

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

**Board of Supervisors Chambers
Flynn Center 981 H Street
Crescent City, CA**

Regular Session

Tuesday November 15, 2016

4:15 PM

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

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All documents referred to in this agenda are available at the Office of the Del Norte Solid Waste Management Authority at 1700 State Street in Crescent City, between the hours of 8 A.M. and 5 P.M. Monday through Friday OR online at www.recycledelnorte.ca.gov
For more information call 465-1100 or email dnswwa@recycledelnorte.ca.gov

**4:15 PM CALL MEETING TO ORDER / ROLL CALL
PLEDGE OF ALLEGIANCE**

PUBLIC COMMENTS:

4:15 PM ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.

OPEN SESSION ITEMS:

1. CONSENT AGENDA

- 1.1 Approve minutes, Regular Session, Tuesday October 18, 2016. **
- 1.2 Approve payment of a claim to U S Bank Corp. in the amount of \$5,256.10 **
- 1.3 Approve a FY 16/17 budget transfer in the amount of \$8,412.00 **

END CONSENT AGENDA

2. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 2.1 through 2.5 are provided for information only

- 2.1 Director's Report **
- 2.2 Treasurer/Controller Report for September 2016 **
- 2.3 Claims approved by Director for October 2016 **
- 2.4 Monthly Cash and Charge Reports for October 2016 **
- 2.5 Earned Revenue Comparisons between FY15/16 and FY16/17 **

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE - No Items

4. COLLECTIONS FRANCHISE

- 4.1 Discussion and possible action regarding the October 14, 2016 letter from Jeremy Herber, General Manager of Recology Del Norte. **
- 4.2 Discussion regarding the results to California Propositions 65 and 67 and potential impacts to plastic bag recycling Del Norte County. **

5. TRANSFER STATION

- 5.1 Discussion and possible action regarding Transfer Station Operations Change Order 24 approving a one-time payment of \$1,167 as a reimbursement associated with the delayed rate adjustment based on changes to the Consumer Price Index. **

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

- 6.1 Discussion and possible action regarding Resolution 2016-03 Honoring Martha McClure for Her Service as Authority Commissioner 2003-2012, 2015-2016 and Her Leadership as Chair for the Years 2005, 2008 and 2016. **
- 6.2 Discussion and possible action regarding a draft Request for Proposals to provide services related to annual Hazardous Waste Collection Events and related hazardous waste management. **
- 6.3 Discussion and possible action regarding the Del Norte Solid Waste Management Authority Work Priorities Fiscal Year 2016 -2017. **
- 6.4 Discussion and possible action regarding November 4, 2016 response from Del Norte Solid Waste Task Force regarding the Authority's suggestion that this body update their Code of Conduct. **

7. CLOSED SESSION ITEMS:

- 7.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9 (d)(1)
Name of Case: Unfair Practice charge SF-CE-1422-M
Service Employees International Union Local 1021 v. Del Norte Solid Waste Management Authority
- 7.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Gov't code 54957 (b)(1)
Title: Director

8. ADJOURNMENT

Adjourn to the next Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 4:15 P.M., December 20, 2016 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

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

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

Regular Session, Tuesday October 18, 2016, 4:15 PM

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

ABSENT: none

ALSO PRESENT: Heidi Kunstal, Del Norte County Community Development Director
Joel Wallen, Hambro Waste Solutions Group
Wes White, Hambro Waste Solutions Group
Jeremy Herber, Recology Del Norte

4:15 PM CALL MEETING TO ORDER

Chair Inscore called the meeting to order in regular session at 4:17 p.m. Roll was taken with all Commissioners present.

PLEDGE OF ALLEGIANCE

The pledge was led by Chair Inscore.

4:15 PM PUBLIC COMMENTS:

There were no public comments.

OPEN SESSION ITEMS:

1. CONSENT AGENDA

- 1.1 Approve minutes, Regular Session, Tuesday, September 20, 2016.
- 1.2 Approve payment to North Coast Laboratories, Ltd. For invoices 129332 and 129319 in the amount of \$9,119.00.

1.3 Approve a FY 16/17 budget transfer in the amount of \$6,694.00.

END CONSENT AGENDA

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

2. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 2.1 through 2.5 are provided for information only

2.1 Director's Annual State of the Agency Report. **231501**

2.2 Treasurer/Controller Report for August 2016.

2.3 Claims approved by Director for September 2016.

2.4 Monthly Cash and Charge Reports for September 2016.

2.5 Earned Revenue Comparisons between FY15/16 and FY16/17.

The above-listed reports were presented and accepted.

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE – No Items

4. COLLECTIONS FRANCHISE

4.1 Discussion and possible action regarding the October 14, 2016 letter from Jeremy Herber, General Manager of Recology Del Norte. **180510**

Discussion was held regarding Mr. Herber's request to discontinue recycling of some items. Board Members agreed by consensus to refer this item back to the Sub-Committee and Legal Counsel before taking action.

5. TRANSFER STATION – No Items

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

6.1 Discussion and possible action regarding Resolution 2016-03, HONORING MARTHA MC CLURE FOR HER SERVICE AS AUTHORITY COMMISSIONER 2003-2012, 2015-2016 AND HER LEADERSHIP AS CHAIR FOR THE YEARS 2005, 2008 AND 2016.

Due to the inability to record audio of this meeting (associated with an earlier power outage), Board Members agreed by consensus to continue this item until the next meeting.

6.2 Discussion and possible action regarding the Del Norte Solid Waste Management Authority Work Priorities Fiscal Year 2016-2017. 231501

Director Ward presented the Work Priorities. Board Members agreed by consensus to defer this item to the new year, but to leave it on the agenda for discussion until that time.

6.3 Discussion and possible action regarding appointments to the North Coast Recycling Market Development Zone. 180505

On a motion by Commissioner Howard, seconded by Commissioner McClure and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the appointment of Tedd Ward and Eli Naffah as Del Norte County representatives to the North Coast Recycling Market Development Zone Management Team.

6.4 Discussion and possible action regarding the Del Norte Solid Waste Management Authority's Wireless Device Policy. 160504

On a motion by Commissioner Howard, seconded by Commissioner McClure and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the Del Norte Solid Waste Management Authority Wireless Device Policy.

7. ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY

4:30 P.M.

7.1 Public hearing, discussion and possible action regarding the FY 16/17 budget for the Del Norte County Abandoned Vehicle Abatement Service Authority. 010203

The Chair recessed the meeting of the Del Norte Solid Waste Management Authority at 5:11 p.m., and immediately convened as the Abandoned Vehicle Abatement Service Authority (AVA) with Commissioners Gastineau, Howard, Inscore, McClure, and Naffah present. The Public Hearing was opened at 5:11 p.m., there were no public comments, and the Hearing was closed at 5:11 p.m. Board Members agreed by consensus to direct Director Ward to research whether any other partner can contribute funds to AVA should it run out of money.

Discussion was held regarding current State law allowing vehicle owners to fill out a Release of Liability at the Department of Motor Vehicles without providing new ownership information. This has led to vehicles being dumped and left for AVA, rather than the owners', to dispose of. On a motion by Commissioner Howard, seconded by Commissioner McClure and unanimously carried on a polled vote, the Abandoned Vehicle Abatement Service Authority approved sending letters to elected officials

supporting closure of the loophole allowing vehicle owners to file a Release of Liability at the Department of Motor Vehicles without providing new owner information.

The Chair adjourned the meeting of the Abandoned Vehicle Abatement Service Authority at 5:21 p.m. and immediately reconvened as the Del Norte Solid Waste Management Authority.

8. CLOSED SESSION ITEMS:

8.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(4)
Possible initiation of litigation, one case.

8.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)
Name of Case: Unfair Practice charge SF-CE-1422-M
Service Employees International Union Local 1021 v. Del Norte Solid Waste Management Authority

8.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Gov't code 54957 (b)(1)
Title: Director

The Chair recessed the open meeting of the Del Norte Solid Waste Management Authority and convened in closed session at 5:22 p.m. The closed session was adjourned at 5:55 p.m. and the meeting reconvened immediately in open session. Counsel reported that no action was taken.

9. ADJOURNMENT

Adjourn to the Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 4:15 p.m., November 15, 2016 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Authority, the Chair adjourned the meeting at 5:55 p.m., until the Regular Meeting on November 15, 2016.

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Ron Gastineau, Secretary
Del Norte Solid Waste Management Authority

Date / /

Submitted:

Katherine Brewer, Clerk
Del Norte Solid Waste Management Authority

Date / /

Vendor U S Bank Corp P S
P O Box 790428

ST Louis MO 63179-0428

Vendor ID: PBSP Expense Change of Address

Special Warrant Routing

AUDITOR COPY

Claim ID: 7752
Page 1 of 1

Fund	Dept	Line	Proj	Amount	Description
422	421	20110		\$240.35	E-Safety Supplies-Rain Gear
422	421	20224		\$486.06	Paper Net-Office supplies
422	421	20224		\$139.19	Padlocks-Office supplies
422	421	20140		\$3.23	Walmart-Household Supplies
422	421	20140		\$17.37	Walmart-Household Supplies
422	421	20239	001	\$4,369.90	Geotech Environmental-Landfill maintenance

Total Claim: \$5,256.10

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 *Jedd Ward*
Signature of Department Head/Authorized Deputy

11/1/2016
Claim Date

1.2



P.O. BOX 6343
FARGO ND 58125-6343

ACCOUNT NUMBER 4246 0445 5565 2464
STATEMENT DATE 10-24-2016
AMOUNT DUE \$5,256.10
NEW BALANCE \$5,256.10
PAYMENT DUE ON RECEIPT



000001506 01 AB 0.399 106481733302131 P
DEL NORTE SOLID WSTE MGM
ATTN TEDD WARD
1700 STATE ST
CRESCENT CITY CA 95531-9282

AMOUNT ENCLOSED
\$ 5256.10
Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4246044555652464 000525610 000525610

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
DEL NORTE SOLID WSTE 4246 0445 5565 2464	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance	
Company Total	\$1,644.41	\$5,256.10	\$0.00	\$0.00	\$0.00	\$0.00	\$1,644.41	\$5,256.10	

CORPORATE ACCOUNT ACTIVITY						
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
10-17	10-17	74798266291000000000048	PAYMENT - 19881 00000 A	1,644.41 PY		

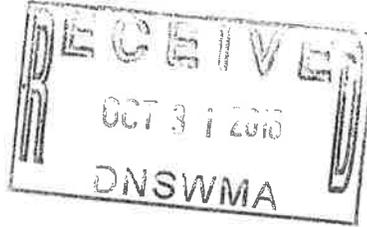
RECEIVED
TOTAL CORPORATE ACTIVITY \$1,644.41 CR
OCT 31 2016
DNSWMA

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-12	10-11	24755426285642854502241	GEOTECH ENVIRONMENTAL EQU 800-8337958 CO	4,369.90	
10-13	10-12	24226386287091007670668	WAL-MART #1910 CRESCENT CITY CA	17.37	
10-19	10-18	24445006293400087469498	WM SUPERCENTER #1910 CRESCENT CITY CA	3.23	

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4246-0445-5565-2464		ACCOUNT SUMMARY	
	STATEMENT DATE 10/24/16	DISPUTED AMOUNT .00	PREVIOUS BALANCE 1,644.41 PURCHASES & OTHER CHARGES 5,256.10 CASH ADVANCES .00 CASH ADVANCE FEES .00 LATE PAYMENT CHARGES .00 CREDITS .00 PAYMENTS 1,644.41	AMOUNT DUE 5,256.10
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	ACCOUNT BALANCE 5,256.10			



Company Name: DEL NORTE SOLID WSTE MGM
Corporate Account Number: 4246 0445 5565 2464
Statement Date: 10-24-2016



NEW ACTIVITY

KAYLEEN WARNER 4246-0446-0063-1364	CREDITS \$0.00	PURCHASES \$139.19	CASH ADV \$0.00	TOTAL ACTIVITY \$139.19
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-06	10-04	24639236279900019500135	1ST-IN-PADLOCKS.COM, LLC 603-8899887 NH	139.19

LISA K BABCOCK 4246-0470-0001-0956	CREDITS \$0.00	PURCHASES \$726.41	CASH ADV \$0.00	TOTAL ACTIVITY \$726.41
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-11	10-10	24493986285207437500086	PAPER NET 925-681-2100 CA	486.06
10-21	10-20	24013396294002743137935	ESAFETY SUPPLIES INC 626-3691280 CA	240.35

Department: 00000 Total:	\$5,256.10
Division: 00000 Total:	\$5,256.10



U.S. BANCORP SERVICE CENTER
 P. O. Box 6343
 Fargo, ND 58125-6343

DEL NORTE SOLID WSTE MGMT AUTH

ACCOUNT NUMBER 4246-0441-0189-3281
STATEMENT DATE 10-24-16
TOTAL ACTIVITY \$ 4,390.50



000024363 01 AT 0.399 106481733376053 P

TEDD WARD
 DNSWMA
 1700 STATE STREET
 CRESCENT CITY CA 95531-9282

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

19881

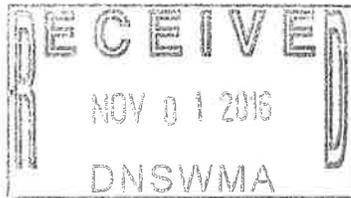
I certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Tedd Ward *01NOV16*
 Cardholder Date Approver Date



NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
0-12	10-11	GEOTECH ENVIRONMENTAL EQU 800-8337958 CO PUR ID: 501684 TAX: 0.00	24755426285642854502241	5072	4,369.90
0-13	10-12	WAL-MART #1910 CRESCENT CITY CA PUR ID: 1012161910 TAX: 1.25	24226386287091007670668	5411	17.37
0-19	10-18	WM SUPERCENTER #1910 CRESCENT CITY CA PUR ID: TAX: 0.23	24445006293400087469498	5411	3.23



Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4246-0441-0189-3281		ACCOUNT SUMMARY	
	STATEMENT DATE 10-24-16	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$4,390.50
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$4,390.50



U.S. BANCORP SERVICE CENTER
 P. O. Box 6343
 Fargo, ND 58125-6343



DEL NORTE SOLID WSTE MGMT AUTH

ACCOUNT NUMBER 4246-0446-0063-1364
 STATEMENT DATE 10-24-16
 TOTAL ACTIVITY \$ 139.19

000024364 01 AT 0.399 106481733376054 P

KAYLEEN WARNER
 DEL NORTE SOLID WSTE MGM
 1700 STATE ST
 CRESCENT CITY CA 95531-9282

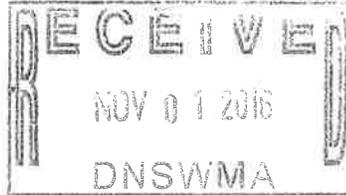
"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder Kayleen Warner Date 11-1-16 Approver Heidi Ward Date 01/01/16

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
10-06	10-04	1ST-IN-PADLOCKS.COM, LLC 603-8899887 NH PUR ID: V5019683 TAX: 0.00	24639236279900019500135	5072	139.19



Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4246-0446-0063-1364		ACCOUNT SUMMARY	
	STATEMENT DATE 10-24-16	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$139.19
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$139.19



U.S. BANCORP SERVICE CENTER
 P. O. Box 6343
 Fargo, ND 58125-6343

DEL NORTE SOLID WSTE MGMT AUTH

ACCOUNT NUMBER 4246-0470-0001-0956
STATEMENT DATE 10-24-16
TOTAL ACTIVITY \$ 726.41

000024365 01 AT 0.399 106481733376055 P

LISA K BABCOCK
 DNSWMA
 1700 STATE ST
 CRESCENT CITY CA 95531-9282

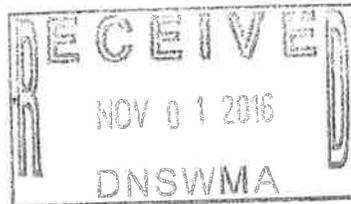
"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

I certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Christa Spore 11/01/2016 Neel Ward 01NOV16
 Cardholder Date Approver Date

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
10-11	10-10	PAPER NET 925-681-2100 CA PUR ID: C19711 Del Norte TAX: 34.96	24493986285207437500086	5111	486.06
10-21	10-20	ESAFETY SUPPLIES INC 626-3691280 CA PUR ID: 1 TAX: 15.48	24013396294002743137935	5047	240.35



Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4246-0470-0001-0956		ACCOUNT SUMMARY	
	STATEMENT DATE 10-24-16	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE \$.00	
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$726.41	
			CASH ADVANCES \$.00	
			CASH ADVANCE FEE \$.00	
			CREDITS \$.00	
		TOTAL ACTIVITY		\$726.41



Geotech Environmental Equipment, Inc.
 2650 East 40th Avenue
 Denver, CO 80205
 Phone 303.320.4764 FAX 303.322.7242
 sales@geotechenv.com
 www.geotechenv.com
 Federal ID# 84-0753199

Invoice

No Payment Due

Invoice No: 501684
 Invoice Date: 10/11/2016
 Order No: 00472778
 Customer No: 000006606283
 Salesperson No: 002 BRETT KROHN
 Account Terms: 1%-10/NET30
 Payment Method: CC
 Purchase Ord No:
 Placed By: **Tedd Ward**

Bill To: **DEL NORTE SOLID WASTE**
 ATTN: A.P. *
 1700 STATE ST
 CRESCENT CITY, CA 95531
 UNITED STATES OF AMERICA

Ship To: **DEL NORTE SOLID WASTE**
 ATTN : TEDD WARD
 1700 STATE ST
 CRESCENT CITY, CA 95531
 UNITED STATES OF AMERICA

Phone No: (707) 465-1100 Ext No:

Shipping Date	Ship Via	Bill Frt Carrier #	Location
10/10/2016	UPS GROUND		CO

Line No.	Item No.	Description	Quantity			Unit Price	Amount
			Required	Shipped	B.O.		
1	81400104	WELL CAP,SLIPFIT,2",SSGEOSUB D=CMP1/2X1/2,2PIN LG,FEPHW	3	3		\$110.00	\$330.00
2	51200097	PUMP,SS GEOSUB,150',NO LEAD D=HB:3/8	3	3		\$945.00	\$2,835.00
SERIAL #03B0475, #03B0455, #03B0533							
3	87050503	TUBING,PE,3/8x1/2,FT POLYETHYLENE	146	146		\$0.40	\$58.40
4	21200103	CABLE,12/2,ETFE,SS,GEOSUB W/SS SAFETY CABLE	146	146		\$3.56	\$519.76
5	81400900	SYSTEM ASSEMBLY	146	146		\$1.00	\$146.00

Call Tedd

Your Visa card ending in *-3281, expiring 08/20 was charged.
 Authorization Number: 055066

If you have questions, please contact BRETT KROHN at the above number.

Sale Amount	\$3,889.16
Shipping/Handling:	\$ 200.00
Sales Tax 7.50	\$280.74
Invoice Amount	\$4,369.90
Payment Applied	\$4,369.90
Amount Due	\$0.00

TW Cal Card

See back of receipt for your chance to win \$1000

ID #: 7JZK5TNP07Z



(707) 464 - 1198
 MANAGER PETER DAVIS
 900 E WASHINGTON BLVD
 CRESCENT CITY CA 95531

ST# 01910 OP# 003379	TE# 11	TR# 07810
GV SPONGE	007874209759	1.24 X
SCRN PROTR	004385968344	14.88 X
SUBTOTAL		16.12
TAX 1	7.750 %	1.25
TOTAL		17.37
VISA TEND		17.37

VISA CREDIT **** * 3281 T 1
 APPROVAL # 070499
 REF # 628600767066
 TRANS ID - 306286670894680
 VALIDATION - B2MS
 PAYMENT SERVICE - E

AID A000000003101001
 TC 1F4919870F305080
 TERMINAL # SC010038
 *NO SIGNATURE REQUIRED

10/12/16 11:38:28
 CHANGE DUE 0.00

ITEMS SOLD 2



Low Prices You Can Trust. Every Day.
 10/12/16 11:38:28

CUSTOMER COPY

Store receipts on your phone. Walmart Pay.



See back of receipt for your chance to win \$1000

ID #: 7JZK5TNP5C0



(707) 464 - 1198
 MANAGER PETER DAVIS
 900 E WASHINGTON BLVD
 CRESCENT CITY CA 95531

ST# 01910 OP# 003446	TE# 11	TR# 01199
8.5X11 FRAME	003223114201	3.00 T
SUBTOTAL		3.00
TAX 1	7.750 %	0.23
TOTAL		3.23
VISA TEND		3.23

VISA CREDIT **** * 3281 T 1
 APPROVAL # 071699
 REF # 1042000314
 TRANS ID - 386292714371379
 VALIDATION - 3EMB
 PAYMENT SERVICE - E

AID A000000003101001
 TC C336564F3EEAE62A
 TERMINAL # SC010038
 *NO SIGNATURE REQUIRED

10/18/16 12:50:59
 CHANGE DUE 0.00

ITEMS SOLD 1



Low Prices You Can Trust. Every Day.
 10/18/16 12:50:59

CUSTOMER COPY

Store receipts on your phone. Walmart Pay.



Thank you for your order.
You may track this order at www.1st-in-Padlocks.com in the 'my account' section.
Please print this receipt for your records.

1st-in-Padlocks.com, LLC
PO Box 7544
Nashua, NH 03060

Sales Order Number:
5019683

Fed ID # 27-0407401

Sales Order Date:
10-03-2016

Voice: 603-889-9887
Fax #: 603-889-9822

Sold To:

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

Ship To:

Kayleen Warner
Del Norte Solid Waste Management
1700 State Street
Crescent City, CA 95531
US

Shipping Method	Payment Terms	
Ground	Credit Card: Visa XXXX...1364	

Order Summary				
Quantity	Part #	Description	Price	Subtotal
6	6121	Pro Series Padlock - WeatherTough- KA-10G202-Black-HS	\$ 19.76	\$118.56
California tax paid to California drop shipper				\$5.37
Shipping Ground				\$15.26
Order Total				\$139.19



2490 Arnold Industrial Way
 Suite #C
 Concord CA 94520
 1-800-210-2203
 www.papernetusa.com

Paid Credit Card Receipt

Acct. No.	Date	Sale #
C19711	10/10/2016	CS42186

Bill To
 Lisa Babcock
 Del Norte Solid Waste Management Authori
 1700 State Street
 Crescent City CA 95531
 United States

Ship To
 Lisa Babcock
 Del Norte Solid Waste Management Authori
 1700 State Street
 Crescent City CA 95531
 United States

Payment by	P.O. #	Tracking #	Ship Date	Credit Card #
Visa Credit Card		1Z872E380392179093 1Z872E380394194705 1Z872E380394234484 1Z872E380392838924 1Z872E380393158265 1Z872E380390667532 1Z872E380393837754 1Z872E380393381317 1Z872E380394967148 1Z872E380392260879	10/10/2016	*****0956

Item	B.O.	Quantity	Description	Rate	Amount	Tax
PIBM-2300N	0	10	3 1/8" X 3" Thermal Paper Roll, BPA Free, 50 rolls/case, Same as P318-IBM	45.11	451.10	Yes

Subtotal	451.10
Shipping Cost (X-UPSF-200)	0.00
Tax (CA_DEL NORTE CO_EMBQ_EMSQ 7.75%)	34.96
Total	\$486.06



RECEIPT

Date: 10-19-2016 16:20
Order id: #241443
Order status: Processed
Payment method:
 Credit Card
Delivery method:
 UPS Ground

eSafety Supplies, Inc.
 PO Box 2086, City of Industry
 91746, California
 United States
 CALL US: 626-369-1280
 Toll-free: 866-693-3754
 Fax: 626-369-1262
 Email: admin@esafetysupplies.com

Email: lisa@recycledelnorte.ca.gov
First name: Lisa
Last name: Babcock
Company: Del Norte Solid Waste
 Management Authority

Billing address

First name: Lisa
Last name: Babcock
Address: 1700 State Street
City: Crescent City
State: California
Country: United States
Zip/Postal code: 95531
Phone: 7074651100
Fax: 7074651300

Shipping address

First name: Lisa
Last name: Babcock
Address: 1700 State Street
City: Crescent City
State: California
Country: United States
Zip/Postal code: 95531
Phone: 7074651100
Fax: 7074651300

Products ordered

SKU	Product	Item price	Quantity	Total
C3WIN5201-S	Lightweight Waterproof Rain Long Coat Options: Size: Small	\$42.21	1	\$42.21
C3WIN5201-L	Lightweight Waterproof Rain Long Coat Options: Size: Large	\$42.21	1	\$42.21
C3WIN5201-4XL	Lightweight Waterproof Rain Long Coat Options: Size: 4X-large	\$42.21	1	\$42.21
C3WIN5201-M	Lightweight Waterproof Rain Long Coat Options: Size: Medium	\$42.21	1	\$42.21
3A-PE4101-L	3A Safety - Waterproof Bib Pants Options: Color: Lime Size: Large	\$18.75	1	\$18.75
3A-PE4101-3XL	3A Safety - Waterproof Bib Pants Options: Color: Lime Size: 3X-Large	\$18.75	1	\$18.75

Subtotal: \$206.34

Shipping cost: \$18.53

CA Tax 7.50 %: \$15.48

Total: \$240.35

Thank you for your purchase!

Del Norte County Budget Transfer Request FY 16/17

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	20301	State Fees	\$ 7,740	
Solid Waste	422	421	20285-65	Spec Dept Exp-DOC Grant 14/15	\$ 372	
Solid Waste	422	421	20285-79	Spec Dept Exp-DOC Grant 15/16		\$ 372
Solid Waste	422	421	20175	Computers - Maintenance		\$ 1,500
Solid Waste	422	421	20280	Delivery Services		\$ 440
Solid Waste	422	421	20231	Professional Services		\$ 1,000
Solid Waste	422	421	20171	Vehicle Maintenance		\$ 300
Solid Waste	422	421	20223	Postage	\$ 300	
Solid Waste	422	421	20285	G H Outreach		\$ 800
Solid Waste	422	421	20238	TS Collections		\$ 4,000
Total Amounts					\$ 8,412	\$ 8,412

Department complete and send to Auditor's Office for transfer number before sending to

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

Department Head Signature _____ Date _____

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

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

Ayes:
Noes:
Absent:

Attest: Clerk of the Board

By: _____
Katherine Brewer

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

13



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

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

www.recycledelnorte.ca.gov

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

Director's Report

Date: 10 November 2016
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. – Director 
File Number: **231501 – Authority Work Plans**

Summary: The Del Norte Solid Waste Management Authority continues to operate the Klamath, Gasquet and Del Norte County Transfer Stations and to provide required monitoring, accounting and reports to overseeing agencies. Authority staff provide these services without any financial support from the City of Crescent City or the County of Del Norte, and without receiving a penny of taxes. The rates charged at Authority-managed facilities continue to be lower than any comparable facilities in Humboldt or Curry Counties.

Consent Agenda Items: **Item 1.2** – All claims above \$5,000 - except the regular monthly payments to Hambro/WSG – must be separately approved by the Board. This is a payment to the credit card company, and is dominated by charges for procuring dedicated well pumps in landfill groundwater wells E-4 Shallow and E-4 Deep. As Authority staff have not received permission from any residential property owner to the northeast of the landfill for regular sampling of their drinking water well, Regional Water Quality Board staff have approved sampling of these wells as a substitute for residential well sampling for the time being.

Item 1.3 is a budget transfer. Most of the income for this budget transfer is pulled from the State Fees line, as the budgeted amount exceeds the payments due now that the appeal of the landfill WDR permit fee was successful. We are adding to the budget line for hauling bins from the Klamath and Gasquet Transfer Stations, as there was a slight increase in usage of these facilities over the summer. We have also placed separate bulky item bins at these facilities which temporarily increased the frequency of services.

2.1



Finances and Audits: Staff have submitted all requested information for the external audit by Patel & Associates, LLP and engaged in two interviews also attended by the Authority Treasurer. They did not appear to have any outstanding questions or significant areas of concern.

Facilities: This past month, Facilities & Programs Coordinator Kayleen Warner and I installed new dedicated well pumps in Wells E-4 Shallow, E-4 Deep, and Well 1 East. Such well pumps reduce the time and effort required to sample each of these wells. Staff from the North Coast Regional Water Quality Control Board approved samples collected from the E-4 pair of wells to be used instead of collecting samples from the residential water wells to the northeast of the landfill property, as Authority staff were not granted permission for regular sampling of any residential wells in that vicinity.

Staff also continued research regarding strategies, techniques, and potential contractors to repair the transfer station floor. Staff intend to present an approach to contract for these repairs in the first few months of 2017.

Collections: Staff had several meetings related to the request from Recology Del Norte to reduce the varieties of plastics collected as recyclables under their agreement, and these will be discussed under item 4 of this agenda.

Public Outreach and Education: Staff did provide some factual background information to the Chair related to the Authority's adopted positions of support for California ballot Proposition 67 and opposition to Proposition 65. Advice from Authority legal counsel made it clear that it would be less complicated for an elected official to advocate those positions. At this point it appears that statewide Prop 67 has passed and Prop 65 was defeated.

The Director also attended CalRecycle's Household Hazardous Waste and Oil Recycling Conference in Sacramento. This was an opportunity to learn from other communities about programs promoting recycling of used motor oil and used filters, improving stormwater management, advancing the collection of pharmaceuticals, and refilling small propane canisters.

Personnel / Staffing: All Authority-managed facilities were open during posted hours and all shifts were covered. Facilities and Programs Coordinator Kayleen Warner and Refuse Site Attendant Joseph Hernandez attended CERT training to be better prepared for emergency response. Director Ward and Mr. Hernandez also attended CPR training. Staff are investigating the purchase of an Automatic Emergency Defibrillator (AED) device for the Del Norte County Transfer Station to be better prepared for our customers.

Solid Waste
Balance Sheet
September 30, 2016

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	903,474.80
422 010 00300	Imprest Cash	3,500.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 03200	Land	493,000.00
422 010 03300	Transfer Station	3,266,990.64
422 010 03400	Equipment	158,443.55
422 010 03410	Buildings & Improvements	141,638.89
422 010 03440	Accum Depr Equipment	(157,814.00)
422 010 03450	Accum Depr Bldg & Improv	(113,204.00)
422 010 03460	Accum Depr Transfer Station	(918,877.00)
	Total Assets	<u>3,975,330.05</u>

LIABILITIES AND FUND EQUITY

422 010 05105	Sales Tax Payable	373.43
422 010 05210	Sublease Payable	2,727,290.50
422 010 05300	Compensated Absences Payable	45,281.00
422 010 05500	Post Closure Liability	2,061,342.00
422 010 05600	Net OPEB Obligation	273,578.00
422 010 07100	Fund Balance	(1,839,805.20)
422 010 09600	Investment in Capital Assets net of related debt	578,198.00
	Revenue	651,255.20
	Expenditure	(522,182.88)
	Total Liabilities and Fund Equity	<u>3,975,330.05</u>

Abandoned Vehicles
Balance Sheet
September 30, 2016

Unaudited

ASSETS

127 010 00000	Cash Abandoned Vehicle Auth	9,099.31
	Total Assets	<u>9,099.31</u>

LIABILITIES AND FUND EQUITY

127 010 07100	Fund Balance	10,223.14
	Expenditure	<u>(1,123.83)</u>
	Total Liabilities and Fund Equity	<u>9,099.31</u>

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Affordable Home & Rental Rep.	20.17	0.00	0.00	0.00	0.00	20.17
Agricultural Commission(solid waste only)	112.33	0.00	0.00	0.00	0.00	112.33
Babich Construction	70.57	0.00	0.00	0.00	0.00	70.57
Benner Mini Storage	39.49	0.00	0.00	0.00	0.00	39.49
Borges Dairy	463.80	474.49	0.00	0.00	0.00	938.29
Brown, Hector	1,165.18	0.00	0.00	0.00	0.00	1,165.18
Cal-Trans	83.83	0.00	0.00	0.00	0.00	83.83
California Auto Image	288.09	0.00	0.00	0.00	0.00	288.09
California Construction Co.	74.90	0.00	0.00	0.00	0.00	74.90
California Dept. Parks & Rec.	565.58	0.00	0.00	0.00	0.00	565.58
Castlerock Countertop's	14.40	0.00	0.00	0.00	0.00	14.40
Certified Construction	0.00	0.00	0.00	0.00	6.90	6.90
Certified Plumbing Co.	0.00	0.00	0.00	0.00	12.76	12.76
Cetnar Construction Inc.	7.20	0.00	0.00	0.00	0.00	7.20
City of Crescent City.	207.05	0.00	0.00	0.00	0.00	207.05
College of the Redwoods	485.30	0.00	0.00	0.00	0.00	485.30
Cornerstone Assembly of God	10.08	40.33	3.00	0.00	0.00	53.41
Crescent Ace Hardware.	315.43	0.00	0.00	0.00	0.00	315.43
Crescent City KOA	299.61	0.00	0.00	0.00	0.00	299.61
Crescent Senior Estates	18.05	0.00	0.00	0.00	0.00	18.05
Del Norte Ambulance	5.02	0.00	0.00	0.00	0.00	5.02
Del Norte Realty	144.55	0.00	0.00	0.00	0.00	144.55
Del Norte Roofing	0.00	1,063.71	0.00	0.00	0.00	1,063.71
Del Norte Triplicate/WesternCom	0.00	59.06	0.00	0.00	0.00	59.06
DN Unified School District	490.45	0.00	0.00	0.00	0.00	490.45
DNC Code Enforcement - Blight	31.06	0.00	0.00	0.00	0.00	31.06
DNC Public Nuisance Abatement	343.44	0.00	0.00	0.00	0.00	343.44
DNSWM-USFS	0.00	656.04	0.00	0.00	0.00	656.04
Driftwood Apartments LLC	91.95	0.00	0.00	0.00	0.00	91.95
Elk Valley Casino	23.05	0.00	0.00	0.00	0.00	23.05
Elk Valley Rancheria	7.20	0.00	0.00	0.00	0.00	7.20
Elk Valley Storage	20.17	0.00	0.00	0.00	0.00	20.17
Fashion Blacksmith	48.97	0.00	0.00	0.00	0.00	48.97
G. H. Outreach	392.52	0.00	0.00	0.00	0.00	392.52
Gasquet Mobile Home Park	43.32	405.65	0.00	0.00	0.00	448.97
Golden State Construction	19.08	0.00	0.00	0.00	0.00	19.08
GR Construction	195.90	0.00	0.00	0.00	0.00	195.90
Green Scapes	216.02	0.00	0.00	0.00	0.00	216.02
Griffin's Furniture Outlet	55.83	0.00	0.00	0.00	0.00	55.83
Hambro/Waste Solutions Group	25.97	0.00	0.00	0.00	0.00	25.97
Hank's Hauling	335.59	0.00	0.00	0.00	0.00	335.59
Hartley Construction	24.49	182.93	0.00	0.00	0.00	207.42
HASP / Jordan Recovery Centers	165.64	0.00	0.00	0.00	0.00	165.64
Hiouchi Community Fellowship	38.89	0.00	0.00	0.00	0.00	38.89
Investment Realty	227.59	109.48	0.00	0.00	0.00	337.07
Kays, Matthew J.	13.59	0.00	0.00	0.00	0.00	13.59
Kirkland's Lawn & Yard Service	614.13	0.00	0.00	0.00	0.00	614.13
Kraft, Tom & Patti	119.56	0.00	0.00	0.00	0.00	119.56
Lucky 7 Casino	36.50	44.65	0.00	0.00	0.00	81.15
Malloroy Construction	217.49	0.00	0.00	0.00	0.00	217.49
Mastaloudis Homes Inc.	20.17	0.00	0.00	0.00	0.00	20.17
McCullough Construction, Inc.	1,928.71	0.00	0.00	0.00	0.00	1,928.71
Mountain Power Tree Co	44.74	195.89	21.41	0.00	0.00	262.04
Mow Blow and Go	80.59	0.00	0.00	0.00	0.00	80.59
Murray Construction	229.02	0.00	0.00	0.00	0.00	229.02
New Dawn Support Services	301.25	0.00	0.00	0.00	0.00	301.25
Niehoff Construction	162.76	30.25	0.00	0.00	0.00	193.01
North Coast Properties	128.82	0.00	0.00	0.00	0.00	128.82
North Woods Realty	10.08	0.00	0.00	0.00	0.00	10.08
Pacific Northwest Physical Therapy	8.64	18.72	11.19	0.00	0.00	38.55
Pappas Dry Wall	87.86	0.00	0.00	0.00	0.00	87.86
Pebble Beach Apartments	89.90	0.00	0.00	0.00	0.00	89.90
Plunkett's Family Painting	40.33	0.00	0.00	0.00	0.00	40.33
Porter's Trucking *CLOSED*	0.00	0.00	0.00	0.00	2,033.84	2,033.84
Ray's Mobile Home Service	175.58	0.00	0.00	0.00	0.00	175.58
Recology Del Norte (Franchise)	109,022.55	0.00	0.00	0.00	0.00	109,022.55

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Recology Del Norte (Prison)	12,289.49	0.00	0.00	0.00	0.00	12,289.49
Recology Del Norte Fran Fees	22,669.00	0.00	0.00	0.00	0.00	22,669.00
Red Sky Roofing	8,602.88	15,164.54	0.00	0.00	0.00	23,767.42
Redwood Community Action Agency	59.06	0.00	0.00	0.00	0.00	59.06
Redwood National Park	1,065.84	0.00	0.00	0.00	0.00	1,065.84
Reservation Ranch	979.48	914.65	0.00	0.00	0.00	1,894.13
Richard Brown Construction	14.40	0.00	0.00	0.00	0.00	14.40
Richterich & Jones Const	141.16	370.17	0.00	0.00	0.00	511.33
Rick Parker Construction	46.09	0.00	0.00	0.00	0.00	46.09
Ritchie Homes	64.82	53.29	0.00	0.00	0.00	118.11
Roy Rook Construction	0.00	87.86	0.00	0.00	0.00	87.86
Rumiano Cheese Company	76.34	0.00	0.00	0.00	0.00	76.34
S.O.S. Construction	142.60	0.00	0.00	0.00	0.00	142.60
Schnacker's General Hauling	121.38	263.97	87.03	0.00	0.00	472.38
Seawood Village	2,862.04	2,578.60	0.00	0.00	0.00	5,440.64
Smith River Equipment	318.33	0.00	0.00	0.00	0.00	318.33
Smith River Rancheria	468.14	1,344.08	0.00	0.00	0.00	1,812.22
Spruce Haven Mobile Home Park	233.52	0.00	0.00	0.00	0.00	233.52
St. Joseph's Parish	12.96	0.00	0.00	0.00	0.00	12.96
Stephen F White Gen.Cont. Inc.	11.65	0.00	0.00	0.00	0.00	11.65
Stone Roofing	5,681.94	0.00	0.00	0.00	0.00	5,681.94
Swanson, Ray C. Construction	123.25	0.00	0.00	0.00	0.00	123.25
Tab & Associates	405.98	0.00	0.00	0.00	0.00	405.98
Tim Haban Construction	90.10	0.00	0.00	0.00	0.00	90.10
Van Arsdale Construction	1,302.12	0.00	0.00	0.00	0.00	1,302.12
Van Nocker's Cleaning	7.20	0.00	0.00	0.00	0.00	7.20
Yurok Economic Dev Corp	0.00	44.77	0.00	0.00	0.00	44.77
Yurok Indian Housing Authority	23.05	0.00	0.00	0.00	0.00	23.05
Yurok Tribe	244.72	0.00	0.00	0.00	0.00	244.72
TOTAL	178,577.57	24,103.13	122.63	0.00	2,053.50	204,856.83

DNSWMA			
GRAND TOTALS			
OCTOBER 2016			
	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	33.47%	
DNCTS Cash Total	24,390.12	12,270.21	36,660.33
DNCTS Charge Total	112,701.92	56,698.23	169,400.15
DNCTS Credit/Debit	16,960.13	8,532.33	25,492.46
DNCTS Adjustment	-1,501.72	1,501.72	0.00
DNCTS Totals	152,550.45	79,002.49	231,552.94
Klamath Cash Total			
Klamath Charge Total		3,428.86	3,428.86
Klamath Adjustment		0.00	0.00
Klamath Totals		3,428.86	3,428.86
Gasquet Cash Total			
Gasquet Charge Total		1,776.94	1,776.94
Gasquet Adjustment		8.75	8.75
Gasquet Totals		1,785.69	1,785.69
GRAND TOTALS	152,550.45	84,217.04	236,767.49

2.4

MONTHLY SPLIT SHEET
DNSWMA TRANSFER STATION
MONTH: OCTOBER 2016

Date	Cash		Checks		Cash/Check Total		Visa	Master	Discover	AmExp	Credit Card Total	Charges	Grand Total	66.53%		33.47%		Total
	Cash	Checks	Checks	Total	91003	91004								20286	Total			
1	\$ 1,479.42	\$ 75.66	\$ 119.80	\$ 1,555.08	\$ 1,047.55	\$ 647.71	\$ 4.51				\$ 1,699.77	\$ 848.79	\$ 4,103.64	\$ 1,034.59	\$ 520.49	\$ 1.82	\$ 1,556.90	
2	\$ 819.66	\$ 119.80	\$ 76.33	\$ 939.46	\$ 497.27						\$ 497.27	\$ 868.56	\$ 2,305.29	\$ 625.02	\$ 314.44	\$ 0.05	\$ 939.51	
3	\$ 1,222.23	\$ 76.33	\$ 12.96	\$ 1,298.56	\$ 709.77	\$ 40.34					\$ 750.11	\$ 10,020.77	\$ 12,069.44	\$ 863.93	\$ 434.63	\$ 2.06	\$ 1,300.62	
4	\$ 840.67	\$ 73.46	\$ 288.07	\$ 1,021.13	\$ 451.56						\$ 451.56	\$ 7,685.85	\$ 8,991.04	\$ 567.92	\$ 285.71	\$ (0.02)	\$ 853.61	
5	\$ 947.67	\$ 73.46	\$ 288.07	\$ 1,232.53	\$ 382.36						\$ 382.36	\$ 4,798.34	\$ 6,201.83	\$ 679.36	\$ 341.77	\$ 1.23	\$ 1,022.36	
6	\$ 944.46	\$ 26.11	\$ 26.11	\$ 1,256.42	\$ 834.23	\$ 68.71					\$ 902.94	\$ 6,595.03	\$ 8,730.50	\$ 820.00	\$ 412.53	\$ 0.34	\$ 1,232.87	
7	\$ 1,230.31	\$ 254.87	\$ 99.38	\$ 1,256.42	\$ 865.31	\$ 198.33					\$ 1,063.64	\$ 7,120.53	\$ 9,440.59	\$ 835.90	\$ 420.52	\$ 8.92	\$ 1,265.34	
8	\$ 1,500.03	\$ 349.47	\$ 150.71	\$ 1,754.90	\$ 1,238.48	\$ 27.68	\$ 8.64				\$ 1,274.80	\$ 1,211.17	\$ 4,240.87	\$ 1,167.53	\$ 587.37	\$ 0.32	\$ 1,755.22	
9	\$ 1,440.10	\$ 150.71	\$ 150.71	\$ 1,789.57	\$ 956.42	\$ 48.16					\$ 1,004.58	\$ 1,239.20	\$ 4,033.35	\$ 1,190.60	\$ 598.97	\$ 0.03	\$ 1,789.60	
10	\$ 1,567.68	\$ 175.37	\$ 175.37	\$ 1,718.39	\$ 876.61	\$ 54.73					\$ 931.34	\$ 11,901.71	\$ 14,551.44	\$ 1,143.24	\$ 575.15	\$ (8.43)	\$ 1,709.96	
11	\$ 874.65	\$ 99.38	\$ 99.38	\$ 1,050.02	\$ 755.04	\$ 25.93					\$ 780.97	\$ 10,966.87	\$ 12,797.86	\$ 698.58	\$ 351.44	\$ 8.37	\$ 1,058.39	
12	\$ 1,722.86	\$ 59.06	\$ 59.06	\$ 1,822.24	\$ 1,230.50	\$ 15.71					\$ 1,246.21	\$ 7,812.75	\$ 10,881.20	\$ 1,212.34	\$ 609.90	\$ 0.14	\$ 1,822.38	
13	\$ 432.90	\$ 66.26	\$ 66.26	\$ 432.90	\$ 341.33	\$ 20.17					\$ 361.50	\$ 7,124.80	\$ 7,919.20	\$ 288.01	\$ 144.89	\$ (0.01)	\$ 432.89	
14	\$ 650.64	\$ 228.54	\$ 228.54	\$ 709.70	\$ 991.31	\$ 7.20					\$ 998.51	\$ 6,437.18	\$ 8,145.39	\$ 472.16	\$ 237.54	\$ (0.02)	\$ 709.68	
15	\$ 339.42	\$ 46.90	\$ 46.90	\$ 339.42	\$ 302.79						\$ 302.79	\$ 362.98	\$ 1,005.19	\$ 225.82	\$ 113.60	\$ (0.08)	\$ 339.34	
16	\$ 426.60	\$ 160.64	\$ 160.64	\$ 492.86	\$ 240.22	\$ 30.25					\$ 270.47	\$ 936.26	\$ 1,699.59	\$ 327.90	\$ 164.96		\$ 492.86	
17	\$ 1,051.49	\$ 46.90	\$ 46.90	\$ 1,280.03	\$ 774.97						\$ 774.97	\$ 6,683.80	\$ 8,738.80	\$ 851.60	\$ 428.43	\$ 5.29	\$ 1,285.32	
18	\$ 1,122.75	\$ 160.64	\$ 160.64	\$ 1,169.65	\$ 828.81	\$ 8.64					\$ 837.45	\$ 8,259.02	\$ 10,266.12	\$ 778.17	\$ 391.48	\$ 0.97	\$ 1,170.62	
19	\$ 1,227.01	\$ 92.19	\$ 92.19	\$ 1,387.65	\$ 600.43	\$ 23.55					\$ 623.98	\$ 6,216.12	\$ 8,227.75	\$ 923.20	\$ 464.45	\$ (0.12)	\$ 1,387.53	
20	\$ 1,387.63	\$ 159.50	\$ 159.50	\$ 1,479.82	\$ 1,062.82	\$ 111.29					\$ 1,174.11	\$ 7,867.51	\$ 10,521.44	\$ 984.52	\$ 495.30	\$ 0.25	\$ 1,480.07	
21	\$ 952.25	\$ 191.56	\$ 191.56	\$ 1,111.75	\$ 738.81	\$ 151.24				\$ 27.96	\$ 918.01	\$ 7,811.20	\$ 9,840.96	\$ 739.65	\$ 372.10	\$ 0.10	\$ 1,111.85	
22	\$ 1,867.68	\$ 123.86	\$ 123.86	\$ 2,059.24	\$ 1,107.72	\$ 72.01					\$ 1,179.73	\$ 476.01	\$ 3,714.98	\$ 1,370.01	\$ 689.23	\$ 1.37	\$ 2,060.61	
23	\$ 1,450.90	\$ 135.41	\$ 135.41	\$ 1,574.76	\$ 1,217.79	\$ 19.98					\$ 1,237.77	\$ 986.42	\$ 3,798.95	\$ 1,047.69	\$ 527.07	\$ 0.19	\$ 1,574.95	
24	\$ 337.25	\$ 50.41	\$ 50.41	\$ 337.25	\$ 410.45	\$ 27.36					\$ 437.81	\$ 9,170.03	\$ 9,945.09	\$ 224.37	\$ 112.88		\$ 337.25	
25	\$ 1,328.79	\$ 72.74	\$ 72.74	\$ 1,464.20	\$ 606.42	\$ 25.92					\$ 632.34	\$ 9,029.10	\$ 11,125.64	\$ 974.13	\$ 490.07	\$ 0.73	\$ 1,464.93	
26	\$ 707.79	\$ 31.68	\$ 31.68	\$ 758.20	\$ 342.79	\$ 44.12					\$ 386.91	\$ 4,811.66	\$ 5,956.77	\$ 504.43	\$ 253.77		\$ 758.20	
27	\$ 752.89	\$ 123.87	\$ 123.87	\$ 784.57	\$ 374.49					\$ 48.97	\$ 423.46	\$ 7,894.67	\$ 9,102.70	\$ 521.97	\$ 262.60	\$ 0.10	\$ 784.67	
28	\$ 1,458.87	\$ 277.08	\$ 277.08	\$ 1,582.74	\$ 1,168.83	\$ 296.72					\$ 1,465.55	\$ 6,595.32	\$ 9,643.61	\$ 1,053.00	\$ 529.74	\$ (0.35)	\$ 1,582.39	
29	\$ 1,465.54	\$ 128.20	\$ 128.20	\$ 1,742.62	\$ 1,215.17	\$ 133.33					\$ 1,348.50	\$ 197.21	\$ 3,288.33	\$ 1,159.37	\$ 583.25	\$ 9.02	\$ 1,751.64	
30	\$ 627.33	\$ 72.74	\$ 72.74	\$ 755.53	\$ 611.18	\$ 63.14					\$ 674.32	\$ 990.70	\$ 2,420.55	\$ 502.65	\$ 252.88	\$ (0.10)	\$ 755.43	
31	\$ 832.77	\$ 3,650.09	\$ 3,650.09	\$ 905.51	\$ 421.28	\$ 37.45					\$ 458.73	\$ 6,480.59	\$ 7,844.83	\$ 602.44	\$ 303.07	\$ 0.55	\$ 906.06	
TOTALS	\$33,010.24	\$3,650.09	\$3,650.09	\$36,660.33	\$23,202.71	\$2,199.67	\$ 13.15	\$76.93	\$ 25,492.46	\$169,400.15	\$231,552.94	\$24,390.12	\$12,270.21	\$32.72	\$36,693.05			

DAILY TICKET REPORT				
DNSWMA TRANSFER STATION				
MONTH: October 2016				
			VOIDED	TICKET
Date	BEGIN	END	TICKETS	COUNT
1	904274	904467		194
2	904468	904585		118
3	904586	904758	1	172
4	904759	904888	1	129
5	904889	905011	1	122
6	905012	905177		166
7	905178	905359	1	181
8	905360	905537		178
9	905538	905719		182
10	905720	905956	2	235
11	905957	906120	1	163
12	906121	906337	1	216
13	906338	906410		73
14	906411	906522	1	111
15	906523	906559		37
16	906560	906606		47
17	906607	906756	2	148
18	906757	906933		177
19	906934	907084	1	150
20	907085	907276		192
21	907277	907431		155
22	907432	907634	1	202
23	907635	907824		190
24	907825	907913	1	88
25	907914	908083	3	167
26	908084	908170		87
27	908171	908286		116
28	908287	908456		170
29	908457	908618		162
30	908619	908717		99
31	908718	908837	1	119
TOTAL			18	4546

DNSWMA									
GASQUET TRANSFER STATION - DEPOSITS									
October-2016									
Date	Cash	Checks	TOTAL Deposit	Over / Short	Sales	TOTAL Sales	Charges	Tickets	
October 1, 2016	188.44	38.26	226.70	(\$1.00)	227.70	226.70		21	
October 8, 2016	469.47	58.76	528.23	(\$1.00)	529.23	528.23		24	
October 15, 2016	178.77	17.50	196.27		196.27	196.27		19	
October 22, 2016	345.12	70.51	415.63	(\$0.25)	415.88	415.63		28	
October 29, 2016	297.83	112.28	410.11	\$7.92	402.19	410.11	8.75	32	
			0.00			0.00			
			0.00			0.00			
			0.00			0.00			
			0.00			0.00			
			0.00			0.00			
TOTAL	\$ 1,479.63	\$ 297.31	\$ 1,776.94	\$ 5.67	\$ 1,771.27	\$ 1,776.94	\$ 8.75	124	
TOTAL SALES									
Date	Thursday	Saturday							
October 1, 2016		226.70							
October 8, 2016		528.23							
October 15, 2016		196.27							
October 22, 2016		415.63							
October 29, 2016		410.11							
TOTALS	\$0.00	\$1,776.94							
DAILY AVERAGE	\$0.00	\$355.39							

DNSWMA									
KLAMATH TRANSFER STATION - DEPOSITS									
October-2016									
Date	Cash	Checks	Deposit	Over / Short	Sales	Sales	TOTAL Sales	Charges	Tickets
October 2, 2016	542.10	23.76	565.86	(0.29)	566.15	565.86	565.86		37
October 5, 2016	161.13	50.13	211.26		211.26	211.26	211.26		15
October 9, 2016	660.44	120.68	781.12	2.35	778.77	781.12	781.12		47
October 12, 2016	366.07	146.92	512.99		512.99	512.99	512.99		24
October 16, 2016	205.51		205.51	11.99	193.52	205.51	205.51		18
October 19, 2016	266.00	26.51	292.51	(0.20)	292.71	292.51	292.51		21
October 23, 2016	455.13	20.50	475.63	(0.67)	476.30	475.63	475.63		33
October 26, 2016	224.27	86.83	311.10	(0.50)	311.60	311.10	311.10		20
October 30, 2016	64.13	8.75	72.88	8.12	64.76	72.88	72.88		5
			0.00			0.00	0.00		
			0.00			0.00	0.00		
			0.00			0.00	0.00		
			0.00			0.00	0.00		
			0.00			0.00	0.00		
			0.00			0.00	0.00		
			0.00			0.00	0.00		
TOTAL	\$ 2,944.78	\$ 484.08	\$ 3,428.86	\$20.80	\$ 3,408.06	\$ 3,428.86	\$ -		220
TOTAL SALES									
Date	Wednesday	Friday	Sunday						
October 2, 2016			565.86						
October 5, 2016	211.26								
October 9, 2016			781.12						
October 12, 2016	512.99								
October 16, 2016			205.51						
October 19, 2016	292.51								
October 23, 2016			475.63						
October 26, 2016	311.10								
October 30, 2016			72.88						
TOTALS	\$1,327.86	\$0.00	\$2,101.00						
DAILY AVERAGE	\$331.97	\$0.00	\$420.20						

AUTHORITY REVENUE REPORT October 2016

Source 2015/2016

2016/2017

Franchise Fee Actual Annual

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

Actual/Month		Comparison FY 15/16	Actual/Month		Over/Under Budget
July	\$ 19,500.00	\$ 5,094.00	July	\$ 24,594.00	\$ 1,797.33
August	\$ 24,126.00	\$ (1,498.00)	August	\$ 22,628.00	\$ (168.67)
September	\$ 25,288.00	\$ (1,285.00)	September	\$ 24,003.00	\$ 1,206.33
October	\$ 22,618.00	\$ 81.00	October	\$ 22,699.00	\$ (97.67)
November	\$ 21,387.00	\$ -	November		\$ -
December	\$ 20,803.00	\$ -	December		\$ -
January	\$ 20,780.00	\$ -	January		\$ -
February	\$ 20,827.00	\$ -	February		\$ -
March	\$ 21,438.00	\$ -	March		\$ -
April	\$ 21,799.00	\$ -	April		\$ -
May	\$ 23,342.00	\$ -	May		\$ -
June	\$ 24,400.00	\$ -	June		\$ -
Total	\$ 266,308.00	\$ 2,392.00	Total	\$ 93,924.00	\$ 2,737.33

Over last year at this point

2.91%
Ahead of budget



October 14th, 2016
Tedd Ward, Director
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA, 95531

Dear Mr. Ward:

Recology Del Norte is currently accepting the following items in our recyclable collection service that cannot be economically processed at this time due to market conditions and our remote location. Continuing to accept these specific items is not sustainable and is causing a financial hardship for Julindra Recycling. Recology Del Norte is requesting to remove the following items currently being collected from our residential and community recycling bins starting January 1, 2017.

- Styrofoam (Block, Peanuts and Containers)
- Hard Rigid Plastic (Packaging, Toys, Car Seats, Automotive Plastics)
- Milk Cartons
- Miscellaneous Electronics (Already Approved to cease collection)

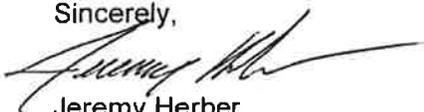
These listed items provide no market value and the outlet to move this material from the Del Norte area is no longer economically possible. We would like to propose a transitional plan to address the community of this change and can roll this out within the coming weeks.

Recology will inform the community using Radio Ads, Newspaper Notifications, and directly notifying customers by including flyers along with billing statements. If other opportunities for individuals to recycle these items are identified, Recology will also provide this information along with the community notifications. *Community updates will be drafted for the Authority to approve prior to release.* Julindra Recycling has also agreed to assist in providing the community notifications of recycling changes that will take effect January 1, 2017.

Recology will be responsible for updating our website, making changes to new customer information pamphlets, updating the trash can labels, updating the community collection bins of changes to the material collected starting January 1, 2017.

Thank you for your consideration to this matter.

Sincerely,



Jeremy Herber
General Manager

County	Population	Plastic Bags	Shrink Wrap	Plastic Containers	Rigid Plastics	Milk/ Juice Cartons	Styrofoam	Peanuts	
Del Norte	27,212	Yes	Yes	1 to 7	Non Container Yes	Yes	Yes	Yes	
Curry	23,000	No	No	1 to 7	Buckets/ Pots	No	No	No	
Lassen	32,581	No	No	1 to 7	No	Yes	No	No	
Mariposa	18,467	No	No	1 to 7	No	No	No	No	
Modoc	9,197	No	Waste Hauled to Nevada. No recycling collection offered						
Mono	14,143	No	No	1 to 7	No	Yes-Curbside Only	No	No	
Trinity	13,389	No	Yes	1 to 7	No	No	Not Listed	Not Listed	
Tuolumne	53,604	No	No	#1 and 2 Only	No	No	No	No	

(Lassen) Recycling Service provided by C&S Waste Solutions offers single stream recycling

(Mariposa) No Curbside Collection. Materials self hauled to recycling centers/ transfer station

(Mono) Curbside offered through non-profit

(Trinity) Does not have a residential recycling program for whole county.



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

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

www.recycledelnorte.ca.gov

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

Staff Report

Date: 10 November 2016
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. – Director 
File Number: **120502, 102101, 180510, 180505**
Topic: Propositions 65 and 67 and implications for plastic bag recycling

Summary / Recommendation: That the Board discuss the potential for negotiating a Change Order with Recology Del Norte to remove plastic bags from the list of recyclable materials to be collected under Recology's curbside, community drop-off and streetside recycling programs.

Background: In 2014, as an attempt to mitigate an easily preventable form of plastic pollution, Senate Bill 270 was adopted by the Legislature and signed by Governor Jerry Brown establishing a statewide ban on the distribution of single-use plastic grocery bags at most stores. It was the culmination of a 5-year effort that included the adoption of hundreds of local bag bans and the support of local governments, environmental groups, grocers, retailers and labor organizations.

Immediately after SB 270 was signed, out-of-state plastic bag manufacturers spent more than \$3 million on a paid signature gathering effort to qualify a referendum for the November 2016 ballot for voters to decide its fate. This postponement of the law has resulted in the continued distribution of more than 192 million single-use plastic bags every week.

At the time this staff report was written, California Proposition 67 appears headed for approval, but final results were not available. If passed, this would reinstate the California bag ban. Proposition 65 was rejected.

These measures would prohibit large grocery stores and pharmacies from providing plastic single-use carryout bags and ban small grocery stores, convenience stores, and liquor stores from doing so the following year. It would allow single-use plastic bags for meat, bread, produce, bulk food, and perishable items. Stores would be required to charge 10 cents for recycled, compostable, and reusable grocery bags.

Revenue from the charge would be spent on covering the costs of non-plastic bags and educating consumers. Proposition 67 would exempt consumers using a payment card or voucher issued by the California Special Supplemental Food Program from being charged for bags. The measure would provide \$2 million to state plastic bag manufacturers for the purpose of helping them retain jobs and transition to making thicker, multi-use, recycled plastic bags.

According to information provided by Recology Del Norte and Julindra Recycling, the cost to process plastic bags in Del Norte as required under the Authority's agreement with Recology, is estimated to be over \$45,000 annually, while the entities who were buying plastic bags are no longer doing so.

Analysis: Currently, California law requires that major grocery stores and pharmacies have an area for receiving single-use plastic carry-out bags for recycling. Locally, plastic bags are currently received at Safeway, Walmart, Grocery Outlet, Walgreens and Rite Aid. It appears the CVS store under construction would also be required to receive plastic bags for recycling. The following sections of the Public Resources Code describe some of the program requirements:

PUBLIC RESOURCES CODE – DIVISION 30. PART 3.

CHAPTER 5.1. At-Store Recycling Program [42250 - 42257]

(Chapter 5.1 added by Stats. 2006, Ch. 845, Sec. 2.)

42252. An at-store recycling program provided by the operator of a store shall include all of the following:

- (a) A plastic carryout bag provided by the store shall have printed or displayed on the bag, in a manner visible to a consumer, the words "PLEASE RETURN TO A PARTICIPATING STORE FOR RECYCLING."
- (b) A plastic carryout bag collection bin shall be placed at each store and shall be visible, easily accessible to the consumer, and clearly marked that the collection bin is available for the purpose of collecting and recycling plastic carryout bags.
- (c) All plastic bags collected by the store shall be collected, transported, and recycled in a manner that does not conflict with the local jurisdiction's source reduction and recycling element, pursuant to Chapter 2 (commencing with Section 41000) and Chapter 3 (commencing with Section 41300) of Part 2.
- (d) The store shall maintain records describing the collection, transport, and recycling of plastic bags collected for a minimum of three years and shall make the records available to the board or the local jurisdiction, upon request, to demonstrate compliance with this chapter.
- (e) The operator of the store shall make reusable bags available to customers within the store, which may be purchased and used in lieu of using a plastic carryout bag or paper bag. This

subdivision is not applicable to a retail establishment specified pursuant to subdivision (b) of Section 42251.

It appears that for most of the stores required to have in-store plastic bag recycling, they backhaul the bags collected to their distribution warehouses in urban centers where presumably the bags are recycled. Grocery Outlet reported that they recycled their plastic bags through Julindra.

Considering this situation, if this Board removes plastic bags from the list of materials collected for recycling by Recology Del Norte and processed through Julindra, staff anticipate that extensive outreach will be necessary to inform customers of these changes. As customer habits change, plastic bags will continue to be placed in recycling bins, and that grocery store collections will increase dramatically.

Alternatives: **1. The Board could continue to include plastic bags in the list of recyclable materials to be collected and processed by Recology Del Norte.** Unfortunately, such action does not create a buyer for the plastic bags collected for recycling. Recology Del Norte has stated that if the cost to process plastics for recycling is not reduced, they will need to consider having all their recyclable materials processed outside the County.

2. The Board could consider the potential for negotiating a rate adjustment or service modifications with Recology Del Norte to address the increased costs for processing and marketing plastic bags. There are no clear mechanisms within the Franchise Collections Agreement for negotiating a reduction in services. So a change order implementing such changes may include details regarding outreach requirements, rate adjustments, or associated service modifications.

Fiscal Impacts: Unclear at this time. Contamination issues, increased processing costs and reduced scrap value payments for plastics have created significant financial challenges for Julindra. Taking action to reduce or address these costs appears vital to maintain capacity for processing recyclables in Del Norte County. It is worth noting that since the Authority does not have a direct contract with Julindra, staff have limited ability to analyze or cross-check financial assessments regarding recycling processing costs presented by Recology Del Norte or Julindra.

Related Issues: **See agenda item 4.1**

TRANSFER STATION OPERATIONS CHANGE ORDER 24

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: ONE-TIME PAYMENT FOR DELAYED CPI ADJUSTMENT

NATURE OF CHANGES: This Change Order amends the Agreement to allow a one-time payment to Hambro/WSG in the amount of \$1,167 in compensation for delayed implementation of the annual service fee adjustment based on the Consumer Price Index (CPI-U) changes between March 2015 and March 2016.

Contract Time: The term of the Transfer Operations Agreement is not affected by this Change Order.

Contract Price: This Change Order makes the following changes to the Contract Price: This additional requested payment is calculated based on Hambro/WSG's revenue for July 2016 of \$172,112 multiplied times an adjustment factor of 0.00678, resulting in a calculated additional payment of \$1,167 to compensate Hambro/WSG for the reduced revenue associated with the delayed implementation of the CPI-based rate adjustment.

This Change Order is hereby approved:

DATE: _____

HAMBRO / Waste Solutions Group:

Del Norte Solid Waste Management Authority:

BY: _____
Wes White, President

BY: _____
Blake Inscore, Chair

ATTEST:

ATTEST:

Corporate Secretary

Ron Gastineau, Secretary

APPROVED AS TO FORM:

BY: _____
Martha D. Rice, General Counsel

5.1



P.O. Box 159 445 Elk Valley Road
Crescent City, CA 95531

(707)464-6131
Fax (707)464-9375

June 8, 2016

Del Norte County Solid Waste Management Authority

1700 State Street

Crescent City, CA 95531

Att'n. Tedd Ward – Director

Dear Mr. Ward,

As we discussed at the last meeting of the solid waste management authority what follows is our proposal as to the mechanics of how a reimbursement amount Hambro WSG would be determined, should the authority so choose to move forward with the reimbursement of losses due to Hambro WSG not receiving the July CPI escalator for the 2016/2017 fiscal year.

Once the July receipts from the scale house are finalized and Hambro WSG's pre CPI escalator payment has been determined our suggestion is to simply multiply that payment by the escalator that would have occurred should the CPI increase have occurred in July instead of in August.

So as an example –

If our pre CPI payment would have been \$170,000 in July we would suggest that we simply multiply that number by the CPI escalator which will occur in August and throughout the remainder of the 2016/2017 fiscal year.

The CPI escalator can be calculated by taking the CPI for March of 2016 (238.12), divide it by March of 2015 CPI (236.119) and subtract from 1. We then would multiply this by 80% as that is the adjustment factor used in our contract. This equates to $(238.12/236.119)-1) \times 0.80 = 0.678$ or 0.678%. (see attached for CPI's in Change Orders 22 and 23).

Thus if the pre CPI payment would have been \$170,000 we simply take that payment times the 0.678% and that would equate to the difference in the payment that was actually made to Hambro WSG pre CPI adjustment versus post CPI adjustment. In this example it would equate to $\$170,000 \times 0.678\%$ or \$1,139.00.

We sincerely appreciate your and the board's consideration.

Sincerely,

Wes White

CEO

Resolution Number 2016 – 03

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY**

**HONORING MARTHA McCLURE
FOR HER SERVICE AS AUTHORITY COMMISSIONER 2003-2012, 2015-2016
AND HER LEADERSHIP AS CHAIR FOR THE YEARS 2005, 2008 AND 2016**

WHEREAS, MARTHA McCLURE has served as a Commissioner of the Del Norte Solid Waste Management Authority (Authority) for eleven years between 2003 and 2012, and again 2015-2016; and

WHEREAS, MARTHA McCLURE served three terms as Authority Chair in 2005, 2008, and 2016 including serving as Chair during the second and final phase of landfill closure construction, and the concurrent construction and opening of the Del Norte County Transfer Station; and

WHEREAS, MARTHA McCLURE served during periods of many significant Authority motions, including actions to:

- Purchase of the property for the Del Norte County Transfer Station, and contracting for its design and construction, which was completed in 2005,
- Complete closure construction at the Crescent City Landfill in 2006,
- Initiate a program to recycle televisions and computer monitors, construction of a permanent Household Hazardous Waste building,
- Cleanup after the March 11, 2011 Tsunami,
- Release of a request for proposals and selection of Recology Del Norte to provide franchise collections services with a dramatically expanded menu of recycling and yard debris collection services, which began in July 2011,
- Initiate a textile recycling program at the Del Norte County Transfer Station, and
- Extend the transfer station operations agreement with Hambro/WSG including securing an additional 12 years of landfill capacity at Dry Creek Landfill.

WHEREAS, MARTHA McCLURE took an active interest in making sure that Del Norte County considered waste reduction, recycling and reuse as important community issues, she supported the efforts to achieve a statewide 75% recycling goal; and

WHEREAS, of the 146 Authority meetings held during her tenure, she was only absent from 11 meetings; and

NOW, THEREFORE, BE IT RESOLVED, that the Del Norte Solid Waste Management Authority Board hereby acknowledges the diligence and dedication Martha McClure exhibited during her years of service as an Authority Commissioner and Chair.

PASSED AND ADOPTED by the Board of Commissioners of the Del Norte Solid Waste Management Authority Board, County of Del Norte, State of California, this 15th day of November 2016, by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Blake Inscore, Chair

Katherine Brewer, Clerk

6.1

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY



HOUSEHOLD HAZARDOUS WASTE **AND** CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR COLLECTION EVENTS

REQUEST FOR PROPOSALS

PROPOSALS DUE: 24 January 2017 by 4:30 PM

Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531
(707) 465-1100

6.2

Note: Contractors considering responding to this Request For Proposals are requested to return this page no later than **12 December 2016** in order to ensure receipt of any subsequent information regarding this request for proposals.

Return this completed form to Tedd Ward via either:

- FAX: 707-465-1300
- Email: tedd@recycledelnorte.ca.gov
- Mail: Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531

Company: _____

Mailing Address: _____
Street or P.O. Box City State Zip

Contact Person: _____

Phone Number: _____ FAX Number: _____

Email: _____

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Facility Information:
Site Layout and HHW Event Traffic Plan

SECTION 1. GENERAL INFORMATION

The Del Norte Solid Waste Management Authority (DNWMA or Authority), a joint powers authority of the County of Del Norte and the City of Crescent City, is seeking proposals from qualified hazardous waste collection contractors for the receipt, packaging, transportation, and disposal of hazardous waste at a collection event. Both household hazardous wastes (HHW) and conditionally exempt small quantity generator (CESQG) waste are included. Authority requires a one-day collection of HHW event on a Saturday with appointments for CESQGs either before or after the HHW event. Proposers may suggest a schedule alternative.

The selected firm (CONTRACTOR) will be, or will subcontract with, a hazardous waste hauler licensed pursuant to the California Health and Safety Code requirements at the time of the award of the contract. CONTRACTOR will maintain such license, and all other required permits and licenses, throughout the duration of the term of this agreement with the Authority. CONTRACTOR shall also be a permitted Treatment, Storage or Disposal Facility (TSDF), or provide evidence of a work history with such facilities.

Anticipated Timeline for RFP Award Process

RFP Issued	21 November 2016
Proposals Due	24 January 2017
Anticipated Selection	21 February 2017
Agreement Signed on or before	3 March 2017
First Collection Event	8-9 or 16-17 September 2017

The deadline for submitting proposals is Tuesday, 24 January 2017 by 4:30 p.m.

Proposals received after this time and date will be returned unopened. Postmarks will not be accepted as proof of receipt. Proposers must submit one (1) one-sided copy of their proposal, marked ORIGINAL, and two (2) two-sided copies of this Original Proposal. Copies of proposals are to be printed double-sided, on recycled-paper, and submitted under cover of sealed envelope/package. Proposals will be accepted in

person, or by mail at the following address, and should be labeled as follows:

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

Proposals must comply fully with the requirements detailed in this document. The Authority bears no cost and will pay no invoice including expenses associated with preparation of a proposal responding to this RFP. Incomplete proposals, proposals containing errors or inconsistencies in the cost proposal, or other process or content errors or deficiencies, may constitute cause for rejection at the discretion of the Authority.

Proposals may be withdrawn or modified prior to the date and time due. All modifications must be submitted in writing and received by Del Norte Solid Waste Management Authority prior to the date and time due. Should any inconsistencies exist between the Original and copies, the content of the Original will take precedent. Any modifications made to this RFP by Authority prior to the date and time due will be provided to all interested parties who have returned the bottom portion of the cover page.

The Authority reserves the right to reject any or all proposals, to issue addenda or modify to the RFP, to waive any informality or irregularity in a proposal, and to make the award of contract in the interest of Authority and its customers. The Authority is not following a formal bid process and further reserves the right to negotiate an agreement based on all factors involved in the written proposal without further discussion or interview. All proposals will become the property of the Authority and will not be returned to the CONTRACTOR. The Authority reserves the right to use any or all of the ideas presented in any proposal submitted in response to an RFP without charge or limitation. The selection or rejection of a proposal does not affect these rights. All proposals submitted by the deadline will become public information after the due date and will be available for inspection by the general public.

Proposals will be ranked in accordance with the specifications on the Evaluation Criteria described in Section 4. A review panel will rate proposals and present the top candidate to the Authority Board for review and possible selection. Proposers may be invited for oral interviews.

Proposals will be binding upon CONTRACTOR for one hundred twenty (120) calendar days after the proposal due date and time, or until the Authority notifies Contractor that their proposal was not accepted by the Authority, whichever comes first. The Authority may request clarification or additional information from the Proposer at any point prior to the award of contract. The Authority reserves the right to negotiate the actual Agreement details after the CONTRACTOR has been selected.

CONTRACTOR will comply with all applicable Federal, State, and local laws and

regulations. Such laws include but are not limited to the following: Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; The Rehabilitation Act of 1973 (Sections 503 and 504); California Fair Employment and Housing Act (Government Code sections 12900 et seq); and California Labor Codes section 1101, 1102, and 1102.1. CONTRACTOR will not discriminate against any subcontractor, employee, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex/ gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status in the recruitment, selection for training including apprenticeship, hiring, employment, utilization, promotion, layoff, rates of pay or other forms of compensation. Nor will the CONTRACTOR discriminate in provision of services provided under this contract because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.

Questions or requests for clarification should be directed to Tedd Ward at (707) 465-1100.

SECTION 2. PROJECT DESCRIPTION

Del Norte County is the northwestern-most California county, comprising 1,006 square land miles and total **population of 28,610** (2010, US Census Bureau). There is one incorporated city: Crescent City, population 7,643 (2010, US Census Bureau). The City area has a density of about 395.9 persons per square mile; the remainder of the County has average density of 28.4 persons and 11.1 housing units per square mile. Significant population centers include Fort Dick, Hiouchi, Gasquet, Klamath, and Smith River. Over 75 percent of the County is publicly held lands, primarily as State and National Parks and Forests. The County is predominantly rural with a local economy based on government, services (including Sutter Coast Hospital), fishing and tourism.

The Crescent City area of Del Norte County receives an average of between 60 and 90 inches of rain annually. Coastal winter storms can be severe, with winds as high as 60-80 miles per hour. Between the months of May and July, there are usually about 6 weeks of steady winds of 20-30 miles per hour blowing from the northwest.

As a joint powers authority of the County of Del Norte and the County's only incorporated city, Crescent City, the Del Norte Solid Waste Management Authority (DNSWMA, or Authority) seeks proposals to provide receiving, processing, packaging, recovery, and disposal services for hazardous wastes generated by Del Norte County's conditionally exempt small quantity generators (CESQG's) and households. The target audience for these programs are all residents and small quantity generators within Del Norte County and Crescent City.

Since being established in 1992, the Authority has developed a five-pronged approach to HHW collections. First, the Authority provides at the Del Norte County Transfer Station free recycling or disposal of the most common HHW materials: used motor oil,

oil filters, ethylene glycol antifreeze, lead-acid batteries, non-aerosol paints in original non-leaking containers, mercury thermostats, and also accepts televisions, computer monitors, home-generated sharps, household batteries, and electronics. Second, there is a load-checking program at the transfer station to assure that hazardous materials are not illegally disposed. Third, the Authority using CIWMB oil grant funds, the Authority has supported and expanded the certified used oil collection centers. Fourth, the Authority supports extended producer responsibility and is establishing Take Back programs for household batteries. Finally, the Authority sponsors one Household Hazardous Waste collection event every year. CESQG businesses may also participate in the event to have their hazardous materials properly disposed.

The Authority seeks to select a contractor who will conduct one household hazardous waste collection event each year at the Del Norte County Transfer Station, as requested by Authority Staff. HHW Collection Events will be scheduled for a Saturday between May and October, with each HHW Collection Event being held on a consecutive Friday and Saturday, or with CESQG's scheduled on Saturday at times either before or after the HHW Collection Event. Generally, Authority staff strive to schedule the annual HHW Collection Events on one of the first few weekends following Labor Day.

Del Norte County Household Hazardous Waste Events by Year					
	2012	2013	2014	2015	2016
Date of Event	15-Sep-12	21-Sep-13	04-Oct-14	26-Sep-15	10-Sep-16
#CESQGs	0	1	1	1	1
# Vehicles	234	180	226	141	157
lbs. collected from Households	17,172	19,235	20,835	13,731	NA
lbs. collected from CESQGs	NA	1725	2493	8755	NA
Total lbs. hazardous waste collected	17,172	20,960	23,328	22,486	NA

At each event, CESQG hazardous waste is received by appointment on Friday for a fee, or on Saturday either before or after the HHW Collection event on Saturday between 9 A.M. and 2 P.M. Hazardous wastes from households are received without charge to each customer. Bulking and packing prior to shipment occurs on Saturday and Sunday if necessary. The Contractor will be responsible for permits as well as providing tonnage (by weighing all vehicles used to transport Hazardous Wastes from Del Norte before and after loading), volume or item count plus disposition (recovery and/or disposal) of each item of material, all appropriate hazardous wastes manifests, MSDS's, Form 303, and related documentation with invoice.

This request for proposals seeks per-event price quotes, with each 'event' to include both CESQG's and HHW, even though activities related to each collection event can stretch over two or even three days. The Authority may choose to extend and/or amend the agreement with the Contractor selected through this process and have additional HHW Collection event(s) at the Del Norte County Transfer Station. As staff scheduling is left to CONTRACTOR, the Authority does not intend to pay separated or additional per diem or overtime expenses, as any such expenses should be included in

the per-event price quotes.

CONTRACTOR will perform all work necessary to carry out these collection events, as specified below, except those tasks to be performed by Authority as listed in Section 2.C.

A. SITE LOCATION FOR ALL COLLECTION EVENTS AND SCHEDULING

Del Norte County Transfer Station
1700 State Street
Crescent City, CA 95531

Hours:

- CESQGs: (by pre-scheduled appointment) either 3:00 P.M. to 4:30 P.M. Friday, or by appointment on Saturday
- Households: 9:00 A.M. TO 2:00 P.M. Saturday (first-come, first-served)

The anticipated vehicle count for Saturday is a maximum of 300 cars based on recent trends.

Contractor will be provided area and time for setup on Friday between 7:30 AM and 5:15 PM as well as time for packaging and cleanup on Saturday, and Sunday between 8:30 AM and 5:15 PM as needed.

The preferred dates for the first HHW collection event will be identified within each proposal, either 8-9 or 16-17 September 2017. Subsequent CESQG/HHW collection events will be scheduled in consultation between the Authority and CONTRACTOR between May and October of each year, as the Authority prefers to schedule collection events during periods when the chance of rain is minimal.

B. TASKS PERFORMED BY CONTRACTOR

CONTRACTOR shall warrant that it has sufficient and requisite experience, personnel, education, licenses and permits, equipment, and knowledge to safely and lawfully collect, transport, and dispose of all household hazardous waste that may be brought for disposal by residents and eligible businesses in Del Norte County.

CONTRACTOR shall warrant that it understands the currently known hazards which are present to persons, property, and the environment in the transportation, storage, and treatment/disposal of the wastes received at each Collection Event as described herein.

1. Permits

CONTRACTOR will obtain permits as required for operation of the collection events.

CONTRACTOR will provide evidence at least thirty (30) days prior to the first scheduled event of the necessary licenses and permits required to provide the collection and disposal services.

Evidence of current permits for all transporters and disposal facilities will be assumed, but should be available upon request by Authority. Include a statement regarding the record of regulatory history of each proposed transportation and TSD contractor and disposal facility, including any violations, enforcement actions, fines, and compliance schedules.

2. Environmental, Health, and Safety Compliance

CONTRACTOR is responsible for its' employees' compliance with all environmental, health and safety regulations. All staff provided by CONTRACTOR as on-site supervisors shall have current 40-hour Hazardous Waste Operations and Emergency Response ("HAZWOPER") Training, and receive annual eight-hour refresher training according to Title 8 of the California Code of Regulations, Section 5192. In addition, training must satisfy CCR Title 22 (DTSC) and CFR Title 40—Hazardous Waste Management, as well as CCR Title 13 (CHP) and CFR Title 49 (USDOT)—HazMat Employee training. Additional required training, such as HM 181, SB 198, respiratory protection, etc., must be obtained and documented by CONTRACTOR staff as required by applicable state and federal laws.

CONTRACTOR shall prepare a written Injury and Illness Prevention Plan, Respiratory Protection Plan, and other additional written plans as required for on-site job functions. Submittal of plans acceptable to Authority shall be a condition of awarding contract. Training documentation and written plans shall be available at all Collection Events described within this RFP and such documentation and/or written plans will be provided by CONTRACTOR to Authority, DTSC, Cal/OSHA and other State and local regulators upon Authority's request.

CONTRACTOR will exercise utmost precaution for the protection of Contractor and Authority staff, the public, site personnel, and property. CONTRACTOR will install adequate safety guards and protective devices for all equipment and machinery. All care will be employed to ensure that work proceeds under the highest standards of safety and prudence, and in compliance with all applicable laws.

3. Medical Monitoring

All Chemists and Technicians provided for this project to handle and process unknown hazardous substances will meet the following criteria:

- i) Completion of an Occupational Medicine baseline medical examination including blood chemistry, pulmonary function test and chest X-ray,
- ii) Clearance to use personal protective equipment and respiratory protection by Occupational Medical Personnel, and

- iii) Successful completion of respirator fit testing.

4. Personal Protective Equipment

CONTRACTOR understands that the scope of work requires the use of personal protective equipment (PPE). It is mandatory that all operations personnel wear appropriate safety equipment, including those engaged in bulking operations. At a minimum, CONTRACTOR will provide their Chemists and Technicians with:

- i) Safety eye wear,
- ii) Boots or shoes with steel toe and shank, and
- iii) Respirator, when required.

5. Permits, Vehicle and Driver Registrations

Contractor is responsible for selecting a hazardous waste hauler licensed by the State of California, who will transport all hazardous waste collected at collection events either: a) to locations to recycle, neutralize, incinerate, or otherwise legally and permanently dispose of the materials collected, or (b) to a licensed Temporary Storage and Disposal Facility (TSDF) of CONTRACTOR'S choice for such period as allowed by governing law or regulation followed by final transfer to a permitted location such as those described in (a). CONTRACTOR shall notify Authority of Hauler selected to transfer hazardous waste to the TSDF. CONTRACTOR shall notify Authority, in advance, of any proposed changes to the TSDF used for receiving materials from the facility, and shall provide appropriate reference, regulatory requirements, and insurance information for any such proposed changes.

Authority reserves the right to approve/disapprove of CONTRACTOR'S choice of TSDF. If the Authority disapproves of the Contractor's choice of TSDF, it will do so in writing, and Contractor will respond with alternate TSDF to receive the materials, plus an assessment of changes in transport expenses (if any) for using the alternate TSDF.

Authority reserves the right to approve or disapprove of haulers and disposal facilities selected by CONTRACTOR. CONTRACTOR shall notify Authority in advance of any change in waste haulers or disposal facilities receiving Authority's waste. CONTRACTOR will ensure that all vehicles transporting hazardous wastes are properly registered, and that hazardous waste drivers have all required state and federal licenses. CONTRACTOR must notify Authority in the event that any of these permits or licenses become, or are in danger of becoming, expired, revoked or suspended.

CONTRACTOR shall obtain all required Federal, State and local permits for the responsibilities of the Contractor. CONTRACTOR will be responsible for providing technical material to Authority as necessary for Authority to obtain permits and variances required to operate the HHW collection events.

6. Supplies and Equipment

CONTRACTOR will be responsible for using appropriate supplies, materials, equipment, vehicles, and drivers as specified by Federal and State laws and regulations for the management of hazardous wastes. CONTRACTOR shall furnish supplies and equipment necessary for the safe and legal packaging, transport and disposal of the wastes. Costs for furnishing such necessary supplies will not be charged separately to the Authority, but will be included in the material processing prices submitted with the CONTRACTOR's Proposal.

For the purposes of unloading and loading supplies, containers, and collected hazardous materials, the Authority will make available a fork lift for the use by appropriately trained Technicians employed by CONTRACTOR. Bathrooms are available to CONTRACTOR staff at the Del Norte County Transfer Station, and an eyewash fixture and fire extinguishers are available in the Household Hazardous Waste Building.

7. Set-up / Tear Down / Clean-up

CONTRACTOR will be responsible for setting up the unloading area, or Hot Zone, as well as the chemical sorting, lab-packing, packing and bulking areas, and first aid station. The Hot Zone will be designated by the placement of an impermeable tarp which can withstand the projected traffic, and appropriate spill containment and absorption supplies will be readily accessible at all times the Hot Zone is operational. CONTRACTOR will place absorbent booms or similar protective devices around the two stormdrains closest to the Hot Zone.

CONTRACTOR will weigh each and every vehicle used to transport Hazardous Wastes from Del Norte on the gatehouse scales, upon arrival and again after all loading and manifesting of the collected hazardous materials is completed.

CONTRACTOR will clean, repair or replace any property damaged during the course of the CESQG / HHW Collection event resulting from the collection operation. CONTRACTOR will not leave any hazardous materials received as part of the CESSQG/HHW Collection Event without prior approval by designated Authority staff.

CONTRACTOR will remove all trash from their operations area, place recyclable materials in designated containers, and generally return the site to an equivalent condition as existed prior to the CESQG/HHW Collection Event as quickly as possible.

8. Staff

CONTRACTOR will provide adequate staffing to conduct events within and immediately surrounding the Hot Zone as described in this RFP. Staff shall consist, at a minimum, of a forty-hour trained Environmental Technician / Site Supervisor, Chemist, and Technicians. The Contractor's Chemist will be primarily responsible for completing the following tasks:

1. Testing and identification of unknown wastes and determine the proper DOT hazard classes;
2. Segregating waste into compatible categories for lab packs;
3. Lab packing all household hazardous wastes which cannot be bulked or loose packed;
4. Completing waste and drum inventories and providing quality assurance/ quality control coordination to ensure acceptance of hazardous wastes by TSDFs;
5. Labeling all drums containing hazardous or recyclable wastes;
6. Identifying and separating any controlled substances during the HHW event, and working with Authority staff to make sure such substances are safely collected by appropriate law enforcement personnel;
7. Identifying loads brought to the HHW Collection Event which due to hazardous waste type, quantity, or containment, appear likely to have originated from a commercial business or other CESQG. CONTRACTOR is directed to presume that any hazardous materials delivered in a 55-gallon drum containing more than 20 gallons of material come from a CESQG, and not a household. CONTRACTOR will seek direction from on-site Authority staff to determine if such loads should be accepted at household hazardous wastes, as CESQG wastes, or if such load should be rejected; and
8. Setting aside items in good condition for the Materials Reuse Program.

Additionally, the Contractor's Technician's will be responsible for the following job functions:

1. Assisting with site set-up, including unloading supplies, and laying out visqueen;
2. Unloading hazardous wastes from customer's vehicles;
3. Bulking flammable liquids and latex paint;
4. Operating equipment such as fork lift, pallet loader, etc.
5. Photographing vehicles prior to unloading which are in the estimation of CONTRACTOR contain hazardous materials which are markedly unusual, in excessively large quantities, or otherwise suspicious or noteworthy. Such photographs will include the license plate (if any) of any vehicle delivering such loads.
6. Placing HHW which can be processed for the Authority by the Transfer Station Operations Contractor into containers established by Authority staff for this purpose. These materials may include any or all of the following, provided they have not been mixed with any other material or liquid:

- a) Used motor oil
- b) Used oil filters
- c) Used ethylene-glycol antifreeze
- d) Lead acid batteries
- e) Household batteries
- f) Fluorescent tubes from households
- g) Electronic devices
- h) Televisions, computer monitors, and devices containing Cathode Ray Tubes (CRTs)
- i) Home generated sharps
- j) Mercury thermostats

Estimate of staffing needs and costs for the purpose of this RFP shall be based on a standard event with an average of 5 CESQG appointments, and 250 household vehicles for the HHW Collection Event.

8. Manifests and Placards

CONTRACTOR will prepare hazardous waste manifests and bills of lading, and will place appropriate placards on all vehicles transporting hazardous waste materials collected during the CESQG/HHW Collection Event, in compliance with all applicable laws and regulations. The Authority will not be responsible for payment of additional costs because of manifest or placarding errors.

9. Operation Plan and Permits

CONTRACTOR will prepare an HHW Event Operations plan as required to conform fully to State guidelines, including site diagrams, and safety plans, spill response plans, and emergency plans. CONTRACTOR will prepare and submit Permit-By-Rule (PBR) notifications to Del Norte County's Certified Unified Program Agency (CUPA) and to the California Department of Toxic Substances Control. Authority will provide copies of prior PBR documents, and ensure that all PBR conditions to operate temporary HHW collection events are met. Authority staff will provide basic site diagrams and emergency contact information to CONTRACTOR, and will review and comment on the plan of operation submitted by CONTRACTOR. CONTRACTOR will notify Authority immediately at any time during the term of the contract if additional modifications to the Operations Plan become necessary.

10. Staffing of Hot Zone, Unloading and Receiving Hazardous Waste Materials

CONTRACTOR will collect the largest possible variety of hazardous materials from the public, including but not limited to: hazardous fluid mixtures, oils, solvents, automotive fluids and filters, pesticides, hobby supplies, herbicides, poisons, pool/spa chemicals, photographic chemicals, household cleaners and polishes, fluorescent light ballasts, cosmetics, medicines, and hair treatments, aerosol and propane tanks, mercury switches and thermometers. CONTRACTOR will also safely set aside hazardous materials that are accepted daily at the Del Norte County Transfer Station.

CONTRACTOR will receive and process paints through PaintCare's product stewardship program. Unknown substances will be tested and identified. CONTRACTOR will instruct customers to stay in their vehicles as CONTRACTOR's employees unload materials from the vehicle.

After consulting with on-site Authority staff, CONTRACTOR is empowered to not accept controlled substances, ammunition, infectious or biohazard wastes, non-CESQG commercial wastes, as well as radioactive wastes or highly explosive materials. To the extent possible, Authority staff will work with CONTRACTOR and local law enforcement to receive controlled substances that may be managed locally. Authority staff may also make arrangements for managing fire extinguishers, small butane, helium or propane containers, or smoke alarms received by CONTRACTOR during a HHW Event through other regional contractors.

11. Conditionally Exempt Small Quantity Generators (CESQGs)

CONTRACTOR will accept phone calls and make appointments for CESQG participation between one month prior and up to three days before the date of the CESQG collection event at a phone number which is staffed a minimum of seven hours per weekday between 8 AM and 7 PM Pacific Standard Time. CONTRACTOR will ensure that each CESQGs which calls for inquiries or appointments are provided with information regarding the timing, location, and limitations of the CESQG collection event, including procedures for and estimated costs of their participation, based on material types and quantities reported by each. Appointment and fee collection arrangements will be the responsibility of CONTRACTOR. Wastes collected from CESQGs shall be stored separately from HHW, and all costs for blending, transportation and disposal shall not be included in HHW costs. CONTRACTOR shall prepare and submit a CESQG summary to include the name and address of company, contact name and phone number, inventory of waste volumes collected as well as container types.

CONTRACTOR is directed to presume that any hazardous materials delivered in a 55-gallon drum containing more than 20 gallons of material come from a CESQG, and not a household. Pre-approval of on-site Authority staff will be required before accepting as part of any HHW Collection event any such drum of material, or any other quantity or type of hazardous waste which appears likely to have been generated by a commercial entity, even if such is delivered during the scheduled HHW Collection Event.

12. Waste Exchange

CONTRACTOR may segregate certain reusable products, in their original containers, which may be wanted by the public; and such items (if any) will be displayed on a table outside the 'hot zone' during the period that the HHW Collection event is open to the public. Materials accepted for reuse include those products which are currently available for purchase by the public, in original containers with adequate labeling and in good condition. CONTRACTOR will designate an area for temporary storage of potentially Reusable materials and products, accessible to Authority staff.

CONTRACTOR is also encouraged during HHW collection events to offer for sale

products made from reused, processed, or recycled hazardous materials such as paints or motor oils collected from other HHW collection programs, provided that such service poses no conflict with applicable State or federal law or regulation. HHW reuse programs are not required within each proposal, but will be reviewed favorably if proposed.

13. Bulking and Consolidation

CONTRACTOR shall consolidate solvents, oil-based paint, motor oil and antifreeze on-site, and may additionally consolidate latex paint and/or photo chemicals. Bulking of solvents, and photo chemicals shall be conducted during hours the HHW event is closed to the public, in order to minimize potential public exposure. CONTRACTOR shall follow all appropriate OSHA regulations in protecting workers from such exposure. Authority will provide, at no cost to CONTRACTOR, a 30 cubic yard dumpster which the CONTRACTOR will line with Visqueen to prepare it for receiving empty containers which are emptied during the bulking process, and this dumpster will be available to the CONTRACTOR for the duration of each HHW Collection event. CONTRACTOR is asked to separate recyclable materials such as uncontaminated corrugated cardboard and beverage containers, and not place such in the dumpster provided by the Authority.

14. Hazardous Materials Temporary Storage and Removal

Outside storage of excess materials generated by an event shall not exceed 48 hours from the time the closing time of the HHW Collection event on Saturday. If necessary, some materials may be temporarily stored overnight inside the HHW building on the property of the Del Norte County Transfer Station. Outside storage of any materials received during the HHW collection event will not be permitted unless CONTRACTOR or Contractor's employee is present at all times. Cost for such staffing shall be borne by CONTRACTOR.

15. Hazardous Waste Transport

CONTRACTOR will be responsible for the transport of all hazardous materials collected, excepting any reusable or recyclable hazardous materials for which Authority makes other arrangements. Hazardous waste transporter(s) must have a current State certification as a Hazardous Waste Hauler. References and insurance information for transport sub-contractor shall be included in Proposal. CONTRACTOR shall notify Authority, in advance, of any changes to the transporters used for the removal of materials from the facility, and shall provide appropriate reference and insurance information for any such proposed changes within 10 days of Authority request. Authority reserves the right to approve/disapprove of CONTRACTOR'S choice of subcontractor(s).

16. Reuse, Recycling and Disposal

CONTRACTOR will arrange for the ultimate disposition of the wastes according to the following hierarchy: reuse, recycling, fuels blending, treatment/ neutralize, stabilization/ solidification/ landfill, direct hazardous waste landfilling, and destructive incineration.

CONTRACTOR shall warrant that any and all storage treatment/disposal facilities (TSDF) to be used for the services described in this RFP are fully licensed and permitted. References and insurance information for receiving TSDF shall be available upon Authority request. In the event that the TSDF loses its permitted status hereafter, during the term of the Agreement, CONTRACTOR shall promptly notify Authority of such loss.

CONTRACTOR must submit Certificates of Disposal as proof of treatment, recycling or disposal to Authority within 30 days of the ultimate disposition of the waste.

17. Paint

CONTRACTOR shall manage all paint brought to the HHW Collection event at no additional charge to the Authority and uncontaminated paint in original non-leaking containers through the product stewardship programs managed by PaintCare. CONTRACTOR shall document the types and quantities of paint collected from households or CESQGs and report this information.

18. Insurance

CONTRACTOR and all sub-contractors must meet all insurance requirements established by Authority. Basic requirements are described in Section 3.H.

19. Non-Hazardous Waste Disposal and Recycling

CONTRACTOR shall ensure that all waste separated by CONTRACTOR and placed into the Authority-provided dumpster for non-hazardous landfill disposal meets acceptable standards for municipal solid wastes. CONTRACTOR shall ensure that all locally recyclable non-hazardous materials are separated from the solid waste placed into this dumpster. In the event that waste separated for landfill disposal contains materials which could be easily recycled in Del Norte County, CONTRACTOR shall provide additional labor required to re-separate waste from recyclables, or CONTRACTOR will pay for disposal of such materials, at no additional cost to Authority. Cost for landfilling of properly separated non-recyclable solid waste will be paid by Authority.

20. Required Reporting to Be Submitted with Invoice

CONTRACTOR will prepare and submit a report of all waste received at each HHW collection event within 30 calendar days of the last collection day. The report shall include the date(s) of the events, a summary of waste types and quantities collected at the event (including weight in pounds), and any incidents occurring while the CONTRACTOR was in Del Norte County providing services under this Agreement.

The Summary report shall also include the total of CESQG wastes collected at each event, by number of businesses, and type and quantity of waste (including weight in pounds).

CONTRACTOR shall assist Authority in the preparation of reports as required law, regulations, or ordinances of Federal, State, and Local agencies with jurisdiction over these activities, including but not limited to CalRecycle Form 303. This summary report shall accompany the invoice for each HHW Collection Event, and will include a draft of CalRecycle Form 303, completed with all information about the types, quantities, and management methods for all hazardous materials collected by CONTRACTOR in Del Norte during the preceding HHW Collection Event.

21. Liquidated Damages

All services to be performed by CONTRACTOR pursuant to the awarded contract shall be performed in accordance with the Scope of Services, contract Agreement, and all applicable Federal, State, and Local laws, ordinances, and regulations. In the event that CONTRACTOR is found in violation of the contract Agreement, approved Operations Plan, or any applicable Federal, State, or Local laws, ordinances or regulations, Authority shall notify CONTRACTOR with a written requirement to comply and schedule of compliance. If CONTRACTOR fails to mitigate the violation in the time period specified by Authority, CONTRACTOR will be billed \$250 per day per violation plus an addition fee of \$88/hr for Authority staff involvement until violation is mitigated. Additional CUPA fees and penalties may apply.

C. TASKS PERFORMED BY AUTHORITY

In connection with each of the scheduled HHW collection events, the following tasks will be performed by Authority staff and/or its contractors:

1. Obtain all necessary EPA ID numbers from Cal/EPA for the operation of Temporary HHW collection events and the permanent HHW facility;
2. Inform the public regarding HHW collection events and inform CESQGs regarding the need to call in advance for appointments;
3. Prepare a HHW Collection Event Traffic Control Plan. Control traffic in cue, approaching, and leaving the Hot Zone. Prepare, provide, and administer survey forms (if any) and tabulate results. Provide a final vehicle count for each Household Hazardous Waste Collection Event;
4. Provide trash bins and recycling bins for non-hazardous items. Arrange for collection of non-hazardous waste for landfilling, and recyclables destined for local processors;
5. Provide Designated Event Coordinator to provide guidance to CONTRACTOR in responding to unforeseen circumstances. Provide staff to participate with CONTRACTOR in conducting pre-event facility walk-through before any CESQG or HHW Collection begins.
6. Notify appropriate local emergency response agencies and hospital(s) for each

temporary and permanent HHW collection event;

7. Coordinate the location and labelling of carts or other storage areas for materials received during the HHW Event that are to be received, processed, and managed by the Authority's Transfer Station Operations contractor, Hambro/WSG.
8. Authority will collect (or reject) materials that CONTRACTOR has set aside for the materials reuse program at the close of the HHW Collection Event. Rejected materials will be accepted by CONTRACTOR for appropriate recycling or disposal as described herein. Authority will provide staff during scheduled collection events to assist residents in selecting materials at the materials reuse area; and
9. Provide on-site staff person at time of loading and transport to sign manifest and related documents on behalf of Authority.

Authority may provide the above services, may contract independently for these services, or may negotiate with CONTRACTOR regarding the provision of such services.

SECTION 3 FORMAT TO SUBMIT PROPOSAL

Proposals are to be straightforward, clear, concise and specific to the information requested. Responses are to be in the sequence set forth in this Section of this RFP, and are to be numbered accordingly. In order for proposals to be considered complete, proposers must provide all information requested. Required supporting documentation should be included as attachments and should be appropriately identified.

Format and Number of Copies

One (1) single-sided original copy of each proposal is to be submitted plus two (2) double-sided copies. The original shall be unbound, photocopy ready, and clearly labeled 'Original.' The proposal and all attachments must be complete and free of ambiguities, alterations and erasures. In the event of conflict between words and numerals, the words shall prevail. In the event of conflicts between the original and copies, the original shall prevail. Any oversized documents shall be folded to size and secured in the proposal. Proposals will be accepted in person or by mail (the address is on the cover page of this RFP).

The proposal copies shall be printed double-sided on 8.5 inch by 11 inch--minimum 30% recycled paper, with 12 point font. The proposal size shall be limited to 50 pages. All pages of the proposal must be numbered consecutively and sections clearly identified. Proposals must be delivered in a sealed envelope or box containing all documents described in the section of the RFP.

A. Cover Letter

A letter signed by an officer or agent who is duly authorized to bind the company. Include a statement to the effect that the proposal constitutes a firm offer for at least one hundred twenty (120) days from the last day designated for receipt of proposals. The cover letter will describe company's approach to service and understanding of the work to be done and warrant that the Proposer and all proposed subcontractors have the necessary permits, processes, capacity and knowledge to accept and legally handle the wastes listed on Form A. The cover letter shall also indicate the name, title, address and telephone number of the individual who will serve as liaison during the period of the proposal evaluation.

B. Table of Contents

C. Introduction to Proposing Firm with References

Include relevant background information and experience. List references applicable to this project. In particular, provide information regarding any experience or involvement with HHW and CESQG Collection Events. Relevant current permits and licenses should be described, and copies of these should also be available upon Authority request. All notices of violations, administrative orders, or other enforcement actions taken by regulatory agencies during the past three years affecting CONTRACTOR or subcontractors MUST be disclosed in the Proposal. Also, provide copies of any letters of commendation or other awards of recognition.

Provide a list of at least three current and former clients for related projects, including any governmental agencies you have serviced. Reference information is to include:

- Company or agency name
- Contact person, title
- Complete address
- Current telephone number and/or e-mail
- Type of business or agency
- Brief description of work performed

D. Certified Financial Statement

The certified financial statement will be for the primary contractor for the most recent completed financial period available.

E. Project Staff

An introduction of project management and staff members, including job descriptions, qualifications, training, and relevant experience. CONTRACTOR shall use personnel and subcontractors that have completed the appropriate and relevant OSHA hazardous waste training(s), supplemented by other relevant hazardous waste and safety training(s).

F. Operational Proposal

This section should not be more than a few pages and should reflect CONTRACTOR'S understanding of the Scope of Services, which includes CONTRACTOR activities described in Section 2.B as well as any additional operations, training, permitting, licensing, insurance or reporting requirements described in Sections 2, 3 and 4 of this RFP.

Descriptions of proposed CESQG and HHW Collection Event Operations shall include the following:

1. Describe your on-site procedures for receiving, packaging, inventorying, labeling and manifesting HHW. This information should include the responsibilities of both chemists and technicians, including clean-up of the site at the end of the event;
2. Specify any requirements the proposer (or proposed subcontractors, waste management facilities and other handlers) has regarding the separation or commingling of HHW and CESQG wastes;
3. Briefly describe how each task listed in Section 2.B, of this RFP ("Tasks Performed by Contractor") will be accomplished;
4. Provide a list of on-site equipment and supplies that will be available at each HHW collection event. The list should include all fire prevention, safety, personal protective equipment and other equipment that the Proposer deems suitable or necessary for this project;
5. Identify the waste management facility that will most likely receive each waste type listed. A primary and several back-up facilities may be named. Be sure to include the names of all facilities and hauling companies that may transport, store, burn for fuel, treat, incinerate, landfill or in any other way manage each waste type until the waste has reached its final disposition. Regulatory compliance records for each proposed facility will be provided to the Authority upon request;
6. Include a sample HHW facility report that provides information on the waste streams and quantities of HHW received, as well as management methods;
7. Include sample copies of relevant Certificates of Insurance demonstrating compliance with Section 2.H of this RFP; and
8. This section should also include any suggestions regarding additions or deletions to, or modifications of, the scope of services described within this RFP, and how such modifications would affect the proposed cost of services if the Authority accepts the suggested modifications.

G. Support Services & Subcontractors

Include listing of transportation, storage and treatment subcontractors who will or may be utilized, and a listing of ultimate disposal facilities to be used.

1. For each subcontractor, waste management facility, and any other person or entities that will in any manner handle the wastes (herein referred to as "subcontractors"), list the following information:
 - Exact name and address of company;
 - Experience related to hazardous waste management, especially in the area of HHW and CESQG waste drop-offs;
 - How many years the company has been in business under the present name;
 - The name, title, phone number, and fax number of the primary contact in relation to the Services described in this RFP;
 - The specific services the subcontractor will provide to the Authority.
2. Describe relevant technical experience of key personnel and a description of their professional background. Provide evidence of training for all field personnel upon Authority request.
3. CONTRACTOR and any potential subcontractors must hold current licenses and registrations, be permitted to handle, transport and receive the specified hazardous waste, and be in good standing with the regulatory community.

H. Insurance

Provide evidence that CONTRACTOR maintains insurance in the following minimum amounts:

- A. Worker's Compensation Insurance within statutory limits.
- B. Comprehensive General Liability \$1,000,000 per claim with \$2,000,000 aggregate limit. Fire legal liability - \$50,000 combined single limit.
- C. Pollution legal liability coverage of \$1,000,000.
- D. Automobile liability insurance of \$ \$1,000,000 per claim.

Contract provisions will include requirements that contract holder provide certificates of insurance naming the Del Norte Solid Waste Management Authority as "additional insured," and will also include but not be limited to hold harmless and indemnification provisions, in a form pre-approved by the Authority Director. The Authority will also

require the insurer to grant a Waiver of Subrogation to the Authority.

I. Cost Breakdown

A detailed cost proposal must be submitted with each proposal. Please respond to the following items with as much detail as necessary, and include any related costs. Each proposal shall describe the Proposer's commitment to providing the services as requested throughout the requested term of service, and what assurance they intend offer the Authority to that effect. If such commitment can only be made with some predictable mechanism for adjusting the rates described in their proposal, that mechanism shall be proposed. If no such cost-adjustment mechanism is proposed, the CONTRACTOR will honor the rates described in the proposal throughout the term of the Agreement.

Bid amounts must be submitted on the form included as Form B, and shall be structured as follows:

1. Start-up and permitting assistance and Mobilization for each HHW Collection Event:

CONTRACTOR shall provide all personal protective equipment for its employees, as well as reusable and "consumable" equipment such as tables, drums, plastic sheeting, labels, markers, duct tape, gloves, goggles, etc.

CONTRACTOR will include in their proposal a flat-rate cost for this task, including the costs to prepare and submit all permit applications and required documents for operation of the HHW collection event, as well as all costs for required insurance, mobilization, mileage, lodging, labor expenses during travel, and account or location set-up costs, as well as equipment use costs, including both consumable materials and reusable equipment, and other costs experienced on a per event basis (list and describe). CONTRACTOR will be authorized to invoice this flat-rate cost once for each scheduled CESQG/HHW Collection Event.

Proposers may include additional incentives for the Authority to consider (such as reduced start-up expenses) for coordinated scheduling of future Del Norte CESQG/HHW Collection Events. The Authority recognizes that some HHW service contractors may be travelling near or through Del Norte, and by coordinating schedules, there may be potential to reduce travel expenses for Collection Event staff. If such cost savings could be shared, the Authority would review such a proposal detail favorably.

2. Staff and Personnel for each CESQG and HHW Collection Event

Labor costs for each HHW collection event including operations set-up, collection/packing and cleanup based on a projected 5 CESQG businesses (paid for by each business) 250 cars, average weight per vehicle projected to be 125 pounds. Collection times for Saturday HHW collection events are 9:00 a.m. –

2:00 p.m. Proposals will describe the numbers of the Proposers' Supervisors, Chemists, and Technicians to be present at each CESQG/HHW Collection Event. All CONTRACTOR's personnel are to be present throughout the collection times for the HHW Collection events.

The Authority is interested in creative proposals to control expenses for the CESQG and HHW Collection Events, which may include scheduling CESQG's on Saturday to the extent possible, or sending a smaller crew to service CESQGs scheduled for Friday. The Authority understands that one way to control expenses is to reduce the number of overnight stays necessary for each CESQG/HHW Collection Event, but the Authority will not pay overtime wages for CONTRACTOR's employees, as scheduling is discretionary to the CONTRACTOR, and the duration of the HHW Collection event does not itself require any overtime.

Proposer's Personnel expenses will be charged at a flat rate for each scheduled HHW Collection Event, based on hourly rates, numbers of personnel, and estimated hours each will work at each CESQG/HHW Collection Event. If during the term of the Agreement, Authority staff and CONTRACTOR agree that fewer (or more) CONTRACTOR employees are necessary at subsequent CESQG/HHW Collection Events, the contents of the Proposal may be used as a basis to negotiate a Change Order to adjust the personnel requirements and payments to CONTRACTOR for personnel expenses.

3. Hauling / Treatment / Neutralization / Recycling / Incineration / Disposal Charges

Each proposal is to either complete all pages of Form A, or to otherwise provide the service fees requested therein, with the service fees CONTRACTOR will charge for the term of the Agreement, for each size container whether that container be bulked, lab-packed, or loose packed, except for those 'Per Container Service Fees' which have been blacked out on Form A. The completed Form A should also indicate the proposed management method for each hazardous waste category, whether that be neutralization, treatment, recycling, fuel incineration, stabilization, destructive incineration, landfill, hazardous waste landfill, other management method, or some combination thereof. Proposed service fees will include costs for poly, steel, or fiberboard drums, boxes, and lids, vermiculite or similar absorbent, duct tape and visqueen or other materials associated with bulking, packing, or lab-packing hazardous wastes prior to transport, as well as all necessary labels and placards.

In addition, each proposal will provide any additional information or restrictions which may affect the service fees, such as the volumes of material which can be placed in different size lab pack drums. Proposals will also provide tolerances for percentage solids and/or minimum BTU value for materials to be managed by fuel incineration, or any other restrictions on the proposed prices and management methods. Proposals will also indicate cost for mixtures of hazardous materials which exceed the stated tolerances, to the extent such

information is available.

4. Conditionally Exempt Small Quantity Generator costs, if over 5

Additional costs for each CESQG business over 5 which would not be covered by the pass-through charges assessed to each business as described.

5. Extra Charges per vehicle, if over 250 vehicles are serviced at HHW Event

Charges for each vehicle over 250, presuming an average weight of 125 pounds of HHW per vehicle.

J. Additional information

Each proposal may contain suggestions and operational alternatives to maximize the benefit to the Authority and its customers, to minimize the overall HHW program costs and/or to increase recovery of hazardous wastes collected during each CESQG / HHW Collection Event.

SECTION 4 CONTRACTOR SELECTION

A. GENERAL

Authority desires to negotiate a contract beginning in August 2017 and continuing through September 2022. The Authority may, at its discretion, extend the Agreement for up to three additional years. Each proposal shall describe the Proposer's commitment to providing the services as requested throughout this term, and what assurance they intend offer the Authority to that effect. If such commitment can only be made with some predictable mechanism for adjusting the rates described in their proposal, that mechanism shall be proposed. If no such cost-adjustment mechanism is proposed, the CONTRACTOR will honor the rates described in the proposal throughout the term of the Agreement.

The Authority recognizes that actual costs for the program will depend upon the type and amount of waste received, as well as any future determination by Authority and CONTRACTOR regarding changes to the frequency of operation.

B. CRITERIA FOR SELECTION

Each proposal will be reviewed and judged according to the completeness of proposal, personnel and management experience, safety and regulatory history, cost effectiveness, and the potential to help Authority control hazardous waste management expenses.

The Authority reserves the right to waive minor informalities or irregularities in proposals, to reject any and all bids, to evaluate alternative proposals for delivering the

requested services, and to award this Agreement to the bidder whose proposal is deemed to be in the best interest of the Authority, irrespective of individual or aggregate quantitative tallies. Each proposal received will be evaluated based on the following criteria:

1. Minimum Standards for Proposal Consideration

Financial Stability YES NO

Evaluation of financial statements. Demonstrated record and capability of consistent and accurate financial reporting.

Proposal Requirements Met YES NO

Proposal contains all required information as specified in RFP.

Required Permits Current and in Good Standing YES NO

Waste haulers and hauling subcontractors:

DTSC hazardous waste hauling certification, DMV hazardous waste hauling registration, etc.

Waste Management Facilities: Part B permit or variance, air, NPDES, POTW industrial discharge permits, others if applicable

Capable and Prepared to Hold a CESQG / HHW Event in September 2017

YES NO

Proposer is either willing to provide HHW Collection Event services as described for 8-9 or 16-17 September 2017

2. Selection Criteria for Eligible Proposals

References, Experience, Reputation, Compliance (30%)

Experience in managing HHW and CESQG programs within California state regulations and guidelines

Favorable references for recent related projects

Waste Management Services (25%)

Degree of Authority liability in proposed waste handling methods

Breadth of service, number of waste streams Contractor can handle

Ability to remove all wastes from site at end of event

Ability to ensure waste is packed to TSDf specifications

Total Cost Proposal (40%)

Base services based on service fees submitted on Form A, assuming 5 CESQGs and 250 vehicles

Comparative cost evaluation for all proposals will use an average of the material types and quantities shipped from the last three CESQG / HHW Collection Events

Presume 5 CESQG businesses above base level

Presume 25 cars above base level for HHW Collection Event

The Total Cost for each proposal will be considered to be the total of each of the amounts bulleted above.

Evaluation scores on each Total Cost Proposal will be obtained by multiplying 30% times the ratio of average of all Total Cost Proposals received which meet minimum standards, divided by that Total Cost Proposal, up to a maximum score of 40%.

Ability to Follow Instructions & Responsiveness (5%)

GRAND TOTAL: (100% possible)

C. RIGHT OF NEGOTIATION AND REJECTION

The Authority reserves the right to accept or reject any or all of the proposals submitted and negotiate any or all elements of a proposal. Proposals may be subject to requests for clarification and additional information needed by Authority in making a decision.

Authority may request oral presentations by any or all proposers prior to making a final award of this contract. Authority anticipates making final selection of CONTRACTOR by 21 February 2017.

Form B: Cost Proposal

PROPOSER: _____

Cost Item	\$\$
Start-up, Permitting Assistance, and Mobilization flat-rate cost per CESQG/ HHW Collection Event	
Staff and Personnel for each CESQG and HHW Collection Event	
Hauling / Disposal / Recycling Charges (Total per event cost projection, derived from completed Form A)	
Conditionally Exempt Small Quantity Generator costs Presume 5 businesses above base level per event	
Extra Vehicle Charges Presume 25 cars above base level per event	
TOTAL Cost Proposal per event, as described above:	

Del Norte Solid Waste Management Authority Work Priorities Fiscal Year 2016 – 2017

File: 231501



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

Purposes of the Authority (2012):

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

Del Norte Solid Waste Management Authority Work Priorities Fiscal Year 2016 – 2017

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Legend for symbols used:

-  = Activity to be completed during FY 2016-2017
-  = Authority-adopted plan, contract or grant to comply with law
-  = Fiscal responsibility under guidance of Authority Treasurer
-  = Draft submitted, awaiting agency response
-  = Lower priority activity or only addressed as time and capacity allows
-  = Activity deferred by Authority Board action
-  = Activity completed for FY 2016-2017

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

Last Updated: **September 2016**

Mandated or Obligatory Ongoing or Future Activities:

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

-  Schedule appropriate staff to operate and maintain scale and gatehouse operations at the Del Norte County, Klamath and Gasquet transfer stations, including the daily accounting of receipts and transactions at each facility. (Ongoing)
-  Prepare plans and specifications, financing, construction quality assurance, and conduct a competitive process to select a contractor to repair worn areas of the Del Norte County Transfer Station floor and to repair the ramps for the outbound scale with minimal disruption to Transfer Station operations. (Repairs to be implemented during before the end of FY 17/18)
-  Procure and manage Household Hazardous Waste (HHW) Collection Event contractor and use Permanent HHW Facility at the Transfer Station for annual HHW Collection Event, as well as daily recycling of used motor oil, oil filters, antifreeze, lead acid batteries, paints stains and varnishes, televisions and computer monitors, household batteries, household fats oils & greases, home generated sharps, and residential and commercial fluorescent tubes. (Clean Harbors agreement expires 12 August 2017, before the annual HHW Event is typically scheduled)
-  Submit necessary forms related to hazardous waste management to the California Department of Toxic Substances Control (DTSC), including form 303 and generator copies of hazardous waste manifests. (Annual)
-  Prepare and submit hazardous waste business plan to the CERS database. (Annual)
-  Submit reports as required by the California Department of Resources Recycling and Recovery (CalRecycle), including quarterly disposal reports, electronic annual reports, and reporting related to management of consumer electronic wastes, appliances, etc. (Annual)
-  Regularly inspect, maintain and improve disposal and recycling facilities and services at the Klamath and Gasquet transfer stations. Both these facilities are without water or power and have security issues. (Ongoing).
-  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)
-  Resubmit Non-Exposure Certification approved for Del Norte County Transfer Station

to reduce the level of effort required to comply with the Industrial Stormwater Permit (Annual).

- ✓  Prepare and submit documents as needed for the Del Norte County Transfer Station solid waste facility permit review every five years. Revise the Transfer Station Methods report and Transfer and Processing Report as necessary for new recovery activities and/or management of materials banned from disposal or requiring special handling, including mattresses. (Ongoing)
-   Prepare and submit the PCI compliance report to assure that measures are in place to protect customer credit and debit card information. (Annual, this deferral is costing ~\$60/month)
-  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. Crescent City Landfill Post-Closure Maintenance

-  Continue working with County staff to monitor gas wells, groundwater wells, surface water sampling points. Authority staff will continue to compile, summarize and analyze data as well as prepare and submit reports to the North Coast Regional Water Quality Control Board as required under Order 97-90. (Ongoing through 2035)
-  Conduct and submit aerial survey of the landfill every five years to document any differential settlement. (Next due in 2021; Ongoing through 2035)
-  Continue landfill facility maintenance. This includes semi-annual removal of deep-rooting plants and mowing of surface drainage structures, as well as fence, gate and well repair. Activities will also periodically include regrading, repair to slopes and drainage structures to reduce ponding, as well as revegetating graded areas. (Ongoing through 2035)
-   Apply for reduction in the post-closure multiplier and prepare and submit annual estimate of the post-closure financial liability associated with the Crescent City Landfill to CalRecycle (Annual; ongoing through 2035)
-  Work with RWQCB in the development and revision of Waste Discharge Requirements and Monitoring and Reporting Program to analyze water historical

quality monitoring information with the intent of reducing the expense of water quality monitoring during the post-closure maintenance period, which extends until February 2036 (Ongoing until new Monitoring and Reporting Program is approved).

-  Collect and analyze water samples from two new wells installed at the landfill to possibly demonstrate groundwater flow directions are such that water quality impacts associated with the landfill are unlikely to pose a threat to adjacent residential properties. Continue to engage in similar efforts in pursuit of a reduction in the Threat/Complexity rating for this facility, resulting in a reduction to the annual permit fee for the Waste Discharge Requirements issued by the North Coast Regional Water Quality Control Board (RWQCB). (Ongoing until new Monitoring and Reporting Program is approved).
-  Submit and/or update the Pledge of Revenue Agreement and associated Resolutions affirming that post-closure liabilities associated with the Crescent City Landfill are addressed through a Pledge of Revenue from the Del Norte County Transfer Station. (Ongoing)
-  Secure the landfill by repairing fences, gates, barriers, posting 'no trespassing' signs and working with law enforcement and State parks to prevent non-authorized vehicle access to the landfill property. (Ongoing)
-  Work with County staff and contractors to explore compatible and beneficial uses of the landfill property for mitigation activities that could offset impacts of specified County projects. (Ongoing)
-  Conduct and report on constituent of concern monitoring of landfill groundwater every five years. (Next due in August 2019; ongoing through 2035)
-  Prepare and submit landfill gas heat capacity report and other documentation required by the North Coast Air Quality Management District (NCAQMD). The NCAQMD may impose additional requirements based on this report. (Submitted in 2013; ongoing through 2035)
-  Monitor development of laws and regulations pertaining to control of greenhouse and other landfill gas emissions. Research possible actions and funding sources as necessary and appropriate. (Ongoing)

3. Collections Franchise and Collections System Management

-  Manage Franchise Collections contract with Recology Del Norte to ensure compliance with contract provisions and Service Standards, including drafting annual CPI-based rate adjustments and negotiating and drafting Change Orders for contractual changes.

Coordinate with Recology Del Norte as needed. (Ongoing)

-  Continue to promote workplace recyclables collections, the California Commercial Recycling Mandate (AB341) with Recology Del Norte, recycling coordinators, the recyclables collection contractor (currently GH Outreach) and processors like Julindra Recycling. (Ongoing, special report requested by CalRecycle in 2016)
-  Evaluate possible modifications to the Collections Franchise and/or appropriate ordinances to complement the services at the Del Norte County Transfer Station and to expand, provide incentives and document resource recovery. (Ongoing)

4. Reuse, Recycling, and Composting

-  Continue, as a rural regional agency, planning, monitoring and reporting programs, activities, and progress on per capita and per employee waste reduction targets under California Integrated Waste Management Act of 1989, as amended, and as administered by the California Department of Resources, Recovery and Recycling (CalRecycle), including compliance with the California's Mandatory Commercial Recycling Law (AB341). (Ongoing)
-  Continue to coordinate, enhance, and promote recycling of used oil, oil filters and antifreeze using grants from the State agency responsible for oil recycling. (Annual and ongoing)
-  Continue to coordinate, enhance, and promote recycling of beverage containers using grants from the State agency responsible for beverage container recycling. (Annual and ongoing)
-  Plan, coordinate, monitor and report on implementation of product stewardship programs for carpeting, thermostats, household batteries, paints and stains, and mattresses. (Ongoing)
-  Provide material support for County recycling collections through GH Outreach. (Ongoing)
-  Provide backyard composting workshops periodically throughout the year. (Ongoing)
-   Complete the five year review of the Regional Agency Integrated Waste Management Plan in coordination with the Del Norte Solid Waste Task Force. (submitted in 2014, next due by January 2020)
-   Analyze, enhance, expand, develop and support one or more facilities capable of processing locally-generated organic materials for compost or energy production, in

Del Norte or one of our adjacent counties. (Ongoing)

5. Community Cleanup

-  Coordinate fundable cleanup activities under the grant from the US Forest Service. (Ongoing through Aug 31, 2021)
-  Coordinate collection events for Christmas trees, yard debris, household hazardous wastes and other items or materials as opportunities arise (Ongoing)
-  Coordinate and support beach, river and neighborhood cleanup activities. (Ongoing)
-  Manage and direct use of the twenty Authority-directed bin pulls to support community cleanup activities. (Annual)

6. Education and Public Outreach

-  Prepare outreach materials to promote program activities, events and services including print ads, radio ads, posters, public service announcements, handouts and flyers as well as collections billing inserts promoting waste reduction, reuse, repair, composting, hazard reduction, and proper disposal. (Ongoing)
-  Promote waste prevention, reuse, composting and recycling through Youth and Family Fair and the Del Norte County Fair. (Annual)
-  Provide support to the Del Norte Solid Waste Task Force to promote outreach and education, waste reduction, reuse, composting, recycling and related activities. (Quarterly and Ongoing)
-  Continue to provide presentations to community groups and classrooms as requested. (Ongoing)
-  Respond to telephone, fax, and e-mail requests for information and/or complaints regarding services and rates for Authority facilities, programs, and those of its contractors. Such inquiries may address materials such as hazardous materials, marine flares, outdated medicines, asbestos, and other materials requiring special handling. (Ongoing)
-  Update website as needed and upload meeting agenda and minutes. (Ongoing)
-  Advocate for legislative and regulatory initiatives extending producer responsibilities

for end of life product management to reduce Authority costs for managing discards - especially hazardous materials, products or materials banned from disposal, as well as products or materials requiring special handling including marine flares, sharps, fluorescent tubes and household batteries. (Ongoing)

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

 Work with the Crescent City Harbor District, US Coast Guard, Del Norte County Sheriff's office, other local representatives and related state agencies to develop strategies to safely manage expired marine flares. (Ongoing)

7. Local Regulations, Ordinances, Plans and Enforcement

 Work with County and City Building and Planning Departments regarding review of Materials Management Plans associated with construction and demolition permits in Del Norte County. (Ongoing)

 Administer Code Enforcement and related Blight Abatement and Cleanup activities through the County's Code Enforcement Officer until such time as these functions are incorporated into relevant City and County Ordinances. (Ongoing)

8. Public Meetings, Budgets, Funding and Fiscal Oversight

 Develop annual budgets, tracking and reporting expenditures and revenues accordingly. (Annual and ongoing)

 Prepare and distribute agendas, minutes, resolutions, ordinances, and related staff reports in compliance with public meeting laws and related agreements and by-laws. Respond to telephone, fax, and e-mail requests for information regarding Authority and Task Force agendas, meetings, minutes and actions. (Ongoing)

  Prepare and submit necessary reports related to post-employment retirement (OPEB) benefits and funding. (Annual)

  Prepare and submit necessary reports related to General Accounting Board Standards Board Statements Numbers 45 and 68. (Annual)

  Work with contractor to complete the annual agency audit report and respond according to recommendations and Board direction. (Annual)

  Establish a written agreement with a person or company to provide Treasurer /

Controller services. (2016)

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

9. Personnel and Staffing

-  Work with employees and union representatives as needed to address issues covered under the Memorandum of Understanding with the Del Norte Solid Waste Management Authority Employees Association. (Current agreement expires on June 30, 2019)
-  Recruiting and hiring a full complement of staff according to the adopted staffing chart, including hiring and training refuse site attendants and relief workers for the Del Norte County Transfer Station, as well as the Gasquet and Klamath container sites. (Ongoing)
-  Training staff through regular meetings, workshops, in-service training, annual HAZWOPER (Hazardous Waste Operations) refreshers, educational and/or on-line courses and conferences. (Monthly staff safety meetings and Ongoing)

10. Other Responsibilities and Activities

-  Provide collection and consolidation services as needed for public home-generated sharps drop-off points. (Ongoing)
-  Work with the Del Norte Economic Development Corporation to prepare an application to have the North Coast Recycling Market Development Zone (including Humboldt and Del Norte Counties) redesignated as an enterprise zone promoting recycling market development and development of recovery-based enterprises through technical assistance services and financing opportunities. (Redesignation application to be submitted in 2016)

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

Deferred Discretionary Activities:

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

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

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



Del Norte Solid Waste Management Authority

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

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

Staff Report

Date: November 8 2016
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Kayleen Warner – Facilities and Programs Coordinator
Del Norte Solid Waste Management Authority
File Number: 200101
Attachments: November 4, 2016 letter from the Solid Waste Task Force
Code of Ethics and Conduct
Topic: Task Force Code of Conduct

Summary / Recommendation: Receive and file the letter from the Solid Waste Task Force regarding its Code of Conduct

Background: The attached letter is the adopted response from the Del Norte Solid Waste Task Force regarding the Authority's request that the Task Force update their Code of Conduct to address some of the issues raised in the 2014/2015 Del Norte County Grand Jury Report.

Over a year ago at the September 2015 Authority meeting, the Board expressed concern that the current Task Force Code of Conduct did not address concerns raised in the 2014/15 Del Norte County Grand Jury Report, and that the Authority Board of Commissioners' Code of Ethics and Conduct might be too restrictive for the members of the Task Force. Specifically, the Task Force membership currently and historically has included representatives from Authority's contractors. The potential burden of ex parte disclosures associated with any communications between representatives of Hambro/WSG and Recology Del Norte (as would be required under the Commissioner's Code of Ethics and Conduct) was viewed as unnecessarily cumbersome, especially considering that the Task Force is an advisory body.

Based on the content of the Grand Jury Report and the discussion at the September Authority meeting, the Ethics and Bylaws Committee (including Commissioners McClure and Glore) did not feel that the Task Force's Bylaws and Code of Conduct were sufficiently detailed

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to address the issues identified in the Grand Jury Report, but did not feel that the Task Force's Code of Conduct did not need to be as restrictive as the Authority's Code of Ethics and Conduct. As the 2014/2015 Del Norte Grand Jury Report specifically identified concerns relating to members of the Del Norte Solid Waste Task Force, the Authority Bylaws and Ethics Committee considered and incorporated the Task Force's current Code of Conduct, and modified applicable provisions from the Commissioner's Code of Ethics and Conduct to clarify the role of the Task Force and describe appropriate behavior expectations. The intent was to craft a policy that if adopted and implemented, would address the issues identified by the Grand Jury.

As the Del Norte Solid Waste Task Force is established as a separate entity by legislation and regulations, the Solid Waste Task Force is responsible for adopting their own rules of conduct. The Authority Board can only make suggestions and requests of the Del Norte Solid Waste Task Force.

On 20 October 2015, the Authority Board reviewed and unanimously voted to recommend that the Task Force adopt the attached draft Code of Ethics and Conduct. They also voted that if the Task Force does not adopt the Code of Ethics and Conduct or some similar policy, the Authority Board requests that the Task Force describe what actions they intend to take to address the concerns raised in the 2014/2015 Del Norte County Grand Jury Report relating to the Solid Waste Task Force and the behavior of its members, and when that process would be completed.

Analysis: The Task Force formed a sub-committee with members Mary Wilson, Wes Nunn, Craig Strong and Andy Larson in June 2016 to further discuss the issue. After meeting, the sub-committee developed the response contained in the attached letter. This letter was adopted by a unanimous vote at the 17 October 2016 meeting of the Task Force.

The Task Force is rejecting the Code of Ethics and Conduct as recommended by the Authority Board as explained in the letter. They believe the current Code of Conduct exceeds similar codes for other Task Forces in other counties, and in the opinion of the sub-committee appears sufficient to address the concerns raised.

Alternatives: The Board could direct staff to further pursue this matter with the Task Force. Staff believe, however, that the current membership of the Task Force is unlikely to be responsive to requests from the Authority Board for either further study or further action with respect to the Bylaws, Codes of Conduct or Ethics.

November 4, 2016

From: Del Norte County Solid Waste Task Force
To: Del Norte Solid Waste Management Authority Commissioners
Re: Review of Task Force Code of Conduct

Dear Commissioners,

Prior to becoming a Task Force member, applicants are required to sign both the "Task Force Code of Conduct" and a "Certificate of Appointment" with the County Supervisors. This letter is a response to the draft "Del Norte Solid Waste Task Force Code of Ethics and Conduct" which was generated by a DNSWMA sub-committee in October 2015, and an update to the question of whether the current Task Force Code of Conduct should be amended.

At our last Task Force meeting a sub-committee was formed for the purpose of researching and recommending whether the current Task Force Code of Conduct is sufficient, or whether amendments are desired, needed, or appropriate. In its research, the sub-committee compared our current code of conduct with those of other solid waste task forces in California. Reviewed were the task force codes of conduct from Marin, Sonoma, Napa, San Bernardino and Lake Counties (some of which are JPA's).

After reviewing the respective codes of conduct of the task forces in other counties, the Task Force sub-committee determined that the rigor of our existing code of conduct actually exceeds that of most of the other counties and therefore appears sufficient. The sub-committee accordingly recommended no changes at this time and the Task Force voted to adopt the findings of its sub-committee.

Below, just for reference is the California Public Resources Code under which the Task Force operates. The Task Force is an independent body from the DNSWMA, serving primarily as an advisory body. Its purpose and its limited scope of authority are explained in California Public Resources Code § 40950, which includes the mandatory

task of submitting a five year review, as well as facilitating “resolution of conflicts and inconsistencies between or among city and county source reduction and recycling elements.”

The Code reads in pertinent part:

Public Resources Code Section 40950. (a) On or before March 1, 1990, and every five years thereafter, each county, which is not a city and county, shall convene a task force to assist in coordinating the development of city source reduction and recycling elements prepared pursuant to Chapter 2 (commencing with Section 41000), the county source reduction and recycling element prepared pursuant to Chapter 3 (commencing with Section 41300), and to assist in the preparation of the countywide siting element prepared pursuant to Chapter 4 (commencing with Section 41700).

(c) To ensure a coordinated and cost-effective regional recycling system, the task force shall do all of the following:

- (1) Identify solid waste management issues of countywide or regional concern.
- (2) Determine the need for solid waste collection and transfer systems, processing facilities, and marketing strategies that can serve more than one local jurisdiction within the region.
- (3) Facilitate the development of multijurisdictional arrangements for the marketing of recyclable materials.
- (4) To the extent possible, facilitate resolution of conflicts and inconsistencies between or among city and county source reduction and recycling elements.

(d) The task force shall develop goals, policies, and procedures which are consistent with guidelines and regulations adopted by the board, to guide the development of the siting element of the countywide integrated waste management plan.

Respectfully submitted,



Wesley I. Nunn

Chair of the Del Norte County Solid Waste Task Force