

**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 November 12, 2014                      4:00 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](http://www.recycledelnorte.ca.gov)

For more information call 465-1100 or email [dnswwma@recycledelnorte.ca.gov](mailto:dnswwma@recycledelnorte.ca.gov)

**4:00 PM                      CALL MEETING TO ORDER  
   PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS:**

**4:00 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.**

**4:00 PM                      OPEN SESSION ITEMS:**

**1. DEL NORTE SOLID WASTE TASK FORCE**

1.1                      Discussion regarding meeting of November 10, 2014. \*\*

**2. CONSENT AGENDA**

2.1                      Approve minutes, Regular Session, Tuesday, October 13, 2014. \*\*

2.2                      Response to 02 Oct 2014 Letter to the Editor submitted by Don MacArthur, as  
submitted to the Del Norte Triplicate, published on 05 Nov 2014. \*\*

2.3                      Approve budget transfer in the amount of \$2,090. \*\*

## **END CONSENT AGENDA**

### **DISCUSSION/ACTION ITEMS**

#### **3. LANDFILL POSTCLOSURE**

#### **4. COLLECTIONS FRANCHISE**

- 4.1 Discussion and possible action status and allocation of Authority-directed bin pulls for 2014. \*\*

#### **5. TRANSFER STATION**

- 5.1 Discussion and possible action regarding adoption of Resolution 2014-07, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY EXPRESSING GRATITUDE AND APPRECIATION FOR HAMBRO/WSG'S CONTINUING SUPPORT FOR CHRISTMAS TREE RECYCLING IN DEL NORTE COUNTY. \*\*
- 5.2 Discussion and possible action regarding management of expired marine flares in Del Norte County. \*\*

#### **6. GENERAL SOLID WASTE AUTHORITY MATTERS**

- 6.1 Discussion and possible action regarding the Del Norte Solid Waste Management Authority Work Plan for FY 14/15. \*\*
- 6.2 Discussion and possible action regarding the content of the final R3 report including but not limited to developing elements of a strategic plan such as short, medium, and long-range goals and possible setting of future meeting date(s) for such planning.
- 6.3 Information and discussion regarding the meetings and status relating to a request for proposals for the position of Interim Director for the Del Norte Solid Waste Management Authority. \*\*
- 6.4 Discussion and possible action regarding appointing a committee to meet with the Acting Director to make a determination regarding the duties and duration of his current dual assignment as Acting Director and Program Manager. \*\*

#### **7. DIRECTOR'S & TREASURER'S REPORTS**

**Agenda items 8.1 through 8.5 are provided for information only**

- 7.1 Acting Director's Report \*\*
- 7.2 Treasurer/Controller Report for August 2014 \*\*

- 7.3 Claims approved by Treasurer & Director for September 2014 \*\*
- 7.4 Monthly Cash and Charge Reports for September 2014 \*\*
- 7.5 Earned Revenue Comparisons between FY13/14 and FY14/15 \*\*

**8. ADJOURNMENT**

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM December 10, 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**

# DEL NORTE COUNTY SOLID WASTE TASK FORCE

## Meeting Agenda

Monday, November 10, 2014, 5:15 - 7:00 PM  
Del Norte Solid Waste Management Authority Conference Room  
1700 State Street  
Crescent City, CA

*The Del Norte Solid Waste Task Force is now meeting in Regular Session. Only those items that indicate a specific time will be heard at the assigned time. All other items may be taken out of sequence to accommodate public and staff availability.*

### ITEMS FOR DISCUSSION:

1. Call to order
2. Discussion and possible action regarding approval of minutes of the October 13th, 2014 Del Norte Task Force Meeting. \*\*
3. Public comment. Any member of the public is welcome to discuss any subject relating to solid waste issues in Del Norte County. Public comment is limited to three (3) minutes.
4. Discussion and possible action regarding the Solid Waste Task Force items on the 25 November 2014 meeting of the Del Norte County Board of Supervisors including Bylaws and applications for appointment to the Del Norte Solid Waste Task Force. \*\*
5. Continuing discussion regarding the Electronic Annual Report submitted to CalRecycle. \*\*
6. Discussion and possible action regarding the process and schedule for completing the five-year review of the Regional Agency Integrated Waste Management Plan for Del Norte County and the City of Crescent City. \*\*
7. Adjournment. Adjourn to the next meeting of the Del Norte County Solid Waste Task Force scheduled for 5:15 PM December 8, 2014.

\*\* indicates attachments

11

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

**Regular Session, Tuesday October 14, 2014, 3:30 PM**

**PRESENT:** Commissioner Roger Gitlin, County, Chair  
Commissioner Ron Gastineau, City  
Commissioner Rick Holley, City, Vice-Chair  
Commissioner Mike Sullivan, County, arrived 3:37 P.M.  
Commissioner Mary Wilson, Public, Secretary/Clerk  
Legal Counsel Martha Rice  
Acting Director/Program Manager Tedd Ward  
Treasurer/Controller Richard Taylor

**ABSENT:** None

**ALSO**

**PRESENT:** Sherrick Cron, Auditor's Office  
Charlie Helms, CEO Harbormaster  
Wesley Nunn, Solid Waste Task Force  
Karen Phillips, PS Business Services  
Tommy Sparrow, Recology  
Joel Wallen, Hambro/WSG  
Wes White, Hambro/ WSG  
Norma Williams, SEIU 1021 Union Representative

**3:30 PM CALL MEETING TO ORDER  
PLEDGE OF ALLEGIANCE**

Chairman Gitlin called the meeting to order in regular session at 3:30 p.m.  
Commissioner Holley led the pledge.

**3:30 PM PUBLIC COMMENTS**

The following person(s) addressed the Authority: no comments were made.

**1. CLOSED SESSION ITEMS:**

- 1.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov. Code 54957) Title: Program Manager/Acting Director

Chairman Gitlin recessed the regular session at 3:33 p.m. and immediately convened in closed session to discuss the matter listed above in item 1.1. The closed session was adjourned at 4:05 p.m. Legal counsel Rice announced that no reportable action was made during the closed session.

#### **4:00 PM OPEN SESSION ITEMS:**

The regular session was reconvened at 4:06 p.m.

#### **5.2 Discussion and possible action regarding possibly working with Recology Del Norte and the Crescent City Harbor in the Fishing for Energy project as promoted by Covanta. 080101**

Discussion was held regarding placement of a dumpster at in the Harbor to recycle and dispose of old fishing gear under a grant-funded partnership between Covanta, Schnitzer, the National Fish and Wildlife Foundation and the National Oceanic and Atmospheric Administration. The dumpster would be pulled up to four times per year. Since Recology Del Norte has an exclusive garbage franchise, the Authority is requesting approval from Recology for this exclusive and expressed consent prior to informing Covanta of the partnership. Charlie Helms, CEO/Harbormaster noted that the dumpster would be behind a locked gate (in the maintenance area) and the disposed items will need to go through staffing approval before being dumped; no household or other garbage will be accepted for this dumpster. This is an opportunity for fishermen to get rid of old gear rather than dumping it and keeping waterways clean according to Mr. Helms. Tommy Sparrow, Recology Del Norte, noted that he has no problem with this partnership and Recology supports it 100%. Counsel noted that a letter from Recology agreeing to this partnership would be a good idea to keep things documented. Bill Lonsdale commented that he was confused about this process and wanted to know who's authority this was, and if it was a money making proposition. The agreement would be between the Harbor and Covanta. The Authority was consulted because if permission was not granted, collecting a container of trash in Del Norte by any company other than Recology Del Norte would be a violation of the collections franchise. There is no money to be made per se because most of the gear is dumped overboard at this time and not taken to the landfill; this is an opportunity to keep that from occurring. Consensus was to allow the process to continue based on the oral support given by Recology of the exception to their franchise. Staff will request a written response via e-mail from Recology Del Norte General Manager Tom Sparrow expressing his support for this exception to the franchise.

#### **7.4 Discussion and possible action regarding a Letter to the Editor submitted by Don MacArthur, as published in the Del Norte Triplicate on 02 October 2014. 031506**

Discussion was held regarding the letter to the editor regarding the partnership with the Del Norte Unified School District and the recycling programs. Staff was directed to submit a letter to the editor to correct the misinformation presented in the letter published October 2, 2014. The cost reduction to the school was significant with work and information provided by Recology to the School. Elizabeth Henry, county resident, noted that this should encourage other businesses by incentivize recycling, she also felt that any correction of information in the letter should be positive. Tommy Sparrow, Recology, noted that this process began back in the days when Jan Moorehouse was Superintendent of Schools, at which time he went to the school and indicated that their rates were going up. Mr. Sparrow noted that the process has been supported by

School Board member Lori Cowan, and it supports life-long recycling with children in the schools and at home. Recology is looking forward to the future to make recycling a life-long process. Tommy Sparrow suggested not sending a letter at all and just let the matter die. Craig Strong, county resident, seconded Mr. Sparrow's suggested to not respond to the letter from Mr. MacArthur. Commissioner Gastineau noted that there were no recycling bins in the classrooms and hallways at the high school; however, Ms. Cowan did point out that there are bins in the lunchroom at the high school. Commissioner Sullivan would still like to have the letter corrected highlighting the partnership of Recology and the School District.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and carried on a four-fifths vote, with Commissioner Holley voting "no", the Del Norte Solid Waste Management Authority approved and directed staff to send a letter of correction to Mr. MacArthur's letter of October 2, 2014, to include bullet points in the letter: correcting figures quoted; the corrected process, including Recology, in combination with school board, and encouraging all entities to look at changing behaviors.

## **2. DEL NORTE SOLID WASTE TASK FORCE**

### **2.1 Discussion regarding meeting of October 13, 2014. 200101**

Mr. Ward and Wesley Nunn, member of the task force, reported on the meeting of October 13<sup>th</sup>. There have been two applications received for membership to the task force. The task force is requesting that the filing period be extended through December to get more applications.

## **3. CONSENT AGENDA**

- 3.1 Approve minutes, Regular Session, Wednesday, September 10, 2014.
- 3.2 Receive and file Actuarial report from Bickmore on GASB 45 Retiree benefit Evaluation, dated August 12, 2014. **180520**
- 3.3 Approve Employer Contribution By Check Under Agreement and Election to Prefund Other Post Employment Benefits in the amount of \$11,125.00. **180520**

## **END CONSENT AGENDA**

Commissioner Wilson commented on item 3.2 regarding the amount of funds put into the retirement/pension fund as a part of the "unfunded liabilities". She is uncomfortable with the amount being put into the fund since it does not seem to cover the cost. Sherrik Cron of the County Auditor's office said such underfunding was common practice.

On a motion by Commissioner Sullivan, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 3.1-3.3, as presented.

## **DISCUSSION/ACTION ITEMS**

### **4. LANDFILL POSTCLOSURE**

### **5. COLLECTIONS FRANCHISE**

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

Discussion was held regarding the status and allocation of the bin pulls. Chairman Gitlin noted that the City will need a bin for 2014 for the clean up behind Safeway and if approved would leave three bins for 2014. The City Manager would like to use the three bins for the clean-up of 400 Front Street. Chairman Gitlin would like to have the remaining 3 dumpster allocations placed on the agenda for discussion in December. Consensus of the Authority was to approve and accept the deployment of one dumpster to the cleanup behind Safeway. There will be a matter listed on the December agenda to deploy the remaining 3 dumpsters in the community.

### **6. TRANSFER STATION**

- 6.1 Discussion and possible action regarding Hazardous Waste Collection Event October 3<sup>rd</sup> and 4<sup>th</sup> at the Del Norte County Transfer Station. **080105**

Discussion was held regarding the success of the collection event. There were 226 vehicles participating at the event at the Del Norte County Transfer Station. Staff noted that the event had with much less waiting than in years past. Clean Harbors commented that compared to other areas, Del Norte customers on average brought in more materials per vehicle. The PaintCare paint recycling program has reduced the price of the event somewhat, as paint continues to be one of the most common materials brought to this event, and PaintCare is now covering the costs to receive, process and recycle those materials.

On a motion by Commissioner Wilson, seconded by Commissioner Sullivan, and unanimously carried, the Del Norte Solid Waste Management Authority approved and authorized staff to negotiate an extension, through 2017, of the contract with Clean Harbors to provide services associated with the Del Norte Hazardous Waste Collection events.

- 6.2 Discussion and possible action regarding management of expired marine flares in Del Norte County. **080101**

Discussion was held regarding staff work to research this matter. The problem with disposal of the marine flares does continue to concern staff and other agencies in the community. A multi-agency meeting was suggested to address the issue. This matter will be back on the agenda next month of further discussion.

## **7. GENERAL SOLID WASTE AUTHORITY MATTERS**

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

The reformatted list of work priorities for fiscal year 2014-15 was presented just prior to the start of the meeting. Commissioners noted it appeared cleaner and easier to understand, but requested additional time to read and review the list.

On a motion by Commissioner Wilson, seconded by Commissioner Sullivan, and unanimously carried, the Del Norte Solid Waste Management Authority tabled the matter until the next meeting to allow ample time to review the list.

- 7.2 Discussion and possible action regarding the content of the final R3 report including but not limited to developing elements of a strategic plan such as short, medium, and long-range goals and possible setting of future meeting date(s) for such planning.

Discussion was held regarding the R3 report. Chairman Gitlin noted that he would to keep this matter on the agenda while he is chairman to continue the discussion. Commissioners discussed the report opinions regarding staffing, as well at the recently adopted mission statement. Commissioner Sullivan asked for a breakdown of what duties Recology, Hambro and DNSWMA staff perform as an outline for the public. Staff was directed to have the information at the next meeting.

- 7.3 Discussion and possible action regarding the drafting and release of a request for proposals for the position of interim Director for the Del Norte Solid Waste Management Authority. **101501**

Discussion was held regarding the process to draft a Request for Proposals (RFP) and direction to staff regarding process, description, benefits, etc. A committee was suggested for review of the position, scope of work, employee versus independent contractor, and part-time versus full-time position. Commissioners Holley and Sullivan were appointed by the Chairman to come up with a draft scope of work. Bill Lonsdale commented that he was confused once again. Is the Authority looking for someone to manage a transition, or to be in charge for a period of time? Elizabeth Henry, noted she was also confused about process. What happens to Mr. Ward? She noted that there needs to be another person hired to get the work done and she feels it should be a permanent position. Chairman Gitlin noted that the Authority is looking at getting Mr. Ward some help so that he can do his own job.

## **8. DIRECTOR'S & TREASURER'S REPORTS**

**Agenda items 8.1 through 8.5 are provided for information only**

- 8.1 Acting Director's Report 231501  
8.2 Treasurer/Controller Report for August 2014  
8.3 Claims approved by Treasurer & Director for September 2014  
8.4 Monthly Cash and Charge Reports for September 2014  
8.5 Earned Revenue Comparisons between FY13/14 and FY14/15

The reports were read and presented in the agenda packets.

**9. ADJOURNMENT**

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM November 12, 2014 at the Del Norte County Board of Supervisor's Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Commission, Chairman Gitlin adjourned the meeting at 5:41 p.m. until the next scheduled meeting on November 12, 2014.

\_\_\_\_\_  
Roger Gitlin, Chair  
Del Norte Solid Waste Management Authority

Date     /   /

ATTEST:

\_\_\_\_\_  
Mary Wilson, Secretary of the Board

Date     /   /

“Coastal Voices” Submittal – as submitted  
published on 05 November 2014 in the *Del Norte Triplicate*

## **Private Partners and Public Agencies Each Have Roles in Reducing Costs**

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

In his October 2<sup>nd</sup> letter to the editor, Del Norte Unified School District Board member Don McArthur noted a Del Norte County supervisor was quoted in *The Triplicate* the Del Norte Solid Waste Authority should function more as a utility than as an agent for social change. Supervisor Mike Sullivan, who made the “public utility” statement did so to support efforts to save costs to customers while complying with solid waste and recycling laws. Though Mr. McArthur’s opinion is certainly a respectable one, he omitted many extraordinary efforts that Recology Del Norte has made as a private company to work with the School District to encourage recycling and reduce costs.

- Recology Del Norte expanded its educational outreach to the schools and played a vital role in helping the School District cut collection costs.
- On its own initiative, Recology has not been charging for collecting recyclables from the school district.
- Through such efforts, the School District saved nearly \$50,000 in their first year, and modeled how commercial businesses could cut their garbage bill by increasing recycling.

Though commercial trash prices increased in July 2011 with the expanded collections franchise under Recology Del Norte, the Authority structured the rates to reward the kind of changes that have been made in Del Norte’s schools. In 2006, the Solid Waste Authority requested competitive proposals to provide trash and recycling collection services under a new set of service standards. New services would expand the types of materials to be recycled, and provide new carts as part of the collection service. Residential recycling - even in apartments and mobile home parks - would be included at no charge, as would limited collections of bulky items like mattresses or furniture. Commercial cart service would also include recycling, and commercial recycling bins would be 25% cheaper than the rate for the same size trash bins.

In its winning proposal, Recology pledged to hire a Recycling Coordinator, underscoring the motto of their company: Waste Zero. Recology Recycling Coordinator Lori Poole deserves special recognition for her work with the DNUSD to expand recycling. Lori’s efforts included K-12 presentations, a recycle poster contest and recycled art contest. Recology also proposed to collect even more types of recyclable materials, to partner with Julindra Recycling to process materials, to offer no-cost upgrades to larger residential recycling carts, and provide expanded outreach and training in our schools.

After the Authority contracted Recology to provide these expanded services starting in 2011, annual expenses for collection services at the Del Norte Unified School District went up by about 25%. School officials asked how they could reduce these expenses. The Authority Director and I met with school administrators to suggest ways to reduce trash expenses by changing which bins were locked, which were placed behind gates, and reducing the size of some bins based on the amount of material disposed at each school.

School District leadership also stepped up its efforts. School principals found space for new recycling bins, and the District has created a new position to help with recycling and energy efficiency programs in the schools.

Recycling more and wasting less makes sense – and can save dollars too. In addition to reducing expenses, students and staff in the school district have learned how to make recycling work in school and at home. If you want to lower your trash bill and are willing to make a few changes, Recology Del Norte and the Authority are here to help.





# 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](http://www.recycledelnorte.ca.gov)

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

## Staff Report

**Date:** 07 November 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:** Criteria and Policy for the allocation of Authority-directed  
complimentary bin pulls  
**Topic:** Authority-directed Bin Pulls for 2014

**Summary / Recommendation:** That the Board provide further direction to staff as to the allocation of the remaining Authority-directed bin pulls in 2014.

**Background:** Under the collections Franchise agreement with Recology Del Norte, the Authority may direct up to twenty complimentary bin pulls per calendar year. Prior to this meeting, an e-mail was sent to City and County partners who may identify additional community cleanup projects.

**Analysis:** Thus far, the Authority has allocated seventeen of the 20 potential Authority-directed pulls in support of the July 4<sup>th</sup> celebrations (3 bins), the Del Norte County Fair (5 bins), and Sea Cruise (1 bin), Coastal Cleanup (6 bins) and Household Hazardous Waste Collection Event (1 bin), and a City-coordinated cleanup along Elk Creek (1 bin). There are currently three remaining Authority-directed bin pulls that can be used for cleanup and beautification projects during the remaining portion of calendar year 2014. If the Authority-directed bin pulls are not used by December, remaining bin pulls could potentially be used to empty the transfer bins at either the Gasquet or Klamath small-volume transfer stations.

**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.

07 November 2014  
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## **Criteria and Policy for the allocation of Authority-directed Complimentary bin pulls**

Adopted: 09 July 2014

Files: **031205, 180510**

### **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. The following Criteria and Policy are intended to clarify how such allocations may be considered and determined.

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

**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 as the highest priority**
- **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 and maintain security and supervision for each bin**
- **The remaining number of bins to be allocated each year**

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.

**A RESOLUTION OF THE GOVERNING BOARD OF THE  
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
COUNTY OF DEL NORTE  
CITY OF CRESCENT CITY  
STATE OF CALIFORNIA**

**RESOLUTION NO. 2014-07**

EXPRESSING GRATITUDE AND APPRECIATION FOR HAMBRO/WSG'S CONTINUING  
SUPPORT FOR CHRISTMAS TREE RECYCLING IN DEL NORTE COUNTY

**WHEREAS**, the Del Norte Solid Waste Management Authority remains committed to continuing recovery of Christmas trees for their highest and best use; and

**WHEREAS**, Hambro/WSG has voluntarily accepted Christmas trees for no charge since before beginning operations of the Del Norte County Transfer Station in March 2005; and

**WHEREAS**, since 2005, Hambro/ WSG has accepted over 81,500 pounds of Christmas trees, representing a a community service donation worth at least \$1,260; and

**WHEREAS**, the Authority's collection contractor, Recology Del Norte, has provided Christmas tree collection services for their residential collection customers, and this no-charge service depends on unloading those trees for no charge at the Del Norte County Transfer Station; and

**WHEREAS**, Hambro/WSG has given this same holiday gift to the households of Del Norte County for many years without appropriate formal acknowledgement; and

**WHEREAS**, the closure of Hambro's manufacturing operations has increased Hambro/WSG's transport and processing costs associated with this free Christmas tree recycling program for the past few years;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Del Norte Solid Waste Management Authority does hereby formally express to Hambro/WSG appreciation and gratitude on behalf of Del Norte County and Crescent City self-haulers and Recology Del Norte's collection customers for continuing this Treecycling program by accepting holiday trees for no charge.

**PASSED AND ADOPTED** by the Del Norte Solid Waste Management Authority at their regular meeting held on the 12<sup>th</sup> day of November, 2014 by the following polled vote:

AYES:  
NOES:  
ABSENT:

Signed: \_\_\_\_\_  
Roger Giltin, Chair

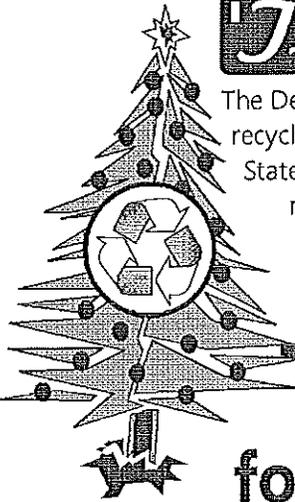
Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Mary Wilson  
Secretary of the Del Norte Solid Waste Management Authority

5.1

# 'Tis the season for treecycling

The Del Norte Solid Waste Management Authority and Hambro/WSG are sponsoring a christmas tree recycling program. Christmas trees will be accepted at the Del Norte County Transfer Station at 1700 State Street. This offer is limited to one free holiday tree per Del Norte family. Recology Del Norte residential and multi-family customers can have a tree collected for free by calling 464-4181. This treecycling program ends Saturday, January 31, 2015.



# FREE!



[www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

**for more information, call 465-1100**

Trees with decorations, tinsel, or stands will not be accepted, but flocking is OK.

## This Holiday Season Give More, Waste Less, & Save \$\$

### Gifts that Trim Your Waste line:

-  Make crafts, jams, or baked goods as gifts.
-  Give your time for child care, painting, housecleaning, lawn mowing, repairs, or photography.
-  Consider reusable and more durable products, rechargeable batteries, or solar powered devices.

### Wrapping with Less Waste:

-  Wrap one gift inside another, in scrap fabric, or reuse a tin box or gift bag.
-  Gift wrap with newspaper comics or sport sections.
-  Tie with any yarn, fabric, netting, or ribbon.
-  Buy wrapping paper with recycled content.

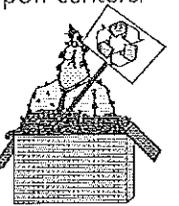
### After the celebrations:

-  Save wrapping paper and ribbons for reuse later.
-  Bag packing peanuts or styrofoam blocks for reuse or recycling.
-  Flatten corrugated cardboard for recycling at curbside or at community dropoff centers.



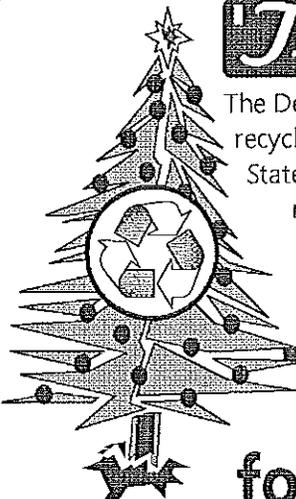
*Happy Holidays from the Del Norte Solid Waste Management Authority.  
For more information, call 465-1100 or visit: [www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)*

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## MARINE FLARE ADVISORY MEETING

### Minutes

### Crescent City Harbor District

### Crescent City, CA

Thursday October 30, 2014

10:00 AM

Attending: Charlie Helms, Harbormaster  
Tedd Ward, Acting Director, Del Norte Solid Waste Management Authority  
Randy Smith, captain/owner of the F/V Mistasea  
Mark Tatara, U.S. Coast Guard  
Bev Noll, Coast Guard Auxiliary (arrived at 10:45 AM)

Also invited: Steve Wakefield, Crescent Fire Protection District  
Devin Perry, Del Norte County Sheriff's Department Boating Deputy  
Chris Hegnes, Englund Marine  
Wes White, Crescent City Harbor Commissioner  
Cindy Henderson, Office of Emergency Services

Handouts: <http://www.sfdph.org/dph/files/EHSdocs/Green/ExpiredFlaresFacts.pdf>  
- this contains background info on flares and what was discovered by their work group

[http://www.dbw.parks.ca.gov/PDF/CleanGreen/Ca\\_Flares.pdf](http://www.dbw.parks.ca.gov/PDF/CleanGreen/Ca_Flares.pdf) - this link brings you to a list of California Counties accepting expired marine flares as of August 2014

10:00 AM CALL MEETING TO ORDER

## 1. Introductions

1.1 **Meet and Greet** - TW, CH, RS and MT introduced themselves. TW explained that the Del Norte Solid Waste Management Authority Board had directed him to work on this issue. MT explained that just this past weekend, his crew had to investigate some flares that were discharged off the coast, and that one investigation likely cost about \$100K. So improper disposal can be very expensive.

1.2 **Purposes of Meeting** — TW explained that the purposes of these meeting could include:

### 1.2.1 Understanding current laws and practices

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

5.2

Printed on minimum  
30% post-consumer



100% recycled paper

### **1.2.2 Identifying additional research needed, possible funding if needed**

### **1.2.3 Developing safe disposal practices**

### **1.2.4 Advocating for legislation (if needed) for practical solutions**

## **2. Current Laws, Regulations and Rules**

- 2.1 Marine Flares Required on boats** - Boats >12 ft need marine flares. Coastal and off-shore boats need to have hand-held flares, smoke signals, and aerial signals or projectile flares. Some of these flares may be associated with an emergency raft kit.
- 2.2 Marine Flares expire after three years, enforced by Coast Guard.** MT said that in 40 boardings, they wrote 30 citations for expired flare issues. If flares are expired, boats can be cited as if there were no flares on board. Expired flares are acceptable, but won't count as emergency equipment if they are labelled "for training." When buying flares, not all boat captains look at the expiration dates, and stores often move older flares to the front of the shelves – so newly purchased flares may expire well before three years have elapsed since purchase. Fishermen don't have much information on proper disposal. Mark said even unexpired flares can malfunction or misfire in unexpected directions. Randy concurs that flares can misfire, whether expired or not, so he does not support practice flare uses. And some don't fire or only partially burn.
- 2.3 Review handouts**

## **3. Current Disposal Practices**

- 3.1 Trainings – Coast Guard** Conducted by Bev Noll - 1 flare per person attending. Coast Guard does in-house training so they don't have expired flares as part of their stocks. Bev is concerned about the number of expired flares and coming up with a reasonable, practical, convenient and cost effective method. Types of flares: hand-held striker, hand-held smokers, projectile flares, and emergency kit flares. Issues include mis-fired and partially expended flares. Lots of variations regarding flare construction
- 3.2 Trainings – Fire Department?** Fire Department should be concerned because all fishermen have gear sheds with expired flares.
- 3.3 Sheriff's Department?** No representative attended.
- 3.4 Hazardous Waste Collections** TW reported that no vessel has inquired about disposal of marine flares through the Authority's annual hazardous waste collection event.
- 3.5 Widely used less-than-legal practices** Both RS and BN expressed their opinions that few if any fishermen would dispose of flares by dumping

them at sea. They both suspect that expired marine flares are stored in boat shacks and gear shops, some are fired during 4<sup>th</sup> of July, and a good portion are likely being (illegally) put into the Recology dumpster at the harbor.

#### **4. Further Research**

- 4.1 **Santa Cruz & Alameda Counties** - TW's initial phone calls indicated that these programs generally accept hand-held non-projectile flares.
- 4.2 **State Fire Marshall** — TW made contact with the person responsible for disposing of illegal fireworks confiscated by law enforcement, but they did not handle projectile marine flares.
- 4.3 **California Coastal Commission** — TW suggested they may assist in coordinating a statewide effort on marine flares, and might be a source of grant funding. BN expressed hesitation in involving them.
- 4.4 **Other research?** Cindy Henderson may have an idea on potential funding.

#### **5. Where to Go from Here?**

- 5.1 **Determine best practices for safe discharge & disposal**  
Mark suggested that if money was available, combining a collection with work on devising a longer-term solution.
- 5.2 **Advocate and coordinate – other harbors, Coastal commission, Fire marshal, legislators?**
- 5.3 **Updates to DNSWMA and Harbor District Boards**

#### **6. Review individual tasks for follow-up before next meeting**

- 6.1 Tedd: I will contact solid and hazardous waste programs, Antonia Becker of DTSC, Fire Marshall
- 6.2 Charlie: I will contact Vivian Matuck, Coastal Commission
- 6.3 Bev: I will follow up with Cindy Henderson, OES & David Finigan, Steve Wakefield
- 6.4 Mark: will try to find Coast Guard point person on this issue.

#### **7. ADJOURNMENT**

Adjourn to the next meeting of the Marine Flare Advisory Committee scheduled for Thursday November 20<sup>th</sup> at 10 AM (?).

Respectfully submitted,

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



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

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## Del Norte Solid Waste Management Authority

### Work Priorities Fiscal Year 2014 – 2015

#### Legend for symbols used:

- ☞ = Activity to be completed during FY 2014-2015
- 📄 = Authority-adopted plan, contract or grant to comply with law
- 💰 = Fiscal responsibility under guidance of Authority Treasurer
- △ = Draft submitted, awaiting agency response
- ? = Lower priority activity; addressed as time and capacity allows
- ⊗ = Activity deferred
- ♥ = Activity deferred pending staff capacity
- ✓ = Activity completed for FY 2013-2014

**Highlighted items have been deferred due to ongoing staffing shortages.**

*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: **October 2014**

#### Mandated or Obligatory Ongoing or Future Activities:

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

- ☞📄 Schedule appropriate staff to operate and maintain scale and gatehouse operations at the Del Norte County, Klamath and Gasquet transfer stations, including the daily accounting of receipts and transactions at each facility. (Ongoing)
- ☞ Gather, compile, analyze, and report storm water runoff samples as required under the Industrial Stormwater Permit. (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)

6.1



- ✎ Procure and manage Household Hazardous Waste (HHW) Collection Event contractor and use Permanent HHW Facility at the Transfer Station for annual HHW Collection Event, as well as daily recycling of used motor oil, oil filters, antifreeze, paints stains and varnishes, televisions and computer monitors, household batteries, home generated sharps, and residential and commercial fluorescent tubes. (Ongoing)
- ☞ Submit necessary forms related to hazardous waste management to the California Department of Toxic Substances Control (DTSC), including form 303 and generator copies of hazardous waste manifests. (Annual)
- ☞ Prepare and submit hazardous waste business plan to the County. (Annual)
- ✎ Submit reports as required by the California Department of Resources Recycling and Recovery (CalRecycle), including quarterly disposal reports, electronic annual reports, and reporting related to management of consumer electronic wastes, appliances, etc. (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)

## **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 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)

### **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, including drafting annual CPI-based rate adjustments and negotiating and drafting Change Orders for contractual changes. (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)
- ☞ Manage and direct use of the twenty Authority-directed bin pulls to support community cleanup activities. (Annual)

### **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)
- ☞ Complete the five year review of the Regional Agency Integrated Waste Management Plan in coordination with the Del Norte Solid Waste Task Force. (by January 2015)
- ☞ Continue to promote and to make more convenient beverage container recycling using grant funds from the State agency responsible for beverage container recycling. (Annual)

while block grant continues)

-  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, thermostats, household batteries, paints and stains (Ongoing)
-  Provide material support for County recycling collections through GH outreach. (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 promoting waste reduction, reuse, repair, composting, hazard reduction, and proper disposal.. (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)
-  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 home composting workshops as well as other presentations as requested. (Ongoing)
-  Update website as needed and upload meeting agenda and minutes. (Ongoing)
-  Respond to telephone, fax, and e-mail requests for information and/or complaints regarding services and rates for Authority facilities, programs, and those of its contractors. Such inquiries may address materials such as hazardous materials, marine flares, outdated medicines, asbestos, and other materials requiring special handling. (Ongoing)
-  Respond to telephone, fax, and e-mail requests for information regarding Authority and Task Force agendas, meetings, minutes and actions. (Ongoing)

## 6. Budgets, Funding and Fiscal Oversight

-  Developing annual budgets, tracking and reporting expenditures and revenues accordingly. (Annual and ongoing)
  -  Prepare and submit 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)
  -  Track charge customers expenses and payments, sending out monthly statements and referring past-due accounts to collections under adopted policies. (Ongoing)
- Solicit, negotiate and administer Authority contracts as necessary. (Ongoing)
- Develop partnerships with Del Norte County and Crescent City departments to efficiently deliver services. (Ongoing)

## 7. Personnel and Staffing

-  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. 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, signage, supplies and software for monitoring, reporting, scale management, 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 2014-2015:**

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

- ? Work with Hambro/WSG and Rogue Valley Disposal (or some other regional landfill operator) to secure and/or negotiate future disposal capacity to meet Del Norte County's need and regulatory obligations. (Ongoing)
- ? 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)

### **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?)

- ☞? Consult and negotiate with RWQCB staff regarding possibly eliminating stormwater monitoring requirements at the Crescent City Landfill (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 marine flares, sharps, fluorescent tubes and household batteries. (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)

### Required Activities for Subsequent Years:

☞☞☞ 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. (Deferred since Sept 2013)

Conduct and submit aerial survey of the landfill every five years to document any differential settlement. (Next due in 2016; 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; next due in 2018)

- 🛡️✍️ 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)

## **Deferred Discretionary Activities:**

- ?⊗ 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)
- 🛡️ Continue outreach and public-private partnerships in support of Extended Producer Responsibility. (Ongoing)
- 🛡️ 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)
- 🛡️ Apply for and administer additional competitive grants to support local and/or regional programs as opportunities arise. (Deferred)
- 🛡️ Review, consider and provide appropriate Authority-directed advocacy regarding bills being considered by the California Legislature (Ongoing)
- 🛡️ Monitor and report on Authority and County implementation of procurement policies promoting the procurement and use of reusable, recyclable, and recycled-content products.(Ongoing)
- 🛡️ Monitor and provide incremental improvements as opportunities arise to facilities and operations in Klamath and Gasquet. (Ongoing)

## **Deferred Activities associated with the Crescent City Landfill:**

- 🛡️ 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.

### **Deferred Activities associated with 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)

♥ Develop a plan for the Resource Recovery Park property adjacent to the Del Norte County Transfer Station.



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## Staff Report

**Date:** 06 November 2014  
**To:** Del Norte Solid Waste Management Authority  
Commissioners  
**From:** Tedd Ward, M.S. – Acting Director / Program Manager  
Del Norte Solid Waste Management Authority  
**File Number:** 101501 – Director Job description  
**Attachment:** Job Description for Interim Director, November 2014  
**Topic:** Request for Proposals for Interim Authority Director

**Summary / Recommendation: Status report; no action.**

**Background:** The committee appointed to work on this issue includes Commissioners Holley and Sullivan and myself, and we have met twice since the last Authority meeting. The job description included in the R3 report was edited into the draft attached to this report based on Commissioner input. Legal counsel Martha Rice also provided answers to several questions related to these tasks and this position.

The Committee has neither finalized its recommendations on this job description nor the details of the process by which this position will be filled or how these tasks completed. To help formulate these recommendations, the Committee plans on inviting Authority counsel Martha Rice, County CAO Jay Sarina, City Manager Gene Palazzo, and Joey Young of County Personnel to a meeting next week.

6.3

## **Del Norte Solid Waste Management Authority Job Description**

**Job Title:** Interim Director  
**Date:** November 2014

### **Approved by Authority Board:**

#### **Summary Description:**

Under the direction of the Authority Board the Interim Director is responsible for the efficient and effective management of the finances and daily operations of the Del Norte Solid Waste Authority. The position administers programs designed to properly dispose of solid waste and to reduce, recycle and reuse waste efficiently in compliance with all local, state and federal regulations and in coordination with contracted vendors. This position provides management, oversight, leadership and direction of the Authority's financial operation, including planning, budgeting, purchasing, accounting, insurance, and auditing activities of the organization in cooperation with the Del Norte County Auditor and Authority Treasurer / Controller. In addition, the Interim Director is to facilitate the completion of a Strategic Plan for the Del Norte Solid Waste Management Authority, draft a Transition Plan for adoption by the Authority Board, and complete the recruitment and hiring of a replacement Authority Director.

#### **Essential Duties and Responsibilities:** (include but are not limited to the following):

##### **Regulatory Compliance**

- ✓ Assures that the Authority is in compliance with all applicable Federal, State and Local laws, rules and regulations.

##### **Budgeting**

- ✓ Prepares and administers the Authority's annual budget by analyzing actual program expenditures to develop cost data for budgeting; obtains and reviews budget data from County Auditor financial statements and responds to Authority Board requests for financial information and program revenues and expenses.
- ✓ Contributes as needed to budget discussions with the Authority Board and contracted County service providers.
- ✓ Provides periodic detailed and technical financial reports to the Authority Board.

##### **Finance**

- ✓ Reviews monthly reports from the custodian of funds, the Del Norte County Auditor and monitors all claims and pay demands.

- ✓ Under the direction of the Authority Board, plans, organizes, manages and oversees all financial activities including cash accounting, budgeting, payroll, and cost effectiveness of programs in cooperation with the Del Norte County Auditor and the Authority Treasurer/Controller.
- ✓ Coordinates with the Del Norte County Auditor and the Authority Treasurer/Controller during the Authority's annual audit process and directly assists in the preparation of supporting documents as part of the annual independent audit of Authority funds.
- ✓ Reviews, researches, analyzes and summarizes fiscal, statistical, and administrative information; prepares related reports and correspondence.
- ✓ Works with contract vendors to administer and interpret agreements for the Authority and payments to all service providers.
- ✓ Reviews, monitors and amends current franchise and contract provisions; develops proposals for changes to franchise and contract provisions to enhance customer services in an effective, fair, and cost efficient manner.
- ✓ Applies for and administers grant funds and act as liaison and coordinator in program areas in accordance and cooperation with contract agreements with relevant vendors.

### Accounting

- ✓ Oversees, reviews and signs claims for payment by the County Auditor for Authority transactions and invoices; advises regarding the resolution of accounting issues; oversees the maintenance and reconciliation of scale house bank funds; oversees deposits of daily receipts.
- ✓ Reviews general ledger reports from the County Auditor and reconciles any outstanding issues or discrepancies.
- ✓ Prepares and submits expenditure and budget status reports for Authority Board information; generates in-depth written reports for any significant changes in the financial situation of the Authority.
- ✓ Oversees month and year-end review of accounts, reconciliation of adjusting and closing entries, and reviews monthly and year-end financial statements from the Del Norte County Auditor.
- ✓ Oversees reconciliation of Authority revenue, franchise fees, billings and collections.
- ✓ Monitors and administers contract payments for professional services, vendor services, credit and debit card fees, regulatory fees and other services.
- ✓ Designs and maintains databases and spreadsheets to track budgets, tonnages, transactions and compliance requirements. Tracking includes service provider statistics, rate analysis, contract management, and relevant scale house information.
- ✓ Performs oversight of internal cash control auditing of transactions and collections at the scale house, inventories, assets and petty cash funds by examining, analyzing, and verifying financial records.

- ✓ Writes, implements and maintains procedures to ensure compliance with accounting policies, cash security, and internal checks and balances.

### **Contracting**

- ✓ Manages and oversees Authority contracts to assure compliance with all contractual terms and conditions.
- ✓ With Authority Board direction, negotiates agreements, change orders, and memorandums of understanding with contractors, other public and private entities, union(s), and service providers.
- ✓ Provides professional assessment and analysis of how other jurisdictions have addressed issues and concerns identified by the Authority Board, including obtaining model requests for proposals, agreements and/or ordinances.
- ✓ Develops and presents staffing and/or contracting strategies for projects to assure effective and efficient delivery of services.
- ✓ Develops Request for Proposals, Invitations to Bid, or sole-source contracting for professional services as needed; provide clear, concise and consistent direction to contractors; monitors contracts to ensure compliance with contractual obligations.
- ✓ Delivers timely resolution of any customer or jurisdictional complaint.
- ✓ Conducts or provides oversight of regular on-site inspections of Authority facilities to assure their ongoing safe and effective operation and adherence with current agreements.
- ✓ Performs related duties as required.

### **Business Development**

- ✓ Reviews reports and oversees contractors to make sure programs to reduce and divert solid waste from landfilling in compliance with mandated government agency requirements are fully implemented.

### **Manage External Relationships**

- ✓ Oversees liaison and coordination of activities between the Authority and other agencies, governmental bodies, groups and organizations.
- ✓ Oversees advice to the Authority Board and member jurisdictions concerning issues related to solid waste facilities, programs, rates, and charges.
- ✓ Establishes and maintains cooperative relationships with elected officials, staffs, consultants, contractors, and the public.
- ✓ Reviews and provides timely and appropriate analysis and Authority-directed advocacy regarding legislation and/or regulations which could affect Authority responsibilities, activities, or programs.

### **Board Responsibilities**

- ✓ Attends all Authority Board meetings and related agenda-setting meetings.
- ✓ Assists the Authority Board in all normal and customary matters in accordance with California laws and regulations.

- ✓ Provides the Authority Board with staff support including the preparation of meeting agendas, posting of public notices including succinct written and oral reports relating to items on the agenda.
- ✓ Facilitates development and adoption of a Strategic Plan for the Del Norte Solid Waste Management Authority, including a Vision Statement, and short-, medium, and long-range goals and objectives to support the Mission and Vision.
- ✓ Develops, implements and manages a system for tracking progress relative to the established short-, medium- and long-range goals and objectives of the Authority and the status of the Authority Work Plan tasks and to regularly report that progress to the Authority Board.
- ✓ Drafts and refines a job description for Authority Director, and conducts a recruiting and hiring process in coordination with the Authority Board and County Personnel Department to fill this permanent position before the end of the Interim Director's services.
- ✓ Drafts a transition plan for Authority Board approval describing how the new Director will be trained and how Authority administrative responsibilities will be transferred.
- ✓ Attends City Council, Board of Supervisors or other agency meetings as needed to provide updates on Authority activities, plans or commitments.
- ✓ Schedules and performs orientation sessions for new Authority Board members based on Board approved Mission, goals and objectives, work plan and defined roles of member jurisdictions and affiliated agencies.

**Supervisory Responsibilities**

- ✓ Responsible for the supervision of Authority employees. Provides the overall direction, coordination and evaluation of daily operations and staff performance.
- ✓ Carries out supervisory responsibilities in accordance with Authority policies and applicable laws and agreements.
- ✓ Responsible for coordinating with the County Personnel Department in the recruiting, interviewing, hiring, and training of employees; plans, assigns and directs the work of employees; oversees and/or completes timely performance reviews, handles complaints and resolves problems as needed.
- ✓ Maintains communication with the bargaining unit representative(s), which may include engaging in negotiating updates or revisions as needed to the Memorandum of Understanding between the union representing employees and the Del Norte Solid Waste Management Authority.

**Knowledge, Skills and Abilities:**

- ✓ Principles and practices of integrated solid waste management in California.
- ✓ Normal and customary practices of government enterprise fund operations.
- ✓ Governmental enterprise fund accounting and financial planning.

- ✓ Principles and practices of proposals and contract administration in the State of California.
- ✓ Regulatory provisions of solid waste prevention, reduction, recycling and disposal activities in California.
- ✓ A working knowledge of Regional Agency Integrated Waste Management Plans and related components; storm, surface, and groundwater quality monitoring and reporting issues and strategies; and air quality issues related to solid waste facilities and Authority-contracted activities.
- ✓ A working knowledge of solid waste legal terminology and current statutes governing the procedures of a joint powers authority and the responsibilities of the Authority Board of Commissioners and the Del Norte Solid Waste Task Force.
- ✓ Ability to maintain discretion and good judgment with sensitive and confidential information.

**Education or Experience:**

Bachelor's degree in public administration, waste management, planning, engineering, business, environmental studies or related field and five (5) years responsible professional management or administrative experience in solid waste management or a related field; or an equivalent combination of education and experience.

**Language Skills:**

- ✓ Ability to read, analyze and interpret financial and audit reports, contracts and legal documents common to the industry scientific and technical journals.
- ✓ Ability to respond promptly and politely to inquiries and complaints from customers, contractors, regulatory agencies, member jurisdictions, and members of the business community.
- ✓ Ability to write reports and letters in accordance with the prescribed style and format.
- ✓ Ability to make effective and succinct presentations to the public, member jurisdictions, the Authority Board and regulatory agencies.

**Computer Skills:**

A working ability with Microsoft Office; Word, Excel, PowerPoint, Outlook or similar e-mail program, QuickBooks or equivalent accounting software, and Scale Management System or equivalent software.

**Certificates, Licenses, Registrations:**

Valid California Driver's License

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

✓ Required to sit up to 3-8 hours a day with intermittent walking and standing.

✓ Occasionally may be required to lift items up to 50 pounds up to a height of 4 feet.

**Work Environment:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

✓ Office work environment with normal noise levels.

✓ Scale house and transfer station work environment with higher than average noise and dust levels with some exposure to exterior elements.

✓ Off site and field visits may be chaotic at times and may require personal protective equipment to be worn such as hearing protection, hard hats, gloves, steel toed foot ware and eye protection.

**SALARY RANGE** \$2,692 to \$3,077 bi-weekly, depending on qualifications

**TERM:** Four to six months from date of hire. During this term, the Interim Director is to facilitate the completion of a Strategic Plan for the Del Norte Solid Waste Management Authority, draft a Transition Plan for adoption by the Authority Board, and complete the recruitment and hiring of a replacement Authority Director.

**FLSA Status:** Full Time Exempt



# 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](http://www.recycledelnorte.ca.gov)

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

## Staff Report

**Date:** 06 November 2014  
**To:** Del Norte Solid Waste Management Authority  
Commissioners  
**Cc:** Joey Young, Del Norte County Personnel Department  
**From:** Tedd Ward, M.S. – Acting Director / Program Manager  
Del Norte Solid Waste Management Authority  
**File Number:** 160504 – Authority Personnel  
**Topic:** Appointments to Personnel Committee

**Summary / Recommendation:** That the Board, in compliance with section 4.8.D of the Memorandum of Understanding between the Authority and SEIU 1021, appoint a committee or other body, including one or more Commissioners, Authority legal counsel, and one or more persons familiar with County personnel policies, to meet with the Acting Director to negotiate a determination in writing as to what duties of the Director and Program Manager positions are to be performed and the duration of this Out of Class assignment for ratification by the Authority Board at the December meeting.

**Background:** Since the end of July 2013, I have been serving as both Authority Program Manager while working out of class as Acting Director. Under the agreement that describes working conditions, benefits, and personnel procedures for Authority employees, *prior* to such out of class assignments the Authority was to meet with the employee working out of class to “...make a determination in writing as to what duties will be performed, and the duration of the assignment...” In a written response to the most recent performance appraisal, the Acting Director requested that such a meeting occur before the end of November to clarify expectations regarding the hybrid Acting Director/Program Manager position.

6.4





# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531  
Phone (707) 465-1100 Fax (707) 465-1300  
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## Director's Report

**Date:** 07 November 2014  
**To:** Commissioners of the  
Del Norte Solid Waste Management Authority  
**From:** Tedd Ward, M.S. - Acting Director / Program Manager  
**Attachments:** Change Order 1 to the Clean Harbors Agreement  
Sample letter to mattress retailers  
**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, though some of these activities and reports have been delayed due to staff shortages.

### Partial List of Significant Activities since 09 October 2014:

1. Compiled and submitted information to Smith & Newell towards the completion of the external audit of the Authority for FY 13/14.
2. Compiled and provided information to CalRecycle regarding reuse of hazardous materials and the types and quantities of paints and stains managed by PaintCare in FY 13/14.
3. Collected stormwater samples from the Del Norte County Transfer Station.
4. Invited Amy Cox of County Personnel to attend the Authority's regular monthly safety meeting.
5. Coordinated with County staff for the completion of Constituent of Concern and groundwater sampling, which was due to be completed in August.
6. Sent information to Pat Reneau of the County Community Development Department regarding management of construction and demolition debris and related laws and ordinances.
7. Compiled requests from Solid Waste Task Force regarding By-laws and vacancies to the Board of Supervisors.
8. Attended a meeting regarding preparation for potential Ebola cases in Del Norte and related solid waste management issues.
9. Made arrangements with County Personnel for a health screening and blood draw at the Authority office on November 7<sup>th</sup>.
10. Made progress on drafting documents associated with CalRecycle's Five year

7.1



review of the Authority's integrated waste management programs.

**Personnel / Staffing:** All Authority-managed facilities were open during posted hours and all shifts were covered. We are coordinating staffing schedules to continue completion of ICS-100 and ICS-700 training related to emergency preparedness and incident command procedures. I am coordinating with Refuse Site Attendant Charles Steel to repair the metal flaps and safety painting of bumper stops at the Klamath and Gasquet Transfer Stations. Two of the Authority's temporary / part-time refuse site attendants have taken other jobs to make ends meet, creating some additional scheduling challenges.

**Finances and Audits:** I am working our Administrative Assistant and Treasurer Rich Taylor to collect on past-due accounts, refer them to collections, and assemble the list of insufficient fund checks and past due commercial accounts that are unlikely to be collected so those amounts can be approved by the County Auditor to be written off the Authority's accounts in compliance with the procedures adopted in September 2013.

**Vendor Contract Management and Oversight:** Under item 4.1 of this agenda, there is a discussion of the Authority-directed bin pulls available under the Recology Del Norte agreement. I found that negotiating the extension of the hazardous waste collection contract had already been completed last year, as described in the attached Change Order 1 approved in June 2013. I have been having discussions with Hambro/WSG regarding their performance bond and about our annual Treecycling program, as will be addressed under item 5.1 of this agenda. I prepared the insert for mailing to Recology Del Norte customers to promote this program.

**Compliance:** During a previous break-in, a mechanical pump was stolen that had been used for pumping water for sampling from five landfill groundwater wells. To complete the Constituent of Concern and groundwater sampling, a replacement pump was procured. This has delayed the Constituent of Concern and groundwater sampling, which was due to be completed in August. During the next several weeks, I plan on sending a letter to Del Norte mattress retailers modeled on the attached letter from the County of Santa Clara, informing them of the new mattress take back requirements under Senate Bill 254.

**Programs / Policies:** The Electronic Annual Report to CalRecycle is the starting point for discussing the Five Year Review with the Del Norte Solid Waste Task Force (due by January 2015). Staff will do the best we can to not delay that process, though staff shortages are challenging at present.

**Concerns:** The number and intensity of tasks and reports that are being deferred by staff continue to accumulate. Some items on this agenda do not have a complete staff report as there was not staff capacity and / or time available to do so. The Authority's recently-adopted Mission statement calls for '100% regulatory compliance with law,' though this and prior Director's reports clearly demonstrate that current staffing levels do not realistically support this aspect of the adopted Mission statement. Strategies to achieve adequate staffing levels are still not clear.

### **Major Activities on the 'To-Do' list:**

*I recognize that several 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 allows.*

1. Coordinate the complete collection of samples for Constituents of Concern and groundwater monitoring at the Crescent City Landfill.
2. Complete inspection and sampling of stormwater and surface water at the Crescent City Landfill.
3. Meet with Personnel Committee regarding Program Manager / Director duties and duration.
4. Follow-up on requests for information from Smith & Newell, the Authority's contracted external auditing firm to complete the FY 13/14 audit.
5. Coordinate meetings related to management of expired marine flares.
6. Send out mattress recycling letter to retailers regarding SB 254 requirements.
7. Personally conduct inspections of certified oil recycling centers in Del Norte County, as required under CalRecycle's Oil Payment Program.
8. Continue to work with Creative Information Systems and X-Charge regarding partial payments using credit and debit cards, and accounting for oil payments.
9. Coordinate with staff of Sutter Coast hospital to assure that accurate and correct information is being provided to patients regarding management of expired medicines and home-generated sharps.
10. Clean out and filing the backlog of documents accumulated in the former Director's and Program Manager's offices.
11. Draft letter to the North Coast Regional Water Quality Control Board regarding the investigation wells and how data collected relates to the Authority's appeal of the Threat/Complexity rating (and WDR Fees) pertaining to the landfill.
12. Staff should be working to remove stormwater monitoring and reporting requirements associated with the Crescent City Landfill before these additional requirements become effective starting July 2015.

**CHANGE ORDER 1**

**CONTRACT:** Professional Services Agreement for Household Hazardous Waste and Conditional Exempt Small Quantity Generator Collection Events

**CONTRACTOR:** CLEAN HARBORS ENVIRONMENTAL SERVICES, INC.  
**AUTHORITY:** DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
**SUBJECT:** CPI-BASED RATE ADJUSTMENTS, PAINT MANAGEMENT & TIME EXTENSION

**NATURE OF CHANGES:** This Change Order extends the Agreement for three years beyond the initial term, and makes a one-time adjustment to the Cost per Container Service Fees for the different Hazardous Waste Categories described on Form A as well as the Cost Items on Form B of the Cost Proposal based on 50% of the change to the Consumer Price Index for all urban consumers (CPI-U) between the contract start (August 2009, CPI-U = 215,834) and April 2013 (CPI-U = 232,531). All Fees described on Forms A and B under the Agreement are increased by a factor of  $(1 + (50\% \times (232,531 - 215,834) / 215,834)) = 1.03808$ , with each fee rounded to the nearest dollar, with Forms A and B from this Change Order replacing those in the Agreement.

This Change Order also authorizes Contractor to enter into agreement(s) with PaintCare to pay for the collection, processing, recycling and/or disposal of architectural coatings collected as part of the annual HHW Collection Event and/or the CESQG collections, per the attached letter. The Authority will not be invoiced for collection, processing, recycling and/or disposal of any architectural coatings or paint-related materials received at any future Del Norte HHW Collection event.

Contract Term is extended for three years beyond the initial term, so this Agreement will expire on 12 August 2017.

This Change Order makes the changes to the Contract Price described in the attachments to this Change Order, including Form A and Form B, which replace Form A and Form B from the original Agreement, respectively.

*This Change Order is hereby approved:*

DATE: 25 JUNE 2013

Clean Harbors Environmental Services, Inc.

Del Norte Solid Waste Management Authority

BY: [Signature]

BY: [Signature]

Richard Enea, Chair

TITLE: Vice President Vertical Markets

ATTN: [Signature]  
CURT LICK  
TITLE: ACCOUNT MANAGER

BY: [Signature]  
Rick Holley, Secretary

Approved as to form:

BY: [Signature]

Martha D. Rice, General Counsel

6.2.

Change Order 1, Form A: Hazardous Waste Charges by Material, page 1 of 2

CONTRACTOR: Clean Harbors

		CPI-U	% Change	% CPI	% Price Increase
Contract Start	Aug-09	215.834			
Year Prior to CO 1	Apr-12	230.085	1.06%		
Change Order 1	Apr-13	232.531	7.74%	50.0000%	3.8680%
End of Contract	12-Aug-16				1.038680

Hazardous Waste Cat	Container Size	Per Container Service Fee			Management Method
		Loose	Lab-Packed	Bulked	
Flammable solids	Cublo Yard Box	\$ 393.00	NA	NA	Incineration
Flammable solids	55 gal	\$ 156.00	\$ 244.00	NA	
Flammable solids	30 gal	\$ 117.00	\$ 192.00	NA	
Flammable solids	15 gal	\$ 117.00	\$ 160.00	NA	
Flammable solids	5 gal	\$ 91.00	\$ 114.00	NA	
Paint-related materials	Cublo Yard Box	\$ 393.00	NA	NA	Incineration
Paint-related materials	55 gal	\$ 156.00	\$ 244.00	\$ 109.00	
Paint-related materials	30 gal	\$ 117.00	\$ 192.00	\$ 109.00	
Paint-related materials	15 gal	\$ 117.00	\$ 160.00	\$ 109.00	
Paint-related materials	5 gal	\$ 91.00	\$ 114.00	\$ 91.00	
Flammable liquids	Cublo Yard Box	\$ 393.00	NA	NA	Incineration
Flammable liquids	55 gal	\$ 156.00	\$ 244.00	\$ 109.00	
Flammable liquids	30 gal	\$ 117.00	\$ 192.00	\$ 109.00	
Flammable liquids	15 gal	\$ 117.00	\$ 160.00	\$ 109.00	
Flammable liquids	5 gal	\$ 91.00	\$ 114.00	\$ 91.00	
Poison solids	55 gal	NA	\$ 244.00	NA	Incineration
Poison solids	30 gal	NA	\$ 192.00	NA	
Poison solids	15 gal	NA	\$ 160.00	NA	
Poison solids	5 gal	NA	\$ 114.00	NA	
Poison liquids	55 gal	NA	\$ 244.00	NA	Incineration
Poison liquids	30 gal	NA	\$ 192.00	NA	
Poison liquids	15 gal	NA	\$ 160.00	NA	
Poison liquids	5 gal	NA	\$ 114.00	NA	
Inorganic acids	55 gal	NA	\$ 244.00		Incineration
Inorganic acids	30 gal	NA	\$ 192.00		
Inorganic acids	15 gal	NA	\$ 160.00		
Inorganic acids	5 gal	NA	\$ 114.00		
Organic Acids	55 gal	NA	\$ 244.00		Incineration
Organic Acids	30 gal	NA	\$ 192.00		
Organic Acids	15 gal	NA	\$ 160.00		
Organic Acids	5 gal	NA	\$ 114.00		
Inorganic Bases	55 gal	NA	\$ 244.00		Incineration
Inorganic Bases	30 gal	NA	\$ 192.00		
Inorganic Bases	15 gal	NA	\$ 160.00		
Inorganic Bases	5 gal	NA	\$ 114.00		
Organic bases	55 gal	NA	\$ 244.00		Incineration
Organic bases	30 gal	NA	\$ 192.00		
Organic bases	15 gal	NA	\$ 160.00		
Organic bases	5 gal	NA	\$ 114.00		
Solid Oxidizers	30 gal		\$ 206.00		Incineration
Solid Oxidizers	15 gal		\$ 169.00		
Solid Oxidizers	5 gal		\$ 114.00		
Liquid Oxidizers	55 gal		\$ 261.00		Incineration
Liquid Oxidizers	30 gal		\$ 206.00		
Liquid Oxidizers	15 gal		\$ 169.00		
Liquid Oxidizers	5 gal		\$ 114.00		

Change Order 1, Form A: Hazardous Waste Charges by Material, page 2 of 2

CONTRACTOR: Clean Harbors

Hazardous Waste Cat	Container Size	Per Container Service Fee			Management Method
		Loose	Lab-Packed	Bulked	
PCB wastes (oil, etc)	5 gal		\$ 296.00		Incineration
PCB Ballasts	30 gal	\$ 260.00			
PCB Ballasts	15 gal	\$ 208.00			
PCB Ballasts	5 gal	\$ 104.00			
Aerosols	Cubic Yard Box	NA	\$ 545.00		
Aerosols	55 gal	NA	\$ 210.00		
Aerosols	30 gal	NA	\$ 176.00		
Aerosols	15 gal	NA	\$ 149.00		
Aerosols	5 gal	NA	\$ 116.00		
Latex Paint	Cubic Yard Box	\$ 243.00		NA	
Latex Paint	55 gal	\$ 135.00		\$ 170.00	
Latex Paint	30 gal	\$ 102.00		\$ 128.00	
Latex Paint	15 gal	\$ 81.00		\$ 102.00	
Latex Paint	5 gal	\$ 81.00		\$ 51.00	
Mercury (metal devices) ar	30 gal		\$ 481.00		
Mercury (metal devices) ar	15 gal		\$ 384.00		
Mercury (metal devices) ar	5 gal		\$ 192.00		
Contaminated soils	55 gal			\$ 147.00	
Contaminated soils	30 gal			\$ 122.00	
Contaminated soils	15 gal			\$ 106.00	
Contaminated soils	5 gal			\$ 91.00	
Water reactive materials	55 gal		NA		
Water reactive materials	30 gal		NA		
Water reactive materials	15 gal		NA		
Water reactive materials	5 gal		\$ 136.00		
Asbestos (friable)	Cubic Yard Box			\$ 423.00	
Asbestos (friable)	55 gal			\$ 151.00	
Asbestos (friable)	30 gal			\$ 124.00	
Asbestos (friable)	15 gal			\$ 108.00	
Asbestos (friable)	5 gal			\$ 108.00	
Lead based paint chips	Cubic Yard Box			NA	
Lead based paint chips	55 gal			\$ 173.00	
Lead based paint chips	30 gal			\$ 138.00	
Lead based paint chips	15 gal			\$ 106.00	
Lead based paint chips	5 gal			\$ 70.00	
Oily debris	55 gal			\$ 147.00	
Oily debris	30 gal			\$ 122.00	
Oily debris	15 gal			\$ 106.00	
Oily debris	5 gal			\$ 91.00	
Fluorescent Light Debris	55 gal			\$ 173.00	
Fluorescent Light Debris	30 gal			\$ 138.00	
Fluorescent Light Debris	15 gal			\$ 106.00	
Fluorescent Light Debris	5 gal			\$ 70.00	
Small Propane or Butane C	55 gal	\$ 654.00			
Small Propane or Butane C	30 gal	\$ 260.00			
Small Propane or Butane C	15 gal	\$ 52.00			
Small Propane or Butane C	5 gal	\$ 26.00			

**Change Order 1, Form B: Hazardous Waste Charges by Material, page 1 of 1**

**CONTRACTOR:** Clean Harbors Environmental Services, Inc.

<b>Cost Item</b>	<b>\$\$</b>
1. Start up, Permitting Assistance, and Mobilization flat-rate cost per CESQG	\$ 10,976.00
2. Staff and Personnel for each CESQG and HHW Collection Event	\$ 6,432.00
3. Conditionally Exempt Small Quantity Generator Costs per businesses above b	\$0
4. Extra Vehicle Costs	\$0

# County of Santa Clara

Consumer and Environmental Protection Agency  
Recycling and Waste Reduction Division

1555 Berger Drive, Building 2, Suite 300  
San Jose, CA 95112-2716  
(408) 282-3180 FAX (408) 280-6479  
[www.ReduceWaste.org](http://www.ReduceWaste.org)



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## MATTRESS RECYCLING REQUIREMENTS

**To:** Mattress Retailers

**FROM:** County of Santa Clara, Recycling and Waste Reduction Division  
Rob D'Arcy (408) 918-1967

**SUBJECT:** Senate Bill 254

On September 27, 2013, Governor Brown signed into law the Used Mattress Recovery and Recycling Act. The bill authorized the State to certify a mattress recycling organization that would develop, implement, and administer a mattress recycling program pursuant to the act. One of the first measures required by the act requires the RETAILER by July 1, 2014, to give a consumer the option to have a used mattress picked up, at no cost, at the time a new mattress is delivered or be provided with an opportunity for free drop-off of the used mattress.

It is the RETAILERS responsibility to comply with the law immediately or face administrative civil penalties in violation of the act.

The bill requires manufacturers, RETAILERS, and renovators of mattresses to register with the mattress recycling organization on or before January 1, 2015. You can register with the Mattress Recycling Council (MRC), a non-profit organization established by the mattress industry to manage this recycling program, at <http://www.mattressrecyclingcouncil.org/california/>.

Using recycling fees (set by the MRC) that retailers will be collecting from consumers, the MRC will contract with service providers to collect, transport, and recycle mattresses. CalRecycle has developed a webpage to assist in learning more about your responsibilities under the law. Please visit <http://www.calrecycle.ca.gov/mattresses/> for more information.

Solid Waste  
**Balance Sheet**  
September 30, 2014

**Unaudited**

**ASSETS**

422 010 00000	Cash Solid Waste	690,685.65
422 010 00300	Imprest Cash	3,500.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 01100	Accounts Receivable	1,666.82
422 010 01110	Due From Other Governments	43,906.84
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	(155,589.00)
422 010 03450	Accum Depr Bldg & Improv	(87,556.00)
422 010 03460	Accum Depr Transfer Station	(755,527.00)
	Total Assets	3,999,337.56

**LIABILITIES AND FUND EQUITY**

422 010 05103	A/P Services	78.94
422 010 05105	Sales Tax Payable	37.76
422 010 05210	Sublease Payable	2,927,831.58
422 010 05300	Compensated Absences Payable	39,330.71
422 010 05500	Post Closure Liability	2,226,050.00
422 010 05600	Net OPEB Obligation	139,766.00
422 010 07100	Fund Balance	(2,145,804.11)
422 010 09600	Investment in Capital Assets net of related debt	529,203.00
	Revenue	604,842.70
	Expenditure	(321,999.02)
	Total Liabilities and Fund Equity	3,999,337.56

7.2

Solid Waste

Statement of Revenues and Expenditures  
3 Months Ended 9/30/2014

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
<b>Revenues:</b>					
422-421-90153 Franchise Fees	20,447.00	39,567.00	247,725.00	(208,158.00)	15.97%
422-421-90210 Code Enforcement	0.00	0.00	500.00	(500.00)	0.00%
422-421-90300 Interest - Solid Waste	0.00	0.00	1,605.00	(1,605.00)	0.00%
422-421-91003 Gate Tipping Fees	164,656.18	361,878.84	1,734,000.00	(1,372,121.16)	20.87%
422-421-91004 Authority Service Fees	89,771.21	203,271.86	959,552.00	(756,280.14)	21.18%
422-421-91121 Misc Reimbursements	75.00	75.00	1,000.00	(925.00)	7.50%
422-421-90650-061 Oil Grant 13/14	0.00	0.00	15,000.00	(15,000.00)	0.00%
422-421-90650-075 Oil Grant - 14/15	0.00	0.00	15,000.00	(15,000.00)	0.00%
422-421-91121-123 Bad Check Fee Reimb	0.00	50.00	0.00	50.00	0.00%
422-421-91129-068 DOC Grant 13/14	0.00	0.00	15,000.00	(15,000.00)	0.00%
<b>Total Revenues</b>	<b>274,949.39</b>	<b>604,842.70</b>	<b>2,989,382.00</b>	<b>(2,384,539.30)</b>	<b>20.23%</b>
<b>Expenses:</b>					
422-421-10010 Payroll	13,839.39	39,615.55	288,931.00	249,315.45	13.71%
422-421-10012 Overtime	148.07	646.20	500.00	(146.20)	129.24%
422-421-10015 Part-time/Temp	3,306.10	10,588.65	16,600.00	6,011.35	63.79%
422-421-10020 Retirement	4,379.32	12,197.64	83,331.00	71,133.36	14.64%
422-421-10030 Employee Benefits	7,664.42	22,983.15	82,899.00	59,915.85	27.72%
422-421-10033 Employee Life Insurance	16.00	48.00	331.00	283.00	14.50%
422-421-10035 Management Life Insurance	42.21	124.59	920.00	795.41	13.54%
422-421-10040 Worker's Compensation	2,182.67	6,548.01	26,890.00	20,341.99	24.35%
<b>Total Salaries and Benefits</b>	<b>31,578.18</b>	<b>92,751.79</b>	<b>500,402.00</b>	<b>407,650.21</b>	<b>18.54%</b>
422-421-20121 Communications	255.87	501.72	3,220.00	2,718.28	15.58%
422-421-20140 Household Expense	1,439.98	2,327.72	3,725.00	1,397.28	62.49%
422-421-20150 Insurance-Office	0.00	1,080.00	6,450.00	5,370.00	16.74%
422-421-20152 Vehicle Insurance	0.00	0.00	1,587.00	1,587.00	0.00%
422-421-20155 Liability Insurance	400.00	400.00	1,600.00	1,200.00	25.00%
422-421-20170 Maintenance-Equipment	0.00	28.86	350.00	321.14	8.25%
422-421-20171 Maintenance-Vehicles	0.00	0.00	500.00	500.00	0.00%
422-421-20175 Maintenance-Computers	0.00	0.00	500.00	500.00	0.00%
422-421-20180 Maint-Structures/Improvements & TS M	0.00	0.00	250.00	250.00	0.00%
422-421-20180 Membership	0.00	1,000.00	1,500.00	500.00	66.67%

Total Salaries and Benefits		31,578.18	92,751.79	500,402.00	407,650.21	18.54%
422-421-20121	Communications	255.87	501.72	3,220.00	2,718.28	15.58%
422-421-20140	Household Expense	1,439.98	2,327.72	3,725.00	1,397.28	62.49%
422-421-20150	Insurance-Office	0.00	1,080.00	6,450.00	5,370.00	16.74%
422-421-20152	Vehicle Insurance	0.00	0.00	1,587.00	1,587.00	0.00%
422-421-20155	Liability Insurance	400.00	400.00	1,600.00	1,200.00	25.00%
422-421-20170	Maintenance-Equipment	0.00	28.86	350.00	321.14	8.25%
422-421-20171	Maintenance-Vehicles	0.00	0.00	500.00	500.00	0.00%
422-421-20175	Maintenance-Computers	0.00	0.00	500.00	500.00	0.00%
422-421-20180	Maint-Structures/Improvements & T S M	0.00	0.00	250.00	250.00	0.00%
422-421-20200	Memberships	0.00	1,000.00	1,500.00	500.00	66.67%
422-421-20221	Printing	3.58	7.80	0.00	(7.80)	0.00%
422-421-20223	Postage	109.06	327.29	1,400.00	1,072.71	23.38%
422-421-20224	Office Supplies	907.98	907.98	4,500.00	3,592.02	20.18%
422-421-20227	Books/Subscriptions	0.00	0.00	200.00	200.00	0.00%
422-421-20230	Prof Serv-Co/City	71.36	271.18	10,000.00	9,728.82	2.71%
422-421-20231	Prof Serv	4,151.30	6,871.80	15,000.00	8,128.20	45.81%
422-421-20232	Prof Serv-Well Monitoring	0.00	0.00	61,360.00	61,360.00	0.00%
422-421-20233	Audit	0.00	0.00	9,500.00	9,500.00	0.00%
422-421-20234	Legal Counsel	3,658.20	3,658.20	12,000.00	8,341.80	30.49%
422-421-20235	Treasurer	2,260.00	2,260.00	4,500.00	2,240.00	50.22%
422-421-20236	Security	0.00	72.00	500.00	428.00	14.40%
422-421-20237	Credit Card Service Fees	1,511.12	3,524.84	8,500.00	4,975.16	41.47%
422-421-20238	TS Collection	3,328.56	6,083.40	25,500.00	19,416.60	23.86%
422-421-20239	Transfer Station Operations	175,306.53	175,306.53	1,774,000.00	1,598,693.47	9.88%
422-421-20240	Advertising/Publications	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20250	Lease of Equipment	0.00	660.67	3,500.00	2,839.33	18.88%
422-421-20251	Lease - Gasquet Transfer Station	0.00	0.00	700.00	700.00	0.00%
422-421-20270	Minor Equipment	0.00	0.00	4,000.00	4,000.00	0.00%
422-421-20280	Delivery Service	126.00	126.00	600.00	474.00	21.00%
422-421-20281	Household Hazardous Waste Event	0.00	0.00	32,000.00	32,000.00	0.00%
422-421-20283	Community Clean-up	452.24	904.48	5,200.00	4,295.52	17.39%
422-421-20285	Special Dept Expense	100.00	844.00	1,700.00	856.00	49.65%
422-421-20286	Cash Over/Under	154.14	107.24	187.00	79.76	57.35%
422-421-20288	City Collections	1,559.44	3,118.88	16,500.00	13,381.12	18.90%
422-421-20290	Travel	419.44	419.44	2,000.00	1,580.56	20.97%
422-421-20297	Vehicle Fuel	249.17	588.31	2,400.00	1,811.69	24.51%
422-421-20301	State Fees	0.00	0.00	62,776.00	62,776.00	0.00%
422-421-20221-055	Printing	0.00	0.00	400.00	400.00	0.00%
422-421-20221-061	Printing-Oil Grant 13/14	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20221-068	Printing- DOC 13/14	0.00	0.00	400.00	400.00	0.00%
422-421-20221-075	Printing - Oil Grant 14/15	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20239-001	Post Closure Maintenance	681.28	2,128.53	8,000.00	5,871.47	26.61%
422-421-20240-061	Advertising Oil Grant 13/14	350.00	350.00	3,500.00	3,150.00	10.00%
422-421-20240-068	Advertising - DOC 13/14	0.00	0.00	2,600.00	2,600.00	0.00%
422-421-20240-075	Advertising - Oil Grant 14/15	0.00	0.00	3,500.00	3,500.00	0.00%
422-421-20285-061	Special Dept Exp-Oil Grant 13/14	0.00	2,376.00	6,500.00	4,124.00	36.55%
422-421-20285-068	Spec Dept Exp - DOC 13/14	0.00	0.00	6,000.00	6,000.00	0.00%

422-421-20285-075 Spec Dept Exp - Oil Grant 14/15  
 422-421-20290-061 Travel - Oil Grant 13/14  
 422-421-20290-068 Travel - DOC 13/14  
 422-421-20290-075 Travel - Oil Grant 14/15  
**Total Services and Supplies**

422-421-30490 Depreciation Expense  
**Total Other Charges**

**Total Fixed Assets**

422-421-70800 ARC Payment OPEB  
 422-421-81000 Contingency  
 422-421-70530-025 Interfund-Repayment to County  
 422-421-70530-199 Interfund-Cost Plan  
 422-421-70910-123 Op Trans Out Bad Check Fee  
**Total Intrafund Transfers**

**Total Expenses**

**Revenues Over (Under) Expenditures**

0.00	0.00	6,500.00	6,500.00	0.00%
1,061.36	1,061.36	(61.36)	(61.36)	106.14%
0.00	0.00	2,000.00	2,000.00	0.00%
0.00	0.00	1,000.00	1,000.00	0.00%
198,556.61	217,314.23	2,122,605.00	1,905,290.77	10.24%
0.00	0.00	97,975.00	97,975.00	0.00%
0.00	0.00	97,975.00	97,975.00	0.00%
0.00	0.00	0.00	0.00	0.00%
0.00	0.00	11,125.00	11,125.00	0.00%
0.00	0.00	3,000.00	3,000.00	0.00%
0.00	0.00	202,633.00	202,633.00	0.00%
3,961.00	11,883.00	51,639.00	39,756.00	23.01%
0.00	50.00	0.00	(50.00)	0.00%
3,961.00	11,933.00	268,397.00	256,464.00	4.45%
234,095.79	321,999.02	2,989,379.00	2,667,379.98	10.77%
40,853.60	282,843.68	3.00	282,840.68	#####



**DNSWMA  
GRAND TOTALS  
OCTOBER 2014**

	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	33.47%	
DNCTS Cash Total	30,055.78	15,120.50	45,176.28
DNCTS Charge Total	108,833.07	54,751.89	163,584.96
DNCTS Credit/Debit	14,876.13	7,483.90	22,360.03
<b>DNCTS Totals</b>	<b>153,764.98</b>	<b>77,356.29</b>	<b>231,121.27</b>
Klamath Cash Total		4,356.56	4,356.56
Klamath Charge Total		198.57	198.57
<b>Klamath Totals</b>		<b>4,555.13</b>	<b>4,555.13</b>
Gasquet Cash Total		1,186.81	1,186.81
Gasquet Charge Total		0.00	
<b>Gasquet Totals</b>		<b>1,186.81</b>	<b>1,186.81</b>
Adjustments			
<b>GRAND TOTALS</b>	<b>153,764.98</b>	<b>83,098.23</b>	<b>236,863.21</b>

7.4

**DNSWMA  
 KLAMATH TRANSFER STATION CASH  
 OCTOBER 2014**

Date	Amount to 422-421	TOTAL CASH AMOUNT
	91004	
October 1, 2014	226.27	\$226.27
October 5, 2014	1164.46	\$1,164.46
October 8, 2014	280.50	\$280.50
October 12, 2014	578.00	\$578.00
October 15, 2014	251.08	\$251.08
October 19, 2014	889.04	\$889.04
October 22, 2014	291.63	\$291.63
October 26, 2014	319.80	\$319.80
October 29, 2014	355.78	\$355.78
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>	<b>4,356.56</b>	<b>\$4,356.56</b>



**DNSWMA  
 GASQUET TRANSFER STATION - CASH  
 OCTOBER 2014**

Date	Amount to 422-421	TOTAL CASH AMOUNT
	91004	
October 4, 2014	361.59	\$361.59
October 11, 2014	437.32	\$437.32
October 18, 2014	267.12	\$267.12
October 25, 2014	120.78	\$120.78
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>	<b>1186.81</b>	<b>\$1,186.81</b>



**MONTHLY SPLIT SHEET  
DNSWMA TRANSFER STATION  
MONTH: OCTOBER 2014**

Date	Cash	Checks	Cash/Check Total	Visa	Master	Discover	AmExp	Credit Card Total	Charges	Grand Total	66.53% 91003	33.47% 91004	20286	Total
1	\$ 1,392.56	\$ 265.98	\$ 1,658.54	\$ 691.37	\$ 12.51			\$ 703.88	\$ 5,704.66	\$ 8,067.08	\$ 1,103.43	\$ 555.11	(\$0.01)	\$ 1,658.53
2	\$ 1,082.31	\$ 111.63	\$ 1,193.94	\$ 463.90				\$ 463.90	\$ 6,312.07	\$ 7,969.91	\$ 794.33	\$ 399.61	\$0.01	\$ 1,193.95
3	\$ 1,352.64	\$ 325.91	\$ 1,678.55	\$ 1,245.15	\$ 1.99			\$ 1,247.14	\$ 8,533.05	\$ 11,458.74	\$ 1,116.74	\$ 561.81	(\$0.01)	\$ 1,678.54
4	\$ 2,094.66	\$ 265.08	\$ 2,359.74	\$ 996.39	\$ 12.80	\$ 19.91	\$ 65.43	\$ 1,094.53	\$ 465.44	\$ 3,919.71	\$ 1,569.94	\$ 789.80	\$0.05	\$ 2,359.79
5	\$ 1,610.39	\$ 216.95	\$ 1,827.34	\$ 801.64	\$ 22.76			\$ 824.40	\$ 186.54	\$ 2,838.28	\$ 1,215.73	\$ 611.61	\$0.28	\$ 1,827.62
6	\$ 1,383.49	\$ 291.37	\$ 1,674.86	\$ 782.33	\$ 21.32	\$ 8.53	\$ 34.14	\$ 846.32	\$ 8,232.60	\$ 10,753.78	\$ 1,114.28	\$ 560.58	(\$1.92)	\$ 1,672.94
7	\$ 1,313.65	\$ 380.06	\$ 1,693.71	\$ 630.66	\$ 62.56		\$ 17.07	\$ 710.29	\$ 7,113.13	\$ 9,517.13	\$ 1,126.83	\$ 566.88	\$0.05	\$ 1,693.76
8	\$ 1,352.13	\$ 110.31	\$ 1,462.44	\$ 766.88			\$ 3.99	\$ 770.87	\$ 7,802.15	\$ 10,035.46	\$ 972.96	\$ 489.48	\$0.01	\$ 1,462.45
9	\$ 1,256.98	\$ 308.76	\$ 1,565.74	\$ 631.80	\$ 88.76			\$ 720.56	\$ 8,754.73	\$ 11,041.03	\$ 1,041.69	\$ 524.05	\$0.07	\$ 1,565.81
10	\$ 1,336.36	\$ 317.73	\$ 1,654.09	\$ 595.77	\$ 73.96			\$ 669.73	\$ 5,586.11	\$ 7,909.93	\$ 1,100.47	\$ 553.62	\$0.02	\$ 1,654.11
11	\$ 1,359.58	\$ 428.29	\$ 1,787.87	\$ 928.06	\$ 138.53		\$ 12.80	\$ 1,079.39	\$ 392.72	\$ 3,259.98	\$ 1,189.47	\$ 598.40	\$0.03	\$ 1,787.90
12	\$ 1,343.36	\$ 497.54	\$ 1,840.90	\$ 1,154.40				\$ 1,154.40	\$ 277.48	\$ 3,272.78	\$ 1,224.75	\$ 616.15	\$1.04	\$ 1,841.94
13	\$ 1,231.74	\$ 220.11	\$ 1,451.85	\$ 799.55	\$ 331.42			\$ 1,130.97	\$ 8,018.49	\$ 10,601.31	\$ 965.92	\$ 485.93	(\$17.43)	\$ 1,434.42
14	\$ 668.32	\$ 45.52	\$ 713.84	\$ 650.02	\$ 18.49			\$ 668.51	\$ 7,155.51	\$ 8,537.86	\$ 474.92	\$ 238.92	\$1.06	\$ 714.90
15	\$ 685.12	\$ 256.02	\$ 941.14	\$ 353.74	\$ 72.53			\$ 433.38	\$ 6,669.99	\$ 8,044.51	\$ 626.14	\$ 315.00	\$0.11	\$ 941.25
16	\$ 1,042.45	\$ 29.86	\$ 1,072.31	\$ 519.05	\$ 50.33			\$ 583.60	\$ 4,660.60	\$ 6,316.51	\$ 713.41	\$ 358.90	\$0.10	\$ 1,072.41
17	\$ 1,613.57	\$ 269.89	\$ 1,883.46	\$ 706.75		\$ 15.65		\$ 722.40	\$ 6,509.94	\$ 9,115.80	\$ 1,253.07	\$ 630.39	\$0.01	\$ 1,883.47
18	\$ 1,733.08	\$ 624.75	\$ 2,357.83	\$ 729.83	\$ 62.58	\$ 73.32		\$ 865.73	\$ 570.38	\$ 3,793.94	\$ 1,568.66	\$ 789.17	\$1.99	\$ 2,359.82
19	\$ 1,042.05	\$ 450.24	\$ 1,492.29	\$ 694.41		\$ 56.90		\$ 751.31	\$ 42.39	\$ 2,285.99	\$ 992.82	\$ 499.47	(\$0.08)	\$ 1,492.21
20	\$ 850.43	\$ 144.81	\$ 995.24	\$ 192.02	\$ 27.03			\$ 219.05	\$ 8,604.18	\$ 9,818.47	\$ 662.13	\$ 333.11	(\$0.03)	\$ 995.21
21	\$ 904.72	\$ 242.42	\$ 1,147.14	\$ 622.47	\$ 56.65			\$ 679.12	\$ 6,717.64	\$ 8,543.90	\$ 763.19	\$ 383.95	\$0.00	\$ 1,147.14
22	\$ 510.09	\$ 62.15	\$ 572.24	\$ 471.39	\$ 8.53			\$ 479.92	\$ 5,224.44	\$ 6,276.60	\$ 380.71	\$ 191.53	(\$0.05)	\$ 572.19
23	\$ 742.68	\$ 55.58	\$ 798.26	\$ 657.25				\$ 657.25	\$ 5,946.34	\$ 7,401.85	\$ 531.08	\$ 267.18	\$0.20	\$ 798.46
24	\$ 1,028.69	\$ 173.53	\$ 1,202.22	\$ 710.15	\$ 34.15		\$ 29.53	\$ 773.83	\$ 7,813.14	\$ 9,789.19	\$ 799.84	\$ 402.38		\$ 1,202.22
25	\$ 689.14	\$ 123.73	\$ 812.87	\$ 18.49				\$ 18.49	\$ 489.95	\$ 1,321.31	\$ 540.80	\$ 272.07	(\$0.11)	\$ 812.76
26	\$ 1,263.76	\$ 266.79	\$ 1,530.55	\$ 337.07	\$ 17.69			\$ 354.76	\$ 308.22	\$ 2,193.53	\$ 1,018.27	\$ 512.28	(\$0.01)	\$ 1,530.54
27	\$ 1,413.36	\$ 278.66	\$ 1,692.02	\$ 854.53	\$ 22.76			\$ 877.29	\$ 7,864.16	\$ 10,433.47	\$ 1,125.70	\$ 566.32	(\$0.07)	\$ 1,691.95
28	\$ 755.46	\$ 279.64	\$ 1,035.10	\$ 346.09	\$ 59.61			\$ 405.70	\$ 8,088.40	\$ 9,529.20	\$ 688.65	\$ 346.45	(\$0.02)	\$ 1,035.08
29	\$ 1,738.70	\$ 311.18	\$ 2,049.88	\$ 522.32	\$ 1.99		\$ 12.80	\$ 537.11	\$ 5,404.68	\$ 7,991.67	\$ 1,363.79	\$ 686.09		\$ 2,049.88
30	\$ 924.44	\$ 342.92	\$ 1,267.36	\$ 1,098.18			\$ 9.96	\$ 1,108.14	\$ 5,534.98	\$ 7,910.48	\$ 843.17	\$ 424.19		\$ 1,267.36
31	\$ 1,330.47	\$ 432.49	\$ 1,762.96	\$ 769.66	\$ 24.18			\$ 808.06	\$ 8,600.85	\$ 11,171.87	\$ 1,172.90	\$ 590.06	0.01	\$ 1,762.97
<b>TOTALS</b>	<b>\$ 37,046.38</b>	<b>\$ 8,129.90</b>	<b>\$ 45,176.28</b>	<b>\$ 20,741.32</b>	<b>\$ 1,223.13</b>	<b>\$ 174.31</b>	<b>\$ 221.27</b>	<b>\$ 22,360.03</b>	<b>\$ 163,584.96</b>	<b>\$ 231,121.27</b>	<b>\$ 30,055.78</b>	<b>\$ 15,120.50</b>	<b>\$ (14.70)</b>	<b>\$ 45,161.58</b>

**DAILY TICKET REPORT  
 DNSWMA TRANSFER STATION  
 MONTH: OCTOBER 2014**

<b>Date</b>	<b>BEGIN</b>	<b>END</b>	<b>VOIDED TICKETS</b>	<b>TICKET COUNT</b>
1	783363	783521		159
2	783522	783662	1	140
3	783663	783851		189
4	783852	784078		227
5	784079	784254		176
6	784255	784457	2	201
7	784458	784614	1	156
8	784615	784791	1	176
9	784792	784962	1	170
10	784963	785149	1	186
11	785150	785326	1	176
12	785327	785507		181
13	785508	785706		199
14	785707	785790		84
15	785791	785907		117
16	785908	786043		136
17	786044	786169		126
18	786170	786350		181
19	786351	786504		154
20	786505	786632	2	126
21	786633	786767	1	134
22	786768	786874		107
23	786875	786983		109
24	786984	787110	1	126
25	787111	787150	1	39
26	787151	787289		139
27	787290	787494	1	204
28	787495	787631	1	136
29	787632	787735	1	103
30	787736	787876	1	140
31	787877	788046	1	169
<b>TOTAL</b>			<b>18</b>	<b>4666</b>

**Del Norte Solid Waste Management Authority**  
**A/R Aging Summary**  
 As of November 4, 2014

11/04/14

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Abandoned Vehicle Abatement	432.06	0.00	0.00	0.00	0.00	432.06
Affordable Home & Rental Rep.	70.06	0.00	0.00	0.00	0.00	70.06
Agricultural Commission(solid waste only)	41.64	0.00	0.00	0.00	0.00	41.64
Aladdin Realty	0.00	0.00	7.10	15.63	14.00	36.73
Alexandre EcoDairy Farms	309.43	0.00	0.00	0.00	0.00	309.43
All About Town Home Repair	0.00	0.00	128.02	29.86	106.90	264.78
AWI Management Group	12.46	0.00	0.00	0.00	0.00	12.46
Babich Construction	61.17	0.00	0.00	0.00	0.00	61.17
Benner Mini Storage	18.49	0.00	0.00	0.00	0.00	18.49
Bommelyn Construction	0.00	0.00	0.00	428.63	0.00	428.63
Borges Dairy	157.89	0.00	0.00	0.00	0.00	157.89
Brown, Hector	669.48	0.00	0.00	0.00	0.00	669.48
C.A.R.R.E. / Full - Spectrum	153.99	0.00	0.00	0.00	0.00	153.99
Cal-Fire	0.00	0.00	0.00	39.37	0.00	39.37
Cal-Ore LIFE FLIGHT	0.00	126.84	0.00	0.00	0.00	126.84
California Auto Image	120.91	0.00	0.00	0.00	0.00	120.91
California Dept. of Fish & Wildlife	7.10	0.00	0.00	0.00	0.00	7.10
California Dept. Parks & Rec.	549.63	69.34	200.89	0.00	0.00	819.86
Castle Rock Countertop's	44.09	0.00	0.00	0.00	0.00	44.09
Certified Construction	0.00	0.00	0.00	0.00	6.90	6.90
Certified Plumbing Co.	0.00	0.00	0.00	0.00	12.76	12.76
Cetnar Construction Inc.	44.09	7.11	65.43	0.00	0.00	116.63
City of Crescent City.	0.00	0.00	15.65	0.79	0.00	16.44
College of the Redwoods	122.33	0.00	0.00	0.00	0.00	122.33
Corner Stone Assembly of God	133.19	0.00	0.00	0.00	0.00	133.19
Crescent Ace Hardware.	274.52	0.00	0.00	0.00	0.00	274.52
Crescent City KOA	247.49	0.00	0.00	0.00	0.00	247.49
Crescent City Nursing & Rehab	82.97	39.99	0.00	0.00	0.00	122.96
Crescent Fire Protection Dist.	42.67	0.00	0.00	0.00	0.00	42.67
Del Norte County Road Dept.	213.65	0.00	0.00	0.00	0.00	213.65
Del Norte Health Care District	75.00	0.00	0.00	0.00	0.00	75.00
Del Norte Parks & Recreation	693.69	0.00	0.00	0.00	0.00	693.69
Del Norte Realty	213.82	571.08	0.00	0.00	0.00	784.90
Del Norte Roofing	34.76	0.00	0.00	0.00	0.00	34.76
Del Norte Solid Waste Mngmt	509.81	0.00	0.00	0.00	0.00	509.81
Direct TV	0.00	0.00	0.00	0.00	27.98	27.98
DN Unified School District	292.33	0.00	0.00	0.00	0.00	292.33
DNC Public Nuisance Abatement	0.00	0.00	0.00	0.00	-141.86	-141.86
Eilers Fort Dick Market	369.83	0.00	0.00	0.00	0.00	369.83
Fashion Blacksmith	11.96	0.00	0.00	0.00	0.00	11.96
FRANKLIN	0.00	8.53	0.00	0.00	0.00	8.53
G. H. Outreach	273.20	0.00	0.00	0.00	0.00	273.20
Gasquet Mobile Home Park	0.00	-36.99	0.00	0.00	0.00	-36.99
Golden State Construction	204.82	796.55	0.00	0.00	0.00	1,001.37
GR Construction	221.90	204.83	114.35	0.00	0.00	541.08
Green Scapes	282.39	286.14	0.00	0.00	0.00	568.53
Hambro/Waste Solutions Group	193.91	0.00	0.00	0.00	0.00	193.91
Hank's Hauling	773.47	0.00	0.00	0.00	0.00	773.47
Hartley Construction	267.41	0.00	0.00	0.00	0.00	267.41
HASP / Jordan Recovery Centers	155.82	592.86	0.00	561.56	0.00	1,310.24
Hintz Construction	0.00	0.00	0.00	0.00	127.60	127.60
Hlouchi Community Fellowship	40.75	0.00	0.00	0.00	0.00	40.75
Humane Society Of Del Norte	17.07	0.00	0.00	0.00	0.00	17.07
Humboldt Moving & Storage	24.18	0.00	0.00	0.00	0.00	24.18
Investment Realty	1,010.93	0.00	0.00	0.00	0.00	1,010.93
Larson Services	0.00	27.03	0.00	0.00	0.00	27.03
Lighthouse Community Church	0.00	44.09	0.00	0.00	0.00	44.09
Lighthouse Repertory Theatre	38.89	0.00	0.00	0.00	0.00	38.89
LNL Design and Construction	17.07	0.00	0.00	0.00	0.00	17.07
Malloroy Construction	48.67	0.00	0.00	0.00	0.00	48.67
Mark Wooding Construction	0.00	0.00	0.00	0.00	-120.00	-120.00
Mastaloudis Homes Inc.	17.28	0.00	0.00	0.00	0.00	17.28
Ming Tree Real Estate	0.00	0.00	0.00	0.00	-16.10	-16.10
Mountain Power Tree Co.	35.90	0.00	44.60	12.80	0.00	93.30
Mow Blow and Go	137.83	0.00	0.00	0.00	0.00	137.83
Murray Construction	143.66	0.00	0.00	0.00	0.00	143.66

**Del Norte Solid Waste Management Authority**  
**A/R Aging Summary**  
As of November 4, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Norbury Construction	0.00	0.00	0.00	0.00	116.70	116.70
Pacific Coast Realty & Prop.	7.11	0.00	0.00	0.00	0.00	7.11
Pacific Northwest Physical Therapy	21.34	0.00	0.00	0.00	0.00	21.34
PALM Industries, Inc.	20.19	0.00	0.00	0.00	0.00	20.19
Pappas Dry Wall	35.54	0.00	0.00	0.00	0.00	35.54
Parkway Feed	352.76	0.00	0.00	0.00	0.00	352.76
Pelican Bay Evangelical Free Church	14.21	0.00	0.00	0.00	0.00	14.21
Pelican Bay Roofing Co.	556.18	0.00	0.00	0.00	0.00	556.18
Plunkett's Family Painting	92.58	0.01	0.00	0.00	0.00	92.59
Porter's Trucking & Logging	0.00	238.96	42.67	1,635.63	116.58	2,033.84
Ray's Mobile Home Service	135.82	0.00	3.99	0.00	0.00	139.81
Recology Del Norte ( Franchise)	111,355.99	0.00	0.00	0.00	0.01	111,356.00
Recology Del Norte (Prison)	12,171.48	0.00	0.00	0.00	0.00	12,171.48
Red Sky Roofing	7,704.04	0.00	0.00	0.00	0.00	7,704.04
Redwood Community Action Agency	96.70	42.67	0.00	0.00	0.00	139.37
Redwood National Park	1,219.69	1,149.63	661.41	174.27	2,357.92	5,562.92
Reservation Ranch	883.31	0.00	0.00	0.00	0.00	883.31
Richterich & Jones Const	65.43	0.00	0.00	0.00	0.00	65.43
Ritchie Homes	311.49	0.00	0.00	0.00	0.00	311.49
Ron's Hauling	232.47	71.12	0.00	0.00	0.00	303.59
Roy Rook Construction	658.57	637.24	43.03	78.25	0.00	1,417.09
Ruiz Construction	27.03	0.00	0.00	0.00	0.00	27.03
Schnacker's General Hauling	256.96	8.53	79.66	0.00	0.00	345.15
Seagull Apartments	0.00	0.00	0.00	0.00	-15.59	-15.59
Seawood Village	7,368.02	0.00	0.00	0.00	0.00	7,368.02
Smith River Equipment	45.52	0.00	0.00	0.00	0.00	45.52
Spruce Haven Mobile Home Park	29.87	0.00	0.00	0.00	0.00	29.87
St. Joseph's Parish	146.68	89.61	0.00	0.00	0.00	236.29
St. Vincent de Paul	2.77	0.00	0.00	0.00	0.00	2.77
Steel	0.00	0.00	72.65	28.45	36.81	137.91
Stephen F White Gen.Cont. Inc.	293.86	14.22	0.00	0.00	0.00	308.08
Stone Roofing	3,271.50	0.00	0.00	0.00	0.00	3,271.50
SURF	106.65	0.00	0.00	0.00	0.00	106.65
Tab & Associates	491.67	0.00	0.00	0.00	0.00	491.67
Thermo Fluids, Inc. / Outbound OIL	0.00	0.00	0.00	0.00	-55.80	-55.80
Thomas Gavin Construction	0.00	19.91	0.00	0.00	0.00	19.91
Thrifty Supply	8.82	0.00	0.00	0.00	0.00	8.82
Tim Haban Construction	14.22	0.00	0.00	0.00	0.00	14.22
Totem Villa Apartments	149.68	0.00	0.00	0.00	0.00	149.68
TRKLA/TRGAS BINS AND LF BINS	4,280.69	0.00	0.00	0.00	0.00	4,280.69
U.S. Forest Service-Gasquet CA	0.00	1,215.67	0.00	0.00	569.71	1,785.38
V Primo Construction	52.63	62.59	0.00	44.09	0.00	159.31
Van Arsdale Construction	728.27	0.00	0.00	0.00	0.00	728.27
Van Nocker's Cleaning	28.43	0.00	0.00	0.00	0.00	28.43
Wigley Contracting	150.61	0.00	0.00	0.00	0.00	150.61
Winn's Maintance Service	0.00	0.00	0.00	0.00	-25.00	-25.00
Yurok Tribe	61.16	0.00	0.00	0.00	0.00	61.16
<b>TOTAL</b>	<b>163,365.60</b>	<b>6,287.56</b>	<b>1,479.45</b>	<b>3,049.33</b>	<b>3,119.52</b>	<b>177,301.46</b>

**AUTHORITY**      **REVENUE**      **REPORT**      **September 2014**  
**2013/2014**      **2014/2015**

Source Authority Service Fees	2013/2014		2014/2015	
	Actual Annual		Budget/Month	Budget/Year
	\$ 976,517.87		\$ 79,962.67	\$ 959,552.00
		Comparison FYE13 & FYE14	Actual/Month	Over Budget
July	\$ 93,409.33	\$ 2,594.88	\$ 96,004.21	\$ 16,041.54
August	\$ 91,982.30	\$ (2,544.43)	\$ 89,437.87	\$ 9,475.20
September	\$ 81,572.16	\$ 3,132.37	\$ 84,704.53	\$ 4,741.86
October	\$ 90,070.63	\$ (6,972.40)	\$ 83,098.23	\$ 3,135.56
November	\$ 73,073.25	\$ -		\$ -
December	\$ 68,239.89	\$ -		\$ -
January	\$ 73,574.88	\$ -		\$ -
February	\$ 69,527.00	\$ -		\$ -
March	\$ 76,183.02	\$ -		\$ -
April	\$ 88,290.79	\$ -		\$ -
May	\$ 86,383.95	\$ -		\$ -
June	\$ 84,210.67	\$ -		\$ -
<b>Total</b>	<b>\$ 976,517.87</b>	<b>\$ (3,789.58)</b>	<b>\$ 353,244.84</b>	<b>\$ 33,394.17</b>

7.5

