

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 May 21, 2014** **3:30 PM**

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The Solid Waste Management Authority of the City of Crescent City and the County of Del Norte, State of California, is now meeting in Special 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

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

PUBLIC COMMENTS:

3:30 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.

- 1. DEL NORTE SOLID WASTE TASK FORCE – No Items**

2. CONSENT AGENDA

- 2.1 Approve minutes, Regular Session, Wednesday April 9, 2014. **
- 2.2 Approve minutes, Special Session, Thursday May 8, 2014. **
- 2.3 Receive and file Hazardous Waste Generator Inspection Report from the California Department of Toxic Substances Control of 24 April 2014. **
- 2.4 Approve request for waiving disposal fees for the disposal of materials associated with the Crescent City – Del Norte County Chamber of Commerce’s annual 4th of July celebrations. **
- 2.5 Approve request from the 41st District Agricultural Association requesting the Authority’s sponsorship of Family Day at the Del Norte County Fair on August 3rd, 2014. **
- 2.6 Approve payment of invoice 7329 from R3 Consulting Group in the amount of \$2,275. **
- 2.7 Approve budget transfer in the amount of \$20,200. **

END CONSENT AGENDA

3. DIRECTOR’S & TREASURER’S REPORTS

Agenda items 3.1 through 3.5 are provided for information only

- 3.1 Acting Director’s Report **
- 3.2 Treasurer/Controller Report for March 2014 **
- 3.3 Claims approved by Treasurer & Director for April 2014 **
- 3.4 Monthly Cash and Charge Reports for April 2014 **
- 3.5 Earned Revenue Comparisons between FY12/13 and FY13/14 **

DISCUSSION/ACTION ITEMS

4. LANDFILL POSTCLOSURE

- 4.1 Receive and file letter from Susan Markie of the California Department of Resources, Recycling and Recovery (CalRecycle) regarding approval of the reduction of the postclosure maintenance financial assurance multiplier for the Crescent City Landfill. **
- 4.2 Discussion and possible action regarding Pledge of Revenue for Financial Assurances for Postclosure Maintenance and Potential Corrective Action relating to the Crescent City Landfill and Resolution 2014-02, A

RESOLUTION FOR THE PLEDGE OF REVENUE AGREEMENT
ESTABLISHING FINANCIAL ASSURANCE FOR POSTCLOSURE
MAINTENANCE AND CORRECTIVE ACTION AT THE CRESCENT
CITY LANDFILL. **

5. COLLECTIONS FRANCHISE

- 5.1 Discussion and possible action regarding Collections Change Order 5, making rate adjustments based on changes in disposal costs and changes to the consumer price index. **

6. TRANSFER STATION

- 6.1 Discussion and possible action regarding letter from Edward Einowski regarding the Interstate Commerce Clause as it may apply to disposal of materials from Del Norte County at landfill(s) located in Oregon. **
- 6.2 Discussion and possible action regarding sewer assessment for APN 115-180-22, 1700 State Street. **
- 6.3 Discussion and possible action regarding Transfer Station Operations Change Order 19 adjusting service fees based on changes to the Consumer Price Index. **
- 6.4 Discussion and possible action regarding Adoption of Resolution 2014-03, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADJUSTING RATES FOR THE DEL NORTE COUNTY TRANSFER STATION, THE KLAMATH AND GASQUET TRANSFER STATIONS, AND THE FRANCHISE COLLECTION RATES. **

7. GENERAL SOLID WASTE AUTHORITY MATTERS

- 7.1 Discussion and possible action regarding the status and / or contents of the report from the Del Norte County Sheriff's Department regarding the investigation of financial management by the Del Norte Solid Waste Management Authority. **
- 7.2 Discussion and possible action regarding Management Report, and Financial Statements together with Independent Auditor's Report for the year ending June 30, 2013. **
- 7.3 Discussion and possible action regarding re-appointment of Mary Wilson to serve as the Public Commissioner through March 2015.

- 7.4 Discussion and possible action regarding adoption of Resolution 2014-04, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ESTABLISHING THE STANDARD TERM OF THE PUBLIC COMMISSIONER. **
- 7.5 Discussion and possible action regarding proposed budget for fiscal year 2014/2015 and schedule a public hearing for June 11 for final adoption. **
- 7.6 Discussion and possible action regarding policies and programs related to used oil recycling in Del Norte County.
- 7.7 Discussion and possible action regarding Authority support for the City of Crescent City's annual 'Clean Sweep' collection program. **
- 7.8 Receive, post, and file Final Report Assessment of the Del Norte Solid Waste Management Authority by R3 Consulting Group. **

OPEN / CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code 54957)

Title: Program Manager/Acting Director

8. ADJOURNMENT

Adjourn to the next scheduled meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM June 11, 2014 at the Del Norte County Board of Supervisor's Chambers, 981 H Street, Suite 100 in Crescent City.

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

MINUTES

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

Regular Session, Wednesday April 9, 2014 @ 3:30 PM

PRESENT: Commissioner Ron Gastineau, City
Commissioner Roger Gitlin, County, Chair
Commissioner Rick Holley, City, Vice-Chair
Commissioner Mike Sullivan, County
Commissioner Mary Wilson, Public, Secretary/Clerk
Legal Counsel Martha Rice
Treasurer/Controller Richard Taylor
Acting Director/Program Manager Tedd Ward

ABSENT: None

ALSO PRESENT: Wes Nunn, Solid Waste Task Force
Karen Phillips, PS Business Services
Tommy Sparrow, Recology Del Norte
Joel Wallen, Hambro's/WSG
Jay Sarina
Richard Taylor
Clint Schaad

3:30 PM CALL MEETING TO ORDER

Chairman Gitlin opened the regular session meeting at 3:30 p.m. The pledge of allegiance was led by Tedd Ward.

3:30 PM PUBLIC COMMENTS:

The following person(s) addressed the Authority: Patricia Black spoke regarding a comment regarding money made by Commissioner Wilson at the previous meeting. She wanted to know if there is a deficit for four years in a row, shouldn't staff and the Commission know and not be surprised. She commented on the

“missing funds” investigation and getting the facts to give out to the public; Elizabeth Henry commented on her shared concern regarding the increase in the prices reported by Ms. Wilson, noting that we need the facts. All Commissioners should have the facts, and get information from Recology regarding commercial rates, etc. Ms. Henry noted that more information “facts and figures” should have been included to the consultant to help them base their report. Commissioner Sullivan stated that the facts are that there is \$29,000 missing under the former director’s attention, the budget deficit was brought to the former director’s attention several times, and he feels that the information was “shined on”. Commission Wilson commented about her statement at the last meeting regarding rates. She presented a history from a local business (Apple Peddler) of monthly refuse costs that are causing businesses to change their behavior (self haul, etc.). Ms. Wilson asked to have the history entered into the minutes. Chair Gitlin noted that he wants to get to the facts also, but this process regarding the missing funds involves police reports and people’s reputations. He feels that the matters should not be discussed in public until the full report is completed.

1. DEL NORTE SOLID WASTE TASK FORCE

1.1 Discussion about meeting of March 31, 2014. 200101

Task Force Chair Wes Nunn noted there was not a lot to report at this time; however the task force is always looking for direction from the Authority. The task force voted to reduce the meetings to every second month and they need new members, which they are leaning to the Authority to appoint. The task force membership is 11, which is rather a large number, which caused them difficulty in getting a quorum to attend the meetings. Notification will be sent to the members who have not attended meetings to find out whether or not they are still interested in serving on the task force. Commissioners discussed appointing new members, and whether or not new members need to be appointed with no business to attend to. It was decided that the number of members should be addressed at a future meeting. Elizabeth Henry commented that the task force could go out and get information from local businesses regarding the disposal services; it would give them something to do that is meaningful to the Authority.

2. CONSENT AGENDA

- 2.1 Approve minutes, Regular Session, Wednesday March 12, 2014.
- 2.2 Approve minutes, Special Session, Tuesday April 1, 2014.
- 2.3 Approve budget transfer in the amount of \$26,000.00 022101
- 2.4 Receive Annual Transfer Station Methods Reports submitted to CalRecycle for 2013. 230101B
- 2.5 Approve Contract with Bickmore to complete annual OPEB / GASB 45 actuarial valuation process for an amount not to exceed \$3,150. 180520

- 2.6 Approve request from Yurok Tribe for waiving disposal fees associated with 13th Annual Klamath River Cleanup on May 10th.
031205

END CONSENT AGENDA

Commissioner Sullivan requested that item 2.2 be pulled for separate consideration.

There were no other requests to make corrections, additions or deletions to the consent agenda. There were no public comments regarding the consent agenda items.

On a motion by Commissioner Gastineau, seconded by Commissioner Wilson, and unanimously carried, the Del Norte Solid Waste Management Authority Board of Commissioners approved and adopted the consent agenda, consisting of items 2.1-2.6, with the exception of 2.2, which was pulled for separate discussion below.

The special session minutes were discussed. Commissioner Sullivan noted that he made comments regarding the four audits received with net deficits, and lack of cash controls, which was not reflected in the minutes. Prior to 2009 the Authority shredded documents. He would like his comments reflected in the minutes on page 3.

On a motion by Commissioner Sullivan, seconded by Commissioner Gastineau, and unanimously carried, the Del Norte Solid Waste Management Authority Board of Commissioners approved the minutes of the special session of April 1, 2014 with corrections as noted.

3. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 3.1 through 3.5 are provided for information only

- 3.1 Acting Director's Report 231501
- 3.2 Treasurer/Controller Report for February 2014
- 3.3 Claims approved by Treasurer & Director for March 2014
- 3.4 Monthly Cash and Charge Reports for March 2014
- 3.5 Earned Revenue Comparisons between FY12/13 and FY13/14

END DIRECTOR'S & TREASURER'S REPORTS

The above-listed reports were presented. Mr. Ward indicated that there has been some damage noticed to the exit scale at the transfer station. Staff is looking at the most cost effective way to fix it and will bring the matter back at a future meeting for approval. Mr. Ward also noted that deferred work is mounting. The aging accounts receivables list was discussed. Staff is working on getting the payments up to date. The accounts receivable list is down from \$138,000

last month to \$17,000 this month. The "to do" list noted the Paint Care reimbursement, which was to promote paint recycling (advertising costs). Staff needs to invoice the company and will be doing so soon. Discussion was held regarding the iBank Loan payment and the ending balance for the 8 prior months. Rich Taylor noted during the months of February-April he cannot help staff much; however, he will be able to help more at the end of this month. Commissioner Wilson noted her meeting with the Auditor and discussions of the QuickBooks program being extra work, which she does not want staff to perform and have a separate set of books. The accrual system needs to be in place to help make sense of the Auditor's reports agreed Mr. Taylor. Commissioner Wilson noted that she feels it is not a priority at this time to go forward with QuickBooks. Mr. Ward noted that revenues are lagging at this time, which is not uncommon at this time of year. No action was taken.

DISCUSSION/ACTION ITEMS

4. LANDFILL POSTCLOSURE

- 4.1 Discussion and possible action regarding submittal of request to CalRecycle regarding reduction in the Post-Closure Maintenance Financial Assurance Multiplier for the Crescent City Landfill.
0600901

Discussion was held regarding the request to CalRecycle. This item is a standing direction from the Authority to get the multiplier reduced and reduce liabilities of the Authority. No action was taken.

- 4.2 Discussion and possible action regarding outstanding unpaid balance of Waste Discharge Requirement Fee, preliminary data from landfill Investigation wells, and Change Order 1 with Busch Geotechnical Consultants for extra work associated with Borehole / Well Installation Monitoring and Advice and Review regarding Preliminary Report regarding these Investigation Wells for the Regional Water Quality Control Board, for an amount not to exceed \$ 8,500.00 230102

Discussion was held regarding the fee, data and change order. Mr. Ward met with the County Engineer, Busch Geotechnical. Staff feels that they need to investigate drilling another well, to replace the deep water well (Well W6W) at the old landfill in order to provide evidence that would get the Water Quality Control Board to lower the threat rating and the fees. Data from this old well is not sufficient to make the case for a rating change. The annual savings would justify the cost of the development of a report regarding whether or not a new well is necessary. The cost quoted here does not pay for the cost of the well drilling. The cost of the well is dependent on the type of the well. Staff does not have any idea of the cost of a new well at this time.

On a motion by Commissioner Wilson, seconded by Commissioner Holley, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority Board of Commissioners approved payment of Change Order No. 1, not to exceed \$12, 100, as presented by Busch Geotechnical Consultants.

5. COLLECTIONS FRANCHISE

- 5.1 Discussion and possible action regarding Green Ribbon Awards and public outreach planned in coordination with Recology Del Norte for the Youth and Family Fair on April 26, 2014 from 11 AM to 2 PM at the Del Norte County Fairgrounds. 071805

Discussion was held regarding the awards will be handed out at 1:15 p.m. at the Youth and Family Fair on Saturday April 26th. The Authority consensus was that the Chair would hand out the awards at the event. The winner's names will also be displayed at the transfer station.

6. TRANSFER STATION – No Items

7. GENERAL SOLID WASTE AUTHORITY MATTERS

- 7.1 Discussion and possible action regarding development, implementation and monitoring of additional fiscal controls addressing regular practices of the Del Norte Solid Waste Management Authority. 022102, 012101, 040501

Discussion was held regarding fiscal controls for the Authority. Mr. Ward wanted the public to know that they have fiscal controls in place and there have been some added since July 2013. There have been three surprise cash counts that have counted out to the penny. Commissioner Wilson asked to see the register tapes to see if she could offer any assistance. Commissioner Holley noted that the percentages of good checks versus bad checks might make it important at a later date to quit taking checks. The amount of bad checks has plummeted since the daily deposits are being done. There are still some bad checks that need to be reconciled. Bill Lonsdale commented on the Authority's discussion to do away with cash; he urged caution, since United States paper currency states that "This note is legal tender for all debts, public and private".

- 7.2 Discussion and possible action regarding process for recruiting and appointing the public Commissioner of the Del Norte Solid Waste Management Authority. 012104

Discussion was held regarding the process for recruiting and appointing a public member to the Authority. It is not clear in the bylaws what the term of the public member terms is, or what the title was meant to be for the position. Staff asked what direction the Authority would like them to take regarding the appointment of

a public member to the Authority. Counsel Martha Rice noted that the appointments were four year appointments; however, that changed at one point and now it appears that the terms are annual. The position is a volunteer post with no stipend. Andy Larson commented that one year is too short a time frame for public member appointment due to the learning curve. He feels that the appointment should be at least two years. Elizabeth Henry commented that it would be clearer to advertise now and make the changes to the term later. Commissioners concurred with at least a two year term with the year to run from January 1st to the end of the calendar year. Counsel noted that the term of the current public member (Mary Wilson) could be extended at the next meeting after it has been agendaized for discussion. The two year term needs also to be added to the agenda for the next meeting. Commissioner Wilson stated that she would like to be reappointed and two years would be an appropriate term in her opinion. Both matters will be agendaized for discussion at the next meeting.

7.3 Discussion and possible action regarding potential future strategic planning efforts for the Del Norte Solid Waste Management Authority. 230501

Discussion was held regarding potential future strategic planning efforts. The staff report gave an overview of the strategic planning process and purpose. Staff requested direction. Item E in the report needs to be reworded, according to Commissioner Sullivan, because the ordinances cannot be adopted without approval of both the City and the County governing board. Commissioner Holley would like to move forward with some strategic planning, but avoid the costly processes.

Commissioner Wilson stepped out of the meeting at 5:00 p.m.

On a motion by Commissioner Sullivan, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, with Commissioner Wilson absent, the Del Norte Solid Waste Management Authority Board of Commissioners tabled the matter.

7.4 Discussion and possible action regarding memo from Authority legal counsel Martha Rice regarding the relationship between AB 341 and Authority Ordinances.151801

AB 341 and it's relation to Authority Ordinances was discussed.

Commissioner Wilson returned to the meeting at 5:02 p.m.

Counsel noted that AB341 does not require an ordinance by the Authority, by removing the mandatory portion for the ordinance, the bill still makes the Authority the agency responsible for this report. Commissioner Wilson read from the legislation regarding the goal of 75% diversion, and the mandated 50%

diversion for commercial customers with bins larger than 4 yards. Monitoring, education and reporting are required by each community. It was noted that the enforcement component will not be done for commercial customers. Elizabeth Henry commented that it is important to pay attention to counsel's comment regarding the Authority being responsible for the mandates, things are changing. Kathryn Murray noted that it is important to listen to legal counsel and not a layperson. Counsel noted that it was mandatory to have a program to educate, monitor and report on local businesses, an ordinance is not required however. Del Norte is at a diversion rate of around 60% in crude measurements according to Mr. Ward. Chairman Gitlin asked to have the diversion numbers shared at the next meeting.

7.5 Discussion and possible action regarding re-introducing and waiving the first reading of Authority Ordinance 2014-02, regarding Flow Control and Franchises. 151801

Discussion of re-introducing and waiving the first reading of Ordinance No. 2014-02 was held. Counsel noted that this is the ordinance replacing repealed Ordinance No. 2008-01. Elizabeth Henry advocated strongly for no replacement of the ordinance. She feels that rescinding the ordinance will move the Authority backwards. She feels that making the landlords provide basic service is the sticking point. Andy Larson noted that it is crazy to make others responsible for your trash. Kathryn Murray commented that she has seen the illegal dumping in State and national forests, she agrees with Mrs. Henry. Bill Lonsdale noted that removing the ordinance will undermine enforcement.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority Board of Commissioners made a motion to re-introduce, read in title only, and waive the reading of Ordinance No. 2014-02.

Commissioner Sullivan left the meeting at 5:31 p.m.

7.6 Discussion and possible action regarding any additional comments to be submitted by Commissioners on R3 Consulting Group's Draft Report Assessment of the Del Norte Solid Waste Management Authority. 130101

Discussion regard additional comments to the R3 Consulting Group's draft report was held. Mr. Ward noted that the comments from Commissioner Gastineau and Chair Gitlin were received and Commissioner Wilson forwarded her comments to the consulting group. Staff will submit any comments to the consultant. No action was taken.

7.7 Discussion regarding status of FY 13/14 budget and expenditures and process for preparing and approving budget for FY 14/15.
022102

Discussion regarding the 2013/2014 and 2014/2015 Fiscal Year Budgets were held. Mr. Ward stated that he has not had time to get the draft budget prepared. He will use a status quo budget for the staffing numbers next fiscal year. He noted there will be significant changes in the budget due to additional landfill sampling, and the budget will include full payment of waste discharge at the new higher fee. He will work to have the draft budget ready at the next meeting. Commissioner Wilson noted that the last budget missed the opportunity for members to have input prior to sending it to the County and City for approval. She put together a 7 year snapshot of the costs that she will give to staff. The County Auditor has reviewed the numbers that Ms. Wilson took from the audited statements for accuracy. This snapshot can be used as a tool for budgeting. She would like to have a budget workshop to go over the budget line by line.

Chair Gitlin called a recess at 5:50 p.m. and the open meeting reconvened at 5:52 p.m.

Discussion was held regarding a meeting date for a budget workshop. The preferred meeting date was May 1st in the morning at the Board of Supervisors Chambers or the Crescent Fire Protection District from 10:00 a.m. to 12:00 p.m. pending the schedule of the Acting Director. Another meeting date may need to be discussed.

7.8 Discussion and possible action regarding sending letters of support for AB 1843 (Jackson) regarding pharmaceutical take-back and producer responsibility.

Tedd Ward reported on AB 1843 and a possible letter of support. No action was requested at this time.

**CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE
EVALUATION (Gov. Code 54957)
Title: Program Manager/Acting Director**

There were no public comments regarding the closed session matters. The closed session was cancelled to allow for a full board to be present and for Commissioners to complete the evaluations for the closed session on May 21st. Counsel will send the process for the evaluation to the Commissioners.

ADJOURN.

The next regular meeting date was discussed and set for May 21 at 3:30 p.m. as the 14th of May there will not have a quorum.

There being no further business to come before the Authority, Chairman Gitlin adjourned the meeting at 6:06 p.m. until the next regularly scheduled meeting on May 21, 2014.

Roger Gitlin, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Mary Wilson, Clerk of the Board

Date / /

MINUTES
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
CITY OF CRESCENT CITY
COUNTY OF DEL NORTE
STATE OF CALIFORNIA
Special Session, Thursday May 08, 2014 @ 3:30 PM

PRESENT: Commissioner Ron Gastineau, City
Commissioner Roger Gitlin, County, Chair
Commissioner Rick Holley, City, Vice-Chair
Commissioner Mike Sullivan, County, arrive 3:39 p.m.
Commissioner Mary Wilson, Public, Secretary/Clerk
Legal Counsel Martha Rice
Treasurer/Controller Richard Taylor
Acting Director/Program Manager Tedd Ward

ABSENT: None

ALSO PRESENT: Wilma Madden, PS Business Services
Tommy Sparrow, Recology Del Norte
Joel Wallen, Hambro's/WSG
Kathryn Murray, Crescent City Council

3:30 PM CALL MEETING TO ORDER

Chairman Gitlin called the meeting to order at 3:33 p.m.

3:30 PM PUBLIC COMMENTS:

The following person(s) addressed the Authority: Bill Lonsdale, Crescent City resident, asked about the current status of the final report from consultant R3. Chairman Gitlin replied that he had called R3 last night and they are waiting for comments from Commissioner Sullivan and, upon receipt of those comments, the report will be made public.

1. GENERAL SOLID WASTE AUTHORITY MATTERS

1.1 Discussion and possible action regarding proposed budget for fiscal year 2014/2015 and schedule a public hearing for June 11 for final adoption. 022102

Acting Director Tedd Ward reported on the proposed budget. He commented on the additional Water Quality monitoring that needs to be done this year, in addition to the standard annual testing, at the landfill this next year – it needs to be done every 5 years, which accounts for the

increased cost in that expense line item. Mr. Ward indicated that this is a balanced budget. Commissioner Wilson asked if Mr. Ward had had a chance to review the questions she had e-mailed. Mr. Ward responded that he was unable to open her attachments. Commissioner Sullivan commented that he also was unable to open them. Chairman Gitlin mentioned there was a difference of \$45,800 in revenue between the budget and the report from the outside auditor. Treasurer Rich Taylor responded that he met with County Auditor Clint Schaad and they were able to identify the differences. Chairman Gitlin then commented on the \$74,000 salary difference between the outside auditor and the County Auditor. Mr. Taylor responded they worked on that item also, but had not yet finished their review. Commissioner Holley commented that expense line item 20151 was a big change from prior year. Mr. Ward responded that it was due to the deletion of a membership expense of \$6,000 with the Regional Council of Rural Counties Environmental Services Joint Powers Authority, which will save money, but also eliminates a relatively low-cost technical assistance and lobbying/advocacy resource for the Authority. Commissioner Wilson commented on the items they reviewed in committee, such as that franchise fees are down, as are the tonnage fees. Commissioner Wilson added that the additional testing expenses are at least \$30,000. Mr. Ward indicated that the report by the outside auditor recommends raising rates, but this budget does not include any additional revenue increase beyond the CPI-based rate adjustments required under the Transfer Station Operations and Collections Franchise agreements. Commissioner Wilson commented on the need to include costs associated with retiring staff to comply with state regulations. Commissioner Sullivan mentioned on how the County handled the requirement a couple of years back (OPEB). Rich Taylor remarked on the OPEB. Chairman Gitlin asked when the last rate increase took place. Mr. Ward replied that July, 2011 was the last overall rate increase, but there is a consumer price increase percentage each year. Mr. Ward indicated he could review the rate structure if the Board gave such direction. Chairman Gitlin asked to what Mr. Ward attributed the decrease in tonnage. Mr. Ward replied that it was not a significant drop, but he attributed some to the change in the amount of construction debris. He added that also, 2011/2012 included some additional tonnage from tsunami debris. Commissioner Holley asked if there were any other sanction they face in under-funding OPEB. Mr. Taylor responded there were none. Mr. Ward indicated he could work with the County Auditor to set up a separate line for this item. Commissioner Wilson commented they could set a goal for funding the OPEB obligation. Mr. Ward stated that was one of the reasons an increase in rates was recommended by the outside auditor. He added that the payroll cost is slightly less since the Director position is still vacant and would be refilled at a step A. Commissioner Sullivan asked if PERS was funded at 100% for employees over 5 years. Mr. Taylor indicated that there is a different percentage rate depending on the employee that is in the compensation report, but he did not recall the specifics. Mr. Ward remarked that the changes to PERS contribution recently negotiated between the County and the County's Employee Association does not affect Authority employees, as the Authority's employment agreement was modeled on the previous County employee agreement. Commissioner Sullivan indicated that State law does require an employee contribution. Chairman Gitlin suggested waiting to the next meeting to discuss employee benefits. Commissioner Wilson asked again about the difference between the County Auditor's figures and the outside auditor's with regard to payroll. Mr. Taylor reiterated he was still working with the County Auditor to identify the difference. Commissioner Wilson commented that she came up with some differences when reviewing the County Auditor figures. Mr. Taylor stated that

there are some adjustments that the County Auditor still needs to make, as there were several pages of recommendations in the outside auditor's report. Mr. Taylor added that he is waiting until all the adjustments are posted before he reviews the information and comments on the differences in numbers. Mr. Ward commented that some of the grants are used to pay a portion of salaries and some are for other items such as advertising and they are applied differently. Commissioner Sullivan asked if they could have a breakdown on the payroll costs. Mr. Ward reviewed staffing and payroll costs. He indicated he could put together a detailed review. Commissioner Sullivan then asked that expense line item 20291 be deleted from the budget. Mr. Ward explained that it could be deleted, but it is very difficult to add a line item back in mid-year. He added that it was safer to leave it in with no expense budgeted. Chairman Gitlin asked when that line item was last used. Mr. Ward responded that he was not sure and again reviewed possible issues that could incur commission reimbursable expenses. Commissioner Holley commented that training was a possibility. Chairman Gitlin commented that they could attend training as a member of the Board of Supervisors or as a City Council member. Commissioner Gastineau pointed out that Commissioner Wilson wouldn't qualify for reimbursement of her expenses. Chairman Gitlin inquired about the expense line item 20151 for liability insurance and commented that there have been no claims for a leaking landfill. Mr. Ward commented that the outside auditor does recommend they have landfill liability coverage. Mr. Ward also commented on the research they did into that type of coverage. Chairman Gitlin commented on having met with the Trindel representative as well on this issue. Mr. Ward remarked that the contents of the external auditor's report, their recommendations, and staff responses will be reviewed again at the next meeting. Commissioner Wilson asked about the salary cost for step A for the Director position. Mr. Ward responded he did not have the payroll cost sheet with him, but would include it in future budget documents. Commissioner Wilson asked for further clarification on salary. Mr. Ward replied that will e-mail the salary breakdown from County Auditor to each Commissioner. Mr. Lonsdale stated that it was confusing to listen to them discuss documents that have not been made available to the public. Commissioner Sullivan asked about the employee and management life insurance costs. Mr. Ward could not provide the detail other than it came from the County Auditor. Chairman Gitlin indicated that payroll costs would be made available to the public. Commissioner Sullivan asked for clarification with regard to the life insurance costs. Commissioner Holley commented that not taking action today could impact time frame issues for submittal to the City and the County for their review before its final adoption June 11. Commissioner Wilson stated she was not comfortable acting on the budget until her questions are answered. Mr. Ward pointed out that without an adopted budget before July 1, no expenses can be paid after July 1. He added that a special meeting could be held for finalization of the budget if the June 11 date can't be met. Chairman Gitlin called for a motion to adopt the preliminary budget. There was no motion to adopt preliminary budget. Further discussion of the budget can be included in the agenda for the regular meeting on May 21. Mr. Lonsdale complimented the Commission for their participation in the budget process. Mr. Lonsdale also commented on use of both terms "difference" and "discrepancy" earlier in the meeting, with regard to the same issue. He cautioned the Commission on use of the proper term, as the two terms have different meanings. Mr. Lonsdale indicated he felt the County Auditor should have been present for this meeting. Mr. Ward pointed out that Mr. Schaad was asked to be here, but he had a conflicting meeting at which he had to be present and which was scheduled prior to this meeting. No action was taken.

2. ADJOURNMENT: Adjourn to the next scheduled meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM May 21, 2014 at the Del Norte County Board of Supervisor's Chambers, 981 H Street, Suite 100, Crescent City.

There being no further business to come before the Authority, Chairman Gitlin adjourned the meeting at 4:43 p.m. until the next meeting scheduled to May 21, 2014.

Roger Gitlin, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Mary Wilson, Secretary/Clerk of the Board

Date / /



Matthew Rodriguez
Secretary for
Environmental Protection



DEPARTMENT OF TOXIC SUBSTANCES CONTROL

Deborah O. Raphael, Director
700 Heinz Avenue
Berkeley, California 94710-2721



Edmund G. Brown Jr.
Governor

HAZARDOUS WASTE GENERATOR INSPECTION REPORT

DATE: 4/24/14 Time: 9:00 AM

Facility Name: Del Norte County Transfer Station	Inspection Type <input checked="" type="checkbox"/> Routine <input type="checkbox"/> Reinspection <input type="checkbox"/> Complaint
Site Address: 1700 State Street.	
Phone: 707 465-1100	EPA ID: CAH 111001107
Inspectors Name: Leo Valdez	Title: Environmental Scientist
CONSENT TO INSPECT: Inspections may involve obtaining photographs, reviewing and copying records, and determining compliance with adopted regulations and/or statutes.	
GRANTED BY (NAME/TITLE) NAME: TEDD WARD TITLE: Acting Director	
Signature: <i>Tedd Ward</i>	

Facility status is evaluated for each item on this Checklist as follows:
C=Compliance • M=Minor • NM=Non-Minor • RV=Repeat Violation

CHECKLIST SUMMARY OF VIOLATIONS FOR HAZARDOUS WASTE				Facility Status			
Violation Code	Authority	Requirements	Facility Status				
			C	M	NM	RV	
1	CHSC 25189.5(a)	Authorized/proper disposal of hazardous wastes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	LM01/03 GT01	CHSC 25201	Accept, treat, store, or dispose of a hazardous waste without authorization or permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	GR01	22CCR 66262.12	Has valid EPA ID Number (information and application available on Internet at www.dtsc.ca.gov)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	GR02	22CCR 66262.11	Proper characterization/testing of waste streams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5		22CCR 66262.40 (c)	Hazardous waste analysis test results retained for three years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	LM02 GT02	CHSC 25163	Haz waste transported by a licensed haz waste hauler (exception: TSDf or HHW generator transport).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	GD01	CHSC 25189.5	Haz waste shipped to an authorized TSDf or recycler for disposal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8		22CCR 66262.34(d)	Have a designated emergency coordinator who responds to any emergency, coordinates facility response and makes notification if emergency threatens health or environmental off-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	GR03	22CCR 66262.34(d)	Have posted by telephone the Emergency Coordinator's name and phone number. Fire Dept. phone number and locations of fire extinguishers spill control materials and any fire alarm equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10		22CCR 66262.34(d)	Have implemented minimum emergency response procedures for fires (call fire dept and attempt to extinguish if safe) and spills (reasonably contain flow and clean up as soon as possible).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	GR04	22CCR 66262.34(d)	Employees thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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		CHECKLIST SUMMARY OF VIOLATIONS FOR HAZARDOUS WASTE						
	Violation Code	Authority	Requirements	Facility Status				
				C	M	NM	RV	
Container Management	12	22CCR 66262.34	Containers or tanks provided and suitable for storage of hazardous waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	13	LC01/GC01	22CCR 66265.171	Containers not leaking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	14	LC03/GC02	22CCR 66265.173	Containers kept closed unless removing or adding waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	15		22CCR 66265.171	Containers in good condition (not rusted or defective).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	16		22CCR 66265.173	Containers opened handled, transferred and stored in a manner to prevent rupture and leaking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	17		22CCR 66265.172	Containers not reactive with contents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	18	LL01 GL01	22CCR 66262.31-34	Containers and / or portable tanks labeled as "Hazardous Waste" and w/accumulation start date, generator name and address, contents, hazards and physical state). [Exception: For <i>used oil</i> label as "Used Oil" rather than "Hazardous Waste"; remaining requirements still apply.]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping/Spill Prevention	19	LC05 LA04 GL09	22CCR 66261.7	Containers > 5 gallons managed properly when empty (dated when emptied, recycled, returned to vendor within 1 year; if held EHS, must also be tripled-rinsed with proper disposal of reinstate).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	20	LC11	22CCR 66265.35	Adequate aisle space is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	21	LC13	22CCR 66265.32(b)	Has access to communication equipment for emergency response (phone alarm or 2 way radio).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	22		22CCR 66265.32(c)	Has portable fire extinguishing equipment and water for firefighting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	23		22CCR 66265.32(c)	Adequate spill control and spill mitigation materials available (e.g. absorbents rags or shop vac).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	24	LM04	22CCR 66265.31	Ability to protect against/prevent any unplanned release to air, soil or surface water as warranted (e.g. berms, secondary containment, drain covers, socks, etc...)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	25	LM05	22CCR 66265.33	Emergency equipment (such as fire extinguishers, spill prevention and alarm equipment) tested and maintained as necessary (e.g. fire extinguishers assessed annually).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	26		22CCR 66265.31	Maintenance and Operation of Facility such that a release, fire, or explosion occurs of a hazardous waste. Minimal spills in storage area. All spills promptly addressed to prevent discharge to air soil or surface water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	27	LC04 GC04	22CCR 66265.174	Storage area inspected weekly for leaking or deteriorated containers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	28		22CCR 66265.177	Separation of incompatible materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Universal Waste	29		22CCR 66273.33	[CESQG exempt Univ. waste] Thermostats, non-auto batteries, consumer electronic devices, and fluorescent lights disposed of to trash until 2/8/2006 if generated <100 kg/220 lbs/27 gallons per month of RCRA + universal waste (excludes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	30	LU01 LU02 LU03 LU04 GA04 GL04	22CCR 66273.33 22CCR 66273.34 22CCR 66273.35 22CCR 66273.39	[SQG or LQG Univ. waste] Proper handling, labeling and management and recycling of universal wastes (mercury thermostats / switches / lamps, non-auto batteries, CRTs, aerosol cans fluorescent lights, etc.) Must label waste, document accumulation date, keep <5000 kg (SQGs only) at any time sent to collection disposal or recycling facility. Manage within 1 year. Retain receipts 3 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	31	LA01 GA01	22CCR 66262.34(a)	[LQG 90 Days] Haz waste disposed of every 90 days from first day of accumulation (required if generate ≥1000 kg / 270 gallons per month).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accumulation Time	32	GA01	22CCR 66262.34(d) and CHSC 25123.3(c)	[CESQG 180 Days] Haz waste disposed of within 180 days of accumulating 100 kg / 27 gallons (eligible only if generate <100 kg / 27 gallons per month and never store more than 1620 gallons)	-	-	-	-
	33	GA01	22CCR 66262.34(d) and CHSC 25123.3(c)	[CESQG 270 Days] Haz waste disposed of within 270 days of accumulating 100 kg / 27 gallons (eligible only if meet 180 day CESQG criteria and waste destination is more than 200 miles away)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34		22CCR 66262.34(d) and CHSC 25123.3(c)	[SQG 180 Days] Haz waste disposed of within 180 days from first day of accumulation (eligible only if generate <1000 kg / 270 gallons per month and never store more than 1620 gallons).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLIST SUMMARY OF VIOLATIONS FOR HAZARDOUS WASTE							
	Violation Code	Authority	Requirements	Facility Status			
				C	M	NM	RV
Accumulation Time Continued	35	GA01	22CCR 66262.34(d) and CHSC 25123.3(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	36	LC07/08 LC09/GA02 LA02/03 LL02/03 GC06/07 GC08	22CCR 66262.34(e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HW Tanks	37	LR13 GC05	22CCR 66265.195 66262.34(a)(1)(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	38	LL08 GL07 GL08	22CCR 66262.31-34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recyclable Materials	39	LA06 LL06 GA06 GL06	22CCR 66266.81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	40	LC12/GC09 LL04/07	CHSC 25143.9 / 22CCR 66279.21(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	41	GR10 LR14	CHSC 25143.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record Keeping	42	GR05 LR08	22CCR 66262.23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	43	GR08	22CCR 66262.40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	44	GR06/07 LR09/10	22CCR 66262.21(f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	45	LR12/GR09	22CCR 66268.7(a)(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used Oil	46	GL05 LA05 GA05	22CCR 66266.130	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	47		CHSC 25250.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LQG CHECKLIST SUMMARY OF VIOLATIONS FOR HAZARDOUS WASTE							
	Violation Code	Authority	LQG Requirements	Facility Status			
				C	M	NM	RV
Record Keeping	48	LR01	22CCR 66262.41(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	49	LR03/04	22CCR 66265.51-56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	50		22CCR 67100.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		LQG CHECKLIST SUMMARY OF VIOLATIONS FOR HAZARDOUS WASTE					
Violation		Authority	LQG Requirements	Facility Status			
Code		Generates more than 1,000 kg / 270 gallons per month of HW		C	M	NM	RV
Training Requirements	51	22CCR 66265.16(a)	Employees trained on emergency response procedures equipment use chemical handling and safety, etc...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	52	22CCR 66265.16(a)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	53	LR07 22CCR 66265.16(b)	Employee training completed within 6 months for new hires.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	54	LR06 22CCR 66265.16(c)	Employee training includes an annual refresher component.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	55	LR05 22CCR 66265.16(e)	Written documentation of employee training kept for 3 years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	56	22CCR 66265.16(d)	Written documentation of training includes a brief outline of program and dates of training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	57	22CCR 66265.16(d)	Written documentation of training includes employee names, job titles, and job descriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Waste Tank Requirements	58	22CCR 66265.193	Stationary (bolted down and/or plumbed) haz waste storage tanks / tank systems have secondary containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	59	LT03 22CCR 66265.195	Stationary (bolted down and/or plumbed) haz waste storage tanks / tank systems inspected daily and inspections are documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	60	LT01 22CCR 66265.194	Stationary (bolted down and / or plumbed) haz waste storage tanks tank systems have spill prevention controls (e.g. check valves), overfill prevention controls (e.g. auto shutoff level-sensing devices or alarms, etc.) and minimum 2 feet of freeboard for uncovered tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	61	22CCR 66265.192(a)(g)	Written assessment and report obtained and kept on file at the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	62	LR15 22CCR 66265.192	Written assessment reviewed and certified by an independent PE registered in CA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	63	22CCR 66265.196(b)	PE assessment report adequate for the HW tank system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	64	LT02 22CCR 66265.196(c)	Secondary containment and/or lead detection meets requirements for HW tank system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	65	22CCR 66265.196(b)	Additional flow of hazardous waste into the secondary containment system immediately stopped and cause of leak investigated. Leaking HW Tank System removed from service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	66	22CCR 66265.196(c)	Hazardous waste immediately removed from the secondary containment system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	67	22CCR 66265.197(a)(b)	Properly completed and/or documented closure for HW tank system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	68	22CCR 66265.198(a)	Safety measures installed for HW tank system holding ignitable or reactive waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Emissions	69	LC10 22CCR 66265.1087	Container >26 gal & holds VOC containing waste w/ >500 ppms is DOT approved, closed tight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	70	LT04 22CCR 66265.1083(b) & 66265.1085(d)	Tank <19,000 gal, holds VOC >500ppmw, has fixed roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	71	LT06 22CCR 66265.1085(d)	Tank holding VOCs that does not meet criteria above, has cover and control device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION COMMENTS

WASTE STREAMS

RCRA/NON-RCRA

AMOUNT

A small quantity (< 20 gallons) of mixed hazardous materials were stored in the Hazardous Waste Building. These materials (pesticides, contaminated oil, etc) accumulated from the Lead Check program and materials delivered from the County Road Department, and included materials that are generally not otherwise accepted at this Facility except during their annual hazardous waste collection event.

This Facility shall be aware that when it reaches 27 gallons in total amount of hazardous waste generated, this facility will then have 90 days to remove and manifest the hazardous waste.

Violation #19: Facility had hazardous waste that was unlabeled. Facility shall start labeling all hazardous waste when discovered with a start accumulation date, the words "Hazardous Waste" and all other appropriate requirements. Facility shall ensure that facility personnel have adequate training in labeling requirements.



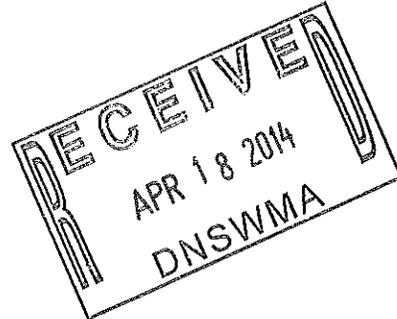
Crescent City - Del Norte County Chamber of Commerce

1001 Front Street ~ Crescent City, CA 95531

Phone 707-464-3174 FAX 707-464-9676

www.delnorte.org

chamber@delnorte.org



April 15, 2014

Solid Waste Management Board of Directors
1700 State Street
Crescent City, CA 95531
707-465-1100

To the Solid Waste Management Board of Directors:

The Crescent City-Del Norte County Chamber of Commerce is requesting a fee waiver for the disposal of dumpsters from the Fourth of July Celebration held at Beachfront Park. Hambros WSG has agreed to waive their fee and if your disposal fee is waived then Recology Del Norte will waive their fee.

We really appreciate the support your organization has provided for our community festivals. We look forward to teaming with Solid Waste Management for future events.

If you have any questions, please call the Chamber office at 707-464-3174. I would be happy to discuss the nature of this request.

Respectfully,

Jeff Parmer
Executive Director
Crescent City- Del Norte County Chamber of Commerce
707-464-3174
jparmer@delnorte.org

41st District Agricultural Association

421 Hwy 101 North
Crescent City, CA 95531
1-800-350-9556
E-Mail: info@dnfair.org

Phone 707-464-9556
Fax 707-464-9519

April 22, 2014

Del Norte Solid Waste Management Authority
1700 State St.
Crescent City, Ca. 95531

Subject: 2014 Fair Sponsorship Family Day

Dear Ted,

We are just 4 months from fair time and the fair board and staff is working hard on producing a quality event for the citizens of Del Norte County. In the past the Solid Waste Board has sponsored Family Day. Family Day is the last day of the fair, August 3rd. Families receive admission to the fair for a low discounted price compliment of Solid Waste Authority. The sponsorship for the day is \$2,000. For exchange of your sponsorship, the authority will be mentioned in our advertisements, provided space for a sign at each entrances, and provide booth space to give away information about the Authority. We also will have a link on our web site for your company and your name will be on our electric billboard prior to fair. . If you have any questions regarding Family Day sponsorship, please call me.

I have enclosed a confirmation letter and self address envelope for your use.

Thank you,


Randy Hatfield CEO

41st District Agricultural Association

421 Hwy 101 North
Crescent City, CA 95531
1-800-350-9556
E-Mail: info@dnfair.org

Phone 707-464-9556
Fax 707-464-9519

March 22, 2014

subject ; 2014 fair sponsorship

Dear Del Norte County Fair,

_____ yes we will sponsor the fair.

_____ no we will not sponsor the fairgrounds

_____ yes we will sponsor the fair and we are interested in other sponsorship opportunities.

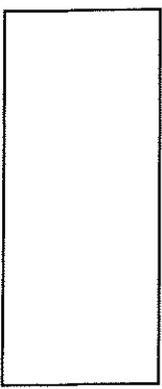
Name:

Organization:

Vendor R3 Consulting Group
1512 Eureka Road
Suite 220
Roseville CA 95661

Claim ID: 7059
Page 1 of 1

AUDITOR COPY



2.6

Vendor ID: PBSP Expense
 Change of Address
17054

Special
Warrant
Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20231		\$2,275.00	Consulting work. Invoice 7329
Total Claim:				\$2,275.00	

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
Signature of Department Head/Authorized Deputy

5/16/2014
Claim Date

R3

R3 Consulting Group
1512 Eureka Road, Suite 220
Roseville, CA 95661
916-782-7821

INVOICE

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

Invoice number 7329
Date 05/15/2014

113042 Del Norte SWMA - Assessment
For Services Rendered up to May 15, 2014

Professional Fees

Consulting Work

	<u>Hours</u>	<u>Rate</u>	<u>Billed Amount</u>
Senior Associate Colin Wallace	14.68	155.00	2,275.40
		Invoice subtotal	<u>2,275.40</u>
		Invoice adjustment	<u>-0.40</u>
		Total Invoice Amount Due	<u><u>2,275.00</u></u>

Del Norte Solid Waste Management Authority Budget Transfer

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
Solid Waste	422	421	10015	Part-Time / Temporary Employees		\$ 2,069
Solid Waste	422	421	20237	Credit Card Service Fees		\$ 2,400
Solid Waste	422	421	70910-123	Ops Trans Out Bad Check Fee		\$ 200
Solid Waste	422	421	20180	Maintenance - Structures		\$ 1,247
Solid Waste	422	421	20240-000	Advertising / Publications		\$ 100
Solid Waste	422	421	10035	Management Life Insurance	\$ 700	
Solid Waste	422	421	20301	State Fees		\$ 12,984
Solid Waste	422	421	10020	Retirement benefits	\$ 9,200	
Solid Waste	422	421	20239	Transfer Station Operations	\$ 10,300	
Solid Waste	422	421	20234	Legal Counsel		\$ 1,000
Solid Waste	422	421	20224	Office Supplies		\$ 200
Total Amounts					\$ 20,200	\$ 20,200

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

 Department Head Signature 21-May-14
Date

AUDITOR'S OFFICE: SUFFICIENT BALANCES EXIST PER ABOVE

 Date Deputy Auditor- Controller budget revision form
 Classification Rev#

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

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

Passed by the Del Norte Solid Waste Management Authority on _____

Ayes:
 Noes:
 Absent:

Attest: Clerk of the Board

By: _____
 Mary Wilson, Clerk of DNSWMA

 Roger Gitlin, Chair
 Del Norte Solid Waste Management Authority

2.7



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

Director's Report

Date: 21 May 2014
To: Commissioners of the
Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. - Acting Director / Program Manager
File: 231501 – Authority Work Plans *Tedd*

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.

I am in regular contact with the Authority Chair and Vice Chair regarding setting work priorities and informing them of delayed or deferred activities.

Major Activities since the Authority Meeting of 09 April 2014:

1. Conducted a fire drill at the Del Norte County Transfer Station on April 17th.
2. Participated in a conference call on 18 April 2014 with Spencer Fine and Terry Brennan of the California Department of Resources Recycling and Recovery (CalRecycle), discussing the status of Authority recovery programs, the mandatory commercial recycling program, the five year review to be discussed in January 2015, and the possible redesignation of Recycling Market Development Zones in January 2016.
3. On April 22nd, Authority and Hambro/WSG held a joint safety meeting with training from Dennis Leuy on how to better prepare for potential earthquakes and tsunamis.
4. Printed and distributed agendas for May 1st meeting. Published notices canceling this meeting as directed by the Chair, and made arrangements for the Authority meeting of May 8.
5. Calculated changes to service fees and rates based on changes to consumer Price Index. Drafted and sent draft Changes Orders to Hambro / WSG and Recology Del Norte for their review.
6. Requested reimbursement from PaintCare for outreach expenses that had been pre-approved by them, and for which the Authority has not yet been reimbursed.
7. Coordinated with Recology and the Youth and Family Fair Committee regarding the outreach at the Youth and Family Fair, including preparation and

16 May 2014

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Printed on >30% post-consumer recycled paper

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- presentation of Green Ribbon awards by Chair Gitlin on April 26th from 11 AM to 2 PM at the Del Norte County Fairgrounds. Related outreach included press releases, newspaper, and radio ads.
8. Met with Bill Patterson of the Yurok Tribe to assist with planning for the Klamath River cleanup event of May 10th.
 9. Discussed sharing outreach and advertising expenses with the City of Crescent City supporting their annual 'Clean Sweep' event on May 27 and 28th. I wrote and recorded radio spot promoting this event on KPOD.
 10. Provided assistance to Atlas Auto as they renewed their status as a certified used oil recycling center.
 11. Prepared and submitted comments on Smith & Newell's external audit and management reports.
 12. Met with Dylan Caldwell and Bob Busch regarding the status of their analysis of groundwater monitoring data at the Crescent City Landfill.
 13. Coordinated inspection of scales at the Del Norte County Transfer Station with the Del Norte County Department of Weights and Measures, and calibration of scales by Powell Scales on 08 May 2014.
 14. Met with Russell Youmans of Hanna Brophy et al regarding an Interactive Accommodation Process meeting pertaining to an Authority employee.
 15. Met with Commissioners Mary Wilson and Rick Holley with Treasurer Rich Taylor to discuss draft Authority budget. Reformatted budget and e-mailed to Commissioner Wilson as she requested.
 16. Discussed with Joel Wallen preparations for maintenance painting of the Authority administrative office during the summer of 2014.

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

Finances and Audits: This agenda includes the final report from external auditing firm Smith & Newell of the financial records for the Authority for fiscal year 2012/2013, as well as the draft Authority budget for FY 14/15, and the Change Orders and Rate Resolution for CPI-adjusted rates effective July 2014.

Compliance: The Del Norte County Transfer station survived an unannounced inspection from the California Department of Substances Control. The sole issue they identified was a collection of hazardous materials received from the Road Department that did not have an appropriate label with an accumulation date.

The annual scale certification identified a need for scale maintenance and adjustment. The scales were adjusted and calibrated on the same day and we anticipate they will be re-certified in the next few months.

Programs / Policies: Staff trainings with respect to FEMA requirements continue to be temporarily deferred. I was also unable to attend the 'Community Organizers Active in Disasters Training' as I was busy preparing agenda items to this meeting. Though solid waste issues abound in the aftermath of most major disasters, the Authority generally lacks staff capacity to engage in these ongoing trainings.

Concerns: The number and intensity of tasks that are being deferred by staff are mounting. Also, several items on this agenda do not have a staff report as there was not staff capacity and / or time available to do so.

Major Activities anticipated before Authority Meeting in June 2014:

I must recognize that during the past few months, many of the items I have listed in this section have not been completed within the past few months. Still, such items remain on the 'To Do' list as time and staff capacity is available.

1. I will coordinate with Hambro/WSG to obtain permits as needed to install fencing adjacent to the household hazardous waste building at the Del Norte County Transfer Station to facilitate storage of used paint collected under the PaintCare program.
2. Conduct an analysis of the small volume transfer stations in Klamath and Gasquet, the operations costs and service options to meet the needs of residents and businesses in these areas of Del Norte County.
3. Personally conduct Inspections of certified oil recycling centers in Del Norte County, as required under CalRecycle's Oil Payment Program.
4. Closely monitor expenditures and budget in the closing months of FY 13/14 and prepare budget transfers as necessary.
5. Present the draft Authority budget to the City Council and County Board of Supervisors, receive written comments and include those with the agenda for the June 11 Authority meeting.
6. Coordinate with the County Auditor regarding the list of 'Bad Checks' to be addressed before the end of FY 13/14.

Solid Waste
Balance Sheet
 March 31, 2014

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	456,899.81
422 010 00300	Imprest Cash	100.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 01100	Accounts Receivable	17,443.34
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	(152,275.00)
422 010 03450	Accum Depr Bldg & Improv	(74,730.24)
422 010 03460	Accum Depr Transfer Station	(673,852.00)
	Total Assets	<u><u>3,831,836.16</u></u>

LIABILITIES AND FUND EQUITY

422 010 05103	A/P Services	90.89
422 010 05105	Sales Tax Payable	215.25
422 010 05210	Sublease Payable	3,205,118.55
422 010 05300	Compensated Absences Payable	44,130.79
422 010 05400	Deferred Revenue	17,443.34
422 010 05500	Post Closure Liability	2,650,636.00
422 010 07100	Fund Balance	(2,735,112.72)
422 010 09600	Investment in Capital Assets net of related debt	531,748.00
	Revenue	1,991,982.99
	Expenditure	(1,874,416.93)
	Total Liabilities and Fund Equity	<u><u>3,831,836.16</u></u>

Solid Waste

Statement of Revenues and Expenditures
9 Months Ended 3/31/2014

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:					
422-421-90153	20,022.00	161,838.50	244,594.00	(82,755.50)	66.17%
422-421-90210	0.00	0.00	500.00	(500.00)	0.00%
422-421-90300	0.00	936.76	1,000.00	(63.24)	93.68%
422-421-91003	137,997.27	1,181,792.41	1,760,000.00	(578,207.59)	67.15%
422-421-91004	74,356.85	640,631.08	969,825.00	(329,193.92)	66.06%
422-421-91121	0.00	614.38	1,000.00	(385.62)	61.44%
422-421-90650-060	0.00	0.00	15,000.00	(15,000.00)	0.00%
422-421-90650-061	0.00	0.00	15,000.00	(15,000.00)	0.00%
422-421-91003-099	0.00	400.81	0.00	400.81	0.00%
422-421-91004-099	0.00	5,694.05	0.00	5,694.05	0.00%
422-421-91121-123	0.00	75.00	0.00	75.00	0.00%
422-421-91129-067	0.00	0.00	15,000.00	(15,000.00)	0.00%
422-421-91129-068	0.00	0.00	15,000.00	(15,000.00)	0.00%
Total Revenues	232,376.12	1,991,982.99	3,036,919.00	(1,044,936.01)	65.59%
Expenses:					
422-421-10010	14,860.42	189,573.08	260,077.00	70,503.92	72.89%
422-421-10012	167.90	253.90	1,000.00	746.10	25.39%
422-421-10015	2,634.45	15,091.44	16,600.00	1,508.56	90.91%
422-421-10020	4,151.34	50,290.18	84,693.00	34,402.82	59.38%
422-421-10030	7,666.27	69,435.28	83,243.00	13,807.72	83.41%
422-421-10033	22.40	217.60	331.00	113.40	65.74%
422-421-10035	40.85	423.70	1,295.00	871.30	32.72%
422-421-10040	2,240.83	20,167.47	26,890.00	6,722.53	75.00%
Total Salaries and Benefits	31,784.46	345,452.65	474,129.00	128,676.35	72.86%
422-421-20121	247.55	2,102.99	2,200.00	97.01	95.59%
422-421-20140	346.58	2,829.02	3,500.00	670.98	80.83%
422-421-20150	0.00	0.00	6,200.00	6,200.00	0.00%
422-421-20151	0.00	51.60	7,500.00	7,448.40	0.69%
422-421-20152	0.00	1,586.80	1,587.00	0.20	99.99%
422-421-20155	678.00	2,034.00	2,573.00	539.00	79.05%
422-421-20170	380.43	380.43	500.00	119.57	76.09%
422-421-20171	0.00	295.33	500.00	204.67	59.07%
422-421-20175	0.00	0.00	500.00	500.00	0.00%
422-421-20180	0.00	0.00	500.00	500.00	0.00%
	0.00	1,219.89	7,500.00	6,280.11	16.27%

422-421-10010	Payroll	14,000.74	1,000.00	746.10	25.39%
422-421-10012	Overtime	167.90	16,600.00	1,508.56	90.91%
422-421-10015	Part-time/Temp	2,634.45	84,693.00	34,402.82	59.38%
422-421-10020	Retirement	4,151.34	83,243.00	13,807.72	83.41%
422-421-10030	Employee Benefits	7,666.27	331.00	113.40	65.74%
422-421-10033	Employee Life Insurance	22.40	1,295.00	871.30	32.72%
422-421-10035	Management Life Insurance	40.85	26,890.00	6,722.53	75.00%
422-421-10040	Worker's Compensation	2,240.83	474,129.00	128,676.35	72.86%
	Total Salaries and Benefits	31,784.46			
422-421-20121	Communications	247.55	2,200.00	97.01	95.59%
422-421-20140	Household Expense	346.58	3,500.00	670.98	80.83%
422-421-20150	Insurance-Office	0.00	6,200.00	6,200.00	0.00%
422-421-20151	Liability Insurance	0.00	7,500.00	7,448.40	0.69%
422-421-20152	Vehicle Insurance	0.00	1,587.00	0.20	99.99%
422-421-20155	Liability Insurance	678.00	2,573.00	539.00	79.05%
422-421-20170	Maintenance-Equipment	380.43	500.00	119.57	76.09%
422-421-20171	Maintenance-Vehicles	0.00	500.00	204.67	59.07%
422-421-20175	Maintenance-Computers	0.00	500.00	500.00	0.00%
422-421-20180	Maint-Structures/Improvements & T S M	0.00	500.00	500.00	0.00%
422-421-20200	Memberships	0.00	7,500.00	6,280.11	16.27%
422-421-20221	Printing	0.26	400.00	384.64	3.84%
422-421-20223	Postage	120.98	1,400.00	348.83	75.08%
422-421-20224	Office Supplies	2,403.70	7,000.00	1,569.94	77.57%
422-421-20227	Books/Subscriptions	0.00	399.00	399.00	0.00%
422-421-20230	Prof Serv-Co/City	52.33	10,000.00	9,484.23	5.16%
422-421-20231	Prof Serv	292.70	58,460.00	16,724.76	71.39%
422-421-20232	Prof Serv-Well Monitoring	4,470.00	30,000.00	11,735.00	60.88%
422-421-20233	Audit	0.00	9,500.00	9,500.00	0.00%
422-421-20234	Legal Counsel	1,783.60	13,952.00	407.52	97.08%
422-421-20235	Treasurer	1,820.00	12,500.00	505.00	95.96%
422-421-20236	Security	0.00	500.00	302.24	39.55%
422-421-20237	Credit Card Service Fees	657.94	6,822.00	615.35	90.98%
422-421-20238	TS Collection	1,642.95	28,000.00	9,573.80	65.81%
422-421-20239	Transfer Station Operations	138,071.05	1,800,000.00	740,974.78	58.83%
422-421-20240	Advertising/Publications	0.00	1,000.00	249.65	75.04%
422-421-20250	Lease of Equipment	0.00	3,500.00	1,717.39	50.93%
422-421-20251	Lease - Gasquet Transfer Station	215.25	700.00	55.47	92.08%
422-421-20270	Minor Equipment	0.00	3,500.00	3,263.40	6.76%
422-421-20275	Small Tools	0.00	500.00	198.68	60.26%
422-421-20280	Delivery Service	0.00	600.00	392.00	34.67%
422-421-20281	Household Hazardous Waste Event	675.00	30,048.00	(675.00)	102.25%
422-421-20283	Community Clean-up	435.12	5,500.00	2,019.04	63.29%
422-421-20285	Special Dept Expense	120.00	2,500.00	1,284.98	48.60%
422-421-20286	Cash Over/Under	47.89	190.00	72.21	61.99%
422-421-20288	City Collections	1,260.33	17,500.00	5,491.64	68.62%
422-421-20290	Travel	52.08	3,000.00	213.25	92.89%
422-421-20297	Vehicle Fuel	150.14	2,100.00	527.28	74.89%
422-421-20301	State Fees	0.00	55,415.00	23,788.00	57.07%
422-421-20221-060	Printing-Oil Grant - 12/13	0.00	1,000.00	1,000.00	0.00%
422-421-20221-061	Printing-Oil Grant 13/14	0.00	1,000.00	1,000.00	0.00%
422-421-20221-067	Printing-DOC Grant 12/13	0.00	400.00	400.00	0.00%
422-421-20221-068	Printing- DOC 13/14	0.00	400.00	400.00	0.00%
4/22/2022-42143000-001	Post Closure Maintenance	1.39	10,000.00	6,560.32	34.20%

422-421-20240-060	Advertising Oil Grant - 12/13	0.00	988.83	3,500.00	2,511.17	28.25%
422-421-20240-061	Advertising Oil Grant 13/14	0.00	0.00	3,500.00	3,500.00	0.00%
422-421-20240-067	Advertising- DOC Grant 12/13	570.00	2,292.77	2,600.00	307.23	88.18%
422-421-20240-068	Advertising - DOC 13/14	0.00	1,140.00	2,600.00	1,460.00	43.85%
422-421-20285-060	Spec Dept Exp-Oil Grant - 12/13	2,062.85	4,062.85	6,500.00	2,437.15	62.51%
422-421-20285-061	Special Dept Exp-Oil Grant 13/14	0.00	0.00	6,500.00	6,500.00	0.00%
422-421-20285-067	Spec Dept Exp-DOC Grant 12/13	0.00	320.00	6,000.00	5,680.00	5.33%
422-421-20285-068	Spec Dept Exp - DOC 13/14	0.00	0.00	6,000.00	6,000.00	0.00%
422-421-20290-060	Travel-Oil Grant - 12/13	0.00	539.90	1,000.00	460.10	53.99%
422-421-20290-061	Travel - Oil Grant 13/14	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20290-067	Travel DOC Grant 12/13	0.00	0.00	2,000.00	2,000.00	0.00%
422-421-20290-068	Travel - DOC 13/14	0.00	0.00	2,000.00	2,000.00	0.00%
	Total Services and Supplies	158,568.12	1,287,127.01	2,194,046.00	906,918.99	58.66%
422-421-30490	Depreciation Expense	0.00	0.00	97,975.00	97,975.00	0.00%
	Total Other Charges	0.00	0.00	97,975.00	97,975.00	0.00%
	Total Fixed Assets	0.00	0.00	0.00	0.00	0.00%
422-421-70800	ARC Payment OPEB	0.00	0.00	11,125.00	11,125.00	0.00%
422-421-81000	Contingency	0.00	0.00	5,000.00	5,000.00	0.00%
422-421-70530-025	Interfund-Repayment to County	0.00	202,983.27	203,000.00	16.73	99.99%
422-421-70530-199	Interfund-Cost Plan	4,303.00	38,729.00	51,644.00	12,915.00	74.99%
422-421-70910-123	Op Trans Out Bad Check Fee	0.00	125.00	0.00	(125.00)	0.00%
	Total Intrafund Transfers	4,303.00	241,837.27	270,769.00	28,931.73	89.31%
	Total Expenses	194,645.58	1,874,416.93	3,036,919.00	1,162,502.07	61.72%
	Revenues Over (Under) Expenditures	37,730.54	117,566.06	0.00	117,566.06	0.00%

**DNSWMA
GRAND TOTALS
APRIL 2014**

	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	33.47%	
DNCTS Cash Total	29,397.73	14,789.45	44,187.18
DNCTS Charge Total	121,596.34	61,172.84	182,769.18
DNCTS Credit/Debit	14,063.04	7,074.85	21,137.89
DNCTS Totals	165,057.10	83,037.15	248,094.25
Klamath Cash Total		3,768.02	3,768.02
Klamath Charge Total		63.81	63.81
Klamath Totals		3,831.83	3,831.83
Gasquet Cash Total		1,421.81	1,421.81
Gasquet Charge Total		0.00	
Gasquet Totals		1,421.81	1,421.81
Adjustments			
GRAND TOTALS	165,057.10	88,290.79	253,347.89

3.4

Del Norte Solid Waste Management Authority
A/R Aging Summary
 As of May 8, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Abandoned Vehicle Abatement	1,989.00	0.00	573.25	0.00	0.00	2,562.25
Affordable Home & Rental Rep.	51.13	0.00	0.00	0.00	0.00	51.13
Aladdin Realty	14.05	0.00	0.00	0.00	0.00	14.05
Alexandre EcoDairy Farms	172.77	0.00	0.00	0.00	0.00	172.77
All About Town Home Repair	123.60	323.30	0.00	0.00	0.00	446.90
Atlas Field Services, Inc.	411.77	0.00	0.00	0.00	0.00	411.77
Bad Checks/Co Collector	0.00	0.00	0.00	0.00	43.78	43.78
Bart Kast Builders	81.92	0.00	0.00	0.00	0.00	81.92
Benner Mini Storage	167.15	0.00	0.00	0.00	0.00	167.15
Bommelyn / Hartley Construction	0.00	0.00	0.00	0.00	66.02	66.02
Bommelyn Construction	0.00	0.00	0.00	7.02	353.30	360.32
Borges Dairy	66.02	0.00	0.00	0.00	0.00	66.02
Brown, Hector	745.85	0.00	0.00	0.00	0.00	745.85
C.A.R.R.E. / Full - Spectrum	507.29	0.00	0.00	0.00	0.00	507.29
Cal-Fire	0.00	0.00	0.00	0.00	-16.54	-16.54
Cal-Ore LIFE FLIGHT	0.00	0.00	0.00	0.00	-16.85	-16.85
Cal-Trans	0.00	13.26	0.00	0.00	0.00	13.26
California Auto Image	63.21	0.00	0.00	0.00	0.00	63.21
California Construction Co.	67.42	0.00	0.00	0.00	0.00	67.42
California Dept. Parks & Rec.	1,013.48	874.99	0.00	0.00	0.00	1,888.47
CASH	0.00	0.00	0.00	0.00	41.41	41.41
Certified Construction	0.00	0.00	0.00	0.00	6.90	6.90
Certified Plumbing Co.	0.00	12.76	0.00	0.00	0.00	12.76
Cetnar Construction Inc.	29.50	29.50	0.00	0.00	0.00	59.00
Charter Communication	22.47	0.00	0.00	0.00	0.00	22.47
City of Crescent City.	805.61	106.54	0.00	0.00	0.00	912.15
College of the Redwoods	12.64	0.00	0.00	0.00	0.00	12.64
Combined Maintance Services	130.93	0.00	0.00	0.00	0.00	130.93
Corner Stone Assembly of God	0.00	0.00	0.00	23.67	0.00	23.67
Cory, Charles	0.00	0.00	0.00	0.00	576.49	576.49
Crescent Ace Hardware.	436.83	0.00	0.00	0.00	0.00	436.83
Crescent City KOA	326.27	0.00	0.00	0.00	0.00	326.27
Crescent City Nursing & Rehab	25.28	0.00	30.69	0.00	0.00	55.97
Crescent Fire Protection Dist.	21.07	0.00	0.00	0.00	27.84	48.91
Crescent Senior Estates	15.75	0.00	0.00	0.00	0.00	15.75
DEBIT	0.00	0.00	0.00	0.00	190.46	190.46
Del Norte Ambulance	26.41	0.00	0.00	0.00	0.00	26.41
Del Norte Health Care District	0.00	0.00	75.00	0.00	0.00	75.00
Del Norte Realty	84.28	0.00	0.00	0.00	0.00	84.28
Del Norte Roofing	266.87	91.30	484.59	419.99	0.00	1,262.75
Del Norte Triplicate/WesternCom	11.24	0.00	0.00	0.00	0.00	11.24
Direct TV	0.00	0.00	0.00	0.00	27.98	27.98
DN Fire Safe Council	0.00	0.00	0.00	0.00	37.30	37.30
DN Unified School District	386.55	0.00	0.00	0.00	0.00	386.55
DNC Public Nuisance Abatement	0.00	0.00	0.00	0.00	-141.86	-141.86
Elk Valley Casino	0.00	0.00	0.00	0.00	0.00	0.00
Elk Valley Rancheria	25.89	0.00	0.00	0.00	0.00	25.89
Elk Valley Storage	23.88	0.00	16.86	11.24	0.00	51.98
Ellers Fort Dick Market	193.83	0.00	0.00	0.00	0.00	193.83
FRANKLIN	0.00	7.02	0.00	0.00	0.00	7.02
Franklin's Plumbing	0.00	0.00	0.00	0.00	45.59	45.59
G. H. Outreach	492.76	0.00	0.00	0.00	0.00	492.76
Gasquet Mobile Home Park	77.25	0.00	0.00	0.00	0.00	77.25
Golden State Construction	315.21	0.00	0.00	0.00	0.00	315.21
GR Construction	296.32	0.00	0.00	0.00	0.00	296.32
Green Scapes	0.00	0.00	0.00	84.64	236.25	320.89
Griffin's Furniture Outlet	38.60	0.00	0.00	0.00	0.00	38.60
Hambro/Waste Solutions Group	132.94	0.00	0.00	0.00	313.60	446.54
Hank's Hauling	173.87	0.00	0.00	0.00	0.00	173.87
Hartley Construction	148.86	0.00	0.00	0.00	0.00	148.86
HASP / Jordan Recovery Centers	242.16	0.00	0.00	0.00	0.00	242.16
Hemmingsen Contracting Company	14,919.42	0.00	0.00	0.00	0.00	14,919.42
Hintz Construction	0.00	0.00	0.00	0.00	127.60	127.60
Humane Society Of Del Norte	0.00	0.00	0.00	0.00	0.00	0.00
Humboldt Moving & Storage	106.15	0.00	0.00	0.00	0.00	106.15
Jacob R. Crager	0.00	238.78	0.00	0.00	0.00	238.78

Del Norte Solid Waste Management Authority
A/R Aging Summary
 As of May 8, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Jehovah's Witnesses Bldg Fund	22.64	0.00	0.00	0.00	0.00	22.64
Klamath Transfer Station	0.00	0.00	0.00	0.00	60.47	60.47
Larry Hartwick Construction	130.63	0.00	0.00	0.00	0.00	130.63
Larson Services	54.78	0.00	0.00	0.00	0.00	54.78
Lehman Property Management	0.00	0.00	0.00	0.00	1,885.22	1,885.22
Lighthouse Community Church	0.00	0.00	0.00	18.26	63.64	81.90
Lighthouse Repertory Theatre	0.00	0.00	0.00	-3.78	0.00	-3.78
LNL Design and Construction	49.16	0.00	0.00	0.00	0.00	49.16
Lucky 7 Casino	35.12	0.00	0.00	0.00	0.00	35.12
Malloroy Construction	0.00	0.00	0.79	0.00	0.00	0.79
Mark Wooding Construction	0.00	0.00	0.00	0.00	-120.00	-120.00
Mastaloudis Homes Inc.	8.43	0.00	0.00	0.00	0.00	8.43
Ming Tree Real Estate	0.00	0.00	0.00	0.00	-16.10	-16.10
Moen Investments	81.47	0.00	0.00	0.00	0.00	81.47
Mountain Power Tree Co.	149.90	0.00	0.00	0.00	0.00	149.90
Mow Blow and Go	49.77	0.00	0.00	0.00	0.00	49.77
Murray Construction	25.28	0.00	0.00	0.00	0.00	25.28
Norbury Construction	0.00	0.00	0.00	0.00	116.70	116.70
North Coast Properties	7.02	53.37	0.00	0.00	0.00	60.39
North Woods Realty	0.00	11.24	0.00	0.00	0.00	11.24
Northridge Electric	160.25	0.00	0.00	0.00	0.00	160.25
Pacific Northwest Physical Therapy	16.86	0.00	0.00	0.00	0.00	16.86
Pappas Dry Wall	39.30	0.00	0.00	0.00	0.00	39.30
Parkway Feed	1,966.44	0.00	0.00	0.00	0.00	1,966.44
Pebble Beach Apartments	38.27	0.00	0.00	0.00	0.00	38.27
Pelican Bay Evangelical Free Church	7.00	339.91	0.00	0.00	0.00	346.91
Pelican Bay Roofing Co.	672.81	0.00	0.00	0.00	0.00	672.81
Plunkett's Family Painting	15.59	0.00	0.00	0.00	0.00	15.59
Ray's Mobile Home Service	224.74	0.00	0.00	0.00	0.00	224.74
Recology Del Norte (Franchise)	103,109.50	98,150.75	0.00	0.00	0.01	201,260.26
Recology Del Norte (Prison)	11,048.59	10,851.94	0.00	0.00	0.00	21,900.53
Red Sky Roofing	10,757.82	5,121.18	0.00	0.00	0.00	15,879.00
Redwood Community Action Agency	0.00	46.35	0.00	0.00	0.00	46.35
Redwood National Park	671.34	532.30	482.80	264.65	10,564.84	12,515.93
Reservation Ranch	1,223.40	927.04	988.84	711.91	0.00	3,851.19
Richterich & Jones Const	297.78	0.00	0.00	37.93	0.00	335.71
Ritchie Homes	285.08	0.00	0.00	0.00	0.00	285.08
Ron's Hauling	0.00	52.60	0.00	0.00	0.00	52.60
Roy Rook Construction	1,079.66	0.00	0.00	0.00	0.00	1,079.66
Ruiz Construction	113.78	0.00	0.00	0.00	0.00	113.78
Rural Human Services	15.45	0.00	0.00	0.00	0.00	15.45
S.O.S. Construction	7.02	0.00	0.00	0.00	0.00	7.02
Schnacker's General Hauling	7.00	7.00	8.43	7.02	0.00	29.45
Seabreeze Apartments	0.00	0.00	0.00	0.00	-29.01	-29.01
Seawood Village	10,055.18	0.00	0.00	0.00	0.00	10,055.18
Shangri-la Trailer Court	297.78	0.00	0.00	0.00	0.00	297.78
Smith River Alliance	11.24	0.00	0.00	0.00	0.00	11.24
Smith River Equipment	25.28	0.00	0.00	0.00	0.00	25.28
Smith River Rancheria	1,890.97	0.00	0.00	0.00	0.00	1,890.97
Sprint Courier Service	2.46	130.63	0.00	0.00	0.00	133.09
Spruce Haven Mobile Home Park	77.25	0.00	0.00	0.00	0.00	77.25
St. Joseph's Parish	117.96	0.00	0.00	0.00	0.00	117.96
Steel	95.98	23.88	0.00	0.00	0.00	119.86
Stephen F White Gen.Cont. Inc.	75.56	0.00	0.00	0.00	0.00	75.56
Stone Roofing	1,220.60	0.00	0.00	0.00	0.00	1,220.60
SURF	27.53	0.00	0.00	0.00	0.00	27.53
SWEEP ALOT	0.00	0.00	0.00	0.00	0.00	0.00
Tab & Associates	1,264.81	0.00	0.00	0.00	0.00	1,264.81
Thermo Fluids, Inc. / Outbound OIL	0.00	0.00	0.00	0.00	-55.80	-55.80
Tim Haban Construction	189.62	0.00	0.00	0.00	0.00	189.62
Totem Villa Apartments	114.01	0.00	0.00	0.00	0.00	114.01
TRKLA/TRGAS BINS AND LF BINS	5,607.43	0.00	0.00	0.00	0.00	5,607.43
U.S. Forest Service-Gasquet CA	144.78	0.00	0.00	0.00	1,120.96	1,265.74
V Primo Construction	7.02	434.03	0.00	0.00	0.00	441.05
Van Arsdale Construction	744.44	0.00	0.00	0.00	0.00	744.44
Van Nocker's Cleaning	19.67	0.00	0.00	0.00	0.00	19.67

11:42 AM

05/08/14

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of May 8, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
VISA	0.00	0.00	0.00	0.00	19.26	19.26
White Cap Coastal	1,486.08	1,966.10	0.00	0.00	0.00	3,452.18
Wigley Contracting	59.00	0.00	0.00	0.00	0.00	59.00
Winn's Maintance Service	0.00	0.00	0.00	0.00	-25.00	-25.00
Your Creation	0.00	0.00	0.00	0.00	1,092.66	1,092.66
Yurok Indian Housing Authority	123.11	0.00	0.00	0.00	0.00	123.11
Yurok Tribe	471.15	0.00	0.00	0.00	0.00	471.15
TOTAL	<u>181,764.29</u>	<u>120,345.77</u>	<u>2,661.25</u>	<u>1,582.55</u>	<u>16,597.12</u>	<u>322,950.98</u>

**DNSWMA
 KLAMATH TRANSFER STATION CASH
 APRIL 2014**

Date	Amount to	TOTAL CASH AMOUNT
	422-421 91004	
April 2, 2014	257.95	\$257.95
April 6, 2014	661.99	\$661.99
April 9, 2014	402.37	\$402.37
April 13, 2014	403.55	\$403.55
April 16, 2014	247.42	\$247.42
April 23, 2014	663.98	\$663.98
April 27, 2014	906.94	\$906.94
April 30, 2014	223.82	\$223.82
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL	3,768.02	\$3,768.02

**DNSWMA
 GASQUET TRANSFER STATION - CASH
 APRIL 2014**

Date	Amount to 422-421	TOTAL CASH AMOUNT
	91004	
April 5, 2014	371.50	\$371.50
April 12, 2014	399.64	\$399.64
April 19, 2014	298.36	\$298.36
April 26, 2014	352.31	\$352.31
		\$0.00
TOTAL	1421.81	\$1,421.81

DAILY TICKET REPORT
DNSWMA TRANSFER STATION
MONTH: April 2014

	BEGIN	END	VOIDED TICKETS	TICKET COUNT
Date				
1	752360	752493	1	133
2	752494	752652	1	158
3	752653	752839		187
4	752840	753004		165
5	753005	753203	1	198
6	753204	753401		198
7	753402	753580		179
8	753581	753725	2	143
9	753726	753873	1	147
10	753874	754040		167
11	754041	754216		176
12	754217	754417		201
13	754418	754591	1	173
14	754592	754758		167
15	754759	754929	1	170
16	754930	755090	1	160
17	755091	755247		157
18	755248	755424		177
19	755425	755603		179
20	755604	755603		0
21	755604	755848	1	244
22	755849	755984		136
23	755985	756084	2	98
24	756085	756157		73
25	756158	756310		153
26	756311	756506		196
27	756507	756653		147
28	756654	756806		153
29	756807	756986	1	179
30	756987	757154	2	166

TOTAL	0	15	4780
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DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

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

Mr. Tedd Ward, M.S.
Program Manager
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, California 95531

22 APR 2014

PCM Reduction 08-AA-0006 2014

SUBJECT: REDUCTION OF THE POSTCLOSURE MAINTENANCE FINANCIAL ASSURANCE MULTIPLIER FOR THE CRESCENT CITY LANDFILL, COUNTY OF DEL NORTE, DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY, FACILITY 08-AA-0006 CERTIFICATION OF CLOSURE: FEBRUARY 7, 2007

Dear Mr. Ward:

Title 27, California Code of Regulations (the Regulations), Division 2, Subdivision 1, Chapter 6, Subchapter 2, Article 2, section 22211(b) allows the Department of Resources Recycling and Recovery (CalRecycle), upon request by the operator, to review and allow for reductions in the postclosure maintenance multiplier on a one-for-one basis with the number of years of postclosure maintenance completed from closure.

The Financial Assurances Unit (FAU) reviewed your April 10, 2014 letter requesting a reduction in the postclosure maintenance multiplier. As a result of this review, CalRecycle finds that Crescent City Landfill (Landfill) meets the requirements of the Regulations and is authorized to adjust the PCM multiplier **from 24 years to 23 years**. The change in multiplier is effective February 7, 2014, the anniversary date of the certification of closure of the entire landfill pursuant to section 21880.

Please be aware the Del Norte Solid Waste Management Authority must make a request annually for review and approval by CalRecycle for all subsequent reductions in the postclosure maintenance multiplier.

CalRecycle is committed to assist in complying with the financial assurance regulations and procedures. If you have any comments in this regard, please contact Ms. JoAnne Byrne of the FAU at 916.341.6397 or joanne.byrne@calrecycle.ca.gov.

Sincerely,

Ms. Susan Markie, Chief
Permitting and Assistance Branch
Waste Permitting, Compliance, and Mitigation Division

cc via e-mail:

- Ms. Heidi Kunstal, County of Del Norte Community Development Dept. LEA
- Ms. Gina Morrison, Region 1, North Coast Regional Water Quality Control Board
- Mr. Clinton Schaad, Auditor/Controller, County of Del Norte
- Mr. Paul Saldana, Inspections & Enforcement Agency, CalRecycle
- Mr. Andy Marino, Closure and Technical Support Section, CalRecycle
- Ms. Beatrice Poroli, Permits and Assistance North Unit, CalRecycle
- Ms. JoAnne Byrne, Financial Assurance Unit, CalRecycle

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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

Staff Report

Date: 07 May 2014
To: Del Norte County Board of Supervisors

From: Tedd Ward, M.S. – Acting Director / Program Manager 
Del Norte Solid Waste Management Authority

Attachment: Draft Pledge of Revenue Agreement
File Numbers: 060901 – Financial Assurances – Landfill Closure
022104 – Landfill Permit
130102 - Post-Closure Maintenance

Topic: Pledge of Revenue for Financial Assurances for
Postclosure Maintenance and Potential Corrective Action
relating to the Crescent City Landfill

Summary / Recommendation: That the Authority review and approve the attached Pledge of Revenue Agreement and Resolution and direct staff to send a copy of this signed pledge of revenue agreement.

Background: California laws and regulations require that owners of landfills provide financial assurances that moneys are available to address expenses related to landfill closure, post-closure maintenance, and potential corrective actions. Public agencies like the Authority may comply with these requirements through a Pledge of Revenue from facilities owned or administered. Since the closure of the Crescent City Landfill and the opening of the Del Norte County Transfer Station in March 2005, the Authority had met these landfill-related obligations with a Pledge of Revenue from the Del Norte County Transfer Station.

In February 2014, the Authority Board reviewed a draft Pledge of Revenue Agreement that had been reviewed by CalRecycle staff, and directed staff to make a presentation to the Crescent City council and the Del Norte County Board of Supervisors seeking approval and signatures. The City Manager correctly asserts that the City did not sign or approve the prior Pledge of Revenue, and so they did not feel they should have a role in adopting this Pledge. They declined to put it on a City Council agenda, and asked that this Pledge not include any ratification or signatures on

07 May 2014

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the City's behalf.

Similarly, County Administrative Officer Jay Sarina convened a meeting including County Counsel, the County Auditor and Assistant County Administrator with the Authority Director to discuss with CalRecycle staff (via phone) as to whether or not the County needed to separately approve and sign a revised pledge of revenue agreement.

Analysis: This past year, the Authority has worked with EBA Engineering to complete required update of the Crescent City Landfill Post-Closure Maintenance Plan and Cost Estimate, as well as the cost estimate for corrective actions associated with both water-release as well as non-water-release scenarios, as required under Title 27 of the California Code of Regulations, section 22101.

JoAnne Byrne of CalRecycle has been working with Authority staff to update the Pledge of Revenue Agreement to address and incorporate the revised post-closure maintenance estimate as well as the two corrective action cost estimates. The inclusion of these additional estimates was the primary reason for updating this pledge of revenue. At the 11 February 2014 Authority meeting, the Board voted to add to item 14 the following text “*..., or until no longer required under California law or regulation.*” The attached Pledge of Revenue Agreement has been reviewed by Ms. Byrne as well as Shelly Bromberg, of CalRecycle's Legal Office.

As the First Amended Joint Powers Agreement makes clear in sections 8 and 16, prior to any termination of the Authority the County or the Authority's replacement agency would need to secure CalRecycle's approval of a revised pledge of revenue agreement or other financial mechanism to meet these requirements. Following the conversation between CalRecycle and County staff, CalRecycle clarified that the pledge of revenue agreement does not require separate approval and signature by the County.

Alternatives: The Authority (or Del Norte County as owner of the landfill property) is obliged to meet the financial assurance requirements associated with this closed landfill. Satisfying these requirements with a Pledge of Revenue from the Del Norte County Transfer Station appears to be the lowest cost option to meet these requirements.

Fiscal Impact: Allocation and numerical assessment of this liability could potentially affect the costs associated with loans obtained or bonds issued by either the Authority or Del Norte County. Changing the value of this liability assessment and Pledge of Revenue has no functional impact on the Authority's post-closure maintenance and monitoring responsibilities or the budget for related cash, contractor, and staff expenses to conduct these activities.

**A RESOLUTION OF THE GOVERNING BOARD OF THE
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
COUNTY OF DEL NORTE
CITY OF CRESCENT CITY
STATE OF CALIFORNIA**

RESOLUTION NO. 2014-02

**A RESOLUTION ADOPTING A PLEDGE OF REVENUE AS FINANCIAL ASSURANCE
FOR POSTCLOSURE MAINTENANCE AND CORRECTIVE ACTION AT THE
CRESCENT CITY LANDFILL**

WHEREAS, California Public Resources Code (PRC) sections 43500 through 43610.1 and Title 27, of the California Code of Regulations ("Regulations"), Division 2, Subdivision 1, Chapter 6, Article 2, require operators of solid waste landfills to demonstrate the availability of financial resources to conduct post closure maintenance activities; and

WHEREAS, the DNSWMA maintains the closed Crescent City Landfill, a solid waste landfill, in conformance with the findings, conditions, prohibitions and requirements contained in Solid Waste Facilities Permit No. 08-AA-0006 issued by Del Norte County serving as Local Enforcement Agency (LEA) for the California Integrated Waste Management Board and its successor agency, the California Department of Resources Recycling and Recovery (CalRecycle), as revised; and

WHEREAS, in 1995 the DNSWMA established a Pledge of Revenue demonstrating financial responsibility for Postclosure Maintenance of the Crescent City Landfill in accordance with sections 17258.74, 18233, 18283, and 18290 of Title 14 of the California Code of Regulations, which were in force at that time; and

WHEREAS, the Crescent City Landfill closure construction was completed on 01 February 2006; and

WHEREAS, The Regulations of Title 27 which currently apply to the establishment of a Pledge of Revenue Agreement are sections 22228 and 22245 of Division 2, Subdivision 1; and

WHEREAS, the Postclosure Cost Estimates have been revised in compliance with PRC section 43602 as well as the Regulations of Title 27, section 21840, Chapter 4, Subchapter 4;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Del Norte Solid Waste Management Authority (DNSWMA) that:

1. The Del Norte Solid Waste Management Authority pledges to annually budget from the projected revenues of the Del Norte County Transfer Station (SWIS # 08-AA-0018) which DNSWMA administers, funds not less than the entirety of the amount of the Postclosure Cost Estimate included as Appendix K of the Crescent City Landfill Closure and Post-closure

Maintenance Plan, as revised, in compliance with Regulations Title 27, section 21840 of Chapter 4, subchapter 4.

2. This pledge shall continue until released from postclosure maintenance responsibilities as defined in Title 27, section 21900 of Chapter 4, subchapter 4, which shall occur on or after 01 February 2036.
3. Disbursement of funds for postclosure maintenance shall be in accordance with the final Crescent City Landfill Closure and Postclosure Maintenance Plan, as revised and as approved by CalRecycle.
4. In the event that the CIWMB determines that the DNSWMA has failed, or is failing, to perform postclosure maintenance as required by law, the CalRecycle may direct the Auditor-Controller to pay to the Solid Waste Director from the pledged revenues such amounts as are necessary to ensure sufficient postclosure maintenance, who shall then use such funds for postclosure maintenance in accordance with the directives of the LEA, CalRecycle, and North Coast Regional Water Quality Control Board (RWQCB), as applicable.
5. If the City of Crescent City, the County of Del Norte, or any other member agency takes action to Terminate its membership of the Del Norte Solid Waste Management Authority, such action is to comply with Section 8 of the "Joint Powers Agreement Between City of Crescent City and the County of Del Norte Creating the Del Norte Solid Waste Management Authority," as amended. Furthermore, such Termination would not be effective until the withdrawing party paid their allocated contribution to this nonrevocable commitment to pay for or otherwise provide for the legal completion of all required postclosure maintenance activities.
6. If the DNSWMA ceases at any time to retain control of its ability to allocate the pledged revenue as identified herein to pay postclosure maintenance costs, the DNSWMA shall notify the CalRecycle and the local enforcement agency and shall obtain alternate coverage within sixty (60) days after the control of funds lapses, pursuant to section 22245 of the Regulations.

PASSED, APPROVED and ADOPTED at a regular meeting of the Governing Board of the Del Norte Solid Waste Management Authority this 21st day of May, 2014.

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Chair Roger Gitlin

Mary Wilson, Clerk

and during the corrective action period, shall, during each year of this period, be greater than the yearly monitoring and postclosure maintenance and corrective action costs contained in the most recent Cost Estimates for the Crescent City Landfill, which have been submitted to CalRecycle in accordance with Title 27 of the Regulations, Sections 21840 and 22101 .

NOW, THEREFORE, the Authority and CalRecycle do agree as follows:

1. The Authority hereby establishes a pledge of revenue to demonstrate financial responsibility for postclosure maintenance and corrective action costs of the Crescent City Landfill in accordance with sections 22228 and 22245 of the Regulations.
2. The Authority agrees to pledge net revenues from tipping fees collected at the Del Norte County Transfer Station (SWIS #08-AA-0006) as described herein.
3. The November 2013 water related corrective action cost estimate, established in accordance with section 22101(a) of Title 27 of the Regulations, projected the costs for reasonably foreseeable water related impacts from this landfill to be \$447,500.
4. The June 2013 non-water related corrective action cost estimate, established in accordance with section 22101(b) of the Regulations, projected the costs for reasonably foreseeable non-water related impacts from this landfill to be \$522,200.
5. The most recent monitoring and postclosure maintenance cost estimate for the Crescent City Landfill, prepared in June 2013, estimated the annual monitoring and postclosure maintenance cost to be \$96,225 for the period of postclosure maintenance, which ends no sooner than February 2036.
6. The amount of the pledged revenue shall be equal to the amount of the most recent monitoring and postclosure maintenance cost estimate, which is \$96,225 annually, plus the amount of the greater of the corrective action cost estimates for water related and non-water related impacts from this landfill, which amount is \$522,200 – for a total of \$618,425. It is agreed that the amount of this pledge may increase or decrease to match any adjustment to the identified cost estimates which are mutually agreed by the Authority and CalRecycle.
7. The Authority agrees that the net revenues from the tipping fees deposited into the Del Norte Solid Waste Management Authority Fund and pledged to meet the financial assurance requirements as described herein will not be pledged for any other purpose.

8. If the Authority ceases at any time to allocate the pledged revenue as identified herein to pay postclosure maintenance and / or corrective action costs or to implement required postclosure maintenance and/or corrective action activities CalRecycle may seek appropriate and applicable remedies, including, but not limited to, the remedies described within Title 27, Division 2, Chapter 6, subchapter 4, Article 1 of the Regulations, sections 22270 – 22278.

9. If the Authority ceases at any time to retain control of its ability to allocate any pledged revenue to pay postclosure maintenance and/or corrective action costs, the Authority or its successor shall notify CalRecycle and obtain alternate coverage within 60 days after control lapses, pursuant to section 22245 of the Regulations.

10. In the event that CalRecycle, RWQCB or LEA staff determines that the Authority has failed, or is failing, to perform postclosure maintenance and/or corrective action activities as required by law and the Crescent City Landfill Closure and Postclosure Maintenance Plan as amended, CalRecycle may direct the Auditor-Controller to pay to the Solid Waste Director or his/her successor(s) from the pledged revenues sufficient funds as are necessary to ensure sufficient postclosure maintenance and/or corrective action activities, who shall be obligated to use such funds for postclosure maintenance and / or corrective action activities in accordance with the directives of the LEA, CalRecycle, and the Regional Water Quality Control Board for the North Coast Region, as applicable.

11. In the event that a participating member of the Authority withdraws from the Authority, the withdrawing member shall continue to be financially responsible for postclosure maintenance and corrective action activities of the Crescent City Landfill when such a liability was incurred prior to the withdrawal date. All members of the Authority further agree that postclosure maintenance and / or corrective action activities shall not be delayed in order to determine such proportionate share of the withdrawing member's liability.

12. In the event the Authority is dissolved, all members of the Authority agree to make financial assurances prior to dissolution that will ensure continued payment of each members' respective share of any outstanding indebtedness for postclosure maintenance and / or corrective action of the Crescent City Landfill. All members of the Authority agree that postclosure maintenance and/or corrective action activities shall not be delayed in order to determine the members' proportionate shares of such indebtedness.

13. This Pledge of Revenue will remain effective until revised and replaced, or until no longer required under California law or regulation.

Approval by Del Norte Solid Waste Management Authority:

Date: _____

Ayes:

Nays:

Abstain:

Absent:

Chair, DNSWMA

Clerk, DNSWMA

COLLECTIONS CHANGE ORDER 5

CONTRACT: FRANCHISE AGREEMENT FOR SOLID WASTE AND RECYCLABLES
COLLECTION SERVICES FOR CRESCENT CITY AND DEL NORTE COUNTY,
CALIFORNIA

CONTRACTOR: RECOLOGY DEL NORTE, INC.
AUTHORITY: DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
SUBJECT: CPI-BASED RATE ADJUSTMENT

NATURE OF CHANGES: This Change Order grants Contractor an increase as described under section 7.02.B of the Agreement, based on 85% of the change in the Consumer Price Index for All Urban Consumers using the CPI Beginning Index for January 2011 (220.223), the CPI Extension Index for March 2014 (236.293). Using the formula in section 7.02.B, the extension adjustment factor is calculated to be (1.0620258). In addition, per ton disposal rate at the Del Norte County Transfer Station will increase to \$142.24 per ton starting in July 2014, representing an increase of more than 5% since this amount was adjusted under Change Order 1. As requested by Recology Del Norte, under section 7.03.B(3) of the Agreement, the new collection rates, with rate components for Collection, Transport and Tipping will have the 'Tipping' portion of each rate increase by $(142.24/127.08 = 1.1192949)$. The new collection rates are attached as Schedule A (revised July 2014), and will be effective starting 01 July 2014, and are effective until further modified by the Authority Board.

CONTRACT TIME: Remains unchanged.

CONTRACT PRICE: This Change Order makes the following changes to the Contract Price: Contractor may collect amounts not to exceed the rates described on the next page of this Change Order from customers for the services described therein.

This Change Order is hereby approved:

DATE: _____

RECOLOGY DEL NORTE, INC.

Del Norte Solid Waste Management Authority

BY: _____
Tom Sparrow, General Manager

BY: _____
Roger Gitlin, Chair

ATTEST:

Mary Wilson, Secretary

APPROVED AS TO FORM:

Martha D. Rice, General Counsel

COLLECTIONS CHANGE ORDER 5

Schedule A: Recology Del Norte Collection Rates, starting July 2014

Monthly Rates for Weekly Residential & Multi-Family Collections		Monthly Rates for Weekly Commercial Collections	
Trash + Recycling	Brush Only	Recycling Only	Trash (including Recycling for >0.9 cy if Multi-family)
20 Gallon Mini-cart on curb	\$ 20.34		32 Gallon Commercial Cart * \$ 39.68
20 Gallon Mini-cart off-curb	\$ 25.42		64 Gallon Commercial Cart * \$ 79.37
32 Gallon Cart on curb	\$ 31.80	\$ 10.11	96 Gallon Commercial Cart * \$ 138.90
32 Gallon Cart off-curb	\$ 37.07	\$ 12.63	1 cubic yard bin \$ 139.13
64 Gallon Cart on curb	\$ 46.33	\$ 14.94	1.5 cubic yard bin \$ 200.35
64 Gallon Cart off-curb	\$ 53.71	\$ 18.67	2 cubic yard bin \$ 249.53
96 Gallon Cart on curb	\$ 67.14	\$ 22.64	3 cubic yard bin \$ 361.32
96 Gallon Cart off-curb		\$ 28.31	4 cubic yard bin \$ 452.24
			6 cubic yard bin \$ 654.95
			10 cubic yard bin \$ 2,212.52
			20 cubic yard bin \$ 3,019.42
			30 cubic yard bin \$ 3,773.38
			40 cubic yard bin \$ 4,527.33
Temporary Cart and Bin Collection Services, Collection One week after Delivery			
64 Gallon Cart (Paired w/ 64 Gallon recycling)	\$ 36.22	\$ 12.26	Commercial Compactors \$ 71.25 per cubic yard per collection
96 Gallon Cart (Paired with 96 Gallon recycling)	\$ 63.40	\$ 18.61	Pre-paid single-family residential bags \$ 7.57 per bag
2 cubic yard bin	\$ 70.23	\$ 49.03	Extra residential bulky item collection \$ 62.92 per extra bulky item
3 cubic yard bin	\$ 109.98	\$ 76.76	
4 cubic yard bin	\$ 145.12	\$ 101.29	
6 cubic yard bin	\$ 192.04	\$ 134.04	
10 cubic yard bin	\$ 630.08	\$ 439.80	
20 cubic yard bin	\$ 787.11	\$ 523.36	
30 cubic yard bin	\$ 960.27	\$ 638.50	
40 cubic yard bin	\$ 1,304.05	\$ 867.09	
Additional Available Services and Potential Extra Fixed-fee Charges			
For customers requesting a larger recycling cart than trash	\$ 0.00 Additional per month		
Charge for re-locating Temp bin	\$ 30.00 per relocation < 5 miles		
Unscheduled Collection	\$ 5.00 per unscheduled collection		
Locking bin charge	\$ 5.00 additional per locking bin per month		
Bear-proof Bin	\$ 100.00 additional per bin per month		
Special Service Fee	\$ 50.00 per half hour of extra labor		
Extra time for bulky item or tires placed in bin	\$ 0.00 + DNC Transfer Station per item charge		
Percentage Surcharges for Additional Services			
Roll-out or off-curb charge	25% Additional		
Off-road surcharge, only on approved list of addresses	56-25% Additional		
Secondary Franchise Area	65% Additional		
Extra time for Temporary Bins	25% of Rate for Temp. Bin for each additional week		
Medical waste	80% Additional		
More than Weekly Collection	100% Additional x (Coll/wk - 1) x Rate		
Weekend collection	50% Additional		
Municipal Collection and Transport Services			
Treatment Plant Sludge, screenings, shavings and grt	\$ 153.72 per ton, incl. transport and disposal		
Collection, hauling and unloading bins as directed	\$ 184.92 per haul		
Maximum Allowed Weights by Container Volume			
Pre-paid single-family residential bags	20 Gallon Cart	40 pounds	
	32 Gallon Cart	60 pounds	
	96 Gallon Cart	120 pounds	
	10 cubic yards	3,000 tons	
	20 cubic yards	4,250 tons	
	30 cubic yards	5,500 tons	
	40 cubic yards	6,250 tons	
Bags, Cans, and Bins placed for collection with more than the allowed weight may not be collected.			
If Recology Del Norte collects an overweight container, they may charge for the amount over the allowed weight for that size container, at the approved rates charged at the Del Norte County Transfer Station.			

Rates Effective Starting July 2014



900 S.W. Fifth Avenue, Suite 2600
Portland, Oregon 97204
main 503.224.2333
fx 503.220.2480
www.stoel.com

April 28, 2014

EDWARD D. EINOWSKI
Direct (503) 294-9235
eeinowski@stoel.com

VIA E-MAIL GPENNING@ROGUEDISPOSAL.COM

Garry Penning
Dry Creek Landfill
PO Box 3187
Central Point, OR 97502

Re: Interstate Commerce Clause

Dear Garry:

I understand that a Dry Creek Landfill customer has expressed concern about their utilization of an Oregon-based landfill as the disposal site for solid waste generated in California. The gravamen of the concern is that the State of Oregon could enact laws or regulations that prohibit the import of solid waste from out-of-state for disposal in an Oregon landfill. To address the concern raised, I have reviewed the case law with respect to whether the Interstate Commerce Clause of the U.S. Constitution prevents the State of Oregon from implementing such a prohibition. Under a long line of U.S. Supreme Court decisions, any such purported prohibition would be a *per se* violation of the Commerce Clause and hence invalid. Below is a brief discussion of the key Supreme Court decisions on this point.

The leading case is *City of Philadelphia, et al., v. State of New Jersey, et al.*, 437 U.S. 617 (1978). In that case, New Jersey sought to ban the importation of solid waste from other states, purporting to be acting to protect the health, safety and welfare of the citizens of New Jersey. The Supreme Court held that:

“... whatever New Jersey’s ultimate purpose, it may not be accomplished by discriminating against articles of commerce coming from outside the State unless there is some reason, apart from their origin, to treat them differently. Both on its face and in its plain effect, [the statute in question] violates this principle of nondiscrimination.” 437 U.S., at 626.

In noting that the State can certainly take steps to protect the health and welfare of its citizens against harms that might result from the disposal of solid waste, the Supreme Court stated that:

76036676.1 0019377-00001

Alaska California Idaho
Minnesota Oregon Utah Washington
and Washington, D.C.

6.1



Garry Penning
April 28, 2014
Page 2

“ . . . the harms caused by waste are said to arise after its disposal in landfill sites, and, at that point, as New Jersey concedes, there is no basis to distinguish out-of-state waste from domestic waste. If one is inherently harmful, so is the other. * * * That legislative effort is clearly impermissible under the Commerce Clause of the Constitution. 437 U.S., at 629.

In short, while a State may impose regulations that govern the disposal and transport of *all* solid waste, in doing so it must treat in-state and out-of-state waste the same. And an outright prohibition against importing out-of-state waste is invalid as a violation of the Commerce Clause.

This decision has been confirmed many times over the years. In *Oregon Waste Systems, Inc. v Department of Environmental Quality of the State of Oregon, et al*, 511 U.S. 93 (1994), the Supreme Court invalidated a State law that imposed a disposal surcharge of \$2.25 per ton on out-of-state waste and a \$0.85 per ton disposal surcharge on in-state waste as unlawful discrimination prohibited by the Commerce Clause, noting that:

“As we use the term here, ‘discrimination’ simply means differential treatment of in-state and out-of-state economic interests that benefits the former and burdens the latter. If a restriction on commerce is discriminatory, it is virtually *per se* invalid. * * * It is well established . . . that a law is discriminatory if it ‘tax[es] a transaction or incident more heavily when it crosses state lines than when it occurs entirely within the State.’” 511 U.S., at 999 (citing *Chemical Waste Management, Inc. v. Hunt*, 504 U.S. 334, at 342 (1992), which held that Alabama could not impose a higher fee on disposal in Alabama landfills of hazardous waste from other States than on the disposal of identical waste from Alabama.)

See also *Fort Gratiot Sanitary Landfill, Inc. v Michigan Department of Natural Resources*, 504 U.S. 353 (1991), and *Coastal Carting Ltd, Inc. v. Broward County, Florida*, 75 F. Supp. 2d 1350 (1999).



Garry Penning
April 28, 2014
Page 3

Given the very clear and consistent Supreme Court decisions on this topic over the years, it is difficult to see how a State could validly act to prohibit the import of out-of-state waste for disposal in an in-state landfill, as such an action would be "virtually *per se* invalid". A State could, of course, enact health and safety regulations and impose taxes or surcharges on the disposal of solid waste within the State, but such regulations and charges would have to apply equally to in-state and out-of-state waste without any discrimination.

Please let me know if you have any further questions on this topic.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Edw. D. Einowski". The signature is written in black ink and is positioned above a horizontal line.

Edw. D. Einowski

EDE



COUNTY OF DEL NORTE
COMMUNITY DEVELOPMENT DEPARTMENT
981 H STREET, SUITE 110
CRESCENT CITY, CA 95531
FAX – (707) 465-0340

Planning (707) 464-7254	Engineering & Surveying (707) 464-7229	Roads (707) 464-7238	Building Inspection (707) 464-7253	Environmental Health (707) 465-0426	Code Enforcement (707) 464-7254
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May 2, 2014

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

Re: Sewer Assessments for APN 115-180-22 (1700 State Street)

Dear Mr. *Tedd* Ward,

As you are aware, the Del Norte Transfer Station is located within the Bertsch Ocean View Assessment District and receives sewer services from the County's collection system. In addition to user fees that are billed monthly to the facility, there are two annual assessments connected to bonds that originated in 1978 and 1999. The original bond (CSA AD1) was for the construction of the system and the second bond (CSA AD3) for rehabilitation work. The bonds will expire on 1/2/2017 and 9/2/2018 respectively.

In 2005, the responsibility for manual billing of sewer assessments for tax exempt properties, such as yours, was traditionally taken care of by the Del Norte Tax Collector. It was recently discovered that those duties were assigned to the Community Development Department and that no billings were sent from FY 2005/2006 to the present. Our office has researched all properties that are exempt from taxes, but still obligated for assessments, to make certain that all assessments are current.

Staff has calculated the amount due for assessments since that date. The enclosed invoice sets forth the Parcel Number, Assessment Number, Assessment District, Fund Number, amount due for each fiscal year, as well as the totals. Our records indicate that \$10,532.25 would bring the property current through 2013/2014. The future billings through the end of the bond period are shown on the attached invoice.

Another public agency, in a similar situation, has asked us if a payment plan could be considered in light of this unexpected news. We have asked that they submit a written proposal outlining a payment program that can be considered by the Board of Supervisors. If your Board has interest in doing the same I suggest preparing a written proposal addressed to the Board of Supervisors that may be sent to the Community Development Department. Our office would then present the proposal to the Board of Supervisors at a future meeting.

6.2

If you have any questions that will assist you in conveying this information to your Board, you may contact me at 464-7254.

Regards,

A handwritten signature in cursive script that reads "Heidi Kunstal".

Heidi Kunstal
Director

Enclosure: Invoice

Cc: Mary Jo Duncan, Engineering Division



COUNTY OF DEL NORTE
 Community Development Department
 981 H Street, Suite 110
 Crescent City CA, 95531
 (707) 464-7229

May 1, 2014

BILL TO:
 Del Norte Solid Waste Management Authority
 1700 State Street
 Crescent City CA 95531

RE: Annual Sewer Assessments for County Service Area No. 1 - CSA1 AD1 Original Bertsch & AD2 Original Northcrest & CSA1 AD3 Rehab

Parcel No.	Asmt No.	District	Fund No.	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
115-180-22	135-D	CSA1 AD1	308-078-90941	\$ 282.26	\$ 294.44	\$ 285.30	\$ 296.47	\$ 286.32	\$ 296.47	\$ 285.30	\$ 294.44	\$ 282.26
115-180-22	014-714	CSA1 AD3	313-084-90961	\$ 881.00	\$ 881.00	\$ 881.00	\$ 881.00	\$ 881.00	\$ 881.00	\$ 880.99	\$ 881.00	\$ 881.00
Amount Due each year				\$ 1,163.26	\$ 1,175.44	\$ 1,166.30	\$ 1,177.47	\$ 1,167.32	\$ 1,177.47	\$ 1,166.29	\$ 1,175.44	\$ 1,163.26



COUNTY OF DEL NORTE
 Community Development Department
 981 H Street, Suite 110
 Crescent City CA, 95531
 (707) 464-7229

May 1, 2014

BILL TO:
 Del Norte Solid Waste Management Authority
 1700 State Street
 Crescent City CA 95531

RE: Annual Sewer Assessments for County Service Area No. 1 - CSA1 AD1 Original Bertsch & AD2 Original Northcrest & CSA1 AD3 Rehab

Parcel No.	Asmt No.	District	Fund No.	2014-15	2015-16	2016-17	2017-18	TOTALS
115-180-22	135-D	CSA1 AD1	308-078-90941	\$ 290.38	\$ 277.18	\$ -	\$ -	\$ 3,170.82
115-180-22	014-714	CSA1 AD3	313-084-90961	\$ 881.00	\$ 881.00	\$ 881.00	\$ 880.97	\$ 11,452.96
Amount Due each year				\$ 1,171.38	\$ 1,158.18	\$ 881.00	\$ 880.97	\$ 14,623.78

TRANSFER STATION OPERATIONS CHANGE ORDER 19

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

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

NATURE OF CHANGES: This Change Order revises the fees to be paid to Contractor based on the changes to the Consumer Price Index as allowed under **Division IV, section 5.A.i** of the Agreement. The calculated extension adjustment factor is based on 80% of the change in the Consumer Price Index for All Urban Consumers using the CPI Beginning Index for July 2003 (183.9), and the CPI Extension Index for March 2014 (236.293). Using the formula in **Division IV, section 5.A.i**, the extension adjustment factor is calculated to be (1.22791952).

The new transfer station operations fees are described on the following page, and will be effective starting 01 July 2014, and will remain in effect until further modified by the Authority Board.

Contract Time: Remains unchanged.

Contract Price: this Change Order makes the following changes to the Contract Price: Starting on 01 July 2014, Contractor will be paid for services provided at the Del Norte County Transfer Station based on the amount of service provided and the services fees described on the following page. The new service fees include all prior CPI-based adjustments to fees.

This Change Order is hereby approved:

DATE: _____

HAMBRO / Waste Solutions Group:

Del Norte Solid Waste Management Authority:

BY: _____
Wes White, President

BY: _____
Roger Gitlin, Chair

ATTEST:

Corporate Secretary

ATTEST:

Mary Wilson, Secretary

APPROVED AS TO FORM:

BY: _____
Martha D. Rice, General Counsel

TRANSFER STATION OPERATIONS CHANGE ORDER 16

Material Type	Effective Day Rates				Adjusted Fees		Service Fees Starting July 2014				Total changes under CO 19
	Operations	Transport	Recovery	Total Fee on Effective Date	Prior to CO 19	Operations	Transport	Recovery	Total Fee		
			or Disposal					or Disposal			
Municipal Solid Waste											
Commercial, Franchise or Self-haul or mixed waste	per ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 93.46	\$ 37.10	\$ 28.70	\$ 28.84	\$ 94.64	\$ 1.18
Separated Recyclable Items											
Non-waxed corrugated cardboard	ton	\$ 2.00	\$ 0.00	\$ 8.00	\$ 10.00	\$ 12.13	\$ 2.45	\$ 0.00	\$ 9.82	\$ 12.28	\$ 0.15
Ferrous metals	ton	\$ 2.00	\$ 0.00	\$ 13.00	\$ 15.00	\$ 18.19	\$ 2.45	\$ 0.00	\$ 15.96	\$ 18.42	\$ 0.23
Non-ferrous metals	ton	\$ 2.00	\$ 0.00	\$ 8.00	\$ 10.00	\$ 12.13	\$ 2.45	\$ 0.00	\$ 9.82	\$ 12.28	\$ 0.15
Mixed metals	ton	\$ 2.00	\$ 0.00	\$ 13.00	\$ 15.00	\$ 18.19	\$ 2.45	\$ 0.00	\$ 15.96	\$ 18.42	\$ 0.23
Bulky Items:											
Appliance, Large and metal	each	\$ 2.00	\$ 0.00	\$ 11.00	\$ 13.00	\$ 19.40	\$ 2.45	\$ 0.00	\$ 17.19	\$ 19.65	\$ 0.25
Furniture, Bulky	each + weight handling fee	\$ 2.65	\$ 0.00	\$ 0.00	\$ 2.65	\$ 3.21	\$ 3.25	\$ 0.00	\$ 0.00	\$ 3.25	\$ 0.04
Mattresses or box springs	each + weight handling fee	\$ 5.26	\$ 0.00	\$ 0.00	\$ 5.26	\$ 6.39	\$ 6.46	\$ 0.00	\$ 0.00	\$ 6.46	\$ 0.08
Refrigerators	each	\$ 2.00	\$ 0.00	\$ 19.00	\$ 21.00	\$ 25.45	\$ 2.45	\$ 0.00	\$ 23.33	\$ 25.79	\$ 0.32
Tires:											
Small tires for scooters, small trailers, wheel barrows, etc.	each	\$ 0.51	\$ 0.00	\$ 2.74	\$ 3.25	\$ 3.94	\$ 0.63	\$ 0.00	\$ 3.36	\$ 3.99	\$ 0.05
Auto, pickup, motorcycle each no rims	each	\$ 0.50	\$ 0.00	\$ 3.00	\$ 3.50	\$ 4.24	\$ 0.61	\$ 0.00	\$ 3.63	\$ 4.30	\$ 0.05
Truck, no rim	each	\$ 0.50	\$ 0.00	\$ 6.50	\$ 7.00	\$ 8.49	\$ 0.61	\$ 0.00	\$ 7.93	\$ 8.60	\$ 0.11
Small tires for scooters, small trailers, wheel barrows, etc. with rims	each	\$ 1.02	\$ 0.00	\$ 2.98	\$ 4.00	\$ 4.85	\$ 1.25	\$ 0.00	\$ 3.66	\$ 4.91	\$ 0.08
Auto, pickup, motorcycle each with rims	each	\$ 1.00	\$ 0.00	\$ 4.00	\$ 5.00	\$ 6.05	\$ 1.23	\$ 0.00	\$ 4.91	\$ 6.14	\$ 0.08
Truck with rims	each	\$ 3.00	\$ 0.00	\$ 10.00	\$ 13.00	\$ 15.76	\$ 3.68	\$ 0.00	\$ 12.28	\$ 15.96	\$ 0.20
Oversize tires (>60" in diameter), no rim	each	\$ 5.00	\$ 0.00	\$ 70.00	\$ 75.00	\$ 90.95	\$ 6.14	\$ 0.00	\$ 85.95	\$ 92.09	\$ 1.15
Separated food & meat waste											
Dead Animals	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 93.46	\$ 37.10	\$ 28.70	\$ 28.84	\$ 94.64	\$ 1.18
Fish Waste	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 93.46	\$ 37.10	\$ 28.70	\$ 28.84	\$ 94.64	\$ 1.18
Mixed food and compostable paper	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 93.46	\$ 37.10	\$ 28.70	\$ 28.84	\$ 94.64	\$ 1.18
Separated Compostable Materials											
Disposal of contained sewage sludge, screenings, grit or skimmings	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 93.46	\$ 37.10	\$ 28.70	\$ 28.84	\$ 94.64	\$ 1.18
Brush (no grass or stumps)	ton	\$ 7.00	\$ 3.85	\$ 16.15	\$ 27.00	\$ 32.74	\$ 8.60	\$ 4.73	\$ 19.83	\$ 33.15	\$ 0.41
Grass or leaves	ton	\$ 7.00	\$ 3.85	\$ 16.15	\$ 27.00	\$ 32.74	\$ 8.60	\$ 4.73	\$ 19.83	\$ 33.15	\$ 0.41
Untreated wood or lumber	ton	\$ 7.00	\$ 3.85	\$ 16.15	\$ 27.00	\$ 32.74	\$ 8.60	\$ 4.73	\$ 19.83	\$ 33.15	\$ 0.41
Stumps	ton	\$ 7.00	\$ 8.00	\$ 20.00	\$ 35.00	\$ 42.41	\$ 8.60	\$ 9.82	\$ 24.65	\$ 42.96	\$ 0.54
Textiles	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 93.46	\$ 37.10	\$ 28.70	\$ 28.84	\$ 94.64	\$ 1.18
Separated 'Inert' Rocks & Soils											
Asphalt	ton	\$ 12.00	\$ 8.00	\$ 5.50	\$ 25.50	\$ 30.92	\$ 14.74	\$ 9.82	\$ 6.75	\$ 31.31	\$ 0.39
Concrete, no steel	ton	\$ 12.00	\$ 8.00	\$ 8.00	\$ 28.00	\$ 33.95	\$ 14.74	\$ 9.82	\$ 9.82	\$ 34.36	\$ 0.43
Clean soil or sand, or harbor dredge	ton	\$ 12.00	\$ 8.00	\$ 5.50	\$ 25.50	\$ 30.92	\$ 14.74	\$ 9.82	\$ 6.75	\$ 31.31	\$ 0.39
Street sweepings	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 93.46	\$ 37.10	\$ 28.70	\$ 28.84	\$ 94.64	\$ 1.18
Special Wastes											
Autoclaved and containerized medical wastes non-friable asbestos	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 93.46	\$ 37.10	\$ 28.70	\$ 28.84	\$ 94.64	\$ 1.18
Electronic appliances w/o CRT's	ton	\$ 51.63	\$ 23.37	\$ 23.49	\$ 98.49	\$ 119.43	\$ 63.40	\$ 28.70	\$ 28.84	\$ 120.94	\$ 1.51
Construction Debris											
Trailers, modular homes	ton	\$ 83.21	\$ 23.37	\$ 23.49	\$ 127.07	\$ 154.09	\$ 98.49	\$ 28.70	\$ 28.84	\$ 156.03	\$ 1.95
Asphalt roofing	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 93.46	\$ 37.10	\$ 28.70	\$ 28.84	\$ 94.64	\$ 1.18
Carpet, Clean and Rolled	ton	\$ 30.21	\$ 0.00	\$ 0.00	\$ 30.21	\$ 36.63	\$ 37.10	\$ 0.00	\$ 0.00	\$ 37.10	\$ 0.45
Commercial Compact Fluorescent Tubes, each	each	\$ 0.25	\$ 0.22	\$ 0.64	\$ 1.00	\$ 1.13	\$ 0.28	\$ 0.25	\$ 0.61	\$ 1.14	\$ 0.01
Commercial Fluorescent Tubes, each 4'	each	\$ 0.65	\$ 0.27	\$ 1.08	\$ 2.00	\$ 2.24	\$ 0.74	\$ 0.31	\$ 1.23	\$ 2.27	\$ 0.03
Commercial Fluorescent Tubes, each 8'	each	\$ 1.19	\$ 1.08	\$ 1.73	\$ 4.00	\$ 4.49	\$ 1.35	\$ 1.23	\$ 1.95	\$ 4.54	\$ 0.06
Mixed construction debris	ton	\$ 30.21	\$ 23.37	\$ 23.49	\$ 77.07	\$ 93.46	\$ 37.10	\$ 28.70	\$ 28.84	\$ 94.64	\$ 1.18
Household hazardous wastes:											
Used motor oil	quart										
Used oil filters	each										
Ethylene glycol antifreeze	quart										
Non-aerosol latex paint	gallon										
Lead acid batteries	each										
CRT's, televisions, computer monitors	each										
Residential fluorescent tubes	each										

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

RESOLUTION 2014 — 03

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

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

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

WHEREAS, the Authority Board has adopted Transfer Station Operations Change Order 19 which modifies the payments to Hambro/WSG, based on 80% of the changes to the Consumer Price Index between July 2003 and March 2014, and with a maximum increase of not more than 3% per year, for services provided at the Del Norte County Transfer Station in accordance with Division IV, section 5.A.i of the Authority's Agreement with Hambro/WSG; and

WHEREAS, the Authority Board has adopted Collections Change Order 05 which modifies the maximum rates to be charged by the Franchisee for municipal solid waste, green waste and recyclable materials collection and disposal services provided under section 7.2.B of the Franchise Agreement, based on 85% of the changes to the Consumer Price Index between January 2011 and March 2014; and

WHEREAS, Attachment A to this Resolution describes the Franchise Collection customer rates approved under Collections Change Order 05; and

WHEREAS, Attachment B to this Resolution describes the customer rates which include the increases approved under Transfer Station Operations Change Order 19 and the adjustments to other fees collected by the Authority to comply with the California Integrated Waste Management Act of 1989 as amended, to comply with pledges of revenue to cover costs for post-closure maintenance of the Crescent City Landfill, and to pay related administrative, planning, and compliance expenses; and

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

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Del Norte Solid Waste Management Authority that the rates specified in Attachments A, B and C to this Resolution are hereby adopted and shall take effect on July 1, 2014.

PASSED AND ADOPTED by the Board of Commissioners of the Del Norte Solid Waste Management Authority, County of Del Norte, State of California, on this 21st day of May, 2014, by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Roger Gitlin, Chair
Del Norte Solid Waste Management
Authority

Mary Wilson, Secretary
Del Norte Solid Waste Management Authority

APPROVED AS TO FORM:

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

ATTACHMENT A

Monthly Rates for Weekly Residential & Multi-Family Collections

	Trash - Recycling	Brush Only	Recycling Only
20 Gallon Mini-cart on curb	\$ 20.34		
20 Gallon Mini-cart off-curb	\$ 25.42		
32 Gallon Cart on curb	\$ 25.44	\$ 10.11	\$ 19.12
32 Gallon Cart off-curb	\$ 31.80	\$ 12.63	\$ 23.90
64 Gallon Cart on curb	\$ 37.07	\$ 14.94	\$ 27.86
64 Gallon Cart off-curb	\$ 46.33	\$ 18.67	\$ 34.82
96 Gallon Cart on curb	\$ 63.71	\$ 22.64	\$ 40.36
96 Gallon Cart off-curb	\$ 67.14	\$ 28.31	\$ 50.45

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

	Trash	Brush Only	Recycling Only
54 Gallon Cart (Paired w/ 64 Gallon recycling)	\$ 36.22	\$ 12.26	
66 Gallon Cart (Paired with 96 Gallon recycling)	\$ 63.40	\$ 18.61	
2 cubic yard bin	\$ 70.23	\$ 40.03	\$ 40.13
3 cubic yard bin	\$ 109.98	\$ 76.76	\$ 62.86
4 cubic yard bin	\$ 145.12	\$ 101.29	\$ 82.93
6 cubic yard bin	\$ 192.04	\$ 134.04	\$ 109.75
16 cubic yard bin	\$ 630.08	\$ 439.80	\$ 360.09
28 cubic yard bin	\$ 787.11	\$ 523.36	\$ 426.51
30 cubic yard bin	\$ 960.27	\$ 636.60	\$ 522.78
40 cubic yard bin	\$ 1,304.05	\$ 867.09	\$ 709.93

Additional Available Services and Potential Extra Fixed-fee Charges

For customers requesting a larger recycling cart than trash	\$ 0.00	Additional per month
Charge for relocating Temp bin	\$ 50.00	per relocation < 5 miles
Unscheduled Collection	\$ 5.00	per unscheduled collection
Locking bin charges	\$ 5.00	additional per locking bin per month
Beer-pool Bin	\$ 100.00	Additional per bin per month
Special Service Fee	\$ 60.00	per half hour of extra labor
Pass-through charges for bulky items or tires placed in bin	\$ 0.00	+ DDC Transfer Station per item charge

Percentage Surcharges for Additional Services:

Roll-out or re-curb charge	25%	Additional
Off-road surcharge, only on approved list of addresses	50.25%	Additional
Secondary Franchise Area	65%	Additional
Extra time for Temporary Bins	25%	of Rate for Temp. Bin for each additional week
Medical waste	80%	Additional
More than Weekly Collection	100%	Additional @ (Cost/Unit - 1) % Rate
Weekend collection	50%	Additional

Rates Effective Starting July 2014

Monthly Rates for Weekly Commercial Collections

	Trash (including Recycling for >= 9 cy & Multi-Family)	Brush Only	Recycling Only
20 Gallon Commercial Cart *	\$ 39.68	\$ 11.33	\$ 23.00
64 Gallon Commercial Cart *	\$ 79.37	\$ 22.67	\$ 46.01
96 Gallon Commercial Cart *	\$ 138.90	\$ 42.09	\$ 80.52
1 cubic yard bin	\$ 139.13	\$ 100.67	\$ 79.51
1.5 cubic yard bin	\$ 200.35	\$ 143.33	\$ 114.50
2 cubic yard bin	\$ 249.53	\$ 174.93	\$ 142.61
3 cubic yard bin	\$ 361.32	\$ 250.46	\$ 206.50
4 cubic yard bin	\$ 452.24	\$ 306.81	\$ 268.46
6 cubic yard bin	\$ 654.95	\$ 438.69	\$ 374.31
10 cubic yard bin	\$ 2,212.52	\$ 1,423.81	\$ 1,264.46
20 cubic yard bin	\$ 3,019.42	\$ 1,850.94	\$ 1,643.79
30 cubic yard bin	\$ 3,773.38	\$ 2,313.14	\$ 2,054.28
40 cubic yard bin	\$ 4,527.33	\$ 2,775.31	\$ 2,464.71

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

Other Collection Services, per collection

Commercial Compactors	\$ 71.25	per cubic yard per collection
Pre-sold single-family residential bags	\$ 7.57	per bag
Extra residential bulky item collection	\$ 62.92	per extra bulky item

Municipal Collection and Transport Services

Treatment Plant Sludge, screenings, sludges and grit	\$ 453.72	per ton, incl transport and disposal
Collection, hauling and unloading of debris	\$ 184.92	per hour

Maximum Allowed Weights by Container Volume

Container	Volume	Maximum Allowed Weight
Pre-sold single-family residential bags	40	pounds
20 Gallon Cart	40	pounds
32 Gallon Cart	60	pounds
64 Gallon Cart	120	pounds
96 Gallon Cart	180	pounds
10 cubic yards	3.00	tons
20 cubic yards	4.25	tons
30 cubic yards	5.50	tons
40 cubic yards	6.25	tons

Bags, carts, and bins placed for collection with more than the allowed weight may not be collected. If Recycling Department collects an overweight container, they may charge for the amount over the allowed weight for that size container, at the approved rate charged at the Bolivar County Transfer Station.

ATTACHMENT B

Except as provided below, the rate for disposal of refuse shall be as follows:		INCOMING	Rate
Municipal Solid Waste			
Commercial, Franchise or Self-haul wastes	SW		\$ 142.24 per ton
Minimum Charge for wastes	SW		\$ 7.10 for up to 89 lbs
Gasquet Transfer Trailer	TRGAS		\$ 94.64 ton
Klamath Transfer Trailer	TRKLA		\$ 94.64 ton
Over 3 x 32 gal cans	SW30X		\$ 3.00 32 gal can
Over 2 x 45 gal cans	SW45X		\$ 4.50 45 gal can
Over 1 x 55 gal can	SW55G		\$ 5.50 55 gal can
Separated Recyclable Items			
Non-waxed corrugated cardboard	CCW		\$ 18.46 per ton
Ferrous metals	METFE		\$ 27.68 per ton
Non-ferrous metals	METNF		\$ 18.46 per ton
Mixed metals	METMX		\$ 27.68 per ton
Bulky Items:			
Appliance, Large and metal	APPIN		\$ 29.53 each
Bulky Furniture Handling Fee	FURN		\$ 4.89 each + weight charge
Mattresses or box spring Handling Fee	MATBX		\$ 9.71 each + weight charge
Refrigerators	REFR		\$ 38.76 each
Tires:			
Auto, pickup, motorcycle each no rims	TIR_A		\$ 6.46 each
Small, wheel barrow, scooter, small trailer, pneumatic <10" no rim	TIR_S		\$ 6.00 each
Truck, no rim	TIR_T		\$ 12.92 each
Auto, pickup, motorcycle each with rims	TIRAR		\$ 9.23 each
Small, wheel barrow, scooter, small trailer, pneumatic <10" with rim	TIRSR		\$ 7.38 each
Truck with rims	TIRTR		\$ 23.99 each
Oversize tires (>80" in diameter), no rim	TIRO		\$ 138.42 each
Separated food & meat waste			
Dead Animals	ANIML		\$ 142.24 per ton
Fish Waste	FISH		\$ 142.24 per ton
Mixed food and compostable paper	SW		\$ 142.24 per ton
Separated Compostable Materials (no Invasive weeds)			
Disposal of contained sewage sludge, screenings, grit or skimmings	SLUDG		\$ 142.24 per ton
Brush (no tansy, scotch broom, english ivy, or pampas grass)	BRUSH		\$ 49.83 per ton
Grass or leaves	GRASS		\$ 49.83 per ton
Untreated wood or lumber	WOOD		\$ 49.83 per ton
Stumps	STUMP		\$ 64.59 per ton
Textiles	TEXT		\$ 142.24 per ton
Separated 'Inert' Rocks & Soils			
Asphalt	ASPH		\$ 47.06 per ton
Concrete, no steel	CONC		\$ 51.68 per ton
Clean soil or sand	SOIL		\$ 47.06 per ton
Street sweepings	SWEEP		\$ 142.24 per ton
Special Wastes			
Autoclaved and containerized medical wastes	MEDI		\$ 142.24 per ton
non-friable asbestos	ASBES		\$ 181.77 per ton
Minimum Charge for household electronics	CED		\$ 3.55 per 40 pounds or less
Electronic appliances w/o CRT's	CEO		\$ 142.24 per ton
Construction Debris			
Trailers, modular homes	MHOM		\$ 234.52 per ton
Asphalt roofing	CONST		\$ 142.24 per ton
Gypsum sheetrock	CONST		\$ 142.24 per ton
Carpet, Clean and Rolled	CARPT		\$ 55.75 per ton
Volume - Based Rates (available only when weighing is not possible)			
Loose Refuse per cubic yard	SW_CY		\$ 15.65 per cubic yard
Loose Brush per cubic yard	BRUCY		\$ 6.23 per cubic yard
Loose Mixed Metals per cubic yard	METCY		\$ 17.23 per cubic yard
Loose Construction Debris per cubic yard	CONCY		\$ 35.56 per cubic yard
Household hazardous wastes (available only at the Des Norte County Transfer Station)			
Used motor oil	OILN		\$ 0.00
Used oil filters	OILFT		\$ 0.00 each
Ethylene glycol antifreeze	ANTF		\$ 0.00 gal
Non-aerosol paints, stains, lacquers & varnishes	PAINT		\$ 0.00 gal
Lead acid batteries	BATT		\$ 0.00 each
Stored Batteries	SBATT		\$ 0.00 ton
cathode ray tube devices (CRT's), televisions, computer monitors	CRT		\$ 0.00 each
residential fluorescent tubes	FLOTB		\$ 0.00 each
Used Oil Paid	OILPD		\$ 0.40 gal paid to customer
Commercial Hazardous Wastes			
Commercial Compact Fluorescent Tubes, each	FLOCC		\$ 1.72 each
Commercial Fluorescent Tubes, each 4'	FLOC4		\$ 3.41 each
Commercial Fluorescent Tubes, each 8'	FLOC8		\$ 6.83 each

ATTACHMENT C

DISPOSAL FEES AT THE GASQUET AND KLAMATH TRANSFER STATION SITES		Rate
STANDARD FEE FOR WASTE (0.44 cubic yard, 3 x 30 gal, 2 x 45 gal, or 1 x 55 gal)	minimum for mixed wastes	\$ 8.60
MINIMUM FEE FOR ELECTRONICS (up to 4.8 cubic feet or 0.18 cubic yards)	minimum for electronics	\$ 3.55
Each additional 30 gallon over three	each additional can	\$ 3.00
Each additional 45 gallon can over two	each additional can	\$ 4.50
Each additional 55 gallon can	each additional can	\$ 5.50
Appliance, Large and metal	each	\$ 29.53
Furniture, Bulky (incl. \$4.89 Handling Fee + \$12.80 for weight)	each (measured avg. weight 180 lbs)	\$ 17.69
Mattress or box spring (incl. \$9.71 for Handling + \$5.33 for weight)	each (measured avg. weight 75 lbs)	\$ 15.04
Refrigerators	each	\$ 38.76
Tires: Small wheel barrow, scooter, small trailer, pneumatic <10"	each	\$ 6.00
Tires: Small wheel barrow, scooter, small trailer, pneumatic <10" with rim	each	\$ 7.38
Tires: Auto, pickup, motorcycle each	each	\$ 6.46
Tires: Auto, pickup, motorcycle each with rims	each	\$ 9.23
Tires: Truck	each	\$ 12.92
Tires: Truck with rims	each	\$ 23.99
Oversize tires (>60" in diameter), no rim	each	\$ 138.42
Loose Refuse per cubic yard	per cubic yard	\$ 19.56
Loose Brush per cubic yard (small quantities from self-haulers - GASQUET ONLY)	per cubic yard	\$ 6.23

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MEMORANDUM

TO: COMMISSIONERS OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
FR: MARTHA D. RICE, LEGAL COUNSEL
DT: MAY 21, 2014
RE: SHERIFF'S REPORT ON 'MISSING' FUNDS

Over the past several months there has been much discussion and inquiry regarding the Sheriff Department's investigation into the 'missing' Authority funds. The Sheriff's Department did conduct an investigation and at this point the investigation is closed. Detective Bob Barber issued a written report, the substance of which has been of significant interest to the members of this board.

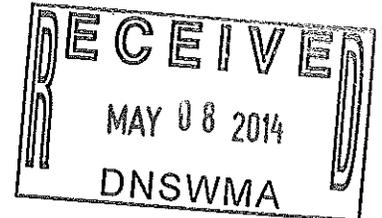
Under the California Public Records Act, law enforcement investigative reports are not public records. Therefore, the Sheriff's Department is under no legal obligation to release the report to anyone outside of the Department. Due to the significant public interest in this report, a compromise has been reached wherein the report may be viewed at the Sheriff's Department but no copies are allowed.

On Friday, May 16, 2014, I reviewed the report. While the investigating detective concluded that there had been financial embezzlement, the evidence was not sufficient to name a suspect or suspects, to determine precisely when the embezzlement occurred or the amount of money embezzled. This is unfortunate but not surprising as the Authority's own independent forensic accountant indicated that this would be a very difficult crime to solve.

If any of the commissioners so desire they may request to view the report by contacting Diana at the Del Norte County Sheriff's Department.

**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE AT THE
CONCLUSION OF THE AUDIT**

To the Board of Commissioners
Del Norte Solid Waste Management Authority
Crescent City, California



We have audited the financial statements of the proprietary fund of Del Norte Solid Waste Management Authority for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you during the planning of our audit. Professional standards also require that we communicate to you the following information related to our audit.

SIGNIFICANT AUDIT FINDINGS**Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in the notes to the financial statements. New accounting policies adopted included Governmental Accounting Standards Board (GASB) Statement No. 62 Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, GASB Statement No. 63 Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position and GASB Statement No. 65 Items Previously Reported as Assets and Liabilities. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Authority's financial statements are depreciation of capital assets, net OPEB obligation and postclosure liability.

Management's estimate of depreciation is based on estimated or actual historical cost and the useful lives of such assets. We evaluated the key factors and assumptions used to develop the Authority's estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the disclosure of employee retirement plan and postemployment benefits other than pensions.

The financial statement disclosures are neutral, consistent, and clear.

7.2

To the Board of Commissioners
Del Norte Solid Waste Management Authority
Crescent City, California

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has agreed to correct all such misstatements. Items identified as significant deficiencies are identified in the Schedule of Findings and Recommendations of the Annual Financial Report.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

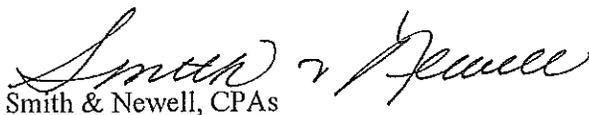
Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This communication is intended solely for the use of management and the Board of Commissioners and is not intended to be, and should not be, used by anyone other than these specified parties.


Smith & Newell, CPAs

Yuba City, California

April 22, 2014

May 7, 2014

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

Enclosed are final copies of your annual audited financial reports.

All special districts are required to submit a copy of their audited financial statements to the State Controller's Office within 12 months of the end of the fiscal year or years under examination according to Government Code Section 26909. Please mail one copy of your Financial Statement reports to the following address:

State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section - Special District Unit
P.O. Box 942850
Sacramento, CA 94250

All special districts are also required to submit a copy of their audited financial statements to the County Auditor-Controller. Please mail one copy of each of your reports to the Auditor-Controller's office. If you have any questions, please give us a call.

Sincerely,

Smith & Newell

Smith & Newell, CPAs

**DEL NORTE SOLID WASTE
MANAGEMENT AUTHORITY,
CALIFORNIA**

**MANAGEMENT REPORT
FOR THE YEAR ENDED
JUNE 30, 2013**

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DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Management Report
For the Year Ended June 30, 2013

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To the Board of Commissioners
Del Norte Solid Waste Management Authority
Crescent City, California

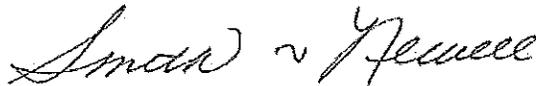
We have audited the financial statements of Del Norte Solid Waste Management Authority as of and for the year ended June 30, 2013, and have issued our report thereon dated April 22, 2014.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. We have issued our Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Governmental Auditing Standards. Disclosures in that report, dated April 22, 2014, should be considered in conjunction with this management report.

During our audit we noted certain matters involving internal controls and other operational matters that are presented for your consideration in this report. Our comments and recommendations, all of which have been discussed with appropriate members of management, are not intended to be all-inclusive, but rather represent those matters that we considered worthy of your consideration. Our comments and recommendations are submitted as constructive suggestions to assist you in strengthening controls and procedures. We will review the status of these comments during our next audit engagement.

The Authority's written response to the finding identified in our audit has not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management, the Board of Commissioners and others within the entity and is not intended to be, and should not be, used by anyone other than these specified parties.



Smith & Newell, CPAs
Yuba City, California
April 22, 2014

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Schedule of Management Findings and Recommendations
For the Year Ended June 30, 2013

13-MC-01 Insurance (Other Matter)

Condition

During our audit we noted the Authority did not have insurance coverage for the landfill. This is a repeat of a prior year finding.

Cause

The Authority did not have adequate insurance coverage.

Criteria

Insurance coverage should be maintained in order to minimize the risk of loss.

Effect of Condition

The Authority is exposed to increased loss without insurance coverage for the landfill.

Recommendation

We recommend that the Authority maintain insurance coverage for the landfill to minimize the risk of loss.

Corrective Action Plan

The Authority Board has directed staff to research the cost of acquiring landfill liability insurance, and staff has presented landfill insurance options for the Board's consideration in October 2013. The Board took no action. The following are excerpts from the staff report presented to the Authority Board on this topic.

Since 1977, the Crescent City Landfill has never had an event that would be covered by such a policy. Investigations by the Authority Treasurer found only one County that had such a policy and had ever had a claim paid. The lowest cost quote exceeds the budgeted amount for this expense, and the circumstances that would allow for the Authority to make a claim on such a policy appear unlikely. If this same amount of cash was placed in a separate account for landfill repair and maintenance, within three years such a fund would likely prove more useful for landfill maintenance and repair than such an environmental liability policy. Insurance coverage provides - for a price - some peace of mind that generally unanticipated events will not create a large expense at some future date. Insurance companies make profits by charging premiums that (over time and with enough clients) are projected to exceed their expenses for providing the coverage and paying claims.

On 04 September 2013, the Authority Treasurer / Controller and Acting Director spoke with a representative of Trindel Insurance. He explained the following details about this coverage:

- Trindel is a kind of self-insurance pool for several rural counties that covers many liabilities, but general coverage specifically excludes environmental liabilities associated with landfills
- The additional landfill liability coverage would be a separate policy under a different insurance company for property damage and environmental liability associated with the Crescent City Landfill,
- The policy would have a \$25,000 deductible, but claims under that amount would be eligible for a no-interest loan from Trindel, paid by increases to the Authority's annual premium,

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Schedule of Management Findings and Recommendations
For the Year Ended June 30, 2013

13-MC-01 Insurance (Other Matter) (Continued)

- Environmental liabilities associated with major disasters such as earthquakes or torrential storms would be covered, but only to the extent adjacent property owners could demonstrate that the landfill was directly implicated in damages. Claims and benefits of coverage would likely be paid to the Authority or the County only if expenses had been incurred correcting or addressing the environmental damage to such properties. Fines or additional expenses (like repair, grading, and revegetation) required by oversight agencies such as the Regional Water Quality Control Board or CalRecycle would likely not be covered, as these expenses are generally not environmental or property liabilities for adjacent property owners or residents.

The lowest cost option would cost \$8770.68 annually, and would provide coverage of up to \$2 million in aggregate coverage, with up to \$1 million in coverage for each of the following categories: Cleanup costs for new conditions, Bodily injury or property damage, Cleanup costs for pre-existing conditions, or Bodily injury or property damage for pre-existing conditions.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Schedule of Prior Year Management Findings and Recommendations
For the Year Ended June 30, 2013

<u>Audit Reference</u>	<u>Status of Prior Year Audit Recommendations</u>
12-MC-01	<p>Insurance</p> <p>Recommendation</p> <p>We recommend that the Authority maintain insurance coverage for the landfill to minimize the risk of loss.</p> <p>Status</p> <p>Not Implemented</p>

**DEL NORTE SOLID WASTE
MANAGEMENT AUTHORITY,
CALIFORNIA**

**FINANCIAL STATEMENTS
TOGETHER WITH
INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED
JUNE 30, 2013**

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DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Annual Financial Report
For the Year Ended June 30, 2013

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INTRODUCTORY SECTION

- **Members of the Board**

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DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Board of Commissioners
For the Year Ended June 30, 2013

Roger Gitlin	Commissioner
Mary Wilson	Commissioner
Richard Holley	Commissioner
Michael Sullivan	Commissioner
Rich Enea	Commissioner

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FINANCIAL SECTION

- **Independent Auditor's Report**
- **Basic Financial Statements**
- **Required Supplementary Information**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Del Norte Solid Waste Management Authority
Crescent City, California

Report on the Financial Statements

We have audited the accompanying financial statements of the proprietary fund of Del Norte Solid Waste Management Authority, Crescent City, California (Authority), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. 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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the proprietary fund of the Authority as of June 30, 2013, and the respective changes in financial position and, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the Board of Commissioners
Del Norte Solid Waste Management Authority
Crescent City, California

Emphasis of Matter

As described in Note 1K to the financial statements, in 2013, the Authority implemented Governmental Accounting Standards Board (GASB) Statements No. 60, 61, 62, 63 and 66 and implemented GASB 65 in advance during the fiscal year 2013. Among these new GASB Statements, GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position; and GASB Statement No. 65, Items Previously Reported as Assets and Liabilities, have significant impact over Del Norte Solid Waste Management Authority's financial statements. Our opinion is not modified with respect to these matters

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Schedule of Funding Progress as listed in the table of contents be presented to supplement the 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do 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.

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

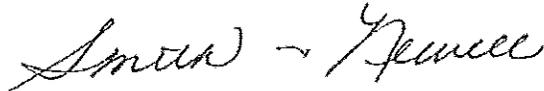
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

To the Board of Commissioners
Del Norte Solid Waste Management Authority
Crescent City, California

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated April 22, 2014 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Authority's internal control over financial reporting and compliance.

A handwritten signature in cursive script, appearing to read "Smith & Newell", written in dark ink.

Smith & Newell, CPAs
Yuba City, California
April 22, 2014

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Basic Financial Statements

- **Fund Financial Statements**

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DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Statement of Net Position
June 30, 2013

	<u>Solid Waste</u>
ASSETS	
Current Assets:	
Cash and investments	\$ 475,041
Receivables:	
Accounts	199,261
Intergovernmental	15,000
Deposit with Del Norte County	<u>198,177</u>
Total Current Assets	<u>887,479</u>
Noncurrent Assets:	
Capital assets:	
Non-depreciable	493,000
Depreciable, net	<u>2,666,217</u>
Total Noncurrent Assets	<u>3,159,217</u>
Total Assets	<u>4,046,696</u>
LIABILITIES	
Current Liabilities:	
Accounts payable	324,437
Salaries and benefits payable	9,130
Compensated absences	44,131
Sublease payable	<u>98,633</u>
Total Current Liabilities	<u>476,331</u>
Noncurrent Liabilities:	
Sublease payable	2,829,199
Postclosure	2,226,050
Net OPEB obligation	<u>139,766</u>
Total Noncurrent Liabilities	<u>5,195,015</u>
Total Liabilities	<u>5,671,346</u>
NET POSITION	
Net investment in capital assets	529,203
Unrestricted	<u>(2,153,853)</u>
Total Net Position	<u>\$ (1,624,650)</u>

The notes to the basic financial statements are an integral part of this statement.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Statement of Revenues, Expenses,
And Changes in Net Position
For the Year Ended June 30, 2013

	<u>Solid Waste</u>
OPERATING REVENUES	
Charges for services	\$ 2,650,215
Other revenue	3,139
Total Operating Revenues	<u>2,653,354</u>
OPERATING EXPENSES	
Salaries and benefits	571,312
Professional services	141,149
Printing	9
Postage	1,322
Advertising	11,905
Travel	4,792
Office supplies	9,804
Insurance	12,019
Special department expense	5,227
Telephone and utilities	2,383
Maintenance and repairs	1,526
Subscriptions and memberships	7,400
Rent	4,049
Landfill postclosure	(45,428)
Hazardous waste clean-up	36,751
Transfer station fees	1,769,096
State fees	25,519
Waste collection fees	32,860
Other expenses	25,544
Depreciation	98,009
Total Operating Expenses	<u>2,715,248</u>
Operating Income (Loss)	<u>(61,894)</u>
NON-OPERATING REVENUES (EXPENSES)	
Interest income	1,041
Intergovernmental revenue	30,000
Franchise fees	240,939
Interest expense	(107,859)
Total Non-Operating Revenues (Expenses)	<u>164,121</u>
Change in Net Position	102,227
Total Net Position - Beginning	<u>(1,726,877)</u>
Total Net Position - Ending	<u>\$ (1,624,650)</u>

The notes to the basic financial statements are an integral part of this statement.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Statement of Cash Flows
June 30, 2013

	<u>Solid Waste</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	\$ 2,660,515
Payment to suppliers	(1,957,566)
Payments to employees	<u>(516,621)</u>
Net Cash Provided (Used) by Operating Activities	<u>186,328</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Grants and other receipts	15,000
Franchise fees	240,939
Deposit with Del Norte County	<u>(198,177)</u>
Net Cash Provided (Used) by Noncapital Financing Activities	<u>57,762</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Principal paid on debt	(95,463)
Interest paid on debt	<u>(107,859)</u>
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(203,322)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest and dividends	<u>1,041</u>
Net Cash Provided (Used) by Investing Activities	<u>1,041</u>
Net Increase (Decrease) in Cash and Cash Equivalents	41,809
Balances - Beginning	<u>433,232</u>
Balances - Ending	<u>\$ 475,041</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	
Operating income (loss)	(61,894)
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	98,009
Decrease (increase) in:	
Accounts receivable	7,161
Increase (decrease) in:	
Accounts payable	140,113
Salaries and benefits payable	9,130
Compensated absences	(8,199)
Postclosure	(51,752)
Net OPEB obligation	<u>53,760</u>
Net Cash Provided (Used) by Operating Activities	<u>\$ 186,328</u>

The notes to the basic financial statements are an integral part of this statement.

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Basic Financial Statements

- **Notes to Basic Financial Statements**

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DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of Del Norte Solid Waste Management Authority (Authority) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below.

A. Reporting Entity

The Del Norte Solid Waste Management Authority (Authority) was formed September 21, 1992, and is a Joint Powers Authority between the County of Del Norte and the City of Crescent City.

The purpose of the Authority is to administer the siting, development, construction and operation of solid waste facilities for the collection, reduction, recycling, composting, and disposal of discards generated within the City's and County's territorial boundaries. Under the terms of the Joint Powers Agreement, either the County or the City may withdraw and thereby dissolve the Authority. The County and City then would each reassume their respective responsibilities for waste management matters.

Generally accepted accounting principles require government financial statements to include the primary government and its component units. Component units of a governmental entity are legally separate entities for which the primary government is considered to be financially accountable and for which the nature and significance of their relationship with the primary government are such that exclusion would cause the combined financial statements to be misleading. The primary government is considered to be financially accountable if it appoints a majority of an organization's governing body and is able to impose on its will on that organization or there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the primary government.

Component Units

Based on the application of the criteria set forth by the Governmental Accounting Standards Board, management has determined that there are no component units of the Authority.

Related Organizations

The County of Del Norte appoints two members to the Board of Commissioners and performs certain accounting functions for the Authority. However, the County is not financially accountable for this organization and therefore it is not a component unit under Statement Nos. 14, 39 and 61 of the Governmental Accounting Standards Board.

B. Basis of Presentation

Fund financial statements of the Authority are organized into one fund, which is considered to be a separate accounting entity. The fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, net position, revenues, and expenses. The fund of the Authority is organized into the proprietary category and is treated as a major fund.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation (Continued)

The Authority reports the following major proprietary fund:

- The Solid Waste Fund is an enterprise fund used to account for solid waste management, transfer station operations and landfill postclosure.

C. Basis of Accounting and Measurement Focus

The proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the Authority gives (or receives) value without directly receiving (or giving) equal value in exchange, include revenues from grants, entitlements, and donations. Revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of enterprise funds are charges to customers for services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Cash, Cash Equivalents, and Investments

Cash and investments consist of cash on hand and cash pooled in the Del Norte County Treasurer's pool. The Authority pools all cash and investments, other than imprest cash, with the County of Del Norte. The Del Norte County Treasury is an external investment pool for the Authority and the Authority is considered an involuntary participant.

Participant's equity in the investment pool is determined by the dollar amount of participants deposits, adjusted for withdrawals and distributed investment income. Investment income is determined on the amortized cost basis. Amortized premiums and accreted discounts, accrued interest, and realized gains and losses, net of expenses, are apportioned to pool participants each quarter based on the participant's average daily cash balance at quarter end in relation to the total pool investments. This method differs from the fair value method used to value investments in these financial statements. In these financial statements, the fair value of the Authority's investments in the pool was based on unaudited quoted market values as provided by the County Treasurer. The pool has not provided or obtained any legally binding guarantees during the period to support the value of the investments.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Cash, Cash Equivalents, and Investments (Continued)

The County has established a treasury oversight committee to monitor and review the management of public funds maintained in the investment pool in accordance with the County investment policy and the California Government Code. The oversight committee and the Board of Supervisors review and approve the investment policy annually. The County Treasurer prepares and submits a comprehensive investment report to the members of the oversight committee and the Board of Supervisors every month. The report covers the type of investments in the pool, maturity dates, par value, actual cost and fair value.

Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County's financial statements. The County of Del Norte's financial statements may be obtained by contacting the County of Del Norte Auditor Controller's office at 981 H Street, Suite 140, Crescent City, CA 95531.

For purposes of the accompanying Statement of Cash Flows, the Authority considers all highly liquid investments with a maturity of three months or less when purchased, and their equity in the County of Del Norte investment pool, to be cash equivalents.

E. Receivables

Receivables consist mainly of amounts due from customers for services and amounts due from grant activities. These amounts are not shown net of an allowance for doubtful accounts. Any doubtful accounts at June 30, 2013 were not considered material and therefore were not recorded.

F. Inventory

Inventory items are recorded as an expense at the time individual items are purchased rather than when consumed. Records are not maintained of inventory and supplies on hand, although these amounts are not considered material.

G. Capital Assets

Capital assets, including public domain infrastructure, are defined by the Authority as an asset with an individual cost of more than \$2,000 and an estimated useful life in excess of one year. Capital assets are recorded at historical cost or estimated historical cost if actual historical cost is unavailable. Contributed capital assets are valued at their estimated fair market value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase is not included as part of the capitalized value.

Capital assets used in operations are depreciated or amortized using the straight line method over the assets estimated useful life. The range of estimated useful lives by type of asset is as follows:

<u>Depreciable Assets</u>	<u>Estimated Lives</u>
Equipment	5-20 years
Structures and improvements	10-20 years

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

G. Capital Assets (Continued)

Maintenance and repairs are charged to operations when incurred. Betterments and major improvements which significantly increase values, change capacities or extend useful lives are capitalized. Upon sale or retirement of capital assets, the cost and related accumulated depreciation are removed from the respective accounts and any resulting gain or loss is included in the results of operations.

H. Compensated Absences

It is the Authority's policy to permit employees to accumulate a limited amount of earned but unused vacation and sick leave which vests with the employee and will be paid upon separation from Authority service. The liability for these compensated absences is recorded as long-term debt in the financial statements. The current portion of this debt is estimated based on historical trends. In the fund financial statements, proprietary funds report the liability as it is incurred. The Authority includes its share of social security and medicare taxes payable on behalf of the employees in the accrual for compensated absences.

I. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense) until then. At June 30, 2013, the Authority did not have any deferred outflows of resources.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. At June 30, 2013, the Authority did not have any deferred inflows of resources.

J. Estimates

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

K. Implementation of Governmental Accounting Standards Board Statements (GASB)

The following Governmental Accounting Standards Board (GASB) Statements have been implemented, if applicable to Del Norte Solid Waste Management Authority, in the current financial statements.

Statement No. 60, Accounting and Financial Reporting for Service Concession Arrangements. This statement improves financial reporting by addressing issues related to service concession arrangements.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

K. Implementation of Governmental Accounting Standards Board Statements (GASB) (Continued)

Statement No. 61, The Financial Reporting Entity: Omnibus - an amendment of GASB Statements No. 14 and No. 34. The statement clarifies the reporting of equity interest in legally separate organizations and requires the primary government to report its equity interest in a component unit as an asset.

Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements. This statement improves reporting by contributing to GASB's efforts to codify all sources of generally accepted accounting principles for state and local governments so that they derive from a single source.

Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position. This statement provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources.

Statement No. 65, Items Previously Reported as Assets and Liabilities. This statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities.

Statement No. 66, Technical Corrections - 2012 - an amendment of GASB Statements No. 10 and No. 62. This statement improved accounting and financial reporting for a governmental financial reporting entity by resolving conflicting guidance that resulted from the issuance of GASB Statements No. 54 and No. 62.

NOTE 2: STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Deficit Net Position

The Solid Waste fund had a net position deficit of \$1,624,650, caused by the postclosure liability. This liability is expected to be eliminated in future years through possible surcharges to future landfill users.

NOTE 3: CASH AND INVESTMENTS

A. Financial Statement Presentation

As of June 30, 2013, the Authority's cash and investments consisted of the following:

Cash:	
Cash on hand	\$ <u>100</u>
Total Cash	<u>100</u>
Investments:	
Del Norte County Treasurer's Pool	<u>474,941</u>
Total Investments	<u>474,941</u>
Total Cash and Investments	<u>\$ 475,041</u>

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 3: CASH AND INVESTMENTS (CONTINUED)

B. Cash

Custodial Credit Risk for Deposits - Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or collateral securities that are in the possession of an outside party. The Authority and the County comply with the requirements of the California Government Code. Under this code, deposits of more than \$250,000 must be collateralized at 105 percent to 150 percent of the value of the deposit to guarantee the safety of the public funds.

At year end the Authority had no deposits outside the Del Norte County Treasury.

C. Investments

The Authority does not have a formal investment policy. At June 30, 2013, all investments of the Authority were in the County of Del Norte investment pool. Under the provisions of the County's investment policy and the California Government Code, the County may invest or deposit in the following:

- Banker's Acceptances
- Commercial Paper
- Local Agency Investment Fund
- Medium Term Corporate Notes
- Money Market Funds
- Negotiable Certificates of Deposit
- Repurchase Agreements
- Securities of the Federal Government or its Agencies
- California State Registered Warrants, Treasury Notes and Bonds
- Local Agency Obligations
- Certificates of Deposit
- Pass-Through Security

Interest Rate Risk - Interest rate risk is the risk of loss due to the fair value of an investment falling due to interest rates rising. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the County manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations. The County limits its exposure to interest rate risk inherent in its portfolio by limiting individual maturities to 5 years or less.

Credit Risk - Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County's investment policy sets specific parameters by type of investment to be met at the time of purchase. As of June 30, 2013, the Authority's investments were all pooled with the County of Del Norte investment pool which is not rated by a nationally recognized statistical rating organization.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 3: CASH AND INVESTMENTS (CONTINUED)

C. Investments (Continued)

Custodial Credit Risk for Investments - Custodial credit risk for investments is the risk that, in the event of the failure of a depository financial institution, the Authority will not be able to recover its deposits or collateral securities that are in the possession of an outside party. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investments in securities through the use of mutual funds or government investment pools.

Concentration of Credit Risk - Concentration of credit risk is the risk of loss attributed to the magnitude of the Authority's investment in a single issuer of securities. When investments are concentrated in one issuer, this concentration presents a heightened risk of potential loss. State law and the investment policy of the County contain limitations on the amount that can be invested in any one issuer. As of June 30, 2013, all investments of the Authority were in the County investment pool which contains a diversification of investments.

NOTE 4: CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2013, was as follows:

	<u>Balance</u> <u>July 1, 2012</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>June 30, 2013</u>
Capital Assets, Not Being Depreciated:				
Land	\$ 493,000	\$ -	\$ -	\$ 493,000
Total Capital Assets, Not Being Depreciated	<u>493,000</u>	<u>-</u>	<u>-</u>	<u>493,000</u>
Capital Assets, Being Depreciated				
Equipment	158,444	-	-	158,444
Structures and Improvements	<u>3,408,629</u>	<u>-</u>	<u>-</u>	<u>3,408,629</u>
Total Capital Assets, Being Depreciated	<u>3,567,073</u>	<u>-</u>	<u>-</u>	<u>3,567,073</u>
Less Accumulated Depreciation For:				
Equipment	(148,800)	(3,478)	-	(152,278)
Structures and Improvements	<u>(654,047)</u>	<u>(94,531)</u>	<u>-</u>	<u>(748,578)</u>
Total Accumulated Depreciation	<u>(802,847)</u>	<u>(98,009)</u>	<u>-</u>	<u>(900,856)</u>
Total Capital Assets, Being Depreciated, Net	<u>2,764,226</u>	<u>(98,009)</u>	<u>-</u>	<u>2,666,217</u>
Capital Assets, Net	<u>\$ 3,257,226</u>	<u>(\$ 98,009)</u>	<u>\$ -</u>	<u>\$ 3,159,217</u>

Depreciation

Depreciation expense of \$98,009 was charged to operations.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 5: LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities for the year ended June 30, 2013:

	Balance July 1, 2012	Additions/ Adjustments	Retirements/ Adjustments	Balance June 30, 2013	Amounts Due Within One Year
Compensated Absences	\$ 52,330	\$ 22,077	(\$ 30,276)	\$ 44,131	\$ 44,131
Sublease Payable	3,023,295	-	(95,463)	2,927,832	98,633
Postclosure	2,277,802	-	(51,752)	2,226,050	-
Net OPEB Obligation	86,006	76,119	(22,359)	139,766	-
Total Long Term Liabilities	<u>\$ 5,439,433</u>	<u>\$ 98,196</u>	<u>(\$ 199,850)</u>	<u>\$ 5,337,779</u>	<u>\$ 142,764</u>

Individual issues of debt payable outstanding at June 30, 2013, are as follows:

Sublease Payable:

County of Del Norte Facility Sublease issued May 1, 2004 in the amount of \$3,535,000, due in annual installments of \$78,475 to \$183,454, with an interest rate of 3.32% and maturity of August 1, 2033. The sublease was used to finance the construction of the transfer station

\$ 2,927,832

Total Sublease Payable

\$ 2,927,832

Following is a schedule of debt payment requirements of the proprietary fund, excluding compensated absences that have indefinite maturities, postclosure which is reported in Note 6 and Net OPEB obligation which is reported in Note 9.

Year Ended June 30	Sublease Payable		
	Principal	Interest	Total
2014	\$ 98,633	\$ 95,567	\$ 194,200
2015	101,908	92,238	194,146
2016	105,291	88,798	194,089
2017	108,787	85,245	194,032
2018	112,398	81,573	193,971
2019-2023	620,507	348,378	968,885
2024-2028	730,581	236,477	967,058
2029-2033	860,182	104,724	964,906
2034-2038	189,545	3,146	192,691
Total	<u>\$ 2,927,832</u>	<u>\$ 1,136,146</u>	<u>\$ 4,063,978</u>

NOTE 6: POSTCLOSURE

The Authority is responsible for one closed solid waste landfill site. State and federal laws and regulations require the Authority to perform certain maintenance and monitoring functions at the landfill site for thirty years after closure. GASB Statement No. 18 requires a portion of these postclosure care costs be reported as an operating expense in each period based on landfill capacity used as of each statement of net position date. Since the landfill is no longer accepting waste, the entire estimated expense and liability have been reported.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 6: POSTCLOSURE (CONTINUED)

As of June 30, 2013, the Authority's estimated remaining liability for post closure maintenance costs was \$2,226,050. This amount is based on the amount that would be paid if all equipment, facilities, and services required to monitor the landfill were acquired as of June 30, 2013. Actual costs may be higher due to inflation, changes in technology, or changes in regulations. For the year ended June 30, 2013, the Authority received authorization from CalRecycle, pursuant to Section 22111, to reduce the landfill postclosure maintenance multiplier from 30 to 24 times the approved annual postclosure maintenance cost estimate. This reduction in the multiplier resulted in an overall reduction in the postclosure liability of \$51,752.

The Authority is required by the California Code of Regulations to provide financial assurance that appropriate resources will be available to finance postclosure costs in the future. The Authority intends to fund the post-closure liability through a pledge of revenue from the new transfer station/materials recovery facility. The Authority expects that future inflation costs will be paid from interest earnings on these annual contributions. However, if interest earnings are inadequate or additional post-closure requirements are determined (due to changes in technology or applicable laws and regulations or modification in design, for example), these costs may need to be funded through surcharges to future landfill users or from future tax revenues.

NOTE 7: NET POSITION

Net position is categorized as net investment in capital assets, restricted, and unrestricted.

- Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position - All other net position that does not meet the definition of "restricted" or "net investment in capital assets".

Net Position Flow Assumption

When a government funds outlays for a particular purpose from both restricted and unrestricted resources, a flow assumption must be made about the order in which the resources are considered to be applied. When both restricted and unrestricted net position is available, it is considered that restricted resources are used first, followed by the unrestricted resources.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 8: EMPLOYEE BENEFITS

A. Employee's Retirement Plan

The Authority employees are covered under the retirement plan of the County of Del Norte.

The County contributes to the California Public Employees Retirement System (PERS), an agent multiple-employer public employee defined benefit plan. PERS provides retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by statute. Copies of PERS' annual financial report may be obtained from their executive office – 400 Q Street, Lincoln Plaza East, Sacramento, CA 95811.

Required disclosure information regarding employee's retirement plan can be found in the County's audited financial statements.

NOTE 9: OTHER POSTEMPLOYMENT BENEFITS (OPEB)

A. Plan Description

The Authority provides medical and dental benefits for retired employees and their dependents through a self-insured trust administered by Del Norte County. The Authority recently made dental-only coverage available to retirees at age 65 and over. Composite premium rates as of the valuation date are as follows:

Coverage	Employee Only	Employee +1	Employee +2 or more
Medical and Dental	565.61	1,091.62	1,379.41
Post 65 Dental Only	60.00	115.00	165.00

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 9: OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

A. Plan Description (Continued)

The Authority pays partial premiums for retirees based on years of service with the Authority. For retirees under age 65 with at least 10 years of Authority service (those hired prior to 2007 need only five years of service with the Authority in order to be eligible to receive the discounted premium rates), the Authority covers between 25% and 100% of the premium for the retiree as well as between 25% and 75% of the dependent premiums. Retirees over the age of 65 also receive the benefit of a discounted premium. The following table illustrates the premiums paid by retirees as of the valuation date, with the balance of the premiums paid by the Authority:

Medical Plan Rates Charged to Retiree Effective January 1, 2008						
	Under 65			65 and over		
Years of Service required (if hired after 1/1/2007)	Retiree Only	Retiree & 1 Dep.	Retiree & Family	Retiree Only	Retiree & 1 Dep.	Retiree & Family
Less than 10	Cobra coverage for up to 18 months					
At least 10, but less than 16	\$386.06	\$748.89	\$1,127.20	\$225.00	\$439.91	\$555.15
At least 16, but less than 21	\$257.25	\$559.76	\$875.02	\$200.00	\$414.91	\$530.15
At least 21, but less than 25	\$128.68	\$343.59	\$458.83	\$175.00	\$389.91	\$505.15
At least 25 or more	\$0.00	\$214.91	\$344.50	\$150.00	\$364.91	\$408.15

B. Funding Policy

As required by GASB 45, an actuary will determine the Authority's Annual Required Contributions (ARC) at least once every two fiscal years. The ARC is calculated in accordance with certain parameters, and includes (1) the Normal Cost for one year, and (2) a component for amortization of the total unfunded actuarial accrued liability (UAAL) over a period not to exceed 30 years.

In accordance with the Authority's budget, the annual required contribution (ARC) is to be funded by (a) making payments for retiree benefit premiums, (b) making payments for retiree claims and (c) prior to fiscal year end, depositing the remaining amount of the ARC, if any, to the OPEB trust. Concurrent with implementing Statement No. 45, the Authority Board of Commissioners passed a resolution to participate in the California Employers Retirees Benefit Trust (CERBT), an irrevocable trust established to fund OPEB. CERBT is administered by CalPERS, and is managed by an appointed board not under the control of the Authority. This Trust is not considered a component unit of the Authority and has been excluded from these financial statements. Separately issued financial statements for CERBT may be obtained from CALPERS at P.O. Box 942709, Sacramento, CA 94229-2709.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 9: OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

C. Annual OPEB Cost and Net OPEB Obligation

The following table shows the components of the Authority's annual OPEB costs for the year, the amount actually contributed to the plan, and changes in the Authority's net OPEB obligation.

	Fiscal Year Ending June 30, 2013
Annual required contribution	\$ 75,899
Interest on net OPEB obligation	4,730
ARC adjustment	(4,510)
Annual OPEB cost	76,119
Contributions Made:	
Pay as you go contribution	11,234
Funding of ARC contribution	11,125
Change in net OPEB obligation	53,760
Net OPEB Obligation - Beginning of Year	86,006
Net OPEB Obligation - End of Year	\$ 139,766

The Authority's Annual OPEB Cost, the percentage of Annual OPEB cost contributed to the plan, and the Net OPEB Obligation for the year ended June 30, 2013 is as follows:

Fiscal Year Ended	Annual OPEB Cost	Actual Contribution	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
June 30, 2011	\$ 46,266	\$ 7,360	15.91%	\$ 38,906
June 30, 2012	66,734	19,634	29.42%	86,006
June 30, 2013	76,119	22,359	29.37%	139,766

D. Funded Status and Funding Progress

As of July 1, 2011, the most recent actuarial valuation date, the plan was 10.99 percent funded. The actuarial accrued liability for benefits was \$528,091 and the actuarial value of assets was \$58,086, resulting in an unfunded actuarial accrued liability (UAAL) of \$470,005. The covered payroll (annual payroll of employees covered by the plan) was \$294,812, and the ratio of the UAAL to the covered payroll was 159.43 percent.

Actuarial valuations of an ongoing plan involve estimates of the value of the reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Actuarial amounts determined regarding the funded status of the plan and the Annual Required Contributions of the Authority are subject to revision at least biannually as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Funding Progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information (as it becomes available) that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Notes to Basic Financial Statements
For the Year Ended June 30, 2013

NOTE 9: OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

E. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The most recent valuation was performed as of July 1, 2011. The assumptions used for this valuation are in accordance with CalPers' "OPEB Assumption Model", which describes guidelines to be used for retiree healthcare valuations for plans intending to pre-fund benefits through California Employers' Retiree Benefit Trust (CERBT).

In the July 1, 2011 actuarial valuation, the entry age normal actuarial cost method was used. The actuarial assumptions included a 7.50% investment rate of return, payroll increases of 3.25%, and assumed health inflation of 10% graded down to 5.0% over 10 years. The OPEB plan's unfunded actuarial liability is being amortized over a closed, 27-year amortization period and level percent of pay basis beginning in the 2012/12 fiscal year.

NOTE 10: RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority purchases coverage from a private insurance company. In addition, they participate in the County liability program. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. As of June 30, 2013, the Authority did not have landfill insurance.

NOTE 11: RELATED PARTY TRANSACTIONS

The Authority has related party transactions with the County of Del Norte. During the year ended June 30, 2013, the Authority paid the County \$2,861 for liability insurance and \$80,000 for health insurance.

The Authority provides free dumping service to the County of Del Norte and the City of Crescent City as required in the Joint Powers Agreement.

NOTE 12: OTHER INFORMATION

A. Subsequent Events

Management has evaluated events subsequent to June 30, 2013 through April 22, 2014, the date on which the financial statements were available for issuance. Management has determined no subsequent events requiring disclosure have occurred.

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**Required Supplementary Information
(Unaudited)**

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DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Required Supplementary Information
For the Year Ended June 30, 2013

SCHEDULE OF FUNDING PROGRESS - OTHER POSTEMPLOYMENT BENEFITS (OPEB)

The Schedule of Funding Progress - Other Postemployment Benefits (OPEB) presents a consolidated snapshot of the Authority's ability to meet current and future liabilities with the plan assets. Of particular interest to most is the funded status ratio. This ratio conveys a plan's level of assets to liabilities, an important indicator to determine the financial health of the OPEB plan. The closer the plan is to a 100% funded status, the better position it will be in to meet all of its future liabilities.

The table below shows a three year analysis of the actuarial value of assets as a percentage of the actuarial accrued liability and the unfunded actuarial accrued liability as a percentage of the annual covered payroll for the Authority Other Postemployment Benefit Plan.

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL) Entry Age	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage Of Covered Payroll
July 1, 2008	\$ -	\$ 316,913	\$ 316,913	-	\$ 259,431	122.16%
July 1, 2010	50,349	496,317	445,968	10.14%	304,393	146.51%
July 1, 2011	58,086	528,091	470,005	10.99%	294,812	159.43%

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OTHER REPORT AND SCHEDULES

- **Other Report**
- **Schedule of Findings and Recommendations**
- **Schedule of Prior Year Findings and Recommendations**

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Commissioners
Del Norte Solid Waste Management Authority
Crescent City, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the of the proprietary fund of the Del Norte Solid Waste Management Authority, Crescent City, California (Authority) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements and have issued our report thereon dated April 22, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and recommendations that we consider to be significant deficiencies. (13-FS-01, 13-FS-02, 13-FS-03 and 13-FS-04)

To the Board of Commissioners
Del Norte Solid Waste Management Authority
Crescent City, California

Compliance and Other Matters

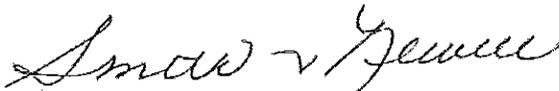
As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Authority's Response to Findings

The Authority's responses to the findings identified in our audit are described in the accompanying schedule of findings and recommendations. The Authority's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our 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 or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Smith & Newell, CPAs
Yuba City, California
April 22, 2014

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Schedule of Findings and Recommendations
For the Year Ended June 30, 2013

13-FS-01 Deficit Net Position (Significant Deficiency)

Condition

The charges for services were not sufficient to cover postclosure liability and debt service requirements which resulted in the Authority having a net position deficit of (\$1,624,650). This is a repeat of a prior year finding.

Cause

The Authority's rates charged to customers were not adequate to cover postclosure costs and debt service requirements.

Criteria

Prudent management of Authority resources requires that charges for services be adequate to cover the cost of providing the service.

Effect of Condition

The Authority had inadequate reserves to settle the estimated accrued liabilities.

Recommendation

We recommend that the Authority consider all expenses including depreciation and postclosure costs when setting rates and adopting the annual budget. We further recommend that the Authority review options to manage this deficit and begin a program to fund the liability.

Corrective Action Plan

When the Del Norte Solid Waste Management Authority was formed in 1992 the adopted Joint Powers Agreement transferred all debt and liability related to solid waste, recycling and the County-owned, Crescent City Landfill to the Authority, and these debts and liabilities still impact the financial position of this agency.

Because historical landfill operations and oversight did not set rates sufficiently high in the past to provide funds for closure and post-closure, the Authority must pledge revenue from the operational transfer station to pay for post-closure maintenance costs. This means that current customers are paying for expenses that accrued in the past.

Since the last audit, the Authority set rates and controlled expenses in a way that reduced its deficit and improved its net position by \$102,227, including budgeted depreciation. While the Authority's continuing obligations with respect to the post-closure maintenance of the Crescent City Landfill will continue to keep the Authority in a net deficit position for the short and medium term, raising rates is not the only way to address this fiscal responsibility. Specifically, the California Department of Resources Recycling and Recovery (CalRecycle) requires that the Authority demonstrate that mechanisms are in place to address any potential urgent needs associated with this closed landfill.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Schedule of Findings and Recommendations
For the Year Ended June 30, 2013

13-FS-01 Deficit Net Position (Significant Deficiency) (Continued)

Corrective Action Plan (Continued)

CalRecycle requires under California Public Resources Code (PRC) sections 43500 through 43610.1 and Title 27 of the California Code of Regulations ("Regulations"), Division 2, Subdivision 1, Chapter 6, Article 2, that operators of solid waste landfills to demonstrate the availability of financial resources to conduct postclosure maintenance and corrective action activities, and sections 22228 and 22245 of the Regulations specify a Pledge of Revenue as an acceptable mechanism to demonstrate financial responsibility for financing postclosure maintenance and corrective action costs of a solid waste landfill. Towards that end, the Authority has used a Pledge of Revenue to address these requirements.

Furthermore, the Authority Board has standing direction that Authority staff annually request that CalRecycle review and approve a reduced multiplier for the approved annual postclosure maintenance cost estimate. This cost estimate of post-closure liability is determined by multiplying the annual post-closure maintenance cost estimate times 30. CalRecycle has already approved the Authority's application to reduce this multiplier from 30 to 24, reducing the Authority's post-closure liability by \$556,512.

Considered together, the Authority's Pledge of Revenue addresses the potential financial obligations associated with the Crescent City Landfill while the annual application to reduce the multiplier represents an ongoing effort to reduce those calculated liabilities.

13-FS-02 GASB 68 Implementation (Significant Deficiency)

Condition

During our audit we noted that Authority employees are reported to CalPERS under the County of Del Norte pension plan.

Cause

Authority employees are treated as County of Del Norte employees for purposes of pension reporting.

Criteria

Governmental Accounting Standards Board Statement No. 68, which is effective for the Authority for periods beginning after June 15, 2014, addresses accounting and financial reporting for pensions that are provided to employees of local governments.

Effect of Condition

The District may not have information for compliance with GASB 68.

Recommendation

We recommend that the Authority review the requirements of GASB 68 and take steps necessary to ensure compliance with GASB 68.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Schedule of Findings and Recommendations
For the Year Ended June 30, 2013

13-FS-02 GASB 68 Implementation (Significant Deficiency) (Continued)

Corrective Action Plan

Authority staff will review the requirements of Governmental Accounting Standards Board (GASB) Statement number 68 addressing accounting and financial reporting requirements for pensions provided to local government employees, and take steps in coordination with the Del Norte County Auditor and Del Norte County Personnel Departments to ensure compliance with GASB 68.

13-FS-03 Year End Closing Process (Significant Deficiency)

Condition

At the time of our audit we noted the financial statements as presented to us contained material misstatements that required adjustment. The accounts receivable listing included duplicate charges and a reconciliation of the differences was not received until February 2014. The postclosure liability, net OPEB obligation and sublease payable had not been adjusted at June 30, 2013. In addition, the Authority did not post prior year audit adjustments to the general ledger.

Cause

The process to close the Authority's accounting records and produce the annual financial report is labor intensive and the reports produced by the accounting system can require additional analysis and reconciliation. In addition, all accounts should be reconciled on a monthly basis and adjustments recorded in a timely manner.

Criteria

Government auditing standards require independent auditors to evaluate all unadjusted misstatements of financial statements. Also producing timely audited financial statements is more difficult when adjustments are not recorded prior to the start of the annual audit.

Effect of Condition

The financial statements as presented to us for audit contained material misstatements and required adjustment.

Recommendation

We recommend that the Authority work with Del Norte County to record all adjustments in a timely manner so that required adjustments can be recorded prior to the start of the annual audit.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Schedule of Findings and Recommendations
For the Year Ended June 30, 2013

13-FS-03 Year End Closing Process (Significant Deficiency) (Continued)

Corrective Action Plan

The Del Norte County Auditor keeps their accounts on a cash basis for nine months of each year, and three months on a modified accrual basis to reconcile account balances for the previous fiscal year. During the past year, Authority staff have been working to establish a parallel cash and modified accrual accounting system so the Authority's and County Auditor's records can be more readily reconciled, both for the annual audit and for more timely reporting to the Authority Commissioners. Though the Authority had delays associated with some accounts receivable, the identified adjusting entries are made through the Del Norte County Auditor's office.

13-FS-04 Gasquet and Klamath Transfer Station Collections Policies and Procedures (Significant Deficiency)

Condition

At the time of our fieldwork we noted that collections at the Gasquet and Klamath transfer stations are receipted on manual receipts. The accuracy of the receipts could not be verified.

Cause

The transfer stations at Gasquet and Klamath are each open part time, staffed by one employee and are not automated.

Criteria

Good internal control over receipts requires that amounts collected be supported by appropriate documentation.

Effect of Condition

The Authority may not be collecting appropriate amounts at the Gasquet and Klamath transfer stations.

Recommendation

We recommend that the Authority develop policies and procedures for collections and develop a process to ensure that all collections at the Gasquet and Klamath transfer stations are properly deposited and recorded in the Authority accounts.

Corrective Action Plan

Neither the Gasquet nor the Klamath transfer station site have power, scales, water, sewer, or reliable cell phone coverage, and each of these facilities is staffed by a lone refuse site attendant during open hours. Authority staff assess charges at these facilities by can or item count and measuring waste by volume, documented on each receipt, and reconciled and balanced prior to being deposited in Authority accounts.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Schedule of Prior Year Findings and Recommendations
For the Year Ended June 30, 2013

<u>Audit Reference</u>	<u>Status of Prior Year Audit Recommendation</u>
12-FS-01	<p>Deficit Net Assets</p> <p>Recommendation</p> <p>We recommend that the Authority consider all expenses including depreciation and post closure costs when setting rates and adopting the annual budget. We further recommend that the Authority review options to manage this deficit and begin a program to fund the liability.</p> <p>Status</p> <p>Not Implemented</p>
12-FS-02	<p>Revenue Collections</p> <p>Recommendation</p> <p>We recommend that cash collections be deposited intact and in the period in which it was received.</p> <p>Status</p> <p>Implemented</p>

**A RESOLUTION OF THE GOVERNING BOARD OF THE
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
COUNTY OF DEL NORTE
CITY OF CRESCENT CITY
STATE OF CALIFORNIA**

RESOLUTION NO. 2014-04

**A RESOLUTION ESTABLISHING THE STANDARD TERM
FOR THE PUBLIC COMMISSIONER**

WHEREAS, section 3 of the First Amended Joint Powers Agreement (JPA Agreement) between the City of Crescent City and the County of Del Norte Creating the Del Norte Solid Waste Management Authority adopted in 2012 established that the Board of Commissioners of the Del Norte Solid Waste Management Authority will include two Commissioners appointed by the Del Norte County Board of Supervisors, two Commissioners appointed by the Crescent City Council, and a fifth member, the 'Public Commissioner,' appointed by the other four appointed Commissioners; and

WHEREAS, section 3 of the JPA Agreement also requires that the appointed Public Commissioner be approved by the City Council and the Del Norte County Board of Supervisors on an annual basis; and

WHEREAS, the JPA Agreement does not set a standard term for the Public Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Del Norte Solid Waste Management Authority (DNSWMA) that:

1. The standard term of the Public Commissioner will be for a period of 24 calendar months.
2. Two months prior to the end of the Public Commissioner's term, the Authority Board shall direct staff to solicit applications from persons interested in being appointed as Public Commissioner.
3. Within two months of soliciting applications for the Public Commissioner position, the four appointed Commissioners must select and appoint the Public Commissioner.

4. Pursuant to the JPA Agreement, the Public Commissioner must be approved annually by both the Crescent City City Council and the Del Norte County Board of Supervisors.

5. If the continuation or appointment of the Public Commissioner is not approved by either the Crescent City City Council or the Del Norte County Board of Supervisors, the Public Commissioner will thereby be immediately removed from the Public Commissioner position.

6. If the Public Commissioner is removed or resigns, the four appointed Authority Commissioners will consider at the next regular Authority meeting whether to appoint one of the other most recent applicants for the Public Commissioner position or to solicit new applications for this position.

The foregoing resolution was passed and adopted by the Del Norte Solid Waste Management Authority on this 21st day of May, 2014.

AYES:
NOES:
ABSENT:

Signed: _____
Roger Giltin, Chair

Date: _____

ATTEST: _____
Mary Wilson
Clerk of the Del Norte Solid Waste Management Authority



Del Norte Solid Waste Management Authority

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

Staff Report

Date: 16 May 2014
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. – Acting Director / Program Manager
File Number: 022102 – Authority Budget
Topic: Review of Budget Status for Fiscal Year 13/14 and Process for Preparing the Authority Budget for FY 14/15

Recommendation: That the Authority Board take the following actions:

1. Review and provide comments on the proposed budget for Fiscal Year 2014/2015.
2. Direct staff to transmit the proposed budget to the Del Norte County Board of Supervisors and the Crescent City Council as required under the Joint Powers Agreement and return with any written comments that are adopted by either of these boards.
3. Set a Public Hearing and provide public notice for the final adoption of the Budget at 3:45 P.M. on June 11, 2014.

Background: In order to provide context for preparing a draft budget for Fiscal Year 2013/2014, staff have included a summary of the status of the current (FY 13/14) year budget, including a substantial budget transfers to cover increased expenses for professional services, legal counsel and the services of the Authority Treasurer/ Controller. The budget for the Del Norte Solid Waste Management Authority is approved ahead of and separately from the County budget. The Authority budget is approved before June 30, whereas the final County budget is usually not approved until September or October.

Prior to final adoption of the Authority in June, the proposed budget will be presented to the Crescent City Council and the Del Norte County Board of Supervisors for comment. Any written comments approved by the City or the County will be brought to the Authority Board for consideration before adopting the final budget.

16 May 2014
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Analysis: The proposed budget for Fiscal Year 2014/2015 is attached. If approved by the Authority Board, staff will follow up with a presentation to the City Council, possibly on June 2nd, and the Board of Supervisors, possibly on May 27th. Any approved written comments provided by the City or County will be brought back to the Authority Board for consideration prior to adopting the final budget at the June 11th Authority Board meeting.

This staff report is intended to give an overview of the assumptions and projections to be used in the preparation of the Authority budget for Fiscal Year 2014/2015. Based on comments at the 08 May 2014 Authority meeting, a summary of staffing expense projections provided by the Del Norte County Auditor is attached to this report, and expense line 20291 for Commissioner Expenses has been deleted.

Projected Expenses

The draft budget uses projections from the County Auditor's office for the annual cost of Salaries and Benefits (based on the current staffing chart), Depreciation and the "Interfund Cost Plan", which is the charge for our share of County services. While staff are well aware that the Authority may change the staffing chart during this coming fiscal year, a 'status quo' approach to staffing costs places funds in the budget to be used either for staff or may be transferred for increased expenses for legal counsel treasurer/controller, and professional service expenses in lieu of staff.

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

Significant budget changes are associated with landfill obligations. These include more intensive sampling and analysis of groundwater for 'constituents of concern' at the Crescent City Landfill. The Authority is obliged to conduct this more intensive sampling every five years. Staff is currently working with the technicians at North Coast Laboratories to reduce potential duplication of constituents the Authority is already required to monitor and to develop cost estimates for these additional analyses. Furthermore, the Authority's budget includes potential full payment of the Waste Discharge Requirement fee, in case the Authority's current appeal is denied or additional professional service expenses are required next fiscal year to further this appeal.

Revenue Projections

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

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

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

The draft budget also addresses anticipated changes to CalRecycle's beverage container block grant programs by presuming that this grant program will not continue in the next fiscal year, though place-holder budget lines are created with zero amounts to minimize the complexity of budget revisions needed next year if this program is funded.

EXPENDITURE BUDGET

Line Item	Description	Final	Budget	Increase
		Budget 2013 / 2014	Proposed 2014 / 2015	(Decrease)
Salaries and Benefits				
10010	Full Time Payroll	\$306,724	\$288,934	(\$17,790)
10012	Overtime	\$1,000	\$500	(\$500)
10015	Temporary Employees	\$16,600	\$16,600	\$0
10020	Retirement Benefits	\$84,693	\$83,331	(\$1,362)
10030	Employee Benefits	\$83,243	\$82,899	(\$344)
10033	Employee Life Insurance	\$331	\$331	\$0
10035	Management Life Insurance	\$1,295	\$920	(\$375)
10040	Worker's Compensation	\$26,890	\$26,890	\$0
Total Salaries and Benefits		\$520,776	\$500,405	(\$20,371)
Services and Supplies				
20121	Communications	\$2,200	\$3,220	\$1,020
20140	Household Expense	\$3,500	\$3,725	\$225
20150	Insurance - Office	\$6,200	\$6,450	\$250
20151	Liability Insurance	\$7,500	\$0	(\$7,500)
20152	Vehicle Insurance	\$1,400	\$1,587	\$187
20155	Liability Insurance	\$2,573	\$1,600	(\$973)
20170	Maintenance of Equipment	\$500	\$350	(\$150)
20171	Maintenance - Vehicles	\$500	\$500	\$0
20175	Maintenance - Computers	\$500	\$500	\$0
20180	Maint - Structures	\$500	\$250	(\$250)
20200	Memberships	\$7,500	\$1,500	(\$6,000)
20221	Printing	\$400	\$400	\$0
20221-068	Printing - DOC Grant 2013/2014	\$400	\$400	\$0
20221-065	Printing - DOC Grant 2014/2015	\$0	\$0	\$0
20221-061	Printing - Oil Grant 2013/2014	\$1,000	\$1,000	\$0
20221-075	Printing - Oil Grant 2014/2015	\$0	\$1,000	\$1,000
20223	Postage	\$1,400	\$1,400	\$0
20224	Office Supplies	\$7,000	\$4,500	(\$2,500)
20227	Books & Subscriptions	\$399	\$200	(\$199)
20230	Prof. Serv. - County/City	\$10,000	\$10,000	\$0
20231	Prof. Serv.	\$20,000	\$15,000	(\$5,000)

Page 2				
EXPENDITURE BUDGET				
		Approved	Draft	Increase
		Budget	Budget	(Decrease)
Line Item	Description	2013 2014	2014 2015	
20232	Prof. Serv. - Well Monitoring	\$30,000	\$61,360	\$31,360
20233	Audit	\$9,500	\$9,500	\$0
20234	Legal Counsel	\$12,000	\$12,000	\$0
20235	Treasurer	\$4,500	\$4,500	\$0
20236	Security	\$500	\$500	\$0
20237	Credit Card Service Fees	\$6,822	\$8,500	\$1,678
20238	TS Collection	\$28,000	\$25,500	(\$2,500)
20239	Transfer Station Operations	\$1,800,000	\$1,774,000	(\$26,000)
20239-01	Post Closure Maintenance	\$10,000	\$8,000	(\$2,000)
20240	Advertising/Publications	\$1,000	\$1,000	\$0
20240-061	Advertising - Oil Grant - 2013/2014	\$3,500	\$3,500	\$0
20240-075	Advertising - Oil Grant - 2014/2015	\$0	\$3,500	\$3,500
20240-068	Advertising - DOC Grant - 2013/2014	\$2,600	\$2,600	\$0
20240-065	Advertising - DOC Grant - 2014/2015	\$0	\$0	\$0
20250	Lease of Equipment	\$3,500	\$3,500	\$0
20251	Lease of Gasquet Transfer Station	\$700	\$700	\$0
20269	Lease Payment - Card Machine	\$0	\$0	\$0
20270	Minor Equipment	\$4,000	\$4,000	\$0
20280	Delivery Service	\$600	\$600	\$0
20281	Household Hazardous Waste Event	\$32,000	\$32,000	\$0
20283	Community Clean Up County	\$5,500	\$5,200	(\$300)
20285	Special Dept. Expense	\$2,500	\$1,700	(\$800)
20285-061	Spec Dept Exp - Oil Grant - 2013/2014	\$6,500	\$6,500	\$0
20285-075	Spec Dept Exp - Oil Grant - 2014/2015	\$0	\$6,500	\$6,500
20285-068	Spec Dept Exp - DOC Grant - 2013/2014	\$6,000	\$6,000	\$0
20285-065	Spec Dept Exp - DOC Grant - 2014/2015	\$0	\$0	\$0
20286	Cash Over/Under	\$190	\$187	(\$3)
20287	Recology Other Collections	\$0	\$0	\$0
20288	City Collections	\$17,500	\$16,500	(\$1,000)
20290	Travel	\$3,000	\$2,000	(\$1,000)

Page 3				
EXPENDITURE BUDGET				
		Approved	Draft	Increase
		Budget	Budget	(Decrease)
Line Item	Description	2013 2014	2014 2015	
20290-068	Travel - DOC Grant 2013/2014	\$2,000	\$2,000	\$0
20290-065	Travel - DOC Grant 2014/2015	\$0	\$0	\$0
20290-061	Travel - Oil Grant - 2013/2014	\$1,000	\$1,000	\$0
20290-075	Travel - Oil Grant - 2014/2015	\$0	\$1,000	\$1,000
20297	Vehicle Fuel	\$2,100	\$2,400	\$300
20300	Utilities	\$0	\$0	\$0
20301	State Fees	\$55,415	\$62,776	\$7,361
Total Services and Supplies		\$2,124,399	\$2,122,605	(\$1,794)
Fixed Assets				
40620-400	Computer Equipment	\$0	\$0	\$0
40620-300	Resource Recovery Park	\$0	\$0	\$0
40620-500	Other Equipment	\$0	\$0	\$0
40620-600	Vehicle	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0
Total Operating Expenses		\$2,645,175	\$2,623,010	(\$22,165)
Other				
70530-199	Interfund Cost Plan	\$51,639	\$51,639	\$0
70530-025	Transfer Station Loan Payments	\$203,000	\$202,633	(\$367)
30490	Depreciation	\$97,975	\$97,975	\$0
70800	Post Employment Benefits	\$11,125	\$11,125	\$0
Total Other		\$363,739	\$363,372	(\$367)
81000	Contingency	\$5,000	\$3,000	(\$2,000)
TOTAL	EXPENDITURES	\$3,013,914	\$2,989,382	(\$24,532)

Page 4				
REVENUE BUDGET				
		Approved	Draft	Increase
		Budget	Budget	(Decrease)
Line Item	Description	2013 2014	2014_2015	
90153	Franchise Fees	\$244,594	\$247,725	\$3,131
90210	Code Enforcement Restitution	\$500	\$500	\$0
90300	Interest	\$1,000	\$1,606	\$606
90650-061	Oil Grant - 2013/2014	\$15,000	\$15,000	\$0
90650-075	Oil Grant - 2014/2015	\$0	\$15,000	\$15,000
91004	Authority Service Fees	\$969,820	\$959,552	(\$10,268)
91003	TS Gate Tipping Fees (Operator)	\$1,760,000	\$1,734,000	(\$26,000)
91004-099	Authority Service Fees Prior Yr.	\$0	\$0	\$0
91003-099	TS Gate Tipping Fees (Operator) Prio	\$0	\$0	\$0
91121	Misc./Reimbursements	\$1,000	\$1,000	\$0
91121-123	Bad Check Fee Reimbursements	\$0	\$0	\$0
91124	Misc. Revenue	\$0	\$0	\$0
91129-068	DOC Grant 2013/2014	\$15,000	\$15,000	\$0
91129-065	DOC Grant 2014/2015	\$0	\$0	\$0
90650 & 91129	Net Grant Revenue FY 12/13	\$7,000		
Total Revenues		\$3,013,914	\$2,989,382	(\$24,532)
Revenues less Expenses		\$0	\$0	

Title	Range	Step	EE PD PERS	Total PP	PP	Regular Rate	PP	Regular Rate	Other	Total Compensation	SS	PERS EE	EPMC	PERS ER	Total Retirement	UI	Health	Total Benefits	EE Life	Total
Administrative Assistant I/II	40	B	1.50%	26	14	\$1,355.05	12	\$1,422.80		\$98,044	\$2,757	\$1,982	\$139	\$5,273	\$10,151	\$980	\$10,000	\$10,360	\$41	\$68,697
Refuse Site Attendant (2 Perm/PT)	24	E	1.50%	26	26	\$1,045.01				\$27,170	\$2,079	\$1,484	\$105	\$3,974	\$7,652	\$272	\$10,000	\$10,272	\$41	\$45,135
Refuse Site Attendant (2 Perm/PT)	24	E	0.00%	26	26	\$637.44				\$13,973	\$1,069	\$978	\$68	\$2,044	\$4,160	\$140	\$10,000	\$10,140	\$41	\$28,314
Director	28	B	3.00%	26	26	\$2,673.90	9	\$1,011.15		\$69,521	\$5,318	\$4,866	\$341	\$10,170	\$20,695	\$695	\$10,000	\$10,695	\$41	\$100,953
Account Clerk I/II/III	28	C	0.00%	26	17	\$1,011.15	9	\$1,011.15		\$26,290	\$2,011	\$1,052	\$0	\$3,946	\$6,998	\$263	\$10,000	\$10,263	\$41	\$42,751
Refuse Site Attendant (2 Perm/PT)	24	A	0.00%	26	26	\$962.05	9	\$870.74		\$25,073	\$1,974	\$1,751	\$123	\$3,659	\$7,446	\$250	\$10,000	\$10,250	\$41	\$37,278
Refuse Site Attendant (2 Perm/PT)	24	A	3.00%	26	17	\$870.74	9	\$870.74		\$21,400	\$1,637	\$856	\$0	\$3,130	\$5,623	\$214	\$10,000	\$10,214	\$41	\$37,278
Acting Director / Program Manager	55	A	0.00%	26	26	\$2,673.90				\$69,521	\$5,318	\$4,866	\$341	\$10,170	\$20,695	\$695	\$10,000	\$10,695	\$41	\$100,953
Refuse Site Attendant (Temp/PT)	24	A																		
Sub Total										\$285,934	\$22,103	\$17,846	\$1,118	\$42,265	\$83,331	\$2,899	\$80,000	\$82,899	\$331	\$455,495
Workers Comp																				
Part Time 10015										\$8,300	\$635									
Overtime 10012										\$1,000	\$77									
Overtime 10014										\$0	\$0									
Total										\$295,234	\$22,816				\$84,042	\$2,982		\$82,982		\$493,774

Del Norte Solid Waste Management Authority
FISCAL YEAR 2013/14

Line Item	Description	Amount Expended As of 28-Feb-14	Adjusted Budget	Total Transfers as of 09-Apr-14	Approved Budget 2013 2014
Salaries and Benefits					
10010	Full Time Payroll	\$174,713	\$260,077	(\$46,647)	\$306,724
10012	Overtime	\$86	\$1,000	\$0	\$1,000
10015	Temporary Employees	\$12,457	\$16,600	\$0	\$16,600
10020	Retirement Benefits	\$46,139	\$78,693	(\$6,000)	\$84,693
10030	Employee Benefits	\$61,769	\$83,243	\$0	\$83,243
10033	Employee Life Insurance	\$195	\$331	\$0	\$331
10035	Management Life Insurance	\$383	\$1,295	\$0	\$1,295
10040	Worker's Compensation	\$17,927	\$26,890	\$0	\$26,890
Total Salaries and Benefits		\$313,668	\$520,776	\$0	\$520,776

Services and Supplies

20121	Communications	\$1,855	\$2,600	\$400	\$2,200
20140	Household Expense	\$2,482	\$4,175	\$675	\$3,500
20150	Insurance - Office	\$0	\$6,200	\$0	\$6,200
20151	Liability Insurance	\$52	\$500	(\$7,000)	\$7,500
20152	Vehicle Insurance	\$1,587	\$1,587	\$187	\$1,400
20155	Liability Insurance	\$1,356	\$2,573	\$0	\$2,573
20170	Maintenance of Equipment	\$0	\$500	\$0	\$500
20171	Maintenance - Vehicles	\$295	\$500	\$0	\$500
20175	Maintenance - Computers	\$0	\$500	\$0	\$500
20180	Maint - Structures	\$0	\$500	\$0	\$500
20200	Memberships	\$1,220	\$7,500	\$0	\$7,500
20221	Printing	\$15	\$400	\$0	\$400
20221-069	Printing - DOC Grant 2011/2012	\$0	\$0	\$0	\$0
20221-067	Printing - DOC Grant 2012/2013	\$0	\$400	\$0	\$400
20221-068	Printing - DOC Grant 2013/2014	\$0	\$400	\$0	\$400
20221-065	Printing - DOC Grant 2014/2015	\$0	\$0	\$0	\$0
20221-074	Printing - Oil Grant 2011/2012	\$0	\$0	\$0	\$0
20221-060	Printing - Oil Grant 2012/2013	\$0	\$1,000	\$0	\$1,000
20221-061	Printing - Oil Grant 2013/2014	\$0	\$1,000	\$0	\$1,000
20221-075	Printing - Oil Grant 2014/2015	\$0	0	0	\$0
20223	Postage	\$930	\$1,400	\$0	\$1,400
20224	Office Supplies	\$3,026	\$7,000	\$0	\$7,000
20227	Books & Subscriptions	\$0	\$399	\$0	\$399
20230	Prof. Serv. - County/City	\$463	\$10,000	\$0	\$10,000
20231	Prof. Serv.	\$41,443	\$74,210	\$54,210	\$20,000

EXPENDITURE BUDGET

Line Item	Description	Amount Expended As of 28-Feb-14	Adjusted Budget	Total Transfers as of 09-Apr-14	Approved Budget 2013 2014
20232	Prof. Serv. - Well Monitoring	\$13,795	\$30,000	\$0	\$30,000
20233	Audit	\$0	\$9,500	\$0	\$9,500
20234	Legal Counsel	\$11,761	\$18,952	\$6,952	\$12,000
20235	Treasurer	\$10,175	\$15,000	\$10,500	\$4,500
20236	Security	\$198	\$500	\$0	\$500
20237	Credit Card Service Fees	\$5,549	\$6,822	\$0	\$6,822
20238	TS Collection	\$16,783	\$28,000	\$0	\$28,000
20239	Transfer Station Operations	\$920,954	\$1,787,000	(\$13,000)	\$1,800,000
20239-01	Post Closure Maintenance	\$1,418	\$10,000	\$0	\$10,000
20240	Advertising/Publications	\$750	\$1,000	\$0	\$1,000
20240-074	Advertising - Oil Grant - 2011/2012	\$0	\$0	\$0	\$0
20240-060	Advertising - Oil Grant - 2012/2013	\$989	\$3,500	\$0	\$3,500
20240-061	Advertising - Oil Grant - 2013/2014	\$0	\$3,500	\$0	\$3,500
20240-075	Advertising - Oil Grant - 2014/2015	\$0	\$0	\$0	\$0
20240-069	Advertising - DOC Grant - 2011/2012	\$0	\$0	\$0	\$0
20240-067	Advertising - DOC Grant - 2012/2013	\$1,723	\$2,600	\$0	\$2,600
20240-068	Advertising - DOC Grant - 2013/2014	\$1,140	\$2,600	\$0	\$2,600
20240-065	Advertising - DOC Grant - 2014/2015	\$0	\$0	\$0	\$0
20250	Lease of Equipment	\$1,783	\$3,500	\$0	\$3,500
20251	Lease of Gasquet Transfer Station	\$645	\$700	\$0	\$700
20269	Lease Payment - Card Machine	\$0	\$0	\$0	\$0
20270	Minor Equipment	\$21	\$4,000	\$0	\$4,000
20280	Delivery Service	\$208	\$600	\$0	\$600
20281	Household Hazardous Waste Evl	\$30,048	\$30,723	(\$1,277)	\$32,000
20283	Community Clean Up County	\$3,046	\$5,500	\$0	\$5,500
20285	Special Dept. Expense	\$1,095	\$2,500	\$0	\$2,500
20285-074	Spec Dept Exp - Oil Grant - 2011/2012	\$0	\$0	\$0	\$0
20285-060	Spec Dept Exp - Oil Grant - 2012/2013	\$2,000	\$6,500	\$0	\$6,500
20285-061	Spec Dept Exp - Oil Grant - 2013/2014	\$0	\$6,500	\$0	\$6,500
20285-075	Spec Dept Exp - Oil Grant - 2014/2015	\$0	\$0	\$0	\$0
20285-069	Spec Dept Exp - DOC Grant - 2011/2012	\$0	\$0	\$0	\$0
20285-067	Spec Dept Exp - DOC Grant - 2012/2013	\$320	\$6,000	\$0	\$6,000
20285-068	Spec Dept Exp - DOC Grant - 2013/2014	\$0	\$6,000	\$0	\$6,000
20285-065	Spec Dept Exp - DOC Grant - 2014/2015	\$0	\$0	\$0	\$0
20286	Cash Over/Under	\$70	\$190	\$0	\$190
20287	Recology Other Collections	\$0	\$0	\$0	\$0
20288	City Collections	\$10,748	\$17,500	\$0	\$17,500
20290	Travel	\$2,735	\$4,000	\$1,000	\$3,000

EXPENDITURE BUDGET

Line Item	Description	Amount Expended As of 28-Feb-14	Adjusted Budget	Total Transfers as of 09-Apr-14	Approved Budget 2013 2014
20290-069	Travel - DOC Grant 2011/2012	\$0	\$0	\$0	\$0
20290-067	Travel - DOC Grant 2012/2013	\$415	\$2,000	\$0	\$2,000
20290-068	Travel - DOC Grant 2013/2014	\$0	\$2,000	\$0	\$2,000
20290-065	Travel - DOC Grant 2014/2015	\$0	\$0	\$0	\$0
20290-074	Travel - Oil Grant - 2011/2012	\$0	\$0	\$0	\$0
20290-060	Travel - Oil Grant - 2012/2013	\$540	\$1,000	\$0	\$1,000
20290-061	Travel - Oil Grant - 2013/2014	\$0	\$1,000	\$0	\$1,000
20290-075	Travel - Oil Grant - 2014/2015	\$0	\$0	\$0	\$0
20291	Commissioner Expense	\$0	\$0	\$0	\$0
20297	Vehicle Fuel	\$1,423	\$2,100	\$0	\$2,100
20300	Utilities	\$0	\$0	\$0	\$0
20301	State Fees	\$31,627	\$55,415	\$0	\$55,415
Total Services and Supplies		\$1,126,683	\$2,147,399	\$0	\$2,147,399
Fixed Assets					
40620-400	Computer Equipment	\$0	\$0	\$0	\$0
40620-300	Resource Recovery Park	\$0	\$0	\$0	\$0
40620-500	Other Equipment	\$0	\$0	\$0	\$0
40620-600	Vehicle	\$0	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
Total Operating Expenses		\$1,440,351	\$2,668,175	\$0	\$2,668,175
Other					
70530-199	Interfund Cost Plan	\$34,426	\$51,644	\$5	\$51,639
70530-025	Transfer Station Loan Payments	\$202,983	\$203,000	\$0	\$203,000
30490	Depreciation	\$0	\$97,975	\$0	\$97,975
70800	Post Employment Benefits	\$0	\$11,125	\$0	\$11,125
Total Other		\$237,409	\$363,739	\$0	\$363,739
81000	Contingency	\$0	\$5,000	\$0	\$5,000
TOTAL	EXPENDITURES	\$2,804,443	\$3,036,914	\$0	\$3,036,914

clean sweep



The City of Crescent City is offering its annual "Clean Sweep" program on May 27th and 28th for City residents only.

Put your stacked or bundled grass, leaves and tree limbs
street side of curb for pick up by 7:00 A.M.
(do not place materials in garbage cans or bags)

Please separate grass/leaves from tree limbs/brush and no tree limbs
more than 6' in length and 4" in diameter.
Piles must be 6' or smaller in size. You may have more than one pile.

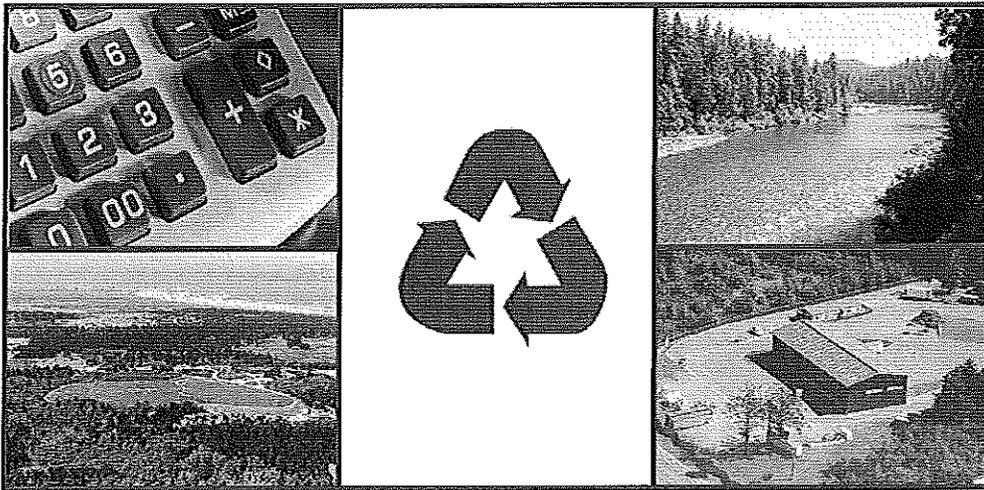
Tuesday, May 27th: South of 9th Street
Wednesday, May 28th: 9th Street and North

ABSOLUTELY NO HOUSEHOLD GARBAGE WILL BE COLLECTED!!

*****Remember it is the owner/occupant's responsibility to keep your property and the sidewalk area adjacent to your property clean of overgrown grass/weeds and refuse. (CCMC 12.16)*****

This event is made possible by the City of Crescent City,
and the Del Norte Solid Waste Management Authority.

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Waste Management Authority**



Submitted to:

**Del Norte Solid Waste Management
Authority**



May 15, 2014

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Acknowledgement

We wish to acknowledge both the staff and Commissioners of the Del Norte Solid Waste Management Authority, as well as the staff from Del Norte County and the City of Crescent City that provided input and supported our review. In particular we wish to acknowledge the efforts on the Authority's Program Manager, Tedd Ward. Mr. Ward provided R3 Consulting Group with a significant amount of information and input that was critical to our review.

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Executive Summary

The Del Norte Solid Waste Management Authority (DNSWMA or Authority) is the most effective structure for managing solid waste in Del Norte County. Through the JPA structure, the County and City are able to share the benefits of critical infrastructure, share the liability for the closed Crescent City Landfill and realize economies of scale on a number of levels. It is unlikely that any reasonable alternative structure to the JPA would result in a significantly lower cost to the ratepayers, if any, for a similar level of management oversight. There is, however, significant opportunity and potential to restructure how the Authority functions to provide for more efficient and cost effective use of staff and other resources. Any restructuring of the Authority should focus on streamlining and improving management and administrative functions, including financial management policies and procedures, and reducing management and administrative staffing levels to bring them more in line with that required to effectively administer the current responsibilities of the Authority. Based on our review, it is clear that it is not necessary to staff both the Executive Director and Program Manager positions to effectively administer the current responsibilities of the Authority.

While the Authority is the most effective entity for managing solid waste in the County it has few documented objective standards to serve as a basis for directing the Authority's long term efforts and assessing the Authority's performance. Clearly a major objective of the Authority is to comply with all applicable regulatory requirements and it has done a good job in that respect. There have been relatively few regulatory issues over the past 5 years and where such issues have arisen, staff has effectively addressed them to the satisfaction of the regulatory agencies. Beyond that however it is not clear what the Authority's long range strategic priorities are (e.g., developing cutting edge programs, achieving a diversion rate consistent with the State's 2020 75 percent diversion goal,¹ increase diversion by 10 percent by 2020, maintain current diversion rate and existing programs and services, reduce costs, etc.).

Authority management staff develop annual Work Priorities (see Appendix A for the Fiscal Year 2013-2014 Work Priorities) which are regularly reviewed by Authority Commissioners and that provide a general framework for organizing short term and ongoing management and staff activities. However, those annual priorities are developed without the benefit of clearly defined long range strategic priorities and associated goals and objectives.

¹ The Authority's 2012 State reported diversion rate was 55 percent.

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While Authority Commissioners have input on the annual Work Priorities that are established, they too are faced with providing such input without clear long range goals and objectives that are consistent from Board to Board over time.

We recommend that the Authority not be disbanded and continue to serve as the primary agency responsible for managing solid waste in the County. We also suggest that now is an appropriate time for the Commissioners to set a clear direction for the Authority over the next 5 to 10 years, clearly establish short, medium and long range goals and objectives and determine appropriate management and administrative staffing levels to support the long range goals and objectives that are established.

We also suggest that the Authority Commissioners and management staff undertake an annual business planning process that would provide a mechanism and forum for reviewing, among other things, opportunities for cost savings and potential changes to programs, services and functions to support the specific short, medium and long range goals and objectives that are established.

For this project, R3 was tasked with answering a specific set of questions that the Authority identified. While there were a number of questions specific to Staffing and the Executive Director Position, the question: *"What are appropriate management and administrative staffing levels for the Authority"* was not specifically asked and regardless cannot be definitively answered that at this point. The appropriate level of management and administrative staffing levels for the Authority is dictated in part by what it is the Authority wants to accomplish over the next 5 to 10 years and beyond.

Given that such specific medium and long range goals and objectives have not been clearly established we offer the following possible staffing scenarios. There are various other staffing scenarios that the Authority could also consider. Which option is best depends in part on the long range solid waste management goals and objectives that the Authority establishes, as well as staffing related policy goals. Regardless of which option is ultimately selected, available opportunities to restructure how the Authority functions to provide for more efficient and cost effective use of staff and other resources should be pursued.

Option #1 Maintain Current Management and Administrative Staffing Levels

Based on our analysis and professional judgment this level of staffing provides management capacity sufficient to support a high level of solid waste management related activities well above simply maintaining current programs and services (e.g., continued

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involvement with Extended Producer Responsibility at the State level, significant active development of new and/or cutting edge programs and/or facilities to increase diversion etc.). If the Authority determines that its long range objectives are more modest (e.g., maintaining its current diversion level and existing programs and services), we suggest that it does not need to staff both the Executive Director and Program Manager positions.

Based on our interviews with the Authority Commissioners, we believe the Commissioners' goals for the Authority are in fact more modest and would be better served by selecting Option #2 or Option #3 below. Both of these options would be expected to result in reduced staffing costs likely in excess of \$100,000 annually.

Option #2 Reduce Management and Administration Staffing Levels to Support Status Quo

If the Authority's overall goal is to maintain regulatory compliance and existing programs and services (e.g., generally maintain the status quo), but otherwise focus on opportunities for cost savings, which was expressed as a general goal by a number of the Commissioners, we suggest that:

- The Executive Director and Program Manager positions be combined into a single full time Solid Waste Manager position. That position would assume the current responsibilities of those two separate positions. Based on our review, we believe that such a consolidation of responsibilities could be effectively achieved, although prior to doing so the Authority should review the job responsibilities of both of those positions, eliminate or defer non-essential tasks and delegate certain other required tasks to administrative staff, the County and/or Recology and Hambro/WSG (Hambro) where that can be done effectively to the benefit of the Authority.
- Combine the Administrative Assistant and Account Clerk staff positions into a single new Management Analyst position staffed with a person with administrative, financial and accounting skills. Conduct a full review of all administrative and accounting systems and streamline those systems, as appropriate. Maintain the 0.5 FTE Refuse Site Position which has been cross trained and is working out of class to assist with accounting and administrative duties and provide staff, vacation and sick coverage.^{2,3}

² We would expect that this current part time position, or if necessary expanded to a full-time position with appropriate qualified staff, could

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Option #3 Contract the Executive Director Position

Same as Option #2, however the new Solid Waste Manager position would be a contract employee. This is not necessarily a potential cost issue as much as a staffing policy issue.

Option #4 Contract Scale House Staffing to the Private Sector

Contract the operation of the transfer station scale houses to the private sector provided this can be done effectively with a net economic benefit to the Authority. This option could be incorporated as a component of each of the above three options.

Note: The recent court action (*Costa Mesa City Employees Assn' v. City of Costa Mesa*) raises the question of whether this option is legally permissible. We are not attorneys and cannot provide a legal opinion however we question whether the Costa Mesa decision applies to the Authority's pursuit of this option given the particulars of that case. Should the Authority wish to consider this option further it may wish to conduct additional legal review.

Placing Authority Employees under the Control of the City and/or County

One option that we are not proposing is placing Authority staff under control of the County or City, or County and City jointly. Reference has been made to this option providing the opportunity for, among other things, increased accountability and supervision. While this may be true, the independence of the Authority could be compromised under such a structure. Perhaps more to the point, if there are concerns regarding the accountability and supervision of Authority staff that is the responsibility of, and should be addressed at the Authority Board level, and not "pushed off" to the City and/or County.

provide any necessary technical support to the Solid Waste Manager, administrative support to the Management Analyst and provide staff, vacation and sick coverage, with result being a reduction from the current 4.5 FTE management and administrative positions to no more than 3.0 FTE management and administrative positions.

³ While the issue of cash controls was removed from our scope of work, based on R3 project team staffs experience with similar issues in other JPAs we believe that our recommendation is viable without any reduced cash controls. This assumes that the Authority establishes and follows appropriate policies and procedures as discussed in Question # 2c.

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Introduction

In September 1992 Del Norte County and the City of Crescent City entered into a Joint Powers Agreement (JPA), which created the Authority. The original "Purpose" of the Authority as stated in the JPA Agreement was as follows:

- A. Siting, licensing, developing, constructing, maintaining and operating DNSWA disposal sites, transfer facilities and equipment, materials recovery facilities, and/or sanitary landfills;
- B. Disposal of solid waste;
- C. Preparing and implementing a DNSWA Solid Waste Management Plan and Liquid Waste Management Options Plan which meets the requirement of the Act;
- D. Disposal of waste generated in the incorporated and unincorporated area of the County and the ability to grant franchises for waste hauling at its discretion;
- E. Exercising all other appropriate powers reasonably necessary to carry out the purpose of this agreement; and
- F. Closure of the Crescent City Landfill and maintenance, monitoring and remediation thereof.

The JPA Agreement was amended in 2012 and included the following updated "Purpose" of the Authority:

- 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

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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, securing adoption, 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) and the North Coast Air Quality Management District.

There seems to be a general consensus that the Authority has effectively achieved its original Purpose as that related to developing the Del Norte Transfer Station and closing the Crescent City Landfill. It is also clear that the Authority has served a valuable function for the residents and businesses of the County. Among other things the Authority was a leader in the Zero Waste movement and is credited with drafting the first of its kind Zero Waste Plan in the country.⁴ More recently the Authority has actively supported Extended Producer Responsibility (EPR) at both the local and state level. It started one of the first six EPR funded rural county pilot projects for carpet collection and also has producer-financed take-back programs for mercury thermostats and household batteries. The former Executive Director recently received the California Product Stewardship Council's "EPR Super Hero Award" for the most outstanding contributions of any individual to the EPR movement.

While the Authority has closed the Crescent City Landfill and constructed the DNSWA transfer station and has met its regulatory compliance requirements, Board Commissioners and others have raised questions over the past several years regarding the functions of the Authority and whether it should be restructured in some fashion (e.g., management placed under the County or City or County and City jointly) or perhaps completely disbanded. This issue was addressed by an ad hoc committee of the County Board of Supervisors and while considerable attention has been given to the question of if or how the Authority should be restructured or disbanded to date no action has been taken. In an effort to resolve this issue, the Authority engaged R3 Consulting Group (R3) to prepare responses to a series of specific questions

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⁴ Source: Institute for Local Self-Reliance.

posed by the Authority Board of Commissioners to assess the relative effectiveness of the Authority's operations. This report provides R3's answers to those specific questions.

Approach & Methodology

Our review and analysis included, but was not limited to the following:

- A Kick-Off Teleconference was held with the Interim Executive Director in late December 2013. Prior to the Kick-Off Teleconference and throughout the course of our review, the Authority gathered and provided a range of requested information to R3 in support of the Authority's assessment. That information included the Background Documents issued with the Authority's Request for Proposals. In addition, R3 requested, received and reviewed numerous other information, including the following documents:
 - Work Priorities Fiscal Year 2013-14;
 - Listing of Executive Director Activities; and
 - Listing of Program Manager Activities.
- R3 Project Team members conducted an onsite review in early January 2014. During the time onsite, R3 conducted interviews with the following Authority Commissioners and staff:
 - Commissioners (5);
 - Interim Executive Director/Program Manager;
 - Administrative Assistant;
 - Account Clerk; and
 - Refuse Site Attendants (2).
- R3 also interviewed the following parties:
 - Recology's General Manager and Recycling Coordinator;
 - Hambro Waste Solutions Group's Owner and General Manager;
 - County Administrative Officer, County of Del Norte;
 - City Manager, City of Crescent City;
 - Environmental Health Specialist, County of Del Norte;

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- Integrated Waste Management Specialists, CalRecycle (2);
 - Water Resources Control Engineer, North Coast Regional Water Quality Control Board; and
 - Managers of various other solid waste JPA's in California.
- R3 staff also:
 - Observed management and staff performance of various functions;
 - Toured the Del Norte Transfer Station and observed transfer facility and scale house operations;
 - Toured the closed Crescent City Landfill; and
 - Attended a special meeting of the Authority on January 22, 2014, to provide an opportunity for R3 to receive input from the general public regarding the Authority and R3's scope of services. A copy of comments received at that meeting is included in Appendix B.

Report Organization

The following Questions and Answers section of our report is organized sequentially and provides responses to each of the specific questions posed by the Authority Board of Commissioners related to the following five (5) aspects of the Authority:

- Organizational Structure;
- Staffing;
- Day-to Day Operations;
- Director Position; and
- Potential Alternatives to the JPA.

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Questions and Answers

1 Organizational Structure

Question:

- a. How does the current JPA structure compare to inter-governmental solid waste management policy, management, and operational structures in equivalent California jurisdictions with equivalent solid waste management requirements?

Answer:

The Del Norte Solid Waste Management Authority (Authority) functions similar to that of other JPAs in the State of California (State) in many respects. It provides regional reporting services for its member agencies (like the 27 other CalRecycle approved regional agencies). It owns facilities like certain other JPAs (Humboldt, Lassen, Kings, South Bayside Waste Management Authority, Western Placer), and it is responsible for the management of collection system contracts (Central Contra Costa County, South Bayside Waste Management Authority).

Compared to other inter-governmental solid waste management agencies in California's smaller rural counties however, it is relatively unique. While 13 of the 23 counties in the State with populations less than 100,000 are CalRecycle approved Regional Agencies, like the Authority, most if not all of those JPAs do not own or operate facilities or have responsibility/liability for closed landfills. Those responsibilities/liabilities typically fall under the jurisdiction of the county. Additionally, the Authority's management and administrative staffing levels are more comparable to JPAs that serve significantly larger population bases and have a greater number of member agencies.

Analysis:

Regional Agencies

The Authority is a CalRecycle approved Regional Agency responsible for submitting annual reports, disposal reports, and other reporting data on behalf of its member agencies.⁵ According to CalRecycle, there are twenty-eight approved regional agencies established throughout California (Appendix C). In addition, there

⁵ Per Public Resources Code (PRC) Section 40970, cities and counties are authorized to form "regional agencies," which are allowed to report CalRecycle program information and disposal numbers as one entity instead of by jurisdiction.

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are various solid waste management JPAs that are not CalRecycle approved regional agencies, including the Humboldt Waste Management Authority.

Although the organizational structure and functions of JPAs vary, for summary purposes, solid waste JPAs can be categorized into three groups, as follows:⁶

Group One: AB 939 JPAs – JPAs that primarily address the planning, implementation and/or reporting requirements mandated by AB 939, but do not own, operate or manage facilities. JPAs that fall under this category include Amador, Butte, Colusa, Glenn, San Benito, Siskiyou and Yuba-Sutter.

Group Two: Facility Owners/Managers – JPAs that own facilities, or manage facilities through contracts with either private sector providers or with county or city departments, but do not provide hands-on operations.

These JPAs may also perform AB 939 functions, but are more likely to have a dedicated budget and some staff, although some services may continue to be provided by member entities. Group Two JPAs include Marin, San Luis Obispo, Sonoma County, Lassen, Napa-Vallejo and Salinas Valley.

Group Three: Facility Operators - JPAs that operate disposal and/or diversion systems and facilities.

This group generally has the largest staff and budgets, and may contract for some services in addition to the operating responsibilities they have. The original purpose may be either AB 939 (Kings) or disposal system management (Humboldt). Group Three JPAs include Humboldt, Kings and Tehama.

The Authority generally falls within Group Two. However, the dividing lines between these groups is not always so clear cut, and the Authority does operate facilities like the Group Three JPA's. However, the facilities operated by the Group Three JPA's tend to be larger volume facilities (like the Del Norte Transfer Station, which the Authority owns but does not operate).

While solid waste JPAs are not uncommon, the majority of jurisdictions in California do not belong to a CalRecycle approved regional agency or other solid waste JPA. Regional agencies however do tend to be more prominent in rural counties like Del Norte. Siskiyou, Shasta, Lassen, Tehama, Glenn, Butte, Colusa, and Yuba and Sutter counties all have CalRecycle approved regional agencies. Of the 23 counties in the State with total

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⁶ Source: Regional Agencies: A Summary of California Integrated Waste Management Joint Powers Authorities; Jim Greco Consulting Organization.

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populations of less than 100,000, 13 are members of a CalRecycle approved JPA.

While many of the JPAs in smaller counties like Del Norte are CalRecycle approved JPAs, unlike Del Norte most if not all of those JPAs do not own or operate any solid waste management facilities or have responsibility for the management of closed landfills. In those jurisdictions solid waste management facilities, including transfer stations and open and closed landfills are typically owned and operated by the county. Within the rural counties in the State, the Authority's ownership of the County's transfer stations and responsibility/liability for the closed Crescent City landfill is perhaps most consistent with the Humboldt Waste Management Authority, which owns (and operates) the Hawthorne Street Transfer Station and has responsibility/liability for the closed Cummings Road Landfill.⁷

Authority Management and Administrative Staffing

In terms of the staffing, the Authority is also relatively unique as compared to the many of the JPAs in the smaller counties in the State. Because those JPAs tend to have a more limited focus (e.g., regional reporting), there is no need for dedicated JPA staff, and county staff often fulfill the staffing needs of the JPA (e.g., Colusa, Glenn and Siskiyou counties).

In terms of staffing levels, the current staffing levels of the Authority are more consistent with the staffing levels in JPAs serving larger population bases. As currently structured, the Authority has two (2) full time management positions (Director and Program Manager/Clerk) and 2.5 full time equivalent (FTE) administrative positions (Administrative Assistant, Account Clerk, Part Time Account Clerk) for a total of 4.5 FTEs, serving two member agencies with a population base of approximately 30,000 residents.

For comparison purposes:

- The Sonoma County Waste Management Agency serves ten member agencies with a population base of approximately 490,000 residents, has five (5) FTE staff (Executive Director, Department Analyst, 2 Program Managers and an Agency Clerk);
- The Central Contra Costa Solid Waste Authority, which serves six member agencies with a population base of more than 165,000 residents, has six (6) FTE employees (Executive Director, Executive Assistant, Administrative Assistant, 2 Program Managers and a Finance Manager.)

⁷ This comparison is only specific to the fact that both agencies own facilities and have responsibility/liability for closed landfills.

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- The South Bayside Waste Management Authority (San Mateo County), which serves 12 member agencies with a population base of more than 370,000 residents, has eight (8) FTE staff⁸ (Executive Director, Recycling Programs Manager, Office Manager, Environmental Education Coordinator, Environmental Education Associate, Contracts Manager, Finance Manager, Recycling Outreach and Sustainability Manager).

While the staffing levels of the Authority are more consistent with those in the larger JPA's discussed above, it is important to note that the Authority oversees the operation of the scale houses and scale house employees at its transfer stations. The above referenced JPA's do not have such staffing oversight responsibilities. For this reason, as well as others, the above comparisons should be considered for informational purposes only and are not intended to serve as any basis for assessing the reasonableness of the Authority's staffing levels. Any such assessment should be based on actual requirements and Board-established goals and objectives, rather than such general comparisons.

While staffing for many of the JPAs in the smaller counties in the State are provided through county employees, both Tehama County and Lassen County fill their JPA Executive Director positions with contract employees, as do other JPAs within the State, including the Sonoma County Waste Management Agency (referenced above) and the West Valley Solid Waste Management JPA in Santa Clara County.⁹

Question:

- b. Is this JPA the most effective and efficient entity for managing solid waste in Del Norte County? If not, what alternatives (including replacement by private enterprise) would likely result in more efficient and effective management and direction of required solid waste-related functions?**

Answer:

Yes, the Authority is the most effective and efficient structure for managing solid waste in Del Norte County. However, there are clearly opportunities to improve the effectiveness and efficiency of the Authority, including reducing management and administrative

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⁸ Three (3) of these positions are specific to outreach and education.

⁹ The West Valley JPA is comprised of the cities of Los Gatos, Saratoga, Monte Sereno, and Campbell,

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staffing levels to bring them more in line with that required to effectively administer the current responsibilities of the Authority.

Analysis:

The JPA structure provides an effective means for managing solid waste in Del Norte County. Through the JPA structure, the County and City are able to share the benefits of critical infrastructure, share the liability for the closed Crescent City Landfill and enjoy the benefits of economy of scales on a number of levels, including: regulatory compliance; regional reporting; program development, implementation and coordination; and management of contracted service providers. The Authority, rather than the City and County each separately having responsibility for various required functions, is the most effective method to achieve these benefits. If the Authority were dissolved the City and County, as partners to the Authority, would have to solve a number of significant related issues, potentially at considerable staff time and cost. Those issues include, but are not necessarily limited to: the assumption of liability for the closed Crescent City Landfill; post-closure landfill financial assurance; repayment of the "I-Bank" loan; and ownership of the transfer station.

R3 does not recommend eliminating the Authority. In fact, based on our discussions with Authority Commissioners and City and County staff, we found that there was little interest in eliminating the JPA. There were, however, concerns expressed about, among other things, management and administration staffing levels, cost controls, current goals and objectives of the system and whether staff resources have been effectively focused and organized to minimize costs and increase revenues. The findings of our review support those concerns. We found that there are clear opportunities to improve the management and administration of the Authority, through among other things, improving management and administrative functions and establishing clear policies and procedures, particularly as they relate to the financial management of the authority. At a minimum this should include a quarterly budget review by management staff and presentation of the results of that review to the Commissioners. It is also clear from our review that staffing both an Executive Director Position and a Program Manager position is not necessary to effectively administer the current responsibilities of the Authority.

Question:

- c. Would elimination of the JPA save the ratepayers money? If so, how? If not, why not?

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Answer:

No. Given that the elimination of the JPA would require the City and County to independently assume the associated responsibilities it is unlikely that any reasonable alternative structure to the JPA would result in a lower cost to the ratepayers, if any, for a similar level of management oversight

Note: In terms of the total system revenue requirement associated with solid waste and recycling services in the County, Recology's expenses account for approximately 60 percent of the total revenue requirement, Hambro expenses account for approximately 26 percent and the Authority's expenses account for approximately 14 percent.

Analysis:

While eliminating the Authority would allow the portion of the transfer station tipping fee used to fund the Authority to be eliminated and lower the associated transfer station tip fee, the costs for Authority required services and functions would not be eliminated and would need to be assumed by the City and/or County and funded through other means (e.g., solid waste collection rates, general fund revenues). Additionally, the loss of economies of scale and the need for the City and County to duplicate certain Authority functions (e.g., AB 939 annual reporting requirements, program and contract management), would likely result in a net cost increase for those functions. Furthermore, as discussed above, eliminating the Authority would potentially require considerable staff time and cost to address the associated issues. As such, not only would we not expect that eliminating the Authority would result in any significant net savings to the ratepayers, it is certainly conceivable that there could be some level of a net cost increase and/or reduction in the quality of the functions currently performed by the Authority.

Question:

- d. 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?

Answer:

There are limited options available to the City and County to continue to meet the separate regulatory obligations if the Authority were to be dissolved. The most efficient option would be for the City and the County to arrange to jointly handle those Authority obligations where that can be done effectively (e.g., jointly contracting for franchised collection services), and separately handle those obligations that cannot be jointly handled

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(e.g., CalRecycle Annual Reporting). Responsibilities for the transfer station and landfill regulatory requirements would rest with the entity that ultimately assumed responsibility for those facilities.

Alternatively, the City could contract annual reporting and other City requirements to the County, if the County were willing to assume those responsibilities. This could provide economies of scale, essentially placing all required responsibilities under the County, rather than the Authority.¹⁰ While such a "coordinated" structure would likely be more efficient than the County and City independently assuming all required obligations, such a coordinated structure is more effectively achieved by maintaining the Authority.

Question:

- e. Could the JPA function effectively in a manner similar to other Del Norte JPA's [i.e., Executive Director and part-time clerical staff, supported by contractors] [see Local Transportation Commission, Redwood Coast Transit Authority, and Airport Board]?

Answer:

Yes, and to some extent the use of some level of contractors and/or part time clerical staff may provide certain benefits, however, we recommend that primary core management and administrative staff be full time employees.

Analysis:

As discussed in the Executive Summary there are various staffing options that the Authority could pursue with the specifics depending in part on the Authority's long range goals and objectives. Based on our review there appears to be significant potential for restructuring the current administrative functions to provide more efficient use of administrative staff. While we recommend that primary core administrative staff be full time employees, if the Authority finds that additional administrative staff resources or expertise is appropriate, hiring part time staff is certainly an option.

In terms of hiring contractors, we strongly recommend that the Authority review the current responsibilities of the Executive Director and Program Manager positions and consider contracting certain of those responsibilities to the County and or Recology and/or Hambro where that provides a net advantage to the Authority. As an example, the Program Manager currently has

¹⁰ Alternatively the County could contract certain responsibilities to the City, the concept however is the same; having one entity responsible for the requirements of both entities.

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primary responsibility for collecting groundwater samples at the landfill and also landfill maintenance. We suggest that there may be a net benefit to the Authority, in terms of providing management staff with additional time to focus on management type activities, if some or all of these types of "technician level" requirements can be shifted to County staff. We understand that County staff already assists with groundwater sampling at the landfill and are simply suggesting that the Authority consider shifting that responsibility in total to the County. We are in no way suggesting that the County assume responsibility for regulatory compliance, which should remain with the Authority. We are only suggesting that the Authority evaluate the opportunity to "contract" certain required sampling to the County. Similarly, we suggest that having Authority management staff physically maintaining the landfill is not a good use of management staff time if that can be done more effectively by County staff to the Authority's benefit.

Question:

- f. If so, what functions would have to be performed by City or County staff?

Answer:

If the Authority were structured in a manner similar to other Del Norte JPAs there would not necessarily be any functions that would have to be performed by City or County staff. Presumably contactors could be utilized at a sufficient level to meet all required regulatory and/or other requirements. Alternatively, it may be more cost effective for the City and/or County to assume certain responsibilities using existing staff, rather than contracting for those services through the private sector (e.g., landfill maintenance and monitoring, annual reporting, etc.). Any such assumption of responsibilities by City and/or County staff would however require available staff with appropriate expertise to meet regulatory, technical or other responsibilities. Any such opportunities would need to be evaluated on a case-by-case basis.

Question:

- g. Is it likely that such a configuration could meet the current operational, regulatory, policy and reporting requirements as a savings [after contracting costs] to ratepayers?

Answer:

Such a configuration could meet the current operational, regulatory and policy and reporting requirements. However, it adds additional contract management responsibilities and provides less direct control. Whether or not that could be done at

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a savings to the ratepayers would depend on any number of factors, most notably the contracting cost. In any event, we would not expect that such a configuration would result in a significantly lower cost to the ratepayers, if any, for a similar level of operations and management oversight.

2 Staffing

Question:

- a. What mandatory solid waste management functions must be performed by the Authority considering current local, state and federal requirements?

Answer:

Appendix D provides a list of local, state and federal mandatory regulatory requirements that must be addressed by the Authority. Those requirements can generally be categorized as follows:

- CalRecycle AB 939/SB 1016¹¹ – CalRecycle requires jurisdictions to maintain a fifty percent (50%) diversion level and to implement and manage diversion programs.
- CalRecycle Required Programs – CalRecycle requires jurisdictions to implement and manage a Household Hazardous Waste (HHW) program, Mandatory Commercial and Multi-Family Recycling, and Construction and Demolition Recycling.
- Transfer Station – the State requires ground water and storm water testing and reporting. In addition, the County requires the preparation and submittal of a hazardous waste business plan and to coordinate with the County Department of weights and measures to calibrate and certify the accuracy of the scales.

Closed Landfill – The State requires a series of testing, monitoring, and reporting on a range of issue including groundwater, storm water and landfill gas. In addition, the Authority is required to maintain drainage and erosion control, slope stability, and site security.

Question:

- b. Does the Authority have the staff and expertise appropriate to complete these functions?

¹¹ The California Integrated Waste Management Act of 1989 (AB 939) and the new per capita disposal measurement system (SB 1016) requires jurisdiction to divert fifty percent of its solid waste being disposed in landfill.

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Answer:

Yes, Authority staff has appropriate experience and expertise to effectively handle the required solid waste management functions listed above and has done a good job in that respect. As discussed in the Executive Summary, there have been relatively few regulatory issues over the past 5 years and where such issues have arisen, staff has effectively addressed them to the satisfaction of the regulatory agencies

Question:

- c. Evaluation of staff workloads and duplication of tasks.
Please explain if duplication is necessary or unnecessary.

Answer:

There is no need for duplication of workloads among Authority staff however there is the need for cross-training among Authority staff for continuity during times of staff absences, illness or turnover.

Our review did find, however, that there appears to be significant manual data entry and redundant recordkeeping, management staff performing duties that could likely be more cost effectively performed by County staff (e.g., landfill maintenance and monitoring), and staff performing tasks that may be more effectively performed by Hambro (e.g., stormwater monitoring) or Recology (public education and outreach).

With respect to shifting certain management and staff responsibilities to the County and/or Hambro or Recology, we recommend that all management staff job responsibilities be reviewed after the Authority clearly establishes its long range goals and objectives. Non-essential tasks should be eliminated or deferred and other tasks delegated to administrative staff, the County and/or Recology and Hambro where that can be done effectively to the benefit of the Authority. Appendix E provides an accounting of the Executive Director and Program Manager job responsibilities (workloads) and the estimated associated time requirements that were provided to R3 as part of this engagement.

In terms of the Authority's administrative functions, we recommend that a complete independent review of those functions be conducted. We understand that at least one Board Commissioner has expressed a possible interest in spending time on-site observing and evaluating among other things, administrative functions, accounting and recordkeeping policies and procedures. We strongly support additional review and analysis of Authority management and administrative functions in support of identifying opportunities for improvement and better utilization of staff resources.

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While the evaluation of cost controls was removed from our work scope, R3 found no evidence nor did any employee relate to us any type of system where cash control procedures were written down, verified or audited. It is normal and customary for there to be written rules that clearly outline standards for access, authorizations, record keeping and verification, none of which currently exist to our knowledge. The lack of written procedures is a concern. We also question the appropriateness of using QuickBooks as the Authority's accounting system as it is not a general ledger system and does not have a functional audit trail. Effective cash controls is not a question of the number of staff, the operation could employ multiple clerks but still be vulnerable to errors if the system has no written procedures based on normal and customary practices with an accurate understanding of GAPP and GASB along with periodic review by outside auditors.

We suggest that the Authority and the County auditor consider housing the Authority's accounting functions with the County auditor including all deposit and banking duties. We suggest that doing so would effectively address cash control concerns and allow the Authority to significantly streamline its related administrative functions.

3 Day-to-Day Operations

Question:

- a. Are regulatory requirements being met in a timely and comprehensive manner?

Answer:

Yes, regulatory requirements are being met in a timely and comprehensive manner.

Analysis:

As part of our review, R3 interviewed CalRecycle, Local Enforcement Authority (LEA), and North Coast Regional Water Quality Control Board (Water Board) staff that have Authority oversight responsibilities and requested their assessment of the Authority's regulatory compliance. All of the entities interviewed reported that the Authority was meeting all major regulatory compliance requirements and that when regulatory issues have been identified Authority staff have been responsive and have addressed any such issues in a timely manner.

R3 also reviewed LEA/CalRecycle inspection reports for the past five (5) years (2009-2013) for the Authority's facilities. That review found the following:

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- Crescent City Landfill – In 2013, the LEA/CalRecycle noted six (6) areas of concern related to the monitoring network and drainage and erosion control. In 2009 the LEA noted 4 areas of concerns related to drainage and erosion control and leachate control.
- Del Norte Transfer Station – From 2009 to 2013, the LEA/CalRecycle found no violations or areas of concern.
- Gasquet Transfer Station – The LEA/CalRecycle reported two (2) areas of concern in November 2013 related to Litter Control and Vector, Bird, Animal Control. Other than that there were no violations or other areas of concern reported over the 5-year period.
- Klamath Transfer Station - The LEA/CalRecycle reported one (1) area of concern for Load Checking in 2012 and two areas of concern for Litter Control in 2009. Other than that, there were no violations or other areas of concern reported over the 5-year period.

Copies of the summary findings of the LEA/CalRecycle facility inspection reports are provided in Appendix F.

Question:

- 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.**

Answer:

No, according to the Program Manager, the management of the Authority's contracts was the duty of the Executive Director and staff acknowledged that that the Hambro and Recology contracts are not being administered as actively as they should be since the Executive Director position has been vacant. With that said, R3's review did not identify any regulatory issues or major concerns or complaints regarding the level of service or performance of Hambro or Recology. Authority staff did indicate, however, that they communicate informally with Hambro and Recology at least twice each month and coordinate efforts on issues of common interest or concern.

Analysis:

Regular and ongoing management of the Hambro and Recology contracts should be a priority of the Authority. It should not, however, require a significant amount of staff time, particularly if the contractors are effectively meeting their contractual obligations as they appear to be doing. To support efficient and effective monitoring of the Authority's contacts with Hambro and Recology

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R3 recommends the creation of a compliance checklist that includes all objective contractual requirements and due dates, as applicable, for each contract. Copies of these checklists should be made available to both Hambro and Recology and Authority staff should hold regularly scheduled meetings (e.g., quarterly) with the contractors to review the status of all contractual requirements and other relevant contractual and solid waste management issues.

Question:

c. Are there any suggestions for improvements at the Transfer Station?

Answer:

Our review did not identify any obvious areas of the Transfer Station operations requiring improvement. We do recommend, however that the Authority actively work with both Hambro and Recology to identify areas where the resources of both of those contractors can be used to the advantage of the Authority and its ratepayers.

Analysis:

Based R3's review, the Del Norte Transfer Station appears to be well run and well maintained by Hambro. This finding is supported by fact that there have been no violations or areas of concerns reported by the LEA or CalRecycle for that facility for the past five years, as noted above. Authority staff has actively worked with Hambro to enhance transfer station operations including negotiated change orders with Hambro to, among other things, address issues such as universal waste processing, commercial fluorescent tubes, sharps management, carpet recycling and paint recovery through PaintCare.

While our review did not identify any obvious areas for improvements at the transfer station, both Hambro and Recology have valuable expertise that can be utilized by the Authority. This includes potentially taking on certain responsibilities that Authority staff currently handle (e.g., public education and outreach; stormwater monitoring), assuming any such actions would result in a net benefit to the Authority. We recommend that the Board invite both contractors to present cost saving ideas to the Board with the goal of improving service, reducing costs, increasing revenue and creating a framework for a long term 5 to 10 year Strategic Plan. This proposed "partnership" is intended to support enhanced operations and provide the Board and staff an opportunity to gain a better understanding of available contractor resources and how those resources might best be used to the advantage of the Authority and its ratepayers.

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Question:

- d. Is the Transfer Station Operations contract being managed in compliance with existing regulatory requirements? If not, explain.

Answer:

As noted in Questions 3b above, Authority staff acknowledged that the Hambro contract (and Recology contract) is not being managed/administered as effectively as it should be since the Executive Director position has been vacant. However, as noted in Questions 3a and 3c above, there have been no violations or areas of concerns reported by the LEA or CalRecycle for the Del Norte Transfer Station for the past five years (2009-2013), and our understanding is that there have been no other major regulatory issues related to that facility. As such, Hambro appears to be effectively managing its transfer station operations in compliance with existing regulatory requirements.

4 Director Position

Question:

- 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?

Answer:

The Interim Executive Director appears to have done a good job managing both the Executive Director and Program Manager responsibilities since the departure of the former Executive Director, although admittedly, certain Executive Director responsibilities have been deferred, as documented in Appendix A). Whether or not the Director position should be filled as full time and how the Authority should structure its overall management and administrative staffing going forward is dependent on the Authority's specific goals and objectives, as discussed above.

If the Authority's overall goal is to maintain regulatory compliance and existing programs and services (e.g., generally maintain the status quo), but otherwise focus on opportunities for cost savings, which was expressed as a general goal by a number of the Commissioners, we recommend that the Executive Director and Program Manager positions be combined into a single full time Executive Director position. That position would assume the current responsibilities of those two separate positions. Based on our review, we believe that such a consolidation of responsibilities could be effectively achieved, although prior to doing so the

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Authority should review the job responsibilities of both of those positions, eliminate or defer non-essential tasks and delegate certain other required tasks to administrative staff, the County and/or Recology and Hambro where that can be done effectively to the benefit of the Authority.

Question:

b. Creation of a job description for the Director.

Answer:

Refer to Appendix G.

Question:

c. Recommendation of an appropriate salary range for the Director based on the revised description

Answer:

We recommend a starting salary in the range of \$70,000 - \$80,000 for the Executive Director position, depending on qualifications. This recommendation is based in part on our review of the Authority's current salary for its Executive Director and Program Manager positions, salaries for Del Norte County department heads, salaries for contract JPA management positions in Tehama and Lassen counties and consideration of the responsibilities and span of control of that position.

Analysis:

The following are the current Authority management staff salaries:¹²

- Director – Vacant: \$69,521 (BL)
- Program Manager I/II Interim Director: \$67,863

The following is the Adjusted DNSWMA Director Payscale range for 2008 (the most recent data provided):

- Step A - \$69,521
- Step G - \$93,166

¹² Source: DNSWMA Updated Payroll

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The following are 2011-2012 salaries for Del Norte County Appointed Department Heads.

Department Head	Biweekly and Annual Salaries	
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Building Maintenance	\$ 52,052	\$ 80,749
Director of Bar-O	\$ 58,682	\$ 91,026
Chief Probation Officer / Director of Child Support Services	\$ 64,740	\$ 100,412
Agricultural Commissioner	\$ 62,400	\$ 96,824
Director of Information Technology	\$ 63,270	\$ 98,152
Director of Community Development	\$ 81,926	\$ 127,088
Director of Health and Human Services	\$ 83,304	\$ 129,220
County Admin Officer	\$ 88,649	\$ 137,523
County Counsel	\$ 89,409	\$ 138,703

JPA management contract employee compensation for Tehama and Lassen counties is as follows:

- Tehama County/Red Bluff Landfill Management Agency Manager = \$81,444 annual salary plus benefits.
- Lassen County Authority Manager = \$85 per hour with no benefits (80 – 100 hours per month)¹³

5 Potential Alternatives to JPA

Question:

- a. What would be the best alternative for service delivery and solid waste management?

Answer:

As discussed in Question 1d above, if the Authority were eliminated the best alternative for service delivery and solid waste management would be for the City and the County to jointly arrange for handling certain Authority obligations (e.g., jointly contracting for franchised collection services) and separately handle those functions that cannot be jointly handled (e.g., CalRecycle Annual Reporting). However, as discussed above we do not believe this is a preferable alternative to the Authority and do not recommend it be pursued.

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¹³ The current manager is a licensed Civil Engineer.

Question:

- b. How would the members be assured that the mandated functions would be accomplished by this alternative? Consider necessary staffing and expertise to carry out the mandates previously the responsibility of the JPA.

Answer:

Under any alternative to the Authority, the City and County would be individually responsible for all mandated functions and would individually be responsible for assuring the mandated functions were effectively accomplished. This would require existing City and County staff to assume the previous responsibilities of the Authority, as applicable, or the hiring of additional qualified staff, if necessary.

Question:

- c. Who would be responsible for policy development, regulatory compliance and reporting, rate setting and enforcement?

Answer:

Both the City and the County would have separate responsibilities for regulatory compliance, reporting, rate setting and enforcement as applicable, unless they agreed to jointly coordinate certain of those activities where feasible.

Question:

- d. Who would be responsible for the cash management and accounting requirements and procedures?

Answer:

The responsibilities for cash management and accounting requirements and procedures would rest with whichever entity assumed responsibility for the operation of the transfer stations, which we assume would be the County.

Question:

- e. Would the City and the County be responsible for separate rate-setting and enforcement?

Answer:

Yes, unless they agreed to jointly coordinate those requirements.

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Question:

- f. If the Authority were to be dissolved, where should the Director's functions be carried out?

Answer:

The City and County would each need to assume the required tasks of the Authority and the Director's functions that would apply to their independent solid waste management systems.

Question:

- g. What would be the anticipated cost savings (if any) compared to the current JPA?

Answer:

As discussed above, given that the elimination of the JPA would require the City and County to independently assume the associated responsibilities it is unlikely that any reasonable alternative structure to the JPA would result in a significantly lower cost to the ratepayers, if any, for a similar level of management oversight. While we believe that there are potential operational efficiencies and cost savings that may be realized by the Authority through among other things, streamlining administrative functions and other activities, any such potential savings would likely be offset by the loss of economies of scale. In fact, as discussed above, given the potential costs associated with dissolution of the Authority it is certainly conceivable that there could be an associated cost increase.

R3

Appendix A

Work Priorities Fiscal Year 2013-2014

R3





Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531
Phone (707) 465-1100 Fax (707) 465-1300

Del Norte Solid Waste Management Authority Work Priorities Fiscal Year 2013 - 2014

Legend for symbols used:

- ☞ = Activity to be completed during FY 2013-2014
- ⊙ = Activity mandated by State or Federal Law, regulation or Authority-adopted plan or contract
- ☆ = Ongoing activity
- △ = Draft submitted, awaiting agency response
- ✓ = Activity completed for FY 2013-2014
- ☞ = Activity set to be completed during FY 2014-2015
- ? = Lower priority activity; addressed as time and capacity allows
- ⊗ = Activity deferred for FY 2013-14
- ♥ = Activity deferred until new Director is hired
- ♁ = Fiscal responsibility under guidance of Authority Treasurer

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

Last Updated: Reviewed and adopted by Board consensus on 27 August 2013

Mandated or Obligatory Ongoing or Future Activities:

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

- ☞ ⊙ ☆ Gather, compile, analyze, and report storm water runoff samples as required under the Industrial Stormwater Permit. After two to three years sample history, consult with RWQCB staff regarding possibly reducing monitoring requirements. (Ongoing)
- ☞ ⊙ ☆ Implement free TakeBack program for architectural coatings at the Del Norte County Transfer Station in coordination with PaintCare, Hambro/WSG, and Clean Harbors. (2013)
- ⊙ ☆ Revise the Transfer and Processing Report as necessary for new recovery activities, and/or management of materials banned from disposal or requiring special handling,

including architectural coatings. (Ongoing)

- ☞ Ⓢ☆ Procure and manage Household Hazardous Waste (HHW) Collection Event contractor and use Permanent Household Hazardous Waste (HHW) Facility at the Transfer Station for annual HHW Collection Event on 21 September 2013, as well as daily recycling of oil, filters, antifreeze, latex paint, televisions and computer monitors, and fluorescent tubes. (Ongoing)
- ☞ Ⓢ☆ Prepare and submit hazardous waste business plan to the County. (Annual)
- ☞ Ⓢ☆ Coordinate with the County Department of weights and measures to calibrate and certify the accuracy of the scales used at the Del Norte County Transfer Station. Repair scales as necessary. (Annual)
- ☞ Ⓢ☆ Prepare and submit the PCI compliance report to assure that measures are in place to protect customer credit and debit card information. (Annual)
- ? ⊗ Submit application, fees, print forms and conduct training necessary to provide public scale services at the Del Norte County Transfer Station. (Pending, deferred at present)

2. Crescent City Landfill Post-Closure Maintenance

- Ⓢ☆ Continue working with County staff to monitor gas wells, groundwater wells, surface water sampling points, and stormwater sampling points. Authority staff will continue to compile, summarize, and analyze data, prepare and submit required reports to the North Coast Regional Water Quality Control Board as required under Order 97-90 and the Industrial Storm Water permit. (Ongoing through 2035)
- Ⓢ☆ Continue landfill monitoring and maintenance. This includes semi-annual removal of deep-rooting plants and mowing of surface drainage structures. Over the post-closure maintenance period activities will also likely include repair to slopes, drainage structures, and grading to reduce ponding. (Ongoing through 2035)
- ☞ Ⓢ△ Prepare and submit solid waste facility permit renewal applications every five years or as activities at the landfill change. (Submitted in 2013; ongoing through 2035)
- ☞ Ⓢ△ Prepare and submit landfill gas heat capacity report and other documentation required by the North Coast Air Quality Management District (NCAQMD). The NCAQMD may impose additional requirements based on this report. (Submitted in 2013; ongoing through 2035)
- ✓ Ⓢ☆ Apply for reduction in the post-closure multiplier and prepare and submit annual

estimate of the post-closure financial liability associated with the Crescent City Landfill to CalRecycle (Annual; ongoing through 2035)

- ⊗☞☉ Conduct and report on constituent of concern monitoring of landfill groundwater every five years. (Submitted in 2009; ongoing through 2035)
- ⊗☉ Conduct and submit aerial survey of the landfill every five years to document any differential settlement. (Submitted in 2011; ongoing through 2035)

3. Collections Franchise and Collections System Management

- ☉★ Staff, maintain and improve disposal and recycling facilities and services at the Klamath and Gasquet container sites (Ongoing).
- ☉★ Manage current Franchise Collections contract to ensure compliance with contract provisions and Service Standards. (Ongoing)
- ☞☉★ Continue to promote workplace recyclables collections, the California Commercial Recycling Mandate (AB341) with Recology Del Norte, recycling coordinators, the recyclables collection contractor (currently GH Outreach) and processors like Julindra Recycling. (Ongoing)
- ☉★ Coordinate collection events for Christmas trees, yard debris, household hazardous wastes, and other items or materials as opportunities arise (Ongoing)

4. Reuse, Recycling, and Composting

- ☞☉★ Continue, as a rural regional agency, planning, monitoring and reporting programs, activities, and progress on per capita and per employee waste reduction targets under California Integrated Waste Management Act of 1989, as amended, and as administered by the California Department of Resources, Recovery, and Recycling (CalRecycle), including compliance with the California's Mandatory Commercial Recycling Law (AB341). (Ongoing)
- ☉★ Continue to promote and to make more convenient beverage container recycling using grant funds from the State agency responsible for beverage container recycling. (Annual and ongoing)
- ☉★ Continue to coordinate, enhance, and promote recycling of used oil, oil filters, and antifreeze using grants from the State agency responsible for oil recycling. (Annual and ongoing)

ongoing)

- ☞ Ⓞ ☆ Establish and report on product stewardship programs for carpeting, paints and architectural coatings. (Ongoing)

5. Education and Public Outreach

- ☞ Ⓞ ☆ Prepare outreach materials including print ads, radio ads, posters, public service announcements, posters, handouts and flyers, and collections billing inserts to promote program activities, events, and service changes. (Ongoing)
- ☞ Ⓞ ☆ Prepare and disseminate information promoting the new TakeBack program for paints and architectural coatings at the Del Norte County Transfer Station (2013 and ongoing thereafter).
- ☆ Coordinate and support beach, river, and neighborhood cleanup activities. (Ongoing)
- ✓ Ⓞ ☆ Promote waste prevention, reuse, composting and recycling through Fairs around Earth Day and the Del Norte County Fair. (Annual)
- ? ☆ Work cooperatively with the Humboldt Waste Management Authority for regional promotion of waste prevention, reuse, repair, composting, and recycling. (Ongoing)
- ? ☆ Provide timely analysis and/or recommendations for Board actions or letters regarding legislation and/or regulations which pertain to Authority activities or programs. (Ongoing)
- Ⓞ ☆ Provide support to the Del Norte Solid Waste Task Force to promote waste reduction, reuse, composting, recycling, and related activities. (Monthly)
- ? Ⓞ ☆ Continue to provide regular public Composting workshops as well as other presentations as requested. (Ongoing)
- Ⓞ ☆ Continue to revise and update written materials and develop new materials promoting waste reduction, reuse, repair, composting, hazard reduction, and proper disposal. (Ongoing)
- Ⓞ ☆ Update website as needed and upload meeting agenda and minutes. (Ongoing)

6. Budgets, Funding, and Fiscal Oversight

- 🌐★🗑️ Developing annual budgets, tracking expenditures and revenues accordingly. (Annual and ongoing)
- 🌐★🗑️ Preparing and submitting necessary reports related to post-employment retirement benefits funding. (Annual)
- 🌐★🗑️ Work with contractor to complete the annual agency audit report and respond according to recommendations and Board direction. (Annual)
- ★ Solicit, negotiate and administer Authority contracts as necessary. (Ongoing)
- 🗑️★ Apply for and administer additional grants to support local or regional programs as opportunities arise. (Ongoing)
- ★ Develop partnerships with Del Norte County and Crescent City departments to efficiently deliver services. (Ongoing)

7. Personnel and Staffing

- 🗑️🗑️★ Adhere to policies described in a Memorandum of Understanding with the Del Norte Solid Waste Management Authority Employees Association and update as needed. (Ongoing)
- 🗑️🗑️ Complete negotiations with Mid-management employees for a Memorandum of Understanding with the Del Norte Solid Waste Management Authority Employees Association and update as needed. (2013)
- 🌐★ Hire and train site attendants and relief workers for the Del Norte County Transfer Station, as well as the Gasquet and Klamath container sites. (Ongoing)
- 🌐★ Training staff through workshops, in-service training, monthly safety meetings, educational and/or on-line courses, and conferences. (Ongoing)

8. Recovery Infrastructure and Recycling Market Development

- 🗑️🌐★ Continue to participate in the North Coast Recycling Market Development Zone program to promote recycling market development technical assistance and promotion of services and financing opportunities. (Ongoing)

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

8. Other Responsibilities and Activities

- ♣ ☆ Provide collection and consolidation services as needed for public home-generated sharps drop-off points. (Ongoing)
- ♣ ☆ Preparing, publishing, distributing agendas (under Chair's direction) and staff reports for monthly Authority meetings. (Monthly)
- ? ☆ Responding to public, government agency and tribe requests for information and reports. (Ongoing)
- ☆ Recording and responding to complaints regarding facility operations, collections services, or illegal dumping. (Ongoing)
- ☆ Obtain and maintain equipment, supplies and software for monitoring, reporting, servicing, outreach, and collection event activities. (Ongoing)
- ? ☆ Providing professional assessment and analysis of how other jurisdictions have addressed the issues and concerns identified by the Authority Board, including obtaining model requests for proposals, agreements and/or ordinances. (As needed)

Priority Discretionary Activities for 2013-2014:

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

- ? ☆ Work with Hambro/WSG to develop additional resource recovery options that can be integrated into TS operations at a cost which is less than disposal. (Ongoing)
- ? ☆ Work with Hambro/WSG and Recology Del Norte to assess and evaluate potential impacts associated with changes in Franchise solid waste, recyclables, and yard debris

collection services on transfer station operations and revenues. (Ongoing)

2. Collections Franchise and Collections System Management

- ? ☆ Evaluate possible modifications to the Collections Franchise and/or appropriate ordinances to complement the services at the Del Norte County Transfer Station and to expand, provide incentives, and document recovery. (Ongoing)
- ☞ ? Ⓞ Analyze, enhance, expand, develop and support one or more facilities capable of processing locally-generated organic materials for compost or energy production, in Del Norte or one of our adjacent counties. (Ongoing)

3. Crescent City Landfill Post-Closure Maintenance

- ☞ Ⓞ ☆ Install, document, and collect water samples from two new wells to be installed at the landfill to possibly demonstrate groundwater flow directions are such that water quality impacts associated with the landfill are unlikely to pose a threat to adjacent residential properties, justifying a reduction in the Threat/Complexity rating for this facility and thereby reduce the annual permit fee for the Waste Discharge Requirements issued by the North Coast Regional Water Quality Control Board (RWQCB). (2013-2014)
- Ⓞ ☆ Work with RWQCB in the development and revision of Waste Discharge Requirements and Monitoring and Reporting Program to analyze water historical quality monitoring information with the intent of reducing the expense of water quality monitoring during the post-closure maintenance period, which extends for at least 30 years after completion of phase 2 of landfill closure, until February 2036 (2014 or 2015?).
- ? Ⓞ ☆ Monitor development of laws and regulations pertaining to control of greenhouse and other landfill gas emissions. Research possible actions and funding sources as necessary and appropriate. (Ongoing)
- ☞ ☆ Procure landfill insurance. (2013)

4. Education and Public Outreach

- Ⓞ ☆ ? Work with and through the California Product Stewardship Council (CPSC) to promote and establish Extended Producer Responsibility and Take Back programs. (Ongoing)

- ☆☆? Advocate for legislative and regulatory initiatives extending producer responsibilities for end of life product management to reduce Authority costs for managing discards - especially hazardous materials, products or materials banned from disposal, or products or materials requiring special handling including sharps, fluorescent tubes and household batteries. (Ongoing)
- ☆☆? Continue outreach and public-private partnerships in support of Extended Producer Responsibility. (Ongoing)

5. Legislation, Ordinances, Plans and Enforcement

- ☆☆? Administer Code Enforcement activities through a Code Enforcement Officer and Authority-related hearings through a Hearing Officer until such time as these functions are incorporated into relevant City and County Ordinances. (Ongoing)
- ☆☆? Work with County and City Building and Planning Departments to establish forms and processes for Materials Management Plans to be incorporated as appropriate for construction and demolition permits in Del Norte County. (Ongoing)
- ☆☆? Review, consider and provide appropriate Authority-directed advocacy regarding bills being considered by the California Legislature (Ongoing)
- ☆☆ Under the Electronic Annual Report submitted annually to the California Department of Resources Recycling and Recovery (CalRecycle) incorporate Authority policies supporting producer and consumer financed product stewardship Take Back programs as described in Authority Resolution 2007-06. (2013).
- ☆☆? Prepare local ordinances, resolutions and agreements. Modify adopted plans as necessary to enact product stewardship and extended producer responsibility programs in Del Norte County for products which have been banned from mixed waste disposal by one or more State agency, including household hazardous wastes and universal wastes such as batteries, sharps, mercury devices, fluorescent tubes, and electronics. (Ongoing)

Appendix B

Public Workshop Comments

R3



January 28, 2014

R3 Consulting Group
Roseville, CA

RE: DNSWMA COMMENTS

Dear Colleagues:

I want to go on record that we are extremely pleased with the service at the Transfer Station. We visit it frequently as 1) homeowners in the Hiouchi area with loads of green "waste" and construction debris due to home and garage remodeling projects and 2) as managers of a non-profit organization (Smith River Alliance) which owns a Ranch on the South Fork Smith River and organizes "river clean-up" projects in both the Smith River National Recreation Area and Redwood National and State Parks.

Additional comments for your consideration:

- If it's not broken, don't fix it.
- Keep our rates down and services up.
- We appreciate that the DNSWMA is locally managed. We want to control our own destiny.
- Waste is a resource and garbage and recycling services are a necessity.
- Illegal dumping is a serious problem on our public lands. We look forward to continuing work with staff + the community to find and use grant + other funding to create a rate structure + programs that encourage participation.
- We appreciate that the DNSWMA is in it for the community ---- not in it for the profit of a business.

ENTD JAN 28 2014

Thank you very much for your consideration of these comments. Please feel free to contact me if you'd like to discuss any of the above.

BTW, Conservation Solutions, Inc. was a lead contractor in the 1990's who assisted the DNSWMA with the master planning and permitting which led to the successful closure and remediation of the landfill off of Sand Hill Road. The Smith River Alliance website can be found at www.smithriveralliance.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Grant Werschull", with a long horizontal flourish extending to the right.

Grant Werschull, President
Conservation Solutions, Inc.
grant@conservationsolutions.biz

Grant Werschull and Patty McCleary, Executive Director Team
Smith River Alliance
Home office: 707 458-3586
Grant cell/voice: 916 715-9898
www.smithriveralliance.org
grant@smithriveralliance.org
patty@smithriveralliance.org

Statement by Elizabeth Henry
Del Norte Solid Waste Authority
Public Hearing
January 28, 2014

I am Elizabeth Henry, a County resident. I want to tell you briefly why I am here. Though I have lived in Mendocino County and served on the Board of Supervisors for 8 years and was a founding member of the Solid Waste Authority there in 1990, it is Del Norte County where I really feel at home. My family moved to CC 60 years ago, in 1954, and built our family home on Pebble Beach Drive in 1957. I love this area and am concerned about what happens here.

I am here today to support keeping the current structure of the Solid Waste Authority, and to ask that the position of Director be filled as soon as possible. Some think that the job of the Authority is finished – the landfill is closed, the transfer station is built, and recycling is established. A lot of progress has been made since 1993 – what's left to do? The success story of the Solid Waste Authority was built from the ground up under the leadership of two talented and hard-working people, the dedicated staff that worked with them, and a supportive community and board. The 50% recycling requirement set by the State has been reached and hazardous waste collection and many innovative programs established. The Authority team is respected throughout the state and have advocated for rural communities by belonging to and leading state-wide organizations. That is why the forced retirement of the Director is so puzzling.

But we are here now. What needs to be done? I think the idea of dissolving the Authority has been dropped but privatization still looms. According to Commissioner Wilson's statement quoted in the Triplicate: "There might be some scenarios or alternatives that are a combination of partial privatization while keeping the Authority."

The only scenario meeting that description is to replace the Authority's administrative, program and support staff with independent contractors which is a recipe for failure and should not be implemented in any form. The appeal of employing an independent contractor is that many believe the contractor costs less because of savings to health insurance and retirement benefits. But contractors are also in the business of making money and may cost the same or more. What is certain is that the community will lose several long-term, good-paying jobs.

Independent contractors are usually hired for task-oriented, short term projects like what the R3 consultants are doing. Being under the direction of the Authority Board will not work for the long-term. According to California's common law test, "the most important factor is the right of the principle to control the manner and means of accomplishing a desired result. The more control the employer has, the more likely the worker is an employee, not an independent contractor." Using an independent contractor would create a murky situation with stiff penalties for misclassifying. I don't want to go further into the weeds with this right now, but will be happy to provide Commissioners with a copy of the article by Methven & Associates from which I am quoting.

ENTD JAN 28 2014

The future of effective and efficient solid waste handling and expansion of recycling opportunities depends on a committed staff who live in our community, who know its people and their values. The future requires a solid foundation on which success can be built, not the shifting sands of negotiated contracts.

My last point in support of the current structure of the Solid Waste Authority is to look at a similar joint powers agreement that created the Border Coast Airport Authority which runs and maintains the airport facility. With your safety in mind, would you rather have short-term independent contractors run the airport facility than the two long-term full-time employees of the Airport Authority.

The collection and handling of the solid waste stream requires not only proper disposition, but also a vision and plan for how to implement recycling, reduction and reuse programs for the long-term recycling with increased participation. That will only be achieved with an intact Authority and qualified staff, including a Director.

January 27, 2014

To: R3 Consulting Group

Re: Evaluating Del Norte Solid Waste Management Authority

My home and property border the closed landfill. Due to my proximity to the unlined decaying garbage mound, I and my neighbors have monitoring wells in our backyards. Every few months, a technician from the DN Solid Waste Authority comes on to our properties to test for emissions in order to determine if any toxic substances have escaped the garbage mound; gases like methane that could dissolve and seep into our groundwater and wells. Thanks to the diligence of the Authority, which keeps me informed, the regular testing has so far reported only negative results for pollutants; I deeply appreciate that this level of responsibility being carried out by the Authority in order to protect me and fulfill the state's legal requirement to monitor/manage the site for 30 years.

In the years since the landfill property has been closed, it has acted as magnet for illegal activity. Although secured by a locked gate, vandals have accessed the property. I've had to report two fires set by trespassers. On a regular basis, illegal dirt bike or ATV riders cut landfill fences to access the landfill property and the state park dunes that border it. The covered mound itself could be damaged and ripped open by this reckless activity if perpetrators were not stopped. Whenever I've called 911 there has been a 24/7 response from Authority staff who are on emergency duty. They either show up themselves or law enforcement arrives on the scene within minutes.

If the Authority is privatized, who is going to take on this enormous liability and monitoring responsibility for the remaining decades as required by the state? Management of our waste stream needs to remain public where there will be oversight and accountability and not decisions based on profit motive. The DNSWMA Board needs to recognize and continue the excellent standards and high degree of professional and quality service, security and vigilance that is currently being provided by the Authority for our community.

Sincerely,

Susan Calla
660 Sand Hill Road
Crescent City, CA 95531
707) 465-6191

ENT'D JAN 28 2014

Bill Lonsdale
135 Maple Tree Lane
Crescent City, CA 95531
707-465-5964

8 October 2013

Subject: Comments And Suggestions on Potential Consultant Work

Chair and Members of the Board
Del Norte County Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531

Dear Chairman Enea and Members of the Board,

1. This is to provide some comments and suggestions on the Consultation Proposal distributed at your Board's last meeting. While I'm certain that the RFP and conversations between the Board Sub-Committee and prospective Consultants must have covered most points outlined below -- and likely many more, these are respectfully offered in the event that some may have fallen by the wayside during the run-up to the Consultant Proposal recommendation.
2. The following inquiry areas are suggested for coverage under the key tasks outlined by the pending proposal. They are by no means all-inclusive. Rather, they are aimed at gaining information and evaluations which your Board might take into account in wrestling with the question of the Authority's future. Additionally, I hope that answering them will move us closer to the "ten-year projection" view proposed in July by Commissioner Wilson.
 - Evaluate and make recommendations regarding cash controls and procedures.
 - Have the problem(s) contributing to apparent past cash losses been identified and resolved satisfactorily?
 - Will current procedures avert similar losses in the future?
 - Are accounting controls sufficient to identify any future problems as they occur?
 - Should responsibility for accounting be divided between the Authority and County Staffs? If so, how should the division be done?
 - If the Authority is dissolved, where should subsequent cash management and accounting be done? Is sufficient alternative staffing and expertise to take over functions now performed by Authority Staff?
 - Evaluate and make recommendations regarding Authority staffing patterns and needs.
 - What mandatory solid waste management functions must be performed by either the Authority or any successor entity to keep the County in compliance with *current* local, state and federal requirements?
 - Is current Authority Staffing and expertise appropriate to these required functions? If not, what increase or decrease is recommended?
 - Does sufficient staffing and/or expertise exist at the County or City level to assume these required functions, should the Authority be dissolved? If not, what additions would be required?

ENTD JAN 28 2013

- What likely future local, state and federal solid waste management requirements can be identified that would be mandatory for the County to remain in compliance?
 - Is current Authority Staffing and expertise appropriate to these potential future required functions? If not, what increase or decrease is recommended?
 - Does sufficient staffing and/or expertise exist at the County or City level to assume these potential future required functions, should the Authority be dissolved? If not, what additions would be required?
- What, if any, job duplication exists in current Authority staffing?
 - If it exists, is the duplication within the Authority?
 - If it exists, is the duplication between the Authority and an external entity [*i.e.*, local government or franchisee(s)]? If so, what would be the impact of eliminating the duplicative function from the Authority? Would any policy, oversight or regulatory functions be transferred to external entities?
- Evaluate day to day operations and make recommendations for increasing efficiencies.
 - *Landfill:* Based on current requirements and activities associated with managing, monitoring, reporting, and inspecting the landfill, as well as coordinating with state and federal authorities, does the authority have appropriate staffing and expertise to maintain compliance with regulatory requirements?
 - Are regulatory requirements being met in a timely and comprehensive manner?
 - Are regulatory authorities satisfied with our stewardship of the landfill?
 - Is current Authority Staffing and expertise appropriate to execute landfill-related operations effectively? If not, what increase or decrease is recommended?
 - Does sufficient staffing and/or expertise exist at the County or City level to assume these landfill-related functions, should the Authority be dissolved? If not, what additions would be required?
 - *Collections Franchise:* Based on current requirements and activities associated with managing and monitoring the collections franchise, as well as coordinating requirements with franchisee and local, state or federal authorities, does the authority have appropriate staffing and expertise to ensure good service to the Public and compliance with regulatory requirements?
 - Is the collections franchise being managed in compliance with existing regulatory requirements?
 - Is communication with the Public and the franchisee open and effective? If not, how might communication be improved?
 - Are the collection needs of residential, commercial and "public sector" collection customers being met? If not, how can collection be improved to meet the needs of all customer sectors without adverse impact on any one sector?
 - As part of the proposed dissolution of the Authority, customers have been promised a \$20 per month reduction in collection costs. How can this be accomplished without adversely affecting the quality and frequency of collection service?
 - Does sufficient staffing and/or expertise exist at the County or City level to assume these collections franchise management and oversight functions, should the Authority be dissolved? If not, what additions would be required?

- *Transfer Station:* Based on current requirements and activities associated with managing and monitoring the Transfer Station franchise, as well as coordinating requirements with the franchisee and local, state or federal authorities, does the authority have appropriate staffing and expertise to ensure good service to the Public and compliance with regulatory requirements?
 - Is the Transfer Station franchise being managed in compliance with existing regulatory requirements?
 - Is communication with the Public and the franchisee open and effective? If not, how might communication be improved?
 - Are the collection needs of residential, commercial and "public sector" Transfer Station customers being met? If not, how can Transfer Station operations be improved to meet the needs of all customer sectors without adverse impact on any one customer sector?
 - As part of the proposed dissolution of the Authority, it has been suggested that the entire Transfer Station, and its management and operation, be sold to a private company. Based on Consultants' experience and expertise, what legal, operational, customer service, and/or regulatory compliance issues can be foreseen? Is it likely that a private buyer could be found without local government offering a property tax exemption incentive?
 - Should the Authority be dissolved, does sufficient staffing and/or expertise exist at the County or City level to assume Transfer Station oversight functions [of either franchisee or private owner]? If not, what additions would be required?
- *Policy and Oversight:* Based on current requirements and activities associated with policy and rate structure development/implementation, enforcement, coordination of local service and quality standards, and coordination with state or federal authorities, does the Authority have appropriate staffing and expertise to maintain desired quality and service standards, as well as compliance with regulatory requirements? If not, what changes should be made?
 - Does sufficient staffing and/or expertise exist at the County or City level to assume these policy development, oversight and coordination functions, should the Authority be dissolved? If not, what additions would be required?
 - Would the City and the County each require the ability to perform these functions?
 - Would separate City and County regulations be required?
 - Would separate City and County service agreements be required?
 - Would separate City and County policy rate-development processes be required?
 - Would separate City and County reporting to regulatory authorities be required?
- Evaluate and make recommendations regarding the structure of the Joint Powers Authority (JPA).
 - How does the current JPA structure compare to inter-governmental solid waste management policy, management, and operational structures in equivalent California jurisdictions with equivalent solid waste management requirements?
 - Is a JPA appropriate for the City-County situation in Del Norte County? If not, what alternatives could result in more efficient and effective management and direction of required solid waste-related functions?

- Would elimination of the JPA arrangement save the tax-payers money? If so, how? If not, why not?
 - Could the JPA function effectively in a manner similar to other Del Norte JPA's [*i.e.*, Executive Director and part-time clerical staff, supported by contractors][*see* Local Transportation Commission, Redwood Coast Transit Authority, Airport Board]?
 - If so, what functions would have to be performed by City or County staff?
 - Is it likely that such a configuration could meet the current operational, regulatory, policy and reporting requirements at a savings [after contracting costs] to tax-payers and rate-payers?
 - Evaluate the Executive Director (ED) position and make recommendations regarding the recruitment and appointment of an ED.
 - Given the responsibilities identified elsewhere in the Consultants' review, what is an appropriate, competitive salary and benefit range for a future DNSWMA ED?
 - What qualifications, experience and personal qualities are required to perform Executive Director (ED) functions in the Authority as it is now configured?
 - Is it appropriate or feasible for a future DNSWMA ED to perform both executive and operational functions currently divided between the ED and DirOps positions?
 - If not, why not?
 - If so, how would each position be affected? What, if any, savings could be expected?
 - If the JPA were to be reconfigured to an entity similar to other Del Norte JPAs, what qualifications, experience and personal qualities are required to perform Executive Director (ED) functions in that reconfigured Authority?
 - Given the uncertainties posed by the current proposal to dissolve the Authority and "privatize" its operations, what are the prospects of recruiting a fully qualified, experienced ED? What are the prospects of recruiting from within the Authority?
 - Evaluate and make recommendations regarding the rural operations in the Klamath and Gasquet communities.
 - What, if any, problems or shortcomings exist in the Authority's "rural operations?"
 - Which of any problems or shortcomings can be resolved without significant additional cost to the Authority?
 - Can the Authority's "rural operations" be "privatized?" With what cost savings?
 - If the Authority's "rural operations" are "privatized" which local government entity [*i.e.*, the Authority, the County, or the private entity] would be responsible for regulatory compliance and reporting?
3. Additionally, to allay any suspicions of "Consultant bias" by any element(s) of the Public following your Board's deliberation, I respectfully recommend that your Board sound out the prospective consultants on the nature of their relationship -- past and present -- with the Humboldt Waste Management Authority (HWMA).
- Some who are in favor of dissolving the Authority may be concerned that the association of one prospective Consultant with the HWMA may have biased her in favor of a well-staffed JPA to handle complex regulatory, management, and compliance issues.

- Some who are in favor of keeping the Authority in being may be concerned that some adverse relationship of one prospective Consultant with her former employer (HWMA) may have biased her against a well-staffed JPA to handle complex regulatory, management, and compliance issues.
 - It would be useful for your Board to explore these possibilities, and to have some statement on the record that neither of these concerns is warranted.
4. Thank you for your kind consideration of these observations and suggestions.

Respectfully,

s/Bill Lonsdale

Bill Lonsdale
135 Maple Tree Lane
Crescent City, CA 95531
707-465-5964

22 October 2013

Subject: Comments and Suggestions on Proposed Consultant RFP

Chair and Members of the Board
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531

Dear Chairman Enea and Members of the Board,

This is to provide comments and suggestions regarding the Draft RFP, *Assessment of the Del Norte Solid Waste Management Authority*, to be considered at your Board's 23 October Meeting. Specific comments are presented in the order of item appearance in the Draft.

General.

This Draft RFP represents a considerable improvement over its predecessor in terms of its specificity and comprehensiveness..

Nevertheless, the scope of the Draft RFP appears constrained to only evaluation of the current Authority structure and performance. It does not treat the potential effectiveness and costs of the various alternatives which have been proposed during your Board's deliberations to date.

As a consequence, the Consultant(s) are not called upon, specifically, to provide independently-developed information that would be necessary to inform a Board decision to adopt alternative(s) such as: (a) dissolution and transfer of functions to County and/or City Staffs, (b) dissolution and replacement by private enterprise(s), or (c) dissolution and replacement by a smaller, contractor-supported JPA structure similar to the Local Transportation Commission, Redwood Coast Transit Authority, or the Border Coast Regional Airport Authority.

If such information on alternatives were not developed under this RFP, and Board were disposed to consider these -- or other -- alternatives, then additional Consultant work might have to be done to support that decision making. That would entail another RFP, perhaps new Consultant(s) -- with a potential learning curve -- and more delay. It seems more efficient and cost effective to develop the full range of decision support data and information under a single Consultant engagement.

Respectfully recommend that this RFP be expanded to include evaluation of potential alternatives to the current Authority structure and operations -- either as part of the current Consultant work, or as an optional "Phase 2," should your Board wish to proceed with consideration of alternatives.

ENTD JAN 28 2014

Cash Controls and Procedures.

Service description provides good coverage of the current situation. However, it omits consideration of alternatives, if the Authority were to be reduced or dissolved.

Respectfully recommend that the following specification be included in this category, or incorporated in an optional "Phase 2" task description:

"If the Authority is dissolved or downsized, where should subsequent cash management and accounting be done? Is alternative staffing and expertise sufficient to take over functions now performed by Authority Staff?"

Day-to-Day Operations.

Service description provides good coverage of the current situation. However, it omits consideration of alternatives, if the Authority were to be reduced or dissolved.

Respectfully recommend that the following specification be included in this category, or incorporated in an optional "Phase 2" task description:

" Should the Authority be dissolved does sufficient staffing and/or expertise exist at the County or City level to assume landfill-, transfer station-, and collection oversight-related functions? If not, what additions to their staffing would be required?"

Organizational Structure.

Task description provides good coverage of the current situation. However, it omits consideration of alternatives, if the Authority were to be dissolved.

Respectfully recommend that the following specification be included in this category, or incorporated in an optional "Phase 2" task description:

"Does sufficient staffing and expertise exist at the County and/or City level to assume policy development, regulatory compliance/reporting, rate setting, and enforcement, should the Authority be dissolved? Would separate City and County regulations, reporting, rate-setting and enforcement be required?"

Director Position.

Task description provides good coverage of the current situation. However, it omits consideration of alternatives, if the Authority were to be dissolved.

Respectfully recommend that the following specification be included in this category, or incorporated in an optional "Phase 2" task description:

"If the Authority were to be dissolved, where should the Director's functions be carried out?"

Small Volume Transfer Stations.

Task description provides good coverage of the current situation, and the possibility that such operations might be privatized.

No recommendation.

Additional Comment.

Both "tax-payers" and "rate payers" are referenced in several areas of the RFP. Since most of the tasks referenced could affect both segments of the population, respectfully recommend that the terminology be standardized, except where the specific impact is on one segment.

Thank you for your considerations of these observations and suggestions.

Respectfully,

s/Bill Lonsdale

<http://www.triplicate.com/Opinion/Letters/Letters-to-the-Editor-June-6-2013>

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Letters to the Editor June 6, 2013

Written by Del Norte TriPLICATE Readers June 07, 2013 01:43 pm

For-profit trash disposal wouldn't save us money

As a resident of Del Norte County, I am perplexed by some members of the Board of Supervisors wanting to dissolve the Del Norte Solid Waste Management Authority.

As someone who does not make much money, it's the only place I can afford to dispose of my trash, brush and other household items.

At this point in time the transfer station's rates are being regulated by the non-profit Waste Authority. If it were to become a 100 percent privatized "for-profit" business, the rates, which would be unregulated, would surely increase.

Three county supervisors said the rates would decrease if it became privatized. Please explain to me how this is possible. For-profit means for-profit, that's the bottom line. This would make it very difficult for many residents to afford to dispose of their trash.

I also feel that it may cause more illegal dumping around the county.

The authority and transfer station staff do an amazing job and I feel that dissolving the authority would ruin one of the few things that actually works well in this county.

I don't even understand why dissolving the authority is even an issue to begin with.

Something smells fishy to me. If ain't broke, don't fix it!

Mary Beth Sampson, Crescent City

ENTD' JAN 28 2013

<http://www.triplicate.com/Opinion/Letters/Letters-to-the-Editor-June-6-2013>

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Letters to the Editor June 6, 2013

Written by Del Norte Triplicate Readers June 07, 2013 01:43 pm

Privatizing authority is of questionable legality

At the joint supervisors/City Council meeting on May 21, county Supervisor Roger Gitlin stated publicly that he had received a confidential memo from legal counsel regarding the possible legal implications of privatizing the Solid Waste Authority due to a Costa Mesa case.

As a layperson, the case seems quite simple. The Costa Mesa City Council attempted to privatize many services to allegedly save money. The employees' union filed a lawsuit stating that according to California Government Code, a city is prohibited from privatizing city services that are not considered special such as legal, financial or engineering services.

The court ruled in favor of the employees' union. It reached the California Supreme Court in November and the decision is now case law. This means that it serves as legal precedent (binding or persuasive) for any future cases in which a California general city attempts to privatize non-specialized city services.

The cost to Costa Mesa was great. The City Council spent \$700,000 in legal fees and was forced to withdraw all pink slips. The court prohibited the layoffs from going forward until the case was resolved. Unfortunately, a maintenance worker, Huy Pham ended his life by jumping off the City Hall building after receiving his layoff notice.

When the majority of Del Norte citizens are expressing satisfaction and support for the services provided by the Solid Waste Authority, when the Triplicate has provided the figures showing that we pay *less* per unit weight than Curry County and when employees have desperately expressed the stress they and their families are experiencing with this unending game over their livelihood, why are supervisors Gitlin and Michael Sullivan spending time looking into privatization when the entire legality of doing so is highly questionable?

I do not believe that Del Norte citizens want to spend the legal costs to be the first county/city in which this Costa Mesa precedent may be applied? Let's stop traumatizing our citizens and put this issue to rest.

Genevieve Bannie, Crescent City

Solid Waste Authority / R3 Public meeting
1/28/2014

First a thank you to the JPA commissioners and board of supervisors for getting some professional help in answering your persistent questions about the role and performance of the DNSWMA. And to that professional help, R3, I want to share that this episode in Del Norte politics has been a big waste of supervisors, commissioners, and the public's time, and we have already lost one of our most effective and intelligent public employees when the prior director resigned under duress last summer. I hope you can bring this episode to a logical end.

I also want to share a perspective on what further privatization of the authority would mean to our community.

Firstly, just 14% of monies taken in by the city and county via the SWA are devoted to supporting the public jobs of running our solid waste management, the other 86% already goes to private companies, namely Recology Del Norte and Hambro Waste Solutions Group and their subcontractors and cooperating businesses. What is left to privatize? The remaining jobs that the Authority does with their small PUBLIC share of OUR solid waste bills are truly public service jobs that COULD NOT BE DONE by a private entity whose motive is profit not benefit of services to the community. Let me give some examples.

1) The old landfill off Sandhill road is still the county's responsibility and liability. Authority staff have done an excellent job for the county in closing the landfill and monitoring water quality around it, and also in creating a cooperative and clear communication with the state water quality control board to keep us from getting additional fines. What private company (other than more expensive consultants) is going to work for the benefit of the county and land owners around the old dump like this?

2) Authority staff negotiated the current contracts with private companies for pickup and hauling of our recycling and waste. An outcome of this is they secured the lowest residential hauling rates in the region, they required that the haulers, Recology, provide recycling pickup and meet waste reduction mandates, and they created a progressive rate reduction program for businesses so that businesses rates go down if they increase the recycling component of their waste stream. A private entity in whatever form is in the business to make money, not to look out for the county and community as the authority has been doing in developing these

contracts. Basically our local government needs to keep control and keep responsibility for this public service.

3) There is a host of other services the Authority provides to our community that are above and beyond what a private company would do. These include

Hazardous waste roundup

Reduced rates for brush, lumber, metals, and some electronics in keeping with their reduced cost of disposal to the county and haulers .

A large and growing list of recyclable materials that are taken out of the waste stream.

Educational programs to our schools and community on recycling, composting, and conservation.

Thank you


Craig S Strong

Submitted by Rita Salmitt

**DEL NORTE COUNTY / DEL NORTE SOLID WASTE MANAGEMENT
AUTHORITY** **Range: 24**

JOB TITLE: REFUSE SITE ATTENDANT

DESCRIPTION OF BASIC FUNCTION:

To perform daily operational duties at Del Norte Solid Waste Management Authority facilities, including the prompt opening and closing of the site; documentation, calculation and collection of fees, reconciling and making the deposits of the fees at the end of each work day.

ESSENTIAL DUTIES: Essential job duties may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Performs daily preparation of the site including unlocking gates, ensuring bins are available for use, and performs facility-specific closing procedures at the end of the workday.
- Provides verbal instructions and pre-printed materials to the public regarding services, charges and proper procedures at Authority facilities.
- Measures quantities or volumes of materials disposed.
- Operates computer, software, scales, printers, card slider, signature pad, and customer displays as provided to record, communicate, and document transactions.
- Calculates and collects fees based upon the quantities, produces receipts and prepares deposit documentation.
- Reconciles cash, checks, credit or debit cards, and charges with receipts at the end of each shift, supported by reports and completed forms.

Completes forms and files of relevant records for possible auditing and verifications at a later date.

- Ability to use digital measuring tape and do rapid calculations.
- Ability to control cash flow and make change.
- Ability to collect and secure daily receipts.

Ability to calculate, record and compile basic statistics pertaining to daily activities at Authority facilities.

Ability to sweep, mop, clean and maintain Authority facilities and clean up trash and/or spills as needed.

- Ability to interact with general public in a courteous manner.

May require:

- Ability to work as much as 10 or 11 hours one, two or three days a week during certain times of year.

Minimum Qualifications:

- Graduation from high school or sufficient formal and/or informal education at a level necessary for successful performance of duties supplemented with course work in mathematics.
- Possession of a valid California Driver's License.

This work consists of unskilled and semi-skilled duties at a journeyman level.

RESPONSIBILITY:

Employees in this classification receive direct supervision within a framework of standard policies and procedures. Errors in work or judgment could result in unsightly condition of refuse site, loss of time and money, safety hazards to the public, and/or poor community relations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability

to perform the essential functions.

- While performing the duties the employee is regularly required to sit, stand, walk, hear, see, talk, drive and use hands and fingers.

- The employee is occasionally required to reach with hands and arms, and to stoop, kneel or crouch.

The employee may be required to lift objects up to 40 pounds and to operate a crank to open and close refuse bins.

- The ability to operate a keyboard/computer, calculator, copier, facsimile machine and like equipment is required.

Transfer Station Gate Attendant Training Checklist

Topic / Activity / Procedure
Daily Bag: contents, use
Opening Gates, keys, alarm codes, alan head wrench
Scale operation, zeroing
Setting Inbound and Outbound scales
Use of ScaleCom and Scale Management System software
Use of slider and X-Charge software for processing debt and credit cards
Truck Codes
Customer Codes
Customer numbers & Locations
Material Types
Price Lists and other handouts for customers
Charge Account Procedures - Who Can Charge / Changes / Closed Accounts
Use of Signature Pad
Receiving payment by check : To, Amount, Address, Signature
Entering cash received, counting back change
Getting more change when you need it
Regular tickets
Split tickets
Adding undeclared materials to a ticket
When to write down the weight just in case...
Directing customers to brush, TV, HHW, concrete, asphalt, clean wood
Approval process for charging to DNSWMA
Sharps, electronics, flo tubes, household batteries
Asbestos policies and bags, concrete <18" no steel, soil acceptance
Raise Table, Liability release forms
Lunch & break policies
If the computer stops working...
Directing traffic: gates & lights
If the line gets too long...
Walkie talkies: talking to HWSG
Putting Daily tickets in order
Day End Reports
Balancing cash at end of day - Completing Daily Reconciliation Form
Regular Backup throughout the day
Alarming, locking up, bag in the drop box, leaving
TS Operations & Gate memos
Talking with customers / Candy and Dog Treats
Advising customers on tarping loads, pets
When customer don't have \$\$ to pay
If customers have a complaint or make you uncomfortable
Who to call for backup, who else to call if you get no answer
Safety: Vests, trip hazards
Keeping the gatehouse work area clean
Soaking up oil spots on the scale
Emergency Procedures
Explanation of Personnel Policies
Vacation request procedures
Monthly scheduling procedure
Completing, signing, and turning in time cards
How you get paid and/or reimbursed
Gasquet / Klamath Training:
Checking your equipment before you drive
Company truck usage and mileage reimbursement
Opening the small transfer stations
Cranking the lids open on the bins
Measuring space used in each bin
Measuring customer's loads & calculating charges
Writing receipts
Balancing at the end of the day
Locking Up & Returning your bag to the office

Appendix C

CalRecycle Approved Regional Agency Members

R3



Regional Agency Members

Geographic Area Descriptions

<u>REGIONAL AGENCY NAME</u>	<u>JURISDICTION NAME</u>	<u>YEAR JOINED</u>	<u>YEAR LEFT</u>
Amador County Integrated Solid Waste Management Agency (Active)	Amador City	1997	Present
	Amador-Unincorporated	1997	Present
	lone	1997	Present
	Jackson	1997	Present
	Plymouth	1997	Present
	Sutter Creek	1997	Present
Butte County Regional Waste Management Authority (Active)	Biggs	1997	Present
	Butte-Unincorporated	1997	Present
	Gridley	2002	Present
	Paradise	1997	2007
Calaveras County Regional Agency (Active)	Angels Camp	2005	Present
	Calaveras-Unincorporated	2005	Present
Central Contra Costa Solid Waste Authority (CCCSWA) (Active)	Danville	2009	Present
	Lafayette	2009	Present
	Moraga	2009	Present
	Orinda	2009	Present
	Walnut Creek	2009	Present
Colusa County Regional Agency (Active)	Colusa	1995	Present
	Colusa-Unincorporated	1995	Present
	Williams	1995	Present
Consolidated Waste Management Authority (Active)	Dinuba	1997	Present
	Exeter	2002	Present
	Farmersville	2002	Present
	Lindsay	1997	Present
	Porterville	1997	Present
	Tulare	1997	Present
	Tulare-Unincorporated	2006	Present
	Visalia	1997	Present
	Woodlake	2002	2005
Contra Costa/Ironhouse/Oakley Regional Agency (Disbanded)	Contra Costa-Unincorporated	2001	2009
	Oakley	2001	2009
Del Norte Solid Waste Management Authority (Active)	Crescent City	1995	Present
	Del Norte-Unincorporated	1995	Present
Glenn County Waste Management Regional Agency (Active)	Glenn-Unincorporated	1995	Present

	Orland	1995	Present
	Willows	1995	Present
Imperial Valley Resource Management Agency (Active)	Brawley	2006	Present
	Calexico	2006	Present
	Calipatria	2006	Present
	El Centro	2006	Present
	Holtville	2006	Present
	Imperial	2006	Present
	Imperial-Unincorporated	2006	Present
	Westmorland	2006	Present
Inyo Regional Waste Management Agency (Active)	Bishop	1995	Present
	Inyo-Unincorporated	1995	Present
Kings Waste and Recycling Authority (Active)	Corcoran	1995	Present
	Hanford	1995	Present
	Kings-Unincorporated	1995	Present
	Lemoore	1995	Present
Lassen Regional Solid Waste Management Authority (Active)	Lassen-Unincorporated	1995	Present
	Susanville	1995	Present
Los Angeles Area Integrated Waste Management Authority (Active)	Artesia	2003	Present
	Beverly Hills	2003	Present
	Bradbury	2011	Present
	Duarte	2003	Present
	Hermosa Beach	2005	Present
	Hidden Hills	2003	Present
	Los Angeles	2003	Present
	Lynwood	2003	Present
	Manhattan Beach	2003	Present
	Palos Verdes Estates	2005	Present
	Pomona	2003	Present
	Rancho Palos Verdes	2003	Present
	Redondo Beach	2003	Present
	Rosemead	2003	Present
	Sierra Madre	2003	Present
	South Gate	2003	Present
	Torrance	2003	Present
Marin County Hazardous and Solid Waste Management Authority (Active)	Belvedere	1995	Present
	Corte Madera	1995	Present
	Fairfax	1995	Present
	Larkspur	1995	Present
	Marin-Unincorporated	1995	Present
	Mill Valley	1995	Present
	Novato	1995	Present
	Ross	1995	Present
	San Anselmo	1995	Present

	San Rafael	1995	Present
	Sausalito	1995	Present
	Tiburon	1995	Present
Merced County Solid Waste Regional Agency (Active)	Atwater	1995	Present
	Dos Palos	1995	Present
	Gustine	1995	Present
	Livingston	1995	Present
	Los Banos	1995	Present
	Merced	1995	Present
	Merced-Unincorporated	1995	Present
Sacramento County/City of Citrus Heights Regional Agency (Disbanded)	Citrus Heights	1997	2006
	Sacramento-Unincorporated	1997	2006
Salinas Valley Solid Waste Authority (Active)	Gonzales	2013	Present
	Greenfield	2013	Present
	King City	2013	Present
	Salinas	2013	Present
	Soledad	2013	Present
San Benito County Integrated Waste Management Regional Agency (Active)	Hollister	1995	Present
	San Benito-Unincorporated	1995	Present
	San Juan Bautista	1995	Present
San Luis Obispo County Integrated Waste Management Authority (Active)	Arroyo Grande	1997	Present
	Atascadero	1997	Present
	El Paso De Robles	2003	Present
	Grover Beach	1997	Present
	Morro Bay	1997	Present
	Pismo Beach	1997	Present
	San Luis Obispo	1997	Present
	San Luis Obispo-Unincorporated	1997	Present
Santa Barbara Regional Integrated Waste Mgmt. Reporting Authority (Active)	Goleta	2003	Present
	Santa Barbara-Unincorporated	2003	Present
Shasta County Waste Management Agency (Active)	Anderson	1999	Present
	Shasta Lake	1999	Present
	Shasta-Unincorporated	1999	Present
Sierra County Regional Agency (Active)	Loyalton	1995	Present
	Sierra-Unincorporated	1995	Present
Siskiyou County Integrated Solid Waste Management Regional Agency (Active)	Dorris	1995	Present
	Dunsmuir	1995	Present
	Etna	1995	Present
	Fort Jones	1995	Present
	Montague	1995	Present
	Mount Shasta	1995	Present

	Siskiyou-Unincorporated	1995	Present
	Tulelake	1995	Present
	Weed	1995	Present
	Yreka	1995	Present
Sonoma County Waste Management Agency (Active)	Cloverdale	1995	Present
	Cotati	1995	Present
	Healdsburg	1995	Present
	Petaluma	1995	Present
	Rohnert Park	1995	Present
	Santa Rosa	1995	Present
	Sebastopol	1995	Present
	Sonoma	1995	Present
	Sonoma-Unincorporated	1995	Present
	Windsor	1995	Present
Stanislaus County Regional Solid Waste Planning Agency (Active)	Ceres	2001	Present
	Hughson	2001	Present
	Newman	2001	Present
	Oakdale	2001	Present
	Patterson	2001	Present
	Riverbank	2001	Present
	Stanislaus-Unincorporated	2001	Present
	Turlock	2001	Present
	Waterford	2001	Present
Tehama County Sanitary Landfill Regional Agency (Active)	Corning	1995	Present
	Red Bluff	1995	Present
	Tehama	1995	Present
	Tehama-Unincorporated	1995	Present
Upper Valley Waste Management Agency (Active)	Calistoga	1995	Present
	St Helena	1995	Present
	Yountville	1995	Present
West Contra Costa Integrated Waste Management Authority (Active)	El Cerrito	1995	Present
	Hercules	1995	Present
	Pinole	1995	Present
	Richmond	1995	Present
	San Pablo	1995	Present
Yuba/Sutter Regional Waste Management Authority (Active)	Gridley	1995	2000
	Live Oak	1995	Present
	Marysville	1995	Present
	Sutter-Unincorporated	1995	Present
	Wheatland	1995	Present
	Yuba City	1995	Present
	Yuba-Unincorporated	1995	Present
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Data updated continuously.

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Appendix D

Regulatory Requirements Overview

R3

REGULATORY REQUIREMENTS AND PROGRAMS

CALRECYCLE OVERVIEW (AB 939/SB 1016)

- Annual Report – The annual report describes the progress the Authority has made in achieving the requirements of the Integrated Waste Management Act (AB 939) and the Per Capita Disposal Measurement Act of 2008 (SB 1016). The annual report includes the numbers used to calculate a per capita disposal rate plus all required supporting documentation and attachment of any required documentation to support changes to those numbers. It also includes a status report on planned and implemented solid waste diversion programs and facilities, as well as planned or implemented revisions to approved solid waste planning documents.
- Diversion Programs – DNSWMA is responsible for the implementation and management of the diversion programs outlined in CalRecycle-approved planning documents (such as the Source Reduction and Recycling Element or an Integrated Waste Management Plan).
- Jurisdiction Review – Every two or four years (depending on compliance status), CalRecycle reviews the progress of each jurisdiction towards the goals of the AB 939 and SB 1016.
- Five-Year Regional Agency Integrated Waste Management Plan Review – Regional Agencies are required to prepare and submit to CalRecycle a Regional Agency Integrated Waste Management Plan (RAIWMP) that includes the Source Reduction and Recycling Element (SRRE), Household Hazardous Waste Element, and Non-disposal Facility Element. The SRRE includes identifying the amount of landfill and/or transformation capacity necessary to dispose of solid waste that cannot be reduced at the source, recycled, or composted.
- Household Hazardous Waste Collection Information – California regulations mandate that each public agency responsible for household hazardous waste (HHW) management shall ensure the amount of material collected through their program during the preceding reporting period is reported to CalRecycle each year.

CALRECYCLE REQUIRED PROGRAMS

- Mandatory Commercial and Multi-Family Recycling (AB 341) – Requires jurisdictions to implement a commercial solid waste recycling program that consists of education, outreach and monitoring of businesses, that is appropriate for each given jurisdiction and is designed to divert commercial solid waste from businesses, whether or not the jurisdiction has met the AB 939 diversion requirement.
- Construction and Demolition Annual Reporting Requirement (PRC Section 41821) – Requires jurisdictions to include in the annual report a summary of progress made in diversion of construction and demolition of waste material, including information on programs and ordinances implemented by the local government, and quantitative data, where available.
- House Hold Hazardous Waste Program – As part of the Annual Report, each jurisdiction shall summarize the progress toward reducing or eliminating household hazardous waste (HHW). The report shall address, but not is not necessarily limited to, implementation status of selected programs, efforts made to inform the public of HHW collections events or facilities, and any barriers that may prevent the reduction or elimination of HHW disposal.

REGULATORY REQUIREMENTS AND PROGRAMS

CALRECYCLE PAYMENT PROGRAMS

- City/County Payment Program – Pursuant to the California Beverage Container Recycling and Litter Reduction Act, CalRecycle distributes \$10,500,000 to eligible cities and counties specifically for beverage container recycling and litter cleanup activities.
- Used Oil Payment Program – Provides funding assistance to local governments in developing and maintaining an on-going used oil and used oil filter collection/recycling program for their communities.

TRANSFER STATION

- Prepare and submit hazardous waste business plan to the County.
- Coordinate with the County Department of weights and measures to calibrate and certify the accuracy of the scales used at the Del Norte County Transfer Station.
- Prepare and submit the PCI compliance report to assure that measures are in place to protect customer credit and debit card information.

LANDFILL POST-CLOSURE PERMITTING, MAINTENANCE, MONITORING, REPORTING AND FINANCIAL ASSURANCE

CalRecycle/LEA/RWQCB (PRC 43500 - 43510) – Requires financial assurance of the closure and post-closure maintenance of solid waste landfills. In addition, all operators of Class II and Class III municipal solid waste landfill facilities are required to prepare and file a preliminary closure plan, a post-closure maintenance plan, and a partial final or a final closure plan and post-closure maintenance plan at time of filing for a permit or revisions of project or permit review or renewal.

Regional Water Quality Control Board (RWQCB) and CalRecycle/LEA share responsibility in ensuring long term protection of air, water, and land from pollution due to the disposal of solid waste.

RWQCB

- Water Quality
- Ground and Surface Water Monitoring

CalRecycle/LEA

- Cover Design
- Drainage and Erosion Control
- Gas Monitoring and Control
- Post-closure Land Use
- Slope Stability
- Construction Quality Assurance
- Site Security
- Structure Removal
- Gas Monitoring in Structures

North Coast Air Quality Management District

- Prepare and submit landfill gas heat capacity report and other documentation required.

REGULATORY REQUIREMENTS AND PROGRAMS

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD NORTH COAST REGION: ORDER NO. 97-90

- By January 15 of each year, the permittee shall submit an annual report to the Regional Waste Board. The report shall contain both tabular and graphical summaries of the monitoring data obtained during the previous year. The annual report shall also discuss compliance and corrective actions taken or planned which may be needed to bring the facility in full compliance.
- Quarterly volumes or weights of municipal solid waste that are discharged at the site shall be reported to the Regional Waste Board.
- The water level shall be measured in each well (monitoring wells as described in the Evaluation/Detection Monitoring Program) to determine the groundwater gradient and direction at least semi-annually.
- Representative samples of groundwater from each well shall be collected semiannually on the same schedule as the groundwater gradient sampling.
- Storm water – samples shall be taken three times per year in November, January and March upon receipt of more than one-half inch of rain in a 24-hour period whenever the cumulative rainfall for the preceding seven days was less than one-half inch.
- Surface water – Location S-1, S-2, and S-3 will be sampled in November, January, March, and August.
- Leachate Monitoring – The landfill shall be inspected for leachate seeps monthly during the period October through April.
- General Inspections - The landfill shall be inspected at least monthly (during storm period the landfill shall be inspected at least once per week) during the period October through April for erosion, drainage problems, cover integrity and ponding on top of the landfill.

INDUSTRIAL STORM WATER GENERAL PERMIT

- All facility operators must prepare, retain on site, and implement a Storm Water Pollution Prevention Plans (SWPPS). The SWPP has two major objectives: (1) to help identify the sources of pollution that affect the quality of industrial storm water discharges and authorized non-storm water discharges, and (2) to describe and ensure the implementation of BMPs to reduce or prevent pollutants in industrial storm water discharges and authorized non-storm water discharges.
- All Facility operators are required to:
 - Perform visual observation of storm water discharges and authorized storm water discharges; and
 - Collect and analyze sample of storm water discharges

LOCAL REQUIREMENTS

- 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;

REGULATORY REQUIREMENTS AND PROGRAMS

- Preparing, implementing, and providing related monitoring, reporting, updates and revisions for programs of 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;
- 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;
- 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 reasonable 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;
- Developing, securing adoption, and implementing Ordinance and programs to control and prosecute illegal dumping and blight in Del Norte County associated with solid waste accumulation and storage; and
- Post-closure maintenance, monitoring, reporting and remediation related to the Crescent City Landfill as required by relevant Orders from the Regional
- Comply with relevant provisions of laws and regulations pertaining to public meeting, ordinance adoption, and governmental operations of a public agency.

Appendix E

Executive Director Activities

Program Manager Activities

R3

Staff Report

Date: 21 January 2014
To: Colin Wallace, William Schoen & Sam Chandler of R3 Consultants
From: Tedd Ward, M.S. – Acting Director / Program Manager
 Del Norte Solid Waste Management Authority

Having sampled the former Director's Work Activities in a separate report, the following table indicates my best estimate of the approximate proportion of time he spent annually on the categories of activities I outlined in that prior report. Considering that there was little time for transition or training, I believe that it is likely that I have missed some activities of this position, as I continue to discover issues that the former Director formerly handled.

Work Focus Areas	Approx. % of Time	Activities	Comments
Budget Planning, Administration & Audits	<p style="text-align: center;">22 %</p>	<p>Projecting budget changes for next fiscal year, draft budget for Authority review. Presenting budget for comment by City Council and DNC Supervisors, return to Authority for adoption. Projecting and monitoring expenditures by budget line. Setting and monitoring fiscal policies and controls as needed. Justifying fees, rates, and charges. Preparing budget transfers and modifications as needed. Seeking Board approval for claims over \$5K. Reviewing and signing claims and supporting documentation within budget and approval limits. Preparing and submitting accounts receivable and other forms for DNC Auditor's office. Reviewing unpaid balances, projecting anticipated revenues. Monthly reporting on revenues, comparing to projections. Preparing and submitting information associated with annual reconciliation of Authority's accounts with County Auditor and external auditor's requests and requirements. Directing staff procuring supplies and equipment so as to stay within budget limits. Preparing California Annual Compensation report. Funding and reporting as needed regarding Other Post Employment Benefits (OPEB). Contracting and preparing reports for annual external audits, and responding to any issues identified therein.</p>	<p>I have been working closely with the Authority Treasurer / Controller on budget and finance issues, but I am still learning. As the Authority records are on an accrual basis, and the County is on a modified cash basis, Commissioners have expressed frustration about the lack of timely fiscal information from the County regarding Authority revenues and expenditures. I am concerned that though I have much to learn on these issues, I have had little time to track income and expenses, and have not been able to project future expenses and income at all. I am concerned that budget tracking is not getting enough attention at this time. While the Authority Treasurer wants to help, budget management really must be done by one who understands the Authority's program needs. I have been working with Isabel and the Treasurer to establish and monitor additional cash control procedures and to move towards parallel accrual and cash accounting using Quickbooks, which I hope will enhance our fiscal management.</p>

Work Focus Areas	Approx. % of Time	Activities	Comments
<p>Personnel Direction, Management, Negotiation & Reporting</p>	<p>22 %</p>	<p>Direction and management of staff to meet all program goals, objectives and deadlines, and to ensure smooth operation of three transfer stations and various special public service and outreach events. Setting staff schedules for all employees to assure coverage, lunch and breaks as required. Matching staffing to Board direction and regulatory requirements. Providing regular evaluations for the performance of each employee. Negotiating as needed with employee and/or union representatives. Completing personnel action forms. Working with DNC Personnel Department in hiring of new employees, review of job classifications to match DNC pay scales. Coordinating with County Personnel as needed to enable Authority staff to maintain information regarding and access to benefits, periodically confirming compliance with Worker's Comp coverage requirements, accuracy of payroll deductions. Completing incident reports and documentation when employees have a work-related injury. Coordinating attendance for staff and training meetings.</p>	<p>Scheduling is being done by Administrative Assistant Isabel Valdez. We generally work together on vacation requests and staff evaluations. Both Isabel and I work with DNC Personnel for new hires and when there are questions related to workers comp, benefits, or other personnel issues. I conduct nearly all staff and safety meetings. We have not yet had any worker injuries since the former Director's retirement.</p>
<p>Authority Board Communications & Meetings</p>	<p>18 %</p>	<p>Meeting with Chair to set agenda. Coordinating with DNC and contractors for agenda reports and documents, producing or directing staff to produce reports as needed. Communicating with Commissioners as needed on upcoming items. Arranging for meeting, posting, printing and distributing agendas, attending meeting. Following up based on Board direction, directing filing of reports, minutes, resolutions, and ordinances. Review of minutes from prior meeting. Coordinating with legal counsel to follow legal and accepted meeting notice and procedural requirements and practices.</p>	<p>These duties have flowed entirely to me, though I am supported by our Recording Secretary, and Authority staff assists with the printing and assembly of the Board agenda binders. I am taking steps to distribute most agendas via iPads starting in April, in hopes that this will reduce the amount of time needed to print and distribute agendas.</p>

Work Focus Areas	Approx. % of Time	Activities	Comments
<p>Representing Authority in Interactions with other Agencies and Organizations</p>	<p>14%</p>	<p>Ensuring Authority compliance with laws, regulations, and satisfying (and/or negotiating with) regulatory agencies. Discussing alternative approaches toward compliance with oversight agencies (RWQCB, CalRecycle, AQMD, LEA, etc.), such as the current investigations to potentially reduce the WDR Fees imposed by the RWQCB. Communicating and meeting with member and advisory groups such as the Del Norte Solid Waste Task Force, ESJPA, CPSC, CAW, CRRRA, SWANA, etc. to remain informed regarding best available compliance practices and upcoming changes in law and regulation. Promoting Authority-supported policies like extended producer responsibility to reduce program costs and/or expand recovery services. Communicating Authority policies and actions and coordinating as needed with State agencies, as well as City, County and tribal boards and departments.</p>	<p>These tasks have shifted completely to my responsibility, but I have little time available to communicate with out-of-County groups. Continuing affiliation with colleagues through ESJPA, CPSC, CRRRA, and SWANA improves staff training and awareness of policy and program alternatives, new regulatory requirements. Reduced interaction with these groups diminishes the capacity to address and comment on new recovery systems such as those administered by CARE or PaintCare. The Authority's active participation with CPSC has helped establish these programs and helped make them more practical for rural communities like Del Norte's.</p>
<p>Public and Press Relations & Advertising</p>	<p>7%</p>	<p>Managing all advertising accounts (mostly DOC or oil grant funded) to promote Authority programs and activities, matching contracts with budgets, drafting outreach themes, messages, and media or venues. Producing public service announcements, ad copy, press releases, and guest editorials as needed. Acting as press officer for the agency, communicating with reporters on Authority-related issues and articles.</p>	<p>These tasks have shifted to my responsibility, but I have almost no time to conduct or manage the efficiency or effectiveness of our media outreach, which is primarily funded under DOC and OPP grants.</p>

Work Focus Areas	Approx. % of Time	Activities	Comments
<p>Contract Administration & Negotiation – Insurance & bonds</p>	<p>6 %</p>	<p>Translation of policy objectives, rates and fiscal controls, into written provisions in Service Standards, Scopes of Work, Requests for Proposals, Invitations to Bid, Contracts, Change Orders, Ordinances and Resolutions. Reviewing regular reports from contractors. Primary oversight of Transfer station(s) operations and Franchise Collections and contracts, as well as those for legal counsel, recording secretary, external Auditor and Treasurer services. Providing interpretation of contract provisions and rationale for Authority policies therein. Confirming that reporting, insurance and bond requirements of such agreements are current. Providing initial negotiation for Change Orders. Coordinating with legal counsel as needed for contract review and ratification.</p>	<p>These responsibilities have become completely mine. The need for time and focus on policies and language for contracts and change orders varies depending on circumstance and direction from the Board. I have not yet had time to review the compliance with contractor reporting, insurance and bond requirements of our agreements to determine if they are current.</p>
<p>Grants – DOC, OPP, HHW, Reuse, etc.</p>	<p>5 %</p>	<p>Securing DOC block grants and OPP grants through CalRecycle, including adoption of Authorizing Resolutions by the City, County and Authority. Reviewing Notifications of Funding Availability for competitive grants fitting the needs of the Authority. Directing approaches, strategies and resources as needed to secure, implement, and monitor grant-funded programs. Compiling and submitting reports, reimbursement requests, and associated documents as needed.</p>	<p>These responsibilities have become mine, though I have less time to work on these programs than I did prior to the Director's retirement. At this time, the Authority does not have adequate staff to apply for a competitive grant.</p>
<p>Facility & Equipment Management – Financing, Maintenance & Insurance</p>	<p>4 %</p>	<p>Directing staff to identify, select and procure equipment, a vehicle, supplies, and technology as needed. Planning and budgeting for maintenance, insurance, and inventory requirements as needed. Document depreciation expenses as required. Coordinating with Hambro/WSG regarding transfer station improvements, maintenance activities and priorities.</p>	<p>These responsibilities have become mine. I work closely with employee Chuck Steel regarding vehicle repair and maintenance, and with consultant Shawn Slater regarding technology and software. I have not yet documented depreciation expenses nor even reviewed our regular maintenance activities.</p>

Work Focus Areas	Approx. % of Time	Activities	Comments
Ordinances, Code Enforcement, Community Cleanup and Blight Abatement	<p style="text-align: center;">2 %</p>	Referring or responding to complaints regarding solid waste-related blight and illegal dumping. Coordinating cleanup efforts with Code Enforcement Officer, emphasizing compliance rather than penalties. Coordinating with volunteers and community groups for targeted and/or annual cleanups. Coordinating allocation of Authority-directed bin pulls for community cleanups. Facilitating community discussions regarding adopting or revising Authority Ordinances as needed.	DNSWMA has made few referrals to the Code Enforcement Officer in the past six months. Most recent activity on this issue has been driven by the Solid Waste Task Force, which appears very interested in repealing one or more of these Ordinances. Ordinances are also required for all new rates, such as those for certified weights should the Authority Board direct staff to provide public scale services.

The comments in the table above indicate in part how current staff have adapted since the retirement of the former Director, but I do not wish to imply that current staffing is adequate or sustainable. I intend to provide separate comments regarding appropriate staff responsibilities and cross-training, and current and potential alternative organizational structures.

Staff Report

Date: 15 January 2014
To: William Schoen, Sam Chandler & Colin Wallace
R3 Consulting Group
From: Tedd Ward, M.S. – Acting Director / Program Manager
Subject: Director Activities during three sample weeks

You asked that I prepare a summary of my perception of the regular activities of the Director prior to his retirement, with approximate percentages of time devoted to each category of tasks over the course of a year. The mix of activities has varied week to week, seasonally, and year-to-year, and is subject to change based on the direction and priorities set by the Authority Board.

Though we had worked together for nearly 20 years, the former Director managed our work activities so neither Isabel nor I had overlap or cross-training on many of the former Director's activities. For a couple of examples, Mr. Hendrick managed all of our media accounts, and he would usually draft and record all radio ads, as well as providing interviews for reporters. Similarly, I have had virtually no dealings with any insurance company, and so I am unfamiliar with our levels of coverage, potential providers, or any comparisons that may have been made prior to contracting with our current insurers. Though these responsibilities have shifted to me, I lack the capacity with the Authority's current staffing to devote the same level of effort to these tasks. As there were less than 48 hours between the time I was informed of the former Director's immediate retirement and his departure, there was almost no time for training or preparation for this transition.

In an attempt to provide R3 with thorough information based on our records, I have been reviewing electronic files and e-mails from the former Director's computer during three sample weeks in the four months prior to the former Director's retirement. As Authority staff activities follow a monthly cycle related to our monthly Authority meetings, I selected three weeks that fall in the beginning, middle, and end of those months. Though I have also included an overview of the activities of the Director that would not necessarily result in a paper or electronic record, it is worth noting that not all of the Director's activities would be captured in these descriptions alone. Some

activities related to budget and rate setting are periodic and did not occur in the sample weeks, and others such as competitive grants or specialized contracts may not occur on a regular annual schedule. For these reasons, I have prepared a separate report of the Director's Work Breakdown in which I try to include a description of the annual and periodic activities in each of the Director's work areas.

To assist in this analysis, I have grouped the Director's activities into the following categories:

- Authority Board Communications and Meetings
- Budget Planning, Administration & Audits
- Personnel Management, Direction, Negotiation & Reporting
- Public and Press Relations and Advertising (promotions of used motor oil and beverage container recycling programs, household hazardous waste collection events, as well as community cleanups and solid waste related information)
- Representing Authority interests to other Agencies and Organizations
- Contract Administration and Negotiation - Insurance and Bonds
- Facility & Equipment Management - Financing, Maintenance & Insurance
- Ordinances, Code Enforcement, Community Cleanups and Blight Abatement
- Grants - DOC, OPP, HHW, Reuse, etc.

General activities of the Director that did not result in electronic or written records:

The notes on weekly activities describe those activities of the Director that have a paper or electronic record in the Authority's files for only the three weeks that I had reviewed. Many regular activities of the Director would not result in separate paper or electronic records during those weeks, but any of these could have occurred during the sample weeks, including the following:

- **Authority Board Communications and Meetings**
 - Drafting documents, reports, letters, or spreadsheets that are revised at a later date
 - Reviewing, editing and/or commenting on documents prepared by other Authority staff, legal counsel or contractors
- **Budget Planning, Administration & Audits**
 - Projecting expenses in various budget lines to manage grant budgets, draft future budgets or anticipate need for budget transfers
 - Acting as the fiscal watchdog for the agency, making sure that Authority resources and assets are used appropriately, and charges paid by the Authority are justified in budget, by Board approval, and documentation
 - Research and tracking of revenues and expenditures from Authority

- budget lines on the County intra net, and reconciling Authority and County records, and investigating discrepancies as appropriate
 - Investigations related to Authority revenues, franchise fees, customer accounts, and collections to assure that Authority revenues from Recology Del Norte are appropriate and justified
 - Making all necessary presentations to the City of Crescent City and the County of Del Norte regarding the annual budget, Authority Ordinances, or topics of overlapping concern or jurisdiction
- **Personnel Management, Direction, Negotiation & Reporting**
 - Conversations with Authority employees, agency representatives, and contractors about hours, scheduling, medical or personal issues, and personnel procedures
 - Managing staff tasks, priorities and workloads, directing use of additional contractors when needed such as for some computer support, recording secretary services, or forensic auditing
- **Public and Press Relations and Advertising**
 - Responding to customer questions or easily remedied complaints
- **Representing Authority interests to other Agencies and Organizations**
 - Non-conference call phone communications
 - Face to face meetings with Board members, City or County employees, agency representatives, contractors, or community groups like Rotary as needed or requested
- **Contract Administration and Negotiation - Insurance and Bonds**
 - Assuring that contract provisions regarding bonds, insurance, etc. continue to be met
- **Facility & Equipment Management - Financing, Maintenance & Insurance**
 - Responding to solicitations from suppliers or vendors, or comparison shopping for equipment or supplies
 - Assessing and balancing needs for maintenance at Gasquet and Klamath transfer station with budget constraints
 - Periodic inspections of all facilities
 - Assessing and balancing security and alarm needs at the Del Norte County Transfer Station with budget constraints
 - During periods when vacations or medical issues diminished staff availability, the former Director did on rare occasions serve as gate attendant at Gasquet or Klamath
- **Ordinances, Code Enforcement, Community Cleanup and Blight Abatement**

- In response to complaints regarding illegal dumping and blight abatement: Assessment and oversight of cleanup activities, and periodic approvals waiving disposal charges for volunteer cleanup efforts, frequently in coordination with code enforcement and law enforcement officials
- **Grants - DOC, OPP, HHW, Reuse, etc.**
 - Review of Notices of Funding availability regarding competitive grants for which – subject to Board direction and approval - the Authority could apply, to see if any such opportunities could enhance or expand existing, or establish future, programs or facilities

The Three Weeks Sampled:

Director Kevin Hendrick's work activities for 18-22 March 2013:

- **Authority Board Communications and Meetings**
 - Oversaw the printing, assembly and distribution of the agendas and attachments for the Authority meeting of 26 March 2013,
 - <http://www.recycledelnorte.ca.gov/wp/wp-content/uploads/2011/10/130326-DNSWMA-Agenda1.pdf>
 - Reviewed Draft Minutes & all Financial/Treasurer's Reports
 - Reviewed and edited all staff reports prepared by the Program Manager
 - Prepared a report regarding Authority revenues
 - Produced a Staff Report regarding the selection of the Authority Public Commissioner
 - Prepared and had printed in the Del Norte Triplicate a notice regarding the application period for those interested in being appointed as the Authority Public Member
- **Budget Planning, Administration & Audits**
 - Reviewed Budget Instructions and Schedule from Del Norte County
 - Projected personnel changes for coming fiscal year
 - Reviewed budget for Hi-Tech Security, considered modifications
- **Personnel Management, Direction, Negotiation & Reporting**
 - Prepared work schedule for all employees for April 2013
 - Prepared staff report on potential longevity increase for Director
 - Projected personnel changes for coming fiscal year
 - Worked on case review for Worker's Comp case for Andrea Wadsworth
 - Arranged for Orientation training of Lisa Babcock and Keith Estes
- **Public and Press Relations and Advertising**
 - Coordinated production of ads related to Earth Arts Fair, one of the Authority's primary face-to-face outreach events
 - Coordinated art and T-shirt printing for Earth Arts Fair

- **Representing Authority interests to other Agencies and Organizations**
 - Communications regarding possible dates for Solid Waste Task Force meetings
 - Attended 3/21/13 meeting in Sacramento of the Environmental Services JPA of the Regional Council for Rural Counties
 - Participated in conference call for California Product Stewardship Council, for which Director Hendrick served as President
- **Contract Administration and Negotiation - Insurance and Bonds**
 - Reviewed Abandoned Vehicle Abatement Agreement (DNSWMA Board also serves as AVA Board)
 - Added Keith Estes to Authority's automotive insurance policy
- **Facility & Equipment Management - Financing, Insurance, and Maintenance**
 - Reviewed insurance coverage and cost estimates for wall repair after break-in at DNC Transfer station on 10 March 2013
 - Made second request for CARE collection of full carpet trailer

Director Kevin Hendrick's work activities for 06-10 May 2013:

- **Authority Board Communications and Meetings**
 - Communications related to items on May DNSWMA agenda
- **Budget Planning, Administration & Audits**
 - Submitted proposed Authority Budget to DNC Auditor
 - Updated report on Authority Revenue
 - Responded to notice that budget line 20237 was overdrawn
 - Submitted proposed FY 13/14 DNSWMA Budget
- **Personnel Management, Direction, Negotiation & Reporting**
 - Reviewed MOU from SEIU to cover Mid-Management Employees
- **Public and Press Relations and Advertising**
- **Representing Authority interests to other Agencies and Organizations**
 - Conferred with Program Manager regarding approach to responding to concerns expressed by Gino Yekta of CalRecycle re. erosion issues at Crescent City Landfill
 - Reviewed Pledge of Revenue Agreement for CalRecycle
 - Directed Program Manager to prepare a letter to CalRecycle requesting a reduction in the multiplier used to calculate post-closure liability for the Crescent City Landfill
 - Participated with California Product Stewardship Council conference call as President
 - Attended Solid Waste Task Force meeting of 09 May 2013
 - Participated in conference call regarding PaintCare contract negotiations and services with other members of the Environmental Services Joint Powers Authority of the Regional Council of Rural Counties

- **Contract Administration and Negotiation - Insurance and Bonds**
 - Reviewed Engagement letter with forensic auditor Don Scanlon
- **Facility & Equipment Management - Financing, Insurance, and Maintenance**
 - Met with DNC Engineer Jim Barnts, DNC Roads Dept. Director Jeff Daniels, LEAs Houawa Moua and Brian McNalley, and Program Manager Ward at the Crescent City Landfill to discuss repair strategies and financing
 - Reviewed erosion repair plan for Crescent City Landfill
 - Renewed office / general liability insurance with Redwoods / Leavitt
 - Coordinated removal of fallen trees at the Klamath Transfer Station
- **Ordinances, Code Enforcement, Community Cleanup and Blight Abatement**
 - Conferred with DNC Code Enforcement Officer (and Boy Scout Troop Master) Dave Mason re. WalMart Cleanup
 - Approved use of Authority-directed bin pulls to support 4th of July celebrations coordinated by the Chamber of Commerce
- **Grants - DOC, OPP, HHW, Reuse, etc.**
 - Communicated with CA Dept. of Conservation, Division of Recycling regarding payment delays associated with their grant programs

Director Kevin Hendrick's work activities for 24-28 June 2013:

- **Authority Board Communications and Meetings**
 - Authority Board meeting on 25 June 2013, minutes attached
- **Budget Planning, Administration & Audits**
 - Board meeting included presentation on the proposed FY 13/14 budget
 - Submitted budget revisions following DNSMWA meeting
 - Began planning for purchase of new server as Microsoft support for XP and other software will expire in April 2014
- **Personnel Management, Direction, Negotiation & Reporting**
 - Calculated contributions for Other Post-Employment Benefits (OPEB) for required reporting
- **Public and Press Relations and Advertising**
 - Directed production of and reviewed Authority advertisement in special supplement printed by the Del Norte Triplicate for the 4th of July activities
- **Representing Authority interests to other Agencies and Organizations**
 - Correspondence with DNC Maintenance Director Ed Fulton and Recology Del Norte regarding materials left outside streetside containers
 - Reviewed the stewardship plan submitted by the Carpet America Recovery Effort (CARE) regarding carpet recycling in California
- **Contract Administration and Negotiation - Insurance and Bonds**
 - Reviewed Hambro/WSG Bond
 - Arranged to present Authority Ordinance 2013-01 for consideration by the Crescent City Council and the Del Norte County Board of Supervisors

- **Facility & Equipment Management - Financing, Insurance, and Maintenance**
- **Ordinances, Code Enforcement, Community Cleanup and Blight Abatement**
 - Conferred with DNC Code Enforcement Officer Dave Mason regarding the closing of an account associated with a grant-funded project
- **Grants - DOC, OPP, HHW, Reuse, etc.**

Staff Report

Date: 27 April 2012
To: Kevin Hendrick, Director
Del Norte Solid Waste Management Authority
From: Tedd Ward, Program Manager
Subject: Program Manager Activities

You asked that I prepare a summary of my regular activities as Program Manager for the Authority, with approximate percentages of time devoted to each category of tasks over the course of a year. The mix of activities can and does vary week to week, seasonally, and year-to-year, and is subject to your direction. As a reference, I have also attached the job description describing the duties of this position.

Work Focus Areas	Approximate % of Time	Activities
Transfer Station Operations, Computer & software maintenance, Safety, Permitting, Monitoring and Reporting, Stand-by and staffing	40 %	Assessment and troubleshooting of all computer, scale, internet, security and surveillance systems, credit card or software issues. Permit compliance and reporting to CalRecycle, DTSC, and the North Coast RWQCB. Stormwater monitoring. Staff safety procedures, training and monitoring. Operations contract oversight, negotiations, and change orders. Implementation of new or modified programs and procedures. Permit compliance and facility maintenance for Gasquet and Klamath Transfer Stations. Tonnage, rate, and customer analysis as required. Regular weekend stand-by duties and gate staffing as needed. Response to customer inquiries and complaints.
Landfill Maintenance, Repairs, Water sampling, Monitoring, Reporting, & Analysis	20 %	Sampling, analysis, and reporting of surface, storm, and ground water monitoring. Coordination with County staff assisting with collection of water samples. Landfill gas monitoring. Permit compliance and reporting to the NCRWQCB and CalRecycle. Maintenance troubleshooting, grading, and repairs as needed. Ordering supplies and coordinating annual vegetative maintenance. Annual liability assessments according to State formulas as part of annual Authority audit.

Work Focus Areas	Approximate % of Time	Activities
Integrated Waste Management Act Program development, Monitoring, Reporting and Compliance, Website maintenance, Outreach, Coordination and staffing of Annual HHW Event	9 %	Development of new programs as needed. Preparation and distribution of outreach materials (booklets, flyers and posters) and website updating. Support to Del Norte Solid Waste Task Force meetings and activities. Monitoring, analysis and annual reporting to CalRecycle. Coordination with and reporting to Local Enforcement Agent. Outreach activities at fairs, in classrooms, and at compost workshops. Contract management, coordination, staffing, and signing of manifests for Annual HHW Event. Monitoring and reporting to DTSC regarding hazardous waste management. Coordination with partners in North Coast Recycling Market Development Zone as needed.
Grants Applications, Activities and Reporting	19% *	Identification of grant opportunities supporting Authority programs or needs. Preparation of discretionary grant applications and resolutions, under Authority direction. Grant execution, and administration. Tracking expenditures, monitoring and reporting for used oil and container recycling programs, and other active discretionary grants.
Authority-related Meetings, Analysis, Reports, and related activities	10 %	Analysis and preparation of reports for Authority meetings. Research, explanation, analysis and strategies and for compliance with new requirements. Assist with preparation of minutes. Posting of agendas and minutes to website. Contract management and drafting of change orders, coordinated with legal counsel as needed. Legislative monitoring. Assist with drafting of annual work plan summarizing legislative requirements and standing Authority direction to staff. Drafting formal correspondence with oversight agencies as needed. Coordination with Code Enforcement Officer on enforcement actions related to Authority Ordinances.
Collections Planning, Coordination, Monitoring, Analysis, Change Orders	2 %	Administration of collections franchise including coordination with Authority direction and activities, negotiations, drafting of change orders, review of regular Franchise reports. Responding to customer inquiries and complaints.

* This proportion of time is based on the analysis presented at the April 2012 Authority meeting. With the ending of the HD18-09-06 grant program, this proportion of time can be expected to be reduced in the coming year. As grant-related activities generally support compliance with the Integrated Waste Management Act, the proportion of time under that work focus area can also be expected to increase in the coming year.

Staff Report

Date: 29 October 2009
To: Kevin Hendrick, Director
From: Tedd Ward, Program Manager

Subject: Work activities for the week of 24 October 2009 -01 November 2009

In response to your request for me to provide a list of activities of a 'typical work week,' the following is a list of my activities since 24 October 2009:

Saturday, 24 October 2009:

Published in **the Daily Triplicate** , in their 'It's a Green Day' supplement, the following items I produced:

- Full page color ad, 'Signs of the Times'
- Guest Article: 'Stemming the Plastic Tide'
- Guest Article: 'Stuck with Sharps, Charged by Batteries'

- During 'It's a Green Day' DNSWMA booth administers surveys I produced, distributing sharps containers obtained through a grant I manage with the California Integrated Waste Management Board, distribute a variety of informational brochures and materials, most of which I produced.

- Set up slide show, equipment, etc.
- Presented slide show, talk, and demonstration of Backyard Composting
- Helped clean up DNSWMA booth and pack materials into boxes

Monday, 26 October 2009:

- Finalized and sent via FTP site PowerPoint presentation on 'Transitional EPR Programs' to Sac State event coordinator for Used Oil /HHW Conference in Sacramento Nov 2-4
- Worked on text of presentation listed above
- Sent announcement that next Solid Waste Task Force meeting would likely be during the week of Nov 16-20 due to limited availability of some members and Veteran's Day
- Sent e-mail to California Product Stewardship Council that we received the Notice to Proceed on the \$400,000 HD18F grant from the California Integrated Waste Management Board (CIWMB)
- Reviewed minor revisions to \$360,000 contract with CPSC for administration of HD18F grant with CIWMB suggested by CPSC legal counsel.
- Spoke with customer regarding concern about interaction with gate attendant the previous Saturday.
- Met with Clean Harbors collection vehicle and driver, discussed collection of rancid container of teat relief and two buckets of grease collected during the prior HHW collection event. Signed chain of custody. Coordinated the entering of Clean Harbors customer data into gatehouse computer.
- Spoke with customer who visited our Green Day booth and wanted mail-back sharps snipper as a sharps container. I provided container (purchased under grant), and had customer complete survey.
- Spoke with customer who inquired about bulky item prices. They were DND residential customers, so I told them they could get those collected for no charge by calling DND and arranging for pick-up. Happy customer.

Tuesday, 27 October 2009:

- Observed that truck tires and wheels had been stolen from inoperative Authority truck parked at landfill.
- Worked with Shawn Slater to configure new computer to be used at gatehouse for wireless internet access.
- Drafted 'front end' of Request for Proposals package for Collections Franchise
- Revised Collections Service Standards based on meeting with Ad Hoc Franchise Committee

- Received phone call complaint of blight property on Childs. Completed complaint form and e-mailed to Code Enforcement Officer
- Sent e-mail to Creative Information Systems software company to schedule remote installation of Scale Management System software on new gatehouse computer, and to configure a credit/debit card system for use at gatehouse.
- Received and began review of information comparing Payware to PC Charge, two software modules for communicating between the credit/debit machine and the SMS scale software.
- Spoke with customer who claimed to have been given a cardboard box from the Safeway pharmacy as a sharps container. I provided customer with a sharps container, administered sharps survey.
- Reviewed invoices from Clean Harbors with Administrative Assistant
- I called Safeway, spoke with pharmacist and Faxed sharps letter for retailers. Safeway pharmacy faxed retailer survey in response, and assured me they were aware of the need to use FDA-approved sharps containers.
- Talked with another customer with a spouse with diabetes. Administered survey, provided sharps snipper, explained its use.

Wednesday, 28 October 2009:

- Discussed lobbying efforts with Director on product stewardship legislation. Informed Director about missing truck tires.
- Discussed conversation with customer on Monday with Director and Administrative Assistant
- Sent e-mail to legal counsel re. Proposal bonds as they might be used within the Franchise Collections RFP process.
- Set up spreadsheet for Justin to enter information from sharps surveys.
- Continued to draft 'front end' of Request for Proposals package for Collections Franchise, including spreadsheets to be used to numerically compare the value of different proposals
- Prepared Budget Revision 1 for HD18F based on changes to CPSC sub-contractors. Discussed budget this revision proposal with CPSC and CIWMB staff.
- Spoke with the California Highway Patrol about the potential for them to get paid for their used oil.

Thursday, 29 October 2009:

- Reviewed text from CPSC on budget revision 1 for HD18F
- On grant HD18F, sent budget revision request 1 to Elaine Novak of the CIWMB
- Began detailed log of daily activities per Director's request.
- Delivered two recycling containers to City Hall, collected the container they had been using from them
- Returned borrowed wheel barrow and compost bin to Crescent Elk Community garden.
- Spoke with Fair Director Hatfield and Janet Nelson regarding potential for grant funding for supplies, equipment, and containers which might be useful to the Fairgrounds. Informed them re. Bottles and cans grants available through the Department of Conservation, Division of Recycling as well as tire grants and oil grants funded by the CIWMB, and the raiding of these grant funds by the State during the last fiscal year. Also informed them of the elimination of the CIWMB and the movement of their functions to the Department of Resources.
- Received approval for budget revision 1 for HD18F grant from Elaine Novak of CIWMB. Forwarded related information to and from sub-contractors via e-mail.
- Spoke with Becky of WalMart. She asked if the DNCTS accepted household sharps in larger (1 gallon) containers. I said yes, and suggested that they offer pre-paid mail-back sharps snippers for their diabetic customers from www.homesharpsdisposal.com, as our customers were saying they really liked those units.
- Received report that our phone message machine was not giving customers an opportunity to leave a message, and some of those customers were calling Del Norte Disposal.
- Prepared bottles and equipment for surface water sampling at landfill
- Observed damage to fence around landfill mound near former gatehouse. Gatehouse severely vandalized.
- Collected surface water samples at locations S-1, S-2B, and S-3 from Crescent City Landfill, and made arrangements for Josey's to deliver samples to Northcoast labs in Arcata.

Friday, 30 October 2009:

- Completed chain of custody for landfill surface water samples.
- Entered surface water sampling data in appropriate spreadsheet for future reports to Regional Water Quality Control Board.
- Returned call from Melissa McDowell (464-3675), a three-year resident who suggests that we have yard debris collection in new collections franchise. She also made a general complaint about landscapers who dump yard debris. I told her she could file a complaint if she wanted to. She also praised the layout and operation of the Transfer Station.
- Returned call from Beverly Craft (541-247-6121) and Delbert who had a couple boats and trailers to dispose. I explained that those were charged as mobile homes, need to be drained of fluids, with extra charges for appliances, tires, and bulky items. Spoke with Dave Mason, Code Enforcement Officer about the process to process licensed trailers. Consulted. www.dmv.ca.gov about same process. Net result is that the owner remains responsible for sending paperwork to DMV, as they are the ones who get license renewal notices.
- Wrote memo to gate staff to have gate attendants confirm that the owner has pink slip before accepting a licensed vehicle for processing. Revised memo after Director's review.
- Discussed Director's meeting with County Counsel and County Ad Hoc Committee.
- Preparation of documents requested in relation to County Ad Hoc Committee examining justification for continuation of Del Norte Solid Waste Management Authority.
- Returned call from Ambrose McCready of SCS Engineers re. new Federal EPA rule on monitoring and reporting greenhouse gases like methane from landfills. Requested e-mail of technical memo SCS Engineers has produced.
- Prepared materials and computer for Used Oil /HHW Conference and presentation in Sacramento Nov 2-4, 2009.

Sunday 01 November 2009:

- Drove rental car to Sacramento. Stayed at parent's house to save on hotel expenses.



Appendix F

Facility/Site Inspection Listings

- ✓ Crescent City Landfill
- ✓ Del Norte Transfer Station
- ✓ Gasquet Transfer Station
- ✓ Klamath Transfer Station

R3



Facility/Site Inspection Listings: Crescent City Landfill (08-AA-0006)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

[Search New Facility](#)

[Detail](#) [Inspection](#) [Enforcement](#) [Maps](#) [Documents](#)

County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte County

2013	<input type="button" value="Submit"/>
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01 Solid Waste Landfill

Regulatory Status: Permitted Operational Status: Closed Inspection Frequency: Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
08/27/2013	09/23/2013	LEA Periodic	20925-Perimeter Monitoring Network	Areas of Concern
06/24/2013	07/02/2013	LEA Periodic	No Violations or Areas of Concern reported	
06/24/2013	07/08/2013	CalRecycle Closed Sites	21180-Postclosure Maintenance	Areas of Concern
			20925-Perimeter Monitoring Network	Areas of Concern
05/01/2013	05/28/2013	CalRecycle Focused	21150-Drainage and Erosion Control	Areas of Concern
03/28/2013	04/19/2013	LEA Periodic	20820-Drainage and Erosion Control	Areas of Concern
			21145-Slope Stability	Areas of Concern

[Inspections Data Dictionary](#)

Last updated: Data updated continuously.



Facility/Site Inspection Listings: Crescent City Landfill (08-AA-0006)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte County

2012

01 Solid Waste Landfill

Regulatory Status: Permitted Operational Status: Closed Inspection Frequency: Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
10/25/2012	03/26/2013	LEA Periodic		No Violations or Areas of Concern reported
10/25/2012	03/25/2013	LEA Periodic		No Violations or Areas of Concern reported
09/04/2012	03/25/2013	LEA Periodic		No Violations or Areas of Concern reported
09/04/2012	03/26/2013	LEA Periodic		No Violations or Areas of Concern reported
06/21/2012	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
03/15/2012	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported

Inspections Data Dictionary

Last updated: Data updated continuously.

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Solid Waste Information System(SWIS), <http://www.CalRecycle.ca.gov/SWFacilities/Directory/>
Cody Oquendo, Cody.Oquendo@CalRecycle.ca.gov (916) 341-6719

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Facility/Site Inspection Listings: Crescent City Landfill (08-AA-0006)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte County

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01 Solid Waste Landfill

Regulatory Status: Permitted **Operational Status:** Closed **Inspection Frequency:** Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
12/30/2011	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
08/18/2011	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
06/20/2011	02/01/2012	CalRecycle Closed Sites		No Violations or Areas of Concern reported

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Phone Number: (916) 341-6411

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte County

2010

01 Solid Waste Landfill

Regulatory Status: Permitted Operational Status: Closed Inspection Frequency: Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
06/11/2010	12/06/2010	LEA Periodic		

No Violations or Areas of Concern reported

[Inspections Data Dictionary](#)

Last updated: Data updated continuously.

Last updated: Data updated continuously.
Solid Waste Information System(SWIS), <http://www.CalRecycle.ca.gov/SWFacilities/Directory/>
Cody Oquendo, Cody.Oquendo@CalRecycle.ca.gov (916) 341-6719

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[Detail](#) [Inspection](#) [Enforcement](#) [Maps](#) [Documents](#)

County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte County

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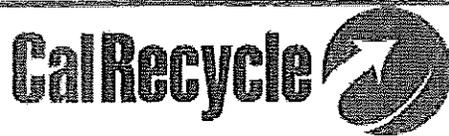
01 Solid Waste Landfill

Regulatory Status: Permitted Operational Status: Closed Inspection Frequency: Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
<u>10/09/2009</u>	10/15/2009	LEA Periodic		No Violations or Areas of Concern reported
<u>08/26/2009</u>	08/28/2009	LEA Periodic		No Violations or Areas of Concern reported
<u>06/02/2009</u>	06/05/2009	LEA Periodic	20790-Leachate Control	Areas of Concern
<u>03/05/2009</u>	03/11/2009	LEA Periodic	21150-Drainage and Erosion Control	Areas of Concern
			20790-Leachate Control	Areas of Concern
<u>02/09/2009</u>	02/18/2009	LEA Periodic	21150-Drainage and Erosion Control	Areas of Concern

[Inspections Data Dictionary](#)

Last updated: Data updated continuously.



Facility/Site Inspection Listings: Del Norte Transfer Station (08-AA-0018)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

[Search New Facility](#)

[Detail](#) [Inspection](#) [Enforcement](#) [Maps](#) [Documents](#)

County: Del Norte

Enforcement Agent: County of Del Norte

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Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte Solid Waste Mgmt. Auth.

01 Large Volume Transfer/Proc Facility

Regulatory Status: Permitted Operational Status: Active Inspection Frequency: Monthly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
12/17/2013	12/20/2013	LEA Periodic		No Violations or Areas of Concern reported
11/22/2013	11/25/2013	LEA Periodic		No Violations or Areas of Concern reported
10/30/2013	10/31/2013	LEA Periodic		No Violations or Areas of Concern reported
09/23/2013	09/23/2013	LEA Periodic		No Violations or Areas of Concern reported
08/19/2013	08/19/2013	LEA Periodic		No Violations or Areas of Concern reported
07/30/2013	07/30/2013	LEA Periodic		No Violations or Areas of Concern reported
06/28/2013	06/28/2013	LEA Periodic		No Violations or Areas of Concern reported
05/23/2013	05/23/2013	LEA Periodic		No Violations or Areas of Concern reported
04/30/2013	05/07/2013	LEA Periodic		No Violations or Areas of Concern reported
04/30/2013	05/28/2013	CalRecycle Focused		No Violations or Areas of Concern reported
03/12/2013	04/19/2013	LEA Periodic		No Violations or Areas of Concern reported
02/01/2013	03/18/2013	LEA Periodic		No Violations or Areas of Concern reported
01/30/2013	07/02/2013	LEA Periodic		No Violations or Areas of Concern reported



Facility/Site Inspection Listings: Del Norte Transfer Station (08-AA-0018)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: Beatrice Poroli

Phone Number: (916) 341-6411

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

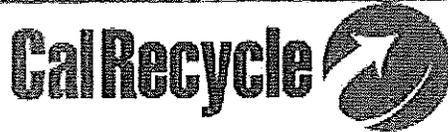
Land Owner: Del Norte Solid Waste Mgmt. Auth.

2012

01 Large Volume Transfer/Proc Facility

Regulatory Status: Permitted Operational Status: Active Inspection Frequency: Monthly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
<u>12/07/2012</u>	01/08/2013	LEA Periodic		No Violations or Areas of Concern reported
<u>11/06/2012</u>	12/05/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>10/26/2012</u>	12/05/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>09/20/2012</u>	10/08/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>08/27/2012</u>	10/08/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>07/30/2012</u>	08/28/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>06/28/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>05/10/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>04/19/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>03/19/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>02/24/2012</u>	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>01/31/2012</u>	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>01/24/2012</u>	02/16/2012	CalRecycle Focused		No Violations or Areas of Concern reported



Facility/Site Inspection Listings: Del Norte Transfer Station (08-AA-0018)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte Solid Waste Mgmt. Auth.

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01 Large Volume Transfer/Proc Facility

Regulatory Status: Permitted Operational Status: Active Inspection Frequency: Monthly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
12/27/2011	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
11/09/2011	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
10/25/2011	02/01/2012	LEA Periodic		No Violations or Areas of Concern reported
09/29/2011	02/01/2012	LEA Periodic		No Violations or Areas of Concern reported
08/30/2011	09/22/2011	LEA Periodic		No Violations or Areas of Concern reported
07/15/2011	08/16/2011	LEA Periodic		No Violations or Areas of Concern reported
06/10/2011	06/22/2011	LEA Periodic		No Violations or Areas of Concern reported
05/26/2011	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
04/28/2011	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
03/23/2011	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
02/10/2011	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
01/03/2011	06/07/2011	LEA Periodic		No Violations or Areas of Concern reported



Facility/Site Inspection Listings: Del Norte Transfer Station (08-AA-0018)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte Solid Waste Mgmt. Auth.

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01 Large Volume Transfer/Proc Facility

Regulatory Status: Permitted Operational Status: Active Inspection Frequency: Monthly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
12/14/2010	01/06/2011	LEA Periodic		No Violations or Areas of Concern reported
12/14/2010	02/02/2011	LEA Periodic		No Violations or Areas of Concern reported
11/03/2010	02/02/2011	LEA Periodic		No Violations or Areas of Concern reported
11/03/2010	12/02/2010	CalRecycle Focused		No Violations or Areas of Concern reported
11/03/2010	02/02/2011	LEA Periodic		No Violations or Areas of Concern reported
10/15/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
09/18/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
08/17/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
07/14/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
06/10/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
05/04/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
04/15/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
04/15/2010	06/07/2010	LEA Periodic		No Violations or Areas of Concern reported



Facility/Site Inspection Listings: Del Norte Transfer Station (08-AA-0018)

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CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte Solid Waste Mgmt. Auth.

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01 Large Volume Transfer/Proc Facility

Regulatory Status: Permitted Operational Status: Active Inspection Frequency: Monthly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
11/10/2009	11/12/2009	LEA Periodic		No Violations or Areas of Concern reported
10/08/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported
09/21/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported
08/24/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported
07/27/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported
06/18/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported
05/14/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported
04/09/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported
03/09/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported
02/09/2009	02/13/2009	LEA Periodic		No Violations or Areas of Concern reported

[Inspections Data Dictionary](#)

Last updated: Data updated continuously.



Facility/Site Inspection Listings: Gasquet Transfer Station (08-AA-0001)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

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[Detail](#) [Inspection](#) [Enforcement](#) [Maps](#) [Documents](#)

County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: County Of Del Norte

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01 Limited Volume Transfer Operation

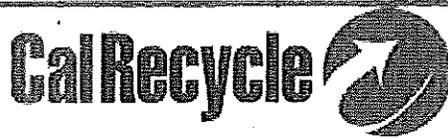
Regulatory Status: Notification Operational Status: Active Inspection Frequency: Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
11/14/2013	11/15/2013	LEA Periodic	17408.1-Litter Control 17410.4-Vector, Bird and Animal Control	Areas of Concern Areas of Concern
08/08/2013	08/09/2013	LEA Periodic	No Violations or Areas of Concern reported	
05/01/2013	05/07/2013	LEA Periodic	No Violations or Areas of Concern reported	
05/01/2013	05/28/2013	CalRecycle Focused	No Violations or Areas of Concern reported	
03/20/2013	04/19/2013	LEA Periodic	No Violations or Areas of Concern reported	
02/27/2013	03/18/2013	LEA Periodic	No Violations or Areas of Concern reported	

Inspections Data Dictionary

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 Solid Waste Information System(SWIS), <http://www.CalRecycle.ca.gov/SWFacilities/Directory/>
 Cody Oquendo, Cody.Oquendo@CalRecycle.ca.gov (916) 341-6719



Facility/Site Inspection Listings: Gasquet Transfer Station (08-AA-0001)

For this facility, please contact Local Enforcement Agency (LEA) below

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Phone Number: (916) 341-6411

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[Detail](#) [Inspection](#) [Enforcement](#) [Maps](#) [Documents](#)

County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: County Of Del Norte

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01 Limited Volume Transfer Operation

Regulatory Status: Notification Operational Status: Active Inspection Frequency: Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
<u>12/07/2012</u>	01/08/2013	LEA Periodic		No Violations or Areas of Concern reported
<u>11/28/2012</u>	12/05/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>10/30/2012</u>	12/05/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>09/28/2012</u>	10/08/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>08/30/2012</u>	10/08/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>07/31/2012</u>	08/28/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>06/25/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>05/24/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>04/30/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>03/29/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>02/29/2012</u>	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>01/30/2012</u>	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported



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Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: County Of Del Norte

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01 Limited Volume Transfer Operation

Regulatory Status: Notification Operational Status: Active Inspection Frequency: Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
<u>12/29/2011</u>	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>11/17/2011</u>	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>10/26/2011</u>	02/01/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>09/30/2011</u>	02/01/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>08/31/2011</u>	09/22/2011	LEA Periodic		No Violations or Areas of Concern reported
<u>07/27/2011</u>	08/16/2011	LEA Periodic		No Violations or Areas of Concern reported
<u>06/13/2011</u>	06/22/2011	LEA Periodic		No Violations or Areas of Concern reported
<u>05/27/2011</u>	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
<u>04/04/2011</u>	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
<u>03/22/2011</u>	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
<u>02/10/2011</u>	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
<u>01/18/2011</u>	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported



Facility/Site Inspection Listings: Gasquet Transfer Station (08-AA-0001)

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CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: County Of Del Norte

2010 Submit

01 Limited Volume Transfer Operation

Regulatory Status: Notification Operational Status: Active Inspection Frequency: Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
12/10/2010	01/05/2011	LEA Periodic		No Violations or Areas of Concern reported
12/10/2010	01/06/2011	LEA Periodic		No Violations or Areas of Concern reported
11/10/2010	09/22/2011	LEA Periodic		No Violations or Areas of Concern reported
10/06/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
09/21/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
08/13/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
07/06/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
06/22/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
05/12/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
04/15/2010	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
04/15/2010	06/23/2010	LEA Periodic		No Violations or Areas of Concern reported
03/30/2010	05/04/2010	LEA Periodic		No Violations or Areas of Concern reported
03/30/2010	06/23/2010	LEA Periodic		No Violations or Areas of Concern reported



Facility/Site Inspection Listings: Gasquet Transfer Station (08-AA-0001)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

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[Detail](#) [Inspection](#) [Enforcement](#) [Maps](#) [Documents](#)

County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: County Of Del Norte

2009

01 Limited Volume Transfer Operation

Regulatory Status: Notification Operational Status: Active Inspection Frequency: Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
10/05/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported
07/01/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported
04/16/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported
02/02/2009	11/10/2009	LEA Periodic		No Violations or Areas of Concern reported

[Inspections Data Dictionary](#)

Last updated: Data updated continuously.

Last updated: Data updated continuously.

Solid Waste Information System(SWIS), <http://www.CalRecycle.ca.gov/SWFacilities/Directory/>
Cody Oquendo, Cody.Oquendo@CalRecycle.ca.gov (916) 341-6719

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Facility/Site Inspection Listings: Klamath Transfer Station (08-AA-0002)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

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[Detail](#) [Inspection](#) [Enforcement](#) [Maps](#) [Documents](#)

County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte Solid Waste Mgmt. Auth.

2013 <input type="button" value="Submit"/>
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01 Limited Volume Transfer Operation

Regulatory Status: Notification **Operational Status:** Active **Inspection Frequency:** Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
11/20/2013	11/21/2013	LEA Periodic		No Violations or Areas of Concern reported
08/07/2013	08/09/2013	LEA Periodic		No Violations or Areas of Concern reported
04/30/2013	05/07/2013	LEA Periodic		No Violations or Areas of Concern reported
04/30/2013	05/28/2013	CalRecycle Focused		No Violations or Areas of Concern reported
03/21/2013	04/19/2013	LEA Periodic		No Violations or Areas of Concern reported
02/14/2013	03/18/2013	LEA Periodic		No Violations or Areas of Concern reported

Inspections Data Dictionary

Last updated; Data updated continuously.

Last updated; Data updated continuously.
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Facility/Site Inspection Listings: Klamath Transfer Station (08-AA-0002)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: Beatrice Poroli

Phone Number: (916) 341-6411

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

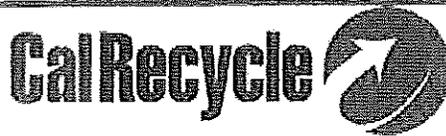
Land Owner: Del Norte Solid Waste Mgmt. Auth.

2012 <input type="button" value="Submit"/>
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01 Limited Volume Transfer Operation

Regulatory Status: Notification **Operational Status:** Active **Inspection Frequency:** Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
<u>12/07/2012</u>	01/08/2013	LEA Periodic		No Violations or Areas of Concern reported
<u>11/21/2012</u>	12/05/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>10/26/2012</u>	12/05/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>09/17/2012</u>	10/08/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>08/24/2012</u>	10/08/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>07/26/2012</u>	08/28/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>06/14/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>05/11/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>04/20/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>03/28/2012</u>	07/06/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>02/24/2012</u>	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
<u>01/25/2012</u>	02/16/2012	CalRecycle Focused	17409.5-Load Checking	Violation



Facility/Site Inspection Listings: Klamath Transfer Station (08-AA-0002)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: [Beatrice Poroli](#)

Phone Number: (916) 341-6411

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte Solid Waste Mgmt. Auth.

2011 Submit

01 Limited Volume Transfer Operation

Regulatory Status: Notification Operational Status: Active Inspection Frequency: Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
12/27/2011	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
11/18/2011	03/20/2012	LEA Periodic		No Violations or Areas of Concern reported
10/27/2011	02/01/2012	LEA Periodic		No Violations or Areas of Concern reported
09/09/2011	02/01/2012	LEA Periodic		No Violations or Areas of Concern reported
08/19/2011	09/22/2011	LEA Periodic		No Violations or Areas of Concern reported
07/26/2011	08/16/2011	LEA Periodic		No Violations or Areas of Concern reported
06/14/2011	06/22/2011	LEA Periodic		No Violations or Areas of Concern reported
05/27/2011	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
04/04/2011	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
03/22/2011	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
02/10/2011	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported
01/18/2011	06/21/2011	LEA Periodic		No Violations or Areas of Concern reported



Facility/Site Inspection Listings: Klamath Transfer Station (08-AA-0002)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: Beatrice Poroli

Phone Number: (916) 341-6411

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte Solid Waste Mgmt. Auth.

2010 [Submit](#)

01 Limited Volume Transfer Operation

Regulatory Status: Notification **Operational Status:** Active **Inspection Frequency:** Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
<u>12/15/2010</u>	01/05/2011	LEA Periodic		No Violations or Areas of Concern reported
<u>12/15/2010</u>	01/06/2011	LEA Periodic		No Violations or Areas of Concern reported
<u>11/18/2010</u>	01/05/2011	LEA Periodic		No Violations or Areas of Concern reported
<u>11/18/2010</u>	01/06/2011	LEA Periodic		No Violations or Areas of Concern reported
<u>10/19/2010</u>	11/23/2010	LEA Periodic		No Violations or Areas of Concern reported
<u>09/22/2010</u>	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
<u>08/18/2010</u>	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
<u>07/02/2010</u>	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
<u>06/23/2010</u>	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
<u>05/13/2010</u>	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
<u>04/15/2010</u>	12/06/2010	LEA Periodic		No Violations or Areas of Concern reported
<u>04/15/2010</u>	06/23/2010	LEA Periodic		No Violations or Areas of Concern reported
<u>03/17/2010</u>	06/23/2010	LEA Periodic		No Violations or Areas of Concern reported



Facility/Site Inspection Listings: Klamath Transfer Station (08-AA-0002)

For this facility, please contact Local Enforcement Agency (LEA) below

CalRecycle Contact: [Beatrice Poroli](#)

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County: Del Norte

Enforcement Agent: County of Del Norte

Operator/Business Owner: Del Norte Solid Waste Mgmt. Auth.

Land Owner: Del Norte Solid Waste Mgmt. Auth.

2009 <input type="button" value="Submit"/>
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01 Limited Volume Transfer Operation

Regulatory Status: Notification Operational Status: Active Inspection Frequency: Quarterly

Inspection Date	CalRecycle Received	Inspection Program	Regulation	Areas of Concern/Violations
10/07/2009	10/13/2009	LEA Periodic		No Violations or Areas of Concern reported
07/07/2009	07/13/2009	LEA Periodic		No Violations or Areas of Concern reported
04/17/2009	04/22/2009	LEA Periodic	17408.1-Litter Control	Areas of Concern
02/04/2009	02/11/2009	LEA Periodic	17408.1-Litter Control	Areas of Concern

[Inspections Data Dictionary](#)

Last updated: Data updated continuously.

Last updated: Data updated continuously.
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Appendix G

Solid Waste Manager Job Description

R3

Del Norte Solid Waste Authority Job Description

Job Title: Solid Waste Manager
Date: March 2014

Approved by Authority Board:

Summary Description:

Under the direction of the Authority Board the Solid Waste Manager is responsible for the efficient and effective management of the finances and daily operations of the Del Norte Solid Waste Authority. The position administers programs designed to properly dispose of solid waste and to reduce, recycle and reuse waste efficiently in compliance with all local, state and federal regulations and in cooperation with contracted vendors. It provides management, oversight, leadership and direction of the Authority's financial operation, including forecasting, planning, budgeting, purchasing, accounting, insurance, and auditing activities of the organization in cooperation with the Del Norte County Auditor and Treasurer.

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

Regulatory Compliance

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

Budgeting

- ✓ Prepares and administers the Authority's annual budget by analyzing actual program expenditures to develop cost data for budgeting; obtains and reviews budget data from County Auditor financial statements and responds to Authority Board requests for financial information and program revenues and expenses.
- ✓ Contributes as needed to budget discussions with the Authority Board and contracted County service providers.
- ✓ Provides periodic detailed and technical financial reports to the Authority Board.

Finance

- ✓ Reviews monthly reports from the custodian of funds, the Del Norte County Auditor and monitors all claims and pay demands.
- ✓ Under the direction of the Authority Board, plans, organizes, manages and oversees all financial activities including cash accounting, budgeting, payroll, and cost effectiveness of programs in cooperation with the Del Norte County Auditor.
- ✓ Coordinates with the Del Norte County Auditor the Authority's annual audit process and directly assists in the preparation of the annual independent audit of Authority funds.
- ✓ Reviews, researches, analyzes and summarizes fiscal, statistical, and administrative information; prepares related reports and correspondence.
- ✓ Analyzes proposals, tonnage reports, budgets and business plans.
- ✓ Works with contract vendors to administer and interpret agreements for revenue for the Authority and payments to all service providers.
- ✓ Reviews, monitors and amends current franchise and contract provisions; develops proposals for changes to franchise and contract provisions to enhance customer services in an effective, fair, and cost efficient manner.
- ✓ Administer grant funds and act as liaison and coordinator in program areas in accordance and cooperation with contract agreements with relevant vendors.

Accounting

- ✓ Prepares, reviews and processes claims for payment by the County Auditor for Authority transactions and invoices; resolves accounting issues; maintains and reconciles scale house bank funds; makes deposits of daily receipts.
- ✓ Reviews general ledger reports from the County Auditor and reconciles any outstanding issues or discrepancies.
- ✓ Prepares and submits expenditure and budget status reports for Authority Board information; generates in-depth written reports for any significant changes in the financial situation of the Authority and presents five and ten year revenue projections.
- ✓ Performs month and year-end review of accounts, reconciles adjusting and closing entries, and reviews monthly and year-end financial statements from the Del Norte County Auditor.
- ✓ Manages scale house reporting systems and reconciles Authority revenue, franchise fees, billings and commodity materials revenue.
- ✓ Monitors and administers contract payments for professional services, vendor services, regulatory fees and other services.

- ✓ Designs and maintains databases and spreadsheets to track budgets, tonnages, transactions and compliance requirements. Tracking includes service provider statistics, rate analysis, diversion and disposal data and relevant scale house information.
- ✓ Performs internal cash control auditing of transactions and collections at the scale house, inventories, assets and petty cash funds by examining, analyzing, and verifying financial records.
- ✓ Writes, implements and maintains procedures to ensure compliance with accounting policies, cash security, and internal checks and balances.

Contracting

- ✓ Manages and oversees all Authority contracts to assure compliance with all contractual terms and conditions.
- ✓ With Authority Board direction may negotiate agreements with other public and private entities including franchised solid waste service providers.
- ✓ Seeks contracting opportunities for projects to assure effective and efficient delivery of services.
- ✓ Develop Request for Proposals for professional services as needed; provide clear, concise and consistent direction to contractors; monitors contracts to ensure compliance with contractual obligations.
- ✓ Delivers timely resolution of any customer or jurisdictional complaint.
- ✓ Conduct monthly on-site inspections of Authority facilities to assure their ongoing safe and effective operation and adherence with current agreements.
- ✓ Performs related duties as required.

Business Development

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

Manage External Relationships

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

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

Board Responsibilities

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

Supervisory Responsibilities

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

Knowledge, Skills and Abilities:

- ✓ Principles and practices of integrated solid waste management.
- ✓ Normal and customary practices of government enterprise fund operations.
- ✓ Governmental enterprise fund accounting and financial planning.
- ✓ Principles and practices of proposals and contract administration in the State of California.

- ✓ Regulatory provisions of solid waste prevention, reduction, recycling and disposal activities in California.
- ✓ A working knowledge of SRRE's, water quality issues and air quality issues related to solid waste facilities.
- ✓ A working knowledge of solid waste legal terminology and current statutes governing the procedures of a joint powers authority and the responsibilities of the Board of Directors.
- ✓ Ability to maintain discretion and good judgment with sensitive and confidential information.

Education or Experience:

Bachelor's degree in public administration, waste management, planning, engineering, business, environmental studies or related field and five (5) years responsible professional experience in solid waste management or a related field; or an equivalent combination of education and experience.

Language Skills:

- ✓ Ability to read, analyze and interpret financial reports, legal documents and common to the industry scientific and technical journals.
- ✓ Ability to respond to inquiries and complaints from customers, contractors, regulatory agencies, member jurisdictions, and members of the business community.
- ✓ Ability to write reports and letters in accordance with the prescribed style and format common to the industry.
- ✓ Ability to make effective and succinct presentations to the public, member jurisdictions, the Authority Board and regulatory agencies.

Computer Skills:

A working ability with Microsoft Office; Word and Excel, Internet tools, e-mail, Facebook, accounting software and solid waste management scale house software.

Certificates, Licenses, Registrations:

Valid CA Drivers License

Physical Demands:

- ✓ The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ✓ Required to sit up to 3-6 hours a day with intermittent walking and standing.

- ✓ Occasionally may be required to lift items up to 50 pounds up to a height of 4 feet.

Work Environment:

- ✓ The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ✓ Office work environment with normal noise levels.
- ✓ Scale house work environment with higher than average noise and dust levels with some exposure to exterior elements.
- ✓ Off site and field visits may be chaotic at times and may require personal protective equipment to be worn such as hearing protection, hard hats, gloves, steel toed foot ware and eye protection.

SALARY RANGE \$70,000 - \$80,000 depending on qualifications

FLSA Status: Full Time Exempt