

# AGENDA

## 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**

**Special Session                      Wednesday, October 23, 2013                      3:00 PM**

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

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

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

**3:00 PM            CALL MEETING TO ORDER**

**PLEASE NOTE: The Board will hold closed Sessions (if scheduled and necessary) at the end of the open portion of the meeting.**

**PUBLIC COMMENTS:**

**3:00 PM            ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.**

**1. CONSENT AGENDA**

- 1.1 Approve minutes, Regular Session, Wednesday 09 October 2013. \*\*
- 1.2 Approve Budget Transfer Request in the amount of \$5,000.00 to enable payment of claim to Donald Scanlon for professional services. \*\*
- 1.3 Approve payment of claim in the amount of \$5,000.00 to Donald Scanlon for Professional Services provided in May and June of 2013. \*\*
- 1.4 Approve requests for two dumpsters with waived disposal charges to assist with a community cleanup along Elk Creek, organized by the City of Crescent City. \*\*

**END CONSENT AGENDA**

**2. DIRECTOR'S & TREASURER'S REPORTS – No Agenda Items**

**DISCUSSION/ACTION ITEMS**

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

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

**5. TRANSFER STATION – No Agenda Items**

**6. GENERAL SOLID WASTE AUTHORITY MATTERS**

- 6.1 Discussion and possible action regarding the release and distribution of a request for proposals (RFP) for an independent consultant to conduct an assessment of the Del Norte Solid Waste Management Authority operations and management structure. \*\*
- 6.2 Discussion and possible action regarding working with the Del Norte County Personnel, Auditing, and Health & Human Services Departments to obtain additional temporary employee(s) for the Authority to assist with fiscal and personnel management.

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

# MINUTES

## DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY CITY OF CRESCENT CITY COUNTY OF DEL NORTE STATE OF CALIFORNIA & FOR THE ABANDONED VEHICLE ABATEMENT AUTHORITY

Regular Session, Wednesday, October 9, 2013, 3:15 PM

PRESENT: Commissioner Rich Enea, Chair  
Commissioner Roger Gitlin  
Commissioner Mike Sullivan  
Commissioner Mary Wilson  
Legal Counsel Martha Rice  
Acting Director/Program Manager Tedd Ward

ABSENT: Commissioner Rick Holley  
Treasurer/Controller Richard Taylor

ALSO PRESENT: Kevin Hendricks  
Rob Jacobs, Rumiano Cheese  
Karen Phillips, PS Business Services  
Jay Sarina, CAO Del Norte County  
Clinton Schaad, County Auditor  
Rita Schmitt, Refuse Site Attendant  
Tommy Sparrow, Recology  
Andrea Wadsworth, Refuse Site Attendant  
Joel Wallen, Hambro/WSG  
Wes White, Hambro/WSG

**3:15 PM CALL MEETING TO ORDER**

Chairman Enea called the meeting to order in regular session at 3:15 P.M.

**3:15 PUBLIC COMMENTS**

The following person(s) addressed the Authority: Kevin Hendrick commented about participating in an open process to make sure that the Authority is working

for the public, leaving the Authority in financial solvency, hiring an executive director or consultants, and following the Brown Act. Karen Phillips, member of the Dundas Neighborhood Watch, announced the Parkway Drive Trash Cleanup event set for Sunday, October 20<sup>th</sup> from 10-2, and encouraged the public and Commissioners to attend. Richard Miles commented on a letter delivered to the City of Crescent City and Del Norte County, from Commissioner Wilson, asking the City and County blight agencies to meet and coordinate regulations. Mr. Miles noted that his landlord had not been responsible for cleaning up his property; he did it with the help of others. Mr. Miles opined that there needs to be a change in County and City ordinances regarding blight so they do not conflict. He would like landlords taken to task for not keeping properties from becoming unsightly. Elizabeth Henry, county resident, commented regarding the open process for the RFP for the consultant to review the Authority duties, and the time that it will take to hire a consultant. She suggested that the Authority hire a temporary executive director to help staff out in the interim.

### **1. REPORT FROM DEL NORTE SOLID WASTE TASK FORCE**

- 1.1 Draft Minutes from the 12 September 2013 meeting of the Del Norte Solid Waste Task Force.

No oral report was given.

### **2. CONSENT AGENDA**

- 2.1 Approve minutes, Regular Session, Tuesday September 24, 2013

#### **END CONSENT AGENDA**

There were no requests to remove or add items to the consent agenda. No public comments were made regarding the consent agenda. Commissioner Wilson did note on page 5 of the minutes, 4<sup>th</sup> paragraph, second sentence, the vote should have been Commissioner Wilson voting "no" rather than Commissioner Enea.

On a motion by Commissioner Gitlin, seconded by Commissioner Enea, and unanimously carried, the Solid Waste Management Authority approved and adopted the consent agenda, consisting of item 2.1, with the correction to the minutes listed above.

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

**Agenda items 3.1 through 3.7 are provided for information only**

- 3.1 Acting Director's Report - 231501
- 3.2 CalRecycle Form 303 Household Hazardous Waste Collection Information for FY 2012-2013 as submitted. - 081503
- 3.3 Treasurer/Controller Report for July, August & September 2013
- 3.4 Claims approved by Treasurer & Director for September 2013
- 3.5 Monthly Cash and Charge Reports for September 2013

### 3.6 Earned Revenue Comparisons between FY11/12 and FY12/13

Acting Director Tedd Ward reported on the reports listed and provided in the agenda packet. Commissioner Gitlin asked if there was anything the Commission could do to help staff with their duties; would it help to meet twice a month, hire temporary staffing to help? Mr. Ward noted that he needed technically trained staff that has knowledge of the County's accounting system and understands the budget. Meeting twice a month would cause more work for staff to prepare and distribute the agenda, etc. Commissioner Wilson noted that it was a nice job on the director's report. Commissioner Gitlin asked about the number of free dumpsters remaining for the calendar year under the Authority's Franchise Agreement with Recology Del Norte for planning purposes. Acting Director Ward said he would include that in his next Director's report.

### 3.7 Discussion and possible action regarding entries in the Solid Waste Balance sheet relating to pre-payment to the I-Bank. - 090201

Acting Director Ward explained the actions taken regarding the I-Bank. The funds were not set aside in 2007, but were acknowledged as a liability. Mr. Ward reported that it appeared that a separate account was not set aside, in part due to the death of the then County Auditor Christie Babich. Clinton Schaad answered questions regarding the loan, and action of the Authority from September 12, 2007. Mr. Schaad would like to back out the \$225,000+ reserve account entry and correct that entry. The I-Bank loan is in the name of the County, not the Solid Waste Management Authority and the County feels that the reserve funds should be in the County's reserve as it is their responsibility to pay the loan. The \$150,000 was passed to the Solid Waste Management Authority in error and should come back to the County along with other funds that are owed to the County for a total of \$198,000+. For the future, Mr. Schaad will work with the Authority staff more closely, and correct any problems. Mr. Schaad noted that his office will do what they can to help out the Authority where possible.

## **END DIRECTOR'S & TREASURER'S REPORTS**

### **DISCUSSION/ACTION ITEMS**

#### **4. LANDFILL POSTCLOSURE**

##### 4.1 Discussion and possible action regarding quote(s) for environmental liability insurance for the Crescent City Landfill. - 091401

Acting Director Ward reported on the quote for environmental liability insurance for the landfill. Staff recommended that no action be taken at this time. The

Crescent City Landfill has not had an event that would have been eligible for a claim under such a policy since 1977. Discussion was held regarding an event at the landfill and where an incident might occur in the event of a severe earthquake or groundwater issue. Commissioner Gitlin was concerned about the cost of the policy, the coverage limits, and that it might not cover the damage in case of a disaster. He felt that there needed to be more study of the issue as he has issues with the policy coverage. The Board took no action.

- 4.2 Discussion and possible action regarding a letter acknowledging delivery and donation by Hambro/WSG of 7500 cubic yards of 'dirty fines' to the Crescent City Landfill for repair and erosion control. - 040901

Acting Director Ward discussed the delivery and donation of the "dirty fines" soil from Hambro's/WSG, and he acknowledged the cost of trucking, loading and donation of the soils to the landfill in an amount estimated at \$17,000+. Mr. Ward would like to send a letter to Hambro's acknowledging the donation. Richard Miles commented that the soil would blow away at the landfill, if not compacted, and gophers will be attracted to the area. By consensus the Authority gave permission for a letter to be signed by the Chair and sent to Hambro/WSG acknowledging the loading, trucking, and value of the materials donated.

- 4.3 Discussion and possible action regarding a letter of 26 September 2013 from the California Department of Resources Recycling and Recovery (CalRecycle) regarding financial assurance demonstrations for corrective action costs. 230502

Acting Director Ward discussed the September 26<sup>th</sup> letter from the California Department of Resources Recycling and Recovery. There has been a related nonwater corrective action cost estimate performed by EBA, and last month they were approved to prepare a cost estimate for a water-related corrective action, and these two pieces of information will be needed to demonstrate the financial assurances as requested by CalRecycle. Staff will investigate this matter and bring the matter back to the Authority at a later date.

- 4.4 Discussion and possible action regarding potential to improve a road at the landfill to enable access for a drill rig to drill two investigative wells at the Crescent City Landfill.

Acting Director Ward reported on the potential to improve the road at the landfill to enable access by a drill rig to drill groundwater investigation wells. The intended purpose of these wells is to demonstrate to the North Coast Regional Water Control Board (RWQCB) that the landfill can have a lower Threat/Complexity rating, thereby reducing the Waste Discharge Requirement

permit fee by over \$20,000 annually. Staff have confirmed with RWQCB staff that both a shallow and a deep well will be needed for this demonstration.

The drill equipment is very heavy (70,000 lbs) and a 400 foot section of road would need to be improved on the northeast end of the landfill property south, some small trees removed, a portion of the fence removed. Ward reported that he met with Jeff Daniels and other members of the DNC Road Department to estimate the costs of these road improvements. Staff will return to a subsequent Authority meeting with a report and recommendation regarding drilling these investigation wells.

## **5. COLLECTIONS FRANCHISE**

## **6. TRANSFER STATION**

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

- 7.1 Discussion and possible action regarding the release and distribution of a request for proposals (RFP) for an independent consultant to conduct an assessment of the Del Norte Solid Waste Management Authority operations and management structure.  
101503

Acting Director Ward reported on the request for proposals (RFP) (prepared by Commissioner Rick Holley) for an independent consultant to conduct an assessment of operations and management structure. Richard Miles commented that he believes that this RFP is a waste of money. This has been looked at by an ad hoc committee already, and he feels that the executive director position needs to be advertised. Kevin Hendrick noted that the RFP should be fleshed out by current staff and that it be very clear, including "developing a job description for the director". This also needs to be an open and public process. Mr. Enea commented on the questions about the RFP and hiring process. Commissioner Gitlin expressed his concern regarding the slow process and getting it right. Commissioner Wilson noted that she completely agrees with Mr. Hendricks comments and she is concerned about getting all the questions asked correctly to get the right answers. She would like to have the questions dovetailed into the RFP. Commissioner Sullivan noted that the comments from Mr. Longsdale and others should be sent to staff for review. He is not in favor of waiting five months to get this together; he sees a few weeks at most to put out the RFP. [www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov) is the website concerned citizens may send questions to for addition in the RFP process. Mr. Ward said that he could put together the front for the RFP, explaining a project overview, the proposal process, and existing conditions, and the back end of the proposal explaining the proposal requirements, schedule, background documents, and proposal forms. Mr. Ward asked who would be responsible for putting the questions together into the Scope of Services for the RFP. Commissioner Holley

and the Authority board will put together the RFP, which would require a special meeting. Chairman Enea indicated that the County has offered their personnel staff to help get the RFP out. Staff noted that the budgeted funds for this work should be considered. Chairman Enea responded that the funds are budgeted and they know where they will come from. Wes White commented and encouraged other consultants that work for the Authority review the RFP as they are knowledgeable about the Authority also. Additional suggested questions may be submitted to Authority staff or through the website. A special meeting was set for October 23, 2013 at 3:00 P.M. to consider an RFP for release.

7.2 Discussion regarding the formation, responsibilities and history of the Del Norte Solid Waste Management Authority. 101503

Noting that Commissioner Holley was absent and that he felt that this discussion would be best with all Commissioners present, Chair Enea tabled this item for a future regular Authority meeting.

**ADJOURN THE MEETING OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY**

Chairman Enea recessed the meeting of the Del Norte Solid Waste Management Authority at 4:44 P.M. and immediately convened as the Abandoned Vehicle Abatement Authority.

**OPEN THE MEETING OF THE ABANDONED VEHICLE ABATEMENT AUTHORITY**

A.1 Report of Abandoned Vehicle Abatements for FY 12/13 - 010203

Acting Director Ward reviewed the report with the Authority. Commissioner Wilson asked the reported number of vehicles was average. Dave Mason prepared the report, but staff believes that the number is likely average. Commissioner Gitlin expressed concern about the vehicles sitting out in front of the Juvenile Hall, he would like them to be processed and moved. Dave Mason, Code Enforcement Officer for Del Norte County, entered the meeting and answered the question regarding the vehicles at the Juvenile Hall; they are County vehicles that will be sold as surplus at auction. County Administrative Officer Jay Sarina also noted that the vehicles are surplus.

**ADJOURN THE ABANDONED VEHICLE ABATEMENT AUTHORITY  
RECONVENE THE MEETING OF THE DEL NORTE SOLID WASTE  
MANAGEMENT AUTHORITY**

The meeting of the Abandoned Vehicle Abatement Authority was adjourned at 4:49 P.M. and immediately reconvened in regular session as the Del Norte Solid Waste Management Authority.

**CLOSED SESSION**

- 7.3 CLOSED SESSION will be held for CONFERENCE WITH LABOR NEGOTIATORS (Govt. Code Section 54957.6):  
Agency Designated Representatives: Rick Holley, Martha Rice  
Employee Organization: Mid-Management

Chairman Enea asked for public comments regarding the closed session, there being none, the regular meeting was recessed at 4:49 P.M. and immediately convened in closed session to discuss the matters listed in item 7.3. The closed session as adjourned at 5:15 P.M. and the regular session of the Authority was reconvened immediately. Counsel announced that no reportable actions were taken in closed session.

**ADJOURN**

There being no further business to come before the Authority, Chairman Enea adjourned the meeting at 5:16 P.M. until the next special session scheduled meeting on October 23, 2013 at 3:00 P.M.

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

Date / /

ATTEST:

\_\_\_\_\_  
Richard Holley, Clerk of the Board

Date / /

# Del Norte County Budget Transfer Request

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
Solid Waste	422	421	10010	Full Time Payroll	\$ 5,000	
Solid Waste	422	421	20231	Professional Services		\$ 5,000
<b>Total Amounts</b>					<b>\$ 5,000</b>	<b>\$ 5,000</b>

Department complete and send to Auditor's Office for transfer number before sending to CAO. Round amounts up to whole dollars.

Department Justification - Include cover letter that addresses the following: 1) Reason for request; 2) Why sufficient balances exist to finance transfer; 3) Why request can't be delayed to next budget year.

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

\_\_\_\_\_  
Date

AUDITOR'S OFFICE: SUFFICIENT BALANCES EXIST PER ABOVE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Auditor- Controller

Classification Rev#

budget revision form

Vendor DONALD SCANLON  
P.O. BOX 2036

Claim ID: 6866  
Page 1 of 1

AUDITOR COPY



HARBOR OR 97415

Special  
Warrant  
Routing

PBSP Expense  
 Change of Address

Vendor ID:

15029

Fund	Dept	Line	Proj	Amount	Description
422	421	20231		\$5,000.00	PROFESSIONAL SERVICES MAY/JUNE 2013

Total Claim: \$5,000.00

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

X *Sped Ward*

Signature of Department Head/Authorized Deputy

10/9/2013

Claim Date

13

**DONALD L. SCANLON, MS, CPE, CPA, CVA**

P.O. Box 2036  
Harbor, OR 97415  
(541) 412-7829

September 3, 2013

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

Professional Services Rendered

Review of reported cash shortages at DNSWMA per the attached detail.

Total fee	\$6,056.25
Limited to "not to exceed" clause of agreement	\$5,000.00
<b>BALANCE DUE</b>	<b>\$5,000.00</b>

Thank you

**Fees and Expenses by Matter**  
 Period: 01/01/2013-09/03/2013

Date Status	Timekeeper	Transaction Type Description	Amount
Matter 1295-1		Del Norte Solid Waste Authority Professional Services	
05/13/13 Billed	DLS	Fee: 1.30 hours @ \$150.00/hour Meeting with Clinton Schaad & Sherrick Cron to discuss the instant problem at Solid Waste	195.00
05/22/13 Billed	DLS	Fee: 4.00 hours @ \$150.00/hour Visit Solid Waste offices. Interview Kevin Hendrick & Isabella Valdez regarding the existing situation. Review work done by Authority personnel in an attempt to resolve the situation.	600.00
05/22/13 Billed	DLS	Fee: 3.30 hours @ \$150.00/hour Phone conferences with Shawn Slater and Isabel needed to further understand the instant problem. Review additional documentation.	495.00
06/05/13 Billed	DLS	Fee: 3.80 hours @ \$150.00/hour Visit to Solid Waste - examine additional documents. Discussions with staff. Review documents obtained at site visit.	570.00
06/25/13 Billed	DLS	Fee: 2.50 hours @ \$150.00/hour Attendance at regular & closed sessions of DNSWA	375.00
06/25/13 Billed	DLS	Fee: 2.30 hours @ \$150.00/hour Attendance at SWMA public session and closed session re: findings relative to system review.	345.00
06/26/13 Billed	DLS	Fee: 0.60 hours @ \$150.00/hour Notes on SWMA executive session of 6-25-13.	90.00
07/01/13 Billed	DLS	Fee: 1.50 hours @ \$150.00/hour Compile starting list of recommendations	225.00
07/02/13 Billed	DLS	Fee: 0.50 hours @ \$150.00/hour Phone interview with Ellen Brown.	75.00
07/02/13 Billed	DLS	Fee: 0.50 hours @ \$150.00/hour Telephone interview with Isabel Valdez.	75.00
07/03/13 Billed	DLS	Fee: 0.80 hours @ \$150.00/hour E-mail to Clinton with list of internal control recommendations.	120.00

**Fees and Expenses by Matter**  
 Period: 01/01/2013-09/03/2013

Date Status	Timekeeper	Transaction Type Description	Amount
07/03/13 Billed	DLS	Fee: 3.30 hours @ \$187.50/hour Continue draft of report to Board of Commissioners	618.75
07/08/13 Billed	DLS	Fee: 3.30 hours @ \$150.00/hour Complete draft of report to Board of Commissioners	495.00
07/13/13 Billed	DLS	Fee: 1.80 hours @ \$187.50/hour Review e-mail from Clinton Schaad regarding additional information that he has received. Consider impact of this information on process. E-mail to attorney Pat Foley regarding the situation and my responsibilities in this area.	337.50
07/15/13 Billed	DLS	Fee: 1.30 hours @ \$150.00/hour Discuss situation with attorney Foley & modify report to reflect his concerns.	195.00
07/17/13 Billed	DLS	Fee: 5.50 hours @ \$150.00/hour Revise report - create final document	825.00
07/17/13 Billed	DLS	Fee: 0.30 hours @ \$150.00/hour Deliver report to Clinton Schaad. Brief discussion of impact of situation and next steps in this matter.	45.00
07/23/13 Billed	DLS	Fee: 2.00 hours @ \$187.50/hour Appearance at Board of Commissioners' meeting (est)	375.00
Matter 1295-1 18 transactions		Hours: 38.60	Fees: 6,056.25 Expenses: 0.00
18 transactions 1 matter		Hours: 38.60	Fees: 6,056.25 Expenses: 0.00



377 J STREET

CRESCENT CITY, CALIFORNIA 95531-4025

Administration/Finance: 707-464-7483  
Utilities: 707-464-6517

Public Works/Planning: 707-464-9506  
FAX: 707-465-4405

October 17, 2013

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

Attention: Ted Ward

Mr. Ward,

The City of Crescent City, in cooperation with other agencies, will be conducting an extensive cleanup of the McNamara and Peepe Mill site and adjoining properties. The cleanup will be conducted between October 28, 2013 and November 1, 2013. The City of Crescent City is requesting the use of two forty-yard dumpsters which will be used to move debris from the cleanup site to the transfer station. The City of Crescent City is also requesting that the Solid Waste Management Authority waive all disposal fees associated with the cleanup. The City of Crescent City greatly appreciates any and all assistance that you can provide. Thank you in advance for supporting our ongoing efforts to create a healthier community by eradicating blight.

Sincerely,

Eric Taylor  
Community Development Director

1.4

**REQUEST FOR PROPOSALS FOR  
Assessment of the  
Del Norte Solid Waste Management Authority**



FROM THE  
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
DEL NORTE COUNTY, CALIFORNIA  
(707) 465-1100  
(707) 465-1300 FAX  
E-MAIL: TEDD@RECYCLEDELNORTE.CA.GOV

1700 STATE STREET  
CRESCENT CITY, CA 95531

**PROPOSALS DUE: 02 DECEMBER 2013**

*THIS REQUEST FOR PROPOSALS HAS BEEN PRINTED ON BOISE CASCADE  
ASPEN XEROGRAPHIC PAPER, WHITE, MINIMUM 30% POST-CONSUMER RECYCLED CONTENT*

REQUEST FOR PROPOSALS FOR  
**Assessment of the  
Del Norte Solid Waste Management Authority**

**TABLE OF CONTENTS**

I.	PROJECT OVERVIEW .....	3
II.	PROPOSAL PROCESS .....	3
A.	<i>Proposal Rules</i> .....	4
B.	<i>Evaluation Process</i> .....	5
III.	EXISTING CONDITIONS.....	6
A.	<i>General Background on Del Norte County</i> .....	6
B.	<i>General Background on the Del Norte Solid Waste Management Authority</i> .....	7
C.	<i>Recent Background</i> .....	8
IV.	SCOPE OF SERVICES .....	8
V.	PROPOSAL REQUIREMENTS.....	10
A.	<i>Project Schedule</i> .....	10
B.	<i>Qualifications</i> .....	10
C.	<i>Approach</i> .....	11
D.	<i>Price Proposal &amp; Project Schedule</i> .....	11
VI.	EXHIBITS AND FORMS.....	12

**REQUEST FOR PROPOSALS FOR  
Assessment of the  
Del Norte Solid Waste Management Authority**

**I. PROJECT OVERVIEW**

The Del Norte Solid Waste Management Authority (hereinafter referred to as "DNSWMA" or the "Authority") requests proposals from qualified professional consultants ("Proposers") to prepare responses to questions posed by the Authority Board of Commissioners to assess the relative effectiveness of the Authority's operations.

The selected Proposer will be expected to familiarize themselves with the history of the Authority within the context of applicable Federal and State laws and regulations pertaining to landfill closure and postclosure requirements, integrated waste management planning and implementation, joint powers authorities, transfer station permitting and operations, contracting and oversight of solid waste and recycling collection and disposal, and household hazardous waste facility permitting and management.

Proposals must be received at the following address by 4:30 P.M. on Monday, 02 December 2013:

**Attention: Jay Sarina, CAO  
County of Del Norte  
981 'H' Street, Suite 210  
Crescent City, CA 95531**

**II. PROPOSAL PROCESS**

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

## **A. Proposal Rules**

The following rules apply:

1. All proposals must be submitted in writing and in accordance with the requirements of this Request for Proposals.
2. All requests for information regarding this RFP and for historical information relating to the Del Norte Solid Waste Management Authority should be directed to:

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

The RFP includes all items listed in the Table of Contents, the text of the RFP, the Exhibits, and addenda (if any) issued by the Authority.

3. Eight **copies** of the proposal must be mailed or delivered in a sealed package to the address below. **The package must be received at the Del Norte County offices by 4:30 p.m. on Monday, 02 December 2013.**

**Attention: Jay Sarina, CAO  
County of Del Norte  
981 'H' Street, Suite 210  
Crescent City, CA 95531**

The package must be clearly labeled on the outside and inside with the name of the Proposer submitting the proposal and the address stated above (with the words: "DNSWMA Assessment Services Proposal" on the package). One of the copies of the proposal must be unbound, single-sided and labeled 'Original.' This 'Original' copy will govern in the event of any inconsistency among copies of the proposal.

4. Each proposal must be typed or printed on 8 1/2" by 11" paper, double-sided, (except as noted above) or if larger paper is required, it must be folded to 8 1/2" by 11". Paper should be at least 30% post-consumer recycled content. Each page must be fully legible and numbered (preferably sequentially numbered rather than new numbers for each section).
5. Each proposal must include all information required by this RFP. The Authority will not be bound by, or responsible for, any other explanations or interpretations of the RFP package other than those given in writing as set forth

in this paragraph. Oral instructions, interpretations, or representations will not be binding upon the Authority. If the Authority issues addenda to this RFP, each Proposal will include a signed Receipt of Addenda form, which will be issued with the addenda.

6. Partial or incomplete proposals may be deemed unacceptable. Any misrepresentation or falsehood contained within a proposal may be grounds for disqualification. All requests to change, modify, or withdraw prior to the proposal due date must be in writing and bear the same name appearing on the proposal.
7. Proposals received after the required submittal date and time will be rejected and returned unopened. The Authority will not be liable or responsible for any late delivery of proposals. Unless specifically requested by the Authority for clarification, the Authority will not accept any clarifications, revisions or addenda to submitted proposals after the submission deadline. No telegraph, facsimile or telephone proposals or addenda to proposals are acceptable.
8. Proposals must be in U.S. dollars inclusive of all anticipated costs such as, but not limited to: insurance, equipment, temporary facilities, supervision, mobilization/demobilization, overhead, and taxes. All other direct and indirect costs associated with the work including, but not limited to: allowances for weather, lost time, absenteeism, holidays, equipment failure, travel time, lodging and/or per diem expenses, and any other applicable costs must also be included in proposal.
9. Prior to contract award for the work described herein, the Authority will conduct investigations as necessary to determine the performance record and ability of each Proposer to perform the work included herein. Upon request, the Proposer must submit additional information deemed necessary by the Authority to evaluate the Proposer's qualifications.

## ***B. Evaluation Process***

Each proposal will be evaluated by the Authority for completeness, compliance with the requirements of this RFP, and ability to perform the work requested. All determinations with regard to the evaluation of proposals will be at the sole discretion of the Authority.

The objective of the Authority is to obtain a qualified consultant at a reasonable cost to provide an assessment of the Authority as described in the scope of services. Toward this end, the Authority will consider all relevant factors, including, but not limited to:

- Cost;
- Qualifications & experience;
- References from clients;
- Availability, scheduling & proximity
- Proposed level of engagement with the Board and community

**The Authority is not obligated to select the lowest cost Proposal.** The final selection will be made by the Authority Board at a scheduled and noticed public meeting.

### III. EXISTING CONDITIONS

The following background information is provided for the convenience of potential Proposers. Each Proposer is responsible for obtaining any and all information it deems necessary to make its proposal. The Authority assumes no liability for actions taken pursuant to data contained herein. Checking the accuracy and completeness of the information is the responsibility of the Proposer.

#### A. *General Background on Del Norte County*

Del Norte County is the northwestern-most California county, comprising 1,008 square miles and total population of 29,547 (2009, CA Department of Finance) (including 2,000 to 3,500 prisoners in Pelican Bay State Prison) occupying approximately 11,244 housing units (2008, CA Department of Finance). Del Norte County is home to Redwood National and State Parks as well as the Smith River Recreation area. Over 75% of the County land area is publicly owned, primarily as State and National Parks and Forests. The County is predominantly rural with a local economy based on government, services (including Sutter Coast Hospital), fishing and tourism. There is one incorporated city: Crescent City, population 7,680 (2009, CA Dept. of Finance), though nearly half the County population lives in the greater Crescent City area. The City and immediate surrounding area has a population density of about 3,300 persons per square mile; the remainder of the County has an average density less than 25 persons per square mile. Other significant community centers include Fort Dick, Hiouchi, Gasquet, Klamath, Klamath Glen, and Smith River.

Historically, Del Norte's population on average has been underemployed, less affluent, and less educated compared to the rest of the State. For example, nearly 16% of Del Norte's population is below the poverty rate compared to approximately 14% statewide, and for people under the age of 18, over 20% live in poverty. An average person in Del Norte makes less than 70% of the average Californian. Twenty-nine percent (29%) of Del Norte's residents have not completed high school, compared to 24% as the State average. In 2000, 24% of Del Norte's non-prison population was Hispanic, Native American, Black, or Asian, and this percentage is expected to

increase in coming years.

**B. General Background on the Del Norte Solid Waste Management Authority**

The Del Norte Solid Waste Management Authority is a joint powers authority of the County of Del Norte and the only incorporated city, Crescent City. Commissioners include two members from the Del Norte County Board of Supervisors appointed by the Chair, two members from the Crescent City Council appointed by the Mayor, and one public Commissioner appointed by the other four. Formed in 1992, the most recent adopted amended joint powers agreement describes the purposes of this agency as:

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

### **C. Recent Background**

After approximately 20 years, the former Authority Director retired in July 2013. The Authority Board of Commissioners requests the assistance of a qualified consultant to assess operations and make recommendations to improve the efficiency and effectiveness of the planning, programs and services administered and/or provided by the Authority.

## **IV. SCOPE OF SERVICES**

All work performed by the selected Proposer ("Consultant") and its employees pursuant to the agreement entered pursuant to this RFP will be performed promptly and diligently and in a manner consistent with the standards of care, diligence and skill exercised by recognized environmental engineering and consulting firms for similar services, and in accordance with all regulatory and good management standards, and in a good, safe and workmanlike manner. Consultant will be responsible to ensure that all work performed by its employees is performed to the standards set forth in this RFP and that such work complies with requirements of appropriate governmental agencies and applicable law.

All services will be performed by Consultant personnel. Consultant is expected to be familiar with all current applicable laws and regulations. Any expenditures of time or materials to become familiar with such federal or state laws and/or regulations are not billable to any task described in this RFP.

The Authority requests (but does not require) that deliverables produced under this scope of services use the following Windows-compatible software: Microsoft Office or Corel WordPerfect. The Authority requests proposals for a professional services consultant to provide the following services:

1. **Cash Controls and Procedures.** Evaluation and recommendations regarding the Authority's cash controls and procedures including, but not limited to:
  - a. The processing of deposits.
  - b. The recovery procedures for checks and commercial accounts, including checks with insufficient funds.
  - c. The accounting for cash on hand.
  - d. Are the Authority's cash controls and procedures consistent with professional practices, and are there recommendations for improvement?
  
2. **Staffing.** Evaluation and recommendations regarding Authority staffing patterns and staffing needs, including but not limited to:
  - a. What mandatory solid waste management functions must be performed by the Authority considering *current* local, state and federal requirements?

- b. Does the Authority have the staff and expertise appropriate to complete these functions? Recommendations for changes as necessary or appropriate.
  - c. Evaluation of staff workloads and duplication of tasks. Please explain if duplication is necessary or unnecessary.
- 3. **Day-to-Day Operations.** Evaluation of day to day operations and recommendations for increased efficiencies including, but not limited to:
  - a. Are regulatory requirements being met in a timely and comprehensive manner? If not, explain.
  - b. Are the activities of the Franchisees and other contractors being evaluated and monitored to assure compliance with their respective contracts and regulatory requirements? If not, explain.
  - c. Are there any suggestions for improvements at the Transfer Station?
  - d. Is the Transfer Station Operations contract being managed in compliance with existing regulatory requirements? If not, explain.
- 4. **Organizational Structure.** Evaluation and recommendations regarding the structure of the JPA, including, but not limited to:
  - a. Is this JPA the appropriate entity for managing solid waste in Del Norte County? If not, what alternatives would likely result in more efficient and effective management of required solid waste-related functions?
  - b. Would elimination of the JPA save the rate-payers money? If so, how? If not, why not?
  - c. If the JPA were to be dissolved, what would be the most efficient entity(ies) to continue to meet the separate regulatory obligations of the City and County?
- 5. **Director Position.** Evaluation of the Director position, and recommendations regarding recruitment and hiring of same including, but not limited to:
  - a. Should the Director position be filled as full time, or are there other staffing alternatives that would improve efficiencies while assuring compliance with legal obligations and responsiveness to the Commission?
  - b. Create a job description for the Director.
  - c. Recommendation of an appropriate salary range for the Director based on the revised description.
- 6. **Small Volume Transfer Stations.** Evaluation and recommendations regarding the small volume container site transfer stations in the Klamath and Gasquet communities, including, but no limited to:
  - a. What, if any, problems or shortcomings exist in the Authority's Klamath and Gasquet sites?
  - b. Which of any above identified problems or shortcomings can be resolved without significant additional cost to the Authority?

- c. What are the liability and disposal concerns, if any, if one or both of these sites are closed?
- d. Is it feasible for either the Gasquet or the Klamath small volume transfer station be owned and operated by a private company? What would be the cost to the consumer in relationship to the current costs?

## **V. PROPOSAL REQUIREMENTS**

The Authority invites proposals from persons and companies qualified to provide the requested services described herein. The contents and pricing structure of the selected proposal and this Request for Proposals will form the initial basis for negotiating an Agreement for the selected Contractor. The contents of each proposal should address each of the following topics:

### ***A. Project Schedule***

Proposer must provide on the form attached as Exhibit A an expected commencement date for work and an anticipated completion date for the draft report and final report. The Authority would like the selected Proposer to begin work December 11, 2013.

### ***B. Qualifications***

#### **1. Experience**

Proposals must demonstrate the capacity for the Proposer to complete the Scope of Services. This includes demonstrating work experience that would enable Proposer to provide these services. Proposals should highlight experiences related to California local government agencies and/or joint powers authorities responsible for managing closed landfills, transfer station operations, integrated waste management planning and implementation, and franchise collection procurement and oversight services.

#### **2. Organization Chart, and Resumes of Personnel**

Proposals must provide a complete resume of all personnel that will provide services as well as a listing of the services that he or she will provide. The Authority reserves the right to terminate the contract if the personnel described in the proposal are different than those designated to perform the work tasks for this project.

#### **3. References**

Proposals must include at least three references. References should include a brief description of the work completed by the Proposer, the start and end-dates of those projects or dates of employment, worksite address, and names and phone numbers

and e-mail addresses of contact persons, agencies, or businesses who can comment on the referenced work activities and deliverables. The references provided should demonstrate Proposer's experience and knowledge regarding the fields of California local government, joint powers authorities and planning and administering integrated waste management programs.

#### 4. Conflict of Interest Exclusion

Proposing persons or companies that have current or former service or employment affiliations with the Authority, Authority contractors, employees, or Commissioners since the year 2000 must describe that affiliation, and related activities, duration, and compensation. Proposals from companies with current service relationships with Authority contractors will not be accepted. Affiliations that may raise concerns regarding the impartiality of a proposer may be grounds for disqualification of their proposal.

#### ***C. Approach***

Proposals must describe any unique, creative, or more effective aspects of the Proposer's approach to completing each of the tasks in the Scope of Services. This section of each proposal will explicitly confirm that the Proposer has adequate professional background with laws and regulations pertaining to integrated waste management in California, and will review the documents provided so Proposer will not make any recommendation that would conflict with any current law, regulation, agreement, contract, or memorandum of understanding of the Authority without specific recommendation(s) on additional necessary changes to address such conflict. This section of the proposal will describe how the Proposer intends to maintain regular contact with staff and the Board of Commissioners, including the amount of time the consultant intends to spend in Del Norte County to meet with Commissioners and/or staff of the Authority or to conduct research related to this project, and to attend Authority meetings to present results. The Authority reserves the right, at its discretion, to include or exclude additional proposed optional services from Proposer in the negotiated agreement for the services described within this RFP.

#### ***D. Price Proposal & Project Schedule***

Exhibit A must be completed and a Billing Rate Sheet attached describing the hourly rates for all project personnel and services, which will be the basis for submitted invoices and/or Change Orders for the duration of this project. The total project budget will be a not-to-exceed amount for these services, regardless of the hours worked unless a Change Order to the agreement is adopted by the Authority Board.

## **VI. EXHIBITS AND FORMS**

All documents of this RFP, including Exhibits, are included in the CD-ROM included with this RFP.

Exhibit A: RFP Project Schedule, Price Proposal Form

Exhibit B: DNSWMA Background Documents

## EXHIBIT A: Request for Proposals Project Schedule & Price Proposal Form

Request for Proposals Mailed & Distributed	25 October 2013
Proposals Due:	02 December 2013
Anticipated contract start date: Wednesday	11 December 2013

### Project Schedule

**Commencement Date: Anticipated to be 11 December 2013**

**Draft Report: Commencement Date + \_\_\_\_\_ days**

**Final Report: \_\_\_\_\_ days after comments on Draft are received**

Topic Area	Price Proposal
1. Cash controls & procedures	
2. Staffing	
3. Operations	
4. Structural	
5. Director	
6. Gasquet & Klamath	
Draft Report	
Final Report	
<b>TOTAL NOT TO EXCEED</b>	

***Please attach a rate sheet indicating billing rates for all personnel and services to be used as part of this project. Prices may be shifted between topic areas, but the 'Total Not To Exceed' amount may only be adjusted by a Change Order to the Agreement.***

## **EXHIBIT B: DNSWMA Background Documents**

*The following documents are provided on the enclosed CD-ROM.*

### **A. Organization**

1. First Amended Joint Powers Agreement
2. DNSWMA By-Laws
3. Resolution Adopting By-Laws
4. DNSWMA Organizational Charts for 2011 and 2012
5. Job Descriptions for Authority staff positions
6. Memorandum of Understanding between Del Norte Solid Waste Management Authority and SEIU Local 1021 (March 2011)

### **B. Finances**

1. **Documents related to the California Infrastructure Bank (I-Bank)**
  - a. Summary of I-Bank Loan Documents
  - b. Facility Lease
  - c. Facility Sub-Lease
  - d. Site Lease
  - e. Site Sub-Lease
2. **Documents related to DNSWMA Audits**
  - a. FY 2011/12 Audit Report
  - b. FY 2011/12 Audit Communications
  - c. FY 2010/11 DNSWMA Audit Report
  - d. FY 2009/10 DNSWMA Audit Report
3. **Documents related to DNSWMA Rates**
  - a. Regional Rate Comparison
  - b. FY 2013/14 Rates at the Del Norte County Transfer Station
  - c. FY 2013/14 Rates at the Klamath and Gasquet Transfer Stations
  - d. FY 2013/14 Rates for Recology Del Norte Customers
4. FY 2012/13 DNSWMA Approved Budget and Actual Expenditures
5. FY 2013/14 DNSWMA Approved Budget
6. Summary of Authority grants since 1992
7. Summary of 2012 gross revenue from Gasquet and Klamath small volume transfer stations
8. Comparison of 2011 Director's Salary to County Department Heads

### **C. Agreements**

1. Approved Contract between DNSWMA and Hambro/WSG
2. Approved Contract between Hambro/WSG and the Dry Creek Landfill
3. Approved Covenant between DNSWMA and Dry Creek Landfill
4. Approved Contract between DNSWMA and Recology Del Norte
5. Approved Contract between Recology and Julindra Recycling

**D. Compliance**

1. DNSWMA Compliance history 1977 – 1995
2. Semi-annual Monitoring Report for the Crescent City Landfill (July 2013)
3. Regional Water Quality Control Board Order 97-90
4. Electronic Annual Report to CalRecycle for FY 2012/13
5. Authority Director's Reports for August, September and October 2013

**E. Plans**

1. Del Norte County Transfer Station Hazardous Materials Business Plan
2. Del Norte Zero Waste Plan (February 2000)
3. DNSWMA FY 2013/2014 Work Priorities

**F. Ordinances**

1. Adopted Ordinance 2008-01, Solid Waste and Recycling Responsibility
2. Adopted Ordinance 2008-02, Nuisance Abatement
3. Adopted Ordinance 2008-03, Administrative Citation
4. Adopted Ordinance 2009-01, Enforcement Officer

**G. Prior Assessments**

1. 1995 Report from Special Finance Committee on DNSWMA
2. January 2009 Solid Waste Ad Hoc Report
3. April 2011 Second Ad Hoc Report
4. June 2011 DNSWMA Response to Ad Hoc Report
5. *Del Norte Triplicate* Article and Editorial on Second Ad Hoc
6. 2011 Grand Jury Report Excerpt
7. Minutes from DNSWMA Assessment meeting of June 2013
8. Minutes from DNSWMA Assessment meeting of July 2013