

**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 October 18, 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 dnswwma@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 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

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 **
- 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 **

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. **

5. TRANSFER STATION – No Items

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 the Del Norte Solid Waste Management Authority Work Priorities Fiscal Year 2016 -2017. **
- 6.3 Discussion and possible action regarding appointments to the North Coast Recycling Market Development Zone. **
- 6.4 Discussion and possible action regarding the Del Norte Solid Waste Management Authority's Wireless Device Policy. **

7. ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY

4:30 PM

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

8. CLOSED SESSION ITEMS:

- 8.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant 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

9. ADJOURNMENT

Adjourn to the next 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.

**** 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 September 20, 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 Martha Rice
Authority Clerk Katherine Brewer

ABSENT: Authority Treasurer/Controller Rich Taylor

ALSO PRESENT: Dominic Mello, Del Norte County Code Enforcement Officer
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 4:15 p.m. Roll was taken with Commissioners Gastineau, Howard, Inscore, and McClure present. Commissioner Naffah was absent when roll was taken.

PLEDGE OF ALLEGIANCE

The pledge was led by Chair Inscore.

4:15 PM PUBLIC COMMENTS:

Eileen Cooper, County resident, suggested that the Del Norte County Transfer Station outer walls be decorated by the Harbor Art Gallery with murals depicting recycling. She also voiced support for improving separation of recyclables, possibly by having Recology Del Norte collect different materials on different days of the week.

(Commissioner Naffah arrives at 4:21 P.M.)

OPEN SESSION ITEMS:

1. CONSENT AGENDA

- 1.1 Approve minutes, Regular Session, Tuesday, August 16, 2016.
- 1.2 Receive and file Participating Agreement between the Del Norte Solid Waste Management Authority and the USDA Forest Service Six Rivers National Forest.
- 1.3 Approve a FY 16/17 budget transfer in the amount of \$39,695.00.

022101

END CONSENT AGENDA

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 consent agenda, consisting of items 1.1 to 1.3.

Due to the presence of Dominic Mello, County Code Enforcement Officer and Heidi Kunstal, Community Development Director, agenda item 7 was taken out of order.

7. ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY

- 7.1 Discussion regarding the First Amended Joint Powers Agreement for the Del Norte County Abandoned Vehicle Abatement Service Authority and the Del Norte County Abandoned Vehicle Service Authority Plan for 2016.

010203

The Chair recessed the meeting of the Del Norte Solid Waste Management Authority at 4:22 p.m., and immediately convened as the Abandoned Vehicle Abatement Service Authority (AVA) with Commissioners Gastineau, Howard, Inscore, McClure, and Naffah present. The Board agreed by consensus to receive and file the First Amended Joint Powers Agreement for the Del Norte County Abandoned Vehicle Abatement Service Authority and the Del Norte County Abandoned Vehicle Service Authority Plan for 2016 and to direct staff to publish a notice for a public hearing prior to possible adoption of the budget for the Del Norte County Abandoned Vehicle Service Authority for FY 2016/2017 at the next meeting on October 18, 2016.

- 7.2 Discussion and possible action regarding negotiated agreement with Northcrest Auto Center to provide Services for Removal and Towing of Abandoned Vehicles. **010203**

Dominic Mello, County Code Enforcement Officer, addressed the Board to say that the price increases were not substantial except for south of the Klamath River and that Zone 5 was to be adjusted. On a motion by Commissioner Howard, seconded by Commissioner McClure and unanimously carried on a polled vote, the Del Norte

Abandoned Vehicle Abatement Service Authority approved and adopted the negotiated agreement with Northcrest Auto Center to provide Services for Removal and Towing of Abandoned Vehicles.

The Chair adjourned the meeting of the Abandoned Vehicle Abatement Service Authority at 4:33 p.m. until the next meeting on 18 October 2016 and immediately reconvened as the Del Norte Solid Waste Management Authority.

2. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 2.1 through 2.5 are provided for information only

2.1 Director's Report. 231501

2.2 Treasurer/Controller Report for July 2016.

2.3 Claims approved by Director for August 2016.

2.4 Monthly Cash and Charge Reports for August 2016.

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

The above-listed reports were presented and accepted.

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE – No Items

4. COLLECTIONS FRANCHISE – No Items

5. TRANSFER STATION – No Items

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

6.1 Discussion and possible action regarding a letter of engagement with Patel & Associates to complete an audit for the Authority for fiscal year 15/16 for an amount not to exceed \$10,500.00. 012101

On a motion by Commissioner Howard, seconded by Commissioner McClure, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority voted to engage Patel & Associates to complete an audit for the Authority for fiscal year 15/16 for an amount not to exceed \$10,500.00.

6.2 Discussion and possible approval regarding four requests for allocations of Authority-allocated bin pulls: 031205, 180510

A. Retroactive approval of six bins supporting the annual Beach Cleanup September 16-18, 2016.

B. Retroactive approval of one bin supporting the Annual Household Hazardous Waste Event on September 10, 2016.

On a motion by Commissioner Naffah, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved requests for allocations of Authority-allocated bin pulls retroactively for the annual Beach Cleanup (6) and supporting the Annual Household Hazardous Waste Event (1).

8. CLOSED SESSION ITEM:

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

The Chair recessed the open meeting of the Del Norte Solid Waste Management Authority and convened in closed session at 4:51 p.m. The closed session was adjourned at 5:10 p.m. and the meeting reconvened immediately in open session. Counsel reported that no action was taken during the closed session.

9. ADJOURNMENT

Adjourn to the Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 4:15 p.m., October 18, 2016 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Authority, the Chair adjourned the meeting at 5:10 p.m., until the Regular Meeting on October 18, 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 North Coast Laboratories, Ltd.
5680 West End Road

Claim ID: 7727
Page 1 of 1

AUDITOR COPY



Arcata CA 95521

Vendor ID:

- PBSP Expense
- Change of Address

Special
Warrant
Routing

| Fund | Dept | Line | Proj | Amount | Description |
|--------------|------|-------|------|------------|--|
| 422 | 421 | 20232 | | \$7,435.00 | INV 129332 WO #1608542 Landfill ground water |
| 422 | 421 | 20232 | | \$1,684.00 | INV 129319 WO#1608541 Landfill surface testing |
| Total Claim: | | | | \$9,119.00 | |

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

X 9/29/2016
Signature of Department Head/Authorized Deputy Claim Date

1.2

INVOICE

DATE: September 14, 2016

Remit To: North Coast Laboratories, Ltd.
5680 West End Road
Arcata, CA 95521-9202

Attn: Accounts Receivable

Invoice To: Del Norte Solid Waste Authority
1700 State Street
Crescent City, CA 95531

Attn: Tedd Ward
Phone:

Work Order: 1608541
PO Number:
Project Name: Landfill Surface Water
Date Received: 8/31/2016



**NORTH COAST
LABORATORIES LTD.**

10671 / 20232

Invoice Number: 129319

Payment Due Date: 10/14/2016

Payment Terms: Net 30 Days

| Item | Matrix | Code | Qty | List Price | Test Total |
|--|-------------|------|-----|------------|------------|
| Chemical Oxygen Demand | Aqueous | 310 | 3 | \$30.00 | \$90.00 |
| DNSWA Groundwater Dissolved Metals | Aqueous | 320 | 3 | \$225.00 | \$675.00 |
| EPA 1664 - Oil and Grease | Waste Water | 210 | 2 | \$140.00 | \$280.00 |
| EPA 1664 - Oil and Grease | Waste Water | 210 | 1 | \$70.00 | \$70.00 |
| EPA 8260B | Aqueous | 220 | 3 | \$85.00 | \$255.00 |
| Geotracker Reporting | | 990 | 1 | \$100.00 | \$100.00 |
| Hexane Extractable Material-Silica Gel Cleanup | Aqueous | 210 | 1 | \$70.00 | \$70.00 |
| Nitrate and/or Nitrite | Aqueous | 210 | 3 | \$18.00 | \$54.00 |
| Settleable Solids | Aqueous | 310 | 3 | \$15.00 | \$45.00 |
| Turbidity | Aqueous | 310 | 3 | \$15.00 | \$45.00 |

Order TOTAL: \$1,684.00

Discount: 0.00%

Surcharge: 0.00%

Misc Charges: \$0.00

Comments:

Subtotal: \$1,684.00

Payment Received: \$0.00

INVOICE Total \$1,684.00

INVOICE

DATE: September 14, 2016

Remit To: North Coast Laboratories, Ltd.
5680 West End Road
Arcata, CA 95521-9202

Attn: Accounts Receivable

Invoice To: Del Norte Solid Waste Authority
1700 State Street
Crescent City, CA 95531

Attn: Tedd Ward
Phone:

Work Order: 1608542
PO Number:
Project Name: Landfill Ground Water
Date Received: 8/31/2016



**NORTH COAST
LABORATORIES LTD.**

10671 / 20232

Invoice Number: 129332

Payment Due Date: 10/14/2016

Payment Terms: Net 30 Days

| Item | Matrix | Code | Qty | List Price | Test Total |
|------------------------------------|-------------|------|-----|------------|------------|
| Chemical Oxygen Demand | Aqueous | 310 | 15 | \$30.00 | \$450.00 |
| DNSWA Groundwater Dissolved Metals | Aqueous | 320 | 15 | \$225.00 | \$3,375.00 |
| DNSWA Groundwater Minerals | Groundwater | 310 | 15 | \$84.00 | \$1,260.00 |
| EPA 8260 Subcontracted | Aqueous | 900 | 15 | \$150.00 | \$2,250.00 |
| Geotracker Reporting | | 990 | 1 | \$100.00 | \$100.00 |

Order TOTAL: \$7,435.00

Discount: 0.00%

Surcharge: 0.00%

Misc Charges: \$0.00

Comments:

Subtotal: \$7,435.00

Payment Received: \$0.00

INVOICE Total \$7,435.00

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 | 91121 | Miscellaneous reimbursements | \$ 6,694 | |
| Solid Waste | 422 | 421 | 10012 | Overtime | | \$ 250 |
| Solid Waste | 422 | 421 | 10015 | Part-Time / Temp | | \$ 4,130 |
| Solid Waste | 422 | 421 | 20231 | Professional Services | | \$ 1,500 |
| Solid Waste | 422 | 421 | 20223 | Postage | | \$ 300 |
| Solid Waste | 422 | 421 | 20224 | Office Supplies | | \$ 514 |
| Total Amounts | | | | | \$ 6,694 | \$ 6,694 |

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 _____ |

Passed by Board of Commissioners of the Del Norte Solid Waste Management Authority on 18 October 2016.

Ayes:
Noes:
Absent:

Attest: Clerk of the Board

By: _____
Katherine Brewer

Blake Inscore, Chair
Del Norte Solid Waste Management Authority



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

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

www.recycledelnorte.ca.gov

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 State of the Agency 2016

Date: 14 October 2016
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. – Director 
Attachments: Work Priorities 2015/2016
Period: July 2015 – September 2016
File Number: **231501 – Authority Work Plans**

State of the Agency Summary: This agency continues to administer all municipal regulatory responsibilities for reuse, recycling, composting, solid waste and household hazardous waste on behalf of Del Norte County and the City of Crescent City. These responsibilities include:

- Providing gate and accounting staff for the Del Norte County Transfer Station as well as small-volume transfer stations in Klamath and Gasquet;
- Management of the closed Crescent City Landfill;
- Oversight of the Collections Franchise with Recology Del Norte and the Transfer Station Operations agreement with Hambro/WSG, and related regulatory and permit responsibilities; and
- Implementation of block and competitive grant programs for recycling beverage containers, used motor oil, and forest and river cleanups.

The rates charged at Authority-managed facilities continue to be lower than any comparable facilities in Humboldt or Curry Counties. Furthermore, these services are funded without a penny of taxes.

The Authority's financial status continues to improve, in part due to reductions in permit fees and stormwater monitoring requirements. Changes in market demand for plastics are anticipated to result in changes to the variety of materials collected under Recology Del Norte's recycling programs in the coming year.

2.1



Status in July 2015: The Authority had been understaffed since the retirement of the former Director in July 2013. At the end of June 2015, the Authority had recently appointed myself as Authority Director, and was refining the job descriptions for the Administrative Assistant, Account Clerk, and Facilities and Programs Coordinator. Many tasks, such as uploading landfill water quality monitoring data onto the GeoTracker database as required by the North Coast Regional Water Quality Control Board, were behind schedule by as much as 5 months due to the Authority's lack of staff.

All things considered, FY 14/15 improved the Authority's fiscal position with income exceeding expenses. The external audit showed that at the end of June 2015 the Authority had a net deficit financial position of (\$1,509,558) due primarily to the liability associated with the Crescent City Landfill and the costs of constructing the Del Norte County Transfer Station. For comparison, at the end of FY 04/05 after the opening of the Del Norte County Transfer Station, the Authority's net-deficit position was (\$2,981,434). Authority activities have generally improved this net-deficit position each year. Fiscal year 14/15, resulted in an increase in the Authority's financial position of \$133,103, which is \$36,694 above the amount budgeted for depreciation expenses.

Major Accomplishments: In fiscal year 2015 / 2016, the Authority accomplished the following:

- Worked with Lawrence & Associates in a successful appeal of the Threat/Complexity rating and WDR Fee associated with the Crescent City Landfill, resulting in an annual savings of \$32,446.
- Extended the Transfer Station Operations Agreement with Hambro/WSG through March 3, 2040, securing an additional 12 years of disposal capacity under the same contract terms. The Authority is required to maintain access to a minimum of 15 years of disposal capacity.
- Made significant repairs to the outbound scale at the Del Norte County Transfer Station.
- Coordinated the first two free mattress recycling events in coordination with the Mattress Recycling Council and Hambro/WSG.
- Applied for and were awarded a grant in the amount of \$32,295 from the US Forest Service for forest and river cleanups on Forest Service properties. This grant continues through August 2021.
- Approved to discontinue stormwater monitoring and reporting at the Crescent City Landfill, resulting in an annual savings of approximately \$4,000 each year through 2036.
- Submitted a No Exposure Certification for the Del Norte County Transfer Station, eliminating the requirement to collect and analyze stormwater samples, saving

approximately \$3,000 annually.

- Adopted the Second Amended Joint Powers Agreement forming the Authority, simplifying the process for adopting the annual budget, appointing the public Commissioner, and approving rate ordinances.
- Negotiated and approved an updated agreement with the Del Norte Solid Waste Management Authority Employee's Union, an affiliate of SEIU 1021.
- Hired Kayleen Warner as Facilities and Programs Coordinator in December 2015 to begin addressing the backlog of activities that have been deferred since July 2013.
- Completed an aerial survey of the Crescent City Landfill, which is required every 5 years.
- Worked with the County Board of Supervisors to appoint a second Commissioner to the Authority Board, and obtained approval for a Public Commissioner to replace Dr. Glore from the Board of Supervisors and Crescent City Council.
- Established a new oil-pumping service at the Del Norte County Transfer Station for the convenience of commercial customers with oil for recycling.
- Worked with Recology Del Norte to implement a new safer cranking mechanism for the bins used at the Klamath and Gasquet Transfer Stations and installed a new work desk at the Klamath Transfer Station.

Since the start of FY 15/16, the Authority has also:

- Initiated textile recycling services at the Del Norte County Transfer Station
- Established separate bins for bulky items at the Klamath and Gasquet Transfer Stations to control costs.

Unanticipated Challenges: During this period, the following additional unanticipated issues impacted the Authority's programs, policies, and activities:

- Jordan Kekry, the owner and manager of Julindra Recycling passed away. His daughter Julie Badorek has since assumed management of the only beverage container buy-back center and processor of recyclables in Del Norte County.
- Deteriorating demand has reduced scrap values for many plastics, resulting in closure of hundreds of recycling buy-back centers in California.
- Julindra requested that they be approved to cease accepting: styrofoam, plastic bags, cartons, #4 (LDPE) and #5 (PP) plastics, hard rigid plastics, and miscellaneous electronics.

Fiscal Management: All surprise cash counts by staff from the Del Norte County Auditor's office and the Authority Treasurer confirmed records and accounts were

accurate and balanced to the penny.

The Authority's continuing obligations with respect to the liabilities associated with the Crescent City Landfill will continue to keep the Authority in a net deficit position for the short and medium term. Fiscal year 14/15 resulted in an increase of \$133,103 in the Authority's still-negative financial position of (\$1,509,558), which was \$36,694 above the amount budgeted for depreciation expenses. Though this reporting period includes all of FY 15/16, the audit for that fiscal year is not yet available.

FY 14/15 marked the fourth consecutive audit that has identified the Authority's deficit net position as a significant deficiency. It is also worth noting that if the Authority Board were to raise rates as recommended by Patel & Associates that it would be many years before revenues would accrue to adequately address the calculated liabilities associated with the Crescent City Landfill.

Facilities Management: At the Crescent City Landfill, maintenance activities included vegetation control, fence repair, well casing repair, and replacement of one well pump. The first additional monitoring data related to the WDR Fee appeal was collected from wells E-4 shallow and E-4 Deep. At the behest of the North Coast Regional Water Quality Control Board, staff also collected and analyzed groundwater samples from two residential properties to the northeast of the landfill as part of the Authority's continuing appeal of the Threat/Complexity rating. Those samples indicated that those residential wells were well within drinking water standards.

Jeremy Herber, General Manager for Recology Del Norte, installed a new drill-driven cranking mechanism for the solid waste bins servicing the Gasquet and Klamath transfer stations. This mechanism is generally both safer and less prone to vandalism than the prior designs.

Regulatory Compliance: The Authority contracted with Lawrence & Associates to assist with the appeal of the Threat/Complexity rating, and to bring this facility into compliance with respect to GeoTracker reporting and semi-annual reports. The Authority also contracted with Richard B. Davis to complete a required aerial survey of the landfill to monitor settlement of the closed landfill.

For many California facilities, additional stormwater monitoring and reporting requirements increased the cost of stormwater monitoring in FY 15/16. Anticipating these changes, Authority staff applied and were approved to discontinue stormwater monitoring and reporting at the Crescent City Landfill, resulting in an annual savings of approximately \$4,000 each year through 2036. Similarly, Authority staff also submitted a No Exposure Certification for the Del Norte County Transfer Station, eliminating the requirement to collect and analyze stormwater samples, saving approximately \$3,000

annually.

Authority staff continue to provide regular required reports to oversight agencies such as the Electronic Annual Report, Form 303 regarding hazardous waste management, and required grant reports.

Outreach & Education: In addition to the information available on the Authority's website (www.recycledelnorte.ca.gov), Authority staff provided outreach at booths at the Del Norte County Fair, and at the Youth and Family Fair. The Authority Board and Hambro/WSG also provided disposal support for public events such as the County Fair, Sea Cruise, and beach and river cleanups. The Authority was able to present Green Ribbon awards as in years past, recognizing outstanding efforts to improve reuse, recycling, composting and community cleanup in Del Norte County.

Advocacy: Under Board direction, staff wrote letters opposing AB 1063, which would have imposed a new fee to fund CalRecycle and opposing AB 45, which would require curbside collection of household hazardous wastes. In both cases, the second committee hearing for each of these bills was cancelled by their respective authors.

Upcoming Opportunities and Challenges: During the coming fiscal year, some of the challenges or new programs that the Authority will need to address will include:

- Addressing the request for changes to the variety of materials collected under Recology Del Norte's recycling programs described under the Authority's Collections Franchise Agreement
- Investigating potential costs and construction parameters for repair of sections of the floor of the Del Norte County Transfer Station.
- Working with Lawrence & Associates and North Coast Regional Water Quality Control Board staff in updating the Monitoring and Reporting program for the Crescent City Landfill.
- Increasing the convenience of mattress recycling under programs supported by the Mattress Recycling Council.

Plans for Next Fiscal Year: Current plans for the coming fiscal year include these activities in addition to those described in the Work Plan:

- Re-establishing the North Coast Recycling Market Development Zone, making technical assistance and low-interest loans available to Del Norte businesses which can use recycled materials in their manufacturing or packaging.
- Updating the Abandoned Vehicle Abatement Service Authority joint powers agreement and annual service plan.

Del Norte Solid Waste Management Authority

Work Priorities Fiscal Year 2015 – 2016



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

Purposes of the Authority (2012):

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

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

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Legend for symbols used:

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

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

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

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

or power and have security issues. (Ongoing).

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

2. Crescent City Landfill Post-Closure Maintenance

- ✓ Continue working with County staff to monitor gas wells, groundwater wells, surface water sampling points. Authority staff will continue to compile, summarize and analyze data as well as prepare and submit reports to the North Coast Regional Water Quality Control Board as required under Order 97-90. (Ongoing through 2035)
- ✓ Conduct and submit aerial survey of the landfill every five years to document any differential settlement. (Due in 2016; ongoing through 2035)

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

3. Collections Franchise and Collections System Management

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

4. Reuse, Recycling, and Composting

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

and ongoing)

- ✓  Plan, coordinate, monitor and report on implementation of product stewardship programs for carpeting, thermostats, household batteries, paints and stains, and mattresses. (Mattress stewardship starts in 2016; Ongoing)
- ✓  Provide material support for County recycling collections through GH Outreach. (Ongoing)
- ✓  Provide backyard composting workshops periodically throughout the year. (Ongoing)
- ✓  Complete the five year review of the Regional Agency Integrated Waste Management Plan in coordination with the Del Norte Solid Waste Task Force. (submitted in 2014, next due by January 2020)
-   Analyze, enhance, expand, develop and support one or more facilities capable of processing locally-generated organic materials for compost or energy production, in Del Norte or one of our adjacent counties. (Ongoing)

5. Education and Public Outreach

- ✓  Prepare outreach materials to promote program activities, events and services including print ads, radio ads, posters, public service announcements, handouts and flyers as well as collections billing inserts promoting waste reduction, reuse, repair, composting, hazard reduction, and proper disposal. (Ongoing)
- ✓  Promote the new mattress recovery services available through the Mattress Recycling Council. (Programs begin in 2016)
- ✓  Coordinate and support beach, river and neighborhood cleanup activities. (Ongoing)
- ✓  Promote waste prevention, reuse, composting and recycling through Youth and Family Fair and the Del Norte County Fair. (Annual)
- ✓  Provide support to the Del Norte Solid Waste Task Force to promote outreach and education, waste reduction, reuse, composting, recycling and related activities. (Quarterly and Ongoing)
-  Continue to provide presentations to community groups and classrooms as requested. (Ongoing)

- ✓  Respond to telephone, fax, and e-mail requests for information and/or complaints regarding services and rates for Authority facilities, programs, and those of its contractors. Such inquiries may address materials such as hazardous materials, marine flares, outdated medicines, asbestos, and other materials requiring special handling. (Ongoing)
- ✓  Update website as needed and upload meeting agenda and minutes. (Ongoing)
- ✓  Work with the California Product Stewardship Council (CPSC) to promote and establish Extended Producer Responsibility and Take Back programs. (Ongoing)
- ✓ Advocate for legislative and regulatory initiatives extending producer responsibilities for end of life product management to reduce Authority costs for managing discards - especially hazardous materials, products or materials banned from disposal, as well as products or materials requiring special handling including marine flares, sharps, fluorescent tubes and household batteries. (Ongoing)
- +  Work with the Crescent City Harbor District, US Coast Guard, Del Norte County Sheriff's office, other local representatives and related state agencies to develop strategies to safely manage expired marine flares. (Ongoing)

6. Local Regulations, Ordinances, Plans and Enforcement

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

7. Public Meetings, Budgets, Funding and Fiscal Oversight

- ✓  Develop annual budgets, tracking and reporting expenditures and revenues accordingly. (Annual and ongoing)
- ✓  Prepare and distribute agendas, minutes, resolutions, ordinances, and related staff reports in compliance with public meeting laws and related agreements and by-laws. Respond to telephone, fax, and e-mail requests for information regarding Authority and Task Force agendas, meetings, minutes and actions. (Ongoing)

- ✓   Prepare and submit necessary reports related to post-employment retirement (OPEB) benefits and funding. (Annual)
- ✓   Prepare and submit necessary reports related to General Accounting Board Standards Board Statements Numbers 45 and 68. (Annual)
- ✓   Work with contractor to complete the annual agency audit report and respond according to recommendations and Board direction. (Annual)
- ✓  Track charge customer accounts and payments, sending out monthly statements, assessing late charges, and referring past-due accounts to collections under adopted policies. (Ongoing)
- ✓  Solicit, negotiate and administer Del Norte Solid Waste Management Authority and Abandoned Vehicle Abatement Service Authority contracts as necessary. (Ongoing) (The Waste Authority Board also serves as Abandoned Vehicle Abatement Authority.)
- ☒ Develop partnerships with Del Norte County and Crescent City departments to efficiently deliver services. (Ongoing)

8. Personnel and Staffing

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

9. Other Responsibilities and Activities

- ✓  Provide collection and consolidation services as needed for public home-generated sharps drop-off points. (Ongoing)
- ✓  Work with the Del Norte County Small Business Development Center to prepare an application to have the North Coast Recycling Market Development Zone (including Humboldt and Del Norte Counties) redesignated as an enterprise zone promoting recycling market development and development of recovery-based enterprises through technical assistance services and financing opportunities. (Redesignation application to be submitted in 2016)
- ✓ Responding to public, press, government agency and tribal agency requests for information and reports. (Ongoing)
- ✓ Obtain and maintain equipment, signage, supplies and software for monitoring, reporting, scale management, servicing, outreach and collection event activities. (Ongoing)
- ⊗ Providing professional assessment and analysis of how other jurisdictions have addressed the issues and concerns identified by the Authority Board, including obtaining model requests for proposals, agreements and/or ordinances. (As needed)

Deferred Discretionary Activities:

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

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

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

Solid Waste
Balance Sheet
August 31, 2016

Unaudited

ASSETS

| | | |
|---------------|------------------------------------|---------------------|
| 422 010 00000 | Cash Solid Waste | 853,931.72 |
| 422 010 00300 | Imprest Cash | 3,500.00 |
| 422 010 00500 | I Bank Loan Deposit Held by County | 198,177.17 |
| 422 010 01100 | Accounts Receivable | 661.52 |
| 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>3,926,448.49</u> |

LIABILITIES AND FUND EQUITY

| | | |
|---------------|--|---------------------|
| 422 010 05100 | Accounts Payable | 2,831.72 |
| 422 010 05105 | Sales Tax Payable | 371.87 |
| 422 010 05210 | Sublease Payable | 2,727,290.50 |
| 422 010 05300 | Compensated Absences Payable | 45,281.00 |
| 422 010 05500 | Post Closure Liability | 2,180,935.25 |
| 422 010 05600 | Net OPEB Obligation | 273,578.00 |
| 422 010 07100 | Fund Balance | (1,959,184.96) |
| 422 010 09600 | Investment in Capital Assets net of related debt | 578,198.00 |
| | Revenue | 337,485.37 |
| | Expenditure | (260,338.26) |
| | Total Liabilities and Fund Equity | <u>3,926,448.49</u> |

Del Norte Solid Waste Management Authority

A/R Aging Summary

As of October 5, 2016

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|---|----------|----------|---------|---------|-------|----------|
| Affordable Home & Rental Rep. | 2.94 | 0.00 | 0.00 | 0.00 | 0.00 | 2.94 |
| Agricultural Commission(solid waste only) | 198.78 | 0.00 | 0.00 | 0.00 | 0.00 | 198.78 |
| Alexandre EcoDairy Farms | 721.64 | 0.00 | 0.00 | 0.00 | 0.00 | 721.64 |
| Babich Construction | 387.47 | 0.00 | 0.00 | 0.00 | 0.00 | 387.47 |
| Bayside Excavation | 6.16 | 0.00 | 0.00 | 0.00 | 0.00 | 6.16 |
| Benner Mini Storage | 864.51 | 0.00 | 0.00 | 0.00 | 0.00 | 864.51 |
| Borges Dairy | 474.49 | 0.00 | 0.00 | 0.00 | 0.00 | 474.49 |
| Brown, Hector | 868.94 | 0.00 | 0.00 | 0.00 | 0.00 | 868.94 |
| Cal-Ore LIFE FLIGHT | 143.40 | 0.00 | 0.00 | 0.00 | 0.00 | 143.40 |
| Cal-Trans | 46.08 | 0.00 | 0.00 | 0.00 | 0.00 | 46.08 |
| California Auto Image | 200.21 | 0.00 | 0.00 | 0.00 | 0.00 | 200.21 |
| California Construction Co. | 14.04 | 0.00 | 0.00 | 0.00 | 0.00 | 14.04 |
| California Dept. of Fish & Wildlife | 0.00 | 57.12 | 0.00 | 0.00 | 0.00 | 57.12 |
| California Dept. Parks & Rec. | 898.82 | 1,194.47 | 0.00 | 0.00 | 0.00 | 2,093.29 |
| Castlerock Countertop's | 82.10 | 0.00 | 0.00 | 0.00 | 0.00 | 82.10 |
| 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. | 340.32 | 0.00 | 0.00 | 0.00 | 0.00 | 340.32 |
| City of Crescent City. | 48.81 | 0.00 | 0.00 | 0.00 | 0.00 | 48.81 |
| College of the Redwoods | 213.25 | 0.00 | 0.00 | 0.00 | 0.00 | 213.25 |
| Cornerstone Assembly of God | 40.33 | 3.00 | 0.00 | 0.00 | 0.00 | 43.33 |
| Crescent Ace Hardware. | 405.88 | 0.00 | 0.00 | 0.00 | 0.00 | 405.88 |
| Crescent City KOA | 289.53 | 0.00 | 0.00 | 0.00 | 0.00 | 289.53 |
| Crescent City, Harbor | 43.21 | 0.00 | 0.00 | 0.00 | 0.00 | 43.21 |
| Crescent Fire Protection Dist. | 0.00 | 5.52 | 0.00 | 0.00 | 0.00 | 5.52 |
| Crescent Land Title Co. | 15.84 | 0.00 | 0.00 | 0.00 | 0.00 | 15.84 |
| Del Norte Ambulance | 31.69 | 0.00 | 0.00 | 0.00 | 0.00 | 31.69 |
| Del Norte Realty | 103.54 | 114.35 | 0.00 | 0.00 | 0.00 | 217.89 |
| Del Norte Roofing | 1,063.71 | 0.00 | 0.00 | 0.00 | 0.00 | 1,063.71 |
| Del Norte Triplicate/WesternCom | 59.06 | 0.00 | 0.00 | 0.00 | 0.00 | 59.06 |
| DN Unified School District | 385.57 | 0.00 | 0.00 | 0.00 | 0.00 | 385.57 |
| DNC Abandoned Vehicle Abatement | 0.00 | 153.16 | 0.00 | 0.00 | 0.00 | 153.16 |
| DNC Public Nuisance Abatement | 0.00 | 141.16 | 0.00 | 0.00 | 0.00 | 141.16 |
| DNSWM-USFS | 656.04 | 0.00 | 0.00 | 0.00 | 0.00 | 656.04 |
| Elk Valley Casino | 23.05 | 0.00 | 0.00 | 0.00 | 0.00 | 23.05 |
| Elk Valley Rancheria | 151.24 | 21.60 | 0.00 | 0.00 | 0.00 | 172.84 |
| Elk Valley Storage | 0.00 | 27.37 | 0.00 | 0.00 | 0.00 | 27.37 |
| Ellers Fort Dick Market | 263.60 | 0.00 | 0.00 | 0.00 | 0.00 | 263.60 |
| Fashion Blacksmith | 392.56 | 0.00 | 0.00 | 0.00 | 0.00 | 392.56 |
| G. H. Outreach | 1,131.90 | 0.00 | 0.00 | 0.00 | 0.00 | 1,131.90 |
| Gasquet Mobile Home Park | 405.65 | 0.00 | 0.00 | 0.00 | 0.00 | 405.65 |
| Golden State Construction | 741.80 | 0.00 | 0.00 | 0.00 | 0.00 | 741.80 |
| GR Construction | 216.06 | 446.52 | 0.00 | 0.00 | 0.00 | 662.58 |
| Green Scapes | 128.71 | 220.49 | 0.00 | 0.00 | 0.00 | 349.20 |
| Griffin's Furniture Outlet | 46.06 | 0.00 | 0.00 | 0.00 | 0.00 | 46.06 |
| Hambro/Waste Solutions Group | 25.27 | 0.00 | 0.00 | 0.00 | 0.00 | 25.27 |
| Hank's Hauling | 383.14 | 0.00 | 0.00 | 0.00 | 0.00 | 383.14 |
| Hartley Construction | 182.93 | 0.00 | 0.00 | 0.00 | 0.00 | 182.93 |
| HASP / Jordan Recovery Centers | 249.24 | 463.60 | 21.26 | 0.00 | 0.00 | 734.10 |
| Hemmingsen Contracting Company | 312.57 | 0.00 | 0.00 | 0.00 | 0.00 | 312.57 |
| Humboldt Moving & Storage | 106.10 | 0.00 | 0.00 | 0.00 | 0.00 | 106.10 |
| Investment Realty | 109.48 | 0.00 | 0.00 | 0.00 | 0.00 | 109.48 |
| Kays, Matthew J. | 23.06 | 0.00 | 0.00 | 0.00 | 0.00 | 23.06 |
| Kirkland's Lawn & Yard Service | 480.67 | 0.00 | 0.00 | 0.00 | 0.00 | 480.67 |
| Kraft, Tom & Patti | 123.88 | 0.00 | 0.00 | 0.00 | 0.00 | 123.88 |
| Larson Services | 25.93 | 0.00 | 29.85 | 0.00 | 0.00 | 55.78 |
| Lucky 7 Casino | 63.38 | 0.00 | 0.00 | 0.00 | 0.00 | 63.38 |
| Madrone Court | 66.26 | 0.00 | 0.00 | 0.00 | 0.00 | 66.26 |
| Malloroy Construction | 275.71 | 0.00 | 0.00 | 0.00 | 0.00 | 275.71 |
| Mastaloudis Homes Inc. | 14.40 | 0.00 | 0.00 | 0.00 | 0.00 | 14.40 |
| McCullough Construction, Inc. | 298.16 | 0.00 | 0.00 | 0.00 | 0.00 | 298.16 |
| Mountain Power Tree Co | 195.89 | 21.41 | 0.00 | 0.00 | 0.00 | 217.30 |
| Mow Blow and Go | 137.75 | 0.00 | 0.00 | 0.00 | 0.00 | 137.75 |
| Murray Construction | 244.86 | 0.00 | 0.00 | 0.00 | 0.00 | 244.86 |
| New Dawn Support Services | 854.47 | 0.00 | 0.00 | 0.00 | 0.00 | 854.47 |
| Niehoff Construction | 30.25 | 0.00 | 0.00 | 0.00 | 0.00 | 30.25 |

Del Norte Solid Waste Management Authority

A/R Aging Summary

As of October 5, 2016

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|-------------------------------------|-------------------|-----------------|--------------|-------------|-----------------|-------------------|
| North Coast Properties | 54.74 | 0.00 | 0.00 | 0.00 | 0.00 | 54.74 |
| Northridge Electric | 512.79 | 0.00 | 0.00 | 0.00 | 0.00 | 512.79 |
| Pacific Northwest Physical Therapy | 18.72 | 11.19 | 0.00 | 0.00 | 0.00 | 29.91 |
| Pappas Dry Wall | 315.44 | 0.00 | 0.00 | 0.00 | 0.00 | 315.44 |
| Pelican Bay Evangelical Free Church | 31.69 | 0.00 | 0.00 | 0.00 | 0.00 | 31.69 |
| Pelican Bay Roofing Co. | 1,058.69 | 0.00 | 0.00 | 0.00 | 0.00 | 1,058.69 |
| Plunkett's Family Painting | 51.46 | 0.00 | 0.00 | 0.00 | 0.00 | 51.46 |
| Porter's Trucking *CLOSED* | 0.00 | 0.00 | 0.00 | 0.00 | 2,033.84 | 2,033.84 |
| Ray's Mobile Home Service | 167.09 | 0.00 | 0.00 | 0.00 | 0.00 | 167.09 |
| Recology Del Norte (Franchise) | 117,025.27 | 0.00 | 0.00 | 0.00 | 0.00 | 117,025.27 |
| Recology Del Norte (Prison) | 11,024.84 | 0.00 | 0.00 | 0.00 | 0.00 | 11,024.84 |
| Red Sky Roofing | 15,164.54 | 0.00 | 0.00 | 0.00 | 0.00 | 15,164.54 |
| Redwood Community Action Agency | 176.63 | 0.00 | 0.00 | 0.00 | 0.00 | 176.63 |
| Redwood National Park | 1,888.20 | 0.00 | 0.00 | 0.00 | 0.00 | 1,888.20 |
| Reservation Ranch | 914.65 | 1,009.72 | 0.00 | 0.00 | 0.00 | 1,924.37 |
| Richterich & Jones Const | 370.17 | 0.00 | 0.00 | 0.00 | 0.00 | 370.17 |
| Rick Parker Construction | 187.25 | 0.00 | 0.00 | 0.00 | 0.00 | 187.25 |
| Ritchie Homes | 53.29 | 0.00 | 0.00 | 0.00 | 0.00 | 53.29 |
| Roy Rook Construction | 87.86 | 0.00 | 0.00 | 0.00 | 0.00 | 87.86 |
| Rumiano Cheese Company | 44.65 | 0.00 | 0.00 | 0.00 | 0.00 | 44.65 |
| S.O.S. Construction | 43.21 | 0.00 | 0.00 | 0.00 | 0.00 | 43.21 |
| Schnacker's General Hauling | 263.97 | 534.24 | 12.79 | 0.00 | 0.00 | 811.00 |
| Seawood Village | 2,578.60 | 4,202.99 | 0.00 | 0.00 | 0.00 | 6,781.59 |
| Shangri-La Trailer Court | 64.82 | 0.00 | 0.00 | 0.00 | 0.00 | 64.82 |
| Smith River Equipment | 10.08 | 46.09 | 0.00 | 0.00 | 0.00 | 56.17 |
| Smith River Rancheria | 1,874.16 | 0.00 | 0.00 | 0.00 | 0.00 | 1,874.16 |
| Sprint Courier Service | 18.73 | 47.36 | 0.00 | 0.00 | 0.00 | 66.09 |
| Spruce Haven Mobile Home Park | 158.46 | 0.00 | 0.00 | 0.00 | 0.00 | 158.46 |
| Stephen F White Gen.Cont. Inc. | 113.88 | 0.00 | 0.00 | 0.00 | 0.00 | 113.88 |
| Stone Roofing | 5,231.54 | 0.00 | 0.00 | 0.00 | 0.00 | 5,231.54 |
| Sutter Coast Hospital | 0.00 | 25.93 | 0.00 | 0.00 | 0.00 | 25.93 |
| Swanson, Ray C. Construction | 500.59 | 0.00 | 0.00 | 0.00 | 0.00 | 500.59 |
| Tab & Associates | 280.92 | 0.00 | 0.00 | 0.00 | 0.00 | 280.92 |
| Thrifty Supply | 24.49 | 0.00 | 0.00 | 0.00 | 0.00 | 24.49 |
| Tim Haban Construction | 17.28 | 0.00 | 0.00 | 0.00 | 0.00 | 17.28 |
| Totem Villa Apartments | 0.00 | 165.23 | 0.00 | 0.00 | 0.00 | 165.23 |
| U.S. Forest Service-Gasquet CA | 1,455.30 | 0.00 | 0.00 | 0.00 | 0.00 | 1,455.30 |
| Van Arsdale Construction | 3,147.27 | 0.00 | 0.00 | 0.00 | 0.00 | 3,147.27 |
| Van Nocker's Cleaning | 18.72 | 0.00 | 0.00 | 0.00 | 0.00 | 18.72 |
| Yurok Economic Dev Corp | 65.53 | 32.76 | 0.00 | 0.00 | 0.00 | 98.29 |
| Yurok Indian Housing Authority | 23.04 | 0.00 | 0.00 | 0.00 | 0.00 | 23.04 |
| Yurok Tribe | 0.00 | 118.11 | 0.00 | 0.00 | 0.00 | 118.11 |
| TOTAL | 181,348.95 | 9,063.39 | 63.90 | 0.00 | 2,053.50 | 192,529.74 |

CLAIMS APPROVED BY THE DIRECTOR

Del Norte Solid Waste Management Authority
 Claims for September 2016

| <i>Date Paid</i> | <i>Paid to:</i> | <i>Budget</i> | <i>Amt. Paid</i> | <i>Description</i> |
|------------------|----------------------------|---------------|----------------------|---|
| 9/1/2016 | Recology Del Norte | 20238 | \$ 1,303.12 | INV 0001271 Old Gasquet Toll RD |
| | Recology Del Norte | 20238 | \$ 2,420.08 | INV 0001272 Klamath Beach RD |
| 9/1/2016 | Richard D. Taylor | 20235 | \$ 380.00 | Statement Treasurer/Controller Services 08/2016 |
| 9/7/2016 | Ward, Tedd | 10010 | \$ 1,887.62 | Vacation Reimb.- Tedd Ward |
| 9/7/2016 | G. H Outreach | 20285-079 | \$ 125.00 | INV 298921 Recycling Service Aug 2016 |
| 9/7/2016 | Curry Transfer-Roto Rooter | 20140 | \$ 307.60 | Klamath & Gasquet Porta Potty Aug 2016 |
| 9/7/2016 | Mor-Jon Inc. | 20171 | \$ 9.15 | INV 571380 Gas cap-Toyota 4 Runner |
| 9/7/2016 | Hambro WSG | 20239 | \$ 188,566.39 | INV 2016-08 Material Mgmt Aug 2016 |
| 9/7/2016 | The Triplicate | 20240-079 | \$ 228.00 | INV 3253885 DN Fair Tab Special Pub Color |
| 9/7/2016 | US Bank | 20171 | \$ 614.69 | Robertson Auto-Toyota 4 Runner |
| | US Bank | 20110 | \$ 15.18 | Full Source - Safety Vest |
| | US Bank | 20290-079 | \$ 415.39 | Travel -Kayleen Warner |
| | US Bank | 20290-079 | \$ 32.26 | Travel - Tedd Ward |
| | US Bank | 20290-079 | \$ 269.54 | Travel - Tedd Ward |
| | US Bank | 20290-079 | \$ 14.79 | Travel - Tedd Ward |
| | US Bank | 20290-079 | \$ 424.82 | Travel - Tedd Ward |
| | US Bank | 20290-079 | \$ 18.02 | Travel - Tedd Ward |
| | US Bank | 20290-079 | \$ 6.00 | Travel - Tedd Ward |
| | US Bank | 20290-079 | \$ 9.46 | Travel - Tedd Ward |
| | US Bank | 20110 | \$ 12.94 | Full Source - Safety Vest |
| | US Bank | 20285 | \$ 30.23 | Employee Reimbursed-Tedd Ward |
| 9/8/2016 | Powell Scales/Scales NW | 20285 | \$ 113.26 | INV 42976 Fees on late payment 16/17 |
| 9/8/2016 | Powell Scales/Scales NW | 20180 | \$ 2,831.72 | INV 42976 Maintenance on weight scales 15/16 |
| 9/9/2016 | Black & Rice LLP | 20234 | \$ 655.20 | Statement for Legal Fees August 2016 |
| 9/29/2016 | Canon financial Services | 20250 | \$ 142.35 | INV 16506879 August Equip Rental: Copier |
| | Canon financial Services | 20250 | \$ 142.35 | INV 16506879 September Equip Rental: Copier |
| 9/29/2016 | Charter Spectrum Business | 20121 | \$ 119.97 | Service 09/19-10/18/16 Office phone |
| 9/29/2016 | Crescent Ace Hardware | 20140 | \$ 83.49 | Household: Mouse, Batteries, pick up tool |
| 9/29/2016 | Del Norte Office Supply | 20224 | \$ 55.36 | Office supplies: paper, tripod stand |
| 9/29/2016 | Hi-Tech Security | 20236 | \$ 72.00 | INV 16-09074 Security Monitoring 10-12/2016 |
| 9/29/2016 | Mission Linen Supply | 20140 | \$ 61.72 | Linen services for September 2016 |
| 9/29/2016 | North Coast Laboratories | 20232 | \$ 7,435.00 | INV 129332 wo # 1608542 Landfill ground water |
| | North Coast Laboratories | 20232 | \$ 1,684.00 | INV 129319 wo # 1608541 Landfill surface water |
| 9/29/2016 | Recology Del Norte | 20288 | \$ 949.41 | September 2016-1001 Front ST-Cultural Center |
| | Recology Del Norte | 20288 | \$ 251.20 | September 2016-900 Tenth ST-City Yard |
| | Recology Del Norte | 20283 | \$ 455.26 | September 2016-500 Cooper Ave-County Yard |
| 9/29/2016 | Sharps Solutions, LLC | 20281 | \$ 1,398.00 | INV SS22135 Manifest # SS458180 Service |
| 9/29/2016 | U S Cellular | 20121 | \$ 272.31 | INV 0153975929 09/04-10/03/2016 |
| 9/29/2016 | RCRC Environmental Srv | 20200 | \$ 6,000.00 | INV 0000008-INV ESJPA Member Dues 16-17 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | TOTAL | | \$ 219,812.88 | |

DNSWMA
GRAND TOTALS
SEPTEMBER 2016

| | Amount to 422-421 91003 66.53% | Amount to 422-421 91004 33.47% | TOTAL AMOUNT |
|-----------------------------|---|---|-------------------|
| DNCTS Cash Total | 30,523.05 | 15,355.57 | 45,878.62 |
| DNCTS Charge Total | 128,374.43 | 64,582.78 | 192,957.21 |
| DNCTS Credit/Debit | 19,421.68 | 9,770.68 | 29,192.36 |
| DNCTS Adjustment | -1,814.56 | 1,814.56 | 0.00 |
| DNCTS Totals | 176,504.59 | 91,523.60 | 268,028.19 |
| Klamath Cash Total | | 4,438.28 | 4,438.28 |
| Klamath Charge Total | | 65.53 | 65.53 |
| Klamath Adjustment | | | |
| Klamath Totals | | 4,503.81 | 4,503.81 |
| Gasquet Cash Total | | 1,713.24 | 1,713.24 |
| Gasquet Charge Total | | 108.93 | 108.93 |
| Gasquet Adjustment | | | |
| Gasquet Totals | | 1,822.17 | 1,822.17 |
| GRAND TOTALS | 176,504.59 | 97,849.58 | 274,354.17 |

2.4

MONTHLY SPLIT SHEET
DNSWMA TRANSFER STATION
MONTH: SEPTEMBER 2016

| Date | Cash | Checks | Cash/Check Total | Visa | Master | Discover | AmExp | Credit Card Total | Charges | Grand Total | 66.53% 91003 | 33.47% 91004 | 20286 | Total |
|--------|--------------|-------------|------------------|--------------|-------------|-----------|-----------|-------------------|---------------|---------------|--------------|--------------|------------|--------------|
| 1 | \$ 1,441.36 | \$ 429.43 | \$ 1,870.79 | \$ 1,159.13 | | | | \$ 1,159.13 | \$ 7,096.85 | \$ 10,126.77 | \$ 1,244.64 | \$ 626.15 | (\$0.14) | \$ 1,870.65 |
| 2 | \$ 867.67 | \$ 434.74 | \$ 1,302.41 | \$ 871.96 | \$ 36.00 | | | \$ 907.96 | \$ 8,865.88 | \$ 11,076.25 | \$ 866.49 | \$ 435.92 | (\$0.05) | \$ 1,302.36 |
| 3 | \$ 1,975.94 | \$ 120.81 | \$ 2,096.75 | \$ 1,659.00 | \$ 103.71 | | | \$ 1,762.71 | \$ 3,215.58 | \$ 7,017.04 | \$ 1,394.97 | \$ 701.78 | (\$0.10) | \$ 2,096.65 |
| 4 | \$ 1,530.26 | \$ 160.78 | \$ 1,691.04 | \$ 1,243.08 | \$ 23.04 | | | \$ 1,266.12 | \$ 3,041.18 | \$ 5,988.34 | \$ 1,125.05 | \$ 565.99 | \$0.06 | \$ 1,691.10 |
| 5 | CLOSED | | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6 | \$ 2,365.74 | \$ 216.50 | \$ 2,582.24 | \$ 1,350.51 | \$ 84.45 | | | \$ 1,434.96 | \$ 13,374.70 | \$ 17,391.90 | \$ 1,717.96 | \$ 864.28 | \$0.10 | \$ 2,582.34 |
| 7 | \$ 1,198.07 | \$ 185.79 | \$ 1,383.86 | \$ 831.09 | \$ 86.42 | | | \$ 917.51 | \$ 9,981.20 | \$ 12,282.57 | \$ 920.68 | \$ 463.18 | (\$0.04) | \$ 1,383.82 |
| 8 | \$ 1,800.53 | \$ 173.27 | \$ 1,973.80 | \$ 437.57 | \$ 12.96 | | | \$ 450.53 | \$ 9,597.15 | \$ 12,021.48 | \$ 1,313.17 | \$ 660.63 | \$0.19 | \$ 1,973.99 |
| 9 | \$ 1,376.13 | \$ 297.83 | \$ 1,673.96 | \$ 690.85 | \$ 113.35 | | \$ 10.08 | \$ 814.28 | \$ 10,866.62 | \$ 13,354.86 | \$ 1,113.69 | \$ 560.27 | (\$0.06) | \$ 1,673.90 |
| 10 | \$ 1,756.13 | \$ 388.05 | \$ 2,144.18 | \$ 1,427.88 | \$ 449.38 | | \$ 54.74 | \$ 1,932.00 | \$ 4,752.74 | \$ 8,828.92 | \$ 1,426.52 | \$ 717.66 | \$1.17 | \$ 2,145.35 |
| 11 | \$ 1,434.96 | \$ 189.37 | \$ 1,624.33 | \$ 661.99 | \$ 122.70 | \$ 50.41 | | \$ 835.10 | \$ 1,386.17 | \$ 3,845.60 | \$ 1,080.67 | \$ 543.66 | (\$5.00) | \$ 1,619.33 |
| 12 | \$ 1,221.18 | \$ 74.72 | \$ 1,295.90 | \$ 688.53 | \$ 90.74 | | | \$ 779.27 | \$ 8,163.66 | \$ 10,238.83 | \$ 862.16 | \$ 433.74 | (\$0.87) | \$ 1,295.03 |
| 13 | \$ 1,779.68 | \$ 137.65 | \$ 1,917.33 | \$ 672.81 | \$ 31.70 | | | \$ 704.51 | \$ 8,813.46 | \$ 11,435.30 | \$ 1,275.60 | \$ 641.73 | (\$1.59) | \$ 1,915.74 |
| 14 | \$ 1,270.68 | \$ 417.70 | \$ 1,688.38 | \$ 584.95 | \$ 158.44 | | | \$ 743.39 | \$ 5,352.70 | \$ 7,784.47 | \$ 1,123.28 | \$ 565.10 | \$3.02 | \$ 1,691.40 |
| 15 | \$ 1,108.71 | \$ 301.60 | \$ 1,410.31 | \$ 695.49 | \$ 18.72 | \$ 46.09 | | \$ 760.30 | \$ 7,826.43 | \$ 9,997.04 | \$ 938.28 | \$ 472.03 | \$0.12 | \$ 1,410.43 |
| 16 | \$ 2,060.10 | \$ 216.54 | \$ 2,276.64 | \$ 557.68 | \$ 28.81 | | | \$ 586.49 | \$ 7,159.62 | \$ 10,022.75 | \$ 1,514.65 | \$ 761.99 | \$1.01 | \$ 2,277.65 |
| 17 | \$ 1,476.29 | \$ 178.55 | \$ 1,654.84 | \$ 1,181.16 | \$ 8.53 | | \$ 11.52 | \$ 1,201.21 | \$ 985.55 | \$ 3,841.60 | \$ 1,100.97 | \$ 553.87 | \$0.03 | \$ 1,654.87 |
| 18 | \$ 1,136.43 | \$ 161.32 | \$ 1,297.75 | \$ 1,345.05 | \$ 24.49 | | | \$ 1,369.54 | \$ 1,361.17 | \$ 4,028.46 | \$ 863.39 | \$ 434.36 | \$9.77 | \$ 1,307.52 |
| 19 | \$ 951.45 | \$ 282.77 | \$ 1,234.22 | \$ 674.89 | | | | \$ 674.89 | \$ 12,476.00 | \$ 14,385.11 | \$ 821.13 | \$ 413.09 | \$0.27 | \$ 1,234.49 |
| 20 | \$ 1,220.50 | \$ 106.25 | \$ 1,326.75 | \$ 1,050.61 | \$ 46.09 | \$ 7.20 | | \$ 1,103.90 | \$ 10,088.18 | \$ 12,518.83 | \$ 882.69 | \$ 444.06 | \$20.12 | \$ 1,346.87 |
| 21 | \$ 1,024.49 | \$ 87.87 | \$ 1,112.36 | \$ 961.73 | | | | \$ 961.73 | \$ 6,288.50 | \$ 8,362.59 | \$ 740.05 | \$ 372.31 | \$0.07 | \$ 1,112.43 |
| 22 | \$ 906.13 | \$ 335.44 | \$ 1,241.57 | \$ 690.75 | \$ 103.72 | | | \$ 794.47 | \$ 6,255.31 | \$ 8,291.35 | \$ 826.02 | \$ 415.55 | \$0.55 | \$ 1,242.12 |
| 23 | \$ 1,052.67 | \$ 176.04 | \$ 1,228.71 | \$ 1,019.71 | \$ 49.47 | | | \$ 1,071.42 | \$ 7,365.68 | \$ 9,665.81 | \$ 817.46 | \$ 411.25 | \$0.20 | \$ 1,228.91 |
| 24 | \$ 1,185.32 | \$ 80.52 | \$ 1,265.84 | \$ 1,094.55 | \$ 39.08 | | | \$ 1,136.44 | \$ 216.44 | \$ 2,618.72 | \$ 842.16 | \$ 423.68 | (\$0.82) | \$ 1,265.02 |
| 25 | \$ 1,075.77 | \$ 244.86 | \$ 1,320.63 | \$ 861.90 | \$ 51.86 | | | \$ 913.76 | \$ 1,218.58 | \$ 3,452.97 | \$ 878.62 | \$ 442.01 | \$6.01 | \$ 1,325.64 |
| 26 | \$ 1,250.26 | \$ 526.40 | \$ 1,776.66 | \$ 1,004.05 | \$ 54.73 | | | \$ 1,058.78 | \$ 7,422.08 | \$ 10,257.52 | \$ 1,182.01 | \$ 594.65 | \$4.74 | \$ 1,781.40 |
| 27 | \$ 944.88 | \$ 73.46 | \$ 1,018.34 | \$ 608.56 | \$ 27.37 | | \$ 18.73 | \$ 654.66 | \$ 9,422.69 | \$ 11,095.69 | \$ 677.50 | \$ 340.84 | (\$49.51) | \$ 968.83 |
| 28 | \$ 1,246.09 | \$ 66.25 | \$ 1,312.34 | \$ 886.58 | \$ 27.37 | | | \$ 913.95 | \$ 5,896.39 | \$ 8,122.68 | \$ 873.10 | \$ 439.24 | \$0.31 | \$ 1,312.65 |
| 29 | \$ 1,134.26 | \$ 536.33 | \$ 1,670.59 | \$ 1,145.60 | \$ 14.79 | | | \$ 1,160.39 | \$ 8,009.11 | \$ 10,840.09 | \$ 1,111.44 | \$ 559.15 | \$0.09 | \$ 1,670.68 |
| 30 | \$ 1,305.86 | \$ 180.24 | \$ 1,486.10 | \$ 857.14 | \$ 244.21 | \$ 21.61 | | \$ 1,122.96 | \$ 6,457.59 | \$ 9,066.65 | \$ 988.70 | \$ 497.40 | \$0.65 | \$ 1,486.75 |
| TOTALS | \$ 39,097.54 | \$ 6,781.08 | \$ 45,878.62 | \$ 26,914.80 | \$ 2,062.13 | \$ 125.31 | \$ 100.12 | \$ 29,192.36 | \$ 192,957.21 | \$ 268,028.19 | \$ 30,523.05 | \$ 15,355.57 | \$ (10.70) | \$ 45,867.92 |

X-Chg overcharge

oil paid out \$4.00

| DAILY TICKET REPORT | | DNSWMA TRANSFER STATION | | MONTH: September 2016 | | | | | |
|---------------------|--------|-------------------------|--------|-----------------------|-------------|--|--|--|------------|
| Date | BEGIN | END | VOIDED | TICKETS | COUNT | | | | |
| 1 | 898770 | 898953 | | | 184 | | | | |
| 2 | 898954 | 899118 | | | 165 | | | | |
| 3 | 899119 | 899359 | | | 241 | | | | |
| 4 | 899360 | 899578 | | | 219 | | | | |
| 5 | CLOSED | | | | | | | | |
| 6 | 899579 | 899877 | | | 299 | | | | |
| 7 | 899878 | 900065 | | | 188 | | | | |
| 8 | 900066 | 900259 | | | 194 | | | | |
| 9 | 900260 | 900463 | | | 204 | | | | |
| 10 | 900464 | 900697 | | 1 | 233 | | | | |
| 11 | 900698 | 900880 | | | 183 | | | | |
| 12 | 900881 | 901061 | | | 181 | | | | |
| 13 | 901062 | 901248 | | | 187 | | | | |
| 14 | 901249 | 901421 | | 5 | 168 | | | | |
| 15 | 901422 | 901576 | | | 155 | | | | |
| 16 | 901577 | 901768 | | | 192 | | | | |
| 17 | 901769 | 901948 | | 1 | 179 | | | | |
| 18 | 901949 | 902129 | | | 181 | | | | |
| 19 | 902130 | 902309 | | 1 | 179 | | | | |
| 20 | 902310 | 902501 | | 1 | 191 | | | | |
| 21 | 902502 | 902665 | | 3 | 161 | | | | |
| 22 | 902666 | 902826 | | 1 | 160 | | | | |
| 23 | 902827 | 903012 | | 1 | 185 | | | | |
| 24 | 903013 | 903198 | | | 186 | | | | |
| 25 | 903199 | 903363 | | | 165 | | | | |
| 26 | 903364 | 903564 | | 1 | 200 | | | | |
| 27 | 903565 | 903717 | | | 153 | | | | |
| 28 | 903718 | 903895 | | 1 | 177 | | | | |
| 29 | 903896 | 904086 | | | 191 | | | | |
| 30 | 904087 | 904274 | | 1 | 187 | | | | |
| | | | | | | | | | 189 |
| | | | | | | | | | Daily Ave. |
| | | | | | | | | | 153 |
| | | | | | | | | | Low |
| | | | | | | | | | 299 |
| | | | | | | | | | High |
| TOTAL | | | | 17 | 5488 | | | | |

| DNSWMA | | | | | | | | | |
|-----------------------------------|---------------------|--------------------|---------------------|---------------------|---------------------|---------------------|------------------|----------------|--|
| KLAMATH TRANSFER STATION | | | | | | | | | |
| 2016 / 2017 Monthly Totals | | | | | | | | | |
| | TOTAL | | | TOTAL | | | TOTAL | | |
| Month | Cash | Checks | Deposit | Over / Short | Sales | Sales | Charges | Tickets | |
| July | \$ 4,110.76 | \$ 777.23 | \$ 4,887.99 | \$ 12.40 | \$ 4,875.59 | \$ 4,887.99 | \$ 34.92 | 297 | |
| August | \$ 4,411.31 | \$ 784.12 | \$ 5,195.43 | \$ 46.81 | \$ 5,148.62 | \$ 5,195.43 | \$ 110.29 | 310 | |
| September | \$ 3,961.22 | \$ 477.06 | \$ 4,438.28 | \$ 2.72 | \$ 4,435.56 | \$ 4,438.28 | \$ 65.53 | 283 | |
| October | | | \$ - | | | \$ - | | | |
| November | | | \$ - | | | \$ - | | | |
| December | | | \$ - | | | \$ - | | | |
| January | | | \$ - | | | \$ - | | | |
| February | | | \$ - | | | \$ - | | | |
| March | | | \$ - | | | \$ - | | | |
| April | | | \$ - | | | \$ - | | | |
| May | | | \$ - | | | \$ - | | | |
| June | | | \$ - | | | \$ - | | | |
| Total | \$ 12,483.29 | \$ 2,038.41 | \$ 14,521.70 | \$ 61.93 | \$ 14,459.77 | \$ 14,521.70 | \$ 210.74 | 890 | |
| TOTAL SALES | | | | | | | | | |
| Month | Wednesday | Friday | Sunday | Total | | | | | |
| July | \$1,292.46 | \$383.74 | \$3,211.79 | \$4,887.99 | | | | | |
| August | \$1,882.16 | \$454.96 | \$2,858.31 | \$5,195.43 | | | | | |
| September | \$1,172.63 | \$457.83 | \$2,807.82 | \$4,438.28 | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| January | | | | | | | | | |
| February | | | | | | | | | |
| March | | | | | | | | | |
| April | | | | | | | | | |
| May | | | | | | | | | |
| June | | | | | | | | | |
| TOTALS | \$4,347.25 | \$1,296.53 | \$8,877.92 | \$14,521.70 | | | | | |
| MONTHLY AVERAGE | \$1,449.08 | \$432.18 | \$2,959.31 | | | | | | |

| DNSWMA | | | | | | | | | |
|-------------------------------------|--------------------|------------------|--------------------|----------------|--------------------|--------------------|-----------------|---------|------------|
| KLAMATH TRANSFER STATION - DEPOSITS | | | | | | | | | |
| September-2016 | | | | | | | | | |
| Date | Cash | Checks | Deposit | Over / Short | Sales | Sales | TOTAL Sales | Charges | Tickets |
| September 2, 2016 | 82.77 | | 82.77 | | 82.77 | | 82.77 | | 5 |
| September 4, 2016 | 648.57 | 73.27 | 721.84 | 2.30 | 719.54 | | 721.84 | | 46 |
| September 7, 2016 | 265.24 | 56.01 | 321.25 | | 321.25 | | 321.25 | 20.76 | 24 |
| September 9, 2016 | 133.55 | 40.76 | 174.31 | | 174.31 | | 174.31 | | 11 |
| September 11, 2016 | 650.60 | 8.75 | 659.35 | -0.02 | 659.37 | | 659.35 | | 51 |
| September 14, 2016 | 292.82 | 38.51 | 331.33 | | 331.33 | | 331.33 | | 22 |
| September 16, 2016 | 183.25 | 8.75 | 192.00 | -0.24 | 192.24 | | 192.00 | | 7 |
| September 18, 2016 | 682.64 | 17.50 | 700.14 | 0.79 | 699.35 | | 700.14 | | 42 |
| September 21, 2016 | 151.78 | 168.75 | 320.53 | -1.00 | 321.53 | | 320.53 | | 15 |
| September 23, 2016 | | 8.75 | 8.75 | | 8.75 | | 8.75 | | 1 |
| September 25, 2016 | 679.23 | 47.26 | 726.49 | 1.14 | 725.35 | | 726.49 | | 41 |
| September 28, 2016 | 190.77 | 8.75 | 199.52 | -0.25 | 199.77 | | 199.52 | | 17 |
| September 30, 2016 | | | 0.00 | | | | 0.00 | 44.77 | 1 |
| | | | 0.00 | | | | 0.00 | | |
| | | | 0.00 | | | | 0.00 | | |
| TOTAL | \$ 3,961.22 | \$ 477.06 | \$ 4,438.28 | \$ 2.72 | \$ 4,435.56 | \$ 4,438.28 | \$ 65.53 | | 283 |

| TOTAL SALES | | | |
|----------------------|-------------------|-----------------|-------------------|
| Date | Wednesday | Friday | Sunday |
| September 2, 2016 | | 82.77 | |
| September 4, 2016 | | | 721.84 |
| September 7, 2016 | 321.25 | | |
| September 9, 2016 | | 174.31 | |
| September 11, 2016 | | | 659.35 |
| September 14, 2016 | 331.33 | | |
| September 16, 2016 | | 192.00 | |
| September 18, 2016 | 320.53 | | 700.14 |
| September 21, 2016 | | | |
| September 23, 2016 | | 8.75 | |
| September 25, 2016 | 199.52 | | 726.49 |
| September 28, 2016 | | | |
| September 30, 2016 | | 0.00 | |
| TOTALS | \$1,172.63 | \$457.83 | \$2,807.82 |
| DAILY AVERAGE | \$293.16 | \$91.57 | \$701.96 |

GASQUET TRANSFER STATION

2016 / 2017 Monthly Totals

| Month | Cash | Checks | Deposit | Over / Short | Sales | TOTAL Sales | Charges | Tickets |
|--------------|--------------------|--------------------|--------------------|-----------------|--------------------|--------------------|------------------|------------|
| July | \$ 1,203.90 | \$ 402.82 | \$ 1,606.72 | \$ (5.36) | \$ 1,612.08 | \$ 1,606.72 | \$ 279.07 | 167 |
| August | \$ 1,338.76 | \$ 365.85 | \$ 1,704.61 | \$ 20.59 | \$ 1,684.02 | \$ 1,704.61 | \$ 65.98 | 156 |
| September | \$ 1,389.14 | \$ 324.10 | \$ 1,713.24 | \$ 21.49 | \$ 1,691.75 | \$ 1,713.24 | \$ 108.93 | 141 |
| October | | | \$ - | | | \$ - | | |
| November | | | \$ - | | | \$ - | | |
| December | | | \$ - | | | \$ - | | |
| January | | | \$ - | | | \$ - | | |
| February | | | \$ - | | | \$ - | | |
| March | | | \$ - | | | \$ - | | |
| April | | | \$ - | | | \$ - | | |
| May | | | \$ - | | | \$ - | | |
| June | | | \$ - | | | \$ - | | |
| Total | \$ 3,931.80 | \$ 1,092.77 | \$ 5,024.57 | \$ 36.72 | \$ 4,987.85 | \$ 5,024.57 | \$ 453.98 | 464 |

TOTAL SALES

| Month | Thursday | Saturday | TOTALS |
|--------------|-------------------|-------------------|-------------------|
| July | \$479.73 | \$1,126.99 | \$1,606.72 |
| August | \$649.33 | \$1,055.28 | \$1,704.61 |
| September | \$767.28 | \$945.96 | \$1,713.24 |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| Total | \$1,896.34 | \$3,128.23 | \$5,024.57 |

| | | |
|------------------------|-----------------|-------------------|
| MONTHLY AVERAGE | \$632.11 | \$1,042.74 |
|------------------------|-----------------|-------------------|

| DNSWMA | | | | | | | | | |
|--|--------------------|------------------|--------------------|--------------------|--------------|---------------------|------------------|----------------|----------------|
| GASQUET TRANSFER STATION - DEPOSITS | | | | | | | | | |
| September-2016 | | | | | | | | | |
| Date | Cash | Checks | TOTAL | | | Over / Short | Sales | Charges | Tickets |
| | | | Deposit | Sales | Sales | | | | |
| September 1, 2016 | 124.68 | 11.75 | 136.43 | 136.38 | 0.05 | 136.43 | | 10 | |
| September 3, 2016 | 219.25 | 55.50 | 274.75 | 266.65 | 8.10 | 274.75 | | 27 | |
| September 8, 2016 | 128.99 | 8.75 | 137.74 | 137.59 | 0.15 | 137.74 | | 14 | |
| September 10, 2016 | 184.50 | 61.77 | 246.27 | 246.02 | 0.25 | 246.27 | | 26 | |
| September 15, 2016 | 170.59 | | 170.59 | 170.64 | -0.05 | 170.59 | | 8 | |
| September 17, 2016 | 132.26 | 38.26 | 170.52 | 170.52 | | 170.52 | | 14 | |
| September 22, 2016 | 138.10 | 16.90 | 155.00 | 142.01 | 12.99 | 155.00 | 108.93 | 11 | |
| September 24, 2016 | 149.76 | 104.66 | 254.42 | 254.42 | | 254.42 | | 21 | |
| September 29, 2016 | 141.01 | 26.51 | 167.52 | 167.52 | | 167.52 | | 10 | |
| TOTAL | \$ 1,389.14 | \$ 324.10 | \$ 1,713.24 | \$ 1,691.75 | 21.49 | \$ 1,713.24 | \$ 108.93 | 141 | |
| TOTAL SALES | | | | | | | | | |
| Date | Thursday | Saturday | | | | | | | |
| September 1, 2016 | 136.43 | | | | | | | | |
| September 3, 2016 | | 274.75 | | | | | | | |
| September 8, 2016 | 137.74 | | | | | | | | |
| September 10, 2016 | | 246.27 | | | | | | | |
| September 15, 2016 | 170.59 | | | | | | | | |
| September 17, 2016 | | 170.52 | | | | | | | |
| September 22, 2016 | 155.00 | | | | | | | | |
| September 24, 2016 | | 254.42 | | | | | | | |
| September 29, 2016 | 167.52 | | | | | | | | |
| TOTALS | \$767.28 | \$945.96 | | | | | | | |
| DAILY AVERAGE | \$153.46 | \$236.49 | | | | | | | |

AUTHORITY REVENUE REPORT September 2016

| Source | 2015/2016 | 2016/2017 | | |
|--------------|------------------------|-----------------------|----------------------|---------------------|
| Authority | Actual Annual | Budget/Month | | |
| Service Fees | \$ 1,030,898.99 | \$ 83,947.67 | \$ 1,007,372.00 | |
| | Actual/Month | Comparison FY15/16 | Actual/Month | Over Budget |
| July | \$ 94,614.42 | \$ (1,219.41) | \$ 93,395.01 | \$ 9,447.34 |
| August | \$ 92,156.03 | \$ 8,128.42 | \$ 100,284.45 | \$ 16,336.78 |
| September | \$ 91,983.20 | \$ 5,866.38 | \$ 97,849.58 | \$ 13,901.91 |
| October | \$ 90,405.08 | \$ - | | \$ - |
| November | \$ 74,641.65 | \$ - | | \$ - |
| December | \$ 73,083.00 | \$ - | | \$ - |
| January | \$ 75,830.23 | \$ - | | \$ - |
| February | \$ 83,078.53 | \$ - | | \$ - |
| March | \$ 82,737.50 | \$ - | | \$ - |
| April | \$ 86,370.22 | \$ - | | \$ - |
| May | \$ 90,954.13 | \$ - | | \$ - |
| June | \$ 95,045.00 | \$ - | | \$ - |
| Total | \$ 1,030,898.99 | \$ 12,775.39 | \$ 291,529.04 | \$ 39,686.04 |

Over last year at this point

13.61%

Ahead of budget

AUTHORITY REVENUE REPORT September 2016

2016/2017

Source 2015/2016
Franchise Fee Actual Annual

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

| | Comparison | | Actual//Month | | Over/Under Budget | |
|--------------|----------------------|--------------------|---------------------|--------|--------------------|---------|
| | Actual/Month | FY 15/16 | July | August | September | October |
| July | \$ 19,500.00 | \$ 5,094.00 | \$ 24,594.00 | | \$ 1,797.33 | |
| August | \$ 24,126.00 | \$ (1,498.00) | \$ 22,628.00 | | \$ (168.67) | |
| September | \$ 25,288.00 | \$ (1,285.00) | \$ 24,003.00 | | \$ 1,206.33 | |
| October | \$ 22,618.00 | \$ - | | | \$ - | |
| November | \$ 21,387.00 | \$ - | | | \$ - | |
| December | \$ 20,803.00 | \$ - | | | \$ - | |
| January | \$ 20,780.00 | \$ - | | | \$ - | |
| February | \$ 20,827.00 | \$ - | | | \$ - | |
| March | \$ 21,438.00 | \$ - | | | \$ - | |
| April | \$ 21,799.00 | \$ - | | | \$ - | |
| May | \$ 23,342.00 | \$ - | | | \$ - | |
| June | \$ 24,400.00 | \$ - | | | \$ - | |
| Total | \$ 266,308.00 | \$ 2,311.00 | \$ 71,225.00 | | \$ 2,835.00 | |

Over last year at this point

3.98%
 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)

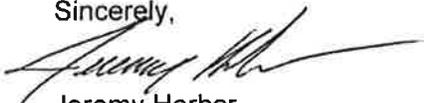
These listed items provide no market value and the outlet to move this material from the Del Norte area is no longer economically possible. We would like to propose a transitional plan to address the community of this change and can roll this out within the coming weeks.

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

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 18th day of October 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

Work Priorities Fiscal Year 2016 – 2017



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)

Annual Testing and Reporting Calendar

| | January | February | March | April | May | June |
|------------------|---------|-------------------------|--|-------|-----|--|
| Order bottles | | | Annual Survey Setup | | | |
| TS Maintenance | | Check fire and quarters | | | | Miss. System overhaul Spring test and discharge |
| LF Maintenance | | | | | | |
| LF Groundwater | | | | | | |
| LF Surface water | | | | | | |
| Gas Wells | | | | | | |
| Reports - RWQCB | | | Quarterly Testing | | | Quarterly Testing |
| LEA | | | Annual TSM (Solid Residue) due 1/15/16 | | | |
| Publications | | | | | | |
| Community Events | | | | | | |
| Order bottles | | | | | | |
| TS Maintenance | | | | | | |
| LF Maintenance | | | | | | |
| LF Groundwater | | | | | | |
| Surface water | | | | | | |
| Leachate | | | | | | |
| Gas Wells | | | | | | |
| Reports - RWQCB | | | Quarterly Testing | | | |
| LEA | | | | | | |
| Publications | | | | | | |
| Community Events | | | | | | |

Additional Information:
 Aerial topographical mapping and report - January 2016
 Negotiating additional landfill capacity - 2015
 Coalburn of Green Infrastructure Services 2016

CHWEL Permit 06-14-006
 RWQCB Monitoring and Sampling Program under Order 1708
 Council City Council and City and Business Units meeting, Amendment 1
 Landfill Closure Mitigation & Remediation Program
 Environmental Compliance Transfer & Processing Paper, including the Starwood Paddock Paddock Phase

Revised Documents

\\server\Data\Tedd\DNSWMA\WorkPlans\1617 workplan Sept 2016.doc

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: 12 October 2016
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Kayleen Warner – Facilities and Programs Coordinator
Tedd Ward-Director *Tedd*
File Number: 180505 – Recycling Markets & Processing
Attachments: Resolutions
Draft 2016 Northcoast RMDZ Market Development Plan
Topic: Appointments to North Coast Recycling Market Development Zone Management Team

Summary / Recommendation: That the Board appoint Tedd Ward and Eli Naffah as Del Norte County representatives to the North Coast Recycling Market Development Zone Management Team

Background: In 1990, the State of California established the California Recycling Market Development Zone (SB 2310) for the purpose of stimulating the recycling of waste materials generated in California. In 2003, the Humboldt Rural Management Development Zone was expanded to include Del Norte County and approved by CalRecycle as the North Coast Rural Management Development Zone (NCRMDZ). The NCRMDZ administration activities were first delegated to the Humboldt Economic Development Division. Del Norte Solid Waste Management Authority has been a key partner since 2003, with staff attending meetings and working to implement market development within the County as time allowed.

Humboldt Waste Management Authority prepared a draft update of the The NCRMDZ Market Development Plan, attached to this staff report. Primary goals are to assist in facilitating local and regional recycling market development planning and coordination, support existing recycling-based manufacturing businesses and attracting private sector recycling investments in Del Norte and Humboldt counties.

In May 2016, the Humboldt County Board of Supervisors approved an application to CalRecycle to renew the designation of the NCRMDZ for another 10 years. The Zone Management Team (ZMT) will be responsible for the outreach and promotion of this plan. Comprised of five (5) members the ZMT includes representatives from both counties. The ZMT members are to assist in the guidance of the services and have the experience needed to successfully encourage and increase local manufacturing using recovered materials.

Analysis: The Board of the Del Norte Solid Waste Management Authority is being asked to appoint two representatives to serve on the ZMT. The ZMT will meet as needed, but not less than twice per year with at least one meeting held in Del Norte County.

While the Authority staff have been involved in the NCRMDZ since the beginning, economic development is the main focus of the Del Norte Economic Development Corporation (DNEDC) and therefore an appointment from their staff is recommended. As the staff person from DNEDC who was most involved with the NCRMDZ is no longer employed by DNEDC, Eli Naffah, who also serves on the DNEDC Board, who be an appropriate appointment until a suitable DNEDC employee is available. Staff recommend appointment of DNEDC board member Eli Naffah to serve in the interim alongside Tedd Ward. Since Mr. Naffah also serves as the Public Member on the Authority Board, he has the dual experience ideal to performing this role.

Continued participation in the activities of the NCRMDZ will ensure Del Norte County has a voice in encouraging new recycling markets and may in time lead to enticing entrepreneurial enterprises in our County. Future efforts within the County could include consideration of relaxed building codes and zoning laws, streamlined local permit processes, reduced taxes and licensing, and increased and consistent secondary material feedstock supply.

Alternatives: By not appointing representatives, Del Norte County will miss any opportunity to develop recycling markets and new business efforts.

Fiscal Impacts: No Authority funds, other than costs for travel to meetings and staff time are allocated to this effort however, the region benefits from the activity of the NCRMDZ.

Related Issues: Assisting local and regional market development planning and coordination, supporting existing recycling-based manufacturing businesses and attracting private sector recycling investments in Del Norte and Humboldt counties may be maximized through adding an economic development representative to the ZMT.

RESOLUTION 2016-010

A RESOLUTION OF THE COUNTY OF DEL NORTE SUPPORTING THE RENEWAL OF NORTH COAST RECYCLING MARKET DEVELOPMENT ZONE REDESIGNATION

WHEREAS, California Public Resources Code Section 42010, et al, provides for the establishment of the Recycling Market Development Zone (RMDZ) program throughout the State which provides incentives to stimulate development of post-consumer and secondary materials markets for recyclables; and

WHEREAS, all California jurisdictions must meet a mandatory 50% reduction in landfill waste disposal by 2000 as mandated by CalRecycle, with a goal of meeting a 75% reduction by 2025; and

WHEREAS, Humboldt Recycling Market Development Zone was established by the Humboldt County Board of Supervisors in 1992 and included the designated areas of Humboldt County and the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad; and

WHEREAS, in 2002 the Humboldt Board of Supervisors designated the Humboldt Waste Management Authority as the Zone Administrator for the Humboldt County RMDZ; and

WHEREAS, in 2003 the Humboldt RMDZ was expanded to include Del Norte County and the City of Crescent City, and re-named the **North Coast Recycling Market Development Zone** (North Coast RMDZ); and

WHEREAS, California Public Resources Code Section 42011 requires the appropriate legislative bodies designate the RMDZ every 10 years; and

WHEREAS, the **North Coast RMDZ** is dedicated to establish, sustaining and expanding recycling-based manufacturing businesses, which is essential for market development and to assist these jurisdictions in meeting the established landfill waste reduction goals; and

WHEREAS, the County of Del Norte desires existing and new recycling-based manufacturing businesses located within the **North Coast RMDZ** to be eligible for the technical and financial incentives associated with the RMDZ program; and

WHEREAS, the renewal of the **North Coast RMDZ** as a RMDZ is still necessary to facilitate local and regional planning, coordination, and support existing recycling-based manufacturing businesses, as well as attract private sector recycling investments to the RMDZ; and

WHEREAS, the California Legislature has defined environmental justice as “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies” [Government Code section 65040.12 (e)], and has directed the California Environmental Protection Agency to conduct its programs, policies and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of all races, cultures and income levels, including minority populations and low-income populations of the state [Public Resource Code section 7110(a)]; and

WHEREAS, the County of Del Norte have agreed to submit an application to CalRecycle requesting renewal as a RMDZ; and

WHEREAS, the County of Humboldt has agreed to act as Lead Agency for the proposed renewal of the RMDZ;

WHEREAS, in accordance with the California Environmental Quality Act (CEQA), the County of Humboldt has determined that this re-designation is exempt from CEQA; and

WHEREAS, the County of Del Norte finds there are no grounds for the County of Del Norte to assume the Lead Agency role or to prepare an environmental document.

NOW, THEREFORE, BE IT RESOLVED that the County of Del Norte hereby approves the renewal of **North Coast RMDZ** and directs the Chairman of the Board of Supervisors of the County of Humboldt, or is/her designee, to submit an application to CalRecycle requesting renewal of **North Coast RMDZ** as an RMDZ which includes Del Norte County.

BE IT FURTHER RESOLVED that the County of Humboldt will continue to administer the **North Coast RMDZ** program, and in a manner that seeks to ensure the fair treatment of people of all races, cultures and incomes including by not limited to soliciting public participation in all communities within the RMDZ, including minority and low income populations.

PASSED, APPROVED AND ADOPTED on this 12th day of April 2016 on the following vote:

AYES: Supervisor Gitlin, Finigan, Hemmingsen, McClure, Howard

NOES: None

ABSENT: None


Gerry Hemmingsen, Chair
Board of Supervisors
Del Norte County, California


Kylie Herford
Clerk of the Board
Del Norte County, California

RESOLUTION NO. 2016-09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY SUPPORTING
THE RENEWAL OF NORTH COST RECYCLING MARKET DEVELOPMENT ZONE
REDESIGNATION**

WHEREAS, California Public Resources Code Section 42010, et al, provides for the establishment of the Recycling Market Development Zone (RMDZ) program throughout the State which provides incentives to stimulate development of post-consumer and secondary materials markets for recyclables; and

WHEREAS, all California jurisdictions must meet a mandatory 50% reduction in landfill waste disposal by 2000 as mandated by CalRecycle, with a goal of meeting a 75% reduction by 2025; and

WHEREAS, Humboldt Recycling Market Development Zone was established by the Humboldt County Board of Supervisors in 1992 and included the designated areas of Humboldt County and the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad; and

WHEREAS, in 2002 the Humboldt Board of Supervisors designated the Humboldt Waste Management Authority as the Zone Administrator for the Humboldt County RMDZ; and

WHEREAS, in 2003 the Humboldt RMDZ was expanded to include Del Norte County and the City of Crescent City, and re-named the **North Coast Recycling Market Development Zone** (North Coast RMDZ); and

WHEREAS, California Public Resources Code Section 42011 requires the appropriate legislative bodies designate the RMDZ every 10 years; and

WHEREAS, the **North Coast RMDZ** is dedicated to establish, sustaining and expanding recycling-based manufacturing businesses, which is essential for market development and to assist these jurisdictions in meeting the established landfill waste reduction goals; and

WHEREAS, the City of Crescent City desires existing and new recycling-based manufacturing businesses located within the **North Coast RMDZ** to be eligible for the technical and financial incentives associated with the RMDZ program; and

WHEREAS, the renewal of the **North Coast RMDZ** as a RMDZ is still necessary to facilitate local and regional planning, coordination, and support existing recycling-based manufacturing businesses, as well as attract private sector recycling investments to the RMDZ; and

WHEREAS, the California Legislature has defined environmental justice as “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies” [Government Code section 65040.12 (e)], and has directed the California Environmental Protection Agency to conduct its programs, policies and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of all races, cultures and income levels, including minority populations and low-income populations of the state [Public Resource Code section 7110(a)]; and

WHEREAS, the County of Humboldt and the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad, and the County of Del Norte and the City of Crescent City have agreed to submit an application to CalRecycle requesting renewal as a RMDZ; and

WHEREAS, the County of Humboldt has agreed to act as Lead Agency for the proposed renewal of the RMDZ;

WHEREAS, in accordance with the California Environmental Quality Act (CEQA), the County of Humboldt has determined that this redesignation is exempt from CEQA; and

WHEREAS, the City of Crescent City finds there are no grounds for the City of Crescent City to assume the Lead Agency role or to prepare an environmental document.

NOW, THEREFORE, BE IT RESOLVED that the City of Crescent City hereby approves the renewal of **North Coast RMDZ** and directs the Chairman of the Board of Supervisors of the County of Humboldt, or his/her designee, to submit an application to CalRecycle requesting renewal of **North Coast RMDZ** as an RMDZ which includes Humboldt County, the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad and Del Norte County and the city of Crescent City.

BE IT FURTHER RESOLVED that the County of Humboldt will continue to administer the **North Coast RMDZ** program, and in a manner that seeks to ensure the fair treatment of people of all races, cultures and incomes including by not limited to soliciting public participation in all communities within the RMDZ, including minority and low income populations.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City on this 21st day of March, 2016, by the following polled vote:

AYES: Council Member Holley, Council Member Murray, Council Member Murray, Pro Tem Inscore, Mayor Gastineau

NOES: None

ABSTAIN: None

ABSENT: None



Ron Gastineau, Mayor

ATTEST:



Kymmie Scott, City Clerk

DRAFT

2016 North Coast RMDZ Market Development Plan

1.0 Overview and History

In 1990, the State of California established the California Recycling Market Development Zone (SB 2310) for the purpose of stimulating the recycling of waste materials generated in California. The RMDZ is an economic and technical assistance program consisting of state-funded low interest loans, engineering and technical assistance, siting and permitting assistance and assistance with obtaining recycled feedstock. There are approximately 36 zones that cover roughly 88,000 square miles of California from the Oregon border to San Diego. Assistance is provided by local zone administrators and local government incentives may include relaxed building codes and zoning laws, streamlined local permit processes, reduced taxes and licensing, and increased and consistent secondary material feedstock supply.

The designation as a RMDZ is necessary to assist in attracting private sector recycling investments to the area. A key unique benefit of the RMDZ designation is that recycled product manufacturers located within a RMDZ have access to the State's low-interest RMDZ loan program, which currently has a 4% interest rate.

Formation of the Humboldt RMDZ designation was originally approved by the Humboldt County Board of Supervisors in 1992, and the County's Division of Environmental Health was originally directed to act as the lead agency, fund, staff and administer the new program in 1992. In 2003, the RMDZ was expanded to include Del Norte County and approved by CalRecycle as the North Coast RMDZ (NCRMDZ). The NCRMDZ administration activities were designated to the Humboldt Waste Management Authority (HWMA) because the County of Humboldt Economic Development Division was in its fledging stage.

Through the re-designation efforts in 2016, the County of Humboldt will resume lead of the overall NCRMDZ Program and Humboldt County-based projects, with assistance provided by HWMA as approved by the Board of Directors. Del Norte County will resume lead of Del Norte County-based projects, with assistance provided as approved by the Del Norte Solid Waste Management Authority (DNSWMA) Board of Directors.

2.0 Purpose

The purpose of the NCRMDZ is to assist in facilitating local and regional recycling market development planning and coordination, support existing recycling-based manufacturing businesses and attracting private sector recycling investments in Del Norte and Humboldt counties.

3.0 Organization and Administration

Lead Agency

The Lead Agency is the County of Humboldt Humboldt County's Economic Development Division. Any future recommendations to transfer the lead agency designation will be included in the Zone Management Team's (ZMT) development of its "Annual Work Plan" that is submitted to CalRecycle.

NCRMDZ Zone Management Team

Composition

The NCRMDZ Lead Agency has assembled a Zone Management Team (ZMT) comprised of five (5) members and include representatives from both counties. The ZMT will provide the services and experience needed to successfully encourage and increase local manufacturing using recycled materials. Members of the ZMT include four persons that are either elected officials of participating jurisdictions within the Zone, or their staff, for appointment. The Board of the Del Norte Solid Waste Management Authority shall appoint two representatives and two representatives shall be appointed by the Humboldt Waste Management Authority, and one ZMT member shall be appointed by a majority vote of a quorum of the four appointed ZMT members. The term of any appointees to the ZMT who are elected officials of affiliated agencies will not exceed the term of their elected office of that affiliated agency. The term of any staffpersons appointed to the ZMT will not exceed the term of their employment. The public member can be any interested resident, business or non-profit representative from either county.

The Zone Administrator will attend the ZMT meetings as staff. Other stakeholders will be encouraged to attend team meetings as appropriate.

Responsibilities

- The ZMT will meet as needed, but not less than semi-annually for the first year.
- The ZMT is responsible for approval of the **NCRMDZ Annual Work Plan**, which will then be forwarded to the Lead Agency, or its designee.
- The ZMT will oversee the activities of the Zone Administrator, and provide performance input as necessary to the Lead Agency or its designee.

Del Norte and Humboldt RMDZ Advisory SubCommittees

The ZA will assist the respective county ZMT members to convene a Subcommittee meeting in each County with information on Zone activities and the annual work plan on an annual basis. These meetings will be open to the general public. Before the scheduled meetings, an updated work plan report will be sent for review to invitees and the group members. In return, the attendees will provide feedback on zone activities and the annual work plan to the ZMT. The members will have an opportunity for input and comment at the meetings. These members may also serve as a resource to the ZA throughout the year.

The purpose of the Del Norte and Humboldt RMDZ Advisory Subcommittee:

- To provide expertise and guidance on the yearly work plan developed by the ZA and the Zone Management Team

- To provide a communication link between the NCRMDZ ZMT, and individual communities and organizations throughout both counties.

RMDZ Advisory Subcommittee Invitees will include but are not limited to:

- **ZMT Members**
- **Economic Development** – City and County Economic Development Departments, Small Business Development Center and Economic Development Corporations.
- **Collection/Processors** – Recycling Companies, Disposal Companies, Transfer Station Operators, Deconstruction Companies, Reuse, Thrift or Repair Stores, Composting Facilities.
- **Lending Institutions** – Local Banks and/or Credit Union representatives
- **Materials Manufactures** – Recycling Re-manufactures
- **Local Agencies** – Planning, Engineering, Road and Transportation Departments
- **Job Training** – CalWorks, Rural Human Services, Department of Social Services

The RMDZ Advisory Groups for Del Norte and Humboldt counties will be encouraged to share their vision, needs, concerns and resources with the representatives from the ZMT. With one RMDZ Advisory Group for each county in the Zone, interested parties will have a local forum for focusing efforts and networking.

One of the strengths of the NCRMSZ is the individuals that have been assembled to provide services and carry out zone activities. By using existing agencies as Zone advisory members, the NCRMDZ will benefit from a variety of talent, experience, resources and an existing network of professionals.

NCRMDZ Zone Administrator

Staffing

Humboldt County's Economic Development Division intends to contract for administration of the zone thru HWMA, its' designee. Del Norte, Humboldt County and participating jurisdictions will work directly with the Zone Administrator (ZA) on projects within their respective counties and cities. A portion of the ZA's time will be spent on the administration as well as the development of cooperative projects and infrastructure, but each county may also have the ability to work with the ZA independently and direct a portion of the zone administrator's activities. Activity availability may be contingent upon available funding.

HWMA has contracted with Maureen Hart for Zone Administrative services since 2003, and will continue to contract directly with Ms. Hart until the transitioning of the NCRMDZ Program to Humboldt County's Economic Development Division is completed. Tentatively this is expected in late 2016-2017. HWMA and County staff will closely coordinate efforts, and work with the ZA in the development and implementation of the Annual Work Plan.

Administrator Responsibilities

The ZA responsibilities include zone administration as defined by the "**Annual Zone Work Plan**" adopted by the Zone Management Team (ZMT), attendance at all ZMT meetings, and convening and attending annual Advisory Meetings in each county.

The ZA will provide outreach and assistance, and loan application services to businesses in Del Norte and Humboldt Counties, as funding permits and in accordance with the annually approved work plan. In addition, the ZA will:

- Coordinate meetings and activities of the Zone Management Team (ZMT).
- Prepare a draft yearly work plan for review by the ZMT and approval of the member agencies.
- Prepare annual reports to the ZMT and CalRecycle.
- Attend and summarize the Annual Report to an annual RMDZ Advisory meeting convened in each county.
- Act as the primary liaison between the ZMT appointees, businesses, agencies, counties, cities and CalRecycle.
- Make referrals to appropriate agencies and follow-up on services provided.

Other Administrative Support

The Humboldt County Economic Development Division and Del Norte County Economic Development are committed to the success of the ZMT work plan and activities of the NCRMDZ. Staff will assist the administrator throughout the year as planned or needed.

The ZMT and NCRMDZ Zone Administrator will work with local and regional organizations on specific projects to ensure efficiency of effort and success. These entities include, but are not limited to:

- Arcata Economic Development Corporation
- North Coast Small Business Administration
- North Coast Prosperity Center
- USDA Rural Development Center
- Community Development Block Grants
- Humboldt State University
- State of California Employment Development Department
- Del Norte Economic Development
- Humboldt County Economic Development
- Redwood Region Economic Development Corporation
- Redwood Community Action Agency
- Community Development Departments of cities located in the NCRMDZ
- Enterprise Zones

NCRMDZ Funding

The NCRMDZ encompasses two counties, and the cities within on the northern most coast of California. The two-county region offers the advantage of increased feedstock availability, improved networking, and cooperation instead of competition for limited resources. This enables the assistance to local business in establishing recycling based manufacturing and reuse enterprises through business planning and financing, feedstock information and siting and permitting assistance.

Funding sources over the past several years has been limited to discretionary budgetary allocations by the HWMA Board of Directors, and grant funding by CalRecycle's Zone Incentive and Zone Work Funds, which have specific uses for funds. Until the NCRMDZ transitions completely into Humboldt County's Economic Development, HWMA will continue grant application submittal to CalRecycle and administration, as designated by the County of Humboldt.

Fiscal Year 2016-17 funding includes:

| Revenue Source | | Amount |
|---------------------------------|--|-----------------|
| HWMA | Subject to annual Board discretion. | \$10,000 |
| CalRecycle Zone Incentive Funds | 3-year non-competitive grant (FY 2015/16 through FY 2017/18). Up to \$5,000 annually for Marketing & Outreach in the Zone. Subject to State Budget Approval. | \$5,000 |
| CalRecycle Zone Works | 3-year non-competitive grant. Provides funding up to \$1,500 annually for attendance at the CalWorks conferences. Subject to State Budget Approval. | \$1,500 |
| Del Norte | No Available Funds at this time. | \$0 |
| Total | | \$16,500 |

NCRMDZ Outreach

Since 2003, HWMA has maintained a webpage on the HWMA website providing information and contact information (<http://www.hwma.net/hawthorne-street/manufacturing-waste-program>). The ZA has been active in various economic development groups and forums in Humboldt and Del Norte counties.

DEL NORTE SOLID
WASTE MANAGEMENT
AUTHORITY

Wireless Device Policy

A. PURPOSE

This policy has been created to define standards and procedures for purchasing, supporting and using wireless phones and phone services.

If a cell phone is owned by the Authority, IRS regulations subject the Authority, and the cell phone user, to requirements that may be impractical to fulfill. Requirements include daily logging of all calls (in and out) by the user, with business purpose noted, and the audit of those logs by departmental approvers and Finance Area auditors.

If the phone is personally owned, the employee is compensated for business costs through an allowance (i.e. taxable income). Personal use is allowable and the tracking requirements do not exist.

This policy specifies how Authority owned phones are issued, and options for allowances for personally owned phones.

B. GOALS

1. To create a defined set of standards for the purchase and use of wireless devices, used for Authority business.
2. This policy applies to the Authority Director and all Authority employees authorized to use wireless devices.

C. AUTHORITY OWNED DEVICES

Authority management issues and tracks Authority wireless devices. Wireless devices are assigned at the discretion of the Director and may include data devices such as iPads, Blackberries and PDA's.

1. The Administrative Assistant - Solid Waste will administer all wireless phone contracts for the Authority.
2. The Administrative Assistant - Solid Waste will process payments for all the wireless phone bills for the Authority.
3. All Authority wireless phones must be used for Authority business only.

A. PERSONAL WIRELESS DEVICE ALLOWANCE

1. Eligibility

- a. The Authority Director, and positions classified as exempt that are required to be frequently available to conduct Authority business and who's duties require them to be quickly contacted, anywhere, anytime, shall be eligible for the allowance.
- b. Until modified by a vote of the Authority Board, only the Authority Director is currently approved for this wireless device allowance.

2. Establishing the allowance

- a. The amount of the allowance will depend on the service plan needed by those approved for the wireless device allowance to conduct Authority business, and is at the discretion of the Authority Director. In no case will any personal wireless device allowance exceed \$125 per month. The total amount of the allowance will be set to be \$75.
- b. Those eligible will use the attached Allowance Request Form.
- c. Allowances expire at the end of each Fiscal Year, June 30. A new form will be required each fiscal year.

3. Tax issues and payment to the employee:

- a. The allowance is taxable income.
- b. ← Payments will be made per pay period, as an addition to the employee's payroll check. Payments will be equally divided among the pay periods.
- c. This allowance does not constitute an increase in base pay and will not be included in any percentage calculations for increase base.

4. Using the cell phone:

- a. The cell phone is personally owned, and may therefore be used for both personal and business calls. An employee with a cell phone allowance must maintain an active cell phone contract for the life of the allowance.
- b. Understanding that Authority information may be stored on certain devices, the employee must take certain security precautions. The employee must activate the automatic locking feature which secures the device after a specific time of inactivity. In addition if the employee loses the device, they must contact the Authority Director immediately.
- c. Individuals receiving the allowance may also use the 'On Call' cell phone as required.

5. Authority responsibilities and documentation requirements:

- a. The Authority will maintain a file containing a copy of the Allowance Request Form, and a copy of the related cell phone contract/statement, showing that an active service exists for the allowance requested. Allowance request forms will be counter-signed by the Authority Treasurer/Controller.
- b. It is the Authority Director's responsibility to review cell phone needs of the Authority on at least an annual basis, to determine if allowances should be changed, continued,

discontinued or if new allowances are needed.

6. Ending a cell phone contract:

a. As the result of the employee's decision, misconduct, or misuse of the phone: If, prior to the end of the cell phone contract, a personal decision, or employee misconduct, or misuse of the phone, results the need to end or change the cell phone contract, the employee will bear the cost of any fees associated.

b. As the result of the Authority Director's decision (unrelated to employee misconduct): If, prior to the end of the cell phone contract period, the Authority Director's decision (unrelated to employee misconduct) results in the need to end or change the cell phone contract, the Authority will bear the cost of any fees associated. EXAMPLE: The employee's supervisor has changed the employee's duties, and the allowance is no longer needed. The employee does not want to retain the current cell phone contract for personal purposes.

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
Wireless Device
Allowance Request Form

Date: 12 OCT 2016 Wireless Phone Number: 707 954-0953

Employee Name: Theodore K. Ward

Job Title: Director

Department: Del Norte Solid Waste Management Authority

Account Number to be Charged: Fund 422 Dept 421 Line 20121

Time Period: Fiscal Year: 2016/2017 Start Date: 01 NOV 2016 End Date: 30 JUNE 2017

*NOTE: Request cannot cross the Fiscal Year (FY). (FY = July 1 through June 30). Start Date can be no sooner than July 1 of the current FY. End Date can be no later than June 30 of the current FY.

Gross TOTAL Amount ** requested for the time period above: \$ 600⁰⁰

**Amount should cover the entire time period requested above. Request expires no later than June 30. Amount must not exceed \$1,500 (\$125 per month)

Authority Director Certification and Signature:

I certify that I will use the funds requested toward the business use designated above, and promptly report any changes in the level of those business expenses to my supervisor. I further certify that I have read, understood and intend to comply with the Del Norte Solid Waste Management Authority Wireless Device Policy.

Theodore K. Ward 12 OCT 2016
Signature Date

Authorized Approval:

Treasurer-Controller Signature Date

Payroll Use Only:

Amount Per Pay Period: \$ _____ Start Date: _____

Signature: _____ Date: _____



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

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

www.recycledelnorte.ca.gov

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

Staff Report

Date: 14 October 2016
To: Commissioners of the Del Norte Abandoned Vehicle Abatement Service Authority
From: Tedd Ward, M.S. – Director *Tedd*
File Number: **010203 – Abandoned Vehicle Abatement Service Authority**
Topic: Approval of the FY 2016/2017 Budget for the Del Norte Abandoned Vehicle Abatement Service Authority (AVA)

Summary / Recommendation: That the Board hold a public hearing after receiving public comments, adopt the attached budget proposed for Fiscal Year 16/17.

Background: Section 3.14 of the recently adopted 'First Amended Joint Powers Authority Agreement for the Del Norte Abandoned Vehicle Abatement Service Authority' calls for the Board to adopt the annual budget. At the September AVA meeting, DNSWMA staff were directed to publish a notice indicating that a public hearing relating to the potential adoption of the AVA budget would be held at today's meeting, sometime after 4:30 P.M.

Analysis: The proposed budget was drafted by County staff based on projected AVA revenues and expenses. AVA revenues are generated from a \$1 fee added to the registration for each vehicle in Del Norte. The Board may notice that less than \$1,000 is allocated non-towing or disposal expenses, and no budget is allocated for personnel.

It is worth noting that both County and DNSWMA staff regularly contribute efforts to keep the AVA program to remove abandoned vehicles operational, and the AVA budget is not used to support those efforts. The intent is to reserve AVA resources for the removal of the maximum number of vehicles each year.

Alternatives: The AVA Board may adjust this proposed budget prior to adoption.

Fiscal Impacts: The AVA budget must be approved annually prior to the payment of invoices for that fiscal year.



Department Budget Report

9/2/2016 9:02:03 AM

Fund: 127 Abandoned Vehicles
 Dept: 127 Abandoned Vehicles

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

Intra/Inter Fund Transfers

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

Revenues

| | | | | | | | | | | |
|-------|--|-------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|-------------------|---|-------------------|
| 90210 | | Vehicle Abatement Fines | -4,274.88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.00 |
| 90300 | | Interest - Abandoned Vehicles | 35.95 | -25.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.00 |
| 90410 | | Abandoned Vehicle | -22,970.21 | -17,515.76 | -22,500.00 | -22,500.00 | 0.00 | -22,500.00 | 0 | -22,500.00 |
| | | Net Cost | -27,209.14 | -17,541.41 | -22,500.00 | -22,500.00 | 0.00 | -22,500.00 | | -22,500.00 |
| | | | -4,062.73 | -565.79 | 0.00 | 0.00 | 356.19 | -356.19 | | 0.00 |