

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

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

**Regular Session                      Tuesday May 19, 2015                      3:30 PM**

+++++  
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.

+++++  
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)

**3:30 PM            CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS:**

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

**3:30 PM            OPEN SESSION ITEMS:**

**1. CONSENT AGENDA**

- 1.1 Approve minutes, Regular Session, Tuesday, April 21, 2015. \*\*
- 1.2 Acknowledge and file 04 May 2015 letter from the 15<sup>th</sup> Annual Youth and Family Fair. \*\*
- 1.3 Approve budget transfer in the amount of \$12,120.00 \*\*

**END CONSENT AGENDA**

## **DISCUSSION/ACTION ITEMS**

### **2. ACKNOWLEDGMENTS**

- 2.1 Discussion and possible action regarding adoption of Resolution 2015-04: A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY HONORING MARY WILSON FOR HER SERVICE AS AUTHORITY COMMISSIONER 2013-2014. \*\*

### **3. LANDFILL POSTCLOSURE**

- 3.1 Status report regarding the Authority's ongoing appeal of Waste Discharge Requirements fee from the State Water Resources Control Board. \*\*

### **4. COLLECTIONS FRANCHISE**

- 4.1 Discussion and possible action regarding Collections Change Order 6, enacting Rate Adjustments based on changes to the Consumer Price Index. \*\*
- 4.2 Status report regarding Recology's efforts to appoint or hire a General Manager for Recology Del Norte.
- 4.3 Discussion and possible request for Recology Del Norte to present at a future Authority meeting options to address issues of concern related to Recology carts including lid closures and cart stability in high winds.

### **5. TRANSFER STATION**

- 5.1 Discussion and possible action regarding Transfer Station Operations Change Order 20, enacting Fee Adjustments based on changes to the Consumer Price Index. \*\*
- 5.2 Discussion and possible request for Hambro /WSG to present at a future Authority meeting options to enable recovery of clothing, textiles, shoes and belts in Del Norte.

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

- 6.1 Discussion and possible action regarding the adoption of Authority's budget for fiscal year 2015/2016, and scheduling a hearing on June 16<sup>th</sup> for final adoption. \*\*

- 6.2 Discussion and possible action regarding adoption of Resolution 2015-03, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADJUSTING RATES FOR THE DEL NORTE COUNTY TRANSFER STATION, THE KLAMATH AND GASQUET TRANSFER STATIONS, AND THE FRANCHISE COLLECTION RATES. \*\*
- 6.3 Discussion and possible action regarding means to address blight and illegal dumping and abatement and lien associated with 43 Weber Drive, Klamath, CA APN 127-220-40. \*\*
- 6.4 Discussion and possible action regarding Authority support for the City of Crescent City's Spring Clean-up Days, May 26-28, 2015. \*\*
- 6.5 Discussion and possible action regarding appointment of Authority Secretary, Clerk, and/or Recording Secretary. \*\*
- 6.6 Discussion and possible action regarding Authority Work Plan for FY 2014-2015. \*\*
- 6.7 Discussion and possible action regarding recruitment and/or appointment of Authority Director. \*\*

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

**Agenda items 7.1 through 7.5 are provided for information only**

- 7.1 Acting Director's Report \*\*
- 7.2 Treasurer/Controller Report for March 2015 \*\*
- 7.3 Claims approved by Director for April 2015 \*\*
- 7.4 Monthly Cash and Charge Reports for April 2015 \*\*
- 7.5 Earned Revenue Comparisons between FY13/14 and FY14/15 \*\*

**ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY**

- 8. Discussion and possible action regarding release of a Request for Proposals for Towing, Storage, Recovery and Disposal of Abandoned Vehicles. \*\*

**9. CLOSED SESSION ITEMS:**

- 9.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov't Code 54957) Title: Acting Director / Program Manager

**10. ADJOURNMENT**

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M., June 16, 2015 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

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

**MINUTES**  
**DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY**  
**CITY OF CRESCENT CITY**  
**COUNTY OF DEL NORTE**  
**STATE OF CALIFORNIA**  
**Regular Session, Tuesday April 21, 2015 @ 3:30 PM**

**PRESENT:** Commissioner Ron Gastineau  
Commissioner Roger Gitlin  
Commissioner Angela Glore  
Commissioner Rick Holley, Chairman  
Commissioner Martha McClure  
Legal Counsel Martha Rice  
Acting Director/Program Manager Tedd Ward

**ABSENT:** Treasurer/Controller Richard Taylor

**ALSO PRESENT:** Karen Phillips, PS Business Services  
Joel Wallen, Hambro/WSG  
Jeremy Herber, Recology Del Norte  
Patricia Black, Candidate  
Alexander Fallman, Candidate  
Brian Stone, Candidate  
Mary Wilson, Candidate  
Angela Glore, Candidate  
Kathryn Murray, Crescent City Council

**3:30 PM CALL MEETING TO ORDER**

Chairman Holley called the meeting to order in regular session at 3:33 p.m.

**PLEDGE OF ALLEGIANCE**

The pledge was led by Commissioner Holley.

**3:30 PM PUBLIC COMMENTS:**

The following person(s) addressed the Authority: Jake Smith, resident of Smith River, asked the Commission why there is no mandatory trash service in the county. He noted that our sister counties to the south have mandatory trash service. He feels that mandatory services keep the dumping to a minimum. He also suggested, if mandatory service is not possible, that we have smaller transfer stations, or large trash containers in strategic locations. Even once a year pick up or shutting critical roads where dumping occurs would keep dumping down in his opinion. Commissioner Gitlin thanked him for his comments. Joni Forsht, Smith River Resident, handed out copies of pictures

taken on Rowdy Creek Road and noted that trash has become a problem in that area. Some of the debris they found were pesticide containers.

**3:30 PM OPEN SESSION ITEMS:**

**1. GENERAL SOLID WASTE AUTHORITY MATTERS**

- 1.1 Discussion and possible action regarding selection process for and/or appointment of a Public Commissioner to serve on the Del Norte Solid Waste Management Authority Board for a term of 24 months.

Discussion was held regarding the process for appointment of a public member to the Authority. All candidates were sequestered in a room and interviewed separately with each answering the same questions from the Authority. The scores were averaged and then the Commissioners voted on the candidates. Jim Ramsey, Sally Roy and Sandy Blakely withdrew their applications prior to the meeting, according to Mr. Ward, which left six candidates in the running. One candidate, Dale Watson, presented written answers to the questions as he could not be present at the meeting. Public comments were held at the end of the process. The five candidates present were interviewed in the following order: Angela Glore; Brian Stone; Mary Wilson; Alexander Fallman; and Patricia Black. Mr. Watson's written answers were read for the record. The Commissioners scored the candidates and they were tabulated by Mr. Ward. No public comments were made regarding the candidates. The scores for the candidates were as follows: Patricia Black and Angela Glore 7.5, Brian Stone 7.25, Mary Wilson 6.5, Alexander Fallman 5.5, and Dale Watson 3.5.

On a motion by Commissioner Gastineau, seconded by Commissioner McClure, Dr. Angela Glore was nominated to serve as the public member of the Del Norte Solid Waste Management Authority Board of Commissioners for a term of 24 months. Commissioner McClure moved to close nominations, and Commissioner Gastineau seconded. The motion to close nominations was unanimously carried. The motion to have Dr. Angela Glore serve as the public member of the Del Norte Solid Waste Management Authority Board of Commissioners for a term of 24 months was unanimously carried on a polled vote.

Mary Wilson was thanked for her work on the Commission. Angela Glore took her seat at the dais.

- 1.2 Discussion and possible action regarding extending Mary Wilson's term as Public Commissioner until the Authority's 2015 process for selecting a Public Commissioner is completed.

This item was pulled from the agenda as it was affectively disposed of with the appointment of a new public member Angela Glore.

**2. CONSENT AGENDA**

- 2.1 Approve minutes, Regular Session, Tuesday, March 17, 2015.
- 2.2 Acknowledge and file letter of 18 March 2015 sent to CalRecycle requesting reduction in multiplier.

- 2.3 Approve payment to Del Norte County Engineering Department for invoice 2015-06 in the amount of \$5,593.03.
- 2.4 Acknowledge and file letter of 01 April 2015 received from the Sequoia Park Zoo Conservation Advisory Committee and the US Fish and Wildlife Service in gratitude for the Authority Board's support for their recent broom bash and cleanup at Pacific Shores.
- 2.5 Approve budget transfer in the amount of \$4,620.00

#### **END CONSENT AGENDA**

On a motion by Commissioner Gitlin, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority Board of Commissioners, approved and adopted the consent agenda, consisting of items 2.1 through 2.5, as presented.

Commissioner Glore left the meeting at 4:44 p.m.

### **DISCUSSION/ACTION ITEMS**

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

- 3.1 Report regarding meetings with the Director and staff of the North Coast Regional Water Quality Control Board regarding the Threat / Complexity rating for the Crescent City Landfill, the associated WDR Fee, and Order and Monitoring and Reporting Program 97-90. **030501 230102**

Discussion was held regarding the meetings with the North Coast Regional Water Quality Control Board (NCRWQCB). The acting director had a meeting with the RWQCB Director and staff to discuss the options for appeal. There might be a way forward as the Water Quality staff felt that the fee is exhorbinant for the size of the facility and considering the Del Norte's population. Staff of the RWQCB are willing to support an application for reduction. Mr. Ward recommended that the Authority take action to direct staff to draft a scope of work to hire an engineering firm to support the appeal. As there is no formal process for appealing the WDR fees or the Threat/ Complexity rating, crafting this appeal is a challenge and there is no guarantee that the threat/complexity rating will be reduced. Commissioner Gitlin noted that he would not be ready to pay out funds if there is no guarantee of success on the appeal. Staff sent a letter and met with the RWQCB staff already to discuss this matter and the recommendation is to move forward with an appeal. The RFP's will be presented at a subsequent Authority meeting for review and approval.

On a motion by Commissioner McClure, seconded by Commissioner Gatineau, and unanimously carried on a polled vote, with Commissioner Glore absent, the Del Norte Solid Waste Management Authority Board of Commissioners, approved directed staff to draft a scope of work for an engineering assessment to be used to support the appeal of the Threat/Complexity Rating for the Crescent City Landfill WDR fee.

#### **4. COLLECTIONS FRANCHISE – No Items**

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

- 5.1 Discussion and possible action regarding the 5-year permit review for the Del Norte County Transfer Station.

Discussion was held regarding the 5-year permit review for the Del Norte County Transfer Station. No action was required.

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

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

Discussion was held regarding the election of officers (Vice-Chair, Secretary/Clerk, Treasurer/Controller,) for the Authority. The Chairman would like to go forward with the election of officers even without a full board. The vice chair and chair have to be from the City and the County. Since there is not a full board, the appointment of the Secretary will be voted on at the next meeting.

On a motion by Commissioner Gastineau, seconded by Commissioner Holley, and carried on a polled vote, with Commissioner Glore absent, and Commissioner Gitlin voting no, the Del Norte Solid Waste Management Authority Board of Commissioners, nominated and appointed Commissioner McClure to serve as the Vice-Chair of the Del Norte Solid Waste Management Authority.

Commissioner Gitlin announced that he was opposed the election of Commissioner McClure as Vice-Chair due to his expressed concerns that she would be divisive, and his feeling that impartiality is important.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, with Commissioner Glore absent, the Del Norte Solid Waste Management Authority Board of Commissioners nominated Rich Taylor as the Treasurer/ Controller.

- 6.2 Discussion and possible action regarding **DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY RESOLUTION NO. 2015-02, OPTING TO AFFIRM AN EXEMPTION FROM THE REQUIREMENTS OF MANDATORY COMMERCIAL ORGANICS RECYCLING**

Discussion was held regarding the Resolution and opting to affirm an exemption from the requirements of mandatory commercial organics recycling, which is mandatory in 2016. Exemptions exist for jurisdictions with populations under 70,000.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, with Commissioner Glore absent, the Del Norte Solid Waste Management Authority Board of Commissioners, approved and adopted Resolution No. 2015-02, entitled, A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE DEL NORTE SOLID WASTE MANAGEMENT

## AUTHORITY OPTING TO AFFIRM AN EXEMPTION FROM THE REQUIREMENTS OF MANDATORY COMMERCIAL ORGANICS RECYCLING.

- 6.3 Discussion and possible action regarding the status of the Authority's FY 14/15 budget and expenditures, the draft Authority budget for fiscal year 15/16, and the review and budget approval process. **022102**

Discussion was held regarding the status of the budget. Staff noted that there needs to be review by the City and the County prior to final adoption by the Authority. The budget as presented included expenses for repair of the floor of the transfer station, with depreciation funds to be used to pay for this repair. The transfer station will not be closed as the repair will be implemented in phases. Mary Wilson noted that the budget is increased by \$52,000+ over the revenues. Staff noted that this is a balanced budget.

On a motion by Commissioner Gitlin, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, with Commissioner Glore absent, the Del Norte Solid Waste Management Authority Board of Commissioners, directed staff to send the proposed budget to both the City and the County as required under the JPA and return any written comments adopted by the board/council.

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

**Agenda items 7.1 through 7.5 are provided for information only**

- 7.1 Acting Director's Report **231501**
- 7.2 Treasurer/Controller Report for February 2015
- 7.3 Claims approved by Treasurer & Director for March 2015
- 7.4 Monthly Cash and Charge Reports for March 2015
- 7.5 Earned Revenue Comparisons between FY13/14 and FY14/15

The listed reports were included in the agenda packet and discussed. Acting Director Ward noted that the Authority remains short-staffed. An Account Clerk was hired. Staff is working on the issue of disposal of marine flares and a meeting of state-wide communities/transfer station/agencies was attempted. The definition of "an explosive" is being discussed now to see if the definition could be changed for "flammables" to make it easier to dispose of the flares. There are challenges to each strategy, however, reclassification will make it easier, according to Mr. Ward. The Redwood State Park A/P balance is now at zero. Commissioner Gitlin asked about the aging report. All accounts over 90 days have been referred to collections, according to Mr. Ward.

### **8. ADJOURNMENT**

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M., May 19, 2015 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Authority, the Chairman adjourned the meeting at 5:17 p.m., until the next regularly scheduled meeting on May 19, 2015.

\_\_\_\_\_  
Richard Holley, Chair  
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

\_\_\_\_\_  
, Secretary  
Del Norte Solid Waste Management Authority

Date / /

# 15<sup>th</sup> Annual Youth & Family Fair

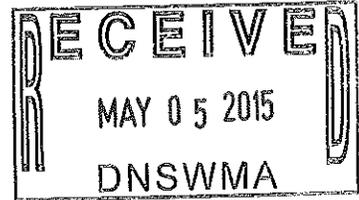
A Community Event

Saturday April 18, 2015

Del Norte County Fairgrounds

11:00 a.m. to 2:00 p.m.

May 4, 2015



Dear Del Norte Solid Waste,

The Youth and Family Fair Committee would like to THANK YOU for your donation to this year's event. This exceptional community event is held in April which is Child Abuse Prevention Month. It is a free community event provided to children and parents in Del Norte County. This event wouldn't exist without the community working together with the focus of making Del Norte County a safe and healthy place for children and families!

Each year we ask ourselves "How are the children?" which is the theme of the Youth and Family Fair. Your donation of Newspaper Advertisement made it possible to carry on the tradition.

We appreciate all that you do!

A handwritten signature in cursive script, appearing to read "Debbie Williams".

Debbie Williams, Fundraising

On behalf of the Youth and Family Fair Committee

Non-profit Tax ID 455394493

This event is a totally FREE event for families relying on donations from the Community!

---

Send correspondence to: First 5 Family Resource Center, C/O YFF Committee  
494 Pacific Avenue, Crescent City, CA 95531

Co-Chairs: Doreen Wells and Patti Rommel  
Phone: (707) 464-0709 Fax: (707) 464-7531  
dwells@delnorte.k12.ca.us prommel@delnorte.k12.ca.us

1.2

## Del Norte Solid Waste Management Authority Budget Transfer

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
Solid Waste	422	421	10030	Employee benefits	\$ 12,120	-
Solid Waste	422	421	20150	Insurance - Office		\$ 7,920
Solid Waste	422	421	20180	Maintenance of Structures / Improvements		\$ 1,200
Solid Waste	422	421	20285	Special Dept. Expense		\$ 1,500
Solid Waste	422	421	20290	Travel		\$ 1,500
<b>Total Amounts</b>					<b>\$ 12,120</b>	<b>\$ 12,120</b>

Department complete and send to Auditor's Office for transfer number \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature \_\_\_\_\_  
Date

AUDITOR'S OFFICE: SUFFICIENT BALANCES EXIST PER ABOVE

\_\_\_\_\_  
Date Deputy Auditor- Controller  
Classification Rev#  budget revision form

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

\_\_\_\_\_  
Deputy Auditor-Controller \_\_\_\_\_  
Date  
TR No. \_\_\_\_\_ Budget Revision No. \_\_\_\_\_  
Includes Revenue Appropriation \_\_\_\_\_ Requires 4/5ths Vote

Passed by the Del Norte Solid Waste Management Authority on \_\_\_\_\_

Ayes:  
Noes:  
Absent:

Attest: Clerk of the Board

By: \_\_\_\_\_

\_\_\_\_\_  
Chairperson  
Del Norte Solid Waste Management Authority

1.3

Resolution Number 2015 - 04

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

HONORING MARY WILSON  
FOR HER SERVICE AS AUTHORITY COMMISSIONER 2013 - 2015

**WHEREAS, MARY WILSON** served as a Commissioner of the Del Norte Solid Waste Management Authority (Authority) between March 2013 and April 2015; and

**WHEREAS, MARY WILSON's** appointment to the Authority Board of Commissioners followed her appointment in February 2012 and her continuing services to the Del Norte Solid Waste Task Force, providing yet another excellent example of the benefits of reuse and recycling; and

**WHEREAS, MARY WILSON** served over two years as an Authority Commissioner, and

**WHEREAS, MARY WILSON** served during a period of many significant Authority activities, including substantial expansion of the Authority's paint recycling program in partnership with Hambro/WSG and PaintCare; and adoption of the Authority's Mission Statement in September 2014; and

**WHEREAS, MARY WILSON** applied her experience as a business owner in ways she felt would improve the Authority.

**NOW, THEREFORE, BE IT RESOLVED**, that the Del Norte Solid Waste Management Authority Board hereby expresses appreciation for the diligence and dedication **MARY WILSON** exhibited during her service as an Authority Commissioner.

**PASSED AND ADOPTED** by the Board of Commissioners of the Del Norte Solid Waste Management Authority Board, County of Del Norte, State of California, this 19th day of May 2015, by the following polled vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:  
ATTEST:

\_\_\_\_\_  
Richard Holley, Chair

\_\_\_\_\_  
, Secretary

2.1

State Water Resources Control Board

Division of Administrative Services  
10011 Street \* Sacramento, California 95814 \* (916) 341-5247  
Mailing Address: P.O. Box 1888 \* Sacramento, California 95812-1888  
Fax (916) 341-5248 \* <http://www.waterboards.ca.gov>

Date: 4/30/2015  
Facility ID: 1A77002ODN  
Facility Name: DEL NORTE COUNTY, CRESCENT CIT  
OLD MILL  
CRESCENT CITY, CA 95531

Fiscal Year: 2014/15  
Invoice Number: WD-0108569  
Billing Period: 07/01/14 - 06/30/15  
Invoice Date: 1/27/2015  
Amount Past Due: \$ 70,781.00  
Region: 1  
Index Number: 247940

DEL NORTE SOLID WASTE MANAGEME  
1700 STATE ST  
CRESCENT CITY, CA 95531

For details please refer to the original invoice

**NOTICE OF VIOLATION  
OF WASTE DISCHARGE REQUIREMENTS**

**THIS IS A FORMAL NOTICE OF VIOLATION** on the above delinquent invoice. Our accounting office records indicate that you have failed to pay the required annual fee. Failure to pay the required fee is considered a misdemeanor under California law (Water Code Section 13261) and could result in a civil liability assessment of up to \$1000 per day for each day that fees go unpaid. The Regional Board has been notified of your delinquent account and may issue a complaint that may result in administrative civil liability.

Please note that a transfer of ownership or relocation of a facility requires a new Waste Discharge Permit. If you are no longer discharging, please submit a letter to the regional board requesting termination of your permit.

If you have any questions about this invoice, please call your  
Regional Water Quality Control Board at 707-576-2656.

For payment status of your invoice, please go to the "Stormwater and Wastewater Permit Fee Information" link at  
<http://infofees.waterboards.ca.gov/FeeInfo/DischargerInvoice.aspx>

Retain this portion for your records

Please detach and return this portion with your payment

Region: 1

Fiscal Year: 2014/15

Invoice Number: WD-0108569

Index Number: 247940

(Please print the above number on check or money order)

DEL NORTE SOLID WASTE MANAGEME  
1700 STATE ST  
CRESCENT CITY, CA 95531

SWRCB  
PO BOX 1888  
SACRAMENTO, CA 95812-1888

Amount Due: \$ 70,781.00  
Billing Period: 07/01/14 - 06/30/15  
Invoice Date: 1/27/2015  
Facility ID: 1A77002ODN  
Facility Name: DEL NORTE COUNTY, CRESCENT  
CIT  
OLD MILL  
CRESCENT CITY, CA 95531

3.1



**Matthew Rodriguez**  
Secretary for  
Environmental  
Protection

# State Water Resources Control Board

Division of Administrative Services  
1001 I Street \* Sacramento, California 95814 \* (916) 341-5247  
Mailing Address: P.O. Box 1888 \* Sacramento, California 95812-1888



**Edmund G. Brown Jr.**  
Governor

April 30, 2015

**DEL NORTE SOLID WASTE MANAGEMEME**  
1700 STATE ST  
CRESCENT CITY, CA 95531

## NOTICE OF VIOLATION FOR FACILITY ID: 1A77002ODN

This is a **NOTICE OF VIOLATION** for failure to pay the required annual fee issued for DEL NORTE COUNTY, CRESCENT CIT facility, located at OLD MILL CRESCENT CITY, CA. Failure to pay the required fee is a violation under California law (Water Code Section 13261) and could result in criminal prosecution as well as a civil liability assessment of up to \$1000 per day for each day that fees go unpaid and/or rescission of your permit. Failure to comply will make you potentially liable for the full amount of a civil liability assessment from the date of the first invoice in addition to the original invoice amount. **The Regional Board that has jurisdiction over your facility has been notified and may issue an Administrative Civil Liability complaint pursuant to Water Code Section 13261.**

If you have questions about why you are being regulated or other questions related to the above mentioned permit, please call the Regional Board or Fee Unit at the phone number on the attached invoice.

Sincerely,

David Ceccarelli  
Fee Branch Manager



# 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:** 15 May 2015  
**To:** Del Norte County Board of Supervisors  
**From:** Tedd Ward, M.S. – Acting Director / Program Manager  
Del Norte Solid Waste Management Authority  
**File Number:** 061801 – Collections rates  
**Attachments:** Rate Comparisons  
**Topic:** Change Orders and Rate Resolution

**Summary / Recommendation:** That the Board approve and authorize signatures on Collections Change Order 6.

**Background:** Both the Franchise collections agreement with Recology Del Norte and the Transfer Station operations agreement with Hambro/WSG include provisions for annual rate adjustments, based on a percentage of the change to the Consumer Price Index for all Urban Consumers (CPI-U). Annual rate adjustments are built into these agreements to control rate increases while enabling service fees to be adjusted so the Authority's contractors continue to be profitable while providing essential community services.

**Analysis:** Franchise Collection Change Order 6 Agreement and Transfer station operations Change Order 20 (agenda item 5.1) adjust fees based on changes to CPI-U. This past year the CPI-U index went down – from 236.293 in March 2014 to 236.119 in March 2015.

**By approving these change orders and associated rate resolution (agenda item 6.2), the Board will be reducing solid waste rates for both collection and self-haul customers – though the Authority's rates have been the lowest in the region for many years. For the first time in the history of this agency, rates in the coming fiscal year will be less than they have been during the last fiscal year.** While these reductions are modest, they

4.1

are the direct result of previous staff and Board efforts to develop comprehensive agreements for these services with cost controls that benefit everyone who uses these services. Furthermore, these cost savings are entirely unrelated to the staff shortages the Authority has had during the past 21 months.

**Alternatives:** If Change Order 6 is not approved, collection rates would remain unchanged.

**Fiscal Impacts:** These modest rate reductions were included in the projections used to develop the Authority budget for FY 15/16.

**Related Issues:** The Rate Resolution under agenda item 6.2 includes rates that presume both Collections Change Order 6 and Transfer Station Operations Change Order 20 are both approved.

**Schedule B: Transfer Station Rates**

**Effective Starting July 2015**

Except as provided below, the rate for disposal of refuse shall be as follows:		INCOMING	Rate	2013 Rate	Difference	% change
<b>Municipal Solid Waste</b>						
Commercial, Franchise or Self-haul wastes	SW	\$ 142.15	per ton	\$ 142.24	-\$0.09	-0.06%
Minimum Charge for wastes	SW	\$ 7.10	for up to 80 lbs	\$ 7.10	\$0.00	0.00%
<b>Separated Recyclable Items</b>						
Non-waxed corrugated cardboard	CCIN	\$ 18.44	per ton	\$ 18.46	-\$0.01	-0.06%
Ferrous metals	METFE	\$ 27.67	per ton	\$ 27.68	-\$0.02	-0.06%
Non-ferrous metals	METNF	\$ 18.44	per ton	\$ 18.46	-\$0.01	-0.06%
Mixed metals	METMX	\$ 27.67	per ton	\$ 27.68	-\$0.02	-0.06%
<b>Bulky Items:</b>						
Appliance, Large and metal	APPIN	\$ 29.51	each	\$ 29.53	-\$0.02	-0.06%
Bulky Furniture Handling Fee	FURN	\$ 4.89	each + weight charge	\$ 4.89	\$0.00	-0.06%
Mattresses or box spring Handling Fee	MATBX	\$ 9.70	each + weight charge	\$ 9.71	-\$0.01	-0.06%
Refrigerators	REFR	\$ 38.73	each	\$ 38.76	-\$0.02	-0.06%
<b>Tires:</b>						
Auto, pickup, motorcycle each no rims	TIR_A	\$ 6.46	each	\$ 6.46	\$0.00	-0.06%
Small, wheel barrow, scooter, small trailer, pneumatic <10" no rim	TIR_S	\$ 5.99	each	\$ 6.00	\$0.00	-0.06%
Truck, no rim	TIR_T	\$ 12.91	each	\$ 12.92	-\$0.01	-0.06%
Auto, pickup, motorcycle each with rims	TIRAR	\$ 9.22	each	\$ 9.23	-\$0.01	-0.06%
Small, wheel barrow, scooter, small trailer, pneumatic <10" with rim	TIRSR	\$ 7.38	each	\$ 7.38	\$0.00	-0.06%
Truck with rims	TIRTR	\$ 23.98	each	\$ 23.99	-\$0.01	-0.06%
Oversize tires (>60" in diameter), no rim	TIROS	\$ 138.33	each	\$ 138.42	-\$0.09	-0.06%
<b>Separated food &amp; meat waste</b>						
Dead Animals	ANIML	\$ 142.15	per ton	\$ 142.24	-\$0.09	-0.06%
<b>Separated Compostable Materials</b>						
Disposal of contained sewage sludge, screenings, grit or skimmings	SLUDG	\$ 142.15	per ton	\$ 142.24	-\$0.09	-0.06%
Brush (no tansy, scotch broom, english ivy, or pampas grass)	BRUSH	\$ 49.80	per ton	\$ 49.83	-\$0.03	-0.06%
Grass and Leaves	GRASS	\$ 49.80	per ton	\$ 49.83	-\$0.03	-0.06%
Untreated Wood	WOOD	\$ 49.80	per ton	\$ 49.83	-\$0.03	-0.06%
Stumps	STUMP	\$ 64.55	per ton	\$ 64.59	-\$0.04	-0.06%
<b>Separated 'Inert' Rocks &amp; Soils</b>						
Asphalt	ASPH	\$ 47.03	per ton	\$ 47.06	-\$0.03	-0.06%
Concrete, no steel, <18"	CONC	\$ 51.64	per ton	\$ 51.68	-\$0.03	-0.06%
Clean soil or sand	SOIL	\$ 47.03	per ton	\$ 47.06	-\$0.03	-0.06%
Street sweepings	SWEEP	\$ 142.15	per ton	\$ 142.24	-\$0.09	-0.06%
<b>Special Wastes</b>						
Autoclaved and containerized medical wastes	MEDI	\$ 142.15	per ton	\$ 142.24	-\$0.09	-0.06%
non-friable asbestos	ASBES	\$ 181.66	per ton	\$ 181.77	-\$0.11	-0.06%
Minimum Charge for household electronics	CED	\$ 3.55	for 40 pounds or less	\$ 3.55	\$0.00	0.00%
Electronic appliances w/o CRT's	CED	\$ 142.15	per ton	\$ 142.24	-\$0.09	-0.06%
<b>Construction Debris</b>						
Mixed Construction Debris	CONST	\$ 142.15	per ton	\$ 142.24	-\$0.09	-0.06%
Trailers, modular homes	MHOM	\$ 234.37	per ton	\$ 234.52	-\$0.14	-0.06%
Carpet, Clean and Rolled	CARPT	\$ 55.72	per ton	\$ 55.76	-\$0.03	-0.06%
<b>Household hazardous wastes (available only at the Del Norte County Transfer Station)</b>						
Used motor oil	OILIN	\$ 0.00	per quart	\$ 0.00	\$0.00	
Oil Filters	OILFT	\$ 0.00	each	\$ 0.00		
Used antifreeze	ANTIF	\$ 0.00	per quart	\$ 0.00		
Lead Acid or Household Batteries	BATT	\$ 0.00	each	\$ 0.00		
Non-aerosol paints, stains, lacquers & varnishes	PAINT	\$ 0.00	quart	\$ 0.00	\$0.00	
Cathode ray tube devices (CRT's), televisions, computer monitors	CRT	\$ 0.00	each	\$ 0.00	\$0.00	
Residential fluorescent tubes	FLOTB	\$ 0.00	each	\$ 0.00	\$0.00	
Used Oil Paid, on request	OILPD	\$ 0.10	paid per quart	\$ 0.10	\$0.00	
<b>Commercial Hazardous Wastes</b>						
Commercial Compact Fluorescent Tubes, each	FLOCC	\$ 1.72	each	\$ 1.72	\$0.00	-0.06%
Commercial Fluorescent Tubes, each 4'	FLOC4	\$ 3.41	each	\$ 3.41	\$0.00	-0.06%
Commercial Fluorescent Tubes, each 8'	FLOC8	\$ 6.82	each	\$ 6.83	\$0.00	-0.06%

# Comparison of Selected Collection Rates 2015 to 2014

## Schedule A: Recology Del Norte Collection Rates, starting July 2015

Monthly Rates for Weekly Residential & Multi-Family Collections

	Trash + Recycling	FY 14/15	\$ Change	% Change
20 Gallon Mini-cart on curb	\$ 20.32	\$ 20.34	-\$ 0.01	-0.06%
20 Gallon Mini-cart off-curb	\$ 25.40	\$ 25.42	-\$ 0.02	-0.06%
32 Gallon Cart on curb	\$ 25.42	\$ 25.44	-\$ 0.02	-0.06%
32 Gallon Cart off-curb	\$ 31.78	\$ 31.80	-\$ 0.02	-0.06%
64 Gallon Cart on curb	\$ 37.04	\$ 37.07	-\$ 0.02	-0.06%
64 Gallon Cart off-curb	\$ 46.31	\$ 46.33	-\$ 0.03	-0.06%
96 Gallon Cart on curb	\$ 53.68	\$ 53.71	-\$ 0.03	-0.06%
96 Gallon Cart off-curb	\$ 67.10	\$ 67.14	-\$ 0.04	-0.06%

Temporary Cart and Bin Collection Services, Collection One week after Delivery

	Trash	Trash	\$ Change	% Change
64 Gallon Cart (Paired w/ 64 Gallon recycling)	\$ 36.20	\$ 36.22	-\$ 0.02	-0.06%
96 Gallon Cart (Paired with 96 Gallon recycling)	\$ 63.36	\$ 63.40	-\$ 0.04	-0.06%
2 cubic yard bin	\$ 70.19	\$ 70.23	-\$ 0.04	-0.06%
3 cubic yard bin	\$ 109.91	\$ 109.98	-\$ 0.07	-0.06%
4 cubic yard bin	\$ 145.02	\$ 145.12	-\$ 0.09	-0.06%
6 cubic yard bin	\$ 191.92	\$ 192.04	-\$ 0.12	-0.06%
10 cubic yard bin	\$ 629.68	\$ 630.08	-\$ 0.40	-0.06%
20 cubic yard bin	\$ 786.61	\$ 787.11	-\$ 0.50	-0.06%
30 cubic yard bin	\$ 959.66	\$ 960.27	-\$ 0.61	-0.06%
40 cubic yard bin	\$ 1,303.23	\$ 1,304.05	-\$ 0.82	-0.06%

Monthly Rates for Weekly Commercial Collections

	Trash (including Recycling for >0.9 cy if Multi-family )	FY 14/15	\$ Change
32 Gallon Commercial Cart *	\$ 39.66	\$ 39.68	-\$ 0.03
64 Gallon Commercial Cart *	\$ 79.32	\$ 79.37	-\$ 0.05
96 Gallon Commercial Cart *	\$ 138.82	\$ 138.90	-\$ 0.09
1 cubic yard bin	\$ 139.04	\$ 139.13	-\$ 0.09
1.5 cubic yard bin	\$ 200.22	\$ 200.35	-\$ 0.13
2 cubic yard bin	\$ 249.38	\$ 249.53	-\$ 0.16
3 cubic yard bin	\$ 361.09	\$ 361.32	-\$ 0.23
4 cubic yard bin	\$ 451.95	\$ 452.24	-\$ 0.29
6 cubic yard bin	\$ 654.54	\$ 654.95	-\$ 0.41
10 cubic yard bin	\$ 2,211.12	\$ 2,212.52	-\$ 1.40
20 cubic yard bin	\$ 3,017.51	\$ 3,019.42	-\$ 1.91
30 cubic yard bin	\$ 3,770.99	\$ 3,773.38	-\$ 2.39
40 cubic yard bin	\$ 4,524.47	\$ 4,527.33	-\$ 2.86

\* Trash service in these sizes includes a weekly recycling cart collection at no additional charge.

Other Collection Services, per collection

		\$ Change
Commercial Compactors	\$ 71.21	-\$ 0.04
Pre-paid single-family residential bags	\$ 7.57	\$ 0.00
Extra residential bulky item collection	\$ 62.88	-\$ 0.04

# Comparison of Rates Charged for Solid Waste Services in the Del Norte Region

## TRANSFER STATION SELF-HAUL RATES

Location	FY 13/14		FY 13/14		FY 13/14		2015/16		Curry County (CTR) FY 13/14	
	Eel River Disposal	Fortuna	HWMMA	Humboldt San.	Humboldt San.	Orick	Del Norte Solid Waste Management Authority	Gasquet	"Light" CY Equivalent assumed to average 220 lb/cy	"Heavy" CY Equivalent assumed to average 450 lb/cy
Minimum Charge	\$ 12.00	\$ 10.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 8.75	\$ 8.60	\$ 7.10	\$ 8.60	\$ 9.60
1x 30 gal can						\$ 8.75	\$ 8.60		\$ 8.60	\$ 9.60
2x 30 gal can						\$ 17.50	\$ 8.60		\$ 8.60	\$ 14.45
3x 30 gal can						\$ 26.25	\$ 8.60		\$ 8.60	\$ 19.30
4 x 30 gal can (up to 140 lbs)						\$ 35.00	\$ 11.55		\$ 11.55	\$ 24.15
"Light" per cubic yard *	\$ 19.91	\$ 19.25	\$ 16.97	\$ 26.40	\$ 45.00	\$ 45.00	\$ 19.55	\$ 15.64	\$ 19.55	\$ 24.90
"Heavy" per cubic yard *	\$ 40.73	\$ 39.38	\$ 34.71	\$ 54.00	\$ 45.00	\$ 45.00	\$ 19.55	\$ 15.64	\$ 19.55	\$ 37.35
<b>Cost per Ton Waste</b>	<b>\$ 181.00</b>	<b>\$ 175.00</b>	<b>\$ 154.28</b>	<b>\$ 240.00</b>	<b>\$ 327.27</b>		<b>\$ 142.15</b>		<b>\$ 226.36</b>	<b>\$ 166.00</b>
<b>\$ More per Ton than DNSWMA</b>	<b>\$ 38.85</b>	<b>\$ 32.85</b>	<b>\$ 12.13</b>	<b>\$ 97.85</b>	<b>\$ 185.12</b>		<b>0%</b>		<b>\$ 84.21</b>	<b>\$ 23.85</b>
<b>% More than DNSWMA</b>	<b>27%</b>	<b>23%</b>	<b>9%</b>	<b>69%</b>	<b>130%</b>		<b>0%</b>		<b>59%</b>	<b>17% % more</b>

\* These are rates reported to be charged by Curry Transfer and Recycling. For comparison, roughly equivalent rates were calculated from the per-ton rate for other facilities. Similarly, the CTR 'Cost per ton' was derived from their per cubic yard rates, though CTR has no scale in their system for public use.

Yellow shaded cells indicate rates which were calculated for comparison, but which are not charged as such within that jurisdiction. Conversions adapted from Tchobanoglous et al., Integrated Solid Waste Management: Engineering Principles and Management Issues, Table 4-1

Cost per Ton Waste for HWMMA and DNSWMA are rates effective July 1, 2015 - June 30, 2016.

Residential rubbish specific weight in lb/cy = 220 pounds/cy average

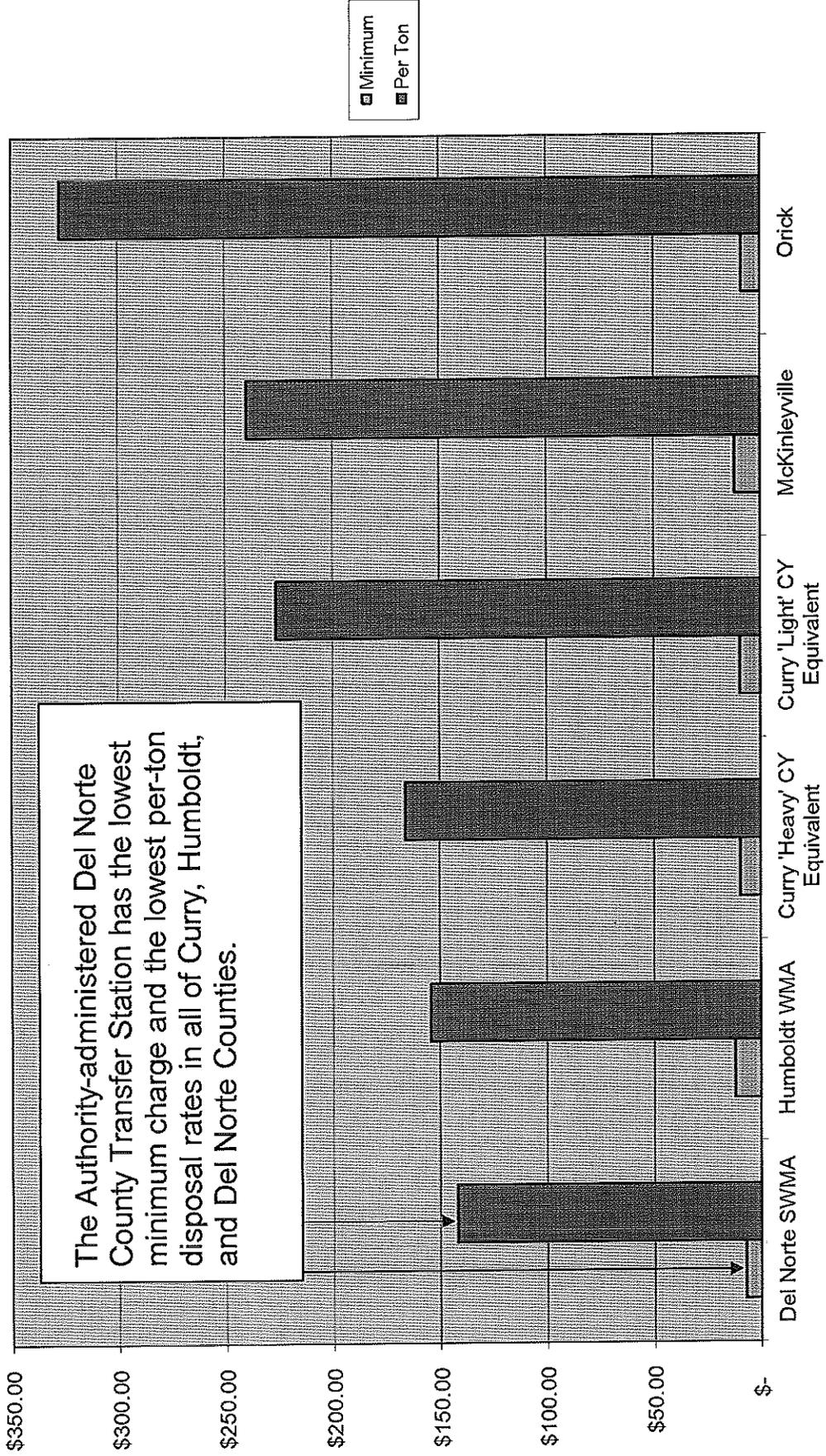
Municipal waste in compactor truck = 500 pounds/cy average

Mixed combustible construction debris = 440 pounds/cy average

Mixed wastes disposed at Small volume Del Norte transfer stations presumed to have a density of 27.5 lbs/cy

839-3285	Humboldt Sanitation
725-5156	Eel River Disposal
(541) 469-2425	Curry Transfer & Recycling
(707) 822-0304	Arcata Garbage
(707) 442-5711	Eureka City Garbage
(707) 268-8680	Humboldt Waste Management Authority

# Regional Rate Comparison





# COLLECTIONS CHANGE ORDER 6

## Schedule A: Recology Del Norte Collection Rates, starting July 2015

Monthly Rates for Weekly Residential & Multi-Family Collections		Monthly Rates for Weekly Commercial Collections	
Trash + Recycling	Brush Only	Recycling Only	Trash (including Recycling for >0.9 cy if Multi-family)
20 Gallon Mini-cart on curb	\$ 20.32		32 Gallon Commercial Cart *
20 Gallon Mini-cart off-curb	\$ 25.40		64 Gallon Commercial Cart *
32 Gallon Cart on curb	\$ 25.42	\$ 10.10	96 Gallon Commercial Cart *
32 Gallon Cart off-curb	\$ 31.78	\$ 12.63	1 cubic yard bin
64 Gallon Cart on curb	\$ 37.04	\$ 14.93	1.5 cubic yard bin
64 Gallon Cart off-curb	\$ 46.31	\$ 18.66	2 cubic yard bin
96 Gallon Cart on curb	\$ 53.68	\$ 22.63	3 cubic yard bin
96 Gallon Cart off-curb	\$ 67.10	\$ 28.29	4 cubic yard bin
			6 cubic yard bin
			10 cubic yard bin
			20 cubic yard bin
			30 cubic yard bin
			40 cubic yard bin
			* Trash service in these sizes includes a weekly recycling cart collection at no additional charge.
<b>Temporary Cart and Bin Collection Services, Collection One week after Delivery</b>			
Trash	Brush Only	Recycling Only	
64 Gallon Cart (Paired w/ 64 Gallon recycling)	\$ 36.20	\$ 12.25	
96 Gallon Cart (Paired with 96 Gallon recycling)	\$ 63.36	\$ 18.59	
2 cubic yard bin	\$ 70.19	\$ 48.99	\$ 40.11
3 cubic yard bin	\$ 109.91	\$ 76.70	\$ 62.81
4 cubic yard bin	\$ 145.02	\$ 101.21	\$ 82.88
6 cubic yard bin	\$ 191.92	\$ 133.93	\$ 109.68
10 cubic yard bin	\$ 629.68	\$ 439.43	\$ 359.86
20 cubic yard bin	\$ 786.61	\$ 522.93	\$ 428.24
30 cubic yard bin	\$ 959.66	\$ 637.97	\$ 522.45
40 cubic yard bin	\$ 1,303.23	\$ 866.36	\$ 709.48
<b>Additional Available Services and Potential Extra Fixed-fee Charges</b>			
For customers requesting a larger recycling cart than trash	\$ 0.00 Additional per month		
Charge for re-locating Temp bin	\$ 50.00 per relocation < 5 miles		
Unscheduled Collection	\$ 5.00 per unscheduled collection		
Locking bin charge	\$ 5.00 additional per locking bin per month		
Bear-proof Bin	\$ 100.00 Additional per bin per month		
Special Service Fee	\$ 50.00 per half hour of extra labor		
Pass-through charges for bulky item or tires placed in bin	\$ 0.00 + DNC Transfer Station per item charge		
<b>Percentage Surcharges for Additional Services</b>			
Roll-out or off-curb charge	25% Additional		
Off-road surcharge, only on approved list of addresses	58.25% Additional		
Secondary Franchise Area	65% Additional		
Extra time for Temporary Bins	25% of Rate for Temp. Bin for each additional week		
Medical waste	80% Additional		
More than Weekly Collection	100% Additional x (Coll/wk -1) x Rate		
Weekend collection	50% Additional		
<b>Other Collection Services, per collection</b>			
Commercial Compactors	\$ 71.21 per cubic yard per collection		
Pre-paid single-family residential bags	\$ 7.57 per bag		
Extra residential bulky item collection	\$ 62.88 per extra bulky item		
<b>Municipal Collection and Transport Services</b>			
Treatment Plant Sludge, screenings, skimmings and grit	\$ 170.60 per ton, incl. transport and disposal		
Collection, hauling and unloading bins, as directed	\$ 184.80 per haul		
<b>Maximum Allowed Weights by Container Volume</b>			
		Maximum Allowed Weight	
Pro-paid single-family residential bags	40	pounds	
20 Gallon Cart	40	pounds	
32 Gallon Cart	60	pounds	
64 Gallon Cart	120	pounds	
96 Gallon Cart	180	pounds	
10 cubic yards	3.00	tons	
20 cubic yards	4.25	tons	
30 cubic yards	5.50	tons	
40 cubic yards	6.25	tons	
Bags, Cans, and Bins placed for collection with more than the allowed weight may not be collected.			
If Recology Del Norte collects an overweight container, they may charge for the amount over the allowed weight for that also container, at the approved rates charged at the Del Norte County Transfer Station.			

Rates Effective Starting July 2015

**TRANSFER STATION OPERATIONS CHANGE ORDER 20**

**CONTRACT:** AGREEMENT FOR OPERATIONS OF A TRANSFER STATION, RECOVERY, TRANSPORTATION AND DISPOSAL OF WASTE FROM THE DEL NORTE COUNTY TRANSFER STATION, DEL NORTE COUNTY, CA

**CONTRACTOR:** HAMBRO / WASTE SOLUTIONS GROUP  
**AGENCY:** DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
**SUBJECT:** FEE ADJUSTMENTS BASED ON CPI

**NATURE OF CHANGES:** This Change Order revises the fees to be paid to Contractor based on the changes to the Consumer Price Index as allowed under **Division IV, section 5.A.i** of the Agreement. The calculated extension adjustment factor is based on 80% of the change in the Consumer Price Index for All Urban Consumers using the CPI Beginning Index for July 2003 (183.9), and the CPI Extension Index for March 2015 (236.119). Using the formula in **Division IV, section 5.A.i**, the extension adjustment factor is calculated to be (1.22716259).

The new transfer station operations fees are described on the following page, and will be effective starting 01 July 2015, and will remain in effect until further modified by the Authority Board.

**Contract Time:** Remains unchanged.

**Contract Price:** this Change Order makes the following changes to the Contract Price: Starting on 01 July 2015, Contractor will be paid for services provided at the Del Norte County Transfer Station based on the amount of service provided and the services fees described on the following page. The new service fees include all prior CPI-based adjustments to fees.

*This Change Order is hereby approved:*

DATE: \_\_\_\_\_

**HAMBRO / Waste Solutions Group:**

**Del Norte Solid Waste Management Authority:**

BY: \_\_\_\_\_  
Wes White, President

BY: \_\_\_\_\_  
Richard Holley, Chair

ATTEST:  
\_\_\_\_\_  
Corporate Secretary

ATTEST:  
\_\_\_\_\_  
, Secretary

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
Martha D. Rice, General Counsel

# TRANSFER STATION OPERATIONS CHANGE ORDER 20

Material Type		Effective Day Rates				Adjusted Fees		Service Fees Starting July 2015				Total changes under CO 20
		Operations	Transport	Recovery or Disposal	Total Fee on Effective Date	Prior to CO 20	Operations	Transport	Recovery or Disposal	Total Fee		
<b>Municipal Solid Waste</b>	per ton											
Commercial, Franchise or Self-haul or mixed waste	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 94.64	\$ 37.07	\$ 28.68	\$ 28.83	\$ 94.58		-\$ 0.06
<b>Separated Recyclable Items</b>												
Non-waxed corrugated cardboard	ton	\$ 2.00	\$ 0.00	\$ 8.00	\$ 10.00	\$ 12.28	\$ 2.45	\$ 0.00	\$ 8.82	\$ 12.27		-\$ 0.01
Ferrous metals	ton	\$ 2.00	\$ 0.00	\$ 13.00	\$ 15.00	\$ 18.42	\$ 2.45	\$ 0.00	\$ 15.96	\$ 18.41		-\$ 0.01
Non-ferrous metals	ton	\$ 2.00	\$ 0.00	\$ 8.00	\$ 10.00	\$ 12.28	\$ 2.45	\$ 0.00	\$ 8.82	\$ 12.27		-\$ 0.01
Mixed metals	ton	\$ 2.00	\$ 0.00	\$ 13.00	\$ 15.00	\$ 18.42	\$ 2.45	\$ 0.00	\$ 15.96	\$ 18.41		-\$ 0.01
<b>Bulky Items:</b>												
Appliance, Large and metal	each	\$ 2.00	\$ 0.00	\$ 14.00	\$ 16.00	\$ 19.65	\$ 2.45	\$ 0.00	\$ 17.18	\$ 19.63		-\$ 0.01
Furniture, Bulky	each + weight handling fee	\$ 2.65	\$ 0.00	\$ 0.00	\$ 2.65	\$ 3.25	\$ 3.25	\$ 0.00	\$ 0.00	\$ 3.25		\$ 0.00
Mattresses or box springs	each + weight handling fee	\$ 5.26	\$ 0.00	\$ 0.00	\$ 5.26	\$ 6.46	\$ 6.45	\$ 0.00	\$ 0.00	\$ 6.45		\$ 0.00
Refrigerators	each	\$ 2.00	\$ 0.00	\$ 19.00	\$ 21.00	\$ 25.79	\$ 2.45	\$ 0.00	\$ 23.32	\$ 25.77		-\$ 0.02
<b>Tires:</b>												
Small tires for scooters, small trailers, wheel barrows, etc.	each	\$ 0.51	\$ 0	\$ 2.74	\$ 3.25	\$ 3.99	\$ 0.63	\$ 0.00	\$ 3.36	\$ 3.99		\$ 0.00
Auto, pickup, motorcycle each no rims	each	\$ 0.50	\$ 0.00	\$ 3.00	\$ 3.50	\$ 4.30	\$ 0.61	\$ 0.00	\$ 3.68	\$ 4.30		\$ 0.00
Truck, no rim	each	\$ 0.50	\$ 0.00	\$ 6.50	\$ 7.00	\$ 8.60	\$ 0.61	\$ 0.00	\$ 7.98	\$ 8.60		-\$ 0.01
Small tires for scooters, small trailers, wheel barrows, etc. with rims	each	\$ 1.02	\$ 0	\$ 2.98	\$ 4.00	\$ 4.91	\$ 1.25	\$ 0.00	\$ 3.66	\$ 4.91		\$ 0.00
Auto, pickup, motorcycle each with rims	each	\$ 1.00	\$ 0.00	\$ 4.00	\$ 5.00	\$ 6.14	\$ 1.23	\$ 0.00	\$ 4.91	\$ 6.14		\$ 0.00
Truck with rims	each	\$ 3.00	\$ 0.00	\$ 10.00	\$ 13.00	\$ 15.96	\$ 3.68	\$ 0.00	\$ 12.27	\$ 15.95		-\$ 0.01
Oversize tires (>60" in diameter), no rim	each	\$ 5.00	\$ 0.00	\$ 70.00	\$ 75.00	\$ 92.09	\$ 6.14	\$ 0.00	\$ 85.90	\$ 92.04		-\$ 0.06
<b>Separated food &amp; meat waste</b>												
Dead Animals	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 94.64	\$ 37.07	\$ 28.68	\$ 28.83	\$ 94.58		-\$ 0.06
Fish Waste	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 94.64	\$ 37.07	\$ 28.68	\$ 28.83	\$ 94.58		-\$ 0.06
Mixed food and compostable paper	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 94.64	\$ 37.07	\$ 28.68	\$ 28.83	\$ 94.58		-\$ 0.06
<b>Separated Compostable Materials</b>												
Disposal of contained sewage sludge, screenings, grit or skimmings	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 94.64	\$ 37.07	\$ 28.68	\$ 28.83	\$ 94.58		-\$ 0.06
Brush (no grass or stumps)	ton	\$ 7.00	\$ 3.85	\$ 16.15	\$ 27.00	\$ 33.15	\$ 8.59	\$ 4.72	\$ 19.82	\$ 33.13		-\$ 0.02
Grass or leaves	ton	\$ 7.00	\$ 3.85	\$ 16.15	\$ 27.00	\$ 33.15	\$ 8.59	\$ 4.72	\$ 19.82	\$ 33.13		-\$ 0.02
Untreated wood or lumber	ton	\$ 7.00	\$ 3.85	\$ 16.15	\$ 27.00	\$ 33.15	\$ 8.59	\$ 4.72	\$ 19.82	\$ 33.13		-\$ 0.02
Stumps	ton	\$ 7.00	\$ 8.00	\$ 20.00	\$ 35.00	\$ 42.68	\$ 8.59	\$ 8.82	\$ 24.54	\$ 42.95		-\$ 0.03
Textiles	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 94.64	\$ 37.07	\$ 28.68	\$ 28.83	\$ 94.58		-\$ 0.06
<b>Separated 'Inert' Rocks &amp; Soils</b>												
Asphalt	ton	\$ 12.00	\$ 8.00	\$ 5.50	\$ 25.50	\$ 31.31	\$ 14.73	\$ 9.82	\$ 6.75	\$ 31.29		-\$ 0.02
Concrete, no steel	ton	\$ 12.00	\$ 8.00	\$ 8.00	\$ 28.00	\$ 34.38	\$ 14.73	\$ 9.82	\$ 9.82	\$ 34.36		-\$ 0.02
Clean soil or sand, or harbor dredge	ton	\$ 12.00	\$ 8.00	\$ 5.50	\$ 25.50	\$ 31.31	\$ 14.73	\$ 9.82	\$ 6.75	\$ 31.29		-\$ 0.02
Street sweepings	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 94.64	\$ 37.07	\$ 28.68	\$ 28.83	\$ 94.58		-\$ 0.06
<b>Special Wastes</b>												
Autoclaved and containerized medical wastes non-fragile asbestos	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 94.64	\$ 37.07	\$ 28.68	\$ 28.83	\$ 94.58		-\$ 0.06
Electronic appliances w/o CRT's	ton	\$ 51.63	\$ 23.37	\$ 23.49	\$ 98.49	\$ 120.94	\$ 63.36	\$ 28.68	\$ 28.83	\$ 120.86		-\$ 0.07
<b>Construction Debris</b>												
Trailers, modular homes	ton	\$ 80.21	\$ 23.37	\$ 23.49	\$ 127.07	\$ 158.03	\$ 68.43	\$ 28.68	\$ 28.83	\$ 155.94		-\$ 0.10
Asphalt roofing	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 94.64	\$ 37.07	\$ 28.68	\$ 28.83	\$ 94.58		-\$ 0.06
Carpet, Clean and Rolled	ton	\$ 30.21	\$ 0.00	\$ 0.00	\$ 30.21	\$ 37.10	\$ 37.07	\$ 0.00	\$ 0.00	\$ 37.07		-\$ 0.02
Commercial Compact Fluorescent Tubes, each	each	\$ 0.25	\$ 0.22	\$ 0.54	\$ 1.00	\$ 1.14	\$ 0.28	\$ 0.25	\$ 0.61	\$ 1.14		\$ 0.00
Commercial Fluorescent Tubes, each 4'	each	\$ 0.65	\$ 0.27	\$ 1.08	\$ 2.00	\$ 2.27	\$ 0.74	\$ 0.31	\$ 1.23	\$ 2.27		\$ 0.00
Commercial Fluorescent Tubes, each 8'	each	\$ 1.19	\$ 1.08	\$ 1.73	\$ 4.00	\$ 4.54	\$ 1.35	\$ 1.23	\$ 1.96	\$ 4.54		\$ 0.00
Mixed construction debris	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 94.64	\$ 37.07	\$ 28.68	\$ 28.83	\$ 94.58		-\$ 0.06
<b>Household hazardous wastes:</b>												
Used motor oil	quart											
Used oil filters	each											
Ethylene glycol antifreeze	quart											
Non-aerosol latex paint	gallon											
Lead acid batteries	each											
CRT's, televisions, computer monitors	each											
Residential fluorescent tubes	each											

The items listed at left will be accepted without charge at the Transfer Station every day the facility is open



# 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

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:** 15 May 2015  
**To:** Commissioners of the Del Norte Solid Waste Management Authority  
**From:** Tedd Ward, M.S. – Acting Director / Program Manager  
**File Number:** 022102 – Authority Budget  
**Topic:** Review of Budget Status for Fiscal Year 14/15 and Process for Preparing the Authority Budget for FY 15/16

*Tedd*

**Recommendation:** That the Authority Board take the following actions:

1. Schedule a public hearing to receive comments from the public on the Authority budget for FY 15/16 on 16 June 2015 prior to final revisions and/or adoption.
2. Consider all written comments adopted by either the Crescent City Council or the Del Norte County Board of Supervisors regarding the Authority's proposed budget for Fiscal Year 2015/2016.

**Background:** The budget for the Del Norte Solid Waste Management Authority is approved ahead of and separately from the County budget. The Authority budget is approved before June 30, whereas the final County budget is usually not approved until September or October.

The proposed budget was presented to the Crescent City Council on 04 May, and the City Council neither discussed or adopted comments. This budget was also presented to the Del Norte County Board of Supervisors on 12 May, and several Supervisors suggested that the Authority budget be formatted in a way similar to other County departments. So the attached budget now conforms to that format, with summary lines added.

6.1

15 May2015 1 Printed on >30% post-consumer recycled paper  
\\server\data\Tedd\DNSWMA\Budgets\150519 fy15\_16 budget process\_2.doc

**Analysis:** Prior to the Supervisors' meeting, I met with Supervisor Hemmingsen, Authority Treasurer Rich Taylor and both Sherrick Cron and Clinton Schaad from the County Auditor's office. Based on these discussions, we concluded that it would be best NOT to include the projected expenses for the Transfer Station floor repair and maintenance expenses in the budget, so that we can assess the available fund balance after the close of this fiscal year. The Authority's available fund balance has fluctuated over the years, and is generally increasing at this point. Still, we all felt it would be most prudent to complete this fiscal year before we planned on this major expense for the coming fiscal year. Authority staff still intend to finance the floor repair as was discussed at the April Authority meeting. The County Auditor's modified cash accounting system, however, enables the most accurate assessment of available cash balance after the reconciliation following the close of the fiscal year. So by October, both the County and the Authority will agree on the available cash balance to do this work. Presuming adequate cash reserves will be available at that time, the work would proceed after that point.

The proposed Authority budget is under the heading 'FY 15/16 proposed 12-May-15. The column labelled 'FY 15/16' was the budget presented to the Authority Board in April and the City Council. By comparison, one can see that the only amounts changed were in budget lines 20180 and 30490.

As the Authority budget is drafted well in advance of County Departments, we use preliminary figures provided by the County Auditor. On 14 May, I was informed of the following revised amounts from the County Auditor:

10040 Worker's Compensation is projected to be \$37,352, up from \$26,890  
20155 Liability Insurance is projected to be \$2,345 up from \$1,600  
70530-199 Interfund Cost Plan is projected to be \$53,449 up from \$47,700  
10300 Employee Benefits is projected to be \$99,033 up from \$83,374

Since this draft budget has already been presented to both the City Council and the Board of Supervisors, staff recommend that this budget be adopted as presented with additional changes being made through future Budget Transfers.

This remainder of this staff report is intended to give an overview of the assumptions and projections to be used in the preparation of the Authority budget for Fiscal Year 2015/2016.

## **Projected Expenses**

The draft budget uses projections from the County Auditor's office for the annual cost of Salaries and Benefits (based on the current staffing chart), Depreciation and the

“Interfund Cost Plan”, which is the balance due for our share of County services. While staff are well aware that the Authority may change the staffing chart during this coming fiscal year, a ‘status quo’ approach to staffing costs places funds in the budget to be used either for staff or may be transferred for increased expenses for legal counsel treasurer/ controller, and professional service expenses in lieu of staff.

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

Significant budget changes are associated with landfill obligations. Water quality monitoring expenses are expected to decrease compared to the prior fiscal year. Staff also anticipated additional engineering expenses associated with this agency’s continuing appeal of the WDR Fees, as well as an aerial survey which is required every five years.

## **Revenue Projections**

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

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

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

# Del Norte Solid Waste Management Authority Budget

Fiscal Year 15/16

Line	Project	Description	FY 15/16	FY 15/16	Increase	FY 14/15	FY 14/15
			Proposed 12-May-15	Proposed	(Decrease)	Revised	Approved
			A	B	A - D	C	D
10010		Payroll	\$ 303,262.00	\$ 303,262.00	\$ 14,331.00	\$245,061.00	\$ 288,931.00
10010	78	Payroll	\$ -	\$ -	\$ -	\$0.00	\$ -
10012		Overtime	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$1,955.00	\$ 500.00
10015		Part-time/Temp	\$ 30,000.00	\$ 30,000.00	\$ 13,400.00	\$34,500.00	\$ 16,600.00
10020		Retirement	\$ 90,477.00	\$ 90,477.00	\$ 7,146.00	\$73,331.00	\$ 83,331.00
10030		Employee Benefits	\$ 83,374.00	\$ 83,374.00	\$ 475.00	\$107,399.00	\$ 82,899.00
10032		Supp Health Insurance	\$ -	\$ -	\$ -	\$0.00	\$ -
10033		Employee Life Insurance	\$ 352.00	\$ 352.00	\$ 21.00	\$331.00	\$ 331.00
10035		Management Life Insurance	\$ 1,295.00	\$ 1,295.00	\$ 375.00	\$920.00	\$ 920.00
10040		Worker's Compensation	\$ 26,890.00	\$ 26,890.00	\$ -	\$31,090.00	\$ 26,890.00
<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 537,650.00</b>	<b>\$ 537,650.00</b>	<b>\$ 37,248.00</b>	<b>\$ 494,587.00</b>	<b>\$ 500,402.00</b>
20121		Communications	\$ 2,750.00	\$ 2,750.00	\$ (470.00)	\$3,220.00	\$ 3,220.00
20140		Household Expense	\$ 5,200.00	\$ 5,200.00	\$ 1,475.00	\$6,875.00	\$ 3,725.00
20150		Insurance-Office	\$ 6,450.00	\$ 6,450.00	\$ -	\$6,450.00	\$ 6,450.00
20151		Liability Insurance	\$ -	\$ -	\$ -	\$0.00	\$ -
20152		Vehicle Insurance	\$ 3,525.00	\$ 3,525.00	\$ 1,938.00	\$3,522.00	\$ 1,587.00
20155		Liability Insurance	\$ 1,600.00	\$ 1,600.00	\$ -	\$1,600.00	\$ 1,600.00
20170		Maintenance-Equipment	\$ 350.00	\$ 350.00	\$ -	\$350.00	\$ 350.00
20171		Maintenance-Vehicles	\$ 600.00	\$ 600.00	\$ 100.00	\$1,000.00	\$ 500.00
20175		Maintenance-Computers	\$ 400.00	\$ 400.00	\$ (100.00)	\$500.00	\$ 500.00
20180		Maint-Structures/Improvements & TS Maint	\$ 300.00	\$ 177,430.00	\$ 50.00	\$9,284.00	\$ 250.00
20180	53	Maintenance of Structures	\$ -	\$ -	\$ -	\$0.00	\$ -
20200		Memberships	\$ 7,600.00	\$ 7,600.00	\$ 6,100.00	\$7,600.00	\$ 1,500.00
20221		Printing	\$ 30.00	\$ 30.00	\$ 30.00	\$30.00	\$ -
20221	55	Printing	\$ -	\$ -	\$ (400.00)	\$400.00	\$ 400.00
20221	62	Printing - Oil Grant 15/16	\$ 500.00	\$ 500.00	\$ 500.00	\$0.00	\$ -
20221	61	Printing-Oil Grant 13/14	\$ -	\$ -	\$ (1,000.00)	\$1,000.00	\$ 1,000.00
20221	68	Printing- DOC 13/14	\$ -	\$ -	\$ (400.00)	\$400.00	\$ 400.00
20221	75	Printing - Oil Grant 14/15	\$ -	\$ -	\$ (1,000.00)	\$1,000.00	\$ 1,000.00
20223		Postage	\$ 1,400.00	\$ 1,400.00	\$ -	\$1,400.00	\$ 1,400.00
20224		Office Supplies	\$ 5,750.00	\$ 5,750.00	\$ 1,250.00	\$5,500.00	\$ 4,500.00
20227		Books/Subscriptions	\$ 109.00	\$ 109.00	\$ (91.00)	\$200.00	\$ 200.00
20230		Prof Serv-Co/City	\$ 10,000.00	\$ 10,000.00	\$ -	\$10,000.00	\$ 10,000.00
20230	70	Prof Serv-Model Contract	\$ -	\$ -	\$ -	\$0.00	\$ -
20231		Prof Serv	\$ 24,800.00	\$ 24,800.00	\$ 9,800.00	\$15,000.00	\$ 15,000.00
20232		Prof Serv-Well Monitoring	\$ 25,000.00	\$ 25,000.00	\$ (36,360.00)	\$61,360.00	\$ 61,360.00
20232	1	Prof Svc-LEA	\$ -	\$ -	\$ -	\$0.00	\$ -
20232	2	Data Processing - Software	\$ 500.00	\$ 500.00	\$ 500.00	\$1,000.00	\$ -
20233		Audit	\$ 9,500.00	\$ 9,500.00	\$ -	\$9,500.00	\$ 9,500.00
20234		Legal Counsel	\$ 12,000.00	\$ 12,000.00	\$ -	\$13,500.00	\$ 12,000.00
20235		Treasurer	\$ 4,500.00	\$ 4,500.00	\$ -	\$8,500.00	\$ 4,500.00
20236		Security	\$ 500.00	\$ 500.00	\$ -	\$3,100.00	\$ 500.00
20237		Credit Card Service Fees	\$ 13,500.00	\$ 13,500.00	\$ 5,000.00	\$11,900.00	\$ 8,500.00
20238		TS Collection	\$ 30,100.00	\$ 30,100.00	\$ 4,600.00	\$27,700.00	\$ 25,500.00
20239		Transfer Station Operations	\$ 1,785,700.00	\$ 1,785,700.00	\$ 11,700.00	\$1,774,000.00	\$ 1,774,000.00
20239	1	Post Closure Maintenance	\$ 8,000.00	\$ 8,000.00	\$ -	\$8,000.00	\$ 8,000.00
20240		Advertising/Publications	\$ 1,000.00	\$ 1,000.00	\$ -	\$1,000.00	\$ 1,000.00
20240	53	Advertising - DOC Grant 09/10	\$ -	\$ -	\$ -	\$0.00	\$ -
20240	54	Advertising - Oil Grant 09/10	\$ -	\$ -	\$ -	\$0.00	\$ -
20240	55	Advertising	\$ -	\$ -	\$ -	\$0.00	\$ -
20240	62	Advertising - Oil grant 15/16	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$0.00	\$ -
20240	60	Advertising Oil Grant - 12/13	\$ -	\$ -	\$ -	\$0.00	\$ -
20240	61	Advertising Oil Grant 13/14	\$ -	\$ -	\$ (3,500.00)	\$3,500.00	\$ 3,500.00
20240	67	Advertising- DOC Grant 12/13	\$ -	\$ -	\$ -	\$0.00	\$ -
20240	68	Advertising - DOC 13/14	\$ -	\$ -	\$ (2,600.00)	\$2,600.00	\$ 2,600.00

# Del Norte Solid Waste Management Authority Budget

Fiscal Year 15/16

Fiscal Year 15/16			FY 15/16 Proposed 12-May-15	FY 15/16 Proposed	Increase (Decrease)	FY 14/15 Revised	FY 14/15 Approved
Line	Project	Description	A	B	A - D	C	D
20240	69	Advertising - DOC Grant 11/12			\$ -	\$ 0.00	\$ -
20240	74	Advertising - Oil Grant 11/12			\$ -	\$ 0.00	\$ -
20240	75	Advertising - Oil Grant 14/15			\$ (3,500.00)	\$ 3,500.00	\$ 3,500.00
20250		Lease of Equipment	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 3,500.00
20251		Lease - Gasquet Transfer Station	\$ 650.00	\$ 650.00	\$ (50.00)	\$ 700.00	\$ 700.00
20260		Rent-Office			\$ -	\$ 0.00	\$ -
20269		Lease Payment - Card Machine			\$ -	\$ 0.00	\$ -
20270		Minor Equipment (>\$1K)	\$ 2,000.00	\$ 2,000.00	\$ (2,000.00)	\$ 2,000.00	\$ 4,000.00
20275		Small Tools (<\$1K)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ -
20280		Delivery Service	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ 600.00
20281		Household Hazardous Waste Event	\$ 32,000.00	\$ 32,000.00	\$ -	\$ 32,000.00	\$ 32,000.00
20283		Community Clean-up	\$ 5,500.00	\$ 5,500.00	\$ 300.00	\$ 6,830.00	\$ 5,200.00
20285		Special Dept Expense	\$ 1,500.00	\$ 1,500.00	\$ (200.00)	\$ 1,700.00	\$ 1,700.00
20285	62	Spec Dept Exp - Oil Grant 15/16	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 0.00	\$ -
20285	60	Spec Dept Exp-Oil Grant - 12/13			\$ -	\$ 0.00	\$ -
20285	61	Special Dept Exp-Oil Grant 13/14			\$ (6,500.00)	\$ 5,850.00	\$ 6,500.00
20285	67	Spec Dept Exp-DOC Grant 12/13			\$ -	\$ 0.00	\$ -
20285	68	Spec Dept Exp - DOC 13/14			\$ (6,000.00)	\$ 6,000.00	\$ 6,000.00
20285	69	Spec Dept Exp - DOC Grant 11/12			\$ -	\$ 0.00	\$ -
20285	74	Spec Dept Exp - Oil Grant 11/12			\$ -	\$ 0.00	\$ -
20285	75	Spec Dept Exp - Oil Grant 14/15			\$ (6,500.00)	\$ 6,500.00	\$ 6,500.00
20286		Cash Over/Under	\$ 175.00	\$ 175.00	\$ (12.00)	\$ 187.00	\$ 187.00
20287		DNDI Other Pickups			\$ -	\$ 0.00	\$ -
20288		City Collections	\$ 16,500.00	\$ 16,500.00	\$ -	\$ 16,500.00	\$ 16,500.00
20290		Travel	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
20290	53	Travel			\$ -	\$ 0.00	\$ -
20290	62	Travel - Oil Grant 15/16	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 0.00	\$ -
20290	60	Travel-Oil Grant - 12/13			\$ -	\$ 0.00	\$ -
20290	61	Travel - Oil Grant 13/14			\$ (1,000.00)	\$ 1,412.00	\$ 1,000.00
20290	68	Travel - DOC 13/14			\$ (2,000.00)	\$ 2,000.00	\$ 2,000.00
20290	69	Travel - DOC Grant 11/12			\$ -	\$ 0.00	\$ -
20290	75	Travel - Oil Grant 14/15			\$ (1,000.00)	\$ 1,238.00	\$ 1,000.00
20291		Commissioner Expense			\$ -	\$ 0.00	\$ -
20297		Vehicle Fuel	\$ 2,000.00	\$ 2,000.00	\$ (400.00)	\$ 2,400.00	\$ 2,400.00
20300		Utilities			\$ -	\$ 0.00	\$ -
20301		State Fees	\$ 72,431.00	\$ 72,431.00	\$ 9,655.00	\$ 62,776.00	\$ 62,776.00
<b>TOTAL SERVICES &amp; SUPPLIES</b>			<b>\$ 2,114,020.00</b>	<b>\$ 2,291,150.00</b>	<b>\$ (8,585.00)</b>	<b>\$ 2,161,184.00</b>	<b>\$ 2,122,605.00</b>
30420		Interest Payments			\$ -	\$ 0.00	\$ -
30440		Transfer Station Loan Pymts-Interest			\$ -	\$ 0.00	\$ -
30490		Depreciation Expense	\$ 98,000.00	\$ (79,130.00)	\$ 25.00	\$ 97,975.00	\$ 97,975.00
30500		Department Allotment			\$ -	\$ 0.00	\$ -
<b>OTHER CHARGES</b>			<b>\$ 98,000.00</b>	<b>\$ (79,130.00)</b>	<b>\$ 25.00</b>	<b>\$ 97,975.00</b>	<b>\$ 97,975.00</b>
40610	59	Construction			\$ -	\$ 0.00	\$ -
40610	200	Transfer Station Construction			\$ -	\$ 0.00	\$ -
40620	59	Equipment			\$ -	\$ 0.00	\$ -
40620	200	Transfer Station Construction			\$ -	\$ 0.00	\$ -
40620	300	Resource Recovery Park Development			\$ -	\$ 0.00	\$ -
40620	400	Computer Equipment			\$ -	\$ 0.00	\$ -
40620	500	Equipment			\$ -	\$ 0.00	\$ -
40620	600	Vehicle			\$ -	\$ 0.00	\$ -
<b>FIXED ASSETS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
70530	25	Interfund-Repayment to County	\$ 202,275.00	\$ 202,275.00	\$ (358.00)	\$ 202,633.00	\$ 202,633.00
70530	199	Interfund-Cost Plan	\$ 47,700.00	\$ 47,700.00	\$ (3,939.00)	\$ 51,639.00	\$ 51,639.00
70800		ARC Payment OPEB	\$ 11,125.00	\$ 11,125.00	\$ -	\$ 11,125.00	\$ 11,125.00
70910		Op. Transfer Out			\$ -	\$ 0.00	\$ -
70910	123	Op Trans Out Bad Check Fee			\$ -	\$ 0.00	\$ -
<b>INTRA/INTER FUND TRANSFERS</b>			<b>\$ 261,100.00</b>	<b>\$ 261,100.00</b>	<b>\$ (4,297.00)</b>	<b>\$ 265,397.00</b>	<b>\$ 265,397.00</b>

# Del Norte Solid Waste Management Authority Budget

Fiscal Year 15/16

Fiscal Year 15/16			FY 15/16 Proposed 12-May-15	FY 15/16 Proposed	Increase (Decrease)	FY 14/15 Revised	FY 14/15 Approved
Line	Project	Description	A	B	A - B	C	D
81000		Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	\$3,000.00	\$ 3,000.00
90153		Franchise Fees	\$ (239,800.00)	\$ (239,800.00)	\$ 7,925.00	(\$247,725.00)	\$ (247,725.00)
90210		Code Enforcement			\$ 500.00	(\$500.00)	\$ (500.00)
90300		Interest - Solid Waste	\$ (1,800.00)	\$ (1,800.00)	\$ (195.00)	(\$1,605.00)	\$ (1,605.00)
90301		Late Payment Fee			\$ -	\$0.00	\$ -
90650	60	Oil Grant 12/13			\$ -	\$0.00	\$ -
90650	61	Oil Grant 13/14			\$ 15,000.00	(\$15,000.00)	\$ (15,000.00)
90650	75	Oil Grant - 14/15			\$ 15,000.00	(\$15,000.00)	\$ (15,000.00)
90650	62	Oil Grant - 15/16	\$ (15,000.00)	\$ (15,000.00)	\$ (15,000.00)		
90650	78	HD 16F Grant			\$ -	\$0.00	\$ -
90830		Closure/Post Closure Fee			\$ -	\$0.00	\$ -
91001		Tipping Fees			\$ -	\$0.00	\$ -
91002		Resource Recovery Infrastructure Fee	\$ (1,757,930.00)	\$ (1,757,930.00)	\$ (23,930.00)	(\$1,734,000.00)	\$ (1,734,000.00)
91003		Gate Tipping Fees			\$ -	\$0.00	\$ -
91003	99	Gate Tipping Fees - Prior Yr			\$ -	\$0.00	\$ -
91004		Authority Service Fees	\$ (998,140.00)	\$ (998,140.00)	\$ (38,588.00)	(\$984,552.00)	\$ (959,552.00)
91004	99	DNSWMA Tipping Fees - Prior Yr			\$ -	\$0.00	\$ -
91070		Operating Transfer In (from 608)			\$ -	\$0.00	\$ -
91070	25	Op Tran in from County (Loan)			\$ -	\$0.00	\$ -
91075	25	Op Transfer in from County			\$ -	\$0.00	\$ -
91121		Misc Reimbursements	\$ (1,000.00)	\$ (1,000.00)	\$ -	(\$1,000.00)	\$ (1,000.00)
91121	123	Bad Check Fee Reimb	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$0.00	\$ -
91122		Insurance Recovery	\$ -	\$ -	\$ -	(\$7,764.00)	\$ -
91124		Misc Revenue			\$ -	\$0.00	\$ -
91129	67	DOC Grant - 12/13			\$ -	\$0.00	\$ -
91129	68	DOC Grant 13/14			\$ 15,000.00	(\$15,000.00)	\$ (15,000.00)
91130		Construction Loan			\$ -	\$0.00	\$ -
<b>TOTAL REVENUES</b>			\$ (3,010,770.00)	\$ (3,010,770.00)	\$ (24,388.00)	\$ (3,019,146.00)	\$ (2,986,382.00)
<b>NET COST</b>			\$ -	\$ -	\$ 3.00	\$ (3.00)	\$ (3.00)

**RESOLUTION 2015 — 03**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
ADJUSTING REFUSE DISPOSAL RATES FOR THE DEL NORTE COUNTY  
TRANSFER STATION & THE FRANCHISE COLLECTION RATES**

WHEREAS, the Del Norte Solid Waste Management Authority has adopted Ordinance 11-01, pertaining to fees and charges for the collection and disposal of solid waste in Del Norte County; and

WHEREAS, Section 7.04, subdivisions D, E and G, of Ordinance 11-01, provides that the Authority Board may by Resolution revise the Refuse Disposal Rates for the Del Norte County Transfer Station, the Small-volume Transfer Stations in Gasquet and Klamath, as well as the maximum rates to be charged by the Franchisee for municipal solid waste, green waste and recyclable materials collection and disposal services provided under the Franchise Agreement; and

WHEREAS, the Authority Board has adopted Transfer Station Operations Change Order 20 which modifies the payments to Hambro/WSG, based on 80% of the changes to the Consumer Price Index between July 2003 and March 2015, and with a maximum increase of not more than 3% per year, for services provided at the Del Norte County Transfer Station in accordance with Division IV, section 5.A.i of the Authority's Agreement with Hambro/WSG; and

WHEREAS, the Authority Board has adopted Collections Change Order 06 which modifies the maximum rates to be charged by the Franchisee for municipal solid waste, green waste and recyclable materials collection and disposal services provided under section 7.2.B of the Franchise Agreement, based on 85% of the changes to the Consumer Price Index between January 2011 and March 2015; and

WHEREAS, Attachment A to this Resolution describes the Franchise Collection customer rates approved under Collections Change Order 06; and

WHEREAS, Attachment B to this Resolution describes the customer rates which include the increases approved under Transfer Station Operations Change Order 20 and the adjustments to other fees collected by the Authority to comply with the California Integrated Waste Management Act of 1989 as amended, to comply with pledges of revenue to cover costs for post-closure maintenance of the Crescent City Landfill, and to pay related administrative, planning, and compliance expenses; and

WHEREAS, Attachment C to this Resolution describes the rates to be charged to customers of the Gasquet and Klamath small-volume container-site transfer stations;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Del Norte Solid Waste Management Authority that the rates specified in Attachments A, B and C to this Resolution are hereby adopted and shall take effect on July 1, 2015.

PASSED AND ADOPTED by the Board of Commissioners of the Del Norte Solid Waste Management Authority, County of Del Norte, State of California, on this 19th day of May, 2015, by the following polled vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

---

Richard Holley, Chair  
Del Norte Solid Waste Management  
Authority

---

, Secretary  
Del Norte Solid Waste Management Authority

APPROVED AS TO FORM:

---

Martha D. Rice, General Counsel  
Del Norte Solid Waste Management Authority

# ATTACHMENT A

## Schedule A: Recology Del Norte Collection Rates, starting July 2015

Monthly Rates for Weekly Residential & Multi-Family Collections				Monthly Rates for Weekly Commercial Collections			
	Trash + Recycling	Brush Only	Recycling Only		Trash (including Recycling for >0.9 cu yd Multi-family)	Brush Only	Recycling Only
20 Gallon Mini-cart on curb	\$ 20.32			32 Gallon Commercial Cart *	\$ 39.66	\$ 11.33	\$ 22.99
20 Gallon Mini-cart off-curb	\$ 25.40			64 Gallon Commercial Cart *	\$ 79.32	\$ 22.96	\$ 45.98
32 Gallon Cart on curb	\$ 25.42	\$ 10.10	\$ 19.10	66 Gallon Commercial Cart *	\$ 138.82	\$ 42.06	\$ 80.47
32 Gallon Cart off-curb	\$ 31.78	\$ 12.63	\$ 23.88	1 cubic yard bin	\$ 139.04	\$ 100.61	\$ 79.46
64 Gallon Cart on curb	\$ 37.04	\$ 14.93	\$ 27.84	1.5 cubic yard bin	\$ 200.22	\$ 143.24	\$ 114.42
64 Gallon Cart off-curb	\$ 48.31	\$ 18.66	\$ 34.80	2 cubic yard bin	\$ 249.38	\$ 174.82	\$ 142.52
66 Gallon Cart on curb	\$ 53.88	\$ 22.63	\$ 40.33	3 cubic yard bin	\$ 361.09	\$ 250.31	\$ 206.37
66 Gallon Cart off-curb	\$ 67.10	\$ 28.29	\$ 50.41	4 cubic yard bin	\$ 451.95	\$ 306.61	\$ 258.29
<b>Temporary Cart and Bin Collection Services, Collection One week after Delivery</b>				6 cubic yard bin			
	Trash	Brush Only	Recycling Only	\$ 654.54 \$ 438.41 \$ 374.07			
64 Gallon Cart (Paired w/ 64 Gallon recycling)	\$ 36.20	\$ 12.25		10 cubic yard bin			
66 Gallon Cart (Paired w/ 66 Gallon recycling)	\$ 63.36	\$ 18.59		\$ 2,211.12 \$ 1,422.91 \$ 1,263.66			
2 cubic yard bin	\$ 70.19	\$ 48.99	\$ 40.11	20 cubic yard bin			
3 cubic yard bin	\$ 109.91	\$ 76.70	\$ 62.81	\$ 3,017.51 \$ 1,849.77 \$ 1,642.75			
4 cubic yard bin	\$ 145.02	\$ 101.21	\$ 82.88	30 cubic yard bin			
6 cubic yard bin	\$ 191.92	\$ 133.93	\$ 109.68	\$ 3,770.99 \$ 2,311.67 \$ 2,052.96			
10 cubic yard bin	\$ 629.68	\$ 439.43	\$ 359.86	40 cubic yard bin			
20 cubic yard bin	\$ 786.61	\$ 522.93	\$ 428.24	\$ 4,524.47 \$ 2,773.55 \$ 2,463.15			
30 cubic yard bin	\$ 959.66	\$ 637.97	\$ 522.45				
40 cubic yard bin	\$ 1,303.23	\$ 866.36	\$ 709.48				
<b>Additional Available Services and Potential Extra Fixed-fee Charges</b>				<b>Other Collection Services, per collection</b>			
For customers requesting a larger recycling cart than trash	\$ 0.00	Additional per month		Commercial Compactors	\$ 71.21	per cubic yard per collection	
Charge for relocating Temp Bin	\$ 50.00	per relocation < 5 miles		Pre-paid single-family residential bags	\$ 7.57	per bag	
Unscheduled Collection	\$ 5.00	per unscheduled collection		Extra residential bulky item collection	\$ 62.88	per extra bulky item	
Locking bin charge	\$ 5.00	additional per locking bin per month					
Beer-proof Bin	\$ 100.00	Additional per bin per month					
Special Service Fee	\$ 50.00	per half hour of extra labor					
Pass-through charges for bulky item or tires placed in bin	\$ 0.00	* DNC Transfer Station per item charge					
<b>Percentage Surcharges for Additional Services</b>				<b>Municipal Collection and Transport Services</b>			
Roll-out or off-curb charge	25%	Additional		Treatment Plant Sludge, screenings, slurrings and grit	\$ 170.00	per bin, incl. transport and disposal	
Off-road surcharge, only on approved list of addresses	68.25%	Additional		Collection, hauling and unloading bins as directed	\$ 164.00	per haul	
Secondary Franchise Area	65%	Additional					
Extra time for Temporary Bins	25%	of Rate for Temp. Bin for each additional week					
Medical waste	60%	Additional					
More than Weekly Collection	100%	Additional x (Col/Wk -1) x Rate					
Weekend collection	60%	Additional					
<b>Maximum Allowed Weights by Container Volume</b>							
				Pre-paid single-family residential bags			
				20 Gallon Cart			
				32 Gallon Cart			
				64 Gallon Cart			
				66 Gallon Cart			
				10 cubic yards			
				20 cubic yards			
				30 cubic yards			
				40 cubic yards			
				Bags, Carts, and Bins placed for collection with more than the allowed weight may not be collected.			
				* Recology Del Norte collects an oversize eight container, they may charge for the amount over the allowed weight for that size container, at the approval rates charged at the Del Norte County Transfer Station.			

Rates Effective Starting July 2015

## ATTACHMENT B

Except as provided below, the rate for disposal of refuse shall be as follows:		INCOMING	Rate
<b>Municipal Solid Waste</b>			
Commercial, Franchise or Self-haul wastes	SW	\$ 142.15	per ton
Minimum Charge for wastes	SW	\$ 7.10	for up to 80 lbs
Casquet Transfer Trailer	TRGAS	\$ 94.58	ton
Klamath Transfer Trailer	TRKLA	\$ 94.58	ton
Over 3 x 32 gal cans	SW30X	\$ 2.99	32 gal can
Over 2 x 45 gal cans	SW45X	\$ 4.49	45 gal can
Over 1 x 55 gal can	SW55G	\$ 5.49	55 gal can
<b>Separated Recyclable Items</b>			
Non-waxed corrugated cardboard	CCIN	\$ 18.44	per ton
Ferrous metals	METFE	\$ 27.67	per ton
Non-ferrous metals	METNF	\$ 18.44	per ton
Mixed metals	METMX	\$ 27.67	per ton
<b>Bulky Items:</b>			
Appliance, Large and metal	APPIN	\$ 29.51	each
Bulky Furniture Handling Fee	FURN	\$ 4.89	each + weight charge
Mattresses or box spring Handling Fee	MATBX	\$ 9.70	each + weight charge
Refrigerators	REFR	\$ 38.73	each
<b>Tires:</b>			
Auto, pickup, motorcycle each no rims	TIR_A	\$ 6.46	each
Small, wheel barrow, scooter, small trailer, pneumatic <10" no rim	TIR_S	\$ 5.99	each
Truck, no rim	TIR_T	\$ 12.91	each
Auto, pickup, motorcycle each with rims	TIRAR	\$ 9.22	each
Small, wheel barrow, scooter, small trailer, pneumatic <10" with rim	TIRSR	\$ 7.38	each
Truck with rims	TIRTR	\$ 23.98	each
Oversize tires (>60" in diameter), no rim	TIROS	\$ 138.33	each
<b>Separated food &amp; meat waste</b>			
Dead Animals	ANIML	\$ 142.15	per ton
Fish Waste	FISH	\$ 142.15	per ton
Mixed food and compostable paper	SW	\$ 142.15	per ton
<b>Separated Compostable Materials (no invasive weeds)</b>			
Disposal of contained sewage sludge, screenings, grit or skimmings	SLUDG	\$ 142.15	per ton
Brush (no tansy, scotch broom, english ivy, or pampas grass)	BRUSH	\$ 49.80	per ton
Grass or leaves	GRASS	\$ 49.80	per ton
Untreated wood or lumber	WOOD	\$ 49.80	per ton
Stumps	STUMP	\$ 64.55	per ton
Textiles	TEXT	\$ 142.15	per ton
<b>Separated 'Inert' Rocks &amp; Soils</b>			
Asphalt	ASPH	\$ 47.03	per ton
Concrete, no steel	CONC	\$ 51.64	per ton
Clean soil or sand	SOIL	\$ 47.03	per ton
Street sweepings	SWEEP	\$ 142.15	per ton
<b>Special Wastes</b>			
Autoclaved and containerized medical wastes	MEDI	\$ 142.15	per ton
non-fragile asbestos	ASBES	\$ 181.66	per ton
Minimum Charge for household electronics	CED	\$ 3.55	for 40 pounds or less
Electronic appliances w/o CRT's	CED	\$ 142.15	per ton
<b>Construction Debris</b>			
Trailers, modular homes	MHOM	\$ 234.37	per ton
Asphalt roofing	CONST	\$ 142.15	per ton
Gypsum sheetrock	CONST	\$ 142.15	per ton
Carpet, Clean and Rolled	CARPT	\$ 55.72	per ton
<b>Volume - Based Rates (available only when weighing is not possible)</b>			
Loose Refuse per cubic yard	SW_CY	\$ 15.64	per cubic yard
Loose Brush per cubic yard	BRUCY	\$ 6.22	per cubic yard
Loose Mixed Metals per cubic yard	METCY	\$ 17.22	per cubic yard
Loose Construction Debris per cubic yard	CONCY	\$ 35.54	per cubic yard
<b>Household hazardous wastes (available only at the Del Norte County Transfer Station)</b>			
Used motor oil	OILIN	\$ 0	qt
Used oil filters	OILFT	\$ 0	each
Ethylene glycol antifreeze	ANTIF	\$ 0	gal
Non-aerosol paints, stains, lacquers & varnishes	PAINT	\$ 0	gal
Lead acid batteries	BATT	\$ 0	each
Stored Batteries	SBATT	\$ 0	ton
cathode ray tube devices (CRT's), televisions, computer monitors	CRT	\$ 0	each
residential fluorescent tubes	FLOTB	\$ 0	each
Used Oil Paid	OILPD	\$ 0.40	gal paid to customer
<b>Commercial Hazardous Wastes</b>			
Commercial Compact Fluorescent Tubes, each	FLOCC	\$ 1.72	each
Commercial Fluorescent Tubes, each 4'	FLOC4	\$ 3.41	each
Commercial Fluorescent Tubes, each 8'	FLOC8	\$ 6.82	each

Revised July 2015

## ATTACHMENT C

<b>DISPOSAL FEES AT THE GASQUET AND KLAMATH TRANSFER STATION SITES</b>		Rate
<i>Effective Starting July 2015</i>		
STANDARD FEE FOR WASTE ( 0.44 cubic yard, 3 x30 gal, 2 x45 gal, or 1 x55 gal)	minimum for mixed wastes	\$ 8.60
MINIMUM FEE FOR ELECTRONICS (up to 4.8 cubic feet or 0.18 cubic yards)	minimum for electronics	\$ 3.55
Each additional 30 gallon over three	each additional can	\$ 2.95
Each additional 45 gallon can over two	each additional can	\$ 4.35
Each additional 55 gallon can	each additional can	\$ 5.35
Appliance, Large and metal	each	\$ 29.50
Furniture, Bulky (incl. \$4.89 Handling Fee + \$12.79 for weight)	each (measured avg. weight 180 lbs)	\$ 17.68
Mattress or box spring (incl. \$9.71 for Handling + \$5.33 for weight)	each (measured avg. weight 75 lbs)	\$ 15.04
Refrigerators	each	\$ 38.73
Tires: Small wheel barrow, scooter, small trailer, pneumatic <10"	each	\$ 5.99
Tires: Small wheel barrow, scooter, small trailer, pneumatic <10" with rim	each	\$ 7.38
Tires: Auto, pickup, motorcycle each	each	\$ 6.46
Tires: Auto, pickup, motorcycle each with rims	each	\$ 9.22
Tires: Truck	each	\$ 12.91
Tires: Truck with rims	each	\$ 23.98
Oversize tires (>60" in diameter), no rim	each	\$ 138.33
Loose Refuse per cubic yard	per cubic yard	\$ 19.55
Loose Brush per cubic yard (small quantities from self-haulers - GASQUET ONLY)	per cubic yard	\$ 6.22
<i>Updated July 2015</i>		

# Comparison of Rates Charged for Solid Waste Services in the Del Norte Region

## TRANSFER STATION SELF-HAUL RATES

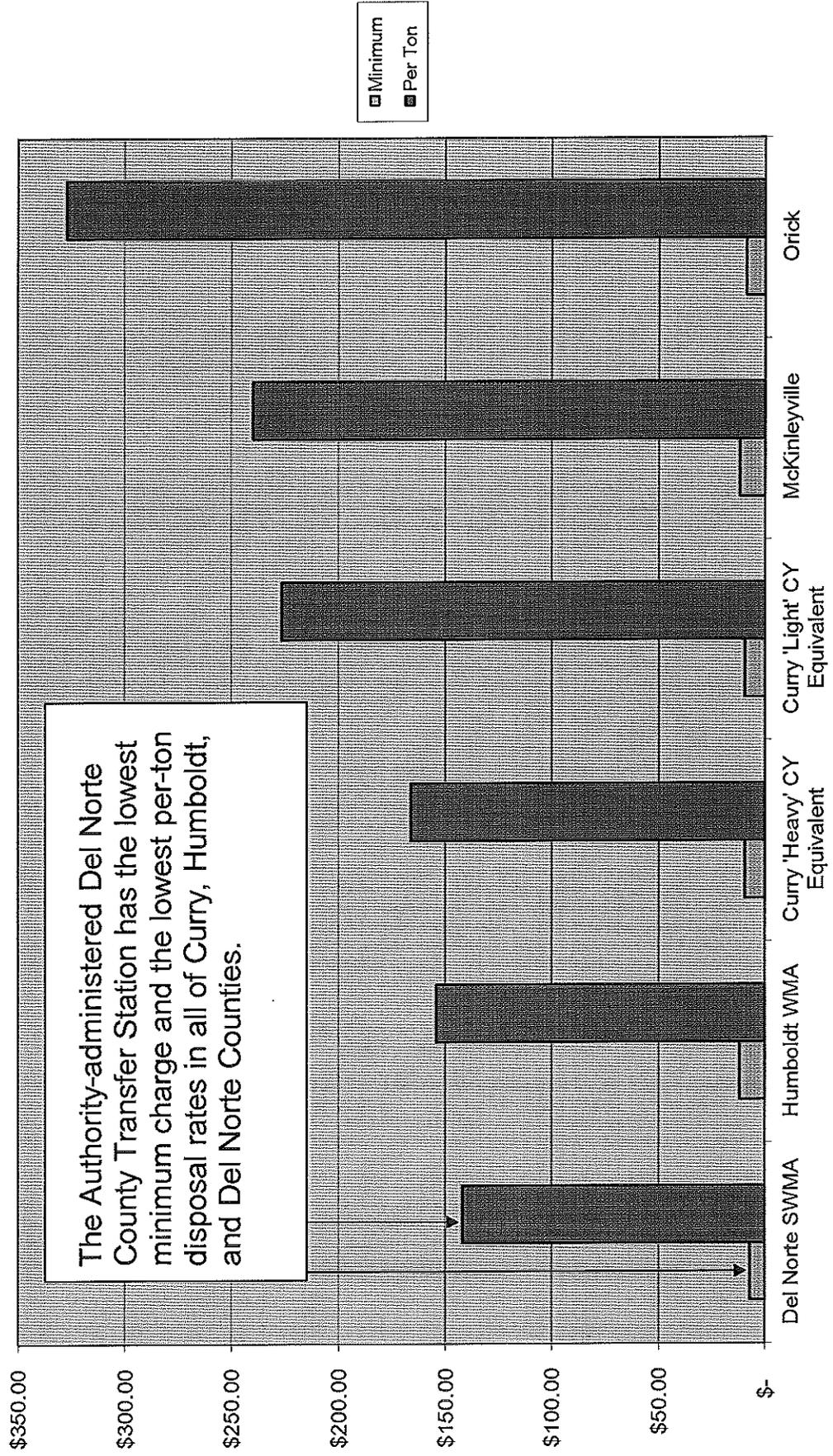
Location	FY 13/14		FY 13/14		FY 13/14		2015/16		Curry County (CTR) FY 13/14		
	Eel River Disposal	Fortuna	HMMMA	Humboldt San.	Humboldt San.	Humboldt San.	Del Norte Solid Waste Management Authority	Crescent City	Gasquet	"Light" CY Equivalent assumed to average 220 lb/cy	"Heavy" CY Equivalent assumed to average 450 lb/cy
Minimum Charge	\$ 12.00	\$ 10.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 8.75	\$ 8.60	\$ 7.10	\$ 8.60	\$ 9.60	\$ 9.60
1x 30 gal can						\$ 8.75	\$ 8.60	\$ 8.60	\$ 8.60	\$ 9.60	\$ 9.60
2x 30 gal can						\$ 17.50	\$ 8.60	\$ 8.60	\$ 8.60	\$ 14.45	\$ 14.45
3x 30 gal can						\$ 26.25	\$ 8.60	\$ 8.60	\$ 8.60	\$ 19.30	\$ 19.30
4 x 30 gal can (up to 140 lbs)						\$ 35.00	\$ 11.55	\$ 11.55	\$ 11.55	\$ 24.15	\$ 24.15
"Light" per cubic yard *	\$ 19.91	\$ 19.25	\$ 16.97	\$ 26.40	\$ 45.00	\$ 45.00	\$ 19.55	\$ 15.64	\$ 19.55	\$ 24.90	\$ 24.90
"Heavy" per cubic yard *	\$ 40.73	\$ 39.38	\$ 34.71	\$ 54.00	\$ 45.00	\$ 45.00	\$ 19.55	\$ 15.64	\$ 19.55	\$ 24.90	\$ 37.35
<b>Cost per Ton Waste</b>	<b>\$ 181.00</b>	<b>\$ 175.00</b>	<b>\$ 154.28</b>	<b>\$ 240.00</b>	<b>\$ 327.27</b>		<b>\$ 142.15</b>			<b>\$ 226.36</b>	<b>\$ 166.00</b>
<b>\$ More per Ton than DNSWMA</b>	<b>\$ 38.85</b>	<b>\$ 32.85</b>	<b>\$ 12.13</b>	<b>\$ 97.85</b>	<b>\$ 185.12</b>		<b>0%</b>			<b>\$ 84.21</b>	<b>\$ 23.85</b>
<b>% More than DNSWMA</b>	<b>27%</b>	<b>23%</b>	<b>9%</b>	<b>69%</b>	<b>130%</b>		<b>0%</b>			<b>59%</b>	<b>17%</b>

\* These are rates to be charged by Curry Transfer and Recycling. For comparison, roughly equivalent rates were calculated from the per-ton rate for other facilities. Similarly, the CTR 'Cost per ton' was derived from their per cubic yard rates, though CTR has no scale in their system for public use. Yellow shaded cells indicate rates which were calculated for comparison, but which are not charged as such within that jurisdiction.

Cost per Ton Waste for HMMMA and DNSWMA are rates effective July 1, 2015 - June 30, 2016.  
 Conversions adapted from Tohobanoglous et al., Integrated Solid Waste Management: Engineering Principles and Management Issues, Table 4-1  
 Residential rubbish specific weight in lb/cy = 220 pounds/cy average  
 Municipal waste in compactor truck = 500 pounds/cy average  
 Mixed combustible construction debris = 440 pounds /cy average  
 Mixed wastes disposed at Small volume Del Norte transfer stations presumed to have a density of 275 lbs/cy

<b>Eel River Disposal &amp; Curry Counties are for Fiscal Year 2013/14</b> Last updated 13 May 2015	839-3285 Humboldt Sanitation 725-5156 Eel River Disposal (541) 489-2425 Curry Transfer & Recycling (707) 822-0304 Arcata Garbage (707) 442-5711 Eureka City Garbage (707) 268-8680 Humboldt Waste Management Authority
--	---

# Regional Rate Comparison





**GOLDEN STATE CONSTRUCTION**

Estimate

1045 NORTHCREST DR.  
CRESCENT CITY, CA 95531  
CA LIC. #716652  
OR LIC. #149949  
Phone # (707)464-1515      joe@goldenstateco.com  
Fax # (707)464-1516

Date	Estimate #
5/4/2015	2062

Name / Address
DEL NORTE COUNTY- 43 Weber, Klamath CA

			Project
Description	Qty	Cost	Total
43 Weber, Klamath Ca Property clean up Plus boarding up of the house		3,300.00	3,300.00
		<b>Total</b>	<b>\$3,300.00</b>

6.3



## Findings and Order after Hearing

43 Weber Drive, Klamath CA  
Case No. CE-2891 APN 127-220-40

---

The abatement shall consist of:

1. The removal and proper disposal of all solid waste /trash /junk /debris accumulations;
2. All inoperative vehicles shall be removed and disposed of as nuisance vehicles.
3. The buildings or structures shall be vacated and secured against entry; and shall remain so secured until either repaired or demolished.

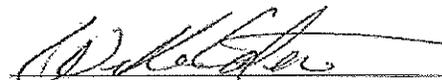
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Furthermore, the owner shall be responsible for paying the county's costs pursuant to Chapter 7.08 of the Del Norte County Code, including, but not limited to, the costs of abatement and the costs of administration, as well as any civil penalty assessed by the hearing officer pursuant to section 7.08.440. Once the nuisance is abated, a hearing will be held to review the cost accounting and proposed penalties. The owner may appear and be heard on the questions whether the accounting and the costs included are accurate and reasonable.

A copy of these Findings and Orders shall be served on the owner of the subject property in accordance with the provisions of Del Norte County Code. In addition, a copy of the Findings and Order shall be forthwith conspicuously posted on or near the property.

The decision of the hearing officer shall be final subject to Judicial review in accordance with California Code of Civil Procedure 1094.6.

DATE: 8/21/14

  
Mr. William Cater, Hearing Officer

////  
////  
////

MC

14/8  
10/8

**RECORDING REQUESTED BY**  
First American Title Company

**AND WHEN RECORDED MAIL TO:**  
Robert Noble and Melissa Noble  
43 Weber Drive  
Klamath, CA 95548

Doc # 26w72787  
Page 1 of 8  
Date: 5/18/2007 10:22A  
Filed by: FIRST AMERICAN TITLE COMPANY  
Filed & Recorded in Official Records  
of COUNTY OF DEL NORTE  
VICKI L. FRAZIER  
COUNTY CLERK-RECORDER  
Fee: \$151.98

Space Above This Line for Recorder's Use Only

A.P.N.: 127-220-40

File No.: 0801-2768901 (MZ)

**GRANT DEED**

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$141.90; CITY TRANSFER TAX \$0.00;  
SURVEY MONUMENT FEE \$

- computed on the consideration or full value of property conveyed, OR
- computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
- unincorporated area;  City of Klamath, and

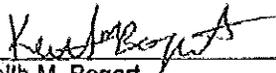
FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **KEITH M. BOGART, A SINGLE MAN AND ROXIE ANN BROWN, AN UNMARRIED WOMAN AS JOINT TENANTS**

hereby GRANTS to **Robert Noble and Melissa Noble, husband and wife, as joint tenants**

the following described property in the Unincorporated Area of Klamath, County of Del Norte, State of California:

**LOT 10 IN BLOCK 4 OF HUNTER VALLEY SUBDIVISION ACCORDING TO THE MAP THEREOF  
FILED IN THE OFFICE OF THE COUNTY RECORDER OF DEL NORTE COUNTY ON JUNE 14,  
1965 IN BOOK 4 OF MAPS, PAGE 227.**

Dated: 05/17/2007

  
\_\_\_\_\_  
Keith M. Bogart

  
\_\_\_\_\_  
Roxie Ann Brown

Mail Tax Statements To: **SAME AS ABOVE**

EXHIBIT A PAGE 1 OF 2

STATE OF Calif. )SS  
COUNTY OF Del Norte )

On May 17, 2007, before me, Mary A Zeck

Notary Public, personally appeared Beith M. Bogart and Roxie Ann Brown, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.



Signature

Mary A Zeck

My Commission Expires: 4-19-09

*This area for official notarial seal*

Notary Name: \_\_\_\_\_

Notary Phone: \_\_\_\_\_

Notary Registration Number: \_\_\_\_\_

County of Principal Place of Business: \_\_\_\_\_

REC-9 20072787 Page 2 of 2

**Tedd Ward**

---

**From:** Vanessa Johnson <vjohnson@crescentcity.org>  
**Sent:** Wednesday, April 29, 2015 11:53 AM  
**To:** tedd@recycledelnorte.ca.gov  
**Subject:** Spring "Clean Sweep" Program

To whom it may concern:

I'm sending this email in regards to the annual spring clean sweep program. The City would like to request brush pickup on May 26<sup>th</sup> and 27<sup>th</sup> from the Del Norte Solid Waste Management Authority. For any question feel free to contact me at 464-9506 ext. 226.

APPROVAL PENDING:

The City of Crescent City is planning its annual Spring Clean-Up Day. City residents are encouraged to cleanup around their homes and businesses in an effort to create a pleasant atmosphere for residents and visitors alike. Bundled or stacked yard and garden clippings (no garbage cans or bags please), placed curb side, will be picked up on Tuesday, May 26<sup>th</sup>, south of 9<sup>th</sup> Street; and Wednesday, May 27<sup>th</sup>, 9<sup>th</sup> Street and north. **ABSOLUTELY NO HOUSEHOLD GARBAGE WILL BE COLLECTED.** The City of Crescent City, and the Del Norte Solid Waste Management Authority are providing this public service free of charge. For information regarding "CLEAN-SWEEP," call City Public Works Department at 464-9506, ext. 226.

Thank you,

*Vanessa Johnson*

Public Works  
City of Crescent City  
377 J St.  
Crescent City, CA 95531  
Office ☎ (707)464-9506 ext. 226



**HAMBRO WSG FEE WAIVER APPLICATION FORM**  
 SOLID WASTE MANAGEMENT DIVISION  
 1700 STATE ST, CRESCENT CITY, CA

Waiver # \_\_\_\_\_

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

**For office use only**

Contact/Return form to: Joel Wallen, e-mail- [joel.wallen@hambrowsg.com](mailto:joel.wallen@hambrowsg.com)  
 Phone: 707-465-4656, Fax: 707-465-4670

Please select waiver being requested:

- 100% waiver of fees – Result of organized environmental cleanups of roadsides, waterways, parks, and similar public open spaces
- 50% waiver of fees – Humanitarian projects undertaken by non-profit organizations
- 50% waiver of fees – Residents not covered by insurance generated by catastrophic occurrences such as fire, flood etc.

Applicant Name: City of Crescent City Address: \_\_\_\_\_  
 Phone Number to reach applicant: 465-1100 E-Mail: tedd@recycledele Norte.ca.gov

Briefly describe need for waiver including estimated waste to be disposed:

Crescent City's Spring Clean Sweep May 26 & 27.  
for Brush only

Address of Waste: Various Crescent City households

All Fee Waiver Applications must be accurate, complete, and must be submitted to the Hambro WSG at least 30 days prior to the event in order to be considered. In the case of genuine emergencies, the request shall be submitted as far in advance of the waste disposal as possible. Applicant will be notified of denial or approval within thirty (30) days.  
Under penalty of perjury, I certify that the information provided herein is true to the best of my knowledge and belief.

Applicant's Signature: *Spild Ward* Date: 05 MAY 15

Recommendation of General Manager:  No waiver  50% waiver  100% waiver

Remarks: \_\_\_\_\_

Joel Wallen, GM, Hambro WSG, Inc. Date Reviewed: \_\_\_\_\_

Determination:  No waiver  50% waiver  100% waiver

Remarks: \_\_\_\_\_ Waiver Expiration: \_\_\_\_\_

Wes White, CEO Hambro WSG, Inc. Date Approved: \_\_\_\_\_



# 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:** 13 May 2015  
**To:** Del Norte County Board of Supervisors  
**From:** Tedd Ward, M.S. – Acting Director / Program Manager  
Del Norte Solid Waste Management Authority  
**File Number:** 031208 – Clerk Services  
**Topic:** Appointment of Authority Secretary, Clerk and/or  
Recording Secretary

**Summary / Recommendation:** That the Board take each of the following actions:

1. Appoint or select a Commissioner to serve as Authority Secretary until such time as a different appointment or selection is made.
2. Direct staff to prepare a Resolution for the next Authority meeting appointing Katherine Brewer as Authority Clerk.

**Background:** Under the Authority Bylaws, Authority Officers include: Chair, Vice-Chair, and Secretary. The Secretary's primary duties are signature authority on Authority documents. The Chair and Vice-Chair have been selected, the Treasurer / Controller has been appointed, and so the Secretary remains the only vacant officer for 2015 at this time.

Since July 2103, the Authority has contracted with PS Business Services to provide recording secretary services at Authority meetings. Prior to that time Authority staff had served as Clerk to Authority meetings. The most recent contract with PS Services extends through June 2015. PS Business services drafted minutes and made audio recordings at each regular or special Authority Board meeting. Additional roles for signing minutes and related official Authority documents were assigned to Authority staff.

**Analysis:** Though the Authority Bylaws specify that the Chair and Vice Chair are to be selected from one of the member agencies (i.e. the City or the County), this is not a requirement for the office of Secretary. Any Commissioner is eligible for this position.

Katherine Brewer became the Authority's Account Clerk in April 2015. During prior employment, Mrs. Brewer had served as Clerk to the Crescent City Harbor District

6.5

Clerks generally record minutes, poll votes, provide official signatures and minute orders, and on occasion clarify motions. I have asked her to sit in on this meeting so she can be trained by Karen Phillips on how the Authority records minutes and audio during the meetings.

Having an Authority employee provide regular clerking services provides several advantages, including:

- o Reduced expense to the Authority - saving up to \$2,300 per year.
- o Additional assistance to the Director before and following each Authority meeting.
- o Improved coherence of the Authority filing system.
- o More timely availability of audio files of Authority meetings.

**Alternatives:** 1. The Board could direct staff to prepare a Request for Proposals or some other procurement method to hire a recording secretary. PS Services has recently sold its local business, and the Authority could contract with this or a similar firm if one is available.

**Fiscal Impacts:** Having Authority staff the Clerk position will save the Authority between \$1800 and \$2300 annually.

# Del Norte Solid Waste Management Authority Work Priorities Fiscal Year 2015 – 2016



**Mission Statement (Sept. 2014): 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.**

### **Purposes of the Authority (2012):**

1. Planning, siting, permitting, developing, constructing, maintaining, managing and providing gate attendants for public disposal sites, transfer stations, and/or sanitary landfills, and planning for and securing the services of necessary non-disposal processing facilities or other options related to recovering discarded resources and processing those materials to increase their value;
2. Preparing, implementing, and providing related monitoring, reporting, updates and revisions for programs of a Regional Agency Integrated Waste Management Plan as required under the California Integrated Waste Management Act of 1989 as amended (California Public Resources Code commencing with section 40050), including programs related to used motor oil, oil filters, and household hazardous wastes and other materials and products banned from mixed waste disposal;
3. Defining and monitoring the service standards for collections of discards in the incorporated and unincorporated area of County and the ability to grant franchises for waste hauling and/or collection and processing of mixed recyclable materials, in its discretion; (*Recology Del Norte provides services under the Collections Franchise Agreement with the Authority*)
4. Exercising all setting and controls on maximum rates to be charged to the public for discard collections services, and solid waste and recycling services in Del Norte County, and other appropriate powers reasonably necessary to carry out the purpose of this Agreement, including securing disposal capacity for Del Norte County residents, agencies, and businesses as required under Public Resources Code sections 41701 and 41703;
5. Developing, adopting, and implementing Ordinances and programs to control and prosecute illegal dumping and blight in Del Norte County associated with solid waste accumulation and storage; and
6. Post-closure maintenance, monitoring, reporting and remediation related to the Crescent City Landfill as required by relevant Orders from the Regional Water Quality Control Board, North Coast Region, the California Department of Resources Recycling and Recovery (CalRecycle) the North Coast Air Quality Management District.

6.6

# Del Norte Solid Waste Management Authority

## Work Priorities Fiscal Year 2015 – 2016

### Table of Contents

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

1.	Del Norte County Transfer Station (TS) Facilities and Operations.....	3
2.	Crescent City Landfill Post-Closure Maintenance.....	4
3.	Collections Franchise and Collections System Management.....	5
4.	Reuse, Recycling, and Composting.....	6
5.	Education and Public Outreach.....	7
6.	Local Regulations, Ordinances, Plans and Enforcement.....	8
7.	Public Meetings, Budgets, Funding and Fiscal Oversight.....	8
8.	Personnel and Staffing.....	9
9.	Other Responsibilities and Activities.....	9
10.	Annual Testing and Reporting Calendar.....	10
	<u>Deferred Discretionary Activities.....</u>	<u>11</u>

	<u>Deferred Activities associated with Resource Recovery Infrastructure and Recycling Market Development .....</u>	<u>11</u>
--	--	-----------

#### Legend for symbols used:

-  = Activity to be completed during FY 2015-2016
-  = 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 or only addressed as time and capacity allows
-  = Activity deferred by Authority Board action
-  = Activity added or significantly increased since 2013
-  = Activity completed for FY 2014-2015

**Highlighted items are deferred entirely due to ongoing staffing shortages. Items with the  symbol are receiving inadequate to no attention for the same reason. Many deferred items have been placed at end of document.**

*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: **May 2015**

## **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)
-  Prepare Non-Exposure Certification for Del Norte County Transfer Station to reduce the level of effort required to comply with the Industrial Stormwater Permit.
-  Gather, compile, analyze, and report storm water runoff samples as required under the Industrial Stormwater Permit. (Ongoing)
-   Prepare and submit documents as needed for the Del Norte County Transfer Station solid waste facility permit review every five years. Revise the Transfer Station Methods report and Transfer and Processing Report as necessary for new recovery activities and/or management of materials banned from disposal or requiring special handling, including mattresses. (Submitted in 2015; Ongoing)
-   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. (The current contract for disposal capacity will expire in March 2028.)
-  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, lead acid batteries, paints stains and varnishes, televisions and computer monitors, household batteries, household fats oils & greases, 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 CERS database. (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)
-  Regularly inspect, maintain and improve disposal and recycling facilities and services at the Klamath and Gasquet container sites (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. Crescent City Landfill Post-Closure Maintenance

-  Continue working with County staff to monitor gas wells, groundwater wells, surface water 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. (Ongoing through 2035)
-  Conduct and submit aerial survey of the landfill every five years to document any differential settlement. (Next due in 2016; ongoing through 2035)
-  Continue landfill facility maintenance. This includes semi-annual removal of deep-rooting plants and mowing of surface drainage structures, as well as fence, gate and well repair. Over the post-closure maintenance period activities will also periodically include repair to slopes and drainage structures as well as grading to reduce ponding. (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)
-   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 (Needs to happen in 2015).

-   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). (2015)
-  Conduct and report on constituent of concern monitoring of landfill groundwater every five years. (Next due in August 2019; 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)
-   Consult and negotiate with RWQCB staff regarding eliminating stormwater monitoring requirements at the Crescent City Landfill. (Approved 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)

### 3. Collections Franchise and Collections System Management

-   Manage Franchise Collections contract with Recology Del Norte 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. Coordinate with Recology as needed until a new General Manager is hired. (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)
- ☒ 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 resource recovery. (Ongoing)

#### 4. Reuse, Recycling, and Composting

- ☞☒ Continue, as a rural regional agency, planning, monitoring and reporting programs, activities, and progress on per capita and per employee waste reduction targets under California Integrated Waste Management Act of 1989, as amended, and as administered by the California Department of Resources, Recovery and Recycling (CalRecycle), including compliance with the California's Mandatory Commercial Recycling Law (AB341). (Ongoing)
- ☞☒ Continue to 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)
- ☞☒ Plan, coordinate, monitor and report on implementation of product stewardship programs for carpeting, thermostats, household batteries, paints and stains, and mattresses. (Mattress stewardship starts in 2016; Ongoing)
- ☞ Provide material support for County recycling collections through GH Outreach. (Ongoing)
- ☞☒ Provide backyard composting workshops periodically throughout the year. (Ongoing)
- ✓ △ Complete the five year review of the Regional Agency Integrated Waste Management Plan in coordination with the Del Norte Solid Waste Task Force. (submitted in 2014, next due by January 2020)
- ☞☒ 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)

## 5. Education and Public Outreach

-   Prepare outreach materials to promote program activities, events and service including print ads, radio ads, posters, public service announcements, 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 Youth and Family Fair and the Del Norte County Fair. (Annual)
-   Provide support to the Del Norte Solid Waste Task Force to promote outreach and education, waste reduction, reuse, composting, recycling and related activities. (Quarterly and Ongoing)
-   Continue to provide regular public home composting workshops as well as other presentations as requested. (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)
-  Update website as needed and upload meeting agenda and minutes. (Ongoing)
- 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)
-   Work with the Crescent City Harbor District, US Coast Guard, Del Norte County Sheriff's office, other local representatives and related state agencies to develop strategies to safely manage expired marine flares. (Ongoing)

## 6. Local Regulations, Ordinances, Plans and Enforcement

-  Administer Code Enforcement and related Blight Abatement and Cleanup 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)

## 7. Public Meetings, Budgets, Funding and Fiscal Oversight

-   Develop annual budgets, tracking and reporting expenditures and revenues accordingly. (Annual and ongoing)
-  Prepare and distribute agendas, minutes, resolutions, ordinances, and related staff reports in compliance with public meeting laws and related agreements and by-laws. Respond to telephone, fax, and e-mail requests for information regarding Authority and Task Force agendas, meetings, minutes and actions. (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 customer accounts and payments, sending out monthly statements, assessing late charges, and referring past-due accounts to collections under adopted policies. (Ongoing)
-  Solicit, negotiate and administer Del Norte Solid Waste Management Authority and Abandoned Vehicle Abatement Service Authority contracts as necessary. (Ongoing) (The Waste Authority Board also serves as Abandoned Vehicle Abatement Authority.)
-  Develop partnerships with Del Norte County and Crescent City departments to efficiently deliver services. (Ongoing)

## 8. 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 regular meetings, workshops, in-service training, annual HAZWOPER (Hazardous Waste Operations) refreshers, educational and/or on-line courses and conferences. (Monthly staff safety meetings and Ongoing)
-    Recruiting and hiring a full complement of staff according to the adopted staffing chart.
-    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 DNSWMA Union and 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; Union agreement expires in March 2016)

## 9. Other Responsibilities and Activities

-   Provide collection and consolidation services as needed for public home-generated sharps drop-off points. (Ongoing)
-   Responding to public, government agency and tribal agency requests for information and reports. (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)

# Annual Testing and Reporting Calendar

	January	February	March	April	May	June
Order bottles						
TS Stormwater	LF Storm, LF surface, TS Storm	Check fire extinguishers	Aerial Survey Setup			
LF Maintenance	Inspection, during storm	Inspection, during storm	Sample & inspect, during storm	Inspection, during storm	Inspection, during storm	
LF Groundwater	Level & Sampling	Level & Sampling	SW-1, SW-2, SW-3 Sampling			
LF Surface water	SW-1, SW-2, SW-3 Sampling	SW-1, SW-2, SW-3 Sampling	SW-1, SW-2, SW-3 Sampling			
LF Leachate	Discharge / leachate inspection	Discharge / leachate inspection	Discharge / leachate inspection	Discharge / leachate inspection		
Gas Wells						
Reports - RWQCB	SW-1, SW-2, SW-3 Sampling	SW-1, SW-2, SW-3 Sampling	SW-1, SW-2, SW-3 Sampling			
LEA	Waste Discharge Oct-Dec	Waste Discharge Jan-Mar	Waste Discharge Apr-Jun	Waste Discharge July-Sept	Waste Discharge Oct-Dec	Waste Discharge
CalRecycle	Tonnage report - 1/15	Tonnage report - 2/15	Tonnage report - 3/15	Tonnage report - 4/15	Tonnage report - 5/15	Tonnage report - 6/15
Publications	CalRecycle July-Aug Disposal Report	CalRecycle Sept-Oct Disposal Report	CalRecycle Nov-Dec Disposal Report	CalRecycle Jan-Feb Disposal Report	CalRecycle Mar-Apr Disposal Report	CalRecycle May-Jun Disposal Report / USDQ Grant Final Report
Community Events	Recycling @ Hambro's	Phone Book Recycling	March DBS Deadline for RDN Bill Inserts	Kumath River Cleanup Earth Arts Festival Coastal Expo	River Cleanup/ Cleanup Boat Races	Annual School Surplus Auction

	July	August	September	October	November	December
Order bottles						
TS Stormwater	Groundwater, surface	TS Storm	TS Storm	LF Surface, LF Storm		Groundwater, surface, storm
LF Maintenance	TS Stormwater Due	Inspection	Check drain systems, boom, oil / water separators	Inspect & Sample during storm	Inspection, during storm	Inspection, during storm
LF Groundwater	Waters preparation	Waters preparation	Calibrate meters, Order standard solutions	Complete winterization		
Surface water	Level & Sampling	Level & Sampling	SW-1, SW-2, SW-3 Sampling	SW-1, SW-2, SW-3 Sampling		
Leachate	SW-1, SW-2, SW-3 Sampling	SW-1, SW-2, SW-3 Sampling	SW-1, SW-2, SW-3 Sampling	SW-1, SW-2, SW-3 Sampling		
Gas Wells	Discharge / leachate inspection	Discharge / leachate inspection	Discharge / leachate inspection	Discharge / leachate inspection		
Reports - RWQCB	16 JULY - Semi-Annual & GeoTrack	16 AUG - Annual Report Due (15 August)	16 SEP - Annual Report Due (15 August)	16 OCT - Annual Report Due (15 August)		
LEA	Tonnage & Trunk	Tonnage Disposed	Tonnage Disposed	Tonnage Disposed		
CalRecycle	CalRecycle Annual Report	CalRecycle July-Aug Disposal Report	CalRecycle Sept-Oct Disposal Report	CalRecycle Nov-Dec Disposal Report	CalRecycle Jan-Feb Disposal Report	CalRecycle Mar-Apr Disposal Report
Publications	Collect CalRecycle - July/Aug Recycling Info					
Community Events	4th of July Event in July	Del Norte County Fair Kumath Salmon Festival	School Surplus Auction Branch Cleanup	Sea Otter It's a Great Day Longboard Surf Contest	Amelia Reynolds Nov 14, U.S. Nov 29	Dec DBS Deadline for RDN Bill Insert

Referenced Documents

CIVWB Permit 05-AA-006

RWQCB Monitoring and Reporting Program under Order 07-00

Crescent City Landfill Final Closure and Postclosure Maintenance Plan, Amendment 1

Landfill Closure Mitigation & Monitoring Program

Del Norte County Transfer Station Transfer & Processing Report, Including the Stormwater Pollution Prevention Plan

Additional Responsibilities:

Aerial topographical mapping and report - January 2016

Negotiating additional landfill capacity: 2015

Constituent of Concern Monitoring: Summer 2019

Last Updated: May 2015

## **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)
- ⊗ Establish a convenient location where commercial businesses and/or boat captains can recycle used oil from containers of up to 55 gallons.
- ⊗ Continue outreach and public-private partnerships in support of Extended Producer Responsibility, coordinated with the California Product Stewardship Council. (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, including coordination with statewide groups such as the Environmental Services JPA of the Regional Council of Rural Counties or the California Resource Recovery Association. (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)

## **Deferred Activities associated with Resource 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.



# 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

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:** 15 May 2015  
**To:** Del Norte County Board of Supervisors  
**From:** Tedd Ward, M.S. – Acting Director / Program Manager *Tedd*  
**Del Norte Solid Waste Management Authority**  
**Attachments:** Job Descriptions for Authority Solid Waste Manager, Program Manager, and Interim Director job description from November 2014 (not adopted, deemed too extensive for a 3-month employee), and Solid Waste Manager job description from final R3 report  
**File Number:** 101501 – Authority Director  
**Topic:** Recruitment and / or Appointment of Authority Director

**Summary / Recommendation:** Shortly after the sudden retirement of the former Director in July 2013, the Board at the time assured me that this situation of my working two jobs would be resolved in 'weeks not months.' From the perspective of Authority staff, the protracted staffing shortage is now approaching a state of crisis. The intent of this agenda item is to find the most cost-effective and timely method to achieve a full staffing level so we can train the new hire to begin addressing the backlog of tasks that have accumulated since the sudden retirement of the former Director 21 months ago.

The previous Board was discussing various options which were never brought to fruition and are currently not being pursued. In order for the new Board to give staff clear direction to resolve this situation, I have outlined all the possible options that were under discussion whether or not they have been properly analyzed and prepared. Depending on the option selected, having the staff vacancy or position actually filled might take anywhere from 1-2 months to 1-2 years. I would be happy to talk through the relative timelines with the Board as desired.

15 May 2015

1

Printed on >30% post-consumer recycled paper

I:\Tedd\DNSWMA\Directors Reports\20150519 Director Vacancy\_vers2.doc

6.7

To clarify Board direction, staff request that the Board take "yes" or "no" votes on each of the following numbered items, and then respond to the lettered items under each question as appropriate:

1. Is the Board's intent to maintain the staffing level in the most recent adopted staffing chart and budget? (If 'yes,' skip question 3)
2. Is the Board's intent to hire an Interim or Permanent Director?
  - a. If the Board chooses to hire an Interim Director, staff request appointment of two Commissioners to continue refining the job description, pay range, etc. for presentation at the next Authority meeting.
3. If the Board's intent is to hire a Permanent Director, does the board wish to combine the Director and Program Manager positions?
  - a. If the Director and Program Manager positions are to be combined, the Board should identify a process by which major areas of responsibility or items from the Work Plan are to be rapidly and legally shifted to other agencies or contractors.
  - b. If these positions are to be combined, does the Board intend to address the meet and confer requirements of the Union agreement before or after drafting a job description?
4. If the Board intends to maintain current staffing levels, i.e. both the Director and Program Manager positions, does the Board want to open the Executive Director position to outside applicants?
  - a. What would be the recruitment or selection process?

**Background:** The Director's report (agenda item 7.1) provides a discussion of some of the adverse impacts that have resulted from having one person serving as both Acting Director and Program Manager for the past 21 months.

*At the October 2014 Authority Board meeting, "Discussion was held regarding the process to draft a Request for Proposals (RFP) and direction to staff regarding process, description, benefits, etc. (for an Interim Director) 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. " As Mr. Sullivan no longer serves as a Commissioner of the Authority Board and no further progress has been made, it is necessary to revisit this issue.

**Analysis:** As already noted, from the perspective of Authority staff, the protracted staffing shortage is approaching a state of crisis. The intent of this agenda item is to find the most efficient and cost-effective method to achieve a full staffing level so we can train the new hire to begin addressing the backlog of tasks that have accumulated since the sudden retirement of the former Director 21 months ago.

The Final R3 Consultants report "Assessment of the Del Norte Solid Waste Management Authority" (May 15, 2014) reached some very significant positive conclusions:

1. **The Del Norte Solid Waste Management Authority, as a single Joint Powers Authority serving both Del Norte County and the City of Crescent City, is the most efficient entity for managing solid waste related functions in Del Norte County. (page 10)**
2. **Current Authority staff has the experience and expertise to effectively handle required solid waste management functions. (page 15)**
3. **The Del Norte County Transfer Station is well run and well maintained by Hambro/WSG, and R3 had no suggestions for operational improvements. (page 19)**
4. **Authority staff are meeting all regulatory requirements in a timely and comprehensive manner. (page 17)**

In addition the R3 report did list several options regarding staffing, although each of those options were presented with little analysis other than the responses provided by the Authority staff, legal counsel and Treasurer. The consultants did not clearly recommend any of the options, *except retaining the agency*. In the report, R3 acknowledged that **"...the question 'What are the appropriate management and administrative staffing levels for the Authority' was not specifically asked and regardless cannot be definitively answered at this point."** Staff agrees with this statement.

Presented as options -- in this order -- in the R3 report were:

1. Maintain current Management and Administrative staffing levels
2. Reduce Management and Administrative staffing levels to support Status Quo
3. Contract the Executive Director Position
4. Contract scalehouse staffing to the private sector

The R3 report specifically acknowledges that Options #2 and #4 require further analysis and/or legal opinion. Under Option #2, it is not clear how R3 can present an Option for permanent reduction in Authority staff – cutting the number of core positions in half by combining the Director and Program Manager (as well as other) positions – while claiming that this would be ‘Status Quo.’ Under Option 2, R3 said “... *prior to (combining these positions) the Authority should review the job responsibilities of both of those positions, eliminate or defer non-essential tasks and delegate certain other required tasks to administrative staff, the County and/or Recology and Hambro/WSG where that can be done effectively to the benefit of the Authority.*”

Because Option #3 also involves combining the Director and Program Manager positions, it would also depend on some similar yet-to-be-produced analysis justifying the consolidation of the Executive Director and Program Manager positions prior to enactment. For reference, the final report and staff responses may be found here: [http://www.recycledelnorte.ca.gov/wp/?page\\_id=860](http://www.recycledelnorte.ca.gov/wp/?page_id=860)

The Work Plan included under item 6.6 of this agenda clearly shows that the continued vacancy has not resulted in a ‘Status Quo’ operation. As also indicated in the Directors Report (agenda item 7.1) this agency is lagging on some very important issues due to the continued lack of staffing. Nonetheless, additional tasks have been added to this list since the retirement of the former Director, and only one activity has been deferred by explicit Board action. Activities that could save the agency money are among those lagging.

It is worth noting that the Authority Board had on at least two occasions during this period tried to directly recruit an Interim Director without success or alternative strategy.

I want to assure the current Authority Board that I am interested in continuing to serve as Authority Director, and I am willing to continue serving in this capacity at the will of the Authority Board after an appropriate contract is negotiated and ratified, which was the arrangement for the prior Director. Having been employed by this agency for over twenty years, I believe my performance as Director during the past 21 months has provided adequate demonstration of my capabilities and ability to work through challenging circumstances.

If the Board is interested in appointing me to this position on a permanent basis, I believe such action would likely result in the most efficient and cost-effective filling of our current staff vacancy. I could then craft a job description for the Program Manager or a similar modified position that would best complement our current staff, and begin a hiring process for that position.

**Fiscal Impacts:** The proposed Authority budget for FY 15/16 includes payroll for both Director and Program manager positions.

**Related Issues:** See the Director's report under item 7.1

**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

From R3 Final Report

## Del Norte Solid Waste Authority Job Description

**Job Title:** Solid Waste Manager  
**Date:** March 2014

**Approved by Authority Board:**

### **Summary Description:**

Under the direction of the Authority Board the Solid Waste Manager 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 cooperation with contracted vendors. It provides management, oversight, leadership and direction of the Authority's financial operation, including forecasting, planning, budgeting, purchasing, accounting, insurance, and auditing activities of the organization in cooperation with the Del Norte County Auditor and Treasurer.

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

### Regulatory Compliance

- ✓ Develops and maintains effective relationships with regulatory agencies.
- ✓ Assures that the Authority is in compliance with all applicable Federal, State and Local laws, rules and regulations.
- ✓ Conduct and/or manage the work of contactors necessary to maintain regulatory compliance.
- ✓ Monitor the development of new and changing regulations pertaining to waste management developments in the industry and legal occurrences or events and regularly report such to the Authority Board

### 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.
- ✓ Coordinates with the Del Norte County Auditor the Authority's annual audit process and directly assists in the preparation of the annual independent audit of Authority funds.
- ✓ Reviews, researches, analyzes and summarizes fiscal, statistical, and administrative information; prepares related reports and correspondence.
- ✓ Analyzes proposals, tonnage reports, budgets and business plans.
- ✓ Works with contract vendors to administer and interpret agreements for revenue 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.
- ✓ Administer grant funds and act as liaison and coordinator in program areas in accordance and cooperation with contract agreements with relevant vendors.

### Accounting

- ✓ Prepares, reviews and processes claims for payment by the County Auditor for Authority transactions and invoices; resolves accounting issues; maintains and reconciles scale house bank funds; makes 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 and presents five and ten year revenue projections.
- ✓ Performs month and year-end review of accounts, reconciles adjusting and closing entries, and reviews monthly and year-end financial statements from the Del Norte County Auditor.
- ✓ Manages scale house reporting systems and reconciles Authority revenue, franchise fees, billings and commodity materials revenue.
- ✓ Monitors and administers contract payments for professional services, vendor services, 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, diversion and disposal data and relevant scale house information.
- ✓ Performs 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 all Authority contracts to assure compliance with all contractual terms and conditions.
- ✓ With Authority Board direction may negotiate agreements with other public and private entities including franchised solid waste service providers.
- ✓ Seeks contracting opportunities for projects to assure effective and efficient delivery of services.
- ✓ Develop Request for Proposals 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.
- ✓ Conduct monthly 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

- ✓ Conduct and provide oversight for the selection, training, and evaluation of Authority personnel and administer human resources policies and procedures.
- ✓ Coordinates reports and program activities with CalRecycle and other agencies to assure cooperation and efficiency.
- ✓ Meets regularly with contractors to make sure programs to reduce and divert solid waste from landfilling in compliance with mandated government agency requirements are fully implemented.
- ✓ Prepare and deliver in cooperation with relevant contractor the CalRecycle annual report.

### Manage External Relationships

- ✓ Serve as liaison and coordinate activities between the Authority and other agencies, governmental bodies, groups and organizations.

- ✓ Advise the Authority Board and member jurisdictions concerning issues related to solid waste facilities, programs, rates, and charges.
- ✓ Establish and maintain cooperative relationships with elected officials, staffs, consultants, and the public.

**Board Responsibilities**

- ✓ Assist the Authority Board in all normal and customary matters in accordance with California laws and regulations.
- ✓ Provide the Authority Board with staff support including the preparation of meeting agendas and notices as well as succinct written and oral reports relating to items on the agenda.
- ✓ Develop, implement and manage a “management by metrics” system of key benchmarks/metrics for tracking progress relative to the established short-, medium- and long-range goals and objectives of the Authority and to regularly report that progress to the Authority Board.
- ✓ Attend all Authority Board meetings.
- ✓ Attend member jurisdiction Council/Board meetings as needed to update members on Authority activities.
- ✓ Schedule and perform orientation sessions for new Authority Board members based on Board approved goals and objectives, mission statements and defined roles of member jurisdictions.

**Supervisory Responsibilities**

- ✓ Responsible for the supervision of all Authority employees. Provides the overall direction, coordination and evaluation of the daily operations.
- ✓ Carries out the supervisory responsibilities in accordance with Authority policies and applicable laws and agreements.
- ✓ Responsible for the interviewing, hiring, and training of employees; plans, assigns and directs the work of employees; complaints timely performance reviews, handles complaints and resolves problems as needed.
- ✓ Maintains communication with the bargaining unit representative(s).

**Knowledge, Skills and Abilities:**

- ✓ Principles and practices of integrated solid waste management.
- ✓ 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 SRRE's, water quality issues and air quality issues related to solid waste facilities.
- ✓ A working knowledge of solid waste legal terminology and current statutes governing the procedures of a joint powers authority and the responsibilities of the Board of Directors.
- ✓ 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 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 reports, legal documents and common to the industry scientific and technical journals.
- ✓ Ability to respond 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 common to the industry.
- ✓ 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 and Excel, Internet tools, e-mail, Facebook, accounting software and solid waste management scale house software.

**Certificates, Licenses, Registrations:**

Valid CA Drivers 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 3-6 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 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**     \$70,000 - \$80,000 depending on qualifications

**FLSA Status:** Full Time Exempt

# **DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY**

700 5th Street  
Crescent City, CA 95531

## **JOB DESCRIPTION SOLID WASTE MANAGEMENT AUTHORITY MANAGER**

### **The Authority.**

The Del Norte Solid Waste Management Authority (the Authority) was created in September, 1992 by a joint exercise of powers by the County of Del Norte and the City of Crescent City. The Authority was organized to develop strategies for and implementing programs for management of solid waste and household hazardous waste in Del Norte County. The Authority is governed by a five (5) member Board of Directors, four of which are elected officials appointed by their respective agencies. The Authority is seeking to implement a recycling based solution to the County's waste stream. The Authority is also responsible for management of existing solid waste facilities and is in the planning stage to construct/implement future waste facilities for the community.

### **The Position.**

Under general direction of the DNSWMA Board of Directors, the Solid Waste Manager is responsible for managing and coordinating the development, financial planning, implementation and management of a comprehensive waste management program for Del Norte County.

### **Specific Duties and Responsibilities.**

The Solid Waste Manager will assume a leadership role in implementing Authority policy in the following areas:

### **Begin and Complete Implementation of Required Plans.**

A principal priority of the Manager will be to oversee the continued development, completion, and initial implementation of programs developed in the Waste Management Integrated Plan through the use of staff and consultants. This includes assistance in design and construction of projects under plan, as well as promotional campaigns. The development of these plans must be undertaken in a manner which solicits and responds to comments from interested parties and ensures close coordination with all involved public agencies. The manager will be the Public Information Officer for all programs administered under plan.

### **Administrative Programs and Responsibilities.**

Once the plans are implemented, the Manager will be responsible for all administration and management including: monitoring, record keeping, evaluation, and reporting on programs, financial planning, budget administration, and the recruitment and selection of other staff members as deemed necessary. The Manager will also be responsible for monitoring and auditing all solid waste contracts.

### **Analyze and Develop Landfill Alternatives.**

Within Del Norte County there is one landfill in operation with a projected closure date of October, 1995. The development of an alternative plan for long term disposal capacity will be a high priority of the Manager, including the eventual operation of that alternative. An interim alternative is currently under development and negotiations.

### **Marketing Development.**

The Manager will develop and oversee marketing programs for recyclable materials, which includes assisting haulers and others in the Solid Waste Industry (i.e., buy-back centers) develop marketing programs and recyclable materials.

In addition, this person shall be available as a "resource" on solid waste matters to any interested business or person.

### **Assist In the Development of Unified Approach to Issues.**

The Authority represents communities having very diverse needs and interests regarding waste management issues. The Manager will have an active role in ensuring that policies address the needs of member agencies in a balanced manner.

### **Develop Internal and External Relationships.**

The activities of the Authority will affect many entities both within the agency and outside the organization. An advisory committee has been established to assist in the Authority's programs. The Solid Waste Task Force is an example of the committee. It is essential that the Manager establish positive working relationships with members of the Board and any advisory committees. In addition, the Manager must establish relations with special interest groups, the media, private waste management companies, and federal and state officials to ensure that such groups are aware of the programs and responsibilities of the Authority. The Manager also will represent County-Wide interests to California Integrated Waste Management Board and Legislature.

### **Monitor Evolving Regulations.**

The Manager will be required to monitor the development of new and changing regulations pertaining to waste management developments in the industry and legal occurrences or events and regularly report such to the Authority Board.

This person would be responsible for developing responses to proposed regulations, legal events and industry changes, as deemed necessary, on behalf of the Authority.

### **Facilitate Development of Goals and Objectives.**

It will be necessary for the manager to work with the Authority Board and Executive Committee to develop goals and objectives for the Authority to ensure that those projects of primary importance are accomplished in a timely manner.

### **Management of Current Facilities.**

The Authority has assumed responsibility of day-to-day operation of the existing solid waste disposal facility. This facility is currently operating under a Cease and Desist Order issued by the Regional Water Quality Control Board. The Manager is responsible to coordinate with the franchise operator, relationships with regulatory agencies and overall facilities management. The Manager will also be responsible for implementation of the transition in operations management.

### **Knowledge, Skills and Abilities.**

The position requires significant professional and management experience in

environmental planning, environmental engineering, waste management program analysis and administration; and possession of a Bachelor's Degree in a relevant field (Business Administration, Public Administration, Public Policy, Planning and Environmental Science) is desirable. Equivalent experience will be evaluated in lieu of education.

### **Competency.**

The individual should be capable in the following areas:

- Demonstrate a competent knowledge of Solid Waste Issues.
- Demonstrated ability to serve a diverse group of elected officials and execute policies in a manner which gains their trust and confidence.
- Exemplary management skills in all general areas including budget, project planning, management and finance.
- Extensive experience in management/supervision of personnel.
- Outstanding communication skills; ability to explain complex subjects to individuals having varying levels of technical knowledge.
- Ability to design policy alternatives in such a manner that elected officials can readily assess consequences of their preferred actions.
- Skilled at negotiating solutions to various issues.
- Capability to explain programs and policies of agency to the public in an open positive manner.
- Adept at addressing diverse interests.
- Proven record of successfully managing complex programs having diverse requirements and needs.

### **Management Style.**

- Professional; all individuals and groups treated equally.
- Ensures that approach to each issue is appropriate for the situation.
- Anticipates issues; responds to potential problems before they escalate to a crisis.

- Demonstrates proper judgement when addressing sensitive and complex issues.
- Is sensitive to the role of a director of a large public agency and the needs of elected officials.

**Selection Process.**

Applications will be screened with those found to be most qualified invited for interview with the Solid Waste Management Authority. Appointment will be made by the Del Norte Solid Waste Management Authority and the Manager will have an employment contract with the Authority.

**Compensation.**

\$47,000 - \$51,000 annually.

**Application Deadline:**

5:00 p.m., Thursday, December 10, 1992. Application forms may be obtained from and returned to Del Norte County Personnel Office, 450 "H" Street, Crescent City, CA 95531 (707) 464-7214.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY

JOB TITLE: Program Manager III

Range 55/57

DESCRIPTION OF BASIC FUNCTION:

Under direction, provides direction and programmatic development, coordination and implementation for multiple and/or complex solid waste and resource recovery programs or services.

This class is responsible for the effective implementation of multiple complex programs or services and is characterized by administrative and programmatic responsibilities in addition to staff supervision and day to day management responsibility for programs, services and facilities.

Manager assists the Director of the Authority to plan, coordinate and administer solid waste and resource recovery programs or services and to obtain, organize, analyze, interpret and present information required to develop, implement and modify the solid waste and resource recovery programs or services.

DUTIES:

- ◆ Assists the Director in the administration of the Solid Waste Authority.
- ◆ Plans, organizes and provides day to day direction and work review to assigned staff.
- ◆ Makes, advises and/ or reviews decisions on difficult policy, program or service matters.
- ◆ Plans, develops and administers policies and procedures for multiple complex services.
- ◆ Interprets and applies state, federal and local regulations. Monitors and advises on compliance by the Authority programs, facilities and contracted service providers.
- ◆ Recommends the hiring of assigned staff, evaluates employee performance, counsels employees and recommends disciplinary action when necessary.
- ◆ Directs services or personally provides services related to solid waste and resource recovery, environmental monitoring and permit compliance.
- ◆ Identifies and utilizes community resources; develops and trains such resources and makes appropriate referrals
- ◆ Participates in the Authority management team; provides consultation to and serves on community advisory committees and other groups including international, national, state and local organizations.
- ◆ May oversee or identify program funding sources and prepares grant applications and proposals to secure funding.
- ◆ Administers grant funds and acts as liaison and coordinator in programmatic areas.
- ◆ Oversees or develops statistical information and analyzes data in support of program and planning recommendations.
- ◆ Prepares or participates in the preparation of the Authority budget; may monitor budgets and other financial reports.
- ◆ Prepares documentation, correspondence and other written materials related to program services; maintains or directs the maintenance of records and files. (End Program Mgr)

- ◆ Develops statistics and engages in and/or assigns research for various phases of programs.
- ◆ Performs research and analysis on complex and sensitive areas within the agency structure, functions, projects, etc, as assigned.
- ◆ Writes staff reports related to solid waste planning, such as environmental impact analysis, facility siting, ordinances and resolutions, etc.
- ◆ Compiles and organizes information used to develop various technical and staff reports regarding the status of programs, services and facilities.
- ◆ Conducts on-site inspections of facilities, both public and private, to obtain field data for planning and compliance.
- ◆ Prepares agenda reports and other informational materials for the Solid Waste Task Force.
- ◆ Presents oral reports and graphic presentations for the Del Norte Solid Waste Management Authority, Solid Waste Task Force, Crescent City Council and Del Norte County Board of Supervisors.
- ◆ Monitors and provides technical assistance on special projects as directed, including attending and representing the Authority at meetings, hearings conferences, etc.
- ◆ Assists and advises County agencies, the general public, and other interested parties regarding the solid waste regulations, policies, programs, services and procedures.
- ◆ Composes letters of response or inquiry to government agencies, members of the public, and other interested parties regarding questions, clarification and problems of the Authority.
- ◆ Manages special projects including grants, grant application and grant contracts as they apply to solid waste management.
- ◆ Represents the Authority at Environmental Review Committee hearings.
- ◆ Reviews various journals, reports and other written materials in order to stay abreast of current methods and legal requirements regarding solid waste management.
- ◆ Supervises and assigns tasks to solid waste personnel and consultants, including participating in the hiring, training and evaluation of employees and consultants.
- ◆ Acts as Director in the absence of the Director.
- ◆ Performs other duties as required.

#### JOB REQUIREMENTS, QUALIFICATIONS AND RESPONSIBILITY

- ◆ Knowledge of the methods, practices, procedures and legal requirements associated with development and implementation of a County-wide solid waste program.
- ◆ Knowledge of principles and techniques of solid waste management and resource recovery program administration and service delivery including developing goals and objectives.
- ◆ Knowledge of supervisory principles and practices, including work planning, direction, evaluation, training and discipline.
- ◆ Knowledge of federal, state and local laws concerning solid waste, resource recovery and related issues.
- ◆ Knowledge of solid waste management and resource recovery techniques.
- ◆ Knowledge of the social and psychological aspects of solid waste management and resource recovery.

- ◆ Knowledge of principles of solid waste management.
- ◆ Knowledge of community agencies and other solid waste or recycling service providers.
- ◆ Knowledge of funding sources for solid waste management or resource recovery programs and services.
- ◆ Knowledge of methods and techniques for evaluating solid waste and recycling.
- ◆ Knowledge of basic budgetary principles and practices.
- ◆ Knowledge of standard office practices and procedures, including the use of basic office equipment.
- ◆ Knowledge of business arithmetic and statistical record keeping.
- ◆ Ability to develop, implement and administer complex programs and services.
- ◆ Ability to identify, anticipate and analyze solid waste problems and develop effective solutions to resolve them.
- ◆ Ability to evaluate the effectiveness of programs and services and make necessary changes and improvements.
- ◆ Ability to develop effective public information campaigns and work with all age groups.
- ◆ Ability to interpret, explain, and apply laws, regulations and policies related to solid waste management.
- ◆ Ability to represent the Authority in contacts with other agencies, businesses and the public.
- ◆ Ability to prepare clear and concise reports, correspondence and other written materials.
- ◆ Ability to communicate effectively in oral and written forms.
- ◆ Ability to maintain accurate records and files.
- ◆ Ability to exercise sound judgement within established guidelines.
- ◆ Ability to establish and maintain effective working relationships with fellow workers, consultants, city/county officials, outside agencies and the general public.
- ◆ Knowledge of laws, codes and regulations governing solid waste management.
- ◆ Knowledge of federal, state and local agency functions as they pertain to solid waste programs.
- ◆ Ability to independently plan, organize and carry out program goals and objectives.

#### Minimum Qualifications:

Bachelors degree in waste management, planning engineering, business, public policy, environmental studies, or related fields AND three (3) years responsible professional experience in solid waste management or related field; or an equivalent combination of education and experience.

Special requirements: Essential duties require the following physical skills and work requirements:

- ◆ Requires the abilities to maintain mental capacity which allows the capacity of exercising sound judgement and rational thinking under varied circumstances; to think and act quickly in emergencies; and effectively deal with personal change.
- ◆ Requires the ability to traverse hilly and uneven terrain and lift up to 50 pounds for the purpose of collection data at the closed landfill, or inspection of facilities.

- ◆ A minimum of one year responsible supervisory experience in solid waste management setting.
- ◆ Possession of a valid California drivers license.

This work consists of complex professional duties performed at a supervisory level in the classification series.

#### RESPONSIBILITY

Employees in this classification receive indirect supervision within a framework of policies and procedures. Employees in this level may supervise personnel. Errors in work or judgement could result in loss of money, inappropriate application of solid waste regulations, unnecessary intervention by regulatory agencies, damage to the environment, litigation against the agency and poor community relations.



# 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.

## Director's Report

**Date:** 15 May 2015  
**To:** Commissioners of the  
**Del Norte Solid Waste Management Authority**  
**From:** Tedd Ward, M.S. - Acting Director / Program Manager *Tedd*  
**Attachments:** Minutes from Marine Flare Conference Call of 04 May 2015  
Letter from Recology Del Norte regarding their plans to  
address illegal dumping near the community recycling bins  
**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 and other public services.

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

During three weeks out of the past six, we have had three Refuse Site Attendants (gate staff) out on medical leave. With only 10 part-time and full-time staff, all of us – including the Director – on occasion have been filling in as refuse site attendants. The silver lining is that we stay current in appraising our operations at each facility and learn from each other about how to improve customer service. The downside is that with so few staff there is no resilience in emergencies. A recent injury of one of our Refuse Site Attendants on 14 April 2015 underscored how thinly staff resources are stretched. At the time, with a staff of eight, having three people out with medical issues impacts everyone who works for this agency.

This past month however we were able to hire two new refuse site attendants: Bonnie Smith and Joseph Hernandez. Training has begun. In the meantime, I anticipate both part-time/temp and overtime expenses will increase until their training is completed.

7.1



Shortly after the sudden retirement of the former Director in July 2013, the Board at the time assured me that this situation of my working two jobs would be resolved in 'weeks not months.' As this situation has continued for 21 months, the backlog of work that can only be done by qualified and skilled mid-management personnel with some combination of experience in integrated waste management in California, water quality engineering, and local government administration is reaching a crisis. I have continued to work closely with Lisa Babcock, Katherine Brewer, Keith Estes and Rich Taylor and County staff as available to address the immediate tasks needed to continue this agency in the interim. Still, significant tasks continue to fall behind, and I am obliged to call the Board's attention to the increasing number and intensity of activities and programs that are being impacted by this continuing staff shortage.

This ongoing staffing shortage is undermining this agency's credibility – and could undermine our efforts to reduce expenses. For example, at last month's meeting I was directed to draft a scope of work "for an engineering assessment to be used to support the appeal of the Threat/Complexity Rating for the Crescent City Landfill WDR fee." We had been working to appeal this state rating and thus reduce our fees. Getting this engineering assessment is a very important next step in offering a credible appeal to this \$70,781 annual permit fee, of which the Authority has only paid \$30,625 thus far. The State Water Resources Control Board could assess penalties in the amount of up to \$1,000 per day while the full amount is unpaid, so the Authority is at risk pursuing an appeal without time or staff to do so. There was not time during this month to do this along with the draft budget and other items included in this agenda.

This ongoing staff shortage is impacting this agency's safety record. The Agency needs to inspect the transfer stations on some regular basis, including Gasquet and Klamath. The former Director would on occasion staff the Klamath or Gasquet stations and use that opportunity to review signage, safety, and operations; I have had no time. Meanwhile the Authority has had two significant injuries at these facilities and two recent bin fires. While more regular inspections would not necessarily prevent all such issues, the Authority may be legally vulnerable if no provisions are made to address these issues before they arise. The best time for a safety inspection is not after the ambulance arrives.

This ongoing staff shortage is resulting in missed opportunities to make sure State laws work for our rural community. As background, you should be aware that the most significant new recycling programs during the past four years have been for carpet recycling and expanded recycling of paints, stains and lacquers. Both of these have been product stewardship programs legislated while the former Director played instrumental roles on the Board of the California Product Stewardship Council (CPSC) and working with the Environmental Services JPA of the Regional Council of Rural Counties, *making sure such programs did not just serve the urban centers of California*. Most importantly, product stewardship programs are funded by fees collected when customers buy new products, and administrated by private groups of the producers of these products. Because of agency staff's strategic engagement as these laws were being developed and programs rolling out, our agency has been among the first rural communities to have product stewardship

programs for household batteries, carpet and padding, and paints and stains.

Last week we received an urgent appeal from CPSC to support AB 1159 and oppose AB 45. AB 1159 would implement needed statewide product stewardship programs for household batteries and home generated sharps. In contrast, AB 45 places all program and financial responsibilities on local governments, requiring each jurisdiction that provides for the residential collection and disposal of solid waste to increase the collection of HHW by an unspecified percentage. AB 45 would also require each jurisdiction to submit an additional annual report to the State. There was not time to draft a letter regarding either of these bills, so in this regard the Authority's voice at the State level has been silent and we have disappointed partner organizations.

This is the *fifth* consecutive month that I had hoped to draft a document requested by the Board, describing my current job duties and some mutual expectations of how long I am expected to serve in the combined Director and Program Manager roles. While I have continued to demonstrate my productivity on other issues, due to other regulatory deadlines and commitments I still have not make any progress on my personal Personnel issues. While our staff continue to prevent our ongoing staff shortages from impacting our services to customers, issues that do not immediately affect keeping our facilities open for customers continue to suffer from a lack of capacity to address them in a timely manner.

Item 6.7 item on this agenda has been placed on this agenda because from the perspective of Authority staff, the protracted staffing shortage is approaching a state of crisis. The intent of this agenda item is to find the most cost-effective and timely method to achieve a full staffing level so we can train the new hire to begin addressing the backlog of tasks that have accumulated since the sudden retirement of the former Director 21 months ago.

**Facilities:** On this agenda is a report on a meeting I had with staff from the North Coast Regional Water Quality Control Board to discuss the Waste Discharge Requirements Fees for the Crescent City Landfill, as well as the need to update the monitoring and reporting program for this facility.

Vandalism has damaged fencing and some well casings at the Crescent City Landfill, and repairs are still needed. I am also working with Rick Lauchstedt of the County Engineering Department, Alder Camp, and the Del Norte Fire Safe Council to complete the spring vegetative maintenance at the landfill.

I am also working with the County Building and Maintenance Department to replace the steps outside the Klamath gate shack, which have proven to be a trip hazard. We will also need to improve our signage at both Gasquet and Klamath as safety improvements we identified after the most recent injury in Klamath.

**Finances and Audits:** The draft budget for fiscal year 15/16 is included in this agenda for Board review and comment, having been reviewed by both the City and County. Based on

discussions with the County, I have removed the expense lines to enable repair of the transfer station floor as well as the base of the exit ramp. After consulting with Sherrik Cron and Clinton Schaad of the County Auditor's office and Rich Taylor, we concluded the most prudent way to address this expense was to wait until the fiscal year was finally closed out in September or October to confirm that the Authority had the available cash balance necessary for this work. Apart from that adjustment and the change in formatting, the draft budget is the same as was presented last month.

**Vendor Contract Management and Oversight:** While I was in Los Angeles, the northern California representative of the Mattress Recycling Corporation met with Joel Wallen, Operations manager for Hambro/WSG to view our facilities and begin discussions about how mattress recycling may roll out in Del Norte in 2016. This issue demands much more attention if this agency intends to implement mattress recycling in early 2016 in accord with the law.

On 11 May, I met with Wes White and Joel Wallen of Hambro/WSG and Garry Penning of Rogue Waste Systems and the Dry Creek Landfill. The Authority is a third-party beneficiary to the disposal agreement between Hambro/WSG and Dry Creek, which potentially limits the Authority's liability. Though the Authority has used this arrangement to secure disposal capacity through March 2030, the Authority's agreement with Hambro/WSG currently expires in March 2028. Thus, to meet the State requirement that this agency continue to have at least 15 years of secured disposal capacity, additional disposal capacity must be secured and/or the Transfer Station operations agreement will need to be extended. This issue will be discussed in greater detail next month.

I continue to work with Jeremy Herber of Recology Del Norte on issues of controlling illegal dumping near the community dropoff bins (see attachment) and working on new bin crank system. The new bin crank system is working very well, and Recology is making arrangements so all trash bins used as the Gasquet and Klamath sites are fitted with the new crank system.

I have also initiated quarterly meetings among the key players in our solid waste and recovery systems so we can discuss issues of common concern and work together to improve our programs and services.

**Compliance:** A separate agenda item addresses the Authority's partial payment of the Waste Discharge Fees for the Crescent City Landfill for FY 14/15.

Timely compliance with sampling and reporting deadlines continues to be a challenge. We are now also required to enter this data into an on-line reporting system called GeoTracker. I have not yet completed the data entry into this system, though it is now three months overdue.

**Programs / Policies:** The Authority participated in the Youth and Family Fair on April 18<sup>th</sup> as an outreach and education event. This outreach was coordinated with Recology Del

Norte and Julindra Recycling by Lisa Babcock.

At CalRecycle's annual Used Oil / HHW conference in Los Angeles, I organized an informal meeting to discuss marine flare disposal. Minutes from this meeting are attached. It included 18 people including representatives from numerous household hazardous waste programs, fire departments, the Environmental Services JPA of the Regional Council of Rural Counties, as well as regulators from the Department of Toxic Substances Control and CalRecycle, making this one of the biggest meetings to address expired marine flares that has occurred in California to date. The minutes from a follow-up with the state marine flare task force conference call of May 4<sup>th</sup> are attached.

At their meeting of 11 May, the Del Norte Solid Waste Task Force asked that I convey to the Board their request to receive clear direction from the Board as to where they should focus their efforts. This item may appear on a future Board agenda.

**Concerns:** The number and intensity of tasks and reports that are being deferred by staff continue to accumulate and is reaching crisis levels. 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. I take no delight in repeating this message each month, and would very much appreciate swift action from the Board to address this concern.

### **Partial List of Significant Activities since 15 April 2015:**

In addition to working on tasks described on other items in this agenda, preparing all staff reports, and posting all materials to the Authority's website, the following is a partial list of other significant activities during the past month.

1. Authority staff participated in the Youth and Family Fair on April 18<sup>th</sup>, which is one of the Authority's education and outreach events. (6 hours)
2. Set the date for the next annual Household Hazardous Waste Collection Event for September 25<sup>th</sup> for small businesses, and September 26<sup>th</sup> for residents. (1 hour)
3. Submitted the Transfer Station methods report to CalRecycle. (2 hours)
4. Conducted interviews for vacant refuse site attendant positions and hired Bonnie Smith and Joseph Hernandez, who have begun training. This process included offering the position to another person who was trained for a day, and then notified us he had accepted another position which paid more. (16 hours)
5. Updated and revised the training checklist for refuse site attendants. (2 hours)
6. Met twice with Heidi Kunstal and Dave Mason to discuss blight abatement and Code Enforcement support, as well as the Abandoned Vehicle Abatement Service Authority agreement and recruitment process. (3 hours)
7. Drafted and sent letter terminating the Abandoned Vehicle Abatement Service Authority Towing Agreement. (1 hour)
8. Investigated the possible causes for the second bin fire at the Klamath Transfer station in the last 2 months. (1 hour)

9. Investigated possible solutions to a trip hazard at the Klamath Transfer station. (3 hours)
10. Reviewed changes to the Consumer Price Index, and drafted Change Orders and sent drafts for review by Hambro/WSG and Recology. Drafted Rate Resolution associated with the annual rate adjustments. (6 hours)
11. Updated briefing binder and met with Commissioner Gore to review the recent history of the Del Norte Solid Waste Management Authority. (4 hours)
12. Responded to Paul Senyszyn, the person at the Del Norte Unified School District responsible for energy conservation and recycling programs, with a meeting regarding the potential for developing food waste recovery programs. (1 hour)
13. Presented the draft Authority budget to the Crescent City Council and the Del Norte County Board of Supervisors. (6 hours)
14. Completed both calibration and certification of the scales at the Del Norte County Transfer Station. (3 hours)

### **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. Complete entry of landfill water quality data into the GeoTracker system.
2. Draft scope of work and RFP to procure engineering services associated with the Authority's ongoing appeal of the Waste Discharge Requirements fees associated with the Crescent City Landfill.
3. Work with the County Building and Maintenance Department to improve the steps at the Klamath Transfer Station.
4. Take action as directed to address the Authority's administrative and program staffing shortage.
5. Obtain repair estimates for damage to well casings and perimeter fencing at the Crescent City Landfill, and authorize repairs if below the Director's approval limit.
6. Personally conduct Inspections of certified oil recycling centers in Del Norte County, as required under CalRecycle's Oil Payment Program.
7. Clean out and filing the backlog of documents accumulated in the former Director's and Program Manager's offices.
8. Continue to work with Creative Information Systems and X-Charge regarding 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. Place public notices and provide additional reports as needed for the adoption of the FY 15/16 budget.

STATEWIDE MARINE FLARE CONFERENCE CALL  
04 May 2015, 2 PM

Attending: Tedd Ward, Del Norte Solid Waste Management Authority  
Larry Sweetser, ESJPA  
Barbara Heinsch, CalRecycle  
Antonia Becker, DTSC  
Vivian Matouk, Coastal commissioner / Boating and Waterways  
Billy Puck, Recology  
Emily Wang, Cal Recycle

Topics: 1. Recap: Vivian gave a summary of the history of the working group on this issue, and recent events including an impromptu meeting at the CalRecycle Used Oil / HHW Conference. The minutes from that meeting needed some corrections.

Tedd summarized efforts with the group meeting at the CalRecycle conference.

Antonia expressed frustration at inaccuracies in the minutes (section 8) and summarized short and long-term efforts of the statewide working group. Long term includes potential changes to law or product stewardship. Short term involves potential collection events.

Larry Sweetser described the potential for re-evaluating the explosive categorization for these products as suggested by Charles Corcoran of DTSC. Antonia said that federal DOT would require a special permit for re-categorizing expired flares. In subsequent conversation, federal DOT representatives were more inclined to increase the explosive rating from 1.4 to 1.1 (i.e. older flares, or those exposed to heat could be MORE explosive rather than less).

Billy Puck said this appears somewhat theoretical and based on potential concerns rather than having consolidated flares tested for these characteristics. Testing can cost up to about \$35K.

Vivian summarized prior meetings with federal DOT. They did not appear to appreciate the issues California is facing.

Billy said if there was an application for a special permit, there could be multiple entities as co-applicants for this special DOT permit.

Barbara asked Antonia about short-term efforts. Antonia said there may be potential for collection events, with funds administered by DTSC.

Billy Puck suggested that the DOT permit application be for a statewide program. They need five drums of flares to complete these tests, though more would be better. They need drop test, single fire test and one other. He asked for help from DTSC for funding of ~\$40K.

Barbara asked if a group letters of support would be helpful. Tedd said he felt that would be possible with HHW managers. Letters to be sent to Director of DTSC, Barbara A. Lee in 1001 'I' street, PO Box 806 Sacramento, CA 95812-0806, care of Antonia Becker. Tedd and Larry will work on a call for letters of support. Marine flares, why it is an emergency, and an issue for DTSC to address with some urgency. Antonia said she would review a draft of the call for letters of support.

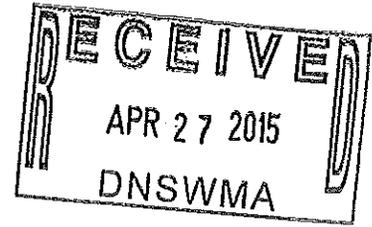
Larry asked how much proper flare disposal cost. Billy said it cost him about \$10K for about 5 x 16 gallon drums. Tedd said the first flare would cost \$9K according to Clean Harbors. Billy said the transport restrictions include two drivers, non-stop with a pre-approved dedicated route by CHP. Tedd said he would get note out within 3 weeks. Return letters by end of June.

For example in one jurisdiction in 2009, paid \$7,100 for 3 x 5 gallon pails. (2 hand-held marine flares, 5 projectile aerial flares) sent to Louisiana. In 2014, paid >\$6,000 for 1 x 5 gallon pail (3 Startracker) and 2 x 16 gallon sent again to Louisiana.

Billy said there was also issues for legacy products, as it can be hard to determine the correct explosive class without an MSDS. Some flares also include Li-Ion batteries, which adds additional complications for end-of-life management.

Barbara suggested periodically (perhaps quarterly) updates to all interested parties be provided by Antonia/Vivian. Perhaps occasional conference calls as needed?

Adjourned at 3:20 PM.



Attention: Director / Tedd Ward  
Del Norte Solid Waste Management Authority  
1700 State St  
Crescent City, CA, 95531

I am reaching out to you today in regards to the community bins we provide at the fairgrounds per our contract. Over the last few months we have seen an increase in illegal dumping. I would like to propose some options to curb this illegal activity which is harmful to our community in many ways. I have been in discussion with our recycle coordinator Lorie Poole along with Randy Hatfield to propose a solution to reduce this activity in this particular area.

The foundations for effective enforcement are State and local ordinances that regulate waste management and prohibit illegal dumping. The local ordinances are only effective if they are enforced and offenders are prosecuted. Without an active enforcement program, illegal dumpers are unlikely to change their behavior and the community will not see a reduction in illegal dumping.

"Illegal dumping" means the willful act or intentional depositing, dropping, dumping, placing, or throwing of any waste matter onto public or private property that is not expressly designated for the purpose of disposal of matter waste.

Recology Del Norte is requesting permission to pursue and enact on different possible levels of action regarding illegal dumping in this area.

- 1) Educate the public that this activity is illegal and will not be acceptable in our community.
- 2) Assist and support local law and code enforcement officers in prosecution of these suspects.
- 3) Respond to illegal dumping complaints and remove items left in this community bin area.
- 4) Provide signage notifying the public this act is illegal and not tolerated.
- 5) Possibly install surveillance camera system to deter such illegal activity.
- 6) Provide awareness through our local website for our community members to be able to contact the appropriate enforcement agency to report an illegal dumping act.

We at Recology take extreme pride in servicing our communities. We feel illegal dumping is not only an environmental crime, but can also effect our local tourism, economic development, and greatly affect our community outlook. We are proposing to install appropriate signage that will be approved by the authority to deter this activity. Work with local newspaper and radio ads informing the community that the act of illegal dumping is not acceptable here, and to work with our corporate office to add to our website information on how to properly report illegal dumping activities to the appropriate enforcement agency. We are also acquiring bids at this time to possibly install a camera surveillance system to record acts of illegal dumping at the fairground location.



We would greatly appreciate the Del Norte Solid Waste Management Authority to stand with us on this action, to work together as a community, and to educate and deter illegal dumping in our beautiful place we call home.

Sincerely,

Recology Del Norte  
Jeremy Herber  
Operations Manager  
2675 Lake Earl Drive  
Crescent City, CA, 95531  
707-464-4181

## Lorie Poole

---

**From:** David Mason [dmason@co.del-norte.ca.us]  
**Sent:** Thursday, April 09, 2015 8:50 AM  
**To:** Lorie Poole  
**Subject:** Re: illegal Dumping info

Also note that the penalty for dumping in commercial quantities is punishable by fines of up to \$10,000 under Penal Code 374.3(h); and forfeiture of the vehicle used under Vehicle Code section 23112.7:

PC 374.3 (h) (1) A person who places, deposits, or dumps, or causes to be placed, deposited, or dumped, waste matter in violation of this section in commercial quantities shall be guilty of a misdemeanor punishable by imprisonment in a county jail for not more than six months and by a fine. The fine is mandatory and shall amount to not less than one thousand dollars (\$1,000) nor more than three thousand dollars (\$3,000) upon a first conviction, not less than three thousand dollars (\$3,000) nor more than six thousand dollars (\$6,000) upon a second conviction, and not less than six thousand dollars (\$6,000) nor more than ten thousand dollars (\$10,000) upon a third or subsequent conviction.

(2) "Commercial quantities" means an amount of waste matter generated in the course of a trade, business, profession, or occupation, or an amount equal to or in excess of one cubic yard. This subdivision does not apply to the dumping of household waste at a person's residence.

Also note that the penalties for dumping any hazardous substance are significantly higher (\$10,000 and up to 3 years in prison) PC 374.8

(a) In any prosecution under this section, proof of the elements of the offense shall not be dependent upon the requirements of Title 22 of the California Code of Regulations.

(b) Any person who knowingly causes any hazardous substance to be deposited into or upon any road, street, highway, alley, or railroad right-of-way, or upon the land of another, without the permission of the owner, or into the waters of this state is punishable by imprisonment in the county jail for not more than one year or by imprisonment pursuant to subdivision (h) of Section 1170 for a term of 16 months, two years, or three years, or by a fine of not less than fifty dollars (\$50) nor more than ten thousand dollars (\$10,000), or by both the fine and imprisonment, unless the deposit occurred as a result of an emergency that the person promptly reported to the appropriate regulatory authority.

(c) For purposes of this section, "hazardous substance" means either of the following:

(1) Any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the environment, including, but not limited to, hazardous waste and any material that the administering agency or a handler, as defined in Chapter 6.91 (commencing with Section 25410) of Division 20 of the Health and Safety Code, has a reasonable basis for believing would be injurious to the health and safety of persons or harmful to the environment if released into the environment.

(2) Any substance or chemical product for which one of the following applies:

(A) The manufacturer or producer is required to prepare a MSDS, as defined in Section 6374 of the Labor Code, for the substance or product pursuant to the Hazardous Substances Information Training Act (Chapter 2.5 (commencing with Section 6360) of Part 1 of Division 5 of the Labor Code) or pursuant to any applicable federal law or regulation.

(B) The substance is described as a radioactive material in Chapter 1 of Title 10 of the Code of Federal Regulations maintained and updated by the Nuclear Regulatory Commission.

(C) The substance is designated by the Secretary of Transportation in Chapter 27 (commencing with Section 1801) of the appendix to Title 49 of the United States Code and taxed as a radioactive substance or material.

(D) The materials listed in subdivision (b) of Section 6382 of the Labor Code.

(6) This subdivision does not apply if there is a community property interest in the vehicle that is owned by a person other than the defendant and the vehicle is the only vehicle available to the defendant's immediate family that may be operated on the highway with a class A, class B, or class C driver's license.

(d) (1) Notwithstanding Section 86 of the Code of Civil Procedure and any other provision of law otherwise prescribing the jurisdiction of the court based upon the value of the property involved, whenever a person, who has two or more prior convictions of Section 374.3 or 374.8 of the Penal Code that are not infractions, is charged with a misdemeanor violation of Section 374.3 of the Penal Code, or of a violation of Section 374.8 of the Penal Code, for illegally dumping harmful waste matter, the court with jurisdiction over the offense may, upon a motion of the prosecutor or the county counsel in a criminal action, declare a motor vehicle if used by the defendant in the commission of the violation, to be a nuisance, and upon conviction order the vehicle sold pursuant to Section 23596, if the person is the registered owner of the vehicle or the registered owner's employee or agent.

(2) The proceeds of the sale of the vehicle pursuant to this subdivision shall be distributed and used in decreasing order of priority, as follows:

(A) To satisfy all costs of the sale, including costs incurred with respect to the taking and keeping of the vehicle pending sale.

(B) To the legal owner in an amount to satisfy the indebtedness owed to the legal owner remaining as of the date of the sale, including accrued interest or finance charges and delinquency charges.

(C) To recover the costs made, incurred, or associated with the enforcement of this section, the abatement of waste matter, and the deterrence of illegal dumping.

(3) A vehicle shall not be sold pursuant to this subdivision in either of the following circumstances:

(A) The vehicle is owned by the employer or principal of the defendant and the use of the vehicle was made without the employer's or principal's knowledge and consent, and did not provide a direct benefit to the employer's or principal's business.

(B) There is a community property interest in the vehicle that is owned by a person other than the defendant and the vehicle is the only vehicle available to the defendant's immediate family that may be operated on the highway with a class A, class B, or class C driver's license.

On Thu, Apr 9, 2015 at 8:37 AM, David Mason <[dmason@co.del-norte.ca.us](mailto:dmason@co.del-norte.ca.us)> wrote:

Here are some photos of signs already in use

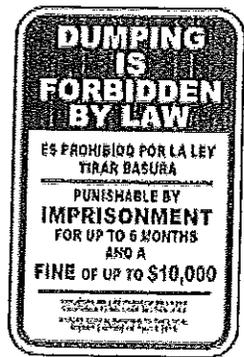
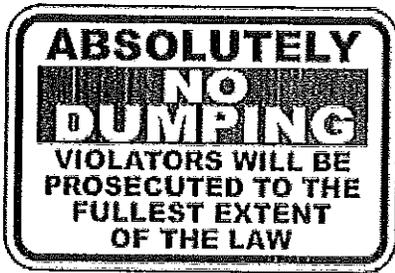
On Wed, Apr 8, 2015 at 8:18 AM, Lorie Poole <[lpoole@recology.com](mailto:lpoole@recology.com)> wrote:

Hi Dave,

We are working with Tedd to figure out a way to make better signage for the community drop off locations. Can you pass the official verbiage for illegal dumping? Do you already have illegal dumping signs that I can pull from?

Thanks for your help.

-- LORIE



*Cardboard only*

*Recyclables only*



# WARNING

Littering is a violation  
of the California  
penal code 374.a  
Violators will be  
subject to fines  
Of up to \$1,000.00  
Strictly Enforced

**DUMPING  
IS  
FORBIDDEN  
BY LAW**

**ES PROHIBIDO POR LEY  
TIRAR BASURA**

**PUNISHABLE BY  
IMPRISONMENT  
FOR UP TO 6 MONTHS  
AND A  
FINE OF UP TO \$10,000**

VIOLATORS WILL BE PROSECUTED UNDER  
CALIFORNIA PENAL CODE SECTION 374.3

REPORT ILLEGAL DUMPING TO THE LOCAL  
SHERIFF'S OFFICE OR POLICE DEPT.



FARM BUREAU



*Example can  
customize*

# WARNING

LITTERING /DUMPING WASTE

IS PROHIBITED BY LAW and

punishable by imprisonment

and/or fines of up to \$10,000

CA Penal Code 374.3, 374.4

**\$1000 FINE  
FOR  
LITTERING**

**WARNING**

Littering is a violation  
of the California  
penal code 374.a  
Violators will be  
subject to fines  
Of up to \$1,000.00  
Strictly Enforced

DEPARTMENT OF PUBLIC WORKS  
L.A. COUNTY

# DUMP NO RUBBISH

No person shall deposit any non-combustible rubbish or any refuse of any kind whatsoever upon or in any street, sidewalk, parkway or upon any lot or private premises.

PENALTY: - \$1000 Fine or 6 months in jail, or both.

L.A. Municipal Code - Ord. No. 77,000 Sec. 66.25

**DON'T TRASH  
SHASTA !**

REPORT ILLEGAL DUMPING: 1-866-61-TRASH

**\$1,000 FINE FOR  
ILLEGAL DUMPING**

THIS AREA MAY BE UNDER VIDEO  
SURVEILLANCE: CVC 23112; PC 374.3

Solid Waste  
**Balance Sheet**  
 March 31, 2015

**Unaudited**

**ASSETS**

422 010 00000	Cash Solid Waste	651,301.48
422 010 00300	Imprest Cash	3,500.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 03200	Land	493,000.00
422 010 03300	Transfer Station	3,266,990.64
422 010 03400	Equipment	158,443.55
422 010 03410	Buildings & Improvements	141,638.89
422 010 03440	Accum Depr Equipment	(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	<u><u>3,914,379.73</u></u>

**LIABILITIES AND FUND EQUITY**

422 010 05105	Sales Tax Payable	16.50
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	(2,191,377.77)
422 010 09600	Investment in Capital Assets net of related debt	529,203.00
	Revenue	2,093,933.05
	Expenditure	(1,850,373.34)
	Total Liabilities and Fund Equity	<u><u>3,914,379.73</u></u>

7.2

## Del Norte Solid Waste Management Authority

## A/R Aging Summary

As of May 8, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Abandoned Vehicle Abatement	0.00	940.52	0.00	0.00	0.00	940.52
Affordable Home & Rental Rep.	92.58	0.00	0.00	0.00	0.00	92.58
Agricultural Commission	19.90	0.00	0.00	0.00	0.00	19.90
Agricultural Commission(solid waste only)	11.38	115.21	0.00	0.00	0.00	126.59
Aladdin Realty	15.64	0.00	0.00	0.00	0.00	15.64
Alexandre EcoDairy Farms	0.00	331.41	0.00	0.00	0.00	331.41
All About Town Home Repair	0.00	0.00	0.00	0.00	264.78	264.78
AWI Management Group	39.83	0.00	0.00	0.00	0.00	39.83
Babich Construction	339.95	0.00	0.00	0.00	0.00	339.95
Bart Kast Builders	86.41	0.00	0.00	0.00	0.00	86.41
Benner Mini Storage	13.95	0.00	0.00	0.00	0.00	13.95
Borges Dairy	221.89	237.54	0.00	0.00	0.00	459.43
Brown, Hector	1,277.33	1.00	0.00	0.00	0.00	1,278.33
C.A.R.R.E./New Dawn Support Services	7.04	0.00	0.00	0.00	0.00	7.04
Cal-Ore LIFE FLIGHT	0.00	0.00	0.00	113.43	13.41	126.84
Cal-Trans	80.18	41.53	0.00	0.00	0.00	121.71
California Auto Image	103.84	0.00	0.00	0.00	0.00	103.84
California Dept. Parks & Rec.	355.62	422.87	275.54	0.00	0.00	1,054.03
Castle Rock Countertop's	36.98	0.00	0.00	0.00	0.00	36.98
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.	0.00	0.00	0.00	0.43	0.00	0.43
Chimney Kraft	39.83	0.00	0.00	0.00	0.00	39.83
City of Crescent City.	195.22	0.00	0.00	0.00	0.00	195.22
College of the Redwoods	11.38	0.00	0.00	0.00	0.00	11.38
Corner Stone Assembly of God	83.90	0.00	0.00	0.00	0.00	83.90
Crescent Ace Hardware.	267.41	0.00	0.00	0.00	0.00	267.41
Crescent City KOA	221.90	0.00	0.00	0.00	0.00	221.90
Crescent City Nursing & Rehab	9.96	7.10	40.24	0.00	0.00	57.30
Crescent Electric	17.07	0.00	0.00	0.00	0.00	17.07
Crescent Fire Protection Dist.	7.11	0.00	0.00	0.00	0.00	7.11
Custom Construction	0.00	4.27	0.00	0.00	0.00	4.27
Del Norte Ambulance	24.18	0.00	0.00	0.00	0.00	24.18
Del Norte County Road Dept.	40.27	0.00	0.00	0.00	0.00	40.27
Del Norte Parks & Recreation	398.58	0.00	0.00	0.00	0.00	398.58
Del Norte Realty	124.82	159.90	0.00	0.00	0.00	284.72
Del Norte Roofing	749.61	0.00	0.00	0.00	0.00	749.61
Del Norte Solid Waste Mngmt	302.70	0.00	0.00	0.00	0.00	302.70
DN Unified School District	287.84	0.00	0.00	0.00	0.00	287.84
DNC Building Maintenance	101.45	0.00	0.00	0.00	0.00	101.45
Elk Valley Casino	0.00	-14.22	0.00	0.00	0.00	-14.22
Elk Valley Rancheria	6.69	0.00	0.00	0.00	0.00	6.69
Elk Valley Storage	51.21	0.00	0.00	0.00	0.00	51.21
Ellers Fort Dick Market	270.26	0.00	0.00	0.00	0.00	270.26
Frank's Refrlgeration	27.03	-4.27	0.00	0.00	0.00	22.76
G. H. Outreach	304.37	0.00	0.00	0.00	0.00	304.37
Gasquet Mobile Home Park	0.00	151.94	0.00	0.00	0.00	151.94
Golden State Construction	483.27	0.00	0.00	0.00	0.00	483.27
Green Scapes	46.34	0.00	0.00	0.00	0.00	46.34
Griffin's Furniture Outlet	26.53	85.51	24.18	0.00	0.00	136.22
Hambro/Waste Solutions Group	11.64	0.00	0.00	0.00	0.00	11.64
Hank's Hauling	1,338.48	0.00	0.00	0.00	0.00	1,338.48
Hartley Construction	18.49	133.71	0.00	0.00	0.00	152.20
HASP / Jordan Recovery Centers	99.28	125.18	50.45	0.00	0.00	274.91
Hintz Construction	0.00	0.00	0.00	0.00	127.60	127.60
Hiouchi Community Fellowship	11.38	0.00	0.00	0.00	0.00	11.38
Humboldt Moving & Storage	27.03	0.00	0.00	0.00	0.00	27.03
Investment Realty	156.57	0.00	0.00	0.00	0.00	156.57
Kirkland's Lawn & Yard Service	229.67	0.00	0.00	0.00	0.00	229.67
Kraft, Tom & Patti	105.26	0.00	0.00	0.00	0.00	105.26
Larry Hartwick Construction	159.31	0.00	0.00	0.00	0.00	159.31
Larson Services	66.80	0.00	0.00	0.00	0.00	66.80
Lighthouse Community Church	0.00	86.77	0.00	0.00	0.00	86.77
LNL Design and Construction	18.49	0.00	0.00	0.00	0.00	18.49
Lucky 7 Casino	45.85	-27.03	0.00	0.00	0.00	18.82
Malloroy Construction	0.00	11.59	0.00	0.00	0.00	11.59

**Del Norte Solid Waste Management Authority**  
**A/R Aging Summary**  
As of May 8, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Mark Wooding Construction	0.00	0.00	0.00	0.00	-120.00	-120.00
Mastaloudis Homes Inc.	9.60	6.26	0.00	0.00	0.00	15.86
Ming Tree Real Estate	0.00	0.00	0.00	0.00	-16.10	-16.10
Mountain Power Tree Co.	11.38	-1.56	0.00	0.00	0.00	9.82
Mow Blow and Go	120.23	0.00	0.00	0.00	0.00	120.23
Murray Construction	379.78	0.00	0.00	0.00	0.00	379.78
New Dawn Support Services	58.23	0.00	0.00	0.00	0.00	58.23
Norbury Construction	0.00	0.00	0.00	0.00	116.70	116.70
North Coast Properties	78.62	0.00	0.00	0.00	0.00	78.62
Northridge Electric	190.60	0.00	0.00	0.00	0.00	190.60
Pacific Coast Realty & Prop.	15.63	0.00	0.00	0.00	0.00	15.63
Pacific Northwest Physical Therapy	76.81	0.00	0.00	0.00	0.00	76.81
Pappas Dry Wall	39.83	0.00	0.00	0.00	0.00	39.83
Peasley's Property Mang.	275.12	0.00	0.00	0.00	0.00	275.12
Pelican Bay Evangelical Free Church	14.20	0.00	0.00	0.00	0.00	14.20
Pelican Bay Roofing Co.	0.00	359.87	689.86	0.00	0.00	1,049.73
Plunkett's Family Painting	63.76	0.00	0.00	0.00	0.00	63.76
Porter's Trucking & Logging	0.00	0.00	0.00	0.00	2,033.84	2,033.84
Ray's Mobile Home Service	34.50	0.00	0.00	0.00	0.00	34.50
Recology Del Norte (Franchise)	99,195.48	0.00	0.00	0.00	0.00	99,195.48
Recology Del Norte (Prison)	11,936.77	0.00	0.00	0.00	0.00	11,936.77
Red Sky Roofing	9,335.20	9,758.23	0.00	0.00	0.00	19,093.43
Redwood Community Action Agency	98.12	197.69	0.00	0.00	0.00	295.81
Redwood National Park	715.79	0.00	0.00	0.00	0.00	715.79
Reservation Ranch	850.06	897.53	0.00	0.00	0.00	1,747.59
Richterich & Jones Const	302.97	0.00	0.00	0.00	0.00	302.97
Rick Parker Construction	238.96	0.00	0.00	0.00	0.00	238.96
Ritchie Homes	349.92	0.00	0.00	0.00	0.00	349.92
Ron's Hauling	82.76	96.14	0.00	0.00	0.00	178.90
Ruiz Construction	14.45	0.00	0.00	0.00	0.00	14.45
Rumiano Cheese Company	7.10	0.00	0.00	0.00	0.00	7.10
Schnacker's General Hauling	0.00	0.00	173.25	0.00	0.00	173.25
Seabreeze Apartments	42.80	0.00	0.00	0.00	0.00	42.80
Seagull Apartments	13.42	0.00	0.00	0.00	-15.59	-2.17
Seawood Village	7,023.81	0.00	0.00	0.00	0.00	7,023.81
Shangri-la Trailer Court	110.75	0.00	0.00	0.00	0.00	110.75
Smith River Equipment	933.68	0.00	0.00	0.00	0.00	933.68
Smith River Rancheria	159.30	177.80	0.00	0.00	0.00	337.10
St. Vincent de Paul	19.11	0.00	0.00	0.00	0.00	19.11
Steel	19.91	0.00	0.00	0.00	0.00	19.91
Stephen F White Gen.Cont. Inc.	94.59	114.61	6.98	0.00	0.00	216.18
Stone Roofing	5,507.53	0.00	0.00	0.00	0.00	5,507.53
Tab & Associates	796.50	0.00	0.00	0.00	0.00	796.50
Thermo Fluids, Inc. / Outbound OIL	0.00	0.00	0.00	0.00	-55.80	-55.80
Tim Haban Construction	118.20	0.00	0.00	0.00	0.00	118.20
TRKLA/TRGAS BINS AND LF BINS	4,263.49	0.00	0.00	0.00	0.00	4,263.49
Van Arsdale Construction	768.09	122.24	0.00	0.00	0.00	890.33
Van Nocker's Cleaning	8.53	0.00	0.00	0.00	0.00	8.53
Winn's Maintance Service	0.00	0.00	0.00	0.00	-25.00	-25.00
Yurok Economic Development Corp.	0.00	23.57	0.00	0.00	0.00	23.57
Yurok Indian Housing Authority	0.00	42.67	0.00	0.00	0.00	42.67
<b>TOTAL</b>	<b>153,465.28</b>	<b>14,605.58</b>	<b>1,260.50</b>	<b>113.86</b>	<b>2,343.50</b>	<b>171,788.72</b>

CLAIMS APPROVED BY THE DIRECTOR				Apr-15
Date Paid	Paid to:	Budget	Amt. Paid	Description
4/2/2015	Taylor, Richard D	20235	320.00	March 2015 Controller/Treasurer Services
4/7/2015	Black & Rice, LLP	20234	491.40	March 2015 Legal Services
4/7/2015	GH Outreach	20285-068	\$40.00	March 2015 Invoice - Recycle pick up
4/7/2015	Hambro WSG	20180	\$154,995.89	March 2015 Monthly Totals
4/7/2015	Del Norte Office Supply	20224	\$76.88	Office supplies
4/8/2015	P. S. Business Service	20231	\$98.00	Professional Services March 2015
4/8/2015	Josey's Delivery Service	20280	\$75.50	Delivery Services for March 2015
4/8/2015	Curry Transfer Roto Rooter	20140	\$293.00	GAS & KLA Porta potty Service March 2015
4/8/2015	Recology Del Norte	20238	\$3,860.85	March 2015 Bin Service
4/8/2015	Mission Linen	20140	\$92.58	March 2015 Services
4/8/2015	Charles Steel	20290	\$224.25	Mileage KLA & GAS 10/4/14-3/11/15
4/8/2015	Lisa Babcock	20290	\$74.75	Mileage Reimb 2/25/15-4/06/15
4/9/2015	Hi Tech Security	20236	\$2,500.00	Surveillance System Upgrade March 2015
4/9/2015	Environmental Health	20281	\$210.00	Haz Mat Permit
4/21/2015	Community Development Dept	20239-001	\$5,593.03	Landfill Time and vehicle Cost Reimbursement
4/16/2015	North Coast Laboratories, LTD	20232	\$4,225.00	Landfill Groundwater and TS Stormwater Testing
4/16/2015	United States Cellular	20121	\$95.80	Cellphone Service for 4/4/15-5/03/15
4/16/2015	US Bank	20290-075	\$405.15	Landfill Maintenance & Travel-Tedd Ward to L A
4/16/2015	Crescent Ace Hardware	20239-001	\$448.14	Landfill Maintenance
4/16/2015	Northcrest Auto Center	20283	\$350.00	Clean up-Tow fees for 5th wheel travel trailer to TS
4/27/2015	Frontier	20121	\$157.68	Service 4/13-5/12/15
4/27/2015	Recology Del Norte	20288	\$249.53	April 2015- 900 10th Street
4/27/2015	Recology Del Norte	20288	\$1,309.91	April 2015- 1001 Front Street
4/27/2015	Recology Del Norte	20283	\$452.24	April 2015- 500 Cooper Ave
4/27/2015	North Coast Laboratories, LTD	20232	\$1,519.00	INV 120765 Landfill Surface Water Testing
4/27/2015	Hi Tech Security	20236	\$71.94	INV 15-04312 Low Battery Alarm on Security System
4/27/2015	Ricoh USA, Inc	20250	\$267.17	Service period 1/30/15-2/27/15
4/27/2015	Crescent Ace Hardware	20239-001	\$13.43	INV 540495 & 540526 Land fill Maintenance
	<b>TOTAL</b>		\$ 178,191.12	

7.3

**DNSWMA  
GRAND TOTALS  
APRIL 2015**

	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	33.47%	
DNCTS Cash Total	29,256.75	14,718.53	43,975.28
DNCTS Charge Total	102,174.36	51,402.01	153,576.37
DNCTS Credit/Debit	16,250.78	8,175.47	24,426.25
<b>DNCTS Totals</b>	<b>147,681.90</b>	<b>74,296.00</b>	<b>221,977.90</b>
Klamath Cash Total		3,111.51	3,111.51
Klamath Charge Total		462.79	462.79
<b>Klamath Totals</b>		<b>3,574.30</b>	<b>3,574.30</b>
Gasquet Cash Total		1,339.73	1,339.73
Gasquet Charge Total		163.53	163.53
<b>Gasquet Totals</b>		<b>1,503.26</b>	<b>1,503.26</b>
Adjustments			
<b>GRAND TOTALS</b>	<b>147,681.90</b>	<b>79,373.56</b>	<b>227,055.46</b>

7.4



<b>DAILY TICKET REPORT</b>				
<b>DNSWMA TRANSFER STATION</b>				
<b>MONTH: APRIL 2015</b>				
			<b>VOIDED</b>	<b>TICKET</b>
<b>Date</b>	<b>BEGIN</b>	<b>END</b>	<b>TICKETS</b>	<b>COUNT</b>
1	811227	811410	2	182
2	811411	811585		175
3	811586	811766		181
4	811767	811971		205
5	811972	811971		0
6	811972	812064		93
7	812065	812170		106
8	812171	812346	1	175
9	812347	812506		160
10	812507	812674		168
11	812675	812804		130
12	812805	813018		214
13	813019	813191		173
14	813192	813300		109
15	813301	813459		159
16	813460	813627		168
17	813628	813794		167
18	813795	814004		210
19	814005	814213		209
20	814214	814390		177
21	814391	814547		157
22	814548	814678	1	130
23	814679	814808		130
24	814809	814945		137
25	814946	815131		186
26	815132	815307	1	175
27	815308	815482		175
28	815483	815613		131
29	815614	815738		125
30	815739	815899	5	156
<b>TOTAL</b>			<b>10</b>	<b>4663</b>

**DNSWMA  
 GASQUET TRANSFER STATION - CASH  
 APRIL 2015**

Date	Amount to 422-421	TOTAL CASH AMOUNT
	91004	
April 4, 2015	346.08	\$346.08
April 11, 2015	207.33	\$207.33
April 18, 2015	423.28	\$423.28
April 25, 2015	363.04	\$363.04
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>	<b>1339.73</b>	<b>\$1,339.73</b>



**DNSWMA  
 KLAMATH TRANSFER STATION CASH  
 APRIL 2015**

Date	Amount to 422-421	TOTAL CASH AMOUNT
	91004	
April 1, 2015	256.43	\$256.43
April 5, 2015	0.00	\$0.00
April 8, 2015	398.10	\$398.10
April 12, 2015	567.60	\$567.60
April 15, 2015	171.90	\$171.90
April 19, 2015	722.15	\$722.15
April 22, 2015	294.00	\$294.00
April 26, 2015	451.43	\$451.43
April 29, 2015	249.90	\$249.90
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>	<b>3,111.51</b>	<b>\$3,111.51</b>

CLOSED April 5, Easter Holiday

**DNSWMA  
 KLAMATH TRANSFER STATION CHARGES  
 APRIL 2015**

Date	Charge Name	Receipt #	Amount to	TOTAL
			422-421 91004	
April 15, 2015	Van Arsdale	654218	122.24	\$122.24
April 22, 2015	Yurok IHA	654219	151.57	\$151.57
April 22, 2015	Yurok IHA	654220	13.84	\$13.84
April 22, 2015	Yurok IHA	654221	151.57	\$151.57
April 29, 2015	Yurok EDC	654222	23.57	\$23.57
<b>TOTAL</b>			<b>462.79</b>	<b>\$462.79</b>

CLOSED April 5, Easter Holiday

**AUTHORITY      REVENUE      REPORT      April 2015**

	<b>2013/2014</b>	<b>2014/2015</b>	
<b>Source</b>	<b>Actual Annual</b>	<b>Budget/Month</b>	<b>Budget/Year</b>
<b>Authority</b>	\$ 976,517.87	\$ 82,046.00	\$ 984,552.00
<b>Service Fees</b>			
	<b>Actual/Month</b>	<b>Actual/Month</b>	<b>Over Budget</b>
July	\$ 93,409.33	\$ 96,004.21	\$ 13,958.21
August	\$ 91,982.30	\$ 89,437.87	\$ 7,391.87
September	\$ 81,572.16	\$ 84,704.53	\$ 2,658.53
October	\$ 90,070.63	\$ 83,098.23	\$ 1,052.23
November	\$ 73,073.25	\$ 72,572.43	\$ (9,473.57)
December	\$ 68,239.89	\$ 76,859.33	\$ (5,186.67)
January	\$ 73,574.88	\$ 84,970.65	\$ 2,924.65
February	\$ 69,527.00	\$ 77,883.08	\$ (4,162.92)
March	\$ 76,183.02	\$ 82,827.13	\$ 781.13
April	\$ 88,290.79	\$ 79,373.56	\$ (2,672.44)
May	\$ 86,383.95		\$ -
June	\$ 84,210.67		\$ -
<b>Total</b>	<b>\$ 976,517.87</b>	<b>\$ 827,731.02</b>	<b>\$ 7,271.02</b>
			0.88%

57



**REQUEST FOR PROPOSALS FOR  
TOWING, STORAGE, RECOVERY AND  
DISPOSAL OF ABANDONED VEHICLES**

**FROM THE DEL NORTE ABANDONED  
VEHICLE ABATEMENT AUTHORITY  
DEL NORTE COUNTY, CALIFORNIA  
(707) 465-1100  
(707) 465-1300 FAX  
E-MAIL: TEDD@RECYCLEDELNORTE.CA.GOV**

**1700 STATE STREET  
CRESCENT CITY, CA 95531**

**PROPOSALS DUE:  
10 JULY 2015  
4:30 P.M.**

**REQUEST FOR PROPOSALS FOR  
TOWING, STORAGE, RECOVERY AND  
DISPOSAL OF ABANDONED VEHICLES**

**TABLE OF CONTENTS**

<b>I. PROJECT OVERVIEW</b>	<b>2</b>
<b>II. PROPOSAL PROCESS</b>	<b>2</b>
<b>III. PROPOSAL REQUIREMENTS</b>	<b>3</b>
<b>IV. EXHIBITS AND FORMS</b>	<b>4</b>
<b>EXHIBIT 1: DRAFT AGREEMENT FOR REMOVAL OF ABANDONED VEHICLES</b>	<b>5</b>
<b>EXHIBIT A : Del Norte Abandoned Vehicle Authority Towing Zones</b>	<b>Error!</b>
Bookmark not defined.	
<b>EXHIBIT B: FEES FOR TOWING AND RELATED SERVICES</b>	<b>Error! Bookmark not defined.</b>
<b>EXHIBIT C: INITIAL MAILING LIST FOR THIS REQUEST FOR PROPOSALS</b>	<b>5</b>

# REQUEST FOR PROPOSALS FOR TOWING, STORAGE, RECOVERY AND DISPOSAL OF ABANDONED VEHICLES

## I. PROJECT OVERVIEW

This is a Request for Proposals (RFP) to provide towing, storage, recovery and disposal of abandoned vehicles in Del Norte County. The details of the services to be provided is attached as Exhibit 2.

The Board of the Del Norte Abandoned Vehicle Abatement (AVA) Authority is the same as the Board for the Del Norte Solid Waste Management Authority (DNSWMA), and DNSWMA staff are administering this RFP process on behalf of the AVA. Proposals to provide these services must be received at the Del Norte Solid Waste Management Authority office at 1700 State Street, Crescent City, CA 95531, Attention: Director, by 4:30 P.M. on 10 July 2015.

## II. PROPOSAL PROCESS

### A. *Contact Person*

All requests for information regarding this RFP and for information about the Authority's current solid waste operations should be directed to:

Tedd Ward, M.S. – Acting Director / Program Manager  
Del Norte Solid Waste Management Authority  
1700 State Street  
Crescent City, CA 95531  
Telephone: (707) 465-1100  
Fax: (707) 465-1300  
e-mail: [tedd@recycledelnorte.ca.gov](mailto:tedd@recycledelnorte.ca.gov)  
website: [www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

The RFP is considered to include all items listed in the Table of Contents, the text of the RFP, the Exhibits, and any addenda issued by the Authority.

Proposer is advised to check that all parts of the RFP package have been received. Proposers are responsible for informing themselves with respect to all conditions that might in any way affect the cost or the performance of any of the work. Each Proposer is responsible for obtaining any and all information it deems necessary to make its proposal. The Authority does not assume any liability for actions taken pursuant to data contained in this RFP. Checking the accuracy and completeness of the information is the responsibility of the Proposer. Failure to do so shall be at the sole risk of the Proposer and no relief shall be given for errors or omissions by the Proposer.

### B. *Distribution List for RFP*

The initial RFP mailing list is attached as Exhibit 1.

### **C. Evaluation Process**

Each proposal will be evaluated by the Authority for completeness and for compliance with the requirements of this RFP. All determinations with regard to the evaluation of proposals will be at the sole discretion of the Authority. The agreement will be awarded to the proposer determined by the Board to have submitted the proposal that will best meet the needs of the community while assuring the Board that the proposer has the ability and experience to provide the services requested. In determining which proposal is the best fit for the Board, the following criteria may be considered by the AVA: a) Ability to perform the service required within the specified time period; b) Reputation, judgment and experience; c) The quality of performance in previous agreements; d) Previous compliance with laws, permits, licenses and employment practices; e) Financial ability to perform the contract; f) The quality, availability and adaptability of the contractual services and equipment to adaptability of the contractual services and equipment to the particular use required; g) Ability to provide service; h) Whether the proposer is in arrears to the County, in debt on contract, is a defaulter on surety to the County or whether the proposer's taxes or assessments are delinquent.

The AVA reserves the right to reject any and all proposals and to waive any informality in the proposals received. The selected Contractor will be expected to sign a copy of the agreement attached as Exhibit 2.

### **III. PROPOSAL REQUIREMENTS**

The Authority invites proposals from companies qualified to provide the requested services described in the previous section and the attached Exhibit 2. The contents and pricing structure of the selected Proposal, this Request for Proposals, and opinions from relevant legal counsels will form the initial basis for negotiating an Agreement for the selected Contractor. The contents of each proposal should address each of the topics from the headings within this Section of the RFP.

1. **TIME:** Submittals shall be received at the offices of the Del Norte Solid Waste Management Authority, 1700 State Street, Crescent City, California 95531 by 4:30 p.m., 10 July 2015. The Authority will not be responsible for a proposal delivered to a person/location other than specified. Proposals must be in ink or typewritten and all changes and/or erasures must be initialed and dated in ink. No facsimile, telegraphic or telephone proposal will be accepted. **LATE PROPOSALS OR UNSIGNED PROPOSALS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**
2. **COPIES:** Three copies of the proposal must be submitted. A transmittal letter containing the original (not photocopied) signature of the proposer shall accompany the required number of copies. The Authority requests that all proposals be submitted printed on recycled paper and copied on two sides.
3. **PERMITS:** Copies of all required permits and licenses shall be included and

made part of the proposal.

4. **FACILITY DESCRIPTION:** Address, Assessor's Parcel Number, County, and narrative description of Proposers capabilities and capacities, including the number of tow vehicles, storage location, etc.
5. **PRICE PROPOSAL:** The Abatement price per vehicle column of Exhibit B must be completed for all Towing Charges by Zone as well as Additional Charges and submitted, which will be the basis for invoices submitted for the duration of this project. Proposers should also closely examine Exhibit B to see how each price proposal will be considered during the evaluation of each proposal.

#### **IV. EXHIBITS AND FORMS**

Exhibit 1: Initial Mailing List for this RFP

Exhibit 2: Draft Agreement for Removal of Abandoned Vehicles

Exhibit A: Del Norte Abandoned Vehicle Authority Towing Zones

Exhibit B: Fees for Services Rendered & Map of Del Norte AVA Towing Zones

## **EXHIBIT 1: INITIAL MAILING LIST FOR THIS REQUEST FOR PROPOSALS**

AAA Towing/ Northcrest Auto Center  
1165 McNamara Rd, Crescent City, CA  
(707) 464-5626

Affordable Tow & Auto Care  
1044 Hwy 101 N, Crescent City, CA  
(707)464-6464

Bondo Bob & Son  
1191 Burtschell St, Crescent City, CA  
(707) 464-3496

Budget Towing  
1125 Northcrest Dr. Crescent City, CA  
(707)464-5903

California Auto Image  
215 E Washington Blvd, Crescent City, CA  
(707) 464-3354

Robertson's Towing Service  
1377 2nd St, Crescent City, CA  
(707) 464-2422

**EXHIBIT 2:       AGREEMENT FOR REMOVAL  
                      OF ABANDONED VEHICLES**

**BETWEEN THE DEL NORTE COUNTY**

**ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY**

**AND \_\_\_\_\_**

THIS AGREEMENT is effective \_\_\_\_\_ by and between the Del Norte County Abandoned Vehicle Abatement Service Authority (hereinafter referred to as "AVA"), a joint powers authority created by the City of Crescent City and the County of Del Norte, California pursuant to section 22710 of the California Vehicle Code, and \_\_\_\_\_ (hereinafter referred to as "Contractor"), in accordance with all regulations and guidelines for the abatement of abandoned vehicles as established by the California Highway Patrol (hereinafter "CHP"), and as may be revised from time to time.

**RECITALS**

WHEREAS, pursuant to California Vehicle Code § 22660, as adopted by Chapters 7.28 and 7.29 of the Del Norte County Code, and § 8.28.070 of the Crescent City Municipal Code, et seq., the County of Del Norte and the City of Crescent City desired to enact a program of abatement, as public nuisances, of all Abandoned, and/or Inoperative Vehicles, or parts thereof, which are left on public or private property in violation of the above referenced code sections; and,

WHEREAS, in 1996 the participating members formed the AVA under the authority of the provisions of the California Vehicle Code § 22710 for the abatement of all Abandoned Vehicles situated within the incorporated and unincorporated areas of Del Norte County California; and,

WHEREAS, the AVA receives a portion of fees paid to the State for vehicle registration to reimburse the costs incurred by the AVA in performing its duties; and,

WHEREAS, pursuant to Sections 22669 (b) and 22710 of the California Vehicle Code the AVA has determined that it is in the furtherance of the public interest to secure the performance of an independent contractor to be charged with the duty to tow, store, recover and dispose of abandoned, wrecked, dismantled, and inoperative motor vehicles on public and private property; and,

WHEREAS, pursuant to Section 22662 of the California Vehicle Code the AVA has determined that commercial channels of disposition are inadequate to fully meet the needs of the public interests, and may exercise the right to operate a suitable site for

processing as scrap, or other disposition consistent with subdivision (e) of California Vehicle Code section 22661; and,

WHEREAS, Contractor warrants that it is qualified and agrees to render the aforesaid services in the incorporated and the unincorporated areas of Del Norte County.

NOW, THEREFORE, the parties agree as follows:

A. DEFINITIONS. The following definitions apply to this Agreement:

- 1) "Abandoned Vehicle" means a Vehicle that has been cited and the ten-day period after service of the notice of intention to abate and remove the vehicle per Vehicle Code Section 22661 (d) has expired.
- 2) "Highway" means a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. Highway includes Street.
- 3) "Inoperative Vehicle" means any motor vehicle which is lacking an engine, transmission, wheels, tires, doors, windshield, or any other part or equipment for the safe operation of the Vehicle upon the highway and which has been declared a hazard to public health, safety and welfare by a peace officer or designated employee of Crescent City, Del Norte County, or the AVA.
- 4) "Owner" as used herein means the person shown to be the last known registered owner, or lien holder, according to Department of Motor Vehicle (DMV) records. When ownership cannot be ascertained from DMV records, owner means the owner of land upon which the Vehicle was abandoned.
- 5) "Vehicle" means a device by which any person or property may be propelled, moved, or drawn upon a highway except a device moved by human power or used exclusively upon stationary tracks or rails.

## B. REQUESTS FOR SERVICE

- 1) Contractor shall provide all services required to effectuate the removal and disposal of abandoned vehicles and parts thereof in accordance with Chapters 7.28 / 7.29 of the Del Norte County Code, Chapter 8.08 or 8.12 of the Crescent City Municipal Code and Division 11 and Chapter 10 of the California Vehicle Code. AVA's request for service may be relied upon by Contractor that the participating member has complied with all procedures required under applicable state and local regulations.
- 2) All requests for service will be generated by an authorized representative of the AVA, including the Del Norte County Code Enforcement Officer, the Crescent City Code Enforcement Officer, the Crescent City Police Chief or the Del Norte County Sheriff, in writing or by telephone. Written request(s) submitted by the AVA to the Contractor must be on a CHP form #180 (or other form approved by the CHP). The request may be submitted to the contractor in person, by US mail, electronic mail with 'read' receipt, or by Facsimile (FAX). When service is requested by telephone, an authorized representative of AVA shall wait at the service location until Contractor arrives and shall provide Contractor with a written request as described above upon Contractor's arrival. Contractor may NOT perform services under this Agreement until AVA has provided written request/ authorization as described above. Service requested by someone other than an authorized representative of AVA is not a valid charge to the AVA. The AVA representative requesting services shall specify the location of storage or disposal on the written request at the time of submittal.
- 3) Contractor will be available by phone or messaging service twenty-four hours per day, seven days per week. Contractor will not be eligible for additional fees or payments associated with night, weekend, or holiday service regardless of when service is provided. Whenever possible, Contractor shall respond to telephonic requests for service within 30 minutes. Whenever such response is not possible, Contractor shall as soon as practical notify the requesting AVA representative of the delay and provide an estimated response time. The AVA representative may elect to either wait at the vehicle location or submit the request for service in writing.
- 4) Within 24 hours of receipt of a written request for service, Contractor must remove, or cause to be removed, such vehicles or parts thereof which are reported to the Contractor as being in violation of the Del Norte County Code Chapters 7.28 or 7.29 and/or Chapter 8.08 or 8.12 of the Crescent city Municipal Code, as described in paragraph 1 herein. Contractor must remove, store and dispose of the vehicle(s) or parts thereof in a lawful manner as directed on the written request for services. Contractor shall transmit a notification whether or not such vehicle(s) or parts thereof have been abated to the applicable participating member from whose jurisdiction the tow originated within 24 hours of towing/abating said Vehicle(s).

C. CONTRACTOR'S RESPONSE TO REQUEST FOR SERVICE

- 1) All vehicles or parts thereof, removed by Contractor at the request of AVA, as a public nuisance, must be scrapped or demolished at a place and in the manner required by all applicable laws and regulations and must not be reconstructed or made operable except as provided by California Vehicle Code §§ 5004 and/or 22661 (f). This subsection does not apply to vehicles released by the AVA in accordance with law.
  
- 2) Contractor shall equip and maintain tow trucks utilized by Contractor to perform services under this Agreement in accordance with the provisions set forth in the California Vehicle Code, Title 13 of the California Code of Regulations and industry standards and practices. Contractor shall tow all vehicles with tow trucks of sufficient weight and equipment to properly and safely tow the wide variety of Vehicles that may be towed under this Agreement. Contractor shall have a sufficient vehicle force to effect the removal of Abandoned, wrecked, dismantled or Inoperative Vehicles. Contractor shall allow inspection of its tow trucks, upon reasonable notice, by the AVA or the City or County or CHP.
  
- 3) Contractor must not use force, violence, threats of force or violence to enter upon private property to remove the Vehicles or parts thereof if entry to the property is refused by such person having possession thereof. If entry is refused by such person, Contractor shall immediately notify the AVA and the participating member's Code Enforcement/Abatement Officer of such refusal.

#### D. VEHICLE FRACTIONS AND VEHICLE-RELATED DEBRIS

- 1) Contractor must remove and properly dispose of all vehicle parts as directed by the AVA and provide such other assistance as directed. There will be no additional charge for this assistance.
- 2) In the event a Vehicle contains trash, rubbish, garbage, or other solid or liquid waste, the Contractor shall notify the applicable participating member's Code Enforcement/Abatement Officer who shall arrange for its disposal. Contractor may assess a flat-rate "Additional Unloading Charge" for delivering and unloading AVA-related materials for disposal when directed to do so by the AVA representative requesting service. The Flat Rate Charge shall not exceed that specified in Exhibit B.
- 3) Contractor shall prevent the spillage or leakage of automotive fluids or other hazardous wastes while performing services pursuant to this Agreement. Each tow vehicle used under this Agreement will carry a spill response kit. As required by California Vehicle Code, Contractor will contain and remove any spilled fluids upon taking possession of the vehicle.
- 4) In accordance with California Vehicle Code Sections 2450-2454, inclusive, whenever hazardous wastes have been spilled or deposited upon any Highway within the incorporated or unincorporated areas of Del Norte County, the person discovering such hazardous waste shall immediately notify the CHP and take such actions as the CHP may direct.

#### E. STORAGE

- 1) Regulations governing the removal and disposal of Abandoned Vehicles require that some be stored by Contractor. Vehicles stored by Contractor will be stored at the Contractor's facility unless otherwise directed by the AVA representative requesting service. Contractor's employees, agents and subcontractors must be properly trained to conduct business transactions related to towing, storage and release of Vehicles and other property.
- 2) Contractor must provide adequate storage for Vehicles removed under the terms of this Agreement. Facilities are subject to inspection during regular business hours without notice by the AVA, City, County, or CHP. No such stored Vehicle or parts thereof may be stored upon the public right-of-way, or upon City/County/ State property unless authorized by the proper entity, or upon a property that does not have appropriate County permits for storing and/or processing scrap vehicles.
- 3) Contractor must provide adequate security for Vehicles, parts and property at its approved facility. At a minimum, the area must be fenced and Contractor is responsible

for reasonable care, custody and control of all Vehicles, parts and other property in Contractor's possession.

- 4) Vehicles that are not immediately removed to a licensed dismantler or scrap metal recycling facility may only be stored in a storage area that meets the requirements established by AVA and State and local ordinances.
- 5) Contractor must prevent the spillage or leakage of automotive fluids or other hazardous wastes while performing services pursuant to this Agreement.
- 6) All Vehicles removed by Contractor at the request of the AVA and not authorized for immediate disposal by the AVA as a nuisance (per Section 22851.3 of the California Vehicle Code) must be held and stored as prescribed in California Vehicle Code. AVA is not responsible for the payment of storage fees.
- 7) Vehicles that have been towed by the Contractor from public roads or lands and stored by the Contractor may be released. If the vehicle is claimed by the owner or his or her agent within 15 days of the notice date, the Contractor who is storing the vehicle may collect reasonable fees for services rendered, but may not collect lien sale fees as provided in Section 22851.12 of the Vehicle Code. Storage fees may not be charged if the vehicle was reported stolen prior to the request for service. In the event of a dispute, the storage fee will be determined by the applicable Code Enforcement/Abatement officer. These requirements are not to be construed as requiring a charge when the Contractor would not normally charge for such service. Vehicles may be released only upon presentation of satisfactory proof of ownership in accordance with California Vehicle Code section 22851.3.
- 8) Vehicles may not be released by the Contractor, without a written release from the AVA stating that the either the towing fees and cost have been paid, or the Vehicle was determined at a hearing to have been towed in error. A CHP Form 180 clearly stating that the vehicle may be released to the Registered Owner or the Registered Owner's designated Agent, upon payment of towing and storage fees to the Contractor will be considered written authorization to release the Vehicle. Whenever a Vehicle is released upon payment directly to the Contractor, there will be no charge from the contractor to the AVA for any services rendered in association with such Vehicle released, and Contractor must immediately notify the AVA representative that requested services that the vehicle was released.
- 9) Vehicles towed by Contractor and stored at an AVA facility may be released by the AVA in accordance with policies and procedures developed by the AVA. Contractor does not have authority to release Vehicles stored at an AVA facility. Contractor must refer any request for release of a Vehicle stored at an AVA facility to the AVA in accordance with AVA policies.

F. VEHICLE DISPOSAL

- 1) Contractor has the sole responsibility to process any Vehicle or parts thereof, stored at Contractor's facility. All such Vehicles or parts must be properly disposed of at a licensed auto dismantler or scrap iron recycler in accordance with the California Vehicle Code and this Agreement. Contractor may not impose any additional fees or charges for disposing of a Vehicle or parts thereof at a local disposal facility.
- 2) Vehicles stored at the AVA facility or on City or County properties are the responsibility of the AVA or the responsible agencies, and the AVA or those agencies shall make arrangements as necessary for their proper disposal.
- 3) Vehicles that cannot be disposed of locally must be taken to the nearest alternate available facility for proper disposal. Prior approval from the AVA is required before taking any vehicle to an alternate facility. Fees for towing such Vehicles to alternate disposal sites will be as described elsewhere in this Agreement.
- 4) For Vehicles valued at less than \$300.00, the AVA shall issue a "NOTICE OF VEHICLE TO BE DISMANTLED OR JUNKED" (REG. 462), commonly known as a "junk slip", to facilitate their disposal. Vehicles valued at more than \$300.00, may be sold for scrap or parts, except as provided by California Vehicle Code §§ 5004 and/or 22661 (f), by Contractor at a lien sale to recover the costs of abatement. Whenever a Vehicle valued at more than \$300.00 is sold at a lien sale, there will be no charge to the AVA from the Contractor, unless Contractor submits proof that the monies received from the sale were insufficient to cover the standard costs of abatement.
- 5) Unless specifically authorized and directed by the AVA representative requesting service, Contractor must not place, cause, allow or suffer the placement of anything into a vehicle, including but not limited to, tires, junk, debris, or any other solid or liquid waste. A violation of this subsection shall constitute an excessive charge pursuant to California Vehicle Code 22658, and a violation of section 4.03 and/or section 4.06 (e) of the Del Norte Solid Waste Management Authority Ordinance 2008-01.

G. DOCUMENTATION AND PERMITS

- 1) Contractor must maintain records of tow services furnished, including a description of the Vehicle(s), date and nature of service(s), amount billed and amount collected. Contractor shall make these records available for inspection by representatives of AVA during normal business hours.
- 2) AVA does not require Contractor to comply with the reporting requirements of Section 11520 of the California Vehicle Code; and any fees and penalties which would otherwise be due the Department of Motor Vehicles are hereby waived, provided that a copy of the decision and order authorizing disposition of the vehicle or CE Form 60, Report of Vehicle Abatement, and CHP Form 180, is retained in the Contractor's business record for a period of three (3) years.
- 3) Excepting the Vehicles stored at an AVA facility or on City or County properties, Contractor must provide for a storage area and a dismantling facility permitted and operating in conformance with all Federal, State and local laws. The storage and dismantling facility must be a California licensed dismantler or scrap metal recycling facility and must be approved by the Del Norte County Community Development Department. Vehicles that cannot be handled by a local facility shall be taken to the nearest alternative lawful disposal facility approved by the AVA. The payment of any State or Federal fees and the procurement of licenses or permits required to transport a Vehicle outside of the State of California for disposal are the responsibility of the Contractor transporting such Vehicle.

H. AVA FURNISHED SERVICES:

- 1) AVA must provide access to and make provisions for Contractor to enter upon public and private lands as required to perform the services described in this Agreement.
- 2) AVA will make available all pertinent data and records to Contractor for review.

I. FEES:

- 1) The fees payable to Contractor for furnishing services under this Agreement will be based upon the zone that the Vehicle or parts thereof were initially acquired in accordance with the fees and service charges set forth in Exhibit B.
- 2) The map delineating the designated zones is attached hereto as Exhibit "A" and incorporated herein by this reference. The "Special Equipment" fee is a surcharge in addition to the "Zone" fee and will only apply when the Vehicle or parts thereof cannot be towed with a Class A, B, or C tow truck, and must be placed on a "Landhaul" type flatbed trailer and/or towed with a "Class D" tow truck. The application of any additional charges may not exceed those listed in Exhibit B, and must be pre-approved by the Code Enforcement/Abatement Officer.

- 3) Contractor does not pay and is not reimbursed for disposal charges associated with the services described herein. Disposal charges at the Del Norte County Transfer Station are paid by the AVA. Disposal fees at alternative disposal sites, such as Curry Transfer in Oregon, or other such sites approved by the AVA, are to be billed directly to the AVA, based on receipts and rate sheets for that disposal site. When contractor disposes of a vehicle, Contractor must provide AVA with a legible copy of the weight ticket or receipt showing the date, weight, and cost of disposal.
- 4) There will be no additional charges, other than the "Special Equipment" fee, to AVA, City or County for mileage, labor, storage or any other costs or expenses of Contractor. Fees cover services rendered from tow to final disposal. In the event that a Vehicle, or parts thereof, is stored by Contractor and disposed of to an auto wrecker, Contractor will be entitled to the salvage value of the scrapped or demolished Vehicle(s) or parts thereof in order to offset the costs to the AVA. If the salvage or sale value of the Vehicles or parts thereof is insufficient to cover the costs of towing/storage/disposal, Contractor will be reimbursed for the actual costs of disposal, less the salvage or sale value, after presenting documentation to the satisfaction of the AVA Board of excessive disposal costs for no fewer than 10 vehicles processed in sequence under this Agreement. In no event will Contractor be entitled to payment in excess of the contract fee schedule and reimbursement of the actual costs of disposal.
- 5) If a Vehicle is claimed and released to the vehicle owner or their authorized agent, the costs for towing and storage are to be charged to the Owner and not to the AVA. The fees payable for towing and dismantling services pursuant to this Agreement are to be made available to the Owner of a Vehicle or the owner of the land on which the vehicle is located, when the Vehicle has been issued a "Vehicle Abatement Notice" by the AVA.

J. PAYMENT

- 1) The fees for services under this Contract are due each month within sixty (60) calendar days after receipt by AVA of an invoice covering the service(s) rendered to date. Invoices must be accompanied by proof of delivery to a licensed dismantler or scrap metal recycling facility, or alternative disposal site pre-approved by the AVA. Said proof of deliver must include the date of delivery to the disposal site and include a legible copy of any receipt or scale ticket showing the cost of disposal or value received for scrap.

K. INSURANCE: Contractor must maintain the following minimum levels of insurance from an insurance carrier licensed and authorized to do business in California:

- 1) Minimum level of financial responsibility (as required by Section 34631.5 of the California Vehicle Code) – Bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000.00). These minimum standards must include non-owned and hired auto coverage.
- 2) Uninsured Motorist—Legal minimum, combined single limit.
- 3) On-Hook Coverage—Insuring the vehicle in tow with limits based on the size of the tow truck.
  - a. Class A tow truck.....\$25,000.00
  - b. Class B tow truck.....\$50,000.00
  - c. Class C tow truck.....\$100,000.00
  - d. Class D tow truck.....\$100,000.00
- 4) Garage liability—Includes premises and operation. Coverage for bodily injury and property damage with a combined single limit of not less than \$500,000.00.
- 5) Garage Keepers Liability—Must be the same minimum as on-hook coverage for vehicles in the care, custody and control of Contractor in the storage facility.
- 6) Worker’s Compensation Insurance—Legal minimum requirement. This carrier must waive the right of subrogation against AVA, City, and County.
- 7) Removing a Vehicle from a hazardous materials incident to the nearest reasonable and safe stopping location shall be deemed transporting property subject to normal minimum insurance requirements of Section 34631.5 of the California Vehicle Code.
- 8) Said policies of insurance must remain in force through the life of this Agreement and must be payable on a “per occurrence” basis unless AVA specifically consents to a “claims made” basis. The City of Crescent City, Del Norte County and AVA must be named as additional insureds on all policies. The insurer shall supply a certificate of insurance with endorsements signed by the insurer evidencing such insurance to AVA prior to commencement of work. The certificate shall include an endorsement providing thirty (30) days advance notice to AVA of any termination or reduction in coverage. Policy cancellation or expiration shall immediately nullify Contractor’s rights under this Agreement; Contractor’s obligation to indemnify, defend and hold harmless the AVA, City and County harmless, however, will survive the expiration or earlier termination of this Agreement.

L. PREVAILING WAGE AND APPRENTICES: Contractor acknowledges awareness of the provisions of the Labor Code, in particular Labor Code Section 1770 to 1780, inclusive, and Title 8 of the California Code of Regulations, Section 200 et seq.; and

shall comply with such provisions before commencing services required by this contract to be performed by employees subject to these provisions. A copy of the relevant prevailing wage must be submitted to the Code Enforcement/ Abatement Officer.

- M. **NON DISCRIMINATORY EMPLOYMENT:** In connection with the services rendered in this Agreement, the Contractor must not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status, or disability. This policy does not require the employment of an unqualified person.
- N. **INTEREST OF PUBLIC OFFICIALS:** No officer, agent or employee of the AVA during their tenure or for one (1) year thereafter may have any interest, direct or indirect, in this Contract or the proceeds thereof.
- O. **SUBCONTRACTING:** The contractor may not subcontract any portion of the work required by this contract without the prior written approval of the AVA.
- P. **ASSIGNMENT:** The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the AVA.
- Q. **BOOKS OF RECORD AND AUDIT PROVISION:** Contractor shall maintain on a current basis complete books and records relating to personnel, insurance, personnel taxes, payroll, applicable operating authorities, lien sale actions, and Federal Communication Licensing. These Documents and Records must be retained for at least five (5) years after the expiration of this Agreement. Contractor will permit AVA to audit all books, accounts, or records in relation to this contract. Any audit may be conducted on Contractor's premises, or at AVA's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from AVA. Failure of Contractor to comply with the inspection requirements is cause for termination. Contractor must refund any monies erroneously charged.
- R. **TERM OF AGREEMENT:** Unless notice of termination is given as provided herein, this Agreement will commence on \_\_\_\_\_ and will continue until its expiration on \_\_\_\_\_.
- S. **TITLE:** It is understood that any and all documents, information and reports concerning this project prepared by and/or submitted to the Contractor, will be the property of the AVA. The Contractor may retain copies of drawings and other documents. In the event of termination of this Agreement, for any reason whatever, Contractor shall promptly turn over all information, writing and documents to AVA without exception or reservation.
- T. **TERMINATION:**
  - 1) If the Contractor fails to provide the services required under this Agreement, or otherwise fails to comply with the terms of this Agreement, or violates any

ordinance, regulation or other law which applies to Contractor's performance under this Agreement, the AVA may terminate this Agreement by giving fifteen (15) calendar days written notice to Contractor.

2) The Contractor will be excused for failure to perform services under this Agreement if said services are impossible or impracticable to perform as a result of acts of God, strikes, labor disputes or other forces over which the contractor has no control.

3) Either party may terminate this Agreement for any reason by giving sixty (60) calendar days written notice to the other party. Notice of termination must be by written notice to the other party and be sent by certified mail, return receipt requested.

U. RELATIONSHIP BETWEEN THE PARTIES: It is expressly understood that in the performance of the services herein, Contractor, its agents and employees are acting in an independent capacity and as an independent contractor and not as officers, employees or agents of the City, County, Del Norte Solid Waste Management Authority or AVA.

V. AMENDMENT: This Agreement may be amended or modified only by a written agreement executed by all parties.

W. ASSIGNMENT OF PERSONNEL: The Contractor shall assign only qualified personnel to perform services under this Agreement.

X. JURISDICTION AND VENUE: This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Del Norte County, California.

Y. INDEMNIFICATION: Contractor shall be responsible for any loss or damage arising from the towing, storage, security of and damage to Vehicles, property and bodily injury arising from Contractor's obligations or performance under this Agreement and Contractor shall indemnify, defend and hold harmless the AVA, City of Crescent City, Del Norte County, and the Del Norte Solid Waste Management Authority from any order, demand, determination, levy, assessment, judgment, settlement or other monetary obligation arising from any action or inaction by Contractor in performing the services under this Agreement, excepting the willful misconduct or negligence solely arising from the actions or inaction of AVA, City, or County.

Z. COMPLIANCE WITH APPLICABLE LAWS: Contractor, its employees, subcontractors, agents and assigns shall, at all times, comply with federal, state and local laws and ordinances.

AA. NOTICES:

**Notices to AVA:**

Del Norte Abandoned Vehicle Abatement Service Authority  
c/o Del Norte Solid Waste Management Authority  
1700 State Street  
Crescent City, CA 95531

Notices to the Crescent City Code Enforcement Official:

City of Crescent City  
Attn: Code Enforcement  
377 "J" Street  
Crescent City, CA 95531

Notices to the Del Norte County Vehicle Abatement Officer:

County of Del Norte  
Attn: Code Enforcement  
Community Development Department  
981 "H" Street, Suite 110  
Crescent City, CA 95531

**Notices to Contractor:**

Name  
Address  
\_\_\_\_\_, CA 95531

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**Del Norte County Abandoned Vehicle  
Abatement Service Authority**

**Contractor**

By: \_\_\_\_\_

By: \_\_\_\_\_

ATTEST:

---

AVA CLERK

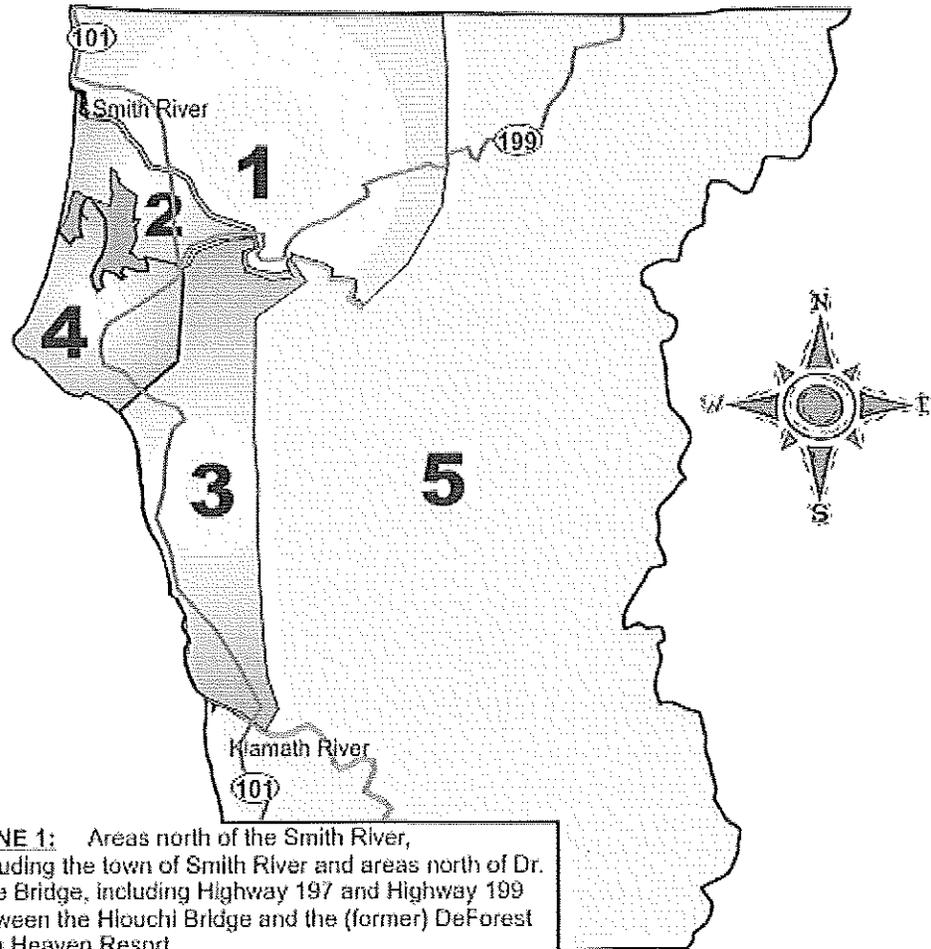
APPROVED AS TO FORM:

---

AVA General Counsel

**EXHIBIT A : Del Norte Abandoned Vehicle Authority Towing Zones**

**Del Norte Abandoned Vehicle Abatement Authority Towing Zones**



-  **ZONE 1:** Areas north of the Smith River, including the town of Smith River and areas north of Dr. Fine Bridge, including Highway 197 and Highway 199 between the Hlouchi Bridge and the (former) DeForest Hog Heaven Resort.
-  **ZONE 2:** South of the Smith River and north of Elk Valley X Road, including the areas surrounding Fort Dick, and Highway 199 up to the Hlouchi Bridge.
-  **ZONE 3:** The section of Howland Hill Road within Redwood National and State Park, and areas accessed from Mill Creek Road, including the residences within 200 yards from the intersection of Mill Creek Road and South Fork Road, and along South Fork Road between this intersection and Highway 199. Zone 3 also includes all areas accessed from Highway 101 north of the Klamath River and south of Enderl's Beach Road, including Requa Road and Hunter Creek, excluding areas along Highway 169 (Klamath Glen Road) more than 0.3 miles from Highway 101.
-  **ZONE 4:** The Crescent City area south of Elk Valley X Road, including Highway 101, Enderl's Beach Road and the areas surrounding Elk Valley Road.
-  **ZONE 5:** All other areas of Del Norte County, including the remaining areas of Klamath, Klamath Glen, and Gasquet.

EXHIBIT B: Fees for Services

Contractor: \_\_\_\_\_

<b>Zone</b>	<b>Cars, pickups, motorcycles, vans, mini-motor homes, hitch-mount trailers</b>	<b>5<sup>th</sup> Wheel Trailers, Motorhomes, Buses, Or Large trucks</b>
	<b>\$ per regular vehicle</b>	<b>\$ per large vehicle</b>
<b>Zone 1</b>		
<b>Zone 2</b>		
<b>Zone 3</b>		
<b>Zone 4</b>		
<b>Zone 5</b>		

**Additional Charges Requiring Pre-Approval by Code Enforcement / Abatement Officer:**

1. Winching (after first half-hour): \$ \_\_\_\_\_ per hour
2. Extra Man: \$ \_\_\_\_\_ per hour
3. Sublet Costs for Special Equipment or Services % \_\_\_\_\_ over documented expenses
4. Secondary Tow to Curry Transfer in Brookings (Carpenterville Road): \$ \_\_\_\_\_ per tow
5. Secondary Tow for non-motorized trailers and related materials to Del Norte County Transfer Station \$ \_\_\_\_\_ per tow
5. Flat-rate Additional Unloading Charge for transportation and unloading of AVA-related trash \$ \_\_\_\_\_ per vehicle. Assessment of this flat rate must be pre-approved by the AVA Code Enforcement Officer and does not include disposal charges, which will be paid by the AVA directly.
6. Note that Code Enforcement Officer may specifically request use of and pre-approve payment for use of a "Landhaul" type flat bed trailer and/or towing with a "Class D" tow truck.  
\$ \_\_\_\_\_ additional per-tow charge for using 'Landhaul' or 'Class D' truck

**State Controller's Office**  
**Division of Accounting and Reporting**  
**Report of Abandoned Vehicle Abatements**  
**Vehicle Code Section 9250.7 (c)**  
**Fiscal Year 2013-2014**

Pursuant to California Vehicle Code (VC) section 9250.7(c): "Every service authority that imposes a fee authorized by subdivision (a) shall issue a fiscal yearend report to the Controller on or before October 31 of each year summarizing all of the following for the previous fiscal year."

Please complete the following for the previous fiscal year:

County of Del Norte

(1) Revenues received by the county under VC 9250.7, by Quarter	
1st Quarter July through Septemebr 2013 paid in Novemebr 2013	\$ 5,796.07
2nd Quarter October through December 2013 paid in February 2014	\$ 5,012.06
3rd Quarter January through March 2014 paid in May 2014	\$ 6,028.02
4th Quarter April through June 2014 paid in August 2014	\$ 6,024.24
Total revenues received by the service authority.	<u>\$ 22,860.39</u>
(2) Total expenditures by the service authority.	<u>\$ 27,871.00</u>
(3) Total number of vehicles abated.	<u>123</u>
(4) Average cost per abatement.	<u>\$ 227.00</u>
(5) Any additional and/or unexpended fee revenues.	<u>\$ .00</u>
(6) Number of notices to abate issued vehicles.	<u>123</u>
(7) Number of vehicles disposed of pursuant to an ordinance adopted pursuant to VC section 22710.	<u>64</u>
(8) Total expenditures by the service authority for towing and storage of abandoned vehicles.	<u>\$ 27,245.00</u>

Service authorities that fail to comply with VC section 9250.7 (c) will be held accountable to the provisions of VC section 9250.7 (d), which states: "Each service authority that fails to submit the report required pursuant to subdivision (c) by October 31 of each year shall have its fee pursuant to subdivision (a) suspended for one year commencing on July 1 following the Controller's determination pursuant to subdivision (e)."

Prepared by: David Mason  
Title: Code Enforcement Officer  
Phone: (707) 464-7254  
Email: dmason@co.del-norte.ca.us

Date: October 15, 2014

Submit to:  
Office of the State Controller  
Division of Accounting and Reporting  
Attention: Local Apportionment Section  
P.O. Box 942850  
Sacramento, CA 94250

If you have any questions, please contact John Bodolay in the Division of Accounting and Reporting at (916) 323-2154 or [jbodolay@sco.ca.gov](mailto:jbodolay@sco.ca.gov)