

**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 September 20, 2016

4:15 PM

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

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All documents referred to in this agenda are available at the Office of the Del Norte Solid Waste Management Authority at 1700 State Street in Crescent City, between the hours of 8 A.M. and 5 P.M. Monday through Friday OR online at www.recycledelnorte.ca.gov
For more information call 465-1100 or email dnswwa@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 August 16, 2016. **
- 1.2 Receive and file Participating Agreement between the Del Norte Solid Waste Management Authority and the USDA Forest Service Six Rivers National Forest. **
- 1.3 Approve a FY 16/17 budget transfer in the amount of \$39,695.00 **

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 July 2016 **

- 2.3 Claims approved by Director for August 2016 **
- 2.4 Monthly Cash and Charge Reports for August 2016 **
- 2.5 Earned Revenue Comparisons between FY15/16 and FY16/17 **

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE - No Items

4. COLLECTIONS FRANCHISE – No Items

5. TRANSFER STATION – No Items

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

- 6.1 Discussion and possible action regarding a letter of engagement with Patel & Associates to complete an audit for the Authority for fiscal year 15/16 for an amount not to exceed \$10,500. **
- 6.2 Discussion and possible approval regarding four requests for allocations of Authority-allocated bin pulls:
 - a. Retroactive approval of six bins supporting the annual Beach Cleanup September 16 -18, 2016.
 - b. Retroactive approval of one bin supporting the Annual Household Hazardous Waste Event on September 10, 2016.

7. ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY

- 7.1 Discussion regarding the First Amended Joint Powers Agreement for the Del Norte County Abandoned Vehicle Abatement Service Authority and the Del Norte County Abandoned Vehicle Service Authority Plan for 2016. **
- 7.2 Discussion and possible action regarding negotiated agreement with Northcrest Auto Center to provide Services for Removal and Towing of Abandoned Vehicles. **

8. CLOSED SESSION ITEMS:

- 8.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Gov't code 54957) Title: Director

9. ADJOURNMENT

Adjourn to the next Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 4:15 P.M., October 18, 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 August 16, 2016, 3:30 PM

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

ABSENT: none

ALSO PRESENT: Wes White, Hambro Waste Solutions Group
Lorie Poole, Recology Del Norte

3:30 PM CALL MEETING TO ORDER

Vice Chair Inscore called the meeting to order in regular session at 3:30 p.m. Roll was taken with Commissioners Gastineau, Inscore, McClure and Naffah present. Commissioner Howard was absent when roll was taken, but arrived at 3:35 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, Special Session, Tuesday, July 5, 2016.

- 1.2 Receive and file letter from Crescent City – Del Norte County Chamber of Commerce appreciating the Authority's support of the July 4th celebrations.
- 1.3 Approve a FY 15/16 budget transfer in the amount of \$19,233.00.
022101

END CONSENT AGENDA

On a motion by Commissioner Gastineau, seconded by Commissioner Naffah, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 1.1 to 1.3.

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 June and July 2016.
- 2.3 Claims approved by Director for July 2016.
- 2.4 Monthly Cash and Charge Reports for June 2016.
- 2.5 Monthly Cash and Charge Reports for July 2016.
- 2.6 Earned Revenue Comparisons between FY14/15 and FY15/16.
- 2.7 Earned Revenue Comparisons between FY15/16 and FY 16/17

The above-listed reports were presented and accepted.

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE

- 3.1 Receive and file revised semi-annual monitoring report for January – June 2016 for the Crescent City Landfill as prepared by Lawrence & Associates.
230101A

The revised semi-annual monitoring report was received and filed.

- 3.2 Discussion and possible action regarding Change Order 2 to the Professional Services Agreement with Lawrence & Associates for well development, reporting and technical support for an additional amount not to exceed \$8,200.00 **230102**

On a motion by Commissioner Howard, seconded by Commissioner Naffah, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved Change Order 2 to the Professional Services Agreement with Lawrence & Associates for well development, reporting and technical support for an additional amount not to exceed \$8,200.00.

4. COLLECTIONS FRANCHISE – No Items

5. TRANSFER STATION

- 5.1** Discussion and possible action regarding the letter of June 8, 2016 from Hambro/WSG requesting compensation for delayed implementation of the Consumer Price Index-based service fee adjustment. **080104**

On a motion by Commissioner Howard, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority directed staff to prepare a Change Order authorizing a one-time payment to Hambro/WSG in the amount of \$1,167.00 in compensation for delayed implementation of the annual service fee adjustment based on the Consumer Price Index (CPI-U) changes between March 2015 and March 2016.

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

- 6.1** Discussion and possible action regarding selection of Board officers.
012104

On a motion by Commissioner Howard, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority elected Commissioner Inscore as Chair.

On a motion by Commissioner Gastineau, seconded by Commissioner Naffah, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority elected Commissioner Howard as Vice Chair.

- 6.2** Discussion and possible approval regarding four requests for allocations of Authority-allocated bin pulls:

- A.** From the City of Crescent City for two in support of the first annual Find Your Park! event.
- B.** From Randy Hatfield for three in retroactive support of the 2016 Del Norte County Fair.
- C.** From Supervisor Roger Gitlin for one on behalf of the "Take a Bite Out of Blight" group for a community cleanup.
- D.** From the Crescent City / Del Norte County Chamber of Commerce for three in support of the Annual Sea Cruise car show and the Blues, Brews and Cruise event.

Discussion was held. On a motion by Commissioner Naffah, seconded by Commissioner Howard, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved requests for allocations of Authority-allocated bin pulls from the City of Crescent City for two in support of the Find Your Park! event,

Randy Hatfield for three in retroactive support of the 2016 Del Norte County Fair, and the Crescent City / Del Norte County Chamber of Commerce for three in support of the Sea Cruise car show and the Blues, Brews and Cruise event.

Authority staff were directed to make inquiries of County staff with respect to the request from the "Take a Bite out of Blight" group on the following topics:

1. Is there an approval process that Del Norte County would like to follow to authorize this cleanup? Is there a process by which the County of Del Norte periodically sets priorities for cleaning up properties that it owns or for which it is responsible? If so, is this property a priority for cleanup? Are there other County properties which are a higher cleanup priority?
2. As the proposed cleanup site is described as an 'encampment', Commissioners expressed concern about the prospect of volunteers accidentally treating personal belongings as 'trash' for cleanup. Commissioners requested a description of how the County Code Enforcement Officer or other law enforcement officers would be engaged in instructing or directing volunteers on the proper way to handle or protect personal property during the cleanup of such an encampment.
3. As there is uncertainty regarding how the 'Take a Bite Out of Blight' group is organized, and it appears that the Authority is the only public agency requested to provide support to this event, the Authority specifically requested that the County indemnify the Authority for any liability associated with this cleanup.

6.3 Discussion and possible action regarding advocacy positions of the Authority Board relating to Propositions 65 and 67 on the California ballot for November 2016. 120502

On a motion by Commissioner Howard, seconded by Commissioner McClure, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority voted to support Proposition 67 and oppose Proposition 65, and to continue public education on these propositions leading up to the election.

6.4 Discussion and possible approval of a new Legal Services Agreement with Black and Rice LLP, Attorneys at Law. 120503

On a motion by Commissioner Gastineau, seconded by Commissioner McClure, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved a new Legal Services Agreement with Black and Rice LLP, Attorneys at Law.

6.5 Discussion and possible approval of paying FY 16/17 membership dues to the Rural Counties Environmental Services Joint Powers Authority in the amount of \$6,000.00.

On a motion by Commissioner Howard, seconded by Commissioner Naffah and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority

approved paying FY 16/17 membership dues to the Rural Counties Environmental Services Joint Powers Authority in the amount of \$6,000.00.

7. ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY

7.1 Discussion and possible action regarding responses received regarding the Request for Proposals for Removal and Towing of Abandoned Vehicles. 010203

The Chair recessed the meeting of the Del Norte Solid Waste Management Authority at 4:44 p.m., and immediately convened as the Abandoned Vehicle Abatement Service Authority (AVA) with Commissioners Gastineau, Howard, Inscore, McClure, and Naffah present. After some discussion, Board Members agreed by consensus to direct staff to try to negotiate better rates than those proposed, to return to the next meeting with an explanation for the proposed rate increases, , and to either recommend the re-negotiated agreement or to re-issue the RFP for AVA towing services.

The Chair adjourned the meeting of the Abandoned Vehicle Abatement Service Authority at 4:55 p.m. and immediately reconvened as the Del Norte Solid Waste Management Authority.

8. ADJOURNMENT

Adjourn to the Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 p.m., September 20, 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 4:56 p.m., until the Regular Meeting on September 20, 2016.

Blake Inscore, 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 / /



FS Agreement No. 16-PA-11051000-055

Cooperator Agreement No. _____

**PARTICIPATING AGREEMENT
Between The
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
And The
UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
SIX RIVERS NATIONAL FOREST**

This PARTICIPATING AGREEMENT is hereby entered into by and between the Del Norte Waste Management Authority, hereinafter referred to as "Cooperator," and the United States Department of Agriculture (USDA), Forest Service, Six Rivers National Forest, hereinafter referred to as the "U.S. Forest Service," under the authority: Secure Rural Schools and Community Self-Determination Act of 2000, Public Law 106-393, 16 U.S.C. 500, as reauthorized and amended.

Title: Forest and River Cleanup Partnership

I. PURPOSE:

The purpose of this agreement is to document the cooperation between the parties to 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 U.S. Forest Service properties in accordance with the following provisions and the hereby incorporated RAC Proposal (Attachment A) and Financial Plan (Attachment B).

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The purpose of the Del Norte Waste Management Authority is to administer and manage all solid waste, recycling, composting, and household hazardous waste facilities, services, and programs throughout Del Norte County, California.

The mission of the Forest Service is to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

Identification and cleanup of illegal dumpsites on National Forest lands within Del Norte County meets the purpose and mission of both parties. Illegal dumpsites jeopardize the health of terrestrial and aquatic ecosystems in addition to degrading the public's visual experience and enjoyment of Smith River National Recreation Area.

In consideration of the above premises, the parties agree as follows:

1.2



III. COOPERATOR SHALL:

- A. **LEGAL AUTHORITY.** Cooperator shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the non-Federal share of project costs, when applicable.
- B. Assess and prioritize cleanup project sites on Del Norte County lands of the U.S. Forest Service.
- C. Enhance regional capacity to assess and cleanup illegal dumpsites.
- D. Improve site security at the Gasquet Transfer Station to reduce associated litter.
- E. Remove abandoned and improperly disposed vehicles and debris from Six River National Forest lands and watercourses. Document removal with before and after photos. Provide an estimate of tonnage or yards of vehicles and debris removed.
- F. Support river and forest cleanups initiated by non-profit groups.
- G. Restore cleanup sites to natural conditions, while impeding further dumping to the extent practical.
- H. Document and forward evidence of illegal dumping to law enforcement for citation and prosecution.
- I. Perform tasks as outlined and detailed in the Resource Advisory Committee approved proposal (Attachment A).

IV. THE U.S. FOREST SERVICE SHALL:

- A. **PAYMENT/REIMBURSEMENT.** The U.S. Forest Service shall reimburse Cooperator for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$32,295, as shown in the Financial Plan. In order to approve a Request for Reimbursement, the U.S. Forest Service shall review such requests to ensure payments for reimbursement are in compliance and otherwise consistent with the terms of the agreement. The U.S. Forest Service shall make payment upon receipt of Cooperator's monthly invoice. Each invoice from Cooperator shall display the total project costs for the billing period, separated by U.S. Forest Service and Cooperator's share. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display Cooperator's full match towards the project, as shown in the financial plan, and be submitted no later than 90 days from the expiration date.

Each invoice must include, at a minimum:



1. Cooperator's name, address, and telephone number
2. U.S. Forest Service agreement number
3. Invoice date
4. Performance dates of the work completed (start & end)
5. Total invoice amount for the billing period, separated by the U.S. Forest Service and Cooperator share with in-kind contributions displayed as a separate line item.
6. Display all costs, both cumulative and for the billing period, by separate cost element as shown on the financial plan.
7. Cumulative amount of U.S. Forest Service payments to date.
8. Statement that the invoice is a request for payment by "reimbursement"
9. If using SF-270, a signature is required.
10. Invoice Number, if applicable

The invoice must be forwarded to:

EMAIL: asc_ga@fs.fed.us

FAX: 877-687-4894

POSTAL: USDA Forest Service
Albuquerque Service Center
Payments – Grants & Agreements
101B Sun Ave NE
Albuquerque, NM 87109

- B. Assist in the identification of illegal dumpsites on the Gasquet Ranger District that will be included in the cleanup activities.
- C. Assess the list of cleanup sites provided by the Cooperator to ensure they are appropriate under this agreement.
- D. Perform cultural and environmental assessments as deemed appropriate by the District Ranger.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.



Principal Cooperator Contacts:

Cooperator Project Contact	Cooperator Financial Contact
Tedd Ward 1700 State Street Crescent City, CA 95531 Telephone: 707-465-1100 or 954-0953 FAX: 707-465-1300 Email: tedd@recycledelnorte.ca.gov	Lisa Babcock 1700 State Street Crescent City, CA 95531 Telephone: 707-465-1100 FAX: 707-465-1300 Email: lisa@recycledelnorte.ca.gov

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Lynn Wright 1330 Bayshore way Eureka, CA 95501 Telephone: 707-441-3562 FAX: 707-445-8677 Email: hwright02@fs.fed.us	Janet Boomgarden 1330 Bayshore way Eureka, CA 95501 Telephone: 707-441-3556 FAX: 707-445-8677 Email: jboomgarden@fs.fed.us

- B. **NOTICES.** Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or Cooperator are sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the agreement.

To Cooperator, at the address shown in the agreement or such other address designated within the agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- C. **PARTICIPATION IN SIMILAR ACTIVITIES.** This agreement in no way restricts the U.S. Forest Service or Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.
- D. **ENDORSEMENT.** Any of Cooperator's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of Cooperator's products or activities.



- E. USE OF U.S. FOREST SERVICE INSIGNIA. In order for Cooperator to use the U.S. Forest Service Insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications (Washington Office). A written request will be submitted by the U.S. Forest Service to the Office of Communications Assistant Director, Visual Information and Publishing Services, prior to use of the insignia. The U.S. Forest Service will notify the Cooperator when permission is granted.
- F. NON-FEDERAL STATUS FOR COOPERATOR PARTICIPANT. Cooperator agree(s) that any of Cooperator's employees, volunteers, and program participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as Cooperator hereby willingly agree(s) to assume these responsibilities.

Further, Cooperator shall provide any necessary training to Cooperator's employees, volunteers, and program participants to ensure that such personnel are capable of performing tasks to be completed. Cooperator shall also supervise and direct the work of its employees, volunteers, and participants performing under this agreement.

- G. MEMBERS OF CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.
- H. NONDISCRIMINATION. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to



USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

- I. **ELIGIBLE WORKERS**. Cooperator shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). Cooperator shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this agreement.
- J. **SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM)**. Cooperator shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.
- K. **STANDARDS FOR FINANCIAL MANAGEMENT**.

1. Financial Reporting

Cooperator shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.

2. Accounting Records

Cooperator shall continuously maintain and update records identifying the source and use of funds. The records shall contain information pertaining to the agreement, authorizations, obligations, unobligated balances, assets, outlays, and income.

3. Internal Control

Cooperator shall maintain effective control over and accountability for all U.S. Forest Service funds, real property, and personal property assets. Cooperator shall keep effective internal controls to ensure that all United States Federal funds received are separately and properly allocated to the activities described in the agreement and used solely for authorized purposes.



4. Source Documentation

Cooperator shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract and contract documents. These documents must be made available to the U.S. Forest Service upon request.

- L. LIMITATION OF FUNDS. U.S. Forest Service funds in the amount of \$32,295 are currently available for performance of this agreement through August 31, 2021. The U.S. Forest Service's obligation for performance of this agreement beyond this date is contingent upon the availability of appropriated funds from which payment can be made. There is no legal liability on the part of the U.S. Forest Service for any payment may arise for performance under this agreement beyond this amount until Cooperator receive(s) notice of availability to be confirmed in a written modification by the U.S. Forest Service.
- M. OVERPAYMENT. Any funds paid to Cooperator in excess of the amount entitled under the terms and conditions of this agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by Cooperator to the U.S. Forest Service:

- Any interest or other investment income earned on advances of agreement funds; or
- Any royalties or other special classes of program income which, under the provisions of the agreement, are required to be returned;

If this debt is not paid according to the terms of the bill for collection issued for the overpayment, the U.S. Forest Service may reduce the debt by:

1. Making an administrative offset against other requests for reimbursement.
2. Withholding advance payments otherwise due to Cooperator.
3. Taking other action permitted by statute (31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B).

Except as otherwise provided by law, the U.S. Forest Service may charge interest on an overdue debt.

- N. AGREEMENT CLOSE-OUT. Within 90 days after expiration or notice of termination Cooperator shall close out the agreement.

Any unobligated balance of cash advanced to Cooperator must be immediately refunded to the U.S. Forest Service, including any interest earned in accordance with 7CFR3016.21/2CFR 215.22.



Within a maximum of 90 days following the date of expiration or termination of this agreement, all financial performance and related reports required by the terms of the agreement must be submitted to the U.S. Forest Service by Cooperator.

If this agreement is closed out without audit, the U.S. Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

O. PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS.

The parties to this agreement shall monitor the performance of the agreement activities to ensure that performance goals are being achieved.

Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Wherever the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information.

Cooperator shall submit annual performance reports to the U.S. Forest Service Program Manager. These reports are due 90 days after the reporting period. The final performance report must be submitted either with Cooperator's final payment request, or separately, but not later than 90 days from the expiration date of the agreement.

P. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. Cooperator shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, records includes books, documents, accounting procedures and practice, and other data, regardless of the type or format. Cooperator shall provide access and the right to examine all records related to this agreement to the U.S. Forest Service, Inspector General, or Comptroller General or their authorized representative. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with Federal funds must be retained for 3 years after its final disposition.



- Q. FREEDOM OF INFORMATION ACT (FOIA). Public access to grant or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 215.36.

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2008 Farm Bill).

- R. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperatives, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

- S. PUBLIC NOTICES. It is The U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. Cooperator is/are encouraged to give public notice of the receipt of this agreement and, from time to time, to announce progress and accomplishments.

It is the responsibility of the Six Rivers National Forest, specifically the Public Affairs Officer, to communicate these messages to the public, elected officials, or to any member of the media. The Public Affairs Officer will work cooperatively with the Cooperator to develop an appropriate communication strategy for any public notices or communications associated with the operations covered by this agreement.

- T. FUNDING EQUIPMENT. Federal funding under this agreement is not available for reimbursement of Cooperator's purchase of Equipment. Equipment is defined as having a fair market value of \$5,000 or more per unit and a useful life of over one year.
- U. CONTRACT REQUIREMENTS. Any contract under this agreement must be awarded following the Cooperator's established procurement procedures, to ensure free and open competition, and avoid any conflict of interest (or appearance of conflict). Cooperator shall maintain cost and price analysis documentation for potential U.S. Forest Service review. Cooperator is/are encouraged to utilize small businesses, minority-owned firms, and women's business enterprises.
- V. GOVERNMENT-FURNISHED PROPERTY. Cooperator may only use U.S. Forest Service property furnished under this agreement for performing tasks assigned in this agreement. Cooperator shall not modify, cannibalize, or make alterations to U.S.



Forest Service property. A separate document, Form AD-107, must be completed to document the loan of U.S. Forest Service property. The U.S. Forest Service shall retain title to all U.S. Forest Service-furnished property. Title to U.S. Forest Service property must not be affected by its incorporation into or attachment to any property not owned by the U.S. Forest Service, nor must the property become a fixture or lose its identity as personal property by being attached to any real property.

Liability for Government Property.

1. Unless otherwise provided for in the agreement, Cooperator shall not be liable for loss, damage, destruction, or theft to the Government property furnished or acquired under this contract, except when any one of the following applies:
 - a. The risk is covered by insurance or Cooperator is/are otherwise reimbursed (to the extent of such insurance or reimbursement).
 - b. The loss, damage, destruction, or theft is the result of willful misconduct or lack of good faith on the part of Cooperator's managerial personnel. Cooperator's managerial personnel, in this provision, means Cooperator's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of Cooperator's business; all or substantially all of Cooperator's operation at any one plant or separate location; or a separate and complete major industrial operation.
2. Cooperator shall take all reasonable actions necessary to protect the Government property from further loss, damage, destruction, or theft. Cooperator shall separate the damaged and undamaged Government property, place all the affected Government property in the best possible order, and take such other action as the Property Administrator directs.
3. Cooperator shall do nothing to prejudice the Government's rights to recover against third parties for any loss, damage, destruction, or theft of Government property.
4. Upon the request of the Grants Management Specialist, Cooperator shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation, including the prosecution of suit and the execution of agreements of assignment in favor of the Government in obtaining recovery.

W. U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA. Cooperator shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.

X. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. Cooperator shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of



race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800) 877-8339, or voice relay (866) 377-8642. USDA is an equal opportunity provider and employer.

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

- Y. REMEDIES FOR COMPLIANCE RELATED ISSUES. If Cooperator materially fail(s) to comply with any term of the agreement, whether stated in a Federal statute or regulation, an assurance, or the agreement, the U.S. Forest Service may take one or more of the following actions:
1. Temporarily withhold cash payments pending correction of the deficiency by Cooperator or more severe enforcement action by the U.S. Forest Service;
 2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
 3. Wholly or partly suspend or terminate the current agreement for Cooperator's program;
 4. Withhold further awards for the program, or
 5. Take other remedies that may be legally available, including debarment procedures under 2 CFR part 417.
- Z. TERMINATION BY MUTUAL AGREEMENT. This agreement may be terminated, in whole or part, as follows:
1. When the U.S. Forest Service and Cooperator agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
 2. By 30 days written notification by Cooperator to the U.S. Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If the U.S. Forest Service decides that the remaining portion of the agreement will not accomplish the purposes for which the agreement was made, the U.S. Forest Service may terminate the agreement in its entirety.



Upon termination of an agreement, Cooperator shall not incur any new obligations for the terminated portion of the agreement after the effective date, and shall cancel as many outstanding obligations as possible. The U.S. Forest Service shall allow full credit to Cooperator for the U.S. Forest Service share of obligations that cannot be cancelled and were properly incurred by Cooperator up to the effective date of the termination. Excess funds must be refunded within 60 days after the effective date of termination.

- AA. ALTERNATE DISPUTE RESOLUTION – PARTNERSHIP AGREEMENT. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- BB. DEBARMENT AND SUSPENSION. Cooperator shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal Government according to the terms of 2 CFR Part 180. Additionally, should Cooperator or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- CC. PROHIBITION AGAINST INTERNAL CONFIDENTIAL AGREEMENTS:
All non federal government entities working on this agreement will adhere to the below provisions found in the Consolidated Appropriations Act, 2016, Pub. L. 114-113, relating to reporting fraud, waste and abuse to authorities:
- (a) The recipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
 - (b) The recipient must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (a) of this award provision are no longer in effect.
 - (c) The prohibition in paragraph (a) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.



(d) If the Government determines that the recipient is not in compliance with this award provision, it:

(1) Will prohibit the recipient's use of funds under this award, in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and

(2) May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.

DD. MODIFICATIONS. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.

EE. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through **August 31, 2021** at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.

FF. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In Witness Whereof, the parties hereto have executed this agreement as of the last date written below.

18AUG2016

TEDD WARD, Director
Del Norte Solid Waste Management Authority

Date

MERV GEORGE, JR., Forest Supervisor
U.S. Forest Service, Six Rivers National Forest

Date



The authority and format of this agreement have been reviewed and approved for signature.


JANET BOOMGARDEN

8/8/2016
Date

U.S. Forest Service Grants Management Specialist

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

**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

2. Project Name: Forest & River Cleanup Partnership	3a. State: California 3b. County(s): Del Norte
4. Project Submitted By: Del Norte Solid Waste Management Authority (Authority)	5. Date: June 15, 2016
6. Contact Phone Number: 707-465-1100	7. Contact E-mail: tedd@recycledelnorte.ca.gov

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

9. Project Goals and Objectives:
<ul style="list-style-type: none"> a. Assess and prioritize cleanup project sites on Del Norte County lands of the US Forest Service. b. Enhance regional capacity to assess and cleanup illegal dumpsites. c. Improve site security at the Gasquet Transfer Station to reduce associated litter. d. Remove abandoned and improperly disposed vehicles and debris from Six River National Forest lands and watercourses. e. Support river and forest cleanups initiated by non-profit groups. f. Restore cleanup sites to natural conditions, while impeding further dumping to the extent practical. g. Document and forward evidence of illegal dumping to law enforcement for citation and prosecution

10. Project Description:
<ul style="list-style-type: none"> 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. b. Detailed: <ul style="list-style-type: none"> 1. Assess illegal dumpsites and prioritize with Six Rivers National Forest Service staff in partnership with Del Norte County Code Enforcement and other community partners. 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 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 have the potential to adversely impact adjacent USFS lands, watercourses, 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. 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 collected materials will be recycled or recovered. Budget for this project includes resources for renting equipment (trailer, winch, cutting torches, equipment to safely access sites, etc.) and fuel 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.

11. Types of Lands Involved?

State/Private/Other lands involved? Yes No, but maybe (see below)

Land Status:

If Yes, specify: No specific private properties are targeted for cleanup, though if a dumpsite straddles or potentially impacts adjacent USFS property or watercourses, some cleanups may include portions of private lands.

12. How does the proposed project meet purposes of the Legislation? (Check at least 1)

- Improves maintenance of existing infrastructure.
- Implements stewardship objectives that enhance forest ecosystems.
- Restores and improves land health.
- Restores water quality

13. Project Type

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

14. Identify What the Project Will Accomplish

- 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):
Jobs generated in full time equivalents (FTE) to nearest tenth. Approximately 1 FTE will be generated over the duration of this project. As project activities may extend over 61 months, this will be approximately 0.2 FTE/year.
People reached (for environmental education projects/fire prevention): 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
Direct economic activity benefit: 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.
Other: 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.

15. Estimated Project Start Date: June 1, 2016	16. Estimated Project Completion Date: 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?

- Improve ecosystems and habitat
- Reduce threats to water quality
- Reduce fire danger
- Enhance natural beauty of area, supporting better tourism experiences and increased visitation

20. What is the Proposed Method(s) of Accomplishment? (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 checked="" 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):tbd

21. Will the Project Generate Merchantable Timber? Yes No

22. Anticipated Project Costs
a. Title II Funds Requested: \$32,295
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: \$4,600

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 \$1,000.

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:



Clark Moore, Chairperson
Del Norte Resource Advisory Committee

6/9/16

Project Approved By:



Merv George, Jr., Forest Supervisor
Six Rivers National Forest

6-10-16

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		\$1,000		\$1,000
b. NEPA/CEQA				
c. ESA Consultation				
d. Permit Acquisition				
e. Project Design & Engineering			\$500	\$500
f. Contract/Grant Preparation			\$250	\$250
g. Contract/Grant Administration			\$250	\$250
h. Contract/Grant Cost		\$8,400	\$3,600	\$12,000
i. Salaries		\$5,000		\$5,000
j. Materials & Supplies		\$2,395		\$2,395
k. Monitoring		\$1,000		\$1,000
l. Other				\$14,500
1. Equipment		\$0		
2. Hauling / Towing / Disposal under existing contracts		\$12,000		
3. Equipment Rental		\$2,500		
m. Project Sub-Total		\$32,295	\$4,600	\$36,895
n. FS Indirect Costs				
Total Cost Estimate		\$32,295	\$4,600	\$36,895

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.

Six Rivers National Forest District Ranger Project Support Checklist

Project Name: Forest & River Cleanup Partnership

RAC Proponent: Del Norte Solid Waste Management Authority (Authority)

Title II Requested Funds: \$66,400

RAC Submission Year: 2016

—	Contact has been made with the local Ranger District; project contact has been assigned	FS Project Manager: Lynn Wright FS Technical Contact: Mike McCain
N/A	NEPA complete, environmental compliance requirements have been met; consistent with resource management plans.	Title, date, and signer of decision document:
—	NEPA incomplete-to be completed prior to implementing project. Proponent has been advised implementation portion of project will not be approved until NEPA is completed	<p style="text-align: center;">Check all that apply</p> <hr/> <input type="checkbox"/> Plan for completing NEPA attached <hr/> <input type="checkbox"/> Proposal requests funding for completing NEPA (not required) <hr/> <input type="checkbox"/> Proponent to complete CEQA/NEPA with FS review <input type="checkbox"/> FS to complete NEPA
X	The Management Unit can support this project within its annual program of work	<p style="text-align: center;">Check any significant FS tasks</p> <input checked="" type="checkbox"/> agreement development and processing <input type="checkbox"/> NEPA planning <input checked="" type="checkbox"/> significant project inspection

_____/s/ David Palmer_____
(NAME), District Ranger

_____/3/16/2016_____
DATE

Attachment:

USFS Agreement No.:
Cooperator Agreement No.:

Mod. No.:

Note: This Financial Plan may be used when:
(1) No program income is expected and
(2) The Cooperator is not giving cash to the FS and
(3) There is no other Federal funding

Agreements Financial Plan (Short Form)

Financial Plan Matrix: Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$940	\$6,600	\$1,000	\$0	\$8,540
Travel	\$108	\$400	\$0	\$0	\$508
Equipment	\$0	\$0	\$0	\$0	\$0
Supplies/Materials	\$0	\$2,395	\$0	\$0	\$2,395
Printing	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$22,900	\$3,600	\$0	\$26,500
Other					\$0
Subtotal	\$1,048	\$32,295	\$4,600	\$0	\$37,943
Coop Indirect Costs		\$0	\$0		\$0
FS Overhead Costs	\$0				\$0
Total	\$1,048	\$32,295	\$4,600	\$0	\$37,943
Total Project Value:					\$37,943

Matching Costs Determination	
Total Forest Service Share = (a+b) + (c) = (f)	(f) 87.88%
Total Cooperator Share (c+d) + (e) = (g)	(g) 12.12%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Salaries/Labor				
Standard Calculation				
Job Description	Cost/Day	# of Days		Total
Fisheries Biologist	\$395.00	1.00		\$395
Recreation Technician	\$245.00	1.00		\$245
Partnership Coordinator	\$300.00	1.00		\$300
Total Salaries/Labor				\$940

Travel				
Standard Calculation				
Travel Expense	Miles	Cost/mile	# of miles	Total
Mileage	200	\$0.54		\$108
Total Travel				\$108

Supplies/Materials				
Standard Calculation				
Supplies/Materials	# of Items	Cost/Item		Total
				\$0
Total Supplies/Materials				\$0

Other Expenses				
Standard Calculation				
Item	# of Units	Cost/Unit		Total
				\$0
Total Other				\$0

Subtotal Direct Costs	\$1,048
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Forest Service Overhead Costs				
Current Overhead Rate	Subtotal Direct Costs			Total
	\$1,048			\$0
Total FS Overhead Costs				\$0

TOTAL COST	\$1,048
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WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Salaries/Labor				
Standard Calculation				
Job Description	Cost/Day	# of Days		Total
Director	\$516.62	2.00		\$1,033
Facilities & Programs Coordinator	\$318.82	13.77		\$4,391
Administrative Assistant	\$293.96	4.00		\$1,176
Total Salaries/Labor				\$6,600

Travel				
Standard Calculation				
Travel Expense	# Miles	Cost/mile		Total
Mileage	740.7	\$0.54		\$400
Total Travel				\$400

Supplies/Materials				
Non-Standard Calculation				
Ropes, fuel, personal protective equip, gloves, etc.				\$2,395
Total Supplies/Materials				\$2,395

Other Expenses				
Standard Calculation				
Item	# of Units	Cost/Unit		Total
Subcontract for Cleanup Labor	1.00	\$8,400.00		\$8,400
Non-Standard Calculation				
Equipment rental (trailer, winch, etc)				\$2,500
Fees under Existing Contracts for Towing, Hauling/ Disposal				\$12,000
Total Other				\$22,900

Subtotal Direct Costs	\$32,295
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Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs		Total
	\$32,295		\$0
Total Coop. Indirect Costs			\$0

TOTAL COST	\$32,295
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WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Salaries/Labor				
Standard Calculation				
Job Description		Cost/Day	# of Days	Total
Director		\$516.62	0.70	\$362
Facilities & Programs Coordinator		\$318.82	1.25	\$399
Administrative Assistant		\$293.96	0.82	\$240
Total Salaries/Labor				\$1,000

Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0
Total Travel				\$0

Supplies/Materials				
Standard Calculation				
Supplies/Materials		# of Items	Cost/Item	Total
				\$0
Total Supplies/Materials				\$0

Other Expenses				
Standard Calculation				
Item		# of Units	Cost/Unit	Total
Sub-contract for Cleanup Labor		1.00	\$3,600.00	\$3,600
Total Other				\$3,600

Subtotal Direct Costs	\$4,600
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Cooperator Indirect Costs				
Current Overhead Rate	Subtotal Direct Costs			Total
	\$4,600			\$0
Total Coop. Indirect Costs				\$0

TOTAL COST	\$4,600
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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: 16 September 2016
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. – Director 
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.

On September 10th, the Authority hosted the annual Household Hazardous Waste collection event with Clean Harbors at the Del Norte County Transfer Station as well as our second free mattress recycling event, in partnership with Hambro/WSG and the Mattress Recycling Council. Both household hazardous waste collections and mattress recycling were offered for no charge to Del Norte residents. The HHW event provided disposal service to 157 vehicles (compared to 141 last year).

Regarding mattresses and box springs, 269 mattresses were collected, of which 18 were collected from Recology Del Norte Customers. Of these, 239 were sent for recycling. For comparison, in June 2016 at the first MRC Mattress Recycling Event, 275 mattresses were collected.

Consent Agenda Items: Item 1.3 - This is a budget transfer for fiscal year 2016-2017 in the amount of \$39,695. The largest portion of this transfer is adding into the FY 16/17 budget the \$32,295 of grant funds and expenses for the US Forest Service

2.1

Cleanup Grant included as **Item 1.2**. Each USFS grant-related budget line has the -070 suffix. This budget transfer also increases expenses for Data Processing and Software by \$2,500 as we are upgrading the Scale Management Software to the latest version. Maintenance of Structures was increased by \$1,900 to enable the replacement of two signs at the Del Norte County Transfer Station. Finally, general advertising expenses are increased by \$3,000 in part to provide resources to advocate regarding supporting California ballot Propositions 67 and opposing Proposition 65. The other reason for this increase is that both the oil and beverage container grants have become more restrictive in that those grant resources are not be used to promote programs other than oil or beverage containers. These non-grant-related expenses are being paid by reducing the amount allocated to pay for State Fees.

Finances and Audits: Great news arrived last week. We received confirmation that the State Water Resources Board has approved reduction in the Threat/Complexity rating for the Crescent City Landfill from a '1A' to a '2A' for FY 2015/2016, thus reducing our annual Waste Discharge Requirements permit fee - ***and that we can expect a refund in the amount of \$5,880 for the fees DNSWMA paid last year.*** Thus, the Authority's appeal efforts, in partnership with Lawrence & Associates, resulted in a fee reduction of \$32,446 for last fiscal year, and staff anticipate similar savings in each of the coming years until the RWQCB staff finalize changes to the Waste Discharge Requirements and the Monitoring and Reporting program for the Crescent City Landfill. Though the final permit fee amounts for FY 16/17 have not yet been announced, staff expect the fees to be less than \$32,000 though the DNSWMA allowed for over \$57,000 in expenses. For this reason, the non-grant-related budget transfers under **agenda item 1.3** were paid from the State Fees budget line.

Last week, the Authority also received a letter from CalRecycle approving a reduction in the multiplier for assessing the post-closure liability for the Crescent City Landfill. Authority staff have standing direction to apply for such a reduction each year. By approving the reduction in this multiplier from 22 to 21, CalRecycle has approved that the Authority's landfill-related liability can be reduced by over \$119,500 in a single year. By pursuing such a reduction each year since 2011, Authority staff have significantly reduced the liability associated with the Crescent City Landfill by \$854,276.

Agenda Item 6.1 is the opportunity for the Authority to engage Patel & Associates to provide an external audit for an amount not to exceed \$10,500. Under Government Code 6505, the Authority is obliged to complete an external audit every other year. In practice, the Authority has conducted annual audits every year for at least the past decade. Though the not-to-exceed amount is more than the \$9,000 budgeted, last year the Patel & Associates did not bill the full amount, and charged the Authority \$7,800 for these same services. For this reason, staff are not proposing a budget transfer at this time, but are recommending approval of signatures on this letter of engagement.

Facilities: Last week Shawn Slater replaced two wireless routers at the Del Norte County Transfer Station. These routers are used for the internet connection connecting the scalehouse computer to the server in the administration building. Without an internet connection, we lose our ability to accept credit and debit cards at this facility. Without a connection between the scalehouse and the server, we lose the ability to modify tickets and print reports as part of our daily activities. Though this repair took several days, staff purchased a MiFi unit that enabled us to accept credit and debit cards during this period. This unit will be available as a backup whenever the connection between the gatehouse and the admin building is lost.

Staff are working with Creative Information Systems to update our Scale Management Software to version 10. Staff are having the new system installed on a separate computer so gate attendants will have opportunity to train on the new system before transitioning to this new version of our main software tool.

Public Outreach and Education: During the coming month, staff intend to follow Board direction and promote support for California ballot Proposition 67 and opposition to Proposition 65.

Personnel / Staffing: All Authority-managed facilities were open during posted hours and all shifts were covered. New employees Haley Smith, Darren Davis and Ron Fleshman are being trained as refuse site attendants. Rita Schmitt has returned to work. Starting in October, the small-volume Transfer Station in Gasquet is open only on Saturdays, and the Klamath Transfer Station is open on Wednesdays and Sundays.

Abandoned Vehicle Abatement Authority: **Agenda Item 7.1** is the first amended Joint Powers Agreement, Service Plan and budget for the Abandoned Vehicle Abatement Service Authority (AVA) as adopted by the City of Crescent City and County of Del Norte. As these have already been adopted, this is provided as information to the AVA Board – which has the identical Board to the DNSWMA.

Agenda Item 7.2 is the proposal from Northcrest Auto Center to provide services for removal and towing of abandoned vehicles. Towing rates under this new agreement have increased generally, which would reduce the total number of vehicles towed under the AVA program. Staff were directed to attempt to negotiate reduced fees and/or obtain an explanation for the increase in prices included in this proposal. County Code Enforcement Officer Dominic Mello discussed these issues with Steve Clay of Northcrest Auto Center, and has been invited to this meeting to summarize that discussion. As the current AVA towing agreement has now expired, and the AVA received just one proposal to provide towing services, staff recommend approval of this agreement.

Solid Waste
Balance Sheet
July 31, 2016

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	819,633.08
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	14,520.96
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	(157,814.00)
422 010 03450	Accum Depr Bldg & Improv	(113,204.00)
422 010 03460	Accum Depr Transfer Station	(918,877.00)
	Total Assets	<u><u>3,906,009.29</u></u>

LIABILITIES AND FUND EQUITY

422 010 05100	Accounts Payable	11,585.08
422 010 05210	Sublease Payable	2,727,290.50
422 010 05300	Compensated Absences Payable	45,281.00
422 010 05500	Post Closure Liability	2,180,935.25
422 010 05600	Net OPEB Obligation	273,578.00
422 010 07100	Fund Balance	(1,956,392.78)
422 010 09600	Investment in Capital Assets net of related debt	578,198.00
	Revenue	76,168.55
	Expenditure	(30,634.31)
	Total Liabilities and Fund Equity	<u><u>3,906,009.29</u></u>

2.2

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of September 5, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Affordable Home & Rental Rep.	58.51	0.00	0.00	0.00	0.00	58.51
Agricultural Commission(solid waste only)	153.91	0.00	0.00	0.00	0.00	153.91
Alexandre EcoDairy Farms	198.78	0.00	0.00	0.00	0.00	198.78
Bart Kast Builders	368.74	0.00	0.00	0.00	0.00	368.74
Benner Mini Storage	228.99	0.00	0.00	0.00	0.00	228.99
Borges Dairy	161.33	262.98	0.00	0.00	0.00	424.31
Brown, Hector	1,395.99	0.00	0.00	0.00	0.00	1,395.99
Cal-Ore LIFE FLIGHT	66.26	7.10	0.00	0.00	0.00	73.36
Cal-Trans	113.22	0.00	0.00	0.00	0.00	113.22
California Auto Image	116.67	0.00	0.00	0.00	0.00	116.67
California Construction Co.	7.20	0.00	0.00	0.00	0.00	7.20
California Dept. of Fish & Wildlife	57.12	0.00	0.00	0.00	0.00	57.12
California Dept. Parks & Rec.	1,194.47	1,266.65	0.00	0.00	0.00	2,461.12
Castlerock Countertop's	23.05	0.00	0.00	0.00	0.00	23.05
Certified Construction	0.00	0.00	0.00	0.00	6.90	6.90
Certified Plumbing Co.	0.00	0.00	0.00	0.00	12.76	12.76
Cetnar Construction Inc.	41.61	29.85	0.00	0.00	0.00	71.46
College of the Redwoods	463.40	247.42	0.00	0.00	0.00	710.82
Cornerstone Assembly of God	66.39	0.00	0.00	0.00	0.00	66.39
Crescent Ace Hardware.	400.43	0.00	0.00	0.00	0.00	400.43
Crescent City KOA	574.71	0.00	0.00	0.00	0.00	574.71
Crescent Fire Protection Dist.	5.52	0.00	0.00	0.00	0.00	5.52
Crescent Senior Estates	12.04	0.00	0.00	0.00	0.00	12.04
Del Norte Ambulance	34.57	0.00	0.00	0.00	0.00	34.57
Del Norte Realty	114.35	126.63	0.00	0.00	0.00	240.98
Del Norte Roofing	339.94	0.00	0.00	0.00	0.00	339.94
DN Unified School District	681.57	0.00	0.00	0.00	0.00	681.57
DNC Abandoned Vehicle Abatement	153.16	0.00	0.00	0.00	0.00	153.16
DNC Public Nuisance Abatement	141.16	0.00	0.00	0.00	0.00	141.16
Elk Valley Rancheria	21.60	0.00	0.00	0.00	0.00	21.60
Elk Valley Storage	27.37	0.00	0.00	0.00	0.00	27.37
Ellers Fort Dick Market	302.49	0.00	0.00	0.00	0.00	302.49
Fashion Blacksmith	192.00	0.00	0.00	0.00	0.00	192.00
G. H. Outreach	780.47	0.00	0.00	0.00	0.00	780.47
Gasquet Mobile Home Park	609.81	0.00	0.00	0.00	0.00	609.81
Golden State Construction	805.42	0.00	0.00	0.00	0.00	805.42
GR Construction	446.52	0.00	0.00	0.00	0.00	446.52
Green Scapes	220.49	48.81	126.00	0.00	0.00	395.30
Griffin's Furniture Outlet	52.14	131.36	0.00	0.00	0.00	183.50
Hambro/Waste Solutions Group	83.85	0.00	0.00	0.00	0.00	83.85
Hank's Hauling	262.02	0.00	0.00	0.00	0.00	262.02
HASP / Jordan Recovery Centers	463.60	249.76	271.50	179.98	0.00	1,164.84
Hemmingsen Contracting Company	542.97	0.00	0.00	0.00	0.00	542.97
Hiouchi Community Fellowship	144.04	0.00	0.00	0.00	0.00	144.04
Investment Realty	352.24	0.00	0.00	0.00	0.00	352.24
Kays, Matthew J.	0.00	4.29	0.00	0.00	0.00	4.29
Kirkland's Lawn & Yard Service	1,268.96	0.00	0.00	0.00	0.00	1,268.96
Kraft, Tom & Patti	97.95	0.00	0.00	0.00	0.00	97.95
Larson Services	0.00	29.85	0.00	0.00	0.00	29.85
LNL Design and Construction	0.00	38.04	0.00	0.00	0.00	38.04
Madrone Court	18.73	0.00	0.00	0.00	0.00	18.73
Mallory Construction	73.21	7.10	0.00	0.00	0.00	80.31
Mastaloudis Homes Inc.	0.00	27.07	0.00	0.00	0.00	27.07
Mountain Power Tree Co	21.42	71.99	0.00	0.00	0.00	93.41
Mow Blow and Go	69.43	0.00	0.00	0.00	0.00	69.43
Murray Construction	181.49	0.00	0.00	0.00	0.00	181.49
New Dawn Support Services	491.45	0.00	0.00	0.00	0.00	491.45
Niehoff Construction	77.78	7.11	0.00	0.00	0.00	84.89
North Coast Properties	120.69	67.53	0.00	0.00	0.00	188.22
North Woods Realty	69.75	0.00	0.00	0.00	0.00	69.75
Pacific Northwest Physical Therapy	11.19	0.00	0.00	0.00	0.00	11.19
PALM Industries, Inc.	31.99	0.00	0.00	0.00	0.00	31.99
Pappas Dry Wall	47.53	0.00	0.00	0.00	0.00	47.53
Parkway Feed	105.15	0.00	0.00	0.00	0.00	105.15
Peasley's Property Mang.	28.81	0.00	0.00	0.00	0.00	28.81
Pelican Bay Evangelical Free Church	0.00	41.18	0.00	0.00	0.00	41.18

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of September 5, 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Pelican Bay Roofing Co.	0.00	261.56	0.00	0.00	0.00	261.56
Plunkett's Family Painting	106.71	0.00	0.00	0.00	0.00	106.71
Porter's Trucking *CLOSED*	0.00	0.00	0.00	0.00	2,033.84	2,033.84
Ray's Mobile Home Service	311.29	0.00	0.00	0.00	0.00	311.29
Recology Del Norte (Franchise)	123,161.73	0.00	0.00	0.00	0.00	123,161.73
Recology Del Norte (Prison)	12,035.99	0.00	0.00	0.00	0.00	12,035.99
Red Sky Roofing	17,557.03	14,551.92	0.00	0.00	0.00	32,108.95
Redwood National Park	2,893.18	0.00	0.00	0.00	0.00	2,893.18
Reservation Ranch	1,009.72	1,111.62	0.00	0.00	0.00	2,121.34
Richard Brown Construction	30.25	0.00	0.00	0.00	0.00	30.25
Richterich & Jones Const	250.63	260.14	0.00	0.00	0.00	510.77
Rick Parker Construction	207.42	0.00	0.00	0.00	0.00	207.42
Ritchie Homes	48.97	0.00	0.00	0.00	0.00	48.97
Roy Rook Construction	60.50	152.10	0.00	0.00	0.00	212.60
Ruiz Construction	15.84	0.00	0.00	0.00	0.00	15.84
S.O.S. Construction	20.17	0.00	0.00	0.00	0.00	20.17
Schnacker's General Hauling	534.24	12.79	0.00	0.00	0.00	547.03
Seawood Village	4,202.99	2,750.21	0.00	0.00	0.00	6,953.20
Shangri-La Trailer Court	147.11	0.00	0.00	0.00	0.00	147.11
Smith River Equipment	46.09	0.00	0.00	0.00	0.00	46.09
Smith River Fire Prot. Dist.	20.76	0.00	0.00	0.00	0.00	20.76
Smith River Rancheria	0.00	51.17	0.00	0.00	0.00	51.17
Sprint Courier Service	47.36	0.00	0.00	0.00	0.00	47.36
Steel	24.83	34.11	8.53	75.51	0.00	142.98
Stephen F White Gen.Cont. Inc.	112.84	25.54	0.00	0.00	0.00	138.38
Stone Roofing	7,340.67	0.00	0.00	0.00	0.00	7,340.67
Sutter Coast Hospital	25.93	0.00	0.00	0.00	0.00	25.93
Swanson, Ray C. Construction	312.67	0.00	0.00	0.00	0.00	312.67
Tab & Associates	180.59	0.00	0.00	0.00	0.00	180.59
Tim Haban Construction	54.73	0.00	0.00	0.00	0.00	54.73
Totem Villa Apartments	165.23	0.00	0.00	0.00	0.00	165.23
Van Arsdale Construction	1,558.52	743.45	0.00	0.00	0.00	2,301.97
Van Nocker's Cleaning	15.84	0.00	0.00	0.00	0.00	15.84
Wetherwell Ranch Inc.	70.55	0.00	0.00	0.00	0.00	70.55
Wigley Contracting	93.62	0.00	0.00	0.00	0.00	93.62
Yurok Economic Dev Corp	110.29	34.92	0.00	0.00	0.00	145.21
Yurok Indian Housing Authority	85.17	0.00	0.00	0.00	0.00	85.17
Yurok Tribe	118.11	0.00	0.00	0.00	0.00	118.11
TOTAL	188,173.22	22,654.25	406.03	255.49	2,053.50	213,542.49

CLAIMS APPROVED BY THE DIRECTOR

Del Norte Solid Waste Management Authority

Claims for August 2016

<i>Date Paid</i>	<i>Paid to:</i>	<i>Budget</i>	<i>Amt. Paid</i>	<i>Description</i>
8/3/2016	Bi-Coastal Media	20221-079	\$ 546.00	INV 2754-2 Responsible recycling / Bev Grant
8/3/2016	California Product Stewardship Council	20200	\$ 1,000.00	INV FY 17-034-AF 16/17 CPSC Associate Fees
8/3/2016	Crescent Ace Hardware	20180	\$ 27.20	INV 619787 Foam Brush & Marking Paint KTS/GTS
	Crescent Ace Hardware	20180	\$ 184.66	INV 617985 Rope & snaps for KTS/GTS
	Crescent Ace Hardware	20140	\$ 21.50	INV 617985 Canopy chair for KTS/GTS
	Crescent Ace Hardware	20140	\$ 6.43	INV 616661 Schlage keys for gate
8/3/2016	Curry Equipment	20239-001	\$ 38.68	INV 139612 Square Magnum Gatorline
8/4/2016	Curry Transfer-Roto Rooter	20239-001	\$ 176.00	INV 65747460 Porta Potty for Landfill Maintenance
8/4/2016	Del Norte Office Supply	20221	\$ 30.28	INV 487759 Dog Poster print and mount
	Del Norte Office Supply	20224	\$ 534.75	INV 487445 Office paper/envelopes/calendar
8/4/2016	G. H. Outreach	20285-079	\$ 250.00	INV 968079 County & City Recycling service July
8/4/2016	Merle Helstowski Signs	20180	\$ 1,136.76	Invoice for new signage at TS/KTS/GTS
	Merle Helstowski Signs	20231	\$ 300.00	Invoice for new signage for fiscal year-Labor
8/4/2016	Quill	20224	\$ 170.74	INV 7517009 Acct # C2256698 Office Supplies
8/4/2016	Recology Del Norte	20288	\$ 2,115.72	INV 04887527-1001 Front ST-Cultural Center
	Recology Del Norte	20238	\$ 451.95	INV 04887543-500 Cooper Ave-County Yard
	Recology Del Norte	20288	\$ 249.38	INV 04887550-900 Tenth ST-City Yard
8/4/2016	Recology Del Norte	20238	\$ 554.40	INV 1190 GTS bin Service July 2016
	Recology Del Norte	20238	\$ 2,032.80	INV 1191 KTS bin Service July 2016
8/4/2016	Richard D. Taylor	20235	\$ 320.00	INV for Treasurer/Controller Services July 2016
8/4/2016	US Bank	20232-002	\$ 243.89	Aplus program support 15/16
	US Bank	20275	\$ 2.59	Small tool 15/16
	US Bank	20140	\$ 522.57	Staples -Rising desktops 15/16
	US Bank	20285-065	\$ 4,638.66	Recycle Away-Containers 15/16
	US Bank	20285	\$ 10.89	Reimb Charge-Tedd Ward
	US Bank	20171	\$ 52.87	Robertson Auto -Toyota 4Runner oil Change
	US Bank	20275	\$ 105.60	Home Depot-Vacuum
8/4/2016	Creative Information Systems	20232-002	\$ 2,472.00	INV SMSQ10622 Supp/Maintenance 7/1/16-6/30/17
8/5/2016	Curry Transfer-Roto Rooter	20140	\$ 153.80	INV 65747458 Gasquet TS Porta Potty July
	Curry Transfer-Roto Rooter	20140	\$ 153.80	INV 65747459 Klamath TS Porta Potty July
8/5/2016	Tedd Ward	20290	\$ 102.56	Travel Reimbursement-Humboldt County
8/12/2016	Black & Rice LLP	20234	\$ 145.60	Statement for Legal Services July 2016
8/12/2016	Hambro/WSG	20239	\$ 172,111.97	INV 2016-07 Material Handling for July 2016
8/12/2016	Del Norte Fire Safe Council	20239-001	\$ 750.00	INV 2 Landfill Maint-Trailer Usage fees July 2016
8/16/2016	Kayleen Warner	20290-079	\$ 138.00	Travel Reimbursement-CRRA
8/16/2016	Tedd Ward	20290-079	\$ 147.06	Travel Reimbursement-CRRA
8/17/2016	Lawrence & Associates	20231	\$ 1,432.50	INV 23706 Proj #015063.00 July Services
8/17/2016	Charter Spectrum Business	20121	\$ 119.97	Office phone services 8/19-9/18/2016
8/17/2016	U S Cellular	20121	\$ 140.03	INV 0149504833 Cell Service 8/4-9/3/2016
8/17/2016	Ricoh USA, Inc	20221	\$ 213.49	INV 97320561 Printing April thru June 2016 15/16
8/25/2016	Katherine Brewer	20290	\$ 39.96	Mileage reimbursement 7/08-8/24/16
8/25/2016	Darren Davis	20290	\$ 387.18	Mileage reimbursement 7/01-8/12/16
8/25/2016	Crescent Ace Hardware	20239-001	\$ 63.34	Landfill Maintenance
8/25/2016	Recology Del Norte	20288	\$ 1,452.64	INV 04896858-1001 Front ST-Cultural Center
	Recology Del Norte	20238	\$ 455.26	INV 04896874-500 Cooper Ave-County Yard
	Recology Del Norte	20288	\$ 251.20	INV 04896882-900 Tenth ST-City Yard
8/31/2016	Mission Linen	20140	\$ 30.86	INV 503009001 08/02 Linen service
	Mission Linen	20140	\$ 30.86	INV 503101817 08/16 Linen service
	Mission Linen	20140	\$ 30.86	INV 503304191 08/30 Linen service

8/31/2016	Efficiency Delivery	20280	\$ 30.00	INV 437406 Water testing to Northcoast Labs
8/31/2016	Crescent Ace Hardware	20140	\$ 9.29	INV 615836 sponges / Deep woods Off
	Crescent Ace Hardware	20140	\$ 4.30	INV 624022 Fly ribbons
8/31/2016	Quill	20140	\$ 43.04	INV 8449637 Cleaning supplies
	Quill	20140	\$ 14.78	INV 8454784 Protective Eye wear
	Quill	20140	\$ 51.14	INV 8462215 Protective vests
	Quill	20140	\$ 10.88	INV 8464112 Exit marking signs
	Quill	20140	\$ 4.87	INV 8464677 Protective Eye wear
	Quill	20224	\$ 14.87	INV 8492176 Purchase order books
	TOTAL		\$ 196,730.43	

DNSWMA
GRAND TOTALS
AUGUST 2016

	Amount to 422-421 91003 66.53%	Amount to 422-421 91004 33.47%	TOTAL AMOUNT
DNCTS Cash Total	34,082.77	17,146.41	51,229.18
DNCTS Charge Total	133,422.47	65,466.26	200,544.82
DNCTS Hambro WSG	1,656.09		
DNCTS Credit/Debit	21,061.15	10,595.47	31,656.62
DNCTS Totals	190,222.48	93,208.14	283,430.62
Klamath Cash Total		5,195.43	5,195.43
Klamath Charge Total		110.29	110.29
Klamath Totals		5,305.72	5,305.72
Gasquet Cash Total		1,704.61	1,704.61
Gasquet Charge Total		65.98	65.98
Gasquet Totals		1,770.59	1,770.59
Adjustments			
GRAND TOTALS	190,222.48	100,284.45	290,506.93

2.4

MONTHLY SPLIT SHEET
DNSWMA TRANSFER STATION
MONTH: AUGUST 2016

Date	Cash	Checks	Cash/Check Total	Visa	Master	Discover	AmExp	Credit Card Total	Charges	Grand Total	66.53% 91003	33.47% 91004	20286	Total
1	\$ 1,723.02	\$ 403.30	\$ 2,126.32	\$ 909.32	\$ 34.57	\$ 49.48		\$ 993.37	\$ 11,217.35	\$ 14,337.04	\$ 1,414.64	\$ 711.68	(\$0.12)	\$ 2,126.20
2	\$ 1,673.05	\$ 354.61	\$ 2,027.66	\$ 677.22	\$ 41.77	\$ 83.55		\$ 802.54	\$ 9,652.92	\$ 12,483.12	\$ 1,349.00	\$ 678.66	(\$0.14)	\$ 2,027.52
3	\$ 1,524.30	\$ 159.01	\$ 1,683.31	\$ 423.30	\$ 61.94			\$ 485.24	\$ 7,058.39	\$ 9,226.94	\$ 1,119.91	\$ 563.40	\$1.68	\$ 1,684.99
4	\$ 1,238.27	\$ 147.54	\$ 1,385.81	\$ 846.01	\$ 43.21	\$ 224.69		\$ 1,113.91	\$ 8,119.38	\$ 10,619.10	\$ 921.98	\$ 463.83	(\$10.33)	\$ 1,375.48
5	\$ 1,221.71	\$ 129.76	\$ 1,351.47	\$ 787.59	\$ 37.44	\$ 19.23	\$ 118.12	\$ 962.38	\$ 7,446.46	\$ 9,760.31	\$ 899.13	\$ 452.34	\$0.47	\$ 1,351.94
6	\$ 1,421.38	\$ 83.06	\$ 1,504.44	\$ 970.86	\$ 83.54			\$ 1,054.40	\$ 504.41	\$ 3,063.25	\$ 1,000.90	\$ 503.54	\$0.76	\$ 1,505.20
7	\$ 1,192.30	\$ 534.02	\$ 1,726.32	\$ 932.05	\$ 10.03			\$ 942.08	\$ 1,765.28	\$ 4,433.68	\$ 1,148.52	\$ 577.80	\$0.11	\$ 1,726.43
8	\$ 1,373.62	\$ 115.10	\$ 1,488.72	\$ 1,186.67	\$ 27.36			\$ 1,214.03	\$ 6,960.06	\$ 9,662.81	\$ 990.45	\$ 498.27		\$ 1,488.72
9	\$ 1,453.33	\$ 105.34	\$ 1,558.67	\$ 865.53	\$ 23.05		\$ 47.53	\$ 936.11	\$ 9,847.04	\$ 12,341.82	\$ 1,036.98	\$ 521.69	(\$3.74)	\$ 1,554.93
10	\$ 1,371.76	\$ 217.70	\$ 1,589.46	\$ 719.20	\$ 112.36			\$ 831.56	\$ 6,331.51	\$ 8,752.53	\$ 1,057.47	\$ 531.99	\$1.00	\$ 1,590.46
11	\$ 1,339.38	\$ 149.58	\$ 1,488.96	\$ 768.27			\$ 305.36	\$ 1,073.63	\$ 6,985.42	\$ 9,548.01	\$ 990.61	\$ 498.35	\$0.16	\$ 1,489.12
12	\$ 1,468.66	\$ 118.69	\$ 1,587.35	\$ 1,254.38				\$ 1,254.38	\$ 7,588.30	\$ 10,430.03	\$ 1,056.06	\$ 531.29	(\$0.46)	\$ 1,586.89
13	\$ 1,641.01	\$ 93.31	\$ 1,734.32	\$ 1,173.04	\$ 137.77			\$ 1,850.81	\$ 603.57	\$ 4,188.70	\$ 1,153.84	\$ 580.48	\$0.10	\$ 1,734.42
14	\$ 1,874.89	\$ 357.80	\$ 2,232.69	\$ 800.82	\$ 74.91		\$ 148.36	\$ 1,024.09	\$ 1,120.89	\$ 4,377.67	\$ 1,485.41	\$ 747.28		\$ 2,232.69
15	\$ 1,513.97	\$ 205.71	\$ 1,719.68	\$ 1,510.61	\$ 50.41			\$ 1,561.02	\$ 8,195.17	\$ 11,475.87	\$ 1,144.10	\$ 575.58	\$0.28	\$ 1,719.96
16	\$ 1,563.23	\$ 159.77	\$ 1,723.00	\$ 974.82	\$ 60.63			\$ 1,035.45	\$ 10,514.11	\$ 13,272.56	\$ 1,146.31	\$ 576.69	(\$0.04)	\$ 1,722.96
17	\$ 1,086.08	\$ 460.92	\$ 1,547.00	\$ 729.81	\$ 18.73			\$ 748.54	\$ 5,517.58	\$ 7,813.12	\$ 1,029.22	\$ 517.78	\$0.06	\$ 1,547.06
18	\$ 990.55	\$ 118.10	\$ 1,108.65	\$ 992.76	\$ 17.28		\$ 288.08	\$ 1,298.12	\$ 10,107.14	\$ 12,513.91	\$ 737.58	\$ 371.07	(\$0.07)	\$ 1,108.58
19	\$ 1,467.57	\$ 98.77	\$ 1,566.34	\$ 1,222.50	\$ 131.08	\$ 12.02		\$ 1,365.60	\$ 6,745.39	\$ 9,677.33	\$ 1,042.09	\$ 524.25		\$ 1,566.34
20	\$ 1,446.90	\$ 426.34	\$ 1,873.24	\$ 1,242.45	\$ 15.84			\$ 1,258.29	\$ 1,112.53	\$ 4,244.06	\$ 1,246.27	\$ 626.97		\$ 1,873.24
21	\$ 1,333.57	\$ 81.27	\$ 1,414.84	\$ 948.75	\$ 17.28			\$ 966.03	\$ 1,717.78	\$ 4,098.65	\$ 941.29	\$ 473.55		\$ 1,414.84
22	\$ 1,140.34	\$ 85.39	\$ 1,225.73	\$ 869.23				\$ 859.23	\$ 8,658.35	\$ 10,743.31	\$ 815.48	\$ 410.25	(\$0.08)	\$ 1,225.65
23	\$ 1,442.69	\$ 175.72	\$ 1,618.41	\$ 671.11	\$ 7.20			\$ 687.84	\$ 8,893.13	\$ 11,199.38	\$ 1,076.73	\$ 541.68	\$0.06	\$ 1,618.47
24	\$ 1,494.41	\$ 481.09	\$ 1,975.50	\$ 714.01	\$ 29.72		\$ 9.53	\$ 747.74	\$ 6,807.64	\$ 9,530.88	\$ 1,314.30	\$ 661.20		\$ 1,975.50
25	\$ 1,438.37	\$ 613.67	\$ 2,052.04	\$ 521.66	\$ 77.78		\$ 27.37	\$ 626.81	\$ 9,735.55	\$ 12,414.40	\$ 1,365.22	\$ 686.82	\$0.01	\$ 2,052.05
26	\$ 2,011.78	\$ 379.66	\$ 2,391.44	\$ 780.59	\$ 19.56		\$ 7.52	\$ 807.67	\$ 5,904.09	\$ 9,103.20	\$ 1,591.03	\$ 800.41	(\$19.99)	\$ 2,371.45
27	\$ 1,265.88	\$ 149.80	\$ 1,415.68	\$ 1,055.97	\$ 129.32		\$ 43.21	\$ 1,228.50	\$ 911.25	\$ 3,555.43	\$ 941.85	\$ 473.83	(\$0.88)	\$ 1,416.56
28	\$ 1,014.78	\$ 93.61	\$ 1,108.39	\$ 1,283.32	\$ 40.32			\$ 1,323.64	\$ 1,931.77	\$ 4,363.80	\$ 737.41	\$ 370.98	(\$0.25)	\$ 1,108.14
29	\$ 1,792.82	\$ 431.19	\$ 2,224.01	\$ 864.02	\$ 50.41	\$ 6.26		\$ 920.69	\$ 8,893.94	\$ 12,038.64	\$ 1,479.63	\$ 744.38	\$1.00	\$ 2,225.01
30	\$ 1,417.30	\$ 82.10	\$ 1,499.40	\$ 827.46	\$ 83.95	\$ 18.73	\$ 7.20	\$ 937.34	\$ 10,084.67	\$ 12,521.41	\$ 997.55	\$ 501.85		\$ 1,499.40
31	\$ 1,164.34	\$ 115.99	\$ 1,280.33	\$ 728.30	\$ 17.28			\$ 745.58	\$ 9,613.75	\$ 11,639.66	\$ 851.80	\$ 428.53	-0.04	\$ 1,280.29
TOTALS	\$44,101.26	\$7,127.92	\$51,229.18	\$28,781.63	\$1,454.74	\$413.96	\$1,006.29	\$31,656.62	\$200,544.82	\$283,430.62	\$34,082.77	\$17,146.41	\$(28.69)	\$51,200.49

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\$1.80

DAILY TICKET REPORT				
DNSWMA TRANSFER STATION				
MONTH: August 2016				
Date	BEGIN	END	VOIDED TICKETS	TICKET COUNT
1	892898	893144		247
2	893145	893345	1	200
3	893346	893515		170
4	893516	893694	1	178
5	893695	893875		181
6	893876	894042		167
7	894043	894211		169
8	894212	894409		198
9	894410	894597	1	187
10	894598	894782	2	183
11	894783	894969		187
12	894970	895166		197
13	895167	895367		201
14	895368	895578		211
15	895579	895785	1	206
16	895786	895976		191
17	895977	896149		173
18	896150	896324		175
19	896325	896531		207
20	896532	896719		188
21	896720	896897	1	177
22	896898	897112		215
23	897113	897286		174
24	897287	897460		174
25	897461	897658		198
26	897659	897833		175
27	897834	898013		180
28	898014	898200		187
29	898201	898407	1	206
30	898408	898595		188
31	898596	898769	1	173
TOTAL			9	5863

DNSWMA KLAMATH TRANSFER STATION CASH AUGUST 2016			
Date	Amount to		TOTAL CASH AMOUNT
	422-421	91004	
August 3, 2016	341.07		\$ 341.07
August 5, 2016	153.73		\$ 153.73
August 7, 2016	580.49		\$ 580.49
August 10, 2016	267.99		\$ 267.99
August 12, 2016	120.71		\$ 120.71
August 14, 2016	722.22		\$ 722.22
August 17, 2016	394.69		\$ 394.69
August 19, 2016	26.25		\$ 26.25
August 21, 2016	693.46		\$ 693.46
August 24, 2016	594.78		\$ 594.78
August 26, 2016	154.27		\$ 154.27
August 28, 2016	862.14		\$ 862.14
August 31, 2016	283.63		\$ 283.63
TOTAL	5,195.43		\$ 5,195.43

DNSWMA KLAMATH TRANSFER STATION - DEPOSITS August-2016									
Date	Cash	Checks	Deposit	Over / Short	Sales	Sales	Charges	Tickets	TOTAL
									TOTAL
August 3, 2016	323.57	17.50	341.07	0.74	340.33	341.07	77.53	22	
August 5, 2016	126.97	26.76	153.73	0.24	153.49	153.73		9	
August 7, 2016	533.48	47.01	580.49	33.10	547.39	580.49		35	
August 10, 2016	220.78	47.21	267.99	-0.01	268.00	267.99		19	
August 12, 2016	120.71		120.71		120.71	120.71		9	
August 14, 2016	644.04	78.18	722.22	-0.22	722.44	722.22		35	
August 17, 2016	230.54	164.15	394.69	1.25	393.44	394.69		24	
August 19, 2016	26.25		26.25		26.25	26.25		3	
August 21, 2016	657.94	35.52	693.46	1.99	691.47	693.46		42	
August 24, 2016	479.05	115.73	594.78	-1.04	595.82	594.78	32.76	32	
August 26, 2016	109.75	44.52	154.27	0.22	154.05	154.27		8	
August 28, 2016	753.21	108.93	862.14	1.54	860.60	862.14		52	
August 31, 2016	185.02	98.61	283.63	9.00	274.63	283.63		20	
			0.00			0.00			
			0.00			0.00			
TOTAL	\$ 4,411.31	\$ 784.12	\$ 5,195.43	\$ 46.81	\$ 5,148.62	\$ 5,195.43	\$ 110.29	310	
TOTAL SALES									
Date	Wednesday	Friday	Sunday						
August 3, 2016	341.07								
August 5, 2016		153.73							
August 7, 2016			580.49						
August 10, 2016	267.99								
August 12, 2016		120.71							
August 14, 2016			722.22						
August 17, 2016	394.69								
August 19, 2016		26.25							
August 21, 2016			693.46						
August 24, 2016	594.78								
August 26, 2016		154.27							
August 28, 2016			862.14						
August 31, 2016	283.63								
TOTALS	\$1,882.16	\$454.96	\$2,858.31						
DAILY AVERAGE	\$376.43	\$113.74	\$714.58						

DNSWMA GASQUET TRANSFER STATION - CASH Aug-16		
Date	Amount to 422-421 91004	TOTAL CASH AMOUNT
August 4, 2016	192.05	\$ 192.05
August 6, 2016	363.80	\$ 363.80
August 11, 2016	131.21	\$ 131.21
August 13, 2016	193.89	\$ 193.89
August 18, 2016	198.55	\$ 198.55
August 20, 2016	209.51	\$ 209.51
August 25, 2016	127.52	\$ 127.52
August 27, 2016	288.08	\$ 288.08
		\$ 0.00
TOTAL	1704.61	\$ 1,704.61

DNSWMA									
GASQUET TRANSFER STATION - DEPOSITS									
August-2016									
Date	Cash	Checks	TOTAL			Over / Short	Sales	Charges	Tickets
			Deposit	Sales	Sales				
August 4, 2016	139.90	52.15	192.05	191.98	0.07	192.05	17.76	20	
August 6, 2016	313.80	50.00	363.80	363.79	0.01	363.80	48.22	33	
August 11, 2016	88.76	42.45	131.21	131.21		131.21		9	
August 13, 2016	120.15	73.74	193.89	182.14	11.75	193.89		16	
August 18, 2016	142.79	55.76	198.55	198.55		198.55		18	
August 20, 2016	170.51	39.00	209.51	209.51		209.51		21	
August 25, 2016	127.52		127.52	127.52		127.52		12	
August 27, 2016	235.33	52.75	288.08	279.32	8.76	288.08		27	
			0.00			0.00			
			0.00			0.00			
TOTAL	\$ 1,338.76	\$ 365.85	\$ 1,704.61	\$ 1,684.02	\$ 20.59	\$ 1,704.61	\$ 65.98	156	
TOTAL SALES									
Date	Thursday	Saturday							
August 4, 2016	192.05								
August 6, 2016		363.80							
August 11, 2016	131.21								
August 13, 2016		193.89							
August 18, 2016	198.55								
August 20, 2016		209.51							
August 25, 2016	127.52								
August 27, 2016		288.08							
TOTALS	\$649.33	\$1,055.28							
DAILY AVERAGE	\$162.33	\$263.82							

AUTHORITY REVENUE REPORT August 2016

2016/2017

Source 2015/2016 Actual Annual
Franchise Fee

Budget/Month Budget/Year
 \$ 22,796.67 \$ 273,560.00

Actual/Month		Comparison FY 15/16	Actual/Month		Over/Under Budget
July	\$ 19,500.00	\$ 5,094.00	July	\$ 24,594.00	\$ 1,797.33
August	\$ 24,126.00	\$ (1,498.00)	August	\$ 22,628.00	\$ (168.67)
September	\$ 25,288.00	\$ -	September		\$ -
October	\$ 22,618.00	\$ -	October		\$ -
November	\$ 21,387.00	\$ -	November		\$ -
December	\$ 20,803.00	\$ -	December		\$ -
January	\$ 20,780.00	\$ -	January		\$ -
February	\$ 20,827.00	\$ -	February		\$ -
March	\$ 21,438.00	\$ -	March		\$ -
April	\$ 21,799.00	\$ -	April		\$ -
May	\$ 23,342.00	\$ -	May		\$ -
June	\$ 24,400.00	\$ -	June		\$ -
Total	\$ 266,308.00	\$ 3,596.00	Total	\$ 47,222.00	\$ 1,628.67

Over last year at this point

3.45%
Ahead of budget

August 29, 2016

The Board of Commissioners
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531

We are pleased to confirm our understanding of the services we are to provide for the Del Norte Solid Waste Management Authority for the year ended June 30, 2016. We will audit the financial statements of the proprietary fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Del Norte Solid Waste Management Authority, as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Del Norte Solid Waste Management Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

As part of our engagement, we will apply certain limited procedures to Del Norte Solid Waste Management Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Schedule of Funding Progress - Other Postemployment Benefits (OPEB)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of Del Norte Solid Waste Management Authority and other procedures we consider necessary to enable us to express such opinions.

We will issue a written report upon completion of our audit of Del Norte Solid Waste Management Authority's financial statements. Our report will be addressed to the Board of Commissioners of Del Norte Solid Waste Management Authority. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Del Norte Solid Waste Management Authority is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance, internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Del Norte Solid Waste Management Authority's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements, and related notes of Del Norte Solid Waste Management Authority in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities; to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Del Norte Solid Waste Management Authority

Page 4 of 6

Management is also responsible for making all financial records and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing us other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Del Norte Solid Waste Management Authority however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Patel & Associates, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to management or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Patel & Associates, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the management. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on a date when we are notified that all requested information is ready and available, and issue our reports to meet the deadline in accordance with timeline identified. Mr. Sanwar Harshwal is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for this service will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$10,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Del Norte Solid Waste Management Authority

Page 6 of 6

In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Del Norte Solid Waste Management Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Patel & Associates, LLP



Sanwar Harshwal, CPA, CIA, CFE, CISA, FCA, CRMA, CGMA, CCA

RESPONSE:

This letter correctly sets forth the understanding of Del Norte Solid Waste Management Authority.

Management Signature: _____

Title: _____

Date: _____

Governance Signature: _____

Title: _____

Date: _____



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

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

www.recycledelnorte.ca.gov

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

Staff Report

Date: 16 September 2016
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. –Director *Tedd*
Del Norte Solid Waste Management Authority
File Numbers: 031205, 180510
Topic: Support for 2016 public events with Authority-directed bin pulls

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

1. Approve use of seven of the Authority-directed bin pulls to provide disposal of materials associated with the celebrations and cleanup associated with the events listed below, and
2. Waive the Authority's portion of the service fees for disposal of materials contained in those bins

Background: Under the collections Franchise agreement with Recology Del Norte, the Authority may direct up to twenty complimentary bin pulls per calendar year. Since this provision was included in the Franchise Collection Agreement with Recology Del Norte starting in 2011, the Authority supported many community celebrations and events. The Authority is being asked to provide seven bins for the following:

- Retroactive approval of six bins supporting the annual Beach Cleanup September 16-18, 2016. These bins will be located at Kellogg Beach, Clifford Kemp, Pt Saint George, Pebble Beach at the creek, Anchor way, and Enderts beach picnic area.
- Retroactive approval of one bin supporting the Annual Household Hazardous Waste Event on September 10, 2016.

Authority staff are not aware if Hambro / WSG has waived their disposal fees for the materials in these bins.

Analysis: To date, the Authority has approved 13 bin pulls. If all seven of these requests are approved, this will deplete the pulls available for 2016. Requests for bins for each of these functions have been historically supported by the Authority.

6.2



Del Norte County Community Development Director Heidi Kunstal reports that Supervisor Gitlin has withdrawn the request for a bin pull for the 'Take a Bite Out of Blight' group.

The current requests are consistent with the adopted criteria for use of these bins, specifically: **"Support of high-profile community events open to the public that include both disposal and recycling, and/or related outreach activities and cleanup activities on public property"**.

Alternatives: The Board could deny any or all of the requests, which would increase the costs for those community events, reduce the availability of convenient disposal, or both.

Fiscal Impacts: While allocating seven Authority-directed bin pulls for these events does not directly increase Authority expenses, the value of this allocation and waiving of fees is approximately \$186.16 per bin (\$1,303.12 for the seven requested pulls) depending on the size of the bins.

**FIRST AMENDED JOINT POWERS AGREEMENT FOR
DEL NORTE COUNTY ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY
JULY 2016**

1. **PARTIES:** The parties to this Agreement are the County of Del Norte and those Cities within the County that have elected to create and participate in the Del Norte County Abandoned Vehicle Abatement Service Authority as provided within.

2. **PURPOSE AND AUTHORITY:** The purpose of the Agreement is to continue the established Service Authority for abatement of abandoned vehicles in Del Norte County pursuant to Section 22710 of the California Vehicle Code (CVC).

3. **CREATION:**
 - 3.1 Distinct Legal Entity. Upon the effective date of this Agreement, there is hereby continued the Del Norte County Abandoned Vehicle Abatement Service Authority ("DNC AVA SERVICE AUTHORITY") as a separate public entity, and distinct from the member jurisdictions, to implement this agreement in accordance with CVC Section 22710.

 - 3.2 Office. The DNC AVA SERVICE AUTHORITY shall have its office situate at the Del Norte Solid Waste Management Authority ("DNSWMA"), 1700 State Street, Crescent City, California. The location of its principal office may be set from time to time by resolution of the governing board.

 - 3.3 Liability. It is the intent of the parties, in entering this Agreement, that City and County shall not incur any increased monetary liability over that which it had prior to the effective date of this Agreement relating to the powers duties transferred in this Agreement to DNC AVA SERVICE AUTHORITY, including, but not limited to, such duties that related to the abatement of abandoned vehicles. To any extent that this agreement imputes such liability, the Agreement shall, to that extent, be void and have no operation or effect. The entry into this Agreement shall not impute any liability to the parties for any prior acts by the other party, its residents, businesses, agents or employees.

 - 3.4 Contributions. In creating DNC AVA SERVICE AUTHORITY as a separate entity, neither the City of Crescent City nor the County of Del Note shall have any increased obligation to make any contributions, including any funds or staff (except the two appointed commissioners), to assist it in carrying out its functions; however, the charter members may, in the sole an absolute discretion of each, contribute such funds as their respective legislative bodies deem appropriate and expedient in their budgetary processes. The funds shall be placed in a special fund for the sole purpose of assisting the DNC AVA SERVICE AUTHORITY's functions and shall not be subject to the general obligations of either entity.

Since the contributions to the fund will be derived from vehicle registrations covering two distinct governmental jurisdictions, the parties agree to share the use of the funds between the two

7.1

entities being served by the DNC AVA SERVICE AUTHORITY in accordance with section 7.9 of this agreement.

- 3.5 Debts. None of the debts, liabilities or obligations of DNC AVA SERVICE AUTHORITY shall be the debts, liabilities or obligations of any of the Members unless assumed in each particular case by resolution of the governing body of the Member to be charged.
- 3.6 Accountability. DNC AVA SERVICE AUTHORITY shall be held strictly accountable for all funds and shall make an annual report to all Parties to this Agreement of all receipts and disbursements, all according to Section 6505 of the Government Code and other applicable statutes, using established accounting practices.
- 3.7 Boundaries. The jurisdiction of DNC AVA SERVICE AUTHORITY shall encompass all the incorporated and unincorporated territory within the geographical boundaries of the County of Del Norte, State of California.
- 3.8 State Participation Goals. The DNC AVA SERVICE AUTHORITY shall follow the mandate of Government Code Section 6522 relating to minority, women and disabled veteran participation goals.
- 3.9 Claims. All claims and actions for money or damages against DNC AVA SERVICE AUTHORITY and its officers and employees are governed by Division 3.6 (commencing with section 810) of Title I of the Government Code of the State of California. The DNC AVA SERVICE AUTHORITY shall be deemed a "public entity" within the meaning of Division 3.6 of Title I of said code.
- 3.10 Interests in Contracts. The provisions of Article 4 (commencing with section 1090), Article 4.5 (commencing with §1100) and Article 4.6 (commencing with §1120), Chapter 1, Division 4, Title 1, of the Government Code of the State of California prohibiting certain financial interests in public contracts shall apply to the officers, directors and employees of DNC AVA SERVICE AUTHORITY.
- 3.11 Enforcement. DNSWMA is hereby authorized to take any or all legal actions necessary and permitted to enforce this Agreement.
- 3.12 Immunity. All of the privileges and immunities from liabilities, exemptions from laws, ordinances and rules, all pension, relief, disability, worker's compensation, and other benefits which apply to the activity of officers, agents or employees of any such public agency when performing their respective functions within the territorial limits of their respective public agencies, shall apply to them in the same degree and extent while engaged in the performance of any of their functions or duties extraterritorially under the provision of Article 1 of Chapter 5, Division 7 of Title 1 of the Government Code of the State of California and as provided by law.
- 3.13 Fiscal year. The fiscal year of DNC AVA SERVICE AUTHORITY shall be from July 1 of each year to June 30 of the subsequent year. Subsequent fiscal years of the DNC AVA SERVICE AUTHORITY shall end on June 30th of each successive year.

3.14 Budget. The governing board shall adopt an annual budget not later than the beginning of each fiscal year.

4. COMPOSITION OF THE COMMISSION:

4.1 Voting Commissioners. DNC AVA SERVICE AUTHORITY shall be administered by a governing board composed of the same five commissioners and officers as sit as Commissioners and officers of the Del Norte Solid Waste Management Authority.

4.2 Appointment. The commissioner appointed by the creating Parties shall take office immediately upon execution of their appointment.

4.3 Conflicts of Interest. No person while serving as a Commissioner, voting or nonvoting, shall be eligible to be appointed to any salaried office or employment of DNC AVA SERVICE AUTHORITY, nor shall become eligible for such appointment within one year after he/she has ceased to be a member of the governing board.

5. ORGANIZATION OF THE COMMISSION:

5.1 Officers. The governing board shall elect a chairman, a vice chairman, and such other officers as the Commission shall find appropriate, to serve the Commission for a term of one year unless sooner terminated at the pleasure of the governing board, and their non-statutory duties shall be as provided in the bylaws or from time to time set by resolution of DNC AVA SERVICE AUTHORITY.

5.2 Treasurer. The Del Norte County Treasurer is designated to be the depository and have custody of all the money of the DNC AVA SERVICE AUTHORITY and shall have the duties and responsibilities set forth in government Code section 6505.5.

5.3 Bonding. From time to time, the governing board shall designate the public officers or persons, in addition to the Treasurer/Controller, having charge of handling or having access to any property of the DNC AVA SERVICE AUTHORITY, and the respective amount of the official bonds of such persons.

6. MEETINGS:

6.1 Brown Act. The Commission shall provide for regular meetings and special meetings according to the Ralph M. Brown Act, Chapter 9, Part 1, Division 2, Title 5, of the Government Code beginning with Section 54950, or according to such other regulations as the legislature may hereafter provide.

6.2 Quorum. Three members of the governing board shall constitute a quorum for the transaction of business; provided that any affirmative vote shall require the presence of at least one commissioner appointed by each of the Charter Members, except that none of the terms and conditions set forth in this Agreement, nor any of the procedures expressly provided for herein, may be altered, changed, or amended by such a vote, or by any means, except by written amendment to this Agreement executed by all Parties hereto and ratified by each Party's legislative body.

- 6.3 Rules. The governing board may adopt, from time to time, such rules and regulations for the conduct of its meetings and affairs as are necessary for the purposes hereof.
- 6.4 Regular meetings. The governing board shall, in its bylaws, provide for the frequency of its regular meetings.
- 6.5 Frequency of Meetings. The DNC AVA SERVICE AUTHORITY and the Board of Directors shall meet at least quarterly to carry out the purpose and duties of the DNC AVA SERVICE AUTHORITY. No meeting shall be conducted with less than a majority of all participating members, which represents a quorum, and any votes of the DNC AVA SERVICE AUTHORITY will be by a majority of that quorum.

7. POWERS AND DUTIES:

- 7.1 Contracts and Acts. Pursuant to Section 22710 (b) CVC, DNC AVA SERVICE AUTHORITY may contract and may undertake any act convenient or necessary to carry out any law relating to DNC AVA SERVICE AUTHORITY, including acts necessary to ensure that the vehicle registration fee authorized by Section 9250.7 CVC is used in accordance with the requirements of Section 22710 CVC.
- 7.2 Duties. The duties of the Commissioners include, but are not limited to, preparing and recommending to the County Board of Supervisors and City Council action on the Abandoned Vehicle Abatement Program, prepare and submit a Service Plan to the State, conduct and report the results of any survey, study or analysis, manage the financial affairs of the DNC AVA SERVICE AUTHORITY, modify and/or approve quarterly and annual reports to the State and disburse funds.
- 7.3 Ordinances. Each member jurisdiction of the DNC AVA SERVICE AUTHORITY shall provide written verification to the DNC AVA Service Authority prior to January 1 of each year that their local ordinances comply with CVC Sections 22660 and 22661 for the abatement, removal, and disposal, as public nuisances, of abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof, from private or public property. Additionally, local ordinances shall include a system for the recovery of expended funds pursuant to Section 25845 or 38773.5 of the Government Code.
- 7.4 Program and Plan. Pursuant to CVC Section 22710(d), the DNC AVA SERVICE AUTHORITY shall implement an Abandoned Vehicle Abatement Program and Plan following approval of the Program and Plan by the County of Del Norte and a majority of the Cities having a majority of the incorporated population. The program and plan shall be consistent with guidelines prepared by the California Highway Patrol.
- 7.5 Restriction. The manner of exercising powers granted the DNC AVA SERVICE AUTHORITY by this Agreement shall be subject to the same restrictions as are imposed upon the County of Del Norte in its exercise of similar powers.
- 7.6 Fee. Pursuant to Section 9250.7 CVC, the DNC AVA SERVICE AUTHORITY hereby continues the imposition of an annual service fee of one dollar (\$1.00) on vehicles registered to an owner with an address in Del Norte County, including the incorporated Cities, provided the Abandoned Vehicle Abatement Program and Plan, referred to in Section 7.4, above, is approved by the County

and a majority of Cities having a majority of the incorporated population in substantial compliance with Section 22710 (d) CVC.

7.7 Staff. Pursuant to Section 22710 (c) CVC, the DNC AVA SERVICE AUTHORITY shall be staffed by currently employed City and County representatives from the participating DNC AVA SERVICE AUTHORITY members. The County Community Development Department shall provide the following services:

- 1) receive and process all claims for vehicles abated under the terms of this agreement, and forward said claims to the Auditor for payment in accordance with this agreement.
- 2) provide a quarterly report to the DNC AVA SERVICE AUTHORITY including all receipts and disbursements for review and approval by the DNC AVA SERVICE AUTHORITY.
- 3) provide the DNC AVA SERVICE AUTHORITY a draft budget with written narrative for the following fiscal year by April 1.

All DNC AVA SERVICE AUTHORITY members must file Quarterly Status Reports with the DNC AVA SERVICE AUTHORITY as described in Section VII.F of the Del Norte County Abandoned Vehicle Service Authority Plan.

7.8 Audit. There shall be strict accountability of all Authority funds. The County Auditor shall be the auditor for the DNC AVA SERVICE AUTHORITY. The Auditor shall report all receipts and disbursements to the DNC AVA SERVICE AUTHORITY upon request, and shall include in the annual County audit an audit of the DNC AVA SERVICE AUTHORITY which complies with the requirements of Government Code Section 6505.

7.9 Funds. The Funds received by the DNC AVA SERVICE AUTHORITY from the one dollar (\$1.00) registration fee shall be used in accordance with CVC Section 22710(c)(2) and distributed to the Cities and the County for their use in accordance with CVC Section 22710(c)(2). The funds will be disbursed quarterly, as received by the Service Authority, based upon claims submitted by or for each jurisdiction. The allotment to each participating agency shall be that percentage of the total funds collected by the Service Authority that is equal to the percentage of vehicles abated by the participating agency of the total number of abandoned vehicles abated by all agencies who are members of the Service Authority. To equalize the distribution of funds, claims shall be approved on a rotational basis; thus, funds shall be used to reimburse the county for one vehicle abatement, and then the next use of funds shall be to reimburse the city for one vehicle abatement. When one jurisdiction has been reimbursed for the abatement of all vehicles within its jurisdiction for the quarter, then the other entity shall be entitled to reimbursement of its remaining claims. Claims carried over by a jurisdiction from a prior quarter shall have no priority, and shall be subject to rotation. At the end of each fiscal year, the money received by the service authority pursuant to Section 9250.7 and Vehicle Code Section 22710 that are unexpended in a fiscal year may be carried forward by the service authority for the abandoned vehicle abatement program in the following fiscal year in accordance with Vehicle Code Section 22710 (c) (2) B. In the event additional cities join the Service Authority Joint Powers Agency, they will be included in the rotation under the same terms and conditions. In no event shall any party be entitled to reimbursement from the fund of more than the amount of its actual expenses as limited by Paragraph 7.10.

7.10 Authority Costs. The DNC AVA SERVICE AUTHORITY will contract, via this Agreement, with each individual member, and may undertake actions that are required by law relating to the performance of duties in the removal of abandoned vehicles from public and private property and public roadways and the cost associated with these duties. Any costs incurred in the operation of the DNC AVA SERVICE AUTHORITY must be approved by a simple majority vote of the Commissioners. The DNC AVA SERVICE AUTHORITY shall not use the funds to pay the salary of any person employed by the City or the County, except as hereinafter set forth. It is the intention of the parties to use the funds to pay third parties for the hauling and disposal of the vehicles and not for staff time in enforcing the ordinances. Nothing contained in this section shall limit the AVA participants from individually recovering costs, pursuant to Government Code section 25845 or 38773.5, of staff time, calculated at an hourly rate as established by each participant, expended and reasonably related to abandoned vehicle abatement, consistent with each participating jurisdiction's approved and adopted program and/or plan, including but not limited to costs associated with investigation, site inspection and monitoring, necessary reports, telephone contacts, correspondence, contract development, oversight and meeting with affected parties.

The DNC AVA SERVICE AUTHORITY shall pay no costs for the abatement of vehicles which have been abated by the vehicle owner or property owner on a voluntary basis.

7.11 Termination by Members. Subject to CVC Section 22710, this Agreement may be terminated by member jurisdictions as follows:

A. A member jurisdiction may terminate its participation in this Agreement and the DNC AVA SERVICE AUTHORITY immediately by providing written notice to the County any time before the Abandoned Vehicle Abatement Program and Plan is approved pursuant to CVC Section 22710(d) by the Department of California Highway Patrol. Notice to the County shall be delivered to the Del Norte County Code Enforcement Office, 981 "H" Street - Suite 110, Crescent City, California 95531. Notice to the City shall be to City Manager, 377 "J" Street, Crescent City, California 95531.

B. Notice of termination by one party shall act to dissolve the DNC AVA SERVICE AUTHORITY when the funds the DNC AVA SERVICE AUTHORITY has received are depleted.

7.12 Automatic Termination. The DNC AVA SERVICE AUTHORITY shall cease to exist on the date the DNC AVA SERVICE AUTHORITY ceases to receive revenue, pursuant to CVC Section 9250.7, and those funds have been expended.

7.13 New Members. A jurisdiction may choose to enter into the DNC AVA SERVICE AUTHORITY by giving a Notice of Submission, which is to be in resolution form, and approved by a majority vote of that jurisdiction's governing Council or Board. This resolution is to be received no later than April 1st by the DNC AVA SERVICE AUTHORITY. Upon approval from the California Highway Patrol, distribution of funds to the new jurisdiction will be in accordance with rules previously approved in this agreement. Distribution will take place in the first quarter of the new fiscal year.

8. **COUNTERPARTS:** This Agreement may be executed in counterparts which, taken together, shall constitute one and the same agreement.

9. EFFECTIVE DATE: This Agreement becomes effective upon its approval by the County Board of Supervisors by two-thirds vote, and the approval by a majority of the cities having a majority of the incorporated population within the County.

10. SEVERABILITY: It is hereby declared to be the intention of the signatories to this Agreement that the paragraphs, sentences, clauses and phrases of this Agreement are severable, and if any phrase, clause, sentence, or paragraph of this agreement shall be declared unconstitutional or invalid for any reason by a valid judgment or decree of a Court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining paragraphs, clauses, phrases, and sentences of this Agreement.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures the day and year set forth by their signatures at Crescent City, California.

COUNTY OF DEL NORTE

By: Gerry Hemmingsen, Chair
Board of Supervisors

Date: _____

ATTEST:

Kylie Heriford, Clerk

APPROVED AS TO FORM:

Elizabeth Cable, County Counsel

CITY OF CRESCENT CITY

By: Ron Gastineau, Mayor

Date: _____

ATTEST:

Kymmie Scott, City Clerk

APPROVED AS TO FORM:

Martha D. Rice, City Attorney

DEL NORTE COUNTY ABANDONED VEHICLE SERVICE AUTHORITY PLAN 2016

I. SERVICE AUTHORITY:

Section 22710 of the California Vehicle Code provides for the establishment of a Service Authority for the abatement of abandoned vehicles. The parties to the Joint Powers Agreement (JPA) creating the Service Authority are the County of Del Norte and those Cities within the County that have elected to create and participate in the Del Norte County Abandoned Vehicle Abatement (AVA) Service Authority as provided herein.

II. PURPOSE:

The purpose of the JPA is to establish a Service Authority for the abatement of abandoned vehicles in Del Norte County pursuant to Section 22710 of the California Vehicle Code (CVC).

III. RESOLUTIONS:

Copies of each participating City's and the County's resolutions providing for the establishment of the DNC AVA SERVICE AUTHORITY including imposition of the one dollar (\$1.00) registration fee, pursuant to the requirements of Sections 22710(a) and 9250.7(a) of the California Vehicle Code (CVC) are on file with the AVA Service Authority, the California Highway Patrol, and the State Controller's Office.

IV. ESTIMATE OF THE NUMBER OF ABANDONED VEHICLES:

As required by Section 22710(d)(2) VC, "No governmental agency shall receive any funds from a Service Authority for the abatement of abandoned vehicles pursuant to an approved abandoned vehicle abatement program unless the governmental agency has submitted a quarterly report to the Service Authority stating the manner in which the funds were expended, and the number of vehicles abated. The governmental agency shall receive that percentage of the total funds collected by the Service Authority that is equal to the percentage of vehicles abated by the agency of the total number of abandoned vehicles abated by all agencies that are members of the Service Authority."

V. ORDINANCE:

Each of the participating agencies have in place ordinances establishing procedures for the abatement, removal, and disposal as public nuisances, abandoned, wrecked, dismantled or inoperative vehicles or parts thereof from private or public property, including highways, in accordance with the requirements of Section 22660 and 22661 of the Vehicle Code. This includes ordinances developed for recovery of costs pursuant to Section 25845 or 38773.5 of the Government Code (*codified at Del Norte County Code Chapter 7.28 and Crescent City Municipal Code Chapter 10.56*).

These ordinances are on file with the AVA Service Authority, the California Highway Patrol, and the State Controller's Office.

VI. DISPOSAL AND ENFORCEMENT STRATEGY:

Each of the participating agencies have in place abandoned vehicle abatement processing formats or Standard Operating Procedures for the enforcement of CVC Section 22523(a) and (b). Statutory

authority for removal of abandoned vehicles is CVC Section 22669, as well as local ordinances adopted for the removal and disposal as public nuisances of abandoned, wrecked, dismantled or inoperative vehicles or parts thereof from private or public property.

In accordance with CVC Section 22851.3, the AVA Service Authority will maintain a contractual agreement with a licensed auto dismantler and/or qualified tow company for the removal and disposal of abandoned vehicles and AVA participants may employ such contractors for the abatement, removal and disposal as public nuisances of abandoned, wrecked, dismantled or inoperative vehicles or parts thereof from private or public property. Abated vehicles or parts thereof shall be disposed of by removal to a dismantler or to a scrapyard for processing as scrap unless the vehicle qualifies for restoration pursuant to CVC Section 5004.

VII. COST RECOVERY STRATEGY:

- A. GENERAL. Participating agencies shall utilize the provisions of CVC Section 22523 to effect partial recovery of costs incurred in removal of an abandoned vehicle. Additionally, authority members have enacted ordinances relative to recovery in accordance with Section 25845 or 38773.5 of the Government Code.
- B. FUNDING SYSTEM. It is the intent of the AVA participants to recover the cost of abandoned vehicle abatement activities from the DNC AVA SERVICE AUTHORITY.
- C. COST RECOVERY. It is the intention of the parties that each AVA participant shall absorb the costs, fees, salaries and expenses associated with the functions of the AVA except for those costs and expenses paid to third parties associated with the towing and disposal of the vehicles to be abated; however, if, at the end of each fiscal year, there are funds remaining after paying the costs of hauling and disposing of vehicles, the parties may be reimbursed for monies expended and reasonably related to successful abandoned vehicle abatement, including but not limited to costs associated with investigation, site inspection and monitoring, necessary reports, telephone contacts, correspondence and meeting with affected parties. A "successful abandoned vehicle abatement" is one which results in the removal of an abandoned vehicle to a storage facility or licensed dismantler. Payment of these costs shall also be done on a rotational basis as set forth in Section VII, G. 4. Nothing contained in this paragraph shall limit the AVA participants from individually recovering costs, pursuant to Government Code section 25845 or 38773.5, of staff time, calculated at an hourly rate as established by each participant, expended and reasonably related to abandoned vehicle abatement, consistent with each participating jurisdiction's approved and adopted program and/or plan, including but not limited to costs associated with investigation, site inspection and monitoring, necessary reports, telephone contacts, correspondence and meeting with affected parties.
- D. COST ACCOUNTING AND RECOVERY. Each AVA participant will maintain records of costs incurred in the AVA Program and/or Plan and shall attempt recovery of those costs.

- E. **AUDIT.** There shall be strict accountability of all Authority funds. The Del Norte County Auditor/Controller shall be the auditor for DNC AVA SERVICE AUTHORITY. The auditor shall place the funds in a special fund, with interest accruing to the special fund, and the funds shall not be used for the general obligations of any of the AVA participants. The auditor shall report all receipts and disbursements to the DNC AVA SERVICE AUTHORITY upon request, and shall include in the annual County audit an audit of the DNC AVA SERVICE AUTHORITY which complies with the requirements of Government Code Section 6505.
- F. **STATUS REPORTS.** Participating members must file Quarterly Status Reports with the DNC AVA SERVICE AUTHORITY on the State-approved form which is attached hereto as Exhibit A, as it is from time to time amended. A member's failure to file the Quarterly Status Report disqualifies that member to receive funding for that quarter. The Quarterly Status Report shall include Personnel costs, in spite of the intention of the parties that those costs will not be reimbursed.
- G. **DISBURSEMENT OF FUNDS.** The funds received by the AVA Service Authority from the One Dollar (\$1.00) registration fee as specified under CVC Section 9250.7 (a)(1) shall be distributed to the cities and the County for their use in accordance with CVC Section 22710(c)(2) and with the terms of this Plan.
1. The funds will be disbursed quarterly, as received by the Service Authority, based upon claims submitted by each jurisdiction. The allotment to each participating agency shall be that percentage of the total funds collected by the Service Authority that is equal to the percentage of vehicles abated by the participating agency of the total number of abandoned vehicles abated by all agencies who are members of the Service Authority. To equalize the distribution of funds, claims shall be approved on a rotational basis; thus, funds shall be used to reimburse the county for one vehicle abatement, and then the next use of funds shall be to reimburse the city for one vehicle abatement. When one jurisdiction has been reimbursed for the abatement of all vehicles within its jurisdiction for the quarter, then the other entity shall be entitled to reimbursement of its remaining claims. In the event additional cities join the Service Authority Joint Powers Agency, they will be included in the rotation under the same terms and conditions. In no event shall any party be entitled to reimbursement from the fund of more than the amount of its actual expenses as limited by paragraph VII.C.
 2. If a participating agency has claims for which the DNC AVA SERVICE AUTHORITY does not have adequate funds to reimburse the participating agency, that participating agency may resubmit the unpaid claims for payment during the next quarterly disbursement of funds. Claims carried over by a jurisdiction from a prior quarter shall have no priority, and will be subject to rotation.
 3. In the event the DNC AVA SERVICE AUTHORITY has funds remaining after the quarterly allotment, the "surplus funds" may be accumulated for disbursement prior to 90 days after the close of the current fiscal year.

4. Any funds received by the DNC AVA SERVICE AUTHORITY that are not expended to abate abandoned vehicles pursuant to this Plan within 90 days of the close of the fiscal year in which the funds were received shall be rolled over into the subsequent fiscal year budget for the AVA.

5. Under Section 22710 (c) (2) B, of the CVC, up to 50% of the unexpended funds received during a fiscal year may be rolled into the DNC AVA Service Authority Budget for the subsequent fiscal year. Any funds received by the DNC AVA SERVICE AUTHORITY in excess of this amount that are not expended to abate abandoned vehicles pursuant to this Plan within 90 days of the close of the fiscal year in which the funds were received, shall be returned to the State Controller for deposit in the Motor Vehicle Account in the State Transportation Fund.

6. The quarterly disbursement of funds to each participating jurisdiction shall be based on the fiscal year beginning in July.

7. The Treasurer of the AVA Service Authority will receive any funds distributed to the DNC AVA SERVICE AUTHORITY by the State Controller and shall disburse said funds, including interest thereon, less any expenses resulting from contractual agreements to conduct audits, to each member jurisdiction as authorized by the AVA Board and by the terms of this Plan. The Treasurer shall report all receipts and disbursements to the AVA Service Authority on a quarterly basis.

H. DEBTS AND LIABILITIES. The debts, liabilities, and obligations of the AVA Service Authority shall not be the debts, liabilities, and obligations of the member jurisdictions, or any of them.

I. AUTHORITY COSTS. Reimbursed costs shall be for the reimbursement of any costs incurred in the operation of the Service Authority not allowed pursuant to CVC Section 22710(c)(2). Costs reimbursed for towing and storage of vehicles abated shall be returned to the AVA trust to ensure funding beyond the ten year allocation of funds pursuant to CVC Section 6250.7.

VIII. REPORTING REQUIREMENTS:

To assist the Department of the California Highway Patrol to meet its reporting obligations under CVC 9250.7, the AVA Service Authority shall issue a fiscal year end report to the State Controller's Office on or before October 31 of each year summarizing all of the following:

- A. The gross amount of money received by the Service Authority from the abandoned vehicle trust fund during previous fiscal year.
- B. An itemized statement of the abandoned vehicle trust fund monies expended by the Service Authority during the previous fiscal year.
- C. An accounting of the total number of vehicles and parts thereof abated by the Service Authority during the previous fiscal year.

- D. The average cost per abatement during the previous fiscal year.
- E. Any additional, unexpended fee revenues for the service authority during the previous fiscal year.
- F. The number of notices to abate issued to vehicles during the previous fiscal year.
- G. The number of vehicles disposed of pursuant to an ordinance adopted pursuant to Section 22710 during the previous fiscal year.
- H. The total expenditures by the service authority for towing and storage of abandoned vehicles during the previous fiscal year.

EXHIBIT A

Del Norte County Service Authority

Abandoned Vehicle Abatement Program Quarterly Status Report

Financing															
	First Quarter			Second Quarter			Third Quarter			Fourth Quarter			Year-To-Date		
Revenues															
Registration Fees															
Cost															
Towing															
Disposal/Dismantling															
Pumping															
Total Costs															
Abatement by Jurisdiction															
# of Vehicles Abated															
Del Norte County															
Crescent City															
Total															
% of Vehicles Abated															
Del Norte County															
Crescent City															
Total															
Vehicles Abated															
	Pub	Priv.	Tot.	Pub	Priv.	Tot.	Pub.	Priv.	Tot.	Pub.	Priv.	Tot.	Pub.	Priv.	Tot.
Voluntary Abatements															
Tows (Abatements)															
Total Abatements															

Department Budget Report

9/2/2016 9:02:03 AM

Fund: 127 Abandoned Vehicles
 Dept: 127 Abandoned Vehicles

Line	Proj	Description	2 FY Ago	Prev FY Actual	Adopted	Revised	YTD Exp	Balance	%	16/17 Dept
Services & Supplies										
20221		Printing	0.00	331.45	25.00	25.00	0.00	25.00	0	25.00
20223		Postage	233.30	158.18	180.00	180.00	9.32	170.68	5.2	180.00
20224		office Supplies	0.00	0.00	50.00	50.00	0.00	50.00	0	50.00
20230		Professional Services	22,623.41	15,835.99	21,595.00	21,595.00	346.87	21,248.13	1.6	21,595.00
20231		Professional Services - P/Y	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20232		Data Processing	289.70	650.00	650.00	650.00	0.00	650.00	0	650.00
			23,146.41	16,975.62	22,500.00	22,500.00	356.19	22,143.81		22,500.00

Intra/Inter Fund Transfers

70530	918	Oper Trans Out - Public Nuisance	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
			0.00	0.00	0.00	0.00	0.00	0.00		0.00
		Total Expenditures	23,146.41	16,975.62	22,500.00	22,500.00	356.19	22,143.81		22,500.00

Revenues

90210		Vehicle Abatement Fines	-4,274.88	0.00	0.00	0.00	0.00	0.00	0	0.00
90300		Interest - Abandoned Vehicles	35.95	-25.65	0.00	0.00	0.00	0.00	0	0.00
90410		Abandoned Vehicle	-22,970.21	-17,515.76	-22,500.00	-22,500.00	0.00	-22,500.00	0	-22,500.00
		Net Cost	-4,062.73	-565.79	0.00	0.00	356.19	-356.19		0.00

NORTHCREST AUTO CENTER

1165 McNamara Rd.

Crescent City, CA 95531

August 2, 2016

Del Norte Abandoned Vehicle Abatement Authority
1700 State St
Crescent City, CA 95531

Please find enclosed the copies of the Request for Proposals to provide towing, storage, recovery, and disposal of abandoned vehicles in Del Norte County.

Copies of Licenses and permits required;

Business License for the City of Crescent City

Business License for Brookings

Motor Carrier Permit

Transport Licenses and Permits for transporting vehicles outside of the State of California.

Apportioned Registration required for all tow trucks 26,000 GVWR for operating Interstate

Tow Truck Permit and Apportioned Registration required by the State of Oregon for all tow trucks 26,000 GVWR and under operating for hire in the State of Oregon

If you have any questions concerning any details of the services to be provided, please contact Steve Clay at 707-464-2146

Sincerely,



Steven H. Clay
Owner

NORTHCREST AUTO CENTER

1165 McNamara Rd.

Crescent City, CA 95531

August 2, 2016

FACILITY DESCRIPTION

ADDRESS:

Northcrest Auto Center
1165 McNamara Rd.
Crescent City, CA 95531

ASSESSOR'S PARCEL NUMBER:

17-041-56

COUNTY:

Del Norte County

NARATIVE OF CAPABILITIES

We have a total of 5 tow trucks; 3 Class A Car Carriers, 1 Class A tow truck, 1 Class B tow truck

We also have a Landoll trailer capable of towing RVs and buses that are not towable by a conventional tow truck or car carrier.

Our storage location is at 1165 McNamara Rd, Crescent City. We are able to store up to 100 vehicles including RVs.

EXHIBIT B: Fees for Services

Contractor: Northern Auto Center

Zone	Cars, pickups, motorcycles, vans, mini-motor homes, hitch-mount trailers \$ per regular vehicle	5 th Wheel Trailers, Motorhomes, Buses, Or Large trucks \$ per large vehicle
Zone 1	115.00	215.00
Zone 2	65.00	215.00
Zone 3	115.00	215.00
Zone 4	55.00	110.00
Zone 5	175.00	375.00

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

1. Winching (after first half-hour): \$ 100.00 per hour
2. Extra Man: \$ 85.00 per hour
3. Sublet Costs for Special Equipment or Services % 30 over documented expenses
4. Secondary Tow to Curry Transfer in Brookings (Carpenterville Road): \$ 450.00 per tow
5. Secondary Tow for non-motorized trailers and related materials to Del Norte County Transfer Station \$ 95.00 per tow
5. Flat-rate Additional Unloading Charge for transportation and unloading of AVA-related trash \$ 110.00 per vehicle. Assessment of this flat rate must be pre-approved by the AVA Code Enforcement Officer and does not include disposal charges, which will be paid by the AVA directly.
6. Note that Code Enforcement Officer may specifically request use of and pre-approve payment for use of a "Landhaul" type flat-bed trailer and/or towing with a "Class D" tow truck.
\$ 275.00 additional per-tow charge for using 'Landhaul' or 'Class D' truck

BUSINESS LICENSE – CITY OF CRESCENT CITY

377 J Street – Crescent City, CA 95531 – (707) 464-7483

LICENSE NUMBER: 04372

>>

Owner: STEVEN CLAY

Business Licensed: NORTHCREST AUTO CENTER

Business Address: NON-RESIDENT BUSINESS

>>



EXPIRATION DATE: 6/30/2017

**THIS LICENSE MUST BE KEPT
IN A CONSPICUOUS PLACE**

>>
>>
>>
>>

STEVEN CLAY
NORTHCREST AUTO CENTER
1165 MC NAMARA RD
CRESCENT CITY CA 95531

Linda Leaver

Not valid unless signed by authorized
representative of the City of Crescent City

The issuance of a Business License does not in any manner excuse compliance with any applicable Federal, State, or County laws or regulations.

The City of Brookings, Oregon

License No. 1385

Fee: 77.00

CITY BUSINESS LICENSE

Pursuant to Title 5 of The Brookings Municipal Code



Business Name: Northcrest Auto Center

To Conduct Business of: Towing Service

Located at: 1165 McNamara Rd

Date Issued: 10/1/2015 12:00:00 AM

Date Expires: 09/30/2016

A handwritten signature in black ink, appearing to be "D. Hill", written over a horizontal line.

City Recorder

A handwritten signature in black ink, appearing to be "Ron Hedberg", written over a horizontal line.

Mayor

DEPARTMENT OF MOTOR VEHICLES
 MOTOR CARRIER SERVICES BRANCH MS G875
 P.O. BOX 932370 Sacramento, CA. 94232-3700
 (916) 657-8153



02/26/2009

STEVEN H CLAY
 1165 MCNAMARA RD
 CRESCENT CITY, CA 95531

 <p>NON-EXPIRING MOTOR CARRIER PERMIT Combined Carrier</p>		Valid From:	03/01/2009	Valid Through:	Non-Expiring
DEPARTMENT OF MOTOR VEHICLES Motor Carrier Services Branch P.O. BOX 932370 Sacramento, CA. 94232-3700		CA#:	0122300		
STEVEN H CLAY 1165 MCNAMARA RD CRESCENT CITY, CA 95531		The carrier named on this permit is subject to the Unified Carrier Registration Act (UCRA) of 2005, and is granted a non-expiring permit of the following classification: <p style="text-align: center;">For Hire Individual</p>			
Pmt Date:	N/A	Office #:	154		
Account #:	13751	Tech ID:	CR		
Sequence #:	0008	Amt Paid:	No Fee		
Not Valid for Intrastate Only Operations					

!!!IMPORTANT REMINDERS!!!

1. This non-expiring Motor Carrier Permit (MCP) will remain valid as long as you continue to conduct interstate operations. The Unified Carrier Registration Act (UCRA) of 2005 exempts combined carriers (carriers who operate both intra and interstate) from MCP requirements.
2. Federal Motor Carrier Safety Administration insurance requirements must be maintained.
3. If you commence intrastate only operations, you must renew your MCP.

California Relay Telephone Service for the deaf or hearing impaired from TDD Phones: 1-800-735-2929; from Voice Phones: 1-800-735-2922



APPORTIONED REGISTRATION CAB CARD

STATE OF CALIFORNIA
DEPARTMENT OF MOTOR VEHICLES

P.O. Box 932320 MS H160 Sacramento, CA 94232-3200 (916) 657-7971

OPERATOR/LESSEE/REGISTRANT
STEVEN H CLAY
DBA: NORTHCREST AUTO CENTER
1165 MCNAMARA RD
CRESCENT CITY, CA 95531

OWNER/LESSOR

ISSUED: 10/06/2015

EFFECTIVE: 11/01/2015

EXPIRES: 10/31/2016

Account 36436	Fleet 001	Supp 0000	
TYPE OF CARRIER FOR HIRE			MX
Plate CP24559	Unit 0000001	Yr-Model 1991	Make GMC
Unladen Wt 21500	Axles 02	Fuel Type D	Body Type TK
VIN 1GDM7H1J0MJ518950	Seats		

THE VEHICLE DESCRIBED HEREIN HAS BEEN APPORTIONED BETWEEN THE STATE OF CALIFORNIA AND THE JURISDICTIONS SHOWN BELOW. Canadian Provinces are shown in kilograms, Quebec is shown in axles, all other jurisdictions are shown in pounds. Buses may be identified by the number of seats. No jurisdictions are to be listed after the row of asterisks, or the card is invalid.

AL 27100	AB 12290	AZ 27100	AR 27100	BC 12290
CA 27100	CO 27100	CT 27100	DE 27100	DC 27100
FL 27100	GA 27100	ID 27100	IL 27100	IN 27100
IA 27100	KS 27100	KY 27100	LA 27100	ME 27100
MB 12290	MD 27100	MA 27100	MI 27100	MN 27100
MS 27100	MO 27100	MT 27100	NE 27100	NV 27100
NL 12290	NB 12290	NH 27100	NJ 27100	NM 27100
NY 27100	NC 27100	ND 27100	NS 12290	OH 27100
OK 27100	ON 12290	OR 27100	PA 27100	PE 12290
QC 2 AXL	RI 27100	SK 12290	SC 27100	SD 27100
TN 27100	TX 27100	UT 27100	VT 27100	VA 27100
WA 27100	WV 27100	WI 27100	WY 27100	*** *****
*** *****	*** *****	*** *****	*** *****	*** *****

This apportioned Cab Card must be carried in the vehicle at all times. All fees are due to the State of California on or before the expiration date listed above. The cab card is non-transferable and must be surrendered with the license plate(s) if the vehicle is deleted from the fleet.

CARRIER RESPONSIBLE FOR SAFETY: USDOT 537204
STEVEN H CLAY
1165 MCNAMARA RD
CRESCENT CITY, CA 95531



15A100615JR0020

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APPORTIONED REGISTRATION CAB CARD

STATE OF CALIFORNIA

DEPARTMENT OF MOTOR VEHICLES

P.O. Box 932320 MS H160 Sacramento, CA 94232-3200 (916) 657-7971

OPERATOR/LESSEE/REGISTRANT
STEVEN H CLAY
DBA: NORTHCREST AUTO CENTER
1165 MCNAMARA RD
CRESCENT CITY, CA 95531

OWNER/LESSOR

ISSUED: 10/06/2015 **EFFECTIVE: 11/01/2015** **EXPIRES: 10/31/2016**

Account 36436	Fleet 001	Supp 0000	
TYPE OF CARRIER FOR HIRE			MX
Plate CP87799	Unit 107	Yr-Model 2007	Make FORD
Unladen Wt 10100	Axles 02	Fuel Type D	Body Type TK
VIN 3FRWX65B77V508425	Seats		

THE VEHICLE DESCRIBED HEREIN HAS BEEN APPORTIONED BETWEEN THE STATE OF CALIFORNIA AND THE JURISDICTIONS SHOWN BELOW. Canadian Provinces are shown in kilograms, Quebec is shown in axles, all other jurisdictions are shown in pounds. Buses may be identified by the number of seats. No jurisdictions are to be listed after the row of asterisks, or the card is invalid.

AL 26000	AB 11791	AZ 26000	AR 26000	BC 11791
CA 26000	CO 26000	CT 26000	DE 26000	DC 26000
FL 26000	GA 26000	ID 26000	IL 26000	IN 26000
IA 26000	KS 26000	KY 26000	LA 26000	ME 26000
MB 11791	MD 26000	MA 26000	MI 26000	MN 26000
MS 26000	MO 26000	MT 26000	NE 26000	NV 26000
NL 11791	NB 11791	NH 26000	NJ 26000	NM 26000
NY 26000	NC 26000	ND 26000	NS 11791	OH 26000
OK 26000	ON 11791	OR 26000	PA 26000	PE 11791
QC 4 AXL	RI 26000	SK 11791	SC 26000	SD 26000
TN 26000	TX 26000	UT 26000	VT 26000	VA 26000
WA 26000	WV 26000	WI 26000	WY 26000	*** *****
*** *****	*** *****	*** *****	*** *****	*** *****

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CARRIER RESPONSIBLE FOR SAFETY: USDOT 537204
STEVEN H CLAY
1165 MCNAMARA RD
CRESCENT CITY, CA 95531



15A100615JR0023

109



APPORTIONED REGISTRATION CAB CARD

STATE OF CALIFORNIA

DEPARTMENT OF MOTOR VEHICLES

P.O. Box 932320 MS H160 Sacramento, CA 94232-3200 (916) 657-7971

OPERATOR/LESSEE/REGISTRANT
STEVEN H CLAY
DBA: NORTHCREST AUTO CENTER
1165 MCNAMARA RD
CRESCENT CITY, CA 95531

OWNER/LESSOR

ISSUED: 10/06/2015 EFFECTIVE: 11/01/2015 EXPIRES: 10/31/2016

Account 36436	Fleet 001	Supp 0000	
TYPE OF CARRIER FOR HIRE			MX
Plate CP92770	Unit 109	Yr-Model 2009	Make FORD
Unladen Wt 10800	Axles 02	Fuel Type D	Body Type TK
VIN 3FRWX65F19V096427	Seats		

THE VEHICLE DESCRIBED HEREIN HAS BEEN APPORTIONED BETWEEN THE STATE OF CALIFORNIA AND THE JURISDICTIONS SHOWN BELOW. Canadian Provinces are shown in kilograms, Quebec is shown in axles, all other jurisdictions are shown in pounds. Buses may be identified by the number of seats. No jurisdictions are to be listed after the row of asterisks, or the card is invalid.

AL 26000	AB 11791	AZ 26000	AR 26000	BC 11791
CA 26000	CO 26000	CT 26000	DE 26000	DC 26000
FL 26000	GA 26000	ID 26000	IL 26000	IN 26000
IA 26000	KS 26000	KY 26000	LA 26000	ME 26000
MB 11791	MD 26000	MA 26000	MI 26000	MN 26000
MS 26000	MO 26000	MT 26000	NE 26000	NV 26000
NL 11791	NB 11791	NH 26000	NJ 26000	NM 26000
NY 26000	NC 26000	ND 26000	NS 11791	OH 26000
OK 26000	ON 11791	OR 26000	PA 26000	PE 11791
QC 3 AXL	RI 26000	SK 11791	SC 26000	SD 26000
TN 26000	TX 26000	UT 26000	VT 26000	VA 26000
WA 26000	WV 26000	WI 26000	WY 26000	*** *****
*** *****	*** *****	*** *****	*** *****	*** *****

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STEVEN H CLAY
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CRESCENT CITY, CA 95531



15A100615JR0022



APPORTIONED REGISTRATION CAB CARD

STATE OF CALIFORNIA

DEPARTMENT OF MOTOR VEHICLES

P.O. Box 932320 MS H160 Sacramento, CA 94232-3200 (916) 657-7971

OPERATOR/LESSEE/REGISTRANT
STEVEN H CLAY
DBA: NORTHCREST AUTO CENTER
1165 MCNAMARA RD
CRESCENT CITY, CA 95531

OWNER/LESSOR

ISSUED: 10/06/2015 EFFECTIVE: 11/01/2015 EXPIRES: 10/31/2016

Account 36436	Fleet 001	Supp 0000	
TYPE OF CARRIER FOR HIRE			MX
Plate CP87798	Unit 13	Yr-Model 2013	Make INTL
Unladen Wt 10800	Axles 02	Fuel Type D	Body Type TK
VIN 1HTMMAAL6DH184522	Seats		

THE VEHICLE DESCRIBED HEREIN HAS BEEN APPORTIONED BETWEEN THE STATE OF CALIFORNIA AND THE JURISDICTIONS SHOWN BELOW. Canadian Provinces are shown in kilograms, Quebec is shown in axles, all other jurisdictions are shown in pounds. Buses may be identified by the number of seats. No jurisdictions are to be listed after the row of asterisks, or the card is invalid.

AL 26000	AB 11791	AZ 26000	AR 26000	BC 11791
CA 26000	CO 26000	CT 26000	DE 26000	DC 26000
FL 26000	GA 26000	ID 26000	IL 26000	IN 26000
IA 26000	KS 26000	KY 26000	LA 26000	ME 26000
MB 11791	MD 26000	MA 26000	MI 26000	MN 26000
MS 26000	MO 26000	MT 26000	NE 26000	NV 26000
NL 11791	NB 11791	NH 26000	NJ 26000	NM 26000
NY 26000	NC 26000	ND 26000	NS 11791	OH 26000
OK 26000	ON 11791	OR 26000	PA 26000	PE 11791
QC 4 AXL	RI 26000	SK 11791	SC 26000	SD 26000
TN 26000	TX 26000	UT 26000	VT 26000	VA 26000
WA 26000	WV 26000	WI 26000	WY 26000	*** *****
*** *****	*** *****	*** *****	*** *****	*** *****

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15A100615JR0021



