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 **Wednesday June 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. **DEL NORTE SOLID WASTE TASK FORCE – No Items**

2. CONSENT AGENDA

2.1 Approve minutes, Special Session, Thursday May 21, 2014. **

2.2 Approve payment of Invoice 3969 to Busch Geotechnical Consultants in the amount of $8,284.00 . **

2.3 Approve payment of $8,850.00 to Smith & Newell Certified Public Accountants for the completed audit for the Authority's fiscal year 12/13. **

2.4 Approve budget transfer. **

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 April 2014 **
3.3 Claims approved by Treasurer & Director for May 2014 **
3.4 Monthly Cash and Charge Reports for May 2014 **
3.5 Earned Revenue Comparisons between FY12/13 and FY13/14 **

DISCUSSION/ACTION ITEMS

4. LANDFILL POSTCLOSURE

4.1 Discussion of status of Appeal of Threat / Complexity rating and Payment to SWRCB for WDR Fee balance for FY 13/14 in the amount of $36,772.05. **

5. COLLECTIONS FRANCHISE

5.1 Discussion and possible action regarding allocation of Authority-directed complimentary bin pulls for 2014. **

6. TRANSFER STATION

6.1 Discussion and possible action regarding payment of sewer assessment for APN 115-180-22, 1700 State Street to the Del Norte County Community Development Department in the amount of $10,532.25. **

7. GENERAL SOLID WASTE AUTHORITY MATTERS

7.1 Discussion and possible action regarding Clerk Services Contract with PS Business Services for fiscal year 14/15 in an amount not to exceed $2,000.00 **

7.2 Discussion and possible action regarding staffing issues associated with the close of fiscal year 13/14.

3:45 P.M. PUBLIC HEARING

7.3 Hold public hearing on adoption of the Authority budget for fiscal year 2014/2015.

7.4 Discussion and adoption of the Authority budget for fiscal year 2014/2015. **

7.5 Discussion and possible action regarding Final Report Assessment of the Del Norte Solid Waste Management Authority by R3 Consulting Group. **

7.6 Discussion and possible action regarding scheduling a special meeting of the Del Norte Solid Waste Management Authority for June 24-26, 2014 to discuss short and long-term goals for the Authority.

OPEN / CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code 54957)
Title: Program Manager/Acting Director

8. ADJOURNMENT

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM July 9, 2014 at the Del Norte County Board of Supervisor's Chambers, 981 H Street, Suite 100 in Crescent City.

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

MINUTES

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

Special Session, Wednesday May 21, 2014 @ 3:30 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 Member, Secretary/Clerk
Legal Counsel Martha Rice
Treasurer/Controller Richard Taylor
Acting Director/Program Manager Tedd Ward

ABSENT: None

ALSO PRESENT: Sherrik Cron, Deputy County Auditor
Johnny Jacobs, Bayside Excavation
Dennis Penning, Rogue Valley Disposal
Karen Phillips, PS Business Services
Tommy Sparrow & Lorie Poole, Recology Del Norte
Joel Wallen, Hambro/WSG
Wes White, Hambro/WSG

3:30 PM CALL MEETING TO ORDER

Chairman Gitlin called the meeting to order in special session at 3:30 p.m. Commissioner Wilson led the pledge of allegiance.

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

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

1. **DEL NORTE SOLID WASTE TASK FORCE – No Items**

2.1

2. CONSENT AGENDA

2.1 Approve minutes, Regular Session, Wednesday April 9, 2014.
2.2 Approve minutes, Special Session, Thursday May 8, 2014.
2.3 Receive and file Hazardous Waste Generator Inspection Report from the California Department of Toxic Substances Control of 24 April 2014. **091101**
2.4 Approve request for waiving disposal fees for the disposal of materials associated with the Crescent City – Del Norte County Chamber of Commerce's annual 4th of July celebrations. **031205**
2.5 Approve request form the 41st District Agricultural Association requesting the Authority's sponsorship of Family Day at the Del Norte County Fair on August 3rd, 2014. **060101**
2.6 Approve payment of invoice 7329 from R3 Consulting Group in the amount of $2,275.
2.7 Approve budget transfer in the amount of $20,200. **022101**

END CONSENT AGENDA

There were no public comments regarding the consent agenda matters.

On a motion by Commissioner Gastineau, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Authority Board of Commissioners, approved and adopted the consent agenda, consisting of items 2.1-2.7, as presented.

3. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 3.1 through 3.5 are provided for information only

3.1 Acting Director's Report **231501**
3.2 Treasurer/Controller Report for March 2014 **201803**
3.3 Claims approved by Treasurer & Director for April 2014
3.4 Monthly Cash and Charge Reports for April 2014
3.5 Earned Revenue Comparisons between FY12/13 and FY13/14

The above listed reports were discussed. Commissioner Sullivan suggested that the Director's reports were too detailed. Acting Director Ward replied that considering the ongoing discussions about the activities and staffing levels of management at the Authority that this additional detail seemed relevant even though it is not a comprehensive description of all activity. Commissioner Sullivan asked Acting Director Ward if he could indicate the time spent for each major activity/item on the director's reports. Commissioner Holley wondered if that level of detail was

necessary. Staff reported that revenues are coming in very close to projections. No action was taken.

DISCUSSION/ACTION ITEMS

4. LANDFILL POSTCLOSURE

4.1 Receive and file letter from Susan Markie of the California Department of Resources, Recycling and Recovery (CalRecycle) regarding approval of the reduction of the postclosure maintenance financial assurance multiplier for the Crescent City Landfill. **060901**

Acting Director Ward reported on the letter from Susan Markie of CalRecycle. Staff sees this letter as good news regarding the post closure of the land fill. The multiplier was reduced from 24 to 23 (about $99,000+ worth in reduced liability). Staff has standing direction to apply for similar multiplier reductions annually. No action was required.

4.2 Discussion and possible action regarding Pledge of Revenue for Financial Assurances for Postclosure Maintenance and Potential Corrective Action relating to the Crescent City Landfill and Resolution 2014-02, A RESOLUTION FOR THE PLEDGE OF REVENUE AGREEMENT ESTABLISHING FINANCIAL ASSURANCE FOR POSTCLOUSRE MAINTENANCE AND CORRECTIVE ACTION AT THE CRESCENT CITY LANDFILL. **060901, 022104, 130102**

Acting Director Ward reported on the resolution and agreement for revenue pledge. Previously the letter pledging revenue was approved, but the City and County did not want their signatures on it. Staff drafted a new pledge agreement and resolution for the Authority to sign and approve which does the same thing as the previous versions but without separate approval and signature by either the City or the County.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority Board of Commissioners approved and adopted Resolution No. 2014-02, entitled, A RESOLUTION FOR THE PLEDGE OF REVENUE AGREEMENT ESTABLISHING FINANCIAL ASSURANCE FOR POSTCLOUSRE MAINTENANCE AND CORRECTIVE ACTION AT THE CRESCENT CITY LANDFILL and agreement pledging revenues.

5. COLLECTIONS FRANCHISE

5.1 Discussion and possible action regarding Collections Change Order 5, making rate adjustments based on changes in disposal costs and changes to the consumer price index. **061801**

Discussion was held regarding the change order. This is an inflation based increase in the rates, which is built into the contract. The change order includes adjustment to the disposal component of the collection rates to reflect the $142.24 per ton tipping fees beginning July 1, 2014.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority Board of Commissioners approved Change Order 5 as presented.

6. TRANSFER STATION

6.1 Discussion and possible action regarding letter from Edward Einowski regarding the Interstate Commerce Clause as it may apply to disposal of materials from Del Norte County at landfill(s) located in Oregon. **041801**

Discussion was held regarding the letter from Edward Einowski. Wes White of WSG commented on the landfill contract capacity and any possibility of banning any California garbage from being transported to Oregon. Mr. Penning discussed the interstate commerce clause, which seems to indicate that Oregon cannot ban waste from California being transported to Oregon (Dry Creek). The land fill has 250 acres and they feel that as each cell is used it continues to take longer to fill so Mr. Penning is confident that the landfill will be available for many years.

6.2 Discussion and possible action regarding sewer assessment for APN 115-180-22, 1700 State Street. **031508**

Discussion was held regarding the sewer assessment for 1700 State Street. A payment of $10,532.00 to the County of Del Norte would make the account current and allow the Authority to make future annual payments of $1,200 or less. Staff will draft a budget transfer to pay this bill and bring the account current if possible. Alternatively, staff may work with the County Community Development Department staff to devise a payment schedule for the sewer assessment. The Authority staff was not aware of the liability and had not previously received a bill of any kind for this sewer assessment.

Commissioner Wilson moved, and Commissioner Gitlin seconded a motion that the Del Norte Solid Waste Management Authority Board of Commissioners pay the sewer assessment in full. Before a vote was made, Commissioner Sullivan moved and Commissioner Holley seconded a motion to table the matter. This latter motion was unanimously carried on a polled vote.

6.3 Discussion and possible action regarding Transfer Station Operations Change Order 19 adjusting service fees based on changes to the Consumer Price Index. **080104**

Discussion was held regarding the change order No 19, which adjusts the service fees paid to Hambro/WSG at the Del Norte County Transfer Station per the contract that is in place.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority Board of Commissioners approved and adopted the Change Order No. 19 as presented.

6.4 Discussion and possible action regarding Adoption of Resolution 2014-03, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADJUSTING RATES FOR THE DEL NORTE COUNTY TRANSFER STATION, THE KLAMATH AND GASQUET TRANSFER STATIONS, AND THE FRANCHISE COLLECITON RATES. **061801**

No public comments were made.

On a motion by Commissioner Gastineau, seconded by Commissioner Holley, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority Board of Commissioners approved and adopted Resolution No. 2014-03 as presented.

7. GENERAL SOLID WASTE AUTHORITY MATTERS

7.1 Discussion and possible action regarding the status and / or contents of the report from the Del Norte County Sheriff's Department regarding the investigation of financial management by the Del Norte Solid Waste Management Authority. **060902**

Discussion was held regarding the report on the investigation of financial management of the Authority. Counsel Rice reported on the investigation report and how it is affected by the Public Records Act. The report can be reviewed at the Sheriff's Office, will not be widely distributed as it would serve no public good. There was not enough evidence as to who or how the funds disappeared to make any arrests in this matter. No members of the public made comments. Commissioners expressed their disappointment, but noted that they were not surprised. Ms. Rice reported that the report did indicate that there does not appear to be a continuing issue of missing funds. The cash control procedures implemented since the start of this investigation have included three unannounced surprise cash counts which balanced to accounting records to the penny – thus providing supporting evidence that this issue is no longer a pressing concern.

7.2 Discussion and possible action regarding Management Report, and Financial Statements together with Independent Auditor's Report for the year ending June 30, 2013. **012101**

Discussion was held regarding the management and audit reports. The Smith & Newell report was included in the agenda. Treasurer Rich Taylor noted that the report suggested several changes. Staff noted that the reports are to be accepted and filed, no other action is necessary. Sherrik Cron noted that the Auditor's Office will work to reconcile the discrepancies between the outside auditor and County Auditor's office. The audit shows that the revenues are up this year. Commissioner Holley asked why the report is being given so late. Mr. Cron noted that the field work normally takes several months after the close of the fiscal year in question.

On a motion by Commissioner Holley, seconded by Commissioner Sullivan, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority Board of Commissioners accepted and filed the Management Report and Financial Statements together with Independent Auditor's Report for the year ending June 30, 2013.

7.3 Discussion and possible action regarding re-appointment of Mary Wilson to serve as the Public Commissioner through March 2015.

Discussion was held regarding the appointment of a public member, and term of the public member.

On a motion by Commissioner Sullivan, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Wilson abstaining, the Del Norte Solid Waste Management Authority Board of Commissioners approved the reappointment of Mary Wilson, as public member, for a term ending March 2015.

7.4 Discussion and possible action regarding adoption of Resolution 2014-04, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ESTABLISHING THE STANDARD TERM OF THE PUBLIC COMMISSIONER. **101503**

Acting Director Ward reported on the resolution.

On a motion by Commissioner Sullivan, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority Board of Commissioners approved and adopted Resolution 2014-04, entitled, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ESTABLISHING THE STANDARD TERM OF THE PUBLIC COMMISSIONER.

7.5 Discussion and possible action regarding proposed budget for fiscal year 2014/2015 and schedule a public hearing for June 11 for final adoption. **022102**

Tedd Ward noted that he provided the additional information and eliminated the budget line for Commissioner compensation as requested by the Commission at the last meeting where the budget was discussed,. The current proposed budget is a balanced budget. Commissioners asked about the life insurance for managers and directors, and the break out in the payroll for a director. The breakout of each position was noted in the budget's payroll projections provided by the Del Norte County Auditor. By consensus, the Acting Director was directed to transmit the budget to the County Auditor and provide notice of a public hearing to be held on June 11th at 3:45 p.m. to finalize and adopt the budget.

7.6 Discussion and possible action regarding policies and programs related to used oil recycling in Del Norte County. **150901**

Johnny Jacobs, Bayside Excavation, presented his concerns regarding commercial oil recycling and accepting waste oil at the transfer station. The Health and Safety Code notes that notice has to be given to the transfer station before delivering it. Mr. Jacobs noted that he would like to deliver more that 15 gallons at a time to the transfer station. Acting Director Ward asked Mr. Jacobs what issue he has delivering commercial waste oil to Recology. Mr. Jacobs noted that he had more oil to recycle than 15 gallons at a time due to his equipment, and he was not aware that he could take the used oil to Recology in larger quantities. Mr. Ward noted there is a potential hazard and contamination hazard with quantities over 55 gallons. Staff recommended no action.

Wes White commented that there are issues with how to get the oil to the storage tank, and handling the drum itself. Tommy Sparrow noted that they do provide the service at no cost to the customers. Commissioners indicated that as this commercial oil recycling service is already available through Recology Del Norte, there did not appear to be a reason to change the current system of directing customers with more than 15 gallons of oil to Recology Del Norte. Commissioners requested that the public information include information regarding the services for recycling commercial oil through Recology be made public. No additional action was taken.

7.7 Discussion and possible action regarding Authority support for the City of Crescent City's annual 'Clean Sweep' collection program.

Discussion was held regarding the City's Clean Sweep program. Hambro's has agreed to waive the fees and staff is requesting that the transfer station fees also be waived for this program.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority Board of Commissioners approved waiving the fees for the City of Crescent City' Clean Sweep program as requested.

7.8 Receive, post, and file Final Report Assessment of the Del Norte Solid Waste Management Authority by R3 Consulting Group.

Discussion was held regarding the final report from R3 Consulting Group. Staff will post this report to the authority's website and requested receiving the report. No public comments were made. Commissioner Sullivan recommended setting a special meeting to discuss one of the options. The report will be posted on the website. Further action will be taken at a later date regarding the report options.

On a motion by Commissioner Sullivan and seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority Board of Commissioners accepted and directed that the Final Report from R3 be posted on the Authority website.

OPEN / CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code 54957)

Title: Program Manager/Acting Director

No closed session was held.

8. ADJOURNMENT

Adjourn to the next scheduled meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM June 11, 2014 at the Del Norte County Board of Supervisor's Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Commission, the Chairman adjourned the meeting at 5:15 p.m., until the next regularly scheduled meeting on June 11, 2014.

_____ Date / /

Roger Gitlin, Chair
Del Norte Solid Waste Management Authority

ATTEST:

_____ Date / /

Mary Wilson, Secretary/Clerk of the Board

Vendor BUSCH Geotechical Consultants
97832 S. Bank Chetco River Road

Brookings OR 97415

Vendor ID: 14581

☐ *PBSP Expense*
☐ *Change of Address*

Claim ID: 7061

AUDITOR COPY

Special Warrant Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20231		$8,284.00	Invoice 3696
		Total Claim:		$8,284.00	

2.2

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

6/6/2014
Claim Date

BUSCH GEOTECHNICAL CONSULTANTS

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

May 30, 2014

INVOICE #3696 for Geotechnical Services: AMOUNT: $8284

WORK DONE TO DATE BY TASK: (1) Provide extra site visit caused by inability of drill rig to access the site initially; (2) Provide extra communication / administration due to DNSWMA and drillers scheduling difficulties; (3) Complete lab tests of well samples and prepare table for report; (4) Provide a report on the geologic setting of well area and print in-house copy (deliver digital copies to client); (5) Attend orientation/contracting meetings with Tedd Ward (2); (6) Analyze existing DNSWMA groundwater maps and borehole logs; (7) Develop a bullet summary of findings and email to Tedd; (8) Meet with Tedd to present our findings and discuss options for letter to Water Quality Control Board and drilling another well; (9) Write off most administrative charges and invoice.

Financial Summary:

Paid on Account by DNSWMA to Date	$ 3,600.00
This Invoice (#3696)	$ 8,284.00
Total Invoiced by BGC to date	$11,884.00
Contract NTE without authorization	$12,100.00
Remaining in CWO Budget	$ 216.00

Guarantee to Complete Scope of Change Order 1: Although we have depleted the budget, Busch Geotechnical will complete the scope of CO 1 dated March 18, 2012, providing the same quality of work as always. Remaining items of CO 1 include editing a letter from Tedd to the WQCB and monitoring construction of a new well if drilled.

Please note that this invoice includes a discount of $2003 of the principal's time, not the $984 mentioned in the Change Work Order.

Respectfully,

Bob Busch

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

WIP/Geotech/DNSWMA2.inv.guarantee.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

Vendor Smith & Newell
Certified Public Accountants
1425 Butte House Road
Yuba City CA 95993

Claim ID: 7060

AUDITOR COPY

Vendor ID: 14462

☐ *PBSP Expense*
☐ *Change of Address*

Special Warrant Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20233		$8,850.00	Audit for Fiscal Year ending June 30, 2013
		Total Claim:		$8,850.00	

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

2.3

X
Signature of Department Head/Authorized Deputy

6/5/2014
Claim Date

SMITH & NEWELL

CERTIFIED PUBLIC ACCOUNTANTS

14462/20233

May 8, 2014

Del Norte Solid Waste
1700 State Street
Crescent City, CA 95531

BILLING FOR SERVICES

Audit and preparation of audited financial statements for the fiscal year ended June 30, 2013.

Total Due $ 8,850

RECEIVED
MAY 19 2014
DNSWMA

950 THARP ROAD, SUITE 502 YUBA CITY, CA 95993 TEL: (530) 673-9790 FAX: (530) 673-1305 SMITHNEW@SBCGLOBAL.NET

DRAFT

Del Norte Solid Waste Management Authority Budget Transfer

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s) Reduce Expenditures or Increase Revenue	Budget Transfer Amount(s) Increase Expenditures or Reduce Revenue
Solid Waste	422	421	20285	Special Department Expense	$ 10,532.25	
Solid Waste	422	421	20239	Transfer Station Operations		$ 5,532.25
Solid Waste	422	421	81000	Contingency		$ 5,000.00
				Total Amounts	$ 10,532.25	$ 10,532.25

Department complete and send to Auditor's Office for transfer number before sending to CAO. Round amounts up to whole dollars.

Department Head Signature

11-Jun-14
Date

AUDITOR'S OFFICE: SUFFICIENT BALANCES EXIST PER ABOVE

Date

Deputy Auditor- Controller

Classification Rev#

budget revision form

Auditor's Office: Sufficient balances exist per above
(Under $100 Auditor's Office approves)

Deputy Auditor-Controller

Date

TR No. _____ Budget Revision No. _____

_____Includes Revenue Appropriation _____Requires 4/5ths Vote

Passed by the Del Norte Solid Waste Management Authority on _____

Ayes:
Noes:
Absent:

Attest: Clerk of the Board

By: _____
Mary Wilson, Clerk of DNSWMA

Roger Gitlin, Chair
Del Norte Solid Waste Management Authority

A revised version of this budget transfer will be handed out at the Authority meeting addressing the additional issues described on the following page.

Rodd

2.4

Need budget transfer:

20140 - only has $166.57

20240-067 - (for Bi-Coastal Media) $0.00 left

20239-001 - $6,061.57 left. We will be paying over $6,000.00 to CDD on this line

20235 - only $625.00 left (Rich Taylor commonly uses this line)

20283 - only $1,148.80 left. (Recology will need around $1900.00)

20121 - only $9.24 left. (Frontier alone is using $147.78)

20170 - only $119.57. (Powell Scales invoice is $1,747.00)

20281 - $-210.00. Environmental Health's invoice is $235.00

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

Director's Report

Date: 10 June 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

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 and Vice Chair regarding setting work priorities and informing them of delayed or deferred activities.

Significant Activities since the Authority Meeting of 21 May 2014:

1. Met with Spencer Fine of CalRecycle on May 29 to review and inspect programs and documentation. (10 Hours)
2. Presented the draft Authority budget for FY 14/15 to the Crescent City Council on June 2nd and the Del Norte County Board of Supervisors on June 10. (2-5 hours)
3. Met with Tom Sparrow of Recology Del Norte, Houawa Moua and Brian McNalley from the Del Norte County Health Department to discuss status of commercial used oil recycling. (2 hours)
4. Met with Joey Young to discuss Authority staffing issues related to the close of fiscal year 13/14. (2 hours)

Personnel / Staffing: All Authority-managed facilities were open during posted hours and all shifts were covered. Protracted medical issues impacting Authority staff will likely require additional temporary assistance from personnel from the County or the hiring of a temporary employee to assist with the accounting tasks associated with closing of fiscal year 13/14, and this issue will be addressed as a discussion item at this meeting.

Finances and Audits: The need for and the complexity of budget transfers increases towards the close of the fiscal year. For this reason, the budget transfer printed with this agenda was in draft form. A final version will be handed out at this meeting prior to review or approval.

Compliance: Staff anticipates by coordinating with the County Department of Weights &

Measures that all scales at the Del Norte County Transfer Station will be certified soon.The inbound scale has already been certified. The outbound scale has been re-calibrated and is accurate, but will need to be re-certified in the next few months.

Programs / Policies: Staff trainings with respect to FEMA requirements continue to be temporarily deferred. Though solid waste issues abound in the aftermath of most major disasters, the Authority generally lacks staff capacity to engage in these ongoing trainings.

Concerns: The number and intensity of tasks that are being deferred by staff are mounting. Also, several items on this agenda do not have a complete staff report as there was not staff capacity and / or time available to do so.

Major Activities anticipated before Authority Meeting in July 2014:

I must recognize that during the past few months, many of the items I have listed in this section have not been completed within the past few months. Still, such items remain on the 'To Do' list as time and staff capacity is available.

1. I intend to coordinate with Hambro/WSG to 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.
2. 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.
3. Personally conduct Inspections of certified oil recycling centers in Del Norte County, as required under CalRecycle's Oil Payment Program.
4. Closely monitor expenditures and budget in the last month of FY 13/14 and prepare budget transfers as necessary.
5. Coordinate with County Personnel one or more strategies to secure personnel capable of completing required activities associated with the close of fiscal year 13/14.
6. Complete information request from Bickmore related to Other Post-Employment Benefits.
7. Coordinate with the County Auditor regarding the list of 'Bad Checks' to be addressed before the end of FY 13/14.
8. Complete quarterly gas monitoring at the Crescent City Landfill.
9. Draft annual stormwater monitoring reports for both the Del Norte County Transfer Station and the Crescent City Landfill.
10. Coordinate annual vegetation control activities at the Crescent City Landfill.
11. Draft letter to the North Coast Regional Water Quality Control Board regarding the investigation wells and how data collected relates to the Authority's appeal of the Threat/Complexity rating (and WDR Fees) pertaining to the Crescent City Landfill.
12. Attend Point of Distribution Emergency Preparedness Training on June 19th.

Solid Waste
Balance Sheet
April 30, 2014

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	491,257.29
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	17,443.34
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	3,866,193.64

LIABILITIES AND FUND EQUITY

422 010 05103	A/P Services	110.47
422 010 05210	Sublease Payable	3,205,118.55
422 010 05300	Compensated Absences Payable	44,130.79
422 010 05400	Deferred Revenue	17,443.34
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	2,248,866.02
	Expenditure	(2,096,746.81)
	Total Liabilities and Fund Equity	3,866,193.64

3.2

Solid Waste

Statement of Revenues and Expenditures
10 Months Ended 4/30/2014

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
422-421-90153	Franchise Fees	19,503.00	181,341.50	244,594.00	(63,252.50)	74.14%
422-421-90210	Code Enforcement	0.00	0.00	500.00	(500.00)	0.00%
422-421-90300	Interest - Solid Waste	498.29	1,435.05	1,000.00	435.05	143.51%
422-421-91003	Gate Tipping Fees	143,637.10	1,325,429.51	1,760,000.00	(434,570.49)	75.31%
422-421-91004	Authority Service Fees	78,234.97	718,866.05	969,825.00	(250,958.95)	74.12%
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	15,000.00	15,000.00	15,000.00	0.00	100.00%
422-421-91003-099	Gate Tipping Fees - Prior Yr	6.43	407.24	0.00	407.24	0.00%
422-421-91004-099	DNSWMA Tipping Fees - Prior Yr	3.24	5,697.29	0.00	5,697.29	0.00%
422-421-91121-123	Bad Check Fee Reimb	0.00	75.00	0.00	75.00	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		256,883.03	2,248,866.02	3,036,919.00	(788,052.98)	74.05%
Expenses:						
422-421-10010	Payroll	15,345.36	204,918.44	260,077.00	55,158.56	78.79%
422-421-10012	Overtime	0.00	253.90	1,000.00	746.10	25.39%
422-421-10015	Part-time/Temp	1,487.85	16,579.29	16,600.00	20.71	99.88%
422-421-10020	Retirement	4,168.97	54,459.15	78,693.00	24,233.85	69.20%
422-421-10030	Employee Benefits	7,657.81	77,093.09	83,243.00	6,149.91	92.61%
422-421-10033	Employee Life Insurance	22.40	240.00	331.00	91.00	72.51%
422-421-10035	Management Life Insurance	40.85	464.55	1,295.00	830.45	35.87%
422-421-10040	Worker's Compensation	2,240.83	22,408.30	26,890.00	4,481.70	83.33%
Total Salaries and Benefits		30,964.07	376,416.72	468,129.00	91,712.28	80.41%
422-421-20121	Communications	244.73	2,347.72	2,600.00	252.28	90.30%
422-421-20140	Household Expense	693.16	3,522.18	4,175.00	652.82	84.36%
422-421-20150	Insurance-Office	1,610.75	1,610.75	6,200.00	4,589.25	25.98%
422-421-20151	Liability Insurance	0.00	51.60	500.00	448.40	10.32%
422-421-20152	Vehicle Insurance	0.00	1,586.80	1,587.00	0.20	99.99%
422-421-20155	Liability Insurance	0.00	2,034.00	2,573.00	539.00	79.05%
422-421-20170	Maintenance-Equipment	0.00	380.43	500.00	119.57	76.09%
422-421-20171	Maintenance-Vehicles	0.00	295.33	500.00	204.67	59.07%
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	6,000.00	7,219.89	7,500.00	280.11	96.27%
422-421-20221	Printing	0.26	15.62	400.00	384.38	3.91%
422-421-20223	Postage	119.76	1,170.93	1,400.00	229.07	83.64%
422-421-20224	Office Supplies	649.41	6,079.47	7,000.00	920.53	86.85%
422-421-20227	Books/Subscriptions	0.00	0.00	399.00	399.00	0.00%
422-421-20230	Prof Serv-Co/City	2,341.69	2,857.46	10,000.00	7,142.54	28.57%
422-421-20231	Prof Serv	25,382.75	67,117.99	74,210.00	7,092.01	90.44%
422-421-20232	Prof Serv-Well Monitoring	8,325.00	26,590.00	30,000.00	3,410.00	88.63%
422-421-20233	Audit	0.00	0.00	9,500.00	9,500.00	0.00%
422-421-20234	Legal Counsel	4,063.70	17,608.18	18,952.00	1,343.82	92.91%
422-421-20235	Treasurer	800.00	12,795.00	15,000.00	2,205.00	85.30%
422-421-20236	Security	216.00	413.76	500.00	86.24	82.75%
422-421-20237	Credit Card Service Fees	641.32	6,847.97	6,822.00	(25.97)	100.38%
422-421-20238	TS Collection	1,095.30	19,521.50	28,000.00	8,478.50	69.72%
422-421-20239	Transfer Station Operations	130,737.52	1,189,762.74	1,787,000.00	597,237.26	66.58%
422-421-20240	Advertising/Publications	0.00	750.35	1,000.00	249.65	75.04%
422-421-20250	Lease of Equipment	0.00	1,782.61	3,500.00	1,717.39	50.93%
422-421-20251	Lease - Gasquet Transfer Station	0.00	644.53	700.00	55.47	92.08%
422-421-20270	Minor Equipment	0.00	236.60	3,500.00	3,263.40	6.76%
422-421-20275	Small Tools	0.00	301.32	500.00	198.68	60.26%
422-421-20280	Delivery Service	144.50	352.50	600.00	247.50	58.75%
422-421-20281	Household Hazardous Waste Event	210.00	30,933.00	30,723.00	(210.00)	100.68%
422-421-20283	Community Clean-up	435.12	3,916.08	5,500.00	1,583.92	71.20%
422-421-20285	Special Dept Expense	267.79	1,482.81	2,500.00	1,017.19	59.31%
422-421-20286	Cash Over/Under	(46.52)	71.27	190.00	118.73	37.51%
422-421-20288	City Collections	1,500.42	13,508.78	17,500.00	3,991.22	77.19%
422-421-20290	Travel	379.68	3,166.43	4,000.00	833.57	79.16%
422-421-20297	Vehicle Fuel	110.47	1,683.19	2,100.00	416.81	80.15%
422-421-20301	State Fees	0.00	31,627.00	55,415.00	23,788.00	57.07%
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	0.00	3,419.68	10,000.00	6,580.32	34.20%

422-421-20240-060	Advertising Oil Grant - 12/13	0.00	988.83	3,500.00	2,511.17	28.25%
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	2,292.77	2,600.00	307.23	88.18%
422-421-20240-068	Advertising - DOC 13/14	1,140.00	2,280.00	2,600.00	320.00	87.69%
422-421-20285-060	Spec Dept Exp-Oil Grant - 12/13	0.00	4,062.85	6,500.00	2,437.15	62.51%
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	539.90	1,000.00	460.10	53.99%
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	0.00	2,000.00	2,000.00	0.00%
422-421-20290-068	Travel - DOC 13/14	0.00	0.00	2,000.00	2,000.00	0.00%
Total Services and Supplies		187,062.81	1,474,189.82	2,200,046.00	725,856.18	67.01%
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	202,983.27	203,000.00	16.73	99.99%
422-421-70530-199	Interfund-Cost Plan	4,303.00	43,032.00	51,644.00	8,612.00	83.32%
422-421-70910-123	Op Trans Out Bad Check Fee	0.00	125.00	0.00	(125.00)	0.00%
Total Intrafund Transfers		4,303.00	246,140.27	270,769.00	24,628.73	90.90%
Total Expenses		222,329.88	2,096,746.81	3,036,919.00	940,172.19	69.04%
Revenues Over (Under) Expenditures		34,553.15	152,119.21	0.00	152,119.21	0.00%

CLAIMS APPROVED BY THE DIRECTOR				May-14
Date Paid	*Paid to:*	*Budget*	*Amt. Paid*	*Description*
5/9/2014	Babcock, Lisa	20290	53.76	Mileage 04/15-05/09
5/9/2014	Recology Del Norte	20238	2,008.05	Klamath Beach Road
5/9/2014	Recology Del Norte	20288	$1,417.87	1001 Front Street
5/9/2014	Recology Del Norte	20283	$435.12	500 Cooper Avenue
5/9/2014	Recology Del Norte	20288	$240.09	900 Tenth Street
5/9/2014	Recology Del Norte	20238	$547.65	Old Gasquet Toll Road
5/9/2014	Steel, Charles	20290	$221.76	Mileage 01/12/14-04/13/14
5/9/2014	Taylor, Richard	20235	$2,020.00	Treasurer/Controller April 2014
5/9/2014	Two Guys	20239-001	$37.50	Landfill maintenance
5/14/2014	Bi-Coastal Media	20240-068	$262.77	April Radio Ads
5/14/2014	Bi-Coastal Media	20240-067	$307.23	April Radio Ads
5/14/2014	Black & Rice	20234	$1,893.70	April Attorney Fees
5/14/2014	Crescent Ace Hardware	20140	$12.87	Cleaning supplies
5/14/2014	Curry Transfer Roto-Rooter	20140	$269.12	Service KTS & GTS 04/01/14-04/30/14
5/14/2014	G.H. Outreach	20285	$140.00	April Recycle Pick-up
5/14/2014	Hambro/WSG	20239	$165,057.10	Apr-14
5/14/2014	Mission Linen Supply	20140	$116.19	Service April 2014
5/14/2014	P.S. Business Services	20231	$374.00	April clerical fees
5/14/2014	Quill	20224	$40.36	Office supplies
5/14/2014	Quill	20140	$64.46	Cleaning supplies
5/14/2014	Redwood Leavitt Insurance Agency	20151	$1,580.82	Insurance policy
5/14/2014	Ricoh USA, Inc.	20224	$362.73	Service 04/30/14-05/29/14
5/14/2014	The Triplicate	20240-060	$535.51	Youth and family fair
5/14/2014	Two Guys	20239-001	$37.50	Landfill maintenance
5/14/2014	U.S. Bank	20227	$90.49	Computer software
5/14/2014	U.S. Bank	20239	$13.45	GTS maintenance
5/14/2014	U.S. Bank	20239-001	$134.38	Landfill maintenance
5/14/2014	U.S. Bank	20270	$2,870.00	TS maintenance equipment
5/16/2014	R3 Consulting Group	20231	$2,275.00	Consulting work
	TOTAL		$ 183,365.72	

DNSWMA
GRAND TOTALS
MAY 2014

	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	**33.47%**	
DNCTS Cash Total	32,339.50	16,269.40	**48,608.90**
DNCTS Charge Total	111,766.62	56,227.70	**167,994.32**
DNCTS Credit/Debit	16,281.63	8,190.99	**24,472.62**
DNCTS Totals	***160,387.76***	***80,688.08***	**241,075.84**
Klamath Cash Total		3,345.64	**3,345.64**
Klamath Charge Total		237.17	**237.17**
Klamath Totals		***3,582.81***	**3,582.81**
Gasquet Cash Total		2,113.05	**2,113.05**
Gasquet Charge Total		0.00	**0.00**
Gasquet Totals		***2,113.05***	**2,113.05**
Adjustments			
GRAND TOTALS	***160,387.76***	***86,383.94***	***246,771.70***

3.4

MONTHLY SPLIT SHEET
DNSWMA TRANSFER STATION
MONTH: MAY 2014

Date	Cash	Checks	Cash/Check Total	Visa	Master	Discover	Credit Card Total	Charges	Grand Total	66.53% 91003	33.47% 91004	20286	Total
1	$ 1,588.15	$ 309.69	$ 1,897.84	$ 968.13	$ 8.43		$ 976.56	$ 5,186.27	$ 8,060.67	$ 1,262.63	$ 635.21		$ 1,897.84
2	$ 1,635.97	$ 763.54	$ 2,399.51	$ 505.50	$ 40.73		$ 546.23	$ 8,464.58	$ 11,410.32	$ 1,596.39	$ 803.12	$0.01	$ 2,399.52
3	$ 1,590.59	$ 216.25	$ 1,806.84	$ 832.12	$ 7.02		$ 839.14	$ 2,356.90	$ 5,002.88	$ 1,202.09	$ 604.75	($0.01)	$ 1,806.83
4	$ 1,136.44	$ 87.09	$ 1,223.53	$ 357.60			$ 357.60	$ 168.69	$ 1,749.82	$ 814.01	$ 409.52	$0.01	$ 1,223.54
5	$ 1,564.91	$ 375.03	$ 1,939.94	$ 475.21	$ 89.89		$ 565.10	$ 8,082.61	$ 10,587.65	$ 1,290.64	$ 649.30	$0.05	$ 1,939.99
6	$ 1,819.86	$ 142.52	$ 1,962.38	$ 459.26	$ 50.57		$ 509.83	$ 6,199.51	$ 8,671.72	$ 1,305.57	$ 656.81	$0.11	$ 1,962.49
7	$ 1,221.80	$ 240.21	$ 1,462.01	$ 811.84	$ 82.53		$ 894.37	$ 8,199.79	$ 10,556.17	$ 972.68	$ 489.33	$0.02	$ 1,462.03
8	$ 380.75	$ 61.78	$ 442.53	$ 186.79			$ 186.79	$ 5,526.84	$ 6,156.16	$ 294.42	$ 148.11		$ 442.53
9	$ 1,015.04	$ 139.38	$ 1,154.42	$ 418.81	$ 13.29		$ 432.10	$ 5,745.17	$ 7,331.69	$ 768.04	$ 386.38		$ 1,154.42
10	$ 1,715.50	$ 319.91	$ 2,035.41	$ 926.05	$ 44.95		$ 971.00	$ 114.88	$ 3,121.29	$ 1,354.16	$ 681.25	$0.10	$ 2,035.51
11	$ 806.00	$ 134.44	$ 940.44	$ 576.41	$ 91.30		$ 667.71	$ 57.52	$ 1,665.67	$ 625.67	$ 314.77		$ 940.44
12	$ 1,414.60	$ 809.43	$ 2,224.03	$ 472.83	$ 96.91		$ 569.74	$ 8,178.73	$ 10,972.50	$ 1,479.65	$ 744.38	($1.40)	$ 2,222.63
13	$ 1,744.94	$ 133.90	$ 1,878.84	$ 563.96	$ 87.45		$ 651.41	$ 6,909.36	$ 9,439.61	$ 1,249.99	$ 628.85	$0.78	$ 1,879.62
14	$ 1,239.02	$ 153.41	$ 1,392.43	$ 521.77	$ 25.28		$ 547.05	$ 5,357.56	$ 7,297.04	$ 926.38	$ 466.05	($23.91)	$ 1,368.52
15	$ 1,198.72	$ 273.34	$ 1,472.06	$ 358.93	$ 87.07		$ 446.00	$ 6,926.19	$ 8,844.25	$ 979.36	$ 492.70		$ 1,472.06
16	$ 1,735.73	$ 96.24	$ 1,831.97	$ 547.81	$ 230.78		$ 778.59	$ 8,161.81	$ 10,772.37	$ 1,218.81	$ 613.16	$0.05	$ 1,832.02
17	$ 1,590.65	$ 288.81	$ 1,879.46	$ 889.64	$ 151.21		$ 1,040.85	$ 666.11	$ 3,586.42	$ 1,250.40	$ 629.06		$ 1,879.46
18	$ 1,425.30	$ 175.58	$ 1,600.88	$ 594.18	$ 70.86		$ 665.04	$ 219.09	$ 2,485.01	$ 1,065.07	$ 535.81		$ 1,600.88
19	$ 1,127.51	$ 160.77	$ 1,288.28	$ 944.26	$ 14.05		$ 958.31	$ 9,760.60	$ 12,007.19	$ 857.09	$ 431.19	($4.67)	$ 1,283.61
20	$ 1,006.05	$ 184.01	$ 1,190.06	$ 1,245.53	$ 49.16		$ 1,294.69	$ 7,835.31	$ 10,320.06	$ 791.75	$ 398.31	$0.25	$ 1,190.31
21	$ 1,066.35	$ 185.57	$ 1,251.92	$ 516.22	$ 55.80		$ 572.02	$ 9,744.48	$ 11,568.42	$ 832.90	$ 419.02	$10.25	$ 1,262.17
22	$ 1,245.77	$ 353.86	$ 1,599.63	$ 352.87	$ 139.66		$ 492.53	$ 7,733.57	$ 9,825.73	$ 1,064.23	$ 535.40		$ 1,599.63
23	$ 1,021.13	$ 171.30	$ 1,192.43	$ 694.71			$ 694.71	$ 8,575.95	$ 10,463.09	$ 793.32	$ 399.11	$0.10	$ 1,192.53
24	$ 1,383.16	$ 221.06	$ 1,604.22	$ 804.34			$ 804.34	$ 205.68	$ 2,614.24	$ 1,067.29	$ 536.93	$0.86	$ 1,605.08
25	$ 1,359.41	$ 123.44	$ 1,482.85	$ 481.42	$ 28.07	$ 9.83	$ 519.32	$ 39.11	$ 2,041.28	$ 986.54	$ 496.31	$1.04	$ 1,483.89
26			$ -				$ -		$ -	$ -	$ -		$ -
27	$ 2,353.42	$ 365.48	$ 2,718.90	$ 537.57	$ 110.34		$ 647.91	$ 9,998.30	$ 13,365.11	$ 1,808.88	$ 910.02	($4.90)	$ 2,714.00
28	$ 1,513.89	$ 90.13	$ 1,604.02	$ 1,422.88	$ 28.85		$ 1,451.73	$ 10,028.62	$ 13,084.37	$ 1,067.15	$ 536.87	$0.01	$ 1,604.03
29	$ 1,794.99	$ 210.35	$ 2,005.34	$ 1,210.49	$ 137.65		$ 1,348.14	$ 5,972.18	$ 9,325.66	$ 1,334.15	$ 671.19	($3.90)	$ 2,001.44
30	$ 1,219.03	$ 257.29	$ 1,476.32	$ 1,182.58	$ 123.25		$ 1,305.83	$ 6,618.64	$ 9,400.79	$ 982.20	$ 494.12	$4.04	$ 1,480.36
31	$ 1,443.94	$ 206.47	$ 1,650.41	$ 2,678.99	$ 58.99		$ 2,737.98	$ 4,960.27	$ 9,348.66	$ 1,098.02	$ 552.39	($20.41)	$ 1,630.00
TOTALS	$ 41,358.62	$ 7,250.28	$ 48,608.90	$ 22,538.70	$ 1,924.09	$ 9.83	$ 24,472.62	$ 167,994.32	$ 241,075.84	$ 32,339.50	$ 16,269.40	$ (41.52)	$ 48,567.38

DAILY TICKET REPORT				
DNSWMA TRANSFER STATION				
MONTH: MAY 2014				
			VOIDED	TICKET
	BEGIN	END	TICKETS	COUNT
Date				
1	757155	757333	2	**177**
2	757334	757538		**205**
3	757539	757726		**188**
4	757727	757850		**124**
5	757851	758028	2	**176**
6	758029	758190	5	**157**
7	758191	758333		**143**
8	758334	758402		**69**
9	758403	758538		**136**
10	758539	758723		**185**
11	758724	758838		**115**
12	758839	759030		**192**
13	759031	759203		**173**
14	759204	759335	1	**131**
15	759336	759493		**158**
16	759494	759665	1	**171**
17	759666	759872		**207**
18	759873	760033	2	**159**
19	760034	760178		**145**
20	760179	760317		**139**
21	760318	760470		**153**
22	760471	760614		**144**
23	760615	760760		**146**
24	760761	760936	2	**174**
25	760937	761088	1	**151**
26	761089	761088		**0**
27	761089	761347		**259**
28	761348	761539	1	**191**
29	761540	761707		**168**
30	761708	761902		**195**
31	761903	762111	1	**208**
TOTAL			**18**	**4939**

DNSWMA

GASQUET TRANSFER STATION - CASH

MAY 2014

Date	Amount to 422-421-91004	TOTAL CASH AMOUNT
May 3, 2014	430.95	430.95
May 10, 2014	475.75	475.75
May 17, 2014	320.10	320.10
May 24, 2014	397.42	397.42
May 31, 2014	488.83	488.83
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
TOTALS	*2,113.05*	*2,113.05*

DNSWMA

GASQUET TRANSFER STATION CHARGES

MAY 2014

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

DNSWMA

KLAMATH TRANSFER STATION - CASH

MAY 2014

Date	Amount to 422-421-91004	TOTAL CASH AMOUNT
May 4, 2014	414.91	414.91
May 7, 2014	295.48	295.48
May 11, 2014	624.15	624.15
May 14, 2014	237.66	237.66
May 18, 2014	766.41	766.41
May 21, 2014	259.61	259.61
May 25, 2014	529.16	529.16
May 28, 2014	218.26	218.26
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
	3,345.64	***3,345.64***

DNSWMA

KLAMATH TRANSFER STATION - CHARGES

MAY 2014

DATE	CHARGE ACCOUNT	Receipt #	Amount to 422-421 91004	TOTAL AMOUNT
May 7, 2014	Yurok Enviro Dev	474198	116.46	116.46
May 21, 2014	VanArsdale Roofing	474199	120.71	120.71
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL			*$237.17*	*$237.17*

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of June 5, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Abandoned Vehicle Abatement	662.56	1,989.00	0.00	573.25	0.00	3,224.81
Affordable Home & Rental Rep.	44.39	0.00	0.00	0.00	0.00	44.39
Agricultural Commission	85.57	0.00	0.00	0.00	0.00	85.57
Aladdin Realty	8.43	0.00	0.00	0.00	0.00	8.43
Alexandre EcoDairy Farms	164.34	0.00	0.00	0.00	0.00	164.34
All About Town Home Repair	0.00	123.60	323.30	0.00	0.00	446.90
Babich Construction	18.26	0.00	0.00	0.00	0.00	18.26
Bad Checks/Co Collector	0.00	0.00	0.00	0.00	43.78	43.78
Benner Mini Storage	113.43	0.00	0.00	0.00	0.00	113.43
Bommelyn / Hartley Construction	0.00	0.00	0.00	0.00	66.02	66.02
Bommelyn Construction	0.00	0.00	0.00	0.00	360.32	360.32
Borges Dairy	106.75	0.00	0.00	0.00	0.00	106.75
Brown, Hector	633.48	0.00	0.00	0.00	0.00	633.48
C.A.R.R.E. / Full - Spectrum	105.04	0.00	0.00	0.00	0.00	105.04
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	-16.85	-16.85
California Auto Image	137.65	63.21	0.00	0.00	0.00	200.86
California Construction Co.	8.43	0.00	0.00	0.00	0.00	8.43
California Dept. Parks & Rec.	381.64	0.00	0.00	0.00	0.00	381.64
Castle Rock Countertop's	73.05	0.00	0.00	0.00	0.00	73.05
Certified Construction	0.00	0.00	0.00	0.00	6.90	6.90
Certified Plumbing Co.	0.00	0.00	12.76	0.00	0.00	12.76
Cetnar Construction Inc.	36.52	29.50	29.50	0.00	0.00	95.52
Charter Communication	53.92	0.00	0.00	0.00	0.00	53.92
Chimney Kraft	34.63	0.00	0.00	0.00	0.00	34.63
City of Crescent City.	0.00	-12.63	0.00	0.00	0.00	-12.63
College of the Redwoods	14.34	0.00	0.00	0.00	0.00	14.34
Corner Stone Assembly of God	53.37	0.00	0.00	0.00	23.67	77.04
Cory, Charles	0.00	0.00	0.00	0.00	576.49	576.49
Crescent Ace Hardware.	748.40	0.00	0.00	0.00	0.00	748.40
Crescent City KOA	362.04	0.00	0.00	0.00	0.00	362.04
Crescent City Nursing & Rehab	0.00	25.28	0.00	0.00	0.00	25.28
Crescent Fire Protection Dist.	79.81	21.07	0.00	0.00	0.00	100.88
Del Norte Ambulance	0.00	26.41	0.00	0.00	0.00	26.41
Del Norte County Road Dept.	43.13	0.00	0.00	0.00	0.00	43.13
Del Norte Health Care District	0.00	0.00	0.00	75.00	0.00	75.00
Del Norte Parks & Recreation	627.54	0.00	0.00	0.00	0.00	627.54
Del Norte Realty	61.33	84.28	0.00	0.00	0.00	145.61
Del Norte Roofing	523.43	266.87	0.00	0.00	0.00	790.30
Direct TV	0.00	0.00	0.00	0.00	27.98	27.98
DN Fire Safe Council	0.00	0.00	0.00	0.00	37.30	37.30
DN Unified School District	481.78	0.00	0.00	0.00	0.00	481.78
DNC Building Maintenance	75.79	0.00	0.00	0.00	0.00	75.79
DNC Public Nuisance Abatement	0.00	0.00	0.00	0.00	-141.86	-141.86
Elk Valley Casino	7.00	0.00	0.00	0.00	0.00	7.00
Elk Valley Storage	0.00	-8.69	0.00	0.00	0.00	-8.69
Ellers Fort Dick Market	255.63	0.00	0.00	0.00	0.00	255.63
Frank's Refrigeration	121.41	0.00	0.00	0.00	0.00	121.41
Franklin's Plumbing	0.00	0.00	0.00	0.00	45.59	45.59
G. H. Outreach	243.20	0.00	0.00	0.00	0.00	243.20
Golden State Construction	245.78	0.00	0.00	0.00	0.00	245.78
GR Construction	377.57	296.32	0.00	0.00	0.00	673.89
Green Scapes	0.00	0.00	0.00	0.00	320.89	320.89
Griffin's Furniture Outlet	38.37	38.60	0.00	0.00	0.00	76.97
Hambro/Waste Solutions Group	32.83	0.00	0.00	0.00	0.00	32.83

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of June 5, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Hank's Hauling	1,777.83	0.00	0.00	0.00	0.00	1,777.83
Hartley Construction	21.05	0.00	0.00	0.00	0.00	21.05
HASP / Jordan Recovery Centers	259.49	242.16	0.00	0.00	0.00	501.65
Hemmingsen Contracting Company	2,052.12	14,919.42	0.00	0.00	0.00	16,971.54
Hintz Construction	0.00	0.00	0.00	0.00	127.60	127.60
Humane Society Of Del Norte	0.00	0.00	0.00	0.00	0.00	0.00
Humboldt Moving & Storage	23.88	0.00	0.00	0.00	0.00	23.88
Investment Realty	70.23	0.00	0.00	0.00	0.00	70.23
Larson Services	37.92	0.00	0.00	0.00	0.00	37.92
Lehman Property Management	0.00	0.00	0.00	0.00	1,885.22	1,885.22
Lighthouse Community Church	0.00	0.00	0.00	0.00	81.90	81.90
Lighthouse Repertory Theatre	0.00	0.00	0.00	0.00	-3.78	-3.78
Lucky 7 Casino	99.73	35.12	0.00	0.00	0.00	134.85
Malloroy Construction	14.05	0.00	0.00	0.79	0.00	14.84
Mark Wooding Construction	0.00	0.00	0.00	0.00	-120.00	-120.00
Mastaloudis Homes Inc.	70.49	0.00	0.00	0.00	0.00	70.49
Ming Tree Real Estate	0.00	0.00	0.00	0.00	-16.10	-16.10
Moen Investments	0.00	81.47	0.00	0.00	0.00	81.47
Montez Construction	46.33	0.00	0.00	0.00	0.00	46.33
Mountain Power Tree Co.	36.52	149.90	0.00	0.00	0.00	186.42
Mow Blow and Go	91.66	0.00	0.00	0.00	0.00	91.66
Murray Construction	50.54	0.00	0.00	0.00	0.00	50.54
Niehoff Construction	105.34	0.00	0.00	0.00	0.00	105.34
Norbury Construction	0.00	0.00	0.00	0.00	116.70	116.70
North Coast Properties	0.00	-18.18	0.00	0.00	0.00	-18.18
North Woods Realty	14.19	0.00	0.00	0.00	0.00	14.19
Northridge Electric	350.06	0.00	0.00	0.00	0.00	350.06
Pacific Coast Realty & Prop.	115.13	0.00	0.00	0.00	0.00	115.13
Pacific Northwest Physical Therapy	14.05	0.00	0.00	0.00	0.00	14.05
Pappas Dry Wall	49.09	0.00	0.00	0.00	0.00	49.09
Parkway Feed	901.75	0.00	0.00	0.00	0.00	901.75
Paul Fresina/Paintcare Inc.	0.00	1,064.38	0.00	0.00	0.00	1,064.38
Peasley's Property Mang.	118.67	0.00	0.00	0.00	0.00	118.67
Pebble Beach Apartments	22.47	0.00	0.00	0.00	0.00	22.47
Pelican Bay Evangelical Free Church	16.83	0.00	0.00	0.00	0.00	16.83
Pelican Bay Roofing Co.	0.00	1,012.72	0.00	0.00	0.00	1,012.72
Plunkett's Family Painting	35.12	0.00	0.00	0.00	0.00	35.12
Porter's Trucking & Logging	228.95	0.00	0.00	0.00	0.00	228.95
Ray's Mobile Home Service	4.43	224.74	0.00	0.00	0.00	229.17
Recology Del Norte (Franchise)	114,391.17	0.00	0.00	0.00	0.01	114,391.18
Recology Del Norte (Prison)	10,457.25	0.00	0.00	0.00	0.00	10,457.25
Red Sky Roofing	4,865.99	10,757.82	0.00	0.00	0.00	15,623.81
Redwood National Park	312.25	671.34	532.30	482.80	10,829.49	12,828.18
Reservation Ranch	1,294.81	186.81	0.00	0.00	711.91	2,193.53
Rick Parker Construction	189.63	0.00	0.00	0.00	0.00	189.63
Ritchie Homes	318.84	0.00	0.00	0.00	0.00	318.84
Ron's Hauling	85.68	0.00	0.00	0.00	0.00	85.68
Roy Rook Construction	525.32	1,079.66	0.00	0.00	0.00	1,604.98
Ruiz Construction	281.05	0.00	0.00	0.00	0.00	281.05
Rumiano Cheese Company	33.71	0.00	0.00	0.00	0.00	33.71
Schnacker's General Hauling	7.02	7.00	7.00	8.43	7.02	36.47
Seabreeze Apartments	0.00	0.00	0.00	0.00	-29.01	-29.01
Seawood Village	7,893.90	0.01	0.00	0.00	0.00	7,893.91
Shangri-la Trailer Court	43.30	0.00	0.00	0.00	0.00	43.30
Smith River Alliance	57.59	11.24	0.00	0.00	0.00	68.83
Smith River Equipment	7.00	0.00	0.00	0.00	0.00	7.00
Smith River Rancheria	0.00	86.91	0.00	0.00	0.00	86.91
Sprint Courier Service	57.59	0.00	0.00	0.00	0.00	57.59
Steel	161.66	0.00	-0.14	0.00	0.00	161.52
Stephen F White Gen.Cont. Inc.	53.03	0.00	0.00	0.00	0.00	53.03
Stone Roofing	3,615.44	0.00	0.00	0.00	0.00	3,615.44
SURF	33.04	0.00	0.00	0.00	0.00	33.04
SWEEP ALOT	0.00	0.00	0.00	0.00	0.00	0.00
Tab & Associates	153.71	0.00	0.00	0.00	0.00	153.71
Thermo Fluids, Inc. / Outbound OIL	0.00	0.00	0.00	0.00	-55.80	-55.80
Thomas Gavin Construction	30.90	0.00	0.00	0.00	0.00	30.90

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of June 5, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Tim Haban Construction	137.66	0.00	0.00	0.00	0.00	137.66
Totem Villa Apartments	32.52	0.00	0.00	0.00	0.00	32.52
TRKLA/TRGAS BINS AND LF BINS	5,138.75	10.56	0.00	0.00	0.00	5,149.31
U.S. Forest Service-Gasquet CA	118.38	144.78	0.00	0.00	1,120.96	1,384.12
V Primo Construction	19.67	7.02	434.03	0.00	0.00	460.72
Van Arsdale Construction	713.45	744.44	0.00	0.00	0.00	1,457.89
Van Nocker's Cleaning	18.24	0.00	0.00	0.00	0.00	18.24
VISA	0.00	0.00	0.00	0.00	19.26	19.26
White Cap Coastal	2,469.29	1,486.08	0.00	0.00	0.00	3,955.37
Wigley Contracting	9.83	0.00	0.00	0.00	0.00	9.83
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 Economic Development Corp.	0.00	-63.81	0.00	0.00	0.00	-63.81
Yurok Indian Housing Authority	0.00	47.26	0.00	0.00	0.00	47.26
Yurok Tribe	0.00	471.15	0.00	0.00	0.00	471.15
TOTAL	167,216.43	36,302.82	1,338.75	1,140.27	17,076.73	223,075.00

AUTHORITY REVENUE REPORT May 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	$ 2,362.62	February	**$ 69,527.00**	$ (11,291.75)
March	$ 75,367.06	$ 815.96	March	**$ 76,183.02**	$ (4,635.73)
April	$ 79,472.08	$ 8,818.71	April	**$ 88,290.79**	$ 7,472.04
May	$ 80,976.27	$ 5,407.68	May	**$ 86,383.95**	$ 5,565.20
June	$ 79,058.07	$ -	June		$ -
Total	$ 954,943.22	$ 16,422.05	Total	**$ 892,307.20**	$ 3,300.95

3.5

AUTHORITY REVENUE REPORT **May 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	$ (889.00)
March	$ 20,547.00	$ (1,044.00)
April	$ 19,601.00	$ (325.00)
May	$ 19,683.00	$ 1,578.00
June	$ 19,964.00	$ -
Total	$ 240,939.00	$ 1,338.00

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	**$ 20,022.00**	$ (360.83)
March	**$ 19,503.00**	$ (879.83)
April	**$ 19,276.00**	$ (1,106.83)
May	**$ 21,261.00**	$ 878.17
June		$ -
Total	**$ 222,313.00**	$ (1,898.17)

Vendor SWRCB Fees
SWRCB Accounting Office, Attn: AFRS
P.O. Box 1888
Sacramento CA 95812-1888

Claim ID: 7062

AUDITOR COPY

Vendor ID: 12940

☐ *PBSP Expense*
☐ *Change of Address*

Special Warrant Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20301		$36,772.00	Remainder of invoice WD-0086531
		Total Claim:		$36,772.00	

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

6/6/2014
Claim Date

Vendor SWRCB Fees
SWRCB Accounting Office, Attn: AFRS
P.O. Box 1888
Sacramento CA 95812-1888

Claim ID: 6911

DEPARTMENT COPY

Vendor ID: 12940

☐ *PBSP Expense*
☐ *Change of Address*

Special Warrant Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20301		$28,045.00	Annual Permit Fee
		Total Claim:		$28,045.00	

COPY COPY COPY COPY COPY

Bal $36,772.00

ENT'D NOV 26 2013

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 **DEPARTMENT COPY**
Signature of Department Head/Authorized Deputy

11/13/2013
Claim Date

INVOICE

Water Boards

Annual Permit Fees Required by Sections 13260 & 13269 of the California Water Code

FACILITY ID (WDID): 1A77002ODN
FACILITY NAME: DEL NORTE CNTY, CRESCENT CITY
OLD MILL
CRESCENT CITY, CA 95531

INVOICE NO: WD-0086531
BILLING PERIOD: 07/01/13 - 06/30/14
INVOICE DATE: 10/30/2013
INDEX NO: 194214

Total Amount Due by Friday, November 29, 2013 **$ 64,817.00**

RECEIVED
NOV 12 2013
DNSWMA
ENTD NOV 13 2013

DEL NORTE SOLID WASTE MANAGEME
KEVIN HENDRICK
1700 STATE STREET
CRESCENT CITY, CA 95531

Invoice details are shown on the back

STATE WATER RESOURCES CONTROL BOARD
Annual Permit Fee

12940/20301

Facility ID: **1A77002ODN** RM #: **139190** Billing Period: **07/01/13 - 06/30/14**

Invoice No: **WD-0086531** Amount Due: **$ 64,817.00** Due By: **Friday, November 29, 2013**

PLEASE REMIT YOUR PAYMENT ON OR BEFORE THE DUE DATE SHOWN ABOVE. LATE PAYMENT COULD RESULT IN PENALTIES UNDER PROVISIONS OF THE WATER CODE SECTION 13261. THESE ACTIONS COULD INCLUDE DAILY PENALTIES IN addition TO YOUR FEE OR OTHER ACTIONS DEEMED APPROPRIATE BY THE REGIONAL BOARD.

Make your check payable to State Water Resources Control Board

If you have any questions about this invoice, please call the Water Board at 707-576-2656.

Retain this portion for your records

Please detach and return this portion with your payment

☐ CHECK HERE FOR ADDRESS CORRECTION ON THE BACK

INVOICE NO: WD-0086531

INDEX NO: 194214
(Please print the above number on check or money order)

RM #: 139190

DEL NORTE SOLID WASTE MANAGEME
KEVIN HENDRICK
1700 STATE STREET
CRESCENT CITY, CA 95531
(707) 465-1100

AMOUNT DUE: **$64,817.00**
BILLING PERIOD: **07/01/13 - 06/30/14**
DUE BY: **11/29/13**
FACILITY ID (WDID): 1A77002ODN
FACILITY NAME: DEL NORTE CNTY, CRESCENT CITY
OLD MILL
CRESCENT CITY, CA 95531

SWRCB
PO BOX 1888
SACRAMENTO, CA 95812-1888

S TE WATER RESOURCES CONTROL BOA

INVOICE DETAILS

ACILITY ID (WDID): 1A77002ODN
ORDER NO: 97-090

INVOICE NO: WD-0086531
BILLING PERIOD: 07/01/13 - 06/30/14
REGION: 1

DESCRIPTION	AMOUNT
59	59,194.00
LANDFILL	
Fee Basis: Threat/Complexity 1A	
31	5,623.00
GAMA	
Fee Basis: Ambient Surcharge	
TOTAL AMOUNT DUE	$ 64,817.00

If you have any questions about this invoice, please call
the Water Board at 707-576-2656.

Or you may send an email to LFoster@waterboards.ca.gov

For payment status of your invoice, please go to the "Stormwater and Wastewater permit Fee Invoice Information" link at

http://water101.waterboards.ca.gov/dwqdas/feeunit/search/DischargerInvoiceInfo.asp

Please allow 15 business days after mailing for your payment to be posted to the database.

BILLING ADDRESS CORRECTIONS

Please print the new billing address information in the space provided below

Please check box if the facility has changed ownership.

FACILITY ID (WDID): 1A77002ODN DEL NORTE CNTY, CRESCENT CITY

.ING NAME:

ITACT PERSON:

EET:

':

TE: ZIP: —

NE: ( ) —

.IL ADDRESS:

Del Norte Solid Waste Management Authority

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

21 November 2013

Mr. Matthias St. John, Executive Director
North Coast Regional Water Quality Control Board
5550 Skylane Boulevard, Suite A
Santa Rosa, CA 95403

SUBJECT: $28,045 partial payment of Invoice WD-0086531 and the Del Norte Solid Waste Management Authority's Continuing Appeal of the '1A' Threat / Complexity Rating for the Crescent City Landfill

Dear Mr. St. John:

The Del Norte Solid Waste Management Authority (Authority) appreciates the temporary re-classification of the Crescent City Landfill from a 1A Threat/Complexity rating to a 2A. The intent of this agency is to drill two investigation wells in the next few months that will provide additional information that may demonstrate that a 2A Threat/Complexity rating is more appropriate for this rural, relatively small closed landfill.

The full spectrum of reasons for this appeal were described in a letter sent to the North Coast Regional Water Quality Control Board (NCRWQCB) in December 2010. Since that time, Authority and NCRWQCB met, and the Authority has submitted the "Groundwater Investigation Work Plan for the Crescent City Landfill June 2013." The drilling of these investigation wells has been delayed as the Authority faces challenges of reduced Authority staff associated with the recent retirement of the Authority's former Director, coupled with the logistical challenges of working within the schedule of the contracted drilling company and needing to first improve the access roads across sand so the drill rig can reach the well locations. The Authority is now working with the County Engineering and Road Departments to address these challenges. We are planning to have these wells drilled within the next two to three months.

Though these wells have not yet been completed, the Authority maintains that a 2 A Threat/Complexity is a more appropriate rating for this closed landfill. At the last regular meeting of the Authority Board of Commissioners on 13 November 2013, the Authority Board authorized a partial payment on Invoice WD-0086531. Though the '1A' Threat / Complexity Rating remains in appeal, the Authority agrees that if the Crescent City Landfill was designated with a '2A' rating, the full amount of that 2A WDR Fee for this closed landfill for

fiscal year 2013/2014 would be $28,045. As this amount is not in dispute, this is the portion of this invoice the Authority is paying at this time.

We hope that your agency will find this partial payment acceptable and will allow the Authority time for these investigation wells to be completed and data collected so both of our agencies have more information before concluding this matter. The Authority is planning to provide this information to NCRWQCB staff within the next six months.

I have requested a meeting with you and your staff so we can discuss these issues further face to face. We hope that you agree with this approach. If you would like to discuss any of these issues further, please don't hesitate to call me at (707) 465-1100.

Sincerely,

Tedd Ward

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

cc: Gina Morrison, Regional Water Quality Control Board, North Coast Region
Jim Barnts & Rick Lauchstedt, Del Norte County Engineering Department
Robert Black and Martha Rice, Authority's legal counsel

TW:tw

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:	**06 June 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:	**031205 – Community Cleanup** **180510 – Recology Del Norte Collections**
Topic:	**Authority-directed Bin Pulls for 2104**

Summary / Recommendation: That the Board considers and discusses opportunities to allocate Authority-directed bin pulls to support community cleanup activities in 2014.

Background: Under the collections Franchise agreement with Recology Del Norte, the Authority may direct up to twenty complimentary bin pulls per calendar year.

Analysis: Thus far, the Authority has allocated just four of the 20 potential Authority-directed pulls in support of the July 4th celebrations. Historically, the Authority has approved five additional pulls in support of the Del Norte County Fair, plus another six associated with the Coastal Cleanup in September, and another one associated with the annual HHW collection event in October.

If the Authority keeps similar levels of support for these events, there remain four Authority-directed bin pulls that can be used for cleanup and beautification projects during calendar year 2014.

Fiscal Impact: Costs for disposal of the tonnage of waste and all per-unit charges still must be paid if the Authority does not receive acknowledgement that Hambro/WSG consents to waive their service fees and/or if the Authority does not agree to waive associated disposal or tipping fees.

5.1

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
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COUNTY OF DEL NORTE

COMMUNITY DEVELOPMENT DEPARTMENT
981 H STREET, SUITE 110
CRESCENT CITY, CA 95531
FAX – (707) 465-0340

Planning	Engineering &Surveying	Roads	Building Inspection	Environmental Health	Code Enforcement
(707) 464-7254	(707) 464-7229	(707) 464-7238	(707) 464-7253	(707) 465-0426	(707) 464-7254

May 2, 2014

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

Re: Sewer Assessments for APN 115-180-22 (1700 State Street)

Tedd

Dear Mr. Ward,

As you are aware, the Del Norte Transfer Station is located within the Bertsch Ocean View Assessment District and receives sewer services from the County's collection system. In addition to user fees that are billed monthly to the facility, there are two annual assessments connected to bonds that originated in 1978 and 1999. The original bond (CSA AD1) was for the construction of the system and the second bond (CSA AD3) for rehabilitation work. The bonds will expire on 1/2/2017 and 9/2/2018 respectively.

In 2005, the responsibility for manual billing of sewer assessments for tax exempt properties, such as yours, was traditionally taken care of by the Del Norte Tax Collector. It was recently discovered that those duties were assigned to the Community Development Department and that no billings were sent from FY 2005/2006 to the present. Our office has researched all properties that are exempt from taxes, but still obligated for assessments, to make certain that all assessments are current.

Staff has calculated the amount due for assessments since that date. The enclosed invoice sets forth the Parcel Number, Assessment Number, Assessment District, Fund Number, amount due for each fiscal year, as well as the totals. Our records indicate that $10,532.25 would bring the property current through 2013/2014. The future billings through the end of the bond period are shown on the attached invoice.

Another public agency, in a similar situation, has asked us if a payment plan could be considered in light of this unexpected news. We have asked that they submit a written proposal outlining a payment program that can be considered by the Board of Supervisors. If your Board has interest in doing the same I suggest preparing a written proposal addressed to the Board of Supervisors that may be sent to the Community Development Department. Our office would then present the proposal to the Board of Supervisors at a future meeting.

6.1

If you have any questions that will assist you in conveying this information to your Board, you may contact me at 464-7254.

Regards,

Heidi Kunstal
Director

Enclosure: Invoice

Cc: Mary Jo Duncan, Engineering Division

COUNTY OF DEL NORTE
Community Development Department
981 H Street, Suite 110
Crescent City CA, 95531
(707) 464-7229

May 1, 2014

BILL TO:
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City CA 95531

RE: Annual Sewer Assessments for County Service Area No. 1 - CSA1 AD1 Original Bertsch & AD2 Original Northcrest & CSA1 AD3 Rehab

Parcel No.	Asmt No.	District	Fund No.	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	1012-13	2013-14
115-180-22	135-D	CSA1 AD1	308-078-90941	$ 282.26	$ 294.44	$ 285.30	$ 296.47	$ 286.32	$ 296.47	$ 285.30	$ 294.44	$ 282.26
115-180-22	014-714	CSA1 AD3	313-084-90961	$ 881.00	$ 881.00	$ 881.00	$ 881.00	$ 881.00	$ 881.00	$ 880.99	$ 881.00	$ 881.00
Amount Due each year				$ 1,163.26	$ 1,175.44	$ 1,166.30	$ 1,177.47	$ 1,167.32	$ 1,177.47	$ 1,166.29	$ 1,175.44	$ 1,163.26

COUNTY OF DEL NORTE
Community Development Department
981 H Street, Suite 110
Crescent City CA, 95531
(707) 464-7229

May 1, 2014

BILL TO:
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City CA 95531

RE: Annual Sewer Assessments for County Service Area No. 1 - CSA1 AD1 Original Bertsch & AD2 Original Northcrest & CSA1 AD3 Rehab

Parcel No.	Asmt No.	District	Fund No.	2014-15	2015-16	2016-17	2017-18	TOTALS
115-180-22	135-D	CSA1 AD1	308-078-90941	$ 290.38	$ 277.18	$ -	$ -	$ 3,170.82
115-180-22	014-714	CSA1 AD3	313-084-90961	$ 881.00	$ 881.00	$ 881.00	$ 880.97	$ 11,452.96
Amount Due each year				$ 1,171.38	$ 1,158.18	$ 881.00	$ 880.97	$ 14,623.78

AGREEMENT FOR

CLERK SERVICES

THIS AGREEMENT for consulting services ("Agreement") is made as of the Agreement Date set forth below by and between the Del Norte Solid Waste Management Authority, ("Authority"), and Karen Phillips, dba PS Business Services ("Contractor").

In consideration of the Services to be rendered and the sums to be paid therefore, and each and every covenant and condition contained herein, the parties agree as follows:

1. IDENTIFICATION OF CONTRACTOR. The name, address, and phone number of Contractor are Karen Phillips, dba PS Business Services, 501 "H" Street, Crescent City, CA 95531 (707) 464-9651. Contractor is an Individual.

2. SERVICES. The services provided by Contractor, or contractor's employees, consist of clerking and administrative support services, i.e. attending monthly meetings, taking minutes and providing original copies of the same. Completed draft minutes shall be delivered to the Authority for inclusion in the agendas and final minutes will be delivered after Board adoption. Contractor shall also make such reports and provide such information to the Authority in a timely manner, as Authority shall reasonably require. Contractor shall be provided with electronic copies of the meeting agendas and board packet from Authority in compliance with the Brown Act.

3. TERM. The term of this contract shall be from June 1, 2014 through June 30, 2015. The contract may be renewed or amended based on the availability of funds and upon written agreement of both parties.

4. PAYMENT. Authority shall pay Contractor at a rate of Forty Dollars and No/100s ($40.00) per hour. The total compensation paid to Contractor under this agreement shall not exceed Two Thousand Dollars and No/100s ($2,000).

Contractor shall submit requests for payment after completion of services no later than the fifth day of the month following provision of services. Requests for payment shall be submitted to the following address:

Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531

Authority shall not pay Contractor for meals, lodging or other travel costs not included in this Agreement unless such costs are approved in advance by the Authority representative who executed this Agreement, or his/her designee. If the Authority pays Contractor for meals, lodging or other travel costs, Authority shall pay Del Norte County per diem rates in effect on the dates such costs were incurred by Contractor. Services

performed by Contractor and not authorized in this Agreement shall not be paid for by Authority. Payment for additional services shall be made to Contractor by Authority if, and only if, this Agreement is amended by both parties in advance of performance of any additional services.

A late payment penalty shall be added if payment for services are not in dispute and not paid within 45 days of mailing. The penalty shall be 10% of the amount then due.

5. FACILITIES. Contractor shall at his/her sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement, with the exception of the digital or audio recording equipment. The Authority shall supply the equipment necessary to produce audio records of the meetings.

6. DESIGNATED REPRESENTATIVES. Tedd Ward, Acting Director is the representative of the Authority and will administer this Agreement for the Authority. Karen Phillips is the authorized representative for the Contractor.

7. INDEPENDENT CONTRACTOR. At all times during the term of this Agreement, Contractor shall be responsible for Contractor's own operating costs and expenses, property and income taxes, worker's compensation insurance, and any other costs and expenses in connection with the performance of services under this Agreement. Contractor agrees that he or she shall not be an employee of the Authority. Authority shall not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Agreement.

8. LICENSES, PERMITS, ETC. Contractor represents and warrants to Authority that he/she has all licenses, permits, qualifications and approvals legally required for Contractor to practice his or her profession. If at any time Contractor ceases to have the licenses, permits, qualifications or approvals required for Contractor to practice his or her profession, Contractor will immediately notify Authority and this Agreement may be terminated at Authority's sole discretion.

9. INSURANCE. During the term of this Agreement, Contractor shall maintain in full force and effect a policy of automobile insurance with bodily injury coverage $100,000 per occurrence/$300,000 aggregate. Contractor shall provide Authority with proof of current insurance at the request of Authority's designated representative.

10. STANDARD OF PERFORMANCE. Contractor shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by competent practitioners of the profession in which Contractor is engaged.

11. INDEMNITY. Contractor shall defend, indemnify, and hold harmless Authority, and it's elected and appointed officers, agents and employees from any liability for damage or claims for damage for personal injury, including death, as well as

for property damage, which may arise from the intentional or negligent acts or omissions of Contractor in the performance of services rendered under this Agreement.

12. TERMINATION. Authority and Contractor shall each have the right to terminate this Agreement upon 30 days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on _____, 2014.

PS BUSINESS SERVICES

_____
Karen L. Phillips, Owner

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY

_____
Tedd Ward, Acting Director

APPROVED AS TO FORM:

_____
Martha Rice, Legal Counsel

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: 06 June 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: 022102 – Authority Budget

Topic: Adoption of the Authority Budget for FY 14/15

Recommendation: That the Authority Board take the following actions:

1. **Hold a public hearing to receive comments from the public**
2. **Consider all written comments adopted by either the Crescent City Council or the Del Norte County Board of Supervisors regarding the Authority's proposed budget for Fiscal Year 2014/2015.**
3. **Adopt the Authority Budget for Fiscal Year 2014/15.**

Background: In order to provide context for preparing a draft budget for Fiscal Year 2013/2014, staff have included a summary of the status of the current (FY 13/14) year budget, including a substantial budget transfers to cover increased expenses for professional services, legal counsel and the services of the Authority Treasurer/ Controller. The budget for the Del Norte Solid Waste Management Authority is approved ahead of and separately from the County budget. The Authority budget is approved before June 30, whereas the final County budget is usually not approved until September or October.

This budget was presented to the Authority Board at two meetings, and has been agendized for separate discussion by the Crescent City Council (June 2) and the Del Norte County Board of Supervisors (June 10). The City Council did not adopt any written comments. Staff will discuss any comments from the Del Norte County Board of Supervisors for the consideration of the Authority Board before this final budget is adopted.

Analysis: The proposed budget for Fiscal Year 2014/2015 is attached. This staff

7.4

report is intended to give an overview of the assumptions and projections to be used in the preparation of the Authority budget for Fiscal Year 2014/2015.

Projected Expenses

The draft budget uses projections from the County Auditor's office for the annual cost of Salaries and Benefits (based on the current staffing chart), Depreciation and the "Interfund Cost Plan", which is the charge for our share of County services. While staff are well aware that the Authority may change the staffing chart during this coming fiscal year, a 'status quo' approach to staffing costs places funds in the budget to be used either for staff or may be transferred for increased expenses for legal counsel treasurer/ controller, and professional service expenses in lieu of staff.

As part of this budgeting process, I have compared the adopted and revised budget for each budget line for the past three fiscal years to identify spending trends and budget accordingly. Most operating expenses for next year will remain much the same as this year.

Significant budget changes are associated with landfill obligations. These include more intensive sampling and analysis of groundwater for 'constituents of concern' at the Crescent City Landfill. The Authority is obliged to conduct this more intensive sampling every five years. Staff is currently working with the technicians at North Coast Laboratories to reduce potential duplication of constituents the Authority is already required to monitor and to develop cost estimates for these additional analyses. Furthermore, the Authority's budget includes potential full payment of the Waste Discharge Requirement fee, in case the Authority's current appeal is denied or additional professional service expenses are required next fiscal year to further this appeal.

Revenue Projections

The two main sources of revenue for Authority operations are the Franchise Fees (90153) and Authority Service Fees (91004), about 1/3 of the transfer station tipping fees.

Proposed Franchise Fees are based on projected revenue this year. Staff have calculated Franchise Fees using the nine month actual and projected 12 months then multiply this amount by the Recology CPI adjustment, using the March Consumer Price Index. Proposed Authority Service Fees have also been based similarly on projected revenues adjusted by CPI.

The largest revenue line is TS Gate Fees (91003), about 2/3 of the transfer station tipping fees. This is the main source of revenue to pay Hambro/WSG. We intend to budget the amount to pay Hambro/WSG from the Transfer Station Operations line (20239), paid from line (91003). Approximately $40,000 of this amount will be paid from Authority Service Fees (91004), which are collected at the Gasquet and Klamath Transfer Stations.

The draft budget also addresses anticipated changes to CalRecycle's beverage container block grant programs by presuming that this grant program will not continue in the next fiscal year, though place-holder budget lines are created with zero amounts to minimize the complexity of budget revisions needed next year if this program is funded.

422-421 **Del Norte Solid Waste Management Authority Proposed Budget**

Page 1

EXPENDITURE BUDGET

Line Item	Description	Final Budget 2013 / 2014	Budget Proposed 2014 / 2015	Increase (Decrease)
Salaries and Benefits				
10010	Full Time Payroll	$306,724	$288,934	($17,790)
10012	Overtime	$1,000	$500	($500)
10015	Temporary Employees	$16,600	$16,600	$0
10020	Retirement Benefits	$84,693	$83,331	($1,362)
10030	Employee Benefits	$83,243	$82,899	($344)
10033	Employee Life Insurance	$331	$331	$0
10035	Management Life Insurance	$1,295	$920	($375)
10040	Worker's Compensation	$26,890	$26,890	$0
Total Salaries and Benefits		**$520,776**	**$500,405**	**($20,371)**
Services and Supplies				
20121	Communications	$2,200	$3,220	$1,020
20140	Household Expense	$3,500	$3,725	$225
20150	Insurance - Office	$6,200	$6,450	$250
20151	Liability Insurance	$7,500	$0	($7,500)
20152	Vehicle Insurance	$1,400	$1,587	$187
20155	Liability Insurance	$2,573	$1,600	($973)
20170	Maintenance of Equipment	$500	$350	($150)
20171	Maintenance - Vehicles	$500	$500	$0
20175	Maintenance - Computers	$500	$500	$0
20180	Maint - Structures	$500	$250	($250)
20200	Memberships	$7,500	$1,500	($6,000)
20221	Printing	$400	$400	$0
20221-068	Printing - DOC Grant 2013/2014	$400	$400	$0
20221-065	Printing - DOC Grant 2014/2015	$0	$0	$0
20221-061	Printing - Oil Grant 2013/2014	$1,000	$1,000	$0
20221-075	Printing - Oil Grant 2014/2015	$0	$1,000	$1,000
20223	Postage	$1,400	$1,400	$0
20224	Office Supplies	$7,000	$4,500	($2,500)
20227	Books & Subscriptions	$399	$200	($199)
20230	Prof. Serv. - County/City	$10,000	$10,000	$0
20231	Prof. Serv.	$20,000	$15,000	($5,000)

Page 2				
.PENDITURE BUDGET				
		Approved	Draft	Increase
		Budget	Budget	(Decrease)
Line Item	Description	2013 2014	2014_2015	
20232	Prof. Serv. - Well Monitoring	$30,000	$61,360	$31,360
20233	Audit	$9,500	$9,500	$0
20234	Legal Counsel	$12,000	$12,000	$0
20235	Treasurer	$4,500	$4,500	$0
20236	Security	$500	$500	$0
20237	Credit Card Service Fees	$6,822	$8,500	$1,678
20238	TS Collection	$28,000	$25,500	($2,500)
20239	Transfer Station Operations	$1,800,000	$1,774,000	($26,000)
20239-01	Post Closure Maintenance	$10,000	$8,000	($2,000)
20240	Advertising/Publications	$1,000	$1,000	$0
20240-061	Advertising - Oil Grant - 2013/2014	$3,500	$3,500	$0
20240-075	Advertising - Oil Grant - 2014/2015	$0	$3,500	$3,500
20240-068	Advertising - DOC Grant - 2013/2014	$2,600	$2,600	$0
20240-065	Advertising - DOC Grant - 2014/2015	$0	$0	$0
20250	Lease of Equipment	$3,500	$3,500	$0
20251	Lease of Gasquet Transfer Station	$700	$700	$0
20269	Lease Payment - Card Machine	$0	$0	$0
20270	Minor Equipment	$4,000	$4,000	$0
20280	Delivery Service	$600	$600	$0
20281	Household Hazardous Waste Event	$32,000	$32,000	$0
20283	Community Clean Up County	$5,500	$5,200	($300)
20285	Special Dept. Expense	$2,500	$1,700	($800)
20285-061	Spec Dept Exp - Oil Grant - 2013/2014	$6,500	$6,500	$0
20285-075	Spec Dept Exp - Oil Grant - 2014/2015	$0	$6,500	$6,500
20285-068	Spec Dept Exp - DOC Grant - 2013/20	$6,000	$6,000	$0
20285-065	Spec Dept Exp - DOC Grant - 2014/20	$0	$0	$0
20286	Cash Over/Under	$190	$187	($3)
20287	Recology Other Collections	$0	$0	$0
20288	City Collections	$17,500	$16,500	($1,000)
20290	Travel	$3,000	$2,000	($1,000)

Page 3				
EXPENDITURE BUDGET				
		Approved	Draft	Increase
		Budget	Budget	(Decrease)
Line Item	Description	2013 2014	2014_2015	
20290-068	Travel - DOC Grant 2013/2014	$2,000	$2,000	$0
20290-065	Travel - DOC Grant 2014/2015	$0	$0	$0
20290-061	Travel - Oil Grant - 2013/2014	$1,000	$1,000	$0
20290-075	Travel - Oil Grant - 2014/2015	$0	$1,000	$1,000
20297	Vehicle Fuel	$2,100	$2,400	$300
20300	Utilities	$0	$0	$0
20301	State Fees	$55,415	$62,776	$7,361
Total Services and Supplies		**$2,124,399**	**$2,122,605**	**($1,794)**
Fixed Assets				
40620-400	Computer Equipment	$0	$0	$0
40620-300	Resource Recovery Park	$0	$0	$0
40620-500	Other Equipment	$0	$0	$0
40620-600	Vehicle	$0	$0	$0
Total Fixed Assets		$0	$0	$0
Total Operating Expenses		**$2,645,175**	**$2,623,010**	**($22,165)**
Other				
70530-199	Interfund Cost Plan	$51,639	$51,639	$0
70530-025	Transfer Station Loan Payments	$203,000	$202,633	($367)
30490	Depreciation	$97,975	$97,975	$0
70800	Post Employment Benefits	$11,125	$11,125	$0
Total Other		**$363,739**	**$363,372**	**($367)**
81000	Contingency	$5,000	$3,000	($2,000)
TOTAL	**EXPENDITURES**	**$3,013,914**	**$2,989,382**	**($24,532)**

Page 4				
VENUE BUDGET				
		Approved	Draft	Increase
		Budget	Budget	(Decrease)
Line Item	Description	2013 2014	2014_2015	
90153	Franchise Fees	$244,594	$247,725	$3,131
90210	Code Enforcement Restitution	$500	$500	$0
90300	Interest	$1,000	$1,606	$606
90650-061	Oil Grant - 2013/2014	$15,000	$15,000	$0
90650-075	Oil Grant - 2014/2015	$0	$15,000	$15,000
91004	Authority Service Fees	$969,820	$959,552	($10,268)
91003	TS Gate Tipping Fees (Operator)	$1,760,000	$1,734,000	($26,000)
91004-099	Authority Service Fees Prior Yr.	$0	$0	$0
91003-099	TS Gate Tipping Fees (Operator) Prio	$0	$0	$0
91121	Misc./Reimbursements	$1,000	$1,000	$0
91121-123	Bad Check Fee Reimbursements	$0	$0	$0
91124	Misc. Revenue	$0	$0	$0
91129-068	DOC Grant 2013/2014	$15,000	$15,000	$0
91129-065	DOC Grant 2014/2015	$0	$0	$0
90650 & 91129	Net Grant Revenue FY 12/13	$7,000		
Total Revenues		**$3,013,914**	**$2,989,382**	**($24,532)**
Revenues less Expenses		$0	$0	

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:	**05 June 2014**
To:	**Commissioners of the Del Norte Solid Waste Management Authority**
From:	**Tedd Ward, M.S. – Acting Director / Program Manager**
Attachments:	**Six Purposes of the Authority** **Authority Work Plan** **Graph comparing disposal rates in our region**
File Number:	**130101 – Assessment of the Authority**
Topic:	**Final Report Assessment of the Del Norte Solid Waste Management Authority by R3 Consulting Group**

Recommendation: **That the Board set an agenda item to discuss short and long-term goals as an agenda item at a future regular Authority meeting.**

Summary: In overview, the R3 final report reached some very significant positive conclusions:

1. **The Del Norte Solid Waste Management Authority, as a single Joint Powers Authority serving both Del Norte County and the City of Crescent City, is the most effective and efficient entity for managing solid waste related functions in Del Norte County. (page 12)**

2. **Current Authority staff has the experience and expertise to effectively handle required solid waste management functions. (page 18)**

3. **The Del Norte County Transfer Station is well run and well maintained by Hambro/WSG, and R3 had no suggestions for operational improvements. (page 21)**

4. **Authority staff is meeting all regulatory requirements in a timely and comprehensive manner. (page 19)**

5. **Elimination of the Del Norte Solid Waste Management Authority would not save the ratepayer's money and could result in cost increases. (page 14)**

7.5

The final R3 report provided answers to all questions in the scope of services. Neither the Options presented in the final report nor the job description in Appendix G are adequately analyzed for taking action without unintended and potentially adverse consequences.

Background: The R3 Consulting group (R3) submitted their final report on May 16, 2014 and the Authority approved total payments of $33,460 for the completed work. The final report provided R3's answers to all questions posed in the Scope of Services.

Analysis: The final R3 report is unusual in that a significant number of specific written comments submitted by the Authority were ignored completely, and some responses to other comments appeared to be opinions not supported by any additional presented facts, relevant comparisons, or analysis.

Typically, such a final professional report could be expected to include a discussion of methodology including the criteria and basis for evaluating options, a summary of any public meetings or input into the report, an appendix including all written comments (not included), and responses to comments that were not addressed within the final report (not included). Staff had presumed that the final report would address comments submitted by the Authority's legal counsel, Treasurer / Controller, and staff, as response to comments was included as the final task in the Scope of Services and Agreement. The final report submitted by R3 did not follow such a typical presentation. Though comments submitted by Authority staff explicitly requested that all submitted comments be included in the final report, many comments, concerns, or information described in submitted comments, were not addressed in the final report to any degree.

For example, in answering question 2.a. the final report fails to mention the financial assurances or the Pledge of Revenue identifying the Del Norte County Transfer Station as the source of funds to address post-closure maintenance and corrective actions at the Crescent City Landfill. This mandated requirement was included in comments submitted by the Authority, yet is not included in the text on page 17 for the 'Closed Landfill' or the 'Transfer Station.' Staff did not have time to provide a comprehensive analysis of which of the other submitted comments were ignored or partially addressed, but can do so if directed by the Board.

No explanation has been provided by R3 for these omissions or un-addressed comments except an e-mail from Mr. William Schoen explaining: *"...We also spoke directly to a number of the commissioners and received verbal comments/direction on how to address the various comments received. We then revised the report to reflect that input from the commissioners and our judgment."*

Also unusually, the final report devotes a substantial portion of text and three of four 'Options' to address a question that was not included in their scope of work, namely: *'What are the appropriate management and administrative staffing levels for the Authority?'* (page 2). The final report explicitly states that comparisons to similar agencies or joint

powers authorities are of limited value due to differences in services, facilities, and operational responsibilities (page 12). Yet the job description submitted by R3 for the Solid Waste Manager position (Appendix G) presumes that the Authority has already acted to change the staffing plan for the agency, and that the Director and Program Manager positions have already been consolidated, with many of the duties for the Administrative Assistant and Accounting Clerk also shifted to this new position. The Authority has taken no action consolidating these positions, nor has the Authority engaged in any related discussions with the Authority Employees Union.

The R3 final report itself states on page 12 that comparisons to other solid waste agencies, presumably the basis for any suggested consolidation of positions, *"... should be considered for informational purposes only and are not intended to serve as any basis for assessing the reasonableness of the Authority's staffing levels."* The most basic method for comparing efficiency and effectiveness would typically include a comparative analysis of services and rates (see attachment). Though the Authority administers the Del Norte County Transfer Station - which has lower per-ton disposal rates than any comparable facility in Curry or Humboldt Counties – comparative rate and service information provided to R3 was omitted from R3's final report without discussion, explanation or analysis.

The R3 final report suggests that the Authority *'...set a clear direction for the Authority over the next 5 to 10 years, clearly establish short, medium and long range goals and objectives and determine appropriate management and administrative staffing levels to support the long range goals and objectives that are established.'* The Staff Recommendation in this report is based on that suggestion.

In summary, the final R3 report provided answers to all questions in the scope of services. Commissioners should be aware, however, that the Options presented in the final report and the job description in Appendix G are not adequately supported by methodology or analysis.

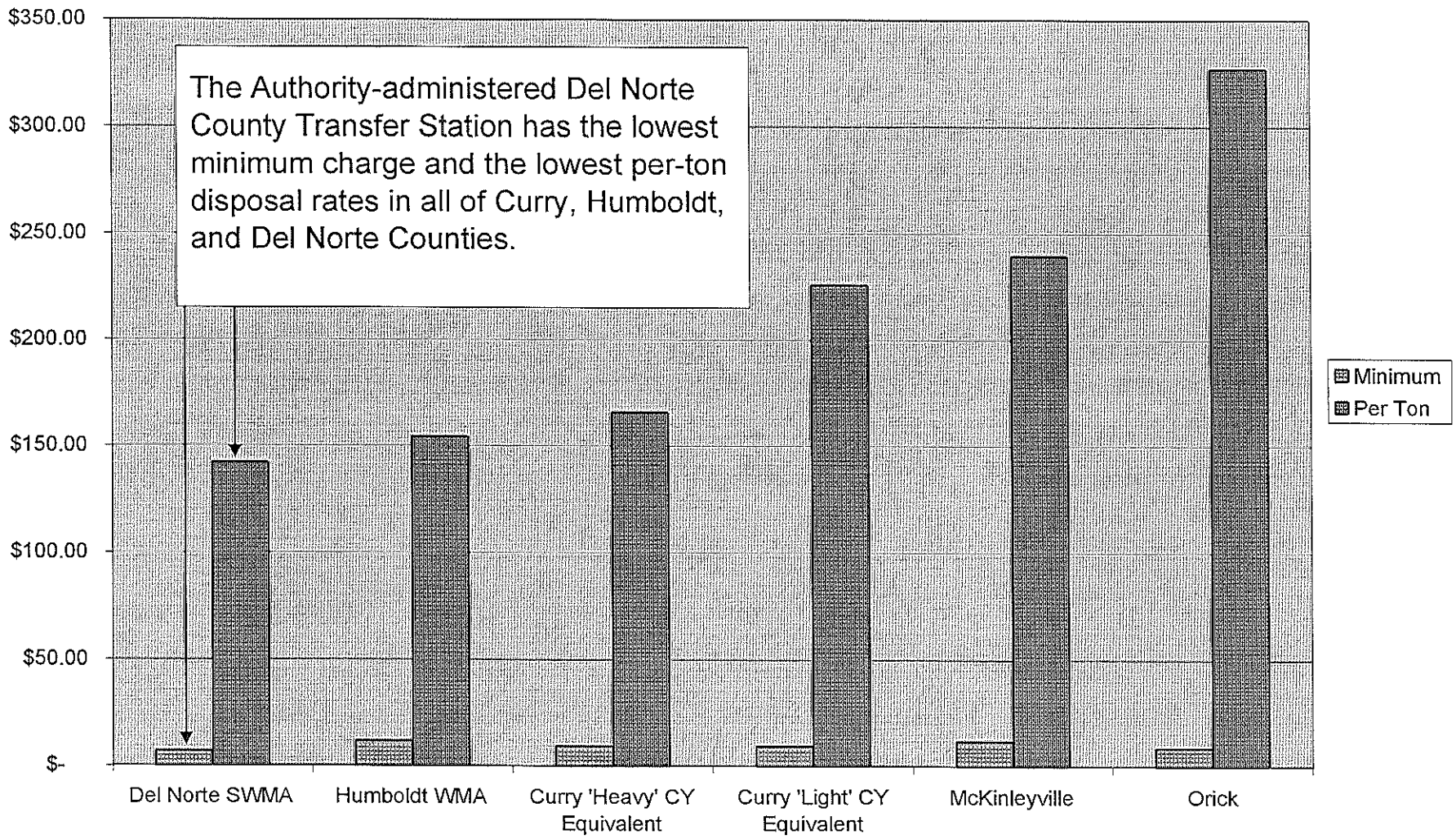
Alternatives: Alternatively, the Board could take any of the following actions:

1. Direct staff to identify for the Board's consideration written comments submitted to R3 by the Authority's Treasurer / Controller, legal counsel or staff that were not addressed within the final report. This action is not recommended due to multiple current demands on limited Authority staff, and may be accomplished by a close comparison between the submitted comments and final report, posted here: http://www.recycledelnorte.ca.gov/wp/?page_id=860
2. Direct staff to provide additional discussion and analysis at a future Authority meeting regarding a topic addressed within the R3 report.
3. Direct staff to draft a Request for Proposals to hire a consultant to assist with a strategic planning process. Staff would need additional direction as to how the timing and structure of such a consultant-guided strategic planning process.
4. Take no action.

Fiscal Impact: Each special meeting of the Authority incurs additional expenses for clerk and legal services, and often for additional services by the Treasurer / Controller.

Related Issues: After receiving proposals for the Assessment of the Authority, two tasks were removed from the questions posed within the Request for Proposals. These questions related to cash control procedures and the Gasquet and Klamath Transfer Stations. Authority staff presented a discussion, analysis and actions related to Fiscal Controls at the May 21, 2014 Authority meeting. Staff analysis of the operations of the small volume transfer stations in Gasquet and Klamath has not yet been completed or presented to the current Authority Board

Regional Rate Comparison



The following is an excerpt from 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 in 2012:

Purpose:

The purpose of this Agreement is for the:

A) Planning, siting, permitting, developing, constructing, maintaining, managing and providing gate attendants for public disposal sites, transfer stations, and/or sanitary landfills, and planning for and securing the services of necessary non-disposal processing facilities or other options related to recovering discarded resources and processing those materials to increase their value;

B) Preparing, implementing, and providing related monitoring, reporting, updates and revisions for programs of a Regional Agency Integrated Waste Management Plan as required under the California Integrated Waste Management Act of 1989 as amended (California Public Resources Code commencing with section 40050), including programs related to used motor oil, oil filters, and household hazardous wastes and other materials and products banned from mixed waste disposal;

C) Defining and monitoring the service standards for collections of discards in the incorporated and unincorporated area of County and the ability to grant franchises for waste hauling and/or collection and processing of mixed recyclable materials, in its discretion;

D) Exercising all setting and controls on maximum rates to be charged to the public for discard collections services, and solid waste and recycling services in Del Norte County, and other appropriate powers reasonably necessary to carry out the purpose of this Agreement, including securing disposal capacity for Del Norte County residents, agencies, and businesses as required under Public Resources Code sections 41701 and 41703;

E) Developing, adopting, and implementing Ordinances and programs to control and prosecute illegal dumping and blight in Del Norte County associated with solid waste accumulation and storage; and

F) Post-closure maintenance, monitoring, reporting and remediation related to the Crescent City Landfill as required by relevant Orders from the Regional Water Quality Control Board, North Coast Region, the California Department of Resources Recycling and Recovery (CalRecycle) the North Coast Air Quality Management District.

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

Legend for symbols used:

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

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

Last Updated: ***Mid-year Review and Update for January 2014***

Mandated or Obligatory Ongoing or Future Activities:

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

☞✪☆Gather, compile, analyze, and report storm water runoff samples as required under the Industrial Stormwater Permit. After two to three years of sample history, consult with RWQCB staff regarding possibly reducing monitoring requirements. (Ongoing)

☞✪☆ Implement free TakeBack program for architectural coatings at the Del Norte County Transfer Station in coordination with PaintCare, Hambro/WSG and Clean Harbors. (January 13, 2014)

☞✪☆ Revise the Transfer and Processing Report as necessary for new recovery activities

and/or management of materials banned from disposal or requiring special handling, including architectural coatings. (Ongoing)

☞✪☆ Procure and manage Household Hazardous Waste (HHW) Collection Event contractor and use Permanent Household Hazardous Waste (HHW) Facility at the Transfer Station for annual HHW Collection Event on 21 September 2013, as well as daily recycling of oil, filters, antifreeze, latex paint, televisions and computer monitors, and fluorescent tubes. (Ongoing)

☞✪☆ Prepare and submit hazardous waste business plan to the County. (Annual)

☞✪☆ Coordinate with the County Department of weights and measures to calibrate and certify the accuracy of the scales used at the Del Norte County Transfer Station. Repair scales as necessary. (Annual)

☞✪☆ Prepare and submit the PCI compliance report to assure that measures are in place to protect customer credit and debit card information. (Annual)

? ⊗ Submit application, fees, print forms and conduct training necessary to provide public scale services at the Del Norte County Transfer Station. (Pending, deferred at present)

2. Crescent City Landfill Post-Closure Maintenance

✪☆ Continue working with County staff to monitor gas wells, groundwater wells, surface water sampling points and stormwater sampling points. Authority staff will continue to compile, summarize and analyze data as well as prepare and submit reports to the North Coast Regional Water Quality Control Board as required under Order 97-90 and the Industrial Storm Water permit. (Ongoing through 2035)

✪☆ Continue landfill monitoring and maintenance. This includes semi-annual removal of deep-rooting plants and mowing of surface drainage structures. Over the post-closure maintenance period activities will also likely include repair to slopes and drainage structures as well as grading to reduce ponding. (Ongoing through 2035)

☞△ ✪ Prepare and submit solid waste facility permit renewal applications every five years or as activities at the landfill change. (Submitted in 2013; ongoing through 2035)

✔ △ ✪ Prepare and submit landfill gas heat capacity report and other documentation required by the North Coast Air Quality Management District (NCAQMD). The NCAQMD may impose additional requirements based on this report. (Submitted in 2013; ongoing through 2035)

✔ ✪☆Apply for reduction in the post-closure multiplier and prepare and submit annual estimate of the post-closure financial liability associated with the Crescent City Landfill to CalRecycle (Annual; ongoing through 2035)

⊗☞✪Conduct and report on constituent of concern monitoring of landfill groundwater every five years. (Submitted in 2009; ongoing through 2035)

⊗✪ Conduct and submit aerial survey of the landfill every five years to document any differential settlement. (Submitted in 2011; ongoing through 2035)

3. Collections Franchise and Collections System Management

✪☆ Staff, maintain and improve disposal and recycling facilities and services at the Klamath and Gasquet container sites (Ongoing).

✪☆ Manage current Franchise Collections contract to ensure compliance with contract provisions and Service Standards. (Ongoing)

☞✪☆ Continue to promote workplace recyclables collections, the California Commercial Recycling Mandate (AB341) with Recology Del Norte, recycling coordinators, the recyclables collection contractor (currently GH Outreach) and processors like Julindra Recycling. (Ongoing)

✪☆ Coordinate collection events for Christmas trees, yard debris, household hazardous wastes and other items or materials as opportunities arise (Ongoing)

4. Reuse, Recycling, and Composting

☞✪☆ Continue, as a rural regional agency, planning, monitoring and reporting programs, activities, and progress on per capita and per employee waste reduction targets under California Integrated Waste Management Act of 1989, as amended, and as administered by the California Department of Resources, Recovery and Recycling (CalRecycle), including compliance with the California's Mandatory Commercial Recycling Law (AB341). (Ongoing)

✪☆ Continue to promote and to make more convenient beverage container recycling using grant funds from the State agency responsible for beverage container recycling. (Annual and ongoing)

✪☆ Continue to coordinate, enhance, and promote recycling of used oil, oil filters and

antifreeze using grants from the State agency responsible for oil recycling. (Annual and ongoing)

☞✪☆ Establish and report on product stewardship programs for carpeting, paints and architectural coatings. (Ongoing)

5. Education and Public Outreach

☞✪☆ Prepare outreach materials to promote program activities, events and service including print ads, radio ads, posters, public service announcements, posters, handouts and flyers as well as collections billing inserts changes. (Ongoing)

☞✪☆ Prepare and disseminate information promoting the new TakeBack program for paints and architectural coatings at the Del Norte County Transfer Station (2013 and ongoing thereafter).

☆ Coordinate and support beach, river and neighborhood cleanup activities. (Ongoing)

✔ ✪☆Promote waste prevention, reuse, composting and recycling through Fairs around Earth Day and the Del Norte County Fair. (Annual)

? ☆ Work cooperatively with the Humboldt Waste Management Authority for regional promotion of waste prevention, reuse, repair, composting and recycling. (Ongoing)

? ☆ Provide timely analysis and/or recommendations for Board actions or letters regarding legislation and/or regulations which pertain to Authority activities or programs.(Ongoing)

✪☆ Provide support to the Del Norte Solid Waste Task Force to promote waste reduction, reuse, composting, recycling and related activities. (Monthly)

? ✪☆Continue to provide regular public Composting workshops as well as other presentations as requested. (Ongoing)

✪ ☆ Continue to revise and update written materials as well as developing new materials promoting waste reduction, reuse, repair, composting, hazard reduction, and proper disposal. (Ongoing)

✪ ☆ Update website as needed and upload meeting agenda and minutes. (Ongoing)

6. Budgets, Funding and Fiscal Oversight

Developing annual budgets, tracking expenditures and revenues accordingly. (Annual and ongoing)

Preparing and submitting necessary reports related to post-employment retirement benefits funding. (Annual)

Work with contractor to complete the annual agency audit report and respond according to recommendations and Board direction. (Annual)

Solicit, negotiate and administer Authority contracts as necessary. (Ongoing)

Apply for and administer additional grants to support local and/or regional programs as opportunities arise. (Ongoing)

Develop partnerships with Del Norte County and Crescent City departments to efficiently deliver services. (Ongoing)

7. Personnel and Staffing

Adhere to policies described in a Memorandum of Understanding with the Del Norte Solid Waste Management Authority Employees Association and update as needed. (Ongoing)

Complete negotiations with Mid-management employees for a Memorandum of Understanding with the Del Norte Solid Waste Management Authority Employees Association and update as needed. (2013)

Hire and train site attendants and relief workers for the Del Norte County Transfer Station, as well as the Gasquet and Klamath container sites. (Ongoing)

Training staff through workshops, in-service training, monthly safety meetings, educational and/or on-line courses and conferences. (Ongoing)

8. Recovery Infrastructure and Recycling Market Development

Continue to participate in the North Coast Recycling Market Development Zone program to promote recycling market development technical assistance services and

financing opportunities. (Ongoing)

- ☆ Through the North Coast Cooperative for Recycling Infrastructure Development (Coop), support expansion of reuse, recycling, and compost processors and manufacturers in Del Norte and Humboldt counties to bolster regional markets for recovered materials. (Ongoing)

- ☆ Use the Coop as a forum for reducing overall program costs by sharing resources and personnel, or storing and consolidating recovered materials at public facilities as opportunities arise. (Ongoing)

8. Other Responsibilities and Activities

- ☆ Provide collection and consolidation services as needed for public home-generated sharps drop-off points. (Ongoing)

- ☆ Preparing, publishing and distributing agendas (under Chair's direction) and staff reports for monthly Authority meetings. (Monthly)

- ? ☆ Responding to public, government agency and tribal agency requests for information and reports. (Ongoing)

- ☆ Recording and responding to complaints regarding facility operations, collections services and/or illegal dumping. (Ongoing)

- ☆ Obtain and maintain equipment, supplies and software for monitoring, reporting, servicing, outreach and collection event activities. (Ongoing)

- ? ☆ Providing professional assessment and analysis of how other jurisdictions have addressed the issues and concerns identified by the Authority Board, including obtaining model requests for proposals, agreements and/or ordinances. (As needed)

Priority Discretionary Activities for 2013-2014:

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

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

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

2. Collections Franchise and Collections System Management

? ☆ Evaluate possible modifications to the Collections Franchise and/or appropriate ordinances to complement the services at the Del Norte County Transfer Station and to expand, provide incentives and document recovery. (Ongoing)

☞? ✪ Analyze, enhance, expand, develop and support one or more facilities capable of processing locally-generated organic materials for compost or energy production, in Del Norte or one of our adjacent counties. (Ongoing)

3. Crescent City Landfill Post-Closure Maintenance

☞✪☆ Install, document and collect water samples from two new wells to be installed at the landfill to possibly demonstrate groundwater flow directions are such that water quality impacts associated with the landfill are unlikely to pose a threat to adjacent residential properties. This could justify a reduction in the Threat/Complexity rating for this facility and reduce the annual permit fee for the Waste Discharge Requirements issued by the North Coast Regional Water Quality Control Board (RWQCB). (2013-2014)

✪☆ Work with RWQCB in the development and revision of Waste Discharge Requirements and Monitoring and Reporting Program to analyze water historical quality monitoring information with the intent of reducing the expense of water quality monitoring during the post-closure maintenance period, which extends until February 2036 (2014 or 2015?).

? ✪☆ Monitor development of laws and regulations pertaining to control of greenhouse and other landfill gas emissions. Research possible actions and funding sources as necessary and appropriate. (Ongoing)

☞☆ Procure landfill insurance. (2014)

4. Education and Public Outreach

✪☆ ? Work with the California Product Stewardship Council (CPSC) to promote and establish

Extended Producer Responsibility and Take Back programs. (Ongoing)

☞☆? Advocate for legislative and regulatory initiatives extending producer responsibilities for end of life product management to reduce Authority costs for managing discards - especially hazardous materials, products or materials banned from disposal, as well as products or materials requiring special handling including sharps, fluorescent tubes and household batteries. (Ongoing)

☆? Continue outreach and public-private partnerships in support of Extended Producer Responsibility. (Ongoing)

5. Legislation, Ordinances, Plans and Enforcement

☞✪☆? Administer Code Enforcement activities through a Code Enforcement Officer and Authority-related hearings through a Hearing Officer until such time as these functions are incorporated into relevant City and County Ordinances. (Ongoing)

☞✪☆ ? Work with County and City Building and Planning Departments to establish forms and processes for Materials Management Plans to be incorporated as appropriate for construction and demolition permits in Del Norte County. (Ongoing)

☆? Review, consider and provide appropriate Authority-directed advocacy regarding bills being considered by the California Legislature (Ongoing)

✔ ☆ Under the Electronic Annual Report submitted annually to the California Department of Resources Recycling and Recovery (CalRecycle) incorporate Authority policies supporting producer and consumer financed product stewardship Take Back programs as described in Authority Resolution 2007-06. (2013).

☆? Prepare local ordinances, resolutions and agreements. Modify adopted plans as necessary to enact product stewardship and extended producer responsibility programs in Del Norte County for products which have been banned from mixed waste disposal by State agencies, including household hazardous wastes and universal wastes such as batteries, sharps, mercury devices, fluorescent tubes, and electronics. (Ongoing)