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 July 09, 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**
PLEDGE OF ALLEGIANCE

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**

   1.1 Discussion regarding meeting of 07 July 2014.

2. **CONSENT AGENDA**

   2.1 Approve minutes, Special Session, Tuesday June 24, 2014. **

   2.2 Approve minutes, Regular Session, June 11, 2014. **

2.3 Acknowledge & file FY 13/14 Stormwater Report submitted for the Del Norte County Transfer Station.

2.4 Acknowledge & file FY 13/14 Stormwater Report submitted for the Crescent City Landfill. **

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

DISCUSSION/ACTION ITEMS

4. **LANDFILL POSTCLOSURE – No Items**

5. **COLLECTIONS FRANCHISE**

   5.1 Discussion and possible action regarding draft criteria and policy for the allocation of Authority-directed complimentary bin pulls, including input from City and County Code Enforcement Officers. **

6. **TRANSFER STATION**

   6.1 Discussion and possible action regarding the potential acceptance of American Express Cards at the Del Norte County Transfer Station. **

7. **GENERAL SOLID WASTE AUTHORITY MATTERS**

   7.1 Discussion and possible action regarding the Purposes of the Del Norte Solid Waste Management Authority and the Work Plan for FY 14/15. **

   7.2 Discussion and possible action regarding the short and long-term goals for the Del Norte Solid Waste Management Authority.

   7.3 Discussion and possible action regarding setting a date for a Special Meeting of the Del Norte Solid Waste Management Authority for a goal-setting and/or strategic planning workshop, possibly between the dates of August 14th and 21st.

7.4 Discussion and possible approval of a budget transfer for fiscal year 13/14 in the amount of $32,000.00 or less.

7.5 Discussion and possible action regarding Resolution 2014-05, Authorizing Submittal of a Regional Used Oil Payment Program Application as the Regional Lead Agency, Related Authorizations and Identification of Regional Participants, and submittal of related application for used oil recycling support funding for fiscal year 14/15. **

8. CLOSED SESSION ITEMS

8.1 CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL (Gov't Code 54956.9) Potential Litigation (1 case)

9. ADJOURNMENT

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM August 13, 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, Tuesday June 24 2014 @ 3:30 PM

PRESENT:	Commissioner Rich Enea, City Alternate Commissioner Roger Gitlin, County, Chair Commissioner Rick Holley, City, Vice-Chair Commissioner Mike Sullivan, County Commissioner Mary Wilson, Public, Secretary/Clerk Legal Counsel Martha Rice Acting Director/Program Manager Tedd Ward
ABSENT:	Treasurer/Controller Richard Taylor
ALSO PRESENT:	Wilma Madden, PS Business Services Tommy Sparrow, Recology Del Norte Joel Wallen, Hambro's/WSG Wes White, Hambro's/WSG Norma Williams, SEIU 1021 Kathryn Murray, Crescent City Council

3:30 PM CALL MEETING TO ORDER

Chairman Gitlin opened the meeting in regular session at 3:30 p.m.

3:30 PM PUBLIC COMMENTS

The following person(s) addressed the Authority: Elizabeth Henry, County resident, read a letter regarding the personal attack on staff during last meeting by Commissioner Sullivan, which she felt was very unpleasant and made him look like a bully. Ms. Henry's letter also commented on treatment of the public during public comment periods and the lack of a proper timing system.

1. GENERAL SOLID WASTE AUTHORITY MATTERS

1.1 Discussion and possible action regarding the short and long-term goals for the Del Norte Solid Waste Management Authority.

Commissioner Enea presented his suggestions, indicating that at the top of his list is the landfill and its cost. He indicated he would like to see a final closure with the State and to reduce that cost. Commissioner Enea stated he was not sure if it would require hiring of a consultant to assist with that process. He also commented that he would like the Authority to scale back on new projects as a long term goal. He would like to see a finance person hired as a short term goal and the hiring of a director as a contract position as list as an option in the R3 report for cost savings. Chairman Gitlin then recapped Commissioner Enea's list of goals.

Commissioner Wilson commented that she was hoping to hear from vendors as to any ideas they may have that would help effect items in the R3 report. Under the heading of long term goals, she indicated that she met with the Auditor and would like to see a monthly reconciled revenue received against budget. She stated she would also like to see a trend analysis done. Commissioner Wilson added that she would like to have a budget that looks 10 years out. She noted that she appreciates Mr. Taylor's ability, but would like to have someone on staff with financial analyst skills that could prepare those types of reports. She added that there had been discussion of using Quickbooks, but that was not recommended in the R3 report. Commissioner Wilson also indicated she would like to see bookkeeping efforts streamlined to make the finances easier for them to track. She agreed with Commissioner Enea on scaling back on new projects. She concurred that the top two positions could be combined. Commissioner Wilson also stated that she would like to see a longer term look at expenses and payroll costs. Chairman Gitlin stated he felt that the Commission should direct vendors to present ideas, rather than just be from an individual Commission member and would entertain a motion. Commissioner Sullivan commented that they have had an ad hoc committee in the past that included Hambro and Recology and the Commission could revive that committee.

Commissioner Wilson moved to request vendors (Recology and Hambro/WSG) to present options to the Board related to suggestions in the R3 report that vendors could be contracted to address some of the Authority's current responsibilities. Commissioner Enea seconded the motion.

Commissioner Holley commented they should be more specific as to what to ask vendors for input on, such as educational programs. Commissioner Wilson responded that she was not sure what work the vendors do now that would tie in with the Authority work. Chairman Gitlin commented again on what items vendors should be asked to address. Commissioner Wilson responded that they should be open to ideas on short and long term goals.

Chairman Gitlin clarified the motion was for input from vendors on short and long terms goals to be presented at the July 9 meeting. Commissioner Enea concurred with Chairman Gitlin's review of the motion.

Commissioner Holley pointed out that the R3 report was really broad and read the relevant section of the report. Commissioner Sullivan commented that he felt that the request to Hambro and Recology was appropriate and wanted input on if there were a specific task they could take over and if there would be a cost involved. Chairman Gitlin asked for public comment on the motion. Elizabeth Henry stated she felt that it would be more appropriate for the Commission to be specific about what they want from their franchisees. She commented on what items the Authority does (hazardous waste, etc) that Recology does not handle.

Wes White commented that he did not want to step into a political dispute, but might be able to generate reports if they know specifically what is wanted in those reports in order to determine if they have the ability to generate them. Mr. White added that there were some items in R3 report; such has employee issues that are outside the purview of the franchisees. Chairman Gitlin responded that he understood Mr. White's feelings.

Kathryn Murray commented that the items being discussed are not something that was agenized. Decisions needing action need to be agendized. She added she was not in favor of combining positions that have clearly been a burden on staff. Ms. Murray felt the Authority needed to keep both positions. Chairman Gitlin deferred to Counsel Rice as to whether the motion was appropriate or if it should be agendized at next meeting. Martha commented it is not a significant action, but that would be more appropriate to establish the short and long terms goals first.

Chairman Gitlin reviewed the motion for input from vendors on short and long terms goals to be presented at the July 9 meeting. The motion carried on a unanimous polled vote.

Commissioner Holley commented on the process to establish short and long term goals, including potential options for each goal to be discussed. Commissioner Holley stated he felt the primary short term goal should be the hiring an executive director. That person can then shepherd the goal setting process. He added that he felt they need to review existing documents on the JPA as a start.

Commissioner Sullivan apologized to Ms. Henry for rolling his eyes during her comments. Commissioner Sullivan indicated he believed combination of the executive director and program manager positions was a short term goal and that person should have a business management background and should be a contract employee. Commissioner Sullivan commented that he does believe this

is a utility. He added that he has spoken with business owners and their recycling costs are expensive. He indicated he agreed with Commissioner Holley that the executive director should lead the rest of the goal setting process. Commissioner Wilson stated that she did not, at this time, have a preference between contracting the position or hiring an employee.

Chairman Gitlin stated that his primary short term goal is the hiring of a new executive director using option four in the R3 report. He added that his long term goal would be to establish this as a utility and to make the service better suited to the small community rather than that of a large market.

Chairman Gitlin then recapped each of the other Commissioners goals. Commissioner Holley commented that the R3 report options are not necessarily the only options available to the Commission. He added that the combining of positions may require negotiations. Commissioner Sullivan commented that perhaps they should revisit hiring a temporary interim executive director. Commissioner Enea indicated he felt another special meeting might be in order, rather than to try to include it in July 9 regular meeting. Commissioner Holley indicated he would prefer to handle it at the next regular meeting, but would like to go back over the existing goals and work plan as part of this process. He added that they do need to agendize how to approach the executive director position. The other Commissioners agreed and directed staff to include both items on the July 9 agenda. Ms. Rice pointed out that hiring of executive director would need to be a separate agenda item and could include possible options for how to fill the position. Commissioner Sullivan suggested the Chair and Vice Chair meet with legal counsel to develop the proper wording for the executive director agenda item.

2. ADJOURN

There being no further business to come before the Authority, Chairman Gitlin adjourned the meeting at 4:28 p.m., until the next regularly scheduled meeting set for July 9, 2014 at 3:30p.m.

_____ Date / /

Roger Gitlin, Chair
Del Norte Solid Waste Management Authority

ATTEST:

_____ Date / /

Mary Wilson, Secretary/Clerk of the Board

MINUTES

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

Regular Session, Wednesday June 11, 2014, 3:30 PM

PRESENT: Commissioner Rich Enea, City Alternate
Commissioner Roger Gitlin, County, Chair
Commissioner Rick Holley, City, Vice-Chair
Commissioner Mike Sullivan, County, arrived 3:39 PM
Commissioner Mary Wilson, Public, Secretary/Clerk
Legal Counsel Martha Rice
Treasurer/Controller Richard Taylor
Acting Director/Program Manager Tedd Ward

ABSENT: Commissioner Ron Gastineau

ALSO PRESENT: Karen Phillips, PS Business Services
Clinton Schaad, County Auditor
Richard Taylor, Treasurer / Controller
Tommy Sparrow, Recology Del Norte
Joel Wallen, Hambro's/WSG

3:30 PM CALL MEETING TO ORDER

Chairman Gitlin opened the meeting in regular session at 3:30 P.M. Commissioner Holley led the pledge of allegiance.

3:30 PM PUBLIC COMMENTS:

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

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.

2.2

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 in the amount of $20,619.25.

END CONSENT AGENDA

Item 2.4 was pulled from the consent agenda for separate action and discussion.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority, approved and adopted the consent agenda, consisting of items 2.1-2.3, as presented.

Discussion was held regarding 2.4, the budget transfer will pay for the Bertsch/Ocean View Water District assessments to they are current and other expenditures of the authority.

On a motion by Commissioner Wilson, seconded by Commissioner Holley, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved item 2.4 a budget transfer in the amount of $20,619.25.

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 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

The reports listed above were presented in the agenda and reported on by Mr. Tedd Ward and Mr. Rich Taylor. Commissioner Sullivan noted for the record that the $25,000-$29,000 missing was stolen; it is not from missing checks. As part of the Director's Report, in response to concerns expressed by the Del Norte County Board of Supervisors during his presentation regarding the draft FY 14/15 Authority budget, Mr. Ward handed out the portion of the County's shredding policy describing the retention policies pertaining to financial records, and stated that he understood that historically Authority records were shredded according to the County's policies. Commissioner Gitlin asked if the Authority could have the document shredding policy altered so that the documents could be "microfiched". Mr. Ward replied that with current staffing and equipment, such action would not be practical. Chair Gitlin asked to suspend the shredding indefinitely, at this time. Commissioner Sullivan noted that the records were protected by the controls put in place. Commissioners voiced concerns regarding the records being shredded at this time. Discussion was held regarding the records retention

schedule. Mr. Schaad discussed the policy and the reason for the time constraints.

The missing funds were discussed as well as protocols in place to make sure there are no more missing funds. Mr. Ward thanked Lisa Babcock, the Account Clerk for her efforts following these fiscal controls relating to the Authority's accounts. In a public comment, Elizabeth Henry asked to have the Sheriff's report released so the public knows what the issue is. Legal counsel Martha Rice explained that the report can be read at the Sheriff's office, but copies cannot be taken of the report.

Continuing with the Director's report, Mr. Ward reported that he has made phone calls to charge account customers with larger outstanding balances. He would like to get Quickbooks set up to charge interest on the outstanding balances. No action was taken.

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.

Discussion was held regarding the appeal of the threat/complexity rating and original bill of $64,817. Staff believes that there is no current compelling reason for a reduction this year; however, next year may be different. Staff suggested payment of the outstanding balance of $36,722.05.

On a motion by Commissioner Sullivan, seconded by Commissioner Enea, and carried on a 4/5th polled vote, with Commissioner Wilson voting no, the Del Norte Solid Waste Management Authority, approved and adopted the payment of the State Water Resources Control Board invoice in the amount of $36,772.05. A partial payment of the invoice was made earlier in the year.

Staff was directed by the Chairman, to place a discussion matter on the next agenda regarding the Authority's appeal of the Regional Water Quality Control Board's Threat / Complexity rating of the Crescent City Landfill, which affects the amount of the annual Waste Discharge Requirements Fee. Staff also suggested that the next level of appeal letters may ask the Regional Water Quality Control Board to approve drilling an additional investigation well site at a location that RWQCB staff has already rejected.

5 COLLECTIONS FRANCHISE

5.1 Discussion and possible action regarding allocation of Authority-directed complimentary bin pulls for 2014. **031205, 180510**

Chairman Gitlin pulled this matter from the agenda at this time and asked that it be put on the agenda next month. The inventory of 20 bins per year has typically

resulted in some being used at the 4th of July celebration and at the Fair, with others being sued for the Coastal Cleanup and at the Household Hazardous Waste Cleanup, which leaves 4 bins left for allocation before the end of the calendar year. Commissioner Sullivan asked if there was a policy or criteria for using the bins for the community benefit. Staff is not aware of a policy for the bin use. After discussion, Board consensus was to have staff draft a policy for consideration at a future meeting. Commissioner Sullivan asked for a report by the Code Enforcement Officer regarding the blighted properties at the next meeting.

6. **TRANSFER STATION**
   a. 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. **031508**

Discussion was held regarding the payment of sewer assessments for 1700 State Street owed the County of Del Norte. Payment of the assessment bill will bring the account current.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority, approved the payment of the 1700 State Street assessment 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 **031208**

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority, approved the agreement with PS Business Services for the period of June 1, 2014 through June 30, 2015, as presented.

   7.2 Discussion and possible action regarding staffing issues associated with the close of fiscal year 13/14. **070106**

Discussion was held regarding the staffing issues and the alternatives that the Authority has to fill the position due to illness. It was pointed out that the Acting Director has the authority to hire a part-time temporary account clerk if the cost is under $5,000. No action was taken.

3:45 P.M. PUBLIC HEARING

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

The public hearing was opened at 4:46 p.m. Elizabeth Henry commented that she supports the budget as presented. She hopes that the Authority would consider staffing the Authority offices to the full capacity. She feels that the Auditor's report has a positive aspect included. She also wanted the public to know that the audit was performed under the former director's term or service. The public hearing was closed at 4:50 p.m.

7.4 Discussion and adoption of the Authority budget for fiscal year 2014/2015. **022102**

Discussion was held regarding the budget and amending it with approval by the City and the County, and or passing the budget by July 1, 2014.

On a motion by Commissioner Sullivan, seconded by Commissioner Enea, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority, approved and adopted the Del Norte Solid Waste Management Authority Budget for 2014/2015, as presented.

7.5 Discussion and possible action regarding Final Report Assessment of the Del Norte Solid Waste Management Authority by R3 Consulting Group. **130101**

Discussion was held regarding the final report from R3 Consulting Group. After discussion, it was decided that an item will be placed on a future agenda to set short and long-term goals. Commissioner Enea commented that on page 7, the report indicated that all the commissioners had been contacted. Yet he said that they never contacted him as a former Commissioner, though the new Commissioner was only on the Board for one month prior to the study. Commissioner Sullivan noted that there were other recommendations not listed in the staff report and he expressed his concern that the whole recommendation language was not presented in the staff report. Commissioner Wilson also indicated that the entire text of the recommendations were not included in the staff report and it gave the wrong impression of the R3 report.

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.

After discussion, a meeting was set on June 24th at 3:30 p.m. for a special meeting to discuss short and long-term goals. Bill Lonsdale commented on his correspondence he sent to the staff regarding the three bedrock principals he saw: 1) whether or not the De Norte Solid Waste Management Authority should work as a utility, work as an agent for social change, or a service; 2) what should the priority be in serving the community; and 3) weighing the commercial interests against residential. He noted that R3 put forth four options to consider:

1) keep current, no change; 2) reduce staff levels; 3) contract executive director's position; 4) contract the authority services out to private sector. Commissioners noted that they could take any action necessary outside of the options and that the recommendations listed in the staff report did not fully note the recommendations from R3, which was misleading. Commissioner Wilson would like to see if the Authority's contractors (i.e. Hambro/WSG and / or Recology Del Norte) could pick up the reporting or help alleviate some of the staff work.

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

Chairman Gitlin announced that there would be no closed session held.

8. **ADJOURNMENT**
   Adjourn to the next special meeting of the Del Norte Solid Waste Management Authority scheduled for Tuesday July 24th at 3:30 P.M. 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, Chairman Gitlin adjourned the meeting at 5:23 p.m. until the next special meeting set for June 24, 2014.

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

ATTEST:

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

State of California
STATE WATER RESOURCES CONTROL BOARD

2013 2014

ANNUAL REPORT
FOR
STORM WATER DISCHARGES ASSOCIATED
WITH INDUSTRIAL ACTIVITIES

Reporting Period July 1, 2013 through June 30, 2014

An annual report is required to be submitted to your local Regional Water Quality Control Board (Regional Board) by July 1 of each year. This document must be certified and signed, under penalty of perjury, by the appropriate official of your company. Many of the Annual Report questions require an explanation. Please provide explanations on a separate sheet as an attachment. **Retain a copy of the completed Annual Report for your records.**

Please circle or highlight any information contained in Items A, B, and C below that is new or revised so we can update our records. Please remember that a Notice of Termination and new Notice of Intent are required whenever a facility operation is relocated or changes ownership.

If you have any questions, please contact your Regional Board Industrial Storm Water Permit Contact. The names, telephone numbers and e-mail addresses of the Regional Board contacts, as well as the Regional Board office addresses can be found at http://www.swrcb.ca.gov/stormwtr/contact.html. To find your Regional Board information, match the first digit of your WDID number with the corresponding number that appears in parenthesis on the first line of each Regional Board office.

GENERAL INFORMATION:

A. Facility Information:

Facility WDID No: 1 08I001442

Facility Business Name: Crescent City Landfill
Contact Person: Tedd Ward
Physical Address: End Of Hights Access Road
e-mail: tedd@recycledelnorte.ca.gov
City: Crescent City
CA Zip: 95531 Phone: 707-954-3351
SIC Code(s): 4953-Refuse Systems

B. Facility Operator Information:

Operator Name: Del Norte Solid Waste Management Authority
Contact Person: Tedd Ward
Mailing Address: 1700 State St
e-mail: tedd@recycledelnorte.ca.gov
City: Crescent City
State: CA Zip: 95531 Phone: 707-465-1100

C. Facility Billing Information:

Operator Name: _____
Contact Person: _____
Mailing Address: _____
e-mail: _____
City: _____
State: ____ Zip: _____ Phone: _____

2.4

2013 | 2014

ANNUAL REPORT

SPECIFIC INFORMATION

MONITORING AND REPORTING PROGRAM

D. SAMPLING AND ANALYSIS EXEMPTIONS AND REDUCTIONS

1. For the reporting period, was your facility exempt from collecting and analyzing samples from **two** storm events in accordance with sections B.12 or 15 of the General Permit?

   ☐ **YES** Go to Item D.2 ☒ **NO** Go to Section E

2. Indicate the reason your facility is exempt from collecting and analyzing samples from **two** storm events. Attach a copy of the first page of the appropriate certification if you check boxes ii, iii, iv, or v.

   i. ☐ Participating in an Approved Group Monitoring Plan **Group Name:** _____

   ii. ☐ Submitted **No Exposure Certification (NEC)** Date Submitted: _____

   Re-evaluation Date: _____

   Does facility continue to satisfy NEC conditions? ☐ YES ☐ NO

   iii. ☐ Submitted **Sampling Reduction Certification (SRC)** Date Submitted: _____

   Re-evaluation Date: _____

   Does facility continue to satisfy SRC conditions? ☐ YES ☐ NO

   iv. ☐ Received Regional Board Certification Certification Date: _____

   v. ☐ Received Local Agency Certification Cetification Date: _____

3. If you checked boxes i or iii above, were you scheduled to sample **one** storm event during the reporting year?

   ☐ **YES** Go to Section E ☒ **NO** Go to Section F

4. If you checked boxes ii, iv, or v, go to Section F.

E. SAMPLING AND ANALYSIS RESULTS

1. How many storm events did you sample? 3 If less than 2, **attach explanation** (if you checked item D.2.i or iii. above, only attach explanation if you answer "0").

2. Did you collect storm water samples from the first storm of the wet season that produced a discharge during scheduled facility operating hours? (Section B.5 of the General Permit)

   ☒ **YES** ☐ **NO, attach explanation** **(Please note that if you do not sample the first storm event, you are still required to sample 2 storm events)**

3. How many storm water discharge locations are at your facility? 8

4. For each storm event sampled, did you collect and analyze a sample from each of the facilitys' storm water discharge locations? ☐ YES, go to Item E.6 ☒ NO

5. Was sample collection or analysis reduced in accordance with Section B.7.d of the General Permit? ☒ NO ☐ YES, **attach explanation**

   If "YES", **attach documentation** supporting your determination that two or more drainage areas are substantially identical.

   Date facility's drainage areas were last evaluated _____

6. Were all samples collected during the first hour of discharge? ☒ YES ☐ NO, **attach explanation**

7. Was all storm water sampling preceded by three (3) working days without a storm water discharge? ☒ YES ☐ NO, **attach explanation**

8. Were there any discharges of stormwater that had been temporarily stored or contained? (such as from a pond) ☐ YES ☒ NO, go to Item E.10

9. Did you collect and analyze samples of temporarily stored or contained storm water discharges from two storm events? (or one storm event if you checked item D.2.i or iii. above) ☐ YES ☒ NO, **attach explanation**

10. Section B.5. of the General Permit requires you to analyze storm water samples for pH, Total Suspended Solids (TSS), Specific Conductance (SC), Total Organic Carbon (TOC) or Oil and Grease (O&G), other pollutants likely to be present in storm water discharges in significant quantities, and analytical parameters listed in Table D of the General Permit.

    a. Does Table D contain any additional parameters related to your facility's SIC code(s)? ☒ YES ☐ NO, Go to Item E.11

    b. Did you analyze all storm water samples for the applicable parameters listed in Table D? ☒ YES ☐ NO

    c. If you did not analyze all storm water samples for the applicable Table D parameters, check one of the following reasons:

    _____ In prior sampling years, the parameter(s) have not been detected in significant quantities from two consecutive sampling events. **Attach explanation**

    _____ The parameter(s) is not likely to be present in storm water discharges and authorized non-storm water discharges in significant quantities based upon the facility operator's evaluation. **Attach explanation**

    _____ Other. **Attach explanation**

11. For each storm event sampled, attach a copy of the laboratory analytical reports and report the sampling and analysis results using **Form 1** or its equivalent. The following must be provided for each sample collected:

- Date and time of sample collection
- Name and title of sampler.
- Parameters tested.
- Name of analytical testing laboratory.
- Discharge location identification.
- Testing results.
- Test methods used.
- Test detection limits.
- Date of testing.
- Copies of the laboratory analytical results.

F. QUARTERLY VISUAL OBSERVATIONS

1. **Authorized Non-Storm Water Discharges**
Section B.3.b of the General Permit requires quarterly visual observations of all authorized non-storm water discharges and their sources.

a. Do authorized non-storm water discharges occur at your facility?

☐ **YES** ☒ **NO** Go to Item F.2

b. Indicate whether you visually observed all authorized non-storm water discharges and their sources during the quarters when they were discharged. **Attach an explanation for any "NO" answers.** Indicate "N/A" for quarters without any authorized non-storm water discharges.

July -September	☐ **YES**	☐ **NO**	☐ **N/A**	October-December	☐ **YES**	☐ **NO**	☐ **N/A**
January-March	☐ **YES**	☐ **NO**	☐ **N/A**	April-June	☐ **YES**	☐ **NO**	☐ **N/A**

c. Use **Form 2** to report quarterly visual observations of authorized non-storm water discharges or provide the following information.

i. name of each authorized non-storm water discharge
ii. date and time of observation
iii. source and location of each authorized non-storm water discharge
iv. characteristics of the discharge at its source and impacted drainage area/discharge location
v. name, title, and signature of observer
vi. **any** new or revised BMPs necessary to reduce or prevent pollutants in authorized non-storm water discharges. Provide new or revised BMP implementation date.

2. **Unauthorized Non-Storm Water Discharges**
Section B.3.a of the General Permit requires quarterly visual observations of all drainage areas to detect the presence of unauthorized non-storm water discharges and their sources.

a. Indicate whether you visually observed all drainage areas to detect the presence of unauthorized non-storm water discharges and their sources. **Attach an explanation for any "NO" answers.**

July -September	☒ **YES**	☐ **NO**	☐ **N/A**	October-December	☒ **YES**	☐ **NO**	☐ **N/A**
January-March	☒ **YES**	☐ **NO**	☐ **N/A**	April-June	☒ **YES**	☐ **NO**	☐ **N/A**

b. Based upon the quarterly visual observations, were any unauthorized non-storm water discharges detected?

☐ **YES** ☒ **NO** Go to item F.2.d

c. Have each of the unauthorized non-storm water discharges been eliminated or permitted?

☐ **YES** ☐ **NO** **Attach explanation**

d. Use **Form 3** to report quarterly unauthorized non-storm water discharge visual observations or provide the following information.

i. name of each unauthorized non-storm water discharge.
ii. date and time of observation.
iii. source and location of each unauthorized non-storm water discharge.
iv. characteristics of the discharge at its source and impacted drainage area/discharge location.
v. name, title, and signature of observer.
vi. **any** corrective actions necessary to eliminate the source of each unauthorized non-storm water discharge and to clean impacted drainage areas. Provide date unauthorized non-storm water discharge(s) was eliminated or scheduled to be eliminated.

G. MONTHLY WET SEASON VISUAL OBSERVATIONS

Section B.4.a of the General Permit requires you to conduct monthly visual observations of storm water discharges at all storm water discharge locations during the wet season. These observations shall occur during the first hour of discharge or, in the case of temporarily stored or contained storm water, at the time of discharge.

1. Indicate below whether monthly visual observations of storm water discharges occurred at all discharge locations. **Attach an explanation for any "NO" answers.** Include in this explanation whether any eligible storm events occurred during scheduled facility operating hours that did not result in a storm water discharge, and provide the date, time, name and title of the person who observed that there was no storm water discharge.

	YES	NO		YES	NO
October	[x]	[ ]	February	[x]	[ ]
November	[x]	[ ]	March	[x]	[ ]
December	[x]	[ ]	April	[x]	[ ]
January	[x]	[ ]	May	[x]	[ ]

2. Report monthly wet season visual observations using **Form 4** or provide the following information.

   a. date, time, and location of observation
   b. name and title of observer
   c. characteristics of the discharge (i.e., odor, color, etc.) and source of any pollutants observed.
   d. **any** new or revised BMPs necessary to reduce or prevent pollutants in storm water discharges. Provide new or revised BMP implementation date.

ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION (ACSCE)

H. ACSCE CHECKLIST

Section A.9 of the General Permit requires the facility operator to conduct one ACSCE in each reporting period (July 1-June 30). Evaluations must be conducted within 8-16 months of each other. The SWPPP and monitoring program shall be revised and implemented, as necessary, within 90 days of the evaluation. The checklist below includes the minimum steps necessary to complete a ACSCE. Indicate whether you have performed each step below. **Attach an explanation for any "NO" answers.**

1. Have you inspected all potential pollutant sources and industrial activities areas? [x] YES [ ] NO
   The following areas should be inspected:

   - areas where spills and leaks have occured during the last year.
   - outdoor wash and rinse areas.
   - process/manufacturing areas.
   - loading, unloading, and transfer areas.
   - waste storage/disposal areas.
   - dust/particulate generating areas.
   - erosion areas.
   - building repair, remodeling, and construction
   - material storage areas
   - vehicle/equipment storage areas
   - truck parking and access areas
   - rooftop equipment areas
   - vehicle fueling/maintenance areas
   - non-storm water discharge generating areas

2. Have you reviewed your SWPPP to assure that its BMPs address existing potential pollutant sources and industrial activities areas? [x] YES [ ] NO

3. Have you inspected the entire facility to verify that the SWPPP's site map, is up-to-date? The following site map items should be verified: [x] YES [ ] NO

   - facility boundaries
   - outline of all storm water drainage areas
   - areas impacted by run-on
   - storm water discharges locations
   - storm water collection and conveyance system
   - structural control measures such as catch basins, berms, containment areas, oil/water separators, etc.

4. Have you reviewed all General Permit compliance records generated since the last annual evaluation? [x] YES [ ] NO

The following records should be reviewed:

- quarterly authorized non-storm water discharge visual observations
- monthly storm water discharge visual observation
- records of spills/leaks and associated clean-up/response activities
- quarterly unauthorized non-storm water discharge visual observations
- Sampling and Analysis records
- preventative maintenance inspection and maintenance records

5. Have you reviewed the major elements of the SWPPP to assure compliance with the General Permit? [x] YES [ ] NO

The following SWPPP items should be reviewed:

- pollution prevention team
- list of significant materials
- description of potential pollutant sources
- assessment of potential pollutant sources
- identification and description of the BMPs to be implemented for each potential pollutant source

6. Have you reviewed your SWPPP to assure that a) the BMPs are adequate in reducing or preventing pollutants in storm water discharges and authorized non-storm water discharges, and b) the BMPs are being implemented? [x] YES [ ] NO

The following BMP categories should be reviewed:

- good housekeeping practices
- spill response
- employee training
- erosion control
- quality assurance
- preventative maintenance
- material handling and storage practices
- waste handling/storage
- structural BMPs

7. Has all material handling equipment and equipment needed to implement the SWPPP been inspected? [x] YES [ ] NO

I. ACSCE EVALUATION REPORT

The facility operator is required to provide an evaluation report that includes:

- identification of personnel performing the evaluation
- the date(s) of the evaluation
- necessary SWPPP revisions
- schedule for implementing SWPPP revisions
- any incidents of non-compliance and the corrective actions taken.

Use **Form 5** to report the results of your evaluation or develop an equivalent form.

J. ACSCE CERTIFICATION

The facility operator is required to certify compliance with the Industrial Activities Storm Water General Permit. To certify compliance, both the SWPPP and Monitoring Program must be up to date and be fully implemented.

Based upon your ACSCE, do you certify compliance with the Industrial Activities Storm Water General Permit? [x] YES [ ] NO

If you answered "NO" **attach an explanation** to the ACSCE Evaluation Report why you are not in compliance with the Industrial Activities Storm Water General Permit.

ANNUAL REPORT CERTIFICATION

I am duly authorized to sign reports required by the INDUSTRIAL ACTIVITIES STORM WATER GENERAL PERMIT (see Standard Provision C.9) and I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those person directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Printed Name: _____

Signature: _____ Date: _____

Title: _____

ANNUAL REPORT

DESCRIPTION OF BASIC ANALYTICAL PARAMETERS

The Industrial Activities Storm Water General Permit (General Permit) requires you to analyze storm water samples for at least four parameters. These are pH, Total Suspended Solids (TSS), Specific Conductance (SC),and Total Organic Carbon (TOC). Oil and Grease (O&G) may be substituted for TOC. In addition, you must monitor for any other pollutants which you believe to be present in your storm water discharge as a result of industrial activity and analytical parameters listed in Table D of the General Permit. There are no numeric limitations for the parameters you test for.

The four parameters which the General Permit requires to be tested are considered *indicator* parameters. In other words, regardless of what type of facility you operate, these parameters are nonspecific and general enough to usually provide some indication whether pollutants are present in your storm water discharge. The following briefly explains what each of these parameters mean:

pH is a numeric measure of the hydrogen-ion concentration. The neutral, or acceptable, range is within 6.5 to 8.5. At values less than 6.5, the water is considered acidic; above 8.5 it is considered alkaline or basic. An example of an acidic substance is vinegar, and a alkaline or basic substance is liquid antacid. Pure rainfall tends to have a pH of a little less than 7. There may be sources of materials or industrial activities which could increase or decrease the pH of your storm water discharge. If the pH levels of your storm water discharge are high or low, you should conduct a thorough evaluation of all potential pollutant sources at your site.

Total Suspended Solids (TSS) is a measure of the undissolved solids that are present in your storm water discharge. Sources of TSS include sediment from erosion of exposed land, and dirt from impervious (i.e. paved) areas. Sediment by itself can be very toxic to aquatic life because it covers feeding and breeding grounds, and can smother organisms living on the bottom of a water body. Toxic chemicals and other pollutants also adhere to sediment particles. This provides a medium by which toxic or other pollutants end up in our water ways and ultimately in human and aquatic life. TSS levels vary in runoff from undisturbed land. It has been shown that TSS levels increase significantly due to land development.

Specific Conductance (SC) is a numerical expression of the ability of the water to carry an electric current. SC can be used to assess the degree of mineralization, salinity, or estimate the total dissolved solids concentration of a water sample. Because of air pollution, most rain water has a SC a little above zero. A high SC could affect the usability of waters for drinking, irrigation, and other commercial or industrial use.

Total Organic Carbon (TOC) is a measure of the total organic matter present in water. (All organic matter contains carbon) This test is sensitive and able to detect small concentrations of organic matter. Organic matter is naturally occurring in animals, plants, and man. Organic matter may also be man made (so called synthetic organics). Synthetic organics include pesticides, fuels, solvents, and paints. Natural organic matter utilizes the oxygen in a receiving water to biodegrade. Too much organic matter could place a significant oxygen demand on the water, and possibly impact its quality. Synthetic organics either do not biodegrade or biodegrade very slowly. Synthetic organics are a source of toxic chemicals that can have adverse affects at very low concentrations. Some of these chemicals bioaccumulate in aquatic life. If your levels of TOC are high, you should evaluate all sources of natural or synthetic organics you may use at your site.

Oil and Grease (O&G) is a measure of the amount of oil and grease present in your storm water discharge. At very low concentrations, O&G can cause a sheen (that floating "rainbow") on the surface of water (1 qt. of oil can pollute 250,000 gallons of water). O&G can adversely affect aquatic life and create unsightly floating material and film on water, thus making it undrinkable. Sources of O&G include maintenance shops, vehicles, machines and roadways.

If you have any questions regarding whether or not your constituent concentrations are too high, please contact your local Regional Board office. The United States Environmental Protection Agency (USEPA) has published stormwater discharge benchmarks for a number of parameters. These benchmarks may be helpful when evaluating whether additional BMPs are appropriate. These benchmarks can be accessed at our website at http://www.swrcb.ca.gov. It is contained in the Sampling and Analysis Reduction Certification.

See Storm Water Contacts at

http://www.waterboards.ca.gov/water_issues/programs/stormwater/contact.shtml

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FORM 1 - SAMPLING & ANALYSIS RESULTS

Monitoring Location	Sample Date / Time	Discharge Time	Sample Collector Name, Title	Parameter	Result	Units	Analytical Method	Method Detection Limit	Analyzed By
SW-3	12/02/2014 11:45	11:30	Tedd Ward, Acting Director	Chemical Oxygen Demand (COD)	=19	mg/L	A5220D	5	LAB
SW-3	12/02/2014 11:45	11:30	Tedd Ward, Acting Director	Electrical Conductivity @ 25 Deg. C	=327	umhos/cm	A2510B	1	SELF
SW-3	12/02/2014 11:45	11:30	Tedd Ward, Acting Director	Oil and Grease	=0	mg/L	E1664A	5	LAB
SW-3	12/02/2014 11:45	11:30	Tedd Ward, Acting Director	pH	=7.21	SU	A4500H	0.1	SELF
SW-3	12/02/2014 11:45	11:30	Tedd Ward, Acting Director	Total Suspended Solids (TSS)	=7.8	mg/L	A2540B	1	LAB
SW-20	12/02/2013 12:20	11:30	Tedd Ward, Acting Director	Chemical Oxygen Demand (COD)	=14	mg/L	A5220D	5	LAB
SW-20	12/02/2013 12:20	11:30	Tedd Ward, Acting Director	Electrical Conductivity @ 25 Deg. C	=300	umhos/cm	A2510B	1	SELF
SW-20	12/02/2013 12:20	11:30	Tedd Ward, Acting Director	Oil and Grease	=0	mg/L	E1664A	5	LAB
SW-20	12/02/2013 12:20	11:30	Tedd Ward, Acting Director	pH	=7.46	SU	A4500H	0.1	SELF
SW-20	12/02/2013 12:20	11:30	Tedd Ward, Acting Director	Total Suspended Solids (TSS)	=2.6	mg/L	A2540B	1	LAB
SW-3	12/02/2013 12:00	11:30	Tedd Ward, Acting Director	Chemical Oxygen Demand (COD)	=29	mg/L	A5220D	5	LAB
SW-3	12/02/2013 12:00	11:30	Tedd Ward, Acting Director	Electrical Conductivity @ 25 Deg. C	=411	umhos/cm	A2510B	1	SELF
SW-3	12/02/2013 12:00	11:30	Tedd Ward, Acting Director	Oil and Grease	=0	mg/L	E1664A	5	LAB
SW-3	12/02/2013 12:00	11:30	Tedd Ward, Acting Director	pH	=7.17	SU	A4500H	0.1	SELF
SW-3	12/02/2013 12:00	11:30	Tedd Ward, Acting Director	Total Suspended Solids (TSS)	=2	mg/L	A2540B	1	LAB
SW-3	03/25/2014 11:30	11:10	Tedd Ward, Acting Director	Chemical Oxygen Demand (COD)	=16	mg/L	A5220D	5	LAB
SW-3	03/25/2014 11:30	11:10	Tedd Ward, Acting Director	Electrical Conductivity @ 25 Deg. C	=220	umhos/cm	A2510B	1	SELF
SW-3	03/25/2014 11:30	11:10	Tedd Ward, Acting Director	Oil and Grease	=0	mg/L	E1664A	5	LAB
SW-3	03/25/2014 11:30	11:10	Tedd Ward, Acting Director	pH	=7.75	SU	A4500H	1	SELF
SW-3	03/25/2014 11:30	11:10	Tedd Ward, Acting Director	Total Suspended Solids (TSS)	=0	mg/L	A2540B	1	LAB
SW-8	03/25/2014 11:15	11:10	Tedd Ward, Acting Director	Chemical Oxygen Demand (COD)	=22	mg/L	A5220D	5	LAB
SW-8	03/25/2014 11:15	11:10	Tedd Ward, Acting Director	Electrical Conductivity @ 25 Deg. C	=232	umhos/cm	A2510B	1	SELF

SW-8	03/25/2014 11:15	11:10	Tedd Ward, Acting Director	Oil and Grease	=0	mg/L	E1664A	5	LAB
SW-8	03/25/2014 11:15	11:10	Tedd Ward, Acting Director	pH	=7.65	SU	A4500H	0.1	SELF
SW-8	03/25/2014 11:15	11:10	Tedd Ward, Acting Director	Total Suspended Solids (TSS)	=3.6	mg/L	A2540B	1	LAB

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FORM 2 - QUARTERLY VISUAL OBSERVATIONS OF AUTHORIZED NON-STORM WATER DISCHARGES (NSWDs)

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Any Authorized NSWDs This Quarter?
July - Sept	08/29/2013	Tedd Ward	Acting Director	No

Source and Location of Authorized NSWD	Name of Authorized NSWD	Authorized NSWD Characteristics at Source	Authorized NSWD Characteristics at Drainage Area and Discharge Location	Revised or New BMPs Description and Implementation Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Any Authorized NSWDs This Quarter?
Oct - Dec	12/02/2013	Tedd Ward	Acting Director	No

Source and Location of Authorized NSWD	Name of Authorized NSWD	Authorized NSWD Characteristics at Source	Authorized NSWD Characteristics at Drainage Area and Discharge Location	Revised or New BMPs Description and Implementation Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Any Authorized NSWDs This Quarter?
Jan - Mar	02/13/2014	Tedd Ward	Acting Director	No

Source and Location of Authorized NSWD	Name of Authorized NSWD	Authorized NSWD Characteristics at Source	Authorized NSWD Characteristics at Drainage Area and Discharge Location	Revised or New BMPs Description and Implementation Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Any Authorized NSWDs This Quarter?
Apr - Jun	04/10/2014	Tedd Ward	Acting Director	No

Source and Location of Authorized NSWD	Name of Authorized NSWD	Authorized NSWD Characteristics at Source	Authorized NSWD Characteristics at Drainage Area and Discharge Location	Revised or New BMPs Description and Implementation Date

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FORM 3 - QUARTERLY VISUAL OBSERVATIONS OF UNAUTHORIZED NON-STORM WATER DISCHARGES (NSWDs)

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Unauthorized NSWDs Observed?	Indications of Prior Unauthorized NSWDs?
July - Sept	08/29/2013 15:30	Tedd Ward	Acting Director	No	No

Source and Location of Unauthorized NSWD	Name of Unauthorized NSWD	Unauthorized NSWD Characteristics at Source	Unauthorized NSWD Characteristics at Drainage Area and Discharge Location	Corrective Actions to Eliminate Unauthorized NSWD and Elimination Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Unauthorized NSWDs Observed?	Indications of Prior Unauthorized NSWDs?
Oct - Dec	12/02/2013 11:00	Tedd Ward	Acting Director	No	No

Source and Location of Unauthorized NSWD	Name of Unauthorized NSWD	Unauthorized NSWD Characteristics at Source	Unauthorized NSWD Characteristics at Drainage Area and Discharge Location	Corrective Actions to Eliminate Unauthorized NSWD and Elimination Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Unauthorized NSWDs Observed?	Indications of Prior Unauthorized NSWDs?
Jan - Mar	02/13/2014 16:00	Tedd Ward	Acting Director	No	No

Source and Location of Unauthorized NSWD	Name of Unauthorized NSWD	Unauthorized NSWD Characteristics at Source	Unauthorized NSWD Characteristics at Drainage Area and Discharge Location	Corrective Actions to Eliminate Unauthorized NSWD and Elimination Date

Quarter	Date/Time(HH:MM)	Observer Name	Observer Title	Unauthorized NSWDs Observed?	Indications of Prior Unauthorized NSWDs?
Apr - Jun	04/10/2014 10:00	Tedd Ward	Acting Director	No	No

Source and Location of Unauthorized NSWD	Name of Unauthorized NSWD	Unauthorized NSWD Characteristics at Source	Unauthorized NSWD Characteristics at Drainage Area and Discharge Location	Corrective Actions to Eliminate Unauthorized NSWD and Elimination Date

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FORM 4 - MONTHLY VISUAL OBSERVATIONS OF STORM WATER DISCHARGES

	Observation Date:	10/08/2013 00:00		Observer Name:	Tedd Ward		Observer Title:	Acting Director
	Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation
Drainage Location1	SW-20	09:15		No				
Drainage Location2	SW-8	09:20		No				
Drainage Location3	SW-3	09:25		No				

	Observation Date:	11/26/2013 00:00		Observer Name:	Tedd Ward		Observer Title:	Acting Director
	Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation
Drainage Location1	SW-20	10:45		No				
Drainage Location2	SW-8	10:50		No				
Drainage Location3	SW-3	10:55		No				

	Observation Date:	12/02/2013 00:00		Observer Name:	Tedd Ward		Observer Title:	Acting Director
	Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation
Drainage Location1	SW-20	12:20		No				
Drainage Location2	SW-8	12:00		No				
Drainage Location3	SW-3	11:45		No				

	Observation Date:	01/08/2014 00:00		Observer Name:	Tedd Ward		Observer Title:	Acting Director
	Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation
Drainage Location1	SW-20	14:00		No				
Drainage Location2	SW-8	14:05		No				
Drainage Location3	SW-3	14:10		No				

	Observation Date:	02/13/2014 00:00		Observer Name:	Tedd Ward		Observer Title:	Acting Director
	Location Description	Observation Time	Time Discharge Began	Were Pollutants Observed?	Drainage Area Description	Describe Storm Water Discharge Characteristics	Identify and Describe Source(s) of Pollutants	Describe any Revised or New BMPs and Their Date of Implementation
Drainage Location1	SW-20	15:30		No				

Drainage Location2	SW-8	15:35		No				
Drainage Location3	SW-3	15:41		No				

	Observation Date:	03/25/2014 00:00		Observer Name:	Tedd Ward		Observer Title:	Acting Director
	Location Description	**Observation Time**	**Time Discharge Began**	**Were Pollutants Observed?**	**Drainage Area Description**	**Describe Storm Water Discharge Characteristics**	**Identify and Describe Source(s) of Pollutants**	**Describe any Revised or New BMPs and Their Date of Implementation**
Drainage Location1	SW-20			No				
Drainage Location2	SW-8	11:15		No				
Drainage Location3	SW-3	11:30		No				

	Observation Date:	04/10/2014 00:00		Observer Name:	Tedd Ward		Observer Title:	Acting Director
	Location Description	**Observation Time**	**Time Discharge Began**	**Were Pollutants Observed?**	**Drainage Area Description**	**Describe Storm Water Discharge Characteristics**	**Identify and Describe Source(s) of Pollutants**	**Describe any Revised or New BMPs and Their Date of Implementation**
Drainage Location1	SW-20	10:30		No				
Drainage Location2	SW-8	10:00		No				
Drainage Location3	SW-3	10:15		No				

	Observation Date:	05/28/2014 00:00		Observer Name:	Tedd Ward		Observer Title:	Acting Director
	Location Description	**Observation Time**	**Time Discharge Began**	**Were Pollutants Observed?**	**Drainage Area Description**	**Describe Storm Water Discharge Characteristics**	**Identify and Describe Source(s) of Pollutants**	**Describe any Revised or New BMPs and Their Date of Implementation**
Drainage Location1	SW-20	10:00		No				
Drainage Location2	SW-8	09:30		No				
Drainage Location3	SW-3	09:45		No				

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ANNUAL REPORT

FORM 5 - ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION

POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY BMP STATUS

Evaluation Date:	Inspector Name:	Title:		
Potential Pollutant Source/Industrial Activity Area	Are any BMPs Not Fully Implemented?	Are Additional/Revised BMPs Necessary?	Deficiencies in BMPs or BMP implementation	Additional/Revised BMPs or Corrective Actions and their date(s) of Implementation

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ANNUAL REPORT

EXPLANATIONS SPECIFIED FOR VARIOUS YES/NO QUESTIONS IN THE REPORT

Explanation Question	Explanation Text

Attachments:

Attachment Title	Description	Date Uploaded	Attachment Type	Attachment Hash	Doc Part No/Total Parts

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: 03 July 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. Starting in July, both the Gasquet and Klamath small-volume transfer stations are open one additional day each week to accommodate longer hours of daylight, and increased usage of these facilities.

I am in regular contact with the Authority Chair and Vice Chair regarding setting work priorities and informing them of delayed or deferred activities.

Partial List of Significant Activities since 11 June 2014:

1. Met with Joey Young to discuss Authority staffing issues related to the close of fiscal year 13/14. (2 hours)
2. Sent Staff Reports to City Council and Board of Supervisors that they might consider ratification of the re-appointment of Mary Wilson as the Authority's Public Commissioner. (2 Hours)
3. On 18 June 2014, the Del Norte County Auditor conducted a surprise cash count. Authority accounts matched the cash on hand to the penny. This marks the fourth time a surprise cash count has confirmed the Authority's accounting practices in the past year, confirming that the additional fiscal controls I developed with Treasurer Taylor appear to be effective, and that Account Clerk Lisa Babcock continues to perform well.
4. Worked with County Personnel Department regarding hiring temporary help. (10 hours)
5. Hambro/ WSG installed fencing adjacent to household hazardous waste building to store paints.
6. Both scales at the Del Norte County Transfer Station were certified by the Del Norte County Department of Weights and Measures. (1 hour)
7. Completed update for PCI compliance (confirming ongoing protections for customer charge card information), including annual questionnaire and quarterly scan (2.5 hours).
8. Conducted quarterly gas monitoring at the Crescent City Landfill. (3 hours)
9. Changed all customer rates on posted signs (with Merle Heltowski signs) and

in the Scale Management System software, on the website, and on customer rate sheets as authorized by Authority Board actions. (5 hours)

Personnel / Staffing: All Authority-managed facilities were open during posted hours and all shifts were covered. I processed paperwork for Administrative Assistant Isabel Valdez, who will be out on medical leave at least through September. I authorized Account Clerk III Lisa Babcock to work out of class and serve as the Authority's Administrative Assistant, and hired Lori Paulson as a temporary part-time Account Clerk III to assist with some of the accounting tasks associated with fiscal year end. We also have temporary part-time refuse site attendant Erika Seminoff return to the staffing roster, whose work had been temporarily suspended through June. During this period of transition, I have assumed responsibilities for scheduling and personnel actions.

Finances and Audits: The need for and the complexity of budget transfers increases with the close of the fiscal year. One item on the budget transfer on today's agenda moved $500 into the 'Imprest Cash' asset line. This will increase the amount of money available to make starting banks and change, and will enable more timely deposits during the summer months when both Gasquet and Klamath small-volume transfer stations are open one extra day each week.

Staff are also working on the additional accounts receivable and accounts payable reports due to the County Auditor's office in association with the close of the fiscal year, and most of those activities will occur in the next three months.

In July, the Authority is also expected to submit reports related to post-employment benefits. Last year, Authority Treasurer / Controller submitted these reports, and he is on vacation through the third week in July. I have begun to prepare the information in these report in coordination with the County Personnel Department, but these reports are also behind schedule.

Vendor Contract Management and Oversight: At the Authority meeting of 24 June 2014, the Board voted to request that Recology Del Norte and Hambro/WSG be asked to provide *"...input from vendors on short and long terms goals to be presented at the July 9 meeting."* I sent e-mails to both companies relaying this request. Wes White informed me that the timeline was very short, and Hambro/WSG would not be submitting anything in writing prior to the meeting. Mr. Sparrow reported that while his company planned on submitting something, it would likely not be available by the time the agenda was to be published (July 3). After discussing these issues, these items were pulled from this meeting's agenda by the Chair and Vice-Chair at the agenda-setting meeting. Any submittals from either vendor will be placed on a future agenda for discussion. It is worth noting that both Hambro/WSG and Recology Del Norte have provisions in their respective agreements that leave the door open for them to suggest changes that could potentially improve services and/or save money for the ratepayers or the Authority.

Compliance: In July, the Authority is expected to submit annual stormwater monitoring reports for the Crescent City Landfill and the Del Norte County Transfer Station, as well as a

a more comprehensive semi-annual report related to water quality monitoring at the Crescent City Landfill. The annual report to CalRecycle regarding the Authority's recycling programs is also due in July. Of these required report, only the stormwater report for the landfill was completed before this agenda was published.

I received a call from Houawa Moua, Local Enforcement Agent for CalRecycle, indicating that it is time for the annual vegetation maintenance at the landfill, and that a small area of erosion on the east side of the landfill mound needed grading. I have been trying to coordinate these activities with Rick Lauchstedt of the County Engineering Department. We are exploring the potential for using a combine mower on the top deck to reduce the amount of time and rental expenses for using 'goat' mowers. We also have historically relied upon equipment from the Del Norte Fire Safe Council and Alder Camp crews to help with the weed whacking of the herringbone downdrains, and have not yet submitted applications for that assistance. Grading activities have been delayed as the school district had rented the track loader for several weeks that the Authority rents to do the grading work. As the exposed area was small and these are the summer months when erosion issues do not tend to get worse, that grading has also been deferred. In summary, these regular maintenance activities are delayed currently, but we hope to make progress in the coming months.

Programs / Policies: At the 24 June 2014 Authority meeting, more than one Commissioner expressed interest in possibly changing the collections rates for residential and commercial customers under the Recology Del Norte collections contract. Commissioners should know that such an item may be placed on any Authority agenda, and the Board could then vote to direct staff (or a subcommittee of Commissioners and staff) at any meeting to begin negotiating with Recology Del Norte to propose a rate adjustment to address such concerns. Before such changes would go into effect, the Board would have to adopt a Change Order and related Rate Ordinance. If this is a direction supported by Board action, however, there is no need for further delay of such negotiations.

Extra work duties precluded me from participating in either the Point of Distribution Emergency Preparedness Training, or the Debris Management Training (flyer attached) offered by the Department of Emergency Services. 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 currently lacks staff capacity to engage in these ongoing trainings.

Concerns: The number and intensity of tasks and report 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.

On 30 June 2014, the Del Norte Triplicate published an opinion piece from Bob Berkowitz related to the Authority, the theft of the safe and the missing money that have been discussed at previous meetings. Though much of this piece related to the Authority, most of the questions he raised in this piece related to the subsequent investigations by the Del Norte County Sheriff's Department. I consulted with the Chair and Vice-Chair regarding if there was interest and/or support for me drafting a response, or if this should be discussed at this meeting. In these discussions, it was decided that:

- Most of Mr. Berkowitz's questions pertained to the investigations by the Sheriff's Department, and that Authority staff have fully cooperated with the Sheriff's Department on all aspects of their investigations into these matters.
- As far as the Authority is concerned, this was old news in that all thefts and missing money referred to in the article are well over a year old,
- Financial oversight by the current Director, Authority Treasurer, County Auditor, and external auditing firm appears adequate in that
- The Authority has implemented a series of additional fiscal controls since the time of these incidents, and
- Four separate surprise cash counts have demonstrated that the Authority's accounting systems remain accurate to the penny.

Major Activities anticipated before Authority Meeting in August 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. Prepare outreach messages and materials for the Authority's booth at the Del Norte County Fair July 31- August 3. The Del Norte Solid Waste Management Authority continues to be a proud sponsor of this vital community event, and it is one of our main annual face-to-face outreach opportunities.
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 months of FY 13/14 and prepare budget transfers, accounts receivable and accounts payable reports as necessary.
5. Complete information request from Bickmore related to Other Post-Employment Benefits.
6. Coordinate with the County Auditor regarding the list of 'Bad Checks' to be addressed before the end of FY 13/14.
7. Submit completed application and associated resolution for CalRecycle's used oil payment program for FY 14/15.
8. Prepare and submit and file annual stormwater monitoring reports for both the Del Norte County Transfer Station and the Crescent City Landfill.
9. Prepare and submit semi-annual monitoring report for the Crescent City Landfill to the North Coast Regional Water Quality Control Board.
10. Prepare and submit the Electronic Annual Report to CalRecycle.
11. Order bottles, make arrangements, and prepare for water quality monitoring of Constituents of Concern at the Crescent City Landfill in August.
12. Coordinate annual vegetation control activities at the Crescent City Landfill.
13. 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 landfill.

Debris Management Training

DISASTER RELIEF

California has experienced floods, fires, earthquakes and even civil unrest. These events created tons of debris that not only posed an immediate threat to public health and safety and the economic recovery of the state, but were also a hindrance to response and recovery actions. In the past, this debris was generally burned or buried with little consideration to landfill capacity, air pollution or effects on the environment.

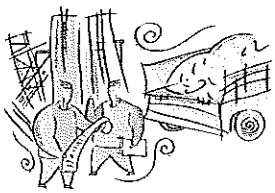
These practices caused serious concerns for environmental scientists, emergency managers and the general public. Steps taken to address these concerns caused the costs of debris removal and disposal to quickly escalate. In fact, data compiled by the Federal Emergency Management Agency revealed that debris management costs are as much as 40% of the total disaster dollar amount nationwide.

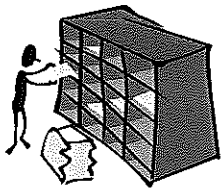
In response to the issues facing local governments with increasing debris types and quantities, the California Office of Emergency Services (CalOES) conducts Debris Management Training at no cost to local governments.

During this training, Cal OES staff provides information that helps eligible applicants hold on to all the disaster dollars that they are entitled. The training shows how to identify various disaster related debris issues, discusses possible solutions, and provides additional related information and guidance for successful debris management operations. The main focus of the training highlights the following:

- Debris Type
- Eligibility & Reasonable Costs
- Debris Contracting
- Debris Forecasting & Estimating
- Debris Monitoring
- Debris Management Plan

This training is geared for anyone who has a role in debris management operations. Anyone directly involved in debris planning and operations (public works, civil engineers, code enforcement, finance, etc.) is encouraged to attend this training.





Scheduled for Del Norte County!

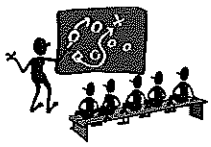
June 18th, 2014

Crescent Fire Protection District
255 W. Washington Blvd.

9:00 a.m.-12:00 p.m.

Web Sites

www.caloes.ca.gov
www.calrecycle.ca.gov
www.fema.gov



To Register:

Cindy Henderson, Emergency Services Manager

(707) 954-8775

Solid Waste

Balance Sheet

May 31, 2014

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	540,070.43
422 010 00300	Imprest Cash	3,000.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
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	3,900,463.44

LIABILITIES AND FUND EQUITY

422 010 05103	A/P Services	70.41
422 010 05105	Sales Tax Payable	26.77
422 010 05210	Sublease Payable	2,927,831.58
422 010 05300	Compensated Absences Payable	44,130.79
422 010 05500	Post Closure Liability	2,226,050.00
422 010 05600	Net OPEB Obligation	139,766.00
422 010 07100	Fund Balance	(2,153,853.47)
422 010 09600	Investment in Capital Assets net of related debt	529,203.00
	Revenue	2,472,591.10
	Expenditure	(2,285,352.74)
	Total Liabilities and Fund Equity	3,900,463.44

Solid Waste

Statement of Revenues and Expenditures

11 Months Ended 5/31/2014

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
422-421-90153	Franchise Fees	19,276.00	200,617.50	244,594.00	(43,976.50)	82.02%
422-421-90210	Code Enforcement	0.00	0.00	500.00	(500.00)	0.00%
422-421-90300	Interest - Solid Waste	0.00	1,435.05	1,000.00	435.05	143.51%
422-421-91003	Gate Tipping Fees	146,606.09	1,449,197.98	1,760,000.00	(310,802.02)	82.34%
422-421-91004	Authority Service Fees	80,680.61	799,546.66	969,825.00	(170,278.34)	82.44%
422-421-91121	Misc Reimbursements	0.00	614.38	1,000.00	(385.62)	61.44%
422-421-90650-060	Oil Grant 12/13	0.00	0.00	15,000.00	(15,000.00)	0.00%
422-421-90650-061	Oil Grant 13/14	0.00	15,000.00	15,000.00	0.00	100.00%
422-421-91003-099	Gate Tipping Fees - Prior Yr	0.00	407.24	0.00	407.24	0.00%
422-421-91004-099	DNSWMA Tipping Fees - Prior Yr	0.00	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		246,562.70	2,472,591.10	3,036,919.00	(564,327.90)	81.42%
Expenses:						
422-421-10010	Payroll	21,103.55	218,651.25	260,077.00	41,425.75	84.07%
422-421-10012	Overtime	53.24	307.14	1,000.00	692.86	30.71%
422-421-10015	Part-time/Temp	2,309.58	18,888.87	18,669.00	(219.87)	101.18%
422-421-10020	Retirement	5,807.67	60,266.82	69,493.00	9,226.18	86.72%
422-421-10030	Employee Benefits	7,721.15	74,175.00	83,243.00	9,068.00	89.11%
422-421-10033	Employee Life Insurance	33.60	273.60	331.00	57.40	82.66%
422-421-10035	Management Life Insurance	40.85	505.40	595.00	89.60	84.94%
422-421-10040	Worker's Compensation	2,240.83	24,257.28	26,890.00	2,632.72	90.21%
Total Salaries and Benefits		39,310.47	397,325.36	460,298.00	62,972.64	86.32%
422-421-20121	Communications	243.04	2,590.76	2,600.00	9.24	99.64%
422-421-20140	Household Expense	421.79	3,943.97	4,175.00	231.03	94.47%
422-421-20150	Insurance-Office	1,580.82	3,191.57	6,200.00	3,008.43	51.48%
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	[illegible]

422-421-10033	Employee Life Insurance	33.60	273.60	331.00	57.40	82.66%
422-421-10035	Management Life Insurance	40.85	505.40	595.00	89.60	84.94%
422-421-10040	Worker's Compensation	2,240.83	24,257.28	26,890.00	2,632.72	90.21%
Total Salaries and Benefits		39,310.47	397,325.36	460,298.00	62,972.64	86.32%
422-421-20121	Communications	243.04	2,590.76	2,600.00	9.24	99.64%
422-421-20140	Household Expense	421.79	3,943.97	4,175.00	231.03	94.47%
422-421-20150	Insurance-Office	1,580.82	3,191.57	6,200.00	3,008.43	51.48%
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	1,747.00	1,747.00	0.00%
422-421-20200	Memberships	0.00	7,219.89	7,500.00	280.11	96.27%
422-421-20221	Printing	0.32	15.94	400.00	384.06	3.99%
422-421-20223	Postage	108.53	1,279.46	1,400.00	120.54	91.39%
422-421-20224	Office Supplies	963.84	7,043.31	7,200.00	156.69	97.82%
422-421-20227	Books/Subscriptions	90.49	90.49	399.00	308.51	22.68%
422-421-20230	Prof Serv-Co/City	47.58	2,905.04	10,000.00	7,094.96	29.05%
422-421-20231	Prof Serv	374.00	67,491.99	74,210.00	6,718.01	90.95%
422-421-20232	Prof Serv-Well Monitoring	1,410.00	28,000.00	30,000.00	2,000.00	93.33%
422-421-20233	Audit	0.00	0.00	9,500.00	9,500.00	0.00%
422-421-20234	Legal Counsel	0.00	17,608.18	19,952.00	2,343.82	88.25%
422-421-20235	Treasurer	1,580.00	14,375.00	15,000.00	625.00	95.83%
422-421-20236	Security	0.00	413.76	500.00	86.24	82.75%
422-421-20237	Credit Card Service Fees	697.83	7,545.80	9,222.00	1,676.20	81.82%
422-421-20238	TS Collection	2,555.70	22,077.20	28,000.00	5,922.80	78.85%
422-421-20239	Transfer Station Operations	141,147.53	1,330,910.27	1,776,700.00	445,789.73	74.91%
422-421-20240	Advertising/Publications	0.00	750.35	1,100.00	349.65	68.21%
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	2,870.00	3,106.60	3,500.00	393.40	88.76%
422-421-20275	Small Tools	0.00	301.32	500.00	198.68	60.26%
422-421-20280	Delivery Service	0.00	352.50	600.00	247.50	58.75%
422-421-20281	Household Hazardous Waste Event	0.00	30,933.00	30,723.00	(210.00)	100.68%
422-421-20283	Community Clean-up	435.12	4,351.20	5,500.00	1,148.80	79.11%
422-421-20285	Special Dept Expense	140.00	1,622.81	2,500.00	877.19	64.91%
422-421-20286	Cash Over/Under	0.20	71.47	190.00	118.53	37.62%
422-421-20288	City Collections	1,657.96	15,166.74	17,500.00	2,333.26	86.67%
422-421-20290	Travel	330.40	3,496.83	4,000.00	503.17	87.42%
422-421-20297	Vehicle Fuel	148.09	1,831.28	2,100.00	268.72	87.20%
422-421-20301	State Fees	0.00	31,627.00	68,399.00	36,772.00	46.24%
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	5,460.54	8,880.22	10,000.00	1,119.78	88.80%

422-421-20240-060	Advertising Oil Grant - 12/13	535.51	1,524.34	3,500.00	1,975.66	43.55%
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	307.23	2,600.00	2,600.00	0.00	100.00%
422-421-20240-068	Advertising - DOC 13/14	262.77	2,542.77	2,600.00	57.23	97.80%
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		163,369.29	1,637,559.11	2,207,677.00	570,117.89	74.18%
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	47,335.00	51,644.00	4,309.00	91.66%
422-421-70910-123	Op Trans Out Bad Check Fee	25.00	150.00	200.00	50.00	75.00%
Total Intrafund Transfers		4,328.00	250,468.27	270,969.00	20,500.73	92.43%
Total Expenses		207,007.76	2,285,352.74	3,036,919.00	751,566.26	75.25%
Revenues Over (Under) Expenditures		39,554.94	187,238.36	0.00	187,238.36	0.00%

CLAIMS APPROVED BY THE DIRECTOR				Jun-14
Date Paid	*Paid to:*	*Budget*	*Amt. Paid*	*Description*
6/2/2014	Community Development Department	20239-001	4,915.77	Landfill maintenance
6/5/2014	Smith & Newell	20233	8,850.00	Audit for fiscal year ending 2013
6/6/2014	Creative Information Systems	20231	$2,472.00	Support & maintenance renewal
6/6/2014	Curry Transfer Roto-Rooter	20140	$269.12	GTS/KTS service 05/01/14-05/31/14
6/6/2014	Frontier	20121	$147.78	Service 05/13/14-06/12/14
6/6/2014	G.H. Outreach	20285	$60.00	May recycle pick-up
6/6/2014	Hambro/WSG	20239	$160,387.76	5/1/2014
6/6/2014	Mission Linen Supply	20140	$77.46	Linen service 05/13/14 & 05/27/14
6/6/2014	Recology Del Norte	20238	$1,095.30	Klamath Beach Road
6/6/2014	Recology Del Norte	20238	$365.10	Old Gasquet Toll Road
6/6/2014	Recology Del Norte	20288	$240.09	900 Tenth Street
6/6/2014	Recology Del Norte	20283	$435.12	500 Cooper Avenue
6/6/2014	Recology Del Norte	20288	$1,260.33	1001 Front Street
6/6/2014	SWRCB	20301	$36,772.00	Remainder of annual permit fee
6/6/2014	Taylor, Richard D.	20235	$1,200.00	Treasurer/controller service May 2014
6/9/2014	AGCS Marine Insurance Company	20150	$1,620.75	Commercial insurance
6/9/2014	Black & Rice LLP	20234	$1,498.00	Attorney fees for May 2014
6/9/2014	Del Norte Office Supply	20224	$50.84	Printing calculator
6/9/2014	Powell Scales	20170	$1,747.00	Scale maintenance
6/9/2014	U.S. Cellular	20121	$187.38	Service 05/04/14-06/03/14
6/12/2014	Babcock, Lisa	20290	$50.96	Personal mileage
	TOTAL		$ 209,936.99	

3.3

DNSWMA
GRAND TOTALS
JUNE 2014

	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	33.47%	
DNCTS Cash Total	31,342.36	15,767.76	**47,110.12**
DNCTS Charge Total	106,647.45	53,652.34	**160,299.79**
DNCTS Credit/Debit	17,229.30	8,667.74	**25,897.04**
DNCTS Totals	***155,219.11***	***78,087.84***	**233,306.95**
Klamath Cash Total		4,086.26	**4,086.26**
Klamath Charge Total		0.00	
Klamath Totals		***4,086.26***	**4,086.26**
Gasquet Cash Total		2,036.57	**2,036.57**
Gasquet Charge Total		0.00	
Gasquet Totals		***2,036.57***	**2,036.57**
Adjustments			
GRAND TOTALS	***155,219.11***	***84,210.67***	***239,429.78***

3.4

MONTHLY SPLIT SHEET
DNSWMA TRANSFER STATION
MONTH: JUNE 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	$ 1,545.50	$ 307.00	$ 1,852.50	$ 779.81	$ 122.20		$ 902.01	$ 182.60	$ 2,937.11	$ 1,232.47	$ 620.03	($0.17)	$ 1,852.33
2	$ 1,189.52	$ 239.89	$ 1,429.41	$ 1,117.39			$ 1,117.39	$ 6,683.99	$ 9,230.79	$ 950.99	$ 478.42	$1.11	$ 1,430.52
3	$ 1,133.47	$ 279.13	$ 1,412.60	$ 799.27	$ 29.50		$ 828.77	$ 6,725.19	$ 8,966.56	$ 939.80	$ 472.80	$1.01	$ 1,413.61
4	$ 1,506.70	$ 148.56	$ 1,655.26	$ 1,045.45	$ 185.77		$ 1,231.22	$ 5,505.64	$ 8,392.12	$ 1,101.24	$ 554.02	($5.90)	$ 1,649.36
5	$ 1,217.37	$ 98.82	$ 1,316.19	$ 969.58	$ 58.76		$ 1,028.34	$ 7,715.79	$ 10,060.32	$ 875.66	$ 440.53		$ 1,316.19
6	$ 1,595.90	$ 495.83	$ 2,091.73	$ 615.30	$ 129.03		$ 744.33	$ 9,536.28	$ 12,372.34	$ 1,391.63	$ 700.10	$0.15	$ 2,091.88
7	$ 1,705.88	$ 606.16	$ 2,312.04	$ 1,042.69	$ 68.83		$ 1,111.52	$ 3,522.38	$ 6,945.94	$ 1,538.20	$ 773.84	$5.22	$ 2,317.26
8	$ 1,530.91	$ 181.41	$ 1,712.32	$ 540.34	$ 37.62		$ 577.96	$ 3,456.23	$ 5,746.51	$ 1,139.21	$ 573.11	($0.02)	$ 1,712.30
9	$ 1,506.57	$ 275.97	$ 1,782.54	$ 898.04	$ 212.07		$ 1,110.11	$ 8,760.35	$ 11,653.00	$ 1,185.92	$ 596.62		$ 1,782.54
10	$ 1,051.74	$ 211.27	$ 1,263.01	$ 670.98	$ 254.24		$ 925.22	$ 6,679.75	$ 8,867.98	$ 840.28	$ 422.73	$0.04	$ 1,263.05
11	$ 1,037.14	$ 227.54	$ 1,264.68	$ 652.51	$ 82.85		$ 735.36	$ 6,468.17	$ 8,468.21	$ 841.39	$ 423.29	$0.98	$ 1,265.66
12	$ 1,138.36	$ 103.28	$ 1,241.64	$ 469.39	$ 30.90	$ 18.47	$ 518.76	$ 6,742.58	$ 8,502.98	$ 826.06	$ 415.58	($0.19)	$ 1,241.45
13	$ 1,136.95	$ 194.81	$ 1,331.76	$ 686.38	$ 21.05		$ 707.43	$ 5,993.11	$ 8,032.30	$ 886.02	$ 445.74		$ 1,331.76
14	$ 1,382.37	$ 299.56	$ 1,681.93	$ 1,047.99	$ 176.55		$ 1,224.54	$ 352.01	$ 3,258.48	$ 1,118.99	$ 562.94	$2.10	$ 1,684.03
15	$ 920.99	$ 77.21	$ 998.20	$ 403.02	$ 8.43		$ 411.45	$ 554.00	$ 1,963.65	$ 664.10	$ 334.10		$ 998.20
16	$ 1,218.21	$ 177.25	$ 1,395.46	$ 409.80	$ 50.55	$ 4.92	$ 465.27	$ 9,048.69	$ 10,909.42	$ 928.40	$ 467.06	($23.66)	$ 1,371.80
17	$ 1,345.19	$ 262.98	$ 1,608.17	$ 881.36	$ 57.08		$ 938.44	$ 9,234.76	$ 11,781.37	$ 1,069.92	$ 538.25		$ 1,608.17
18	$ 1,449.06	$ 353.25	$ 1,802.31	$ 565.23	$ 67.42		$ 632.65	$ 5,166.75	$ 7,601.71	$ 1,199.08	$ 603.23		$ 1,802.31
19	$ 1,541.75	$ 174.85	$ 1,716.60	$ 1,006.29	$ 259.86		$ 1,266.15	$ 5,079.80	$ 8,062.55	$ 1,142.05	$ 574.55	($15.45)	$ 1,701.15
20	$ 1,724.86	$ 331.45	$ 2,056.31	$ 637.80	$ 25.28		$ 663.08	$ 7,079.82	$ 9,799.21	$ 1,368.06	$ 688.25		$ 2,056.31
21	$ 2,595.15	$ 585.12	$ 3,180.27	$ 957.20	$ 27.47		$ 984.67	$ 338.93	$ 4,503.87	$ 2,115.83	$ 1,064.44	($0.04)	$ 3,180.23
22	$ 1,041.29	$ 202.33	$ 1,243.62	$ 839.35	$ 8.43	$ 19.66	$ 867.44	$ 687.95	$ 2,799.01	$ 827.38	$ 416.24	($13.52)	$ 1,230.10
23	$ 1,005.02	$ 217.31	$ 1,222.33	$ 447.51	$ 39.61		$ 487.12	$ 9,886.33	$ 11,595.78	$ 813.22	$ 409.11		$ 1,222.33
24	$ 1,220.41	$ 247.83	$ 1,468.24	$ 1,020.48	$ 70.22	$ 18.26	$ 1,108.96	$ 6,106.41	$ 8,683.61	$ 976.82	$ 491.42	$9.16	$ 1,477.40
25	$ 823.71	$ 16.85	$ 840.56	$ 669.65	$ 42.14		$ 711.79	$ 7,393.46	$ 8,945.81	$ 559.22	$ 281.34	$0.26	$ 840.82
26	$ 774.80	$ 150.15	$ 924.95	$ 447.51	$ 708.05	$ 73.84	$ 1,229.40	$ 4,619.84	$ 6,774.19	$ 615.37	$ 309.58		$ 924.95
27	$ 891.54	$ 126.42	$ 1,017.96	$ 588.10	$ 57.56	$ 9.83	$ 655.49	$ 6,257.33	$ 7,930.78	$ 677.25	$ 340.71	$0.01	$ 1,017.97
28	$ 1,532.18	$ 320.07	$ 1,852.25	$ 578.08	$ 112.37	$ 46.36	$ 736.81	$ 684.83	$ 3,273.89	$ 1,232.30	$ 619.95	$0.55	$ 1,852.80
29	$ 1,680.83	$ 113.58	$ 1,794.41	$ 581.04	$ 23.88		$ 604.92	$ 223.73	$ 2,623.06	$ 1,193.82	$ 600.59	$15.49	$ 1,809.90
30	$ 1,406.35	$ 234.52	$ 1,640.87	$ 745.44	$ 625.00		$ 1,370.44	$ 9,613.09	$ 12,624.40	$ 1,091.67	$ 549.20	($0.24)	$ 1,640.63
			$ -				$ -		$ -	$ -	$ -		$ -
TOTALS	$ 39,849.72	$ 7,260.40	$ 47,110.12	$ 22,112.98	$ 3,592.72	$ 191.34	$ 25,897.04	$ 160,299.79	$ 233,306.95	$ 31,342.36	$ 15,767.76	$ (23.11)	$ 47,087.01

DAILY TICKET REPORT				
DNSWMA TRANSFER STATION				
MONTH: JUNE 2014				
			VOIDED	TICKET
	BEGIN	END	TICKETS	COUNT
Date				
1	762112	762298		187
2	762299	762497	3	196
3	762498	762664		167
4	762665	762860		196
5	762861	763034		174
6	763035	763220		186
7	763221	763426	1	205
8	763427	763609	2	181
9	763610	763807		198
10	763808	763966		159
11	763967	764128		162
12	764129	764277	1	148
13	764278	764450		173
14	764451	764651		201
15	764652	764782		131
16	764783	764971	1	188
17	764972	765178		207
18	765179	765357	1	178
19	765358	765536	1	178
20	765537	765716	1	179
21	765717	765931	1	214
22	765932	766101		170
23	766102	766270		169
24	766271	766459	3	186
25	766460	766581	2	120
26	766582	766715	1	133
27	766716	766836	1	120
28	766837	767024	1	187
29	767025	767196	1	171
30	767197	767407	1	210
TOTAL			22	5274

DNSWMA

KLAMATH TRANSFER STATION CASH

JUNE 2014

Date	Amount to 422-421 91004	TOTAL CASH AMOUNT
June 1, 2014	665.05	$665.05
June 4, 2014	574.93	$574.93
June 8, 2014	719.97	$719.97
June 11, 2014	281.70	$281.70
June 15, 2014	399.06	$399.06
June 18, 2014	235.42	$235.42
June 22, 2014	456.29	$456.29
June 25, 2014	204.47	$204.47
June 29, 2014	549.37	$549.37
		$0.00
		$0.00
		$0.00
		$0.00
TOTAL	*4,086.26*	*$4,086.26*

DNSWMA

GASQUET TRANSFER STATION - CASH

JUNE 2014

Date	Amount to 422-421 91004	TOTAL CASH AMOUNT
June 7, 2014	367.55	$367.55
June 14, 2014	553.31	$553.31
June 21, 2014	416.74	$416.74
June 28, 2014	698.97	$698.97
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
TOTAL	*2036.57*	*$2,036.57*

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of July 3, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Abandoned Vehicle Abatement	0.00	662.56	0.00	0.00	573.25	1,235.81
Affordable Home & Rental Rep.	70.95	0.00	0.00	0.00	0.00	70.95
Agricultural Commission	46.33	85.57	0.00	0.00	0.00	131.90
Aladdin Realty	14.00	0.00	0.00	0.00	0.00	14.00
Alexandre EcoDairy Farms	287.94	164.34	0.00	0.00	0.00	452.28
All About Town Home Repair	0.00	0.00	123.60	323.30	0.00	446.90
Babich Construction	103.08	0.00	0.00	0.00	0.00	103.08
Bad Checks/Co Collector	0.00	0.00	0.00	0.00	43.78	43.78
Bart Kast Builders	120.80	0.00	0.00	0.00	0.00	120.80
Benner Mini Storage	6,839.53	0.00	0.00	0.00	0.00	6,839.53
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	49.16	106.75	0.00	0.00	0.00	155.91
Brown, Hector	626.44	0.00	0.00	0.00	0.00	626.44
C.A.R.R.E. / Full - Spectrum	252.92	0.00	0.00	0.00	0.00	252.92
Cal-Fire	0.00	0.00	0.00	0.00	-16.54	-16.54
Cal-Ore LIFE FLIGHT	24.31	0.00	0.00	0.00	-16.85	7.46
California Auto Image	95.51	0.00	63.21	0.00	0.00	158.72
California Construction Co.	29.16	0.00	0.00	0.00	0.00	29.16
California Dept. Parks & Rec.	913.10	381.64	0.00	0.00	0.00	1,294.74
Castle Rock Countertop's	15.45	0.00	0.00	0.00	0.00	15.45
Certified Construction	0.00	0.00	0.00	0.00	6.90	6.90
Certified Plumbing Co.	0.00	0.00	0.00	12.76	0.00	12.76
Cetnar Construction Inc.	153.77	0.00	0.00	0.00	0.00	153.77
Charter Communication	53.37	0.00	0.00	0.00	0.00	53.37
City of Crescent City.	243.00	-243.00	-12.63	0.00	0.00	-12.63
College of the Redwoods	27.61	0.00	0.00	0.00	0.00	27.61
Corner Stone Assembly of God	77.28	53.37	0.00	0.00	0.00	130.65
Cory, Charles	0.00	0.00	0.00	0.00	576.49	576.49
Crescent Ace Hardware.	254.24	0.00	0.00	0.00	0.00	254.24
Crescent City KOA	427.00	0.00	0.00	0.00	0.00	427.00
Crescent City Nursing & Rehab	0.00	0.00	25.28	0.00	0.00	25.28
Crescent Fire Protection Dist.	16.27	0.00	0.00	0.00	0.00	16.27
Del Norte Ambulance	0.00	0.00	26.41	0.00	0.00	26.41
Del Norte County Road Dept.	0.00	43.13	0.00	0.00	0.00	43.13
Del Norte Health Care District	0.00	75.00	0.00	0.00	75.00	150.00
Del Norte Parks & Recreation	626.69	627.54	0.00	0.00	0.00	1,254.23
Del Norte Realty	87.19	61.33	84.28	0.00	0.00	232.80
Del Norte Roofing	88.96	523.43	266.87	0.00	0.00	879.26
Del Norte Solid Waste Mngmt	163.09	0.00	0.00	0.00	0.00	163.09
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	692.75	0.00	0.00	0.00	0.00	692.75
DNC Building Maintenance	245.81	75.79	0.00	0.00	0.00	321.60
DNC Public Nuisance Abatement	0.00	0.00	0.00	0.00	-141.86	-141.86
Elk Valley Rancheria	31.82	-31.82	0.00	0.00	0.00	0.00
Elk Valley Storage	0.00	0.00	-8.69	0.00	0.00	-8.69
Ellers Fort Dick Market	342.72	255.63	0.00	0.00	0.00	598.35
Fashion Blacksmith	50.69	0.00	0.00	0.00	0.00	50.69
Frank's Refrigeration	63.21	-63.21	0.00	0.00	0.00	0.00
Franklin's Plumbing	0.00	0.00	0.00	0.00	45.59	45.59
G. H. Outreach	309.20	0.00	0.00	0.00	0.00	309.20
Gasquet Mobile Home Park	69.44	0.00	0.00	0.00	0.00	69.44
Golden State Construction	178.73	0.00	0.00	0.00	0.00	178.73
GR Construction	459.31	0.00	0.00	0.00	0.00	459.31
Green Scapes	0.00	0.00	0.00	0.00	220.89	220.89
Griffin's Furniture Outlet	52.58	38.37	0.00	0.00	0.00	90.95
Hambro/Waste Solutions Group						
June 2014	18.78	0.00	0.00	0.00	0.00	18.78
Total Hambro/Waste Solutions ...	18.78	0.00	0.00	0.00	0.00	18.78

3.4

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of July 3, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Hank's Hauling	282.13	0.00	0.00	0.00	0.00	282.13
Hartley Construction	311.83	21.05	0.00	0.00	0.00	332.88
HASP / Jordan Recovery Centers	370.09	259.49	0.00	0.00	0.00	629.58
Hemmingsen Contracting Com...	84.28	0.00	0.00	0.00	0.00	84.28
Hintz Construction	0.00	0.00	0.00	0.00	127.60	127.60
Hiouchi Community Fellowship	368.81	0.00	0.00	0.00	0.00	368.81
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	95.51	0.00	0.00	0.00	0.00	95.51
Larry Hartwick Construction	110.96	0.00	0.00	0.00	0.00	110.96
Larson Services	0.00	37.92	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
LNL Design and Construction	15.45	0.00	0.00	0.00	0.00	15.45
Lucky 7 Casino	116.58	-70.23	0.00	0.00	0.00	46.35
Malloroy Construction	14.05	0.00	0.00	0.00	0.00	14.05
Mark Wooding Construction	0.00	0.00	0.00	0.00	-120.00	-120.00
Mastaloudis Homes Inc.	29.71	0.00	0.00	0.00	0.00	29.71
Ming Tree Real Estate	0.00	0.00	0.00	0.00	-16.10	-16.10
Moen Investments	0.00	0.00	0.00	0.00	0.00	0.00
Montez Construction	46.35	0.00	0.00	0.00	0.00	46.35
Mountain Power Tree Co.	28.09	0.00	0.00	0.00	0.00	28.09
Mow Blow and Go	74.92	0.00	0.00	0.00	0.00	74.92
Murray Construction	602.57	0.00	0.00	0.00	0.00	602.57
Niehoff Construction	49.44	105.34	0.00	0.00	0.00	154.78
Norbury Construction	0.00	0.00	0.00	0.00	116.70	116.70
North Coast Properties	25.28	0.00	-18.18	0.00	0.00	7.10
North Woods Realty	0.00	14.19	0.00	0.00	0.00	14.19
Northridge Electric	213.58	0.00	0.00	0.00	0.00	213.58
Pacific Coast Realty & Prop.	85.67	0.00	0.00	0.00	0.00	85.67
Pacific Northwest Physical Ther...	27.24	0.00	0.00	0.00	0.00	27.24
Pappas Dry Wall	49.12	0.00	0.00	0.00	0.00	49.12
Paul Fresina/Paintcare Inc.	0.00	0.00	1,064.38	0.00	0.00	1,064.38
Pebble Beach Apartments	0.00	22.47	0.00	0.00	0.00	22.47
Pelican Bay Evangelical Free C...	16.83	0.00	0.00	0.00	0.00	16.83
Pelican Bay Roofing Co.	1,814.22	0.00	339.91	0.00	0.00	2,154.13
Plunkett's Family Painting	7.00	0.00	0.00	0.00	0.00	7.00
Porter's Trucking & Logging	116.58	228.95	0.00	0.00	0.00	345.53
Ray's Mobile Home Service	35.12	-0.57	0.00	0.00	0.00	34.55
Recology Del Norte (Franchise)	98,950.81	114,391.17	0.00	0.00	0.01	213,341.99
Recology Del Norte (Prison)	10,469.88	10,457.25	0.00	0.00	0.00	20,927.13
Red Sky Roofing	8,034.49	4,865.99	0.00	0.00	0.00	12,900.48
Redwood Community Action A...	311.73	0.00	0.00	0.00	0.00	311.73
Redwood National Park	0.82	312.25	671.34	532.30	11,312.29	12,829.00
Reservation Ranch	1,002.89	711.92	-1,036.59	0.00	0.00	678.22
Richard Brown Construction	9.83	0.00	0.00	0.00	0.00	9.83
Richterich & Jones Const	146.08	0.00	0.00	0.00	0.00	146.08
Rick Parker Construction	162.91	0.00	0.00	0.00	0.00	162.91
Ritchie Homes	221.93	273.89	0.00	0.00	0.00	495.82
Roy Rook Construction	179.79	525.32	0.00	0.00	0.00	705.11
Ruiz Construction	64.61	0.00	0.00	0.00	0.00	64.61
S.O.S. Construction	36.54	0.00	0.00	0.00	0.00	36.54
Schnacker's General Hauling	0.00	7.02	7.00	7.00	15.45	36.47
Seabreeze Apartments	78.00	0.00	0.00	0.00	0.00	78.00
Seagull Apartments	0.00	0.00	0.00	0.00	-29.01	-29.01
Seawood Village	7,631.22	0.00	0.01	0.00	0.00	7,631.23
Shangri-la Trailer Court	84.28	0.00	0.00	0.00	0.00	84.28
Smith River Equipment	366.61	0.00	0.00	0.00	0.00	366.61
Sprint Courier Service	17.22	57.59	0.00	0.00	0.00	74.81
St. Joseph's Parish	160.12	-23.88	0.00	0.00	0.00	136.24
Steel	155.29	101.52	0.00	0.00	0.00	256.81
Stephen F White Gen.Cont. Inc.	96.41	0.00	0.00	0.00	0.00	96.41
Stone Roofing	2,903.42	0.00	0.00	0.00	0.00	2,903.42
SWEEP ALOT	0.00	0.00	0.00	0.00	0.00	0.00
Tab & Associates	103.17	0.00	0.00	0.00	0.00	103.17

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of July 3, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Thermo Fluids, Inc. / Outbound ...	0.00	0.00	0.00	0.00	-55.80	-55.80
Thomas Gavin Construction	8.43	30.90	0.00	0.00	0.00	39.33
Tim Haban Construction	47.76	0.00	0.00	0.00	0.00	47.76
TRKLA/TRGAS BINS AND LF B...	5,091.83	0.00	0.00	0.00	0.00	5,091.83
V Primo Construction	431.21	19.67	7.02	434.03	0.00	891.93
Van Arsdale Construction	462.12	713.45	0.00	0.00	0.00	1,175.57
Van Nocker's Cleaning	9.83	0.00	0.00	0.00	0.00	9.83
White Cap Coastal	1,493.09	0.00	0.00	0.00	0.00	1,493.09
Wigley Contracting	155.91	0.00	0.00	0.00	0.00	155.91
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 Tribe	2,174.09	0.00	0.00	0.00	0.00	2,174.09
TOTAL	160,299.80	135,879.09	1,603.22	1,309.39	16,240.41	315,331.91

AUTHORITY REVENUE REPORT

May 2013

Source	2012/2013
Authority	Actual Annual
Service Fees	$ 954,943.22

	Actual/Month	Comparison FYE13 & FYE14
July	$ 87,408.81	$ 6,000.52
August	$ 92,633.00	$ (650.70)
September	$ 92,928.94	$ (11,356.78)
October	$ 82,747.57	$ 7,323.06
November	$ 70,958.14	$ 2,115.11
December	$ 69,914.88	$ (1,674.99)
January	$ 76,314.02	$ (2,739.14)
February	$ 67,164.38	$ 2,362.62
March	$ 75,367.06	$ 815.96
April	$ 79,472.08	$ 8,818.71
May	$ 80,976.27	$ 5,407.68
June	$ 79,058.07	$ 5,152.60
Total	$ 954,943.22	$ 21,574.65

2013/2014

Budget/Month	Budget/Year
$ 80,818.75	$ 969,825.00

	Actual/Month	Over Budget
July	**$ 93,409.33**	$ 12,590.58
August	**$ 91,982.30**	$ 11,163.55
September	**$ 81,572.16**	$ 753.41
October	**$ 90,070.63**	$ 9,251.88
November	**$ 73,073.25**	$ (7,745.50)
December	**$ 68,239.89**	$ (12,578.86)
January	**$ 73,574.88**	$ (7,243.87)
February	**$ 69,527.00**	$ (11,291.75)
March	**$ 76,183.02**	$ (4,635.73)
April	**$ 88,290.79**	$ 7,472.04
May	**$ 86,383.95**	$ 5,565.20
June	**$ 84,210.67**	$ 3,391.92
Total	**$ 976,517.87**	$ 6,692.87

AUTHORITY REVENUE REPORT **June 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	$ 303.00
Total	$ 240,939.00	$ 1,641.00

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	**$ 20,267.00**	$ (115.83)
Total	**$ 242,580.00**	$ (2,014.00)

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

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**
Attached:	**Draft Criteria and Policy for the allocation of Authority-directed complimentary bin pulls**
Topic:	**Authority-directed Bin Pulls for 2104**

Summary / Recommendation: That the Board take the following actions:

1. Approve the allocation of three Authority-directed bin pulls in support of the Del Norte County Fair;

2. Ask that Hambro/WSG consider waiving their disposal fees for these dumpsters in support of the Del Norte County Fair;

3. Consider, discuss, revise and/or adopt the attached draft criteria and policy for the allocation of Authority-directed complimentary bin pulls.

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. After discussions with Fair Director Randy Hatfield, he agreed to reduce the number of bin pulls requested from 5 to 3.

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

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
100% recycled paper

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.

Draft Criteria and Policy for the allocation of Authority-directed complimentary bin pulls

1. Assets subject to this policy.

The Del Norte Solid Waste Management Authority, as the public agency responsible for oversight of the collections franchise with Recology Del Norte, may direct the deployment of up to twenty (20) bin pulls of up to 40 cubic yards during each calendar year, as described in the Franchise Collections Agreement with Recology Del Norte, Exhibit B2, section C.3. In addition, the Authority may also designate any number of Authority-directed Pull-charge bin services, for which the bin charge will be for 'Collection, hauling, and unloading bins as directed' charge rather than the fee for hauling and disposal of a specific size bin. In all of these cases, the charges for disposal will be assessed and paid unless Hambro/WSG agrees to waive their fees, which they may or may not do on a case-by-case basis.

This Criteria and Policy is intended to clarify how such allocations may be considered and determined.

Criteria: The following criteria shall be considered and/or discussed when the Authority takes action directing complimentary or directed bin pulls:

- **Beach, river, and community cleanup events to which the public is invited**
- **Cleanup activities on public property**
- **Support of high-profile community events open to the public that include both disposal and recycling, and/or related outreach activities**
- **Coordinated cleanup activities on prioritized private properties that have been designated by the City, County, or other public agency as blighted with accumulated solid waste**
- **Coordinated neighborhood cleanup events in cases where a specific written request is presented for the Authority Board's consideration**
- **Activities that have great potential to reduce solid-waste-related blight, reduce illegal disposal of solid or hazardous wastes, or increase recycling or composting**
- **The ability for the requesting party to pay for disposal for each bin**
- **The remaining number of bins to be allocated each year**

Policy: **The Authority Board will allocate these bin pulls according to the criteria listed above based on written requests and recommendations presented at regular Authority Board meetings.**

As these bins are allocated by calendar year, Authority Staff are to present the remaining number of complimentary bin pulls remaining at the regular Authority Board meeting in September or October of each year.

Tedd Ward

From: Randy Hatfield [rhatfield@dnfair.org]
Sent: Thursday, July 03, 2014 11:33 AM
To: Tedd Ward
Subject: Re: DNSWMA Request for free bin pulls

Ted,

As per our discussion, we can admend our request to (2) 20 yrd and (1) 3yrd. The (2) 3 yrd dumpsters that we dropped was for recycling. We will be able to accomplish the recycling after fair by holding the recycling out and dealing with it when we have more time. I will be at the meeting on the 9th. Thank you, Randy Hatfield CEO

On 7/3/2014 11:26 AM, Tedd Ward wrote:

> Randy:
>
> Can you reply with a revised bin request for the fair?
>
> We have talked about reducing your request from (2 x 20CY + 3 x 3CY) to (2 x 20 CY + 1 x 3 CY).
>
> Please reply with a revised request. Also, you have been invited to the Authority meeting of 7/9/14 at the BOS chambers at 3:30 to participate in the discussion, if you like.
>
> Thanks,
>
> Tedd Ward,
> Acting Director / Program Manager
> Del Norte Solid Waste Management Authority

avast! Antivirus
This email is free from viruses and malware because avast! Antivirus protection is active.

ACCELERATED
payment technologies
A division of globalpayments

**********AUTO**MIXED AADC 300 T27 P1 8957
KEVIN HENDRICK
DEL NORTE SOLID WASTE MANAGEMENT
1700 STATE ST
CRESCENT CITY, CA 95531-9282

June 19, 2014

Dear Valued Customer,

IMPORTANT NOTICE – PLEASE READ

Accelerated Payment Technologies is pleased to inform you that on June 18, 2014 (the "Effective Date") we auto-enabled you into our full acquiring for American Express® Card acceptance program, adding the capability for you to accept American Express transactions with the same ease as with Visa®, MasterCard®, Discover® and PayPal®.

This is great news because, now you have a single relationship for processing American Express, Visa, MasterCard, Discover and PayPal transactions, and the following benefits:

- **One Statement.** One statement for your American Express, Visa, MasterCard, Discover, and PayPal transactions.
- **Single Payment.** Convenient payment of your American Express, Visa, MasterCard, Discover, and PayPal transactions to the depositary account on file. We will also provide all chargeback and retrieval processing for American Express transactions. This will simplify your payment processing services, since we will offer integrated services for American Express, Visa, MasterCard, Discover and PayPal
- **One Point of Contact.** One point of contact for all customer service and support, including voice authorization. For American Express transactions, you need to provide only your Visa/ MasterCard merchant ID. American Express card acceptance will automatically be added to your new locations that you set up.

You are now ready to begin accepting American Express Cards! If you haven't done so already, please place the American Express decal we sent you in an earlier message in your window, as this may result in additional sales for your business. Then, ask your staff to simply swipe American Express cards the same as Visa and MasterCard cards.

You may obtain additional free marketing materials and signage at www.americanexpress.com/fulfillment.

Your Point-Of-Sale device should already be programmed to start processing American Express transactions, but should you have any problems, please contact your technical help desk number.

If you have any questions about this notice, please contact your Customer Service support team or visit our website at: https://acceleratedpay.com/amex.

Sincerely,

Accelerated Payment Technologies

6.1

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 2014 – 2015

Legend for symbols used:

☞= **Activity to be completed during FY 2014-2015**
✪= **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 2015-2016**
? = **Lower priority activity; addressed as time and capacity allows**
⊗ = **Activity deferred**
● = **Activity deferred pending staff capacity**
$ = **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: ***July 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)

☞✪☆ 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 04 October 2014, as well as daily recycling of oil, filters, antifreeze, paints stains and varnishes, 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. (Due in August 2014; ongoing through 2035)

Conduct and submit aerial survey of the landfill every five years to document any differential settlement. (Next due in 2016; 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)

Report on product stewardship programs for carpeting, paints and stains (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)

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 competitive grants to support local and/or regional programs as opportunities arise. (Deferred)

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. (2014)

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

Collect and analyze water samples from two new wells 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. Continue to engage in similar efforts in pursuit of a reduction in the Threat/Complexity rating for this facility, resulting in a reduction to the annual permit fee for the Waste Discharge Requirements issued by the North Coast Regional Water Quality Control Board (RWQCB). (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 (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. (2014).

☆? 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)

RESOLUTION 2014-05
A RESOLUTION OF THE GOVERNING BOARD OF THE
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Authorizing Submittal of a
Regional Used Oil Payment Program Application as the Regional Lead Agency,
Related Authorizations and Identification of Regional Participants

WHEREAS, pursuant to Public Resources Code § 48690 the Department of Resources Recycling and Recovery (CalRecycle) has established the Used Oil Payment Program to make payments to qualifying jurisdictions for implementation of their used oil programs; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the Used Oil Payment Program; and

WHEREAS, the Used Oil Payment Program allows regional participation; and

WHEREAS, CalRecycle's procedures for administering the Used Oil Payment Program require, among other things, a regional applicant's governing body to declare by resolution certain authorizations related to the administration of the Used Oil Payment Program.

NOW, THEREFORE, BE IT RESOLVED that the Del Norte Solid Waste Management Authority is authorized to submit a Used Oil Payment Program regional application on behalf of itself as Lead Agency, the City of Crescent City and the County of Del Norte; and

BE IT FURTHER RESOLVED that the Director of the Del Norte Solid Waste Management Authority, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment under the Oil Payment Program; and

BE IT FURTHER RESOLVED that the Signature Authority is hereby authorized to revise the list of participating agencies as necessary with each yearly application; and

BE IT FURTHER RESOLVED that this Resolution is effective until rescinded by the Signature Authority and/or this Governing Body.

The foregoing resolution was passed and adopted by the Del Norte Solid Waste Management Authority on this 09th day of July, 2014.

AYES:

NOES:

ABSENT:

Signed:_____ Date: _____

Roger Giltin, Chair

ATTEST / CERTIFY: _____

Mary Wilson

Clerk of the Del Norte Solid Waste Management Authority

7.4

CalRecycle

Used Oil Payment Program

Application Certification

Del Norte Solid Waste Management Authority

Fiscal Year: 2014/15 **Cycle:** OPP5

Program Requirements Summary

1) Public Resources Code 48691(a)(1)(2)

Ensures there is one Certified Used Oil Collection Center for every 100,000 residents.

2) Public Resources Code 48691(b)

Our program has a public education component that informs the public of locally available used oil recycling opportunities.

3) Are you currently participating in mediation mandated by AB506, have attempted to initiate such mediation or have you declared a fiscal emergency within the last 12 months?

No

Acceptance of Used Oil Payment Program Provisions
Applicant acknowledges that submittal of this application constitutes acceptance of all provisions as contained in the Used Oil Payment Program Guidelines. The Guidelines document is available at:
http://www.calrecycle.ca.gov/UsedOil/LGPayments/

Payment Information

Payment Option: April Payment Requested: Standard payment request

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

Contact Type	Name	Title
Primary Signatory Authority	Tedd Ward	Acting Director

Document Type	Date*	Title
Resolution		Pending Upload
Application Certification		Pending Upload
Letter of Designation (LOD)		Pending Upload

* Document Due Date: 07/31/2014

Participant Jurisdiction	Document Type	Date
City of Crescent City		
Del Norte County		

Penalty of Perjury Statement:

"I certify under penalty of perjury, under the laws of the State of California that I am authorized to sign this application on behalf of Applicant, that I have read the Used Oil Payment Guidelines and that to the best of my knowledge and belief that information provided in this Application is true and correct."

X Tedd Ward — 23 JUNE 2014

Signature of Signature Authority (as authorized in Resolution) or Authorized Designee (as authorized in Letter of Designation) — Date

TEDD WARD — Director

Print Name — Print Title

IMPORTANT! Applicant must print out this page, obtain Signature of Signature Authority, upload signed document to the LoGOPP system, and retain the original document in Applicant's cycle file.