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 August 18, 2015** **3:30 PM**

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The Solid Waste Management Authority of the City of Crescent City and the County of Del Norte, State of California, is now meeting in Regular Session. Only those items that indicate a specific time will be heard at the assigned time. All items may be taken out of sequence to accommodate public and staff availability.

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All documents referred to in this agenda are available at the Office of the Del Norte Solid Waste Management Authority at 1700 State Street in Crescent City, between the hours of 8 A.M. and 5 P.M. Monday through Friday OR online at www.recycledelnorte.ca.gov

For more information call 465-1100 or email dnswma@recycledelnorte.ca.gov

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

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.

OPEN SESSION ITEMS:

3:30 P.M.

1. **PUBLIC HEARING:** Hold a Public hearing to determine if a nuisance exists upon the property at 43 Weber Drive Klamath, CA, and possible action to abate said nuisance if confirmed. **

2. **CONSENT AGENDA**

   2.1 Approve minutes, Regular Session, Tuesday, July 21, 2015. **

2.2 Approve payment of dues to the Environmental Services Joint Powers Authority of the Regional Council of Rural Counties for Fiscal Year 2015/2016 in the amount of $6,000.00. **

2.3 Acknowledge and file approval of No Exposure Certification regarding stormwater management, monitoring and reporting at the Del Norte County Transfer Station. **

2.4 Acknowledge and file letter of July 30, 2015 from Terry Brennan of the California Department of Resources Recycling and Recovery (CalRecycle) regarding the Authority's diversion and mandatory commercial recycling programs. **

END CONSENT AGENDA

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE – No Items

4. COLLECTIONS FRANCHISE

4.1 Discussion and possible action regarding lid closure retrofits for Recology Del Norte carts to address concerns regarding wind.

5. TRANSFER STATION

5.1 Discussion and possible action regarding Change Order 21 developing a program for commercial oil recycling at the Del Norte County Transfer Station. **

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

6.1 **PUBLIC HEARING:** Hold a public hearing on whether Commissioner Roger Gitlin has violated the "Del Norte Solid Waste Management Authority Code of Ethics and Conduct for Board Commissioners and Members Appointed to Commissions and Committees" and possible action and/or referral to the Del Norte County Board of Supervisors for additional response and/or action. **

6.2 Discussion and possible action regarding the Authority's response to the 2014 / 2015 Grand Jury Report regarding the Del Norte Solid Waste Management Authority, and possible referral to the Del Norte County Board of Supervisors for additional response and/or action. **

6.3 Discussion and possible action regarding draft changes to the "Del Norte Solid Waste Management Authority Code of Ethics and Conduct for Board Commissioners and Members Appointed to Commissions and Committees" as recommended by the By-Laws and Ethics Committee, and related discussion and possible action regarding Resolution 2015-08, A RESOLUTION OF THE

GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING REVISED DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY CODE OF ETHICS AND CONDUCT FOR BOARD COMMISSIONERS AND MEMBERS APPOINTED TO COMMISSIONS AND COMMITTEES. **

6.4 Discussion and possible action regarding draft changes to the Del Norte Solid Waste Management Authority By-Laws as recommended by the By-Laws and Ethics Committee, and related discussion and possible action regarding Resolution 2015-09, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING FIRST AMENDED BYLAWS. **

7. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 7.1 through 7.5 are provided for information only

7.1 Director's Report **

7.2 Treasurer/Controller Report for June 2015 **

7.3 Claims approved by Director for July 2015 **

7.4 Monthly Cash and Charge Reports for July 2015 **

7.5 Earned Revenue Comparisons between FY14/15 and FY15/16 **

8. ADJOURNMENT

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M., September 15, 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**

COUNTY OF DEL NORTE
CODE ENFORCEMENT
981 H STREET, SUITE 110
CRESCENT CITY, CA 95531

(707) 464-7254 FAX (707) 465-0340

DNSWMA BOARD REPORT

DATE: **July 13, 2015 AGENDA DATE: July 21, 2015**

TO: **Del Norte Solid Waste Management Authority Board**

FROM: **David Mason, Code Enforcement Officer**

SUBJECT: **Nuisance Abatement Hearing for the Property at 34 Weber drive, Klamath CA, Assessor's Parcel Number 127-220-40 Case No. CE-2891**

RECOMMENDATION FOR BOARD ACTION

Review case file and evidence of violations at the property to determine whether a public nuisance exists. If the Board finds that the conditions at the property constitute a public nuisance, order the enforcement officer to immediately abate the nuisance by engaging contractors to:

1. Cut, mow, or prune as necessary to remove the overgrowths of vegetation, and
2. Remove and properly dispose of all discards, solid waste and junk; and
3. Remove and scrap all inoperative vehicles; and
4. Secure the building against entry in accordance with HUD standards to prevent further violations.

SUMMARY:

On May 19, 2015, The DNSWMA Board authorized the County Enforcement Officer to issue a Notice of Nuisance to the owners of 43 Weber Drive, Klamath CA, for violations of the authority's ordinances. The notice was issued on May 20, 2015. The Notice of Nuisance listed the facts and conditions that constituted a nuisance and the required measures to bring the property into compliance. Due to a lack of progress in correcting violations at the property, the Notice of Nuisance was recorded with the County Recorder, and the case was set for hearing on July 21, 2015. On June 4, 2015, a Notice to Abate Nuisance and Notice to Appear was issued to the property owners and all interested parties of 43 Weber Drive, Klamath CA, advising all parties of the aforementioned hearing. Copies of the Notice to Appear were posted at two locations on the property.

ALTERNATIVES: Per Del Norte Solid Waste Management Authority Ordinance No. 2008-02 section 5.05.4; Upon conclusion of the hearing the board shall take one of the following actions:

1. Terminate the abatement proceedings upon finding that a nuisance does not exist.

2. Confirm the existence of a nuisance, and order the Responsible Party or other affected Person to abate the nuisance within a reasonable period of time. The order shall provide that, in the event such abatement is not commenced, prosecuted or completed within the terms set by the Board, the Enforcement Officer shall acquire jurisdiction to abate the nuisance. . .

3. Confirm the existence of a nuisance, and order the Enforcement Officer to immediately abate the nuisance.

NARRATIVE

On October 8, 2008, The Del Norte Solid Waste Management Board duly adopted ordinance No. 2008-02 "NUISANCE ABATEMENT ORDINANCE" to address the unhealthy accumulation of solid waste or other discards as public nuisances and establish the necessary tools for the abatement of said nuisances by Authority and its enforcement officer.

On or about April 10, 2014, the Enforcement Officer investigated a report of an occupied Recreational Vehicle parked in the street in front of 43 Weber Drive, Klamath CA. The investigation revealed a motorhome parked in the street and leaking sewage into the roadway. There were accumulations of trash and debris scattered around the property. The Enforcement Officer issued notice to the owners to cease the illegal camping and to clean up the trash and debris accumulations. Due to a lack of compliance, the case went before the county's Hearing Officer for a public nuisance abatement hearing on 6/20/2014.

On 6/20/2014, the Hearing Officer determined that the evidence submitted at the hearing indicated that the entire property needed to be inspected inside and out in order to protect the public health and safety. The Hearing Officer ordered the Enforcement Officer to apply for an inspection warrant from the Superior Court, inspect the property and report the findings.

On or about July 23, 2014, the Enforcement Officer inspected the property under the authority of an inspection warrant issued by the Superior Court. Mr. Robert Noble, one of the property owners, was present for the inspection. The property was found to be approximately 80 feet wide by about 263 feet deep; approximately one-half acre in area with a single-family residence near the northwestern end of the property. The single-family residence is a double wide manufactured home with an attached stick framed 2-car garage; adjacent to Weber Drive. The exterior yard areas had accumulations of abandoned or inoperative appliances, boats, trailers and parts thereof. There was also an accumulation of solid waste and other discards, junk, parts of vehicles, etc. A supplemental notice of nuisance was issued for the additional violations found, and the Building Official condemned the building as substandard and unsafe. The electrical power was disconnected by order of the Building Official to prevent fire or electrocution from the hazardous wiring.

During the inspections in July of 2014, the property owner's comments ranged from admitting that the property was a complete mess to denying that a problem existed. At one point, the property owner indicated that he would clean up the property but the cleanup never happened.

On September 19, 2014, the administrative hearing resumed and Melissa Noble, the other property owner was present for the hearing. She testified that the motorhome had been removed, they had gotten a dumpster and started cleaning the property, etc. She said she and her husband were separated and in the process of being divorced, but had not filed anything with the court yet. She asked for more time to complete the cleanup. The Hearing Officer granted an additional 30 days and the case was continued to October 17, 2014

On October 17, 2014 the hearing resumed. The property owners failed to appear and the Enforcement Officer testified that there had been no real progress at the property since the last hearing. The Hearing Officer confirmed the existence of a public nuisance and ordered the property owners to abate the nuisance within 30 days.

On November 21, 2014, the hearing resumed for a progress report. The property owners failed to appear, and there had been no further progress at the property. The Hearing Officer authorized the Enforcement Officer to abate the nuisance. Copies of the Findings and Order of the Hearing Officer were mailed to all interested parties and posted at the property. The Enforcement Officer sought bids to abate the nuisance from four different contractors. Only two of the contractors responded, one with a bid of $7,000.00, which did not include any disposal or bin costs. The other bid was for $3,000.00, and did not include bin rentals/disposal costs. These estimated costs exceeded the county's available funding for nuisance abatement.

On or about April 15, 2015, the Enforcement Officer received new complaints that indicated Robert Noble was allowing trash from local businesses to be brought to his property at 43 Weber Drive for disposal in exchange for payment. Investigations substantiated the reports, and the case was filed with the District Attorney for criminal prosecution on May 5, 2015.

Due to a lack of sufficient funding to abate the nuisance, the Enforcement Officer brought this case before the DNSWMA Board to see if the Board would approve pursuing abatement using the DNSWMA ordinances. On May 19, 2015, the Board approved issuance of a Notice of Public Nuisance to the property owners for violations of the DNSWMA ordinances. The Enforcement Officer issued and sent the notice on May 22, 2015.

Due to a lack of compliance with the DNSWMA notice issued May 22, 2015, the Enforcement Officer issued a Notice to Appear and order to Abate to the property owners and the case was set for a public hearing before the DNSWMA Board on July 21, 2015.

If the Board finds that the conditions at the property constitute a public nuisance, staff recommends that the Board order the Enforcement Officer to immediately abate the nuisance by engaging contractors to:

1. Cut, mow, or prune as necessary to remove the overgrowths of vegetation, and
2. Remove and properly dispose of all discards, solid waste and junk; and
3. Remove and scrap all inoperative vehicles; and
4. Secure the building against entry in accordance with HUD standards to prevent further violations.

In this particular case, the majority of the discards consist of household trash and some scrap metal. The refuse and scrap would have to be processed and loaded on site and disposed of at the transfer station. There is probably a small amount of regular household hazardous waste which could either be intercepted on site and stored at the storage facility at the transfer station, or if the containers are not deteriorated, could be stored in the garage at the property until the next household hazardous waste round up event.

FINANCING: The owner of the property shall be responsible for paying the costs of abatement, including any civil penalties assessed by the board. Costs and penalties shall be determined at a cost accounting hearing after the nuisance is abated.

OTHER AGENCY INVOLVEMENT:
CDD/Code Enforcement.

SIGNATURE REQUIRED: Chair of the Board

ADMINISTRATIVE SIGN OFF:

Counsel:

Administration:

Other Department: CDD

Attachments: Copies of Notices, photographs, and other evidence.

Findings and Order after Hearing

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

On 11/21/2014, an Administrative Hearing was convened pursuant to the authority of Chapter 7.08 of the Del Norte County Code. The undersigned hearing officer finds that Robert Noble and Melissa Noble the real property owners, were notified of the hearing to show cause why conditions at the property at 43 Weber Drive, Klamath CA are not a public nuisance. Said property is more fully described in the attached Exhibit A, which is included by reference and made a part hereby.

Present at the hearing were Hearing Officer Mr. William Cater, Code Enforcement Officer David Mason, and _____.

The undersigned specifically heard and considered all relevant evidence and received testimony from Officer Mason to the public nuisance alleged at the property

Based upon the sworn testimony of Officer Mason, and upon the evidence presented, the undersigned finds that such alleged public nuisance does exist and that there is sufficient cause to remove, or abate the same.

The public nuisance is described as follows:

1. **The property is in a dangerous, unsafe and substandard condition that is detrimental to the health, safety and welfare of the public and/or occupants; due to improper and unsafe alterations and/or dilapidation from lack of proper maintenance and repair.**

2. **There are accumulations of solid waste/trash/junk/debris upon the property**

3. **The inoperative or abandoned vehicles upon the property are a public nuisance due to their location and condition.**

4. _____

   _____

_✓_ The hearing officer hereby orders the enforcement official to immediately abate the nuisance. My decision is final, subject to Judicial review in accordance with California Code of Civil Procedure 1094.6.

_____ The hearing officer hereby orders the property owner(s) (or_____) as a responsible party/affected person) to abate the nuisance within _____ days of today's date. If the abatement of the nuisance is not commenced, prosecuted or completed within _____ days of today's date, the enforcement officer shall be empowered and authorized to abate the nuisance. My decision is final, subject to Judicial review in accordance with California Code of Civil Procedure 1094.6.

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: 11/21/14

Mr. William Cater, Hearing Officer

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2 MC

14/10.8

Doc # 2007-2787
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

RECORDING REQUESTED BY
First American Title Company

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

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 $

[X] 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,
[X] 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 Keith 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.

MARY A. ZECK
Comm. # 1571000
NOTARY PUBLIC - CALIFORNIA
Del Norte County
My Comm. Expires Apr. 19, 2009

Signature
Mary A Zeck

My Commission Expires: 4-19-09

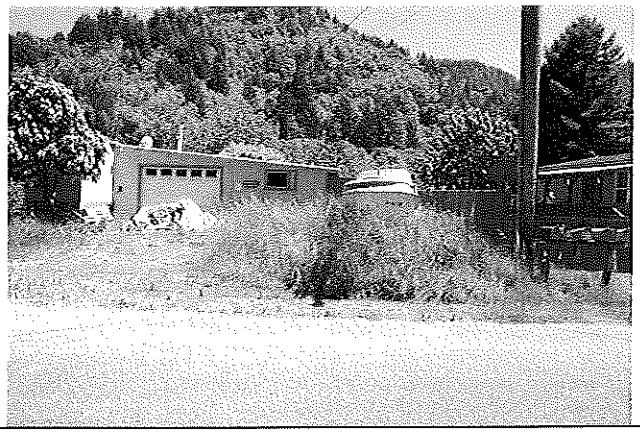
This area for official notarial seal

Notary Name:_____ Notary Phone:_____
Notary Registration Number:_____ County of Principal Place of Business:_____

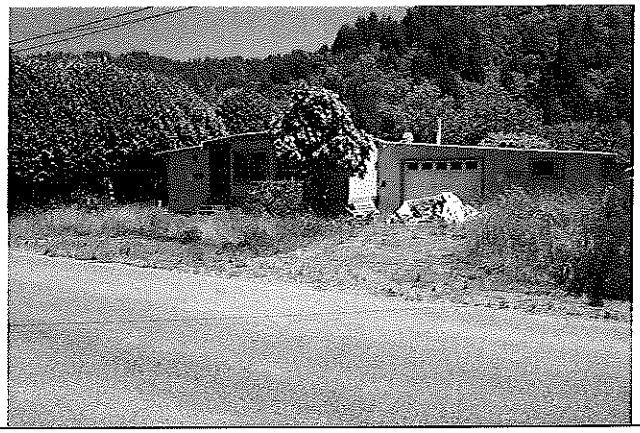
DOC # 2007 2787 Page 2 of 2

EXHIBIT A PAGE 2 OF 2

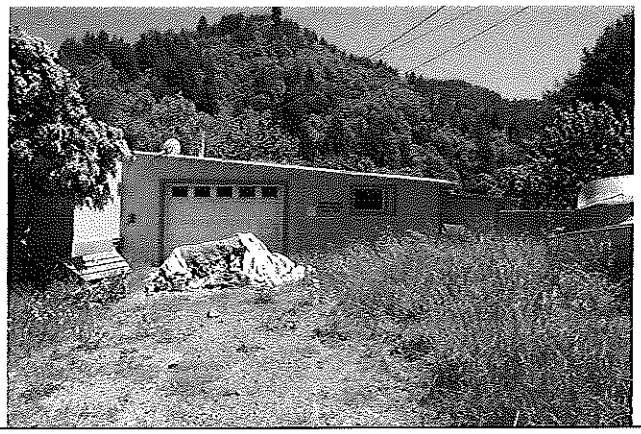
43 Weber Drive, Klamath CA



Front view, overgrown and trash in driveway, abandoned boat.



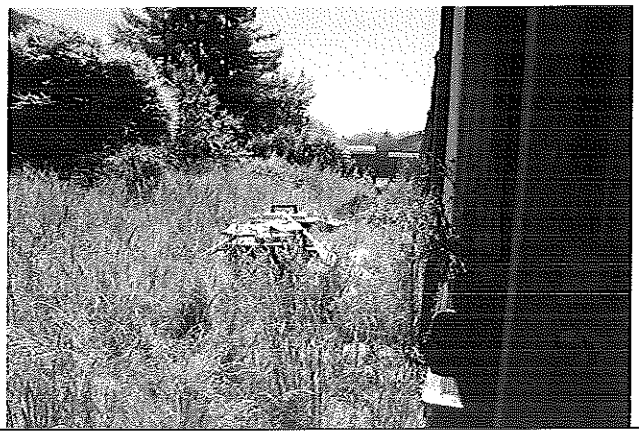
Front view, abandoned property, trash accumulations and overgrown



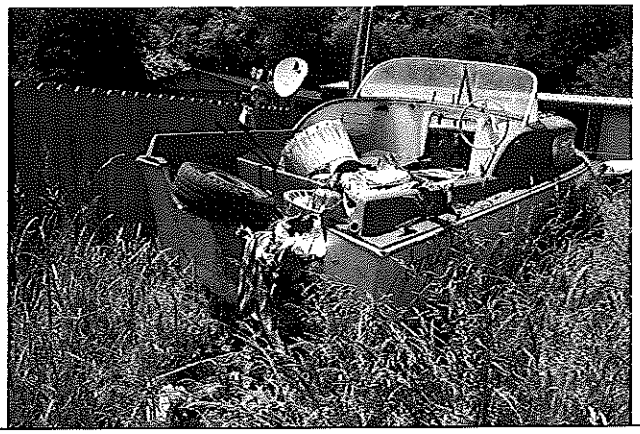
Trash pile in driveway, building condemned and notice to appear at DNSWMA hearing posted

Building posted as condemened and notice to appear at DNSWMA hearing posted.

Trash accumulation at the rear of the property, rear porch



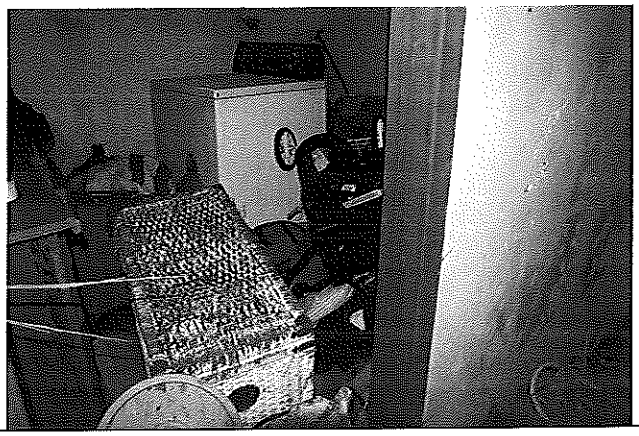
Rear yard overgrown, trash piles in rear yard overgrown.



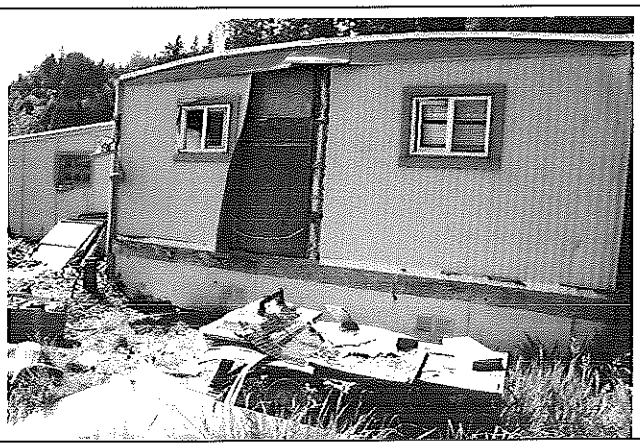
Abandoned boat in front yard, full of trash

Side yard, abandoned appliances, trash accumulations.

Trash and debris inside garage



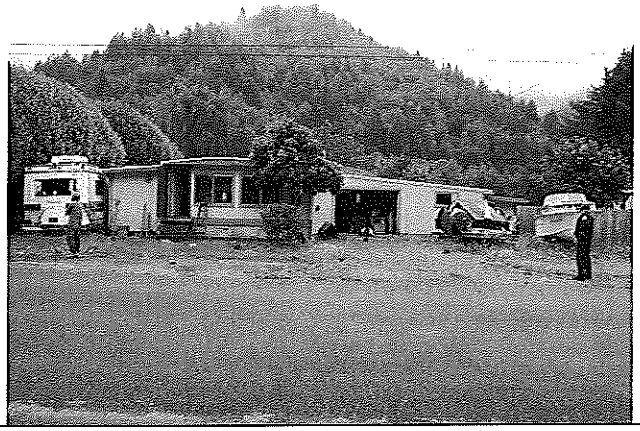
Trash and debris inside garage/laundry room



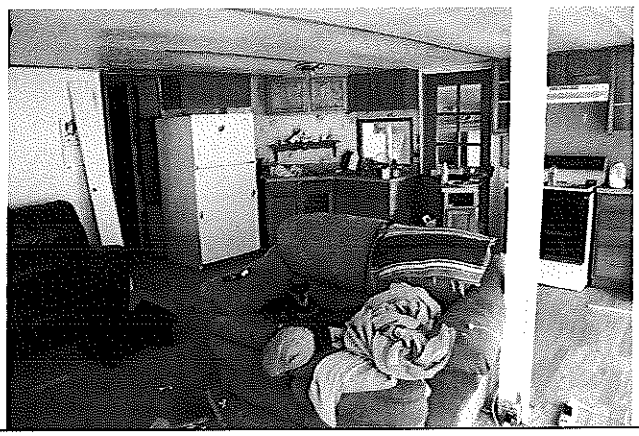
Rear view of mobile home

Rear of garage, trash and debris

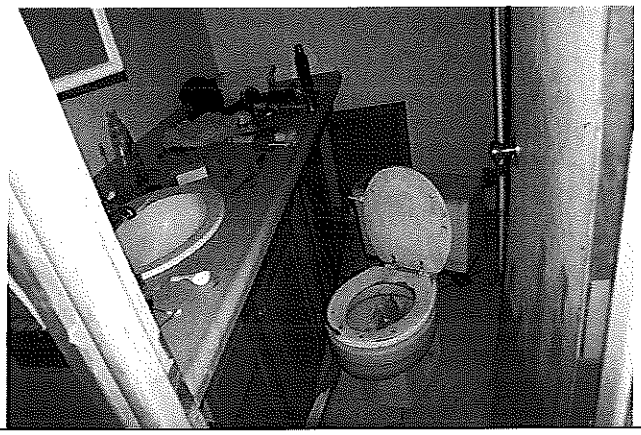
43 Weber Drive, Klamath CA



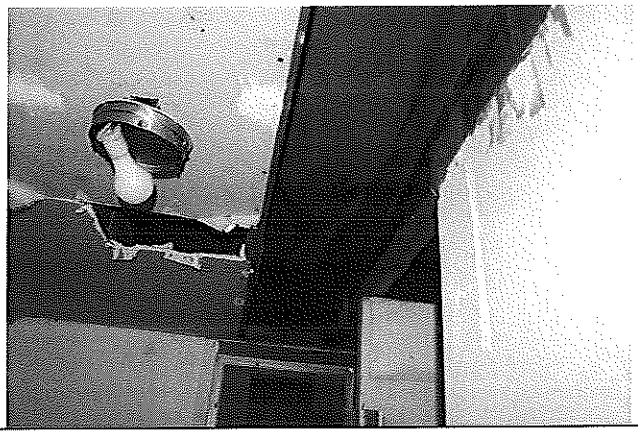
Front view during warrant service on 7/23/14



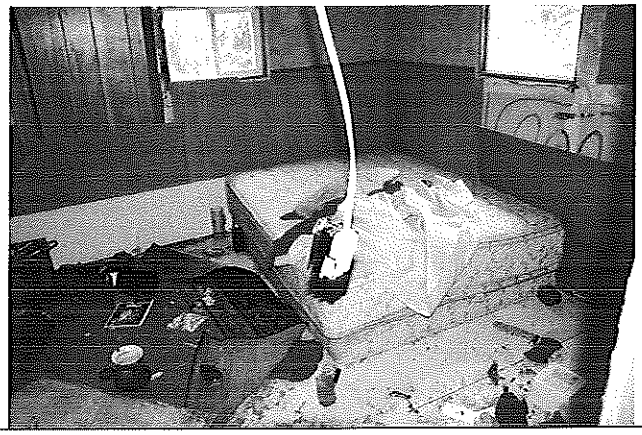
Interior, living room and kitchen during warrant service on 7/23/14



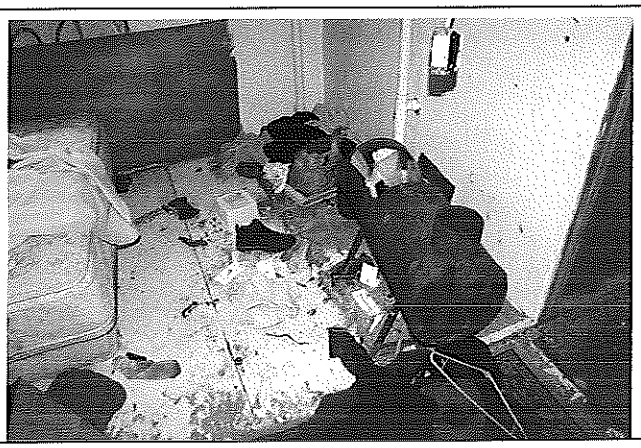
Bathroom during warrant service on 7/23/14



Bathroom ceiling during warrant service on 7/23/14



Master bedroom during warrant service on 7/23/14

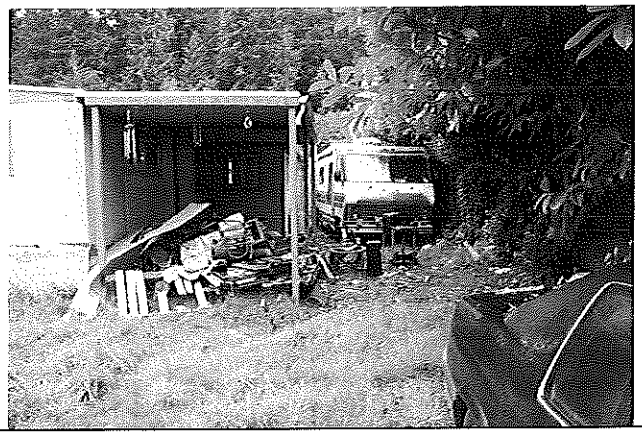


Master bedroom during warrant service on 7/23/14

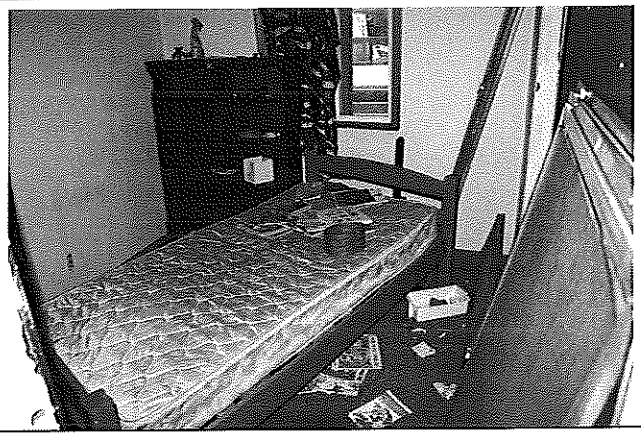
43 Weber Drive, Klamath CA

Rear yard during warrant service on 7/23/14

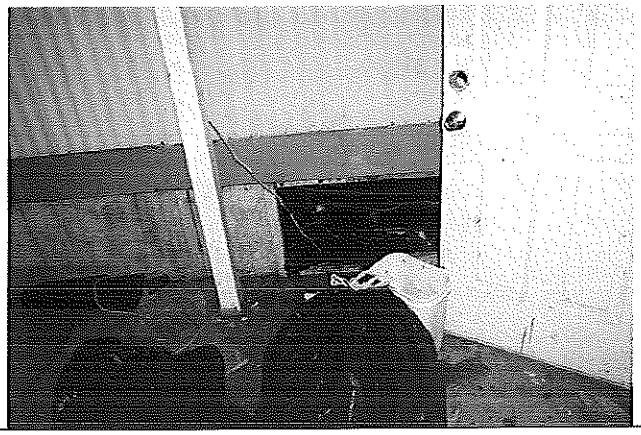
Rear yard during warrant service on 7/23/14



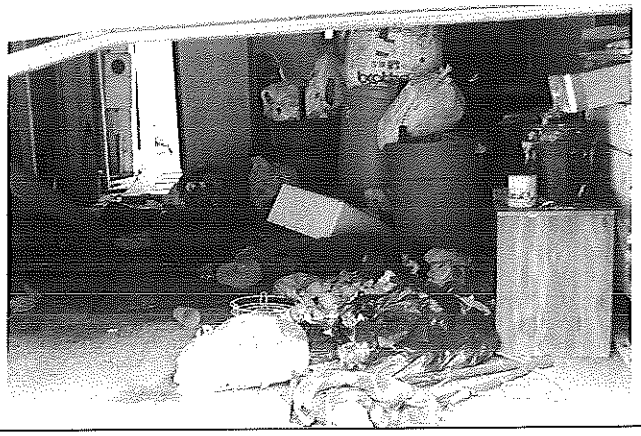
Rear of building and RV during warrant service on 7/23/14



Hall bedroom during warrant service on 7/23/14



Sewage leaking under the house during warrant service on 7/23/14



Garage interior on 1/12/2015

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

NOTICE TO ABATE NUISANCE AND NOTICE TO APPEAR

DATE: 6/4/2015
REGARDING THE PROPERTY AT: 43 Weber Drive, Klamath, CA
ASSESSORS PARCEL NUMBER: 127-220-40

FILE COPY

To all persons having an interest in the above described property, **you are hereby noticed to appear** before the Del Norte Solid Waste Management Authority Board of Directors at the Del Norte County Board of Supervisors Chambers, located at 981 H Street, Suite 100, Crescent City CA 95531, **on 7/21/2015, at 3:15 PM**; to show cause, if any there be, why the conditions described in the Notice of Nuisance should not be declared to be a nuisance, and why such nuisance should not be abated by the Enforcement Officer.

SEE ATTACHED DOCUMENTS THAT ARE MADE A PART HEREOF

THIS NOTICE HAS BEEN MAILED/POSTED PURSUANT TO ORDINANCE 2008-03 OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY. THIS NOTICE TO ABATE IS JOINTLY ISSUED PURSUANT TO CALIFORNIA HEALTH & SAFETY CODE SECTION 17980.6. FAILURE TO COMPLY WITH THE THIS NOTICE TO ABATE MAY RESULT IN THE COUNTY PROCEEDING WITH FURTHER LEGAL ACTION INCLUDING BUT NOT LIMITED TO; ADMINISTRATIVE CITATIONS, NUISANCE ABATEMENT PROCEEDINGS, CRIMINAL PROSECUTION, AND/OR APPLICATION TO THE SUPERIOR COURT FOR APPOINTMENT OF A RECEIVER OVER THIS PROPERTY.

NOTE: A copy of this notice will be sent to the owner(s) of record, all interested parties, and/or lien holders. Further information may be obtained by contacting the undersigned Officer between the hours of 8:00—5 00

Property Owner(s) of Record:

ROBERT NOBLE
MELISSA NOBLE

43 WEBER DR

KLAMATH CA 95548

Code Enforcement Officer
David Mason

(707) 464-7254

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

ROBERT NOBLE
43 WEBER DRIVE
KLAMATH CA 95548

RE: 43 Weber Drive, Klamath CA 95548; Ref # APN 127-220-40, Case No. CE-2891

Date: May 22, 2015

Dear Mr. Noble,

On April 21, 2015, I conducted an inspection of the above referenced property. Serious violations were observed, and a Notice of Nuisance and Order to Abate was issued. A search of records on file with the County Recorder indicated that you may have an interest in the property.

Please find enclosed a copy of the notice listing the facts and conditions causing the nuisance, the code violations, and the required corrective measures. Please feel free to contact me at (707) 464- 7254 if you have any questions or concerns regarding this matter.

Sincerely,

FILE COPY

David Mason
Code Enforcement Officer III
DM/dm
C: file

7014 1820 0001 7932 8559

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Street & Apt. No., or PO Box No. 43 WEBER
City, State, ZIP+4 KLAMATH CA 95548

PS Form 3800, July 2014 See Reverse for Instructions

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

MELISSA NOBLE
1180 S WESTHAVEN
TRINIDAD CA 95570

RE: 43 Weber Drive, Klamath CA 95548; Ref # APN 127-220-40, Case No. CE-2891

Date: May 22, 2015

Dear Mrs. Noble,

On April 21, 2015, I conducted an inspection of the above referenced property. Serious violations were observed, and a Notice of Nuisance and Order to Abate was issued. A search of records on file with the County Recorder indicated that you may have an interest in the property.

Please find enclosed a copy of the notice listing the facts and conditions causing the nuisance, the code violations, and the required corrective measures. Please feel free to contact me at (707) 464- 7254 if you have any questions or concerns regarding this matter.

Sincerely,

FILE COPY

David Mason
Code Enforcement Officer III
DM/dm
C: file

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Total Postage & Fees	$ 6.69

Code Enf. 101-416-20223
Postmark Here
5/22/15

Sent To MELISSA NOBLE
Street & Apt. No., or PO Box No. 1180 S. WEST HAVEN
City, State, ZIP+4 TRINIDAD CA 95570

PS Form 3800, July 2014 See Reverse for Instructions

Doc 20152075
Page 1 of 3
Date: 5/21/2015 11:52A
Filed by: GENERAL PUBLIC
Filed & Recorded in Official Records
of COUNTY OF DEL NORTE
ALISSIA D. NORTHRUP
COUNTY CLERK-RECORDER
Fee: $0.00

RECORDED AT THE REQUEST OF:

Del Norte Solid Waste Management Authority

WHEN RECORDED, MAIL TO:

DNSWMA/Code Enforcement
c/o 981 "H" Street, Suite 110
Crescent City, CA 95531

No Fee – per Government Code 6103 (Space above this line for Recorder's use)

NOTICE OF NUISANCE

(43 Weber Drive, Klamath CA 95548)

DOCUMENT TITLE
Del Norte Solid Waste Management Authority

Del Norte Solid Waste Management Authority

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

ROBERT STEVEN NOBLE
MELISSA NOBLE
43 WEBER DR
KLAMATH CA 95548

Date: May 20, 2015

Dear Robert and Melissa Noble:

Subject: Notice of Public Nuisance and Order to Abate

File: 43 Weber Drive, Klamath CA 95548; APN 127-220-40; Case No. CE-2891

You are hereby notified that as the owners of record of the real property known as 43 Weber Drive, Klamath CA 95548 (hereinafter "the property"), that the Del Norte Solid Waste Management Authority (hereinafter "the Authority") has determined that you are the persons responsible for the care and maintenance of the property (hereinafter "the Responsible Party"). See the attached "Exhibit A", for the legal description of the property, which is incorporated herein by reference and made a part hereby.

The Authority has determined that a public nuisance exists upon the property in violation of the Authority's Nuisance Abatement Ordinance 2008-02 passed and adopted by the Authority on October 8, 2008. The following conditions exist upon the property, which are a declared public nuisance under Section 3.01 of the Nuisance Abatement Ordinance.

1. The property is maintained or used in violation of the Authority's Solid Waste and Recycling Responsibility Ordinance section 3.01, Failure to properly dispose of solid wastes generated on the property, and; section 4.01 Collecting or transporting discards for a fee, and; Section 4.05 Allowing discards to accumulate upon the property, and; Section 4.06 (d) and (e), placing discards in a boat or inoperable vehicle upon the property.

2. Activities prohibited by California Penal Code Sections 370 and 371 exist or occur upon the property, including but not limited to, maintaining, permitting, or allowing anything which is injurious to health, or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property by an entire community or neighborhood, or by any considerable number of persons.

3. The property and structures are in a dangerous, unsightly, or blighted condition that is detrimental to the health, safety, or welfare of the public.

4. There are overgrowths of weeds and accumulations of rubbish upon the property in violation of the rubbish abatement laws defined at Government Code Sections 39560 et seq.

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5. There are conditions constituting a visual blight upon the property. A visual blight is any unreasonable or unlawful condition or use of real property, appurtenant structures or building exteriors which by reason of its appearance as viewed at ground level from the public right-of-way or from neighboring property, is detrimental to the property of others or to the value of property of others, offensive to the senses, or reduces the aesthetic appearance of the neighborhood. Visual blight includes, but is not limited to, the keeping, storing, depositing, scattering over or accumulation on property of any of the following:
   a. Junk, trash, debris, scrap metal, rubbish, packing materials, tires, mattresses, box springs, or appliances.
   b. Abandoned discarded or unused objects or equipment such as freezers, cans or containers, automotive parts and equipment.
   c. Abandoned, wrecked disabled dismantled or inoperative vehicles, boats, trailers, or parts thereof.

6. The maintenance or use of any property in violation of any provision of state or federal law, or the ordinances of the Authority are a public nuisance. California Public Resources Code section 44000.5 prohibits solid waste to be disposed at, or transported for disposal to, or accepted for disposal at, any location in the state that does not have a valid solid waste facilities permit issued by the State of California.

7. The property is likely to or does harbor rats or other vermin, vectors, and other non-domesticated animal nuisances.

8. Any other condition declared by a State, County, or City statute, code, or regulation to be a public nuisance. On 11/21/2014, the Del Norte County Hearing Officer confirmed the conditions at the property constituted a public nuisance in violation of County Code chapter 7.08.

9. There are upon the property overgrowths of vegetation and accumulations of discards and solid waste in and around a condemned single-family residence resulting in a blighted condition detrimental to the property values and aesthetics of the neighborhood. The condemned building is unsecured and open to uninvited entry creating an attractive nuisance that is detrimental or hazardous to the health, safety and welfare of the public. These conditions also constitute a harborage for rodents; a declared public nuisance.

Therefore, the following remedial actions or repairs are required:

1. Immediately cease to cause, allow or suffer solid waste to be brought to the property for disposal.

2. Cut, mow, or prune as necessary to remove the overgrowths of vegetation and weeds.

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3. Remove and properly dispose of all cuttings, discards, trash, junk and debris. Proof of proper disposal is required. Improper disposal is prosecutable as a separate offense.

4. Properly secure the building against uninvited entry and maintain the building in a secure condition until the building is ultimately repaired or demolished.

5. Maintain the property in a clean, sanitary, safe and secure condition.

Statement of Facts Supporting the Determination of Nuisance:

On or about 7/23/2014, the County code enforcement officer inspected the property under the authority of an inspection warrant duly issued by the Superior Court of Del Norte County. That inspection revealed that the buildings and structures were dilapidated and damaged to the point of being uninhabitable due to the lack of safe electrical wiring, lack of adequate sanitary facilities, lack of adequate weather protection, insanitary conditions due to accumulations of trash, filth, offal and sewage. The Environmental Health Director reviewed the photographs and inspection report; and declared the property insanitary and unfit for habitation. The County Building Official reviewed the photographs and inspection report and determined that the buildings and structures were unsafe due to electrical hazards, fire hazards and improper repairs. The Building Official ordered the utilities disconnected until the property was repaired or rehabilitated.

Due to a lack of compliance with County's order to abate, the case was set for an administrative hearing to allow the responsible parties an opportunity to appeal the determination of nuisance and show cause why the conditions causing the nuisance should not be abated. On 11/21/2014 the hearing was completed and the County Hearing Officer confirmed the existence of a nuisance and ordered the immediate abatement thereof.

On or about 4/15/2015, the enforcement officer received a complaint that Robert Noble, the property owner, was causing or allowing the transportation of solid waste to the property for disposal. A reinspection on 4/21/2015 revealed that there were new piles of trash and discards upon the property. Also observed on the property were overgrown weeds and grass, piles of trash inside and outside of the buildings or structures, an abandoned boat on a trailer in the front yard, and that boat was full of solid waste and discards. Furthermore the buildings or structures were unsecured against uninvited entry.

These conditions are a violation of the Authority's Ordinance 2008-02 and a public nuisance subject to abatement by the Authority at the property owner's expense.

You are hereby ordered to immediately commence the abatement of the above described public nuisance and to thereafter diligently prosecute and complete the abatement within fifteen (15) days.

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If the required abatement is not commenced within five (5) Days, or is not completed within fifteen (15) Days, the Enforcement Officer may take either or both of the following actions: (1) Apply to the Authority Board for an order to abate the nuisance or (2) cause to be issued a citation under Section 4.03 of Ordinance 2008-2

The cost of abating the public nuisance, including the applicable cost of administration and civil penalties, will be specially assessed against the Premises and collected at the same time and in the same manner as ordinary county taxes are collected pursuant to Government Code Section 25845, and shall be subject to the same penalties, interest, and to the same procedures of foreclosure and sale in the case of delinquency as is provided for ordinary County Taxes. Any lien found by the Authority Board shall be recorded in the office of the County Recorder, and said lien shall be subject to the same priority and methods of collection as a judgment lien, not a tax lien.

In order for any oral or written evidence or any claim, defense or privilege to be considered, it must be presented to the Board at or before the time of the hearing. Failure to do so will constitute a waiver and may prevent such evidence of claim, defense or privilege from being considered in any later proceeding.

The following Ordinance Sections are related to nuisance abatement hearings:

5.05.2 Protests. Any Person contesting the existence of a nuisance shall file a written protest of objection with the Director of the Authority at least two (2) Days prior to the date specified in the notice given pursuant to Section 5.05.1 of this Ordinance. Each written protest or objection must contain a description of the Premises and the grounds of the protest or objection.

5.05.3 Procedures.

(a) At the time and place stated in the notice to abate nuisance and notice to appear, the Board shall review the Enforcement Officer's notice of nuisance and notice to abate nuisance and notice to appear, and any filed protests or objections, copies of which shall be admitted into evidence.

(b) The Board shall consider any and all relevant documents and testimony, and such other relevant evidence as shall be presented. The parties may be represented by legal counsel. Testimony shall be taken on oath or affirmation. Each party shall have the right to call and examine witnesses; to introduce exhibits; to cross examine opposing witnesses on any matter relevant to the issues presented even though that matter was not covered in the direct examination; to impeach any witness regardless of which party first called the witness; and to rebut evidence.

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(c) The hearing need not be conducted according to technical rules relating to evidence. Any evidence may be presented if it is the sort of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but may be rejected if deemed unreliable. The rules of privileges shall be effective to the extent that they are otherwise required by statute to be recognized at a hearing. Irrelevant and unduly repetitious evidence shall be excluded.

(d) The hearing may be continued from time to time.

The Authority may seek to recover from the Responsible party, any attorney's fees incurred in any action, administrative proceeding, or special proceeding to abate the Nuisance.

If in the course of abating the nuisance the Authority or its contractors remove personal property having value, such property may be sold and the proceeds of such sale applied to cover the cost of abatement, administrative costs, and attorney's fees incurred in any proceeding to abate the nuisance. The excess proceeds, if any, shall be conveyed to the Responsible Party for the Premises.

If you have any questions regarding this matter, please contact Enforcement Officer David Mason, by telephone (707) 464-7254, or by US mail at 981 H Street, Room 110, Crescent City CA 95531, or by email to: dmason@co.del-norte.ca.us

Respectfully,

David Mason 5/20/2015 See Attached California All-Purpose Acknowledgment

David Mason
Enforcement Officer
Del Norte Solid Waste Management Authority
DM/dm

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Del Norte)

On 5-20-2015 before me, James Marshall Coop, Notary Public,
Date *Here Insert Name and Title of the Officer*

personally appeared David Mason
~~*Name(s) of Signer(s)*~~

,

who 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.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

JAMES MARSHALL COOP
COMM. #2017323
Notary Public - California
Del Norte County
My Comm. Expires Apr. 1, 2017

Signature James Marshall Coop
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Notice of Nuisance Document Date: 5-20-2015
Number of Pages: Two Signer(s) Other Than Named Above: —

Capacity(ies) Claimed by Signer(s)

Signer's Name: David Mason	Signer's Name:
☐ Corporate Officer — Title(s): Trustee	☐ Corporate Officer — Title(s):
☐ Partner — ☐ Limited ☐ General	☐ Partner — ☐ Limited ☐ General
☑ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other:	☐ Other:
Signer Is Representing:	Signer Is Representing:

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EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

All that real property situated in the County of Del Norte, State of California, and more particularly described as follows:

> 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, California on June 14, 1965 in Book 4 of Maps, page 227

Said property is more commonly known as 43 Weber Drive, Klamath, Del Norte County, California.

Assessor's Parcel Number: 127-220-40

Owners of Record:

Robert Noble and Melissa Noble, as shown on that GRANT DEED filed and recorded in the office of the County Recorder of Del Norte County, California on 05/18/2007, as Document # 20072787 of Official Records of the County of Del Norte, California.

DOC # 2015-2975 Page 1 of 5

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

PRESENT: Commissioner Ron Gastineau
Commissioner Angela Glore, Secretary
Commissioner Rick Holley, Chair
Commissioner Martha McClure, Vice Chair
Legal Counsel Martha Rice
Director Tedd Ward
Treasurer / Controller Richard D. Taylor

ABSENT: Commissioner Roger Gitlin

ALSO PRESENT: Katherine Brewer, Authority Clerk
Kathryn Murray, Crescent City Councilperson
Wes White, Hambro/WSG
Jeremy Herber, Recology Del Norte
Ed Farewell, Recology Del Norte

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 Chairman Holley.

3:30 PM PUBLIC COMMENTS:

The following person(s) addressed the Authority:

Bill Lonsdale, City resident, felt that correspondence between the Board Chair and a Commissioner should be a matter of public record. The Board should not take any action toward Commissioner Gitlin until he is able to be present.

Donna Westfall, City resident, thought the Authority should retain a different Treasurer. She had concerns regarding the Authority's books, missing funds, and the investigation that was performed. She also believed that Black and Rice should not serve as legal counsel, and that Judge Follett should not oversee the Grand Jury. She was not in favor of the Board discussing the Grand Jury report without Commissioner Gitlin

2.1

present. She further suggested that Commissioner contact information should be listed on the meeting agenda.

Craig Strong, City resident, hoped that the issue of full staffing would soon appear on the agenda.

Ed Edwards, City resident, felt the Grand Jury report should be tabled until Commissioner Gitlin returned.

Cali Martin was shocked at the Grand Jury report. She had served on two Grand Juries and had never seen direction given to remove someone.

1. CONSENT AGENDA

1.1 Approve minutes, Regular Session, Tuesday, June 16, 2015.
1.2 Acknowledge Beverage Container Block Grant Applications for FY 15/16.
1.3 Acknowledge and file 01 July 2015 letter from CalRecycle granting a reduction to the PostClosure Financial Assurance Multiplier for the Crescent City Landfill.
1.4 Approve budget transfer for FY 14/15 in the amount of $17.018.02.

END CONSENT AGENDA

There were no requests to delete, add, or pull items from the consent agenda.

On a motion by Commissioner Gastineau, seconded by Commissioner Glore, and unanimously carried on a polled vote with Commissioner Gitlin absent, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 1.1-1.4, as presented.

DISCUSSION/ACTION ITEMS

2. LANDFILL POSTCLOSURE

2.1 Discussion and possible action regarding received Proposals for Water Quality Engineering Analysis regarding the Crescent City Landfill. **230102**

Discussion was held regarding received Proposals for Water Quality Engineering Analysis regarding the Crescent City Landfill. On a motion by Commissioner McClure, seconded by Commissoner Glore, and unanimously carried on a polled vote with Commissioner Gitlin absent, the Del Norte Solid Waste Management Authority accepted the proposal from Lawrence & Associates, directed staff to prepare a contract for the services described in Lawrence & Associates' proposal, plus an additional sub-task to enter monitoring data into the GeoTracker online reporting system for an amount not to exceed $24,307.00, and authorized appropriate signatures on that contract.

3. COLLECTIONS FRANCHISE

3.1 Receive and file and other possible action regarding financial reports submitted by Recology Del Norte for the periods ending September 2014 and September 2013. **180501**

The Del Norte Solid Waste Management Authority received and directed staff to file the financial reports submitted by Recology Del Norte for the periods ending September 2014 and September 2013.

4. TRANSFER STATION

4.1 Acknowledge and file No Exposure Certification regarding stormwater management, monitoring and reporting at the Del Norte County Transfer Station. **230101 B**

Director Ward reported that approval of this No Exposure Certification could save the Authority over $3,000 annually.

5. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

5.1 Discussion and possible action regarding direction from the Commissioners of the Del Norte Solid Waste Management Authority to the Del Norte Solid Waste Task Force. **200101**

Eileen Cooper addressed the Board to say that it would be more advantageous to the community if the Task Force met more often and that public education was needed. She did not believe Mary Wilson should serve on the Task Force because she was more interested in finances.

On a motion by Commissioner Glore, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Gitlin absent, the Del Norte Solid Waste Management Authority directed staff to compose a letter to be signed by the Chair thanking the Del Norte Solid Waste Task Force for their continuing efforts, and suggesting that future meetings of this body be postponed until October or November when the Authority anticipates having additional administrative staff to provide appropriate support. By consensus, the Chair will have discretion to work with staff to possibly place on a future agenda in September or October an item to have the Authority discuss potentially useful activities for this advisory body.

5.2 Discussion and possible action regarding potential changes to the Authority Bylaws and Code of Ethics. **101503 - Authority By-laws, 052001 – Code of Ethics**

Chairman Holley assigned a subcommittee, comprised of Commissioners McClure and Glore, to review draft changes to the Authority By-laws and Code of Ethics. Staff was directed to meet with the subcommittee and draft changes to these documents for consideration and possible adoption at the August 18th Authority meeting.

5.3 Discussion and possible action regarding the Authority's response to the 2014/2015 Grand Jury Report regarding the Del Norte Solid Waste Management Authority. **071801**

Director Ward informed the Board that as the Authority staff and Commissioners received the 2014 / 2015 Del Norte County Grand Jury Report on 10 June 2015, the deadline for a response was within 90 days following, on September 8.

The following members of the public addressed the Authority:

Mary Wilson, County resident and Former Commissioner, expressed contempt for the draft response and believed that the Grand Jury had ignored the truth. She submitted three letters to the Authority's clerk for entry into the record **(071801)**: letter 1 was from Richard Miles to *The Triplicate* newspaper with a note from Ms. Wilson, letter 2 was from Carl M. Wheeler to Whom It May Concern, and letter 3 was from Ms. Wilson to the Del Norte County Grand Jury.

Elizabeth Henry, County resident, spoke in favor of the Grand Jury Report. She thought during the period investigated by the Grand Jury that the Board had been letting the Authority die.

Bill Lonsdale, City resident, wanted to see the Board proceed on the report items that did not involve Commissioner Gitlin.

Bob Berkowitz wished to see fairness shown toward Commissioner Gitlin and Former Commissioner Wilson.

Donna Thompson, County resident, agreed with the Grand Jury Report and expressed concern regarding Commissioner Gitlin's treatment of the public.

Joan Miles had written an article for *The Triplicate* which was deemed too controversial for her usual "Senior Sleuth" column. She submitted a copy of the article to the Authority's clerk for entry into the record.

Tim Hoone, County resident, was aghast at the tone of Commissioner Gitlin's written comments.

Maura Broadwell, County resident, supported Commissioner Gitlin and felt he had tried to make Del Norte County better.

Steve Perez, County resident, felt that the staff recommendations should be addressed.

After some discussion, Board members agreed to review the staff recommendations that did not address Commissioner Gitlin, preferring to have him present for those items. Director Ward read through the remaining items one by one and the following points were addressed:

Finding *F17. The actions of Commissioners #1, 2 and 5 contributed to a hostile work environment.* Chairman Holley asked that this item be revisited at the next meeting. Counsel Rice suggested rewording "hostile work environment".

F24. SWA Commissioners can serve on the solid waste task force and board concurrently. Commissioners wished to point out that this is not unusual as it happens in other City and County bodies.

Recommendation *R1. The Solid Waste Authority should return to full staffing with separate positions for the Executive Director and Program Manager.* Board members wished to change this to "adequate" staffing, rather than "full staffing" for this item and others that used this language.

R9. The Board of Supervisors and City Counsel should appoint Commissioners who want the JPA and Solid Waste Authority to be successful. Commissioner Glore felt the recommended response should be more strongly worded.

R14. Solid Waste Authority Commissioners should not simultaneously be members of the Solid Waste Task Force as it has potential to be a conflict of interest. Counsel Rice suggested that this could be addressed through the By-laws.

By consensus, staff was to make the changes to the draft response as discussed and present a revised draft at the August Authority meeting.

At 5:39 p.m., after the Grand Jury Report discussion was concluded, Chairman Holley called for a brief recess. At 5:47 p.m., the meeting resumed.

5.4 Discussion and possible action regarding a draft "Coastal Voices" submittal to the Editor of the *Del Norte Triplicate*, as suggested by Chair Holley.

The following members of the public addressed the Authority:

Bob Berkowitz was in favor of submitting the draft submittal "as is".

Steve Perez, County resident, thought the focus should be on what is being accomplished now rather than what has happened in the past.

After a brief discussion, Board members agreed to take no action.

5.5 Discussion and possible action regarding Letter of Engagement with Patel & Associates, LLP to complete the external audit of the Del Norte Solid

Waste Management for Fiscal Year 2014/2015 for an amount not to exceed $10,500.00. **012101**

On a motion by Commissioner McClure, seconded by Commissoner Glore, and unanimously carried on a polled vote with Commissioner Gitlin absent, the Del Norte Solid Waste Management Authority voted to enter into an agreement with Patel & Associates, LLP to complete the external audit of the Del Norte Solid Waste Management for Fiscal Year 2014/2015 for an amount not to exceed $10,500.00.

6. DIRECTOR'S & TREASURER'S REPORTS
Agenda items 6.1 through 6.5 are provided for information only

6.1 Director's Report **231501**
6.2 Treasurer/Controller Report for May 2015
6.3 Claims approved by Director for June 2015
6.4 Monthly Cash and Charge Reports for June 2015
6.5 Earned Revenue Comparisons between FY13/14 and FY14/15

The above-listed reports were presented and accepted.

ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY

7. Discussion and possible action regarding proposals received for Towing, Storage, Recovery and Disposal of Abandoned Vehicles. **010203**

The Chairman recessed the meeting of the Del Norte Solid Waste Management Authority at 6:14 p.m., and immediately convened as the Abandoned Vehicle Abatement Service Authority (AVA).

Discussion was held regarding proposals received in response to a Request for Proposals for towing, storage, recovery and disposal of abandoned vehicles. One proposal, from Northcrest Auto Center, was received before the deadline.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Gitlin absent, the Abandoned Vehicle Abatement Service Authority authorized staff to execute an agreement for towing, storage, recovery and disposal of abandoned vehicles with Northcrest Auto Center for the period of one year.

The Chairman adjourned the meeting of the Abandoned Vehicle Abatement Service Authority at 6:24 p.m., and immediately reconvened as the Del Norte Solid Waste Management Authority.

8. ADJOURNMENT
Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M., August 18, 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 6:25 p.m., until the next regularly scheduled meeting on August 18, 2015.

_____ Date / /

Richard Holley, Chair
Del Norte Solid Waste Management Authority

ATTEST:

_____ Date / /

Dr. Angela Glore, Secretary
Del Norte Solid Waste Management Authority

Submitted:

_____ Date / /

Katherine Brewer, Clerk
Del Norte Solid Waste Management Authority

ALPINE, AMADOR, BUTTE, CALAVERAS, COLUSA
DEL NORTE, EL DORADO, GLENN, IMPERIAL, INYO, LASSEN

CHAIR – MICHAEL KOBSEFF, SISKIYOU COUNTY
VICE CHAIR – MARY RAWSON, ALPINE COUNTY
EXECUTIVE DIRECTOR – GREG NORTON

Rural Counties Environmental Services JOINT POWERS AUTHORITY

MADERA, MARIPOSA, MODOC, MONO, NEVADA, PLUMAS,
SIERRA, SISKIYOU, TEHAMA, TRINITY, TUOLUMNE

TECHNICAL ADVISORY GROUP (TAG)
TAG CHAIR – KRISTINA MILLER, TEHAMA COUNTY
TAG VICE CHAIR – JIM MCHARGUE, AMADOR COUNTY
PROGRAM MANAGER – MARY PITTO

MEMORANDUM

To: ESJPA Members

From: Mary Pitto, Program Manager

Date: May 15, 2015

Re: 2015-16 Dues

Attached please find the annual dues invoice for participation in the Rural Counties' Environmental Services Joint Powers Authority (ESJPA) for the 2015-16 fiscal year. The annual dues have remained the same since 2005.

The ESJPA provides a forum for its 22 member counties' solid waste managers to share ideas and work collectively to resolve issues relevant to rural counties. During the year, the ESJPA conducts Board meetings and trainings to provide program support on solid waste related issues and opportunities that benefit the membership. The Board meetings also provide the members the valuable opportunity for direct contact with the Department of Resources Recycling and Recovery (CalRecycle) staff members, as well as other relevant regulatory agency staff and industry resources. Each of our members brings to the table unique perspectives, experience, and expertise that is valuable to the others.

The ESJPA meeting format includes morning speakers and review of current solid waste related legislation and regulatory issues and the afternoon Technical Advisor Group breakout sessions or workshops. These sessions provide a more interactive forum for the solid waste managers to get into more technical detail of important topics. The ESJPA's presentations and topics over this past 2014-15 year included:

- Presentations and discussions by state agency staff from CalRecycle regarding the Beverage Container Recycling Program Update, Farm and Ranch Grant Program Update, Mandatory Commercial Organics Recycling, and in combination with the Office of Emergency Services and the Department of Toxic Substance Control, a presentation on Wildfire Implications on Rural Area Solid Waste Management; from the Air Resources Board a presentation on Short-Lived Climate Pollutant Reduction Strategy; from the State Water Resources Control Board a presentation on the new Industrial Stormwater General Permit; and from the California Building Standards Commission regarding the Proposed New Green Building Standards to Increase Recycling and New Universal Waste Management Plan. In addition, CalRecycle regularly gives updates on current activities within their department.

- Special presentations and discussions from the federal agencies, private industry, and other organizations include USDA Rural Development Solid Waste Financing; Solar Projects on Closed Landfills given by Project Navigator, LTD; Agriculture Pesticide Container Management given by Lawson & Associates; Sierra Nevada Brewery's Sustainability and Resource Recovery given by the Sierra Nevada Brewing Co; The Future of Composting in California given by the Association of Compost Producers; Forest Biomass Energy Initiatives given by the Placer County Air Pollution Control District; and Stormwater Compliance: A Haulers Perspective given by Aces Waste Services. In addition, representatives from the

2.2

1215 K STREET, SUITE 1650 SACRAMENTO, CA 95814 PHONE: 916-447-4806 FAX: 916-447-1667
WEB: WWW.ESJPA.ORG

California Product Stewardship Council, the Carpet America Recycle Effort (CARE), PaintCare, and the Mattress Recycling Council regularly attend and give updates on their respective efforts.

- Presentations by ESJPA colleagues included Calaveras County's Compliance Order and Local Implementation Plan; the Imperial County Solid Waste System; and Lassen County's Portola Landfill Closure. These presentations are particularly useful to the other member counties and we especially thank the presenters. In addition, the ESJPA consultant provided training on the Revised Hazard Communication Standard.

In addition to the ESJPA Board meetings, the ESJPA staff works actively on behalf of its member counties in the legislative and regulatory arenas on solid waste management issues of importance to our membership. Staff solicits feedback from and reports on the status to the ESJPA Board at its meetings.

- The ESJPA continues to identify and coordinate with RCRC legislative staff on legislation dealing with solid waste issues. RCRC legislative staff remains particularly active in several issue areas, especially dealing with extended producer responsibility, the bottle bill, organic composting requirements, and landfills.

- The ESJPA staff monitors and participates in various regulatory activities. This past year included the following:
  - ARB: Governor's Executive Order B-30-15 and the 2030 Carbon Target
  - CalRecycle: Monthly CalRecycle Meeting, California's New 75% Recycling Goal; AB 32 Mandatory Commercial Recycling; AB 1343 Paint Product Stewardship Implementation; AB 2398 Carpet Product Stewardship Implementation; AB 254 Mattress Stewardship; Beverage Container Recycling Program Reform;
  - SWRCB: Storm Water Industrial General Permit; General Waste Discharge Requirements at Compost Waste Management; Water Quality and Landfill Waste Discharge Requirement Fee; Proposed Trash Amendments to Stormwater Permits;
  - California Department of Food and Agriculture (CDFA): Safely Disposing Of Waste Meat, Poultry, and Fish Material;
  - Department Of Toxic Substances Control: Thermostat Recycling Program; Safer Consumer Products; Solar Panel Disposal; and the Covered Electronic Waste Recycling Program.

The ESJPA also provides technical assistance to its member counties by conducting surveys, providing specialty information and advice, responding to requests for assistance during the annual review process, participating in local meetings, and with regulatory and operational issues.

Looking ahead toward the upcoming year, we plan to continue to provide Board meeting presentations, discussions, and training opportunities on issues as they arise or as requested by our members. We expect the mandatory organics recycling to be priority issue. We will continue to assist with the implementation of both the paint and carpet stewardship programs, as well as the mattress recycling regulation. We will also be responding to the many ongoing challenges regarding regulatory compliance that will inevitably arise. We anticipate this coming year to be active in the legislative arena. With support from RCRC, the ESJPA will continue to monitor and actively take positions on legislative and regulatory items of interest.

Your continued membership and active participation in the ESJPA is appreciated. It is through our collective efforts that we are able to be an effective organization. Please let me know if you have any suggestions that may help improve our organizational effectiveness or suggested topics for future meetings to enable the ESJPA to be fully responsive to your needs and expectations.

Rural Counties Environmental Services JOINT POWERS AUTHORITY

Environmental Services JPA
1215 K Street, Suite 1650
Sacramento, CA 95814
(916) 447-4806

Invoice Number: 1516 06-IN
Invoice Date: 5/15/2015
Due Date: 7/1/2015

Bill To:
Del Norte County
Solid Waste Authority
1700 State Street
Crescent City, CA 95531

Contact: Ted Ward

Description	Quantity	Price	Amount
2015-2016 Dues			6,000.00

Net Invoice:	6,000.00
Sales Tax:	0.00
Invoice Total:	**$ 6,000.00**

Tedd Ward

From: Nguyen, Nam@Waterboards <Nam.Nguyen@waterboards.ca.gov> on behalf of Stormwater, Stormwater@Waterboards <Stormwater.Stormwater@waterboards.ca.gov>
Sent: Tuesday, July 21, 2015 9:56 PM
To: Tedd Ward
Subject: RE: NEC Fee Question WDID 1 08I019099

WDID 1 08I019099 is on longer active as a full NOI. The approved NEC number is 1 08NEC000018.

Recertification is not required.

Thank You,
Storm Water Section

From: Tedd Ward [tedd@recycledelnorte.ca.gov]
Sent: Tuesday, July 21, 2015 2:39 PM
To: Stormwater, Stormwater@Waterboards
Subject: NEC Fee Question WDID 1 08I019099

Greetings.

We have recently submitted a Non-exposure Certification application related to the stormwater management requirements for the Del Norte County Transfer Station here in Crescent City, CA.

I have received two notices...Recertification incomplete and Action required.

I was trying to find out what information was lacking, or what additional action is required.
I called the help desk, and the phone message suggested e-mial.

Also, I am wondering what is the review and approval process for the NEC application.
If the NEC application is approved, what will be the annual industrial stormwater permit fee, and when will that be due?

Thanks,

Tedd Ward, M.S.
Director
Del Norte Solid Waste Management Authority
465-1100

2.3

CalRecycle

DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • WWW.CALRECYCLE.CA.GOV • (916) 322-4027
P.O. BOX 4025, SACRAMENTO, CALIFORNIA 95812

July 30, 2015

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

Dear Mr. Ward,

Thank you for taking the time to meet with our staff representative during CalRecycle's mandated annual site visit to evaluate Del Norte Solid Waste Management Authority's (Authority) Assembly Bill 939 (AB 939) solid waste diversion programs, as well as Mandatory Commercial Recycling (AB 341).

As you know, Senate Bill 1016 (SB1016) changed the way CalRecycle determines jurisdiction compliance with AB 939, placing an increased emphasis on diversion program analysis. CalRecycle staff requires a significant amount of program information from jurisdictions to conduct the thorough analysis required by SB 1016. Effective program analysis requires program specific data, so CalRecycle must request this information. As we discussed at our meeting, to conduct and complete the annual site visit verifications and make a determination of the Authority's compliance with AB 939 and AB 341 for 2012-15 jurisdiction review cycle, CalRecycle requests program specific quantitative and qualitative data regarding:

- Residential and Commercial Disposal, Recycling, and Green Waste Program Data and Education/Outreach Efforts
- Mandatory Commercial Recycling (MCR) Implementation
- Self-haul Disposal, Recycling and Green Waste Tonnages
- Construction and Demolition Diversion Programs, including Education Efforts
- Member Agencies' Government Diversion and Procurement Efforts
- Household Hazardous Waste Program, Including Education

Much of this data can also be very useful for the Authority and its hauler to analyze their own programs to assess where to best apply their resources. We appreciate your willingness to share this information with us and hope that the analysis of this information will also help identify assistance opportunities that CalRecycle can provide.

Feel free to contact me at terry.brennan@calrecycle.ca.gov or (916) 341-6578, or Spencer Fine at spencer.fine@calrecycle.ca.gov or (916) 341-6465 if you have any questions.

Sincerely,

Terry Brennan, Supervisor
Local Assistance and Market Development Branch

Cc: Spencer Fine

2.4

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TRANSFER STATION OPERATIONS CHANGE ORDER 21

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: **NEW COMMERCIAL OIL PUMPING SERVICE**

NATURE OF CHANGES: This Change Order amends the Franchise Agreement to provide for receiving used motor oil from containers in quantities of between 15 and 55 gallons as a new service per Division IV, Section 5.A.iii of the Agreement. The following service is hereby added to Exhibit 2.2: Operation and Maintenance Protocol. Contractor is referred to as the "Arranger" in the Operations Agreement and below.

Commercial Used Oil Pumping and Recycling Service. Arranger shall offer pumping of uncontaminated used motor oil and used motor oil filters for recycling from commercial and institutional customers. Arranger acknowledges the receipt and use of equipment purchased by the Authority to provide these services, and contractor will be responsible for maintenance of such equipment. Arranger will provide pumping of uncontaminated used motor oil from containers between 15 and 55 gallons in a manner that prevents spills and drips potentially associated with each pumping process. Arranger shall use only equipment appropriate to provide these services in compliance with all applicable laws. Arranger will be paid for providing these commercial used oil pumping service at a rate of nine dollars and ninety-eight cents per pumped container (computed at $9.98 operations + $0.00 transport + $0.00 recycling). Arranger will provide this service upon request to any customer of the Del Norte County Transfer Station provided that the used oil is not contaminated by solvents, water, or other contaminants, from non-leaking containers of not more than 55 gallons in volume. If this service results in contamination of a shipment of used oil, Authority staff will work with CalRecycle and Arranger to secure up to an additional $5,000 per year to cover additional hauling and/or disposal expenses associated with such contaminated loads.

This service will be initiated after an appropriate Rate Ordinance has been adopted by the Authority. If there is an increase in oil filter recycling of over 20% compared to the 12 months prior to the start of this commercial oil recycling service, Authority will pay the documented expenses for increased oil filter recycling until a separate change order addressing compensation for oil filters is approved.

Contract Time: Remains unchanged.

Contract Price: This Change Order makes the following changes to the Contract Price: Starting on the effective date of the Rate Ordinance that includes this service, Arranger will be paid for services provided at the Del Norte County Transfer Station based on the number of commercial used oil containers that were pumped. The new service fees under Change Order 21 include all prior adjustments to fees based on changes to the Consumer Price Index for all Urban Consumers (CPI-U). The Effective Day fee will be used for calculating fees based on changes to CPI-U in coming years.

	Operations	Transport	Recycling	Total Fee
Effective Day Fee	$8.13 / pump service	$0.00	$0.00	This fee is fictitious and used only as a convenience to calculate future fees.
Fee under Change Order 21	$9.98 / pump service	$0.00	$0.00	$9.98 / pump service

TRANSFER STATION OPERATIONS CHANGE ORDER 21

This Change Order is hereby approved:

DATE:_____

HAMBRO / Waste Solutions Group:

BY:_____
Wes White, President

ATTEST:

_____
Corporate Secretary

Del Norte Solid Waste Management Authority:

BY:_____
Richard Holley, Chair

ATTEST:

_____
Dr. Angela Glore, Secretary

APPROVED AS TO FORM:

BY:_____
Martha D. Rice, General Counsel

Del Norte Solid Waste Management Authority

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

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.

Agenda Report

Date:	11 August 2015
To:	Commissioners of the Del Norte Solid Waste Management Authority
From:	Tedd Ward, M.S. - Authority Director Richard Holley - Authority Chair Martha Rice - Authority Legal Counsel
Attachment:	Copy of e-mail from Commissioner Gitlin to Chair Holley dated 17 July 2015
File Number:	052001 – Code of Ethics and Conduct
Topic:	Grand Jury Allegations of Violations of the Authority's Code of Ethics and Conduct

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

1. **Hold public hearing (hear from staff, Commissioner Gitlin, and then the public).**

2. **Vote (excluding Commissioner Gitlin as required under the Authority's Code of Ethics and Conduct) to determine if the Del Norte Solid Waste Management Authority Board finds that Commissioner Gitlin violated the Authority's Code of Ethics and conduct based upon the findings in the 2014 / 2015 Grand Jury Report and the attached email correspondence with Chair Holley.**

3. **If the Board determines that Commissioner Gitlin violated the Authority's Code of Ethics and Conduct, vote (excluding Commissioner Gitlin as required under the Authority's Code of Ethics and Conduct) to determine if the following sanctions are to be imposed on Commissioner Gitlin regarding those violations.**

    a. **Formal Censure: Direct legal counsel to compose a formal notice of censure to Commissioner Gitlin for the violations of the**

6.1

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

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Authority's Code of Ethics and Conduct as affirmed by the Authority Board, and

b. Recommendation for Removal: Direct staff to send a copy of the notice of censure regarding violations of the Authority's Code of Ethics and Conduct to the Del Norte County Board of Supervisors for action, accompanied by a recommendation that Commissioner Gitlin be removed from appointment to the Del Norte Solid Waste Management Authority and that the Board of Supervisors make a different appointment to the Authority's Board of Commissioners for the remainder of 2015.

Background: Following the enactment of State Law AB 1234 which requires on-line ethics training for local elected officials, the Authority adopted a Code of Ethics and Conduct in 2006 to clarify expectations regarding ethics and conduct of elected and appointed Authority Commissioners and management staff. The 2014/2015 Del Norte County Grand Jury Report regarding the Del Norte Solid Waste Management Authority included several allegations that Commissioners violated the Authority's Code of Ethics and Conduct. The 2014 / 2015 Del Norte County Grand Jury Report is the first formal complaint regarding alleged violations of the Authority's Code of Ethics and Conduct by Authority Commissioners. The Authority's current Code of Ethics and Conduct includes this section regarding Compliance and Enforcement:

> *"Complaints alleging a violation of this Code of Conduct by a Public Official should be directed to the Authority's Director. Upon receipt of a complaint of a minor nature, the Authority's Director and its General Legal Counsel shall together determine a course of action. The Authority's Director and its General Legal Counsel shall, should they fail to resolve the complaint or should the complaint be of a serious nature, consult with the Chair (unless the Chair is the subject of the complaint, in which event they shall consult with the Vice Chair or other Commissioner, in order of seniority, as is appropriate under the circumstances) in order to determine an appropriate course of action. Serious complaints regarding a commission or committee member shall be directed to the chair person, or vice chair if the chair is named in the complaint. The recipient of the subsidiary body's complaint shall consult with the Authority's Director and the Authority's General Counsel to determine the appropriate course of action.*
>
> *The goal of enforcement of this Code of Ethics is corrective, rather than penal and a progressive approach of curing violations is encouraged beginning with informal methods and proceeding to more formal methods, as necessary and appropriate, given the circumstances and allegations of the complaint. In appropriate circumstances, informal counseling and instruction shall be utilized to address issues before recommending sanctions. Depending on the severity of the violation, sanctions may be imposed including reprimand, formal censure, referral back to the agency appointing the member with a recommendation for removal from the appointment, loss of committee*

assignments, exclusion from closed sessions, travel or expense reimbursement restrictions, loss of staff support or use of Authority resources, referral to the Grand Jury or other penalties as may be applicable to the circumstances. The Board of Commissioners also may remove members of commissions and committees from office.

Prior to any sanction being taken against a Public Official, the official shall receive notice of the alleged violation and the proposed sanction. Before a sanction is imposed, the Public Official charged may request a public hearing before the Board of Commissioners and, in such case, a sanction shall not be imposed except upon a majority vote of the Board of Commissioners. The Public Official whose conduct is under scrutiny shall be disqualified from voting upon whether or not sanctions should be imposed. A public hearing need not comply with the formal rules of evidence, but shall afford the Public Official an opportunity to be heard on the proposed sanction."

The 2014 / 2015 Del Norte County Grand Jury Final Report included the following findings directly related to the Authority's Code of Ethics and Conduct:

F3: Multiple violations by Commissioners #1, 2, and 5 of the Code of Ethics occurred.
F5. Commissioner #1 committed numerous and varied violations of the Code of Ethics and Conduct.
F7. Commissioner #5 committed multiple violations of the Code of Ethics and Conduct.

The 2014 /2015 Del Norte County Grand Jury Report also included recommendations to which the Authority will discuss its response under a separate agenda item. Commissioner #2 no longer serves on the Authority Board of Commissioners or as an elected official. Commissioner #5 is no longer on the Authority Board of Commissioners, but continues to serve on the Del Norte Solid Waste Task Force. Commissioner #1 is currently an appointee of the Del Norte County Board of Supervisors to the Authority Board of Commissioners.

Analysis: The findings related to the Authority in the 2014 / 2015 Del Norte County Grand Jury Report addressing ethical and conduct issues are significant, and it is no longer appropriate to attempt informal methods to address the complaints described in that report.

As Commissioner #2 no longer serves as an elected official and the stated goal of the Compliance and Enforcement section of the Authority's Code of Ethics and Conduct is 'corrective rather than penal,' no disciplinary action is proposed for Commissioner #2.

Furthermore, most of the violations of the Authority's Code of Ethics and Conduct associated with former Commissioner #5 appear to be associated with the period when this person served on the Del Norte Solid Waste Task Force and prior to service as an Authority Commissioner. Task Force appointees were not required to review or sign the Authority's Code of Ethics and Conduct during the period of the Grand Jury

investigation. Though the documented actions may be of concern, the Authority's Code of Ethics and Conduct applied to only Authority Commissioners and management staff.

The Authority's draft responses to the findings of the 2014 / 2015 Del Norte County Grand Jury are as follows:

F3. Multiple violations by Commissioners #1, 2 and 5 of the Code of Ethics occurred.

<u>DNSWMA response to F3:</u> The Authority partially disagrees with this statement.

The most significant Code of Ethics violation documented by the Grand Jury was the private discussions between the former General Manager of Recology Del Norte and Commissioners #1 and #5 regarding the potential sale of the Del Norte County Transfer Station. Recology Del Norte is a contractor of the Authority, and sale of the Del Norte County Transfer Station would directly contradict several complex commitments the Authority has made to State agencies and financial institutions while eliminating the source of funds for the Authority to meet its commitments on behalf of Del Norte County and Crescent City. In short, if the Del Norte County Transfer Station could be sold, both the Authority and Recology Del Norte as they are currently structured would cease to exist. Private discussions with Commissioners regarding the sale of agency assets to agency contractors prior to any public discussion violates Authority Ethics policies regarding the Policy Role of Members, Acting in the Public Interest, Complying with the Law, and Respect for Process.

Commissioner #1 also had several private communications with applicants for the appointment of Public Commissioner without disclosing those ex parte communications to the Authority Board, in violation of Authority Ethics policies regarding Respect for Process, Communication, and Statement of Commitment.

Former Commissioner #5 has stated publicly that this meeting occurred when that person served on the Del Norte Solid Waste Task Force and prior to that person being appointed as Commissioner. Former Commissioner #5 has provided a copy of the minutes of this 23 May 2012 meeting, which was attended prior to this person being appointed as an Authority Commissioner. The Grand Jury's summary of Commissioner #5's actions (under COE #3: Respect for Process) related to that person's service on the Del Norte Solid Waste Task Force include additional Code of Ethics complaints with respect to 'Respect for Process.' As Chair of the Del Norte Solid Waste Task Force, this person asserted to the Authority Board that the Solid Waste Task Force had taken actions that were not supported in the adopted Task Force minutes. Though the Authority's Code of Ethics and Conduct did not apply to members of the Del Norte Solid Waste Task Force during the

period of this Grand Jury investigation, representing the actions of the Task Force to the Authority Board that are not consistent with the adopted minutes is an example of inappropriate conduct.

The Grand Jury's summary of Commissioner #2's Code of Ethics violations are somewhat less severe. Advocating and pursuing privatization of Authority functions, facilities, or services, however, without *any* supporting financial or service analysis open to public scrutiny does raise questions regarding how such actions can be justified as Acts in the Public Interest, considering the Policy Role of Members. Commissioner #2's advocacy in this regard occurred primarily during open sessions of Authority and Board of Supervisor's meetings.

F5. Commissioner #1 committed numerous and varied violations of the Code of Ethics and Conduct.
DNSWMA response to F5: The Authority generally agrees with this statement, as documented within the Grand Jury report, and with reference to the response to F3.

F7. Commissioner #5 committed multiple violations of the Code of Ethics and Conduct.
DNSWMA response to F7: The Authority partially disagrees with this statement, as documented within the Grand Jury report and with reference to the Authority's response to F3.

If the Authority Board does not direct staff to modify the draft responses to 2014 / 2015 Grand Jury findings as quoted above, then the Authority is obliged to consider appropriate sanctions for these violations of the Authority's Code of Ethics and Conduct.

Furthermore, at the 21 July 2015 Authority meeting, a member of the public recommended that e-mail correspondence from Commissioner Gitlin to Chair Holley regarding discussing this Grand Jury Report on the agenda for the 21 July 2015 meeting be included in the record. That e-mail is attached to this report. Specifically, the Authority Ethics policy reads: ***"Public Officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board of Commissioners, commissions and committees, the staff or public."*** This e-mail violates Authority Ethics policies regarding Communication and Statement of Commitment, and misrepresents the deadline for the Authority's response to the Grand Jury report.

The Authority's potential disciplinary actions regarding these possible violations include:

- Reprimand

- Formal censure
- Referral to the Board of Supervisors with a recommendation for removal from appointment to the Del Norte Solid Waste Management Authority
- Loss of committee assignments
- Exclusion from Closed Sessions
- Travel or expense reimbursement restrictions
- Loss of staff support or use of Authority resources
- Other penalties as may be applicable

Alternatives: The Authority Board could find that no ethical violations have occurred, but such a finding would require presentation of additional facts supporting a substantially different response to the 2014 / 2015 Grand Jury report than what has been discussed.

If the Authority Board determines that the Authority's Code of Ethics and Conduct was violated, the Authority Board could decide to forego sanctions, or could alternatively adopt less severe disciplinary actions than those recommended.

Fiscal Impacts: Apart from time and expense for advice, review and comment from legal counsel and Authority staff, the potential fiscal impacts associated with these issues are minimal.

Related Issues: When an external entity such as the Grand Jury documents and complains about violations to the Authority's Code of Ethics and Conduct, it is incumbent on the Authority to pursue those complaints as required under that adopted policy. At this point, none of the persons accused of these violations has admitted that any violation occurred, nor comprehensively refuted each of the allegations in the 2014/ 2015 Del Norte County Grand Jury Report.

Other items on the agenda for this meeting include discussion and possible action revising and adopting the Authority's Code of Ethics and Conduct and recommendations that appointees of the Del Norte Solid Waste Task Force also be required to review, sign and abide by the Authority's Code of Ethics and Conduct.

From: Roger Gitlin <rgitlin@co.del-norte.ca.us>
To: Richard Holley <rholley100@aol.com>
Cc: Tedd Ward <tedd@recycledelnorte.ca.gov>; Martha Rice <mrice@attyblack.com>; Aaron West <awest@triplicate.com>; Cindy Vosburg <cvosburg@triplicate.com>; Dale P. Trigg <dtrigg@co.del-norte.ca.us>
Subject: Re: Draft DNSWMA Agenda
Date: Fri, Jul 17, 2015 6:31 pm

Chair Holley:
I am disappointed in your " rush" to agendize and address the Grand Jury Report on Solid Waste Operations in my absence at the July 21 Solid Waste Management meeting. After telling you I would be away on a short vacation, I have respectfully asked you to pull item 5.4 and 5.5 from the Solid Waste Agenda. As the Chair, you have declined my request claiming exigent Penal Code Response. I remind you the Report was released June 30 and the 90 day clock starts from that date.
To no avail! You have effectively ignored a fellow board member's request to pull the item from the Agenda, and via Special Meeting or the August 18 meeting, reschedule said item, well before the September 30 meeting. This irresponsible, unreasonable position you have taken will be met with appropriate consequences for your action. This matter will,not be ignored and I promise you have not heard the last of this. It is quite apparent by your actions you wish to take the opportunity to single a Board member out in a pejorative manner and do so in absentia.

Further, it is quite obvious your motive is purely political and serves no interest other than an opportunity to besmirch me in public while I have no opportunity to speak for myself. Your feeble invitation to have my statement read into the record shows your bereft leadership. The District Attorney has already stated there was no inappropriate contact in my communication with Judge Follett in my letter to him re: the practices of the 2014-15 Del Norte Grand Jury. Yet, for reasons that I can only assume on based on false pretenses of " rush to judgement," you persevere.

Upon my return, I promise Chairman Holley, Your intransigence will be dealt appropriate consequences.

Roger Gitlin
Commissioner, Del Norte Solid Waste Management Authority
Supervisor District 1
County of Del Norte
981 H Street
Crescent City, CA 95531
(707) 464-0801 Office
(707) 951-6361 Cell

On Jul 14, 2015, at 2:04 PM, Richard Holley < rholley100@aol.com> wrote:

Roger

I understand your interest in postponing this item. Unfortunately as I stated earlier the 90 day response clock is ticking. I do not think it is in the best interests of the Authority to wait until August to begin our discussions. As you know the Grand Jury report is lengthy and will require a lengthy response to meet our legal obligations. We just can't wait for 60 of the 90 days to begin working on this.

I do not know how far we will get on this but I hope you understand my reasoning for leaving it on Tuesdays agenda.

Respectfully

Rick Holley

Sent from my iPhone

On Jul 14, 2015, at 10:53 AM, Roger Gitlin < rgitlin@co.del-norte.ca.us> wrote:

I would respectfully ask item 5.4 be delayed for discussion until my return for the August meeting.

Roger Gitlin
Supervisor District 1
County of Del Norte
981 H Street
Crescent City, CA 95531
(707) 464-0801 Office
(707) 951-6361 Cell

On Jul 14, 2015, at 10:14 AM, Richard Holley < rholley100@aol.com> wrote:

Roger,

I'm sorry you won't be joining us for this months SWMA meeting.

Attached is the draft agenda we discussed in the agenda review yesterday afternoon. Tedd is still working on the back up information for many of the items listed.

I realize you probably have a keen interest in the discussion(s) related to the Grand Jury report but it is necessary to consider the Authority response a.s.a.p. since, by penal code, we only have 90 days from the date of the final report to submit our responses to the findings and the recommendations. If you want to make your feelings known in absentia please send them to me before the meeting and I will see they get into the record.

Have a safe trip and we can touch base upon your return.

Sincerely

Rick Holley

-----Original Message-----
From: Tedd Ward < tedd@recycledelnorte.ca.gov>
To: 'Richard Holley' < rholley100@aol.com>
Sent: Tue, Jul 14, 2015 9:12 am
Subject: Draft DNSWMA Agenda

Chair Holley:

Attached is the current draft of the agenda for the 7/21 DSNSWMA meeting.

Tedd Ward
Director
Del Norte Solid Waste Management Authority]
465-1100

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.

August 13, 2015

Mr. Roger Gitlin
981 H Street, Ste 200
Crescent City, CA 95531

NOTICE OF ALLEGED CODE OF ETHICS AND CONDUCT VIOLATIONS AND PROPOSED SANCTIONS

Mr. Gitlin:

As you are well aware, the Del Norte County Grand Jury issued its 2014 / 2015 Grand Jury Report in June of this year. That report contains numerous allegations that you have violated the Authority's Code of Ethics and Conduct. The Authority is required by law to respond to the Grand Jury Report. Specifically, the Authority Board must respond to each "Finding" as well as each "Recommendation." The allegations set forth in the Grand Jury Report are significant and if the Authority Board determines that it agrees with the findings, i.e., that you have violated the Code of Ethics and Conduct, then it is appropriate for the Authority Board to consider sanctions for that conduct. This is your notice that at the Authority Board's regular meeting of August 18, 2015, the Board will hold a public hearing to make a determination as to whether you have violated the Code of Ethics and Conduct. During the public hearing, you will have the opportunity to be heard.

Alleged Violations:

1	Conduct	Private meetings with Recology Del Norte Manager during which the sale of the Transfer Station to the Recology Del Norte was the topic of discussion.
	COE#	#1- Acting in the Public Interest; #2-Comply with the Law; #3-Respect for Process; #5-Communication; #13-Policy Role of Members
2	Conduct	Conversation with public member applicant whereby you suggested that based upon the applicant's political party affiliation, the applicant was in the pockets of the wrong people, and not thinking for himself, and suggested that the applicant should withdraw his name.
	COE #	#3-Respect for Process; #5-Communication; #15-Harassment and Discrimination; #18-Statement of Commitment

3	Conduct	You requested and held a private interview with another one of the public member applicants and then informed the applicant that applicant would not likely get the position but that you would find the applicant another place in government.
	COE #	#3-Respect for Process; #5-Communication; #18-Statement of Commitment
4	Conduct	Email addressed to Chair Holley dated July 21, 2015: the tone and language of this letter was inappropriate.
	COE #	#5-Communication; #18-Statement of Commitment

Proposed Sanctions:

If the Board finds that you have violated the Code of Ethics and Conduct in one or more of the above instances, then the Board will consider the imposing the following sanctions as authorized by the Code of Ethics and Conduct: formal censure, recommendation to the Board of Supervisors for your removal from the Authority Board.

Tedd Ward, Director

Rick Holley, Chair

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:	11 August 2015
To:	Commissioners of the Del Norte Solid Waste Management Authority
From:	Tedd Ward, M.S. – Director
File Number:	071801 – Del Norte Grand Jury
Topic:	Responses to 2014 / 2015 Grand Jury Report

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

1. **Discuss the following proposed Authority's response to findings and recommendations of the 2014 / 2015 Grand Jury report pertaining to the Del Norte Solid Waste Management Authority, and**
2. **After incorporating any revisions agreed by the Authority Board, direct staff to submit this response to Judge Follett, the Del Norte County Board of Supervisors and the Crescent City Council.**
3. **Direct staff to have all current members of the Del Norte Solid Waste Task Force review and sign the Authority's Code of Ethics and Conduct no later than October 2015.**

Background: The 2014/2015 Grand Jury Report includes the most comprehensive assessment and analysis of the Del Norte Solid Waste Management Authority completed to date. The Authority Board may respond to this report by challenging the accuracy of any findings contained in the Grand Jury report that are based on facts, and by responding to the recommendations of the 2014/2015 Grand Jury pertaining to the Del Norte Solid Waste Management Authority. This report was received on 10 June 2015, and the Authority is obliged to respond within 90 days, or before 08 September 2015. If additional changes are to be made to the response to the Grand Jury report, such changes will need to be adopted before 08 September 2015.

Analysis: Analysis is included with each Authority response. Members of the Del Norte Solid Waste Task Force, an advisory body to the Authority Board, have not been required to review or sign the Authority's Code of Ethics and Conduct. Therefore allegations contained in the 2014 / 2015 Del Norte County Grand Jury Report regarding violations of the Authority's Code of Ethics and Conduct are primarily applicable to Commissioners of the Del Norte Solid Waste Management Authority during their terms of service as Authority Commissioners.

6.2

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

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Alternatives: The Authority Board may make any changes to this proposed response it deems appropriate.

Fiscal Impacts: None.

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18 August 2015

The Honorable Judge William Follett
Judge of the Superior Court of Del Norte County
450 H Street
Crescent City, CA, 95531

RE: The Del Norte County 2014-2015 Grand Jury Final Report

Your Honor:

The following are the responses by the Del Norte Solid Waste Management Authority to the Del Norte County 2014-2015 Grand Jury Final Report as adopted at the meeting of 21 July 2015.

This Grand Jury Report includes the most detailed assessment and analysis of the Authority and its administration provided by another entity in Del Norte County since the Authority was formed in 1992, and the Authority appreciates the significant work of the members of this 2014/2015 Grand Jury to prepare this history and report.

The significant and strong nature of the findings and recommendations would have benefited from a letter specifying how your Honor and the Grand Jury expect the Authority and member agencies to respond. Lacking such a letter describing your expectations regarding a response, the Authority will follow the California Penal Code, commencing with section 9300.

These responses, submitted by the 2014/2015 Authority Board, regarding the 2013/2014 Authority Commissioners and staff, have also been sent to the Del Norte County Board of Supervisors and the Crescent City Council for their consideration.

<u>Commendations for Authority Staff and Hambro/WSG's staff:</u>

The Del Norte Solid Waste Management Authority appreciates the 2014 / 2015 Del Norte County Grand Jury's commendations of the employees of this agency in the areas of:

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& member, North Coast Recycling Market Development Zone

"• *Providing exceptional customer service and professionalism to the public utilizing the facility.*
- *Care of the transfer station facility, keeping it as clean as possible and in excellent condition.*
- *Development, implementation and operation of multiple recycling programs that have made Del Norte County a recycling leader nationwide.*
- *Development and implementation of accounting policies and procedures that have resulted in a two year cycle of total accountability of funds."*

In addition, the Authority acknowledges the central role of the Authority's transfer station operations contractor Hambro/WSG, under General Manager Wes White and Operations Manager Joel Wallen, in keeping the Del Norte County Transfer Station a clean, safe and inviting place for people to drop off their recyclables and dispose of their trash. Similarly, many of the Authority's recycling programs in Del Norte County are implemented through the services of the Authority's collections contractor Recology Del Norte and the recyclables processing services of Julindra Recycling.

Authority responses regarding 2014-2015 Del Norte County Grand Jury Findings:

Two Commissioners of the current Board of the Del Norte Solid Waste Management Authority did not serve as Commissioners during the period investigated by the Grand Jury. Also, Commissioner #2, reappointed by the Del Norte County Board of Supervisors in 2014, no longer serves as an Authority Commissioner or County Supervisor. Similarly, Commissioner #5, who served as the Public Commissioner through March 2015, is also no longer serving in that capacity, though she is currently appointed to the Del Norte Solid Waste Task Force.

Under California Penal code section 933.05, the public agency subject to a Grand Jury report is obliged to indicate whether that agency agrees or disagrees, wholly or partially, with each finding in that report. This section addresses each of the findings of the 2014- 2015 Grand Jury report regarding the Del Norte Solid Waste Management Authority (SWA in the Grand Jury report). The findings in italics below are quoted from the Grand Jury Report, as numbered therein.

F1. *The JPA and the SWA continues to be the most appropriate answer to the issues created by the landfill and the appropriate response to CalRecycle and state mandated regulations and laws.*

DNSWMA response to F1: The Authority agrees with this finding. In addition, as stated in the Final Report - Assessment of the Del Norte Solid Waste Management Authority (R3 Consulting Group, May 15, 2014) *"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).**

F2. Some decisions made by the Authority Board significantly affected the functioning of the operations of the SWA, reducing its effectiveness.

<u>DNSWMA response to F2:</u> The Authority partially disagrees with this finding. The Authority's reduced effectiveness during the period starting in August 2013 was primarily associated with being short-staffed. A majority of the 2013/14 Authority Commissioners at that time felt that the Assessment report by R3 Consulting Group confirmed their belief that the Authority could continue with reduced staff. 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."*

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 Options #2 and #3, it was not clear how R3 could present options 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."*

The 2013/14 Authority Board did not take action to eliminate or delegate responsibilities to other entities or agencies, and did not take timely action to address the protracted staffing shortage. Lack of action on these issues has prolonged the period when the Authority lacked adequate staff to meet the Authority's ongoing responsibilities.

F3. Multiple violations by Commissioners #1, 2 and 5 of the Code of Ethics occurred.

<u>DNSWMA response to F3:</u> The Authority partially disagrees with this statement.

The most significant Code of Ethics violation documented by the Grand Jury was the private discussions between the former General Manager of Recology Del Norte and Commissioners #1 and #5 regarding the potential sale of the Del Norte County Transfer Station. Recology Del Norte is a contractor of the Authority, and sale of the Del Norte County Transfer Station would directly contradict several complex commitments the Authority has made to State agencies and financial institutions while eliminating the source of funds for the Authority to meet its commitments on behalf of Del Norte County and Crescent City. In short, if the Del Norte County Transfer Station could be sold, both the Authority and Recology Del Norte as they are currently structured would cease to exist. Private discussions with Commissioners regarding the sale of agency assets to agency contractors prior to any public discussion violates Authority Ethics policies regarding the Policy Role of Members, Acting in the Public Interest, Complying with the Law, and Respect for Process.

Commissioner #1 also had several private communications with applicants for the appointment of Public Commissioner without disclosing those ex parte communications to the Authority Board, in violation of Authority Ethics policies regarding Respect for Process, Communication, and Statement of Commitment.

Former Commissioner #5 has stated publicly that this meeting occurred when that person served on the Del Norte Solid Waste Task Force and prior to that person being appointed as Commissioner. Former Commissioner #5 has provided a copy of the minutes of this 23 May 2012 meeting, which was attended prior to this person being appointed as an Authority Commissioner. The Grand Jury's summary of Commissioner #5's actions (under COE #3: Respect for Process) related to that person's service on the Del Norte Solid Waste Task Force include additional Code of Ethics complaints with respect to 'Respect for Process.' As Chair of the Del Norte Solid Waste Task Force, this person asserted to the Authority Board that the Solid Waste Task Force had taken actions that were not supported in the adopted Task Force minutes. Though the Authority's Code of Ethics and Conduct did not apply to members of the Del Norte Solid Waste Task Force during the period of this Grand Jury investigation, representing the actions of the Task Force to the Authority Board that are not consistent with the adopted minutes is an example of inappropriate conduct.

The Grand Jury's summary of Commissioner #2's Code of Ethics violations are somewhat less severe. Advocating and pursuing privatization of Authority functions, facilities, or services, however, without *any* supporting financial or service analysis open to

public scrutiny does raise questions regarding how such actions can be justified as Acts in the Public Interest, considering the Policy Role of Members. Commissioner #2's advocacy in this regard occurred primarily during open sessions of Authority and Board of Supervisor's meetings.

F4. Commissioners #1 and #5 did not consistently conduct public affairs with honesty, integrity, fairness and respect for others.

DNSWMA response to F4: The Authority agrees with this statement, with reference to the response to F3.

F5. Commissioner #1 committed numerous and varied violations of the Code of Ethics and Conduct.
DNSWMA response to F5: The Authority generally agrees with this statement, as documented within the Grand Jury report, and with reference to the response to F3.

F6. Commissioner #1's conduct is potentially harmful and divisive to the functioning and vested interests of the SWA and the community.

DNSWMA response to F6: The Authority agrees with this statement, with reference to the response to F3.

F7. Commissioner #5 committed multiple violations of the Code of Ethics and Conduct.
DNSWMA response to F7: The Authority partially disagrees with this statement, as documented within the Grand Jury report and with reference to the Authority's response to F3.

F8. No fiscal analyses or cost/benefit impact reports were produced to support some of the decisions the Authority Board rendered.

DNSWMA response to F8: The Authority agrees with this finding. Not all decisions of the Authority are subject to fiscal or cost/benefit analysis. It will remain the task for staff to identify and present potential fiscal impacts of Authority Board decisions.

When a new Authority Board 'wants to go in a new direction,' and does not seek such fiscal advice from staff, or eliminates staff capacity to provide such analysis, it is appropriate for the Grand Jury, the appointing agencies, or the general public to ask for justification for such proposed dramatic changes. As noted in the response to F3, Authority Commissioners who advocate or pursue policies or actions that have potentially significant impacts to public costs or services without supporting analysis comparing policy options may be in violation of the Authority's adopted Code of Ethics.

F9. No fiscal analyses or independent impact reports were produced to support further privatization of the SWA or selling of the transfer station.

<u>DNSWMA response to F9:</u> The Authority agrees with this finding. In e-mail communications, Authority staff has asked Recology Del Norte General Manager Ed Farewell if any analysis had been done at any time by Recology in this regard. He said no.

Furthermore, in the Humboldt-Del Norte-Curry region, the per ton disposal rate at every single publicly operated transfer station is less than similar disposal rates at every single privately operated transfer station. There appears to be absolutely no basis for the assertions that further privatization would result in any savings to customers.

The prospect of selling the Del Norte County Transfer Station has not been discussed at a public meeting, and is not a viable option for many reasons including the way its construction was financed using State funds, and the commitments that have been made pledging revenues from this facility to address the liabilities associated with the Crescent City Landfill.

F10. SWA has lower disposal rates than Curry County or Humboldt County.

<u>DNSWMA response to F10:</u> The Authority agrees with this finding. Authority managed facilities have the lowest disposal rates in our region. Per ton and per cubic yard disposal rates for solid wastes at the Del Norte County Transfer Station, the Klamath Transfer Station and the Gasquet Transfer station are lower than any comparable facilities in Humboldt or Curry Counties.

F11. The SWA has been understaffed since August 2013.

<u>DNSWMA response to F11:</u> The Authority agrees with this finding.

F12. The Authority Board failed to modify the workload to accommodate staffing levels.

<u>DNSWMA response to F12:</u> The Authority agrees with this finding. The adopted Work Plans presented by staff did, however, explicitly identify which tasks or activities were inactive or being deferred during this period.

F13. The SWA is presently out of compliance with its Mission Statement and some state agency regulations due to failure to produce mandated reports in a timely manner.

<u>DNSWMA response to F13:</u> The Authority agrees with this finding and intends to address this issue with the hiring to return to full staffing levels in 2015.

F14. The costs for managing the SWA increased under the 2013/14 Authority Board.

<u>DNSWMA response to F14:</u> The Authority agrees with this finding, as documented within the Grand Jury Report.

F15. Applications for grant monies ceased under the 2013/14 Authority Board.

<u>DNSWMA response to F15:</u> The Authority partially disagrees with this finding. Though the Authority has not applied for any competitive grants in several years, the Authority continued to apply for and be awarded grants under the used oil payment program administered by the California Department of Resources, Recycling and Recovery (CalRecycle). This used oil payment program grant is awarded to each City, County, or regional joint powers authority and is not competitive. Competitive grant applications generally require a more intense staff effort to apply for and to implement.

F16. The JPA and the SWA are at functional risk should a charter member choose to withdraw from the JPA.

<u>DNSWMA response to F16:</u> The Authority agrees with this finding. The multiple administrative, legal and operational issues that would be associated with the withdrawal of either the City of Crescent City or the County of Del Norte are an inherent impediment to such action. All members of the Crescent City Council and the Del Norte County Board of Supervisors need to understand that the Del Norte Solid Waste Management Authority:

- **Exists to address responsibilities for planning and administering solid waste and recycling programs that would immediately fall to City and County staff if the Authority did not exist, and**

- **Cannot be dissolved (i.e. neither charter member can withdraw) without the prior approval of the agencies responsible for oversight of the Crescent City Landfill. Those agencies will demand that there be explicit and clear designation as to who will be responsible for the County's, and to some extent the City's, ongoing permitting and financial liability associated with this facility.**

F17. The actions of Commissioners #1, 2 and 5 contributed to a hostile work environment.

<u>DNSWMA response to F17:</u> The Authority partially disagrees with this finding. The Authority is a public agency, under the guidance of elected officials appointed as Commissioners and a public member. While the Authority's does not agree that the conditions arose to the level of a hostile work environment, the actions of Commissioners #1, 2, and 5 adversely impacted staff morale. This was a difficult period for all Authority staff, including gate staff. The Board discussions set the tone for community attitudes toward Authority staff. As the Board was considering privatization, gate attendants felt more insecure in their positions, were abused by customers based on these discussions, and did not receive assurances from the Board.

F18. Commissioners #1 and #5 demonstrated a lack of transparency in decision processes and outside activities.

<u>DNSWMA response to F18:</u> The Authority agrees with this finding, with reference to Authority's response to F3.

F19. Certain Commissioners made misleading statements as to the need and reason for the $33,000 spent on R3 study.

<u>DNSWMA response to F19:</u> The Authority partially disagrees with this finding. The nature of political speech is at times distracting. The statements from Commissioners quoted in the Grand Jury report attempt to justify the expense of the R3 report as an expression of concern regarding the missing funds identified in the Scanlon report. While these Commissioners may have been sincere in their concerns, the R3 report did not directly address financial issues. Therefore stating that the expense of the R3 report was needed to address financial concerns relating to the Authority was and is misleading.

F20. The tone and content of Commissioner #1 and #5's communications with R3 were inappropriate and an attempt to influence the outcome of the consultant group's report.

<u>DNSWMA response to F20:</u> The Authority partially disagrees with this finding. There is not a problem with any Commissioner expressing their opinion in writing, even in an attempt to influence the content of such a report. It is worth noting that in the letters submitted by Commissioners #1 and #5 to support their opinions regarding the R3 draft

report, they provided no additional factual information. In other words, the letters from Commissioners #1 and #5 were simply their opinions.

The more fundamental procedural problem with the R3 report in hindsight was the lack of a methodology beyond interviews, how interviews with different persons were weighed with respect to other opinions, and the way factual information was sparsely and unevenly presented to support their findings. It is also highly unusual – even questionable - for staff to be directed (by their Board) to limit communications with a consultant conducting an assessment of that agency.

F21. *Commissioners were varied in their understanding and knowledge of the JPA and state rules and regulations and operating standards.*

<u>DNSWMA response to F21:</u> The Authority agrees with this finding. All Commissioners vary in their depth of knowledge, experience, and abilities to absorb information.

F22. *COE #17 places the Executive Director in the precarious employment position of disciplining his employers.*

<u>DNSWMA response to F22:</u> The Authority agrees with this finding. The Authority intends to make changes to the Code of Ethics policy to address this issue before November 2015.

F23. *The Grand Jury finds the continued assertions by Commissioner #1 regarding lowering rates without job loss and increasing privatization of the recycle/waste-stream to be unsupported by facts and fiscal analysis.*

<u>DNSWMA response to F23:</u> The Authority agrees with this finding. In e-mail communications, Authority staff has asked Recology Del Norte General Manager Ed Farewell if any analysis had been done at any time by Recology in this regard. He said no.

F24. *SWA Commissioners can serve on the solid waste task force and board concurrently.*

<u>DNSWMA response to F24:</u> The Authority agrees with this finding.

Conclusions. Though this is not listed as a finding in the report, the Authority agrees with the Grand Jury's conclusion that: *"No documentation supporting (some Commissioner's) opinions was presented to Del Norte County residents concerning the following issues:*

- *dissolving the JPA*
- *privatization/selling of the transfer station*
- *combining the Director and Manager Position and/or contracting this position*
- *contracting out employees*
- *lowering solid waste disposal rates*
- *job shifting"*

Responses to Recommendations related to the Authority:

Each of the numbered recommendations from the 2014 / 2015 Grand Jury Report are listed in this section in italics, followed by the response from the Authority. Under California Penal Code section 933.05 (b), the Authority is to respond to each Grand Jury recommendation, reporting one of the following actions:

1) **The recommendation has been implemented, with a summary regarding the implemented action.**
2) **The recommendation has not yet been implemented, but will be implemented in future with a timeframe for implementation.**
3) **The recommendation requires further analysis, with an explanation of the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.**
4) **The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefor.**

R1. *The Solid Waste Authority should return to full staffing with separate positions for the Executive Director and Program Manager.*

DNSWMA response to R1: This recommendation has not yet been implemented. The Authority plans on hiring additional staff before the end of June 2016 to return to adequate staffing, as supported by the adopted Authority budget for fiscal year 2015/2016.

R2. *All Commissioners should be educated about the history of the JPA and SWA and state rules and regulations. All Commissioners should read the 2014/2015 Grand Jury History of Solid Waste Authority.*

DNSWMA response to R2: This recommendation has been implemented. Since November 2013, the Authority Director updates and prepares a briefing binder provided to each new Authority Commissioner, and reviews the information therein with new Commissioners prior to their first meeting. All Authority Commissioners have read the 2014 / 2015 Grand Jury Report. The 2014/2015 Grand Jury History of Solid Waste Authority will be included in the briefing binder through the year 2020.

R3. The Solid Waste Authority should resume its applications for grant monies.

DNSWMA response to R3: This recommendation has been implemented with respect to beverage container block grants and the oil payment program grants available through CalRecycle. The Authority continues to annually apply for non-competitive block grants and payment programs to support beverage container and used motor oil recycling programs. The Authority's potential applications for competitive grants for appropriate projects will require further analysis after this agency returns to adequate staffing and has addressed the backlog of activities that have accumulated since August 2013. That analysis will include considerations of situational opportunity, priority activities, staff capacity, and the potential fit of an Authority project or program with each grant opportunity.

R4. Commissioner #1 be removed from the Solid Waste Authority Board for misconduct and multiple violations of the Code of Ethics which affected the performance of his official duties.

DNSWMA response to R4: This recommendation has not been implemented. The Authority Board is not empowered to remove any Authority Commissioner, but it may make such a recommendation to the appointing agency. As Commissioner #1 was appointed by the Del Norte County Board of Supervisors, this recommendation would be most appropriately and effectively addressed by the Del Norte County Board of Supervisors. At a special meeting addressing the 2014/2015 Del Norte County Grand Jury Report, discussion by County Counsel and County CAO Jay Sarina clarified that the Board of Supervisors would not take action on Grand Jury recommendations regarding disciplinary action or changing appointments without first receiving a referral or recommendation from the Authority Board.

At the 18 August 2015 meeting, the Del Norte Solid Waste Management Authority took the following actions: _____

R5. The Grand Jury recommends Commissioner #1 be referred to the Board of Supervisors for consideration of disciplinary action.

DNSWMA response to R5: This recommendation has not been implemented. At the 18 August 2015 meeting, the Del Norte Solid Waste Management Authority took the following actions: _____

R6. The SWA Board recommend the removal of Commissioner #5 from the Solid Waste Task Force for multiple violations of the Code of Ethics.

<u>DNSWMA response to</u> R6: This recommendation has not been implemented. The Authority Board is not empowered to remove any Del Norte Solid Waste Task Force appointee, but may make recommendations to the appointing agency. As Commissioner #5 was appointed by the Del Norte County Board of Supervisors to the Del Norte Solid Waste Task Force, this recommendation would most appropriately and effectively be addressed by the Del Norte County Board of Supervisors. As discussed in the Authority's response to F3, up to this point appointees to the Del Norte Solid Waste Task Force have not been asked to review, comply with or sign the Authority's Code of Ethics and Conduct. While several of the actions of former Commissioner #5 as described in the Del Norte Grand Jury Report are issues of concern, many are associated with service to the Del Norte Solid Waste Task Force. Improper actions of Task Force members do not appear to be violations of the Authority's Code of Ethics and Conduct, unless those issues of concern were also associated with service as an Authority Commissioner.

At the 18 August 2015 meeting, the Del Norte Solid Waste Management Authority took the following actions regarding these issues: _____

R7. The Solid Waste Authority should investigate adding Associate Members to the JPA.

<u>DNSWMA response to R7:</u> This recommendation will not be implemented during the next six months, primarily because the Authority has not received requests from any entity or agency to become an additional member of the Authority. The Authority Board has not directed staff to analyze the potential benefits or potential concerns regarding additional Authority members, and thus has not attempted recruiting additional members.

R8. The Solid Waste Authority should revisit its plans for a resource and recovery park as a backup and complement to the present recycler in Del Norte County.

<u>DNSWMA response to R8</u>: This recommendation will not be implemented during the next six months due to the continuing staff shortage and the backlog of deferred activities. Development of the Authority-owned and commercially-zoned property adjacent to the Del Norte County Transfer Station has been deferred for several years. Prior analysis of this property included a phased development starting with a facility for the sale of building materials and appliances salvaged at the Del Norte County Transfer Station. When Hambro/WSG opened their Eco-Store, the need for such a Reuse facility became much less urgent. Since the Eco-Store closed several years ago, these materials have been sold through the thrift store operated by Our Daily Bread Ministries at 1135 Harrold Street. Analysis of alternative potential options for potential uses of this property should be conducted by Authority staff, and considered by the Authority Board prior to any action.

The Authority may direct staff to prepare such analysis after this agency returns to adequate staffing and has addressed the backlog of activities that have accumulated since August 2013.

R9. The Board of Supervisors and City Council should appoint Commissioners who want the JPA and Solid Waste Authority to be successful.

<u>DNSWMA response to R9:</u> This recommendation will not be implemented by the Del Norte Solid Waste Management Authority and is directed at the appointing authorities of the Del Norte County Board of Supervisors and the Crescent City Council.

A 'successful' Solid Waste Authority would have adequate staff and resources to meet the mission statement adopted in September 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."*

Generally, because of their training and expertise, Authority staff are in the best position to understand all activities needed to achieve and maintain '100% regulatory compliance.' If the appointing authorities of the City Council or the Board of Supervisors come to believe that a Commissioner has acted in a way that is not consistent with administration of a successful agency, those appointing authorities should replace such a Commissioner with a different appointee. If in future the Authority Board determines that a Commissioner or Task Force appointee is not acting in a manner consistent with supporting the success of this agency, the Authority Board may take or recommend disciplinary action under the Authority's Code of Ethics and Conduct.

R10. The Solid Waste Authority Board study the Code of Conduct #17 and consider reorganizing the corrective process since it puts the Executive Director in a difficult position of correcting his employers.

<u>DNSWMA response to R10</u>: This recommendation will be implemented before November 2015. The Authority's revised Code of Ethics and corrective process will be addressed at the 18 August 2015 Authority meeting.

R11 . The Solid Waste Authority should follow and act in accordance with its own Code of Ethics.

<u>DNSWMA response to R11:</u> This recommendation has been implemented. Prior to the 2014 /2015 Grand Jury report, neither the Authority Chair nor staff had received any complaints related to potential violations of the Authority's Code of Ethics and Conduct. The Authority intends that the Authority's Code of Ethics and Conduct, first adopted in 2006, be followed by all Authority Commissioners and management staff. All Authority

Commissioners and management staff are asked to sign a copy of the Authority Code of Ethics, and take the associated on-line Ethics Training in the first few months following their appointment. Individual Commissioners or staff who fail to follow this Code of Ethics may be subjected to investigations by the Grand Jury or the California Fair Political Practices Commission.

At the 18 August 2015 meeting, the Del Norte Solid Waste Management Authority took the following actions: _____

***R12** . The Solid Waste Authority should conduct all its business in a transparent and public manner.*

<u>DNSWMA response to R12</u>: This recommendation has been implemented. As an agency, the Authority continues to follow the 'Brown Act' and other public meeting laws, under the advice of legal counsel familiar with these requirements. The agency has an expectation that Commissioners, staff, and appointees to the Del Norte Solid Waste Task Force will follow these requirements.

***R13** . The Solid Waste Authority should prioritize an immediate return to compliance in all regulatory matters.*

<u>DNSWMA response to R13:</u> This recommendation will be implemented following the Authority's return to adequate staffing prior to November 2015. After that, the first priority will be to address the backlog of compliance activities that have accumulated since August 2013.

***R14.** Solid Waste Authority Commissioners should not simultaneously be members of the Solid Waste Task Force as it has potential to be a conflict of interest.*

<u>DNSWMA response to R14:</u> This recommendation has not been implemented, and requires further analysis. The Del Norte Solid Waste Task Force is an advisory body to the Del Norte Solid Waste Management Authority. While a Commissioner who also serves as a Task Force member does not automatically have a conflict of interest, a Commissioner in such dual roles is in a position to both advocate and vote for recommendations to the Authority Board as well as participate in discussions and vote during Authority Board meetings.

Considering the recommendation from the Grand Jury and the analysis above, the Authority Board will consider (sometime before November 2015) adding a requirement that members of the Solid Waste Task Force cannot concurrently serve as Authority Commissioners.

These comments were reviewed and approved at the 18 August 2015 Authority meeting by the following polled vote:

AYES:
NAYS:
ABSTAIN:
ABSENT:

Attest: _____

Katherine Brewer
Authority Clerk

cc: Jay Sarina, Del Norte County CAO
Del Norte County Supervisors
Gene Palazzo, Crescent City Manager
Crescent City Councilmembers

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
RESOLUTION NO. 2015-08

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING REVISED DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY CODE OF ETHICS AND CONDUCT FOR BOARD COMMISSIONERS AND MEMBERS APPOINTED TO COMMISSIONS AND COMMITTEES

WHEREAS, the Del Norte Solid Waste Management Authority has been created by a Joint Powers Agreement executed by the City of Crescent City and the County of Del Norte; and

WHEREAS, the Governing Board of Commissioners is empowered to make rules and procedural regulations; and

WHEREAS, California Voters adopted the Political Reform Act of 1974 which formed the Califronia Political Fair Practices Commission, and in 1990 enacted the Ethics in Government Act and the Postgovernment Employment Restrictions Act and these laws create reporting and training obligations on local elected and appointed officials; and

WHEREAS, the Board of Commissioners first adopted the Authority's Code of Ethics and Conduct in June 2006 in part to underscore the requirement that Authority Commissioners and management staff take the on-line Ethics training required under AB 1234 enacted in 2005; and

WHEREAS, in June 2015 the 2014 / 2015 Del Norte County Grand Jury report made specific recommendations that the Authority Board of Commissioners make changes to the Authority's Code of Ethics and Conduct; and

WHEREAS, in July 2015 the Authority Board of Commissioners appointed a sub-committee to review and suggest revisions to the Authority Code of Ethics and Conduct.

NOW THEREFORE BE IT RESOLVED that the Governing Board of Commissioners of the Del Norte Solid Waste Management Authority does hereby adopt the **"Revised Del Norte Solid Waste Management Authority Code of Ethics and Conduct for Commissioners and Members Appointed to Commissions and Committees"** attached to this resolution and incorporated herein by this reference.

PASSED AND ADOPTED by the Board of Commissioners of the Del Norte Solid Waste Management Authority this 18th day of August, 2015.

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Rick Holley, Chair
Del Norte Solid Waste Management Authority

ATTEST:

_____
Katherine Brewer, Clerk of the Board
Del Norte Solid Waste Management Authority

6.3

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

Statement of Purpose:

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

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

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

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

about these matters.

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

1. Act in the Public Interest

Recognizing that the public interest must be their primary concern, Public Officials will work for the common good of the people of the Del Norte Solid Waste Management Authority and not for any private or personal interest. They will assure fair and equal treatment of all persons, businesses and interests coming before the Del Norte Solid Waste Management Authority Board of Commissioners, commissions, and committees. The professional and personal conduct of Public Officials must be above reproach and avoid even the appearance of impropriety. Commissioners are obliged to not independently discuss or explore courses of action with Authority contractors that are likely to directly or indirectly undermine the viability of the Del Norte Solid Waste Management Authority, unless such discussions have been addressed as an agendized item of discussion at a regular public Authority Board meeting and such independent Commissioner discussion is consistent with all prior actions of the Authority Board of Commissioners.

2. Comply with the Law

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

3. Respect for Process

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

involvement of the public, and implementation of policy decisions of the Board of Commissioners by Authority staff.

4. Decisions Based on Merit

Public Officials shall base their decisions on the merits and substance of the matter at hand. Public Officials shall prepare themselves for public issues, review relevant staff reports and printed materials as presented, listen courteously and attentively to all public discussions before the body, and focus on the business at hand.

5. Communication

Public Officials shall share substantive information that is relevant to a matter under consideration by the Board of Commissioners, commissions, and committees which they may have received from sources outside the public decision-making process. Public Officials shall avoid improper ex parte communications with parties when the official is sitting in a quasi-judicial role. Meetings between Authority Commissioners and representatives of Authority contractors are ex parte communications and discouraged unless such direction has been given by the Board. Any such meetings should be disclosed to the other Commissioners at the start of the next regular Authority meeting.

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

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

6. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, public officials shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship which may give the appearance of a conflict of interest. Public Officials shall comply with state law, the Joint Powers Agreement and the Authority's Ordinances regarding disclosure and avoidance of conflicts of interest.

7. Gifts and Favors

Public Officials shall comply with the requirements of the Political Reform Act relating to the acceptance and reporting of gifts.

8. Confidential Information

Public Officials shall not use or disclose information obtained through Authority service for improper purposes. Public Officials often acquire information in performing their duties that is not generally available to the public, including information received in closed sessions. Sometimes this information is confidential or highly sensitive. Information that is not generally available to the public, including discussions held during Closed Sessions, must remain confidential and be used only for the purposes for which it was divulged. Public Officials shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal interests.

9. Use of Public Resources

Public Officials shall not use public resources not available to the public in general, such as Authority staff time, equipment, supplies or facilities, for private gain or personal purposes. Public Officials shall not utilize the Authority's name or logo for the purpose of endorsing any political candidate or business.

10. Political Contributions

A member or candidate for Board of Commissioners shall not solicit contributions or endorsements from the Authority's employees. This provision is not intended to interfere with an employee's right to endorse or contribute on his/her own or to prohibit soliciting contributions or endorsements from employee bargaining units.

11. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of Board of Commissioners shall not appear on behalf of the private interests of third parties before the Board of Commissioners or any board, commission, committee, or proceeding of the Authority, nor shall members of commissions or committees appear before their own bodies or before the Board of Commissioners on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

12. Advocacy

Public Officials shall represent the official policies or positions of the Board of Commissioners or committee to the best of their ability when designated as delegates for this purpose. Public Officials occasionally speak before other public bodies, neighborhood groups or to the press. When doing so, they should always make it clear whether they are presenting their own point of view or whether they have been authorized by the body of which they are a member to present a particular view. They should be clear in all oral and written utterances whether they are using their title for identification purposes or because they are speaking in an official capacity. The actions and recommendations of subsidiary bodies are presented to the Board of Commissioners as part of the staff report, and often memorialized in a resolution. If a subsidiary body feels it necessary to supplement these written transmittals, it should expressly authorize one of its members to speak on its behalf.

Authority letterhead must be used with care to avoid misunderstandings. Letterhead may be used to communicate official Authority policy or actions. It is also routinely used by Commissioners to respond to inquiries or communicate their individual opinions, in which event the author should be clear about whose view is being presented.

13. Policy Role of Members

Public Officials shall respect and adhere to the commission-manager structure of the Del Norte Solid Waste Management Authority as outlined in the Authority's policies and procedures and follow the Del Norte Solid Waste Management Authority's Joint Powers Agreement and its ordinances with respect to the Authority's Director's relationship with the Board of Commissioners. In this structure, the Board of Commissioners determines the policies of the Authority with the advice, information and analysis provided by the public, commissions and committees, and Authority staff. Except as provided by the Joint Powers Agreement or ordinance, Public Officials shall not interfere with the administrative functions of the Authority or the professional duties of Authority

staff; nor shall they impair the ability of staff to implement board policy decisions.

14. Positive Work Place Environment

Consistent with the Del Norte Solid Waste Management Authority's Core Values, Public Officials shall support the maintenance of a positive and constructive work place environment for Authority employees and for residents and businesses dealing with the Authority. Public Officials shall recognize their special role in dealings with Authority employees and refrain from creating the perception of inappropriate direction to staff.

15. Harassment and Discrimination

Public Officials shall not engage in any form of harassment or unlawful discrimination. The Del Norte Solid Waste Management Authority is committed to providing an environment that is free from unlawful discrimination, including discrimination or harassment that is based on any legally protected status. The Authority will not tolerate any form of discrimination or harassment that violates this policy. This policy forbids any unwelcome conduct that is based on an individual's age, race, color, religion, sex, national origin, ancestry, marital status, sexual-orientation, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

16. Implementation of the Code of Ethics

The Del Norte Solid Waste Management Authority Code of Ethics expresses standards of ethical conduct expected for members of the Del Norte Solid Waste Management Authority Board of Commissioners, commissions and committees. Public Officials themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of commissions and committees, have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

Public Officials entering office shall acknowledge that they have read and understood the Del Norte Solid Waste Management Authority Code of Ethics. This Code of Ethics and Conduct shall be reviewed periodically by the Board of Commissioners, commissions, and committees.

17. Compliance and Enforcement

Complaints alleging a violation of this Code of Conduct by an Authority employee or voluntary appointee who is not a Commissioner should be directed to the Authority's Director. Upon receipt of a complaint, the Authority's Director and its General Legal Counsel shall together determine a course of action. The Authority's Director and its General Legal Counsel shall, should they fail to resolve the complaint or should the complaint be of a serious nature, consult with the Chair (unless the Chair is not available, in which event they shall consult with the Vice Chair or other Commissioner, in order of seniority, as is appropriate under the circumstances) in order to determine an appropriate course of action.

Complaints alleging a violation of this Code of Conduct by an Authority Commissioner should be directed to the Authority Chair, or Vice-Chair if the Chair is the subject of the complaint. The person receiving the complaint is to work with the Authority legal counsel to investigate the allegation and recommend a course of action to the Board.

The goal of enforcement of this Code of Ethics is corrective, rather than penal and a progressive approach of curing violations is encouraged beginning with informal methods and proceeding to more formal methods, as necessary and appropriate, given the circumstances and allegations of the complaint. In appropriate circumstances, informal counseling and instruction shall be utilized to address issues before recommending sanctions. Depending on the severity of the violation, sanctions may be imposed including reprimand, formal censure, referral back to the agency appointing the member with a recommendation for removal from the appointment, loss of committee assignments, exclusion from closed sessions, travel or expense reimbursement restrictions, loss of staff support or use of Authority resources, referral to the Grand Jury or other penalties as may be applicable to the circumstances. The Board of Commissioners also may remove members of commissions and committees from office.

Prior to any sanction being taken against a Public Official, the official shall receive notice of the alleged violation and the proposed sanction. Before a sanction is imposed, the Public Official charged may request a public hearing before the Board of Commissioners and, in such case, a sanction shall not be imposed except upon a majority vote of the Board of Commissioners. The Public Official whose conduct is under scrutiny shall be disqualified from voting upon whether or not sanctions should be imposed. A public hearing need not comply with the formal rules of evidence, but shall afford the Public Official an opportunity to be heard on the proposed sanction.

18. Statement of Commitment

As a member or alternate of the Board of Commissioners of the Del Norte Solid Waste Management Authority or of an Authority board, commission, or committee, I understand and agree to uphold the Code of Ethics and Conduct for elected and appointed officials adopted by the Board of Commissioners. In recognition of this standard I will conduct myself by the following model of behavior:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, Authority staff and the public are free to express their ideas and work to their full potential.
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Del Norte Solid Waste Management Authority;
- Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and that I understand, accept and support the Del Norte Solid Waste Management Authority Code of Ethics and Conduct.

_____

Board, Commission, Committee

_____

Position

_____

Signature Date

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
RESOLUTION NO. 2015-09

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING FIRST AMENDED BY-LAWS

WHEREAS, the Del Norte Solid Waste Management Authority has been created by a Joint Powers Agreement executed by the City of Crescent City and the County of Del Norte; and

WHEREAS, the Governing Board of Commissioners is authorized to adopt and modify its By-laws; and

WHEREAS, the Authority By-laws were initially adopted in 1992 and most recently substantially revised in 1999 though these By-laws had been revised by Resolution seven times since 1999; and

WHEREAS, in July 2015 the Authority Board of Commissioners appointed a sub-committee to suggest revisions to the Authority By-Laws incorporating changes adopted since 1999 and other appropriate revisions.

NOW THEREFORE BE IT RESOLVED that the Governing Board of Commissioners of the Del Norte Solid Waste Management Authority does hereby adopt the First Amended By-Laws, attached to this resolution and incorporated herein by this reference.

PASSED AND ADOPTED by the Board of Commissioners of the Del Norte Solid Waste Management Authority this 18th day of August, 2015.

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Rick Holley, Chair
Del Norte Solid Waste Management Authority

ATTEST:

_____
Dr. Angela Glore, Secretary of the Board
Del Norte Solid Waste Management Authority

_____
Katherine Brewer, Clerk of the Board
Del Norte Solid Waste Management Authority

6.4

FIRST AMENDED BY-LAWS OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY

ARTICLE I – THE AUTHORITY

Section 1.1: Name of Authority. The name of the Authority shall be the 'Del Norte Solid Waste Management Authority.'

Section 1.2: Seal of the Authority. The Seal of the Authority shall contain the words 'Del Norte Solid Waste Management Authority, September 21, 1992."

Section 1.3: Office of the Authority. The Office of the Authority for the transaction of business and receipt of all notices shall be at 1700 State Street, Crescent City, California, until otherwise provided by Resolution.

ARTICLE II – OFFICERS

Section 2.1: Governing Board. The Governing Board shall:

A. Elect a Chair, a Vice-Chair, Secretary, Treasurer / Controller and such other officers as the Authority shall find appropriate, to serve the Authority for a term of one year unless sooner terminated at the pleasure of the Governing Board.
B. Establish such committees it determines appropriate. The Chair may appoint ad hoc committees of the Board consisting of not more than two (29) members of the Board. The Board, by Resolution, may establish such standing or other committees it deems appropriate from time to time. The Board shall provide general directives for the work of committees.
C. Take appropriate measures to meet the financial requirements of the Authority, by rates, service fees, franchise fees, assessments and other contributions, as hereafter provided for, and make other provisions as it shall find appropriate for the work of the Authority.

Section 2.2: Executive Officers. The officers of the Authority shall be the Chair, Vice-Chair, Secretary, and Treasurer / Controller. The Chair and Vice-Chair shall be elected

by the Governing Board from the Authority Commissioners appointed by the Charter Members.

Section 2.3: Chair. The Chair of the Authority shall preside at all meetings of the Governing Board and shall sign all contracts and other instruments for and on behalf of the Authority.

Section 2.4: Vice Chair. The duties of the Vice Chair shall be to act, sign instruments, and perform all the duties of the Chair in the absence or incapacity of the Chair' and in case of the resignation or other official and final removal of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until the Authority shall elect a new Chair.

Section 2.5: Treasurer / Controller. The Treasurer / Controller of the Authority shall be a Certified Public Accountant appointed by the Governing Board to provide financial oversight, advisory and review services including advice regarding fiscal controls, audits of Authority funds as required by law, and performance of all duties specified in California Government Code section 6505.5. This shall be a nonvoting office. If the Authority establishes its own financial accounts separated from both the County of Del Norte and the City of Crescent City, the Treasurer/ Controller shall file an official bond in the amount determined by the Governing Board and thereafter be responsible as the depository and have custody of all money of the Authority from whatever source.

Section 2.6: Secretary. The Authority shall appoint a Secretary. The Secretary may countersign contracts or agreements on behalf of the Authority, and shall sign minutes of all Authority meetings attended during the Secretary's term of office. In the absence of the Secretary, the Vice-Chair or other Commissioner appointed by the Governing Board may sign any instrument otherwise required to be signed by the Secretary.

Section 2.7: Clerk. The Clerk of the Authority shall provide services as recording secretary for Authority meetings, keeping and filing records of Authority meetings, proceedings and actions. The Clerk shall affix the Authority Seal to all Resolutions and Ordinances, instruments and contracts authorized to be executed for and on behalf of the Authority and appropriately adopted by the Authority Board. The Clerk is a non-voting office, and may be staffed by an appropriately trained Authority employee. In the event of a vacancy in the Clerk position, the Authority Director may procure on the Authority's behalf necessary secretarial support for recording minutes at Authority meetings until a Clerk is appointed.

Section 2.8: Legal Counsel. The Governing Board shall select, appoint, and retain an attorney for the Authority, who shall perform such duties as may be prescribed by the Governing Board. No contract or deed or lease or similar document shall not be signed without the approval of the Authority legal counsel as to form, except for contracts for less than Five Thousand Dollars ($5,000) that the Director is authorized to sign need not be approved as to form by the Authority's legal counsel.

Section 2.9: Election of Officers. The Chair, Vice-Chair, and Secretary shall be elected annually from among the members of the Authority Governing Board, and shall hold office for one year or until their successors are elected and appointed. These Authority offices may only be held by current Authority Commissioners. All Officers shall serve at the pleasure of the Governing Board of the Authority and may be removed by a majority vote of the Authority Governing Board.

Section 2.10: Vacancies. Should the office of Chair or Vice-Chair or Secretary become vacant, the Governing Board shall elect a successor form the members of the Governing Board at the next regular meeting, and such election shall be for the unexpired term of said office or until a successor is otherwise elected by the Governing Board of the Authority to replace such officer.

Section 2.11: Director. The Director of the Del Norte Solid Waste Management Authority shall be responsible for the day-to-day operations of the Authority and shall serve at the pleasure of the Governing Board. The Director has authority to make expenditures of up to Five Thousand Dollars ($5,000.00), and to sign contracts for such expenditures, for such items or services included in the applicable budget adopted by the Authority Board.

Section 2.12: Other Employees. The Governing Board shall have the power to appoint and employ and determine compensation for such other officers, employees, consultants, advisors, and independent contractors as may be necessary for the purposes of the Authority. The Authority staff, other than employees of a person or entity performing services for the Authority, shall be hired, promoted, disciplined or terminated and shall have such rights of employment as the Authority shall determine subject to any applicable provisions of federal and state law. Nothing herein shall be construed as making the Authority a department of the County of Del Norte nor the City of Crescent City, nor as placing any of the officers, counsel, personnel, or employees of the Authority under any form of specially protected employment right or status.

Section 2.13: Compensation. The Governing Board shall determine the compensation of, and pay from the Authority's funds (including payment from funds which the Authority may receive from time to time in the form of federal and state grants), the salaries, wages, fees, and other compensation of such planning, engineering, legal, financial, or other technical and professional personnel, consultants, and other employees, contractor or advisors of the Authority.

Both voting and nonvoting Commissioners shall serve without compensation. This compensation may be amended from time to time by Resolution or Ordinances. Commissioners may be reimbursed for reasonable and necessary expenses incurred in the performance of their duties. Reimbursements shall be subject to approval of the Governing Board.

ARTICLE III – MEETINGS

Section 3.1: Annual Meeting. The annual meeting of the Governing Board of the Authority shall be the first meeting of the new fiscal year which starts in July attended by all Commissioners appointed by Charter members, and the Public member elected for that calendar year, or such other time and place as determined by the Governing Board by Resolution.

Section 3.2: Regular and Special Meetings. All regular and special meetings of the Governing Board shall be held subject to the Ralph M. Brown Act, Chapter 9, Part 1, Division 2, Title 5 of the California Government Code beginning with section 54950, or according to such other regulations as the legislature may hereafter provide.

The Governing Board's regular meeting shall be held at the time, date and location as set by the Governing Board in a duly adopted resolution Any Commissioner may request a special meeting to be held and notice of the special meeting shall be given as required by law.

Section 3.3: Open Meetings. All of the meetings of the Governing Board shall be open to the public, whether regular or special (except as otherwise authorized under the laws of the State of California) and shall otherwise be held pursuant to the applicable laws of the State of California.

Section 3.4: Quorum. Three (3) members of the Governing Board shall constitute a quorum for the transaction of business, provided there is present at least one (1) Commissioner appointed by each of the Charter Members. When a quorum is in attendance, action may be taken by a majority vote of the members of the Governing Board present provided there is at least One (1) vote on the prevailing side from each of the Charter Members, except in cases where more than a majority vote is required by law or prior agreement.

Section 3.5: Order of Business. At the regular meetings of the Governing Board of the Authority the following topics shall be regular items of business:

1. Call to Order / Roll Call.
2. Public Comments.
3. Consent Agenda.
4. Discussion / Action Items.
5. Staff & Commissioner Reports.
6. Adjournment.

For the convenience of the Governing Board or others, the Chair may modify the order of business for any regular or special meeting. As the Governing Board of the Del Norte Solid Waste Management Authority also serves as the Governing Board of the Del Norte Abandoned Vehicle Abatement Service Authority, discussion or action items regarding abandoned vehicle abatement will be agendized prior to the item for final

adjournment of the Governing Board of the Del Norte Solid Waste Management Authority.

All resolutions shall be in writing and the Authority Clerk will maintain a binder of adopted Resolutions for reference as needed. The Authority Clerk will also maintain separate binders of adopted Authority Ordinances and Minutes. Any Ordinance of the Governing Board must be approved by a majority vote of both the City Council and the Board of Supervisors before the Ordinance may be adopted by the Authority Governing Board.

Section 3.6: Roll Call Vote on Resolutions and Ordinances. The voting on all resolutions involving money matters and ordinances coming before the Governing Board shall be by roll call, the ayes and noes shall be entered upon the minutes of such meeting.

Section 3.7 Rules. The Governing Board may adopt, from time to time, such rules and regulations for the conduct of its meetings and affairs as are necessary or convenient for purposes thereof.

ARTICLE IV – MISCELLANEOUS

Section 4.1: Amendments to Bylaws. The Bylaws of the Governing Board of the Authority shall be amended at a regular or special meeting and only with the approval of at least three (3) members of the Governing Board of the Authority further providing there is at least one vote on the prevailing side from each of the Charter Members. An amendment shall be compatible with the Purposes of the Joint Powers Agreement, from time to time amended. Starting in July 2016, any amendment passed shall be effective immediately, unless otherwise designated.

Section 4.2: Contracts. Notwithstanding any other provision of these Bylaws requiring more than one signature on contracts made under the direction of the Governing Board, the Chair may be the only signatory on a contract with another government entity when the contract form prepared by such other entity provides for only one such signature. The Authority Director may also sign such an agreement if approved in advance by the Authority Governing Board.

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.

Director's Report

Date: 14 August 2015
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. - Director
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. Through the end of September, the Klamath Transfer Station is open Friday, in addition to Sunday and Wednesday, and the Gasquet Transfer Station is open on Thursday in addition to Saturday.

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

This past month, I have been working with the County Personnel Department in drafting possible revisions to the staffing chart and job descriptions for the Account Clerk, Administrative Assistant and Program Manager positions. I was not able to complete the meet and discuss / meet and confer process with Authority union representatives prior to this meeting, and so those proposed changes will be presented to the Authority Board at a subsequent meeting.

I attended the California Resource Recovery Association conference August 4-6, where I organized a session discussing product stewardship programs in North America, tried to interest appropriately qualified people for the upcoming hiring process, and distributed a model advocacy letter regarding expired marine flares.

With the appointment of the Authority Director and approval of the Director's Employment agreement, evaluation of the Authority Director's performance will begin with the distribution of evaluation forms to Commissioners in August, to be returned in September and the evaluation completed by the first of November.

7.1

Facilities: Vandalism damaged fencing and some well casings at the Crescent City Landfill. While well casing repairs have been completed, gate and fence repairs are still needed at the landfill. Both CalRecycle and Local Enforcement Agent Houawa Mouwa have stated that they expect the fencing repairs at the landfill to be completed this summer. Additional damage has been found at the Del Norte County Transfer Station along the south fence bordering the unpaved portion of the State Street right of way.

The County Building and Maintenance Department were extraordinarily helpful with the installation of steps in front of the gate attendants shacks in Klamath and Gasquet to improve safety, as well as a new door on the gate shack in Gasquet, and Authority staff very much appreciate their support.

Staff have sent a signed agreement to Lawrence & Associates to provide environmental services related to the Authority's ongoing appeal of the Waste Discharge Requirements Fee imposed by the State Water Resources Control Board based on the Threat / Complexity rating from the North Coast Regional Water Quality Control Board. The scope of work was expanded slightly to incorporate an additional task entering data into the GeoTracker online reporting system, which is six months overdue. We expect this work to begin in the coming weeks.

Finances and Audits: On the consent agenda is an e-mail confirming that the Authority's application for a No Exposure Certification for stormwater monitoring at the Del Norte County Transfer Station has been accepted. This approval will save the Authority approximately $3,000 each year in reduced expenses for laboratory analysis.

Vendor Contract Management and Oversight: Under agenda item 5.1, staff have prepared a Change Order to enable Hambro/WSG staff to receive and pump oil from drums of up to 55 gallons using equipment purchased by the Authority under CalRecycle's Used Oil Payment Program. Commercial oil recycling services have not been available in Del Norte for several years since Recology Del Norte discontinued offering this service. As this service requires adoption of a new service rate, this commercial oil pumping service will not begin until a new Rate Ordinance is adopted and approved by the Crescent City Council and the Del Norte County Board of Supervisors.

Under agenda item 4.1 Recology Del Norte will present one or more potential mechanisms for latching cart lids in windy conditions. As this additional cart retrofit may also be associated with a new service fee, this service will also likely not be available until an associated Change Order and a new Rate Ordinance is approved. Staff are inclined to incorporate both of these changes into a single Rate Ordinance so both of these new services would start at the same time.

Compliance: Spencer Fine of CalRecycle's Office of Local Assistance conducted his annual field inspections of Authority programs on 15 July 2015, and a letter summarizing this meeting is included under agenda item 2.4. The semi-annual report to the Regional Water Quality Control Board was due 15 July 2015, but has not yet been completed. I have informed RWQCB staff that they can expect the report before the end of the month. The electronic annual report to CalRecycle is also due this month. Staff are coordinating with County engineering staff to complete the required groundwater and surface water sampling

that is to be conducted in August.

Staff submitted the grant report for the oil payment program on 13 August 2015. If that report was late, it may have impacted the approval of current oil payment grant funds.

Programs / Policies: The Authority sponsored Family Day at this year's Del Norte County Fair. Outreach at this year's fair included a survey, and a raffle for prizes donated by Home Depot, Recology Del Norte, and Hambro / WSG. Staff appreciate that Commissioner Glore, as well as employees from Hambro/WSG and Recology helped staff our booth this year.

Staff will present a backyard composting workshop at the Family Resources Center on Saturday August 29th starting at 1 PM.

The next Household Hazardous Waste Collection event is scheduled for Saturday September 26. Businesses with hazardous wastes can also address and pay for their hazardous waste disposal needs by appointment on Friday September 25th.

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

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. Actions at each Authority may add items to this list.

1. Work with Lawrence & Associates to complete entry of landfill water quality data into the GeoTracker system.
2. Complete and submit the semi-annual report regarding the Crescent City Landfill
3. Complete and submit the electronic annual report to CalRecycle.
4. Update job description(s), staffing chart, and related actions in consultation with the Chair, the Del Norte County Personnel Department, and the Authority employees union to address the Authority's administrative and program staffing shortage.
5. Obtain repair estimates for perimeter fencing at the Crescent City Landfill, as well as fencing repairs at the Del Norte County Transfer Station and authorize repairs if below the Director's approval limit.
6. Conduct follow-up as needed with respect to having Del Norte Solid Waste Task Force appointees review and sign copies of the Authority's Code of Ethics and Conduct.
7. If so directed, refer allegations of Authority Code of Ethics violations to the Del Norte County Board of Supervisors for additional possible action.
8. Revise and submit the response to the 2014 / 2015 Del Norte County Grand Jury Report, with copies to the Del Norte County Board of Supervisors and the Crescent City Council.

9. Prepare permits, documentation, staffing schedule, radio ads and other outreach materials for the Household Hazardous Waste Event September 25 and 26, 2015.
10. Work with Shawn Slater and Creative Information Systems to set up computer equipment and updated scale management software for the coming fiscal year.
11. Conduct inspections of certified oil recycling centers in Del Norte County, as required under CalRecycle's Oil Payment Program.
12. Clean out and filing the backlog of documents accumulated in the former Director's and Program Manager's offices.
13. Continue to work with Creative Information Systems and X-Charge regarding accounting for oil payments.
14. 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.

Solid Waste
Balance Sheet
June 30, 2015

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	761,285.70
422 010 00300	Imprest Cash	3,500.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 01100	Accounts Receivable	211,283.10
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	(157,499.00)
422 010 03450	Accum Depr Bldg & Improv	(100,380.00)
422 010 03460	Accum Depr Transfer Station	(837,202.00)
	Total Assets	4,139,238.05

LIABILITIES AND FUND EQUITY

422 010 05100	Accounts Payable	351,151.15
422 010 05105	Sales Tax Payable	129.34
422 010 05210	Sublease Payable	2,829,198.50
422 010 05300	Compensated Absences Payable	39,330.71
422 010 05500	Post Closure Liability	2,113,745.25
422 010 05600	Net OPEB Obligation	197,137.00
422 010 07100	Fund Balance	(2,103,805.15)
422 010 09600	Investment in Capital Assets net of related debt	578,198.00
	Revenue	3,068,104.07
	Expenditure	(2,933,950.82)
	Total Liabilities and Fund Equity	4,139,238.05

7.2

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of August 13, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Affordable Home & Rental Rep.	86.94	0.00	0.00	0.00	0.00	86.94
Agricultural Commission(solid waste only)	211.39	0.00	0.00	0.00	0.00	211.39
Aladdin Realty	15.63	0.00	0.00	0.00	0.00	15.63
Alexandre EcoDairy Farms	567.17	0.00	0.00	0.00	0.00	567.17
All About Town Home Repair	0.00	0.00	0.00	0.00	189.78	189.78
AWI Management Group	8.96	0.00	0.00	0.00	0.00	8.96
Babich Construction	36.95	0.00	0.00	0.00	0.00	36.95
Benner Mini Storage	132.21	0.00	0.00	0.00	0.00	132.21
Bommelyn Construction (2)	35.54	100.64	135.13	0.00	0.00	271.31
Borges Dairy	452.04	119.48	0.00	0.00	0.00	571.52
Brown, Hector	1,457.39	2.00	0.00	0.00	0.00	1,459.39
Cal-Ore LIFE FLIGHT	0.00	-13.50	0.00	0.00	0.00	-13.50
Cal-Trans	172.00	0.00	0.00	0.00	0.00	172.00
California Auto Image	153.52	0.00	0.00	0.00	0.00	153.52
California Dept. of Fish & Wildlife	230.50	0.00	0.00	0.00	0.00	230.50
California Dept. Parks & Rec.	2,200.22	1,119.27	0.00	0.00	0.00	3,319.49
Castle Rock Countertop's	109.46	0.00	0.00	0.00	0.00	109.46
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.	41.08	0.00	0.00	0.00	0.00	41.08
College of the Redwoods	45.49	0.00	0.00	0.00	0.00	45.49
Corner Stone Assembly of God	126.22	0.00	0.00	0.00	0.00	126.22
Crescent City KOA	774.71	0.00	0.00	0.00	0.00	774.71
Crescent City Nursing & Rehab	0.00	0.00	4.02	9.96	47.34	61.32
Crescent Fire Protection Dist.	22.96	0.00	0.00	0.00	0.00	22.96
Del Norte Realty	107.14	166.91	0.00	0.00	0.00	274.05
Del Norte Roofing	1,545.18	0.00	0.00	0.00	0.00	1,545.18
DN Unified School District	458.75	0.00	0.00	0.00	0.00	458.75
Elk Valley Casino	0.00	0.00	-10.32	0.00	0.00	-10.32
Elk Valley Rancheria	41.22	0.00	0.00	0.00	0.00	41.22
Elk Valley Storage	9.95	11.38	0.00	0.00	0.00	21.33
Ellers Fort Dick Market	268.66	0.00	0.00	0.00	0.00	268.66
G. H. Outreach	447.24	0.00	0.00	0.00	0.00	447.24
Golden State Construction	600.54	0.00	0.00	0.00	0.00	600.54
GR Construction	105.19	0.00	0.00	0.00	0.00	105.19
Green Scapes	527.16	0.00	0.00	0.00	0.00	527.16
Griffin's Furniture Outlet	0.00	-0.01	0.00	0.00	0.00	-0.01
Hambro/Waste Solutions Group						
June 2014	12.91	0.00	0.00	0.00	0.00	12.91
Total Hambro/Waste Solutions Group	12.91	0.00	0.00	0.00	0.00	12.91

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of August 13, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Hartley Construction	2,471.41	0.00	0.00	0.00	0.00	2,471.41
HASP / Jordan Recovery Centers	218.14	723.72	0.00	0.00	0.00	941.86
Hintz Construction	0.00	0.00	0.00	0.00	127.60	127.60
Humane Society Of Del Norte	0.00	4.89	0.00	0.00	0.00	4.89
Humboldt Moving & Storage	24.17	0.00	0.00	0.00	0.00	24.17
Kraft, Tom & Patti	40.34	0.00	0.00	0.00	0.00	40.34
Larson Services	51.17	28.45	0.00	0.00	0.00	79.62
Malloroy Construction	63.96	0.00	0.00	0.00	0.00	63.96
Mark Wooding Construction	0.00	0.00	0.00	0.00	-120.00	-120.00
Mastaloudis Homes Inc.	171.59	0.00	0.00	0.00	0.00	171.59
Ming Tree Real Estate	0.00	0.00	0.00	0.00	-16.10	-16.10
Mountain Power Tree Co.	31.79	41.29	0.00	0.00	0.00	73.08
New Dawn Support Services	129.81	0.00	0.00	0.00	0.00	129.81
Niehoff Construction	130.78	0.00	0.00	0.00	0.00	130.78
Norbury Construction	0.00	0.00	0.00	0.00	116.70	116.70
North Coast Properties	87.56	0.00	0.00	0.00	0.00	87.56
North Woods Realty	272.76	0.00	0.00	0.00	0.00	272.76
Northridge Electric	32.44	0.00	0.00	0.00	0.00	32.44
Pacific Coast Realty & Prop.	96.16	0.00	0.00	0.00	0.00	96.16
Pacific Northwest Physical Therapy	30.99	0.00	0.00	0.00	0.00	30.99
PALM Industries, Inc.	157.68	218.57	0.00	0.00	0.00	376.25
Pappas Dry Wall	210.38	0.00	0.00	0.00	0.00	210.38
Parkway Feed	54.02	0.00	0.00	0.00	0.00	54.02
Peasley's Property Mang.	19.90	0.00	0.00	0.00	0.00	19.90
Pelican Bay Evangelical Free Church	22.74	0.00	0.00	0.00	0.00	22.74
Plunkett's Family Painting	49.17	0.00	0.00	0.00	0.00	49.17
Porter's Trucking & Logging	0.00	0.00	0.00	0.00	2,033.84	2,033.84
Ray's Mobile Home Service	400.86	61.16	0.00	0.00	0.00	462.02
Recology Del Norte (Franchise)	112,879.60	0.00	0.00	0.00	0.00	112,879.60
Recology Del Norte (Prison)	12,176.57	0.00	0.00	0.00	0.00	12,176.57
Red Sky Roofing	6,006.31	0.00	0.00	0.00	0.00	6,006.31
Redwood Community Action Agency	113.70	15.65	0.00	0.00	0.00	129.35
Redwood National Park	3,601.03	0.00	0.00	0.00	0.00	3,601.03
Reservation Ranch	966.62	0.00	0.00	0.00	0.00	966.62
Richterich & Jones Const	204.70	1,106.90	0.00	0.00	0.00	1,311.60
Rick Parker Construction	19.90	0.00	0.00	0.00	0.00	19.90
Ritchie Homes	191.91	0.00	0.00	0.00	0.00	191.91
Roy Rook Construction	134.73	7.11	0.00	0.00	0.00	141.84
Ruiz Construction	102.35	0.00	0.00	0.00	0.00	102.35
Rumiano Cheese Company	69.34	0.00	0.00	0.00	0.00	69.34
Rural Human Services	9.47	0.00	0.00	0.00	0.00	9.47
S.O.S. Construction	9.95	0.00	0.00	0.00	0.00	9.95
Seabreeze Apartments	55.64	0.00	0.00	0.00	0.00	55.64
Seawood Village	3,230.43	0.00	0.00	0.00	0.00	3,230.43
Shangri-la Trailer Court	96.67	0.00	0.00	0.00	0.00	96.67
Sprint Courier Service	3.63	0.00	0.00	0.00	0.00	3.63
Stephen F White Gen.Cont. Inc.	14.21	0.00	0.00	0.00	0.00	14.21

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of August 13, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Stone Roofing	4,597.73	0.00	0.00	0.00	0.00	4,597.73
Tab & Associates	485.47	0.00	0.00	0.00	0.00	485.47
Thermo Fluids, Inc. / Outbound OIL	0.00	0.00	0.00	0.00	-55.80	-55.80
Thomas Gavin Construction	15.64	0.00	0.00	0.00	0.00	15.64
TRKLA/TRGAS BINS AND LF BINS	4,513.08	0.00	0.00	0.00	0.00	4,513.08
U.S. Forest Service-Gasquet CA	281.86	0.00	41.07	0.00	0.00	322.93
Van Nocker's Cleaning	25.30	0.00	0.00	0.00	0.00	25.30
Wigley Contracting	42.65	0.00	0.00	0.00	0.00	42.65
Winn's Maintance Service	0.00	0.00	0.00	0.00	-25.00	-25.00
Yurok Economic Development Corp.	298.00	0.00	0.00	0.00	0.00	298.00
Yurok Tribe	62.55	0.00	0.00	0.00	0.00	62.55
TOTAL	165,981.18	3,713.91	169.90	9.96	2,318.02	172,192.97

CLAIMS APPROVED BY THE DIRECTOR

Del Norte Solid Waste Management Authority
Claims for July 2015

Date Paid	Paid to:	Budget	Amt. Paid	Description
7/1/2015	Merle Helstowkski Signs	20231	575.00	INV 762648 Sign Price Changes 14/15
7/6/2015	Richard D. Taylor	20235	1,300.00	June 2015 Treasurer/Controller 14/15
7/6/2015	Black & Rice, LLP	20234	$1,736.50	June 2015 Legal Billing 14/15
7/6/2015	G. H. Outreach	20285-068	$120.00	June 2015 Recycling 14/15
7/6/2015	DN County Agricultural Comm	20285	$624.00	Device Fees Admin fee 14/15
7/6/2015	Curry Equipment	20239-001	$42.99	Acct # 1724 INV 128756 14/15
7/6/2015	Curry Transfer Roto Rooter	20140	$164.50	INV 65654983 June 2015 14/15
	Curry Transfer Roto Rooter	20140	$164.50	INV 65654982 June 2015 14/15
7/6/2015	Mission Linen Supply	20140	$61.72	Acct # 218923 June 2015 14/15
7/6/2015	Del Norte Triplicate	20240	$123.20	Acct # 71971 June 2015 14/15
7/6/2015	Quill	20224	$504.53	INV 25048, 25050, 31011, 31013 14/15
	Quill	20281	$90.35	INV 25049, 31014 14/15
7/6/2015	IT ESP, INC	20231	$2,325.00	INV 829 June 2015 14/15
7/6/2015	IT ESP, INC	20270	$3,017.00	INV 831 Lenovo Server Gatehouse 14/15
7/7/2015	Del Norte Office Supply	20224	$6.63	June 2015 billing 14/15
7/7/2015	DN County Building Maintenance	20230	$855.24	Professional Services June 2015 14/15
	DN County Building Maintenance	20180	$106.22	Materials June 2015 14/15
7/7/2015	Les Schwab Tires	20171	$694.32	INV 62200135597 4Runner Tires 14/15
7/8/2015	Lisa Babcock	20290	$15.47	Mileage June 2015 14/15
7/8/2015	Katherine Brewer	20290	$7.59	Mileage June 2015 14/15
7/10/2015	DN County Comm Development	20230	$1,188.81	INV 2015-26 Landfill Labor 14/15
7/10/2015	Hambro WSG	20239	$165,614.04	INV 2015-06 June Billing 14/15
7/10/2015	DN County Treasurer Dept	70530-025	$158,745.93	Sub Lease payment to County 15/16
7/20/2015	Recology Del Norte	20238	$2,034.12	INV 399 Klamath Beach Rd June 2015 14/15
	Recology Del Norte	20238	$739.68	INV 398 Old Gasquet Toll Rd June 2015 14/15
7/20/2015	Ricoh, Inc.	20250	$289.87	INV 95020959 Copier Rental 15/16
7/20/2015	US Cellular	20121	$96.41	INV 92446564 7/4/15 thru 8/3/15
7/20/2015	Frontier Communications	20121	$163.73	Acct # 707-465-1100-052793-5 thru 8/12/15
7/30/2015	Crescent Ace Hardware	20224	$114.19	Acct # 1212 Inv # 556085
	TOTAL		$ 341,521.54	

7.3

DNSWMA
GRAND TOTALS
JULY 2015

	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	**33.47%**	
DNCTS Cash Total	35,937.04	18,079.26	**54,016.30**
DNCTS Charge Total	115,944.10	58,329.31	**174,273.41**
DNCTS Credit/Debit	22,639.97	11,389.75	**34,029.72**
DNCTS Totals	***174,521.12***	***87,798.31***	**262,319.43**
Klamath Cash Total		5,007.55	**5,007.55**
Klamath Charge Total		0.00	**0.00**
Klamath Totals		***5,007.55***	**5,007.55**
Gasquet Cash Total		1,808.56	**1,808.56**
Gasquet Charge Total		0.00	**0.00**
Gasquet Totals		***1,808.56***	**1,808.56**
Adjustments			
GRAND TOTALS	***174,521.12***	***94,614.42***	***269,135.54***

7.4

DNSWMA

KLAMATH TRANSFER STATION - CASH

JULY 2015

Date	Amount to 422-421-91004	TOTAL CASH AMOUNT
July 1, 2015	384.80	384.80
July 3, 2015	89.99	89.99
July 5, 2015	596.72	596.72
July 8, 2015	524.24	524.24
July 10, 2015	57.98	57.98
July 12, 2015	548.03	548.03
July 15, 2015	406.11	406.11
July 17, 2015	8.60	8.60
July 19, 2015	608.93	608.93
July 22, 2015	393.38	393.38
July 24, 2015	214.56	214.56
July 26, 2015	424.66	424.66
July 29, 2015	471.41	471.41
July 31, 2015	278.14	278.14
		0.00
TOTALS	*5,007.55*	***5,007.55***

DNSWMA		
GASQUET TRANSFER STATION - CASH		
JULY 2015		
	Amount to 422-421-91004	TOTAL CASH AMOUNT
Date		
July 2, 2015	140.25	140.25
July 4, 2015	CLOSED	0.00
July 9, 2015	284.65	284.65
July 11, 2015	431.64	431.64
July 16, 2015	47.30	47.30
July 18, 2015	341.37	341.37
July 23, 2015	201.97	201.97
July 25, 2015	267.00	267.00
July 30, 2015	94.38	94.38
TOTALS	*1,808.56*	*1,808.56*

DNSWMA

KLAMATH TRANSFER STATION - DEPOSITS

July-2015

Date	Cash	Checks	TOTAL Deposit	Over / Short	Sales	TOTAL Sales	Charges	Tickets
July 1, 2015	344.23	40.57	384.80	0.70	384.10	384.80	0.00	24
July 3, 2015	89.99	0.00	89.99	0.25	89.74	89.99	0.00	7
July 5, 2015	436.71	160.01	596.72	-0.62	597.34	596.72	0.00	35
July 8, 2015	337.91	186.33	524.24	1.01	523.23	524.24	0.00	21
July 10, 2015	57.98	0.00	57.98	-0.05	58.03	57.98	0.00	4
July 12, 2015	492.96	55.07	548.03	-0.13	548.16	548.03	0.00	35
July 15, 2015	228.75	177.36	406.11	8.50	397.61	406.11	0.00	19
July 17, 2015	8.60	0.00	8.60	0.00	8.60	8.60	0.00	1
July 19, 2015	402.36	206.57	608.93	-0.09	609.02	608.93	0.00	37
July 22, 2015	344.21	49.17	393.38	0.00	393.38	393.38	0.00	31
July 24, 2015	69.06	145.50	214.56	0.00	214.56	214.56	0.00	8
July 26, 2015	389.74	34.92	424.66	0.76	423.90	424.66	0.00	22
July 29, 2015	217.85	253.56	471.41	8.60	462.81	471.41	0.00	18
July 31, 2015	260.68	17.46	278.14	0.00	278.14	278.14	0.00	10
TOTAL	$ 3,681.03	$ 1,326.52	**$ 5,007.55**	$ 18.93	$ 4,988.62	**$ 5,007.55**	**$ -**	**272**

DNSWMA								
GASQUET TRANSFER STATION - DEPOSITS								
July-2015								
			TOTAL			TOTAL		
Date	Cash	Checks	Deposit	Over / Short	Sales	Sales	Charges	Tickets
July 2, 2015	54.34	85.91	140.25	0.00	140.25	140.25	0.00	13
July 4, 2015	CLOSED		0.00			0.00		
July 9, 2015	151.14	133.51	284.65	0.29	284.36	284.65	0.00	25
July 11, 2015	353.72	77.92	431.64	8.60	423.04	431.64	0.00	37
July 16, 2015	47.30	0.00	47.30	0.00	47.30	47.30	0.00	6
July 18, 2015	261.31	80.06	341.37	0.00	341.37	341.37	0.00	38
July 23, 2015	135.34	66.63	201.97	-0.04	202.01	201.97	0.00	17
July 25, 2015	212.19	54.81	267.00	0.00	267.00	267.00	0.00	25
July 30, 2015	74.23	20.15	94.38	0.00	94.38	94.38	0.00	12
TOTAL	$ 1,289.57	$ 518.99	**$ 1,808.56**	$ 8.85	$ 1,799.71	**$ 1,808.56**	**$ -**	**173**

MONTHLY SPLIT SHEET
DNSWMA TRANSFER STATION
MONTH: JULY 2015

Date	Cash	Checks	Cash/Check Total	Visa	Master	Discover	AmExp	Credit Card Total	Charges	Grand Total	66.53% 91003	33.47% 91004	20286	Total
1	$ 1,794.64	$ 193.42	$ 1,988.06	$ 1,403.93	$ 152.74		$ 27.01	$ 1,583.68	$ 7,623.65	$ 11,195.39	$ 1,322.66	$ 665.40	($1.56)	$ 1,986.50
2	$ 1,732.09	$ 326.06	$ 2,058.15	$ 948.60	$ 120.90		$ 27.01	$ 1,096.51	$ 6,781.62	$ 9,936.28	$ 1,369.29	$ 688.86	$9.95	$ 2,068.10
3	$ 1,887.65	$ 294.77	$ 2,182.42	$ 1,232.66	$ 123.67			$ 1,356.33	$ 6,265.19	$ 9,803.94	$ 1,451.96	$ 730.46	$0.76	$ 2,183.18
4	CLOSED		$ -					$ -		$ -	$ -	$ -		$ -
5	$ 1,360.84	$ 198.95	$ 1,559.79	$ 706.59	$ 36.40			$ 742.99	$ 464.12	$ 2,766.90	$ 1,037.73	$ 522.06	($10.01)	$ 1,549.78
6	$ 2,178.97	$ 152.58	$ 2,331.55	$ 973.99	$ 34.11		$ 36.96	$ 1,045.06	$ 9,027.02	$ 12,403.63	$ 1,551.18	$ 780.37	($0.20)	$ 2,331.35
7	$ 1,935.39	$ 111.84	$ 2,047.23	$ 1,117.12	$ 114.02	$ 24.17	$ 7.10	$ 1,262.41	$ 7,166.30	$ 10,475.94	$ 1,362.02	$ 685.21	$0.75	$ 2,047.98
8	$ 1,260.24	$ 259.62	$ 1,519.86	$ 872.92	$ 95.55		$ 7.10	$ 975.57	$ 6,749.45	$ 9,244.88	$ 1,011.16	$ 508.70	($5.28)	$ 1,514.58
9	$ 2,048.37	$ 160.93	$ 2,209.30	$ 472.32	$ 68.23			$ 540.55	$ 5,605.50	$ 8,355.35	$ 1,469.85	$ 739.45	$1.23	$ 2,210.53
10	$ 1,152.51	$ 264.54	$ 1,417.05	$ 678.56	$ 54.02			$ 732.58	$ 6,565.09	$ 8,714.72	$ 942.76	$ 474.29	$0.02	$ 1,417.07
11	$ 2,272.72	$ 402.86	$ 2,675.58	$ 1,497.01	$ 27.17		$ 60.88	$ 1,585.06	$ 191.90	$ 4,452.54	$ 1,780.06	$ 895.52	($17.74)	$ 2,657.84
12	$ 1,442.85	$ 163.45	$ 1,606.30	$ 1,366.47	$ 31.27			$ 1,397.74	$ 605.29	$ 3,609.33	$ 1,068.67	$ 537.63	$5.19	$ 1,611.49
13	$ 1,377.01	$ 313.08	$ 1,690.09	$ 743.19	$ 133.51			$ 876.70	$ 8,137.74	$ 10,704.53	$ 1,124.42	$ 565.67	$0.51	$ 1,690.60
14	$ 1,248.47	$ 171.80	$ 1,420.27	$ 1,254.78	$ 14.21	$ 180.53		$ 1,449.52	$ 9,020.97	$ 11,890.76	$ 944.91	$ 475.36	$1.01	$ 1,421.28
15	$ 1,308.99	$ 818.99	$ 2,127.98	$ 985.28	$ 56.24		$ 66.81	$ 1,108.33	$ 7,465.34	$ 10,701.65	$ 1,415.75	$ 712.23	$10.19	$ 2,138.17
16	$ 1,310.71	$ 198.99	$ 1,509.70	$ 825.31	$ 18.24		$ 31.00	$ 874.55	$ 8,125.95	$ 10,510.20	$ 1,004.40	$ 505.30	$0.15	$ 1,509.85
17	$ 1,333.68	$ 184.79	$ 1,518.47	$ 1,341.30	$ 10.10			$ 1,351.40	$ 7,332.02	$ 10,201.89	$ 1,010.24	$ 508.23	($0.10)	$ 1,518.37
18	$ 1,266.30	$ 151.90	$ 1,418.20	$ 1,195.95	$ 8.85	$ 9.95		$ 1,214.75	$ 796.02	$ 3,428.97	$ 943.53	$ 474.67	($0.22)	$ 1,417.98
19	$ 1,371.46	$ 354.32	$ 1,725.78	$ 1,628.60	$ 278.20			$ 1,906.80	$ 385.94	$ 4,018.52	$ 1,148.16	$ 577.62	$0.00	$ 1,725.78
20	$ 1,681.00	$ 189.08	$ 1,870.08	$ 293.97	$ 780.25		$ 14.22	$ 1,088.44	$ 10,547.56	$ 13,506.08	$ 1,244.16	$ 625.92	$0.06	$ 1,870.14
21	$ 1,921.63	$ 148.57	$ 2,070.20	$ 1,159.62	$ 89.56		$ 90.98	$ 1,340.16	$ 10,570.21	$ 13,980.57	$ 1,377.30	$ 692.90	$0.08	$ 2,070.28
22	$ 1,867.27	$ 226.84	$ 2,094.11	$ 1,056.92	$ 170.58		$ 69.65	$ 1,297.15	$ 7,791.91	$ 11,183.17	$ 1,393.21	$ 700.90	$0.02	$ 2,094.13
23	$ 1,840.26	$ 52.51	$ 1,892.77	$ 600.45	$ 270.30	$ 12.79	$ 7.10	$ 890.64	$ 5,377.82	$ 8,161.23	$ 1,259.26	$ 633.51	$0.07	$ 1,892.84
24	$ 1,349.94	$ 358.08	$ 1,708.02	$ 445.89				$ 445.89	$ 6,780.27	$ 8,934.18	$ 1,136.35	$ 571.67	($18.49)	$ 1,689.53
25	$ 1,806.18	$ 148.76	$ 1,954.94	$ 1,293.25	$ 36.97			$ 1,330.22	$ 851.30	$ 4,136.46	$ 1,300.62	$ 654.32	$0.32	$ 1,955.26
26	$ 1,324.42	$ 318.56	$ 1,642.98	$ 1,358.31	$ 81.20			$ 1,439.51	$ 49.75	$ 3,132.24	$ 1,093.07	$ 549.91	$0.00	$ 1,642.98
27	$ 1,682.78	$ 174.80	$ 1,857.58	$ 994.45	$ 96.42			$ 1,090.87	$ 8,203.35	$ 11,151.80	$ 1,235.85	$ 621.73	($0.25)	$ 1,857.33
28	$ 1,253.67	$ 117.97	$ 1,371.64	$ 641.49	$ 84.58			$ 726.07	$ 8,283.68	$ 10,381.39	$ 912.55	$ 459.09	($1.43)	$ 1,370.21
29	$ 807.48	$ 72.50	$ 879.98	$ 700.24	$ 7.11	$ 38.13		$ 745.48	$ 5,852.60	$ 7,478.06	$ 585.45	$ 294.53	$0.03	$ 880.01
30	$ 1,427.88	$ 153.04	$ 1,580.92	$ 985.62	$ 81.04	$ 102.67	$ 5.98	$ 1,175.31	$ 4,750.45	$ 7,506.68	$ 1,051.79	$ 529.13	$0.04	$ 1,580.96
31	$ 1,596.62	$ 490.68	$ 2,087.30	$ 1,278.41	$ 19.92	$ 12.79	$ 48.33	$ 1,359.45	$ 6,905.40	$ 10,352.15	$ 1,388.68	$ 698.62	0.13	$ 2,087.43
								$ -						
TOTALS	$ 46,842.02	$ 7,174.28	$ 54,016.30	$ 30,053.20	$ 3,095.36	$ 381.03	$ 500.13	$ 34,029.72	$ 174,273.41	$ 262,319.43	$ 35,937.04	$ 18,079.26	$ (24.77)	$ 53,991.53

DAILY TICKET REPORT				
DNSWMA TRANSFER STATION				
MONTH: JULY 2015				
Date	BEGIN	END	VOIDED TICKETS	TICKET COUNT
1	826513	826765	1	**252**
2	826766	826984	1	**218**
3	826985	827246		**262**
4	CLOSED			
5	827247	827386		**140**
6	827387	827650	2	**262**
7	827651	827864		**214**
8	827865	828044	1	**179**
9	828045	828248	1	**203**
10	828249	828441	1	**192**
11	828442	828661		**220**
12	828662	828870	4	**205**
13	828871	829068	2	**196**
14	829069	829256	1	**187**
15	829257	829438	1	**181**
16	829439	829640	1	**201**
17	829641	829839	4	**195**
18	829840	830020	1	**180**
19	830021	830190		**170**
20	830191	830407	1	**216**
21	830408	830612		**205**
22	830613	830813	3	**198**
23	830814	831003	1	**189**
24	831004	831172		**169**
25	831173	831364		**192**
26	831365	831536	1	**171**
27	831537	831745	1	**208**
28	831746	831921	1	**175**
29	831922	832073		**152**
30	832074	832262		**189**
31	832263	832479	2	**215**
TOTAL			31	5936

AUTHORITY REVENUE REPORT July 2015

Source	2014/2015		2015/2016		
Authority	Actual Annual			Budget/Month	Budget/Year
Service Fees	$ 1,002,778.17			$ 83,083.33	$ 997,000.00

	Actual/Month	Comparison FYE15 & FYE16		Actual/Month	Over Budget
July	$ 96,004.21	$ (1,389.79)	July	**$ 94,614.42**	$ 11,531.09
August	$ 89,437.87	$ -	August		
September	$ 84,704.53	$ -	September		
October	$ 83,098.23	$ -	October		
November	$ 72,572.43	$ -	November		
December	$ 76,859.33	$ -	December		
January	$ 84,970.65	$ -	January		
February	$ 77,883.08	$ -	February		
March	$ 82,827.13	$ -	March		
April	$ 79,373.56	$ -	April		
May	$ 85,383.19	$ -	May		
June	$ 89,663.96	$ -	June		
Total	$ 1,002,778.17	$ (1,389.79)	Total	**$ 94,614.42**	$ 11,531.09

AUTHORITY REVENUE REPORT **July 2015**

Source **2014/2015**

Franchise Fee

Actual Annual

	Actual/Month	Comparison FY 13/14
July	$ 19,120.00	$ 380.00
August	$ 20,447.00	$ -
September	$ 20,575.00	$ -
October	$ 21,152.00	$ -
November	$ 19,499.00	$ -
December	$ 19,400.00	$ -
January	$ 19,301.00	$ -
February	$ 20,531.00	$ -
March	$ 19,833.00	$ -
April	$ 20,819.00	$ -
May	$ 19,868.00	$ -
June	$ 23,504.00	$ -
Total	$ 244,049.00	$ 380.00

2015/2016

Budget/Month	Budget/Year
$ 20,166.67	$ 242,000.00

	Actual/Month	Over/Under Budget
July	**$ 19,500.00**	$ (666.67)
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
Total	**$ 19,500.00**	$ (666.67)