Assets	<u><u>4,057,572.12</u></u>

LIABILITIES AND FUND EQUITY

		159,629.85
422 010 05100	Accounts Payable	3,205,118.55
422 010 05210	Sublease Payable	52,329.88
422 010 05300	Compensated Absences Payable	2,650,636.00
422 010 05500	Post Closure Liability	150,000.00
422 010 06900	Designated for Lease Debt Service	(2,752,441.86)
422 010 07100	Fund Balance	531,748.00
422 010 09600	Investment in Capital Assets net of related debt	92,830.44
	Revenue	(32,278.74)
	Expenditure	<u>4,057,572.12</u>
	Total Liabilities and Fund Equity	<u><u>4,057,572.12</u></u>

2.2

Solid Waste

Statement of Revenues and Expenditures
1 Months Ended 7/31/2013

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:					
422-421-90153 Franchise Fees	0.00	0.00	244,594.00	(244,594.00)	0.00%
422-421-90210 Code Enforcement	0.00	0.00	500.00	(500.00)	0.00%
422-421-90300 Interest - Solid Waste	0.00	0.00	1,000.00	(1,000.00)	0.00%
422-421-91003 Gate Tipping Fees	58,684.17	58,684.17	1,760,000.00	(1,701,315.83)	3.33%
422-421-91004 Authority Service Fees	34,146.27	34,146.27	969,825.00	(935,678.73)	3.52%
422-421-91121 Misc Reimbursements	0.00	0.00	1,000.00	(1,000.00)	0.00%
422-421-90650-060 Oil Grant 12/13	0.00	0.00	15,000.00	(15,000.00)	0.00%
422-421-90650-061 Oil Grant 13/14	0.00	0.00	15,000.00	(15,000.00)	0.00%
422-421-91129-067 DOC Grant - 12/13	0.00	0.00	15,000.00	(15,000.00)	0.00%
422-421-91129-068 DOC Grant 13/14	0.00	0.00	15,000.00	(15,000.00)	0.00%
Total Revenues	92,830.44	92,830.44	3,036,919.00	(2,944,088.56)	3.06%
Expenses:					
422-421-10010 Payroll	21,479.74	21,479.74	306,724.00	285,244.26	7.00%
422-421-10012 Overtime	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-10015 Part-time/Temp	862.68	862.68	16,600.00	15,737.32	5.20%
422-421-10020 Retirement	5,921.23	5,921.23	84,693.00	78,771.77	6.89%
422-421-10030 Employee Benefits	206.53	206.53	83,243.00	83,036.47	0.25%
422-421-10033 Employee Life Insurance	25.60	25.60	331.00	305.40	7.73%
422-421-10035 Management Life Insurance	105.33	105.33	1,295.00	1,189.67	8.13%
422-421-10040 Worker's Compensation	0.00	0.00	26,890.00	26,890.00	0.00%
Total Salaries and Benefits	28,601.11	28,601.11	520,776.00	492,174.89	5.49%
422-421-20121 Communications	0.00	0.00	2,200.00	2,200.00	0.00%
422-421-20140 Household Expense	0.00	0.00	3,500.00	3,500.00	0.00%
422-421-20150 Insurance-Office	0.00	0.00	6,200.00	6,200.00	0.00%
422-421-20151 Liability Insurance	0.00	0.00	7,500.00	7,500.00	0.00%
422-421-20152 Vehicle Insurance	0.00	0.00	1,400.00	1,400.00	0.00%
422-421-20155 Liability Insurance	0.00	0.00	2,573.00	2,573.00	0.00%
422-421-20170 Maintenance-Equipment	0.00	0.00	500.00	500.00	0.00%
422-421-20171 Maintenance-Vehicles	0.00	0.00	500.00	500.00	0.00%
422-421-20175 Maintenance-Computers	0.00	0.00	500.00	500.00	0.00%
422-421-20180 Maint-Structures/Improvements & TS M	0.00	0.00	500.00	500.00	0.00%
422-421-20200 Memberships	200.00	200.00	7,500.00	7,300.00	2.67%
422-421-20221 Printing	3.51	3.51	400.00	396.49	0.88%
422-421-20223 Postage	162.48	162.48	1,400.00	1,237.52	11.61%
422-421-20224 Office Supplies	0.00	0.00	7,000.00	7,000.00	0.00%
422-421-20227 Books/Subscriptions	0.00	0.00	399.00	399.00	0.00%
422-421-20230 Prof Serv-Cof/City	23.79	23.79	10,000.00	9,976.21	0.24%
422-421-20231 Prof Serv	0.00	0.00	20,000.00	20,000.00	0.00%
422-421-20232 Prof Serv-Well Monitoring	0.00	0.00	30,000.00	30,000.00	0.00%
422-421-20233 Audit	0.00	0.00	9,500.00	9,500.00	0.00%
422-421-20234 Legal Counsel	0.00	0.00	12,000.00	12,000.00	0.00%
422-421-20235 Treasurer	0.00	0.00	4,500.00	4,500.00	0.00%
422-421-20236 Security	72.00	72.00	500.00	428.00	14.40%
422-421-20237 Credit Card Service Fees	621.55	621.55	6,822.00	6,200.45	9.11%
422-421-20238 TS Collection	0.00	0.00	28,000.00	28,000.00	0.00%
422-421-20239 Transfer Station Operations	0.00	0.00	1,800,000.00	1,800,000.00	0.00%
422-421-20240 Advertising/Publications	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20250 Lease of Equipment	0.00	0.00	3,500.00	3,500.00	0.00%
422-421-20251 Lease - Gasquet Transfer Station	0.00	0.00	700.00	700.00	0.00%
422-421-20270 Minor Equipment	0.00	0.00	4,000.00	4,000.00	0.00%
422-421-20280 Delivery Service	0.00	0.00	600.00	600.00	0.00%
422-421-20281 Household Hazardous Waste Event	0.00	0.00	32,000.00	32,000.00	0.00%
422-421-20283 Community Clean-up	0.00	0.00	5,500.00	5,500.00	0.00%
422-421-20285 Special Dept Expense	0.00	0.00	2,500.00	2,500.00	0.00%
422-421-20286 Cash Over/Under	(8.84)	(8.84)	190.00	198.84	-4.65%
422-421-20288 City Collections	0.00	0.00	17,500.00	17,500.00	0.00%
422-421-20290 Travel	42.94	42.94	3,000.00	2,957.06	1.43%
422-421-20297 Vehicle Fuel	145.20	145.20	2,100.00	1,954.80	6.91%
422-421-20301 State Fees	0.00	0.00	55,415.00	55,415.00	0.00%
422-421-20221-060 Printing-Oil Grant - 12/13	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20221-061 Printing-Oil Grant 13/14	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20221-057 Printing-DOC Grant 12/13	0.00	0.00	400.00	400.00	0.00%
422-421-20221-058 Printing- DOC 13/14	0.00	0.00	400.00	400.00	0.00%
422-421-20239-001 Post Closure Maintenance	0.00	0.00	10,000.00	10,000.00	0.00%
422-421-20240-060 Advertising Oil Grant - 12/13	0.00	0.00	3,500.00	3,500.00	0.00%
422-421-20240-061 Advertising Oil Grant 13/14	0.00	0.00	3,500.00	3,500.00	0.00%
422-421-20240-067 Advertising- DOC Grant 12/13	0.00	0.00	2,600.00	2,600.00	0.00%
422-421-20240-068 Advertising - DOC 13/14	0.00	0.00	2,600.00	2,600.00	0.00%

422-421-20285-060	Spec Dept Exp-Oil Grant - 12/13	2,000.00	2,000.00	6,500.00	4,500.00	30.77%
422-421-20285-061	Special Dept Exp-Oil Grant 13/14	0.00	0.00	6,500.00	6,500.00	0.00%
422-421-20285-067	Spec Dept Exp-DOC Grant 12/13	0.00	0.00	6,000.00	6,000.00	0.00%
422-421-20285-068	Spec Dept Exp - DOC 13/14	0.00	0.00	6,000.00	6,000.00	0.00%
422-421-20290-060	Travel-Oil Grant - 12/13	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20290-061	Travel - Oil Grant 13/14	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20290-067	Travel DOC Grant 12/13	415.00	415.00	2,000.00	1,585.00	20.75%
422-421-20290-068	Travel - DOC 13/14	0.00	0.00	2,000.00	2,000.00	0.00%
Total Services and Supplies		3,677.63	3,677.63	2,147,399.00	2,143,721.37	0.17%
422-421-30490	Depreciation Expense	0.00	0.00	97,975.00	97,975.00	0.00%
Total Other Charges		0.00	0.00	97,975.00	97,975.00	0.00%
Total Fixed Assets		0.00	0.00	0.00	0.00	0.00%
422-421-70800	ARC Payment OPEB	0.00	0.00	11,125.00	11,125.00	0.00%
422-421-81000	Contingency	0.00	0.00	5,000.00	5,000.00	0.00%
422-421-70530-025	Interfund-Repayment to County	0.00	0.00	203,000.00	203,000.00	0.00%
422-421-70530-199	Interfund-Cost Plan	0.00	0.00	51,644.00	51,644.00	0.00%
Total Intrafund Transfers		0.00	0.00	270,769.00	270,769.00	0.00%
Total Expenses		32,278.74	32,278.74	3,036,919.00	3,004,640.26	1.06%
Revenues Over (Under) Expenditures		60,551.70	60,551.70	0.00	60,551.70	0.00%

Solid Waste
Balance Sheet
 June 30, 2013

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	680,242.32
422 010 00300	Imprest Cash	100.00
422 010 01100	Accounts Receivable	335,918.03
422 010 03200	Land	493,000.00
422 010 03300	Transfer Station	3,266,990.64
422 010 03400	Equipment	158,443.55
422 010 03410	Buildings & Improvements	141,638.89
422 010 03440	Accum Depr Equipment	(152,275.00)
422 010 03450	Accum Depr Bldg & Impröv	(74,730.24)
422 010 03460	Accum Depr Transfer Station	(673,852.00)
	Total Assets	<u>4,175,476.19</u>

LIABILITIES AND FUND EQUITY

422 010 05100	Accounts Payable	338,032.74
422 010 05103	A/P Services	44.64
422 010 05105	Sales Tax Payable	8.24
422 010 05210	Sublease Payable	3,205,118.55
422 010 05300	Compensated Absences Payable	52,329.88
422 010 05500	Post Closure Liability	2,650,636.00
422 010 06900	Designated for Lease Debt Service	150,000.00
422 010 07100	Fund Balance	(2,857,215.34)
422 010 09600	Investment in Capital Assets net of related debt	531,748.00
	Revenue	3,024,029.19
	Expenditure	(2,919,255.71)
	Total Liabilities and Fund Equity	<u>4,175,476.19</u>

Solid Waste

Statement of Revenues and Expenditures
12 Months Ended 6/30/2013

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED	
Revenues:						
422-421-90153	Franchise Fees	39,647.00	240,939.00	257,000.00	(16,061.00)	93.75%
422-421-90210	Code Enforcement	0.00	0.00	1,000.00	(1,000.00)	0.00%
422-421-90300	Interest - Solid Waste	133.65	1,041.52	2,000.00	(958.48)	52.08%
422-421-91003	Gate Tipping Fees	345,230.37	1,788,381.01	1,760,000.00	28,381.01	101.61%
422-421-91004	Authority Service Fees	184,988.59	960,682.73	912,246.00	48,436.73	105.31%
422-421-91121	Misc Reimbursements	10.49	218.46	1,000.00	(781.54)	21.85%
422-421-91124	Misc Revenue	0.00	20.40	0.00	20.40	0.00%
422-421-90850-080	Oil Grant 12/13	0.00	15,000.00	15,000.00	0.00	100.00%
422-421-90650-074	Oil Grant - 11/12	0.00	0.00	13,608.00	(13,608.00)	0.00%
422-421-91003-099	Gate Tipping Fees - Prior Yr	122.06	1,826.97	0.00	1,826.97	0.00%
422-421-91004-099	DNSWMA Tipping Fees - Prior Yr	61.40	919.10	0.00	919.10	0.00%
422-421-91129-067	DOC Grant - 12/13	15,000.00	15,000.00	15,000.00	0.00	100.00%
422-421-91129-089	DOC Grant 11/12	0.00	0.00	10,247.00	(10,247.00)	0.00%
Total Revenues		585,193.56	3,024,029.19	2,987,191.00	36,928.19	101.24%
Expenses:						
422-421-10010	Payroll	21,823.75	266,710.38	289,207.00	2,496.62	99.14%
422-421-10012	Overtime	57.32	541.41	1,000.00	458.69	54.14%
422-421-10015	Part-time/Temp	876.33	25,116.24	25,300.00	183.76	99.27%
422-421-10020	Retirement	5,898.36	78,897.24	84,965.00	6,067.76	92.86%
422-421-10030	Employee Benefits	6,877.15	82,884.97	59,165.00	(23,729.97)	140.11%
422-421-10033	Employee Life Insurance	26.60	299.20	332.00	32.80	90.12%
422-421-10035	Management Life Insurance	105.33	1,267.25	1,299.00	31.75	97.56%
422-421-10040	Worker's Compensation	2,464.59	29,779.02	29,798.00	18.98	99.94%
Total Salaries and Benefits		38,128.43	605,495.71	491,066.00	(14,439.71)	102.94%
422-421-20121	Communications	537.92	2,382.86	2,200.00	(182.86)	108.31%
422-421-20140	Household Expense	1,059.39	4,242.44	4,400.00	157.66	96.42%
422-421-20150	Insurance-Office	0.00	6,136.00	6,136.00	0.00	100.00%
422-421-20151	Liability Insurance	1,580.82	1,580.82	1,581.00	0.18	99.99%
422-421-20152	Vehicle Insurance	0.00	1,440.80	1,460.00	9.20	99.37%
422-421-20155	Liability Insurance	715.25	2,881.00	2,673.00	(288.00)	111.19%
422-421-20171	Maintenance-Vehicles	12.89	451.29	500.00	48.71	90.28%
422-421-20176	Maintenance-Computers	0.00	0.00	139.00	139.00	0.00%
422-421-20180	Maint-Structures/Improvements & TS M	0.00	1,075.00	1,075.00	0.00	100.00%
422-421-20200	Memberships	0.00	7,400.00	7,450.00	50.00	99.33%
422-421-20221	Printing	1.40	8.94	216.00	207.06	4.14%
422-421-20223	Postage	112.80	1,322.00	1,400.00	78.00	94.43%
422-421-20224	Office Supplies	1,225.12	5,588.64	6,000.00	411.38	93.14%
422-421-20227	Books/Subscriptions	0.00	0.00	220.00	220.00	0.00%
422-421-20230	Prof Serv-Coi/City	216.58	10,379.31	20,300.00	9,920.69	51.13%
422-421-20231	Prof Serv	21,738.85	30,091.44	32,046.00	1,954.56	93.90%
422-421-20232	Prof Serv-Well Monitoring	2,977.00	27,151.00	27,211.00	60.00	99.78%
422-421-20233	Audit	8,850.00	8,850.00	8,850.00	0.00	100.00%
422-421-20234	Legal Counsel	7,708.66	14,245.78	14,250.00	4.22	99.97%
422-421-20235	Treasurer	1,125.00	4,500.00	4,500.00	0.00	100.00%
422-421-20236	Security	300.00	1,200.88	1,310.00	109.12	91.67%
422-421-20237	Credit Card Service Fees	626.99	6,756.45	6,800.00	43.55	99.36%
422-421-20238	TS Collection	6,850.64	26,103.64	27,000.00	896.36	96.68%
422-421-20239	Transfer Station Operations	443,454.61	1,769,095.67	1,800,000.00	30,904.33	98.28%
422-421-20240	Advertising/Publications	415.80	482.60	487.00	4.40	99.10%
422-421-20250	Lease of Equipment	587.89	3,413.63	3,600.00	86.37	97.53%
422-421-20251	Lease - Gasquet Transfer Station	0.00	635.63	700.00	64.37	90.80%
422-421-20270	Minor Equipment	1,057.30	5,131.68	5,141.00	9.32	99.82%
422-421-20280	Delivery Service	0.00	403.50	600.00	196.50	67.25%
422-421-20281	Household Hazardous Waste Event	0.00	31,594.00	31,594.00	0.00	100.00%
422-421-20283	Community Clean-up	1,289.13	5,156.52	5,160.00	3.48	99.93%
422-421-20285	Special Dept Expense	70.67	3,381.59	3,389.00	7.41	99.78%
422-421-20286	Cash Over/Under	12.08	467.77	182.00	(285.77)	257.02%
422-421-20288	City Collections	4,445.22	17,785.88	17,790.00	4.12	99.98%
422-421-20290	Travel	782.83	2,872.68	3,000.00	127.32	95.76%
422-421-20297	Vehicle Fuel	86.69	1,755.63	1,800.00	44.37	97.54%
422-421-20301	State Fees	0.00	25,519.00	25,519.00	0.00	100.00%
422-421-20221-060	Printing-Oil Grant - 12/13	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20221-067	Printing-DOC Grant 12/13	0.00	0.00	400.00	400.00	0.00%
422-421-20239-001	Post Closure Maintenance	700.14	6,324.08	6,500.00	175.92	97.29%
422-421-20240-060	Advertising Oil Grant - 12/13	0.00	0.00	3,050.00	3,050.00	0.00%
422-421-20240-067	Advertising- DOC Grant 12/13	0.00	0.00	2,600.00	2,600.00	0.00%
422-421-20240-069	Advertising - DOC Grant 11/12	1,823.90	2,543.90	3,123.00	579.10	81.46%
8/23/2013 19:38:20 422-421-20240-074	Advertising - Oil Grant 11/12	1,875.00	8,878.80	8,900.00	21.20	99.76%

422-421-20286-060	Spec Dept Exp-Oil Grant - 12/13	0.00	0.00	6,500.00	6,500.00	0.00%
422-421-20286-087	Spec Dept Exp-DOC Grant 12/13	0.00	0.00	6,000.00	6,000.00	0.00%
422-421-20286-089	Spec Dept Exp - DOC Grant 11/12	300.00	1,176.00	1,205.00	30.00	97.51%
422-421-20286-074	Spec Dept Exp - Oil Grant 11/12	56.65	670.40	2,158.00	1,487.80	31.07%
422-421-20290-060	Travel-Oil Grant - 12/13	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20290-067	Travel DOC Grant 12/13	0.00	0.00	2,000.00	2,000.00	0.00%
422-421-20290-089	Travel - DOC Grant 11/12	0.00	1,919.48	1,920.00	0.52	99.97%
Total Services and Supplies		612,694.82	2,052,976.73	2,122,826.00	69,849.27	96.71%
422-421-30490	Depreciation Expense	98,009.00	98,009.00	110,267.00	12,258.00	88.88%
Total Other Charges		98,009.00	98,009.00	110,267.00	12,258.00	88.88%
Total Fixed Assets		0.00	0.00	0.00	0.00	0.00%
422-421-70800	ARC Payment OPEB	11,125.00	11,125.00	11,125.00	0.00	100.00%
422-421-70530-025	Interfund-Repayment to County	0.00	203,322.27	203,600.00	177.73	99.91%
422-421-70530-199	Interfund-Cost Plan	4,031.00	48,328.00	48,328.00	0.00	100.00%
Total Intrafund Transfers		15,156.00	262,775.27	262,953.00	177.73	99.93%
Total Expenses		663,888.25	2,919,255.71	2,987,101.00	67,845.29	97.73%
Revenues Over (Under) Expenditures		(78,684.69)	104,773.48	0.00	104,773.48	0.00%

**DNSWMA
GRAND TOTALS
July 2013**

	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	33.47%	
DNCTS Cash Total	38,891.02	19,565.35	58,456.37
DNCTS Charge Total	117,905.75	59,316.18	177,221.93
DNCTS Credit/Debit	15,181.62	7,637.59	22,819.21
<i>DNCTS Totals</i>	<i>171,978.39</i>	<i>86,519.12</i>	<i>258,497.51</i>
Klamath Cash Total		4,231.50	4,231.50
Klamath Charge Total		831.15	831.15
<i>Klamath Totals</i>		<i>5,062.65</i>	<i>5,062.65</i>
Gasquet Cash Total		1,827.56	1,827.56
Gasquet Charge Total			0.00
<i>Gasquet Totals</i>		<i>1,827.56</i>	<i>1,827.56</i>
Adjustments			
<i>GRAND TOTALS</i>	<i>171,978.39</i>	<i>93,409.33</i>	<i>265,387.72</i>

2.5

**MONTHLY SPLIT SHEET
DNSWMA TRANSFER STATION
MONTH: JULY 2013**

Date	Cash	Checks	Cash/Check Total	Visa	Master	Discover	Credit Card Total	Charges	Grand Total	66.53% 91003	33.47% 91004	20286	Total
1	\$ 2,200.29	\$ 440.19	\$ 2,640.48	\$ 616.08	\$ 584.31	\$ 14.05	\$ 1,214.44	\$ 12,221.89	\$ 16,076.81	\$ 1,756.71	\$ 853.77	\$ 1.39	\$ 2,641.87
2	\$ 2,042.42	\$ 502.63	\$ 2,545.05	\$ 472.46	\$ 34.85	\$ 29.16	\$ 536.47	\$ 7,638.41	\$ 10,719.93	\$ 1,693.22	\$ 851.83	\$ 0.04	\$ 2,545.09
3	\$ 1,840.87	\$ 496.12	\$ 2,336.99	\$ 819.23	\$ 89.90		\$ 909.13	\$ 6,706.78	\$ 9,952.90	\$ 1,554.80	\$ 782.19		\$ 2,336.99
4													
5	\$ 1,920.30	\$ 253.52	\$ 2,173.82	\$ 1,223.42	\$ 200.14		\$ 1,423.56	\$ 7,435.54	\$ 11,032.92	\$ 1,446.24	\$ 727.58	\$ (36.01)	\$ 2,167.81
6	\$ 1,811.82	\$ 662.43	\$ 2,474.25	\$ 579.93	\$ 58.95		\$ 638.88	\$ 5,267.49	\$ 8,380.62	\$ 1,646.12	\$ 828.13	\$ 0.64	\$ 2,474.89
7	\$ 1,513.66	\$ 862.03	\$ 2,375.69	\$ 704.88			\$ 704.88	\$ 252.92	\$ 3,333.49	\$ 1,500.55	\$ 795.14	\$ 7.04	\$ 2,382.73
8	\$ 1,795.65	\$ 485.79	\$ 2,281.44	\$ 787.97	\$ 7.00	\$ 16.02	\$ 810.99	\$ 8,460.89	\$ 11,553.32	\$ 1,517.84	\$ 763.60	\$ 0.07	\$ 2,281.51
9	\$ 1,417.97	\$ 369.26	\$ 1,787.23	\$ 590.49	\$ 25.29		\$ 615.78	\$ 7,585.89	\$ 9,988.90	\$ 1,189.04	\$ 598.19	\$ (30.89)	\$ 1,786.34
10	\$ 941.30	\$ 573.35	\$ 1,514.65	\$ 333.61	\$ 7.00		\$ 340.61	\$ 6,457.79	\$ 8,313.05	\$ 1,007.70	\$ 506.95	\$ 0.86	\$ 1,515.31
11	\$ 1,163.47	\$ 256.77	\$ 1,420.24	\$ 460.58	\$ 250.23		\$ 710.81	\$ 6,505.30	\$ 8,636.35	\$ 944.89	\$ 475.35	\$ (30.21)	\$ 1,420.03
12	\$ 1,488.25	\$ 575.28	\$ 2,063.53	\$ 646.23	\$ 189.47		\$ 835.70	\$ 8,754.64	\$ 11,653.87	\$ 1,372.87	\$ 690.66	\$ 0.01	\$ 2,063.54
13	\$ 1,840.55	\$ 686.90	\$ 2,527.45	\$ 946.50	\$ 43.52		\$ 990.02	\$ 417.33	\$ 3,934.80	\$ 1,681.51	\$ 845.94	\$ 3.77	\$ 2,531.22
14	\$ 1,436.47	\$ 593.79	\$ 2,030.26	\$ 504.40			\$ 504.40	\$ 595.46	\$ 3,130.12	\$ 1,350.73	\$ 679.53	\$ (39.14)	\$ 2,021.12
15	\$ 2,089.58	\$ 565.61	\$ 2,655.19	\$ 961.69		\$ 8.37	\$ 970.06	\$ 8,190.64	\$ 11,815.89	\$ 1,766.50	\$ 888.69	\$ (5.76)	\$ 2,649.43
16	\$ 1,050.14	\$ 196.56	\$ 1,246.70	\$ 372.33	\$ 112.13		\$ 484.46	\$ 7,666.64	\$ 9,397.80	\$ 829.43	\$ 417.27	\$ (30.29)	\$ 1,246.41
17	\$ 1,286.12	\$ 227.49	\$ 1,513.61	\$ 483.07	\$ 92.63		\$ 575.70	\$ 7,852.05	\$ 9,941.36	\$ 1,007.00	\$ 506.61	\$ 0.59	\$ 1,514.20
18	\$ 1,171.51	\$ 428.13	\$ 1,599.64	\$ 658.03	\$ 418.58		\$ 1,076.61	\$ 6,879.18	\$ 9,555.43	\$ 1,064.24	\$ 535.40		\$ 1,599.64
19	\$ 1,210.12	\$ 266.66	\$ 1,476.78	\$ 321.16	\$ 5.41	\$ 26.69	\$ 353.26	\$ 7,448.98	\$ 9,279.02	\$ 982.50	\$ 494.28	\$ 1.00	\$ 1,477.78
20	\$ 1,720.41	\$ 583.94	\$ 2,304.35	\$ 868.88	\$ 26.18		\$ 895.06	\$ 142.91	\$ 3,342.32	\$ 1,533.08	\$ 771.27	\$ 0.02	\$ 2,304.37
21	\$ 1,569.79	\$ 351.08	\$ 1,920.87	\$ 824.38	\$ 8.43		\$ 832.81	\$ 335.65	\$ 3,089.33	\$ 1,277.95	\$ 642.92	\$ (30.03)	\$ 1,920.84
22	\$ 1,343.17	\$ 338.68	\$ 1,681.85	\$ 421.18	\$ 179.58		\$ 600.76	\$ 8,585.04	\$ 10,867.65	\$ 1,118.93	\$ 562.92	\$ 0.59	\$ 1,682.44
23	\$ 1,130.62	\$ 353.18	\$ 1,483.80	\$ 131.24	\$ 187.49	\$ 305.70	\$ 624.43	\$ 8,826.60	\$ 10,934.83	\$ 987.17	\$ 496.63	\$ (30.91)	\$ 1,482.89
24	\$ 1,398.44	\$ 319.32	\$ 1,717.76	\$ 617.10	\$ 240.19		\$ 857.29	\$ 5,217.43	\$ 7,792.48	\$ 1,142.83	\$ 574.93	\$ 0.37	\$ 1,718.13
25	\$ 1,541.36	\$ 312.58	\$ 1,853.94	\$ 834.84			\$ 834.84	\$ 8,444.89	\$ 11,133.67	\$ 1,233.43	\$ 620.51	\$ 0.30	\$ 1,854.24
26	\$ 1,406.85	\$ 466.01	\$ 1,871.86	\$ 592.92	\$ 19.66		\$ 612.58	\$ 7,128.47	\$ 9,612.91	\$ 1,245.35	\$ 626.51	\$ 0.26	\$ 1,872.12
27	\$ 1,798.73	\$ 210.68	\$ 2,009.41	\$ 586.94	\$ 112.37		\$ 699.31	\$ 250.01	\$ 2,958.73	\$ 1,336.86	\$ 672.55	\$ (2.25)	\$ 2,007.16
28	\$ 1,898.42	\$ 301.30	\$ 2,129.72	\$ 593.09	\$ 7.02		\$ 600.11	\$ 524.70	\$ 3,254.53	\$ 1,416.90	\$ 712.82	\$ 0.13	\$ 2,129.85
29	\$ 1,441.52	\$ 277.03	\$ 1,718.55	\$ 822.41	\$ 704.28		\$ 1,526.69	\$ 9,390.71	\$ 12,635.95	\$ 1,143.35	\$ 575.20	\$ 0.02	\$ 1,718.57
30	\$ 1,045.76	\$ 195.27	\$ 1,241.03	\$ 349.38	\$ 36.52		\$ 385.90	\$ 6,622.79	\$ 8,249.72	\$ 825.66	\$ 415.37	\$ 0.88	\$ 1,241.91
31	\$ 1,505.56	\$ 354.67	\$ 1,860.23	\$ 553.97	\$ 99.70		\$ 653.67	\$ 5,414.91	\$ 7,928.81	\$ 1,237.61	\$ 622.62	\$ (39.98)	\$ 1,840.25
TOTALS	\$ 45,951.12	\$ 12,505.25	\$ 58,456.37	\$ 18,678.39	\$ 3,740.83	\$ 399.99	\$ 22,819.21	\$ 177,221.93	\$ 258,497.51	\$ 38,891.02	\$ 19,565.35	\$ (27.69)	\$ 58,428.68

Del Norte Solid Waste Management Authority
A/R Aging Summary
 As of July 31, 2013

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Abandoned Vehicle Abatement	1,225.68	0.00	0.00	0.00	91.24	1,316.92
Adventures in Hair	15.67	-9.67	0.00	0.00	0.00	6.00
Affordable Home & Rental Rep.	105.78	0.00	0.00	0.00	0.00	105.78
Aladdin Realty	14.02	6.91	3.11	0.00	0.00	24.04
Alexandre EcoDairy Farms	476.17	280.46	0.00	0.00	0.00	756.63
Bad Checks/Co Collector	0.00	0.00	0.00	0.00	43.78	43.78
Bart Kast Builders	0.00	68.30	0.00	0.00	0.00	68.30
Benner Mini Storage	62.29	0.00	0.00	0.00	0.00	62.29
Bommelyn Construction	282.32	84.28	0.00	0.00	11.05	377.65
Borges Dairy	182.60	0.00	0.00	0.00	0.00	182.60
C.A.R.R.E. / Full - Spectrum	129.23	0.00	0.00	0.00	0.00	129.23
Cal-Fire	16.54	0.00	0.00	0.00	0.00	16.54
California Auto Image	162.93	0.00	0.00	0.00	0.00	162.93
California Construction Co.	392.85	0.00	0.00	0.00	0.00	392.85
California Dept. of Fish & Wildlife	31.02	0.00	0.00	0.00	0.00	31.02
California Dept. Parks & Rec.	1,450.59	723.29	0.00	0.00	0.00	2,173.88
California Used Oil Recycling	0.00	0.00	0.00	0.00	-15,000.00	-15,000.00
Castal Rock Countertop's	26.69	0.00	0.00	0.00	0.00	26.69
Certified Plumbing Co.	0.00	0.00	6.90	0.00	0.00	6.90
Cetnar Construction Inc.	73.04	0.00	0.00	0.00	0.00	73.04
City of Crescent City.	150.61	0.00	0.00	0.00	0.00	150.61
College of the Redwoods	19.66	0.00	0.00	0.00	0.00	19.66
Combined Maintance Services	480.01	411.55	438.26	0.00	0.00	1,329.82
Cory, Charles	0.00	0.00	0.00	0.00	576.49	576.49
Crescent Ace Hardware.	0.00	0.00	0.00	0.00	0.00	0.00
Crescent City KOA	644.71	0.00	0.00	0.00	0.01	644.72
Crescent City Nursing & Rehab	0.00	85.19	0.00	0.00	0.00	85.19
Crescent City, Harbor	973.39	0.00	0.00	0.00	0.01	973.40
Crescent Fire Protection Dist.	45.12	0.00	0.00	21.98	0.00	67.10
DEBIT	0.00	0.00	0.00	0.00	190.46	190.46
Del Norte Ambulance	44.95	23.49	0.00	0.00	0.00	68.44
Del Norte County Road Dept.	32.68	130.78	0.00	41.88	618.82	824.16
Del Norte Parks & Recreation	772.41	507.95	556.44	504.33	4,240.36	6,581.49
Del Norte Realty	1,094.07	0.00	0.00	0.00	-365.71	728.36
Del Norte Roofing	1,064.69	251.45	0.00	0.00	0.00	1,316.14
Del Norte Solid Waste Mngmt	340.36	86.83	2.76	507.05	2,008.87	2,945.87
Direct TV	14.05	0.00	0.00	0.00	6.91	20.96
DN Fire Safe Council	0.00	0.00	0.00	0.00	37.30	37.30
DN Unified School District	202.44	0.00	0.00	0.00	0.00	202.44
DNC Building Maintenance	7.00	31.78	19.34	0.00	140.99	199.11
DNC Code Enforcement - Blight	0.00	0.00	0.00	0.00	1,127.61	1,127.61
DNC Public Nuisance Abatement	141.86	73.04	0.00	0.00	7,423.22	7,638.12
Dutra Materials	0.00	0.00	0.00	0.00	9.67	9.67
E & M Construction	48.22	0.00	0.00	0.00	0.00	48.22
Elk Valley Casino	0.00	0.00	0.00	0.00	5.53	5.53
Elk Valley Rancheria	0.00	12.19	4.46	0.00	0.00	16.65
Elk Valley Storage	16.85	84.30	0.00	0.00	0.00	101.15
Ellers Fort Dick Market	258.45	0.00	0.00	0.00	0.50	258.95
Extra Muscle - Joel Johnson	196.65	59.67	0.00	0.00	0.00	256.32
FRANKLIN	14.02	8.29	0.00	0.00	0.00	22.31
Franklin's Plumbing	0.00	0.00	0.00	0.00	45.59	45.59
G. H. Outreach	230.34	0.00	0.00	0.00	0.00	230.34
Gasquet Mobile Home Park	26.15	0.00	0.00	0.00	0.00	26.15
Golden State Construction	315.15	0.00	0.00	0.00	0.00	315.15
GR Construction	40.73	0.00	0.00	0.00	0.00	40.73
Green Scapes	74.42	-156.18	300.60	0.00	0.00	218.84
Griffin's Furniture Outlet	282.51	0.00	0.00	0.00	0.00	282.51
Hambro Forest Products, Inc.	61.80	31.78	0.00	0.00	0.00	93.58
Hambro/Waste Solutions Group	1,617.40	0.00	0.00	0.00	-17.04	1,600.36
HASP / Jordan Recovery Centers	416.54	0.00	0.00	0.00	0.00	416.54
Hintz Construction	0.00	0.00	0.00	0.00	127.60	127.60
Humane Society Of Del Norte	0.00	0.00	0.00	0.00	0.00	0.00
Humboldt Moving & Storage	0.00	44.21	0.00	0.00	0.00	44.21
Investment Realty	178.39	66.66	0.00	0.00	0.00	245.05
Jacob R. Crager	102.54	0.00	0.00	0.00	44.00	146.54
Klamath Transfer Station	0.00	0.00	0.00	0.00	60.47	60.47

Del Norte Solid Waste Management Authority
A/R Aging Summary
 As of July 31, 2013

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Larry Hartwick Construction	240.19	0.00	0.00	0.00	0.00	240.19
Larson Services	47.76	42.05	71.09	20.72	29.01	210.63
Lehman Property Management	0.00	0.00	0.00	0.00	1,885.22	1,885.22
Lesina Trucking	9.83	0.00	0.00	0.00	0.00	9.83
Lighthouse Community Church	25.28	0.00	15.33	0.00	0.00	40.61
Lighthouse Repertory Theatre	35.12	0.00	0.00	0.00	0.00	35.12
LNL Design and Construction	0.00	41.46	0.00	0.00	0.00	41.46
Loren Stonebrink's Const.	139.06	0.00	0.00	0.00	0.00	139.06
Lucero, Steven	20.31	0.00	0.00	0.00	0.00	20.31
Lucky 7 Casino	147.42	0.00	0.00	0.00	0.17	147.59
Malloroy Construction	98.32	0.00	0.00	0.00	0.00	98.32
Mark Wooding Construction	0.00	0.00	0.00	0.00	-120.00	-120.00
Mastaloudis Homes Inc.	89.19	0.00	0.00	0.00	0.00	89.19
Ming Tree Real Estate	0.00	0.00	0.00	0.00	-16.10	-16.10
Moen Investments	0.00	0.00	0.00	0.00	0.00	0.00
Mountain Power Tree Co.	27.15	0.00	0.00	0.00	0.00	27.15
Mow Blow and Go	0.00	0.00	0.00	0.00	0.00	0.00
Newey, Harold L.	0.00	0.00	0.00	0.00	13.95	13.95
Norbury Construction	0.00	0.00	0.00	0.00	116.70	116.70
North Coast Properties	101.21	0.00	0.00	0.00	-10.73	90.48
North Woods Realty	218.39	0.00	0.00	0.00	0.00	218.39
Northcoast Marine Mammal Ctr.	7.00	0.00	0.00	0.00	0.00	7.00
Northridge Electric	653.77	-0.20	0.00	0.00	0.00	653.57
Pappas Dry Wall	7.00	0.00	0.00	0.00	0.00	7.00
Peasley's Property Mang.	53.38	34.54	0.00	0.00	0.00	87.92
Pelican Bay Evangelical Free Church	16.83	-0.72	0.00	0.00	0.00	16.11
Pelican Bay Roofing Co.	1,344.20	0.00	0.00	0.00	0.00	1,344.20
Ptunkett's Family Painting	7.02	0.00	0.00	0.00	0.00	7.02
Red Sky Roofing	6,732.22	5,936.74	5,413.35	0.00	0.00	18,082.31
Redwood Coast Vacation Rentals	7.02	0.00	0.00	0.00	0.00	7.02
Redwood Community Action Agency	173.83	0.00	0.00	0.00	0.00	173.83
Redwood National Park	1,520.76	884.68	577.62	0.00	3,157.92	6,140.98
Reservation Ranch	1,203.74	0.00	0.00	0.00	0.00	1,203.74
Richard Brown Construction	18.34	0.00	0.00	0.00	0.00	18.34
Richterich & Jones Const	271.08	0.00	0.00	0.00	0.00	271.08
Ritchie Homes	623.63	0.00	0.00	0.00	0.00	623.63
Ron's Hauling	0.00	0.00	0.00	0.00	-5.00	-5.00
Roy Rook Construction	693.88	0.00	0.00	0.00	0.00	693.88
Ruiz Construction	0.00	-13.80	0.00	0.00	0.00	-13.80
Schnacker's General Hauling	14.02	27.63	0.00	0.00	0.00	41.65
Seabreeze Apartments	49.91	-78.92	0.00	0.00	0.00	-29.01
Seagull Apartments	36.35	0.00	29.01	0.00	0.00	65.36
Seawood Village	9,278.14	0.00	0.00	0.00	0.00	9,278.14
Shangri-la Trailer Court	0.00	0.00	0.00	0.00	0.04	0.04
Smith River Equipment	15.45	0.00	0.00	0.00	0.00	15.45
Sprint Courier Service	44.95	0.00	0.00	0.00	0.00	44.95
Spruce Haven Mobile Home Park	0.00	0.00	0.00	0.00	0.00	0.00
Stephen F White Gen.Cont. Inc.	17.86	0.00	0.00	0.00	0.00	17.86
Stone Roofing	2,234.45	0.00	0.00	0.00	0.00	2,234.45
Stremberg Realty	14.05	0.00	0.00	0.00	-0.45	13.60
SWEEP ALOT	0.00	0.00	0.00	0.00	0.00	0.00
Tab & Associates	507.89	0.00	0.00	0.00	0.02	507.91
Thermo Fluids, Inc. / Outbound OIL	0.00	0.00	-10.49	0.00	-45.31	-55.80
Thomas Gavin Construction	7.02	0.00	0.00	8.29	0.00	15.31
Tim Haban Construction	39.33	0.00	0.00	0.00	0.00	39.33
Totem Villa Apartments	0.00	-27.92	0.00	0.00	0.00	-27.92
TRKLA/TRGAS BINS AND LF BINS	6,969.01	4,468.33	5,736.73	4,915.87	43,685.95	65,775.89
U.S. Forest Service-Gasquet CA	0.00	0.00	0.00	0.00	1,120.96	1,120.96
V Primo Construction	0.00	-45.97	0.00	0.00	0.00	-45.97
Van Arsdale Construction	2,118.15	0.00	0.00	0.00	0.00	2,118.15
Van Nocker's Cleaning	21.07	0.00	0.00	0.00	0.00	21.07
VISA	0.00	0.00	0.00	0.00	19.26	19.26
Wigley Contracting	47.75	0.00	-2.53	0.00	0.00	45.22
Winn's Maintenance Service	0.00	0.00	0.00	0.00	-25.00	-25.00
Your Creation	0.00	0.00	0.00	0.00	1,092.66	1,092.66

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Del Norte Solid Waste Management Authority
A/R Aging Summary
As of July 31, 2013

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Yurok Indian Housing Authority	-11.29	-598.85	0.00	0.00	-123.07	-733.21
Yurok Tribe	228.47	-207.84	0.00	0.00	0.00	20.63
TOTAL	<u>50,721.10</u>	<u>13,367.76</u>	<u>13,161.98</u>	<u>6,020.12</u>	<u>52,203.93</u>	<u>135,474.89</u>

DNSWMA**KLAMATH TRANSFER STATION CASH****JULY 2013**

Date	Amount to	TOTAL
	422-421-	CASH
	91004	AMOUNT
July 3, 2013	461.83	461.83
July 5, 2013	160.74	160.74
July 7, 2013	572.82	572.82
July 10, 2013	382.46	382.46
July 12, 2013	39.74	39.74
July 14, 2013	632.50	632.50
July 17, 2013	141.77	141.77
July 19, 2013	120.79	120.79
July 21, 2013	351.45	351.45
July 24, 2013	372.24	372.24
July 26, 2013	153.98	153.98
July 28, 2013	594.56	594.56
July 31, 2013	246.62	246.62
		0.00
		0.00
	4,231.50	4,231.50

DNSWMA**KLAMATH TRANSFER STATION - CHARGE****JULY 2013**

Date	Charge Name	Receipt #	Amount to 422-421- 91004	TOTAL
July 10, 2013	Yurok Tribe IHA	474143	106.23	106.23
July 10, 2013	Yurok Tribe IHA	474144	131.49	131.49
July 10, 2013	Newey	474145	28.44	28.44
July 12, 2013	Yurok Tribe IHA	474146	113.94	113.94
July 17, 2013	Yurok Tribe IHA	474147	144.85	144.85
July 17, 2013	Yurok Tribe IHA	474148	84.80	84.80
July 17, 2013	Yurok Tribe IHA	474149	84.80	84.80
July 17, 2013	Yurok Tribe IHA	474150	99.66	99.66
July 21, 2013	Newey	474151	22.74	22.74
July 24, 2013	Yurok Tribe IHA	474152	14.20	14.20
				0.00
TOTAL			\$831.15	\$831.15

DNSWMA

GASQUET TRANSFER STATION - CASH

JULY 2013

Date	Amount to 422-421- 91004	TOTAL CASH AMOUNT
July 6, 2013	431.43	431.43
July 11, 2013	161.09	161.09
July 13, 2013	282.00	282.00
July 18, 2013	184.00	184.00
July 20, 2013	284.76	284.76
July 25, 2013	168.26	168.26
July 27, 2013	316.02	316.02
		0.00
		0.00
		0.00
		0.00
TOTALS	1,827.56	1,827.56

DAILY TICKET REPORT				
DNSWMA TRANSFER STATION				
MONTH: JULY 2013				
	BEGIN	END	VOIDED TICKETS	TICKET COUNT
Date				
1	710093	710363		271
2	710364	710589		226
3	710590	710807		218
4	710808	710807		0
5	710808	711037	1	229
6	711038	711263	2	224
7	711264	711445		182
8	711446	711647		202
9	711648	711849		202
10	711850	712016		167
11	712017	712210	2	192
12	712211	712427		217
13	712428	712654		227
14	712655	712834	1	179
15	712835	713047		213
16	713048	713201		154
17	713202	713361	1	159
18	713362	713536	1	174
19	713537	713711	2	173
20	713712	713890		179
21	713891	714073	1	182
22	714074	714281	2	206
23	714282	714435	3	151
24	714436	714621	1	185
25	714622	714785		164
26	714786	714966		181
27	714967	715148		182
28	715149	715347	1	198
29	715348	715558		211
30	715559	715693	3	132
31	715694	715863	1	169
TOTAL			0	5749

AUTHORITY REVENUE REPORT July 2013

Source	2012/2013		2013/2014		Comparison FYE13 & FYE14	Over Budget
	Actual Annual	Budget/Year	Actual/Month	Budget/Month		
Authority	\$ 987,823.58	\$ 912,246.00				
Service Fees						
	Actual/Month		Actual/Month			
	July \$ 87,408.81		July \$ 93,409.33		\$ 6,000.52	\$ 17,389.33
	August \$ 92,633.00		August		-	-
	September \$ 92,928.94		September		-	-
	October \$ 82,747.57		October		-	-
	November \$ 70,958.14		November		-	-
	December \$ 69,914.88		December		-	-
	January \$ 76,314.02		January		-	-
	February \$ 67,164.38		February		-	-
	March \$ 75,367.06		March		-	-
	April \$ 79,472.08		April		-	-
	May \$ 80,976.27		May		-	-
	June \$ 79,058.07		June		-	-
Total	\$ 954,943.22	\$ 6,000.52	Total	\$ 93,409.33		\$ 17,389.33

June 2013

REPORT

REVENUE

AUTHORITY

Source	2011/2012		2012/2013		Comparison FYE12 & FYE13	Actual/Month	Actual/Month	Over Budget
	Actual Annual	Budget/Year	Budget/Month	Budget/Year				
Authority	\$ 987,823.58	\$ 912,246.00	\$ 76,020.00	\$ 912,246.00				
Service Fees								
	July	\$ 91,316.00	\$ 87,408.81	\$ 11,388.81	\$ (3,907.19)	July	\$ 87,408.81	\$ 11,388.81
	August	\$ 98,511.00	\$ 92,633.00	\$ 16,613.00	\$ (5,878.00)	August	\$ 92,633.00	\$ 16,613.00
	September	\$ 90,294.02	\$ 92,928.94	\$ 16,908.94	\$ 2,634.92	September	\$ 92,928.94	\$ 16,908.94
	October	\$ 81,444.29	\$ 82,747.57	\$ 6,727.57	\$ 1,303.28	October	\$ 82,747.57	\$ 6,727.57
	November	\$ 68,955.61	\$ 70,958.14	\$ (5,061.86)	\$ 2,002.53	November	\$ 70,958.14	\$ (5,061.86)
	December	\$ 79,561.48	\$ 69,914.88	\$ (6,105.12)	\$ (9,646.60)	December	\$ 69,914.88	\$ (6,105.12)
	January	\$ 86,911.76	\$ 76,314.02	\$ 294.02	\$ (10,597.74)	January	\$ 76,314.02	\$ 294.02
	February	\$ 72,975.87	\$ 67,164.38	\$ (8,855.62)	\$ (5,811.49)	February	\$ 67,164.38	\$ (8,855.62)
	March	\$ 78,875.22	\$ 75,367.06	\$ (652.94)	\$ (3,508.16)	March	\$ 75,367.06	\$ (652.94)
	April	\$ 73,724.03	\$ 79,472.08	\$ 3,452.08	\$ 5,748.05	April	\$ 79,472.08	\$ 3,452.08
	May	\$ 83,672.34	\$ 80,976.27	\$ 4,956.27	\$ (2,696.07)	May	\$ 80,976.27	\$ 4,956.27
	June	\$ 81,581.96	\$ 79,058.07	\$ 3,038.07	\$ (2,523.89)	June	\$ 79,058.07	\$ 3,038.07
	Total	\$ 987,823.58	\$ 954,943.22	\$ 42,703.22	\$ (32,880.36)	Total	\$ 954,943.22	\$ 42,703.22



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531
Phone (707) 465-1100 Fax (707) 465-1300

Staff Report

Date: 21 August 2013
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. - Acting Director / Program Manager
File: 012103
Tedd

Subject: Accepting cash payments at the Del Norte County Transfer Station

Summary / Recommendation: That the Board take no action, and continue to accept cash, credit and debit cards, California checks, and commercial charge accounts at the Del Norte County Transfer Station (DNCTS) for the convenience of our customers.

Background: Commissioner Gitlin asked that this item be placed on the agenda for Board to discuss the potential for eliminating cash transactions at the DNCTS.

At the last regular Authority meeting in July, Chair Enea announced that over \$27,000 of Authority revenues were not properly accounted for. Staff presume that this suggestion to reduce cash transactions is intended to enhance security and controls on cash payments received at this facility, though it is not clear how such a policy change might effectively address any accounting issues of concern.

Currently, credit and debit card payments may be made only at the Del Norte County Transfer Station. Until and unless there are power and phone connections at the Gasquet and Klamath small-volume transfer stations, credit and debit card transactions will not be available at these facilities, and so cash transactions will need to continue at these facilities regardless of the policy adopted for transactions at the DNCTS.

Under Federal statute 31 USC 5103, legal tender United States coins and currency (including Federal Reserve Notes and circulating notes of Federal Reserve Banks and National banks) are legal tender for all debts, public charges, taxes, and dues. The charges at the Del Norte County Transfer Station are assessed after

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materials are unloaded, and so currency and coins have been accepted means of payment for these public charges.

Analysis: In July 2013, over 58% (3,255 of 5,600 paid transactions) of customers at the Del Norte County Transfer Station paid with cash, averaging about 108 customers per day paying with cash. Eliminating cash as a payment option would likely pose a significant inconvenience for many of these customers.

Reducing or eliminating cash transactions, if widely known throughout the community, could reduce the potential for robberies. Likewise, such a change could also increase the number of circumstances when customers lack a means to make payment after unloading their materials, and an increase in the use of checks and check-related problems (insufficient funds, out-of-area checks, etc.).

Even with public service announcements and advertising, requiring payment using only checks, credit or debit cards, or commercial charge accounts would create a significant disruption of current operations at the Del Norte County Transfer Station. Before such a dramatic shift in payment terms is implemented, staff recommend extensive outreach efforts to the general public explaining: 1) the reasons for implementing such a policy, 2) how this will enhance or improve services to the public, and 3) how customers without credit or debit cards would most conveniently make arrangements so they could obtain a credit or debit card for use at the DNCTS.

In response to such a policy shift, some self-haul customers may opt to set up a commercial charge account at the DNCTS rather than obtaining a credit or debit card. As Authority staff must maintain such charge account records for not less than three years, increasing the number of commercial charge accounts would also increase the costs to establish and maintain such accounts.

Alternative: The Board could take the following alternative action:

1. Adopt a policy to transition away from cash transactions at the Del Norte County Transfer Station. This policy is not recommended because:

- a) Over half of customers using the Del Norte County Transfer Station currently pay by cash;
- b) This change would decrease customer convenience for over half of DNCTS customers and increase Authority expenses for these transactions;
- c) Transitioning away from cash transactions would require significant public outreach to notify customers before making such a change; and
- d) The potential benefit to the public from such a change in policy has not been clearly explained.

If this policy to eliminate cash transactions at the DNCTS is adopted, staff recommend that an item be placed on the agenda for the next regular Authority meeting to further discuss how customers would be informed and how such a change in policy might be implemented.

Fiscal Impact: Adopting policies that shift customers from cash transactions to using credit or debit card would also increase the cost for each transaction. The Authority's card processing service, Global Payments, assesses \$20 in monthly fees (including \$10/ month for support) plus transaction fees. Transaction fees are \$0.19 per credit card transaction, plus 1.775% of that transaction if the card is a VISA, and 1.875% if the card is Master Card or Discover. If a debit card is used, the charges are \$0.23 per transaction plus 1.495%. If all cash customers using the Del Norte County Transfer Station were to use VISA cards instead, the Authority's costs for these same transactions would have increased by over \$1,650.00 just for the month of July.



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531
Phone (707) 465-1100 Fax (707) 465-1300

Staff Report

Date: 21 August 2013
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. - Acting Director / Program Manager
File: 012103

Subject: Accepting payments by check at the Del Norte County Transfer Station

Summary / Recommendation: That the Board take no action, and continue to accept cash, credit and debit cards, California checks and commercial charge accounts at the Del Norte County Transfer Station (DNCTS) for the convenience of our customers.

Background: Commissioner Gitlin asked that this item be placed on the agenda for Board to discuss the potential for eliminating checks as payment for transactions at the DNCTS.

Currently, California checks are accepted as payment at the Del Norte County Transfer Station as well as at the Gasquet and Klamath small-volume transfer stations. The Board has previously directed that out-of-State checks are not accepted at any Authority facility as there are limitations on how such debts can be collected if an out-of-State check has insufficient funds or is not completed correctly.

Analysis: In July 2013, 9% (504 of 5,600 paid transactions) of customers at the Del Norte County Transfer Station paid using a California check, averaging about 17 customers per day paying by check, not including commercial accounts that are most often also paid by check. Eliminating checks as a payment option could likely pose an inconvenience for some or most of these customers.

Reducing or eliminating check transactions could reduce some of the issues associated with checks, though the Authority has not had a single check with insufficient funds for the past five months. Under the Director's Report, I discuss two

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procedural changes already implemented this month to address issues associated with processing checks with insufficient (NSF) funds, and to address checks that are incomplete or completed in a way that prevents those checks from being cashed by the bank.

Between 5 and 10 times each week, customers without commercial charge accounts are allowed to leave an 'open check,' signed and made payable to DNSWMA with a blank amount. This service is especially appreciated when a single customer has multiple drivers and multiple vehicles delivering materials for disposal for a short period of time, such as when an out-of-town property owner is paying for the clean-up of a Del Norte County property or a landlord is cleaning a property between tenants.

Using an 'open check,' a contractor can deliver several loads to the Del Norte County and pay with a single check. This kind of 'open check' service would not be as secure for credit or debit transactions as the customer would have to leave all the necessary card information with the gate attendant. To avoid potential insecurity of customer card information, apart from the moment a card is swiped, under most circumstances Authority employees do not have access to customer card information. Such an 'open credit card' process could also potentially violate some of the requirements of the annual certification of PCI compliance procedures the Authority is required to follow to protect customer card information. The options for such out-of-town customers would be limited, as the Authority currently tries not to establish temporary commercial charge accounts for out-of-County businesses.

Even with public service announcements and advertising, requiring payment using only cash, credit or debit cards, or commercial charge accounts would create a significant disruption of current operations at the Del Norte County Transfer Station. Before such a dramatic shift in payment terms is implemented, staff recommend extensive outreach efforts to the general public explaining: 1) the reasons for implementing such a policy, 2) how this will enhance or improve services to the public, and 3) when and how this new policy will be implemented.

In response to such a policy shift, some self-haul customers may opt to set up a commercial charge account at the DNCTS rather than obtaining a credit or debit card. As Authority staff must maintain such charge account records for not less than three years, increasing the number of commercial charge accounts would also increase the costs to establish and maintain such accounts. Furthermore, there are many commercial customers who have fewer than four transactions at the Transfer Station per year. Shifting such customers from check payment to some other means would increase the costs to track such accounts.

According to Administrative Assistant Isabel Valdez, at least 95% of commercial charge account customers pay using a check. If a 'no checks' policy was to be adopted, Authority staff would need direction regarding if and how to accept checks sent to pay invoices and statements for commercial charge accounts, and how the Board intends staff to communicate this change in policy affecting nearly all Authority commercial charge account customers. Also, the Authority has not yet been fully set up to receive payments for commercial charge accounts using credit or debit cards in

the Authority office, and that should be done prior to eliminating check payments.

Alternatives: The Board could take the following alternative actions:

1. **Direct staff to investigate the potential advantages and costs of using a digital check scanner at the Del Norte County Transfer Station and possibly also in the Authority office to facilitate the processing of checks.** This policy is not recommended at this time due to current limited administrative staff capacity. As the Gasquet and Klamath transfer stations do not have power or reliable cell phone reception, such a policy would not be considered for those facilities.

2. **Adopt a policy to transition away from all checks as payments for transactions at the Del Norte County Transfer Station.** This policy is not recommended because:
 - a) Nearly ten percent of customers using the Del Norte County Transfer Station currently pay by check;
 - b) This change would decrease customer convenience for these DNCTS customers;
 - c) Transitioning away from all checks would require significant public outreach to notify customers before making such a change;
 - d) This policy would effectively eliminate the 'open check' service which is regularly used particularly for properties with out-of-County owners, and such properties can be sources of blight if not cleaned up;
 - e) Eliminating check payments for commercial charge accounts would be a dramatic shift in policy for nearly all of those customers; and
 - f) The potential benefit to the public from such a change in policy has not been clearly explained.

If this policy to eliminate check transactions at the DNCTS is adopted, staff recommend that an item be placed on the agenda for the next regular Authority meeting to further discuss how customers would be informed and how such a change in policy might be implemented.

If the Board adopts policies to eliminate both cash and checks as means of payment, staff recommend implementation of these policies be deferred until a new Director is hired as such dramatic shifts in policy would warrant extensive public outreach before implementation.

Fiscal Impact: Adopting policies that shift customers from check transactions to using credit or debit card would also increase the cost for each transaction. The Authority's card processing service, Global Payments, assesses \$20 in monthly fees (including \$10/ month for support) plus transaction fees. Transaction fees are \$0.19 per credit

card transaction plus 1.775% of that transaction if the card is a VISA and 1.875% if the card is Master Card or Discover. If a debit card is used the charges are \$0.23 per transaction plus 1.495%. If all check customers and commercial charge account customers using the Del Norte County Transfer Station were to use debit or cards instead, the Authority's costs for these same transactions would increase substantially.

RESOLUTION NO. 2013-02

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE DEL NORTE SOLID WASTE MANAGEMENT
AUTHORITY APPOINTING A CLERK OF THE BOARD**

WHEREAS, the Board of Commissioners convenes monthly to conduct business of the Del Norte Solid Waste Management Authority; and

WHEREAS, the Board of Commissioners requires the services of a clerk attest and sign minutes of the meetings, attest signatures, and other common tasks assigned to clerks of governing boards;

NOW THEREFORE BE IT RESOLVED that Commissioner and Secretary Rick Holley is appointed to serve as Clerk of the Board of Commissioners of the Del Norte Solid Waste Management Authority until his term as Commissioner expires.

PASSED AND ADOPTED by the Board of Commissioners of the Del Norte Solid Waste Management Authority this 27th day of August, 2013.

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Rich Enea, Chair
Del Norte Solid Waste Management Authority

Tedd Ward, Acting Director, Program Manager, and Clerk of the Board
Del Norte Solid Waste Management Authority

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**CRESCENT CITY / DEL NORTE COUNTY
CHAMBER OF COMMERCE**

1001 Front Street ▪ Crescent City CA 95531 ▪ www.delnorte.org
PHONE 707.464.3174 ▪ TOLL FREE 800.343.8300 ▪ FAX 707.464.9676

July 23, 2013

Solid Waste Management Board of Directors
1700 State Street
Crescent City, CA 95531
707-465-1100

To the Solid Waste Management Board of Directors:

The Crescent City-Del Norte County Chamber of Commerce is requesting a fee waiver for the disposal of dumpsters from the Annual Sea Cruise which will be held October 12, 2013 at Beachfront Park. Hambros has agreed to waive their fees.

We really appreciate the support your organization has provided for our community festivals. We look forward to teaming with Solid Waste Management for future events.

If you have any questions, please call the Chamber office at 707-464-3174. I would be happy to discuss the nature of this request.

Respectfully,

A handwritten signature in cursive script that reads "Jeff Parmer".

Jeff Parmer
Executive Director
Crescent City- Del Norte County Chamber of Commerce
707-464-3174
jparmer@delnorte.org

DEL NORTE COUNTY / DEL NORTE SOLID WASTE MANAGEMENT
AUTHORITY Range: 24

JOB TITLE: REFUSE SITE ATTENDANT:

DESCRIPTION OF BASIC FUNCTION:

To perform daily operational duties at the County Refuse Site including the prompt opening and closing of the site; calculation and collection of fees, preparing and making the deposits of the fees.

ESSENTIAL DUTIES: Essential job duties may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Performs daily preparation of the site including unlocking gates, ensuring bins are available for use and the closing at the end of the workday.

Estimates quantity of refuse brought for disposal.

- Calculates and collects fees based upon the quantities, writes receipts and prepares deposit documentation.

Balances petty cash and/or daily cash flow.

- Maintains files of relevant records for possible auditing and verifications at a later date.

- ° Prepares and processes refuse data and reports.

- ° Assists and directs the general public in site routine.

- Monitors incoming refuse and determines its acceptability for site disposal.

- O Performs related duties as required.

REFUSE SITE ATTENDANT (CONT)

- Ability to do rapid calculations.
- Ability to control cash flow and make change.
- Ability to collect and secure daily receipts.

Ability to calculate and compile basic volume statistics pertaining to refuse collection.

- Ability to deal with general public in a courteous manner.

May require:

- Ability to work as much as 10 or 11 hours one, two or three days a week during certain times of year.

Minimum Qualifications:

- Graduation from high school or sufficient formal and/or informal education at a level necessary for successful performance of duties supplemented with course work in mathematics.
- Possession of a valid California Driver's License.

This work consists of unskilled and semi-skilled duties at a journeyman level.

RESPONSIBILITY:

JOB REQUIREMENTS QUALIFICATIONS AND DIFFICULTY OF WORK:

Requires:

- Knowledge of basic mathematics.

O Ability to be bondable.

Employees in this classification receive direct supervision within a framework of standard policies and procedures. Errors in work or judgment could result in unsightly condition of refuse site, loss of time and money, safety hazards to the public, and/or poor community relations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

- While performing the duties the employee is regularly required to sit, talk, hear, and use hands and fingers.

The employee is frequently required to stand, walk and drive

- The employee is occasionally required to reach with hands and arms, and to stoop, kneel or crouch.
- The ability to operate a keyboard/typewriter, copier, facsimile machine and like equipment is required.

Transfer Station Gate Attendant Training Checklist

updated 31 May 2013

Topic / Activity / Procedure	Trained by	Understood
Daily Bag: contents, use		
Opening Gates, keys, alarm codes, alan head wrench		
Scale operation, zeroing		
Setting Inbound and Outbound scales		
Use of ScaleCom and Scale Management System software		
Use of slider and X-Charge software for processing debit and credit cards		
Truck Codes		
Customer Codes		
Customer numbers & Locations		
Material Types		
Price Lists and other handouts for customers		
Charge Account Procedures - Who Can Charge / Changes / Closed Accounts		
Use of Signature Pad		
Receiving payment by check : To, Amount, Address, Signature		
Entering cash received, counting back change		
Getting more change when you need it		
Regular tickets		
Split tickets		
Adding undeclared materials to a ticket		
When to write down the wieght just in case...		
Directing customers to brush, TV, HHW, concrete, asphalt, clean wood		
Approval process for charging to DNSWMA		
Sharps, electronics, flo tubes, household batteries		
Asbestos policies and bags, concrete <18" no steel, soil acceptance		
Reuse Table, Liability release forms		
Lunch & break policies		
If the computer stops working...		
Directing traffic: gates & lights		
If the line gets too long...		
Walkie talkies: talking to HWSG		
Putting Daily tickets in order		
Day End Reports		
Balancing cash at end of day - Completing Daily Reconciliation Form		
Regular Backup throughout the day		
Alarming, locking up, bag in the drop box, leaving		
TS Operations & Gate memos		
Talking with customers / Candy and Dog Treats		
Advising customers on tarping loads, pets		
When customer don't have \$\$ to pay		
If customers have a complaint or make you uncomfortable		
Who to call for backup, who else to call if you get no answer		
Safety: Vests, trip hazards		
Keeping the gatehouse work area clean		
Soaking up oil spots on the scale		
Emergency Procedures		
Explanation of Personnel Policies		
Vacation request procedures		
Monthly scheduling procedure		
Completing, signing, and turning in time cards		
How you get paid and/or reimbursed		
Gasquet / Klamath Training:		
Checking your equipment before you drive		
Company truck usage and mileage reimbursement		
Opening the small transfer stations		
Cranking the lids open on the bins		
Measuring space used in each bin		
Measuring customer's loads & calculating charges		
Writing receipts		
Balancing at the end of the day		
Locking Up & Returning your bag to the office		

Annual Report Summary: Del Norte Solid Waste Management Authority (2012)

This Annual Report Summary is an official record of your CalRecycle Electronic Annual Report submission, except for your Venue/Event section information, which is contained in a separate report. You may reach that section from the Electronic Annual Report's left navigation bar.

Before submitting your report to CalRecycle, please take the time to review everything on this page to confirm it is complete and correct. If you need to modify some information, close this window to return to the Electronic Annual Report to make your corrections. Then, preview the report again.

Summary Generated On: Wednesday, August 21, 2013 at 4:05 PM

Summary Jurisdiction: Del Norte Solid Waste Management Authority Report Year 2012 Filed: Report Status: Due	Jurisdiction Contact Jurisdiction Tedd Ward Contact: Address: 1700 State St Crescent City, CA 95531 Phone (707) 465-1100 Number: Fax Number: (707) 465-1300 Email tedd@recycledelnorte.ca.gov Address: Update http://www.calrecycle.ca.gov Contact Info: /LGCentral/Contacts/ContactChg.htm
Submitted Information Date Report Submitted: Not Submitted Report Submitted By: Not Submitted	

Disposal Rate Calculation																			
Definition of Terms Reporting-Year Disposal Amount (tons) – defaults to the total tonnage disposed in the Reporting-Year by a jurisdiction as reported to the Disposal Reporting System (DRS). Disposal contains all jurisdiction waste that was disposed in CA landfills, transformation facilities, and exported out-of-state. Any changes will require you submit a Reporting Year Disposal Modification Certification Sheet (PDF) . See User's Guide or contact LAMD representative if uncertain. Disposal Reduction Credits - the EAR calculator will subtract these credits from your requested total in the Reporting-Year Disposal Amount field. Requesting credits will require you submit a Reporting Year Disposal Modification Certification Sheet (PDF) . Descriptions of these credits can be found on that sheet. See EAR User's Guide or contact LAMD representative if uncertain. Reporting-Year Transformation Waste (tons) – defaults to the total tonnage of waste sent in the Reporting-Year by a jurisdiction to a CalRecycle-permitted transformation facility as reported to the Disposal Reporting System (DRS). Transformation is factored into the Per Capita rate only, and is not deductible. To eliminate the Per Capita credit for transformation tonnage, change the <i>Reporting-Year Transformation Waste (tons)</i> number to 0.00. Reporting-Year Population – January 1st estimate of the number of inhabitants occupying a jurisdiction in the Reporting-Year as prepared by the California Department of Finance (DOF) Reporting-Year Employment – the estimate of the annual average number of employees by jurisdiction in the Reporting-Year as prepared by the California Employment Development Department (EDD) Additional Definitions - for additional definitions and/or acronym descriptions, see the LGCentral Glossary .																			
<table> <tr> <td>Reporting-Year Disposal Amount (tons):</td> <td style="text-align: right;">18,589.70</td> </tr> <tr> <td>Disposal Reduction Credits (Reported):</td> <td></td> </tr> <tr> <td> Disaster Waste (tons):</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td> Medical Waste (tons):</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td> Regional Diversion Facility Residual Waste (tons):</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td> C&D Waste (tons):</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td> Class II Waste (tons):</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td> Out-of-State Export (Diverted) (tons):</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td> Other Disposal Amount (tons):</td> <td style="text-align: right;">0.00</td> </tr> </table>	Reporting-Year Disposal Amount (tons):	18,589.70	Disposal Reduction Credits (Reported):		Disaster Waste (tons):	0.00	Medical Waste (tons):	0.00	Regional Diversion Facility Residual Waste (tons):	0.00	C&D Waste (tons):	0.00	Class II Waste (tons):	0.00	Out-of-State Export (Diverted) (tons):	0.00	Other Disposal Amount (tons):	0.00	
Reporting-Year Disposal Amount (tons):	18,589.70																		
Disposal Reduction Credits (Reported):																			
Disaster Waste (tons):	0.00																		
Medical Waste (tons):	0.00																		
Regional Diversion Facility Residual Waste (tons):	0.00																		
C&D Waste (tons):	0.00																		
Class II Waste (tons):	0.00																		
Out-of-State Export (Diverted) (tons):	0.00																		
Other Disposal Amount (tons):	0.00																		

Total Disposal Reduction Credit Amount (tons):	0																									
Total Adjusted Reporting-Year Disposal Amount (tons):	18,590.00																									
Reporting-Year Transformation Waste (tons):	00.00																									
Reporting-Year Population:	28,429																									
Reporting-Year Employment:	7,860																									
<u>Reporting-Year Calculation Results (Per Capita)</u>																										
	<table border="1"> <thead> <tr> <th></th> <th colspan="2">Population</th> <th colspan="2">Employment</th> </tr> <tr> <th></th> <th>Target</th> <th>Annual</th> <th>Target</th> <th>Annual</th> </tr> </thead> <tbody> <tr> <td>Disposal Rate without Transformation(pounds/person/day):</td> <td></td> <td>3.6</td> <td></td> <td>13.0</td> </tr> <tr> <td>Transformation Rate (pounds/person/day):</td> <td>0.8</td> <td>0.0</td> <td>3.0</td> <td>0.0</td> </tr> <tr> <td>The Calculated Disposal Rate (pounds/person/day):</td> <td>4.0</td> <td>3.6</td> <td>14.8</td> <td>13.0</td> </tr> </tbody> </table>		Population		Employment			Target	Annual	Target	Annual	Disposal Rate without Transformation(pounds/person/day):		3.6		13.0	Transformation Rate (pounds/person/day):	0.8	0.0	3.0	0.0	The Calculated Disposal Rate (pounds/person/day):	4.0	3.6	14.8	13.0
	Population		Employment																							
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The Calculated Disposal Rate (pounds/person/day):	4.0	3.6	14.8	13.0																						

Calculation Factors

If any boxes are checked, please complete, and sign the [Reporting Year Disposal Modification Certification Sheet](#) and mail, e-mail or FAX to CalRecycle within 7 business days of submitting your report. If you are only claiming report-year disposal deductions for waste transported to a certified Transformation facility, you do not need to fill out the certification request.

Although you will be able to submit your electronic Annual Report without completing this sheet, your Annual Report will not be deemed complete until this sheet is completed and received by CalRecycle. Contact your [LAMD representative](#) for details.

Alternative disposal tonnage
 Deductions to DRS disposal tonnage

Questions and Responses

Rural Petition for Reduction in Requirements

Rural Petition For Reduction

1. Question: Was your jurisdiction granted a Rural Petition for Reduction by CalRecycle?
 For more information regarding Rural Petition For Reduction, go to [Rural Solid Waste Diversion Home Page](#).

Response
 No.

Newly Incorporated Cities

New City

1. Question: Since the date of your last Annual Report, are there any newly incorporated cities within your county/regional agency?

Response
 No.

Disposal Rate Accuracy

- 1. Question:** Are there extenuating circumstances pertaining to your jurisdiction's disposal rate that CalRecycle should consider, as authorized by the [Public Resources Code Section 41821\(c\)](#)? If you wish to attach additional information to your annual report, please send those items or electronic files to your LAMD representative; include a brief description of those files below. If so, please use the space below to tell CalRecycle.

Response

No.

Planning Documents Assessment**Source Reduction and Recycling Element (SRRE)**

- 1. Question:** Does the SRRE need to be revised?

Response

No.

Household Hazardous Waste Element (HHWE)

- 2. Question:** Does the HHWE need to be revised?

Response

No. CalRecycle staff clarified that DNSWMA's HHW programs may be updated through this Annual Report process. DNSWMA has adopted policies supporting Extended Producer Responsibility programs - especially for household hazardous products - as described in Authority Resolution 2007-06. Towards this end, the Authority has adopted Change Orders with our Transfer Station Operations contractor (Hambro/WSG) and our HHW Event contractor authorizing each to work with PaintCare to expand recovery of architectural coatings.

Non-Disposal Facility Element (NDFE)

- 3. Question:** Describe below any changes in the use of [nondisposal facilities](#), both existing and planned (e.g., is the jurisdiction using a different facility within or outside of the jurisdiction, has a facility closed, is a new one being planned).

Response

The Hambro Group of companies stored and/or processed a variety of materials at affiliated businesses along Elk Valley Road, and these facilities have closed or are in the process of closing. Most significantly, the processing and composting of yard debris by Snoozie Shavnigs has stopped operations, as well as the Eco-Store, which sold items salvaged at the Del Norte County Transfer Station has also closed and ceased operations. As of August 2013, no replacement facilities have been planned or proposed.

Non-Disposal Facility Element (NDFE)

- 4. Question:** Are there currently any nondisposal facilities that require a solid waste facility permit located (or planned to be sited) in your jurisdiction that are not identified in your NDFE?

Response

No.

Summary Plan Assessment

Summary Plan

1. Question: Does the Summary Plan need to be revised?

Response

No.

Siting Element Assessment**Total County or Agency Wide Disposal Capacity**

1. Question: Based on the best available estimates of current and future disposal, how many years of disposal capacity does your county or regional agency have?

Response

17

Total County or Agency Wide Disposal Capacity

2. Question: If you do not currently have 15 years of disposal capacity, describe your strategy for obtaining 15 years of capacity.

Response

The Solid Waste Disposal Agreement between the Dry Creek Landfill and the contracted operator of the Del Norte County Transfer Station (Hambro/WSG) has a term of 15 years from the date of commencement (14 March 2005), with two automatic five year extensions. Thus if no action is made to dissolve this agreement, it secures disposal for all wastes from the Del Norte County Transfer Station through 13 March 2030.

Siting Element Adequacy

3. Question: Does the Siting Element need to be revised? The Siting Element will need to be revised if you have less than 15 years disposal capacity and have not described a strategy for obtaining 15 years disposal capacity.

Response

No.

Areas of Concern / Conditional Approvals**Areas of concern**

1. Question: Did CalRecycle require your jurisdiction to address any areas of concern when determining the adequacy of your solid waste planning documents, or any of their elements?

Response

No.

Conditional approvals

2. Question: Did CalRecycle give conditional approval to any of your solid waste planning documents, or any of their elements?

Response

No.

Additional Information

Additional Information

1. Question: Is there anything else you would like to tell CalRecycle about unique or innovative efforts by your jurisdiction to reduce waste generation and increase diversion, about your jurisdiction's public education efforts, or about specific obstacles to reaching your jurisdiction's diversion goal? If you wish to attach additional information to your annual report, please send those items or electronic files to your LAMD representative and include a brief description of those files below.

Response

Yes. A copy of the Mandatory Commercial Recycling Program For the Del Norte Solid Waste Management Authority has been submitted to Spencer Fine, and has also been uploaded in association with this report. Similarly, a compilation of documents used by the Del Norte County Building Department to implement CalGreen measures has also been submitted to Spencer Fine.

SRRE and HHWE Diversion Programs

1010-SR-BCM (Backyard and On-Site Composting/Mulching)

Current Status: SO - Selected and Ongoing	Program Start Year: 1994	Existed before 1990: No
Report Year Diversion Tons: 0.00		Selected in SRRE: Yes
		Owned or Operated: Yes

Jurisdiction Notes

1020-SR-BWR (Business Waste Reduction Program)

Current Status: AO - Alternative and Ongoing	Program Start Year: 1999	Existed before 1990: No
Report Year Diversion Tons: 0.00		Selected in SRRE: No
		Owned or Operated: Yes

Jurisdiction Notes

1030-SR-PMT (Procurement)

Current Status: SO - Selected and Ongoing	Program Start Year: 1994	Existed before 1990: No
Report Year Diversion Tons: 0.00		Selected in SRRE: Yes
		Owned or Operated: Yes

Jurisdiction Notes

1050-SR-GOV (Government Source Reduction Programs)

Current Status: SO - Selected and Ongoing	Program Start Year: 2011	Existed before 1990: Yes
Report Year Diversion Tons: 104.89		Selected in SRRE: No
		Owned or Operated: Yes

Jurisdiction Notes

DNSWMA has established a Reuse area at the Del Norte County Transfer Station from which customers can take free items that have been salvaged during operations.

1060-SR-MTE (Material Exchange, Thrift Shops)

Current Status: SO - Selected and Ongoing Program Start Year: 1990	Existed before 1990: Yes
Report Year Diversion Tons: 0.00	Selected in SRRE: Yes
	Owned or Operated: No

Jurisdiction Notes

in 2012, due in part to the economic downturn and reduced demand for the flooring produced by Hambro Group of companies, the Eco-Store was closed as Hambro/WSG closed most of their other affiliated businesses.

2000-RC-CRB (Residential Curbside)

Current Status: SO - Selected and Ongoing Program Start Year: 1990	Existed before 1990: Yes
Report Year Diversion Tons: 0.00	Selected in SRRE: Yes
	Owned or Operated: Yes

Selected Program Details: Multi-family residences | Single-family residences | Commingled (Single-stream) | Source separated | Film Plastic | Glass | Metal | Miscellaneous paper (includes phone books, catalogs, magazines and other paper) | Newspaper | Office paper (white & colored ledger, computer paper, other office paper) | Other material types (describe below) | Plastic 1-2 | Plastic 3-7 | Polystyrene/Styrofoam | Uncoated corrugated cardboard and paper bags

Jurisdiction Notes**2010-RC-DRP (Residential Drop-Off)**

Current Status: SO - Selected and Ongoing Program Start Year: 1993	Existed before 1990: Yes
Report Year Diversion Tons: 0.00	Selected in SRRE: Yes
	Owned or Operated: Yes

Jurisdiction Notes

Recology Del Norte, under contract with the Del Norte Solid Waste Management Authority, also provides and services sixty pairs of streetside trash and recycling containers located in and around Crescent City for the convenience of tourists and visitors. All materials accepted in the residential curbside recycling program are also accepted in the streetside recycling containers.

2020-RC-BYB (Residential Buy-Back)

Current Status: SO - Selected and Ongoing Program Start Year: 1990	Existed before 1990: Yes
Report Year Diversion Tons: 0.00	Selected in SRRE: Yes
	Owned or Operated: No

Jurisdiction Notes
2030-RC-OSP (Commercial On-Site Pickup)

Current Status: SO - Selected and Ongoing Program Start Year: 1994	Existed before 1990: No
Report Year Diversion Tons: 0.00	Selected in SRRE: Yes
	Owned or Operated: Yes

Selected Program Details: Large Generators (4.0 cy/week) | Multi-family residences | Commingled (Single-stream) | Source separated | Film Plastic | Glass | Metal | Miscellaneous paper (Includes phone books, catalogs, magazines and other paper) | Newspaper | Office paper (white & colored ledger, computer paper, other office paper) | Other material types (describe below) | Plastic 1-2 | Plastic 3-7 | Polystyrene/Styrofoam | Uncoated corrugated cardboard and paper bags

Jurisdiction Notes

On 24 July 2012 the DNSWMA Board adopted their Mandatory Commercial Recycling Program, as had been drafted with the advice and review of the Del Norte Solid Waste Task Force. Education & Outreach: Radio ads regarding Mandatory Commercial Recycling (MCR) ran on KPOD-AM and KCRE-FM in June 2012. Newspaper ad (6" x 6.5") in the Del Norte Triplicate re. MCR ran in August 2012. A letter re. MCR requirements was sent to all 387 Recology Del Norte commercial and multi-family collection customers in June 2013. Coverage: As of January 2013, 90 commercial customers had collections >4 cy/week of trash, and 36 of these accounts also had subscribed for recycling collections. 50 Multi-family customers had >4cy/week trash collections, and 34 of these customers also had recyclables collected. By August 2013, 40 of these >4cy/week multi-family accounts had recyclables collected. Each of these customers could be self-hauling their recyclables, but the proportion doing so is unknown at this time.

2040-RC-SFH (Commercial Self-Haul)

Current Status: AO - Alternative and Ongoing	Program Start Year: 1978	Existed before 1990: No
	Report Year Diversion Tons: 0.00	Selected in SRRE: No
		Owned or Operated: No

Jurisdiction Notes
2070-RC-SNL (Special Collection Seasonal (regular))

Current Status: AO - Alternative and Ongoing	Program Start Year: 1994	Existed before 1990: No
	Report Year Diversion Tons: 0.00	Selected in SRRE: No
		Owned or Operated: Yes

Jurisdiction Notes

Recology Del Norte collects holiday trees from residential customers without charge and without having such count as one of the two allowed bulky items.

2080-RC-SPE (Special Collection Events)

Current Status: AO - Alternative and Ongoing

Program Start Year: 1996
Report Year Diversion Tons:
0.00

Existed before 1990: No
Selected in SRRE: No
Owned or Operated: Yes

Jurisdiction Notes

3010-CM-RSG (Residential Self-haul Greenwaste)

Current Status: SO - Selected and Ongoing

Program Start Year: 1994
Report Year Diversion Tons:
0.00

Existed before 1990: No
Selected in SRRE: Yes
Owned or Operated: Yes

Jurisdiction Notes

3030-CM-CSG (Commercial Self-Haul Greenwaste)

Current Status: AO - Alternative and Ongoing

Program Start Year: 1994
Report Year Diversion Tons:
0.00

Existed before 1990: No
Selected in SRRE: No
Owned or Operated: No

Jurisdiction Notes

3040-CM-FWC (Food Waste Composting)

Current Status: SO - Selected and Ongoing

Program Start Year: 1993
Report Year Diversion Tons:
0.00

Existed before 1990: Yes
Selected in SRRE: Yes
Owned or Operated: No

Jurisdiction Notes

4010-SP-SLG (Sludge (sewage/industrial))

Current Status: DE - Dropped in an earlier year

Program Start Year: 1990
Report Year Diversion Tons:
0.00

Existed before 1990: Yes
Selected in SRRE: Yes
Owned or Operated: No

Jurisdiction Notes

4020-SP-TRS (Tires)

Current Status: DE - Dropped in an earlier year	Program Start Year: 1997 Report Year Diversion Tons: 0.00	Existed before 1990: No Selected in SRRE: Yes Owned or Operated: No
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Jurisdiction Notes**4030-SP-WHG (White Goods)**

Current Status: SO - Selected and Ongoing	Program Start Year: 1990 Report Year Diversion Tons: 45.52	Existed before 1990: Yes Selected in SRRE: Yes Owned or Operated: Yes
---	--	---

Jurisdiction Notes

2012: Eco-Store closed. All appliances legally disposed are delivered to DNC Transfer Station or collected by Recology Del Norte.

4040-SP-SCM (Scrap Metal)

Current Status: SO - Selected and Ongoing	Program Start Year: 1998 Report Year Diversion Tons: 181.97	Existed before 1990: No Selected in SRRE: Yes Owned or Operated: Yes
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Jurisdiction Notes**4050-SP-WDW (Wood Waste)**

Current Status: SO - Selected and Ongoing	Program Start Year: 1993 Report Year Diversion Tons: 47.59	Existed before 1990: No Selected in SRRE: Yes Owned or Operated: No
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Jurisdiction Notes

2012: Untreated wood scraps made available for firewood for no charge to customers. Hambro subsidiary Snoozie Shavings no longer burning wood for fuel. Hambro/WSG marketing this wood as co-gen fuel or for making compost.

4060-SP-CAR (Concrete/Asphalt/Rubble)

Current Status: AO - Alternative and Ongoing	Program Start Year: 1996 Report Year Diversion Tons: 90.70	Existed before 1990: No Selected in SRRE: No Owned or Operated: Yes
--	--	---

Selected Program Details: Asphalt Paving | Brick | Concrete/cement | Rock, soils and fines

Jurisdiction Notes

4090-SP-RND (Rendering)

Current Status: SO - Selected and Ongoing Program Start Year: 1990	Existed before 1990: Yes
Report Year Diversion Tons: 2.43	Selected in SRRE: Yes
	Owned or Operated: No

Jurisdiction Notes**5000-ED-ELC (Electronic (radio ,TV, web, hotlines))**

Current Status: SO - Selected and Ongoing Program Start Year: 1992	Existed before 1990: No
Report Year Diversion Tons: 0.00	Selected in SRRE: Yes
	Owned or Operated: Yes

Jurisdiction Notes**5010-ED-PRN (Print (brochures, flyers, guides, news articles))**

Current Status: SO - Selected and Ongoing Program Start Year: 1990	Existed before 1990: No
Report Year Diversion Tons: 0.00	Selected in SRRE: Yes
	Owned or Operated: Yes

Jurisdiction Notes**5020-ED-OUT (Outreach (tech assistance, presentations, awards, fairs, field trips))**

Current Status: SO - Selected and Ongoing Program Start Year: 1992	Existed before 1990: No
Report Year Diversion Tons: 0.00	Selected in SRRE: Yes
	Owned or Operated: Yes

Jurisdiction Notes

DNSWMA and Recology Del Norte partnered in presentations for the Youth and Family Fair in April. DNSWMA continued as a sponsor for the Del Norte County Fair.

5030-ED-SCH (Schools (education and curriculum))

Current Status: SO - Selected and Ongoing Program Start Year: 1996	Existed before 1990: No
Report Year Diversion Tons: 0.00	Selected in SRRE: Yes
	Owned or Operated: Yes

Jurisdiction Notes

6000-PI-PLB (Product and Landfill Bans)

Current Status: AO - Alternative and Ongoing

Program Start Year: 1996
Report Year Diversion Tons:
0.00

Existed before 1990: No
Selected in SRRE: No
Owned or Operated: Yes

Jurisdiction Notes

DNSWMA Resolution 2007-06 was adopted as an expression of DNSWMA' support for Extended Producer Responsibility, especially for hazardous products and universal wastes banned from mixed waste disposal.

6010-PI-EIN (Economic Incentives)

Current Status: SO - Selected and Ongoing

Program Start Year: 1996
Report Year Diversion Tons:
0.00

Existed before 1990: No
Selected in SRRE: Yes
Owned or Operated: Yes

Selected Program Details: Differential tipping fee | Unlimited recycling | Variable can rate/Quantity based user fee

Jurisdiction Notes**6020-PI-ORD (Ordinances)**

Current Status: SI - Selected and Implemented

Program Start Year: 2008
Report Year Diversion Tons:
0.00

Existed before 1990: No
Selected in SRRE: No
Owned or Operated: Yes

Selected Program Details: Antiscavenging ordinance | Other ordinances (describe below)

Jurisdiction Notes

Authority Ordinances 2008-01, 2008-02, 2008-03, and 2009-01 establish responsibilities for each property owner to assure that materials from their properties are collected and delivered to appropriately permitted facilities for disposal, and establishes administrative penalties and enforcement responsibilities for violations. The Del Norte Solid Waste Task Force has engaged in efforts to draft and adopt City and County ordinances related to solid waste enforcement to be consistent with the Authority Ordinances. A compilation of documents used by the County Building Department to implement CalGreen measures has been uploaded as part of this 2012 EAR.

7000-FR-MRF (MRF)

Current Status: SO - Selected and Ongoing

Program Start Year: 1990
Report Year Diversion Tons:
53.59

Existed before 1990: No
Selected in SRRE: Yes
Owned or Operated: Yes

Jurisdiction Notes**7010-FR-LAN (Landfill)**

Current Status: DE - Dropped in an earlier year	Program Start Year: 1995 Report Year Diversion Tons: 0.00	Existed before 1990: No Selected in SRRE: Yes Owned or Operated: Yes
---	--	--

Jurisdiction Notes**7020-FR-TST (Transfer Station)**

Current Status: SO - Selected and Ongoing	Program Start Year: 1995 Report Year Diversion Tons: 104.78	Existed before 1990: No Selected in SRRE: Yes Owned or Operated: Yes
---	--	--

Jurisdiction Notes**7030-FR-CMF (Composting Facility)**

Current Status: PF - Planned in Future	Program Start Year: 2012 Report Year Diversion Tons: 0.00	Existed before 1990: No Selected in SRRE: Yes Owned or Operated: No
--	--	---

Jurisdiction Notes

Snoozie Shavings now closed, and Hambro/WSG marketing yard debris at three alternative locations outside Del Norte County. DNMSWA Board has not given direction to develop a new facility in Del Norte County to process yard debris.

7040-FR-ADC (Alternative Daily Cover)

Current Status: DE - Dropped in an earlier year	Program Start Year: 1994 Report Year Diversion Tons: 0.00	Existed before 1990: No Selected in SRRE: No Owned or Operated: Yes
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Jurisdiction Notes**8010-TR-BIO (Biomass)**

Current Status: SO - Selected and Ongoing	Program Start Year: 1991 Report Year Diversion Tons: 1143.75	Existed before 1990: Yes Selected in SRRE: Yes Owned or Operated: Yes
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Jurisdiction Notes

Though some yard debris, brush, and untreated wood is processed into compost, all tons are reported as Biomass, and the quantity sent to compost is not readily available.

9000-HH-PMF (Permanent Facility)

Current Status: SO - Selected and Ongoing	Program Start Year: 2005	Existed before 1990: No
	Report Year Diversion Tons: 35.89	Selected in SRRE: Yes
		Owned or Operated: Yes

Jurisdiction Notes

Tonnages include all HHW collected daily through our ABOP program at our Permanent HHW facility, excluding consumer electronic devices.

9010-HH-MPC (Mobile or Periodic Collection)

Current Status: SO - Selected and Ongoing	Program Start Year: 1993	Existed before 1990: No
	Report Year Diversion Tons: 13.21	Selected in SRRE: Yes
		Owned or Operated: Yes

Jurisdiction Notes**9030-HH-WSE (Waste Exchange)**

Current Status: SO - Selected and Ongoing	Program Start Year: 1990	Existed before 1990: Yes
	Report Year Diversion Tons: 0.00	Selected in SRRE: Yes
		Owned or Operated: Yes

Jurisdiction Notes

Eco-store closed.

9040-HH-EDP (Education Programs)

Current Status: AO - Alternative and Ongoing	Program Start Year: 1997	Existed before 1990: No
	Report Year Diversion Tons: 0.00	Selected in SRRE: No
		Owned or Operated: Yes

Jurisdiction Notes**9045-HH-EWA (Electronic Waste)**

Current Status: AO - Alternative and Ongoing	Program Start Year: 2005	Existed before 1990: No
	Report Year Diversion Tons: 101.13	Selected in SRRE: No
		Owned or Operated: Yes

Jurisdiction Notes

9050-HH-OTH (Other HHW)

Current Status: AO - Alternative and Ongoing

Program Start Year: 2009
Report Year Diversion Tons:
0.00

Existed before 1990: No
Selected in SRRE: No
Owned or Operated: Yes

Jurisdiction Notes

All household battery TakeBack program continues with Call2Recycle.

TED WARD



County of Del Norte Community Development Department
 Building Inspection Division
 981 H Street, Suite 110, Crescent City, CA 95531
 Phone: 707-464-7254

Checklist for Mandatory Residential CalGreen Measures or Features

Feature or Measure	Verifications Enforcing Agency to Specify Verification Method		
	Enforcing Agency <input type="checkbox"/> All	Installer or Designer <input type="checkbox"/> All	Third Party <input type="checkbox"/> All
ENERGY EFFICIENCY			
General			
4.201.1 Low-rise residential buildings shall meet or exceed the minimum standard design required by the California Energy Standards			
WATER EFFICIENCY AND CONSERVATION			
Indoor Water Use			
4.303.1 Indoor water use shall be reduced by at least 20 percent using one of the following methods. 1. Water saving fixtures or flow restrictors shall be used. 2. A 20 percent reduction in baseline water use shall be demonstrated. Effective 7/1/2011			
4.303.2 When using the calculation method specified in Section 4.303.1, multiple showerheads shall not exceed maximum flow rates. Effective 7/1/2011			
4.303.3 Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with specified performance requirements. Effective 7/1/2011			
Outdoor Water Use			
4.304.1 Automatic irrigation systems controllers installed at the time of final inspection shall be weather-based.			
MATERIAL CONSERVATION AND RESOURCE EFFICIENCY			
Enhanced Durability and Reduced Maintenance			
4.406.1 Joints and openings. Annular spaces around pipes, electric cables, conduits or other openings in plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry or similar method acceptable to the enforcing agency.			
Construction Waste Reduction, Disposal and Recycling			
4.408.1 A minimum of 50 percent of the construction waste generated at the site is diverted to recycle or salvage.			
4.408.2 Where a local jurisdiction does not have a construction and demolition waste management ordinance, a construction waste management plan shall be submitted for approval to the enforcing agency.			
Building Maintenance and Operation			
4.410.1 An operation and maintenance manual shall be provided to the building occupant or owner.			
ENVIRONMENTAL QUALITY			
Fireplaces			
4.503.1 Any installed gas fireplace shall be a direct-vent			

sealed-combustion type. Any installed woodstove or pellet stove shall comply with US EPA Phase II emission limits where applicable. Woodstoves, pellet stoves and fireplaces shall also comply with applicable local ordinances.			
Pollutant Control			
4.504.1 Duct Openings and other related air distribution component openings shall be covered during construction.			
4.504.2.1 Adhesives, sealants and caulks shall be compliant with VOC and other toxic compound limits.			
4.504.2.2 Paints, stains, and other coatings shall be compliant with VOC limits.			
4.504.2.3 Aerosol paints and coatings shall be compliant with product weighted MIR limits for ROC and other toxic compounds.			
4.504.2.4 Documentation shall be provided to verify that compliant VOC limit finish materials have been used.			
4.504.3 Carpet and carpet systems shall be compliant with VOC limits.			
4.504.4 50 percent of floor area receiving resilient flooring shall comply with the VOC-emission limits defined in the Collaborative for High Performance Schools (CHPS) Low-emitting Materials List or be certified under the Resilient Floor Covering Institute (RFCI) FloorScore program.			
4.504.5 Particleboard, medium density fiberboard (MDF) and hardwood plywood used in interior finish systems shall comply with low formaldehyde emission standards.			
Interior Moisture Control			
4.505.2 Vapor retarder and capillary break is installed at slab on grade foundations.			
4.505.3 Moisture content of building materials used in wall and floor framing is checked before enclosure.			
Indoor Air Quality and Exhaust			
4.506.1 Exhaust fans which terminate outside the building are provided in every bathroom.			
Environmental Comfort			
4.507.1 Whole house exhaust fans shall have insulated louvers or covers which close when the fan is off. Covers or louvers shall have a minimum insulation value of R-4.2.			
4.507.2 Duct systems are sized, designed, and equipment is selected using the following methods: 1. Establish heat loss and heat gain values according to ACCA Manual J or equivalent. 2. Size duct systems according to ACC 29-D (Manual D) or equivalent. 3. Select heating and cooling equipment according to ACCA 36.0S (Manual S) or equivalent.			
Installer and Special Inspector Qualifications			
Qualifications			
702.1 HVAC system installers are trained and certified in the proper installation of HVAC systems.			
702.2 Special inspectors employed by the enforcing agency must be qualified and able to demonstrate competence in the discipline they are inspection.			

SELF CERTIFY

Construction Waste Management (CWM) Plan

Note: This sample form may be used to assist in documenting compliance with the waste management plan.

Project Name: _____
 Job #: _____
 Project Manager: _____
 Waste Hauling Company: _____
 Contact Name: _____

All Subcontractors shall comply with the project's Construction Waste Management Plan.
 All Subcontractor foremen shall sign the CWM Plan Acknowledgment Sheet.

Subcontractors who fail to comply with the Waste Management Plan will be subject to backcharges or withholding of payment, as deemed appropriate. For instance, Subcontractors who contaminate debris boxes that have been designated for a single material type will be subject to backcharge or withheld payment, as deemed appropriate.

1. The project's overall rate of waste diversion will be ____ %.
2. This project shall generate the least amount of waste possible by planning and ordering carefully, following all proper storage and handling procedures to reduce broken and damaged materials and reusing materials whenever possible. The majority of the waste that is generated on this jobsite will be diverted from the landfill and recycled for other use.
3. Spreadsheet 1, enclosed, identifies the waste materials that will be generated on this project, the diversion strategy for each waste type and the anticipated diversion rate.
4. Waste prevention and recycling activities will be discussed at the beginning of weekly subcontractor meetings. As each new subcontractor comes on-site, the WMP Coordinator will present him/her with a copy of the CWM Plan and provide a tour of the jobsite to identify materials to be salvaged and the procedures for handling jobsite debris. All Subcontractor foremen will acknowledge in writing that they have read and will abide by the CWM Plan. Subcontractor Acknowledgment Sheet enclosed. The CWM Plan will be posted at the jobsite trailer.
5. Salvage: Excess materials that cannot be used in the project, nor returned to the vendor, will be offered to site workers, the owner, or donated to charity if feasible.
6. [HAULING COMPANY] will provide a commingled drop box at the jobsite for most of the construction waste. These commingled drop boxes will be taken to [Sorting Facility Name and Location]. The average diversion rate for commingled waste will be ____%. As site conditions permit, additional drop boxes will be used for particular phases of construction (e.g., concrete and wood waste) to ensure the highest waste diversion rate possible.
7. In the event that the waste diversion rate achievable via the strategy described in (6) above, is projected to be lower than what is required, then a strategy of source-separated waste diversion and/or waste stream reduction will be implemented. Source separated waste refers to jobsite waste that is not commingled but is instead allocated to a debris box designated for a single material type, such as clean wood or metal.

Notes:

1. Waste stream reduction refers to efforts taken by the builder to reduce the amount of waste generated by the project to below four (4) pounds per square foot of building area.
2. When using waste stream reduction measures, the gross weight of the product is subtracted from a base weight of four (4) pounds per square foot of building area. This reduction is considered additional diversion and can be used in the waste reduction percentage calculations.
8. [HAULING COMPANY] will track and calculate the quantity (in tons) of all waste leaving the project and calculate the waste diversion rate for the project. [HAULING COMPANY] will provide Project Manager with an updated monthly report on gross weight hauled and the waste diversion rate being achieved on the project. [HAULING COMPANY]'s monthly report will track separately the gross weights and diversion rates for commingled debris and for each source-separated waste stream leaving the project. In the event that [HAULING COMPANY] does not service any or all of the debris boxes on the project, the [HAULING COMPANY] will work with the responsible parties to track the material type and weight (in tons) in such debris boxes in order to determine waste diversion rates for these materials.
9. In the event that Subcontractors furnish their own debris boxes as part of their scope of work, such Subcontractors shall not be excluded from complying with the CWM Plan and will provide [HAULING COMPANY] weight and waste diversion data for their debris boxes.
10. In the event that site use constraints (such as limited space) restrict the number of debris boxes that can be used for collection of designated waste the project Superintendent will, as deemed appropriate, allocate specific areas onsite where individual material types are to be consolidated. These collection points are not to be contaminated with non-designated waste types.
11. Debris from jobsite office and meeting rooms will be collected by [DISPOSAL SERVICE COMPANY]. [DISPOSAL SERVICE COMPANY] will, at a minimum, recycle office paper, plastic, metal and cardboard.

Construction Waste Management (CWM) Worksheet

Note: This sample form may be used to assist in documenting compliance with the waste management plan.

Project Name:	_____
Job Number:	_____
Project Manager:	_____
Waste Hauling Company:	_____

Construction Waste Management (CWM) Plan

WASTE MATERIAL TYPE	DIVERSION METHOD:		PROJECTED DIVERSION RATE
	COMMINGLED AND SORTED OFF SITE	SOURCE SEPARATED ON SITE	
Asphalt			
Concrete			
Shotcrete			
Metals			
Wood			
Rigid insulation			
Fiberglass insulation			
Acoustic ceiling tile			
Gypsum drywall			
Carpet/carpet pad			
Plastic pipe			
Plastic buckets			
Plastic			
Hardiplank siding and boards			
Glass			
Cardboard			
Pallets			
Job office trash, paper, glass & plastic bottles, cans, plastic			
Alkaline and rechargeable batteries, toner cartridges, and electronic devices			
Other:			

Acknowledgement Form

I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers including those that I have identified in the Checklist for Mandatory Residential CalGreen Measures or Features as the Installer or Designer.

Signature:	
Company:	Date:
Address:	License:
City/State/Zip:	Phone:
Building Permit #:	APN and Site Address:



County of Del Norte Community Development Department
Building Inspection Division
981 H Street, Suite 110, Crescent City, CA 95531
Phone: 707-464-7253

Indemnification Clause for Compliance with California Green Building Standards

Project construction shall meet the California Green Building (CalGreen) Standards. If building permits are applied for before the CalGreen Standards are formally in effect, project construction shall meet the standards in the draft available from the California State Building Standards Commission at time of application for building permits. It shall be the responsibility of the contractor/inspector to self-certify any and all applicable CalGreen building standards. The contractor/inspector agrees and understands that the County of Del Norte shall not be liable for any errors or failure to properly certify the applicable CalGreen Building standards. The County of Del Norte shall not be responsible for any penalties or fines imposed as a result of any failure to certify CalGreen building standards. Contractor/Inspector agrees to indemnify, defend, and hold harmless the County of Del Norte and its officers, directors, agents, and employees from and against any and all demands, claims, and damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused by Contractor/Inspector's negligent or willful failure to properly certify any and all CalGreen building standards.

Signature:	
Company:	Date:
Address:	License:
City/State/Zip:	Phone:
Building Permit #:	APN and Site Address:



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531
Phone (707) 465-1100 Fax (707) 465-1300

DRAFT

Del Norte Solid Waste Management Authority Work Priorities Fiscal Year 2013 - 2014

Legend for symbols used:

- ☞ = Activity to be completed during FY 2013-2014
- ⊛ = Activity mandated by State or Federal Law, regulation or Authority-adopted plan or contract
- ☆ = Ongoing activity
- △ = Draft submitted, awaiting agency response
- ✓ = Activity completed for FY 2013-2014
- ☞ = Activity set to be completed during FY 2014-2015
- ? = Lower priority activity; addressed as time and capacity allows
- ⊗ = Activity deferred for FY 2013-14
- ♥ = Activity deferred until new Director is hired
- ♣ = Fiscal responsibility under guidance of Authority Treasurer

This Work Priorities list is a living document, and items may be added as needed due to further direction from the Authority Board, new legislation or regulation, or agency action.

Last Updated: 27 August 2013

Mandated or Obligatory Ongoing or Future Activities:

1. Del Norte County Transfer Station (TS) Facilities and Operations

- ☞ ⊛ ☆ Gather, compile, analyze, and report storm water runoff samples as required under the Industrial Stormwater Permit. After two to three years sample history, consult with RWQCB staff regarding possibly reducing monitoring requirements. (Ongoing)
- ☞ ⊛ ☆ Implement free TakeBack program for architectural coatings at the Del Norte County Transfer Station in coordination with PaintCare, Hambro/WSG, and Clean Harbors. (2013)

6.5

- ★☆☆ Revise the Transfer and Processing Report as necessary for new recovery activities, and/or management of materials banned from disposal or requiring special handling, including architectural coatings. (Ongoing)
- ☞★☆☆ Procure and manage Household Hazardous Waste (HHW) Collection Event contractor and use Permanent Household Hazardous Waste (HHW) Facility at the Transfer Station for annual HHW Collection Event on 21 September 2013, as well as daily recycling of oil, filters, antifreeze, latex paint, televisions and computer monitors, and fluorescent tubes. (Ongoing)
- ☞★☆☆ Prepare and submit hazardous waste business plan to the County. (Annual)
- ☞★☆☆ Coordinate with the County Department of weights and measures to calibrate and certify the accuracy of the scales used at the Del Norte County Transfer Station. Repair scales as necessary. (Annual)
- ☞★☆☆ Prepare and submit the PCI compliance report to assure that measures are in place to protect customer credit and debit card information. (Annual)
- ?⊗ Submit application, fees, print forms and conduct training necessary to provide public scale services at the Del Norte County Transfer Station. (Pending, deferred at present)

2. Crescent City Landfill Post-Closure Maintenance

- ★☆☆ Continue working with County staff to monitor gas wells, groundwater wells, surface water sampling points, and stormwater sampling points. Authority staff will continue to compile, summarize, and analyze data, prepare and submit required reports to the North Coast Regional Water Quality Control Board as required under Order 97-90 and the Industrial Storm Water permit. (Ongoing through 2035)
- ★☆☆ Continue landfill monitoring and maintenance. This includes semi-annual removal of deep-rooting plants and mowing of surface drainage structures. Over the post-closure maintenance period activities will also likely include repair to slopes, drainage structures, and grading to reduce ponding. (Ongoing through 2035)
- ☞△☆☆ Prepare and submit solid waste facility permit renewal applications every five years or as activities at the landfill change. (Submitted in 2013; ongoing through 2035)
- ☞△☆☆ Prepare and submit landfill gas heat capacity report and other documentation required by the North Coast Air Quality Management District (NCAQMD). The NCAQMD may impose additional requirements based on this report. (Submitted in 2013; ongoing through 2035)

- ✓ ☉★ Apply for reduction in the post-closure multiplier and prepare and submit annual estimate of the post-closure financial liability associated with the Crescent City Landfill to CalRecycle (Annual; ongoing through 2035)
- ☉☑★ Conduct and report on constituent of concern monitoring of landfill groundwater every five years. (Submitted in 2009; ongoing through 2035)
- ☉☑★ Conduct and submit aerial survey of the landfill every five years to document any differential settlement. (Submitted in 2011; ongoing through 2035)

3. Collections Franchise and Collections System Management

- ☉★ Staff, maintain and improve disposal and recycling facilities and services at the Klamath and Gasquet container sites (Ongoing).
- ☉★ Manage current Franchise Collections contract to ensure compliance with contract provisions and Service Standards. (Ongoing)
- ☉☑★ Continue to promote workplace recyclables collections, the California Commercial Recycling Mandate (AB341) with Recology Del Norte, recycling coordinators, the recyclables collection contractor (currently GH Outreach) and processors like Julindra Recycling. (Ongoing)
- ☉★ Coordinate collection events for Christmas trees, yard debris, household hazardous wastes, and other items or materials as opportunities arise (Ongoing)

4. Reuse, Recycling, and Composting

- ☉☑★ Continue, as a rural regional agency, planning, monitoring and reporting programs, activities, and progress on per capita and per employee waste reduction targets under California Integrated Waste Management Act of 1989, as amended, and as administered by the California Department of Resources, Recovery, and Recycling (CalRecycle), including compliance with the California's Mandatory Commercial Recycling Law (AB341). (Ongoing)
- ☉★ Continue to promote and to make more convenient beverage container recycling using grant funds from the State agency responsible for beverage container recycling. (Annual and ongoing)

- ♻️★ Continue to coordinate, enhance, and promote recycling of used oil, oil filters, and antifreeze using grants from the State agency responsible for oil recycling. (Annual and ongoing)
- ♻️★ Establish and report on product stewardship programs for carpeting, paints and architectural coatings. (Ongoing)

5. Education and Public Outreach

- ♻️★ Prepare outreach materials including print ads, radio ads, posters, public service announcements, posters, handouts and flyers, and collections billing inserts to promote program activities, events, and service changes. (Ongoing)
- ♻️★ Prepare and disseminate information promoting the new TakeBack program for paints and architectural coatings at the Del Norte County Transfer Station (2013 and ongoing thereafter).
- ★ Coordinate and support beach, river, and neighborhood cleanup activities. (Ongoing)
- ✓♻️★ Promote waste prevention, reuse, composting and recycling through Fairs around Earth Day and the Del Norte County Fair. (Annual)
- ?★ Work cooperatively with the Humboldt Waste Management Authority for regional promotion of waste prevention, reuse, repair, composting, and recycling. (Ongoing)
- ?★ Provide timely analysis and/or recommendations for Board actions or letters regarding legislation and/or regulations which pertain to Authority activities or programs. (Ongoing)
- ♻️★ Provide support to the Del Norte Solid Waste Task Force to promote waste reduction, reuse, composting, recycling, and related activities. (Monthly)
- ?♻️★ Continue to provide regular public Composting workshops as well as other presentations as requested. (Ongoing)
- ♻️★ Continue to revise and update written materials and develop new materials promoting waste reduction, reuse, repair, composting, hazard reduction, and proper disposal. (Ongoing)
- ♻️★ Update website as needed and upload meeting agenda and minutes. (Ongoing)

6. Budgets, Funding, and Fiscal Oversight

- 🌐★🗑️ Developing annual budgets, tracking expenditures and revenues accordingly. (Annual and ongoing)
- 🌐★🗑️ Preparing and submitting necessary reports related to post-employment retirement benefits funding. (Annual)
- 🌐★🗑️ Work with contractor to complete the annual agency audit report and respond according to recommendations and Board direction. (Annual)
- ★ Solicit, negotiate and administer Authority contracts as necessary. (Ongoing)
- 🗑️★ Apply for and administer additional grants to support local or regional programs as opportunities arise. (Ongoing)
- ★ Develop partnerships with Del Norte County and Crescent City departments to efficiently deliver services. (Ongoing)

7. Personnel and Staffing

- 🗑️🗑️★ Adhere to policies described in a Memorandum of Understanding with the Del Norte Solid Waste Management Authority Employees Association and update as needed. (Ongoing)
- 🗑️🗑️ Complete negotiations with Mid-management employees for a Memorandum of Understanding with the Del Norte Solid Waste Management Authority Employees Association and update as needed. (2013)
- 🌐★ Hire and train site attendants and relief workers for the Del Norte County Transfer Station, as well as the Gasquet and Klamath container sites. (Ongoing)
- 🌐★ Training staff through workshops, in-service training, monthly safety meetings, educational and/or on-line courses, and conferences. (Ongoing)

8. Recovery Infrastructure and Recycling Market Development

- 🗑️🌐★ Continue to participate in the North Coast Recycling Market Development Zone program to promote recycling market development technical assistance and promotion

of services and financing opportunities. (Ongoing)

- ♣ ☆ Through the North Coast Cooperative for Recycling Infrastructure Development (Coop), support expansion of reuse, recycling, and compost processors and manufacturers in Del Norte and Humboldt counties to bolster regional markets for recovered materials. (Ongoing)
- ♣ ☆ Use the Coop as a forum for reducing overall program costs by sharing resources and personnel, or storing and consolidating recovered materials at public facilities as opportunities arise. (Ongoing)

8. Other Responsibilities and Activities

- ♣ ☆ Provide collection and consolidation services as needed for public home-generated sharps drop-off points. (Ongoing)
- ♣ ☆ Preparing, publishing, distributing agendas (under Chair's direction) and staff reports for monthly Authority meetings. (Monthly)
- ? ☆ Responding to public, government agency and tribe requests for information and reports. (Ongoing)
- ☆ Recording and responding to complaints regarding facility operations, collections services, or illegal dumping. (Ongoing)
- ☆ Obtain and maintain equipment, supplies and software for monitoring, reporting, servicing, outreach, and collection event activities. (Ongoing)
- ? ☆ Providing professional assessment and analysis of how other jurisdictions have addressed the issues and concerns identified by the Authority Board, including obtaining model requests for proposals, agreements and/or ordinances. (As needed)

Priority Discretionary Activities for 2013-2014:

1. Del Norte County Transfer Station (TS) Facilities and Operations

- ? ☆ Work with Hambro/WSG to develop additional resource recovery options that can be integrated into TS operations at a cost which is less than disposal. (Ongoing)

- ? ☆ Work with Hambro/WSG and Recology Del Norte to assess and evaluate potential impacts associated with changes in Franchise solid waste, recyclables, and yard debris collection services on transfer station operations and revenues. (Ongoing)

2. Collections Franchise and Collections System Management

- ? ☆ Evaluate possible modifications to the Collections Franchise and/or appropriate ordinances to complement the services at the Del Norte County Transfer Station and to expand, provide incentives, and document recovery. (Ongoing)
- ☞? ☆ Analyze, enhance, expand, develop and support one or more facilities capable of processing locally-generated organic materials for compost or energy production, in Del Norte or one of our adjacent counties. (Ongoing)

3. Crescent City Landfill Post-Closure Maintenance

- ☞☆ Install, document, and collect water samples from two new wells to be installed at the landfill to possibly demonstrate groundwater flow directions are such that water quality impacts associated with the landfill are unlikely to pose a threat to adjacent residential properties, justifying a reduction in the Threat/Complexity rating for this facility and thereby reduce the annual permit fee for the Waste Discharge Requirements issued by the North Coast Regional Water Quality Control Board (RWQCB). (2013-2014)
- ☆ Work with RWQCB in the development and revision of Waste Discharge Requirements and Monitoring and Reporting Program to analyze water historical quality monitoring information with the intent of reducing the expense of water quality monitoring during the post-closure maintenance period, which extends for at least 30 years after completion of phase 2 of landfill closure, until February 2036 (2014 or 2015?).
- ? ☆ Monitor development of laws and regulations pertaining to control of greenhouse and other landfill gas emissions. Research possible actions and funding sources as necessary and appropriate. (Ongoing)
- ☞? ☆ Procure landfill insurance. (2013)

4. Education and Public Outreach

- ☆? Work with and through the California Product Stewardship Council (CPSC) to promote

and establish Extended Producer Responsibility and Take Back programs. (Ongoing)

- ☞★? Advocate for legislative and regulatory initiatives extending producer responsibilities for end of life product management to reduce Authority costs for managing discards - especially hazardous materials, products or materials banned from disposal, or products or materials requiring special handling including sharps, fluorescent tubes and household batteries. (Ongoing)
- ★? Continue outreach and public-private partnerships in support of Extended Producer Responsibility. (Ongoing)

5. Legislation, Ordinances, Plans and Enforcement

- ☞☞★? Administer Code Enforcement activities through a Code Enforcement Officer and Authority-related hearings through a Hearing Officer until such time as these functions are incorporated into relevant City and County Ordinances. (Ongoing)
- ☞☞★? Work with County and City Building and Planning Departments to establish forms and processes for Materials Management Plans to be incorporated as appropriate for construction and demolition permits in Del Norte County. (Ongoing)
- ★? Review, consider and provide appropriate Authority-directed advocacy regarding bills being considered by the California Legislature (Ongoing)
- ☞★ Under the Electronic Annual Report submitted annually to the California Department of Resources Recycling and Recovery (CalRecycle) incorporate Authority policies supporting producer and consumer financed product stewardship Take Back programs as described in Authority Resolution 2007-06. (2013).
- ★? Prepare local ordinances, resolutions and agreements. Modify adopted plans as necessary to enact product stewardship and extended producer responsibility programs in Del Norte County for products which have been banned from mixed waste disposal by one or more State agency, including household hazardous wastes and universal wastes such as batteries, sharps, mercury devices, fluorescent tubes, and electronics. (Ongoing)

TO: DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY

FROM : RICHARD TAYLOR C.P.A.

SUBJECT: COMPENSATION FOR ADDITIONAL DUTIES AS TREASURER / CONTROLLER

DATE: August 22, 2013

AFTER THE JULY 26TH MEETING, PRESIDENT RICH ENEA ASKED ME TO KEEP TRACK OF MY HOURS FOR EXTRA WORK IN HELPING ACTING DIRECTOR TEDD WARD WITH HIS NEWLY ACQUIRED FINANCIAL DUTIES. I HAD PLANNED ON DONATING MY TIME , BUT THE AMOUNT OF WORK HAS INCREASED . I BELIEVE THE GOING RATE FOR A LOCAL CPA FOR CONSULTING IS \$ 240.00 / HOUR. AS A COMPROMISE I OFFER TO HELP THE AUTHORITY FOR ONE THIRD OF THAT RATE OR \$ 80.00 / HOUR FOR ADDITIONAL HOURS. THANK YOU FOR YOUR CONSIDERATION IN THIS MATTER.

SINCERELY YOURS,

RICHARD TAYLOR , C.P.A.

6.6

ALPINE, AMADOR, BUTTE, CALAVERAS, COLUSA
DEL NORTE, EL DORADO, GLENN, IMPERIAL, INYO, LASSEN



MADERA, MARIPOSA, MODOC, MONO, NEVADA, PLUMAS,
SIERRA, SISKIYOU, TEHAMA, TRINITY, TUOLUMNE

CHAIR -- MICHAEL KOBSEFF, SISKIYOU COUNTY
VICE CHAIR -- BOB WILLIAMS, TEHAMA COUNTY
EXECUTIVE DIRECTOR -- GREG NORTON

TECHNICAL ADVISORY GROUP (TAG)
TAG CHAIR -- KRISTINA MILLER, TEHAMA COUNTY
TAG VICE CHAIR -- JIM MCHARGUE, AMADOR COUNTY
PROGRAM MANAGER -- MARY PITTO

MEMORANDUM

To: ESJPA Members
From: *Mary Pitto* Mary Pitto, Program Manager
Date: July 16, 2013
Re: 2013-14 Dues

Attached please find the annual dues invoice for participation in the Rural Counties' Environmental Services Joint Powers Authority (ESJPA) for the 2013-14 fiscal year. The annual dues have remained the same since 2005.

The ESJPA provides a forum for its 22 member counties' solid waste managers to share ideas and work collectively to resolve issues relevant to rural counties. During the year, the ESJPA conducts Board meetings and trainings to provide program support on solid waste related issues and opportunities that benefit the membership. The Board meetings also provide the members the valuable opportunity for direct contact with the Department of Resources Recycling and Recovery (CalRecycle) staff members, as well as other relevant regulatory agency staff and industry resources. Each of our members brings to the table unique perspectives, experience, and expertise that is valuable to the others.

The ESJPA meeting format includes morning speakers and review of current solid waste related legislation and regulatory issues and the afternoon Technical Advisor Group breakout sessions or workshops. These sessions provide a more interactive forum for the solid waste managers to get into more technical detail of important topics. The ESJPA's presentations and topics over this past 2012-13 year included:

- Presentations and discussions by state agency staff from CalRecycle regarding the ARB 2013 Scoping Plan Update/CalRecycle Waste Management Sector Plan; Emergency Debris Waste Management Plans; Compostable Materials, Transfer/Processing Proposed Regulations; Solid Waste and Recycling Programs/Infrastructure Local Funding and Siting; CalRecycle's Facility Information Toolbox (FacIT); the new Form 303 Online; the AB 939 Annual Report; and the Tire Derived Aggregate and Rubberized Asphalt Regional Grants, Farm and Ranch Solid Waste Cleanup and Abatement Grants, Tire Amnesty Grants, Solid Waste Disposal and Codisposal Site Cleanup Grants; and Household Hazardous Waste Grants; and from the Department of Toxic Substance Control (DTSC) a presentation on Safer Consumer Products and a Review of Permitting Processes.
- Special presentations and discussions from the private industry and other organizations on the CA Product Stewardship Council (CPSC) updates from CPSC staff or Board member; Prop 26 and 218 by the General Counsel from the League of California Cities; Financing Opportunities for Waste and Recycling Facilities by the California Pollution Control Financing Authority; and the Monterey Regional Waste Management District's New Pilot Dry Anaerobic Digestion System from Zero Waste Energy, LLC.

6.7

Rural Counties'

Environmental Services Joint Powers Authority

INVOICE

TO
 Mr. Kevin Hendrick, Director
 Del Norte Solid Waste Mgmt Authority
 1700 State Street
 Crescent City, CA 95531

INVOICE NUMBER 716-006
 INVOICE DATE 16-Jul-13
 ACCOUNT NUMBER
 AMOUNT DUE \$6,000.00
 PAYMENT DUE DATE 31-Aug-13

DATE	DESCRIPTION	CHARGES	CREDIT	BALANCE
	BALANCE FORWARD:			
16-Jul-13	ESJPA Annual Dues (2013/2014)	\$6,000.00		\$6,000.00
				\$6,000.00

Please pay last amount in Balance column.

Please detach portion below and send with your remittance.

FROM
 Mr. Kevin Hendrick, Director
 Del Norte Solid Waste Mgmt Authority
 1700 State Street
 Crescent City, CA 95531

INVOICE NUMBER 716-006
 PAYMENT DUE DATE 31-Aug-13
 ACCOUNT NUMBER
 AMOUNT DUE \$6,000.00
 AMOUNT ENCLOSED \$

MAKE ALL CHECKS PAYABLE TO
 Rural Counties' Environmental Services JPA (ESJPA)
 Attn: Mary Pitto, Program Manager
 1215 K Street, Suite 1650
 Sacramento, CA 95814