

**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 March 15, 2016                      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](http://www.recycledelnorte.ca.gov)

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

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

**1. CONSENT AGENDA**

- 1.1     Approve minutes, Regular Session, Tuesday, February 16, 2016. \*\*
- 1.2     Approve budget transfer in the amount of \$16,000. \*\*
- 1.3     Acknowledge and file letter sent to Susan Markie of CalRecycle that the Financial Assurance Multiplier for the Crescent City Landfill be reduced from 23 to 22. \*\*
- 1.4     Approve request from William Patterson of the Yurok Tribe to waive disposal fees for materials collected during the Klamath River Cleanup on April 23<sup>rd</sup>, 2016. \*\*

## **END CONSENT AGENDA**

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

Agenda items 2.1 through 2.5 are provided for information only

- 2.1 Director's Report \*\*
- 2.2 Treasurer/Controller Report for January 2015 \*\*
- 2.3 Claims approved by Director for February 2016 \*\*
- 2.4 Monthly Cash and Charge Reports for February 2016 \*\*
- 2.5 Earned Revenue Comparisons between FY14/15 and FY15/16 \*\*

### **DISCUSSION/ACTION ITEMS**

#### **3. LANDFILL POSTCLOSURE – No Items**

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

- 4.1 Presentation by Jeremy Herber and discussion regarding potential lid closures for Recology Del Norte carts to inhibit windblown debris.

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

- 5.1 Discussion and possible action regarding Transfer Station Operations Change Order 22 authorizing Mattress Collection Events. \*\*
- 5.2 Discussion and possible action regarding a proposal by Hambro / WSG to extend the Transfer Station Operations Agreement with Hambro/WSG, and extend the disposal agreement with Dry Creek Landfill, and initiation of textile recycling at the Del Norte County Transfer Station. \*\*

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

- 6.1 Discussion and possible action regarding the Del Norte Solid Waste Management Authority Work Plan for 2016. \*\*
- 6.2 Discussion and possible action regarding hiring of Jeannine Galatioto to provide professional consulting services during the negotiations with Del Norte Solid Waste Management Authority Employees / SEIU Local 1021 for an amount not to exceed \$4,500. \*\*
- 6.3 Discussion and possible action regarding an application for the USDA Forest Service, Title II Project Grant program, in the amount of \$66,400. \*\*
- 6.4 Discussion and possible action regarding 2015 Green Ribbon Awards, to be presented on April 16<sup>th</sup>, 2016 at the Youth and Family Fair. \*\*

**7. CLOSED SESSION ITEMS:**

**7.1 CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representative: Tedd Ward, DNSWMA Director

Employee Organization: Del Norte Solid Waste Management Authority Employees  
/ SEIU Local 1021

-- Pursuant to Government Code Section 54957.6.

**8. ADJOURNMENT**

Adjourn to the next Special Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M., April 5, 2016 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**

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

**Regular Session, Tuesday February 16, 2016, 3:30 PM**

**PRESENT:** Commissioner Ron Gastineau, Secretary  
Commissioner Chris Howard  
Commissioner Blake Inscore, Vice Chair  
Commissioner Martha McClure, Chair  
Director Tedd Ward  
Legal Counsel Martha Rice  
Treasurer/Controller Richard D. Taylor  
Authority Clerk Katherine Brewer

**ABSENT:** Public Member Position vacant pending appointment

**ALSO PRESENT:** Wes White, Hambro Waste Solutions Group  
Jeremy Herber, Recology Del Norte

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

Chair McClure called the meeting to order in regular session at 3:30 p.m.

**PLEDGE OF ALLEGIANCE**

The pledge was led by Vice Chair Inscore.

**3:30 PM PUBLIC COMMENTS:**

There were no public comments.

**OPEN SESSION ITEMS:**

**1. CONSENT AGENDA**

- 1.1 Approve minutes, Regular Session, Tuesday, January 19, 2016.
- 1.2 Approve budget transfer in the amount of \$35,920.00.

**END CONSENT AGENDA**

Item 1.2 was removed from the Consent Agenda for discussion. On a motion by Commissioner Howard, seconded by Commissioner Inscore, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of item 1.1.

After a brief discussion to clarify details, on a motion by Commissioner Howard, seconded by Commissioner Inscore, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted item 1.2, a budget transfer in the amount of \$35,920.00.

## **DISCUSSION/ACTION ITEMS:**

### **ADDED ITEMS**

Director Ward requested that the Authority Board add three items to the agenda because they had arisen subsequent to the posting of the meeting agenda and required action before the next Board meeting. On a motion by Commissioner Gastineau, seconded by Commissioner Inscore, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved addition of three items to the agenda.

1. Discussion and possible action regarding payment of Invoice 42058 to Scales Northwest in the amount of \$10,590.50.

On a motion by Commissioner Inscore, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved payment of Invoice 42058 to Scales Northwest in the amount of \$10,590.50.

2. Discussion and possible action regarding entering into a Service Agreement with enAble Inc. to convert water quality reports on PDF forms into EDF forms suitable for uploading to the GeoTracker online database for an amount not to exceed \$5,625.00.

On a motion by Commissioner Gastineau, seconded by Commissioner Inscore, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved entering into a Service Agreement with enAble Inc. to convert water quality reports on PDF forms into EDF forms suitable for uploading to the GeoTracker online database for an amount not to exceed \$5,625.00.

3. Discussion and possible action regarding payment of the outstanding balance of the Waste Discharge Requirements Fees to the State Water Resources Control Board in the amount of \$26,566.00 for the Crescent City Landfill for FY 15/16.

Director Ward noted that the Authority was still engaged in appealing this fee, but had received a Notice of Violation from the State Water Resources Control Board. Considering that this agency could impose fines of up to \$1,000 per day, staff requested

approval to make full payment if the Director, in consultation with the Chair, decided immediate payment was necessary. On a motion by Commissioner Inscore, seconded by Commissioner Howard, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved payment of the outstanding balance of the Waste Discharge Requirements Fees to the State Water Resources Control Board in the amount of \$26,566.00 for the Crescent City Landfill for FY 15/16.

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

**Agenda items 2.1 through 2.5 are provided for information only**

**2.1 Director's Report. 231501**

**2.2 Treasurer/Controller Report for December 2015.**

**2.3 Claims approved by Director for January 2016.**

**2.4 Monthly Cash and Charge Reports for January 2016.**

**2.5 Earned Revenue Comparisons between FY14/15 and FY15/16.**

The above-listed reports were presented and accepted.

## **3. LANDFILL POSTCLOSURE**

**3.1 Discussion and possible action regarding letters to residential properties adjacent to the Crescent City Landfill seeking permission to collect and analyze samples from residential water wells. 230102**

Director Ward updated Board Members on the status of the residential well sampling. No action was taken.

## **4. COLLECTIONS FRANCHISE**

**4.1 Discussion regarding the recent passing of Jordan Kekry and potential future impacts to the processing and marketing of recyclables collected by Recology Del Norte, and related services. 102101**

Jeremy Herber, Recology Del Norte, informed Board members that it appeared Julindra Recycling would continue to operate. Recology would help as needed.

## **5. TRANSFER STATION**

**5.1 Discussion regarding the services provided by Hambro/WSG at the Del Norte County Transfer Station. 080104**

Wes White, Hambro/WSG, updated Board members on various services provided by his company at the Del Norte County Transfer Station.

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

- 6.1** Discussion and possible action regarding the Del Norte Solid Waste Management Authority Work Plan for 2016. **231501**

Item was tabled until the next meeting.

- 6.2** Discussion and possible action regarding public notice, recruitment and process for selecting a Public Commissioner. **012104**

Board members agreed by consensus to direct Director Ward to follow the Joint Powers Agreement timeline and process for recruiting a Public Commissioner. On a motion by Commissioner Inscore, seconded by Commissioner Gastineau, and passed by voice vote, the Del Norte Solid Waste Management Authority approved a Special Meeting to be scheduled Tuesday, April 5, 2016, at 3:30 pm for the purpose of interviewing applicants for the position of Public Commissioner.

- 6.3** Discussion and possible action regarding a process to possibly revise the 'Revised Joint Powers Agreement between the City of Crescent City and the County of Del Norte Creating the Del Norte Solid Waste Management Authority' as requested by Supervisor David Finigan. **101502**

Board members agreed by consensus to direct staff to prepare and present a staff report to the Crescent City Council and the Del Norte County Board of Supervisors requesting advisory votes on what changes to the JPA each Charter member would likely support relating to the approval process for Ordinances, the Public Commissioner and the Authority's annual budget.

- 6.4** Discussion and possible action regarding a request for two Authority-allocated bins to assist with cleanup and invasive species removal efforts at Pacific Shores as requested by Liisa Schmoele of the U.S. Fish and Wildlife Service. **031205, 180510**

On a motion by Commissioner Howard, seconded by Commissioner Inscore and carried on a voice vote, the Solid Waste Management Authority approved use of two Authority-directed bin pulls to support the agencies and volunteers coordinating a cleanup at Pacific Shores on March 19.

## **7. CLOSED SESSION ITEMS:**

### **7.1 CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representative: Tedd Ward, DNSWMA Director  
Employee Organization: Del Norte Solid Waste Management Authority Employees/SEIU Local 1021  
--Pursuant to Government Code Section 54957.6.

The closed session was postponed until the next meeting.

**8. ADJOURNMENT**

Adjourn to the Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 p.m., March 15, 2016 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 Chair adjourned the meeting at 5:05 p.m., until the Regular Meeting on March 15, 2016.

\_\_\_\_\_  
Martha McClure, Chair  
Del Norte Solid Waste Management Authority

Date        /        /

ATTEST:

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

Date        /        /

Submitted:

\_\_\_\_\_  
Katherine Brewer, Clerk  
Del Norte Solid Waste Management Authority

Date        /        /

## Del Norte County Budget Transfer Request

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
Solid Waste	422	421	10030	Employee Benefits	\$	11,500
Solid Waste	422	421	20231	Professional services	\$	4,500
Solid Waste	422	421	10020	Retirement	\$	11,500
Solid Waste	422	421	20301	State Fees	\$	4,500
<b>Total Amounts</b>					\$	16,000
Department complete and send to Auditor's Office for transfer number before sending to					\$	16,000

Department Justification - Include cover letter that addresses the following: 1) Reason for request; 2) Why sufficient balances exist to finance transfer; 3) Why request

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

Auditor's Office: Sufficient balances exist per above (Under \$100 Auditor's Office approves)	County Administrative Officer: (Under \$1000 - CAO approves)
Deputy Auditor-Controller _____ Date _____	Recommendation: _____ Approve _____ Deny _____ Submit for Board approval _____
TR No. _____ Budget Revision No. _____	County Administrative Officer _____ Date _____
_____ Includes Revenue Appropriation _____ Requires 4/5ths Vote	_____

Passed by Board of Commissioners of the Del Norte Solid Waste Management Authority on 15 March 2016.

Ayes:  
Noes:  
Absent:

Attest: Clerk of the Board

By: \_\_\_\_\_  
Katherine Brewer

\_\_\_\_\_  
Martha McClure, Chair  
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](http://www.recycledelnorte.ca.gov)

26 February 2016

Ms. Susan Markie, Chief  
Permitting and Assistance Branch  
Waste Permitting, Compliance and Mitigation Division  
California Department of Resources Recycling and Recovery (CalRecycle)  
1001 I Street  
PO Box 4025  
Sacramento, CA 95812-4025

**SUBJECT:** Request for Reduction in Post-Closure Financial Assurance Multiplier for the Crescent City Landfill

Dear Ms. Markie:

The Del Norte Solid Waste Management Authority (Authority), a rural regional joint powers authority comprised of the City of Crescent City and the County of Del Norte, hereby request a reduction in the multiplier used to assess the financial liability associated with the Crescent City Landfill. Final closure construction of this facility was completed on 01 February 2006. Authority staff, partner agencies and contractors have maintained this landfill and monitored surface, storm, and ground water quality since closure was completed.

The Authority has adopted Resolution 2014-02, Adopting a Pledge of Revenue Agreement Establishing Financial Assurance for Postclosure Maintenance of the Crescent City Landfill.

As you are aware, each year the Authority must estimate the amount of the post-closure liability by multiplying the engineer's estimate of the annual post-closure maintenance expenses times thirty (30). This significant liability is recognized each year within the Authority's financial audit, and is not reduced by annual maintenance or monitoring expenses, though projections of these expenses were the basis for the engineer's estimate.

As of February 2016, ten years will have elapsed since the post-closure maintenance period began. CalRecycle has sent letters approving the reduction of the

1.3

postclosure maintenance multiplier from 30 to 25 in September 2012, from 25 to 24 effective February 2013, from 24 to 23 effective February 2014, and from 23 to 22 effective February 2015.

The Authority hereby requests that CalRecycle officially reduce the Del Norte Solid Waste Management Authority's multiplier for calculating the post-closure liability for the Crescent City Landfill by nine years to be twenty-one (21), effective February 2016.

If you have questions or need further information, please contact me. Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Tedd Ward". The signature is written in black ink and is positioned below the word "Sincerely,".

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

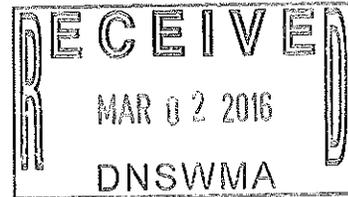
cc: Ms. Diana Post, Permits and Assistance North Unit, CalRecycle  
Ms. Gina Morrison, North Coast Regional Water Quality Control Board  
Mr. Jim Barnts, Del Norte County Engineer  
Mr. Clinton Schaad, Auditor/Controller, County of Del Norte  
Ms. Heidi Kunstal, Del Norte County Community Development Department



# YUROK TRIBE

190 Klamath Boulevard • Post Office Box 1027 • Klamath, CA 95548  
Phone: (707) 482-1350 • Fax: (707) 482-1377

March 1<sup>st</sup>, 2016  
Mr. Ted Ward  
Director-DNSWMA  
1700 State Street Crescent City, CA 95531



Re: Klamath River Clean Up 2016

Dear Mr. Ward and the Del Norte Solid Waste Management Authority,

On April 23<sup>rd</sup>, 2016 the Yurok Tribe Environmental Program and the AmeriCorps Watershed Stewards Project will be co-hosting the 15<sup>th</sup> annual Klamath River Clean Up in Klamath, CA. The mission of the Klamath River Clean Up is to remove human made trash from the riverside in an effort to: reduce water contamination, improve aquatic habitat, enhance the beauty of the river, and to bring the regional community together. This public event has been very successful in the past years and has had up to 250 volunteers participate. In just several hours during the event large amounts of garbage and debris are removed from the environment, including over 40 cubic yards of garbage, debris, and invasive vegetation collected in 2015.

Environmental awareness, outreach and education on topics including recycling and proper waste disposal are also goals of the event, and the event has proven to be a successful platform to reach the community. The event is continually held near Earth Day each year, and attracts volunteers from all areas of Northern California and Southern Oregon. Volunteers will receive a complementary t-shirt, continental breakfast, gloves and bags for garbage pickup, bottled water, and transportation to and from work sites. At the close of the event a lunch consisting of locally caught and traditionally prepared Klamath salmon is served to volunteers as token of appreciation. In addition, volunteers are entered into a raffle for generous prizes all donated by local and regional businesses and community members. We ask with appreciation that you consider donating whatever you can to help pay for and support this community event.

In the past your business has been very instrumental in supporting the Klamath River Clean Up, and has reduced or waived tipping fees for the waste collected during the event. We greatly appreciate this charity and hope that we can continue this partnership. Based on our past events we anticipate having approximately \$1000 in tipping fees.

In recognition of our appreciation we will be including all donors' names on the back of the complementary t-shirt provided to the volunteers. This is a wonderful advertising opportunity. In addition, if you are interested in using your donation as a tax deduction, our tax id # is 68-0178020, feel free to use it for your donations to us.

If you have any further questions, or would like to meet in person to discuss this further please do not hesitate to contact me. Thank you,

Sincerely,

A handwritten signature in black ink, appearing to read "William Patterson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

William Patterson  
Assistant Director, Yurok Tribe Environmental Program  
PO box 1027 Klamath CA 95548  
[wpatterson@yuroktribe.nsn.us](mailto:wpatterson@yuroktribe.nsn.us)  
(707) 482-1822 ext. 1001  
(707)954-1865 (cell)



# 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: 10 March 2016  
To: Commissioners of the Del Norte Solid Waste Management Authority  
From: Tedd Ward, M.S. – Director *Tedd*  
Attachments: Letter from the Del Norte Solid Waste Task Force  
File Number: **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. Authority staff provide these services without any financial support from the City of Crescent City or the County of Del Norte, and without receiving a penny of taxes. The rates charged at Authority-managed facilities continue to be lower than any comparable facilities in Humboldt or Curry Counties.

Due to two fallen trees blocking the road to the Klamath Transfer Station, opening of the Klamath Transfer Station was delayed until 11:20 AM on Sunday March 6th. Under normal circumstances, this facility opens at 10 AM. Thanks to gate attendant Joseph Hernandez and Lisa Babcock who was on call that weekend. They coordinated the removal of the trees.

**Consent Agenda Items:** **Agenda item 1.2** is a budget transfer in the amount of \$16,000. Expenses for employee benefits are exceeding the initial projections provided by the County Auditor's office, and retirement expenses are less. This transfer also adds \$4,500 for professional service for the consulting services described under **agenda item 6.2**. Funds for this expense are taken from the line for State Fees. As the State Water Resources Control Board reduced the amount of the WDR Fees for a 1A Threat/Complexity rating, even if the Authority paid the full amount of \$57,191, an additional \$16,240 would remain in this budget line. If this budget transfer is adopted, this line can be expected to still have a remaining surplus of over \$10,000.

Under consent **agenda item 1.3** the Authority is requesting that CalRecycle approve a reduction to the multiplier used to calculate the liability associated with the Crescent City Landfill. Since 2012, Authority staff have had standing direction to apply for this reduction each year, which reduces the liability associated with the Crescent City Landfill as reported in the annual audit report. If approved, this would reduce the liability associated with the landfill by an additional \$99,133. Considered all together, the total liability reductions from these applications total nearly \$750,000.

Under consent **agenda item 1.4**, the Yurok Tribe requests support for the Klamath River Cleanup on April 23<sup>rd</sup>, 2016. The Authority has supported this event since its inception by agreeing to waive disposal fees. The Yurok Tribe does not request Authority-allocated dumpsters, but hauls in collected trash using their own vehicles and staff.

**Facilities:** The opening of Klamath Transfer Station was delayed by about 80 minutes on the morning of Sunday 06 March as two fallen trees were removed from the access road.

On 18 February, I toured the Redding Transfer Station to inspect their floor repairs and interview persons familiar with the associated procurement and repair activities. I will summarize my investigation of floor repairs when I report on this issue at a future Authority meeting.

Facilities and Programs Coordinator Kayleen Warner is working with Ed Fulton of County Building and Maintenance to construct a desk for the Klamath Transfer Station, and a desk extension at the Del Norte County Transfer Station.

During the past few weeks, I have received several complaints about off-road vehicle use on landfill property and adjacent State Park lands. Vehicles appear to be driving through the landfill property via the roads used to control vegetation under the high voltage power lines on the landfill property, and from the residents to the northeast of the property. I intend to continue working with Mike Whelan of State Parks to address this common concern.

**Vendor Contract Management and Oversight:** In response to a request from Chair McClure, under **agenda item 4.1** Jeremy Herber of Recology Del Norte will discuss his investigation of the potential for lid closure mechanisms to inhibit wind-blown trash.

**Agenda item 5.1** is consideration of a Change Order authorizing Hambro / WSG to coordinate two mattress collection events in 2016, one on 04 June 2016. The second event will be on the day of the annual Household Hazardous Waste Collection Event on 10 September 2016. On the days of the mattress collection events, California vehicles and customers will not be charged for recycling or disposal of up to four mattresses or box springs. Customers from outside Del Norte County will be charged the approved rate for disposal of each mattresses or box spring on the day of each mattress collection event, as will California customers for each mattress or box spring after the first four per

household or vehicle.

**Agenda item 5.2** is consideration of drafting a Change Order to extend both the Transfer Station Operations Agreement with Hambro / WSG and their Landfill Disposal Agreement with Dry Creek Landfill.

**Finances and Audits:** Authority Administrative Assistant Lisa Babcock and Authority Treasurer/ Controller Rich Taylor have been working with our external auditor Patel & Associates and the Del Norte County Auditor's office in an attempt to have the amounts reported in Accounts Receivable and Deferred Revenue match the Authority's records.

**Compliance:** On 26 February, Ms. Warner and I worked with the Richard Mello and a crew from the Del Norte County Road Department to repair erosion on the slopes of the landfill. This is a valuable partnership, as the Road Department has larger equipment and trained operators which are very effective in repairing locations with severe erosion that must be repaired promptly.

Richard B. Davis has set the survey targets at the Crescent City Landfill in preparation for an aerial survey the Authority is obliged to complete every five years. This survey has been delayed as he awaits some specialty parts he needs to repair his plane. Mr. Davis has been authorized to complete a ground survey if he is unable to get his survey plane repaired in a timely manner.

Staff submitted the Transfer methods reports to CalRecycle before the March 15<sup>th</sup> deadline. Methods reports summarize the basic operations for the Del Norte County Transfer Station as well as the small-volume transfer stations in Klamath and Gasquet.

Staff have sent a draft Residential Sampling Plan to Gina Morrison of the North Coast Regional Water Quality Control Board. Following her anticipated approval of this plan, staff plan on collecting residential water samples for analysis during the coming month.

**Programs / Policies / Community Outreach:** **Agenda item 6.1** is the Annual Workplan for the Authority. This is a living document, and is updated and revised based on Board direction, agency action and legislation.

Staff presented a free Backyard Composting Workshop on February 27<sup>th</sup> at the Family Resource Center to five participants. This was also part of Facilities and Programs Coordinator Kayleen Warner's training as a Master Composter so she may present such workshops in future.

**Agenda item 6.3** is a grant proposal to the USDA Forest Service, which will be reviewed by the Resource Advisory Committee next month. Lynn Wright of the US Forest Service has been very helpful in refining this proposal.

**Agenda item 6.4** are nominations for Green Ribbon Awards for activities in 2015. The Del Norte Solid Waste Task Force considered, made additional nominations, and voted to recommend these potential award recipients. These awards

are to be presented during the Youth and Family Fair on April 16<sup>th</sup> sometime between 11 AM and 2 PM, though the exact time of the brief award ceremony has not been set. Staff have been working with Recology Del Norte and the Youth and Family Fair Coordinating Committee so that we share an 'EcoRoom' to promote our services and activities. This year, in addition to other outreach, staff will wear a 'Bag Monster' costume to raise awareness of the problems associated with plastic bags and plastics in the oceans.

**Administration:** On March 8<sup>th</sup> staff sent e-mails requesting that the Crescent City Council and Del Norte County Board of Supervisors place items on their respective agendas to take advisory votes on potential changes to the First Amended Agreement between the City of Crescent City and the County of Del Norte Creating the Del Norte Solid Waste Management Authority. The City Council will address this issue at their March 21<sup>st</sup> meeting.

Conflict of Interest Form 700's are due by March 25<sup>th</sup>. I have received copies of Commissioner McClure's, but not from other Commissioners. Under section 16 of the Authority's Code of Ethics and Conduct (October 2015), "***Public Officials entering office shall acknowledge that they have read and understood the Del Norte Solid Waste Management Authority Code of Ethics.***" I have received a signed Statement of Commitment from Commissioner Inscore, but not from other Commissioners.

Three applications were received for potential appointment as Public Commissioner: Eli Naffah, Patricia Black, and Jack Reese. The Authority has scheduled a special meeting for appointing the Public Commissioner on April 5<sup>th</sup>.

**Legislation:** In the past month, there have been no new developments regarding legislation for which the Board has adopted positions.

**Personnel / Staffing:** All Authority-managed facilities were open during posted hours and all shifts were covered, with the exception of the delayed opening of the Klamath Transfer Station on March 6<sup>th</sup>.

The combination of having relatively few agency employees and the time necessary to recruit, hire and train new gate staff has resulted in a protracted staff shortage. Generally, it takes approximately five months from the date the Authority requests initiation of a hiring process until a new refuse site attendant is adequately trained. Since the departure of two permanent gate staff, plus other gate attendants having medical issues or family bereavement leave, and scales needing repairs, staffing has been considerably stretched during the past couple of months. To keep Authority facilities open, all administrative staff have served as refuse site attendants during weekends. This is less than ideal, as it increases expenses for overtime and comp time, and regular administrative duties are necessarily deferred.

**Agenda Item 6.2** is a contract with former County CAO Jeannine Galatioto to serve as part of the Authority Administrative Bargaining Team for negotiations with the

Del Norte Solid Waste Management Authority Employees / SEIU Local 021. Former County Director of Human Resources Joey Young is no longer available, and the County has not made another person available for these negotiations. The current agreement expired on March 7, 2016. This negotiation will be discussed in more detail with the Board in closed session under **agenda item 7.1**.

**Concerns:** Lack of full staffing continues to be a concern as described above.

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

*Items remain on the 'To Do' list until they are completed, as time and staff capacity allows. Actions at each Authority meeting may add items to this list.*

1. Promote Authority and Recology programs and services in the EcoRoom at the Youth and Family Fair on April 16<sup>th</sup> from 11 AM to 2 PM at the Del Norte County Fairgrounds. Green Ribbon awards will be presented on this day in appreciation for outstanding efforts in recycling, litter cleanup and resource conservation in 2015.
2. Interview, hire, and begin training two temporary/part-time Refuse Site Attendants.
3. Conduct quarterly gas monitoring at the Crescent City Landfill.
4. Collect surface water samples from the Crescent City Landfill.
5. Collecting water samples from residential wells adjacent to the landfill property.
6. Continue uploading water quality data to the GeoTracker database.
7. Set dates, ground rules, bargaining teams, and begin negotiations for an agreement with the Del Norte Solid Waste Management Authority Employee's Union / SEIU 1021.
8. Work with the Building and Maintenance Department to install desks at the gatehouses of the Del Norte County Transfer Station and the Klamath Transfer Station.
9. Work with Shawn Slater and Creative Information Systems to set up computer equipment and updated scale management software. Continue to work with Creative Information Systems and X-Charge regarding accounting for oil payments.
10. Install window tinting at the Del Norte County Transfer Station gatehouse.
11. Conduct inspections of certified oil recycling centers in Del Norte County, as required under CalRecycle's Oil Payment Program.
12. 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.



# Del Norte Solid Waste Task Force

c/o Del Norte Solid Waste Management Authority  
1700 State Street, Crescent City, CA 95531  
Phone (707) 465-1100 Fax (707) 465-1300  
[www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

March 8, 2016

From: Members of the Del Norte County Solid Waste Task Force

To: Commissioners of the Del Norte Solid Waste Management Authority

Re: Consideration of "Code of Ethics" proposed by the DNSWMA; Discussion and vote by Task Force;  
Response to DNSWMA

Dear DNSWMA Commissioners,

After discussion, careful consideration and a vote taken, the Task Force respectfully declines to adopt the "Code of Ethics" proposed by the DNSWMA in October 2015. The matter is being given further consideration as to whether the current Task Force Code of Conduct is sufficient or should be amended. At the meeting of January 4, 2016, some in the Task Force expressed a desire to consider adopting a new Code of Conduct and replace the current one, and has agendized the matter for discussion and possible action at the Task Force meeting calendared for June 2016.

Respectfully submitted on behalf of the Del Norte County Solid Waste Task Force and its members.

*Submittal of this letter was approved by a unanimous vote at the March 7, 2016 of the following Task Force Members: Wes Nunn, Joel Wallen, Mary Wilson, Craig Strong, Pat Black, Andy Larson, Ralph Dickey*

Solid Waste  
**Balance Sheet**  
January 31, 2016

**Unaudited**

**ASSETS**

422 010 00000	Cash Solid Waste	722,431.85
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	31,216.75
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	<u><u>3,920,317.85</u></u>

**LIABILITIES AND FUND EQUITY**

422 010 05210	Sublease Payable	2,829,198.50
422 010 05300	Compensated Absences Payable	33,798.29
422 010 05400	Deferred Revenue	31,216.75
422 010 05500	Post Closure Liability	2,113,745.25
422 010 05600	Net OPEB Obligation	197,137.00
422 010 07100	Fund Balance	(2,035,048.22)
422 010 09600	Investment in Capital Assets net of related debt	578,198.00
	Revenue	1,670,800.61
	Expenditure	(1,498,728.33)
	Total Liabilities and Fund Equity	<u><u>3,920,317.85</u></u>



Department Budget Report

2/23/2016 12:15:46 PM

Fund: 422 Solid Waste  
 Dept: 421 Solid Waste

Line	Proj	Description	13/14 Actual	14/15 Actual	Adopted	Revised	YTD Exp	Balance	% 15/16 Mid Year	Aud Proposal
20221	059	Printing	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20221	060	Printing-Oil Grant - 12/13	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20221	061	Printing-Oil Grant 13/14	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20221	062	Printing-Oil Grant 15/16	0.00	0.00	500.00	500.00	0.00	500.00	0	0.00
20221	063	Printing - Oil Grant 08/09	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20221	065	Printing - DOC 14/15	0.00	0.00	0.00	4,500.00	0.00	4,500.00	0	0.00
20221	066	Printing - DOC Grant 08/09	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20221	067	Printing-DOC Grant 12/13	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20221	068	Printing- DOC 13/14	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20221	069	Printing - DOC Grant 11/12	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20221	074	Printing - Oil Grant 11/12	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20221	075	Printing - Oil Grant 14/15	0.00	0.00	0.00	1,000.00	93.28	906.72	9.3	0.00
20221	079	Printing - DOC Grant 15/16	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0	0.00
20223		Postage	1,389.64	1,348.00	1,400.00	1,400.00	691.36	708.64	49.4	0.00
20224		Office Supplies	7,406.07	4,971.66	5,000.00	5,000.00	3,087.19	1,912.81	61.7	0.00
20227		Books/Subscriptions	180.98	175.00	109.00	109.00	0.00	109.00	0	0.00
20230		Prof Serv-Co/City	19,132.56	9,047.48	10,000.00	10,000.00	1,518.41	8,481.59	15.2	0.00
20230	070	Prof Serv-Model Contract	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20231		Prof Serv	78,517.99	11,156.30	20,400.00	27,400.00	15,564.95	11,835.05	56.8	0.00
20231	053	Prof Serv - DOC Grant 09/10	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20231	055	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20231	058	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20231	059	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20231	060	Prof Serv-Beverage Container	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20231	064	Professional Services - HD 16C	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20231	066	Prof Services - DOC Grant 08/09	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20231	067	Prof Svc-DOC Grant 07/08	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20231	068	Prof Svc-Beverage Container	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20231	069	Prof Svc-Beverage Container	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20231	078	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20232		Prof Serv-Well Monitoring	28,000.00	54,712.71	25,000.00	33,500.00	12,780.00	20,720.00	38.1	0.00
20232	001	Prof Svc-LEA	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20232	002	Data Processing - Software	0.00	1,271.62	500.00	1,000.00	584.27	415.73	58.4	0.00
20233		Audit	8,850.00	9,200.00	9,500.00	8,500.00	7,350.00	1,150.00	86.5	0.00









Department Budget Report

2/23/2016 12:15:46 PM

Fund: 422 Solid Waste  
 Dept: 421 Solid Waste

Line	Proj	Description	13/14 Actual	14/15 Actual	Adopted	Revised	YTD Exp	Balance	% 15/16 Mid Year	Aud Proposal
90650	062	Oil Grant 15/16	0.00	0.00	-15,000.00	-15,000.00	0.00	-15,000.00	0	0.00
90650	063	Oil Grant 08/09	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
90650	064	HD 16C Grant	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
90650	074	Oil Grant - 11/12	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
90650	075	Oil Grant - 14/15	0.00	-15,000.00	0.00	-7,910.00	0.00	-7,910.00	0	0.00
90650	078	HD 16F Grant	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
90650	079	DOC Grant 15/16	0.00	0.00	0.00	-15,000.00	0.00	-15,000.00	0	0.00
90830		Closure/Post Closure Fee	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91001		Tipping Fees	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91002		Resource Recovery Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91003		Gate Tipping Fees	-1,740,607.87	-1,792,523.92	-1,800,000.00	-1,800,000.00	-987,174.35	-812,825.65	54.8	0.00
91003	099	Gate Tipping Fees - Prior Yr	-407.24	-183.68	0.00	0.00	-156.86	156.86	0	0.00
91004		Authority Service Fees	-954,136.40	-972,108.98	-997,000.00	-997,000.00	-532,862.40	-464,137.60	53.4	0.00
91004	099	DNSWMA Tipping Fees - Prior Yr	-5,697.29	-92.41	0.00	0.00	-78.91	78.91	0	0.00
91070		Operating Transfer In (from 608)	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91070	025	Op Tran in from County (Loan)	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91075	025	Op Transfer in from County	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91121		Misc Reimbursements	-1,914.53	-1,129.97	-1,000.00	-1,000.00	-388.58	-611.42	38.9	0.00
91121	123	Bad Check Fee Reimb	-100.00	-150.00	-100.00	-100.00	-75.00	-25.00	75.0	0.00
91122		Insurance Recovery	0.00	-7,764.00	0.00	0.00	0.00	0.00	0	0.00
91124		Misc Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91129	053	Doc Grant 09/10	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91129	057	DOC Grant 10/11	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91129	065	DOC Grant 14/15	0.00	0.00	0.00	-15,000.00	-15,000.00	0.00	100	0.00
91129	066	DOC Grant 08/09	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91129	067	DOC Grant - 12/13	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91129	068	DOC Grant 13/14	-10,000.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91129	069	DOC Grant 11/12	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
91130		Construction Loan	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
		<b>Net Cost</b>	<b>33,584.06</b>	<b>-68,756.93</b>	<b>0.00</b>	<b>0.00</b>	<b>4,848.35</b>	<b>-4,848.35</b>		<b>0.00</b>
			<b>-2,971,882.38</b>	<b>-3,037,534.31</b>	<b>-3,056,900.00</b>	<b>-3,094,810.00</b>	<b>-1,670,800.61</b>	<b>-1,424,009.39</b>		<b>0.00</b>

## CLAIMS APPROVED BY THE DIRECTOR

Del Norte Solid Waste Management Authority  
 Claims for February 2016

<i>Date Paid</i>	<i>Paid to:</i>	<i>Budget</i>	<i>Amt. Paid</i>	<i>Description</i>
2/3/2016	Recology Del Norte	20238	\$ 1,108.80	INV 784 Klamath Beach Rd
	Recology Del Norte	20238	\$ 369.60	INV 783 Old Gasquet Toll RD
2/3/2016	Bi-Coastal Media	20240-065	\$ 935.00	INV 2128-1 KCRE - Tree Recycling
2/3/2016	G. H. Outreach	20285-065	\$ 140.00	INV 262531 Recycling City and County offices
2/3/2016	Richard D. Taylor	20235	\$ 820.00	January 2016 Controller/Treasurer Services
2/3/2016	Curry Transfer - Roto-Rooter	20140	\$ 153.80	INV 65705074 Gasquet TS Porta potty service
	Curry Transfer - Roto-Rooter	20140	\$ 153.80	INV 65705075 Klamath TS Porta potty service
2/3/2016	Del Norte Office Supply	20224	\$ 72.83	INV 472254 Office supplies
	Del Norte Office Supply	20224	\$ 37.04	INV 472181 Office supplies
2/3/2016	US Bank	20290-065	\$ 99.00	College of the Redwoods-Kayleen Warner
	US Bank	20232-002	\$ 103.99	Adobe Acrobat-Computer Software
	US Bank	20224	\$ 43.76	Bulbs for counterfeit bill reader
	US Bank	20224	\$ 464.30	Monroe Calculators -office supplies
	US Bank	20224	\$ 48.03	View Guard -office supplies
2/16/2016	Hambro / WSG	20239	\$ 141,282.29	INV 2016-01 January 2016 Services
2/16/2016	KFUG Radio	20240-075	\$ 100.00	INV 020416-3 One Yr Oil Recycle Ad
	KFUG Radio	20240-065	\$ 700.00	INV 020416-4 One Yr Bev Cont Recycle Ad
	KFUG Radio	20240	\$ 700.00	INV 020416-5 One Yr underwriting /Other Ads
2/16/2016	Lawrence & Associates	20231	\$ 2,827.50	INV 23268 Project#015063.00 Appeal of WDR Fees
2/16/2016	Mission Linen Supply	20140	\$ 61.72	Customer # 218923 February Services
2/16/2016	Black & Rice, LLP	20234	\$ 873.60	Statement for January 2016 Legal Services
2/16/2016	Ricoh USA, Inc	20221	\$ 120.11	INV 96278279 Printing charges
	Ricoh USA, Inc	20250	\$ 259.30	INV 96278279 Rental of Equipment
2/16/2016	North Coast Laboratories, Ltd	20232	\$ 4,890.00	INV 125756 WO#1601416 Landfill ground water test
2/16/2016	North Coast Laboratories, Ltd	20232	\$ 2,974.00	INV 125770 WO#1601454 Landfill ground water test
2/16/2016	Powell Scales/Scales Northwest	20180	\$ 10,590.50	INV 42058 Scale Maintenance & Certification
2/16/2016	Charter Spectrum Business	20121	\$ 89.97	Acct# 875219 0200448571 02/19-3/18/2016
2/16/2016	US Cellular	20121	\$ 140.06	INV 0122002825 Cell Service 02/04-03/03/2016
2/16/2016	Quill	20224	\$ 644.68	Acct #C2256698 Office Supplies
2/25/2016	Katherine Brewer	20290	\$ 40.88	Mileage Reimbursement
2/25/2016	Recology Del Norte	20288	\$ 249.38	900 Tenth Street
	Recology Del Norte	20288	\$ 1,309.08	1001 Front Street
	Recology Del Norte	20283	\$ 451.95	500 Cooper Avenue
2/25/2016	The Triplicate	20240	\$ 120.30	Ad #71120095 Public Commissioner Position
2/25/2016	United Financial Casualty Co	20152	\$ 88.00	Auto Ins Policy adjustment-Kayleen Warner
2/25/2016	Del Norte Office Supply	20224	\$ 24.76	INV 472833 - Office supplies
2/25/2016	Crescent Ace Hardware	20140	\$ 6.01	INV 591430 Safety equip-Ear plugs
	<b>TOTAL</b>		\$ 173,094.04	

**DNSWMA**  
**GRAND TOTALS**  
**FEBRUARY 2016**

	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	33.47%	
<b>DNCTS Cash Total</b>	27,117.26	13,642.18	40,759.44
<b>DNCTS Charge Total</b>	111,660.34	56,174.23	167,834.57
<b>DNCTS Credit/Debit</b>	18,115.22	9,113.43	27,228.65
<b>DNCTS Totals</b>	156,892.82	78,929.84	235,822.66
<b>Klamath Cash Total</b>		2,860.29	2,860.29
<b>Klamath Charge Total</b>		26.32	26.32
<b>Klamath Totals</b>		2,886.61	2,886.61
<b>Gasquet Cash Total</b>		1,224.46	1,224.46
<b>Gasquet Charge Total</b>		37.62	37.62
<b>Gasquet Totals</b>		1,262.08	1,262.08
<b>Adjustments</b>			
<b>GRAND TOTALS</b>	<b>156,892.82</b>	<b>83,078.53</b>	<b>239,971.35</b>

2.4







DNSWMA									
GASQUET TRANSFER STATION - DEPOSITS									
February-2016									
Date	Cash	Checks	TOTAL Deposit	Over / Short	Sales	TOTAL Sales	Charges	Tickets	
February 6, 2016	227.90	38.99	266.89	0.00	266.89	266.89	0.00	22	
February 13, 2016	338.81	31.71	370.52	0.00	370.52	370.52	14.51	34	
February 20, 2016	318.73	138.02	456.75	-0.24	456.99	456.75	0.00	36	
February 27, 2016	92.95	37.35	130.30	0.27	130.03	130.30	23.11	17	
<b>TOTAL</b>	<b>\$ 978.39</b>	<b>\$ 246.07</b>	<b>\$ 1,224.46</b>	<b>\$ 0.03</b>	<b>\$ 1,224.43</b>	<b>\$ 1,224.46</b>	<b>\$ 37.62</b>	<b>109</b>	

## Del Norte Solid Waste Management Authority A/R Aging Summary As of March 2, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Affordable Home & Rental Rep.	30.69	0.00	0.00	0.00	0.00	30.69
Agricultural Commission(solid waste only)	15.64	8.53	36.96	73.67	0.00	134.80
Alexandre EcoDairy Farms	423.61	0.00	0.00	0.00	0.00	423.61
Atlas Field Services, Inc.	218.91	0.00	0.00	0.00	0.00	218.91
Babich Construction	90.98	0.00	0.00	0.00	0.00	90.98
Bart Kast Builders	435.72	0.00	0.00	0.00	0.00	435.72
Benner Mini Storage	62.55	0.00	0.00	0.00	0.00	62.55
Borges Dairy	228.86	506.06	0.00	0.00	0.00	734.92
Brown, Hector	496.10	0.00	0.00	0.00	0.00	496.10
Cal-Ore LIFE FLIGHT	56.86	47.97	0.00	0.00	0.00	104.83
Cal-Trans	162.81	0.00	0.00	0.00	0.00	162.81
California Auto Image	110.88	0.00	0.00	0.00	0.00	110.88
California Construction Co.	3.55	0.00	0.00	0.00	0.00	3.55
California Dept. of Fish & Wildlife	33.02	0.00	0.00	0.00	0.00	33.02
California Dept. Parks & Rec.	229.27	222.12	0.00	0.00	0.00	451.39
Castlerock Countertop's	125.09	0.00	0.00	0.00	0.00	125.09
Certified Construction	0.00	0.00	0.00	0.00	6.90	6.90
Certified Plumbing Co.	0.00	0.00	0.00	0.00	12.76	12.76
Cetnar Construction Inc.	0.00	44.07	0.00	0.00	0.00	44.07
College of the Redwoods	82.45	0.00	0.00	0.00	0.00	82.45
Cornerstone Assembly of God	102.98	0.00	0.00	0.00	0.00	102.98
Crescent Ace Hardware.	292.82	0.00	0.00	0.00	0.00	292.82
Crescent City KOA	45.48	90.98	0.00	0.00	0.00	136.46
Crescent Fire Protection Dist.	10.52	0.00	0.00	0.00	0.00	10.52
Del Norte Realty	345.08	187.59	0.00	0.00	0.00	532.67
Del Norte Roofing	17.05	25.59	0.00	0.00	0.00	42.64
DN Unified School District	158.30	0.00	0.00	0.00	0.00	158.30
DNC Abandoned Vehicle Abatement	1,473.07	0.00	0.00	0.00	0.00	1,473.07
DNC Code Enforcement - Blight	681.74	0.00	0.00	0.00	0.00	681.74
Elk Valley Casino	531.64	0.00	0.00	0.00	0.00	531.64
Elk Valley Storage	36.96	0.00	0.00	0.00	0.00	36.96
Ellers Fort Dick Market	254.44	0.00	0.00	0.00	0.00	254.44
Frank's Refrigeration	11.37	0.00	0.00	0.00	0.00	11.37
G. H. Outreach	283.58	0.00	0.00	0.00	0.00	283.58
Gasquet Mobile Home Park	29.02	0.00	0.00	0.00	0.00	29.02
Golden State Construction	452.04	0.00	0.00	0.00	0.00	452.04
GR Construction	56.86	0.00	0.00	0.00	0.00	56.86
Green Scapes	72.21	0.00	0.00	0.00	0.00	72.21
Griffin's Furniture Outlet	166.18	0.00	0.00	0.00	0.00	166.18
Hambro/Waste Solutions Group	15.30	0.00	0.00	0.00	0.00	15.30
Hank's Hauling	373.85	0.00	0.00	0.00	0.00	373.85
Hartley Construction	423.97	0.00	0.00	0.00	0.00	423.97
HASP / Jordan Recovery Centers	109.45	0.00	0.00	0.00	0.00	109.45
Hemmingsen Contracting Company	8,006.08	0.00	0.00	0.00	0.00	8,006.08
Hintz Construction*CLOSED*	0.00	0.00	0.00	0.00	127.60	127.60
Hlouchi Community Fellowship	14.20	0.00	0.00	0.00	0.00	14.20
Investment Realty	142.62	0.00	0.00	0.00	0.00	142.62
Kays, Matthew J.	6.47	0.00	0.00	0.00	0.00	6.47
Kirkland's Lawn & Yard Service	1,216.65	0.00	0.00	0.00	0.00	1,216.65
Kraft, Tom & Patti	127.95	0.00	0.00	0.00	0.00	127.95
Larson Services	11.37	54.64	103.76	36.96	0.00	206.73
Loren Stonebrink Const	167.74	0.00	0.00	0.00	0.00	167.74
Madrone Court	130.60	0.00	0.00	0.00	0.00	130.60
Malloroy Construction	49.81	0.00	0.00	0.00	0.00	49.81
Mark Wooding Construction	0.00	0.00	0.00	0.00	-120.00	-120.00
Mastaloudis Homes Inc.	21.47	0.00	0.00	0.00	0.00	21.47
Ming Tree Real Estate	0.00	0.00	0.00	0.00	-16.10	-16.10
Mountain Power Tree Co	18.48	0.00	0.00	0.00	0.00	18.48
Mow Blow and Go	76.12	0.00	0.00	0.00	0.00	76.12
Murray Construction	72.50	0.00	0.00	0.00	0.00	72.50
New Dawn Support Services	217.33	0.00	0.00	18.92	0.00	236.25
Niehoff Construction	203.28	0.00	0.00	0.00	0.00	203.28
Norbury Construction *CLOSED*	0.00	0.00	0.00	0.00	116.70	116.70
North Coast Properties	31.27	0.00	0.00	0.00	0.00	31.27
North Woods Realty	49.07	0.00	0.00	0.00	0.00	49.07
Northridge Electric	76.50	0.00	0.00	0.00	0.00	76.50

**Del Norte Solid Waste Management Authority**  
**A/R Aging Summary**  
 As of March 2, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Pacific Northwest Physical Therapy	24.17	51.17	0.00	0.00	0.00	75.34
Pappas Dry Wall	206.10	0.00	0.00	0.00	0.00	206.10
Peasley's Property Mang.	39.05	0.00	0.00	0.00	0.00	39.05
Pelican Bay Evangelical Free Church	7.11	0.00	0.00	0.00	0.00	7.11
Pelican Bay Roofing Co.	380.96	0.00	0.00	0.00	0.00	380.96
Plunkett's Family Painting	48.76	0.00	0.00	0.00	0.00	48.76
Porter's Trucking *CLOSED*	0.00	0.00	0.00	0.00	2,033.84	2,033.84
Ray's Mobile Home Service	866.62	0.00	0.00	0.00	0.00	866.62
Recology Del Norte (Franchise)	102,746.04	0.00	0.00	0.00	0.00	102,746.04
Recology Del Norte (Prison)	12,624.36	0.00	0.09	0.00	0.00	12,624.45
Recology Del Norte Fran Fees	20,827.00	0.00	0.00	0.00	0.00	20,827.00
Red Sky Roofing	9,383.22	6,930.78	0.00	0.00	0.00	16,314.00
Redwood Community Action Agency	108.03	52.59	0.00	0.00	0.00	160.62
Redwood National Park	517.38	0.00	0.00	0.00	0.00	517.38
Reservation Ranch	1,031.44	1,147.15	0.00	0.00	0.00	2,178.59
Richard Brown Construction	48.32	0.00	0.00	0.00	0.00	48.32
Richterich & Jones Const	334.05	0.00	0.00	0.00	0.00	334.05
Rick Parker Construction	206.12	0.00	0.00	0.00	0.00	206.12
Ritchie Homes	69.65	0.00	0.00	0.00	0.00	69.65
Roy Rook Construction	61.12	0.00	0.00	0.00	0.00	61.12
Rumiano Cheese Company	135.88	0.00	0.00	0.00	0.00	135.88
S.O.S. Construction	98.44	0.00	0.00	0.00	0.00	98.44
Seawood Village	3,429.79	0.00	0.00	0.00	0.00	3,429.79
Shangri-La Trailer Court	487.34	0.00	0.00	0.00	0.00	487.34
Smith River Equipment	0.00	3,421.82	0.00	0.00	0.00	3,421.82
Smith River Rancheria	150.68	39.80	0.00	0.00	0.00	190.48
Sprint Courier Service	241.39	0.00	0.00	0.00	0.00	241.39
Steel	21.32	56.86	62.57	0.00	0.00	140.75
Stephen F White Gen.Cont. Inc.	89.70	38.31	0.00	0.00	0.00	128.01
Stone Roofing	5,324.94	0.00	0.00	0.00	0.00	5,324.94
Sutter Coast Hospital	7.10	0.00	0.00	0.00	0.00	7.10
Swanson, Ray C. Construction	112.30	0.00	0.00	0.00	0.00	112.30
Tab & Associates	284.35	0.00	0.00	0.00	0.00	284.35
Tim Haban Construction	130.78	0.00	0.00	0.00	0.00	130.78
Van Arsdale Construction	1,988.67	0.00	0.00	0.00	0.00	1,988.67
Van Nocker's Cleaning	15.63	0.00	28.42	0.00	0.00	44.05
Wetherwell Ranch Inc.	243.08	0.00	0.00	0.00	0.00	243.08
Wigley Contracting	122.25	0.00	0.00	0.00	0.00	122.25
Winn's Maintance Service	0.00	0.00	0.00	0.00	-25.00	-25.00
Yurok Economic Dev Corp	26.32	0.00	0.00	0.00	0.00	26.32
Yurok Tribe	1,242.40	0.00	0.00	0.00	0.00	1,242.40
<b>TOTAL</b>	<b>183,072.27</b>	<b>12,926.03</b>	<b>231.80</b>	<b>129.55</b>	<b>2,136.70</b>	<b>198,496.35</b>



AUTHORITY      REVENUE      REPORT      August 2015

**2015/2016**

Source      2014/2015

**Franchise Fee**      Actual Annual

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

	Comparison		Actual/Under Budget	
	Actual/Month	FY 14/15	Actual/Month	Over/Under Budget
July	\$ 19,120.00	\$ 380.00	\$ 19,500.00	\$ (666.67)
August	\$ 20,447.00	\$ 3,679.00	\$ 24,126.00	\$ 3,959.33
September	\$ 20,575.00	\$ 4,713.00	\$ 25,288.00	\$ 5,121.33
October	\$ 21,152.00	\$ 1,466.00	\$ 22,618.00	\$ 2,451.33
November	\$ 19,499.00	\$ 1,888.00	\$ 21,387.00	\$ 1,220.33
December	\$ 19,400.00	\$ 1,403.00	\$ 20,803.00	\$ 636.33
January	\$ 19,301.00	\$ 1,479.00	\$ 20,780.00	\$ 613.33
February	\$ 20,531.00	\$ 296.00	\$ 20,827.00	\$ 660.33
March	\$ 19,833.00	\$ -		
April	\$ 20,819.00	\$ -		
May	\$ 19,868.00	\$ -		
June	\$ 23,504.00	\$ -		
<b>Total</b>	<b>\$ 244,049.00</b>	<b>\$ 15,304.00</b>	<b>\$ 175,329.00</b>	<b>\$ 13,995.67</b>

Over last year at this point

7.98%

Ahead of budget

**TRANSFER STATION OPERATIONS CHANGE ORDER 22**

**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:** MATTRESS COLLECTION EVENTS

**NATURE OF CHANGES:** This Change Order amends the Agreement to approve periodic mattress collection events at the Del Norte County Transfer Station. The first two mattress collection events will be scheduled on 04 June 2016 and 10 September 2016. Hambro/ WSG staff and/or staff or contractors for the Mattress Recycling Council will be responsible for setup, receiving mattresses at a predetermined location at the Del Norte County Transfer Station, separating and/or processing mattresses or box springs, and loading them into appropriate containers or vehicles for transport to appropriate facilities for mattress or box spring recycling or disposal.

On the days of the mattress collection events, during the open hours at the Del Norte County Transfer Station, California vehicles and customers will not be charged for recycling or disposal of up to four mattresses or box springs. Customers from outside Del Norte County will be charged the approved rate for disposal of each mattresses or box spring on the day of each mattress collection event, as will California customers for each mattress or box spring after the first four per household or vehicle.

Additional mattress collection events may be scheduled under these same terms.

**Contract Time:** Remains unchanged.

**Contract Price:** This Change Order makes the following changes to the Contract Price: On the dates designated for mattress collection events, California customers bringing up to four mattresses or box springs to the Del Norte County Transfer Station will not be charged for recycling or disposing of such items. All compensation to Hambro/WSG for managing mattresses or box springs received for no charge from customers during mattress collection events will be provided by the Mattress Recycling Council under a separate agreement.

*This Change Order is hereby approved:*

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

**HAMBRO / Waste Solutions Group:**

**Del Norte Solid Waste Management Authority:**

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

BY: \_\_\_\_\_  
Martha McClure, Chair

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

ATTEST:  
\_\_\_\_\_  
Ron Gastineau, Secretary

APPROVED AS TO FORM:

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

## **CHANGE ORDER REQUEST**

February 4, 2016

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

Hambro/WSG is respectfully submitting a Change Order Request to conform to California's Used Mattress Recovery and Recycling Act which requires mattress manufacturers to create a statewide recycling program for mattresses discarded in the state.

Hambro WSG this past year was able to negotiate an agreement with Mattress Recycling Council (MRC) to provide two (2) collection events at the Del Norte County Transfer Station. These two events will be held June 4<sup>th</sup> and September 3, 2016.

The normal rate is: \$9.71 each + weight charge.  
The rate proposed for the two collection events is: \$0.00 each and no weight charge.

Hambro WSG is requesting a change to the rate on these two days in order for the citizens of Del Norte County the opportunity to dispose of mattresses as intended by the program.

Respectfully submitted,



Joel Wallen, General Manger  
Hambro WSG, Inc.



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

www.recycledelnorte.ca.gov

## Staff Report

Date: 10 March 2016  
To: Commissioners of the Del Norte Solid Waste Management Authority  
From: Tedd Ward, M.S. – Director *Tedd*  
File Numbers: 080104 – Transfer Station Operations & Hambro/WSG  
041801 – Dry Creek Landfill  
Attachment: Potential Proposal – Contract Extension from Hambro/WSG  
Topic: Hambro / WSG Proposal for Extension of Transfer Station Operations Agreement and Landfill Disposal Agreement

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

1. Direct staff and legal counsel to work with Hambro / WSG to draft a Change Order that would accomplish the following:
  - a. Extend both the Transfer Station Operations Agreement with Hambro / WSG and the Landfill Disposal Agreement with Dry Creek Landfill so that both of these agreements expire on 03 March 2038, under the same general terms and conditions, and
  - b. Authorize textile recycling to begin on 01 July 2016. Reduce the rate for textiles from \$142.15 per ton to \$75.15 per ton, with Hambro/WSG being paid a service fee of \$50.00 per ton of textiles received for recycling.
2. Place the negotiated Change Order on a future agenda for consideration and possible modification or approval by the Authority Board.

**Background:** Since March 2015, the Authority has had less than the required 15 years of secured disposal capacity. Under California Public Resources Code (PRC) section 41701 (c), the Authority is obliged to report the remaining years of disposal capacity. Under PRC section 41703, the Authority is obliged to describe the strategy for disposal of solid waste when the remaining capacity is depleted. Authority staff report

5.2

on remaining disposal capacity as part of the annual reporting to the California Department of Resources, Recycling and Recovery (CalRecycle).

Since before the opening of the Del Norte County Transfer Station, the Authority has met these obligations under the Disposal Agreement with Dry Creek Landfill operated by Rogue Valley Disposal. The Transfer Station Operations agreement started in 2003 before the facility design was completed, and the Disposal Services agreement began in 2005 on the date waste from Del Norte was first disposed in the Dry Creek Landfill. Both agreements have a term of 25 years. Thus, the transfer station operations agreement with Hambro/ WSG will expire on 03 March 2028, whereas the disposal agreement expires on 14 March 2030.

The Disposal agreement is between Hambro/WSG and Dry Creek Landfill, with the Authority as a third-party beneficiary to this agreement. Should the Authority find cause to sever its relationship with Hambro/WSG, the Authority is empowered to hire a different transfer station operations contractor and continue disposing materials at the Dry Creek Landfill under the same terms and conditions. The Authority also has agreed that during the term of this agreement, all 'Covered Wastes' disposed from facilities administered by the Authority will be disposed at the Dry Creek Landfill.

**Analysis:** The disposal contract extension negotiated by Hambro/WSG would extend disposal capacity by ten years **at the same price and under the same contract conditions**. Though the Authority could pursue a competitive process to try to procure additional disposal capacity, it is not clear how such a process would result in either a lower disposal cost or improved customer services.

The nearest permitted landfills which could accept solid wastes from Del Norte are the Dry Creek Landfill in White City, Oregon (120 miles distant) and the Anderson Landfill operated by Waste Management Inc. in Anderson, California just south of Redding (272 miles distant). The additional transport costs to reach Anderson from Del Norte are very significant.

As the Authority was formed in part to address the enforcement actions demanding plans for closing the Crescent City Landfill, Del Norte County and the Authority engaged in several efforts to identify and analyze disposal options in the early 1990's. Though these reports are quite outdated at this point, if the Board was interested in understanding that history staff could provide summaries of these efforts.

Hambro/WSG continues to provide good services at the Del Norte County Transfer Station. According to the report by R3 Consulting Group, "Assessment of the Del Norte Solid Waste Management Authority" (May 15, 2014) ***"...the Del Norte Transfer Station appears to be well run and well maintained by Hambro. This finding is***

***supported by fact that there have been no violations or areas of concerns reported by the LEA or CalRecycle for that facility for the past five years..."***

The Authority has a continuing interest in expanding opportunities for recycling in Del Norte County. Currently, while there are several thrift stores that will accept and resell clean and usable clothing, there is not a system in place to recover those unsaleable textiles for use as rags or further recycling. In the 1997 Waste Characterization study, textiles were found to be 2.7% of the waste disposed by weight. Establishing a recovery and recycling program for these materials is a substantial benefit to our community and this agency, and this would be accomplished with no additional infrastructure or management costs to the Authority, while the rate to customers for separated and recyclable textiles would be reduced from the current rate of \$142.15 per ton to \$75.15 per ton. The final Change Order will include a description of the types of material accepted under the textile recycling program, as well as specifying the Effective Day rate for textile recycling, and the respective Operations, Transport and Recovery components of the textile recycling service fee to be paid to Hambro / WSG.

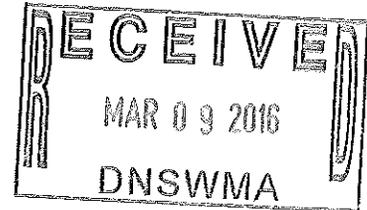
#### **Alternatives:**

- 1. Direct staff to negotiate a 15 year extension for both Transfer station operations and disposal agreements.** As Hambro/WSG was able to negotiate a 10 year extension of the disposal agreement at same terms and conditions, there may be opportunity to extend these agreements for an even longer term, with the same advantages described above.
- 2. If the Board believes that additional investigation is warranted before extending these agreements, such investigations could include one or more of the following:**
  - a. an organized tour of the Dry Creek Landfill,**
  - b. a public educational session on the history of disposal in Del Norte County**
  - c. a Performance Audit of Hambro / WSG, as described in Division IV, section 2 of the Transfer Station Operations Agreement.**
- 3. The Board could direct staff to negotiate a Change Order with Hambro/WSG to seek to enable the Authority to directly contract for additional disposal capacity for the Authority's disposal needs.** This would be a necessary first step if the Authority intends to initiate a competitive process to contract for additional disposal capacity, or if the Authority intends to extend the disposal agreement separately from the Transfer Station Operations Agreement. Staff do not recommend this action, as the Authority Board directed

staff in October 2001 to make the disposal contract a third-party beneficiary agreement in part to reduce the Authority's potential future liabilities associated with where the materials are disposed and how those facilities are managed. In addition, Dry Creek's advantage in location reduces the potential for a competitive process to actually reduce disposal expenses.

**Fiscal Impacts:** The proposed contract extensions would not increase service fees or disposal costs, and thus have no fiscal impact compared to current conditions. The addition of textile recycling would reduce costs to customers and slightly reduce Authority revenues, depending on the quantity of textiles recycled.

**Related Issues:** In the Potential Proposal – Contract Extension letter, Hambro / WSG describes several challenges associated with processing and marketing organics, including leaves, brush, grass, stumps and untreated wood. These issues are important and deserving of consideration as a separate issue for discussion.



## Potential Proposal – Contract Extension

### Background

As presented at the last meeting held on Feb 16<sup>th</sup> Hambro WSG holds a contract with Dry Creek Landfill in White City OR with DNSWMA being named as a third party beneficiary. This contract expires on 3/14/30. As presented at the last meeting the State of CA requires that every agency overseeing solid waste has at least a fifteen year future landfill capacity. We currently have a 14 year future capacity under contract.

### Suggested Remedy

Therefore we are suggesting and asking for direction as to next steps as to how you would like us to proceed.

- A. Negotiate a contract extension with Dry Creek, under the same exact terms and conditions for another ten years. DNSWMA would then have 24 years of future landfill capacity availability. We have begun preliminary negotiations and believe we can negotiate such terms with no changes or cost increases to our customers!
- B. Along with that Hambro WSG would suggest a contract extension for the transfer station operations under the same general terms and conditions. Currently the two contracts do not sunset simultaneously. We would suggest that they do.
- C. One of the things Hambro WSG would be willing to provide as a new recycling service, as was previously suggested by this board, is the recycling of textiles. With the resources that would become available under an extension of the operations contract and with consultation with the Director about expanded recycling opportunities we believe the recycling of textiles is something we could offer as part of the extension of the transfer station operations contract. If we are asked to pursue this we would anticipate a cost to the authority for textiles of \$50 per ton. The exact items to be included in this category will be defined at a later date. Currently we are in discussions with several different vendors and it is in everyone's best interest to include as many items as possible.
- D. We do want to bring to the attention of the board that there has been and we believe will continue to be ongoing developments with respect to organics. Hambro WSG has been losing money with respect to one aspect of this which is green waste. Up until several years ago some green waste was composted with the rest being burned in our boilers. Due to changes in the CA laws (more restrictive regarding composting operations) and the fire which occurred at Hambro we no longer are doing either. This caused us to haul the green waste out of the county.

This year California law mandates that urban areas are to compost organics. Currently rural counties have been exempted from this law. However we believe that rural counties in the near future will be mandated to compost most, if not all, organics. We have closely monitored these developments. Current cost estimates for us to compost green waste are higher than our revenues. While our costs are less for hauling elsewhere than composting we believe long term due to several factors we need to investigate composting further. We do not currently have accurate costs for these operations and until we perform these operations we will not be able to obtain them. Thus we shortly intend to begin composting on a limited basis. The only thing I can tell you right now is that it appears fairly certain that organics recycling will cost more in the future than it does presently and that this board can expect to pay more for any vendor dealing with organics.

### **Directions or Actions to be Taken**

The items we would like direction on are:

1. Would you like us to work with your staff and legal counsel to negotiate an extension of the disposal agreement and the transfer station operations agreement as described above?
  2. Would you like Hambro WSG to pursue textile recycling services under this extended transfer station operations agreement?
  3. Would you prefer that the negotiations continue with the authority's staff and legal counsel or you prefer the board appoint a subcommittee for these negotiations?
  4. Are there any additional items the board would like to incorporate into these contract extensions?
-

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



**Mission Statement (Sept. 2014): The Authority's Mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.**

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

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

6.1

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

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### Legend for symbols used:

-  = Activity to be completed during FY 2015-2016
-  = Authority-adopted plan, contract or grant to comply with law
-  = Fiscal responsibility under guidance of Authority Treasurer
-  = Draft submitted, awaiting agency response
-  = Lower priority activity or only addressed as time and capacity allows
-  = Activity deferred by Authority Board action
-  = Activity added or significantly increased since 2013
-  = Activity completed for FY 2015-2016

Highlighted items had been deferred due to staffing shortages July 2013-December 2015, though these issues are anticipated to become more pressing in the coming years. Items with the  symbol are receiving inadequate to no attention for the same reason. Less urgent deferred items have been placed at end of document.

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

Last Updated: **January 2016**

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

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

-  Schedule appropriate staff to operate and maintain scale and gatehouse operations at the Del Norte County, Klamath and Gasquet transfer stations, including the daily accounting of receipts and transactions at each facility. (Ongoing)
  
-   Work with Hambro/WSG and Rogue Valley Disposal (or some other regional landfill operator) to secure and/or negotiate future disposal capacity to meet Del Norte County's need and regulatory obligations. (The current contract for disposal capacity will expire in March 2028.)
  
-   Inspect at least two transfer stations that have implemented repairs to their floors to determine the relative importance of product specifications, contractor experience, and procurement details prior to developing an invitation to bid or request for proposals to repair worn areas of the Del Norte County Transfer Station floor. (Repairs to be implemented during FY 16/17)
  
-  Procure and manage Household Hazardous Waste (HHW) Collection Event contractor and use Permanent HHW Facility at the Transfer Station for annual HHW Collection Event, as well as daily recycling of used motor oil, oil filters, antifreeze, lead acid batteries, paints stains and varnishes, televisions and computer monitors, household batteries, household fats oils & greases, home generated sharps, and residential and commercial fluorescent tubes. (Ongoing. Next HHW Event: Sept. 10, 2016. Clean Harbors agreement expires: 12 August 2017)
  
-  Submit necessary forms related to hazardous waste management to the California Department of Toxic Substances Control (DTSC), including form 303 and generator copies of hazardous waste manifests. (Annual)
  
-  Prepare and submit hazardous waste business plan to the CERS database. (Annual)
  
-  Submit reports as required by the California Department of Resources Recycling and Recovery (CalRecycle), including quarterly disposal reports, electronic annual reports, and reporting related to management of consumer electronic wastes, appliances, etc. (Annual)
  
-   Regularly inspect, maintain and improve disposal and recycling facilities and services at the Klamath and Gasquet transfer stations. Both these facilities are without water or power and have security issues. (Ongoing).

- ☒ Work with Hambro/WSG to develop additional resource recovery options that can be integrated into TS operations at a cost which is less than disposal. (Ongoing)
- ☒ Work with Hambro/WSG and Recology Del Norte to assess and evaluate potential impacts associated with changes in Franchise solid waste, recyclables, and yard debris collection services on transfer station operations and revenues. (Ongoing)
- ☞ ✓ Coordinate with the County Department of weights and measures to calibrate and certify the accuracy of the scales used at the Del Norte County Transfer Station. Repair scales as necessary. (Annual; Repaired in January 2016)
- ☞ ✓ Establish a convenient location where commercial businesses and/or boat captains can recycle used oil from containers of up to 55 gallons. (Service started at the Del Norte County Transfer Station in December 2015)
- ✓ Non-Exposure Certification approved for Del Norte County Transfer Station to reduce the level of effort required to comply with the Industrial Stormwater Permit (July 2015).
- ✓ △ Prepare and submit documents as needed for the Del Norte County Transfer Station solid waste facility permit review every five years. Revise the Transfer Station Methods report and Transfer and Processing Report as necessary for new recovery activities and/or management of materials banned from disposal or requiring special handling, including mattresses. (Submitted in 2015; Ongoing)
- ☞ ☒ Prepare and submit the PCI compliance report to assure that measures are in place to protect customer credit and debit card information. (Annual, this deferral is costing ~\$60/month)

## 2. Crescent City Landfill Post-Closure Maintenance

- ☞ Continue working with County staff to monitor gas wells, groundwater wells, surface water sampling points. Authority staff will continue to compile, summarize and analyze data as well as prepare and submit reports to the North Coast Regional Water Quality Control Board as required under Order 97-90. (Ongoing through 2035)
- ☞ Conduct and submit aerial survey of the landfill every five years to document any differential settlement. (Due in 2016; ongoing through 2035)
- ☞ Continue landfill facility maintenance. This includes semi-annual removal of deep-rooting plants and mowing of surface drainage structures, as well as fence, gate and well repair. Activities will also periodically include regrading, repair to slopes and

drainage structures to reduce ponding, as well as revegetating graded areas. (Ongoing through 2035)

-  Apply for reduction in the post-closure multiplier and prepare and submit annual estimate of the post-closure financial liability associated with the Crescent City Landfill to CalRecycle (Annual; ongoing through 2035)
-  Work with RWQCB in the development and revision of Waste Discharge Requirements and Monitoring and Reporting Program to analyze water historical quality monitoring information with the intent of reducing the expense of water quality monitoring during the post-closure maintenance period, which extends until February 2036 (2016).
-  Collect and analyze water samples from two new wells installed at the landfill to possibly demonstrate groundwater flow directions are such that water quality impacts associated with the landfill are unlikely to pose a threat to adjacent residential properties. Continue to engage in similar efforts in pursuit of a reduction in the Threat/Complexity rating for this facility, resulting in a reduction to the annual permit fee for the Waste Discharge Requirements issued by the North Coast Regional Water Quality Control Board (RWQCB). (2017)
-  Secure the landfill by repairing fences, gates, barriers, posting 'no trespassing' signs and working with law enforcement and State parks to prevent non-authorized vehicle access to the landfill property. (Ongoing)
-  Conduct and report on constituent of concern monitoring of landfill groundwater every five years. (Next due in August 2019; ongoing through 2035)
-   Prepare and submit landfill gas heat capacity report and other documentation required by the North Coast Air Quality Management District (NCAQMD). The NCAQMD may impose additional requirements based on this report. (Submitted in 2013; ongoing through 2035)
-  Consult and negotiate with RWQCB staff regarding eliminating stormwater monitoring requirements at the Crescent City Landfill. (Approved 2015)
-  Monitor development of laws and regulations pertaining to control of greenhouse and other landfill gas emissions. Research possible actions and funding sources as necessary and appropriate. (Ongoing)

### 3. Collections Franchise and Collections System Management

-  Manage Franchise Collections contract with Recology Del Norte to ensure compliance with contract provisions and Service Standards, including drafting annual CPI-based rate adjustments and negotiating and drafting Change Orders for contractual changes. Coordinate with Recology Del Norte as needed. (Ongoing)
-  Continue to promote workplace recyclables collections, the California Commercial Recycling Mandate (AB341) with Recology Del Norte, recycling coordinators, the recyclables collection contractor (currently GH Outreach) and processors like Julindra Recycling. (Ongoing, special report requested by CalRecycle in 2016)
-  Coordinate collection events for Christmas trees, yard debris, household hazardous wastes and other items or materials as opportunities arise (Ongoing)
-  Manage and direct use of the twenty Authority-directed bin pulls to support community cleanup activities. (Annual)
-  Evaluate possible modifications to the Collections Franchise and/or appropriate ordinances to complement the services at the Del Norte County Transfer Station and to expand, provide incentives and document resource recovery. (Ongoing)

### 4. Reuse, Recycling, and Composting

-  Continue, as a rural regional agency, planning, monitoring and reporting programs, activities, and progress on per capita and per employee waste reduction targets under California Integrated Waste Management Act of 1989, as amended, and as administered by the California Department of Resources, Recovery and Recycling (CalRecycle), including compliance with the California's Mandatory Commercial Recycling Law (AB341). (Ongoing)
-  Continue to coordinate, enhance, and promote recycling of used oil, oil filters and antifreeze using grants from the State agency responsible for oil recycling. (Annual and ongoing)
-  Continue to coordinate, enhance, and promote recycling of beverage containers using grants from the State agency responsible for beverage container recycling. (Annual and ongoing)
-  Plan, coordinate, monitor and report on implementation of product stewardship programs for carpeting, thermostats, household batteries, paints and stains, and mattresses. (Mattress stewardship starts in 2016; Ongoing)

-  Provide material support for County recycling collections through GH Outreach. (Ongoing)
-  Provide backyard composting workshops periodically throughout the year. (Ongoing)
-   Complete the five year review of the Regional Agency Integrated Waste Management Plan in coordination with the Del Norte Solid Waste Task Force. (submitted in 2014, next due by January 2020)
-   Analyze, enhance, expand, develop and support one or more facilities capable of processing locally-generated organic materials for compost or energy production, in Del Norte or one of our adjacent counties. (Ongoing)

## 5. Education and Public Outreach

-  Prepare outreach materials to promote program activities, events and services including print ads, radio ads, posters, public service announcements, handouts and flyers as well as collections billing inserts promoting waste reduction, reuse, repair, composting, hazard reduction, and proper disposal. (Ongoing)
-  Promote the new mattress recovery services available through the Mattress Recycling Council. (Programs begin in 2016)
-  Coordinate and support beach, river and neighborhood cleanup activities. (Ongoing)
-  Promote waste prevention, reuse, composting and recycling through Youth and Family Fair and the Del Norte County Fair. (Annual)
-  Provide support to the Del Norte Solid Waste Task Force to promote outreach and education, waste reduction, reuse, composting, recycling and related activities. (Quarterly and Ongoing)
-  Continue to provide presentations to community groups and classrooms as requested. (Ongoing)
-  Respond to telephone, fax, and e-mail requests for information and/or complaints regarding services and rates for Authority facilities, programs, and those of its contractors. Such inquiries may address materials such as hazardous materials, marine flares, outdated medicines, asbestos, and other materials requiring special handling. (Ongoing)

-  Update website as needed and upload meeting agenda and minutes. (Ongoing)
-  Work with the California Product Stewardship Council (CPSC) to promote and establish Extended Producer Responsibility and Take Back programs. (Ongoing)
-  Advocate for legislative and regulatory initiatives extending producer responsibilities for end of life product management to reduce Authority costs for managing discards - especially hazardous materials, products or materials banned from disposal, as well as products or materials requiring special handling including marine flares, sharps, fluorescent tubes and household batteries. (Ongoing)
-  Work with the Crescent City Harbor District, US Coast Guard, Del Norte County Sheriff's office, other local representatives and related state agencies to develop strategies to safely manage expired marine flares. (Ongoing)

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

-  Administer Code Enforcement and related Blight Abatement and Cleanup activities through the County's Code Enforcement Officer until such time as these functions are incorporated into relevant City and County Ordinances. (Ongoing)
-  Work with County and City Building and Planning Departments to establish forms and processes for Materials Management Plans to be incorporated as appropriate for construction and demolition permits in Del Norte County. (Ongoing)

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

-  Develop annual budgets, tracking and reporting expenditures and revenues accordingly. (Annual and ongoing)
-  Prepare and distribute agendas, minutes, resolutions, ordinances, and related staff reports in compliance with public meeting laws and related agreements and by-laws. Respond to telephone, fax, and e-mail requests for information regarding Authority and Task Force agendas, meetings, minutes and actions. (Ongoing)
-   Prepare and submit necessary reports related to post-employment retirement (OPEB) benefits and funding. (Annual)
-   Prepare and submit necessary reports related to General Accounting Board Standards Board Statements Numbers 45 and 68. (Annual)
-   Work with contractor to complete the annual agency audit report and respond

according to recommendations and Board direction. (Annual)

-  Track charge customer accounts and payments, sending out monthly statements, assessing late charges, and referring past-due accounts to collections under adopted policies. (Ongoing)
-  Solicit, negotiate and administer Del Norte Solid Waste Management Authority and Abandoned Vehicle Abatement Service Authority contracts as necessary. (Ongoing) (The Waste Authority Board also serves as Abandoned Vehicle Abatement Authority.)
-  Develop partnerships with Del Norte County and Crescent City departments to efficiently deliver services. (Ongoing)

## 8. Personnel and Staffing

-  Negotiate and adopt an updated Memorandum of Understanding with the Del Norte Solid Waste Management Authority Employees Association and update as needed. (Current agreement expires in March, 2016)
-  Complete negotiations with DNSWMA Union and Mid-management employees for a Memorandum of Understanding with the Del Norte Solid Waste Management Authority Employees Association and update as needed. (Deferred since Sept 2013; Union agreement expires in March 2016)
-  Recruiting and hiring a full complement of staff according to the adopted staffing chart, including hiring and training refuse site attendants and relief workers for the Del Norte County Transfer Station, as well as the Gasquet and Klamath container sites. (Ongoing)
-  Training staff through regular meetings, workshops, in-service training, annual HAZWOPER (Hazardous Waste Operations) refreshers, educational and/or on-line courses and conferences. (Monthly staff safety meetings and Ongoing)

## 9. Other Responsibilities and Activities

-  Provide collection and consolidation services as needed for public home-generated sharps drop-off points. (Ongoing)
-  Work with the Del Norte County Small Business Development Center to prepare an application to have the North Coast Recycling Market Development Zone (including Humboldt and Del Norte Counties) redesignated as an enterprise zone promoting

recycling market development and development of recovery-based enterprises through technical assistance services and financing opportunities. (Redesignation application to be submitted in 2016)

- ☞ Responding to public, press, government agency and tribal agency requests for information and reports. (Ongoing)
- ☞ Obtain and maintain equipment, signage, supplies and software for monitoring, reporting, scale management, servicing, outreach and collection event activities. (Ongoing)
- ☞ Providing professional assessment and analysis of how other jurisdictions have addressed the issues and concerns identified by the Authority Board, including obtaining model requests for proposals, agreements and/or ordinances. (As needed)



## **Deferred Discretionary Activities:**

- ⊗ Submit application, fees, print forms and conduct training necessary to provide public scale services at the Del Norte County Transfer Station. (Pending, deferred at present)
- ⊗ Work cooperatively with the Humboldt Waste Management Authority for regional promotion of waste prevention, reuse, repair, composting and recycling. (Ongoing)
- ⊗ Provide timely analysis and/or recommendations for Board actions or letters regarding legislation and/or regulations which pertain to Authority activities or programs, including coordination with statewide groups such as the Environmental Services JPA of the Regional Council of Rural Counties or the California Resource Recovery Association. (Ongoing)
- ⊗ Continue outreach and public-private partnerships in support of Extended Producer Responsibility, coordinated with the California Product Stewardship Council. (Ongoing)
- ⊗ Apply for and administer additional competitive grants to support local and/or regional programs as opportunities arise. (Deferred)
- ⊗ Monitor and report on Authority and County implementation of procurement policies promoting the procurement and use of reusable, recyclable, and recycled-content products. (Ongoing)

## **Deferred Activities associated with Resource Recovery Infrastructure and Recycling Market Development:**

- ✎ ⊗ Through the North Coast Cooperative for Recycling Infrastructure Development (Coop), support expansion of reuse, recycling, and compost processors and manufacturers in Del Norte and Humboldt counties to bolster regional markets for recovered materials. (Ongoing)
- ✎ ⊗ Use the Coop as a forum for reducing overall program costs by sharing resources and personnel, or storing and consolidating recovered materials at public facilities as opportunities arise. (Ongoing)
- ⊗ Develop a plan for the Resource Recovery Park property adjacent to the Del Norte County Transfer Station.

## AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT for professional consulting services ("Agreement") is made as of the Agreement Date set forth below by and between the Del Norte Solid Waste Management Authority, a joint powers authority of the City of Crescent City and the County of Del Norte of the State of California ("the Authority"), and Jeannine Galatioto ("Contractor").

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

1. **IDENTIFICATION OF CONTRACTOR.** The name, address, and phone number of Contractor are Jeannine Galatioto, 333 Myrtle Lane, Crescent City, CA 95531, (707) 464-9678. Contractor is an Individual. Contractor will provide a W-9.
2. **SERVICES.** The services the Contractor will provide include the following: consult with the Authority prior to and during the negotiations with the Union representing Del Norte Solid Waste Management Employees / SEIU Local 2012.
  1. Review background documents, including the March 2011 Memorandum of Understanding between the Del Norte Solid Waste Management Authority and SEIU 1021, draft Ground Rules, and all correspondence pertaining to or developed during these negotiations.
  2. Attend bargaining sessions. Contractor will review and comment on dates for face-to-face negotiations in an effort to be available to attend as many bargaining sessions as possible. The Authority anticipates there will be up to 14 bargaining dates over a period of up to six weeks, and bargaining will take place at the Authority office at 1700 State Street, Crescent City, CA. Contractor will make reasonable efforts to attend each bargaining session on the schedule. If Contractor is unable to attend a bargaining session, Contractor will try to provide at least 24 hours advance notice to Authority. Contractor will also participate in caucuses for the Authority's bargaining team. Contractor agrees to defer to the Authority's Chief Spokesperson during bargaining sessions, though may express dissent during caucuses.

3. Meet with Authority negotiating team or representatives as needed to prepare for and/or review the status or results of bargaining sessions. During such meetings, Contractor will suggest possible strategies, additional sources of information, precedents, or bargaining positions to assist and support the Authority's bargaining team. Such meetings or communications may take place via e-mail, phone or video conference, or meetings in person.
4. Provide comment, analysis, and suggestions regarding topics being negotiated. Contractor's comments and analysis will primarily be verbal, though the Authority may request that Contractor produce written documents or draft language for specific issues being negotiated.

Contractor must not use subcontractors/employees without written approval by Authority. Contractor will make reports and provide information to the Authority as Authority reasonably requires.

3. **TERM.** The term of this contract begins on March 15, 2016, and continues on an as-needed hourly basis.
4. **PAYMENT.** Authority will pay Contractor at a rate of Forty Dollars and No/100s (\$40.00) per hour. Contractor must submit requests for payment no later than the fifth day of the month following provision of the services. Contractor understands and agrees that without additional authorization from Authority, total billings must not exceed \$4500.00. Requests for payment must be submitted in hard copy to the following address:

Attn: Tedd Ward, Director  
Del Norte Solid Waste Management Authority  
1100 State Street  
Crescent City, CA 95531

Additionally, invoices may be submitted by email to [tedd@recycledelnorte.ca.gov](mailto:tedd@recycledelnorte.ca.gov). Authority will not pay Contractor for expenses unless such costs are approved in advance by the Authority representative who executed this Agreement, or his/her designee or successor. Services performed by Contractor and not authorized in this Agreement will not be paid for by Authority. Payment for additional services will be made to Contractor by Authority if, and only if, this Agreement is amended in writing by both parties in advance of performance of any additional services.

5. **FACILITIES.** Contractor will furnish her own computer and office. Apart from scheduled dates for negotiations which will generally take place at the Authority's office,

Contractor is an independent contractor and responsible for means, methods, and scheduling to complete services under this Agreement.

**6. DESIGNATED REPRESENTATIVES.** Tedd Ward is the representative of the Authority and will administer this Agreement for the Authority. Jeannine Galatioto is the authorized representative for the Contractor.

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

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

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

**11. INDEMNITY.** Contractor must defend, indemnify, and hold harmless Authority, and its elected and appointed officers, agents, and employees from any liability for damage or claims for damage for personal injury, including death, as well as for property damage, that may arise from the intentional or actively negligent acts of Contractor in the performance of services rendered under this Agreement.

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

IN WITNESS WHEREOF, the parties have executed this Agreement on the 15th day of March, 2016.

"AUTHORITY"

"CONTRACTOR"

Del Norte Solid Waste Management Authority

\_\_\_\_\_  
Tedd Ward, M.S. - Director

\_\_\_\_\_  
Jeannine Galatioto, Consultant

APPROVED AS TO FORM:

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MARTHA RICE, Legal Counsel

2008 - 2011 Secure Rural Schools Authorization  
 Two-year extension  
 Public Law 114-10  
 Six Rivers National Forest  
 Title II Project Submission Form  
 USDA Forest Service

**Name of Resource Advisory Committee: Del Norte**  
**Project Number** (Assigned by Designated Federal Official):  
**Funding Fiscal Year(s): FY 15/16 – FY 20/21**

<b>2. Project Name:</b> Forest & River Cleanup Partnership	<b>3a. State:</b> California <b>3b. County(s):</b> Del Norte
<b>4. Project Submitted By:</b> Del Norte Solid Waste Management Authority (Authority)	<b>5. Date:</b> March 10, 2016
<b>6. Contact Phone Number:</b> 707-465-1100	<b>7. Contact E-mail:</b> <a href="mailto:tedd@recycledelnorte.ca.gov">tedd@recycledelnorte.ca.gov</a>

<b>8. Project Location:</b>	
a. National Forest(s): Six Rivers	b. Forest Service District: Gasquet Ranger District
c. Location (Township-Range-Section)	

<p><b>9. Project Goals and Objectives:</b></p> <ul style="list-style-type: none"> <li>a. Assess and prioritize cleanup project sites on Del Norte County lands of the US Forest Service.</li> <li>b. Enhance regional capacity to assess and cleanup illegal dumpsites.</li> <li>c. Improve site security at the Gasquet Transfer Station to reduce associated litter.</li> <li>d. Remove abandoned and improperly disposed vehicles and debris from Six River National Forest lands and watercourses.</li> <li>e. Support river and forest cleanups initiated by non-profit groups.</li> <li>f. Restore cleanup sites to natural conditions, while impeding further dumping to the extent practical.</li> <li>g. Document and forward evidence of illegal dumping to law enforcement for citation and prosecution</li> </ul>
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<p><b>10. Project Description:</b></p> <p>a. Brief: Create local capacity through hiring and training an illegal dumpsite abatement team, community partners and volunteers to identify and cleanup illegal dumpsites and abandoned vehicles from US Forest Service properties.</p> <p>b. Detailed:</p> <p><b>1. Assess illegal dumpsites and prioritize with Six Rivers National Park staff in partnership with Del Norte County Code Enforcement and other community partners.</b> Given the extent of illegal dumpsites in Six Rivers National Forest, Authority staff will engage USFS staff and the Authority Board in identifying, prioritizing and scheduling cleanup activities. Authority and USFS staff will establish a system to document additional sites for cleanup in the Gasquet Ranger District as they are</p>
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identified during and after the grant term. Authority and USFS staff will also develop a form and checklist to help document and clarify the relative urgency for remediating each cleanup location as it is identified. Cleanup activities may include private properties only with USFS staff approval and only when the materials from such dumpsites adversely impact adjacent USFS lands and properties.

**2. Create ongoing local capacity to effectively combat illegal dumpsites.** This project will enhance local capacity to identify, report and respond quickly to identified sites and assist with gathering evidence in a sustainable manner. This capacity will be expanded by competitively procuring and contracting one or more groups to provide labor for cleanups, training these groups, their staff and volunteers, and providing equipment to enable similar cleanups after the grant term has ended. If this project is approved at less than full funding, then there will be fewer resources available for coordinated cleanup of illegal dumpsites and abandoned vehicles. Site assessment will include assessment of potential cultural resources through USFS, and identification of hazardous materials (if present) or potentially dangerous situations prior to initiating any cleanup activities. Note that sites with valuable cultural resources or a high likelihood of hazardous materials (such as a meth lab) will not be cleanup sites targeted by this project.

**3. Improve site security at the Gasquet Transfer Station to reduce associated litter.** The Authority leases the property of the Gasquet Transfer Station from the USFS. This property is regularly accessed and degraded by off-road-vehicles that drive around the existing gates and fences. An ongoing litter issue at this facility is associated with people who open the lids of the disposal containers to (illegally) dump trash when this facility is closed. With the lids left open, animals such as bears and raccoons will drag trash into the surrounding forest. Through additional rock and fencing placement, improving site security at this facility will inhibit similar litter issues in future.

**4. Remove illegal dumpsites and abandoned vehicles and materials from US Forest Service lands and watercourses.** Utilizing staff, contracted crews and volunteers, this project will remove debris, appliances, tires, mattresses, abandoned vehicles and other materials from illegal dumpsites on USFS property. The Authority intends to use its existing collection contractor, Recology Del Norte for container and disposal services, and the towing contractor for the Abandoned Vehicle Abatement Service Authority to remove abandoned vehicles. Materials will be disposed at the Del Norte County Transfer Station, which is operated by Hambro/WSG under a contract with the Authority. In addition, the Authority intends to procure a cleanup service contractor through a competitive process for additional labor associated with these cleanup activities. Some invasive vegetation may also be removed as part of cleanup efforts, depending on location and degree of infestation. Native vegetation will only be removed as needed to access discarded materials. Furthermore trees of over 6 inches in diameter will be removed only with USFS staff pre-approval. When feasible the materials will be recycled or recovered. Budget for this project includes purchase of a tilt trailer, a winch and cables for use during cleanups, as well as resources for renting equipment as needed.

**5. Support river and forest cleanups by non-profit groups.** Grant resources will also be used to cover cleanup and disposal expenses for Smith River cleanups and cleanups of USFS lands as conducted by non-profit groups and volunteers or USFS staff. These cleanup activities will also be documented by before and after pictures to the extent practical.

**6. Restore cleanup sites to natural conditions, while impeding further dumping to the extent practical.** Sites will be assessed for restoration needs and when feasible crews will conduct immediate mitigation (items such as shovel grading, filling of holes, etc). Long term site enhancements (replanting, trail work, etc) may be suggested to park staff, but are not part of this project. Where practical following cleanup, rocks or other materials may be placed to impede future dumping at sites.

**7. Document and forward evidence of illegal dumping to law enforcement for citation and prosecution.** County Code Enforcement will gather evidence to aid in prosecution of illegal dumpers, to the extent such evidence is found.

<b>11. Types of Lands Involved?</b>
State/Private/Other lands involved? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Land Status:</b>
If Yes, specify: No specific private properties are targeted for cleanup, though if a dumpsite straddles or impacts adjacent USFS property, some cleanups may include portions of private lands.
<b>12. How does the proposed project meet purposes of the Legislation?</b> (Check at least 1)
<input type="checkbox"/> Improves maintenance of existing infrastructure.
<input checked="" type="checkbox"/> Implements stewardship objectives that enhance forest ecosystems.
<input checked="" type="checkbox"/> Restores and improves land health.
<input checked="" type="checkbox"/> Restores water quality

<b>13. Project Type</b>	
a. Check all that apply: (check at least 1)	
<input type="checkbox"/> Road Maintenance	<input type="checkbox"/> Trail Maintenance
<input type="checkbox"/> Road Decommission/Obliteration	<input type="checkbox"/> Trail Obliteration
<input type="checkbox"/> Other Infrastructure Maintenance (specify):	
<input checked="" type="checkbox"/> Soil Productivity Improvement	<input checked="" type="checkbox"/> Forest Health Improvement
<input checked="" type="checkbox"/> Watershed Restoration & Maintenance	<input checked="" type="checkbox"/> Wildlife Habitat Restoration
<input checked="" type="checkbox"/> Fish Habitat Restoration	<input checked="" type="checkbox"/> Control of Noxious Weeds (minor)
<input type="checkbox"/> Reestablish Native Species	<input checked="" type="checkbox"/> Fuels Management/Fire Prevention (incidental)
<input type="checkbox"/> Implement CWPP Project	<input type="checkbox"/> Other Project Type (specify):
b. Primary Purpose (select only 1): Forest Health Improvement	

<b>14. Identify What the Project Will Accomplish</b>
Miles of road maintained:
Miles of road decommissioned/obliterated:
Number of structures maintained/improved:
Acres of soil productivity improved:
Miles of stream/river restored/improved: To be determined (TBD)
Miles of fish habitat restored/improved: TBD
Acres of native species reestablished:
Acres of hazardous fuel treatment:
Miles of trail maintained:
Miles of trail obliterated:
Acres of forest health improved (including fuels reduction): TBD

Acres of rangeland improved:
Acres of wildlife habitat restored/improved: TBD
Acres of noxious weeds controlled: TBD
Timber volume generated (mbf):
<b>Jobs generated in full time equivalents (FTE) to nearest tenth.</b> Approximately 2 FTE will be generated over the duration of this project. As project activities may extend over 61 months, this will be approximately 0.4 FTE/year.
<b>People reached (for environmental education projects/fire prevention):</b> This will depend on how many groups and volunteers engage in cleanup activities, and attendance at Authority meetings where these issues will be discussed. Estimate: 100
<b>Direct economic activity benefit:</b> This project will employ Del Norte County residents in its activities and expand the capacity of existing agencies to deal with illegal dumpsites in remote locations. Clean and safe forests create benefits through enhanced recreational experiences for visitors, reduced fire hazards, improved water quality, improved habitat, and increased safety. When possible, equipment will be purchased from vendors in Del Norte County. Skills learned by participants will increase employability in the local job market.
<b>Other:</b> Removal of garbage, abandoned vehicles, plastics and other unnatural materials from National Forest land. Create capacity to monitor, restore and monitor dumpsites to measure success. Work with law enforcement to aid in prosecution of dumpers by collecting, documenting and forwarding evidence. Educate policy makers on the extent of the issue and work to create dialogue on long-term solutions.

<b>15. Estimated Project Start Date:</b> June 1, 2016	<b>16. Estimated Project Completion Date:</b> June 30, 2021
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**17. List known partnerships or collaborative opportunities.** The project team will be led by the Del Norte Solid Waste Management Authority. Team members will include Six Rivers National Park staff, Del Norte County Code Enforcement, the Del Norte County Abandoned Vehicle Service Authority, the hired cleanup contractor(s), and local non-profits working on forest, river and fisheries protection and enhancement. Additional potential partners include the Del Norte Fire Safe Council, Del Norte Search and Rescue, the Del Norte County Sheriff's Dive Team, the Smith River Alliance, and off-road vehicle groups engaged in cleanup activities.

- 18. Identify benefits to communities.**
- Improve ecosystems and habitat
  - Reduce threats to water quality
  - Build long-term relationships between agencies and citizens
  - Increase community awareness of issues and concerns related to illegal dumping
  - Local employment opportunities
  - Rewarding and challenging volunteer and job skills
  - Reduce fire danger
  - Enhance natural beauty of area, supporting better tourism experiences and increased visitation

**19. How does the project benefit federal lands/resources?**

<b>20. What is the Proposed Method(s) of Accomplishment?</b> (check at least 1)	
<input checked="" type="checkbox"/> Contract	<input checked="" type="checkbox"/> Federal Workforce

<input checked="" type="checkbox"/> County Workforce	<input checked="" type="checkbox"/> Volunteers
<input type="checkbox"/> Grant	<input checked="" type="checkbox"/> Agreement
<input type="checkbox"/> Americorps	<input type="checkbox"/> YCC/CCC Crews
<input type="checkbox"/> Job Corps	<input type="checkbox"/> Stewardship Contract
<input type="checkbox"/> Merchantable Timber Pilot	<input type="checkbox"/> Other (specify):td

**21. Will the Project Generate Merchantable Timber?**     Yes     No

<b>22. Anticipated Project Costs</b>
a. Title II Funds Requested: \$66,400
b. Is this a multi-year funding request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**23. Identify Source(s) of Other Funding:**

We are matching this request for funds by contributing staff time and overhead in the amount of: \$5,600

**24. Monitoring Plan (provide as attachment)**

- a. **Provide a plan that describes your process for tracking and explaining the effects of this project on your environmental and community goals outlined above.**

Quantitative data will be gathered on the number of cleanups, tons collected, types of materials collected, pounds recycled, number of staff hours used in implementing the project, number of volunteer hours. The report on each cleanup site will include before and after photographs.

- b. **Identify who will conduct the monitoring:** Del Norte Solid Waste Management Authority staff will conduct the monitoring and reporting.
- c. **Identify total funding needed to carry out specified monitoring tasks** \$1,500.

**25. Identify remedies for failure to comply with the terms of the agreement.**

If project cannot be completed under the terms of this agreement:

- Unused funds will be returned to the RAC account.
- Other, please explain:

**Project Recommended By:**

**Project Approved By:**

\_\_\_\_\_  
**Chairperson**  
Resource Advisory Committee

\_\_\_\_\_  
**Forest Supervisor**  
Six Rivers National Forest

# Project Cost Analysis Worksheet

## Worksheet 1

Please submit this worksheet with your proposal

Item	Column A Fed. Agency Appropriated Contribution	Column B Requested Title II Contribution	Column C Other Contributions	Column D Total Available Funds
a. Field Work & Site Surveys		\$1,500		\$1,500
b. NEPA/CEQA				
c. ESA Consultation				
d. Permit Acquisition				
e. Project Design & Engineering			\$1,000	\$1,000
f. Contract/Grant Preparation			\$500	\$500
g. Contract/Grant Administration			\$500	\$500
h. Contract/Grant Cost		\$8,400	\$3,600	\$12,000
i. Salaries		\$11,100		\$7,500
j. Materials & Supplies		\$3,800		\$3,800
k. Monitoring		\$1,500		\$1,500
l. Other				\$40,100
1. Equipment		\$10,100		
2. Hauling / Towing / Disposal under existing contracts		\$25,000		
3. Equipment Rental		\$5,000		
m. Project Sub-Total		\$66,400	\$5,600	\$72,000
n. FS Indirect Costs				
<b>Total Cost Estimate</b>		<b>\$66,400</b>	<b>\$5,600</b>	<b>\$72,000</b>

### NOTES :

Col. A: FS costs incurred as part of proposal implementation. Coordinate with FS to identify any FS cost for items in Col. A.

Col. B: Title II funding requested to implement the proposal.

Col. C: Matching funds being contributed by proponent or third parties.

Col. D: Sum of columns A, B, and C for each individual row.

Row A: Costs associated with project planning, not project implementation, such as assessment of miles of trail needing maintenance. Assessments and planning needed to develop a specific proposal. For Col. B: proponents must request permission in advance to request Title II funds to complete NEPA/CEQA analyses, as this is expected to be completed prior to proposal submission.

Rows B, C, D, and E: cost associated with environmental compliance and project design. Proponents must request permission in advance to request Title II funds to complete NEPA/CEQA analyses, as this is expected to be completed prior to proposal submission.

Row G: Costs associated with preparation of contract or agreement instruments used to implement the proposal. Contracts used to complete projects have special provisions; contact the FS to identify these early in the process.

Row G: Costs associated with administration of contract or agreement instruments used to implement the proposal.

Row H: Estimated value of any contracts/agreements used to implement proposal. Contracts/agreements used to complete projects have special provisions; contact the FS to identify these early in the process.

Row I: Cost of salaries to implement project

Row L: Examples include overhead charges from other partners, vehicles, equipment rentals, travel, etc.

Row K: Costs associated with performing monitoring described in Items 24a, 24b, and 24c. Amounts should be similar between Item 24 and Row K.

Row N: Forest Service indirect costs, including contracting/grant officer costs if needed.



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

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

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

## Staff Report

**Date:** 11 March 2016  
**To:** Commissioners of the Del Norte Solid Waste Management Authority  
**From:** Kayleen Warner – Facilities and Programs Coordinator  
Del Norte Solid Waste Management Authority  
**File Number:** 071805 – Green Ribbon Awards  
**Attachment:** 2013 Green Ribbon Award winners  
**Topic:** Nominees for 2015 Green Ribbon Awards

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

1. Review and amend, edit, or approve the list of Nominees.
2. Direct staff to prepare Green Ribbon Awards for each Nominee and invite appropriate representative to the Youth and Family Fair to receive their awards at the Del Norte County Fairgrounds on Saturday, April 16<sup>th</sup> from 11 to 2 PM.
3. Approve the Chair, some other Commissioner or the Director to present the awards at this event.

**Background:** The Authority has presented Green Ribbon awards to individuals, businesses, and organizations who have made extraordinary efforts to reduce waste and promote resource conservation in Del Norte County for many years. The most recent awards covered achievements for 2013. The Green Ribbon awards are the only environmental recognition awards issued by any local government agency in the County. Staff encourages each Commissioner to suggest additional nominees for Green Ribbon awards in recognition of the many efforts by members of our community to expand and promote waste prevention, reuse, recycling, composting and blight abatement.

At the March 7, 2016 the Del Norte County Solid Waste Task Force considered nominations and their recommendations are incorporated herein. The list of nominees that follows is intended as a draft and all suggestions by Commissioners are welcome.

6.4

**2015 Nominations:**

The following table indicates the nominations suggested thus far:

Category	Suggestions	Reason
Outstanding Reuse & Repair Service	a. Northcrest Secondhand b. Our Daily Bread c. Machinery Equipment-Gabe Pamploma	a. For repairing and reselling appliances for over 20 years. b. For operating a reuse and resale thrift shop including salvaged items from the Del Norte County Transfer Station. c. For metals reuse and recycling.
Outstanding Individual Cleanup Effort:	Wendell Wood, posthumous	For exceptional dedication in collecting litter. Frequently volunteered to remove trash and debris around the Lake Earl Wildlife Area.
Outstanding Education Service or Program	Coats for Kids Program Bicoastal Media Radio Stations: KCRE 94., KPOD 97.9 and AM 1240 News Talk Sports	For collecting and distributing 1,981 donated coats to needy youth in the Del Norte/Curry area. With community partners: <ul style="list-style-type: none"> <li>• Pem Mey Fuel Mart</li> <li>• Recology Del Norte</li> <li>• Del Norte Office Supply</li> <li>• Triplicate</li> <li>• Cholwell-Benz &amp; Hartwick</li> <li>• Tolowa Dee-Ni Nation</li> <li>• Rogue Credit Union</li> <li>• Curry Health Medical Center</li> <li>• The Curry Coastal Pilot</li> <li>• Coos Curry Electric</li> </ul>
Most Tons Recycled	Julindra Recycling	For recycling 3,372,000 pounds of recyclable materials in 2015, and for continuing to be the only Buy-Back center in Del Norte County for beverage containers, for processing all materials collected in the curbside recycling program and all of the community drop-off recycling sites.
Outstanding Producer Responsibility Program	Carpet America Recovery Effort & Hambro/WSG	For recycling 123,520 pounds of carpet and carpet padding in 2015.

Category	Suggestions	Reason
Outstanding Business Effort to Improve the Environment	Ocean Air Organic Farm	For establishing a small scale family farm dedicated to improving the environment by growing organic crops and operating a (CSA) community supported business. Organic farming is beneficial to water quality, soil conservation, biodiversity, and reduces dependence on fossil fuels, without using genetically modified organisms.
Lifetime Achievement Award	Jordan Kekry, posthumous	Lifetime dedication to recycling and community improvement.
Outstanding Multi-Family Recycling Program	Redwood Cove Apartments	For providing convenient floor by floor recycling for their tenants.
Outstanding Community Cleanup Effort	5 <sup>th</sup> of July Cleanup Crew(s)	To more accurately document the groups and individuals participating, staff recommends deferring to next year.

**Attachment 1: Green Ribbon Award winners from 2013.**

Category	Suggestions	Reason
Outstanding Reuse & Repair Service	Del Norte Child Care Council	For continuing their Toy Lending Library giving new life to toys while reducing waste and helping families in need.
Outstanding Community Cleanup Effort:	Take A Bite Out of Blight Program Our Daily Bread Ministries WalMart	For substantial cleanup efforts to reduce blight in several Del Norte County locations in 2013.
Most Organics Donated in 2013	Hambro / WSG Wes White Joel Wallen	For the donation and delivery of over 750 cubic yards of 'dirty fines' and other organic materials for use in erosion and drainage control at the Crescent City Landfill, valued at \$17,410.
Outstanding Education Service or Program	Del Norte County School District Deborah Kravitz	For outstanding efforts to dramatically expand reuse, recycling, and composting throughout the district, resulting in an annual savings of over \$83,500.
Most Tons Recycled in 2013	Julindra Recycling Jordan Kekry	For continuing to be the only Buy-Back center in Del Norte County for beverage containers, for processing all materials collected in the curbside recycling program and all of the community drop-off recycling sites.
Outstanding Product TakeBack	Crescent Ace Hardware	For recycling 459 pounds of household batteries in 2013, more than any other retail take back location in Del Norte County.
Outstanding Producer Responsibility Program	Hambro / WSG PaintCare	For establishing a recovery program for all architectural coatings available every day the Transfer Station is open.
Outstanding Business Effort to Improve the Environment	Organic Essence	For continuing their creative and innovative efforts to use compostable, degradable and environmentally safe packaging for their organic cosmetic products, which are sold and marketed internationally.