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 February 11, 2014** **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 8 A.M. and 5 P.M. Monday through Friday OR online at www.recycledelnorte.ca.gov

For more information call 465-1100 or email dnswma@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. **REPORT FROM DEL NORTE SOLID WASTE TASK FORCE**
   1.1 Draft minutes from Del Norte Solid Waste Task Force Meeting of 30 January 2014. **

2. CONSENT AGENDA

2.1 Approve minutes, Regular Session, Wednesday January 8, 2013. **

2.2 Approve Minutes, Special Session, Tuesday January 28, 2014. **

2.3 Receive and file report on Payments to Del Norte County for I-bank Loan. **

2.4 Acknowledge and file Semi-Annual Monitoring Report for the Crescent City Landfill for July – December 2013. **

2.5 Authorize signature on Personnel Action Form for Authority's Acting Director to be updated to lowest step of Authority Director's pay class, effective 22 August 2013. **

2.6 Authorize payment of claim to R3 Consulting Group for Invoice 7245 in the amount of $6,186.25 **

2.7 Authorize payment of claim to Robert Black for legal counsel services as invoiced for September, October, and December for a total amount of $5,259.80 **

2.8 Authorize payment of claim to Fisch Drilling in the amount of $9,837.00 **

2.9 Authorize payment of claim to Busch Geotechnical Consultants in the amount of up to $8,552.00 **

END CONSENT AGENDA

3. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 3.1 through 3.5 are provided for information only

3.1 Acting Director's Report **
3.2 Treasurer/Controller Report for December 2013
3.3 Claims approved by Treasurer & Director for January 2014 **
3.4 Monthly Cash and Charge Reports for January 2014 **
3.5 Earned Revenue Comparisons between FY12/13 and FY13/14 **

END DIRECTOR'S & TREASURER'S REPORTS

DISCUSSION/ACTION ITEMS

4. LANDFILL POSTCLOSURE

4.1 Receive and file "Groundwater Well Installation Records and Lithologic Data, Crescent City Landfill, Crescent City, California." **

4.2 Discussion and possible action regarding revised draft 'Pledge of Revenue Agreement establishing Financial Assurance for Postclosure Maintenance and Potential Corrective Action relating to the Crescent City Landfill.' **

5. COLLECTIONS FRANCHISE

5.1 Acknowledge and file 13 January 2014 letter to Recology Del Norte regarding setting up direct deposit procedures to receive funds for disposal charges and franchise fees. **

6. TRANSFER STATION

6.1 Discussion and possible action regarding receipt of oil-based paints, stains, and architectural coatings daily at the Del Norte County Transfer Station under a partnership between Hambro/WSG and PaintCare as authorized by Transfer Station Operations Change Order 17. **

7. GENERAL SOLID WASTE AUTHORITY MATTERS

7.1 Discussion and possible action regarding writing off 'bad debts' for Fiscal Year 12/13, and development, implementation and monitoring of additional fiscal controls into regular practices of the Del Norte Solid Waste Management Authority. **

7.2 Discussion and possible action regarding application to CalRecycle to the City/County Annual Payment and Reporting System (CAPRS) to support and promote recycling programs including beverage containers in Del Norte County. **

7.3 Discussion and possible action regarding possible development of Code of Ethics and Conduct for the Del Norte Solid Waste Management Authority. **

7.4 Discussion and possible action regarding the formation, responsibilities and history of the Del Norte Solid Waste Management Authority with respect to Ordinances addressing blight and illegal dumping. **

7.5 Discussion and possible action regarding Authority Ordinance 2014-01, repealing Authority Ordinances 2008-01, 2008-02, 2008-03, and 2009-01. **

7.6 Discussion and possible action regarding Authority Ordinance 2014-02, regarding Flow Control and Franchises. **

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

DEL NORTE SOLID WASTE TASK FORCE
DRAFT Minutes for meeting of
Thursday, January 30, 2014, 5:30 – 7:30 p.m.
Ocean View Inn270 Hwy 101 South
Crescent City, CA

Present: Wes Nunn, Chair
Richard Miles
Mary Wilson
Ralph Dickey
Dave Mason
Joel Wallen

Absent: Karen Sanders
Andy Larson
Pat Black
Ray Martell
Brad Cass

Also Present: Tedd Ward, M.S. – Authority Program Manager / Acting Director
Serving as Clerk to this meeting

1. Chair Nunn called the meeting to order at 5:31 PM.

2. Discussion and possible action regarding approval of minutes of the September 12, 2013 and the October 10, 2013 Del Norte Solid Waste Task Force Meetings.

   Joel Wallen moved to approved the September meeting, and Ralph Dickey seconded. Mary Wilson moved and Joel Wallen seconded a motion to approve the minutes from the October meeting. Both motions were approved by a unanimous voice vote.

3. Public comment. Any member of the public is welcome to make comments on matters regarding solid waste issues in Del Norte County. Comment is limited to three (3) minutes per person. No public comment was made.

4. Report from Ray Martell and Tedd Ward.

1.1

Director Ward summarized the six purposes of the Del Norte Solid Waste Management Authority, as described in the JPA:

- Facility Planning, Development, Permitting & Gate attendants
- AB939 - Recycling & HHW Programs
- Collections Franchise & Service Standards
- Setting and Controlling Rates
- Ordinances addressing blight & illegal dumping
- Landfill maintenance, monitoring & reporting

5. Discussion and possible action regarding recommendations to be submitted to the DNSWMA regarding repealing Ordinances 2008-01, 2008-02, 2008-03, and 2009-01, and for the adoption of an ordinance regarding Flow Control. The DNSWMA has agendized this matter for their February 12, 2014 meeting.

Dave reported that he and Heidi of the County met with Gene and Eric of the City. That meeting appeared to result in a collective recommendation to wait to consider the recommendations of the R3 Consulting group before taking significant action on these Ordinances. Mary summarized recent history of the Task Force's review of these Ordinances, and expressed frustration at how long this process has taken.

Richard Miles moved and Mary Wilson seconded a motion to recommend that the Authority repeal the Ordinances with the exception of those that address Flow control and Enforcement of the Collections Franchise. Richard Miles withdrew his motion.

Mary offered a substitute motion to recommend that the Authority repeal Ordinances 2008-01,02, and 03 and 2009-01 and replace those with an Ordinance maintaining flow control and enforcement of the collections franchise. Ralph Dickey seconded the motion.

Richard made a motion to adopt Mary's language. Ralph seconded that motion.

As part of discussion, Dave said he uses most of these ordinances except Ordinance 2008-02, sections 3.01.2 - 3.01.16, and all of section 8 of Ordinance

2008-02. He said he uses all other provisions of these Ordinances as tools for his Code Enforcement Officer duties. He said State laws and regulations do not address these issues, as those do not have administrative citations as an enforcement tool.

Joel said to him that waiting for the recommendations from R3 makes some sense.

Mary asked how many citations he has written under these Ordinances. Dave said he doesn't have adequate time to address all complaints received on non-trash issues, so he generally addresses solid waste related blight if it is a dire situation. He said these Authority Ordinances are his primary tools to address those issues.

Dave Mason called the question. Yes: Wilson, Dickey, Wallen. NO: Mason, Miles. Abstain: Nunn The motion passed.

Ralph Dickey suggested that the Task Force should review the current Authority Ordinances for those elements and policies that should be retained.

Wes Nunn moved that the Authority develop and adopt Ordinances addressing theft of service, inadequate service, and lack of service and have those enforceable under an Administrative Citation process. Wes Nunn withdrew his motion.

6. Discussion and possible action towards setting a regular calendar for Task Force meetings.

Ralph Dickey moved that the Solid Waste Task Force have its regular meeting two weeks before the Authority's regular meeting. Wilson seconded. Motion passed unanimously.

Richard Miles moved and Ralph Dickey seconded a motion that the meetings be on the fourth Monday of each month.

7. Discussion with regards to inviting members from the public for tips on waste management and recycling.

Richard Miles saw a presentation from the Humboldt County Zero Waste Council and suggested that a representative from this group be invited to talk with the Del Norte Solid Waste Task Force at a subsequent meeting. Wes said he would put this on a future agenda for further discussion.

Ralph Dickey suggested that a tab could be added to the Task Force's website to receive public suggestions. He said he would investigate that.

8. Discussion regarding any subject or concern by any member of the Solid Waste Task Force. Any new items requiring action will be placed on the agenda for the following meeting.

   Ralph Dickey moved and Wes Nunn seconded a motion to send a thank you letter to Karen Sanders for her time and efforts working with the Del Norte Solid Waste Task Force. Motion passed unanimously.

   Director Ward announced that oil-based paints and stains will be recycled every day at the Del Norte County Transfer station, starting in February. This product stewardship program is being implemented by Hambro/WSG and PaintCare.

   Joel Wallen suggested that the Task Force might request further direction from the Authority Board, such as vouchers for community cleanup, or disposal capacity.

   Richard Miles suggested that we discuss Authority outreach activities around Earth Day.

9. Adjournment. The next meeting of the Del Norte Solid Waste Task Force will be announced.

MINUTES

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

Regular Session, Wednesday, January 08, 2014, 3:15 PM

PRESENT:	Commissioner Ron Gastineau Commissioner Roger Gitlin, Vice-Chair Commissioner Rick Holley Commissioner Mike Sullivan Commissioner Mary Wilson Legal Counsel Martha Rice Acting Director/Program Manager Tedd Ward
ABSENT:	Treasurer/Controller Richard Taylor
ALSO PRESENT:	Wes Nunn, Solid Waste Task Force Eugene Palazzo, City Manager Karen Phillips, PS Business Services Jay Sarina, CAO Del Norte County Tommy Sparrow, Recology Del Norte Joel Wallen, Hambro/WSG Wes White, Hambro/WSG

3:15 PM CALL MEETING TO ORDER

Vice-Chairman Gitlin called the meeting to order at 3:15 p.m.

3:15 PM PUBLIC COMMENTS

The following person(s) addressed the Authority: Elizabeth Henry, county resident, thanked the board for hiring the consulting team; she hopes that the board supports holding a public meeting to consider public input. Victoria Dickey asked that the pledge of allegiance be held, which was led by Vice-Chairman Gitlin. Ms. Dickey commented on the laws and regulations that govern waste disposal, requesting that the 2008 and 2009 -01 Authority ordinances be repealed, and that the Authority start from scratch. Commissioner Gastineau

2.1

was introduced as the new City appointee to the Authority. Vice-Chairman Gitlin asked if copies of the ordinances, discussed above, could be provided to the Commission. Staff reported the matter was not placed on this agenda due to the fact that there is a new commissioner; the matter will be placed on the February agenda.

1. **CONSENT AGENDA**
   - 1.1 Approve minutes, Regular Session, Wednesday December 11, 2013
   - 1.2 Discussion and possible action regarding consent to assignment of Legal Services Agreement between the Del Norte Solid Waste Management Authority and the Law Offices of Black and Rice LLP. **- 120503**
   - 1.3 Approve payment of claim to EBA Engineering for Crescent City Landfill Environmental Services as described in invoices #25155 and #25609 for a total of $8,681.47.

END CONSENT AGENDA

There were no requests to add, change or delete any items on the consent agenda. No public comments were made regarding the consent agenda. Commissioners discussed the following: none.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 1.1 through 1.3, as presented.

2. **DIRECTOR'S & TREASURER'S REPORTS**
   Agenda items 3.1 through 3.5 are provided for information only
   - 2.1 Acting Director's Report - **231501**
   - 2.2 Treasurer/Controller Report for November 2013
   - 2.3 Claims approved by Treasurer & Director for December 2013
   - 2.4 Monthly Cash and Charge Reports for December 2013
   - 2.5 Earned Revenue Comparisons between FY12/13 and FY13/14

END DIRECTOR'S & TREASURER'S REPORTS

The Acting Director Tedd Ward reported on the above listed items. Mr. Ward noted that the transfer station will be recycling all architectural coatings, hopefully, by the end of this month, and the transfer station will begin accepting a dramatic expansion of products. Staff would like to begin using iPads to get the agendas to Commissioners as early as next month in an effort to save paper and copy costs. Commissioner Wilson asked about the accounts receivable reporting. They were working to compare the reports to make sense of the differences in bookkeeping between the County and the Authority. The Del Norte

County Auditor's reports are on a cash/ modified accrual basis, whereas most of the Authority's financial reports are made under an accrual accounting system. Commissioners commented that the font is also very difficult to read on the County Auditor's reports. The reporting needs to be consistent and make sense. The aging summary regarding Attain Insurance $5,500 was noted as being a credit; it was discussed briefly. No action was taken.

DISCUSSION/ACTION ITEMS

3. **LANDFILL POSTCLOSURE**
   3.1 Information regarding road improvements and drilling of two investigative wells at the Crescent City Landfill.

Acting Director Ward discussed and presented slides regarding the road improvements and well drilling. A history of the issue was given for the benefit of the new commissioner and the audience. The wells were drilled recently after the roadway was built. Data will be forthcoming next month. It is hoped that this data will help to reduce the cost of the annual permits with the reduction of threat level (currently 1A) at the landfill. No action was necessary.

4. **COLLECTIONS FRANCHISE**
   4.1 Discussion and possible action regarding deployment Authority-directed Complimentary Bin Pulls for Community Cleanup. **031205, 031507**

Acting Director Ward reported on the deployment of complimentary bin pulls for community clean-up efforts. A table was attached to the agenda item. The bins are allocated based on requests from local agencies and cleanup organizers and the fees for dumping are often waived by Hambro/WSG at the Authority's request. Smaller bins are used for projects that are spread out over a large area of the community such as the Coastal Cleanup, larger bins could be used at the Fair since it is a smaller area to cover and hauling would be a shorter distance. Chairman Gitlin would like to add additional bins to the inventory, even if it costs the Authority money. In 2013, there were essentially five bins that were not associated with ongoing annual community events. No action was taken.

5. **TRANSFER STATION**
   5.1 Discussion and possible action regarding update of policy for accepting residential fluorescent bulbs at the Del Norte County Transfer Station. **210101**

Acting Director Ward recommended that the Authority adopt the following policy with respect to fluorescent bulbs managed at the Del Norte County Transfer Station:

1) Up to 9 fluorescent bulbs may be accepted from a Del Norte

County residence at the Del Norte County Transfer Station;
2) For customers that bring in nine or more residential fluorescent bulbs in a single trip, that customer's name will be recorded on the receipt for that transaction, and that customer will be informed that they will not be allowed to dispose of any additional 'free' residential fluorescent bulbs for the next 30 days; 3) Customers who bring in more than 9 fluorescent bulbs on a single trip will be advised that this is a commercial quantity of fluorescent bulbs, and such customers will be charged commercial rates for each bulb disposed unless they can convince the gate attendant such bulbs came from a residence;
4) If the gate attendant believes that fluorescent bulbs likely came from a residence, that customer will be allowed to dispose of up to 9 residential fluorescent bulbs on that day, under the conditions described in point 2 above;
5) All commercial fluorescent bulbs and tubes as well as all residential fluorescent tubes and bulbs over nine disposed by a single customer in a 30 day period will be charged at the commercial rate for each such fluorescent; and
6) This policy will not be advertised.

Staff noted that the historical evolution of the rates for fluorescent bulbs is as follows: March 2005: Del Norte County Transfer Station opens, and Operator Hambro/WSG is required to receive the most common household hazardous wastes for no charge, including used motor oil, oil filters, ethylene glycol antifreeze, non-aerosol latex paint, lead acid batteries, televisions and computer monitors, and fluorescent tubes. February 2006: All fluorescent bulbs banned from mixed waste disposal by the California Department of Toxic Substances Control as part of a larger effort to reduce the release of mercury. October 2007: Authority adopts Transfer Station Operations Change Order 8, and sets rates for receiving commercial fluorescents. 2008 - Present: Power companies and others aggressively promote replacing incandescent bulbs with compact fluorescent lamps to save energy. Few (if any) such promotions describe the more limited disposal options for CFLs, or that the disposal cost may exceed the purchase price. Commercial fluorescents are charged at the following rates at the Del Norte County Transfer Station, regardless of quantity:

compact fluorescent lamps (CFLs):	$1.69 each
fluorescent tubes, 4':	$3.37 each
fluorescent tubes, 8':	$6.74 each

These rates are subject to a CPI-based adjustment implemented each July 1. Fluorescent ballasts and fixtures can only be accepted during the Authority's annual household hazardous waste collection event.

Staff suggested this change in policy in an effort to: a) provide clear direction to customers; b) control the expenses for Hambro/WSG for Fluorescent bulb recycling; and c) establish a means to discourage commercial customers from misrepresenting commercial fluorescent bulbs as residential to avoid paying

for recycling their fluorescent bulbs. Furthermore, staff recommended implementing the policy change without any public outreach other than explaining the policy to customers of the Del Norte County Transfer Station who try to recycle nine or more fluorescent bulbs at a time. Residents who only have a few fluorescent bulbs to recycle don't need additional outreach, and commercial customers do not need additional outreach about this residential service. Authority staff has prepared information for commercial customers about proper handling of fluorescent bulbs, referencing companies that sell mail-back boxes for fluorescent bulb recycling. The Authority's revenues will not be significantly impacted by adoption of this policy. Hambro/WSG expenses for handling and recycling household fluorescent tubes are significant, and the Authority is justified in taking actions to assure that this service remains available to residences.

On a motion by Commissioner Holley, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the policy as recommended (above) by staff.

6. GENERAL SOLID WASTE AUTHORITY MATTERS

6.1 Discussion and possible action regarding elections of Authority Chair, Vice-Chair, Secretary / Clerk, and Treasurer / Controller. **012104**

Vice-Chairman Gitlin requested nominations for Chair, Vice-Chair, Secretary/Clerk and Treasurer/Controller for 2014.

Commissioner Sullivan nominated Commissioner Gitlin for Chairman, the motion was seconded by Commissioner Wilson, and no other nominations were made. The motion was approved by unanimous polled vote

Commissioner Gitlin nominated Commissioner Holley for Vice-Chair, and the nomination was seconded by Commissioner Wilson. There being no other nominations for Vice Chair, the nomination was affirmed.

Commissioner Sullivan nominated Commissioner Wilson for Secretary/Clerk, and the nomination was seconded by Gastineau. There being no further nominations, the Commission vote unanimously, by polled vote, to affirm the nomination of Commissioner Wilson as Secretary/Clerk.

Commissioner Holley nominated Richard Taylor as Treasurer/Controller, and the nomination was seconded by Commissioner Wilson. There were no other nominations for Treasurer/Controller. On a four-fifths polled vote, with Commissioner Sullivan abstaining, Mr. Taylor was confirmed at the Treasurer/Controller.

6.2 Discussion and possible action regarding mid-year review of the Work Priorities for the Del Norte Solid Waste Management Authority for FY 13/14. **231501**

Mr. Ward reported on the mid-year review of work priorities and mandates. Commissioner Wilson noted that the Authority's last direction was that the acting director concentrate on the mandatory responsibilities/duties until a permanent director is hired. By consensus of the Commissioners, the work priority will remain the same at this time.

6.3 Information and presentation from R3 Consulting Group relating to their work on the Assessment of the Del Norte Solid Waste Management Authority. **130101**

Acting Director Ward outlined the work that the consultants were tasked with. William Schoen introduced the R3 Consulting Group, including Sam Chandler and Colin Wallace. No action was taken.

6.4 Discussion and possible action regarding setting a date for a special public meeting associated with the Assessment of the Del Norte Solid Waste Management Authority, possibly on January 28th, 2014 at 5:30 PM in the Del Norte County Board of Supervisors Chambers. **130101**

Mr. Ward asked that a public meeting be set regarding the assessment of the Authority with the consultants on January 28th at 5:30 p.m.

On a motion by Commissioner Holley, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved the special meeting date of January 28, 2014 at 5:30 p.m.

6.5 Discussion and possible action regarding Authority Resolution 2014-01 adopting By-laws changing the regular monthly meeting date and time of the Del Norte Solid Waste Management Authority to be at 3:00 P.M. on the second Wednesday of each month.

Discussion was held regarding the start time of the meetings and the resolution changing the date and time of the regular monthly Authority meetings.

On a motion by Commissioner Sullivan, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted changing the meeting time to 3:30 p.m. effective the next meeting date.

The February meeting will be held on the February 11, 2014 at 3:30 p.m. due to the President's holiday on the 12th.

6.6 Information regarding policies and programs to address illegal dumping. **031512**

Mr. Ward reported on illegal dumping and the trash options, programs and policies to reduce illegal dumping and encourage tarping of loads and recycling efforts. Several options for additional programs and policies were pointed out by staff for consideration. Commissioner Wilson suggested that landowners who have been illegally dumped upon could have a one-time free clean-up. She would like this added to the list of possible programs. Chair Gitlin noted that the Del Norte County Board of Supervisors will be taking up the matter of blight and illegal dumping at their meetings soon; this is a large problem in our community. No action was taken.

6.7 Discussion and possible action regarding working with the Mural Society and other community groups, organizations, and possibly schools to develop one or more murals with a recycling theme.

Acting Director Ward reported on the concept of working with the Mural Society to develop community murals with recycling themes. Staff has not met with any partners to develop information regarding this matter; Mr. Ward is not sure how much time this will take. He would work with a number of people in the community to determine the best place for a mural and then work with the appropriate agency. Commissioner Wilson was concerned regarding the amount of time it would take away from other priority work on the acting director's plate. Consensus was given directing staff to make some initial inquiries in pursuing working with the Mural Society, schools and other community groups to place recycling themed murals around the community.

6.8 Information regarding the formation, responsibilities and history of the Del Norte Solid Waste Management Authority with respect to setting and controls for maximum rates to be charged for discard collection services, solid waste and recycling services, and securing disposal capacity as required under Pubic Resources Code sections 41701 and 41703. **061801, 031502, 080104, 180510**

Acting Director Ward reported on the above listed item. The Authority's setting of rates and securing disposal capacity were reviewed. Wes White, CEO Hambro/WSG, commented on their positive relationship with White City's disposal and their capacity. Elizabeth Henry noted that she was disappointed when the Commission recently turned down the opportunity to work with CalRecycle on a waste characterization study that would be largely paid for by CalRecycle. She feels that such a study would be valuable for minimal community expense or effort. No action was recommended or taken.

6.9 Information regarding AB 1234 Ethics training requirements.
052001

Counsel Martha Rice reminded the Commissioners of the ethics training required every two years. The online training takes just a few hours and the certificates will be kept by the acting director as a matter of public record.

ADJOURN:

There being no further business to come before the Authority, the Chairman adjourned the meeting at 5:06 p.m. until the next special meeting scheduled on January 28, at 5:30 p.m.

_____ Date / /
Roger Gitlin, Chair
Del Norte Solid Waste Management Authority

ATTEST:

_____ Date / /
Mary Wilson, Secretary/Clerk of the Board

MINUTES

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

Special Session, Tuesday January 28, 2014 @ 5:30 PM

PRESENT:	Commissioner Ron Gastineau, City Commissioner Roger Gitlin, County, Chair Commissioner Rick Holley, City, Vice-Chair Commissioner Mike Sullivan, County Commissioner Mary Wilson, Public, Secretary/Clerk Legal Counsel Martha Rice Acting Director/Program Manager Tedd Ward
ABSENT:	Treasurer/Controller Richard Taylor
ALSO PRESENT:	Wes Nunn, Solid Waste Task Force Karen Phillips, PS Business Services Tommy Sparrow, Recology Del Norte Joel Wallen, Hambro's/WSG Wes White, Hambro's/WSG

5:30 PM CALL MEETING TO ORDER - PLEDGE

The Chairman called the meeting to order at 5:30 p.m., and the pledge of allegiance was led by Commissioner Gastineau.

PUBLIC COMMENTS:

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

1. **GENERAL SOLID WASTE AUTHORITY MATTERS**

   1.1 Public comment and input to R3 Consulting Group relating to their tasks in the Assessment of the Del Norte Solid Waste Management Authority. 130101

2.2

R3 representative Colin Wallace was present at the meeting. The following person(s) addressed the Authority regarding the tasks given to the R3 Consulting Group:
Janet Gilbert, County resident, noted that the current JPA is a good model of public private partnership;
Angela Glore, city resident, stated she enjoys our transfer station, no change is needed;
Jon Partmentier, wants the authority to remain a public entity;
Michele Driscoll, city resident, likes the current system;
Joe Romero, county resident, was concerned about privatization of transfer station; Elizabeth Henry, county resident, supports keeping the current structure of the authority and supports hiring a director as soon as possible;
Don Gillespie, county resident, supports the authority remaining a public entity;
Robin Sutherland, city resident, read a letter by county resident Susan Calla, and Ms. Sutherland stated that based on her earlier career with the Inspector General's office at the federal level, the Authority's actions to reduce the number of experienced staff under the drive to reduce expenses is ready for problems, in her opinion;
Norma Williams, city resident and union president, noted that she was at the meeting in support of the union workers at the Authority. She feels that the transfer station has a great service as it is;
Andy Larson, county resident, supports the Authority and believes that the Authority board needs to remain involved even if the services are privatized;
Ellery West, county resident, supports the Authority staying the way it is due to indirect costs from private enterprise organizations being so high;
Gail West, county resident, supports existing system;
Ron Plechaty, county resident, supports privatizing or at least exploring that option; Melissa McDowell, county resident, noted that she is impressed by the transfer station and wonders why Commissioners have problems with the transfer station and public nature of the Authority;
Patricia Black, county resident, is impressed with the management of the Solid Waste Authority, its employees, their networking with the rest of the state, and support for the reduction of waste stream;
Michael Tompkins, city resident, stated that the joint powers authority works as it is; Ralph Johansen, resident of the county, feels that the service that we receive is great, it is expensive, and he feels the Authority should consider reducing the costs, but supports the current set up;
Lathrop Leonard, county resident, has been impressed with the community since he moved here, he is impressed with the reduction of the waste stream, and is confused about the continued scrutiny after two years of research, and the firing of the former director without any identified issues;
Ruth Rhodes, resident of county, supports the present structure due to safety and history of the landfill;
Donna Thompson, county resident, appreciates the Authority, the recycling program and other programs they provide in the community;

Charlene VanAlstine, county resident, asked if things are going so well, why are the rates for businesses going up. She feels if privatization is cheaper, it should be done;
Mary Beth Sampson read a letter she wrote to the Triplicate this summer expressing her concern for privatization and why this is an issue;
Craig Strong, county resident, would like to see the end of this episode;
Dale Condon, county resident, supports the current Solid Waste Authority;
Eileen Cooper, county resident, supports the current Solid Waste Authority;
Barbara Burke, county resident, supports the current Solid Waste Authority;
Paul Dillard, county resident, noted that the problems were not with the Authority and the operation, but with the previous Commission. He thinks that this work can be streamlined and work without the Commission. He noted that Hambro and Recology are private businesses;
Victoria Dickey, county resident, noted that she is for privatization; all the issues can be dealt with by contract;
Bill Lonsdale, city resident, noted that the problem is solved in that the Authority board does not get a stipend and he noted that he is happy with the current Solid Waste Authority;
Andrea Wadsworth, gate employee of the Authority, wanted to know why the gate staff are picked on and stress put on them all the time;
Ralph Dickey, county resident, would like to see privatization and the gate employees remain contract county employees so that they do not lose their benefits;
Rita Schmidt, resident of county and gate employee, noted that the staff all work as a team and they would like to job security; Keith Estes, employee, supports the current Solid Waste Authority.

Chairman Gitlin noted that written comments could be presented to Acting Director Ward and he will forward them to the consultant R3 Group.
Commissioner Sullivan asked that the staff show the timeline of the consultants work and when the results would be presented. Staff presented a slide showing the dates over the next few months outlining the consultant's timeline.
Commissioner Holley noted that there was only one question poised to the consultant regarding privatization and they were presented with a broad list of questions to answer in their final report. The final report will be delivered on April 3, 2014 according to the timeline.

ADJOURN:

There being no further business to come before the Authority, the Chairman adjourned the meeting at 7:00 p.m. until the next regularly scheduled meeting on February 11, 2014.

_____ Date / /

Roger Gitlin, Chair
Del Norte Solid Waste Management Authority

ATTEST:

_____ Date / /
Mary Wilson, Secretary/Clerk of the Board

January 28, 2014

R3 Consulting Group
Roseville, CA

RE: DNSWMA COMMENTS

Dear Colleagues:

I want to go on record that we are extremely pleased with the service at the Transfer Station. We visit it frequently as 1) homeowners in the Hiouchi area with loads of green "waste" and construction debris due to home and garage remodeling projects and 2) as managers of a non-profit organization (Smith River Alliance) which owns a Ranch on the South Fork Smith River and organizes "river clean-up" projects in both the Smith River National Recreation Area and Redwood National and State Parks.

Additional comments for your consideration:

- If it's not broken, don't fix it.
- Keep our rates down and services up.
- We appreciate that the DNSWMA is locally managed. We want to control our own destiny.
- Waste is a resource and garbage and recycling services are a necessity.
- Illegal dumping is a serious problem on our public lands. We look forward to continuing work with staff + the community to find and use grant + other funding to create a rate structure + programs that encourage participation.
- We appreciate that the DNSWMA is in it for the community ---- not in it for the profit of a business.

ENT'D JAN 28 2014

Thank you very much for your consideration of these comments. Please feel free to contact me if you'd like to discuss any of the above.

BTW, Conservation Solutions, Inc. was a lead contractor in the 1990's who assisted the DNSWMA with the master planning and permitting which led to the successful closure and remediation of the landfill off of Sand Hill Road. The Smith River Alliance website can be found at www.smithriveralliance.org.

Sincerely,

Grant Werschkull, President
Conservation Solutions, Inc.
grant@conservationsolutions.biz

Grant Werschkull and Patty McCleary, Executive Director Team
Smith River Alliance
Home office: 707 458-3586
Grant cell/voice: 916 715-9898
www.smithriveralliance.org
grant@smithriveralliance.org
patty@smithriveralliance.org

Statement by Elizabeth Henry
Del Norte Solid Waste Authority
Public Hearing
January 28, 2014

I am Elizabeth Henry, a County resident. I want to tell you briefly why I am here. Though I have lived in Mendocino County and served on the Board of Supervisors for 8 years and was a founding member of the Solid Waste Authority there in 1990, it is Del Norte County where I really feel at home. My family moved to CC 60 years ago, in 1954, and built our family home on Pebble Beach Drive in 1957. I love this area and am concerned about what happens here.

I am here today to support keeping the current structure of the Solid Waste Authority, and to ask that the position of Director be filled as soon as possible. Some think that the job of the Authority is finished – the landfill is closed, the transfer station is built, and recycling is established. A lot of progress has been made since 1993 – what's left to do? The success story of the Solid Waste Authority was built from the ground up under the leadership of two talented and hard-working people, the dedicated staff that worked with them, and a supportive community and board. The 50% recycling requirement set by the State has been reached and hazardous waste collection and many innovative programs established. The Authority team is respected throughout the state and have advocated for rural communities by belonging to and leading state-wide organizations. That is why the forced retirement of the Director is so puzzling.

But we are here now. What needs to be done? I think the idea of dissolving the Authority has been dropped but privatization still looms. According to Commissioner Wilson's statement quoted in the Triplicate: "There might be some scenarios or alternatives that are a combination of partial privatization while keeping the Authority."

The only scenario meeting that description is to replace the Authority's administrative, program and support staff with independent contractors which is a recipe for failure and should not be implemented in any form. The appeal of employing an independent contractor is that many believe the contractor costs less because of savings to health insurance and retirement benefits. But contractors are also in the business of making money and may cost the same or more. What is certain is that the community will lose several long-term, good-paying jobs.

Independent contractors are usually hired for task-oriented, short term projects like what the R3 consultants are doing. Being under the direction of the Authority Board will not work for the long-term. According to California's common law test," the most important factor is the right of the principle to control the manner and means of accomplishing a desired result. The more control the employer has, the more likely the worker is an employee, not an independent contractor." Using an independent contractor would create a murky situation with stiff penalties for misclassifying. I don't want to go further into the weeds with this right now, but will be happy to provide Commissioners with a copy of the article by Methven & Associates from which I am quoting.

ENTD JAN 28 2014

The future of effective and efficient solid waste handling and expansion of recycling opportunities depends on a committed staff who live in our community, who know its people and their values. The future requires a solid foundation on which success can be built, not the shifting sands of negotiated contracts.

My last point in support of the current structure of the Solid Waste Authority is to look at a similar joint powers agreement that created the Border Coast Airport Authority which runs and maintains the airport facility. With your safety in mind, would you rather have short-term independent contractors run the airport facility than the two long-term full-time employees of the Airport Authority.

The collection and handling of the solid waste stream requires not only proper disposition, but also a vision and plan for how to implement recycling, reduction and reuse programs for the long-term recycling with increased participation. That will only be achieved with an intact Authority and qualified staff, including a Director.

January 27, 2014

To: R3 Consulting Group

Re: Evaluating Del Norte Solid Waste Management Authority

My home and property border the closed landfill. Due to my proximity to the unlined decaying garbage mound, I and my neighbors have monitoring wells in our backyards. Every few months, a technician from the DN Solid Waste Authority comes on to our properties to test for emissions in order to determine if any toxic substances have escaped the garbage mound; gases like methane that could dissolve and seep into our groundwater and wells. Thanks to the diligence of the Authority, which keeps me informed, the regular testing has so far reported only negative results for pollutants; I deeply appreciate that this level of responsibility being carried out by the Authority in order to protect me and fulfill the state's legal requirement to monitor/manage the site for 30 years.

In the years since the landfill property has been closed, it has acted as magnet for illegal activity. Although secured by a locked gate, vandals have accessed the property. I've had to report two fires set by trespassers. On a regular basis, illegal dirt bike or ATV riders cut landfill fences to access the landfill property and the state park dunes that border it. The covered mound itself could be damaged and ripped opened by this reckless activity if perpetrators were not stopped. Whenever I've called 911 there has been a 24/7 response from Authority staff who are on emergency duty. They either show up themselves or law enforcement arrives on the scene within minutes.

If the Authority is privatized, who is going to take on this enormous liability and monitoring responsibility for the remaining decades as required by the state? Management of our waste stream needs to remain public where there will be oversight and accountability and not decisions based on profit motive. The DNSWMA Board needs to recognize and continue the excellent standards and high degree of professional and quality service, security and vigilance that is currently being provided by the Authority for our community.

Sincerely,

Susan Calla
660 Sand Hill Road
Crescent City, CA 95531
707) 465-6191

ENT'D JAN 28 2014

Bill Lonsdale
135 Maple Tree Lane
Crescent City, CA 95531
707-465-5964

8 October 2013

Subject: Comments And Suggestions on Potential Consultant Work

Chair and Members of the Board
Del Norte County Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531

Dear Chairman Enea and Members of the Board,

1. This is to provide some comments and suggestions on the Consultation Proposal distributed at your Board's last meeting. While I'm certain that the RFP and conversations between the Board Sub-Committee and prospective Consultants must have covered most points outlined below -- and likely many more, these are respectfully offered in the event that some may have fallen by the wayside during the run-up to the Consultant Proposal recommendation.
2. The following inquiry areas are suggested for coverage under the key tasks outlined by the pending proposal. They are by no means all-inclusive. Rather, they are aimed at gaining information and evaluations which your Board might take into account in wrestling with the question of the Authority's future. Additionally, I hope that answering them will move us closer to the "ten-year projection" view proposed in July by Commissioner Wilson.
   - **Evaluate and make recommendations regarding cash controls and procedures.**
     - Have the problem(s) contributing to apparent past cash losses been identified and resolved satisfactorily?
     - Will current procedures avert similar losses in the future?
     - Are accounting controls sufficient to identify any future problems as they occur?
     - Should responsibility for accounting be divided between the Authority and County Staffs? If so, how should the division be done?
     - If the Authority is dissolved, where should subsequent cash management and accounting be done? Is sufficient alternative staffing and expertise to take over functions now performed by Authority Staff?
   - **Evaluate and make recommendations regarding Authority staffing patterns and needs.**
     - What <u>mandatory</u> solid waste management functions must be performed by either the Authority or any successor entity to keep the County in compliance with *current* local, state and federal requirements?
       - Is current Authority Staffing and expertise appropriate to these required functions? If not, what increase or decrease is recommended?
       - Does sufficient staffing and/or expertise exist at the County or City level to assume these required functions, should the Authority be dissolved? If not, what additions would be required?

- What likely future local, state and federal solid waste management requirements can be identified that would be mandatory for the County to remain in compliance?
  - Is current Authority Staffing and expertise appropriate to these potential future required functions? If not, what increase or decrease is recommended?
  - Does sufficient staffing and/or expertise exist at the County or City level to assume these potential future required functions, should the Authority be dissolved? If not, what additions would be required?
- What, if any, job duplication exists in current Authority staffing?
  - If it exists, is the duplication within the Authority?
  - If it exists, is the duplication between the Authority and an external entity [*i.e.*, local government or franchisee(s)]? If so, what would be the impact of eliminating the duplicative function from the Authority? Would any policy, oversight or regulatory functions be transferred to external entities?

- **Evaluate day to day operations and make recommendations for increasing efficiencies.**
  - *Landfill*: Based on current requirements and activities associated with managing, monitoring, reporting, and inspecting the landfill, as well as coordinating with state and federal authorities, does the authority have appropriate staffing and expertise to maintain compliance with regulatory requirements?
    - Are regulatory requirements being met in a timely and comprehensive manner?
    - Are regulatory authorities satisfied with our stewardship of the landfill?
    - Is current Authority Staffing and expertise appropriate to execute landfill-related operations effectively? If not, what increase or decrease is recommended?
    - Does sufficient staffing and/or expertise exist at the County or City level to assume these landfill-related functions, should the Authority be dissolved? If not, what additions would be required?
  - *Collections Franchise*: Based on current requirements and activities associated with managing and monitoring the collections franchise, as well as coordinating requirements with franchisee and local, state or federal authorities, does the authority have appropriate staffing and expertise to ensure good service to the Public and compliance with regulatory requirements?
    - Is the collections franchise being managed in compliance with existing regulatory requirements?
    - Is communication with the Public and the franchisee open and effective? If not, how might communication be improved?
    - Are the collection needs of residential, commercial and "public sector" collection customers being met? If not, how can collection be improved to meet the needs of all customer sectors without adverse impact on any one sector?
    - As part of the proposed dissolution of the Authority, customers have been promised a $20 per month reduction in collection costs. How can this be accomplished without adversely affecting the quality and frequency of collection service?
    - Does sufficient staffing and/or expertise exist at the County or City level to assume these collections franchise management and oversight functions, should the Authority be dissolved? If not, what additions would be required?

- *Transfer Station*: Based on current requirements and activities associated with managing and monitoring the Transfer Station franchise, as well as coordinating requirements with the franchisee and local, state or federal authorities, does the authority have appropriate staffing and expertise to ensure good service to the Public and compliance with regulatory requirements?
  - Is the Transfer Station franchise being managed in compliance with existing regulatory requirements?
  - Is communication with the Public and the franchisee open and effective? If not, how might communication be improved?
  - Are the collection needs of residential, commercial and "public sector" Transfer Station customers being met? If not, how can Transfer Station operations be improved to meet the needs of all customer sectors without adverse impact on any one customer sector?
  - As part of the proposed dissolution of the Authority, it has been suggested that the entire Transfer Station, and its management and operation, be sold to a private company. Based on Consultants' experience and expertise, what legal, operational, customer service, and/or regulatory compliance issues can be foreseen? Is it likely that a private buyer could be found without local government offering a property tax exemption incentive?
  - Should the Authority be dissolved, does sufficient staffing and/or expertise exist at the County or City level to assume Transfer Station oversight functions [of either franchisee or private owner]? If not, what additions would be required?
- *Policy and Oversight*: Based on current requirements and activities associated with policy and rate structure development/implementation, enforcement, coordination of local service and quality standards, and coordination with state or federal authorities, does the Authority have appropriate staffing and expertise to maintain desired quality and service standards, as well as compliance with regulatory requirements? If not, what changes should be made?
  - Does sufficient staffing and/or expertise exist at the County or City level to assume these policy development, oversight and coordination functions, should the Authority be dissolved? If not, what additions would be required?
  - Would the City and the County each require the ability to perform these functions?
  - Would separate City and County regulations be required?
  - Would separate City and County service agreements be required?
  - Would separate City and County policy rate-development processes be required?
  - Would separate City and County reporting to regulatory authorities be required?

- **Evaluate and make recommendations regarding the structure of the Joint Powers Authority (JPA).**
  - How does the current JPA structure compare to inter-governmental solid waste management policy, management, and operational structures in equivalent California jurisdictions with equivalent solid waste management requirements?
  - Is a JPA appropriate for the City-County situation in Del Norte County? If not, what alternatives could result in more efficient and effective management and direction of required solid waste-related functions?

- Would elimination of the JPA arrangement save the tax-payers money? If so, how? If not, why not?
- Could the JPA function effectively in a manner similar to other Del Norte JPA's [*i.e.*, Executive Director and part-time clerical staff, supported by contractors][*see* Local Transportation Commission, Redwood Coast Transit Authority, Airport Board]?
  - If so, what functions would have to be performed by City or County staff?
  - Is it likely that such a configuration could meet the current operational, regulatory, policy and reporting requirements at a savings [after contracting costs] to tax-payers and rate-payers?

- **Evaluate the Executive Director (ED) position and make recommendations regarding the recruitment and appointment of an ED.**
  - Given the responsibilities identified elsewhere in the Consultants' review, what is an appropriate, competitive salary and benefit range for a future DNSWMA ED?
  - What qualifications, experience and personal qualities are required to perform Executive Director (ED) functions in the Authority as it is now configured?
  - Is it appropriate or feasible for a future DNSWMA ED to perform both executive and operational functions currently divided between the ED and DirOps positions?
    - If not, why not?
    - If so, how would each position be affected? What, if any, savings could be expected?
  - If the JPA were to be reconfigured to an entity similar to other Del Norte JPAs, what qualifications, experience and personal qualities are required to perform Executive Director (ED) functions in that reconfigured Authority?
  - Given the uncertainties posed by the current proposal to dissolve the Authority and "privatize" its operations, what are the prospects of recruiting a fully qualified, experienced ED? What are the prospects of recruiting from within the Authority?

- **Evaluate and make recommendations regarding the rural operations in the Klamath and Gasquet communities.**
  - What, if any, problems or shortcomings exist in the Authority's "rural operations?"
  - Which of any problems or shortcomings can be resolved without significant additional cost to the Authority?
  - Can the Authority's "rural operations" be "privatized?" With what cost savings?
  - If the Authority's "rural operations" are "privatized" which local government entity [*i.e.*, the Authority, the County, or the private entity] would be responsible for regulatory compliance and reporting?

3. Additionally, to allay any suspicions of "Consultant bias" by any element(s) of the Public following your Board's deliberation, I respectfully recommend that your Board sound out the prospective consultants on the nature of their relationship -- past and present -- with the Humboldt Waste Management Authority (HWMA).

   - Some who are in favor of dissolving the Authority may be concerned that the association of one prospective Consultant with the HWMA may have biased her in favor of a well-staffed JPA to handle complex regulatory, management, and compliance issues.

- Some who are in favor of keeping the Authority in being may be concerned that some adverse relationship of one prospective Consultant with her former employer (HWMA) may have biased her against a well-staffed JPA to handle complex regulatory, management, and compliance issues.
- It would be useful for your Board to explore these possibilities, and to have some statement on the record that neither of these concerns is warranted.

4. Thank you for your kind consideration of these observations and suggestions.

Respectfully,

s/Bill Lonsdale

Bill Lonsdale
135 Maple Tree Lane
Crescent City, CA 95531
707-465-5964

22 October 2013

Subject: Comments and Suggestions on Proposed Consultant RFP

Chair and Members of the Board
Del Norte Solid Waste Management Authority
1700 State Street\
Crescent City, CA 95531

Dear Chairman Enea and Members of the Board,

This is to provide comments and suggestions regarding the Draft RFP, *Assessment of the Del Norte Solid Waste Management Authority,* to be considered at your Board's 23 October Meeting. Specific comments are presented in the order of item appearance in the Draft.

General.

This Draft RFP represents a considerable improvement over its predecessor in terms of its specificity and comprehensiveness..

Nevertheless, the scope of the Draft RFP appears constrained to only evaluation of the current Authority structure and performance. It does not treat the potential effectiveness and costs of the various alternatives which have been proposed during your Board's deliberations to date.

As a consequence, the Consultant(s) are not called upon, specifically, to provide independently-developed information that would be necessary to inform a Board decision to adopt alternative(s) such as: (a) dissolution and transfer of functions to County and/or City Staffs, (b) dissolution and replacement by private enterprise(s), or (c) dissolution and replacement by a smaller, contractor-supported JPA structure similar to the Local Transportation Commission, Redwood Coast Transit Authority, or the Border Coast Regional Airport Authority.

If such information on alternatives were not developed under this RFP, and Board were disposed to consider these -- or other -- alternatives, then additional Consultant work might have to be done to support that decision making. That would entail another RFP, perhaps new Consultant(s) -- with a potential learning curve -- and more delay. It seems more efficient and cost effective to develop the full range of decision support data and information under a single Consultant engagement.

Respectfully recommend that this RFP be expanded to include evaluation of potential alternatives to the current Authority structure and operations -- either as part of the current Consultant work, or as an optional "Phase 2," should your Board wish to proceed with consideration of alternatives.

Cash Controls and Procedures.

Service description provides good coverage of the current situation. However, it omits consideration of alternatives, if the Authority were to be reduced or dissolved.

Respectfully recommend that the following specification be included in this category, or incorporated in an optional "Phase 2" task description:

> "If the Authority is dissolved or downsized, where should subsequent cash management and accounting be done? Is alternative staffing and expertise sufficient to take over functions now performed by Authority Staff?"

Day-to-Day Operations.

Service description provides good coverage of the current situation. However, it omits consideration of alternatives, if the Authority were to be reduced or dissolved.

Respectfully recommend that the following specification be included in this category, or incorporated in an optional "Phase 2" task description:

> " Should the Authority be dissolved does sufficient staffing and/or expertise exist at the County or City level to assume landfill-, transfer station-, and collection oversight-related functions? If not, what additions to their staffing would be required?"

Organizational Structure.

Task description provides good coverage of the current situation. However, it omits consideration of alternatives, if the Authority were to be dissolved.

Respectfully recommend that the following specification be included in this category, or incorporated in an optional "Phase 2" task description:

> "Does sufficient staffing and expertise exist at the County and/or City level to assume policy development, regulatory compliance/reporting, rate setting, and enforcement, should the Authority be dissolved? Would separate City and County regulations, reporting, rate-setting and enforcement be required?"

Director Position.

Task description provides good coverage of the current situation. However, it omits consideration of alternatives, if the Authority were to be dissolved.

Respectfully recommend that the following specification be included in this category, or incorporated in an optional "Phase 2" task description:

> "If the Authority were to be dissolved, where should the Director's functions be carried out?"

Small Volume Transfer Stations.

Task description provides good coverage of the current situation, and the possibility that such operations might be privatized.

No recommendation.

Additional Comment.

Both "tax-payers" and "rate payers" are referenced in several areas of the RFP. Since most of the tasks referenced could affect both segments of the population, respectfully recommend that the terminology be standardized, except where the specific impact is on one segment.

Thank you for your considerations of these observations and suggestions.

Respectfully,

s/Bill Lonsdale

http://www.triplicate.com/Opinion/Letters/Letters-to-the-Editor-June-6-2013

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Letters to the Editor June 6, 2013

Written by Del Norte Triplicate Readers June 07, 2013 01:43 pm

For-profit trash disposal wouldn't save us money

As a resident of Del Norte County, I am perplexed by some members of the Board of Supervisors wanting to dissolve the Del Norte Solid Waste Management Authority.

As someone who does not make much money, it's the only place I can afford to dispose of my trash, brush and other household items.

At this point in time the transfer station's rates are being regulated by the non-profit Waste Authority. If it were to become a 100 percent privatized "for-profit" business, the rates, which would be unregulated, would surely increase.

Three county supervisors said the rates would decrease if it became privatized. Please explain to me how this is possible. For-profit means for-profit, that's the bottom line. This would make it very difficult for many residents to afford to dispose of their trash.

I also feel that it may cause more illegal dumping around the county.

The authority and transfer station staff do an amazing job and I feel that dissolving the authority would ruin one of the few things that actually works well in this county.

I don't even understand why dissolving the authority is even an issue to begin with.

Something smells fishy to me. It if ain't broke, don't fix it!

Mary Beth Sampson, Crescent City

http://www.triplicate.com/Opinion/Letters/Letters-to-the-Editor-June-6-2013

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Letters to the Editor June 6, 2013

Written by Del Norte Triplicate Readers June 07, 2013 01:43 pm

Privatizing authority is of questionable legality

At the joint supervisors/City Council meeting on May 21, county Supervisor Roger Gitlin stated publicly that he had received a confidential memo from legal counsel regarding the possible legal implications of privatizing the Solid Waste Authority due to a Costa Mesa case.

As a layperson, the case seems quite simple. The Costa Mesa City Council attempted to privatize many services to allegedly save money. The employees' union filed a lawsuit stating that according to California Government Code, a city is prohibited from privatizing city services that are not considered special such as legal, financial or engineering services.

The court ruled in favor of the employees' union. It reached the California Supreme Court in November and the decision is now case law. This means that it serves as legal precedent (binding or persuasive) for any future cases in which a California general city attempts to privatize non-specialized city services.

The cost to Costa Mesa was great. The City Council spent $700,000 in legal fees and was forced to withdraw all pink slips. The court prohibited the layoffs from going forward until the case was resolved. Unfortunately, a maintenance worker, Huy Pham ended his life by jumping off the City Hall building after receiving his layoff notice.

When the majority of Del Norte citizens are expressing satisfaction and support for the services provided by the Solid Waste Authority, when the Triplicate has provided the figures showing that we pay *less* per unit weight than Curry County and when employees have desperately expressed the stress they and their families are experiencing with this unending game over their livelihood, why are supervisors Gitlin and Michael Sullivan spending time looking into privatization when the entire legality of doing so is highly questionable?

I do not believe that Del Norte citizens want to spend the legal costs to be the first county/city in which this Costa Mesa precedent may be applied? Let's stop traumatizing our citizens and put this issue to rest.

Genevieve Bannie, Crescent City

Solid Waste Authority / R3 Public meeting
1/28/2014

First a thank you to the JPA commissioners and board of supervisors for getting some professional help in answering your persistent questions about the role and performance of the DNSWMA. And to that professional help, R3, I want to share that this episode in Del Norte politics has been a big waste of supervisors, commissioners, and the publics time, and we have already lost one of our most effective and intelligent public employees when the prior director resigned under duress last summer. I hope you can bring this episode to a logical end.

I also want to share a perspective on what further privatization of the authority would means to our community.

Firstly, just 14% of monies taken in by the city and county via the SWA are devoted to supporting the public jobs of running our solid waste management, the other 86% already goes to private companies, namely Recology Del Norte and Hambro Waste Solutions Group and their subcontractors and cooperating businesses. What is left to privatize? The remaining jobs that the Authority does with their small PUBLIC share of OUR solid waste bills are truly public service jobs that COULD NOT BE DONE by a private entity whose motive is profit not benefit of services to the community. Let me give some examples.

1) The old landfill off Sandhill road is still the counties responsibility and liability. Authority staff have done an excellent job for the county in closing the landfill and monitoring water quality around it, and also in creating a cooperative and clear communication with the state water quality control board to keep us from getting additional fines. What private company (other than more expensive consultants) is going to work for the benefit of the county and land owners around the old dump like this?

2) Authority staff negotiated the current contracts with private companies for pickup and hauling of our recycling and waste. An outcome of this is they secured the lowest residential hauling rates in the region, they required that the haulers, Recology, provide recycling pickup and meet waste reduction mandates, and they created a progressive rate reduction program for businesses so that businesses rates go down if they increase the recycling component of their waste stream. A private entity in whatever form is in the business to make money, not to look out for the county and community as the authority has been doing in developing these

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contracts. Basically our local government needs to keep control and keep responsibility for this public service.

3) There is a host of other services the Authhority provides to our community that are above and beyond what a private company would do. These include

Hazardous waste roundup

Reduced rates for brush, lumber, metals, and some electronics in keeping with their reduced cost of disposal to the county and haulers

A large and growing list of recyclable materials that are taken out of the waste stream.

Educational programs to our schools and community on recycling, composting, and conservation.

Thank you

Craig S Strong

Submitted by Rita Schmitt

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 Del Norte Solid Waste Management Authority facilities, including the prompt opening and closing of the site; documentation, calculation and collection of fees, reconciling and making the deposits of the fees at the end of each work day.

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 performs facility-specific closing procedures at the end of the workday.

- Provides verbal instructions and pre-printed materials to the public regarding services, charges and proper procedures at Authority facilities.

- Measures quantities or volumes of materials disposed.

- Operates computer, software, scales, printers, card slider, signature pad, and customer displays as provided to record, communicate, and document transactions.

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

- Reconciles cash, checks, credit or debit cards, and charges with receipts at the end of each shift, supported by reports and completed forms.

Completes forms and files of relevant records for possible auditing and verifications at a later date.

- Ability to use digital measuring tape and do rapid calculations.

- Ability to control cash flow and make change.

- Ability to collect and secure daily receipts.

Ability to calculate, record and compile basic statistics pertaining to daily activities at Authority facilities.

Ability to sweep, mop, clean and maintain Authority facilities and clean up trash and/or spills as needed.

- Ability to interact 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:

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, stand, walk, hear, see, talk, drive and use hands and fingers.

- The employee is occasionally required to reach with hands and arms, and to stoop, kneel or crouch.

The employee may be required to lift objects up to 40 pounds and to operate a crank to open and close refuse bins.

- The ability to operate a keyboard/computer, calculator, copier, facsimile machine and like equipment is required.

Transfer Station Gate Attendant Training Checklist

Topic / Activity / Procedure
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

Del Norte Solid Waste Management Authority

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

Staff Report

Date:	**22 January 2014**
To:	**Clinton Schaad, Del Norte County Auditor**
Cc:	**Norm Newell, Smith & Newell**
From:	**Rich Taylor – Treasurer / Controller** **Tedd Ward, M.S. – Acting Director / Program Manager** **Del Norte Solid Waste Management Authority**
File Number:	**090201 – I-Bank / Transfer Station Financing**
Attachments:	**Revised Balance Sheets from the Del Norte County Auditor's office for Authority accounts for October, November, and December 2013**
Topic:	**Payments to Del Norte County for I-Bank Loan**

Summary / Recommendation: No action required. This report summarizes how the County Auditor intends to record the pre-paid amount of $198,177.17 towards the Authority's I-Bank payment obligations as an Authority asset as of October 2013.

Background: In October 2013, the Authority Board was informed of a transfer of $198,177.17 deducted from the Authority's accounts to cover an I-Bank revenue requirement. This requirement is similar to a leaseholder being asked to pay the last month's rent, in that the Authority was to pay this money to Del Norte County, who would hold this to assure that funds are available to make the final payment The corresponding accounting entry was to reduce the Authority's sublease payable amount.

Analysis: The Authority's primary interest in this matter is to assure that all payments made by the Authority are recorded in a manner that assures that future County and Authority staff will acknowledge all payments made to the County with respect to the I-Bank loan and subleases. During discussions on this issue, the question arose that if the sublease payable amount is reduced on the Authority's financial statement, the balance paid to date would not agree with the amortization schedule included with the agreement between the Authority and Del Norte County. After conferring with Del Norte County Auditor Clinton Schaad, Authority Treasurer/Controller Rich Taylor and Authority

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A Joint Powers Authority of
the City of Crescent City and County of Del Norte
& member, North Coast Recycling Market Development Zone

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Acting Director Tedd Ward agreed that instead of reducing the sub-lease payable if would be better to carry this $198,177.17 as an asset on the Authority's financial statements, effective as of October 2013. This I-Bank revenue requirement deposit, as reflected in the Authority's financial statements, would serve as a reminder that the last payment to Del Norte County has already been made.

Dicussions with Norm Newell confirmed that this would be an acceptable means to record this cash transfer.

Alternatives: The Authority Treasurer and Acting Director did examine the potential of developing a new amortization schedule to acknowledge this pre-payment deduction, in part with the intent of potentially lowering the Authority's total interest payments over the life of the loan. This approach was abandoned for the reason described in the Fiscal Impact section that follows.

Fiscal Impact: The amortization schedule in the agreement between the County and the Authority already presumed that the County would be holding these funds starting in 2005, so this 'advance' payment will not affect either the principle amount or other charges in the agreement or the amortization schedule.

Solid Waste
Balance Sheet
October 31, 2013

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	322,955.98
422 010 00300	Imprest Cash	100.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 01100	Accounts Receivable	138,922.91
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 & Improv	(74,730.24)
422 010 03460	Accum Depr Transfer Station	(673,852.00)
	Total Assets	3,819,371.90

LIABILITIES AND FUND EQUITY

422 010 05103	A/P Services	162.67
422 010 05210	Sublease Payable	3,205,118.55
422 010 05300	Compensated Absences Payable	44,130.79
422 010 05400	Deferred Revenue	138,922.91
422 010 05500	Post Closure Liability	2,650,636.00
422 010 07100	Fund Balance	(2,735,112.72)
422 010 09600	Investment in Capital Assets net of related debt	531,748.00
	Revenue	851,079.09
	Expenditure	(867,313.39)
	Total Liabilities and Fund Equity	3,819,371.90

Solid Waste
Balance Sheet
November 30, 2013

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	460,501.68
422 010 00300	Imprest Cash	100.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 01100	Accounts Receivable	138,922.91
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 & Improv	(74,730.24)
422 010 03460	Accum Depr Transfer Station	(673,852.00)
	Total Assets	3,956,917.60

LIABILITIES AND FUND EQUITY

422 010 05103	A/P Services	141.02
422 010 05105	Sales Tax Payable	3.18
422 010 05106	State Withholding Payable	350.00
422 010 05210	Sublease Payable	3,205,118.55
422 010 05300	Compensated Absences Payable	44,130.79
422 010 05400	Deferred Revenue	138,922.91
422 010 05500	Post Closure Liability	2,650,636.00
422 010 07100	Fund Balance	(2,735,112.72)
422 010 09600	Investment in Capital Assets net of related debt	531,748.00
	Revenue	1,089,612.66
	Expenditure	(968,632.79)
	Total Liabilities and Fund Equity	3,956,917.60

Solid Waste
Balance Sheet
December 31, 2013

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	427,848.16
422 010 00300	Imprest Cash	100.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 01100	Accounts Receivable	138,895.71
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 & Improv	(74,730.24)
422 010 03460	Accum Depr Transfer Station	(673,852.00)
	Total Assets	3,924,236.88

LIABILITIES AND FUND EQUITY

422 010 05103	A/P Services	153.48
422 010 05105	Sales Tax Payable	41.40
422 010 05106	State Withholding Payable	350.00
422 010 05210	Sublease Payable	3,205,118.55
422 010 05300	Compensated Absences Payable	44,130.79
422 010 05400	Deferred Revenue	138,895.71
422 010 05500	Post Closure Liability	2,650,636.00
422 010 07100	Fund Balance	(2,735,112.72)
422 010 09600	Investment in Capital Assets net of related debt	531,748.00
	Revenue	1,322,682.90
	Expenditure	(1,234,407.23)
	Total Liabilities and Fund Equity	3,924,236.88

Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531
Phone (707) 465-1100 Fax (707) 465-1300
www.recycledelnorte.ca.gov

CRESCENT CITY LANDFILL
SEMIANNUAL MONITORING REPORT
Reporting Period: July 2013 - December 2013

Submitted to
Regional Water Quality Control Board, North Coast Region

Prepared by
Tedd Ward, M. S. - Acting Director / Program Manager for the
Del Norte Solid Waste Management Authority

I. Introduction

The North Coast Regional Water Quality Control Board (RWQCB) has issued Waste Discharge Requirements Order 97-90 to both the County of Del Norte, the owner of the landfill site, and the Del Norte Solid Waste Management Authority, a joint powers authority of the County of Del Norte the City of Crescent City responsible for administering all solid waste and recycling activities within the Del Norte County. Under Order 97-90, the Del Norte Solid Waste Management Authority is required by 15 July and 15 January of each year to submit a monitoring report summarizing all activities during the past six months pertaining to Monitoring and Reporting Program 97-90. The Del Norte County Transfer Station facility, which opened in March 2005, essentially replaced the services which were provided at the Crescent City Landfill.

As RWQCB staff now receive copies of all water quality monitoring data from the Crescent City landfill, that raw data is not included with this report. In the few instances where compliance was not feasible, this report provides explanation about the situation encountered, and the Authority's strategies to comply with the intent of these orders.

At the end of July 2013, Authority Director Kevin Hendrick announced his immediate retirement. Since that time, the Authority's Program Manager has also served as Acting Director.

A. Site Background

The Crescent City Landfill is located 2 miles north of Crescent City, in Del Norte County and is situated on a 166-acre parcel. The parcel including, APN # 110-020-08, APN # 110-020-43, and a portion of APN #110-020-69, are owned by Del Norte County and zoned as a Public Facility. Current land use within 1 mile of the site is recreational, wildlife habitat, agricultural, residential, and industrial. Adjacent zoning designations surrounding the site are as follows: RCA-1 (Resource Conservation area), A-20 (Agricultural - 20 acre minimum), and RRA-1 MH-1 (Rural Residential - 1 acre minimum - Mobile Homes allowed). The landfill property is surrounded on three sides by Tolowa Dunes State Park, land owned by the California Department of Parks

and Recreation, and their holdings include approximately 5,000 acres extending from Old Mill Road to the ocean less than two miles to the west. There is a residential area consisting of fourteen property ownerships located approximately one quarter to one half mile north-northeast of the former disposal site.

II. Principle Activities of the Authority Towards Compliance

During the last half of 2013, the Authority's efforts to comply with WDRNo. 97-90 at the Crescent City Landfill have included several interrelated activities:

Post-closure Maintenance of the Crescent City Landfill. Final completion of closure construction was achieved on 02 February 2006. Authority staff continue to maintain the cover of the closed landfill in the aftermath of winter storms which have created erosion rills at several locations on the landfill mound

Authority staff generally consult with the County Engineering Department and/or Roads Department to evaluate alternative repair strategies. Each summer Authority staff work with CalFire and the Del Norte Fire Safe Council to mow the top deck and around drainage structures to increase predation of burrowing moles, voles, rodents and snakes by raptors, intending to control or prevent the damage caused by such. In June 2012, the Authority installed an additional gate to reduce the damage from off-road vehicles that will on occasion break into the unstaffed landfill property to drive on the large Dead Lake Dune south of the landfill.

The erosion repairs completed with the Del Norte County Engineering and Roads Departments in the summer of 2013 have held without damage during the relatively mild winter that followed.

Environmental Services and Investigations at the Crescent City Landfill. The Authority has hired EBA Engineering to address 'The Five Year Review Application for the Crescent City Landfill' and a 'Landfill Gas Investigation. 'These tasks included developing a cost estimate for addressing 'non-water releases,' by updating the unit costs and Closure Cost estimate as required under Title 27 of the California Code of Regulations, section 22101. This application has been submitted to the Local Enforcement Agent for CalRecycle. The Authority has also submitted for review cost estimates for both the 'water-related corrective action' and 'non-water-related corrective action.' These cost estimates will be incorporated into the next update of the Pledge of Revenue Resolution for the Del Norte County Transfer Station.

Appeal of the Crescent City Landfill's Threat / Complexity Rating. Since December 2010, the Authority has also engaged in appealing the 'IA' threat/complexity rating for this landfill, which results in a annual WDR fee that amounts to nearly $2 per capita per year for this relatively small closed facility that shows relatively little variability in the direction of groundwater flow or the relatively low levels that constituents of concern detected through monitoring. In September 2012, the Authority Director and Program Manager met with The North Coast Regional Water Quality Control Board Executive Director Mathias St. John as well as RWQCB staffpersons Luis Rivera, David Leland, and Gina Morrison. In that meeting, Authority staff agreed to develop a plan for how our agency might demonstrate that the Crescent City Landfill is not having an adverse impact on the residential wells next to the landfill property. Towards this end, RWQCB cooperatively agreed to temporarily reduce the Threat/Complexity rating (and thus the WDR fee for 2013) for the Crescent City Landfill to free up resources for the Authority to pursue these issues.

In July 2013, the Groundwater Investigation Work Plan for the Crescent City Landfill, and a related Health and Safety Plan for the drilling, were approved. This plan proposes to drill two additional wells for investigating the elevation, flow direction and gradients for groundwater in both the shallow and deep water-bearing zones, and the location of these wells was selected to demonstrate the direction of groundwater flow nearest the residential water wells closest to the landfill property. The Authority intends to drill these wells this summer and begin monitoring later this year.

In January 2014, both investigation wells (E-4 Shallow and E-4 Deep) were drilled, developed, purged and sampled for the first time. The drilling logs for these wells are attached to this report.

Del Norte County Transfer Station Operations. Construction of the Transfer Station was completed on 11 March 2005, and this facility has been open to the public since 14 March 2005. Authority staff continue to monitor operational issues at the Transfer Station.

Engineering Feasibility Study for a Corrective ActionPlan. In Spring 2002, RWQCB staff determined that due to several detections of volatile organic compounds such as freon-12 and vinyl chloride, the RWQCB made a finding of that the Crescent City Landfill has "measurably significant" evidence of a release. In a letter of 03 April 2002, the Del Norte Solid Waste Management Authority proposed a schedule of actions for the Authority to return to compliance under Order 97-90. In January 2003, the Authority submitted a Feasibility Study for a Corrective Action Program for the Crescent City Landfill. In subsequent communications the Authority's contractor for this project, Winzler & Kelly Consulting Engineers, summarized communications and commitments in a letter dated 18 March 2003. On 18 July 2005, Regional Water Quality Control Board Water Resource Control Engineer approved of the Interim Corrective Action Work Plan, which essentially called for the drilling of three leachate piezometers / sampling wells within the landfill mound as well as the installation of gas probes around the perimeter of the landfill, and associated monitoring. These three leachate piezometers/leachate sampling wells were installed in August 2005, and water samples were collected from at least one of the leachate wells in February 2006, March 2007, January and August 2008, January and August 2009, August 2010, January and August 2013.

Continuing progress on other solid waste issues for which the Authority is responsible, including administration of the new Countywide garbage collection franchise which began in July 2011, coordinating community cleanups, the annual household hazardous waste collection event, and increasing waste prevention, recycling, and composting.

Administering grants for expansion of Del Norte's recovery infrastructure. The Authority also administers CalRecycle grants related to used oil recycling and beverage container recycling.

A. Waste Discharge Monitoring

As the landfill has been closed to the public since March 2005, no more municipal solid waste will be disposed at the Crescent City Landfill. Clean ditch cleanings are being stockpiled by the County Roads Department over the former whey pond. This area was over-excavated for cover material during landfill closure, and these materials are being placed in this area to retain this

area as a usable uplands and to provide materials for grading and storm damage repair for the closed landfill. Several piles of 'dirty fines' were established in the latter part of 2013 on the top deck of the landfill for use in future erosion repairs. Apart from deliveries of rocks, soils, 'dirty fines,' and related materials needed to repair and maintain the landfill, these ditch cleanings are the only materials delivered to the landfill since closure construction was completed in February 2006.

B. Groundwater, Surfacewater and Stormwater monitoring

RWQCB staff as well as the Local Enforcement Agent of the CIWMB (employed by the Del Norte County Health Department) receive copies of all water quality testing conducted at the landfill. The Authority collects water samples following the testing protocol recommended in the Technical Memorandum of October 1996 by Winzler & Kelly, and approved by RWQCB staff. These samples test for constituents prescribed under Order No. 97-90. The hydrology under the landfill may be characterized as two water bearing zones (henceforth referred to as 'shallow' and 'deep') separated by a semi-permeable marsh deposit between one-half and three feet thick. Several monitoring wells are established as pairs, one each for the shallow and deep water-bearing zones, such as well E-3 Shallow and well E-3 Deep. It is worth noting that well W-6W Deep is actually mostly screened within the marsh deposit, with just the lower two feet of the well screened below the marsh deposit. Well SM-6 is screened entirely within the marsh deposit.

Ground water

During this reporting period, the Del Norte Solid Waste Management Authority also conducted a re-sample of well SM-6 for toluene. This well is located in the perimeter access road, and at the time had an unlocked metal cover. Several weeks prior to that sampling event, the Authority's Program Manager noticed that this cover had been removed and was left upside down nearby. The August 2013 sample indicated an extraordinary concentration of 2.6 mg/L toluene. After consultation with Gina Morrison of the NCRWQCB, Authority Director Ward made arrangements to place a locking cover over this well, and to re-sample this well after additional purging. As this well is screened in the marsh deposit, its recharge rate is extraordinarily slow. After conducting three additional purges of this well, it was re-sampled and the results indicated a toluene concentration of 0.27 mg/L. In the opinion of Authority staff, these results are consistent with the possibility that someone may have dumped solvent into this well before August 2013. Authority staff are continuing to purge this well as opportunity arises in hopes of further demonstration of falling toluene concentrations in future samplings.

Attached are several graphs analyzing groundwater samples indicating the greatest impact for water quality data collected since 2000. Where the test did not detect a constituent of concern at a specific well, the detection limits of the testing laboratory are indicated on the graphs. Samples above the tolerance levels indicate a detectable impact to groundwater. For the January 2011 sampling, well SM-7 was damaged and samples were not collected from that well. The well E-3 Deep was also damaged and was not sampled in January 2013. Damaged wells have zeroes on the graphs, and otherwise the minimum detection limit is

indicated, thought results are 'non-detect.' The analysis relates to each of the enclosed graphs:

1. **Total dissolved solids (TDS):** in the Technical Memorandum the upper tolerance level for shallow wells indicating a release is 760 mg/L. In August 2007, Well E-3 Deep had a TDS level of 1000 mg/L, though no shallow wells exceeded the upper tolerance interval, and no separate tolerance interval was established for the deep wells. No wells, shallow or deep, had been sampled with TDS results above this level since August 2007, except in September 2011, Well E-2 Deep had a TDS level of 1500 mg/L. In January 2012, Authority staff discovered that the dedicated pump installed in Well E-3 Deep had been stolen. Authority staff have improved the locking mechanism on well E-3 Deep and installed a replacement well. Since January 2012, no wells have exceeded the upper tolerance level for TDS.

2. **Chemical oxygen demand (COD):** in the Technical Memorandum the upper tolerance level for shallow wells indicating a release is 241 mg/L. In August 2007, well SM-6, at the southeast corner of the landfill mound had a COD level of 2500 mg/L. This extraordinary result was not consistent with prior data for any well, and the results from the January 2008 sample was an unprecedented 13000. Staff suspect this result was related to the PVC glue which appeared to the source of the toluene detected at the same well. The resample of February 2008 did not include COD analysis. The August 2010 sample results for COD in well SM-6 was 910 mg/L. In January 2011, duplicate samples were collected from SM-6 and sent to be tested for COD using two different labs just in case this most recent data could reflect a laboratory error. Both laboratories analyzing these samples for COD confirmed that in January 2011 at well SM-6, COD was below the detection limit of 5 mg/L. In September 2011, well SM-6 had a COD concentration of 1300 mg/L, in November 2012 had a COD concentration of 750 mg/L, in January 2013 had a COD concentration of 400 mg/L, and in August 2013 had a COD concentration of 280 mg/L. This well is screened entirely within the marsh deposit, so should not be considered in excess for the tolerance interval set for shallow wells.

3. **Bicarbonate alkalinity:** In the Technical Memorandum the upper tolerance level for shallow wells indicating a release is 272 mg/L. The shallow wells with the highest bicarbonate alkalinity concentration in January 2103 was Well E-3 Shallow (170 mg/L). The bicarbonate alkalinity concentrations for wells E-3 Deep, W2 Deep and E2 Deep all have all exceeded 300 mg/L since January 2012, but no tolerance interval has been set for the deep wells for this analyte. In the August 2013 sampling, this level was exceeded in Deep wells E3-Deep, E-2 Deep, well SM-6 which is screened within the marsh deposit, and Well 3S- Shallow at 320 mg/L. In August 2013, Well E-3 Shallow had a bicarbonate alkalinity concentration of 260 mg/L.

4. **Arsenic:** The maximum contaminant level for drinking water in California is .05 mg/L Arsenic. In March 2010, well W-2 Deep had this concentration of 0.05 mg/L arsenic, and in January 2011, the arsenic concentration at W-2 Deep was 0.49 mg/L. Since that time, the highest concentration of arsenic sampled was in well W-2 Deep, at 0.039 mg/L in September 2012.

5. **Nickel:** The maximum contaminant level for drinking water in California is 0.1 mg/L nickel. In 2009, Well 3S Shallow had unusually high measurements of nickel, peaking at 0.17 mg/l nickel in August 2009, but nickel concentrations at this location have returned to historical levels since January 2010. In August 2013, all wells sampled had nickel concentrations below 0.032 mg/L.

6. **Vinyl chloride:** The detection limit for this constituent (1.0 ppb) for many years exceeded the California maximum contaminant level (M.C.L.) for drinking water of 0.5 parts per billion (ppb), but for technical reasons 1.0 ppb was been the lowest limit North Coast Laboratories (NCL) could detect until January 2011, when NCL lowered their detection limit to 0.5 ppb. For the August 2007 sampling, the reporting limit was raised to 4.0 ppb for well SM-6 due to a loss of instrument response. As the August 2009 sample included Constituent of Concern monitoring, samples were sent to another lab for analysis of volatile organics, and for many of these analytes, the detection limits were lowered. Since January 2011, vinyl chloride has been detected only in well Well E-1 Deep, with a concentration of 0.9 ppb in January 2011, 0.75 ppb in January 2012, 0.73 ppb in January 2013, and 0.74 ppb in August 2013.

7. **Dichlorodifluoromethane (Freon 12)** The upper tolerance level for shallow wells had been identical with the detection limits for this constituent (1.0 ppb) until NCL was able to lower their detection limit to 0.5 ppb in January 2012. Due to 'a loss of instrument response', North Coast Labs has had to adjust the detection limits upwards to 2.0 ppb for the three sampling events between September 2005 and August 2006. The August 2007 samples were all non-detect for this constituent, though the detection limits were again raised to 4 ppb for wells E-3 Deep, W2-Deep and SM-7 Shallow again 'due to a lack of instrument response.' As the August 2009 sample included Constituent of Concern monitoring on some wells, those samples were sent to another lab for analysis of volatile organics, and for many of these analytes, the detection limits were lowered. Since January 2008, all groundwater well samples have been non-detect for this constituent. The sampling events when well SM-7 and E-3 Deep were damaged are indicated as 'zeros' but these points do not reflect data from analyzed water samples.

Surface water

Authority staff collect samples from 3 surface locations four times per year. The attached graphs reflect recent data, and indicate detections above the tolerance intervals from Winzler & Kelly's Technical memorandum. Samples above these tolerance levels indicate the landfill's detectable influence on surrounding surface waters.

Surface water monitoring point S-1 is sampled from the North Pond, with samples collected from the channel of water connecting the North Pond to the water ponded in the northwest excavation area.

Starting with the August 2006 sampling, the location of S-2 was moved from the overflow pond adjacent to the landfill to a point S-2B slightly downstream just south of groundwater Well 2. This change of sampling location became necessary because in August 2006, vegetation had grown over location S-2, and no surface water was accessible for sampling. Location S-2B was the nearest accessible location to S-2 for sampling surface

water, this location has accessible surface water year more frequently than the original S-2 location. Despite this change in location, In August and November 2007, there was not adequate surface water available for sampling at location S-2B, as was confirmed by Gina Morrison of RWQCB staff during her inspection of the Crescent City Landfill at that time. Authority staff collected a sample from S-2B as soon as adequate water was available for sampling, on 03 December 2007. During the period when S-2 could not be sampled, the data are graphed as 'zeros' but this does not reflect laboratory analysis of collected samples. Between March 2010 and November 2012, due to a small beaver dam, water was once again reliably present at the original location of S-2, and staff returned to this location for the collection of surface water samples. After November 2012, vegetative growth had made location S-2 much less accessible and samples are once again collected at location S-2B.

The S-3 sampling location is surface water flowing from the wetlands down gradient from the landfill north towards Lake Earl, sampled on the south side of Old Mill Road in front of the culvert conveying water flows under that road.

The tolerance level for sodium in surface water is 15.4 mg/L This sodium concentration was exceeded in August 2013 S-1 with results of 21 mg/L and at S-2. In November 2013, S-1 indicated a concentration of 23.9 mg/L.

The tolerance interval for calcium in surface water is 21 mg/L Calcium. This concentration was exceeded in August 2013 at locations S-2 (42 mg/L) and S-3 (23 mg/L), and was not exceeded at any surface water monitoring point in November 2013.

None of the above referenced surface water samples indicated any constituent of concern above the maximum contaminant level for drinking water.

Storm water

As the Crescent City Landfill closed to the public in March 2005, the landfill no longer has an 'active face.' Stormwater samples collected on 22 March 2005 were the last stormwater samples collected prior to the installation of the final landfill cover. Stormwater samples during this reporting period were collected on 02 December 2013, with all locations being 'inactive'.

None of the samples collected detected any grease or oils.

If you have any questions or comments on this report or require further information regarding our water quality monitoring, please feel free to call me at 707-465-1100.

Sincerely,

Tedd Ward

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

ENCLOSED MONITORING REPORTS AND SUMMARIES:

1. Crescent City Landfill Site Map, including all sampling locations

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2. Tables and Graphs summarizing groundwater quality monitoring data collected at the Crescent City Landfill
   a. Total Dissolved Solids (TDS)
   b. Chemical Oxygen Demand (COD)
   c. Bicarbonate Alkalinity
   d. Arsenic
   e. Nickel
   f. Vinyl Chloride
   g. Dichlorodifluoromethane
   h. Surface water: Calcium
   i. Surface water: Sodium
   j. Table of Leachate Well L-3 Analytical Results
3. Crescent City Landfill August 2013 Shallow Well Groundwater Contours
4. Crescent City Landfill August 2013 Deep Well Groundwater Contours
5. Crescent City Landfill Water Level Data: August 2013
6. Crescent City Landfill Sample Data: August 2013
7. Data collected during storm and surface water sampling, December 2013
8. Investigation Well Drilling Report

cc: Houawa Moua, Del Norte County Department of Environmental Health
Jim Barnts, Del Norte County Community Development Department

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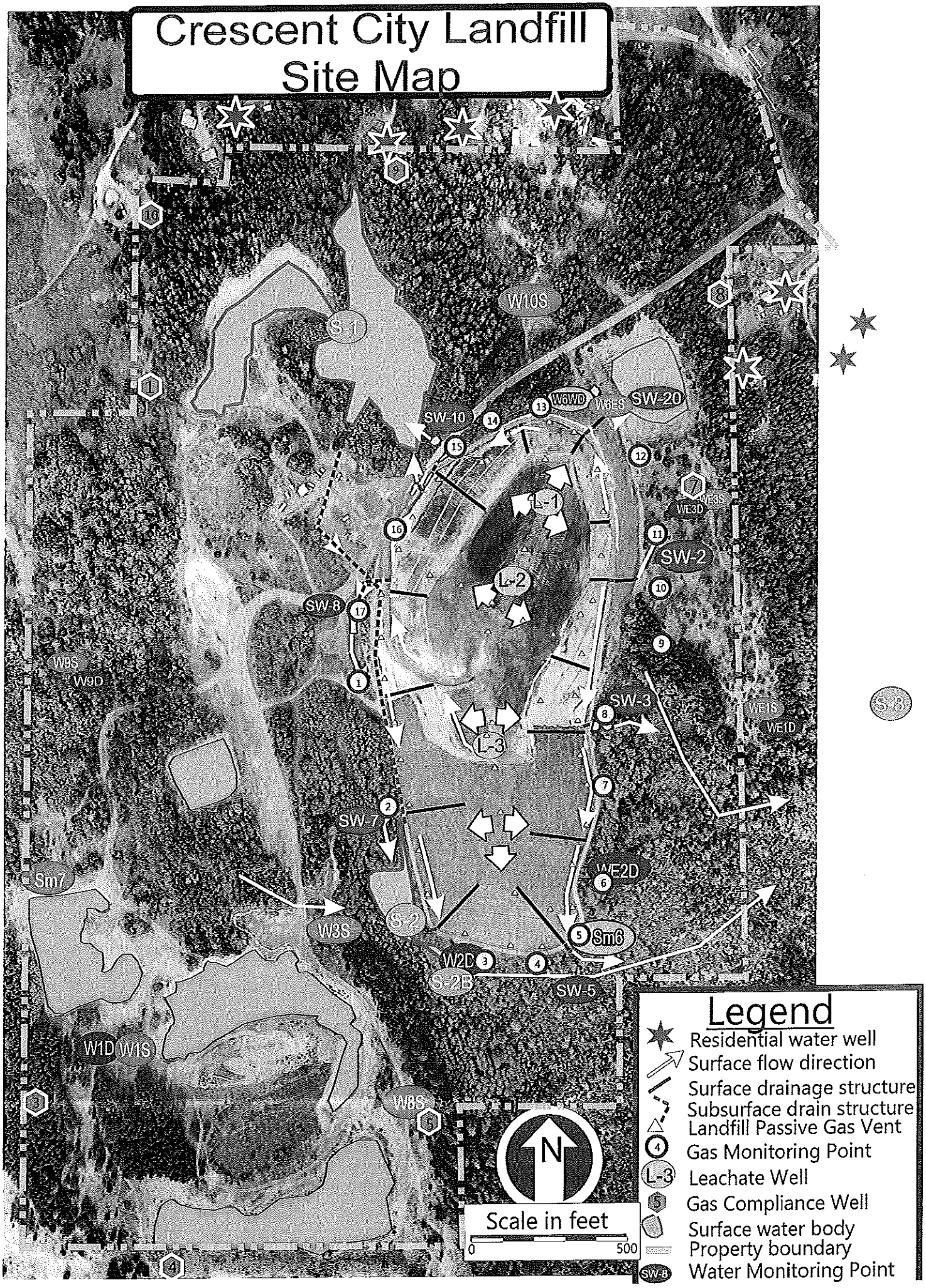
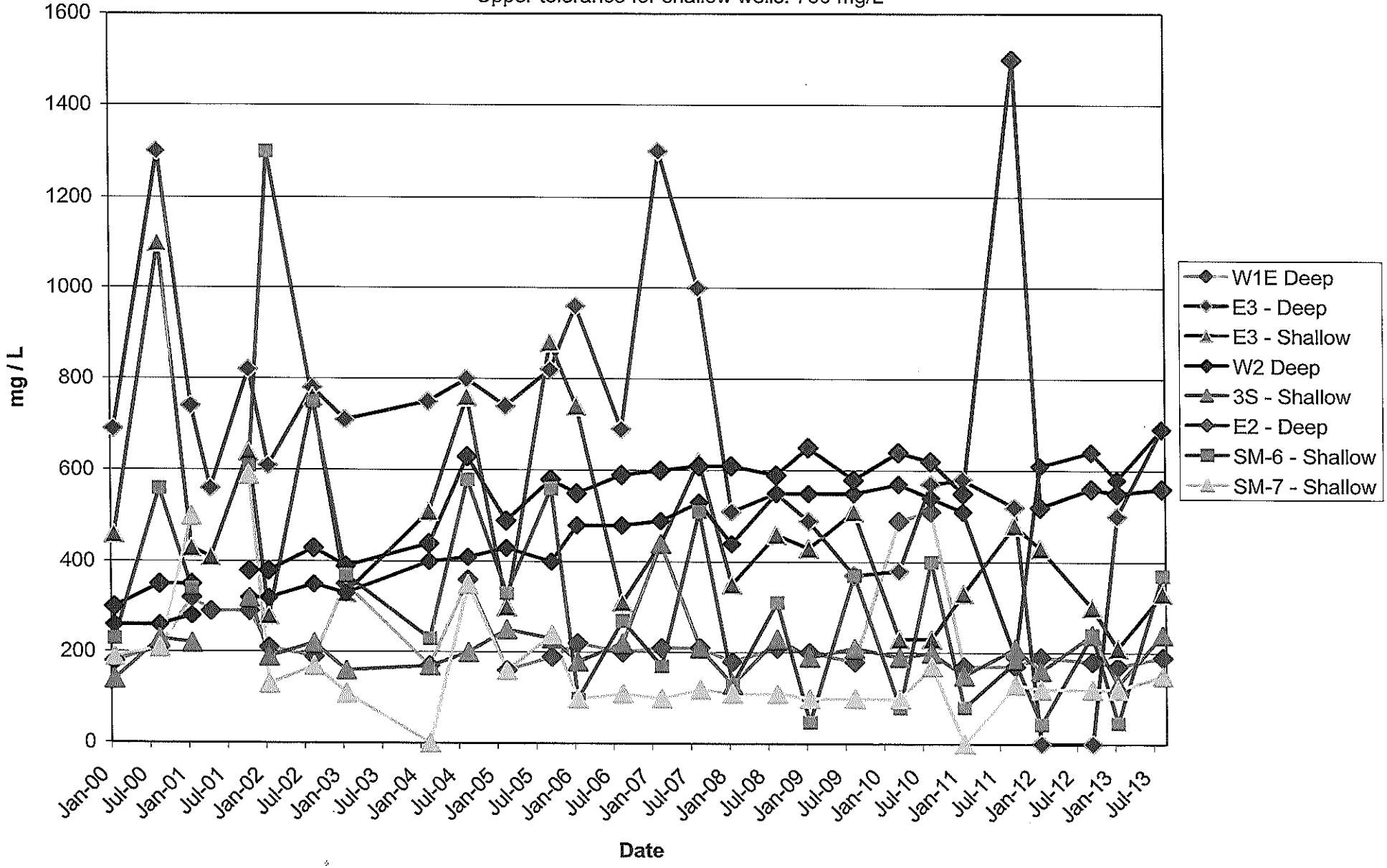
Crescent City Landfill Site Map



Total Dissolved Solids

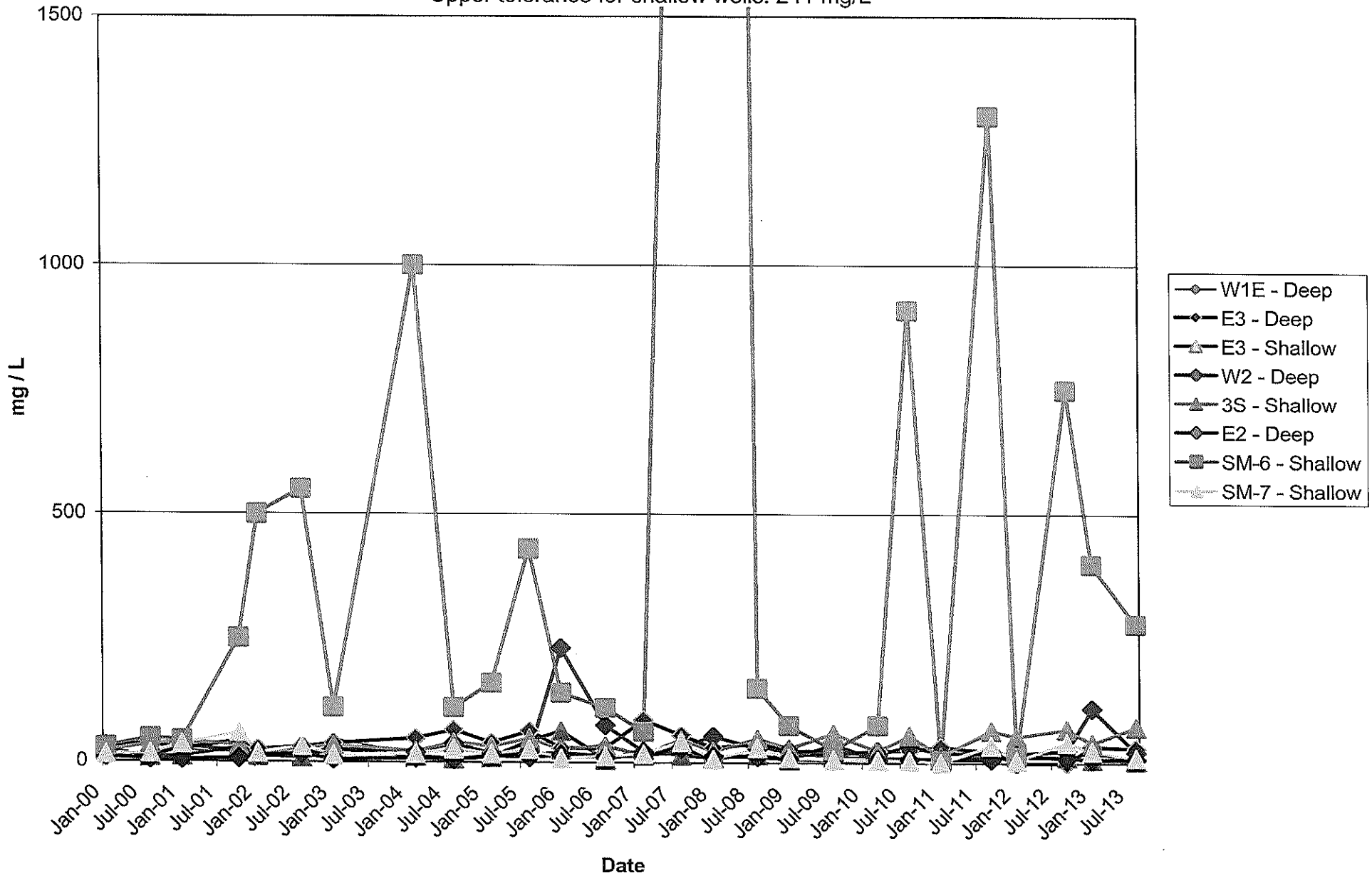
Crescent City Landfill
Upper tolerance for shallow wells: 760 mg/L



Chemical Oxygen Demand

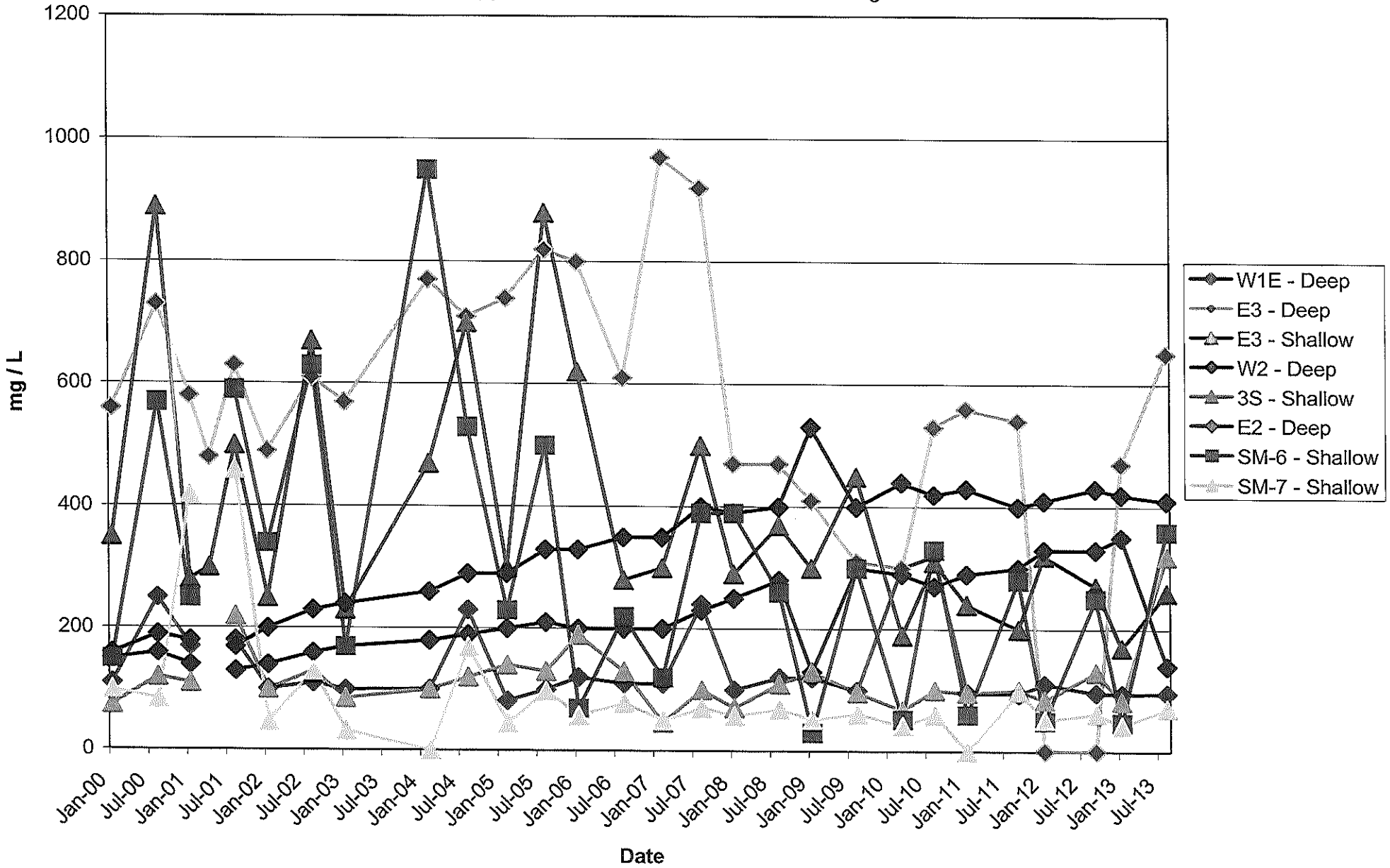
Crescent City Landfill

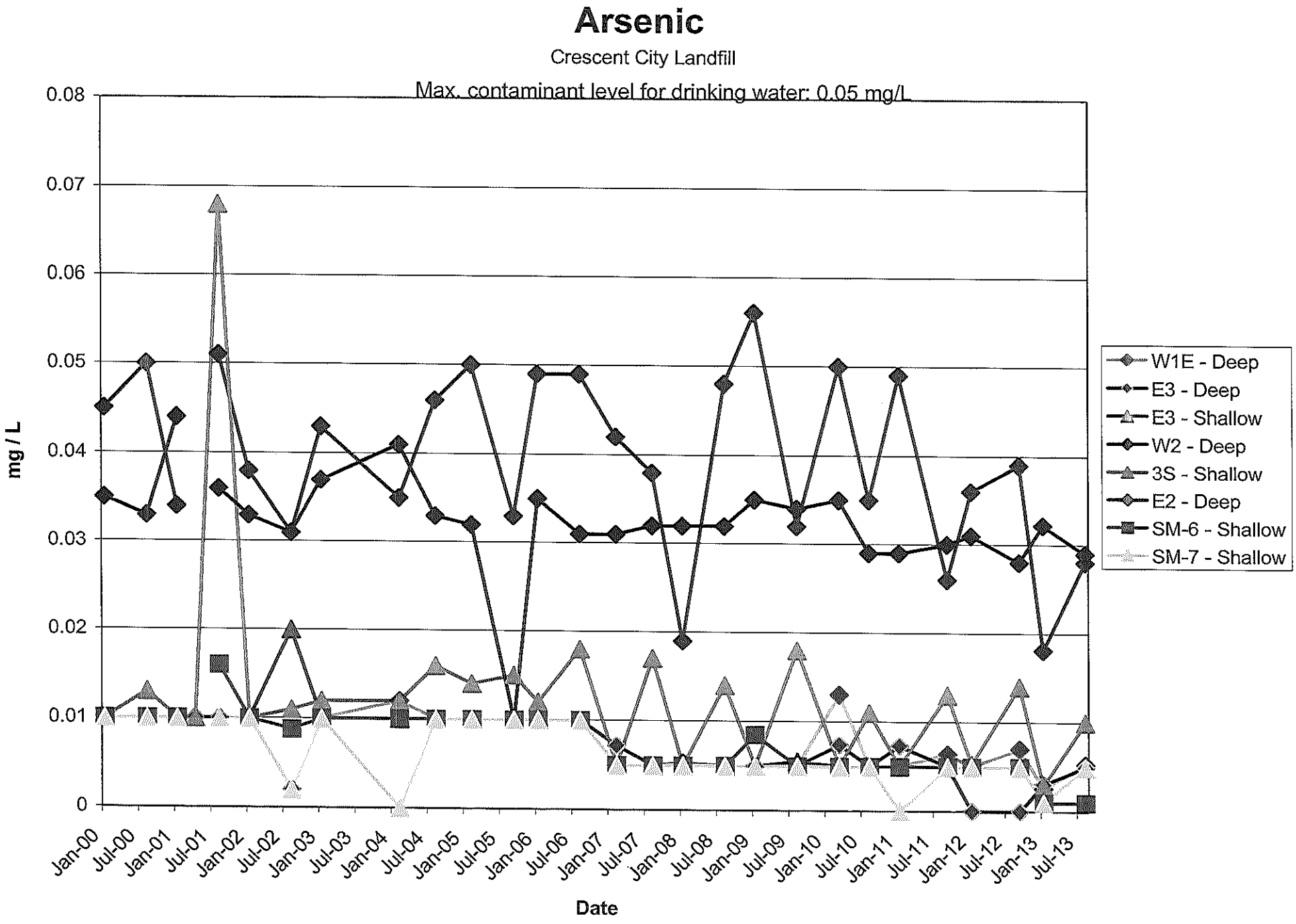
Upper tolerance for shallow wells: 241 mg/L



Bicarbonate Alkalinity

Crescent City Landfill
Upper tolerance for shallow wells: 270 mg/L




Arsenic
Crescent City Landfill
Max. contaminant level for drinking water: 0.05 mg/L
0.08
0.07
0.06
0.05
0.04
0.03
0.02
0.01
0
mg / L
Jan-00
Jul-00
Jan-01
Jul-01
Jan-02
Jul-02
Jan-03
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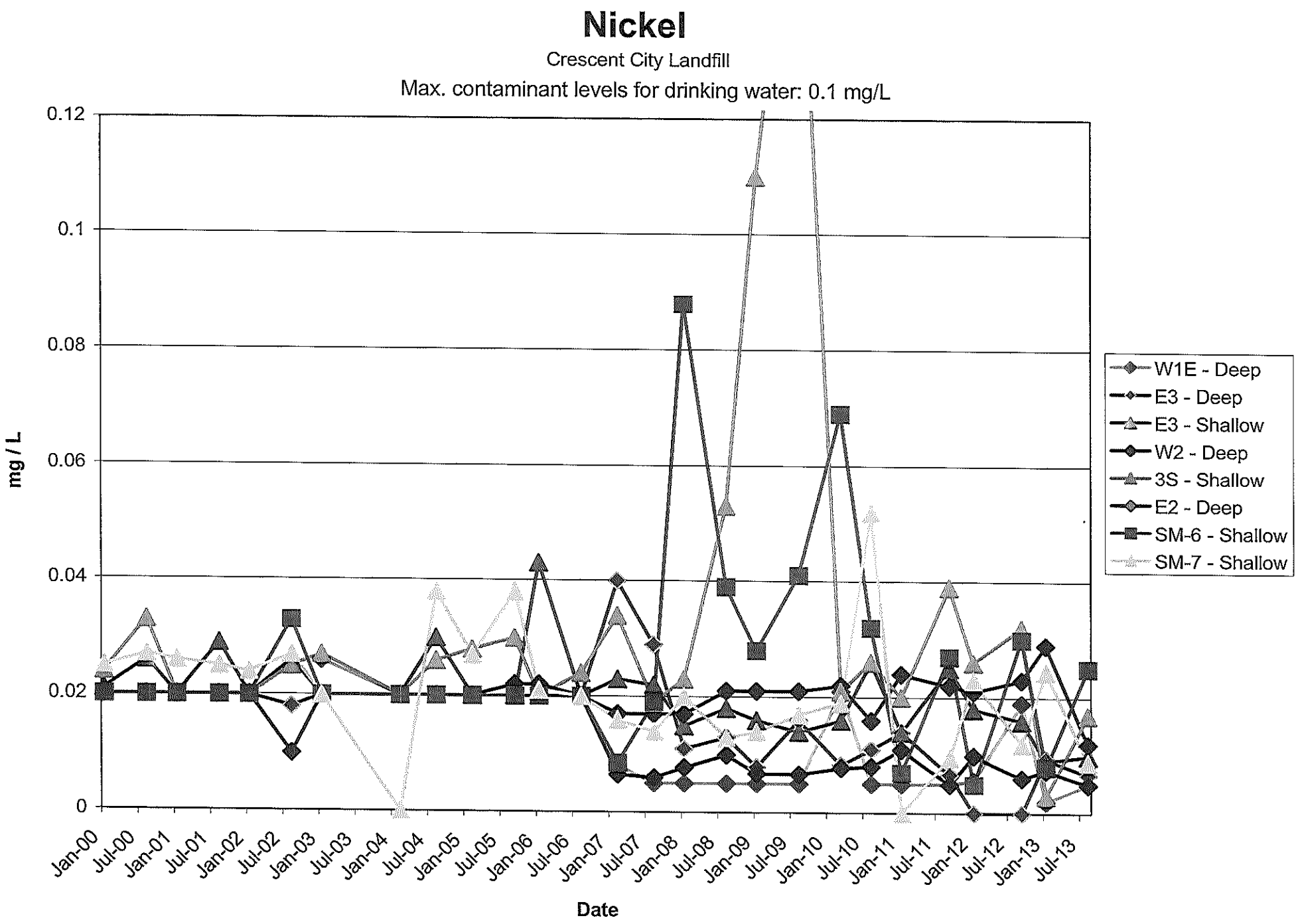
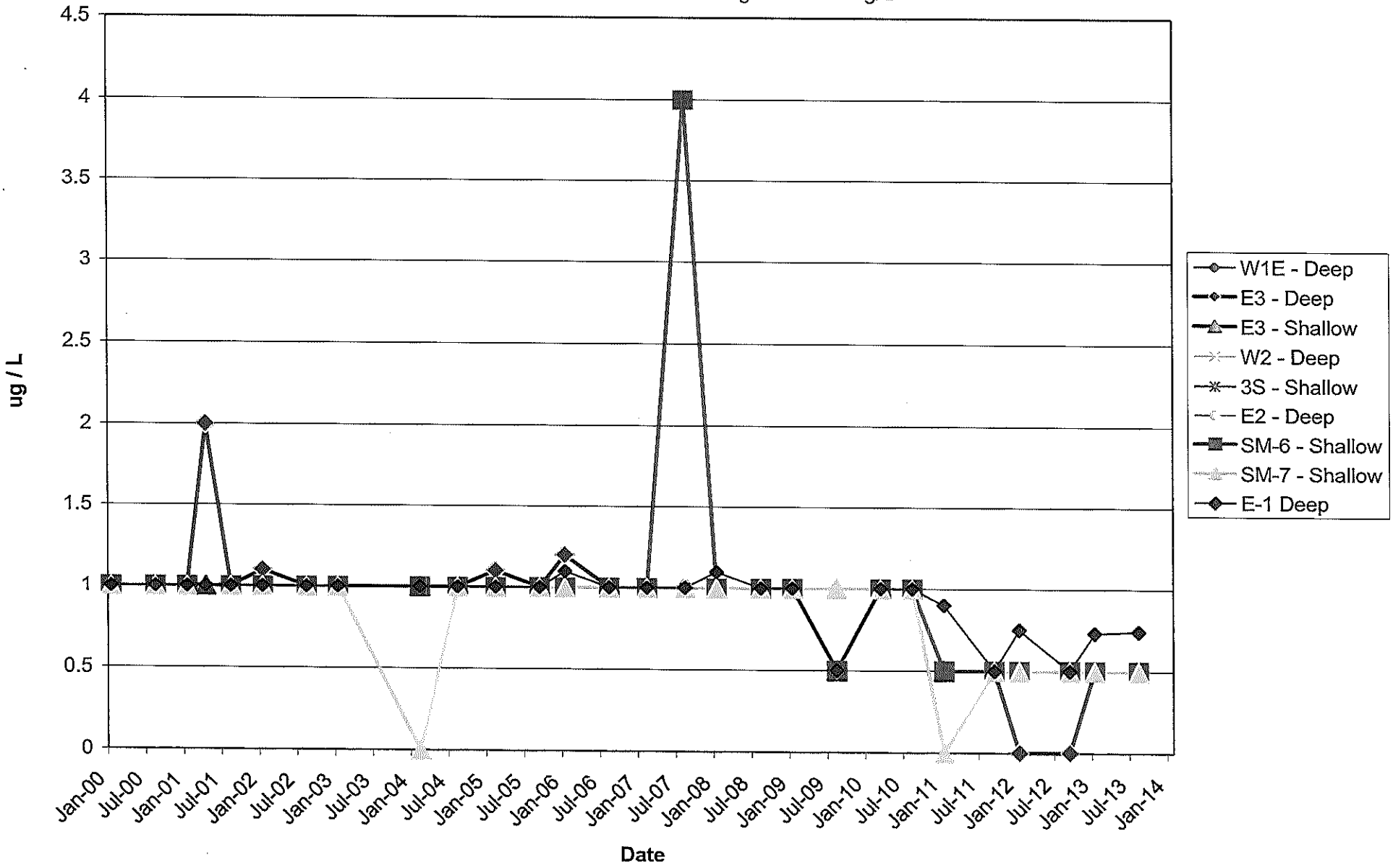
Jan-09
Jul-09
Jan-10
Jul-10
Jan-11
Jul-11
Jan-12
Jul-12
Jan-13
Jul-13
Date
W1E - Deep
E3 - Deep
E3 - Shallow
W2 - Deep
3S - Shallow
E2 - Deep
SM-6 - Shallow
SM-7 - Shallow


Nickel
Crescent City Landfill
Max. contaminant levels for drinking water: 0.1 mg/L
mg / L
0.12
0.1
0.08
0.06
0.04
0.02
0
Jan-00
Jul-00
Jan-01
Jul-01
Jan-02
Jul-02
Jan-03
Jul-03
Jan-04
Jul-04
Jan-05
Jul-05
Jan-06
Jul-06
Jan-07
Jul-07
Jan-08
Jul-08
Jan-09
Jul-09
Jan-10
Jul-10
Jan-11
Jul-11
Jan-12
Jul-12
Jan-13
Jul-13
Date
W1E - Deep
E3 - Deep
E3 - Shallow
W2 - Deep
3S - Shallow
E2 - Deep
SM-6 - Shallow
SM-7 - Shallow

Vinyl Chloride

Crescent City Landfill

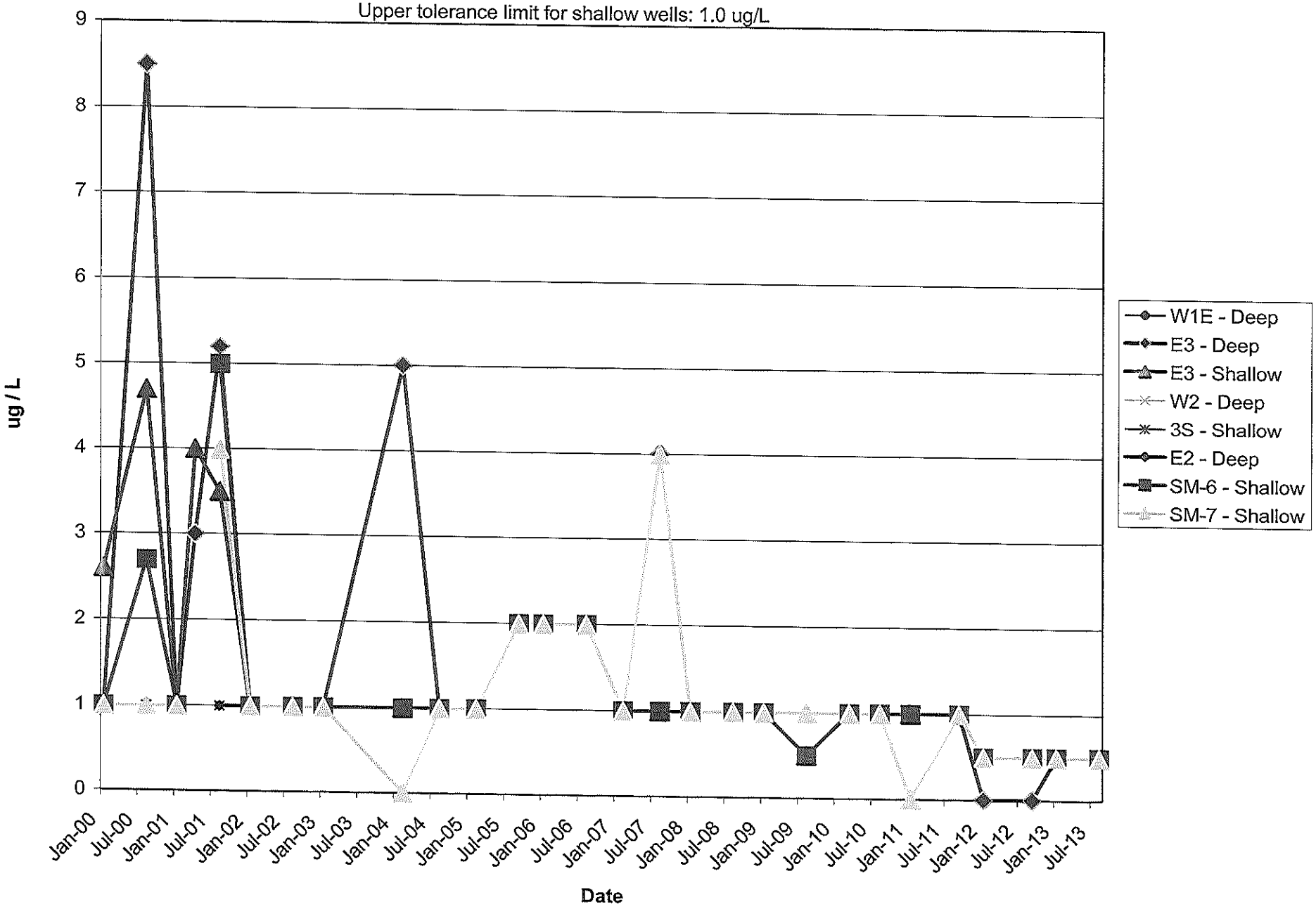
Max. contaminant levels for drinking water: 0.5 ug/L



Dichlorodifluoromethane (Freon 12)

Crescent City Landfill

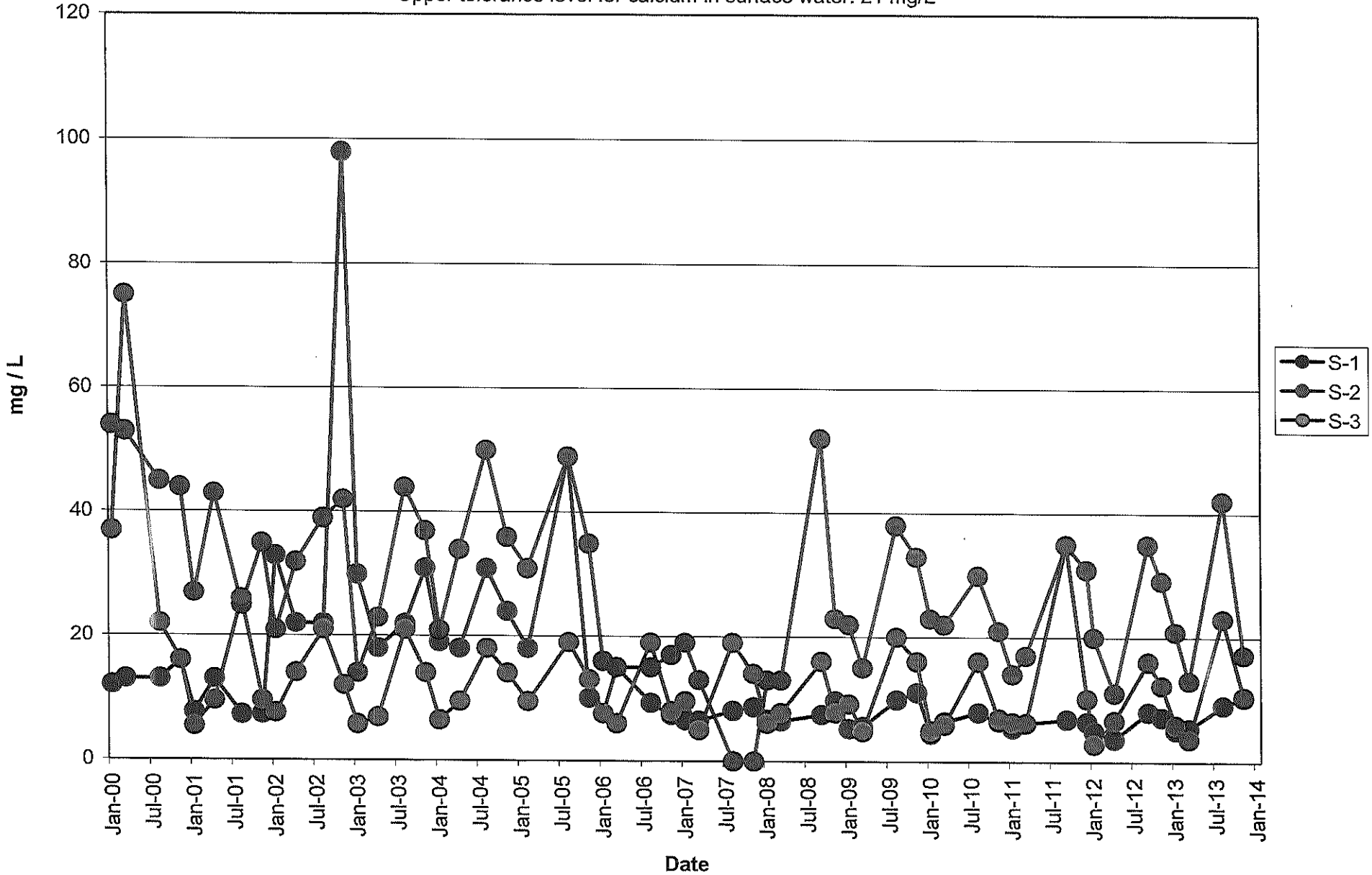
Upper tolerance limit for shallow wells: 1.0 ug/L



Surface Water Calcium

Crescent City Landfill

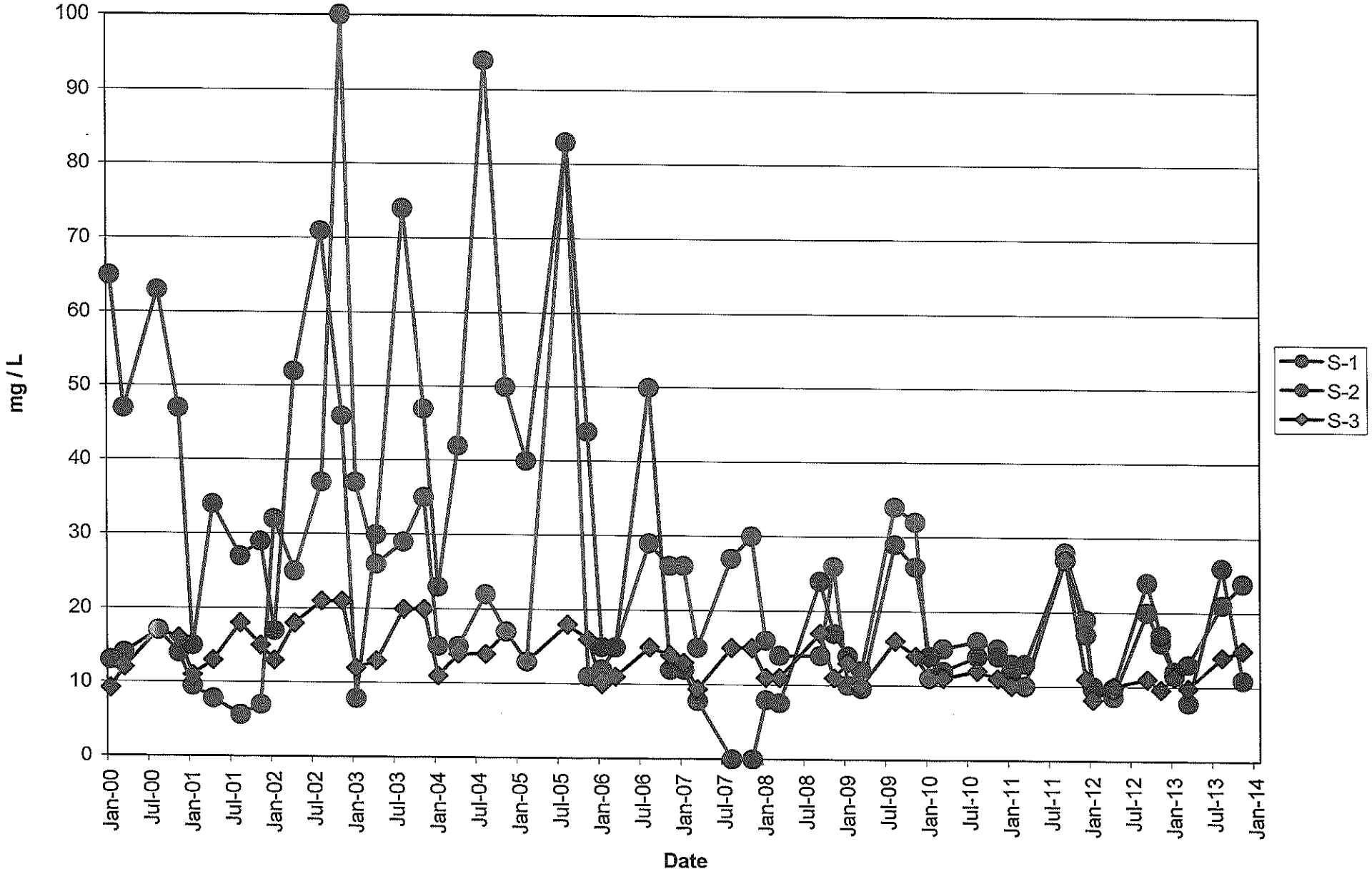
Upper tolerance level for calcium in surface water: 21 mg/L

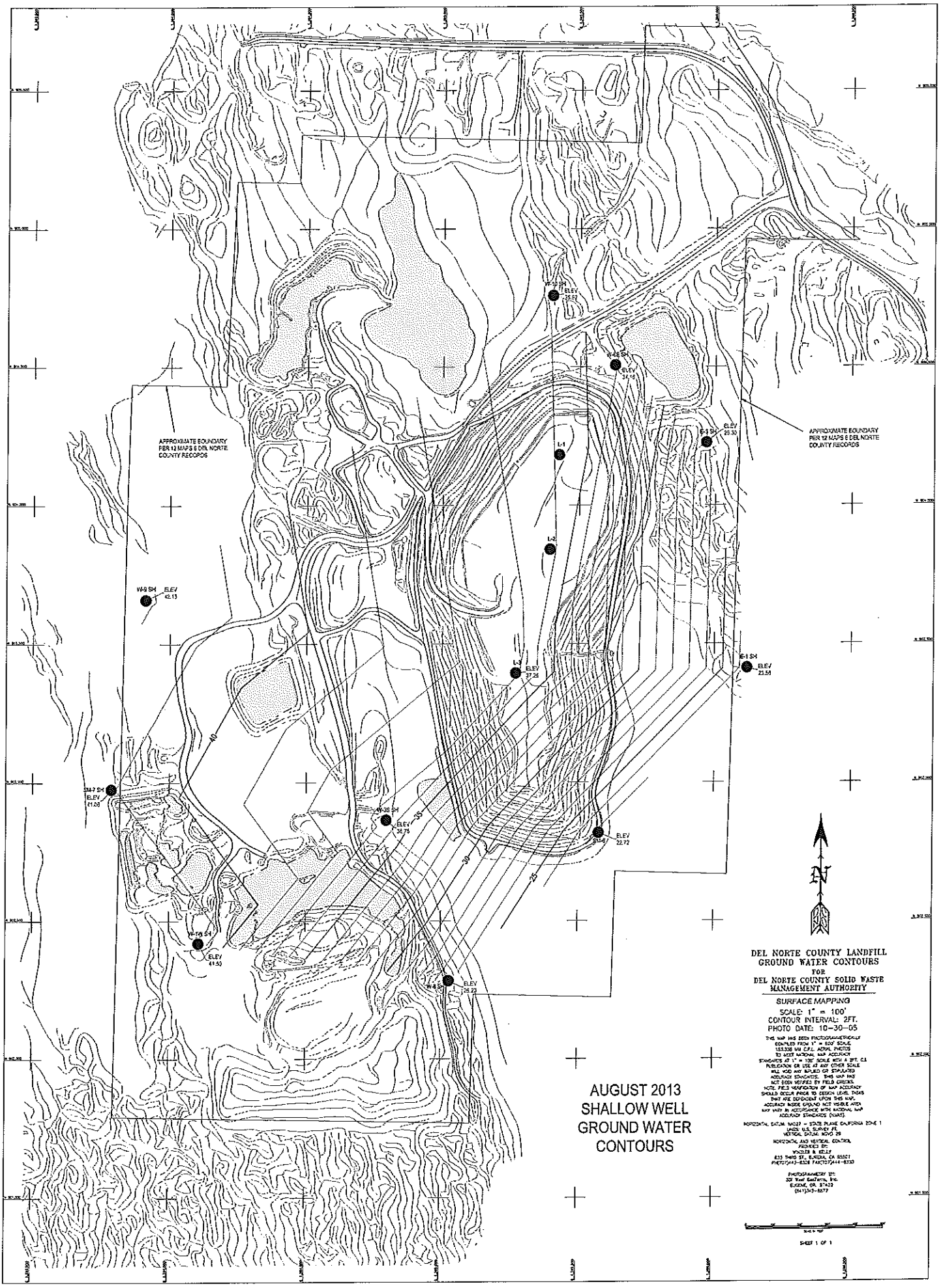


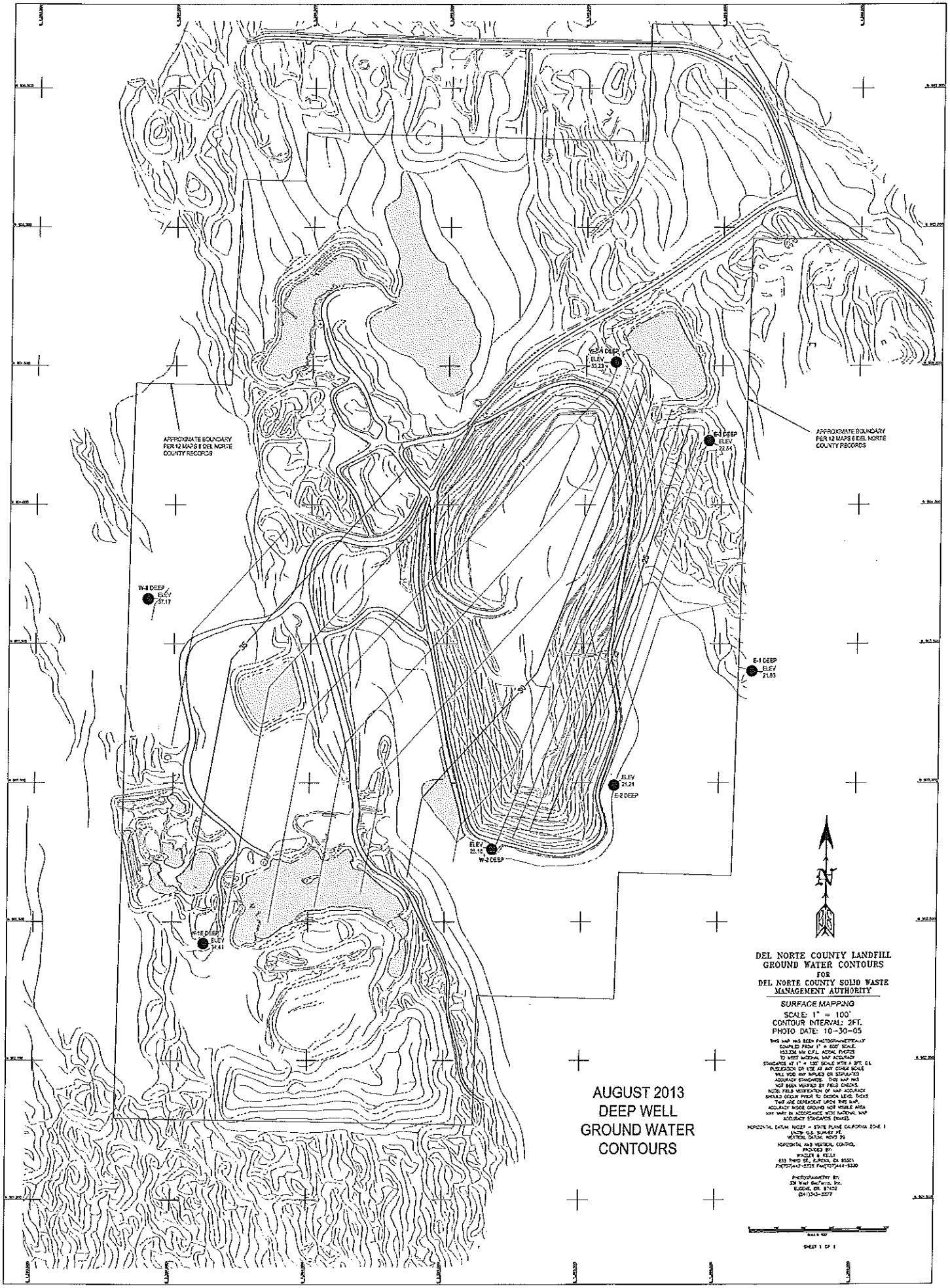
Surface Water Sodium

Crescent City Landfill

Upper tolerance level for sodium in surface water: 15.4 mg/L




APPROXIMATE BOUNDARY PER 12 MAPS 6 DEL NORTE COUNTY RECORDS
APPROXIMATE BOUNDARY PER 12 MAPS 6 DEL NORTE COUNTY RECORDS
W-9 SH ELEV 42.13
L-1
L-2
L-3 ELEV 37.36
6-1 SH ELEV 23.58
W-4 SH ELEV 26.23
W-10 SH ELEV 41.50
W-35 SH ELEV 34.76
ELEV 22.72
40
35
30
25
N
DEL NORTE COUNTY LANDFILL
GROUND WATER CONTOURS
FOR
DEL NORTE COUNTY SOLID WASTE
MANAGEMENT AUTHORITY
SURFACE MAPPING
SCALE: 1" = 100'
CONTOUR INTERVAL: 2FT.
PHOTO DATE: 10-30-05
SHEET 1 OF 1
AUGUST 2013
SHALLOW WELL
GROUND WATER
CONTOURS


APPROXIMATE BOUNDARY PER 12 MAPS 8 DEL NORTE COUNTY RECORDS
APPROXIMATE BOUNDARY PER 12 MAPS 8 DEL NORTE COUNTY RECORDS
E-4 DEEP ELEV 22.23
E-3 DEEP ELEV 22.54
W-8 DEEP ELEV 37.17
E-1 DEEP ELEV 21.53
ELEV 21.21 E-2 DEEP
ELEV 20.10 W-2 DEEP
W-6 DEEP ELEV 34.41
N
DEL NORTE COUNTY LANDFILL
GROUND WATER CONTOURS
FOR
DEL NORTE COUNTY SOLID WASTE
MANAGEMENT AUTHORITY
SURFACE MAPPING
SCALE: 1" = 100'
CONTOUR INTERVAL: 2FT.
PHOTO DATE: 10-30-05
SHEET 1 OF 1
AUGUST 2013
DEEP WELL
GROUND WATER
CONTOURS

L-3 Landfill Leachate Well

Crescent City Landfill
Del Norte Solid Waste Management Authority

L-3	Date	Feb-06	Aug-06	Mar-07	22-Jan-08	28-Aug-08	21-Jan-09	COC 26-Aug-09	26-Aug-10	22-Jan-13	20-Aug-13
Analyte	Unit										
pH		6.6	6.8	6.6	6.5	6.7	6.5	6.8	6.4	6.2	6.3
COD	mg/L	1300	300	350	99	440	260	170	380	180	150
Hardness	mg/LCaCo3	450	250	300	180	88	86	220	85	140	54
TDS	mg/L	700	2300	1300	730	790	650	860	350	210	160
Conductivity	umhos/cm	2300	3600	2200	180	1400	1200	1700	560	444	320
Calcium	mg/L	77	43	47	34	19	17	43	20	38.4	13
Magnesium	mg/L	63	34	45	24	10	10	27	8.2	18.1	5
Potassium	mg/L	24	18	<50	14	8.1	7.5	16	4.9	5.6	5.1
Sodium	mg/L	380	640	340	140	170	150	240	91	61.7	29
Iron	ug/L	3700	800	4700	11000	3900	270	4500	2700	35600	20000
Antimony	ug/L	<50	NA	<50	<5.0	5.4	<5.0	<5.0	<5.0	<1	<5
Arsenic	ug/L	<10	NA	<50	19	24	<5.0	6.8	14	13.2	<5
Barium	ug/L	28	53	54	63	53	45	130	<1	52.8	24
Chromium	ug/L	<10	NA	<50	21	<5.0	<5.0	7.1	<5.0	1.42	<5
Copper	ug/L	<10	NA	<50	<5.0	6.7	<5.0	8.2	7.4	<1	<5
Manganese	ug/L	320	450	390	510	220	190	560	330	635	210
Molybdenum	ug/L	<20	NA	<50	14	35	19	22	29	3.89	<5
Nickel	ug/L	24	47	<50	21	11	21	32	8.6	27.9	<5
Vanadium	ug/L	<10	NA	<50	5.1	<5.0	<5.0	<5.0	<5.0	<1	<5
Zinc	ug/L	40	<20	<100	<10	<10	<10	25	<10	<5	12
Benzene	ug/L	1	1.7	<1	<1	<1	<1	<0.5	0.85	<0.5	0.63
ethylbenzene	ug/L	8.2	4	<1	<1	<1	<1	<0.5	<0.5	<0.5	0.51
chlorobenzene	ug/L	3.6	4.4	<1	<1	<1	<1	<0.5	<1	<0.5	<0.5
1,4-Dichlorobenzene	ug/L	1.5	2.3	<1	<1	<1	<1	<0.5	<1	<0.5	<0.5
m,p-Xylene	ug/L	1.4	1.6	<0.5	<0.5	0.52	<0.50	<0.5	1	<0.5	1.9
o-Xylene	ug/L	<0.5	<0.5	<0.5	<0.5	<0.5	NA	<0.5	<0.5	<0.5	0.65
phenol	ug/L	NA	NA	NA	NA	NA	NA	15	NA	NA	NA
Vinyl Chloride	ug/L	1.3	1.3	1.7	<1	<1	<1	0.72	<1	<0.5	<0.5
tert-butyl alcohol	ug/L	27	NA	NA	NA	NA	NA	40	NA	NA	NA
toluene	ug/L	<1.0	<1.0	<1.0	1.7	<1.0	<1.0	<1.0	1.9	<0.5	4.4
Dieldrin	ug/L	0.13	<0.1	NA	NA	NA	NA	<0.5	NA	NA	NA
1,2,4-Trimethylbenzene	ug/L	2.9	NA	NA	NA	NA	NA	<0.5	NA	NA	NA
TPH as Diesel	ug/L	NA	270	NA	NA	NA	NA	NA	NA	NA	NA
Acetone	ug/L	72	15	NA	NA	NA	NA	21	NA	NA	NA
BOD	mg/L	NA	25	NA	NA	NA	NA	NA	NA	NA	NA
TPH as Gasoline	ug/L	NA	91	NA	NA	NA	NA	150	NA	NA	NA
TPH as Diesel	ug/L	NA	270	NA	NA	NA	NA	NA	NA	NA	NA
cartbon disulfide	ug/L	<5	<5	NA	NA	NA	NA	1.1	NA	NA	NA
MTBE	ug/L	<1	1.2	NA	NA	NA	NA	1.7	NA	NA	NA
Alkalinity	mg/LCaCo3	660	1300	860	440	590	480	600	220	210	140
Bicarbonate Alkalinity	mg/LCaCo3	660	1300	860	440	590	480	590	220	210	130
Fluoride	mg/L	<0.5	<0.5	0.13	<0.1	<0.1	0.11	0.2	<0.1	<0.1	0.57
Sulphate	mg/L	170	350	85	10	29	36	20	14	<0.5	3.4
Chloride	mg/L	NA	NA	NA	NA	NA	NA	150	NA	NA	NA
Ammonia Nitrogen	mg/L	<0.1	NA	NA	NA	NA	NA	18	NA	NA	NA
Nitrate nitrogen	mg/L	<0.1	NA	<0.1	<0.1	<0.1	<0.1	<0.1	0.42	<0.1	<0.1

Crescent City Landfill Water Level Data August 2013

	Well Depth feet	NEW Measured Well Depth	TOC, MSL Elevation feet	Casing Diameter inches	Date	Time	Initals of sampler	Measured Depth feet	Groundwat Elevation feet>MSL
E -1 Deep	60	56.25	50.63	4	12-Aug-13	9:39 AM	MP	29.00	21.63
E -1 Shallow	30	33.08	52.76	4	12-Aug-13	9:39 AM	MP	29.20	23.56
E - 3 Deep	70	58.6	56.54	4	12-Aug-13	9:49 AM	MP	33.70	22.84
E - 3 Shallow	38	36.55	57.65	4	12-Aug-13	9:49 AM	MP	31.35	26.30
W-6W Deep	44.5	45.45	47.03	4	12-Aug-13	9:30 AM	MP	13.80	33.23
W-6E Shallow	36	37	47.06	4	12-Aug-13	9:30 AM	MP	12.90	34.16
W-10 Shallow	14	14	45.42	4	12-Aug-13	9:54 AM	MP	9.50	35.92
E - 2 Deep	45	45.3	26.86	4	19-Aug-13	3:12 PM	MP	5.65	21.21
SM-6 Shallow	10	13	28.57	4	12-Aug-13	10:32 AM	MP	5.85	22.72
W-2 Deep	26	25.35	32.61	4	19-Aug-13	9:15 AM	MP	4.45	28.16
L-1 North		50	102.37	6					102.37
L-2		63.3	101.97	6					101.97
L-3 Middle		60.91	98.06	6	12-Aug-13	10:44 AM	MP	60.8	37.26
SM-7 Shallow	17	18.54	50.38	4	12-Aug-13	10:04 AM	MP	9.32	41.06
W-1E Deep	48.5	49.65	52.71	4	12-Aug-13	10:13 AM	MP	18.30	34.41
W-1W Shallow	17.5	19.21	52.50	4	12-Aug-13	10:13 AM	MP	11	41.50
W-8 Shallow	40	39.18	53.58	4	12-Aug-13	10:20 AM	MP	27.35	26.23
W-3S Shallow	20	21	43.76	4	12-Aug-13	10:25 AM	MP	7.00	36.76
North Well									0
SM-12 (S-1) Surface	7		44.88	4					44.88
W-9 Deep	70	68.95	61.07	4	12-Aug-13	9:59 AM	MP	23.90	37.17
W-9 Shallow	20	20.52	53.13	4	12-Aug-13	9:54 AM	MP	11.00	42.13

Crescent City LandFill Water Sample Data Aug. 2013

Description for Final map	Well Depth feet	NEW Measured Depth	TOC, MSL Elevation feet	Casing Diameter inches	Date	Time	Initals of sampler	Measured Depth feet	Groundw Elevation feet	Well Volume gallons	Purge volume 3.00	Volume purged gallons	Number of well volumes	Specific Conductan (uS)	Temp F	pH	Salinity	tds	Comments
E -1 Deep	60	56.25	50.63	4	19-Aug-13	9:15 AM	MP & EL	29.05	21.58	18.13	54.40	54.00	2.98	1154.0	42.0	6.6	588	812	
E -1 Shallow	30	33.08	52.76	4	19-Aug-13	9:15 AM	MP & EL	29.25	23.51	2.55	7.66	8.00	3.13	600.0	40.2	6.9	316	448	Dray @ 6
E-2 Deep	45	45.3	26.86	4	19-Aug-13	3:10 PM	MP & EL	5.65	21.21	26.43	79.30	78.00	2.95	999.0	48.3	7.59	516	712	
SM-6 Shallow	10	13	28.57	4	20-Aug-13	12:05 PM	MP & EL	5.90	22.67	3.00	9.00	14.20	4.73	55.9	48.5	7.14	292	401	Dry @ 4, 9
SM-6 Shallow					17-Sep-13	3:30 PM	TW	6.00				11.30							Dry @ 5, 3.
E - 3 Deep	70	58.6	56.54	4	19-Aug-13	10:15 AM	MP & EL	33.85	22.69	16.50	49.50	49.50	3.00	1410.0	45.3	7.03	709	978	
E - 3 Shallow	38	36.55	57.65	4	19-Aug-13	10:15 AM	MP & EL	31.50	26.15	3.37	10.10	10.00	2.97	627.0	45.3	7.31	321	440	
W-1E Deep	48.5	49.65	52.71	4	19-Aug-13	1:20 PM	MP & EL	18.40	34.31	20.83	62.50	62.50	3.00	304.0	45.1	7.35	157	209	Dry @ 19,
W-1W Shallow	17.5	19.21	52.50	4	19-Aug-13	11:20 AM	MP & EL	13.10	39.40	4.07	12.22	12.20	3.00	175.0	49.6	7.86	104	125	
W-2 Deep	26	25.35	32.61	4	20-Aug-13	9:15 AM	MP & EL	4.45	28.16	13.93	41.80	41.90	3.01	1112.0	41.7	7.28	676	841	Dry at 15, 3
W-3S Shallow	20	21	43.76	4	20-Aug-13	10:15 AM	MP & EL	7.12	36.64	9.25	27.76	27.76	3.00	34.3	44.0	721	153	226	
W-6W Deep	44.5	45.45	47.03	4	19-Aug-13	10:50 AM	MP & EL	14.20	32.83	20.83	62.50	62.50	3.00	337.0	45.4	7.35	173	235	Dry @ 22,
W-6E Shallow	36	37	47.06	4	19-Aug-13	10:50 AM	MP & EL	13.00	34.06	16.00	48.00	48.00	3.00	330.0	44.4	7.64	170	225	
W-8 Shallow	40	39.18	53.58	4	19-Aug-13	2:20 PM	MP & EL	27.65	25.93	7.69	23.06	23.00	2.99	198.9	47.1	7.59	101	123.4	
W-9 Deep	70	68.95	61.07	4	19-Aug-13	11:50 AM	MP & EL	24.00	37.07	29.97	89.90	90.00	3.00	465.0	44.7	7.3	235	323	
W-9 Shallow	20	20.52	53.13	4	19-Aug-13	11:50 AM	MP & EL	11.20	41.93	6.21	18.64	18.60	2.99	211.0	42.8	7.14	107	149	
W-10 Shallow	14	14	45.42	4	29-Aug-13	3:15 PM	TW	9.90	35.52	2.73	8.20	8.25	3.02	661.0	45.8	7.65	336	462	
SM-7 Shallow	17	18.54	50.38	4	20-Aug-13	10:50 AM	MP & EL	9.55	40.83	5.99	17.98	28.00	4.67	241.0	451.0	7.24	125	165	
SW - 3																			
SW - 8																			
SW-20																			
SW -																			
S-1 Surface					20-Aug-13	12:40 PM	MP & EL							316	54.6	8.57	180	225	
S-2 Surface					20-Aug-13	9:21 AM	MP & EL							521	43.3	7.35	285	363	
S-3 Surface					20-Aug-13	1:00 PM	MP & EL							336	45.3	7.68	169	235	
L-1		50	102.37																
L-2		63.3	101.97																
L-3		60.91	98.06	6	20-Aug-13	8:15 AM	MP & EL	60.6	37.46	0.21	0.62	0.6	2.90	568	56.6	6.6	215	288	

Crescent City Landfill Storm & Surface Water Data

Descriptior for Final map	Date	Time	Initals of sampler	Specific Conductan (uS)	Temp F	pH	Salinity	tds mg/L	Flow gpm	Comments / Flow
SW - 3	2-Dec-13	11:45 AM	TW	327	53.4	7.21	198	247	60	
SW - 8	2-Dec-13	12:00 PM	TW	411	51.6	7.17	229	288	20	
SW - 20	2-Dec-13	12:20 PM	TW	300	52.1	7.46	101	172	10	
S-1	21-Nov-13	3:15 PM	TW	Hand-held meter not functioning						Hand-held meter not fı
S-2	21-Nov-13	3:45 PM	TW	Hand-held meter not functioning						Hand-held meter not fı
S-3	21-Nov-13	4:10 PM	TW	Hand-held meter not functioning						Hand-held meter not fı
TS-1	2-Dec-13	10:15 AM	TW	111.3	52.8	6.72	40	50.8	?	
TS-2	20-Nov-13	3:30 PM	TW	Hand-held meter not functioning					0	sampled during first 24 hrs - YES
TS-3	2-Dec-13	10:30 AM	TW	263	52.3	6.59	125	184	?	

Checked for stormwater available for sampling at DNCTS:

2:00 PM 18-Nov-13 No flow into final settling basin
8:20 AM 19-Nov-12 No flow into final settling basin
8:30 AM 19-Nov-12 Water in final settling basin, but no flow in or out
3:30 PM 19-Nov-12 No water in basin for TS-1 or TS-2
9:20 AM 2-Dec-13 Storm began overnight.

Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531
Phone (707) 465-1100 Fax (707) 465-1300
www.recycledelnorte.ca.gov

Staff Report

Date:	**23 January 2014**
To:	**Joey Young, Del Norte County Personnel**
Cc:	**Jay Sarina, Del Norte County CAO**
	Clinton Schaad, Del Norte County Auditor
From:	**Tedd Ward, M.S. – Acting Director / Program Manager**
	Del Norte Solid Waste Management Authority
Attachments:	**Adjusted DNSWMA Director Payscale, from DNC Auditor**
	Personnel Action Form
File Number:	**101501 – Authority Director**
Topic:	**Authority Director's payscale adjusted by COLAs**

Summary / Recommendation: That the attached Personnel Action Form be processed and the Acting Director paid retro-actively for the $53.99 difference in salaries since 22 August 2013, and that the bi-weekly pay be adjusted to $2,673.90 from this date forward.

Background: I recently became aware that Del Norte County records have been updated to reflect the pay scale for the Authority Director as it had been adjusted by actions of the Authority Board approving Cost of Living Adjustments (COLAs) in July 1999, December 2005, June 2006, December 2006, October 2007, and June 2008.

Analysis: The attached report prepared by Del Norte County Auditor Clinton Schaad indicates that the lowest payscale (step 'A') for this position is $2,673.90 bi-weekly.

As of 25 July 2013, I have been working out of class serving as the Authority's Acting Director in addition to my duties as Program Manager. On 04 September 2013, the Authority submitted a Personnel Action Form adjusting my bi-weekly pay to $2,619.01. With this new information, I see now that the correct amount should have been $2,673.90, a difference of $53.99 per bi-weekly pay period.

2.5

A Joint Powers Authority of
the City of Crescent City and County of Del Norte
& member, North Coast Recycling Market Development Zone

Printed on minimum 30% post-consumer
100% recycled paper

Adjusted DNSWMA Director Payscale

			Steps					
	Year	A	B	C	D	E	F	G
Base	1998	$ 2,155.41	**$ 2,263.18**	$ 2,376.34	$ 2,495.16	$ 2,619.91	$ 2,750.91	$ 2,888.46
2% COLA	1999	$ 2,198.52	**$ 2,308.44**	**$ 2,423.87**	**$ 2,545.06**	**$ 2,672.31**	**$ 2,805.93**	$ 2,946.22
2.5% COLA	2005	$ 2,253.48	$ 2,366.16	$ 2,484.46	$ 2,608.69	$ 2,739.12	**$ 2,876.08**	$ 3,019.88
2.5% COLA	2006	$ 2,309.82	$ 2,425.31	$ 2,546.57	$ 2,673.90	$ 2,807.60	**$ 2,947.98**	$ 3,095.38
5% COLA	2006	$ 2,425.31	$ 2,546.57	$ 2,673.90	$ 2,807.60	$ 2,947.98	**$ 3,095.38**	$ 3,250.15
5% COLA	2007	$ 2,546.57	$ 2,673.90	$ 2,807.60	$ 2,947.98	$ 3,095.38	**$ 3,250.15**	**$ 3,412.65**
5% COLA	2008	$ 2,673.90	$ 2,807.60	$ 2,947.98	$ 3,095.38	$ 3,250.15	$ 3,412.65	**$ 3,583.29**

Step B Evaluation Step March 1999 see attached PAF
2% COLA applied to Step B July 1999
Step C Evaluation Step March 2000 see attached PAF
Step D Evaluation Step March 2001 see attached PAF
Step E Evaluation Step March 2002 see attached PAF
Step F Evaluation Step March 2004 see attached PAF
2.5% COLA applied to Step F December 2005
2.5% COLA applied to Step F June 2006
5% COLA applied to Step F December 2006
5% COLA applied to Step F October 2007
Step F Evaluation Step March 2008 see attached PAF
5% COLA applied to Step G June 2008

Vendor R3 Consulting Group
1512 Eureka Road
Suite 220
Roseville CA 95661

Claim ID: 6968

AUDITOR COPY

Vendor ID: 17054

☐ *PBSP Expense*
☐ *Change of Address*

Special Warrant Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20231		$6,186.25	Invoice number 7245, consulting work
		Total Claim:		$6,186.25	

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

X Richard Tayn Donald Ward
Signature of Department Head/Authorized Deputy

1/15/2014
Claim Date

2.6

R3

R3 Consulting Group
1512 Eureka Road, Suite 220
Roseville, CA 95661
916-782-7821

INVOICE

Del Norte Solid Waste Management Authority
Attn: Tedd Ward
1700 State Street
Crescent City, CA 95531

Invoice number 7245
Date 01/03/2014

113042 Del Norte SWMA - Assessment
For Services Rendered up to December 31,2013

Professional Fees

Consulting Work

	Hours	Rate	Billed Amount
Senior Associate			
Colin Wallace	32.75	155.00	5,076.25
Principal			
William Schoen	6.00	185.00	1,110.00
Professional Fees subtotal	38.75		6,186.25

Total Invoice Amount Due **6,186.25**

130101

CONSULTING SERVICES AGREEMENT
PROJECT: ASSESSMENT OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY

THIS AGREEMENT ("Agreement") is made and entered into on the day shown for its execution by the **Del Norte Solid Waste Management Authority**, a joint powers authority hereinafter referred to as "AGENCY", and **R3 Consulting Group, Inc.**, a California corporation, hereinafter referred to as "CONSULTANT".

RECITALS

WHEREAS, AGENCY issued a Request for Proposals for Assessment of the Del Norte Solid Waste Management Authority ("RFP") on October 25, 2013;

WHEREAS, CONSULTANT responded to the RFP with a Proposal that the Agency finds acceptable;

WHEREAS, AGENCY has chosen to contract with CONSULTANT and CONSULTANT agrees to provide the services as described herein to AGENCY; and

WHEREAS, CONSULTANT is qualified by virtue of the skill, experience, ability, background, certification and knowledge of its team members to accomplish the services described in this Agreement.

NOW, THEREFORE, the parties mutually agree as follows:

1. AGREEMENT.

1.01. Term. This Agreement covers services rendered from the date of the last signature executing this agreement (the "Commencement Date") until the completion of the Services provided for herein.

1.02. Documents. The RFP and Proposal submitted by CONSULTANT are expressly made a part of this Agreement as though fully set forth herein. The terms of this Agreement will control in the event of any inconsistencies between either the RFP or the Proposal and this Agreement. In the event of any inconsistency between the RFP and the Proposal, the Proposal will control.

2. SERVICES TO BE PROVIDED.

compensation and expenses from contract inception to the date of the statement. AGENCY reserves the right to require substantiation of any item of claimed expense. Overly generalized listing of task descriptions are not acceptable, rather, CONSULTANT must provide a detailed description that will provide a meaningful record to an independent auditor reviewing task description. Any work product or memoranda or other written material described in the entries must be produced for AGENCY as requested. Billings under this Agreement may not be provided in more than six minute increments (1/10 of an hour).

4.04. Extra Work. At any time during the term of this Agreement, AGENCY may request that CONSULTANT perform "extra work." As used herein, "extra work" means any work that is determined by AGENCY to be necessary for the proper completion of the project, but which the parties hereto did not reasonably anticipate would be necessary at the time of the execution of this Agreement. CONSULTANT may not perform, nor be compensated for, extra work without the prior written approval of the AGENCY. Any extra work will be compensated at the hourly rates applicable to this Agreement.

4.05. Record of Expenses. CONSULTANT must keep accurate records of payroll, travel and expenses. These records will be made available to AGENCY upon request.

4.06. Final Payment - Withholding. AGENCY reserves the right to withhold the final payment to the extent that:

i. there is defective work/service that has not been remedied by CONSULTANT; or
ii. there are claims against CONSULTANT or any of its subcontractors for labor or materials furnished; or
iii. CONSULTANT has not made proper payments to subcontractors, employees or materialmen; or
iv. CONSULTANT has defaulted on any other term or condition of this Agreement.

4.07. Final Payment – Acceptance. Acceptance by CONSULTANT of the final payment will constitute a waiver of <u>all</u> claims by the CONSULTANT except those previously made in writing and still unsettled.

5. INSURANCE REQUIREMENTS.

5.01. Endorsements. AGENCY, its elected officials, officers, employees, agents and representatives must be named as additional insureds on all

(3) it understands the difficulties and restrictions of work under this Agreement.

6.02. Proposal. CONSULTANT affirms and warranties the representations and contents of its Proposal submitted in response to the RFP.

6.03. Licenses, Certifications, Etc. CONSULTANT represents that it possesses or will obtain all necessary state and local licenses, certifications, or other credentials necessary for the performance of work under this Agreement.

6.04. Confidentiality. All idea, memoranda, appraisals, procedures, drawings, descriptions, computer program data, input record data, written information, and other documents and data either created by or provided to CONSULTANT in connection with the performance of the Agreement, except documents or blank spreadsheets produced by agencies of the State of California or the United States, are to be held confidential by CONSULTANT. Such materials must not, without the prior written consent of the Agency's Representative, be used by CONSULTANT for any purposes other than the performance of the services under this Agreement. Nor may such materials be disclosed to any person or entity not associated or connected with the performance of the scope of services under this Agreement. Nothing furnished to CONSULTANT that is otherwise known to CONSULTANT, is generally known, or has become known, to those in CONSULTANT's profession will be deemed confidential.

6.05. No Conflict of Interest. CONSULTANT (including principals, associates and professional employees) warrants and represents that it does not now have any investment or interest in real property and will not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of CONSULTANT's services hereunder. CONSULTANT further warrants and represents that in the performance of its duties hereunder no person having any such interest may perform any services under this Agreement.

7. INDEMNIFICATION.

7.01. Indemnification for Reliance on Recommendations. CONSULTANT agrees to indemnify, defend and hold harmless AGENCY and its elected officials, officers, agents, and employees from any and all claims, liabilities, expenses, fines or damages of any nature, including reasonable

8.01. Events of Default. Each of the following constitutes an Event of Default ("Event of Default") under this Agreement and is cause for immediate termination of this Agreement by AGENCY:

i. Failure to Cure. The failure to correct any breach, (i) within ten (10) days of written notice from AGENCY, however, if the nature of the breach is such that it can be cured but will reasonably require more than ten (10) days to cure, CONSULTANT will not be in Default so long as CONSULTANT promptly commences to cure the breach and diligently proceeds, but no additional time will be allowed to cure for failure to pay any amount due under this Agreement; or (ii) immediately, if the breach is such that the health, welfare, or safety of the public is determined to be endangered by the AGENCY Director.

ii. Misleading Representation. Any representation or disclosure made to AGENCY as an inducement to entering into this Agreement or any future amendment or Change Order to this Agreement, that proves to be false or misleading in any material respect, as of the time the representation or disclosure was made, whether or not the representation or disclosure appears as part of this Agreement is a misleading representation.

8.02. Payment for Services Rendered. If any portion of the services required under this Agreement is terminated or abandoned by AGENCY, then AGENCY must pay CONSULTANT for any work completed up to and including the date of termination or abandonment of this Agreement. AGENCY will be required to compensate CONSULTANT only for work performed in accordance with the Agreement up to and including the date of termination.

9. GENERAL PROVISIONS.

9.01. Professional Ability of CONSULTANT. AGENCY has relied upon the professional training and ability of CONSULTANT to perform the services and scope of work hereunder as a material inducement to enter into this Agreement. CONSULTANT must therefore provide properly skilled professional and technical personnel to perform all services required by it to be performed under this Agreement. All services performed by CONSULTANT must meet and conform to the standard of quality ordinarily to be expected of competent professionals in CONSULTANT's field of expertise.

9.02. Independent Contractor. AGENCY and CONSULTANT are and at all times will be and remain independent contractors as to each other, and no

If to AGENCY:

DNSWMA
Attn: Tedd Ward
1700 State Street
Crescent City, CA 95531

With a copy to:
DNSWMA
Attn: Chair of the Board
1700 State Street
Crescent City, CA 95531

If to CONSULTANT:

Mr. William Schoen
R3 Consulting Group
1512 Eureka Road, Suite 220
Roseville, CA 95661

9.09. Time of Essence. Time is of the essence in the performance of this Agreement.

9.10. Assignment. This Agreement or any part hereof may not be assigned by CONSULTANT without the prior written authorization of AGENCY.

9.11. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any previous agreements, oral or written.

9.12. Modification. This Agreement may be modified or its provisions waived only by subsequent mutual written agreement executed by both parties.

9.13. Governing Law and Venue. This Agreement will be governed by and interpreted in accordance with the laws of the State of California. Any action commenced arising from this Agreement must be filed in the Del Norte County Superior Court located in Crescent City, California.

9.14. Attorneys' Fees. In the event any legal action or proceeding, including an action for declaratory relief, is commenced to interpret or enforce the terms of, or obligations arising out of this Agreement, or to recover damages for the breach thereof, the party prevailing in any such action or proceeding will be entitled to recover from the non-prevailing party all reasonable and necessary attorney's fees, costs and expenses.

9.15. Severability. Should any provision of this Agreement be found unenforceable or invalid by a court of competent jurisdiction, the remainder of this Agreement will remain enforceable.

EXHIBIT A
SCOPE OF SERVICES

Task 1 Information Request and Review

R3 has reviewed much of the information provided by the Authority in support of its request for proposals. During the course of the project, it is anticipated that additional information will be requested and reviewed by R3, to the extent that it is made available.

As part of this task, R3 will work with Authority management staff to schedule the staff interviews to be conducted as part of Task 2. Our project budget assumes that the interviews will be scheduled at a central location over the course of several days starting immediately after the Task 2 Kick-Off Meeting. In addition, R3 plans to interview facility staff during the site-visits, as appropriate.

Deliverables:

- *Additional information requests, as appropriate.*

Task 2 Kick-Off Meeting / Site Visits / Staff Interviews / Public Workshops

Kick-Off Meeting

Immediately upon receipt of Authorization to Proceed from the Authority, R3 will schedule a Kick-Off Meeting with Authority staff. The purpose of the Kick-off Meeting is to ensure that all parities understand the goals and objectives of the study, the study focus areas, assignments and responsibilities and project schedule.

As part of the Kick-off Meeting, R3 will also:

- Review available data and the status of any outstanding requested information;
- Review the scope of work and discuss the five (5) tasks (services) in the Authority's RFP to obtain relevant background information and begin the assessment of each of those issues;[1] and
- Discuss any other relevant issues.

Additional meetings will be held with Authority staff during R3's initial site visit, as necessary, including an "exit meeting" to review the status of our review to-date and next steps.

Site Visits

Immediately following the Kick-Off Meeting, R3 will tour the Authority's Del Norte transfer station. Staff at that facility will be interviewed and R3 staff will observe and assess operations. R3 staff may also tour the Gasquet and/or Klamath small volume transfer stations, if/as they deem necessary.

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[1] Task 1 (Cash Controls) and Task 5 (Small Volume Transfer Station) of the Authority's RFP have been eliminated from the Scope of Work at the Authority's direction.

Task 4: Day-to-Day Operations

R3 will evaluate day-to-day operations and recommend increased efficiencies, including but not limited to answering the following questions:

a. Are regulatory requirements being met in a timely and comprehensive manner? If not, R3 will explain why those requirements are not being met.

b. Are the activities of the Franchisees and other contractors being evaluated and monitored to assure compliance with their respective contracts and regulatory requirements? If not, explain.

c. Are there any suggestions for improvements at the Transfer Station?

d. Is the Transfer Station Operations contract being managed in compliance with existing regulatory requirements? If not, explain.

Mr. Chandler has had responsibility for managing, among other facilities, rural transfer stations and closed landfills and William Schoen and Richard-Tagore Erwin routinely conduct contract compliance and performance audits of franchised services. As part of this task, R3 will assess the extent to which the Authority is effectively managing its regulatory requirements, transfer station operations and contract service providers (Recology and Hambro/WSG). This will be done through the combination of staff interviews, site visits, review of regulatory and contract documents and discussion with the regulating agencies.

As part of our review of the Authority's administration of Recology and Hambro/WSG, R3 will document and review the major objective contractual requirements as well as Authority staff's administration of those requirements during our initial on-site visit. Specific findings will be presented that detail the extent to which requirements are being effectively monitored and R3 will provide specific recommendations for improving the effectiveness and/or efficiency of contract monitoring by Authority staff, as appropriate.

Deliverable:

- *The results of this task will be presented in our Task 10 Draft and Final Reports.*

Task 5: Director Position

R3 will evaluate the Director position and make recommendations regarding recruitment and hiring of that position, including but not limited to addressing the following:

a. Should the Director position be filled as full time, or are there other staffing alternatives that would improve efficiencies while assuring compliance with legal obligations and responsiveness to the Commission?

b. Creation of a job description for the Director.

c. Recommendation of an appropriate salary range for the Director based on the revised description.

Mr. Chandler has served as the Director of a joint powers authority in California and has particular understanding and expertise specific to assessing job responsibilities and

Task 7: Potential Alternatives to JPA

As part of this task, R3 will evaluate and make recommendations regarding the following:

a. What would be the best alternative for service delivery and solid waste management?

b. How would the members be assured that the mandated functions would be accomplished by this alternative? Consider necessary staffing and expertise to carry out the mandates previously the responsibility of the JPA.

c. Who would be responsible for policy development, regulatory compliance and reporting, rate setting and enforcement?

d. Who would be responsible for the cash management and accounting requirements and procedures?

e. Would the City and the County be responsible for separate rate-setting and enforcement?

f. If the Authority were to be dissolved, where should the Director's functions be carried out?

g. What would be the anticipated cost savings (if any) compared to the current JPA?

Deliverable:

- *The results of this task will be presented in our Task 10 Draft and Final Reports.*

Task 8: Draft and Final Reports

The results of our findings and recommendations for Tasks 3 through 7 will be presented in a Draft Report which will be presented to the Authority. Based on written comments received, R3 will revise the draft and issue a Final Report.

Deliverables:

- *One (1) electronic copy of the Draft and Final Reports.*

Vendor Black, Robert
710 H Street

Crescent City CA 95531

Vendor ID: 10061

☐ *PBSP Expense*
☐ *Change of Address*

Claim ID: 6969

AUDITOR COPY

Special Warrant Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20234		$1,547.00	Attorney fees for December
422	421	20234		$3,166.80	Attorney fees for October
422	421	20234		$546.00	Attorney fees for September
		Total Claim:		$5,259.80	

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

X Robin Tyler Jedediah Ward

Signature of Department Head/Authorized Deputy

1/15/2014
Claim Date

2.3

Vendor Fisch Drilling
3150 Johnson Road

Hydesville CA 95547

Claim ID: 6967
Page 1 of 1

AUDITOR COPY

Vendor ID: 19346

☐ *PBSP Expense*
☐ *Change of Address*

Special Warrant Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20231		$9,837.00	Landfiil maintenance
		Total Claim:		$9,837.00	

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

Richard Pyn / Jedediah Ward

nature of Department Head/Authorized Deputy

1/15/2014
Claim Date

2.8

FISCH DRILLING

3150 Johnson Rd.
Hydesville, CA 95547

Invoice

DATE	INVOICE NO.
12/30/2013	G3952

BILL TO
Del Norte S.W.M.A. 1700 State Street Crescent City, CA 95531

P.O. NO.	TERMS	DUE DATE
	Due on receipt	12/30/2013

QTY	DESCRIPTION	RATE	AMOUNT
1	Set up and Take Down Equipment	3,500.00	3,500.00
1	Monitoring Well Completion Footage	3,500.00	3,500.00
4	4" Well Screen 10' Section	114.00	456.00
7	4" Well Pipe 10' Section	85.00	595.00
2	Monument Well Boxes, Caps & Bottom Plugs	350.00	700.00
18	2/12 Well Sand	15.00	270.00
20	Bags Of Bentonite Chips	15.00	300.00
6	Buckets of Bentonite Time Release Pellets	72.00	432.00
1	Bags Of Portland Cement 90 lb.	14.00	14.00
10	Bag of Concrete 60 lb.	7.00	70.00

Questions regarding this invoice. Call Chris (707)768-9800	**Total**	$9,837.00

FISCH DRILLING

3150 JOHNSON ROAD
HYDESVILLE, CA 95547

PHONE: (707) 768-9800 FAX (707) 768-9801 LICENSE # 683865

DATE: June 12, 2013 **PROPOSAL** **NUMBER:** G3952R

SUBMITTED TO:
Del Norte S.W.M.A.
1700 State Street
Crescent City, CA 95531
CONTACT: Tedd Ward
PHONE: (707)465-1100

JOB DISCRIPTION: Monitoring Well Install
LOCATION: Crescent City

FAX: (707)

We here by submit the specifications and estimates for the following:

Monitoring Well Drilling Only

- Set Up Fee	Cost $ 3500.00
- Drilling of Monitoring Wells	Cost $ 3500.00
- (8) 4" X 5' PVC .020 Screens	Cost $ 456.00
- (14) 4" X 5' PVC Risers	Cost $ 595.00
- 2 Stove Pipe Well Boxes & Caps	Cost $ 700.00
- 18 Bags Well Sand	Cost $ 270.00
- 4 Bags Bentonite Seal	Cost $ 60.00
- 10 Bags Bentonite Slurry	Cost $ 200.00
- 8 Bags Cement 47lb.	Cost $ 56.00
- Water Sampling	Cost $ 500.00

Total Cost $9837.00

- Del Norte S.W.M.A. is responsible for all permits & USA notification. A copy of approved permit shall remain on site during work.
- Any equipment lost or damaged, due to adverse site conditions, will be replaced at cost plus 15%.
- All field testing to be completed by others.
- Professional Review and Well Survey to be completed by others.
- Well Development to be completed by others.
- Fisch Drilling is not responsible for Drill Tailings removal.
- Underground installations or utilities must be marked and located prior to Fisch Drilling mobilizing on site. Fisch Drilling shall not be held responsible for any damages to underground improvements not clearly and accurately marked. If Fisch Drilling arrives on a site that has not had proper USA notification, a half-day rate shall be billed and the job rescheduled. (USA Number on hand to confirm)

Authorized Signature Chris Fisch
Chris Fisch, Owner

Acceptance Signature Kevin Hendrick Title Director Date 6/14/13

Vendor BUSCH Geotechical Consultants
97832 S. Bank Chetco River Road

Brookings OR 97415

Claim ID: 6978

AUDITOR COPY

Vendor ID: 14581

☐ *PBSP Expense*
☐ *Change of Address*

Special Warrant Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20231		$8,552.00	Borehole & well installation monitoring, lab data
		Total Claim:		$8,552.00	

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

X

Signature of Department Head/Authorized Deputy

2/7/2014
Claim Date

2.9

14581
20231

RECEIVED
FEB 06 2014
DNSWMA

BUSCH GEOTECHNICAL CONSULTANTS

Terry Ward, Program Manager
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531

RE: Invoice for **DNSWMA borehole and well installation monitoring, lab data, and report**

Hi Tedd,

As a courtesy I wanted to include the following invoice spread in case you need details. The work grew into more than I expected, so the invoice probably is higher than you expected.

Spread

1. Phone and email communications and field prep time	$ 556.00
2. Fieldwork	$ 2168.00
3. Standby time in field	$ 500.00
4. Lab tests, lab calculations, figure and table development	$ 1663.25
5. Proof, edit, and finalize borehole logs and well install figures	$ 1172.50
6. Report, all aspects	$ 1497.50
7. Administration (proposal, time keeping, office manager)	$ 345.25
8. Incidentals (mileage, phone, field and office supplies, E&O)	$ 649.50
Total	$ 8552.00

Please call if you have questions, and, again, thanks for hiring Busch Geotech.

Cordially,

Bob Busch

R. E. Busch, Jr., Ph.D.
CEG #1448

Enclosed: Invoice for job BGC 010
Repository/Geotech closed/DNSWMA.inv.trans.ltr

97832 S. Bank Chetco River Road, Brookings, OR 97415□541-469-7300□541-469-2903 FAX
Geotechnical and Geologic Studies for Land Development and Resource Management
Please see our website: www.buschgeotech.com

BUSCH GEOTECHNICAL CONSULTANTS
97832 S Bank Chetco River Rd.
Brookings, OR 97415

Invoice

BILL TO

Tedd Ward, M.S.
DNSWMA
1700 State Street
Crescent City, CA 95531

DATE	INVOICE #
1/27/2014	# 1512

TERMS
Due on receipt

PLEASE SEND YOUR REMITTANCE TO:
97832 S Bank Chetco River Rd.
Brookings, OR 97415

JOB NAME & NUMBER
DHSWMA*13-010

DESCRIPTION	RATE	HOURS	AMOUNT
PRINCIPAL ENGINEERING GEOLOGIST : Bob Busch	150.00	16.05	2,407.50
PRINCIPAL ENGINEERING GEOLOGIST: Bob Busch (REDUCED RATE)	100.00	1	100.00
PRINCIPAL ENGINEERING GEOLOGIST: Bob Busch (REDUCED RATE)	92.00	9	828.00
PRINCIPAL ENGINEERING GEOLOGIST: Bob Busch (REDUCED RATE)	85.00	5	425.00
PRINCIPAL ENGINEERING GEOLOGIST: Bob Busch (REDUCED RATE)	65.00	3.1	201.50
PRINCIPAL ENGINEERING GEOLOGIST:Bob Busch (NO CHARGE)	0.00	1.6	0.00
STAFF GEOLOGIST: Dylan Caldwell	85.00	41.55	3,531.75
STAFF GEOLOGIST: Dylan Caldwell (REDUCED RATE)	75.00	2.7	202.50
STAFF GEOLOGIST: Dylan Caldwell (OVERTIME SURCHARGE)	37.50	0.3	11.25
OFFICE ADMINISTRATOR: Marilyn Busch	65.00	3	195.00
ALL INCIDENTALS	649.50		649.50

Work Done: Provide proposal and contract documents, contract work; Principal Bob Busch and Staff Geologist Dylan Caldwell drive to site (9/19/2013), but drilling was postponed due to inaccessibility; while there, meet Tedd Ward and Driller Dave Fisch Jr. and recon site; over subsequent months, communicate with Tedd, Rick L., Dave Fisch Sr., and BGC staff geologist re drilling schedule and revised drilling plan; on 12/19/2013, Bob and Dylan drive to site to monitor, log, and sample drilling of borehole for well E4WD; Dylan stay to monitor installation of well; Dylan return on 12/20/2013 to monitor, log, and sample borehole for E4ES, and to monitor well installation; at T. Ward's request on 12/19, REB run textural analysis and do calculations on samples to increase understanding of subsurface sands; DJC complete borehole logs, well installation diagrams, sand graphics, and draft report; Bob complete Excel tables of sand data, edit report to final, finalize and certify logs and forms, and write transmittal letter; office manager track time and materials and invoice.

The job is complete. Thank you very much—Tedd and Rick—for hiring Busch Geotechnical. We look forward to helping you again.

INVOICE PAYMENTS RECEIVED WITHIN 30 DAYS WILL NOT ACCRUE A 4% MONTHLY INTEREST CHARGE.

Balance Due $8,552.00

Thank you for your business!

Please visit our website at www.buschgeotech.com

Phone #	707-822-7300 or 541-469-7300
Fax #	541-469-2903
E-mail	marilyn@buschgeotech.com

p. 1 of 3 Tedd

BUSCH GEOTECHNICAL CONSULTANTS

June 13, 2013

Work Agreement

This short-form agreement between Busch Geotechnical Consultants (BGC) and the Del Norte Solid Waste Management Authority (DNSWMA) is in lieu of a full BGC contract. This agreement lists BGC's scope-of-work, provides an estimate, and limits BGC's liability. Generally stated, the proposed geotechnical work is, "Log two boreholes, monitor the installation of two piezometers, and deliver wet-signed original borehole and piezometer logs." BGC geologists will do all work.

Scope-of-Work Tasks

1. BGC Principal Engineering Geologist Bob Busch will discuss the job, site, safety issues, and job work plan with DNSWMA program manager Tedd Ward, write a Work Agreement, orient BGC Staff Geologist Dylan Caldwell, and open BGC job file #13-010 (manual and digital).

2. Assuming no work conflict with our bridge abutment shaft drilling work on the Hurdy Gurdy Bridge, both Bob and Dylan independently will drive to the site. If there is a scheduling conflict, one or the other will arrive. As possible, at some time each drill day (two assumed), Bob will be onsite for a minimum of one hour to observe the work and interact with Dylan.

3. Based on the DNSWMA work plan, Bob or Dylan will observe a geoprobe or a mud rotary drill rig advance a shallow hole through a dune sand unit into a buried marsh unit. If the geoprobe successfully reaches the marsh unit, it will set the piezometer. A BGC geologist will record soil types by visually examining samples, log the holes following the USCS terminology, establish the depth of the top of the marsh unit, and record well specifics.

97832 South Bank Chetco River Road • Brookings, OR, 97415 • 541-469-7300 • FAX 541-469-2903
Geotechnical and Geologic Studies for Land Development and Resource Management
Please see our website: www.buschgeotech.com

4. Following the installation of the shallow well, BGC will monitor the drilling of the deep well by the mud-rotary rig and the setting of the deep well. Again, BGC will track unit depths, the hole completion depth, screened and sealed intervals, and the other pertinent borehole and well installation data. Again, as possible, Bob will be onsite a minimum of one hour.

5. Back in the office, Dylan will digitize the field copies of the various logs and Bob will review / edit them as necessary. We will mail a transmittal letter with presentation copies of the logs to the DNSWMA for their file and for distribution. We understand that the driller will forward copies to the appropriate regulatory authorities.

6. On demand, we will respond to questions from Del Norte County staff via phone, faxes, or email for up to one hour of consulting time. Thereafter, additional charges apply.

Estimate, Payment Terms, and Fee Basis

We estimate that the work as described, based on the assumptions listed in the next paragraph, will cost $3300 to $3600. We do not require a retainer but request that the County pay our bill in full within 15 days of the invoice date. The target work date is during the month of June 2013, with delivery of final logs within 5 working days after the completion of drilling.

We base our estimate on the following assumptions:

BGC Staff Geologist Dylan Caldwell will do the bulk of the work at his standard bill-out rate ($85/hr). We assume 1 hour of preparation time, 16 hours of fieldwork, 1 hour of travel, and 4 hours of log finalization for him. Bob Busch, CEG, will visit the site for a minimum of one hour/day, charging a reduced fee for travel ($105/hr) and his standard hourly fee ($150/hr) while onsite. He will review and edit logs and sign all documents. The invoice will include approximately $375 of incidentals and $325 of administrative charges.

In summary, our work products will include 1) verbal consultation before, during, and after the site work; 2) a transmittal letter; 3) two wet-signed borehole logs; and 4) two piezometer installation logs. BGC Principal Bob Busch, PhD, CEG, will sign all documents.

Tedd

Limitation of Liability

Client agrees to limit the liability of Busch Geotechnical Consultants, the firm, and Robert E. Busch, Jr., the owner to $10,000. Please note that BGC carries all appropriate insurances including onsite and offsite liability, automobile, worker's comp, and errors & omissions.

Signatures

To accept this proposal, please initial the top of each page above my initials (REB), sign below, make any corrections necessary to the Client Name and Address and either scan and email, mail, or fax the copy back to the address/number below. **We do not require a retainer.** If you have questions about our scope-of-work, please call. I thank you again for hiring Busch Geotechnical. We look forward to helping you complete your project as soon as possible.

REBusch Jr 6/17/2013 *

Agreed R. E. Busch, Jr. 06/13/2013
R. E. Busch, Jr., Ph.D., C.E.G. Date

Agreed Kerry Hendricks, Director 6/14/13
~~Terry Ward, Program Manager~~ Date
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531

Tedd Ward
17 JUNE 2013

Phone: 707-465-1100
Email tedd@recycledelnorte.ca.gov

Attachments: None
Note: We can email you a copy of our complete 2013 rate schedule if you would like.

* Note. To clarify, this is a Time & Materials contract with an estimate of $3300 to $3600 based on the cited assumptions.

Acknowledged Tedd Ward

** Please initial @ ** on each page and return.

97832 South Bank Chetco River Road • Brookings, OR, 97415 • 541-469-7300 • FAX 541-469-2903
Geotechnical and Geologic Studies for Land Development and Resource Management
Please see our website: www.buschgeotech.com

Thanks, Bob

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Robert E. Busch Jr

Business name/disregarded entity name, if different from above
DBA Busch Geotechnical Consultants

Check appropriate box for federal tax classification:
☒ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
97832 S Bank Chetco River Rd.

City, state, and ZIP code
Brookings OR 97415

List account number(s) here (optional)

Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

Employer identification number
68 - 0111317

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 2/6/14

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

707-465-1300 ⟷ Attn: Isabel

RECEIVED FEB 06 2014 DNSWMA

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: 07 February 2014
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. - Acting Director / Program Manager
File: 231501 – Authority Work Plans
Attachments: Reports to R3 re. Authority Director Work Breakdown and Authority Director Work Activities

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.

I am in regular contact with the Authority Chair regarding setting work priorities and informing him of delayed or deferred activities. On January 10th, I informed the Chair via e-mail that, due in part to the need to prepare information to R3 Consulting Group for their Assessment of the Authority, I would not likely make much progress on the following items before this meeting:

- Conduct investigation regarding payment of claims on landfill liability insurance policies.
- Conduct an analysis of the small volume transfer stations in Klamath and Gasquet, the operations costs and service options to meet the needs of residents and businesses in these areas of Del Norte County.
- Personally conduct Inspections of certified oil recycling centers in Del Norte County, as required under CalRecycle's Oil Payment Program.

Major Activities since the Authority Meeting of 08 January 2014:

1. I facilitated signatures on the service contract with R3 for the Assessment of the Del Norte Solid Waste Management Authority to start this project. I participated in kick-off phone conferences and coordinated efforts to arrange the January 28th public meeting as part of this assessment, as well as interviews and tours during R3s initial visit to Del Norte County.
2. I purchased an iPad 4 and Adobe Acrobat X Pro to facilitate the distribution of future Authority agendas using iPads provided by the City and County respectively. Commissioner Wilson has said she prefers printed agendas and

attachments, and so purchase of an additional iPad for the Public member has been deferred.

3. I prepared and submitted a variety of information to R3 to support their assessment of the Authority, including summaries of the activities of the former Director, and information on the pay scale, class and step for all Authority employees.
4. I met with DNC Treasurer Dawn Langston, Commissioner Wilson, DNC Auditor Clinton Schaad, Sherrik Cron of the DNC Auditor's office, DSNWMA Treasurer Rich Taylor, DNSWMA Admin. Assistant Isabel Valdez, and Recology Del Norte Manager Tom Sparrow to discuss how to set up direct deposit for Recology DN payments for disposal and franchise fees. (see agenda item 5.1)
5. I prepared,entered, analyzed and graphed water quality data and prepared the semi-annual monitoring report for the Crescent City Landfill (see agenda item 2.3)
6. Discovered that the pump driver for dedicated groundwater wells at the Crescent City Landfill was stolen and/or missing. Ordered replacement pump and connecting cord. Called Redwoods/ Leavitt Insurance confirming that our deductible is $2500. Considering that the replacement cost was just over $2800, I did not feel the reimbursement would be worth the effort and increased future premiums associated with a filed claim.
7. Documented graffiti at the Del Norte County Transfer Station on the morning of 15 January 2014, and filed electronic report with the DNC Sheriff's office before coordinating with Hambro WSG to have the graffiti painted over.
8. Published, distributed agendas and attended the January[h] public meeting.
9. Completed personnel performance reviews for: Isabel Valdez, Administrative Assistant; Andrea Wadsworth, Refuse Site Attendant; Katherine Brewer, Refuse Site Attendant; and Charles Steel, Refuse Site Attendant.
10. Made phone calls regarding the possibility of developing a mural with a recycling theme to Lorie Poole of Recology Del Norte and Amber Talbert of the Building Healthy Communities Foundation.

Personnel / Staffing: All Authority-managed facilities were open during posted hours and all shifts were covered.

Finances and Audits: Our efforts on these issues are summarized under agenda items 2.3 (documenting payments made with respect to the I-Bank loan and lease agreements) and 7.1 (fiscal controls and writing off 'bad debts').

Administrative Assistant Isabel Valdez has been working with the County Auditor's office regarding $138,922.91 in deferred revenue. Next month's report from the County Auditor's office will reflect the results of those efforts.

Compliance: This month I completed the data entry, analysis and report preparation for

our semi-annual monitoring report to the Regional Water Quality Control Board on the Crescent City Landfill as required under Monitoring and Reporting Program 97-90. I also personally collected surface and storm water samples from the Crescent City Landfill. One stormwater location (SW-20) did not have adequate flow to gather a sample. I coordinated with Rick Lauchstedt and Mike Peoples of the DNC Engineering Department regarding the gathering of groundwater samples and levels. Groundwater sampling that was scheduled for January was delayed until February pending replacement of the pump driver.

Coordinated with JoAnne Byrne of CalRecycle on the drafting and revision of a Pledge of Revenue Agreement addressing the Authority / County liabilities and financial assurance requirements associated with the Crescent City Landfill and pledging that revenues from the Del Norte County Transfer Station would be available as needed to address these requirements (see agenda item 4.2).

I also scheduled and successfully completed the quarterly PCI compliance scan to assure that measures are in place to protect customer credit and debit card information.

Programs / Policies: As part of the roll-out of the new PaintCare recycling program, I completed a 23 January 2014 training on expanded paint recycling program with Daria Kent and Caitlyn Sanders of PaintCare and all Hambro WSG employees. I confirmed that PaintCare would reimburse the Authority for radio and newspaper advertising expenses for February 2014. I updated our outreach materials, wrote and recorded an updated ad for KCRE and KPOD, wrote and distributed a press release resulting in a story in the Del Norte Triplicate on 06 February 2014, and updated information on the State CERS system to meet permit requirements as well as the Authority's website regarding this program (see agenda item 6.1).

Staff trainings with respect to FEMA requirements continue to be temporarily deferred, though we are receiving monthly reminders from the County of this.

Concerns: Detective Barber of the Del Norte County Sheriff's office reported that he has completed his investigation into Authority funds and records and submitted his report to his supervisor at the Sheriff's office. As of 07 February 2014, the Sheriff's office had not announced the results of this investigation.

Major Activities anticipated before Authority Meeting in March 2014:

1. Coordinate with County engineering staff in the collection of water quality samples from the two new investigation wells, as well as the groundwater monitoring locations at the Crescent City Landfill as soon as possible.
2. Provide additional information and initial review of draft report from R3.
3. Coordinate and obtain permits as needed to install fencing adjacent to the household hazardous waste building at the Del Norte County Transfer Station to facilitate storage of used paint collected under the PaintCare program.
4. Conduct investigation regarding payment of claims on landfill liability insurance policies.
6. Conduct an analysis of the small volume transfer stations in Klamath and

Gasquet, the operations costs and service options to meet the needs of residents and businesses in these areas of Del Norte County.

7. Compare costs, procure and coordinate installation of an additional security camera inside the Del Norte County Transfer Station scalehouse.
8. Make arrangements as needed to place Authority-related items on City Council and Board of Supervisors agendas related to the Pledge of Revenue Agreement and the CalRecycle beverage container block grant programs and make presentations as needed.
9. Complete staff evaluations for Keith Estes and Lisa Babcock.
10. Personally conduct Inspections of certified oil recycling centers in Del Norte County, as required under CalRecycle's Oil Payment Program.

Staff Report

Date: **21 January 2014**
To: **Colin Wallace, William Schoen & Sam Chandler of R3 Consultants**
From: **Tedd Ward, M.S. – Acting Director / Program Manager**
Del Norte Solid Waste Management Authority

Having sampled the former Director's Work Activities in a separate report, the following table indicates my best estimate of the approximate proportion of time he spent annually on the categories of activities I outlined in that prior report. Considering that there was little time for transition or training, I believe that it is likely that I have missed some activities of this position, as I continue to discover issues that the former Director formerly handled.

Work Focus Areas	Approx. % of Time	Activities	Comments
Budget Planning, Administration & Audits	22 %	Projecting budget changes for next fiscal year, draft budget for Authority review. Presenting budget for comment by City Council and DNC Supervisors, return to Authority for adoption. Projecting and monitoring expenditures by budget line. Setting and monitoring fiscal policies and controls as needed. Justifying fees, rates, and charges. Preparing budget transfers and modifications as needed. Seeking Board approval for claims over $5K. Reviewing and signing claims and supporting documentation within budget and approval limits. Preparing and submitting accounts receivable and other forms for DNC Auditor's office. Reviewing unpaid balances, projecting anticipated revenues. Monthly reporting on revenues, comparing to projections. Preparing and submitting information associated with annual reconciliation of Authority's accounts with County Auditor and external auditor's requests and requirements. Directing staff procuring supplies and equipment so as to stay within budget limits. Preparing California Annual Compensation report. Funding and reporting as needed regarding Other Post Employment Benefits (OPEB). Contracting and preparing reports for annual external audits, and responding to any issues identified therein.	I have been working closely with the Authority Treasurer / Controller on budget and finance issues, but I am still learning. As the Authority records are on an accrual basis, and the County is on a modified cash basis, Commissioners have expressed frustration about the lack of timely fiscal information from the County regarding Authority revenues and expenditures. I am concerned that though I have much to learn on these issues, I have had little time to track income and expenses, and have not been able to project future expenses and income at all. I am concerned that budget tracking is not getting enough attention at this time. While the Authority Treasurer wants to help, budget management really must be done by one who understands the Authority's program needs. I have been working with Isabel and the Treasurer to establish and monitor additional cash control procedures and to move towards parallel accrual and cash accounting using Quickbooks, which I hope will enhance our fiscal management.

Work Focus Areas	Approx. % of Time	Activities	Comments
Personnel Direction, Management, Negotiation & Reporting	22 %	Direction and management of staff to meet all program goals, objectives and deadlines, and to ensure smooth operation of three transfer stations and various special public service and outreach events. Setting staff schedules for all employees to assure coverage, lunch and breaks as required. Matching staffing to Board direction and regulatory requirements. Providing regular evaluations for the performance of each employee. Negotiating as needed with employee and/or union representatives. Completing personnel action forms. Working with DNC Personnel Department in hiring of new employees, review of job classifications to match DNC pay scales. Coordinating with County Personnel as needed to enable Authority staff to maintain information regarding and access to benefits, periodically confirming compliance with Worker's Comp coverage requirements, accuracy of payroll deductions. Completing incident reports and documentation when employees have a work-related injury. Coordinating attendance for staff and training meetings.	Scheduling is being done by Administrative Assistant Isabel Valdez. We generally work together on vacation requests and staff evaluations. Both Isabel and I work with DNC Personnel for new hires and when there are questions related to workers comp, benefits, or other personnel issues. I conduct nearly all staff and safety meetings. We have not yet had any worker injuries since the former Director's retirement.
Authority Board Communications & Meetings	18 %	Meeting with Chair to set agenda. Coordinating with DNC and contractors for agenda reports and documents, producing or directing staff to produce reports as needed. Communicating with Commissioners as needed on upcoming items. Arranging for meeting, posting, printing and distributing agendas, attending meeting. Following up based on Board direction, directing filing of reports, minutes, resolutions, and ordinances. Review of minutes from prior meeting. Coordinating with legal counsel to follow legal and accepted meeting notice and procedural requirements and practices.	These duties have flowed entirely to me, though I am supported by our Recording Secretary, and Authority staff assists with the printing and assembly of the Board agenda binders. I am taking steps to distribute most agendas via iPads starting in April, in hopes that this will reduce the amount of time needed to print and distribute agendas.

Work Focus Areas	Approx. % of Time	Activities	Comments
Representing Authority in Interactions with other Agencies and Organizations	14%	Ensuring Authority compliance with laws, regulations, and satisfying (and/or negotiating with) regulatory agencies. Discussing alternative approaches toward compliance with oversight agencies (RWQCB, CalRecycle, AQMD, LEA, etc.), such as the current investigations to potentially reduce the WDR Fees imposed by the RWQCB. Communicating and meeting with member and advisory groups such as the Del Norte Solid Waste Task Force, ESJPA, CPSC, CAW, CRRA, SWANA, etc. to remain informed regarding best available compliance practices and upcoming changes in law and regulation. Promoting Authority-supported policies like extended producer responsibility to reduce program costs and/or expand recovery services. Communicating Authority policies and actions and coordinating as needed with State agencies, as well as City, County and tribal boards and departments.	These tasks have shifted completely to my responsibility, but I have little time available to communicate with out-of-County groups. Continuing affiliation with colleagues through ESJPA, CPSC, CRRA, and SWANA improves staff training and awareness of policy and program alternatives, new regulatory requirements. Reduced interaction with these groups diminishes the capacity to address and comment on new recovery systems such as those administered by CARE or PaintCare. The Authority's active participation with CPSC has helped establish these programs and helped make them more practical for rural communities like Del Norte's.
Public and Press Relations & Advertising	7 %	Managing all advertising accounts (mostly DOC or oil grant funded) to promote Authority programs and activities, matching contracts with budgets, drafting outreach themes, messages, and media or venues. Producing public service announcements, ad copy, press releases, and guest editorials as needed. Acting as press officer for the agency, communicating with reporters on Authority-related issues and articles.	These tasks have shifted to my responsibility, but I have almost no time to conduct or manage the efficiency or effectiveness of our media outreach, which is primarily funded under DOC and OPP grants.

Work Focus Areas	Approx. % of Time	Activities	Comments
Contract Administration & Negotiation – Insurance & bonds	6 %	Translation of policy objectives, rates and fiscal controls, into written provisions in Service Standards, Scopes of Work, Requests for Proposals, Invitations to Bid, Contracts, Change Orders, Ordinances and Resolutions. Reviewing regular reports from contractors. Primary oversight of Transfer station(s) operations and Franchise Collections and contracts, as well as those for legal counsel, recording secretary, external Auditor and Treasurer services. Providing interpretation of contract provisions and rationale for Authority policies therein. Confirming that reporting, insurance and bond requirements of such agreements are current. Providing initial negotiation for Change Orders. Coordinating with legal counsel as needed for contract review and ratification.	These responsibilities have become completely mine. The need for time and focus on policies and language for contracts and change orders varies depending on circumstance and direction from the Board. I have not yet had time to review the compliance with contractor reporting, insurance and bond requirements of our agreements to determine if they are current.
Grants – DOC, OPP, HHW, Reuse, etc.	5 %	Securing DOC block grants and OPP grants through CalRecycle, including adoption of Authorizing Resolutions by the City, County and Authority. Reviewing Notifications of Funding Availability for competitive grants fitting the needs of the Authority. Directing approaches, strategies and resources as needed to secure, implement, and monitor grant-funded programs. Compiling and submitting reports, reimbursement requests, and associated documents as needed.	These responsibilities have become mine, though I have less time to work on these programs than I did prior to the Director's retirement. At this time, the Authority does not have adequate staff to apply for a competitive grant.
Facility & Equipment Management – Financing, Maintenance & Insurance	4 %	Directing staff to identify, select and procure equipment, a vehicle, supplies, and technology as needed. Planning and budgeting for maintenance, insurance, and inventory requirements as needed. Document depreciation expenses as required. Coordinating with Hambro/WSG regarding transfer station improvements, maintenance activities and priorities.	These responsibilities have become mine. I work closely with employee Chuck Steel regarding vehicle repair and maintenance, and with consultant Shawn Slater regarding technology and software. I have not yet documented depreciation expenses nor even reviewed our regular maintenance activities.

Work Focus Areas	Approx. % of Time	Activities	Comments
Ordinances, Code Enforcement, Community Cleanup and Blight Abatement	2 %	Referring or responding to complaints regarding solid waste-related blight and illegal dumping. Coordinating cleanup efforts with Code Enforcement Officer, emphasizing compliance rather than penalties. Coordinating with volunteers and community groups for targeted and/or annual cleanups. Coordinating allocation of Authority-directed bin pulls for community cleanups. Facilitating community discussions regarding adopting or revising Authority Ordinances as needed.	DNSWMA has made few referrals to the Code Enforcement Officer in the past six months. Most recent activity on this issue has been driven by the Solid Waste Task Force, which appears very interested in repealing one or more of these Ordinances. Ordinances are also required for all new rates, such as those for certified weights should the Authority Board direct staff to provide public scale services.

The comments in the table above indicate in part how current staff have adapted since the retirement of the former Director, but I do not wish to imply that current staffing is adequate or sustainable. I intend to provide separate comments regarding appropriate staff responsibilities and cross-training, and current and potential alternative organizational structures.

Del Norte Solid Waste Management Authority

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

Staff Report

Date: **15 January 2014**
To: **William Schoen, Sam Chandler & Colin Wallace**
R3 Consulting Group
From: **Tedd Ward, M.S. – Acting Director / Program Manager**
Subject: **Director Activities during three sample weeks**

You asked that I prepare a summary of my perception of the regular activities of the Director prior to his retirement, with approximate percentages of time devoted to each category of tasks over the course of a year. The mix of activities has varied week to week, seasonally, and year-to-year, and is subject to change based on the direction and priorities set by the Authority Board.

Though we had worked together for nearly 20 years, the former Director managed our work activities so neither Isabel nor I had overlap or cross-training on many of the former Director's activities. For a couple of examples, Mr. Hendrick managed all of our media accounts, and he would usually draft and record all radio ads, as well as providing interviews for reporters. Similarly, I have had virtually no dealings with any insurance company, and so I am unfamiliar with our levels of coverage, potential providers, or any comparisons that may have been made prior to contracting with our current insurers. Though these responsibilities have shifted to me, I lack the capacity with the Authority's current staffing to devote the same level of effort to these tasks. As there were less than 48 hours between the time I was informed of the former Director's immediate retirement and his departure, there was almost no time for training or preparation for this transition.

In an attempt to provide R3 with thorough information based on our records, I have been reviewing electronic files and e-mails from the former Director's computer during three sample weeks in the four months prior to the former Director's retirement. As Authority staff activities follow a monthly cycle related to our monthly Authority meetings, I selected three weeks that fall in the beginning, middle, and end of those months. Though I have also included an overview of the activities of the Director that would not necessarily result in a paper or electronic record, it is worth noting that not all

A Joint Powers Authority of
the City of Crescent City and County of Del Norte
& member, North Coast Recycling Market Development Zone

Printed on minimum 30% post-consumer
100% recycled paper

of the Director's activities would be captured in these descriptions alone. Some activities related to budget and rate setting are periodic and did not occur in the sample weeks, and others such as competitive grants or specialized contracts may not occur on a regular annual schedule. For these reasons, I have prepared a separate report of the Director's Work Breakdown in which I try to include a description of the annual and periodic activities in each of the Director's work areas.

To assist in this analysis, I have grouped the Director's activities into the following categories:

- Authority Board Communications and Meetings
- Budget Planning, Administration & Audits
- Personnel Management, Direction, Negotiation & Reporting
- Public and Press Relations and Advertising (promotions of used motor oil and beverage container recycling programs, household hazardous waste collection events, as well as community cleanups and solid waste related information)
- Representing Authority interests to other Agencies and Organizations
- Contract Administration and Negotiation - Insurance and Bonds
- Facility & Equipment Management - Financing, Maintenance & Insurance
- Ordinances, Code Enforcement, Community Cleanups and Blight Abatement
- Grants - DOC, OPP, HHW, Reuse, etc.

General activities of the Director that did not result in electronic or written records:

The notes on weekly activities describe those activities of the Director that have a paper or electronic record in the Authority's files for only the three weeks that I had reviewed. Many regular activities of the Director would not result in separate paper or electronic records during those weeks, but any of these could have occurred during the sample weeks, including the following:

- **Authority Board Communications and Meetings**
  - Drafting documents, reports, letters, or spreadsheets that are revised at a later date
  - Reviewing, editing and/or commenting on documents prepared by other Authority staff, legal counsel or contractors

- **Budget Planning, Administration & Audits**
  - Projecting expenses in various budget lines to manage grant budgets, draft future budgets or anticipate need for budget transfers
  - Acting as the fiscal watchdog for the agency, making sure that Authority resources and assets are used appropriately, and charges paid by the Authority are justified in budget, by Board approval, and documentation

- Research and tracking of revenues and expenditures from Authority budget lines on the County intra net, and reconciling Authority and County records, and investigating discrepancies as appropriate
- Investigations related to Authority revenues, franchise fees, customer accounts, and collections to assure that Authority revenues from Recology Del Norte are appropriate and justified
- Making all necessary presentations to the City of Crescent City and the County of Del Norte regarding the annual budget, Authority Ordinances, or topics of overlapping concern or jurisdiction

- **Personnel Management, Direction, Negotiation & Reporting**
  - Conversations with Authority employees, agency representatives, and contractors about hours, scheduling, medical or personal issues, and personnel procedures
  - Managing staff tasks, priorities and workloads, directing use of additional contractors when needed such as for some computer support, recording secretary services, or forensic auditing

- **Public and Press Relations and Advertising**
  - Responding to customer questions or easily remedied complaints

- **Representing Authority interests to other Agencies and Organizations**
  - Non-conference call phone communications
  - Face to face meetings with Board members, City or County employees, agency representatives, contractors, or community groups like Rotary as needed or requested

- **Contract Administration and Negotiation - Insurance and Bonds**
  - Assuring that contract provisions regarding bonds, insurance, etc. continue to be met

- **Facility & Equipment Management - Financing, Maintenance & Insurance**
  - Responding to solicitations from suppliers or vendors, or comparison shopping for equipment or supplies
  - Assessing and balancing needs for maintenance at Gasquet and Klamath transfer station with budget constraints
  - Periodic inspections of all facilities
  - Assessing and balancing security and alarm needs at the Del Norte County Transfer Station with budget constraints
  - During periods when vacations or medical issues diminished staff availability, the former Director did on rare occasions serve as gate attendant at Gasquet or Klamath

- **Ordinances, Code Enforcement, Community Cleanup and Blight Abatement**
  - In response to complaints regarding illegal dumping and blight abatement: Assessment and oversight of cleanup activities, and periodic approvals waiving disposal charges for volunteer cleanup efforts, frequently in coordination with code enforcement and law enforcement officials

- **Grants - DOC, OPP, HHW, Reuse, etc.**
  - Review of Notices of Funding availability regarding competitive grants for which – subject to Board direction and approval - the Authority could apply, to see if any such opportunities could enhance or expand existing, or establish future, programs or facilities

The Three Weeks Sampled:

Director Kevin Hendrick's work activities for 18-22 March 2013:

- **Authority Board Communications and Meetings**
  - Oversaw the printing, assembly and distribution of the agendas and attachments for the Authority meeting of 26 March 2013,
    - http://www.recycledelnorte.ca.gov/wp/wp-content/uploads/2011/10/130326-DNSWMA-Agenda1.pdf
    - Reviewed Draft Minutes & all Financial/Treasurer's Reports
    - Reviewed and edited all staff reports prepared by the Program Manager
    - Prepared a report regarding Authority revenues
  - Produced a Staff Report regarding the selection of the Authority Public Commissioner
  - Prepared and had printed in the Del Norte Triplicate a notice regarding the application period for those interested in being appointed as the Authority Public Member
- **Budget Planning, Administration & Audits**
  - Reviewed Budget Instructions and Schedule from Del Norte County
  - Projected personnel changes for coming fiscal year
  - Reviewed budget for Hi-Tech Security, considered modifications
- **Personnel Management, Direction, Negotiation & Reporting**
  - Prepared work schedule for all employees for April 2013
  - Prepared staff report on potential longevity increase for Director
  - Projected personnel changes for coming fiscal year
  - Worked on case review for Worker's Comp case for Andrea Wadsworth
  - Arranged for Orientation training of Lisa Babcock and Keith Estes
- **Public and Press Relations and Advertising**
  - Coordinated production of ads related to Earth Arts Fair, one of the Authority's primary face-to-face outreach events

    - Coordinated art and T-shirt printing for Earth Arts Fair
- **Representing Authority interests to other Agencies and Organizations**
    - Communications regarding possible dates for Solid Waste Task Force meetings
    - Attended 3/21/13 meeting in Sacramento of the Environmental Services JPA of the Regional Council for Rural Counties
    - Participated in conference call for California Product Stewardship Council, for which Director Hendrick served as President
- **Contract Administration and Negotiation - Insurance and Bonds**
    - Reviewed Abandoned Vehicle Abatement Agreement (DNSWMA Board also serves as AVA Board)
    - Added Keith Estes to Authority's automotive insurance policy
- **Facility & Equipment Management - Financing, Insurance, and Maintenance**
    - Reviewed insurance coverage and cost estimates for wall repair after break-in at DNC Transfer station on 10 March 2013
    - Made second request for CARE collection of full carpet trailer

<u>Director Kevin Hendrick's work activities for 06-10 May 2013:</u>

- **Authority Board Communications and Meetings**
    - Communications related to items on May DNSWMA agenda
- **Budget Planning, Administration & Audits**
    - Submitted proposed Authority Budget to DNC Auditor
    - Updated report on Authority Revenue
    - Responded to notice that budget line 20237 was overdrawn
    - Submitted proposed FY 13/14 DNSWMA Budget
- **Personnel Management, Direction, Negotiation & Reporting**
    - Reviewed MOU from SEIU to cover Mid-Management Employees
- **Public and Press Relations and Advertising**
- **Representing Authority interests to other Agencies and Organizations**
    - Conferred with Program Manager regarding approach to responding to concerns expressed by Gino Yekta of CalRecycle re. erosion issues at Crescent City Landfill
    - Reviewed Pledge of Revenue Agreement for CalRecycle
    - Directed Program Manager to prepare a letter to CalRecycle requesting a reduction in the multiplier used to calculate post-closure liability for the Crescent City Landfill
    - Participated with California Product Stewardship Council conference call as President
    - Attended Solid Waste Task Force meeting of 09 May 2013
    - Participated in conference call regarding PaintCare contract negotiations and services with other members of the Environmental Services Joint Powers Authority of the Regional Council of Rural Counties

- **Contract Administration and Negotiation - Insurance and Bonds**
  - Reviewed Engagement letter with forensic auditor Don Scanlon
- **Facility & Equipment Management - Financing, Insurance, and Maintenance**
  - Met with DNC Engineer Jim Barnts, DNC Roads Dept. Director Jeff Daniels, LEAs Houawa Moua and Brian McNalley, and Program Manager Ward at the Crescent City Landfill to discuss repair strategies and financing
  - Reviewed erosion repair plan for Crescent City Landfill
  - Renewed office / general liability insurance with Redwoods / Leavitt
  - Coordinated removal of fallen trees at the Klamath Transfer Station
- **Ordinances, Code Enforcement, Community Cleanup and Blight Abatement**
  - Conferred with DNC Code Enforcement Officer (and Boy Scout Troop Master) Dave Mason re. WalMart Cleanup
  - Approved use of Authority-directed bin pulls to support 4th of July celebrations coordinated by the Chamber of Commerce
- **Grants - DOC, OPP, HHW, Reuse, etc.**
  - Communicated with CA Dept. of Conservation, Division of Recycling regarding payment delays associated with their grant programs

Director Kevin Hendrick's work activities for 24-28 June 2013:

- **Authority Board Communications and Meetings**
  - Authority Board meeting on 25 June 2013, minutes attached
- **Budget Planning, Administration & Audits**
  - Board meeting included presentation on the proposed FY 13/14 budget
  - Submitted budget revisions following DNSMWA meeting
  - Began planning for purchase of new server as Microsoft support for XP and other software will expire in April 2014
- **Personnel Management, Direction, Negotiation & Reporting**
  - Calculated contributions for Other Post-Employment Benefits (OPEB) for required reporting
- **Public and Press Relations and Advertising**
  - Directed production of and reviewed Authority advertisement in special supplement printed by the Del Norte Triplicate for the 4th of July activities
- **Representing Authority interests to other Agencies and Organizations**
  - Correspondence with DNC Maintenance Director Ed Fulton and Recology Del Norte regarding materials left outside streetside containers
  - Reviewed the stewardship plan submitted by the Carpet America Recovery Effort (CARE) regarding carpet recycling in California
- **Contract Administration and Negotiation - Insurance and Bonds**
  - Reviewed Hambro/WSG Bond
  - Arranged to present Authority Ordinance 2013-01 for consideration by the Crescent City Council and the Del Norte County Board of Supervisors

- **Facility & Equipment Management - Financing, Insurance, and Maintenance**
- **Ordinances, Code Enforcement, Community Cleanup and Blight Abatement**
    - Conferred with DNC Code Enforcement Officer Dave Mason regarding the closing of an account associated with a grant-funded project
- **Grants - DOC, OPP, HHW, Reuse, etc.**

CLAIMS APPROVED BY THE DIRECTOR				Jan-14
Date Paid	Paid to:	Budget	Amt. Paid	Description
1/14/2014	Lisa Babcock	20290	$49.66	Mileage 12/06-01/03
1/14/2014	Bi-coastal Media	20240-068	$570.00	Radio Ads
1/14/2014	Ca. Dept. of Forestry & Fire Prot. Alder Camp	20239-001	$700.00	Landfill Services
1/14/2014	Curry Transfer Roto-Rooter	20140	$269.12	GTS/KTS December 2013
1/14/2014	EBA Engineering	20231	$3,151.32	Landfill Services
1/14/2014	G.H. Outreach	20285	$100.00	Recycle Pick-up
1/14/2014	IT ESP, Inc.	20231	$750.00	Assistance with I.T. & accounting
1/14/2014	Josey's Delivery Service	20280	$38.00	Delivery service
1/14/2014	Merle Helstowski	20231	$186.00	KTS/GTS signs
1/14/2014	Mission Linen Supply	20140	$74.52	Linen service 12/10 & 12/24
1/14/2014	North Coast Laboratories	20232	$3,321.00	Landfill Services
1/14/2014	P.S. Business Services	20231	$130.00	Clerical services for December
1/14/2014	Quill	20224	$273.93	Office supplies
1/14/2014	Quill	20140	$87.47	Household supplies
1/14/2014	Ricoh	20250	$249.41	Service 12/30/13-01/29/14
1/14/2014	Taylor, Richard	20235	$1,280.00	Treasurer/Controller December 2013
1/14/2014	USDA Forest Service	20251	$644.53	GTS land rental for 2014
1/15/2014	Fisch Drilling	20231	$9,837.00	Landfill Maintenance
1/15/2014	R3 Consulting Group	20231	$6,186.25	Consulting work
1/15/2014	Robert Black	20234	$5,259.80	Attorney fees
1/15/2014	U.S. Bank	20236	$125.76	Security safe
1/15/2014	U.S. Bank	20224	$196.56	Office supplies
1/24/2014	DNSWMA Revolving Fund	20285	$93.95	Reimbursement petty cash
1/29/2014	Frontier	20121	$151.95	Service 01/13/2014-02/12/2014
1/29/2014	Hambro WSG	20239	$127,864.11	December grand totals 2013
1/29/2014	Recology Del Norte	20283	$435.12	500 Cooper Avenue--County Yard
1/29/2014	Recology Del Norte	20288	$480.18	900 Tenth Street--City Yard
1/29/2014	Recology Del Norte	20238	$547.65	Old Gasquet Toll Road
1/29/2014	Recology Del Norte	20238	$1,095.30	Klamath Beach Road
1/29/2014	Recology Del Norte	20288	$1,260.33	1001 Front Street
1/29/2014	SWRCB Fees	20301	$1,791.00	SWRCB Water Board Payment
1/29/2014	U.S. Cellular	20121	$96.00	Service 01/01/14-02/03/14
1/30/2014	Lisa Babcock	20290	$45.36	Personal mileage 81 @ .56
	TOTAL		$ 166,721.62	

3.3

DNSWMA
GRAND TOTALS
JANUARY 2014

	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	33.47%	
DNCTS Cash Total	26,996.16	13,581.26	**40,577.42**
DNCTS Charge Total	100,052.11	50,334.34	**150,386.45**
DNCTS Credit/Debit	11,022.79	5,545.36	**16,568.15**
DNCTS Totals	***138,071.05***	***69,460.97***	**207,532.02**
Klamath Cash Total		2,827.86	**2,827.86**
Klamath Charge Total		88.12	**88.12**
Klamath Totals		***2,915.98***	**2,915.98**
Gasquet Cash Total		1,197.93	**1,197.93**
Gasquet Charge Total		0.00	
Gasquet Totals		***1,197.93***	**1,197.93**
Adjustments			
GRAND TOTALS	***138,071.05***	***73,574.88***	***211,645.93***

3.4

MONTHLY SPLIT SHEET
DNSWMA TRANSFER STATION
MONTH: JANUARY 2014

Date	Cash	Checks	Cash/Check Total	Visa	Master	Discover	Credit Card Total	Charges	Grand Total	66.53% 91003	33.47% 91004	20286	Total	Oil Paid Out
1			$ -				$ -		$ -	$ -	$ -		$ -	
2	$ 1,861.01	$ 630.26	$ 2,491.27	$ 618.09	$ 112.37	$ 15.21	$ 745.67	$ 6,004.25	$ 9,241.19	$ 1,657.44	$ 833.83	($0.07)	$ 2,491.20	$ 3.60
3	$ 1,323.28	$ 419.06	$ 1,742.34	$ 621.34	$ 49.14	$ 7.00	$ 677.48	$ 5,032.45	$ 7,452.27	$ 1,159.18	$ 583.16	($0.03)	$ 1,742.31	
4	$ 1,716.88	$ 240.37	$ 1,957.25	$ 1,129.79	$ 70.23		$ 1,200.02	$ 4,713.84	$ 7,871.11	$ 1,302.16	$ 655.09	($5.67)	$ 1,951.58	$ 1.40
5	$ 1,440.79	$ 343.29	$ 1,784.08	$ 666.99	$ 58.82		$ 725.81	$ 181.17	$ 2,691.06	$ 1,186.95	$ 597.13	$6.20	$ 1,790.28	$ 6.40
6	$ 1,350.93	$ 221.86	$ 1,572.79	$ 489.66	$ 14.05		$ 503.71	$ 6,978.52	$ 9,055.02	$ 1,046.38	$ 526.41	$0.02	$ 1,572.81	
7	$ 805.66	$ 49.15	$ 854.81	$ 236.99			$ 236.99	$ 6,030.81	$ 7,122.61	$ 568.71	$ 286.10	($0.59)	$ 854.22	
8	$ 631.06	$ 761.22	$ 1,392.28	$ 240.45	$ 26.69		$ 267.14	$ 4,903.17	$ 6,562.59	$ 926.28	$ 466.00	($0.05)	$ 1,392.23	
9	$ 807.08	$ 125.94	$ 933.02	$ 331.93	$ 45.44		$ 377.37	$ 5,351.23	$ 6,661.62	$ 620.74	$ 312.28	($0.01)	$ 933.01	
10	$ 695.14	$ 200.66	$ 895.80	$ 280.48	$ 14.02		$ 294.50	$ 5,795.52	$ 6,985.82	$ 595.98	$ 299.82	$0.02	$ 895.82	
11	$ 940.99	$ 304.75	$ 1,245.74	$ 261.76	$ 11.85		$ 273.61	$ 707.92	$ 2,227.27	$ 828.79	$ 416.95	$0.36	$ 1,246.10	
12	$ 905.26	$ 223.49	$ 1,128.75	$ 473.03	$ 29.16		$ 502.19	$ 229.58	$ 1,860.52	$ 750.96	$ 377.79	($0.69)	$ 1,128.06	
13	$ 1,101.72	$ 475.87	$ 1,577.59	$ 376.32	$ 16.86		$ 393.18	$ 7,243.20	$ 9,213.97	$ 1,049.57	$ 528.02	($7.05)	$ 1,570.54	
14	$ 863.55	$ 107.63	$ 971.18	$ 339.95	$ 43.48		$ 383.43	$ 6,334.81	$ 7,689.42	$ 646.13	$ 325.05	($0.06)	$ 971.12	
15	$ 1,044.09	$ 135.52	$ 1,179.61	$ 271.54			$ 271.54	$ 6,002.15	$ 7,453.30	$ 784.79	$ 394.82	$0.05	$ 1,179.66	
16	$ 1,023.42	$ 242.90	$ 1,266.32	$ 278.36	$ 44.93		$ 323.29	$ 5,668.18	$ 7,257.79	$ 842.48	$ 423.84	($0.01)	$ 1,266.31	
17	$ 1,406.62	$ 309.22	$ 1,715.84	$ 456.39	$ 29.44	$ 7.00	$ 492.83	$ 10,452.41	$ 12,661.08	$ 1,141.55	$ 574.29	($0.03)	$ 1,715.81	
18	$ 1,499.90	$ 513.22	$ 2,013.12	$ 920.87	$ 66.52		$ 987.39	$ 352.47	$ 3,352.98	$ 1,339.33	$ 673.79	($0.10)	$ 2,013.02	
19	$ 909.46	$ 243.78	$ 1,153.24	$ 510.89	$ 19.66	$ 25.28	$ 555.83	$ 302.87	$ 2,011.94	$ 767.25	$ 385.99	$10.08	$ 1,163.32	
20	$ 1,031.58	$ 307.69	$ 1,339.27	$ 492.06	$ 28.09		$ 520.15	$ 7,467.73	$ 9,327.15	$ 891.02	$ 448.25	($0.03)	$ 1,339.24	
21	$ 1,030.23	$ 64.42	$ 1,094.65	$ 252.98	$ 69.92		$ 322.90	$ 7,258.81	$ 8,676.36	$ 728.27	$ 366.38	$1.00	$ 1,095.65	
22	$ 929.58	$ 198.69	$ 1,128.27	$ 609.83	$ 26.69		$ 636.52	$ 5,498.35	$ 7,263.14	$ 750.64	$ 377.63	($0.83)	$ 1,127.44	
23	$ 1,157.70	$ 181.09	$ 1,338.79	$ 540.83	$ 36.50		$ 577.33	$ 5,192.40	$ 7,108.52	$ 890.70	$ 448.09	($0.11)	$ 1,338.68	
24	$ 908.59	$ 116.55	$ 1,025.14	$ 493.84	$ 9.83		$ 503.67	$ 9,087.09	$ 10,615.90	$ 682.03	$ 343.11	$1.00	$ 1,026.14	
25	$ 1,469.78	$ 204.42	$ 1,674.20	$ 797.78	$ 50.79		$ 848.57	$ 449.43	$ 2,972.20	$ 1,113.85	$ 560.35	($0.12)	$ 1,674.08	
26	$ 1,460.14	$ 882.85	$ 2,342.99	$ 689.92	$ 114.97		$ 804.89	$ 37.09	$ 3,184.97	$ 1,558.79	$ 784.20	($0.08)	$ 2,342.91	
27	$ 969.65	$ 391.55	$ 1,361.20	$ 1,071.13	$ 28.07		$ 1,099.20	$ 8,383.51	$ 10,843.91	$ 905.61	$ 455.59		$ 1,361.20	
28	$ 715.54	$ 178.39	$ 893.93	$ 1,067.85	$ 9.83		$ 1,077.68	$ 6,380.32	$ 8,351.93	$ 594.73	$ 299.20	($0.06)	$ 893.87	
29	$ 634.92	$ 66.02	$ 700.94	$ 355.96			$ 355.96	$ 4,560.01	$ 5,616.91	$ 466.34	$ 234.60		$ 700.94	
30	$ 692.11	$ 123.49	$ 815.60	$ 247.15	$ 11.24		$ 258.39	$ 5,564.67	$ 6,638.66	$ 542.62	$ 272.98	($1.00)	$ 814.60	
31	$ 708.00	$ 279.41	$ 987.41	$ 335.46	$ 15.45		$ 350.91	$ 8,222.49	$ 9,560.81	$ 656.92	$ 330.49	1.87	$ 989.28	
TOTALS	$ 32,034.66	$ 8,542.76	$ 40,577.42	$ 15,459.62	$ 1,054.04	$ 54.49	$ 16,568.15	$ 150,386.45	$ 207,532.02	$ 26,996.16	$ 13,581.26	$ 4.01	$ 40,581.43	$ 11.40

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of January 31, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Abandoned Vehicle Abatement	0.00	1,355.31	357.61	1,618.92	1,640.64	4,972.48
Affordable Home & Rental Rep.	0.00	19.60	0.00	0.00	0.00	19.60
Aladdin Reality	0.00	14.04	103.92	0.00	0.00	117.96
Albers Seafood	0.00	0.00	-54.79	0.00	0.00	-54.79
Alexandre EcoDairy Farms	0.00	161.53	0.00	0.00	0.00	161.53
Attain Specialty Insurance	0.00	0.00	0.00	0.00	-5,492.42	-5,492.42
AWI Management Group	0.00	47.27	0.00	0.00	0.00	47.27
Babich Construction	0.00	594.15	0.00	0.00	0.00	594.15
Bad Checks/Co Collector	0.00	0.00	0.00	0.00	43.78	43.78
Benner Mini Storage	0.00	15.43	0.00	0.00	0.00	15.43
Bommelyn / Hartley Construction	0.00	0.00	32.31	0.00	33.71	66.02
Bommelyn Construction	0.00	101.88	150.29	101.13	0.00	353.30
Borges Dairy	0.00	63.21	0.00	0.00	0.00	63.21
Brown, Hector	0.00	390.48	0.00	0.00	0.00	390.48
C.A.R.R.E. / Full - Spectrum	0.00	155.92	0.00	0.00	0.00	155.92
Cal-Fire	0.00	0.00	0.00	0.00	-16.54	-16.54
Cal-Ore LIFE FLIGHT	0.00	0.00	0.00	0.00	-33.71	-33.71
Cal-Trans	0.00	0.00	91.66	71.31	0.00	162.97
California Auto Image	0.00	264.06	0.00	0.00	0.00	264.06
California Construction Co.	0.00	0.00	0.00	27.56	0.00	27.56
California Dept. Parks & Rec.	0.00	173.34	252.71	158.30	0.00	584.35
California Used Oil Recycling	0.00	0.00	0.00	0.00	-15,000.00	-15,000.00
CASH	0.00	0.00	0.00	41.41	0.00	41.41
Castle Rock Countertop's	0.00	15.45	0.00	0.00	0.00	15.45
Certified Plumbing Co.	0.00	0.00	0.00	0.00	13.90	13.90
Cetnar Construction Inc.	0.00	0.00	43.54	0.00	0.00	43.54
Charter Communication	0.00	0.00	0.00	0.00	56.19	56.19
City of Crescent City.	0.00	9.83	100.34	0.00	0.00	110.17
College of the Redwoods	0.00	23.88	0.00	18.26	0.00	42.14
Combined Maintance Services	0.00	221.03	165.32	162.48	196.26	745.09
Cory, Charles	0.00	0.00	0.00	0.00	576.49	576.49
Crescent Ace Hardware.	0.00	316.04	0.00	0.00	0.00	316.04
Crescent City KOA	0.00	289.33	0.00	0.00	0.00	289.33
Crescent City Nursing & Rehab	0.00	11.24	12.80	0.00	0.00	24.04
Crescent City, Harbor	0.00	0.00	0.00	0.00	0.01	0.01
Crescent Fire Protection Dist.	0.00	56.11	0.00	0.00	0.00	56.11
Crescent Senior Estates	0.00	42.14	0.00	0.00	0.00	42.14
DEBIT	0.00	0.00	0.00	0.00	190.46	190.46
Del Norte Ambulance	0.00	0.00	15.45	0.00	0.00	15.45
Del Norte County Road Dept.	0.00	43.54	290.40	93.90	0.00	427.84
Del Norte Parks & Recreation	0.00	462.03	235.76	404.90	532.08	1,634.77
Del Norte Realty	0.00	0.00	0.00	-19.74	0.00	-19.74
Del Norte Roofing	0.00	903.16	0.00	0.00	0.00	903.16
Del Norte Solid Waste Mngmt	0.00	70.33	4.21	61.70	6,990.52	7,126.76
Del Norte Storage	0.00	88.49	0.00	0.00	0.00	88.49
Del Norte Triplicate/WesternCom	0.00	12.64	0.00	0.00	0.00	12.64
Direct TV	0.00	11.24	7.02	0.00	20.96	39.22
DN Fire Safe Council	0.00	0.00	0.00	0.00	37.30	37.30
DN Unified School District	0.00	215.22	0.00	0.00	0.00	215.22
DNC Building Maintenance	0.00	7.02	186.77	95.85	23.86	313.50
DNC Code Enforcement - Blight	0.00	0.00	0.00	0.00	1,127.61	1,127.61
DNC Public Nuisance Abatement	0.00	0.00	0.00	0.00	7,638.12	7,638.12
Dutra Materials	0.00	0.00	0.00	4,168.85	9.67	4,178.52
Elk Valley Casino	0.00	0.00	0.00	0.00	0.00	0.00
Elk Valley Rancheria	0.00	0.00	-20.24	-30.88	0.00	-51.12
Elk Valley Storage	0.00	16.86	40.74	133.44	0.00	191.04
Ellers Fort Dick Market	0.00	251.42	0.00	0.00	0.00	251.42
Extra Muscle - Joel Johnson	0.00	0.00	0.00	0.00	246.32	246.32
Fashion Blacksmith	0.00	9.83	0.00	0.00	0.00	9.83
FRANKLIN	0.00	8.43	9.86	0.00	0.00	18.29
Franklin's Plumbing	0.00	0.00	0.00	0.00	45.59	45.59
G. H. Outreach	0.00	66.03	45.77	0.00	0.00	111.80
Golden State Construction	0.00	554.65	244.40	0.00	0.00	799.05
GR Construction	0.00	44.95	2,642.04	995.86	0.00	3,682.85
Green Scapes	0.00	0.00	36.52	68.92	130.81	236.25
Griffin's Furniture Outlet	0.00	60.81	0.00	0.00	0.00	60.81

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of January 31, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Hambro/Waste Solutions Group	0.00	61.72	0.00	0.00	313.60	375.32
Hank's Hauling	0.00	167.14	0.00	0.00	0.00	167.14
Hartley Construction	0.00	80.93	0.00	0.00	0.00	80.93
HASP / Jordan Recovery Centers	0.00	224.74	307.60	0.00	0.00	532.34
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
Investment Realty	0.00	294.97	0.00	0.00	0.00	294.97
Klamath Transfer Station	0.00	0.00	0.00	0.00	60.47	60.47
Larson Services	0.00	76.81	65.04	47.76	25.23	214.84
Lehman Property Management	0.00	0.00	0.00	0.00	1,885.22	1,885.22
Lighthouse Community Church	0.00	28.09	0.00	0.00	35.55	63.64
Lighthouse Repertory Theatre	0.00	0.00	0.00	3.78	0.00	3.78
Lucky 7 Casino	0.00	0.00	47.87	0.00	0.00	47.87
Malloroy Construction	0.00	0.00	0.00	-11.85	0.00	-11.85
Mark Wooding Construction	0.00	0.00	0.00	0.00	-120.00	-120.00
Mastaloudis Homes Inc.	0.00	0.00	0.00	0.00	-61.60	-61.60
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.	0.00	53.26	186.19	0.00	0.00	239.45
Mow Blow and Go	0.00	19.01	0.00	0.00	0.00	19.01
Murray Construction	0.00	28.09	0.00	0.00	0.00	28.09
Newey, Harold L.	0.00	122.61	0.00	0.00	0.00	122.61
Niehoff Construction	0.00	0.00	89.89	0.00	0.00	89.89
Norbury Construction	0.00	0.00	0.00	0.00	116.70	116.70
North Coast Properties	0.00	56.19	252.83	0.00	0.00	309.02
North Woods Realty	0.00	0.00	0.00	-6.07	0.00	-6.07
Northridge Electric	0.00	55.98	0.00	0.00	0.00	55.98
Pacific Coast Realty & Prop.	0.00	11.24	0.00	0.00	0.00	11.24
Pacific Northwest Physical Therapy	0.00	12.64	0.00	0.00	0.00	12.64
Pappas Dry Wall	0.00	61.75	0.00	57.52	146.04	265.31
Peasley's Property Mang.	0.00	103.22	0.00	0.00	0.00	103.22
Pelican Bay Evangelical Free Church	0.00	0.00	-0.72	0.00	0.00	-0.72
Pelican Bay Roofing Co.	0.00	912.95	0.00	0.00	0.00	912.95
Plunkett's Family Painting	0.00	54.77	0.00	-9.23	0.00	45.54
Porter's Trucking & Logging	0.00	0.00	4,062.87	0.00	0.00	4,062.87
Ray's Mobile Home Service	0.00	58.52	0.00	0.00	117.24	175.76
Recology Del Norte (Franchise)	0.00	96,045.19	0.00	0.00	0.00	96,045.19
Recology Del Norte (Prison)	0.00	9,915.07	0.00	0.00	0.00	9,915.07
Red Sky Roofing	0.00	5,237.62	4,913.80	0.00	0.00	10,151.42
Redwood Community Action Agency	0.00	96.92	105.35	0.00	0.00	202.27
Redwood National Park	0.00	186.85	0.00	626.26	9,751.73	10,564.84
Reservation Ranch	0.00	995.62	976.20	0.00	0.00	1,971.82
Richard Brown Construction	0.00	66.02	0.00	0.00	0.00	66.02
Richterich & Jones Const	0.00	308.19	92.70	0.00	0.00	400.89
Ritchie Homes	0.00	158.72	189.62	0.00	0.00	348.34
Ron's Hauling	0.00	0.00	-4.99	0.00	0.00	-4.99
Roy Rook Construction	0.00	54.78	87.09	0.00	0.00	141.87
Ruiz Construction	0.00	25.28	0.00	0.00	0.00	25.28
S.O.S. Construction	0.00	0.00	88.49	0.00	0.00	88.49
Schnacker's General Hauling	0.00	15.45	99.70	8.43	0.00	123.58
Seabreeze Apartments	0.00	47.46	0.00	0.00	0.00	47.46
Seagull Apartments	0.00	0.00	56.93	0.00	0.00	56.93
Seawood Village	0.00	4,456.79	0.02	0.00	0.00	4,456.81
Shangri-la Trailer Court	0.00	91.30	0.05	0.00	0.00	91.35
Smith River Equipment	0.00	84.28	0.00	0.00	0.00	84.28
Smith River Rancheria	0.00	0.00	0.00	0.00	124.84	124.84
Sprint Courier Service	0.00	73.00	0.00	0.00	0.00	73.00
Spruce Haven Mobile Home Park	0.00	25.59	0.00	0.00	0.00	25.59
Stephen F White Gen.Cont. Inc.	0.00	0.00	-64.75	0.00	0.00	-64.75
Stone Roofing	0.00	2,526.87	0.00	0.00	0.00	2,526.87
Stremberg Realty	0.00	0.00	4.96	0.00	0.00	4.96
SWEEP ALOT	0.00	0.00	0.00	0.00	0.00	0.00
Tab & Associates	0.00	317.44	0.00	0.00	0.00	317.44
Thermo Fluids, Inc. / Outbound OIL	0.00	0.00	0.00	0.00	-55.80	-55.80
Thomas Gavin Construction	0.00	11.24	0.00	0.00	0.00	11.24
Tim Haban Construction	0.00	39.33	0.00	0.00	0.00	39.33

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of January 31, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Totem Villa Apartments	0.00	0.00	0.00	-13.87	0.00	-13.87
TRKLA/TRGAS BINS AND LF BINS	0.00	4,019.40	4,274.16	4,598.76	24,555.80	37,448.12
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	7.02	0.00	7.34	0.00	14.36
Van Arsdale Construction	0.00	568.87	1,148.97	125.55	0.00	1,843.39
Van Nocker's Cleaning	0.00	8.43	0.00	0.00	0.00	8.43
VISA	0.00	0.00	0.00	0.00	19.26	19.26
Winn's Maintance 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
Yurok Indian Housing Authority	0.00	0.00	47.26	0.00	0.00	47.26
Yurok Tribe	0.00	889.31	1,040.81	0.00	320.88	2,251.00
TOTAL	0.00	135,924.59	23,062.35	13,606.55	38,546.89	211,140.38

DAILY TICKET REPORT
DNSWMA TRANSFER STATION
MONTH: January 2014

Date	BEGIN	END	VOIDED TICKETS	TICKET COUNT
1	739675	739674		**0**
2	739675	739921	1	**246**
3	739922	740113	1	**191**
4	740114	740337	1	**223**
5	740338	740534	2	**195**
6	740535	740713	2	**177**
7	740714	740835	1	**121**
8	740836	740928		**93**
9	740929	741056	1	**127**
10	741057	741182	2	**124**
11	741183	741298	1	**115**
12	741299	741416		**118**
13	741417	741579		**163**
14	741580	741710	5	**126**
15	741711	741847		**137**
16	741848	742001	2	**152**
17	742002	742195		**194**
18	742196	742401	1	**205**
19	742402	742544		**143**
20	742545	742698		**154**
21	742699	742834	2	**134**
22	742835	742974	1	**139**
23	742975	743102		**128**
24	743103	743249		**147**
25	743250	743428	1	**178**
26	743429	743603	2	**173**
27	743604	743776	2	**171**
28	743777	743880		**104**
29	743881	743956		**76**
30	743957	744058		**102**
31	744059	744184		**126**
TOTAL			**28**	**4482**

DNSWMA

KLAMATH TRANSFER STATION - CASH

JANUARY 2014

Date	Amount to 422-421-91004	TOTAL CASH AMOUNT
January 5, 2014	776.80	776.80
January 8, 2014	208.08	208.08
January 12, 2014	381.46	381.46
January 15, 2014	208.09	208.09
January 19, 2014	283.71	283.71
January 22, 2014	496.78	496.78
January 26, 2014	369.61	369.61
January 29, 2014	103.33	103.33
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
	2,827.86	***2,827.86***

DNSWMA

KLAMATH TRANSFER STATION - CHARGES

JANUARY 2014

DATE	CHARGE NAME	Receipt #	Amount to 422-421 91004	TOTAL AMOUNT
January 8, 2014	Newey, Harold	474182	22.74	22.74
January 15, 2014	Newey, Harold	474183	14.20	14.20
January 26, 2014	Newey, Harold	474184	22.74	22.74
January 26, 2014	Newey, Harold	474185	28.44	28.44
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL			*$88.12*	*$88.12*

DNSWMA

GASQUET TRANSFER STATION - CASH

JANUARY 2014

Date	Amount to 422-421-91004	TOTAL CASH AMOUNT
January 4, 2014	370.54	370.54
January 11, 2014	253.36	253.36
January 18, 2014	337.73	337.73
January 25, 2014	236.30	236.30
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
TOTALS	*1,197.93*	*1,197.93*

DNSWMA

GASQUET TRANSFER STATION CHARGES

JANUARY 2014

			Amount to	
			422-421	TOTAL
DATE	CHARGE NAME	Receipt #	91004	AMOUNT
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL			*0.00*	*0.00*

AUTHORITY REVENUE REPORT January 2013

Source	2012/2013		2013/2014		
Authority	Actual Annual			Budget/Month	Budget/Year
Service Fees	$ 954,943.22			$ 80,818.75	$ 969,825.00

	Actual/Month	Comparison FYE13 & FYE14		Actual/Month	Over Budget
July	$ 87,408.81	$ 6,000.52	July	**$ 93,409.33**	$ 12,590.58
August	$ 92,633.00	$ (650.70)	August	**$ 91,982.30**	$ 11,163.55
September	$ 92,928.94	$ (11,356.78)	September	**$ 81,572.16**	$ 753.41
October	$ 82,747.57	$ 7,323.06	October	**$ 90,070.63**	$ 9,251.88
November	$ 70,958.14	$ 2,115.11	November	**$ 73,073.25**	$ (7,745.50)
December	$ 69,914.88	$ (1,674.99)	December	**$ 68,239.89**	$ (12,578.86)
January	$ 76,314.02	$ (2,739.14)	January	**$ 73,574.88**	$ (7,243.87)
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	$ (982.92)	Total	**$ 571,922.44**	$ 6,191.19

3.5

AUTHORITY REVENUE REPORT January 2013

Source **2012/2013**

Franchise Fee

Actual Annual

	Actual/Month	Comparison FYE13 & FYE14
July	$ 19,055.00	$ 909.00
August	$ 20,358.00	$ (456.00)
September	$ 21,214.00	$ (343.00)
October	$ 20,565.00	$ (27.00)
November	$ 19,983.00	$ 120.00
December	$ 19,893.00	$ 560.00
January	$ 19,165.00	$ 1,255.00
February	$ 20,911.00	$ -
March	$ 20,547.00	$ -
April	$ 19,601.00	$ -
May	$ 19,683.00	$ -
June	$ 19,964.00	$ -
Total	$ 240,939.00	$ 2,018.00

2013/14

Budget/Month	Budget/Year
$ 20,382.83	$ 244,594.00

	Actual/Month	Over/Under Budget
July	**$ 19,964.00**	$ (418.83)
August	**$ 19,902.00**	$ (480.83)
September	**$ 20,871.00**	$ 488.17
October	**$ 20,538.00**	$ 155.17
November	**$ 20,103.00**	$ (279.83)
December	**$ 20,453.00**	$ 70.17
January	**$ 20,420.00**	$ 37.17
February		$ -
March		$ -
April		$ -
May		$ -
June		$ -
Total	**$ 142,251.00**	$ (428.83)

BUSCH GEOTECHNICAL CONSULTANTS

January 10, 2014

Tedd Ward, MS, Program Manager
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531

Groundwater Well Installation Records and Lithologic Data, Crescent City Landfill, Crescent City, California

INTRODUCTION

Contract Information

We are delivering this report under the terms of Busch Geotechnical Consultants (BGC) Work Agreement #13-010 as expanded by an onsite request by our contact, Tedd Ward.

Background Information and Project Description

The Del Norte Solid Waste Management Authority (DNSWMA) oversees a group of groundwater monitoring wells around the now decommissioned Crescent City Landfill as part of ongoing post-closure maintenance. DNSWMA recently contracted Fisch Drilling (of Hydesville, CA) to install two new monitoring wells near the northeastern end of the landfill mound. DNSWMA contracted us to monitor the drilling and well construction. Subsequently, Mr. Ward asked us to provide additional information on the subsurface sediments.

97832 S. Bank Chetco River Road, Brookings, OR 97415•541-469-7300•541-469-2903 FAX
Geotechnical and Geologic Studies for Land Development and Resource Management
Please see our website: www.buschgeotech.com

4.1

Future monitoring of these wells by county staff will clarify shallow and deep groundwater flow directions and water quality characteristics northeast of the landfill mound. These new wells are the closest ones to nearby residential water wells. Previous nearby borings encountered a thin "marsh" unit about 37 to 41 ft. below ground. Water-bearing sands are present above and below the marsh unit, which is an aquitard. The drilling contractor set the wells so that the screened interval of the deep well is in the lower sand unit and screened interval of the shallow well is in the upper sand unit.

Site Location

The Crescent City Landfill is located at the end of Hights Access Road, off Old Mill Road north of Crescent City, CA. The two wells, which are spaced about 15 ft apart, are about 250 ft east of the northern end of the landfill mound. To prepare the drill site, County workers graded a flat into a portion of a sand dune sparsely covered by shrubs, scattered clumps of beach grasses, and conifers. Later, county workers pioneered a rock road into the site to facilitate access by the drill rig.

Scope of Work

Our work agreement called for us to oversee the drilling operations and the installation of two groundwater-monitoring wells at the landfill. Specifically, we were to identify, log, and sample lithologies encountered while drilling, to record the depth of each lithologic contact, and to provide borehole logs and well installation diagrams. We also were to determine appropriate screen interval depths and the depths (i.e. thicknesses) of the different back fill materials. During the drilling of the deep hole, Tedd Ward asked us to provide additional information about the subsurface units. We wrote this short report to transmit the information.

Methods and Their Limitations

On the morning of September 19, 2013, BGC Principal Engineering Geologist Bob Busch and Staff Geologist Dylan Caldwell arrived at the landfill to begin work. However, the drillers could not access the target drill locations, so they had to postpone the work. Subsequently, DNSWMA arranged for the Del Norte County Road Division to pioneer a rock road across the dunes. We returned to the drill site on the morning of December 19, 2013 to meet a three-man crew from Fisch Drilling and county surveyor

Rick Lauchstedt. The drillers completed the deep well (E4WD) on the 19th and the shallow well (E4ES) on the 20th. County staff developed the wells later. Bob was present during the drilling of E4WD and all but the final phase of the well installation. Dylan monitored the drilling of the borehole for E4ES and the installation of that well.

The drillers advanced both boreholes using a tri-cone bit and mud-rotary methods. A tri-cone bit "chews up" any gravel caught between the rotating teeth, producing small chips. Mud-rotary methods involve pumping "drilling mud" (watery bentonite-based slurry) into the borehole annulus. The recirculating slurry brings the cuttings to the surface. A grinder pump sends the mud and cuttings to an open holding tank on a "sieve" trailer. The slurry first passes through a vibrating screen that catches coarse materials. Unconsolidated fine sand, silt, and clay (most of it) pass through the screen and wind up in the tank. We collected coarse samples off the vibrating screen. In this case, we collected coarse and medium sands, pea gravels and rock fragments, charcoal, wood, and pea-gravel sized clods or "blebs" of bluish silt and clay from the borehole for E4WD. The borehole for shallow well E4ES encountered only fine sands. The trailer has a sand "cyclone" (centrifuge) that separates a portion of the fines from the recirculating slurry. We collected fine-grained samples from the outlet of the centrifuge.

In response to the request from Tedd Ward, we performed textural analysis of selected soil samples (n=6) in our Harbor, OR, soils lab. Specifically, we dry sieved a portion of the sand samples (per ASTM D6913-04) after washing out as many of the charcoal grains as possible and then drying the samples. The report text and borehole logs (Appendix IA) record Unified Soils Classification System grain sizes (USCS, Appendix IB) unless otherwise noted. However, we used a series of screens that allowed us to differentiate grain sizes to a finer degree and then classify the sands in the USDA classification (see Table 1 for raw data, Figures 1 and 2 for graphic presentations of the data, and Appendix IC, which compares the two classifications). Table 1, a graphic with it, and Figures 1 and 2 illustrate the grain size distributions for the tested samples.

The grain size distributions we report by sample are, in essence, <u>estimates</u> of the texture at an <u>approximate</u> sampling depth because of the limitations of the mud-rotary method. Specifically, limitations include the inability to recognize the contact depth of interbedded "soft" units (e.g., silt or clay lenses), the loss of fines into the drilling mud, and the crushing effect of the bit. Because the bit crushes even small gravels, the grain size distribution of any lithologic unit that includes gravels will be skewed in the fines direction because the gravels will become granules and very coarse and coarse sand grains. We recognized all of these limitations while logging the deep well (E4WD).

ENGINEERING GEOLOGY

Encapsulation of the Regional Setting

The Crescent City Landfill is located on the southwestern end of the Crescent City coastal plain about two miles north-northwest of Crescent City. This portion of the coastal plain consists of Holocene marine and aeolian (wind-blown) sands and uplifted late-Pleistocene marine terraces underlain by the Pliocene Saint George Formation and the Mesozoic Franciscan Formation (Polenz and Kelsey, 1999). The tectonic setting is defined by compression of the offshore Cascadia Subduction Zone, which is manifest onshore as upper plate coastal deformation as seen in the Lake Earl Syncline (Polenz and Kelsey, 1999, Figure 4B). The Crescent City Landfill is located on the uplifting southwest limb of the syncline, whose axial trace trends northwest through Lake Earl.

Site Specific Stratigraphy

Drilling of the deep well (E4WD) revealed a relatively simple stratigraphy consisting of three main lithologic units (see composite log in Appendix IA). From the ground surface down the units are: (1) fine dune sand overlying (2) a thin "marsh" deposit overlying (3) nearshore marine deposits. The marine deposits are primarily sands but include lenses or layers of fine-grained sediments and, at the bottom of the borehole, sandy gravel.

The dune sand unit is ~40 ft thick at this location: we recorded the top of the marsh deposit at 40.4 ft. below the ground surface. Because of the driller's care as he approached this depth, we have a high degree of confidence in the contact depth. We estimate this unit to be 4 to 5 ft. thick, but it might be thinner. The marsh deposit includes dark red-brown silt (inferred topsoil) with fine organics (peat and charcoal) and abundant wood (presumably from downed trees in a buried forest).

The marsh and forest developed on soils derived from the uppermost marine terrace sediments and a wind-blown component. Here, as confirmed at other studied locations on the plain (e.g., BGC 2013a-e, 2009a,b, 2008; URS, 2006), the surficial sediments (those immediately below the soil horizons) probably are silty to clayey well-graded sands (USCS, SM, SC). (We cannot be certain of the soil type at the borehole location because of the limitations of the drilling method.) Where studied elsewhere (ibid.), these "dirty" sands become "cleaner" with depth, changing into well-graded sands (SW) and poorly graded fine sands (SP). In some locations, silts (ML) and low plasticity clays (CL) are present as distinct strata or as part of an intercalated sequence of fine-grained sediments.

At the E4WD location, the well-graded sands below the marsh unit are about 13 feet thick. These sands overlie a finer grained deposit we infer to be interbedded poorly graded fine sand (SP), silty sand (SM), silt (ML), and clay (CL). (Again, limitations of the drilling method restrict our ability to differentiate units.) This fine-grained unit is about 10 ft thick. It extends to about 68 ft in depth and overlies a sandy gravel of unknown thickness that woody debris. We terminated the borehole in the gravel unit at 69 ft in depth. Mapping by Polenz and Kelsey (1999) suggests that the elevation of the top of the Saint George Formation bedrock is about -33 to -40 ft MSL at the site. Since the ground surface is nominally 56 ft MSL and well E4WD is 69 ft deep (-13 ft MSL), the top of the bedrock is about 20 to 27 ft below the bottom of well.

In the USCS, the dune sand unit is poorly graded fine sand; in the USDA system it is fine-very fine sand (see tabular and graphical data for Samples 1 and 2 in appendices). It is variably gray to dark gray. We did not process Sample 3 (taken within the "marsh" unit) due to the abundance of organic material, notably fibrous woody debris. However, we did find dark red-brown rounded clods or "blebs" of silt and clay among the organic debris. The marine terrace unit (Samples 4 and 5) contains well-graded coarse-grained white and black lithic grains. The silt/clay unit below the marine terrace sands is variably blue-gray in color. We did not take collect a sample that unquestionably originated completely within this unit; however, we collected Sample 6 near the unit's upper contact (with the marine terrace sands) and, as expected, it contains a well-graded mix of very fine to very coarse sand (USDA). The bottom unit (Sample 7) has the most coarse-end grains. Up to 95% of the >granule and granule size grains (USDA) have at least one well-rounded face.

WELL SPECIFICS

(See Appendix II for the well installation logs)

E4WD

We instructed the driller to place a 1-foot thick layer of bentonite in the bottom of the drilled shaft to seal off the gravel unit at 68-69 ft in depth. Although the well has a 20-ft-long screened section in a sand filter pack, we had the driller seal off the upper 0.5 ft of the screened section with bentonite because we recovered small amounts of organic material from ~48 ft in depth. Therefore, only 19.5 ft of the screened interval is functional. The top of the well casing (inside the locking standpipe) is 2.0 ft. above the existing ground surface (Lauchstedt, personal communication).

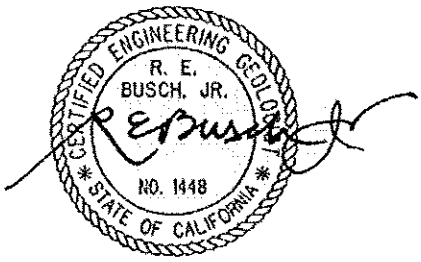
E4ES

Well E4ES is entirely within the dune sand unit. This well also has a 20 ft. screened section with a sand filter pack. The filter pack extends above the screened interval. Filling the annulus above the sand filter pack is a 2 ft-thick bentonite seal below bentonite slurry grout below a 2.3-ft-thick concrete cap. The top of the well casing is 2.5 ft. above the existing ground surface (Lauchstedt, pers. commun.).

CLOSURE and AUTHENTICATION

We thank you again for hiring us. Please call if you have questions.

Busch Geotechnical Consultants



R. E. Busch Jr., Ph.D.
C.E.G. #1448

Dylan J. Caldwell, M.S.

Attached: **REFERENCES CITED** (1 p.)
Appendix IA. Borehole Logs (13 pp.)
Appendix IB. Unified Soils Classification System (1 p.)
Appendix IC. Comparison of USCS and USDA grain sizes (1 p.)
Table 1. Sieving Data and Histogram from Well E4WD (1 p.)
Figure 1. Grain Size Histograms of Individual E4WD Samples (1p.)
Figure 2. Distribution Curves of Individual E4WD Samples (1 p.)

Distribution: E-mail to tedd@recycledelnorte.ca.gov and elauchstedt@co.del-norte.ca.us
Repository/Geotech closed/DNSWMA_Report FINAL

REFERENCES CITED

BGC [Busch Geotechnical Consultants]. 2013a. Soils in proposed runway safety areas, Jack McNamara Field, Crescent City, Del Norte County, California. Unpubl. report for client [URS] dated February 18. 9 pp., incl. appends.

BGC [Busch Geotechnical Consultants]. 2013b. Results of geotechnical evaluation of soils, realignment of Dale Rupert Road and new terminal parking lot, Jack McNamara Field, Crescent City, Del Norte County, California. Unpubl. rept. for client [Border Coast Regional Airport Authority] dated April 24. 35 pp. including title page, table of contents, and appendices.

BGC [Busch Geotechnical Consultants]. 2013c. Results of geotechnical evaluation of Ag Road alignment, Crescent City, California. Unpubl. rept. for client [Border Coast Regional Airport Authority] dated May 2. 29 pp. including title page, table of contents, and appendices.

BGC [Busch Geotechnical Consultants]. 2013d. Soil information to support foundation design, new terminal, Jack McNamara Airfield, Crescent City, Del Norte County, California. Unpubl. report for client [URS] dated August 20. 14 pp. + 8 pp. appends. + over-sized figure (fence diagram).

BGC [Busch Geotechnical Consultants]. 2013e. Geotechnical evaluation of Hangar Road alignment, Jack McNamara Airfield, Crescent City, Del Norte County, California. Unpubl. rept. for client [Border Coast Regional Airport Authority] dated August 26. 18 pp. + 11 pp. appends. + over-sized (foldout) figure.

BGC [Busch Geotechnical Consultants]. 2009a. Results of engineering geology and foundation soils investigation for the proposed Crescent City Townhomes, Crescent City, California. Unpubl. rept. for client [Schlumpberger] dated 18 June. 32 pp. (incl. appends.).

BGC [Busch Geotechnical Consultants]. 2009b. Geotechnical site report, proposed T-Mobile telecommunications facility, 255 W. Washington Boulevard, Crescent City, Del Norte County, California [T-Mobile Site No. SP40930B; APN 118-020-36]. Unpubl. rept. for client dated May 22. 34 pp. including appends.

BGC [Busch Geotechnical Consultants]. 2008. Results of geotechnical investigation, site for proposed 44-unit oceanfront Costa Norte Condominium Complex, "A" Street, Crescent City, Del Norte County, California [DCI]. Final. Unpubl. rept. for client [Development Consultants Incorporated] dated April 30, on file with California Coastal Commission. 95 pp. including 24 pp. of appends.

Polenz, M. and Kelsey, H.M., 1999, Development of a Late Quaternary Marine Terraced Landscape during On-Going Tectonic Contraction, Crescent City Coastal Plain, California. Quaternary Research, v. 52, p. 217-228.

Lauchstedt, Rick. 2014. Personal communication. Mr. Lauchstedt is the Del Norte County surveyor.

URS [URS Corporation]. 2006. Report geotechnical investigation and design recommendations proposed terminal building and ARFF structure Del Norte County Airport Crescent City, California. Unpubl. rept. dated February 17. 15 pp. + figures + appends. including borehole logs and lab test results.

BUSCH GEOTECHNICAL CONSULTANTS

Borehole Log

Client: DNSWMA		**Well:** E4SE	**Date:** 12/20/13	**Log #:**	E4ES
Equipment:	Atlas Copco TH60	**Datum:** EGS*		**By:**	DJC
Start Day & Time:	12/20/2013 8:35AM	**Stop Day & Time:**	12/20/13 11:40PM	**Page:**	1 of 1
Location:	Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.		

Sample No. and Depth (ft bgs)	Depth (ft bgs)	Graphic Column	Lithology (Abbreviated Description; See Detailed Logs)
	10		Holocene, fine dune sand (SP).
Sample 1: ~18.75'	20.0		
	30.0		
Sample 2: 36'-37'			
	40.0		BOH in same at 37.3' bgs.
	50.0		
	60.0		
	70.0		
	80.0		
	90.0		*Top of well casing is 2.3 ft. above existing ground surface.
	100.0		

BUSCH GEOTECHNICAL CONSULTANTS

Borehole Log

Client: DNSWMA		**Well:** E4ES	**Date:** 12/20/2013	**Log #:**	E4ES
Equipment:	Atlas Copco TH60	**Datum:**	EGS* (Existing Ground Surface)	**By:**	DJC
Start Day & Time:	12/20/2013 8:35AM	**Stop Day & Time:**	12/20/13 11:40PM	**Page:**	1 of 4
Location:	Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.		

Time	Sample No. & Depth	Depth (ft bgs)	Lithologic Description	Geologist's Remarks (G) Driller's Remarks (D)
8:35AM		-	Surface is fine dune sand (per E4WD).	G) Start with tri-cone bit and air blast (per E4WD).
		1.0		G) Standby for drillers to replace hydraulic hoses.
		2.0		G) Sand comes out of centrifuge.
		3.0		
		4.0		G) Drillers fix hoses, resume drilling. Advancing smoothly and quickly.
		5.0		
		6.0		
		7.0		
		8.0	Fine dune sand continues.	Sand has come out of centrifuge continuously
		9.0	*Top of well casing is 2.3' above EGS.	
		10.0		

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Borehole Log

Client: DNSWMA		**Well:** E4ES	**Date:** 12/20/2013	**Log #:**	E4ES
Equipment:	Atlas Copco TH60	**Datum:** EGS		**By:**	DJC
Start Day & Time:	12/20/2013 8:35AM	**Stop Day & Time:**	12/20/13 11:40PM	**Page:**	2 of 4
Location:	Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.		

Time	Sample No. & Depth	Depth (ft bgs)	Lithologic Description	Geologist's Remarks (G) Driller's Remarks (D)
		11.0		
		12.0		
		13.0		G) Extension bar "shakes/rattles" occasionaly while advancing.
		14.0		
		15.0	Fine dune sand continues.	Sand has come out of centrifuge continuously.
		16.0		
		17.0		
		18.0		
11:00AM	Sample 1 @ 18.75' bgs	19.0	Fine dune sand (per E4WD, Sample 1).	G) Sample collected out of centrifuge. Driller adds second extension.
		20.0		

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Borehole Log

Client: DNSWMA		**Well:** E4ES	**Date:** 12/20/2013	**Log #:**	E4ES
Equipment:	Atlas Copco TH60	**Datum:** EGS		**By:**	DJC
Start Day & Time:	12/20/2013 8:35AM	**Stop Day & Time:**	12/20/13 11:40PM	**Page:**	3 of 4
Location:	Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.		

Time	Sample No. & Depth	Depth (ft bgs)	Lithologic Description	Geologist's Remarks (G) Driller's Remarks (D)
		21.0		
		22.0		G) Advancing quickly.
		23.0		
		24.0		
		25.0		
		26.0	Fine dune sand continues.	Sand has come out of centrifuge continuously.
		27.0		
		28.0		
		29.0		
		30.0		

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Borehole Log

Client: DNSWMA		**Well:** E4ES	**Date:** 12/20/2013	**Log #:**	E4ES
Equipment:	Atlas Copco TH60	**Datum:** EGS		**By:**	DJC
Start Day & Time:	12/20/2013 8:35AM	**Stop Day & Time:**	12/20/13 11:40PM	**Page:**	4 of 4
Location:	Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.		

Time	Sample No. & Depth	Depth (ft bgs)	Lithologic Description	Geologist's Remarks (G) Driller's Remarks (D)
		31.0		G) Advancing quickly.
		32.0		
		33.0		
		34.0		
		35.0		
		36.0		
	Sample 2 @ 36'-37' bgs	37.0	Fine dune sand (per Sample 1).	G) Driller stops advancing @ ~37' bgs and allows drilling mud to continue circulating to clean hole.
11:40AM			BOH in same @ 37.3' bgs.	
		38.0		
		39.0		
		40.0		

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Borehole Log

Client: DNSWMA		**Well:** E4WD	**Date:** 12/19/13	**Log #:**	E4WD
Equipment:	Atlas Copco TH60	**Datum:** EGS*		**By:**	DJC
Start Day & Time:	12/19/2013 10:20AM	**Stop Day & Time:**	12/19/13 1:00PM	**Page:**	1 of 1
Location:	Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.		

Sample No. and Depth (ft bgs)	Depth (ft bgs)	Graphic Column	Lithology (Abbreviated Description; See Detailed Logs)
	10		Holocene, fine dune sand (SP).
Sample 1: ~18.75'	20.0		
Sample 2: ~24.75'	30.0		
	40.0		
Sample 3: ~40.5'-41.5'			Late Pleistocene-Holocene, marsh and buried forest (ML, OH).
Sample 4: ~45'	50.0		Late Pleistocene, well-graded marine terrace sand (SW).
Sample 5: ~48.5'-49'			
Sample 6: ~51'-53'			
	60.0		Late Pleistocene, interbedded poorly graded fine sand, silty sand, silt, and clay (SP, SM, ML, CL).
Sample 7: ~68'-69'	70.0		Late Pleistocene, poorly graded sandy gravel (GP).
			BOH in same at 69' bgs.
	80.0		
	90.0		*Top of well casing is 2.0 ft. above existing ground surface.
	100.0		

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Borehole Log

Client: DNSWMA		**Well:** E4WD	**Date:** 12/19/2013	**Log #:**	E4WD
Equipment:	Atlas Copco TH60	**Datum:** EGS*		**By:**	DJC
Start Day & Time:	12/19/2013 10:20AM	**Stop Day & Time:**	12/19/13 1:00PM	**Page:**	1 of 7
Location:	Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.		

Time	Sample No. & Depth	Depth (ft bgs)	Lithologic Description	Geologist's Remarks (G) Driller's Remarks (D)
10:20AM		1.0 2.0 3.0 4.0 5.0 6.0 7.0	Sand, fine, loose, damp, gray, angular-subangular lithic grains with minor shell fragments, SP. Holocene dune.	G) Start hole with tri-cone bit and air pressure. Place steel pipe (~10"X4') into top of hole. G) Recovered drilling mud is pumped from trough to sieve trailer, then screened and centrifuged. Coarse material separates on screen, fine material (sand) comes out of centrifuge, silt is lost to drilling mud. G) Advancing quickly.
		8.0 9.0 10.0	Holocene dune sand continues *Top of well casing is 2.0' above EGS.	EGS = Existing Ground Surface BGS = Below Ground Surface

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Borehole Log

Client: DNSWMA	**Well:** E4WD	**Date:** 12/19/2013	**Log #:**	E4WD	
Equipment: Atlas Copco TH60	**Datum:** EGS		**By:**	DJC	
Start Day & Time: 12/19/2013 10:20AM	**Stop Day & Time:** 12/19/13 1:00PM		**Page:**	2 of 7	
Location: Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.			

Time	Sample No. & Depth	Depth (ft bgs)	Lithologic Description	Geologist's Remarks (G) Driller's Remarks (D)
		11		
		12.0		
		13.0		
		14.0		
		15.0	Holocene dune sand continues	
		16.0		
		17.0		
		18.0		
11:00AM	Sample 1 @ 18.75' bgs	19.0	Sand, fine, loose, damp, gray, SP. ~79% fine sand and 19% medium sand in USDA classification. Holocene dune. See gradation table and curves.	
		20.0		

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Borehole Log

Client: DNSWMA		**Well:** E4WD	**Date:** 12/19/2013	**Log #:**	E4WD
Equipment:	Atlas Copco TH60	**Datum:** EGS		**By:**	DJC
Start Day & Time:	12/19/2013 10:20AM	**Stop Day & Time:**	12/19/13 1:00PM	**Page:**	3 of 7
Location:	Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.		

Time	Sample No. & Depth	Depth (ft bgs)	Lithologic Description	Geologist's Remarks (G) Driller's Remarks (D)
		21.0		
		22.0		
		23.0		
		24.0		
11:15AM	Sample 2 @ 24.75' bgs	25.0	Dune sand (per Sample 1). ~82% fine sand, 16% medium sand (USDA).	
		26.0		
		27.0		G) Driller is inspecting recovered drilling mud as it pours out of metal pipe casing at top of hole (at ~28' bgs).
		28.0		G) Driller slows advance rate ~28' bgs.
		29.0		
11:20AM		30.0	Holocene dune sand continues	

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Borehole Log

Client: DNSWMA		**Well:** E4WD	**Date:** 12/19/2013	**Log #:**	E4WD
Equipment:	Atlas Copco TH60	**Datum:** EGS		**By:**	DJC
Start Day & Time:	12/19/2013 10:20AM	**Stop Day & Time:**	12/19/13 1:00PM	**Page:**	4 of 7
Location:	Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.		

Time	Sample No. & Depth	Depth (ft bgs)	Lithologic Description	Geologist's Remarks (G) Driller's Remarks (D)
		31.0		G) Still advancing slowly.
		32.0		G) No apparent change in lithology. Resume more rapid advance rate.
		33.0		
11:25AM		34.0		G) Driller slows advance rate again at ~33.75' bgs; slow rotation rate also.
		35.0	Holocene dune sand continues	
11:30AM		36.0		G) Driller alternates between advancing slowly and quickly on 1-2' intervals.
		37.0		G) Material recovered is bubbling as it pours over casing top (@~37' bgs).
		38.0		
11:40AM		39.0		
		40.0	Holocene dune sand continues	

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Borehole Log

Client:	DNSWMA	**Well:**	E4WD	**Date:**	12/19/2013	**Log #:**	E4WD
Equipment:	Atlas Copco TH60	**Datum:**	EGS			**By:**	DJC
Start Day & Time:	12/19/2013 10:20AM	**Stop Day & Time:**	12/19/13 1:00PM			**Page:**	5 of 7
Location:	Old Mill Rd., northeast of landfill mound.			**Driller:**	Dave Fisch Jr.		

Time	Sample No. & Depth	Depth (ft bgs)	Lithologic Description	Geologist's Remarks (G) Driller's Remarks (D)
11:50AM			Base of Dune Sand Deposit	G) Encounter suspected marsh material at 40.4' bgs (charcoal, peat, and rare red-brown silt blebs). Sample 3 is primarily wood fibers and small pieces of charcoal.
	Sample 3 @ 40.5-41.5' bgs	41.0	Top of Marsh / Buried Forest Organic debris including fine brown to black charcoal and peat, probably in a sandy (fine) silt matrix, ML. Silt is red-brown and is a probable oxidized topsoil. Peat layers are OH.	G) Encounter light brown fibrous wood debris at ~41.4' bgs. D) Drill shaft is chattering as bit passes through wood (presumed logs from buried forest). G) Abundant fibrous wood appears on screen.
		42.0		
		43.0		
		44.0		
			Inferred Bottom of Marsh / Buried Forest	G) Coarse sand and pebbles appear on screen at ~44.5' bgs.
		45.0	Top of Marine Terrace	
12:00PM	Sample 4 @ ~45' bgs		Sand, well-graded (mostly medium and coarse), few pebbles, SW. Late Pleistocene marine terrace deposit. See textural data.	
		46.0		
		47.0		
12:20PM		48.0		G) Encounter coarse sand and pebbles @ 48.2' bgs.
	Sample 5 @ ~48.5-49' bgs	49.0	Sand, cf. Sample 4, but with more pebbles, SW. See textural data.	
		50.0		

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Borehole Log

Client: DNSWMA		**Well:** E4WD	**Date:** 12/19/2013	**Log #**	E4WD
Equipment:	Atlas Copco TH60	**Datum:** EGS		**By:**	DJC
Start Day & Time:	12/19/2013 10:20AM	**Stop Day & Time:**	12/19/13 1:00PM	**Page:**	6 of 7
Location:	Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.		

Time	Sample No. & Depth	Depth (ft bgs)	Lithologic Description	Geologist's Remarks (G) Driller's Remarks (D)
		51.0	Marine Terrace Deposit continues. Sands probably are interbedded with silty clay lenses.	G) Continue to recover coarse sand, finer grains are likely falling through screen. Sand has blue clayey blebs. Sample 6 is not representative of either unit because it contains both and silts wash out.
	Sample 6 @ ~51-53' bgs	52.0		
12:30PM		53.0		
		54.0		
		55.0		
		56.0		
		57.0		
		58.0	Silty clay (CL) to clayey silt (ML), low plasticity, bluish, containing wood debris.	G) Coarse sand unit gone by ~58' bgs. Underlying unit is predominately gray-blue silt/clay with some wood debris. Fine sediment catches on screen as small clods or blebs. Cannot sample effectively.
12:35PM		59.0		
		60.0		

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Borehole Log

Client: DNSWMA		**Well:** E4WD	**Date:** 12/19/2013	**Log #:**	E4WD
Equipment:	Atlas Copco TH60	**Datum:** EGS		**By:**	DJC
Start Day & Time:	12/19/2013 10:20AM	**Stop Day & Time:**	12/19/13 1:00PM	**Page:**	7 of 7
Location:	Old Mill Rd., northeast of landfill mound.		**Driller:** Dave Fisch Jr.		

Time	Sample No. & Depth	Depth (ft bgs)	Lithologic Description	Geologist's Remarks (G) Driller's Remarks (D)
12:45PM		61.0 62.0 63.0	Fine-grained silt / clay unit (ML) becomes sandy (SM). No contact drawn.	G) Continue to recover clay blebs on screen. Wood debris appeared briefly on screen @ ~60-61' bgs.
		64.0 65.0 66.0 67.0	Unit presumably is a silty to poorly graded fine sand (SM-SP).	G) Fine sand slurry flows out of centrifuge from 60-68+ feet.
		68.0	Gravel, fine, sandy (coarse-medium), GP. Gravels are JuraCretaceous siltstones	G) Abundant wood debris and crushed rock appear on screen at ~68' bgs (Sample 7).
1:00PM	Sample 7 @ ~68-69' bgs	69.0 70.0	BOH in same at 69' bgs. Still a late Pleistocene marine terrace deposit	

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APPENDIX IB

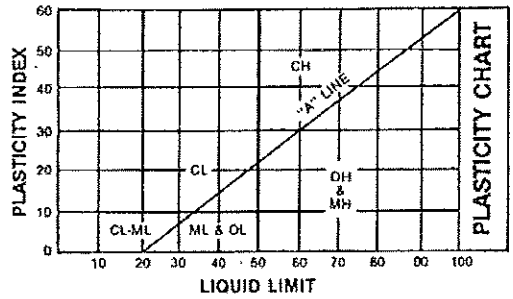
UNIFIED SOILS CLASSIFICATION SYSTEM

MAJOR DIVISIONS		SYMBOLS	TYPICAL NAMES
COARSE GRAINED SOILS (More than ½ of soil > no. 200 sieve size)	GRAVELS (More than ½ of coarse fraction > no. 4 sieve size)	GW	Well graded gravels or gravel-sand mixtures, little or no fines.
		GP	Poorly graded gravels or gravel-sand mixtures, little or no fines.
		GM	Silty gravels, gravel-sand-silt mixtures.
		GC	Clayey gravels, gravel-sand-clay mixtures.
	SANDS (More than ½ of coarse fraction < no. 4 sieve size)	SW	Well graded sands or gravelly sands, little or no fines.
		SP	Poody graded sands or gravelly sands, little or no fines.
		SM	Silty sands, sand-silt mixtures.
		SC	Clayey sands, sand-clay mixtures.
FINE GRAINED SOILS (More than ½ of soil < no. 200 sieve size)	SILTS & CLAYS Liquid limit less than 50	ML	Inorganic silts and very fine sands, rock flour, silty or clayey fine sands or clayey silts with slight plasticity.
		CL	Inorganic clays of low to medium plasticity, gravelly clays, sandy clays, silty clays, lean clays.
		OL	Organic silts and organic silty clays of low plasticity.
	SILTS & CLAYS Liquid limit greater than 50	MH	Inorganic silts, micaceous or diatomaceous fine sandy or silty soils, elastic silts.
		CH	Inorganic clays of high plasticity, fat clays.
		OH	Organic clays of medium to high plasticity, organic silty clays, organic silts.
HIGHLY ORGANIC SOILS		PT	Peat and other highly organic soils.

CLASSIFICATION CHART

CLASSIFICATION	U.S. STANDARD SIEVE SIZE
BOULDERS	Above 12"
COBBLES	12" to 3"
GRAVEL Coarse Fine	3" to No. 4 sieve 3" to ¼" ¼" to No. 4
SAND Coarse Medium Fine	No. 4 to No. 200 No. 4 to No. 10 No. 10 to No. 40 No. 40 to No. 200
SILT & CLAY	Below No. 200 sieve

GRAIN SIZE CHART



PLASTICITY CHART

MOISTURE CONTENT (VISUAL CLASSIFICATION)
Dry – Damp – Moist – Wet

CONSISTENCY OF FINE GRAINED SOILS		DENSITY OF COARSE GRAINED SOILS	
CLASSIFICATION	COHESION (PSF)	CLASSIFICATION	STANDARD PENETRATION (BLOW COUNT)
Very Soft	0-250	Very Loose	0-4
Soft	250-500	Loose	4-10
Medium Stiff	500-1000	Medium	10-30
Stiff	1000-2000	Dense	30-50
Very Stiff	2000-4000	Very Dense	50 +
Hard	4000 +		

DENSITY - CONSISTENCY

Appendix. Comparison of USCS and USDA Grain Size Terms and Sieve Numbers

USCS Sand Sizes / Sieves

Size Term	ASTM Sieve Numbers	Retained Size (aperture)
Fine Gravel	Pass 1/4", caught on #4	4750μ
Coarse	Pass #4, caught on #10	2000μ
Medium	Pass #10, caught on #40	425μ
Fine	Pass #40, caught on #200	75μ
Silt	Pass #200	<75μ

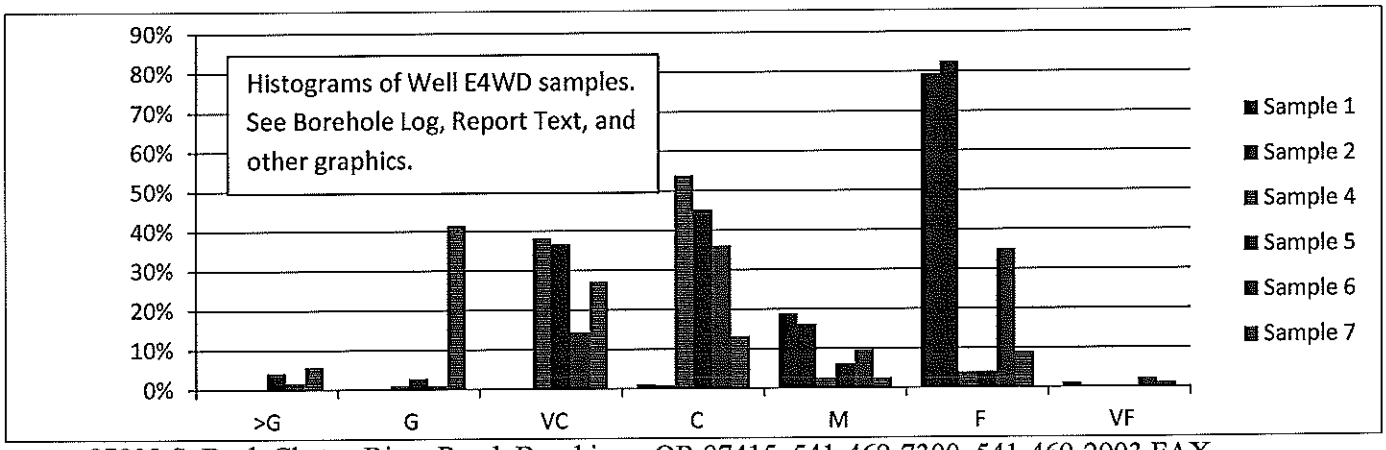
USDA Sand Sizes / Sieves

Size Term	ASTM Sieve Numbers	Retained Size (aperture)
>Granule	Caught on #5	4000μ
Granule	Pass #5, caught on #10	2000μ
Very Coarse Sand	Pass #10, caught on #18	1000μ
Coarse Sand	Pass #18, caught on #35	500μ
Medium Sand	Pass #35, caught on #60	250μ
Fine Sand	Pass #60, caught on #140	106μ
Very Fine Sand	Pass #140, caught on #270	53μ
Silt (+ Clay)	Pass #270	<53μ

Table 1. DNSWMA Monitoring Well E4WD Textural Analysis Data

Weight of Sample (grams) / Percent of Sample (USDA Size Classes)

Sample #	Depth bgs (ft)	Total	>Granule	Granule	Very Coarse	Coarse	Medium	Fine	V. Fine	Total	△
1	18.75	458.4	0	0	0	5.3	86.3	364.2	5.2	461	2.6
		100%	0%	0%	0%	1.16%	18.83%	79.45%	1.13%	100.57%	0.60%
2	24.75	333.2	0	0	0.05	2.7	53.7	274.7	1.5	332.65	0.45
		100%	0%	0%	0.02%	0.81%	16.12%	82.44%	0.45%	99.83%	0.17%
4	~45.0	190.7	0	2.0	72.9	102.8	4.7	7.4	0.1	189.9	-0.8
		100%	0%	1.05%	38.23%	53.90%	2.46%	3.88%	0.05%	99.58%	0.42%
5	~48.5-49	719	30.6	20.6	263.2	325.2	44.5	29.5	2.6	716.2	-2.8
		100%	4.26%	2.87%	36.61%	45.23%	6.19%	4.10%	0.36%	99.61%	-0.39%
6	~51-53	408.1	6.9	3.7	58.6	147.2	39.4	142.9	9.4	719	0
		100%	1.69%	0.91%	14.36%	36.07%	9.65%	35.02%	2.30%	100.00%	0.00%
7	68-69	404.7	23.2	167.8	109.6	53.7	10.3	36.3	4.7	405.7	1.0
		100%	5.76%	41.46%	27.08%	13.27%	2.55%	8.97%	1.16%	100.25%	0.25%
Summary of Weight Data (grams)											
1		458.4	0	0	0	5.3	86.3	364.2	5.2	461	2.6
2		333.2	0	0	0.05	2.7	53.7	274.7	1.5	332.65	-0.45
4		190.7	0	2.0	72.9	102.8	4.7	7.4	0.1	189.9	-0.8
5		719.0	30.6	20.6	263.2	325.2	44.5	29.5	2.6	716.2	-2.8
6		408.1	6.9	3.7	58.6	147.2	39.4	142.9	9.4	408.1	0
7		404.7	23.2	167.8	109.6	53.7	10.3	36.3	4.7	405.7	1.0
Summary of Percentage Data											
1		100%	0%	0%	0%	1.16%	18.83%	79.45%	1.13%	100.57%	0.60%
2		100%	0%	0%	0.02%	0.81%	16.12%	82.44%	0.45%	99.83%	0.17%
4		100%	0%	1.05%	38.23%	53.90%	2.46%	3.88%	0.05%	99.58%	-0.42%
5		100%	4.26%	2.87%	36.61%	45.23%	6.19%	4.10%	0.36%	99.61%	-0.39%
6		100%	1.69%	0.91%	14.36%	36.07%	9.65%	35.02%	2.30%	100.00%	0.00%
7		100%	5.76%	41.46%	27.08%	13.27%	2.55%	8.97%	1.16%	100.25%	0.25%



Histograms of Well E4WD samples. See Borehole Log, Report Text, and other graphics.

Figure 1. Histograms of processed samples from well E4WD showing distribution of USDA size fractions. >G - larger than granule; G - granule; VC - very coarse sand; C - coarse sand; M - medium sand; F - fine sand; VF - very fine sand. See Figure 2 for distribution curves on one graph, see Table 1 for sample depth and details, and see Appendix ## for a comparison of USCS and USDA classifications. Samples 1 and 2 are poorly graded and skewed toward the fine end of the curve; Samples 4, 5, and 7 are skewed toward the coarse end; Sample 6 is well graded and has a bimodal distribution.

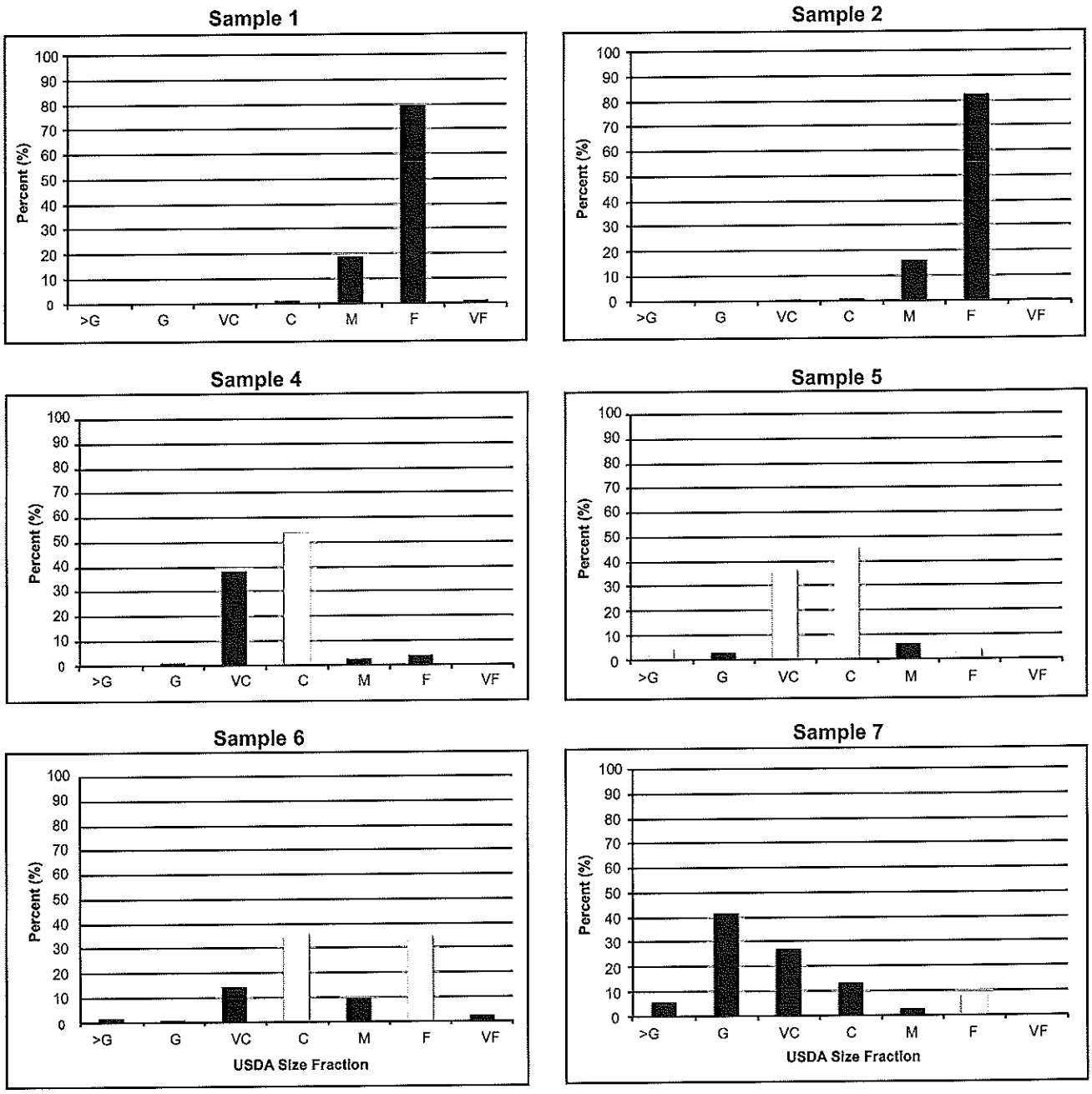
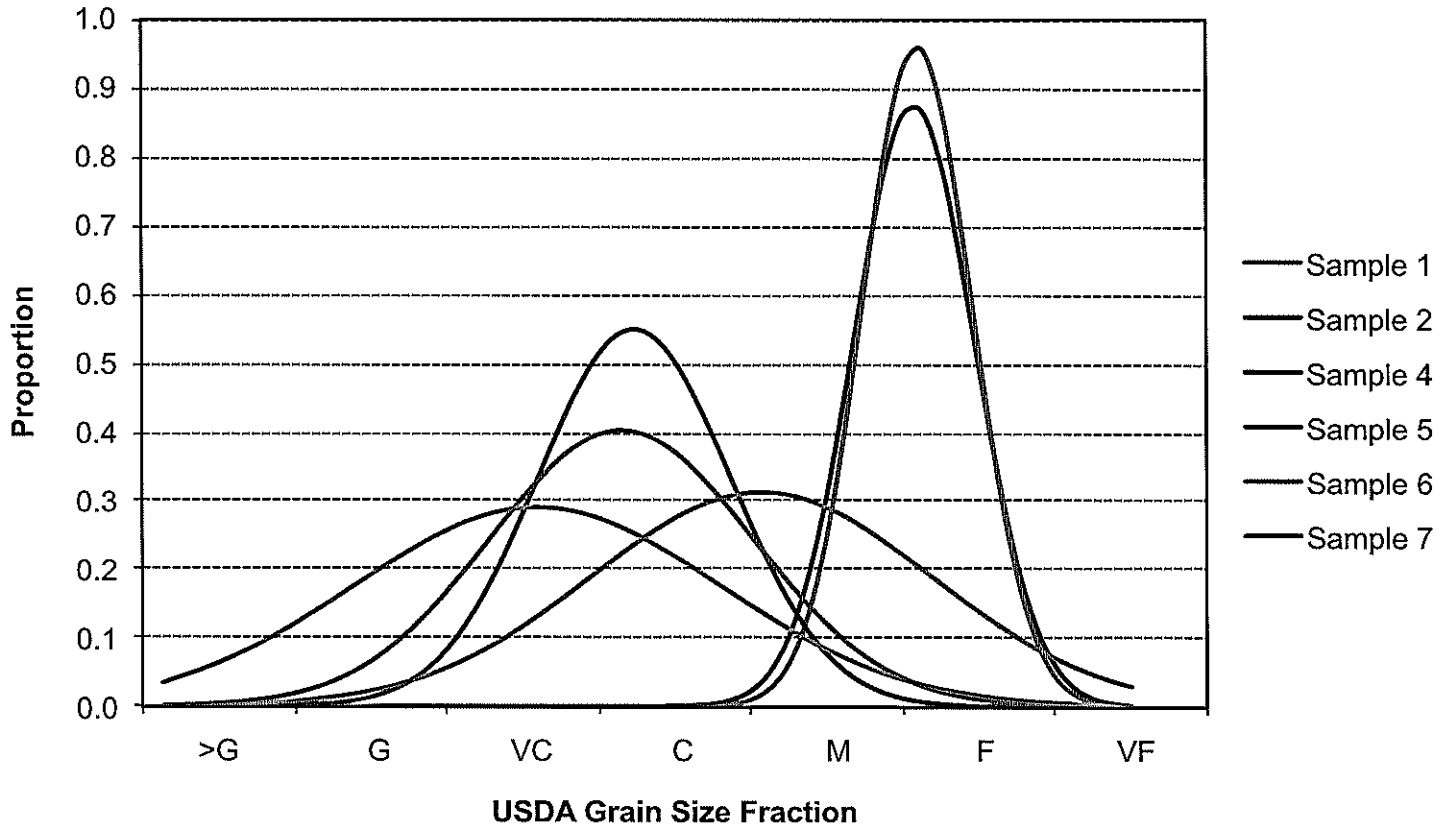


Figure 2. Grain Size Distribution Plots of Samples from Well E4WD (compare with Histograms, Figure 1.)



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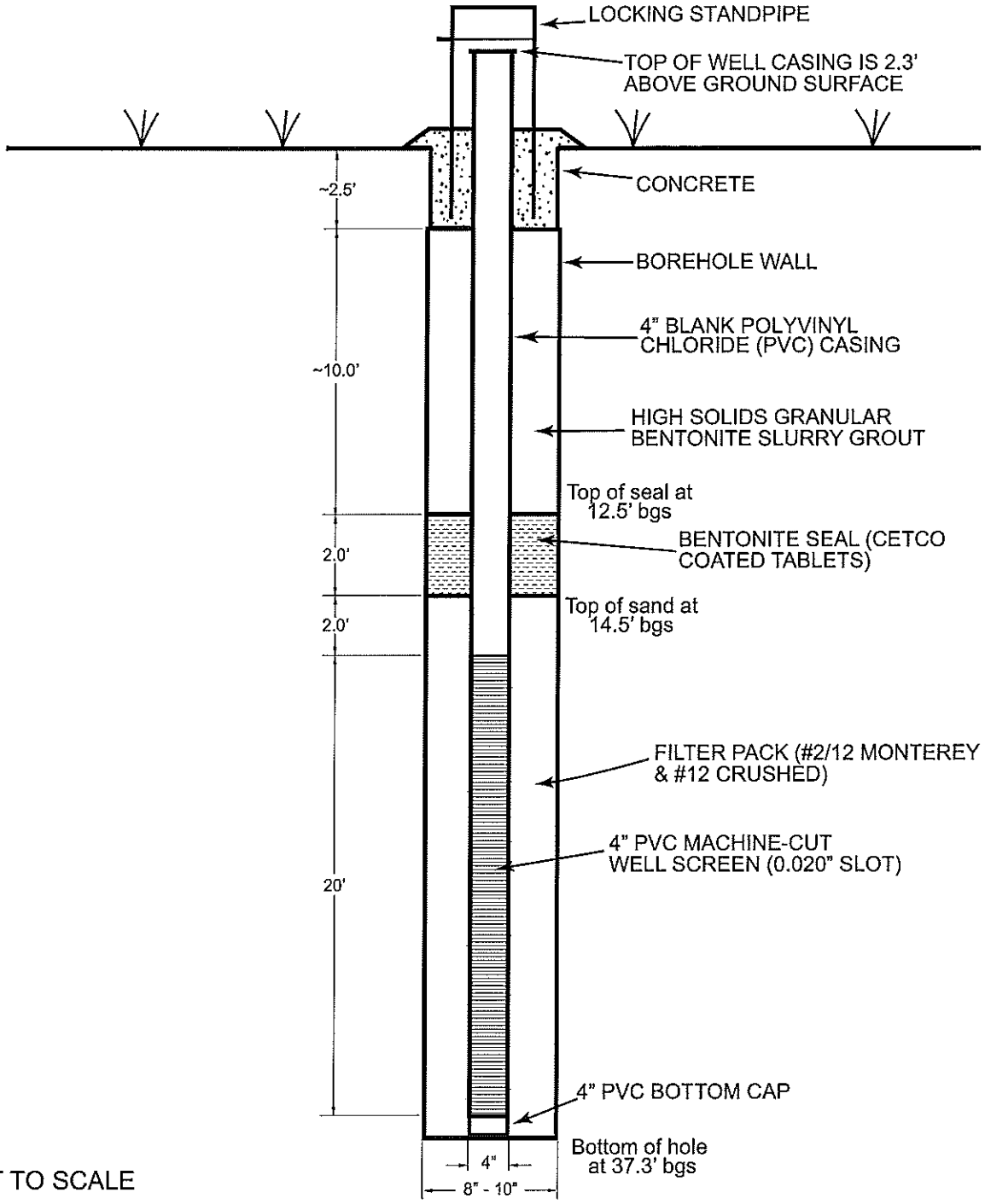
Monitoring Well Installation Details

Client: DNSWMA
Job #: 13-010
Location: Old Mill Road, northeast of landfill mound

Hole #: E4ES
Date of Installation: 12/20/2013
Installed by: Fisch Drilling



NOT TO SCALE

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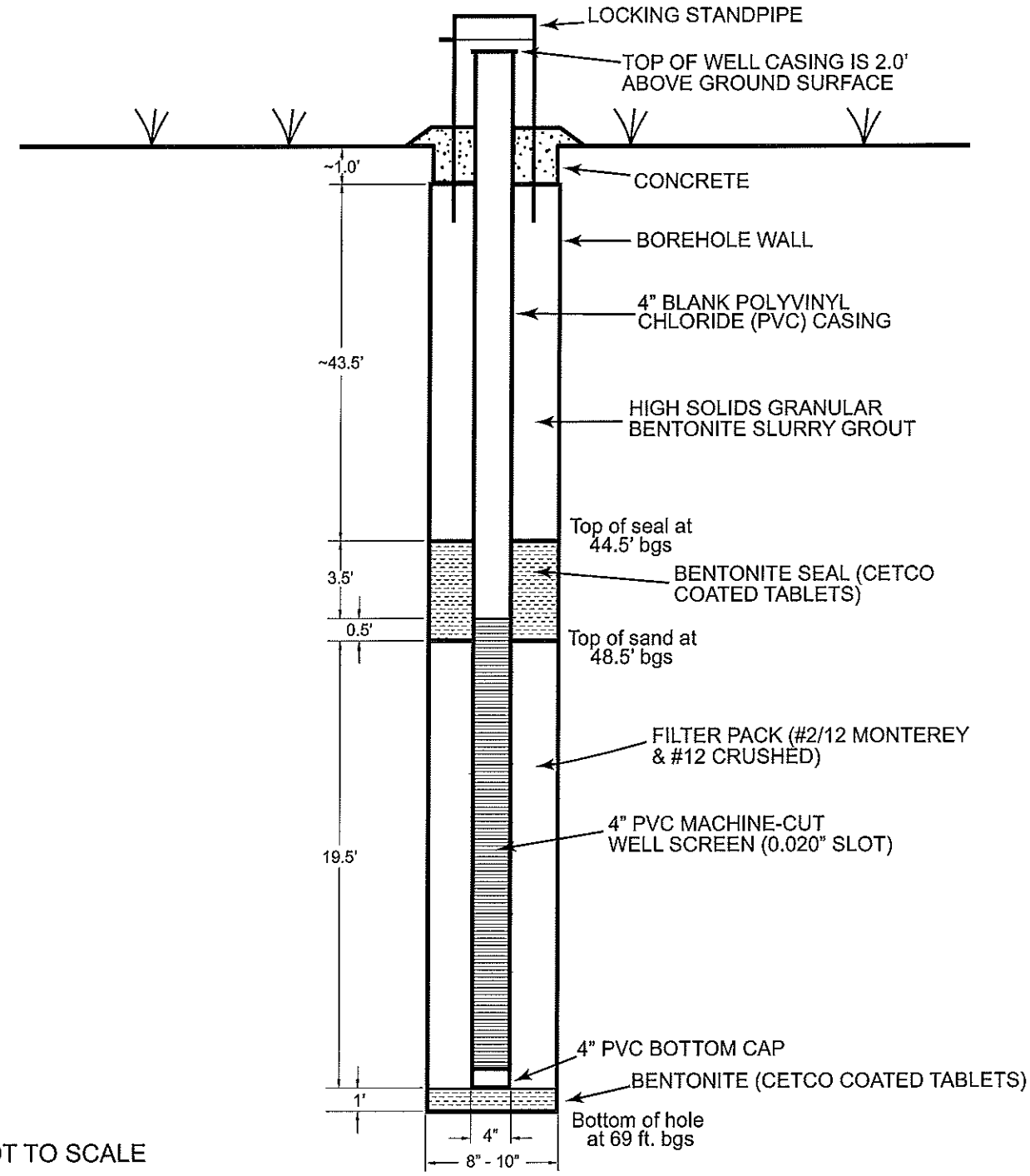
Monitoring Well Installation Details

Client: DNSWMA
Job #: 13-010
Location: Old Mill Road, northeast of landfill mound

Hole #: E4WD
Date of Installation: 12/19/2013
Installed by: Fisch Drilling



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Del Norte Solid Waste Management Authority

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

Staff Report

Date:	**28 January 2014**
To:	**Commissioners of the Del Norte Solid Waste Management Authority**
Cc:	**JoAnne Byrne, CalRecycle**
From:	**Tedd Ward, M.S. – Acting Director / Program Manager Del Norte Solid Waste Management Authority**
File Numbers:	**060901 – Financial Assurances – Landfill Closure** **022104 – Landfill Permit** **130102 - Post-Closure Maintenance**
Attachment:	**Draft Pledge of Revenue Agreement**
Topic:	**Pledge of Revenue for Financial Assurances for Postclosure Maintenance and Potential Corrective Action relating to the Crescent City Landfill**

Summary / Recommendation: That the Board direct staff to present the attached draft Pledge of Revenue Agreement separately to the Crescent City Council and the Del Norte County Board of Supervisors for review and approval. After a single final version has been adopted by both member agencies, staff will present this Pledge of Revenue Agreement and an associated Resolution for adoption by the Authority Board.

Background: California laws and regulations require that owners of landfills provide financial assurances that moneys are available to address expenses related to landfill closure, post-closure maintenance, and potential corrective actions. Public agencies like the Authority may comply with these requirements through a Pledge of Revenue from facilities owned or administered. Since the closure of the Crescent City Landfill and the opening of the Del Norte County Transfer Station in March 2005, the Authority had met these landfill-related obligations with a Pledge of Revenue from the Del Norte County Transfer Station.

Analysis: This past year, the Authority has worked with EBA Engineering to complete required update of the Crescent City Landfill Post-Closure Maintenance Plan and Cost Estimate, as well as the cost estimate for corrective actions associated with

4.2

A Joint Powers Authority of
the City of Crescent City and County of Del Norte
& member, North Coast Recycling Market Development Zone

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both water-release as well as non-water-release scenarios, as required under Title 27 of the California Code of Regulations, section 22101.

JoAnne Byrne of CalRecycle has been working with Authority staff to update the Pledge of Revenue Agreement to address and incorporate the revised post-closure maintenance estimate as well as the two corrective action cost estimates. The attached Pledge of Revenue Agreement has been reviewed by Ms. Byrne as well as Shelly Bromberg, of CalRecycle's Legal Office.

Alternatives: The Authority (or Del Norte County as owner of the landfill property) is obliged to meet the financial assurance requirements associated with this closed landfill. Satisfying these requirements with a Pledge of Revenue from the Del Norte County Transfer Station appears to be the lowest cost option to meet these requirements.

Fiscal Impact: Allocation and numerical assessment of this liability could potentially affect the costs associated with loans obtained or bonds issued by either the Authority or Del Norte County. Changing the value of this liability assessment and Pledge of Revenue has no functional impact on the Authority's post-closure maintenance and monitoring responsibilities or the budget for related cash, contractor, and staff expenses to conduct these activities.

Related Issues: This Pledge of Revenue Agreement, or some similar equivalent document, must be approved separately by the City Council for Crescent City and the Del Norte County Board of Supervisors in addition to being approved by the Board of Commissioners of the Del Norte Solid Waste Management Authority. After adoption, the Authority Board will be asked to adopt a Resolution implementing this Pledge before these documents are sent to CalRecycle to confirm compliance with these legal financial assurance requirements associated with the closed landfill.

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

PLEDGE OF REVENUE AGREEMENT ESTABLISHING FINANCIAL ASSURANCES FOR POSTCLOSURE MAINTENACE AND POTENTIAL CORRECTIVE ACTION RELATING TO THE CRESCENT CITY LANDFILL

This agreement establishes a Pledge of Revenue to assure that adequate funds are available to carry out the Postclosure Maintenance of the Crescent City Landfill and to enact necessary corrective actions due to impacts to ground or surface water, or non-water related impacts should such arise.

This Agreement shall become effective immediately, and is made and entered into by and between the Del Norte Solid Waste Management Authority (DNSWMA or 'Authority') and the California Department of Resources Recycling and Recovery (CalRecycle).

WHEREAS, California Public Resources Code (PRC) sections 43500 through 43610.1 and Title 27 of the California Code of Regulations ("Regulations"), Division 2, Subdivision 1, Chapter 6, Article 2, require operators of solid waste landfills to demonstrate the availability of financial resources to conduct postclosure maintenance and corrective action activities; and

WHEREAS, sections 22228 and 22245 of the Regulations specify a Pledge of Revenue as an acceptable mechanism to demonstrate financial responsibility for financing postclosure maintenance and corrective action costs of a solid waste landfill; and

WHEREAS, the Authority maintains the closed Crescent City Landfill, a solid waste landfill under assignment from the County of Del Norte, the property owner, in conformance with the findings, conditions, prohibitions and requirements contained in the permit, SWIS #08-AA-0006, issued by the Del Norte County Community Development Department, Environmental Health Division, serving as Local Enforcement Agent for CalRecycle; and

WHEREAS, the Authority is pledging revenues from tipping fees collected at the Del Norte County Transfer Station (SWIS #08-AA-0018), deposited into the Del Norte Solid Waste Management Authority Fund; and

WHEREAS, the Authority has determined that the projected net revenues from tipping fees during the thirty (30) year period of postclosure maintenance, and during the corrective action period , shall, during each year of this period, be

greater than the yearly monitoring and postclosure maintenance and corrective action costs contained in the most recent Cost Estimates for the Crescent City Landfill, which have been submitted to CalRecycle in accordance with Title 27 of the Regulations , Sections 21840 and 22101 .

NOW, THEREFORE, the Authority and CalRecycle do agree as follows:

1. The Authority hereby establishes a pledge of revenue to demonstrate financial responsibility for postclosure maintenance and corrective action costs of the Crescent City Landfill in accordance with sections 22228 and 22245 of the Regulations.

2. The Authority agrees to pledge net revenues from tipping fees collected at the Del Norte County Transfer Station (SWIS #08-AA-0006) as described herein.

3. The November 2013 water related corrective action cost estimate, established in accordance with section 22101(a) of Title 27 of the Regulations, projected the costs for reasonably foreseeable water related impacts from this landfill to be $447,500.

4. The June 2013 non-water related corrective action cost estimate, established in accordance with section 22101(b) of the Regulations, projected the costs for reasonably foreseeable non-water related impacts from this landfill to be $522,200.

5. The most recent monitoring and postclosure maintenance cost estimate for the Crescent City Landfill, prepared in June 2013, estimated the annual monitoring and postclosure maintenance cost to be $96,225 for the period of postclosure maintenance, which ends no sooner than February 2036.

6. The amount of the pledged revenue shall be equal to the amount of the most recent monitoring and postclosure maintenance cost estimate, which is $96,225 annually, plus the amount of the greater of the corrective action cost estimates for water related and non-water related impacts from this landfill, which amount is $522,200 – for a total of $618,425. It is agreed that the amount of this pledge may increase or decrease to match any adjustment to the identified cost estimates which are mutually agreed by the Authority and CalRecycle.

7. The Authority agrees that the net revenues from the tipping fees deposited into the Del Norte Solid Waste Management Authority Fund and pledged to meet the financial assurance requirements as described herein will not be pledged for any other purpose.

8. If the Authority ceases at any time to allocate the pledged revenue as identified herein to pay postclosure maintenance and/or corrective action costs or to implement required postclosure maintenance and/or corrective action activities CalRecycle may seek appropriate and applicable remedies, including, but not limited to, the remedies described within Title 27, Division 2, Chapter 6, subchapter 4, Article 1 of the Regulations, sections 22270 – 22278.

9. If the Authority ceases at any time to retain control of its ability to allocate any pledged revenue to pay postclosure maintenance and/or corrective action costs, the Authority or its successor shall notify CalRecycle and obtain alternate coverage within 60 days after control lapses, pursuant to section 22245 of the Regulations.

10. In the event that CalRecycle, RWQCB or LEA staff determines that the Authority has failed, or is failing, to perform postclosure maintenance and/or corrective action activities as required by law and the Crescent City Landfill Closure and Postclosure Maintenance Plan as amended, CalRecycle may direct the Auditor-Controller to pay to the Solid Waste Director or his/her successor(s) from the pledged revenues sufficient funds as are necessary to ensure sufficient postclosure maintenance and/or corrective action activities, who shall be obligated to use such funds for postclosure maintenance and/or corrective action activities in accordance with the directives of the LEA, CalRecycle, and the Regional Water Quality Control Board for the North Coast Region, as applicable.

11. In the event that a participating member of the Authority withdraws from the Authority, the withdrawing member shall continue to be financially responsible for postclosure maintenance and corrective action activities of the Crescent City Landfill when such a liability was incurred prior to the withdrawal date. All members of the Authority further agree that postclosure maintenance and/or corrective action activities shall not be delayed in order to determine such proportionate share of the withdrawing member's liability.

12. In the event the Authority is dissolved, all members of the Authority agree to make financial assurances prior to dissolution that will ensure continued payment of each members' respective share of any outstanding indebtedness for postclosure maintenance and /or corrective action of the Crescent City Landfill. All members of the Authority agree that postclosure maintenance and/or corrective action activities shall not be delayed in order to determine the members' proportionate shares of such indebtedness.

13. This agreement has been separately reviewed and approved by the City of Crescent City, the County of Del Norte, and the Del Norte Solid Waste Management Authority.

14. This Pledge of Revenue will remain effective until revised and replaced.

Approval by the Crescent City Council: Date: _____

Ayes:
Nays:
Abstain:
Absent:

_____ _____
Mayor, City of Crescent City Clerk, City of Crescent City

Approval by Del Norte County Board of Supervisors:

Date: _____

Ayes:
Nays:
Abstain:
Absent:

_____ _____
Chair, Del Norte County Board of Supervisors Clerk, DNC BOS

Approval by Del Norte Solid Waste Management Authority:

Date: _____

Ayes:
Nays:
Abstain:
Absent:

_____ _____
Chair, DNSWMA Clerk, DNSWMA

Solid Waste
Balance Sheet
December 31, 2013

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	427,919.07
422 010 00300	Imprest Cash	100.00
422 010 01100	Accounts Receivable	138,922.91
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 & Improv	(74,730.24)
422 010 03460	Accum Depr Transfer Station	(673,852.00)
	Total Assets	3,726,157.82

LIABILITIES AND FUND EQUITY

422 010 05103	A/P Services	153.48
422 010 05105	Sales Tax Payable	41.40
422 010 05106	State Withholding Payable	350.00
422 010 05210	Sublease Payable	3,006,941.38
422 010 05300	Compensated Absences Payable	44,130.79
422 010 05400	Deferred Revenue	138,922.91
422 010 05500	Post Closure Liability	2,650,636.00
422 010 07100	Fund Balance	(2,735,112.72)
422 010 09600	Investment in Capital Assets net of related debt	531,748.00
	Revenue	1,322,682.90
	Expenditure	(1,234,336.32)
	Total Liabilities and Fund Equity	3,726,157.82

Solid Waste

Statement of Revenues and Expenditures
6 Months Ended 12/31/2013

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
422-421-90153	Franchise Fees	20,103.00	100,943.00	244,594.00	(143,651.00)	41.27%
422-421-90210	Code Enforcement	0.00	0.00	500.00	(500.00)	0.00%
422-421-90300	Interest - Solid Waste	0.00	861.81	1,000.00	(138.19)	86.18%
422-421-91003	Gate Tipping Fees	137,734.42	785,004.99	1,760,000.00	(974,995.01)	44.60%
422-421-91004	Authority Service Fees	75,180.62	429,509.41	969,825.00	(540,315.59)	44.29%
422-421-91121	Misc Reimbursements	0.00	614.38	1,000.00	(385.62)	61.44%
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%
422-421-91003-099	Gate Tipping Fees - Prior Yr	18.10	154.28	0.00	154.28	0.00%
422-421-91004-099	DNSWMA Tipping Fees - Prior Yr	9.10	5,570.03	0.00	5,570.03	0.00%
422-421-91121-123	Bad Check Fee Reimb	25.00	25.00	0.00	25.00	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		233,070.24	1,322,682.90	3,036,919.00	(1,714,236.10)	43.55%
Expenses:						
422-421-10010	Payroll	16,360.21	143,511.14	260,077.00	116,565.86	55.18%
422-421-10012	Overtime	0.00	86.00	1,000.00	914.00	8.60%
422-421-10015	Part-time/Temp	1,984.71	8,968.05	16,600.00	7,631.95	54.02%
422-421-10020	Retirement	4,440.56	37,506.56	84,693.00	47,186.44	44.29%
422-421-10030	Employee Benefits	7,671.29	46,444.71	83,243.00	36,798.29	55.79%
422-421-10033	Employee Life Insurance	22.40	150.40	331.00	180.60	45.44%
422-421-10035	Management Life Insurance	39.66	302.34	1,295.00	992.66	23.35%
422-421-10040	Worker's Compensation	2,240.83	13,444.98	26,890.00	13,445.02	50.00%
Total Salaries and Benefits		32,759.66	250,414.18	474,129.00	223,714.82	52.82%

Statement of Revenues and Expenditures
6 Months Ended 12/31/2013

422-421-20121	Communications	91.45	1,114.80	2,200.00	1,085.20	50.67%
422-421-20140	Household Expense	397.07	1,760.52	3,500.00	1,739.48	50.30%
422-421-20150	Insurance-Office	0.00	0.00	6,200.00	6,200.00	0.00%
422-421-20151	Liability Insurance	51.60	51.60	7,500.00	7,448.40	0.69%
422-421-20152	Vehicle Insurance	0.00	1,586.80	1,587.00	0.20	99.99%
422-421-20155	Liability Insurance	678.00	1,356.00	2,573.00	1,217.00	52.70%
422-421-20170	Maintenance-Equipment	0.00	0.00	500.00	500.00	0.00%
422-421-20171	Maintenance-Vehicles	74.99	266.25	500.00	233.75	53.25%
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	0.00	1,419.89	7,500.00	6,080.11	18.93%
422-421-20221	Printing	0.13	14.40	400.00	385.60	3.60%
422-421-20223	Postage	106.47	717.51	1,400.00	682.49	51.25%
422-421-20224	Office Supplies	299.17	1,929.36	7,000.00	5,070.64	27.56%
422-421-20227	Books/Subscriptions	0.00	0.00	399.00	399.00	0.00%
422-421-20230	Prof Serv-Co/City	38.06	320.71	10,000.00	9,679.29	3.21%
422-421-20231	Prof Serv	315.80	8,766.60	58,460.00	49,693.40	15.00%
422-421-20232	Prof Serv-Well Monitoring	0.00	10,474.00	30,000.00	19,526.00	34.91%
422-421-20233	Audit	0.00	0.00	9,500.00	9,500.00	0.00%
422-421-20234	Legal Counsel	0.00	4,522.70	12,000.00	7,477.30	37.69%
422-421-20235	Treasurer	0.00	7,335.00	12,500.00	5,165.00	58.68%
422-421-20236	Security	169,191.45	169,263.45	500.00	(168,763.45)	33852.69%
422-421-20237	Credit Card Service Fees	655.43	4,310.01	6,822.00	2,511.99	63.18%
422-421-20238	TS Collection	2,008.05	13,497.35	28,000.00	14,502.65	48.20%
422-421-20239	Transfer Station Operations	0.00	488,977.13	1,800,000.00	1,311,022.87	27.17%
422-421-20240	Advertising/Publications	655.60	750.35	1,000.00	249.65	75.04%
422-421-20250	Lease of Equipment	0.00	1,533.20	3,500.00	1,966.80	43.81%
422-421-20251	Lease - Gasquet Transfer Station	0.00	0.00	700.00	700.00	0.00%
422-421-20270	Minor Equipment	21.35	21.35	4,000.00	3,978.65	0.53%
422-421-20280	Delivery Service	67.00	170.00	600.00	430.00	28.33%
422-421-20281	Household Hazardous Waste Event	0.00	30,048.00	32,000.00	1,952.00	93.90%
422-421-20283	Community Clean-up	435.12	2,175.60	5,500.00	3,324.40	39.56%
422-421-20285	Special Dept Expense	100.00	901.07	2,500.00	1,598.93	36.04%
422-421-20286	Cash Over/Under	45.55	95.02	190.00	94.98	50.01%
422-421-20288	City Collections	1,500.42	7,507.10	17,500.00	9,992.90	42.90%
422-421-20290	Travel	275.16	2,207.92	3,000.00	792.08	73.60%
422-421-20297	Vehicle Fuel	153.48	1,209.94	2,100.00	890.06	57.62%
422-421-20301	State Fees	29,836.00	29,836.00	55,415.00	25,579.00	53.84%
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%
422-421-20221-067	Printing-DOC Grant 12/13	0.00	0.00	400.00	400.00	0.00%
422-421-20221-068	Printing- DOC 13/14	0.00	0.00	400.00	400.00	0.00%
422-421-20239-001	Post Closure Maintenance	126.52	2,057.43	10,000.00	7,942.57	20.57%
422-421-20240-060	Advertising Oil Grant - 12/13	0.00	988.83	3,500.00	2,511.17	28.25%

Statement of Revenues and Expenditures
6 Months Ended 12/31/2013

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
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	1,722.77	2,600.00	877.23	66.26%
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	0.00	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	320.00	6,000.00	5,680.00	5.33%
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	339.90	1,000.00	660.10	33.99%
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	0.00	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		207,123.87	801,983.56	2,194,046.00	1,392,062.44	36.55%
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	156,018.58	203,000.00	46,981.42	76.86%
422-421-70530-199	Interfund-Cost Plan	25,820.00	25,820.00	51,644.00	25,824.00	50.00%
422-421-70910-123	Op Trans Out Bad Check Fee	0.00	100.00	0.00	(100.00)	0.00%
Total Intrafund Transfers		25,820.00	181,938.58	270,769.00	88,830.42	67.19%
Total Expenses		265,703.53	1,234,336.32	3,036,919.00	1,802,582.68	40.64%
Revenues Over (Under) Expenditures		(32,633.29)	88,346.58	0.00	88,346.58	0.00%

Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531
Phone (707) 465-1100 Fax (707) 465-1300
www.recycledelnorte.ca.gov

13 January 2014

Mr. Tom Sparrow, General Manager
Recology Del Norte
P.O. Box 1933
Crescent City, CA 95531

SUBJECT: Setting up direct deposit and extra time to make deposits of franchise fees in February and March 2014

Dear Mr. Sparrow:

During the past few weeks we have been trying to make arrangements to receive franchise fee payments using a direct deposit system. My understanding is that in the next few weeks Recology will make a significant shift in the way it makes such payments in that the local Recology Del Norte office will lose the ability to cut checks for this purpose. The result of this change is that until we can set up a direct deposit account (under the instruction, guidance, and approval of the Del Norte County Treasurer), it is likely that our receipt of these franchise fee payments may be delayed past the limits established in our agreement. Under section 4.02.B (1) of the Franchise Collection Agreement, the franchise fee payment is to be made not later than 20 calendar days after the end of each month.

Last week you met with Dawn Langston, the Del Norte County Treasurer, Clinton Schaad and Sherrick Cron of the Del Norte County Auditor's office with myself and Isabel Valdez from the Del Norte Solid Waste Management Authority. During a portion of this meeting, some of Recology's accounting and information technology personnel attended via a speaker phone. My understanding of the results of this meeting were general agreement that:

1. Those at the meeting would work together to try to establish a procedure to handle these direct deposits of franchise fees to the Authority over the next two months.

2. As these direct deposits must be set up and approved by the Del Norte County Treasurer, the Authority will agree to and set up whatever additional controls she may require, such as limiting access to this account to

5.1

only deposit activity and sending e-mails documenting the source, timing and amount of each deposit.

3. I would communicate (through this very letter) to all parties as well as the Commissioners of the Authority to inform everyone that the Franchise Fee payments for the months of February and March may be slightly delayed and exceed the limits set in the agreement, but will be made not later than 30 days after the end of those months. Furthermore, the Authority would not impose any penalties or sanctions for such delays of these franchise fee payments during that period.

4. Our collective intent is that the direct deposit procedures and documentation will be in place no later than April 2014. If this is not possible for any reason, then the Authority will negotiate with Recology Del Norte regarding setting mutual expectations regarding the timing and procedures relating to these franchise fee payments.

I appreciate everyone's efforts of to establish this direct deposit system as soon as is practical, while establishing the controls needed to minimize the additional burden on the staff of the County Treasurer's office.

Sincerely.

Tedd Ward

Tedd Ward, M.S.
Acting Director / Program Manager
Del Norte Solid Waste Management Authority

cc: Dawn Langston, Del Norte County Treasurer
Clinton Schaad, Del Norte County Auditor
Commissioners of the Del Norte Solid Waste Management Authority

Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531
Phone (707) 465-1100 Fax (707) 465-1300
www.recycledelnorte.ca.gov

FOR MORE INFORMATION CONTACT:
Tedd Ward, M.S. Acting Director / Program Manager 465-1100
e-mail: tedd@recycledelnorte.ca.gov

To: The Daily Triplicate, FAX:464-5102
KPOD - Community Events & PSA's, FAX: 464-4303
KCRE / KFVR - Community Events & PSA's, FAX: 464-4303
Del Norte Chamber of Commerce: 465-3402
Klamath Chamber of Commerce: 482-9705
Yurok Tribe: 482-1377
Smith River Rancheria: 487-0930
Elk Valley Rancheria: 465-2638

MORE PAINT RECYCLING AT DEL NORTE COUNTY TRANSFER STATION

03 February 2014
For immediate Release:

Starting this week, recycling paint in Del Norte County just got much simpler. You can now recycle up to 15 gallons of paints, stains and varnishes for no charge every day at the Del Norte County Transfer Station. The Del Norte Solid Waste Management Authority has partnered with Hambro WSG Inc.,and PaintCare to make paint recycling easier than ever before.

Keep your paints in the original container with the label on and the lid shut tight, and recycle them at the Del Norte County Transfer Station off Elk Valley Road in Crescent City. They now accept all non-aerosol household latex, enamel, or oil-based paints, stains, varnishes, lacquers and water proofing coatings for no charge every day we are open. To stay under State transportation limits and avoid getting a ticket, please limit the amount of hazardous waste you haul to 15 gallons or less.

This product stewardship program is paid for by fees charged for new paints: $0.75 per gallon of new paint, or $1.60 per five-gallon bucket. The Del Norte Solid Waste Management Authority has coordinated with the California Product Stewardship Council (CPSC) for many years to support take back programs for hazardous materials. Many household hazardous materials can

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only be accepted once a year in Del Norte County at the annual household hazardous waste collection event, making management of household hazardous materials both expensive and not very convenient for most customers.

Executive Director for the California Product Stewardship Council Heidi Sanborn said, ""CPSC worked closely with Del Norte Solid Waste Management Authority and the American Coatings Association to pass the paint law in 2010 that shifts the cost of paint recycling from being solely on government to also being part of the price of paint. We are delighted the program has come to Del Norte. It will greatly improve convenience by allowing residents to recycle their leftover latex and oil-based paints, stains, varnish, and shellac almost every day instead of just one day per year."

Under a California law passed in 2010, the American Coatings Association formed PaintCare as a non-profit to establish this paint stewardship program throughout California, using the revenues collected from those new paint fees to pay for recovery of used paint.

Acting Director for the Del Norte Solid Waste Management Authority Tedd Ward said, "We are thrilled to be able to offer this expanded paint recycling service to our customers every day. In 2012, 30% of the costs to provide our annual household hazardous waste collection event were associated with paint. Now the costs for having this convenient expanded local paint recycling program will be paid when people buy new paint."

Hambro WSG Operations Manager Joel Wallen said, "Hambro WSG is pleased to be a part of the PaintCare Program. At Hambro WSG we strive to make available to the public all state mandated programs the community is contributing dollars to."

Though Hambro WSG has accepted household non-aerosol latex paint for no charge since the Del Norte County Transfer Station opened to the public in March 2005, this expanded paint recycling program will mark the first time daily recycling has been available in Del Norte for enamel or oil-based paints, stains, or water-proofing, or for lacquers, shellacs and varnishes. The Del Norte County Transfer Station also accepts the following materials for no charge every day it is open: televisions and computer monitors, used motor oil, oil filters, antifreeze, car batteries, all household batteries, household fluorescent tubes and bulbs, home-generated needles, syringes and sharps in FDA-approved containers.

Paint containers that are empty or completely dried out can be disposed with regular trash, and empty aerosol containers may be recycled with steel cans. Not everything in the common paint shed is included in this program. Turpentine, paint thinners, solvents, caulking, roofing tar and patch compounds are not included in this program, so households with these materials must wait until the annual household hazardous waste collection event in September for

the next opportunity for legal disposal of such materials.

For more information, call the Del Norte Solid Waste Management Authority at 465-1100 or on the web, www.recycledelnorte.ca.gov, or visit PaintCare.org, who encourages you to Buy Right, Use it up, and the Recycle the rest with PaintCare.

For more information call:

Tedd Ward, M.S. – Acting Director / Program Manager
Del Norte Solid Waste Management Authority 465-1100

Wes White – General Manager, Hambro WSG, Inc. 218-5650
Joel Wallen – Operations Manager, Hambro WSG Inc. 218-5616

Daria Kent, PaintCare 530-559-3274

Heidi Sanborn, California Product Stewardship Council 916-706-3420

paintcare

Hambro WSG, Inc.

We'll take your paint!

Do you know what to do with leftover cans of paint? Under a new partnership between Hambro WSG Inc. and PaintCare, recycling unwanted paint is simple and convenient. Just bring us your non-aerosol household latex, enamel, or oil-based paints, stains, varnishes, lacquers, and water proofing coatings in their original containers, and we'll take it from there.

DEL NORTE COUNTY TRANSFER STATION

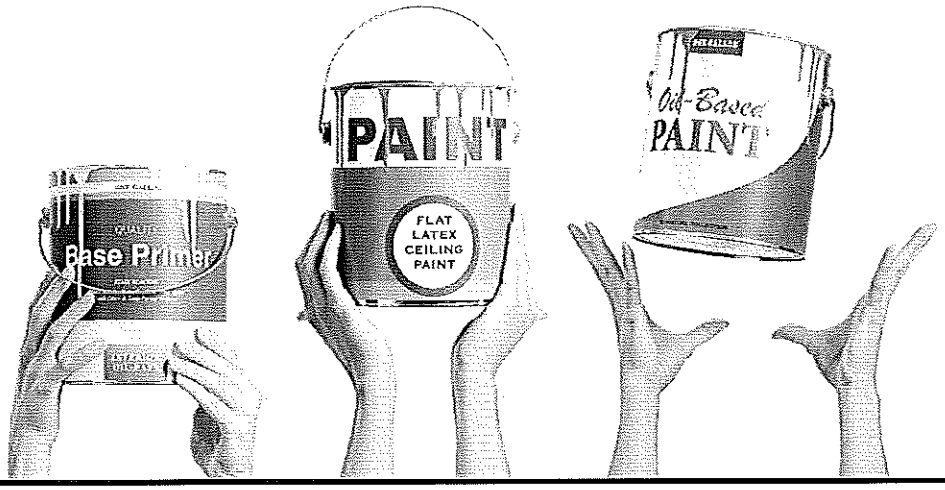
1700 State Street
Crescent City, CA 95531

(707) 465-1100

Open Mon – Fri 8am– 5pm, Sat & Sun 9am– 5pm
Closed On Major Holidays.

Recycle with PaintCare

Leaking, unlabeled and empty containers are not accepted. Please limit the amount of hazardous waste you haul to 15 gallons or less. For more information, and to find other PaintCare sites: www.paintcare.org or 855-724-6809.



Del Norte Solid Waste Management Authority

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

Staff Report

Date:	**29 January 2014**
To:	**Commissioners of the Del Norte Solid Waste Management Authority**
Cc:	**Clinton Schaad, Del Norte County Auditor** **Norm Newell, Smith & Newell Accountants**
From:	**Tedd Ward, M.S. – Acting Director / Program Manager** **Del Norte Solid Waste Management Authority**
File Numbers:	**022102 – Authority Budget** **012101 – Authority Audit** **040501 – Authority Deposits**
Attachments:	**'Del Norte Solid Waste Management Authority Internal Fiscal Controls'** **Bad Debts Written Off at the end of Fiscal Year 12/13**
Topic:	**Fiscal Controls**

Summary / Recommendation: That the Board approves the list of 'Bad Debts Written Off at the end of Fiscal Year 12/13.'

The Board may suggest additional controls to improve the fiscal management of the Del Norte Solid Waste Management Authority. Staff will circulate this report for additional comments and possible suggestions from the Del Norte County Auditor and the external auditing firm of Smith & Newell.

Background: 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.

The retirement of the former Authority Director was coincident with the disclosure of approximately $27,000 that was not appropriately documented within the Authority's accounts. Detective Bob Barber has reported that the investigation of that case is nearing its conclusion.

Authority and County records indicate that this $27,000 sum included the amounts of the checks that bounced as well as imposed fines. Some of this amount

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the City of Crescent City and County of Del Norte
& member, North Coast Recycling Market Development Zone

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was turned over to a collections company and/or paid, and some portion is not expected to be collected either because the amount owed is too small or because of the amount of time passed since a particular check bounced. So according to Authority and County records, the total amount of 'missing money' associated with these bounced checks is less than $9,000.

The primary purposes for this public discussion of these fiscal controls are:

- to provide public reassurance that the Authority has already put procedures in place that would catch and stop the actions that appeared to result in 'missing funds' associated with checks with insufficient funds,
- to document for the Board, the Treasurer/Controller, County Auditor, the general public and external auditing firm (Smith & Newell) existing and proposed fiscal controls
- to clarify those fiscal controls that are to be implemented and monitored by Authority staff, the current Acting Director and any successors.

This report summarizes the fiscal controls already in place at the Authority, new fiscal control policies implemented since July 2013 such as the process for writing off 'bad debts' as adopted by the Board in September 2013, and parallel accrual and cash accounting procedures to be implemented in coming months.

Analysis: As part of the Authority's continuing efforts to improve our fiscal management and reporting, staff is presenting a summary of the fiscal controls in place and being implemented as summarized on the attached table. Staff will share copies of this table for review and comment from the Authority's Treasurer / Controller, the Del Norte County Auditor, the Del Norte County Treasurer, and the Authority's external auditor, Smith & Newell. After receiving comments and any suggestions for additional controls, staff will present a final version of this summary of fiscal controls to the Board at a future Authority meeting.

Several new fiscal controls have been introduced since July 2013, and these warrant some additional explanation. The Authority policy adopted in September 2013 for writing off 'bad debt' owed to the Authority added the following regular fiscal controls:

- Regular review of checks with insufficient funds daily
- Conferring with Collections regarding referrals monthly
- Annually preparing a list of 'bad checks' and 'bad debts' that are over three years old, less than $50, or debts owed to the Authority for which additional partial or final collection is unlikely
- Conferring with the DNC Auditor regarding 'bad debts' to be written off annually, with the attached report prepared for review and/or approval by the Authority Board

The Authority is also currently transitioning to a parallel accrual and cash accounting system. The Authority Treasurer / Controller and Acting Director believe that regular fiscal management of this agency is best done using an accrual system of

accounting, in which all revenues and debts accrue on the day these occur. For example under accrual accounting, revenues from commercial charge accounts are counted on the day of each charge rather than the date the account balance is paid. Del Norte County's accounting system is done on a modified cash basis, with the three months following the end of each fiscal year accruing all outstanding debts and payments for balancing out each fiscal year after this information is compiled and analyzed.

Authority staff are implementing this accrual accounting system using Scale Management System, QuickBooks, and Excel software. Implementing this new system is a multi-phase process, including entering all outstanding checks (including those with insufficient funds) into QuickBooks. Staff intends that after entering in this historical data and clarifying with the Del Norte County Auditor which 'bad debts' on the Authority's accounts, we will be able to reconcile the Authority's accounts with the Del Norte County Auditor's records.

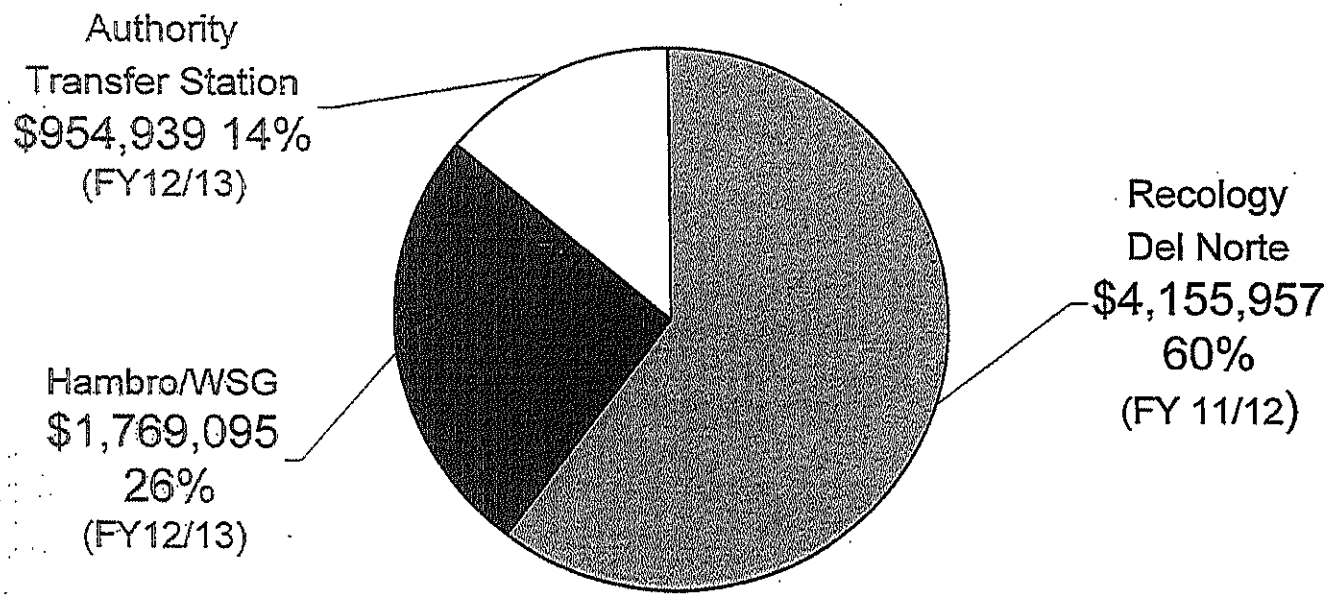
Finally, this list of Fiscal Controls also includes two surprise cash counts to be conducted each year by the Authority Treasurer and possibly the Del Norte County Auditor to confirm that the amount in the Authority's safes match accounting documents.

The Authority Board should recognize that the Authority oversees not only the funds received and processed for services associated with the transfer stations, but also has fiscal oversight responsibilities for its contractors. Considering the total amount paid for solid waste and recycling services in Del Norte County, in FY 12/13, Recology Del Norte received 60% of all revenues ($4,155,957), Hambro WSG received 26% of all revenues ($1,769,095) and the Authority received and processed 14% of all revenues ($954,939). The fiscal controls the Authority has over the Recology Del Norte, Hambro WSG, and other contractors are also included in the Authority's fiscal oversight responsibilities, though they have not been described in detail in this report. Furthermore, the amount of time Authority staff spend on internal fiscal controls reduces the resources available to provide fiscal and performance oversight of the Authority's contractors.

Alternatives: The Board may select one or more of the accounts recommended to be 'written off' and direct that such account be referred to Collections. The Board could also direct that one or more of the accounts referred to Collections instead be 'written off.'

The Board may suggest additional fiscal controls, or identify one or more controls on this list that perhaps may be omitted.

SOLID WASTE REVENUE



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Del Norte Solid Waste Management Authority Internal Fiscal Controls

not including fiscal controls relating to Authoirty contractors * Indicates a fiscal control introduced since July 2013

When	REVIEWER	DOER		
				Small Volume Transfer Stations: Klamath & Gasquet
Daily	Account Clerk	Site Attendant		Numbered cash receipts - Any missing numbers?
Daily	Account Clerk	Site Attendant		Receipt tape should match deposit
				Del Norte County Transfer Station
Daily	Account Clerk	Site Attendant		Balance Daily Receipts, Charge Accts, Checks, Credit & Debit
Daily	Account Clerk	Site Attendant		Track tickets, comments, weights, voids, etc.
Daily	Director / Treasurer	Admin Asst.	*	Check deposits entered into QuickBooks & Excel
Daily	Admin Asst.	Account Clerk		Trace deposit for a specific date to Reconciliation for that date
Daily	Admin Asst.	Account Clerk		Examine any adjustments or corrections
Daily	Admin. Assist / Director	Account Clerk		**Check to see deposits are made in a timely manner**
				Income
Monthly	DNSWMA	Director		Compare deposits to budgeted income,prior month, and prior year
Monthly	Treas / Controller	Admin Asst.	*	Review checks with insufficient funds, following 'bad check' policy
Monthly	DNSWMA	Director		Earned Revenue comparisons prepared for DNSWMA Board review
Monthly	DNSWMA	Admin Asst.		Monthly cash report prepared for DNSWMA Board review
Monthly	Director	Admin Asst.		Mail Statements in timely manner (in first week of the month)
Monthly	Director	Admin Asst.		Check for any large or dated outstanding balances
Monthly	DNC Auditor	Admin Asst.	*	Confer with Collections regarding existing and new referrals
Monthly	DNC Auditor	Admin Asst.		Check on redemption and documentation of bad checks.
Monthly	Director	Admin Asst.		Update list of customers 'not allowed to use checks'
				Expenses
Monthly	DNSWMA	Admin Asst.		Claims signed by Director & Treasurer for DNSWMA Board review
Monthly	DNSWMA	Admin Asst.		Monthly charge report prepared for DNSWMA Board review
Monthly	DNSWMA	DNC Auditor		Monthly Treasurer / Controller Report from County Auditor
Monthly	DNC Auditor	DNSWMA		Claims >$5,000 require Board approval
				Budget Management
Monthly	DNSWMA	Admin. Assist. / Director		Compare claims to budget, PO or Contract to cover claims
Monthly	DNSWMA	Director		Project anticipated expenses
Monthly	DNSWMA	Director		Prepare budget transfers as needed
Monthly	Director / Treasurer	Admin Asst.	*	Implement full parallel accrual and cash accounting (in process)
				Cards
Quarterly	Director	ESP Inc. / Accelerated Payments		Quarterly Scan for 'PCI compliance'
				Safe
Biennial	DNC Auditor	Treasurer	*	Surprise cash count w/ Treasurer & County Auditor
				Audit
Annual	DNSWMA / DNC Auditor	Admin Asst. / Treas. / Dir.	*	Confer on bad checks and debts to be 'written off'
Annual	Director / Treasurer	Admin Asst.		Prepare documents related to income & expenses
Annual	Director	Program Manager		Prepare documents related to landfill liabilities
Annual	Director	Admin Asst.		Prepare documents related to depreciation
Annual	Director	Treasurer		Prepare documents related to OPEB requirements
Annual	Director	Treasurer		Preparing California Annual Compensation report.
Annual	Director	ESP Inc. / Accelerated Payments		Questionnaire and scan for PCI Compliance
Annual	DNSWMA / Director	External Auditor		Complete External Audit

Beverage Container Recycling Grant and Payment Programs

Notice of Funds Available: City/County Payment Program (FY 2013/14)

Purpose of the Program | Eligibility | Funding | Timeline and Cycle Details

Pursuant to Public Resources Code Section 14581(a)(4)(A) of the California Beverage Container Recycling and Litter Reduction Act, the Department of Resources Recycling and Recovery (CalRecycle) is distributing $10,500,000 in fiscal year 2013/14 to eligible cities and counties specifically for beverage container recycling and litter cleanup activities.

Purpose of the Program

The goal of CalRecycle's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers - aluminum, glass, plastic and bi-metal. Projects implemented by cities and counties will assist in reaching and maintaining this goal.

Eligibility

Incorporated cities and counties in California, as identified by the California Department of Finance, are eligible to receive funding under this program. Cities and counties must submit their funding request by the deadline in order to receive the funding.

Funding

Each city is eligible to receive a minimum of $5,000 or an amount calculated by CalRecycle on a per capita basis, whichever is greater. Each county is eligible to receive a minimum of $10,000 or an amount calculated by CalRecycle on a per capita basis, whichever is greater. The per capita calculation is based upon the population as of January 1, 2013, in the incorporated areas of a city, city and county, or the unincorporated area of a county, as stated in the annual City and County Population and Housing Estimates Report submitted to the governor by the California Department of Finance.

Activities and Costs

Pursuant to Section 14581(a)(4)(C) of the Public Resources Code, these funds shall not be used for activities unrelated to beverage container recycling or litter abatement. Approved activities are listed in the "Activities" tab, by category, on the Funding Request. An "other" box is provided to allow additional activities to be listed. These are subject to approval by CalRecycle.

Eligible activities include, but are not necessarily limited to:

- Supporting AB 341 Mandatory Commercial Recycling requirements.
  - Infrastructure for businesses to recycle beverage containers.
  - Support for new or existing beverage container recycling programs for multi-family residential dwellings.
  - Public education and outreach that includes a beverage container recycling component.

Other activities include:

- Supporting new or existing curbside recycling programs.
- Neighborhood drop-off recycling programs.
- Public education promoting beverage container recycling.
- Litter prevention and cleanup where the waste stream includes beverage containers that will be recycled.
- Cooperative regional efforts among two or more cities and counties.

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- Other beverage container recycling programs.

In accordance with the governor's directive, promotional items are ineligible expenses under CalRecycle grant/direct payment programs. More information on this directive can be found on our Promotional Items page.

Recordkeeping and Reporting

Each eligible recipient must maintain documentation for a minimum of three years from the date of project completion. Cities and counties will be randomly chosen to submit a report of expenditures; therefore, all entities should be prepared to report how fiscal year 2013/14 City/County Payment Program funds were spent. Jurisdictions chosen to submit a report will be notified by email.

Timeline and Cycle Details for FY 2013/14

Dates	Cycle Details
November 25, 2013	**Funding Request Open Date and Access Information** First time users of the City/County Annual Payment and Reporting System (CAPRS) system must: 1. Obtain a CalRecycle WebPass. **Note:** Those who previously obtained a WebPass for a CalRecycle system (i.e., GMSWeb, LoGIC, E-Waste, etc.) do not need to obtain a new WebPass. 2. Access cannot be granted unless the applicant is designated as a contact in CAPRS. Request access to the system by sending an email to the assigned Regional Recycling Representative (PDF, 481 KB) after obtaining their WebPass. If you are unable to access the CAPRS system, you may send an email to citycounty@calrecycle.ca.gov or call 916-322-0613. Returning users can immediately log in to CAPRS.
March 6, 2014	**Funding Request Due Date** - Program Guidelines (PDF, 171 KB) - Funding Request must be submitted via CAPRS by 5 p.m. on this date. - If you are unable to access the CAPRS system you may send an email to citycounty@calrecycle.ca.gov or call 916-322-0613.
June 30, 2014 (Tentative)	**Payments Distributed** CalRecycle approves distribution of payments to cities and counties.

City/County Payment Program Home

Last updated: December 20, 2013
Beverage Container Recycling Grants, http://www.calrecycle.ca.gov/BevContainer/Grants/
Contacts: http://www.calrecycle.ca.gov/BevContainer/Contacts.htm

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2013/14

City/County Payment Program Guidelines

Pursuant to Public Resources Code Section 14581(a)(4)(A) of the California Beverage Container Recycling and Litter Reduction Act, the Department of Resources Recycling and Recovery (CalRecycle) is distributing $10,500,000 in fiscal year 2013/14 to eligible cities and counties specifically for beverage container recycling and litter cleanup activities.

The goal of CalRecycle's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers - aluminum, glass, plastic and bi-metal. Projects implemented by cities and counties will assist in reaching and maintaining this goal.

Eligible Participants

Incorporated cities and counties in California, as identified by the California Department of Finance, are eligible to receive funding under this program, unless otherwise determined by CalRecycle.

Allocation of Funds

Each city is eligible to receive a minimum of $5,000 or an amount calculated by CalRecycle, on a per capita basis, whichever is greater. Each county is eligible to receive a minimum of $10,000 or an amount calculated by CalRecycle, on a per capita basis, whichever is greater. The per capita amount is calculated, based upon the population as of January 1, 2013, in the incorporated areas of a city, city and county, or the unincorporated area of a county, as stated in the annual *City and County Population and Housing Estimates* Report submitted to the governor by the California Department of Finance.

On-line Application Process/WebPass Information

Cities and counties may apply for funds by completing a Funding Request in the web-based City/County Annual Payment and Reporting System (CAPRS). To access CAPRS, the applicant must have a CalRecycle WebPass.

WEBPASS - Those who have previously obtained a WebPass for this program or another CalRecycle program (i.e., Local Government Information Center (LoGIC), E-Waste, OPPO, etc.) do not need to obtain a new WebPass.

If the applicant does not have a WebPass, one may be requested at the following link: CalRecycle WebPass. Select "Create Account" and follow the instructions. After the request for access is received and reviewed, an e-mail will be sent to the applicant granting access to the secure CAPRS website.

WebPass accounts are created for individuals, not organizations, and are tied to the applicant's specific email address. If the applicant's email address changes or becomes inactive, a new WebPass account is needed to access CAPRS. All individuals must create their own password.

Passwords should not be shared within the organization. Access cannot be granted to the on-line application unless the applicant is designated as a contact in CAPRS.

Contacts

When assigning contacts for the City/County Payment Program, the following guidelines should be followed:

	City	County
Primary	City Manager	County Treasurer
Secondary	Staff person overseeing the beverage container recycling program	Staff person overseeing the beverage container recycling program
Funding Request	Staff person to complete the on-line funding request	Staff person to complete the on-line funding request

The Funding Request Contact may be the city or county recycling coordinator, lead agency or Joint Powers Authority. One staff person may serve as more than one contact. If the city or county would like to assign a person not currently identified as either the Primary or Secondary Contact to be the Funding Request Contact, "click" on "User Management" on the left navigation menu in CAPRS and follow the instructions to set-up a new user. The new user will also need a WebPass. If you need to update your Primary Contact, please contact your Regional Recycling Representative.

Addresses

A payment and a physical address are required. City/County Program payments will be mailed to the payment address. To comply with the requirements of Chapter 8400 of the State Administrative Manual (Warrants Payable to Counties), the county treasurer's address will be identified as the payment address for counties. If one address is used for more than one payment type, only enter the address once, and check the appropriate address types.

	City	County
Payment	Desired location where payments will be mailed.	Treasurer's Office

Program Expenditures

Pursuant to Section 14581(a)(4)(C) of the Public Resources Code (PRC), these funds **shall not be used for activities unrelated to beverage container recycling or litter abatement.** Approved activities are listed in the "Activities" tab, by category, on the Funding Request. An "other" box is provided to allow additional activities to be listed. These are subject to approval by CalRecycle.

> *Note: Please distinguish between litter abatement projects and waste management projects. "Trash only" receptacles are not considered litter abatement, and are therefore, an ineligible expenditure. The purchase of multi-recycling bins (to include beverage container recycling), permanently attached together, is an eligible expense and may be funded. Litter abatement*

projects must include beverage containers as part of the waste stream, and they must be recycled.

Eligible activities include, but are not necessarily limited to:

- Supporting AB 341 Mandatory Commercial Recycling (MCR) requirements. (For additional information on MCR and definitions of "businesses" and "multi-family residential dwellings" as they relate to this regulation, see http://www.calrecycle.ca.gov/Recycle/Commercial/)
- Infrastructure for businesses to recycle beverage containers.
- Support for new or existing beverage container recycling programs for multi-family residential dwellings.
- Public education and outreach (that includes a beverage container recycling component).

Other activities include:

- Supporting new or existing curbside recycling programs.
- Neighborhood drop-off recycling programs.
- Public education promoting beverage container recycling.
- Litter prevention and cleanup where the waste stream includes beverage containers that will be recycled.
- Cooperative regional efforts among two or more cities and counties.
- Other beverage container recycling programs.

Other notes on expenditures:

- **Advertising/Promotion:** If you plan to spend City/County Payment Program funds on advertising/promotion, submit the artwork, brochure, radio script, flyer, poster or advertisement to the assigned Regional Recycling Representative for your jurisdiction for approval prior to going to print/production. Regional Recycling Representatives are listed on the Funding Request page in CAPRS.

- **Recycled Content Products:** If you are purchasing recycled content products, please ensure the recycled content includes beverage containers. The intent of the funds is to promote beverage container recycling.

- **CRRA Conference:** If you anticipate attending the California Recycling Recovery Association annual conference, please limit the expenditures to registration and travel for no more than two (2) staff. Travel expenses must follow the criteria for State Travel expenses. The DPA website has the most current info related to travel expenses reimbursable by the State. (http://www.dpa.ca.gov/personnel-policies/travel/personal-vehicle-mileage-reimbursement.htm)

- **Personnel Hours:** If you are charging personnel hours, ensure they are auditable by hours. City/County Payment Program funding will only pay for direct time toward increasing beverage container recycling.

- **Litter Clean-Up Event:** If you are sponsoring a litter cleanup event, in which beverage containers are part of the waste stream and are being recycled, city/county payment funds may be used to pay for charges related to the cleanup. This may include supplies (i.e.,

bags, liners, grabbers, gloves), personnel, and safety items (i.e., water, vests, goggles). However, giveaways, incentives, food and/or T-shirts are ineligible expenditures.

- **SWAG:** In accordance with the governor's directive, promotional items are ineligible expenses under CalRecycle's grant/direct payment programs. More information on this directive can be found at the following link: http://www.calrecycle.ca.gov/Grants/SWAG/default.htm

Deadline to Submit

Funding Requests must be submitted no later than **March 6, 2014.** The system will not allow any Funding Requests to be submitted after the March 6, 2014 deadline. (PRC Section 14581(a)(4)(E)).

Payments

CalRecycle will approve Funding Requests and authorize the State Controller's Office to make payments to each city and county. The State Controller's Office has up to 30 days to process the payments. The warrant will arrive without a cover letter to the *city* or to the *county treasurer.* Pursuant to Section 14581(a)(4)(F) of the(PRC), CalRecycle may withhold payment to any city, county, or city and county that has prohibited the siting of a certified recycling center at a supermarket site, caused a certified recycling center at a supermarket site to close its business, or adopted a land use policy that restricts or prohibits the siting of a certified recycling center at a supermarket site within its jurisdiction since January 1, 2000.

Recordkeeping and Reporting

Each eligible recipient must maintain documentation for a minimum of three years from the date of project completion. **Cities and counties will be randomly chosen to submit a report of expenditures**; therefore, all entities should be prepared to report how fiscal year 2013/14 City/County Payment Program funds were spent. Jurisdictions chosen to submit a report will be notified by email.

Indemnity

Recipient agrees to indemnify, defend and save harmless the State, CalRecycle, its officers, agents, and employees from any and all claims and/or losses accruing or resulting from the performance of the City/County Payment Program.

Program Expenditure Changes

To make changes to program expenditures/activities once a funding request has been submitted, contact your Regional Recycling Representative.

How to Reach Us

Department of Resources Recycling and Recovery (CalRecycle)
Beverage Container Grants Unit
801 K Street, MS 17-01
Sacramento, CA 95814-3533

Telephone: (916) 322-0613
Fax: (916) 322-8758
Email: citycounty@calrecycle.ca.gov

Additional Information and Other Resources

- CalRecycle Regional Representative contact information:
  http://www.calrecycle.ca.gov/BevContainer/Grants/Resources/RegionalAsst.pdf

- Historical Funding Information:
  http://www.calrecycle.ca.gov/BevContainer/Grants/CityCounty/default.htm

Del Norte Solid Waste Management Authority

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

Staff Report

Date:	**04 February 2014**
To:	**Commissioners of the Del Norte Solid Waste Management Authority**
From:	**Tedd Ward, M.S. – Acting Director / Program Manager Del Norte Solid Waste Management Authority**
File Number:	**052001 – Authority Code of Ethics**
Attachments:	**Authority Resolution 2010-01** **DNSWMA Code of Ethics and Conduct for Board Commissioners and Members Appointed to Commissions and Committees** **City of Crescent City Code of Ethics and Conduct**
Topic:	**Authority Code of Ethics**

Summary / Recommendation: That each Authority take each of the following actions: 1. That the Board direct each Commissioner to read and sign the Authority Code of Ethics and Conduct and provide a copy of that signed document for the Authority's files, and

2. That the Board direct staff to take steps necessary to obtain and appropriately file signed copies of the Authority Code of Ethics and Conduct by the Authority Treasurer / Controller and all appointed members of the Del Norte Solid Waste Task Force.

Background: The January 2014 Authority agenda included a reminder from legal counsel Martha Rice reminding Commissioners of their responsibility to complete the on-line ethics training required under AB 1234. The Acting Director also discussed with the Board his intent to purchase an iPad to facilitate future distribution of Authority agendas and staff reports. At that meeting, Commissioner Holley suggested that the Authority consider at this meeting an Ethics policy similar to that adopted by the City of Crescent City, which specifically addresses 'Proper and Efficient Use of Public Resources.' This topic is addressed under Section 9 of the Authority-adopted Code of Ethics and Conduct as attached.

7.3

A Joint Powers Authority of
the City of Crescent City and County of Del Norte
& member, North Coast Recycling Market Development Zone

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Analysis: The Authority's Code of Ethics and Conduct appears adequate, covering most of the same issues as the City of Crescent City's Code of Ethics and Conduct. Authority Resolution 2010-01 requires that each public official associated with the Authority read, sign and file with the Clerk a copy of this document.

Alternatives: The Board could direct staff to draft changes, or could adopt modifications to language of the Authority's Code of Ethics and Conduct.

Fiscal Impact: None.

Related Issues: In addition to signing a copy of the Code of Ethics and Conduct, each Commissioner is required to complete on-line Ethics training every two years under State Law AB 1234. At this point, all but one of the Authority Commissioners have met this AB 1234 training requirement within the past two years.

RESOLUTION NO. 2010-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY CODE OF ETHICS AND CONDUCT AND DESIGNATING CERTAIN PUBLIC OFFICIALS TO COMPLETE AB 1234 ETHICS TRAINING

WHEREAS, the Board of Commissioners of the Del Norte Solid Waste Management Authority desires the highest level of ethical conduct for the Commissioners of the Board and members of the appointed commissions and committees and the alternates of each body; and

WHEREAS, the residents and businesses of the City of Crescent City and the County of Del Norte are entitled to fair and accountable local government and to be represented by public officials who act in an ethical manner; and

WHEREAS, the Code of Ethics and Conduct supplements, but does not supplant, other laws and rules that prescribe the legal responsibilities of public officials; and

WHEREAS, AB 1234 requires officials of local public agencies to receive a minimum of two hours of training every two years in general ethical principles and ethics laws.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Del Norte Solid Waste Management Authority as follows:

1. That the Del Norte Solid Waste Management Authority Code of Ethics and Conduct for the Board Commissioners and Members Appointed to Commissions and Committees (attached hereto) is hereby adopted and made effective as of this date.

2. That the Code of Ethics and Conduct specifically applies to all public officials designated to disclose economic interests under the Authority's Conflict of Interest Code.

3. That the Code of Ethics and Conduct also applies to members of all appointed commissions and committees and their alternates.

4. That all public officials currently in office shall read, sign, and file with the Clerk of the Board, the Code of Ethics and Conduct within 30 days unless he or she has already done so.

5. That all public officials shall read, sign, and file with the Clerk of the Board, the Code of Ethics and Conduct within 30 days of assuming his or her position.

BE IT FURTHER RESOLVED, that all public officials required to disclose economic interests under the Authority's Conflict of Interest Code are also required to complete ethics training as mandated by AB 1234.

PASSED AND ADOPTED by the Board of Commissioners of the Del Norte Solid Waste Management Authority on the 14th day of April, 2010, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Leslie McNamer, Chair

ATTEST:

_____
Rose Reppond, Clerk of the Board

Del Norte Solid Waste Management Authority Code of Ethics and Conduct for Board Commissioners And Members Appointed To Commissions and Committees

Statement of Purpose:

The Board of Commissioners for the Del Norte Solid Waste Management Authority desires the highest level of ethical conduct for the members of the Board of Commissioners and members of appointed commissions and committees and the alternates of each body. The residents and businesses of the City of Crescent City and County of Del Norte are entitled to fair and accountable local government and to be represented by public officials who act in an ethical manner. The Del Norte Solid Waste Management Authority's strong desire to fulfill this mission therefore requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public officials be independent, impartial and fair in their judgment and actions;
- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Board of Commissioners of the Del Norte Solid Waste Management Authority has adopted this Code of Ethics and Conduct (Code of Ethics) for elected officials and members of appointed commissions and committees to assure public confidence in the integrity of local government and its effective and fair operation. It is intended that this Code of Ethics apply to the designated public officials and candidates for the Board of Commissioners; members of the public seeking appointment to commissions and committees are strongly encouraged to endorse and comply with the provisions of this Code of Ethics. Board of Commissioners members and members of appointed commissions and committees and their alternates are referred to generally as "Public Officials" in this Code of Ethics.

This Code addresses selective aspects of the governance of the Authority and supplements, but does not supplant, other laws and rules that prescribe the legal responsibilities of Public Officials. Those include, among others, the California Constitution, various provisions of the California Government Code (including the Brown Act and the Political Reform Act) and Labor Code, federal laws prohibiting discrimination and harassment, and the provisions of the Authority's own Ordinances and Resolutions. Elected and appointed officials should be familiar with these laws to assure that they exercise their responsibilities properly. In addition, the Authority's General Counsel is available to respond to questions

about these matters.

It is not possible for a code of this kind to anticipate and provide a rule of conduct for all situations. At bottom, it is expected that officials will manage their behavior in a manner consistent with the rules that follow, respect the chain of command and behave within the bounds of their authority. It is also expected that officials will treat each other, Authority employees, and the residents and business-people within Del Norte County with courtesy and respect in a manner that reflects well on the Authority.

1. Act in the Public Interest

Recognizing that the public interest must be their primary concern, Public Officials will work for the common good of the people of the Del Norte Solid Waste Management Authority and not for any private or personal interest. They will assure fair and equal treatment of all persons, businesses and interests coming before the Del Norte Solid Waste Management Authority Board of Commissioners, commissions, and committees. The professional and personal conduct of Public Officials must be above reproach and avoid even the appearance of impropriety.

2. Comply with the Law

Public Officials shall comply with the laws of the nation, the State of California, and the Del Norte Solid Waste Management Authority in the performance of their public duties. These laws include, but are not limited to: the Constitutions of the United States and California; laws pertaining to conflicts of interest, financial disclosures, employer responsibilities, open processes of government, confidentiality of closed session information; and the Del Norte Solid Waste Management Authority Joint Powers Agreement, Bylaws, Ordinances and Resolutions.

3. Respect for Process

Public Officials shall perform their duties in accordance with the processes and rules of order established by the Board of Commissioners, commissions, and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Commissioners by Authority staff.

4. Decisions Based on Merit

Public Officials shall base their decisions on the merits and substance of the matter at hand. Public Officials shall prepare themselves for public issues, listen

courteously and attentively to all public discussions before the body, and focus on the business at hand.

5. Communication

Public Officials shall share substantive information that is relevant to a matter under consideration by the Board of Commissioners, commissions, and committees which they may have received from sources outside the public decision-making process. Public Officials shall avoid improper ex parte communications with parties when the official is sitting in a quasi-judicial role.

Whenever an official is representing the Authority, in or out-of-town, the Public Official is "on-duty" and should behave in a manner that will reflect well on the Authority. When out-of-town or at social events there is a temptation to behave more informally than one might at headquarters, which can lead to awkward or embarrassing situations, and in extreme cases to improper or illegal behavior.

Public Officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board of Commissioners, commissions and committees, the staff or public. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings. This provision is not intended to limit the right of a Public Official to comment on the manner in which the business of the Authority is being conducted, but personnel matters related to Authority employees should be addressed to the Authority's Director consistent with his/her responsibilities and recognizes that the board's meeting is a business meeting as well as a public forum.

6. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, public officials shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship which may give the appearance of a conflict of interest. Public Officials shall comply with state law, the Joint Powers Agreement and the Authority's Ordinances regarding disclosure and avoidance of conflicts of interest.

7. Gifts and Favors

Public Officials shall comply with the requirements of the Political Reform Act relating to the acceptance and reporting of gifts.

8. Confidential Information

Public Officials shall not use or disclose information obtained through Authority service for improper purposes. Public Officials often acquire information in performing their duties that is not generally available to the public, including information received in closed sessions. Sometimes this information is confidential or highly sensitive. Information that is not generally available to the public must remain confidential and be used only for the purposes for which it was divulged. Public Officials shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal interests.

9. Use of Public Resources

Public Officials shall not use public resources not available to the public in general, such as Authority staff time, equipment, supplies or facilities, for private gain or personal purposes. Public Officials shall not utilize the Authority's name or logo for the purpose of endorsing any political candidate or business.

10. Political Contributions

A member or candidate for Board of Commissioners shall not solicit contributions or endorsements from the Authority's employees. This provision is not intended to interfere with an employee's right to endorse or contribute on his/her own or to prohibit soliciting contributions or endorsements from employee bargaining units.

11. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of Board of Commissioners shall not appear on behalf of the private interests of third parties before the Board of Commissioners or any board, commission, committee, or proceeding of the Authority, nor shall members of commissions or committees appear before their own bodies or before the Board of Commissioners on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

12. Advocacy

Public Officials shall represent the official policies or positions of the Board of Commissioners or committee to the best of their ability when designated as delegates for this purpose. Public Officials occasionally speak before other public bodies, neighborhood groups or to the press. When doing so, they should always make it clear whether they are presenting their own point of view or

whether they have been authorized by the body of which they are a member to present a particular view. They should be clear in all oral and written utterances whether they are using their title for identification purposes or because they are speaking in an official capacity. The actions and recommendations of subsidiary bodies are presented to the Board of Commissioners as part of the staff report, and often memorialized in a resolution. If a subsidiary body feels it necessary to supplement these written transmittals, it should expressly authorize one of its members to speak on its behalf.

Authority letterhead must be used with care to avoid misunderstandings. Letterhead may be used to communicate official Authority policy or actions. It is also routinely used by Commissioners to respond to inquiries or communicate their individual opinions, in which event the author should be clear about whose view is being presented.

13. Policy Role of Members

Public Officials shall respect and adhere to the commission-manager structure of the Del Norte Solid Waste Management Authority as outlined in the Authority's policies and procedures and follow the Del Norte Solid Waste Management Authority's Joint Powers Agreement and its ordinances with respect to the Authority's Director's relationship with the Board of Commissioners. In this structure, the Board of Commissioners determines the policies of the Authority with the advice, information and analysis provided by the public, commissions and committees, and Authority staff. Except as provided by the Joint Powers Agreement or ordinance, Public Officials shall not interfere with the administrative functions of the Authority or the professional duties of Authority staff; nor shall they impair the ability of staff to implement board policy decisions.

14. Positive Work Place Environment

Consistent with the Del Norte Solid Waste Management Authority's Core Values, Public Officials shall support the maintenance of a positive and constructive work place environment for Authority employees and for residents and businesses dealing with the Authority. Public Officials shall recognize their special role in dealings with Authority employees and refrain from creating the perception of inappropriate direction to staff.

15. Harassment and Discrimination

Public Officials shall not engage in any form of harassment or unlawful discrimination. The Del Norte Solid Waste Management Authority is committed to providing an environment that is free from unlawful discrimination, including

discrimination or harassment that is based on any legally protected status. The Authority will not tolerate any form of discrimination or harassment that violates this policy. This policy forbids any unwelcome conduct that is based on an individual's age, race, color, religion, sex, national origin, ancestry, marital status, sexual-orientation, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

16. Implementation of the Code of Ethics

The Del Norte Solid Waste Management Authority Code of Ethics expresses standards of ethical conduct expected for members of the Del Norte Solid Waste Management Authority Board of Commissioners, commissions and committees. Public Officials themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of commissions and committees, have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

Public Officials entering office shall acknowledge that they have read and understood the Del Norte Solid Waste Management Authority Code of Ethics. This Code of Ethics and Conduct shall be reviewed periodically by the Board of Commissioners, commissions, and committees.

17. Compliance and Enforcement

Complaints alleging a violation of this Code of Conduct by a Public Official should be directed to the Authority's Director. Upon receipt of a complaint of a minor nature, the Authority's Director and its General Legal Counsel shall together determine a course of action. The Authority's Director and its General Legal Counsel shall, should they fail to resolve the complaint or should the complaint be of a serious nature, consult with the Chair (unless the Chair is the subject of the complaint, in which event they shall consult with the Vice Chair or other Commissioner, in order of seniority, as is appropriate under the circumstances) in order to determine an appropriate course of action. Serious complaints regarding a commission or committee member shall be directed to the chair person, or vice chair if the chair is named in the complaint. The recipient of the subsidiary body's complaint shall consult with the Authority's Director and the Authority's General Counsel to determine the appropriate course of action.

The goal of enforcement of this Code of Ethics is corrective, rather than penal and a progressive approach of curing violations is encouraged beginning with informal methods and proceeding to more formal methods, as necessary and appropriate, given the circumstances and allegations of the complaint. In appropriate circumstances, informal counseling and instruction shall be utilized to address issues before recommending sanctions. Depending on the severity of the violation, sanctions may be imposed including reprimand, formal censure, referral back to the agency appointing the member with a recommendation for removal from the appointment, loss of committee assignments, exclusion from closed sessions, travel or expense reimbursement restrictions, loss of staff support or use of Authority resources, referral to the Grand Jury or other penalties as may be applicable to the circumstances. The Board of Commissioners also may remove members of commissions and committees from office.

Prior to any sanction being taken against a Public Official, the official shall receive notice of the alleged violation and the proposed sanction. Before a sanction is imposed, the Public Official charged may request a public hearing before the Board of Commissioners and, in such case, a sanction shall not be imposed except upon a majority vote of the Board of Commissioners. The Public Official whose conduct is under scrutiny shall be disqualified from voting upon whether or not sanctions should be imposed. A public hearing need not comply with the formal rules of evidence, but shall afford the Public Official an opportunity to be heard on the proposed sanction.

18. Statement of Commitment

As a member or alternate of the Board of Commissioners of the Del Norte Solid Waste Management Authority or of an Authority board, commission, or committee, I understand and agree to uphold the Code of Ethics and Conduct for elected and appointed officials adopted by the Board of Commissioners. In recognition of this standard I will conduct myself by the following model of behavior:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;

- Help create an atmosphere of respect and civility where individual members, Authority staff and the public are free to express their ideas and work to their full potential.

- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;

- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Del Norte Solid Waste Management Authority;
- Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and that I understand, accept and support the Del Norte Solid Waste Management Authority Code of Ethics and Conduct.

_____
Board, Commission, Committee

_____
Position

_____
Signature Date

CITY OF CRESCENT CITY
CODE OF ETHICS AND CONDUCT

Attitudes, words and actions should demonstrate, support and reflect the following qualities and characteristics for the wellbeing of our community. The five core values and expressions that reflect those core values are as follows:

1. INTEGRITY/HONESTY

- I am honest with my fellow elected officials, the public and others
- I do not promise what I believe to be unrealistic.
- I am prepared to make unpopular decisions when my sense of the public's best interests requires it.
- I credit others' contributions to moving our community's interests forward.
- I do not knowingly use false or inaccurate information to support my position or views.
- I safeguard the ability to make independent, objective, fair, and impartial judgments by scrupulously avoiding financial and social relationships and transactions that may compromise – or give the appearance of compromising – objectivity, independence and honesty.

2. RESPONSIBILITY/PROTECTING THE PUBLIC'S INTERESTS

- I do not accept gifts, services or other special considerations because of my public position.
- I excuse myself from participating in decisions when my or my immediate family's financial interests may be affected by my agency's actions.
- I do not give special treatment or consideration to any individual or group beyond that available to any other individual.
- I refrain from disclosing confidential information concerning litigation, personnel, property or other affairs of the City without proper legal authority, and from using such information to advance my financial or other personal interests.

3. FAIRNESS/ACCOUNTABILITY

- I promote meaningful public involvement in the agency's decision-making processes.
- I treat all persons, claims and transactions in a fair and equitable manner; I make decisions based on the merits of the issue.
- If I receive substantive information that is relevant to a matter under consideration from sources outside the public decision-making process, I will publicly share it with my fellow governing board members and staff.
- I work to contribute to a strong organization that exemplifies transparency and open communication.

4. RESPECT FOR FELLOW ELECTED OR APPOINTED OFFICIALS, STAFF AND THE PUBLIC

- I treat my fellow officials, staff and the public with patience, courtesy and civility, even when we disagree on what is best for the community.
- I work toward consensus building and gain value from diverse opinions.
- I respect the distinction between the role of office-holder and staff; I involve staff in meetings with individuals, those with business before the agency, officials from other agencies and legislators to ensure proper staff support and to keep staff informed.
- I conduct myself in a courteous and respectful manner at all times during the performance of my official City duties.
- I encourage full participation of all persons and groups; I am aware of and observe important celebrations and events that reflect the values of our diverse population.

5. PROPER AND EFFICIENT USE OF PUBLIC RESOURCES

- I do not use public resources, such as agency staff time, equipment, supplies or facilities, for private gain or personal purposes.
- I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the agency, especially its financial stability.
- I demonstrate concern for the proper use of agency assets (such as personnel, time, property, equipment and funds) and follow established procedures.
- I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the City and its residents.

Del Norte Solid Waste Management Authority

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

Staff Report

Date:	**05 February 2014**
To:	**Commissioners of the Del Norte Solid Waste Management Authority**
From:	**Tedd Ward, M.S. – Acting Director / Program Manager Del Norte Solid Waste Management Authority**
File Numbers:	**151801, copy to 031205**
Topic:	**Formation, Responsibilities & History of the Del Norte Solid Waste Management Authority with respect to Ordinances**

Summary: Status report; no action required. This report is the fifth of a series intended to provide Commissioners with a better understanding of the historic and regulatory context under which Authority programs and activities have evolved since its formation in 1992. The Authority is empowered to draft and adopt Ordinances to control, regulate solid waste and recycling activities, and to prosecute illegal dumping and solid-waste related blight, as well as to enact new collection or transfer station rates.

The Del Norte Solid Waste Task Force adopted recommendations at their last meeting (see agenda item 1.1) that the Authority repeal its current Ordinances addressing illegal dumping and blight, and adopt a single Ordinance addressing enforcement of the Collections Franchise and flow control. The Board has opportunity to act on those recommendations under agenda items 7.4 and 7.5.

Background: This report explores the fifth of the six purposes of the Authority as described in the first Amended Joint Powers Agreement relating to Ordinances. In adopting the First Amended Joint Powers Agreement, the City and County have affirmed that they agree that the Authority is to be responsible for:

> **"... E) Developing, securing adoption, and implementing Ordinances and programs to control and prosecute illegal dumping and blight in Del Norte County associated with solid waste accumulation and storage; ..."**

The Authority's Solid Waste and Recycling Responsibility Ordinance (2008-01) was under development since early 2007, when the Solid Waste Task Force offered to convene meetings to explore methods such as mandatory collection to address illegal dumping, blight, and related concerns. In June 2007, staff was given direction to incorporate specific policy concepts into a draft Ordinance. In March 2008, the Task Force held a public

7.4

workshop in the Board of Supervisor's chambers to hear comments, suggestions and concerns from the public. On the recommendation of the Authority's legal counsel, with the advice of the County Code Enforcement Officer, the Authority developed and adopted the following ordinances to address blight and illegal dumping:

1. Ordinance 2008-01 : Solid Waste and Recycling Responsibility Ordinance

Establishes affirmative responsibilities for acceptable discard management for persons, businesses, Producers, government agencies, and property owners in Del Norte County. This Ordinance also addresses issues like flow control and enforcement of the Collections Franchise, as well as addressing issues such as lack of service, inadequate service, and theft of service.

2. Ordinance 2008-02 : Nuisance Abatement Ordinance

Defines and describes nuisances, violations, and abatement procedures associated with discards, including blight associated with discards which have been inappropriately accumulated, stored, or disposed. City and County retain responsibilities for nuisances not associated with discards or illegal dumping.

3. Ordinance 2008-03 : Administrative Citation Ordinance

Establishes enforcement procedures through administrative citations, which would be in addition to possible criminal, civil, or other legal remedies.

4. Ordinance 2009-01 : Enforcement Officer Ordinance of the Del Norte Solid Waste Management Authority

Empowers the Authority Director to appoint an Ordinance Enforcement Officer to enforce all Authority Ordinances, including those listed above.

All Authority Commissioners have been provided copies of each of the Ordinances above, which may also be reviewed on the Authority's website at: http://www.recycledelnorte.ca.gov/wp/?page_id=474 .

Analysis: These four Authority Ordinances were developed with the Del Norte Solid Waste Task Force starting in 2007, with the intent that these would address illegal dumping and solid-waste related blight, and that these Ordinances were designed to complement each other. As the Authority is a Joint Powers Authority formed by the City and the County to address solid waste and recycling issues, the Solid Waste Task Force at the time considered policies within the context of several overlapping issues and concerns:

- Policies for mandatory collection under which all households and businesses are required to subscribe to collection services were discussed as a possible mechanism to address solid-waste related blight, but were generally presumed to be unappealing to the many self-haulers using Authority-managed facilities;
- The County Code Enforcement Officer, Dave Mason, indicated that in his view (at that time) a substantial fraction of illegal dumping was associated with rental

properties – especially those rental properties where the landlord did not provide trash or recycling services;

- The new collections franchise would require an Ordinance to define and enforce the Authority-authorized monopoly on trash and residential recycling collections, and such Ordinance should also address 'flow control' so materials collected under the Authority franchise are delivered to Authority-managed facilities. This is a critical element to assure that adequate revenues are generated to pay for programs like landfill maintenance and the annual household hazardous waste collection event;
- Historically, illegal dumping and solid-waste related blight had been relatively low priorities for City Police and the County Sheriff's office, and so the perception was that if the Authority had Ordinances to address these issues, the Authority could pay for these enforcement expenses and there would be less need to rely on City or County enforcement;
- City and County Code Enforcement generally includes many issues that are not related to solid waste, recycling, or other Authority responsibilities, such as enforcement of building codes, sidewalks, parking, set-back requirements, health and safety, etc.,
- Enforcement under an Administrative Citation process enables compliance or enforcement actions based on all solid waste or recyclables that can be linked to a property rather than the higher burden-of-proof requirements under State law (i.e under State law, witnesses must photograph or testify regarding dumping to enable prosecution, whereas under the Administrative Citation process of these Ordinances, finding an address on an envelope in a pile of trash is adequate evidence to justify a compliance action);
- Following the recommendation of the Task Force that all residences should have convenient access to recycling, even apartments and mobile home parks, the new collections franchise includes recycling for no extra charge for all service addresses with beds, as well as for commercial cart services, though subscribing for collections services would not be mandatory.
- Ordinance 2008-01 defined the responsibilities for landlords and property managers even if they chose not to subscribe to collections services; Ordinance 2008-01 also addressed potential issues related to lack of service, inadequate service, and theft of service, which are not addressed in any City or County code.

The Del Norte Solid Waste Task Force adopted recommendations relating to these Authority Ordinances at their meeting of 30 January 2014 (see agenda items 1.1, 7.4 and 7.5)

Del Norte Solid Waste Management Authority

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

Staff Report

Date:	**07 February 2014**
To:	**Commissioners of the Del Norte Solid Waste Management Authority**
Cc:	**Members of the Del Norte Solid Waste Task Force**
From:	**Tedd Ward, M.S. – Acting Director / Program Manager Del Norte Solid Waste Management Authority**
File Number:	**151801 – Authority Ordinances**
Topic:	**Authority Ordinance 2014-01**

Summary / Recommendation: That the Board not begin the process to adopt Ordinance 2014-01 as presented, but provide further direction to staff and/or the Del Norte Solid Waste Task Force regarding additional requests for information, analysis, or suggested changes to Ordinances 2008-01, 2008-02, 2008-03 and 2009-01.

Background: Under the first amended Joint Powers Agreement between the City of Crescent City and the County of Del Norte creating the Del Norte Solid Waste Management Authority as adopted, the Authority is empowered *"...to make rules, ordinances, resolutions, and procedural regulations;....Any ordinances of the governing Board of DNSWMA must be approved by a majority vote of both the City Council and the Board of Supervisors before the ordinance may be adopted."*

The Authority's Solid Waste and Recycling Responsibility Ordinance (2008-01) was under development since early 2007, when the Local Solid Waste Task Force offered to convene meetings to explore methods such as mandatory collection to address illegal dumping, blight, and related concerns. In June 2007, staff were given direction to incorporate specific policy concepts into a draft Ordinance. In March 2008, the Task Force held a public workshop in the Board of Supervisor's chambers to hear comments, suggestions and concerns from the public. The Ordinance was adopted in October 2008, and on the recommendation of the Authority's legal counsel, and with the advice of the County Code Enforcement Officer, the Authority developed and adopted the following companion ordinances:

7.5

- 2008-02 Nuisance Abatement Ordinance
- 2008-03 Administrative Citation Ordinance
- 2009-01 Enforcement Officer Ordinance

Included in the legislative findings of Ordinance 2008-01 is the following:

> *"The Board has found and determined that the storage, accumulation, collection, processing, recovery and/or disposal of discards is a matter of great public concern in that improper control of such matters may create a public nuisance, air pollution, fire hazard, rat and insect infestation and other problems affecting the public health safety and welfare."*

The Nuisance Ordinance defines the kinds of Nuisances which will be targeted by the Code Enforcement Officer working on behalf of the Authority, and the Administrative Citation Ordinance describing the process for issuing such citations. Together, these ordinances define violations and mechanisms to remedy illegal dumping, blight, and related community concerns associated with improper management of solid wastes.

Since June 2012, the Del Norte Solid Waste Task Force has been reviewing and considering potential recommendations related to Authority Ordinances addressing illegal dumping, blight and enforcement of the collections franchise: Ordinances 2008-01, 2008-02, 2008-03, and 2009-01. On 30 January 2014, acting on the request from the Authority Board for specific recommendations on the Authority Ordinances, the Del Norte Solid Waste Task Force adopted the following motion: *"...that the Authority repeal Ordinances 2008-01,02, and 03 and 2009-01 and replace those with an Ordinance maintaining flow control and enforcement of the collections franchise."*

Analysis: Ordinance 2014-01 as presented would, according to County Code Enforcement Officer Dave Mason, "essentially eliminate any kind of enforcement related to solid waste."

The current structure created by Ordinances 2008-01,-02, -03 and 2009-01 enables actions to encourage compliance and/or enforcement for solid-waste related complaints using an Administrative Citation process. Administrative Citations may follow any incident in which solid waste is improperly stored or dumped, using the dumped materials as evidence. Without such an administrative citation process, enforcement can only be associated with eyewitness or photograph evidence of dumping as it happens.

The Authority does not have its own Code Enforcement Officer, but has capacity to reimburse City or County Code Enforcement expenses related to compliance and enforcement activities relating to Authority Ordinances.

Though the Solid Waste Task Force did adopt a recommendation to rescind these Ordinances, at no time did they discuss what alternative policies, procedures or programs might be enacted to control illegal dumping and solid waste related blight in Del Norte County after these Ordinances are rescinded. Without programs or policies

addressing these issues, staff believe it is likely that this action would result in increases in solid waste related blight and illegal dumping, similar to what was experienced in Del Norte County prior to the adoption of these Ordinances. If such dumping was detected and addressed, cleanup expenses would likely also increase, though there would be fewer tools to address the sources of such dumping.

Generally, Ordinance 2008-01 was intended as fairly comprehensive effort to address many policy issues in the same Ordinance, and Ordinances 2008-02,-03, and 2009-01 establish enforcement mechanisms and procedures. Rescinding these Ordinances as a whole without efforts to understand the purpose, policies and programs being eliminated risks eliminating programs that are valuable to the Authority and community. Considering other staff duties, deadlines, and capacities, there was not adequate time to provide a complete analysis of the many predictable impacts of adopting 2014-01.

Alternatives: 1. The Board could begin the process to adopt Ordinance 2014-01, which would include 'first reading' or waiving of first reading of the Ordinance, and directing staff to continue the process to enact Ordinance 2014-01. Staff would then present Ordinance 2014-01 separately to the City Council and Board of Supervisors for consideration. After both entities adopt common language for an Ordinance, staff would publish in the Del Norte Triplicate the text of the Ordinance for possible adoption at the next following regular Authority meeting.

2. The Board could provide specific requests or direction to the Del Norte Solid Waste Task Force to consider policy questions or to provide more specific commentary on provisions of one or more Authority Ordinances.

3. The Board could take no action. This would leave Authority Ordinances 2008-01, 2008-02, 2008-03 and 2009-01 in place and enforceable.

Fiscal Impact: The primary fiscal impact immediately associated with adopting Ordinance 2014-01 would be elimination of any Authority payments for Code Enforcement Officer expenses for solid waste-related blight or illegal dumping, budgeted to be up to $10,000 in fiscal year 13/14.

Related Issues: These Ordinances are a companion to the Franchise Collection Service Standards. Adoption of these ordinances, and subsequent communications with Del Norte Disposal essentially resulted in the waste from Pelican Bay State Prison being disposed at the Del Norte County Transfer Station.

Ordinance No. 2014-01

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY REPEALING ORDINANCE NOS. 2008-01, 2008-02, 2008-03, AND 2009-01

WHEREAS, the Del Norte Solid Waste Management Authority is a Joint Powers Authority of the City of Crescent City and the County of Del Norte formed in part to manage the disposition of solid waste and other discards;

WHEREAS, Ordinance No. 2008-01, entitled "Solid Waste and Recycling Responsibility Ordinance", was adopted on October 8, 2008 by the Board of Commissioners;

WHEREAS, Ordinance No. 2008-02, entitled "Nuisance Abatement Ordinance", was adopted on October 8, 2008 by the Board of Commissioners;

WHEREAS, Ordinance No. 2008-03, entitled "Administrative Citation Ordinance", was adopted on October 8, 2008 by the Board of Commissioners;

WHEREAS, Ordinance No. 2009-01, entitled "Enforcement Officer Ordinance", was adopted on January 14, 2009 by the Board of Commissioners;

WHEREAS, the Board of Commissioners has considered and debated the practical necessity and usefulness of the aforementioned ordinances;

WHEREAS, both the City Council of the City of Crescent City and the Board of Supervisors of the County of Del Norte must review and approve this Ordinance as required by the First Amended Joint Powers Agreement; and

WHEREAS, the Board of Commissioners now desires to repeal the aforementioned ordinances on the basis that the ordinances are duplicative of other local laws and are not necessary for the proper administration of the responsibilities of the Authority.

NOW, THEREFORE, the Board of Commissioners of the Del Norte Solid Waste Management Authority, County of Del Norte, State of California, does hereby ordain as follows:

SECTION 1. RECITALS. The Recitals set forth above are true and correct and incorporated into this Ordinance.

SECTION 2. REPEAL OF ORDINANCE NO. 2008-01. The Board of Commissioners hereby repeals Ordinance No. 2008-01, entitled Solid Waste and Recycling Responsibility Ordinance of the Del Norte Solid waste Management Authority.

SECTION 3. REPEAL OF ORDINANCE NO. 2008-02. The Board of Commissioners hereby repeals Ordinance No. 2008-02, entitled Nuisance Abatement Ordinance of the Del Norte Solid waste Management Authority.

SECTION 4. REPEAL OF ORDINANCE NO. 2008-03. The Board of Commissioners hereby repeals Ordinance No. 2008-03, entitled Administrative Citation Ordinance of the Del Norte Solid waste Management Authority.

SECTION 5. REPEAL OF ORDINANCE NO. 2009-01. The Board of Commissioners hereby repeals Ordinance No. 2009-01, entitled Enforcement Officer Ordinance of the Del Norte Solid waste Management Authority.

SECTION 6. SEVERABILITY. If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The Authority hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof, are declared invalid or unconstitutional.

SECTION 7. PUBLICATION. The Clerk of the Board shall cause this Ordinance, or a summary thereof, along with the names of the commissioners voting for and against said ordinance, to be published once within fifteen (15) days after its passage in a newspaper of general circulation in the County of Del Norte in accordance with Govt. Code Section 36933.

SECTION 8. EFFECTIVE DATE. This Ordinance will become effective thirty (30) days after its final adoption.

INTRODUCED at the regular meeting of the Board of Commissioners of the Del Norte Solid Waste Management Authority on _____, 2014 on a motion by commissioner _____ and seconded by commissioner _____.

APPROVED by the Board of Supervisors for the County of Del Norte on the ___ day of _____, 2014 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

_____
David Finigan, Chair

_____
Antoinette Self, Clerk of the Board

APPROVED by the City Council for the City of Crescent City on the ___ day of _____, 2014 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

_____
Rick Holley, Mayor

_____
Robin Patch, City Clerk

PASSED, APPROVED AND ADOPTED at the regular meeting of the Board of Commissioners of the Del Norte Solid Waste Management Authority on the_____ day of _____, 2014 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Roger Gitlin, Chair

ATTEST:

_____
Rick Holley, Clerk of the Board

APPROVED AS TO FORM:

_____
Martha D. Rice, Legal Counsel

Ordinance No. 2014-02

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY REGARDING FLOW CONTROL AND FRANCHISES

WHEREAS, the Del Norte Solid Waste Management Authority is a Joint Powers Authority of the City of Crescent City and the County of Del Norte formed in part to become the single local government agency responsible to comply with the requirements of the California Integrated Waste Management Act of 1989 and to manage the disposition of solid waste and other discards;

WHEREAS, it is necessary that the Authority direct the flow of necessary quantities of materials to appropriate facilities receiving and processing solid waste, recyclable commodities, and recoverable organic materials to assure the economic viability of such facilities and to collect revenues for other necessary aspects and programs of the integrated waste management system in Del Norte County;

WHEREAS, the United States Supreme Court has affirmed the right of local government agencies to adopt an integrate system approach with integrated system fees to create enhanced incentives for recycling and proper disposal of other wastes and to require that all waste be deposited at government owned facilities; AND

WHEREAS, both the City Council of the City of Crescent City and the Board of Supervisors of the County of Del Norte must review and approve this Ordinance as required by the First Amended Joint Powers Agreement.

NOW, THEREFORE, the Board of Commissioners of the Del Norte Solid Waste Management Authority, County of Del Norte, State of California, does hereby ordain as follows:

SECTION 1. RECITALS. The Recitals set forth above are true and correct and incorporated into this Ordinance.

SECTION 2. DEFINITIONS. The following definitions apply to this Ordinance:

a. **Authority** means the Del Norte Solid Waste Management Authority.
b. **Collector** means any business that disposes of solid waste, recyclables or organics as a necessary and incidental part of their business service.

c. **Facility** means a location or site designed to receive solid waste for disposal, recyclables for marketing, or organics for processing.
d. **Franchisee** means the person or business that has been granted a franchise for collection services by the Authority.
e. **Hazardous Waste** means (1) all substances defined as hazardous waste, acutely hazardous waste, or extremely hazardous waste by California Health and Safety Code Sections 25110.02, 25114 and 25117, as amended, or in the Federal Resource and Recovery Act, 42 USC Section 6901 et seq., as amended; (2) all wastes that may present a threat of disease or infection to humans or animals; and (3) radioactive wastes.
f. **Organics** means organic matter capable of being composted, including yard debris grass clippings, leaves, and food scraps.
g. **Recyclables** means discarded materials separated for recovery such as glass, plastics, metals, and cardboard.
h. **Solid Waste** means all nonhazardous solid and semisolid wastes that have been separated in preparation for disposal, including, but not limited to, garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, construction and demolition wastes, abandoned vehicles and nonhazardous parts thereof, discarded home and industrial appliances.

SECTION 3. FLOW CONTROL: MANDATORY DISPOSITION OF SOLID WASTE, RECYCLABLES AND ORGANICS.

a. **Solid Waste.** All Solid Waste collected in Del Norte County by a Franchisee or Collector must be delivered to the Facility designated by the Authority.
b. **Recyclables.** All Recyclables collected in Del Norte County by a Franchisee or Collector must be delivered to the Facility designated by the Authority.
c. **Organics.** All Organics collected in Del Norte County by a Franchisee or Collector must be delivered to the Facility designated by the Authority.

SECTION 4. FRANCHISE REQUIRED FOR COLLECTIONS. Collecting or transporting Solid Waste, Recyclables, or Organics in Del Norte County for a fee by anyone other than a Franchisee is prohibited, except under the following circumstances:

a. The Recyclables or Organics are generated at a commercial or government facility and are being collected for reuse or recycling at an appropriately permitted facility; or

b. Hazardous Waste being collected by an appropriately permitted and licensed Hazardous Waste hauler to be delivered to a facility appropriately permitted to treat, dispose, or otherwise legally manage the Hazardous Waste.

c. A Collector is transporting or disposing of Solid Waste or Recyclables as an incidental service to the primary service provided by the Collector.

SECTION 5. EXCLUSIVITY OF FRANCHISE. The following services are exclusive franchise services:

a. All containerized Solid Waste collection;
b. All containerized mixed Recyclables collection wherein three (3) or more Recyclables are placed into a single container for collection; and
c. All containerized Organics collection.

SECTION 6. SEVERABILITY. If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The Authority hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof, are declared invalid or unconstitutional.

SECTION 7. PUBLICATION. The Clerk of the Board shall cause this Ordinance, or a summary thereof, along with the names of the commissioners voting for and against said ordinance, to be published once within fifteen (15) days after its passage in a newspaper of general circulation in the County of Del Norte in accordance with Govt. Code Section 36933.

SECTION 8. EFFECTIVE DATE. This Ordinance will become effective thirty (30) days after its final adoption.

INTRODUCED at the regular meeting of the Board of Commissioners of the Del Norte Solid Waste Management Authority on _____, 2014 on a motion by commissioner _____ and seconded by commissioner _____.

APPROVED by the Board of Supervisors for the County of Del Norte on the ___ day of _____, 2014 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

_____
David Finigan, Chair

_____
Antoinette Self, Clerk of the Board

APPROVED by the City Council for the City of Crescent City on the ___ day of _____, 2014 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

_____
Rick Holley, Mayor

_____
Robin Patch, City Clerk

PASSED, APPROVED AND ADOPTED at the regular meeting of the Board of Commissioners of the Del Norte Solid Waste Management Authority on the_____ day of _____, 2014 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Roger Gitlin, Chair

ATTEST:

_____
Rick Holley, Clerk of the Board

APPROVED AS TO FORM:

_____
Martha D. Rice, Legal Counsel