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 17, 2017** **3:30 PM**

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The Solid Waste Management Authority of the City of Crescent City and the County of Del Norte, State of California, is now meeting in 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 dnswma@recycledelnorte.ca.gov

3:30 PM **CALL MEETING TO ORDER / ROLL CALL**
PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS:
3:30 PM ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.

OPEN SESSION ITEMS:

1. CONSENT AGENDA

1.1 Approve minutes, Regular Session, Tuesday September 19, 2017. **

1.2 Approve payment of a claim to NorthCoast Laboratories for analysis of water samples, paying invoices 135486, 135454, 135670, and 135815 in the amount of $11,436.00 **

1.3 Approve budget transfer for FY 17/18 in the amount of $25,300.00 **

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 State of the Agency Report for 2017 **

2.2 Treasurer/Controller Reports for July and August 2017 **

2.3 Claims approved by Director for September 2017 **

2.4 Monthly Cash and Charge Reports for September 2017**
2.5 Earned Revenue Comparisons between FY16/17 and FY17/18 **

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE

3.1 Status report regarding the storm-related Landfill Repair Project.

4. COLLECTIONS FRANCHISE

4.1 Discussion and possible action regarding a Processing Agreement between Recology Humboldt and Recology Del Norte regarding processing of recyclables collected by Recology Del Norte. **

5. TRANSFER STATION

5.1 Discussion and possible action regarding Invitation to Bid for Transfer Station Floor and Ramp Repair Project.

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

6.1 Discussion and possible action regarding amending procedures related to commercial charge accounts, closing accounts which have been placed on 'Hold' three times. **

6.2 Discussion and possible action regarding a Draft Request for Proposals for Litter Cleanup services. **

6.3 Discussion and possible action regarding scheduling a Special Meeting for November 7th, 2017.

6.4 Discussion and possible action regarding the status of the Authority Work Plan for FY 2017 / 2018. **

7. CLOSED SESSION ITEMS:

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

8. ADJOURNMENT

Adjourn to the next Special Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M. Tuesday November 7th, 2017 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

MINUTES

Regular Session Tuesday September 19, 2017, 3:30 PM

PRESENT:
Commissioner Chris Howard, Vice Chair
Commissioner Blake Inscore, Chair
Commissioner Jason Greenough
Commissioner Lori Cowan
Commissioner Eli Naffah
Director Tedd Ward
Legal Counsel Martha Rice
Authority Clerk Kyra Seymour
Authority Treasurer/Controller Rich Taylor

ALSO PRESENT:
Joel Wallen, Hambro /WSG
David Slagle, interim CEO Hambro/ WSG

3:30 PM CALL MEETING TO ORDER:

Chair Inscore called the meeting to order in regular session at 3:31 P.M. Roll was taken with all commissioners present as indicated.

PLEDGE OF ALLEGIANCE: The Pledge was led by Commissioner Cowan

PUBLIC COMMENTS:

At 3:32 P.M., Chair Inscore called for public comments, seeing none, the Chair then closed the public comment period.

OPEN SESSION ITEMS:

1. CONSENT AGENDA

1.1 Approve minutes, Regular Session, Tuesday August 15, 2017. **022101**
1.2 Approve budget transfer for FY 17/18 in the amount of $109,000.00 **022101**

END CONSENT AGENDA

On a motion by Commissioner Howard, seconded by Commissioner Cowan, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted consent agenda, consisting of items 1.1, and 1.2 as presented.

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 Reports for July 2017 **201803**
2.3 Claims approved by Director for August 2017 **031202**
2.4 Monthly Cash and Charge Reports for August 2017 **201803**
2.5 Earned Revenue Comparisons between FY16/17 and FY17/18 **201803**

The above listed reports were presented and accepted.

DISCUSSION/ACTION ITEMS:

3. LANDFILL POSTCLOSURE

3.1 Discussion and possible acceptance of the Hemmingsen Construction's bid for the storm-related Landfill Repair Project in an amount not-to-exceed $97,650.00. **120105**

On a motion by Commissioner Cowan, seconded by Commissioner Greenough, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the Hemmingsen Construction's bid for the storm-related Landfill Repair Project in an amount not-to-exceed $97,650.00.

4. COLLECTIONS FRANCHISE

4.1 Status report regarding Recology Del Norte's processing of recyclables at the Samoa facility. **180510**

The above status report was presented by Director Ward, at the request of Recology's Jeremy Herber, and was accepted**. Ward also states that Recology may use the Julindra property and facilities as a place to sort corrugated cardboard and possibly other recycling. Recology has said at this time they have no interest in running a buy back facility.**

5. TRANSFER STATION

5.1 Discussion and possible action regarding the resignation of Wes White as CEO of Hambro/WSG.

Dave Slagle, the Interim CEO of HAMBRO/WSG introduced himself to the Board and stated the Hambro/WSG was researching the potential to provide buy back services.

5.2 Discussion and possible action regarding Operations Change Order 26, adjusting operations fees. **180501**

On a motion by Commissioner Howard, seconded by Commissioner Greenough, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted Operations Change Order 26, adjusting operations fees.

On a motion by Commissioner Howard, seconded by Commissioner Greenough, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved the Settlement Agreement and General Release associated with the resolution of the dispute that prompted this Change Order.

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS:

6.1 Discussion and possible approval of "Bad Debts to Be Written Off at the End of Fiscal Year 2016/2017." **012101**

On a motion by Commissioner Howard, seconded by Commissioner Naffah, and unanimously carried on a polled vote, The Del Norte Solid Waste Management Authority approved and adopted of "Bad Debts to Be Written Off at the End of Fiscal Year 2016/2017."

6.2 Discussion and possible action regarding a letter of engagement with Patel & Associates to complete an audit for the Authority for fiscal year 16/17 for an amount not to exceed $10,500.00. **012101**

On a motion by Chair Inscore, seconded by Commissioner Naffah, and unanimously carried on a polled vote, The Del Norte Solid Waste Management Authority approved and adopted a letter of engagement with Patel & Associates to complete an audit for the Authority for fiscal year 16/17 for an amount not to exceed $10,500.00.

6.3 Discussion and possible approval regarding four requests for allocations of Authority-allocated bin pulls: **031205**

a. Retroactive approval of one bin supporting the annual Find Your Park Event and
b. Retroactive approval of one bin supporting Grills Gone Wild
c. Retroactive approval of four bins supporting the annual Beach Cleanup September 15 -18, 2017.
d. Retroactive approval of one bin supporting the Annual Household Hazardous Waste Event on September 16, 2017.
e. Approval of 1 bin for Blues, Brews, and Cruise on Oct. 6, 2017.
f. Approval of 2 bins supporting the Annual Sea Cruise on Oct. 7, 2017. **

On a motion by Commissioner Cowan, seconded by Commissioner Greenough, and unanimously carried on a polled vote, The Del Norte Solid Waste Management Authority approved and adopted approval regarding six requests for allocations of Authority-allocated bin pulls

7. CLOSED SESSION ITEMS:

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

The Chairman recessed the regular meeting of the Del Norte Solid Waste Management Authority and convened in closed session at 4:05 P.M. The closed session was adjourned at 4:11 P.M. and the meeting reconvened immediately in open session. Counsel reported that no action was taken during closed session.

8. ADJOURNMENT

Adjourn to the next Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M. Tuesday October 17, 2017 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Authority, the Chair adjourned the meeting at 4:11 P.M., until the regular meeting on October 17, 2017

_____ Date / /
Blake Inscore, Chair
Del Norte Solid Waste Management Authority

ATTEST:

_____ Date / /
Eli Naffah, Secretary
Del Norte Solid Waste Management Authority

Submitted:

_____ Date / /
Kyra Seymour, Clerk
Del Norte Solid Waste Management Authority

PO 441219

Vendor North Coast Laboratories, Ltd.
5680 West End Road

Arcata CA 95521

Claim ID: 8004

AUDITOR COPY

Vendor ID: 10671

☐ *PBSP Expense*
☐ *Change of Address*

Special Warrant Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20232		$225.00	INV 135670 EPA 1664 - Oil and Grease, 3, 9/15
422	421	20232		$1,125.00	INV 135486 DNSWA Grndwtr Dissolved Metals, 5,
422	421	20232		$390.00	INV 135486 DNSWA Grndwtr Minerals, 3, 9/6
422	421	20232		$260.00	INV 135486 DNSWA Grndwtr Minerals, 2, 9/6
422	421	20232		$600.00	INV 135486 EPA 8260B, 5, 9/6
422	421	20232		$100.00	INV 135486 Geotracker Reporting, 1, 9/6
422	421	20232		$270.00	INV 135454 Chemical Oxygen Demand, 9, 9/8
422	421	20232		$2,025.00	INV 135454 DNSWA Grndwtr Dissolved Metals, 9,
422	421	20232		$936.00	INV 135454 DNSWA Grndwtr Minerals, 9, 9/8
422	421	20232		$1,080.00	INV 135454 EPA 8260B, 9, 9/8
422	421	20232		$100.00	INV 135454 Geotracker Reporting, 1, 9/8
422	421	20232		$200.00	INV 135486 Chemical Oxygen Demand, 5, 9/6
422	421	20232		$675.00	INV 135670 DNSWA Grndwtr Dissolved Metals, 3,
422	421	20232		$100.00	INV 135815 Geotracker Reporting, 1, 9/25

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

X

Signature of Department Head/Authorized Deputy

10/6/2017
Claim Date

1.2

Vendor North Coast Laboratories, Ltd.
5680 West End Road

Arcata CA 95521

Claim ID: 8004

AUDITOR COPY

Vendor ID: 10671

☐ *PBSP Expense*
☐ *Change of Address*

Special Warrant Routing

422	421	20232	$255.00	INV 135670 EPA 8260B, 3, 9/15
422	421	20232	$100.00	INV 135670 Geotracker Reporting, 1, 9/15
422	421	20232	$75.00	INV 135670 Nitrate and/or Nitrite, 3, 9/15
422	421	20232	$75.00	INV 135670 pH, 3, 9/15
422	421	20232	$75.00	INV 135670 Settleable Solids, 3, 9/15
422	421	20232	$75.00	INV 135670 Turbidity, 3, 9/15
422	421	20232	$200.00	INV 135815 Chemical Oxygen Demand, 5, 9/25
422	421	20232	$1,125.00	INV 135815 DNSWA Grndwtr Dissolved Metals, 5,
422	421	20232	$650.00	INV 135815 DNSWA Grndwtr Minerals, 5, 9/25
422	421	20232	$600.00	INV 135815 EPA 8260B, 5, 9/25
422	421	20232	$120.00	INV 135670 Chemical Oxygen Demand, 3, 9/15

Total Claim: $11,436.00

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

X

Signature of Department Head/Authorized Deputy

10/6/2017
Claim Date

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

Phone: (707) 822-4649
Fax: (707) 822-6831
Email: ar@northcoastlabs.com

Statement of Account

STATEMENT DATE
09/30/17

ACCOUNT NO.
DELNORSWA

Del Norte SWMA
1700 State Street
Crescent City, CA 95531

DATE	INVOICE	DESCRIPTION	CHARGES	CREDITS	INVOICE BALANCE	RUNNING BALANCE
09/06/17	135486	1708465	2675.00	0.00	2675.00	2675.00
09/08/17	135454	1708442	4411.00	0.00	4411.00	7086.00
09/15/17	135670	1708462	1675.00	0.00	1675.00	8761.00
09/25/17	135815	1708619	2450.00	0.00	2675.00	11211.00
09/29/17		Debit memo, #9912	225.00	0.00	0.00	11436.00

Payments received after statement date will not be reflected

10071
20232

RECEIVED
OCT 04 2017
DNSWMA

Current	1 to 30	31 to 60	61 to 90	Over 90	TOTAL	11436.00
11436.00	0.00	0.00	0.00	0.00		

INVOICE

DATE: September 06, 2017

NORTH COAST LABORATORIES LTD.

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: 1708465
PO Number:
Project Name: Landfill Groundwater
Date Received: 8/23/2017

Invoice Number: 135486

Payment Due Date: 10/6/2017
Payment Terms: Net 30 Days

Item	Matrix	Code	Qty	List Price	Test Total
Chemical Oxygen Demand	Aqueous	310	5	$40.00	$200.00
DNSWA Groundwater Dissolved Metals	Aqueous	320	5	$225.00	$1,125.00
DNSWA Groundwater Minerals	Groundwater	310	3	$130.00	$390.00
DNSWA Groundwater Minerals	Groundwater	310	2	$130.00	$260.00
EPA 8260B	Aqueous	220	5	$120.00	$600.00
Geotracker Reporting		990	1	$100.00	$100.00

Order TOTAL: $2,675.00

Comments:

Discount:	0.00%
Surcharge:	0.00%
Misc Charges:	$0.00
Subtotal:	$2,675.00
Payment Received:	$0.00
INVOICE Total	**$2,675.00**

INVOICE

DATE: September 08, 2017

NORTH COAST LABORATORIES LTD.

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: 1708442
PO Number:
Project Name: Ground Water

Date Received: 8/22/2017

Invoice Number: 135454

Payment Due Date: 10/5/2017

Payment Terms: Net 30 Days

Item	Matrix	Code	Qty	List Price	Test Total
Chemical Oxygen Demand	Aqueous	310	9	$30.00	$270.00
DNSWA Groundwater Dissolved Metals	Aqueous	320	9	$225.00	$2,025.00
DNSWA Groundwater Minerals	Groundwater	310	9	$104.00	$936.00
EPA 8260B	Aqueous	220	9	$120.00	$1,080.00
Geotracker Reporting		990	1	$100.00	$100.00

Order TOTAL: $4,411.00

Comments:

Discount:	0.00%
Surcharge:	0.00%
Misc Charges:	$0.00
Subtotal:	$4,411.00
Payment Received:	$0.00
INVOICE Total	**$4,411.00**

RECEIVED
SEP 29 2017
DNSWMA

INVOICE

DATE: September 15, 2017

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: 1708462
PO Number:
Project Name: Landfill Surface Water

Date Received: 8/23/2017

Invoice Number: 135670

Payment Due Date: 10/15/2017

Payment Terms: Net 30 Days

Item	Matrix	Code	Qty	List Price	Test Total
Chemical Oxygen Demand	Aqueous	310	3	$40.00	$120.00
DNSWA Groundwater Dissolved Metals	Aqueous	320	3	$225.00	$675.00
EPA 1664 - Oil and Grease	Waste Water	210	3	$75.00	$225.00
EPA 8260B	Aqueous	220	3	$85.00	$255.00
Geotracker Reporting		990	1	$100.00	$100.00
Nitrate and/or Nitrite	Aqueous	210	3	$25.00	$75.00
pH	Aqueous	310	3	$25.00	$75.00
Settleable Solids	Aqueous	310	3	$25.00	$75.00
Turbidity	Aqueous	310	3	$25.00	$75.00

Order TOTAL: $1,675.00

Discount: 0.00%
Surcharge: 0.00%
Misc Charges: $0.00

Comments:

Subtotal: $1,675.00
Payment Received: $0.00

INVOICE Total $1,675.00

INVOICE

DATE: September 28, 2017

NORTH COAST LABORATORIES LTD.

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: 1708619
PO Number:
Project Name: Landfill Groundwater

Date Received: 8/31/2017

Invoice Number: 135815

Payment Due Date: 10/25/2017

Payment Terms: Net 30 Days

Item	Matrix	Code	Qty	List Price	Test Total
Chemical Oxygen Demand	Aqueous	310	5	$40.00	$200.0(
DNSWA Groundwater Dissolved Metals	Aqueous	320	5	$225.00	$1,125.0(
DNSWA Groundwater Minerals	Groundwater	310	5	$130.00	$650.0(
EPA 8260B	Aqueous	220	5	$120.00	$600.0(
Geotracker Reporting		990	1	$100.00	$100.0(

Order TOTAL: $2,675.00

Comments: THIS IS AN AMENDED INVOICE. Results were added to the report for sample SM-7 Sallow.

Discount:	0.00%
Surcharge:	0.00%
Misc Charges:	$0.00
Subtotal:	$2,675.00
Payment Received:	$0.00
INVOICE Total	**$2,675.00**

Del Norte County Budget Transfer Request FY 17/18

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s) Reduce Expenditures or Increase Revenue	Budget Transfer Amount(s) Increase Expenditures or Reduce Revenue
Solid Waste	422	421	10022	Retirement - CalPERS Unfunded Liability		$ 22,000
Solid Waste	422	421	10020	Retirement	$ 22,000	
Solid Waste	422	421	20285	Special Department Expense		$ 3,300
Solid Waste	422	421	81000	Contingency	$ 3,300	
				Total Amounts	$ 25,300	$ 25,300

Department complete and send to Auitor'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)

Deputy Auditor-Controller _____ Date _____

TR No. _____ Budget Revision No. _____

_____Includes Revenue Appropriation _____Requires 4/5ths Vote

County AdministrativeOfficer:
(Under $1000 - CAO approves)

Recommendation:
Approve _____
Deny _____
Submit for Board approval _____

County Administrative Officer _____ Date _____

Passed by Board of Commissioners of the Del Norte Solid Waste Management Authority on 17 October 2017.

Ayes:
Noes:
Absent:

Attest: Clerk of the Board

By: _____
Kyra Seymour

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

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Del Norte Solid Waste Management Authority

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

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

Director's Report
State of the Agency 2017

Date:	12 October 2017
To:	Commissioners of the Del Norte Solid Waste Management Authority
From:	Tedd Ward, M.S. – Director
Attachments:	Post-Fire Inspection Report 09 October 2017 06 October 2017 Letter from CalRecycle – Notice of Violation And e-mail response from Director Ward Recent reports from Recology Del Norte re. Contamination Letter from CalRecycle to WalMart Supercenter Form 303 as submitted re. hazardous waste management Receipt of No Exposure Certification for DNC Transfer Station Letter to James Neachbaur supporting Emergency Rulemaking
Period:	October 2016 – 12 October 2017
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.

2.1

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 tax revenues.

In addition to regular facility operations, Authority staff are currently engaged in managing erosion repairs at the Crescent City Landfill and floor and ramp repairs at the Del Norte County Transfer Station.

The Authority's financial status continues to improve, though the liabilities associated with the Crescent City Landfill are keeping this agency in a net deficit financial position.

The Notice of Violation from CalRecycle explains the need for the Authority and the Board of Supervisors to draft and approve a new Pledge of Revenue Agreement. The adopted Pledge does not have signature lines for CalRecycle. Staff intend to work with legal counsel and County Administrative staff to have a revised Pledge to CalRecycle approved and sent to CalRecycle before the end of January 2018.

The other letter from CalRecycle indicates that the public comment periods are opening for CalRecycle's review of retailer's compliance with convenience zone requirements – namely that a buy-back recycling center should be in this store or within one-half mile of this store. Unless otherwise directed by the Board, Authority staff intend on submitting public comments regarding each such letter to express the opinion that there simply must be at least one buy-back center in Del Norte and staff feel it would be wholly inappropriate for CalRecycle to grant exemptions to all such Del Norte retailers, and that the greatest burden for compliance should fall on the stores that sell the most beverage containers.

Status in October 2016: All things considered, FY 15/16 improved the Authority's fiscal position with income exceeding expenses. The external audit showed that at the end of June 2016 the Authority had a net deficit financial position of ($1,218,345) 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 15/16, resulted in an increase in the Authority's financial position of $262,327, which is $167,513 above the amount budgeted for depreciation expenses.

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

Collections

- Having stopped processing recyclables collected by Recology Del Norte at the end of 2016, Julindra Recycling closed on 23 September 2017. CalRecycle has sent letters to retailers describing their responsibility to provide buy-back services or to pay a fee. Until a new buy-back center opens in Del Norte, the nearest location where people can redeem their beverage containers will be in McKinleyville, approximately 70 miles to the south of Crescent City.

Transfer Station Operations

- Wes White resigned as CEO of Hambro/WSG. David Slagle is Interim CEO, and Brent VanWormer is currently Operations Manager at the Del Norte County Transfer Station.
- Smoke hazards caused the closure of the Del Norte County Transfer Station for the afternoon of September 2nd. Also due to smoke, the Gasquet Transfer Station was closed on September 2nd, and the Klamath Transfer Station was closed on September 3rd.

Landfill

- Storms of 9-14 December 2016 caused erosion damage at the Crescent City Landfill. Staff is addressing these repairs by working with the County Engineering Department to develop plans, and accepting Hemmingsen Construction's bid to complete the repairs. Repair work should begin shortly. Staff anticipate that up to approximately 75% of the repair costs will ultimately be reimbursed by the Office of Emergency Services.

- There was a fire at the Crescent City Landfill on the evening of 06 October 2017. Fire crews responded quickly, though a County Road Department Loader left on the landfill mound was totaled. The fire impacted over 5 acres, and was contained to the landfill mound, damaging gas vents and some drainage structures. Repair of drainage structures will be the first priority as staff prepare for upcoming winter storms.

Authority Staffing & Administration

- Former employees in the Administrative Assistant and the Facilities & Programs Coordinator positions both ended their employment with the Authority in March 2017, requiring new employees to be hired and trained.

Major Accomplishments: During the past year, the Authority accomplished the following:

Collections & Processing / Recology Del Norte

- Addressed the downturn in recycling commodities markets by adopting a Change Order that eliminated the following materials from the list of recyclables collected by Recology Del Norte: expanded polystyrene, cartons, rigid plastics, and film plastics including plastic bags.
- Engaged with CalRecycle, advocacy groups and legislators supporting efforts to address the fiscal crisis facing buyback centers – particularly in rural areas.
- Purchased new trash and recycling containers for the Crescent City airport.
- Approved relocating the community recycling bins from the Del Norte County Fairgrounds to increase the number of bins at the Del Norte County Transfer Station to reduce the dumping regularly occurring at unattended locations.
- Having granted two waivers totaling 120 days to Recology Del Norte for not having a Processing Agreement following the closure of Julindra Recycling, a negotiated Processing Agreement between Recology Del Norte and Recology Eel River for the processing of recyclables collected by Recology Del Norte is on this agenda for possible approval.

Transfer Station Operations / Hambro/WSG

- Participated in a pilot program with the Thermostat Recycling Corporation offering a $10 rebate for each mercury thermostat received for recycling at the Del Norte County Transfer Station.
- Accepted proposal from Clean Harbors to provide Household Hazardous Waste Event Services through September 2022. Clean Harbors provided services for the Household Hazardous Waste Collection event on 16 September 2017.
- Coordinated free mattress recycling events with the Mattress Recycling Council and Hambro/WSG, accepting up to 4 mattresses or box springs from Del Norte County households on 25 March 2017, 10 June 2017 and 23 September 2017.
- Negotiated a settlement with Hambro/WSG under Change Order 26 addressing a dispute with respect to how payments are made for Transfer

Station Operations.
- Released an Invitation to Bid for Transfer Station Floor and Ramp Repair.

Crescent City Landfill

- Installed new dedicated well pumps in Wells E-4 Shallow, E-4 Deep, and Well 1 East for monitoring groundwater at the Crescent City Landfill.
- Volunteers from Tolowa Dunes Stewards worked over several weekends to remove scotch broom from the landfill property.
- Worked with Airport and County representatives regarding a potential land-swap, giving a portion of the southern-most areas of the Crescent City Landfill property to California State Parks in exchange for some acreage adjacent to the airport currently where the Airport Authority is required to reduce the height of several trees.
- Accepted Bid from Hemmingsen Construction to complete storm-related landfill repairs.

Outreach

- Sponsored and staffed a booth at the Del Norte County Fair August 3-6, 2017.

Authority Staffing & Administration

- Following the departure of the former Administrative Assistant and Facilities and Programs Coordinator, hired Kyra Seymour as Facilities and Programs Coordinator. Under a competitive hiring process, former Authority Account Clerk Katherine Brewer was hired as Administrative Assistant, and refuse site attendant Haley Smith was hired as Account Clerk – Solid Waste. Darren Davis was made a permanent employee as refuse site attendant. At this point the Authority is fully staffed.
- Clerking duties were shifted from the Account Clerk – Solid Waste to the Facilities and Programs Coordinator position, and Kyra Seymour was appointed as Authority Clerk.
- Hired a new contractor, Digital Needs Services, to assist with computer maintenance and repair.
- There were surprise cash counts on 10 March 2017 and 30 June 2017, each confirming that Authority records accurately reflect the balances in our holdings to the penny.

Abandoned Vehicle Abatement Service Authority

- Approved a new Towing Agreement with Northcrest Auto Center to provide services through August 2020.

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 15/16 resulted in an increase of $262,327 in the Authority's still-negative financial position of ($1,218,345), which was $167,513 above the amount budgeted for depreciation expenses. Though this reporting period includes all of FY 16/17, the audit for that fiscal year is not yet available.

FY 15/16 marked the fifth consecutive audit that has identified the Authority's deficit net position as a significant deficiency. The annual rate adjustments the Authority implemented in July of this year addressed these suggestions somewhat. The budget for FY 17/18 also dramatically increased the payments for the Annual Required Contribution for Other Post-Employment Benefits to address this rapidly growing liability that the Authority is required to track. It is worth noting even after these adjustments that it will still be many years before revenues accrue to adequately address the calculated liabilities associated with the Crescent City Landfill.

Facilities Management: In November 2016, Facilities & Programs Coordinator Kayleen Warner and I installed new dedicated well pumps in Wells E-4 Shallow, E-4 Deep, and Well 1 East. Such well pumps reduce the time and effort required to sample each of these wells. Staff from the North Coast Regional Water Quality Control Board approved samples collected from the E-4 pair of wells to be used instead of collecting samples from the residential water wells to the northeast of the landfill property, as Authority staff were not granted permission for regular sampling of any residential wells in that vicinity.

Regulatory Compliance: 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. The Authority continues to work with contractor Lawrence & Associates in the preparation and submittal of semi-annual reports and GeoTracker reporting.

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.

Attached is a Notice of Violation letter received from CalRecycle earlier this month. The Violation is associated with the format of the adopted Pledge of Revenue Agreement – specifically that there are no signature lines for CalRecycle to acknowledge their approval. The cure will be to have the Authority Board and the County Board of Supervisors adopt a new Pledge of Revenue following the currently recommended format and to complete some additional paperwork. The attached e-mail describes a timeline that should enable the Authority to be back in compliance before the end of January 2018.

Outreach & Education: In addition to the information available online through the Authority's website (www.recycledelnorte.ca.gov) and Facebook page, Authority staff provided outreach at booths at the Del Norte County Fair, though the Authority lacked staff capacity to participate with the Youth and Family Fair as we have in years past. 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 also presented Green Ribbon awards, recognizing outstanding efforts to improve reuse, recycling, composting and community cleanup in Del Norte County.

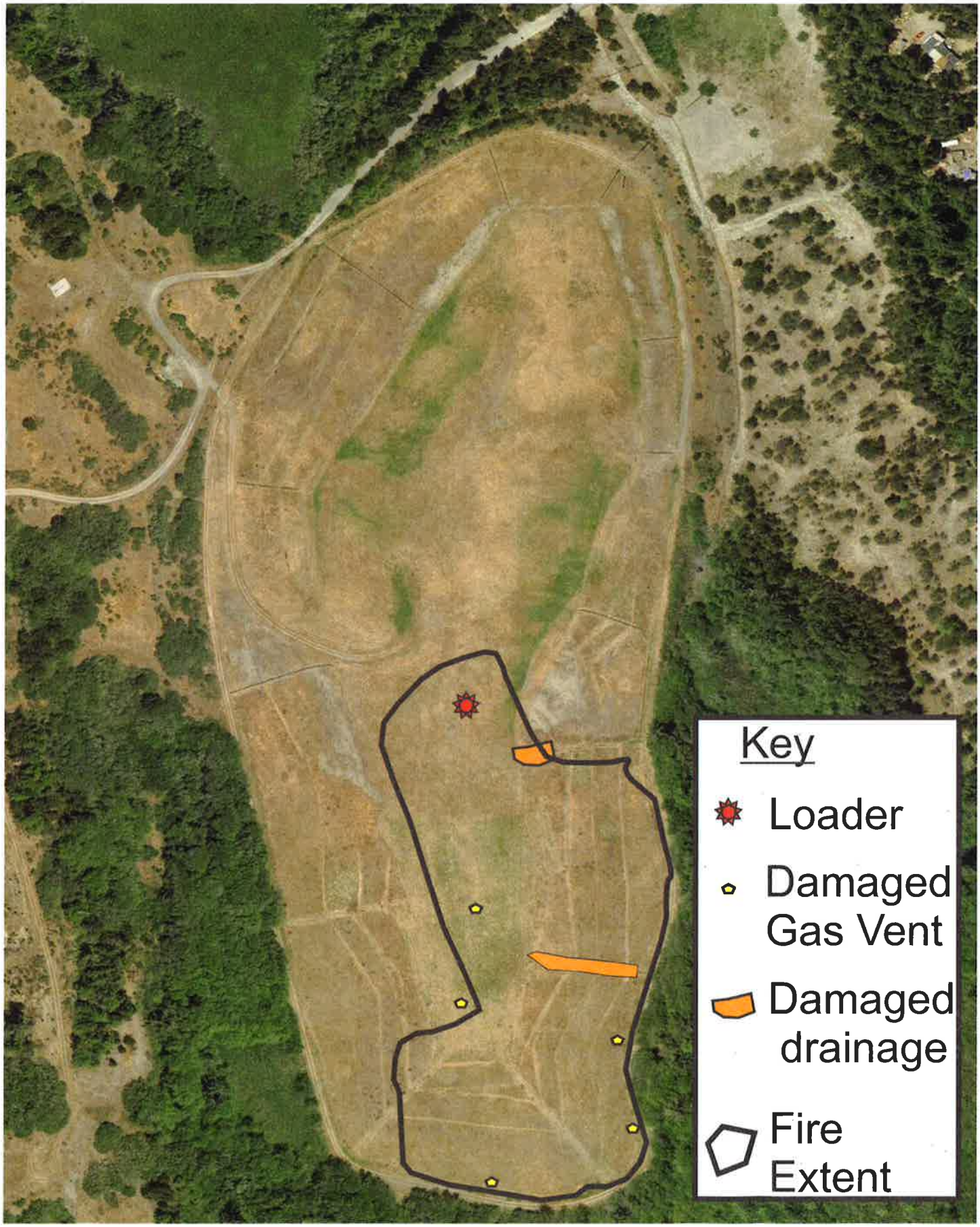
Advocacy: Under Board direction, staff wrote letters opposing SB 168, and supporting SB 102. Neither bill passed. Staff also sent letters supporting CalRecycle emergency rulemaking and other actions to support rural buy-back centers.

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

- Actions, program changes, monitoring, and outreach to reduce the proportion of trash and contaminants in Recology Del Norte's recycling programs as described under the Authority's Collections Franchise Agreement
- Completing the erosion and drainage structure repairs at the landfill, and completing associated applications for reimbursement from the Office of Emergency Services.
- Contracting for and completing the repair of sections of the floor and ramp at the Del Norte County Transfer Station.

- Actions to foster the establishment of a new Buy-Back center in Del Norte County.
- 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.
- Responding to CalRecycle requests for documentation of efforts to promote mandatory commercial recycling and the development of organics processing facilities.

Post-Fire Inspection Report 09-Oct-2017



CalRecycle

DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

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

October 6, 2017

ENTD OCT 9 2017

RECEIVED
OCT 09 2017

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

RE: NOTICE OF VIOLATION, DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY, CRESCENT CITY LANDFILL, FACILITY NO. 08-AA-0006

Dear Mr. Ward:

Title 27, California Code of Regulations (27 CCR), Division 2, Chapter 6, Subchapter 2, Article 4, section 22211 requires operators of disposal facilities to demonstrate financial responsibility to the Department of Resources Recycling and Recovery (CalRecycle) for postclosure maintenance until released pursuant to 27 CCR, section 21900. Additionally, 27 CCR, section 22221 further requires operators to demonstrate financial responsibility for initiating and completing known or reasonably foreseeable corrective action in at least the amount of the greater of either the most recently approved or most recently submitted corrective action cost estimate.

On September 19, 2016, CalRecycle's Financial Assurances Unit (FAU) initiated contact with the Del Norte Solid Waste Management Authority (Authority) regarding the completion of the pledge of revenue in progress for the postclosure maintenance and non-water corrective action cost estimates. From December 2016 through April 2017, the FAU made various attempts to assist the Authority in fulfilling their financial assurance requirements.

On April 7, 2017, the Authority provided the FAU with a written request to reduce the postclosure maintenance multiplier for the Crescent City Landfill. In response to the reduction request FAU staff attempted to collect the required financial assurances documentation, but received no response. The FAU provided the Authority with a deadline of August 7, 2017 for response before formally denying the postclosure maintenance reduction request. On September 13, 2017, a formal denial of the postclosure maintenance reduction request was sent to the Authority. This letter provided the Authority with an additional deadline of September 27, 2017 for response before the FAU initiated enforcement action.

As of the date of this letter, no response was received from the Authority. FAU staff has determined the operator is out of compliance with the financial assurance regulations cited above due to the lack of a current financial assurance mechanism for the postclosure maintenance and the non-water corrective action cost estimates submitted in 2013.

Please provide a response within 10 working days of receipt of this Notice of Violation including the following information:

1. The completed pledge of revenue originally established in May 2014 for postclosure maintenance and corrective action costs, including revised language and signature lines for CalRecycle executive staff. Please see Attachment A, which includes updated language and cost estimate figures through 2017.

2. A copy of CalRecycle Form 114, signed and completed. (Attachment B)

3. The 2016 Annual Inflation Report, signed and completed. (Attachment C)

The issuance of this Notice of Violation does not preclude CalRecycle from taking other administrative, civil or criminal action related to the violations noted herein. Failure to respond to this Notice of Violation within the required period of time will result in subsequent enforcement action against the Authority as the operator of the Crescent City Landfill and pursuant to 27 CCR, section 22275 may result in penalties up to $10,000 per day from initial date of noncompliance.

CalRecycle is committed to assisting you in complying with the financial assurance regulations and procedures. If you have questions regarding this information, please contact Christina Reese by phone at (916) 341-6155 or by email to Christina.Reese@Calrecycle.ca.gov.

Sincerely,

Susan Markie, Chief
Permitting & Assistance Branch
Waste Permitting, Compliance & Mitigation Division

Attachments

cc: Ms. Heidi Kunstal, Community Development Department, LEA
Mr. Brian McNally, Community Development Department, LEA
Ms. Terri Cia, North Coast Regional Water Quality Control Board
Mr. Andy Marino, Closure and Technical Support Section, CalRecycle
Mr. Eric Kiruja, Permits and Assistance Central Unit, CalRecycle
Ms. Christina Reese, Financial Assurances Unit, CalRecycle

Tedd Ward

From: Tedd Ward <tedd@recycledelnorte.ca.gov>
Sent: Tuesday, October 10, 2017 2:01 PM
To: 'Reese, Christina@CalRecycle'
Cc: 'kyra@recycledelnorte.ca.gov'; 'Blake Inscore'; 'Chris Howard'; 'Fine, Spencer@CalRecycle'
Subject: RE: Crescent City Landfill Pledge of Revenue

Christina:

This e-mail affirms what we discussed on the phone just a few minutes ago.

Thanks for your understanding that drafting, reviewing and adopting a new Pledge of Revenue Agreement will take some time. As our agency has primary responsibility for managing the closed Crescent City Landfill, which is owned by the County of Del Norte, it is appropriate that the Del Norte Solid Waste Management Authority Board be the first to adopt the Pledge of Revenue Agreement modified as you have suggested.

Authority staff are preparing and publishing an agenda this Friday (10/13/2017) for our next meeting on 19 October 2017. I do not believe we have adequate time and staff capacity to draft this new agreement and get it reviewed by our legal counsel and CalRecycle staff prior to our agenda publication deadline. Furthermore, our Board has already changed the date and our Chair already approved a very brief agenda for a meeting on Nov 7th.

I also note that you requested 3-4 weeks for CalRecycle to have time to review the draft Pledge of Revenue Agreement prior to adoption.

For these reasons, I propose that we draft and have our legal counsel review a new Pledge of Revenue (POR) Agreement to be submitted to you and other CalRecycle staff for comment via e-mail on or before November 14th, 2017. The intent would be that we would receive all CalRecycle comments by December 13th, and the Authority Board would have the opportunity to adopt this new POR at their meeting of Dec 19th. The Board of Supervisors would then have an opportunity to adopt the new POR in the month following.

In this timeline, we could expect that the new POR will likely be adopted by the Authority Board and the BOS and sent to CalRecycle for signature before the first of February 2018.

Thank you for understanding that adopting a POR agreement by public agencies at appropriately noticed public meetings will take time. If this approach is not acceptable, please reply with suggestions about how you think we might approach this differently.

Tedd Ward, M.S. – Director
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531

707-465-1100 office
707-465-1300 fax
707-954-0953 mobile

Tedd Ward

From: Jeremy Herber <JHerber@recology.com>
Sent: Thursday, October 12, 2017 1:31 PM
To: Tedd Ward
Subject: FW: Recology Recycling Weekly Update for October 1st, 2017 to October 7th, 2017.

Tedd,

We are continuing to collect approximately 65% - 70% of the recyclable volume in Del Norte.
Recycling stream continues to remain in the area of 18%-25% contamination depending on the locations serviced during the week.

The Community bins remain at a high contamination level around 30%-45% depending on location.

The routes that are consistently being processed are the following:

131 Residential Curbside Recycling
132 Residential Curbside Recycling
133 Commercial Recycling

Gasquet and Klamath transfer stations are being processed when full.
Last week we also processed both recycling bins from the transfer station on State street.

Recology continues to spot check community bins weekly to see if we notice any changes in contamination levels.
The community bins still providing high levels of contamination include both Smith River bins and the Fort Dick location.

Bettendorf's trailer has the ability to carry 136 Yards of recyclables. Our average weight of material being loaded
On the truck as recyclables is approximately **9 to 10 tons each load.**

Last week we delivered 3 loads to Recology Humboldt (Somoa Facility)

Most of the cardboard is being removed from the recycling loads and processed in Del Norte County.

Best Regards,

Jeremy Herber
General Manager

Recology Del Norte™ I P.O. Box 1933 I Crescent City, CA 95531
T: 707.464.4181 I Jherber@recology.com

Please consider the environment before you print this email.

Tedd Ward

From: Jeremy Herber <JHerber@recology.com>
Sent: Monday, October 02, 2017 7:38 AM
To: 'Tedd Ward'
Subject: FW: Recology Recycling Weekly Update for September 24th, 2017 to September 30th, 2017.

Tedd,

We are continuing to collect and screen approximately 65% - 70% of the recyclable volume in Del Norte.
Recycling stream continues to remain in the area of 18%-25% contamination depending on the locations serviced during the week.

The Community bins remain at a high contamination level around 30%-45% depending on location.

The routes that are consistently being processed are the following:

131 Residential Curbside Recycling
132 Residential Curbside Recycling
133 Commercial Recycling

Gasquet and Klamath transfer stations are being processed when full.
Last week we also processed both recycling bins from the transfer station on State street.

Recology continues to spot check community bins weekly to see if we notice any changes in contamination levels.
The community bins still providing high levels of contamination include both Smith River bins and the Fort Dick location.

Of the volume of materials being processed, approximately 20% - 25% of each load is removed as trash. Our trailer has the ability
To carry 136 Yards of recyclables. We average 30 – 40 yards of trash removed from each load. Our average weight of material being loaded
On the truck as recyclables is approximately 9 to 10 tons each load.

Last week we delivered 3 loads to Recology EEL River (Somoa Facility)

Material is being sorted by one temp and one Recology employee. Our load percentage was in the 5-7 percent contamination rate when
Delivered to Humboldt Waste Management.
The clean cardboard from our commercial route is being picked up separately and delivered to Julindra's for processing as time allows.

Best Regards,

Jeremy Herber
General Manager

Recology Del Norte™ | P.O. Box 1933 | Crescent City, CA 95531
T: 707.464.4181 | Jherber@recology.com

Tedd Ward

From: Jeremy Herber <JHerber@recology.com>
Sent: Monday, September 25, 2017 8:03 AM
To: 'Tedd Ward'
Subject: FW: Recology Recycling Weekly Update for September 17th, 2017 to September 23rd, 2017.

Tedd,

We are continuing to collect and screen approximately 65% - 70% of the recyclable volume in Del Norte.
Recycling stream continues to remain in the area of 18%-25% contamination depending on the locations serviced during the week.

The Community bins remain at a high contamination level around 30%-45% depending on location.

The routes that are consistently being processed are the following:

131 Residential Curbside Recycling
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The clean cardboard from our commercial route is being picked up separately and delivered to Julindra's for processing as time allows.

Best Regards,

Jeremy Herber
General Manager

Recology Del Norte™ | P.O. Box 1933 | Crescent City, CA 95531
T: 707.464.4181 | Jherber@recology.com

CalRecycle

DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

801 K STREET, MS 19-01, SACRAMENTO, CALIFORNIA 95814 • (916) 322-4027 • WWW.CALRECYCLE.CA.GOV

October 10, 2017

DL40498
Walmart Supercenter
900 E Washington Blvd
Crescent City, CA 95531

RE: Periodic Review of Convenience Zone for Exemption

Dear Store Manager:

This is an advisory letter of the upcoming review by the Department of Resources Recycling and Recovery (CalRecycle) of convenience zones. Public Resources Code Section 14571 (a) requires that a certified recycling center be located within every convenience zone in California. A convenience zone (CZ) is the area within a half-mile radius around every supermarket that grosses $2 million or more in annual sales. The convenience zone under review for exemption is created by **Walmart Supercenter** at **900 E Washington Blvd**, **Crescent City**.

While state law requires that each convenience zone must have at least one certified recycling center within the half-mile radius, an exemption to this requirement may be granted to the zone if specific mandated conditions are met. CalRecycle periodically reviews zones to determine if conditions warrant granting an exemption. Generally, there needs to be one or more recycling centers located within a reasonable distance for exemption to be approved. Demographic and physical issues may vary widely from one convenience zone to the next, so each zone is evaluated on a case-by-case basis. At the conclusion of this review, CalRecycle will notify you in writing of the decision.

CalRecycle encourages you to provide written testimony, either supporting or opposing exemption. Testimony will be accepted through close of business **November 9, 2017** at CZExemptions@calrecycle.ca.gov or mail to the address indicated below:

Division of Recycling/CZ Unit
Attn: Exemption Testimony
801 K Street MS 17-01
Sacramento, CA 95814

ORIGINAL PRINTED ON 100 % POSTCONSUMER CONTENT, PROCESSED CHLORINE FREE PAPER

If you have any questions regarding this letter, please contact Kassandra Pizzi of CalRecycle's Convenience Zone Unit at 916-322-3909 or Kassandra.Pizzi@CalRecycle.ca.gov.

Walt Simmons, Supervisor
Convenience Zone Unit

Form CalRecycle 303 Household Hazardous Waste Collection Information For 2016-2017

Name of Public Agency Reporting: Del Norte Solid Waste Management Authority

HHW Program Manager: Tedd Ward, M.S. ,Director

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

Phone Number: (707) 465-1100

Fax Number: (707) 465-1300

Email: tedd@recycledelnorte.ca.gov

Contractor's Name: Hambro/wsg for Recycle-only and Load Checks, Clean Harbors for Permanent Facility

Participating Households: 157 **Method:** Number of Vehicles

Participating Households includes non-residential (CESQG,schools,nonprofits,etc.): No

Service Area Households: 11,186

Participants Represented by Reporting Jurisdiction/Agency (i.e., individual city(ies), county(ies), other agency(ies)):

Crescent City Del Norte-Unincorporated

Permanent Facilities within Program Service Area:

Facility Name	EPAID	Site Contact	Phone	Facility Address	County
Del Norte County Transfer Station Permanent Household Hazardous Waste Facility	CAH111000605	Tedd Ward	(707) 465-1100	Del Norte Solid Waste Management Authority 1700 State Street Crescent City, CA 95531	Del Norte
Del Norte County Transfer Station Permanent Household Hazardous Waste Facility	CAH111000605	Tedd Ward	(707) 465-1100	Del Norte Solid Waste Management Authority 1700 State Street Crescent City, CA 95531	Del Norte
Del Norte County Transfer Station Permanent Household Hazardous Waste Facility	CAH111000605	Tedd Ward	(707) 465-1100	Del Norte Solid Waste Management Authority 1700 State Street Crescent City, CA 95531	Del Norte

Program Types:

Program Type	EPAID	Program Type	EPAID	Program Type	EPAID
Permanent Facility	CAH111000605	Recycle-only Facility	CAH111000605	Load Check	CAH111000605

Collection (pounds)	Material Type	Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program	Load Check	Other
Flammable and Poison	Flammable solids / liquids		3,788						
	Bulked flammable liquids		838						
	Oil-based paints	4,472	3,128					140	
	Paint Related Material (PRM)								
	Poisons		819						
	Reactive and explosive		15						
	Compressed gas cylinders								
	1 lb propane canister								
	Flammable and Poison subtotal	**4,472**	**8,588**					**140**	
PCB-containing	PCB-containing paint								
	Other PCB waste (includes ballasts)		37						
	PCB-containing subtotal		**37**						
Reclaimable	Antifreeze	2,820	117						
	Auto type batteries (motor vehicles)	13,600							
	Latex paint	15,509	6,484						
	Motor oil/oil products	29,960							
	Used oil filters (recyclables only)	730							
	Reclaimable subtotal	**62,619**	**6,601**						
Acid	Inorganic and organic acid		124						
Base	Inorganic and organic base		144						
Oxidizer	Neutral oxidizers, Organic peroxides, Oxidizing acid/base		44						
Asbestos	Asbestos								
Universal Waste (UW)*	Mercury containing automatic switches / thermometers / and novelties								
	Mercury containing thermostats	14						6	
	Mercury containing waste (other)		7					3	
	Lamps								
	Rechargeable batteries	5							
	Other batteries	1,456							
	Aerosol cans		711					45	
Electronic Devices (UW)	Covered Electronic Devices	196,200							

Collection (pounds)	Material Type	Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program	Load Check	Other
Electronic Devices (UW)	Other Electronic Devices	39,240							
	Electronic Devices (UW) subtotal	**235,440**							
	Universal Waste (UW)* + Electronic Devices (UW) subtotal	**236,915**	**718**					**54**	
Other	Home-generated sharps waste							22	
	Home-generated pharmaceutical waste								
	Treated wood								
	Other								
	Reuse Total								
	Other subtotal							**22**	
	Grand Total	**304,006**	**16,256**					**216**	

Disposition (pounds)	Material Type	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Steward
Flammable and Poison	Flammable solids / liquids	3,788							
	Bulked flammable liquids	838							
	Oil-based paints	144							7,596
	Paint Related Material (PRM)								
	Poisons	819							
	Reactive and explosive	15							
	Compressed gas cylinders								
	1 lb propane canister								
	Flammable and Poison subtotal	**5,604**							**7,596**
PCB-containing	PCB-containing paint								
	Other PCB waste (includes ballasts)				37				
	PCB-containing subtotal				**37**				
Reclaimable	Antifreeze	2,937							
	Auto type batteries (motor vehicles)					13,600			
	Latex paint								21,993
	Motor oil/oil products	29,960							
	Used oil filters (recyclables only)					730			
	Reclaimable subtotal	**32,897**				**14,330**			**21,993**
Acid	Inorganic and organic acid	124							
Base	Inorganic and organic base	144							
Oxidizer	Neutral oxidizers, Organic peroxides, Oxidizing acid/base	44							
Asbestos	Asbestos								
Universal Waste (UW)*	Mercury containing automatic switches / thermometers / and novelties								
	Mercury containing thermostats					20			
	Mercury containing waste (other)				10				
	Lamps								
	Rechargeable batteries					5			
	Other batteries					1,456			
	Aerosol cans				756				
Electronic Devices (UW)	Covered Electronic Devices					196,200			

Disposition (pounds)	Material Type	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Steward
Electronic Devices (UW)	Other Electronic Devices					39,240			
	Electronic Devices (UW) subtotal					**235,440**			
	Universal Waste (UW)* + Electronic Devices (UW) subtotal				**766**	**236,921**			
Other	Home-generated sharps waste	22							
	Home-generated pharmaceutical waste								
	Treated wood								
	Other								
	Reuse Total								
	Other subtotal	**22**							
	Grand Total	**38,835**			**803**	**251,251**			**29,589**

CALIFORNIA
Water Boards

EDMUND G. BROWN JR.
GOVERNOR

MATTHEW RODRIQUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

September 29, 2017

Tedd Ward
Del Norte Solid Waste Management
1700 State St
1700 State St, CA 95531

Facility Info: Del Norte County Transfer Station
1700 State St
Crescent City, CA 95531

SIC Code(s):

NEC ID: 1 08NEC000018

Date Processed: October 14, 2004

RECEIPT OF YOUR NO EXPOSURE CERTIFICATION (NEC) UNDER THE GENERAL PERMIT FOR STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY (INDUSTRIAL GENERAL PERMIT) ORDER NO 2014-0057-DWQ, NPDES NO. CAS000001

The State Water Resources Control Board (State Water Board) has received and processed your Permit Registration Documents to register for NEC coverage.

The NEC ID assigned to the facility is referenced above. Please use this number in any future communication regarding the Industrial General Permit.

Notice of Termination (NOT) is required to be submitted to the State Water Board should the owner or operator of the facility change or upon closure of the facility. Until an NOT is submitted you will continue and are responsible to pay the annual fee invoiced each October.

If you have any further questions regarding permit requirements, please contact your local Regional Water Board at 707-576-2220.

Please visit the storm water web page at
www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml
for storm water related information.

Sincerely,
Storm Water Program
Division of Water Quality

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.

Date: 29 September 2017

To: James Nachbaur, Deputy Director for Beverage Container Recycling
CalRecycle / Division of Recycling

Re: Support for Emergency Rule Making to improve financial viability of rural Buy-back centers

In January of this year, as Director of the Del Norte Solid Waste Management Authority, I travelled to Sacramento to convey the dire fiscal challenges facing our rural recycling centers. Since 2013, over 900 Buy-back recycling centers have closed – a 35% reduction. Rural communities like ours are particularly challenged.

Sadly, our gravest concerns have come to pass and Julindra Recycling – our County's only Buy-back center for the last 15 years – closed on September 23rd, 2017. That means that there are currently ZERO Buy-back centers in Del Norte, Alpine or Sierra Counties. This issue is of vital concern to all persons who depend on revenues from bottles and cans as basic or supplemental income, and violates the principle that people should not be charged by the State for services to which they do not have access. The nearest buy-back center is now in McKinleyville – 70 miles to the south from Crescent City, the only incorporated city in Del Norte County. I don't think anyone could consider travelling 70 miles to obtain a deposit refund for a beverage container as 'convenient'.

As Director of the Del Norte Solid Waste Management Authority, a joint powers authority of the City of Crescent City and the County of Del Norte, I support swift action to stabilize California's Beverage Container Recycling Program and prevent additional closures of California's recycling centers. Due to falling commodities prices and an outdated regulatory formula, payments to recyclers over the last 18 months have not covered recycling costs, resulting in center closures. More than 560 recycling centers have closed in the last 18 months. Those closured have reduced customer opportunities to redeem container deposits and causing recycling rates to fall below 80% for the first time in nearly a decade.

These closures hurt customers – many of whom rely on recycling beverage containers for extra income – and discourage recycling in a state that has long been an environmental leader. As recently as 2013, the recycling rate was 85% - the highest in the nation; but over the last 12 months, rates have fallen to 77%.

You can help address this crisis by taking action to improve the financial viability for buy back centers especially in rural areas like ours, and to dramatically reduce the rate of additional buy-back center closures. We urge you to swiftly adopt emergency rules to help save these critical

As you may be aware, in many rural communities the buy-back centers not only process beverage containers, but often also recycle newspapers, magazines, corrugated cardboard and other recyclable commodities. So closure of buy-back processing centers frequently dramatically increases the regional challenge of maintaining or improving our current recycling and landfill diversion rates. The net result for local agencies like ours is that each center closure increases the costs and challenges to keep up with priority CalRecycle programs like the Mandatory Commercial Recycling requirements or the new requirements related to Organics.

In short, if CalRecycle wants recycling and landfill diversion to increase in California, CalRecycle needs to take action so buy-back centers remain profitable even when commodity prices decline.

In my opinion, such action is long overdue.

Sincerely,

Tedd Ward

Tedd Ward, M.S. – Director
Del Norte Solid Waste Management Authority

Cc: Crescent City Mayor Blake Inscore
Chair of the Del Norte County Board of Supervisors Chris Howard
California Senator Mark McGuire
California Assemblyman Jim Wood
Kelly McBee, Californians Against Waste

Solid Waste
Balance Sheet
August 31, 2017

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	948,745.33
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	3,799.71
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	4,024,400.29

LIABILITIES AND FUND EQUITY

422 010 05210	Sublease Payable	2,727,290.50
422 010 05300	Compensated Absences Payable	45,281.00
422 010 05500	Post Closure Liability	2,061,342.00
422 010 05600	Net OPEB Obligation	273,578.00
422 010 07100	Fund Balance	(1,597,228.31)
422 010 09600	Investment in Capital Assets net of related debt	578,198.00
	Revenue	412,414.86
	Expenditure	(476,475.76)
	Total Liabilities and Fund Equity	4,024,400.29

2.2

Solid Waste
Balance Sheet
July 31, 2017

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	1,022,728.74
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	36,667.70
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	4,131,251.69

LIABILITIES AND FUND EQUITY

422 010 05100	Accounts Payable	1,975.25
422 010 05210	Sublease Payable	2,727,290.50
422 010 05300	Compensated Absences Payable	45,281.00
422 010 05500	Post Closure Liability	2,061,342.00
422 010 05600	Net OPEB Obligation	273,578.00
422 010 07100	Fund Balance	(1,597,228.31)
422 010 09600	Investment in Capital Assets net of related debt	578,198.00
	Revenue	95,881.47
	Expenditure	(55,066.22)
	Total Liabilities and Fund Equity	4,131,251.69

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of October 12, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Affordable Home & Rental Rep.	105.58	0.00	0.00	0.00	0.00	105.58
Agricultural Commission(solid waste only)	40.10	89.19	23.76	0.00	0.00	153.05
Alexandre EcoDairy Farms	792.99	657.74	586.74	0.00	0.00	2,037.47
AWI Management Corp	41.61	0.00	0.00	0.00	0.00	41.61
Babich Construction	20.75	0.00	0.00	0.00	0.00	20.75
Bayside Excavation	1,372.14	0.00	0.00	0.00	0.00	1,372.14
Benner Mini Storage	83.91	0.00	0.00	0.00	0.00	83.91
Borges Dairy	203.45	0.00	0.00	0.00	0.00	203.45
Brown, Hector	984.34	0.00	0.00	0.00	0.00	984.34
Cal-Ore LIFE FLIGHT	3.47	0.00	0.00	0.00	0.00	3.47
Cal-Trans	51.98	0.00	0.00	0.00	0.00	51.98
California Auto Image	243.55	0.00	0.00	0.00	0.00	243.55
California Construction Co.	17.06	0.00	0.00	0.00	0.00	17.06
California Dept. Parks & Rec.	1,688.39	0.00	0.00	0.00	0.00	1,688.39
Castlerock Countertop's	19.31	0.00	0.00	0.00	0.00	19.31
Cetnar Construction Inc.	0.00	13.37	0.00	0.00	0.00	13.37
City of Crescent City.	109.79	0.00	0.00	0.00	0.00	109.79
College of the Redwoods	112.86	0.00	0.00	0.00	0.00	112.86
Cornerstone Assembly of God	104.04	0.00	0.01	0.00	0.00	104.05
Crescent Ace Hardware.	277.72	0.00	0.00	0.00	0.00	277.72
Crescent City KOA	411.37	0.00	0.00	0.00	0.00	411.37
Crescent Land Title Co.	7.50	0.00	0.00	0.00	0.00	7.50
Crescent Senior Estates	691.38	0.00	0.00	0.00	0.00	691.38
Del Norte Ambulance	73.69	0.00	0.00	0.00	0.00	73.69
Del Norte Realty	226.11	0.00	0.00	0.00	0.00	226.11
Del Norte Roofing	402.45	724.69	0.00	0.00	0.00	1,127.14
Del Norte Triplicate/WesternCom	0.00	0.00	39.20	0.00	0.00	39.20
DN Unified School District	154.99	0.00	0.00	0.00	0.00	154.99
Driftwood Apartments LLC	29.78	224.38	0.00	0.00	0.00	254.16
Elk Valley Casino	187.20	44.55	0.00	0.00	0.00	231.75
Elk Valley Rancheria	0.00	7.50	0.00	0.00	0.00	7.50
Fashion Blacksmith	37.75	0.00	0.00	0.00	0.00	37.75
G. H. Outreach	524.82	329.68	0.00	0.00	0.00	854.50
Golden State Construction	574.28	0.00	0.00	0.00	0.00	574.28
GR Construction	445.52	0.00	0.00	0.00	0.00	445.52
Green Scapes	239.41	0.00	0.00	0.00	0.00	239.41
Griffin's Furniture Outlet	327.54	0.00	0.00	0.00	0.00	327.54
Hambro/Waste Solutions Group	17.99	38.11	0.00	0.00	0.00	56.10
Hank's Hauling	43.07	0.00	0.00	0.00	0.00	43.07
Hartley Construction	25.25	0.00	0.00	0.00	0.00	25.25
HASP / Jordan Recovery Centers	98.94	0.00	0.00	0.00	0.00	98.94
Hemmingsen Contracting Company	1,254.31	0.00	0.00	0.00	0.00	1,254.31
Hiouchi Community Fellowship	84.72	7.50	0.00	0.00	0.00	92.22
Investment Realty	181.18	0.00	0.00	0.00	0.00	181.18
Kays Yard Service	47.20	0.00	0.00	0.00	0.00	47.20
Kirkland's Lawn & Yard Service	387.82	0.00	0.00	0.00	0.00	387.82
Kraft, Tom & Patti	2.94	0.00	0.00	0.00	0.00	2.94
Lara-Edelman Accounting Svc.	220.71	0.00	0.00	0.00	0.00	220.71
LNL Design and Construction	182.66	0.00	0.00	0.00	0.00	182.66
Lucky 7 Casino	120.30	0.00	0.00	0.00	0.00	120.30
Madrone Court	553.04	0.00	0.00	0.00	0.00	553.04
Malloroy Construction	51.98	0.00	0.00	0.00	0.00	51.98
Mastaloudis Homes Inc.	13.37	0.00	0.00	0.00	0.00	13.37
McMurray & Sons, Inc.	983.07	0.00	0.00	0.00	0.00	983.07
Miller Construction	72.77	0.00	0.00	0.00	0.00	72.77
Mow Blow and Go	62.69	0.00	0.00	0.00	0.00	62.69
Murray Construction	10.40	0.00	0.00	0.00	0.00	10.40
New Dawn Support Services	287.47	0.00	0.00	0.00	0.00	287.47
North Coast Properties	17.90	0.00	0.00	0.00	0.00	17.90
North Woods Realty	90.81	0.00	0.00	0.00	0.00	90.81
Northridge Electric	99.51	0.00	0.00	0.00	0.00	99.51
Pacific Ocean Park	572.01	0.00	0.00	0.00	0.00	572.01
Pappas Dry Wall	29.85	0.00	0.00	0.00	0.00	29.85
Parkway Feed	170.78	0.00	0.00	0.00	0.00	170.78
Pebble Beach Apartments	147.62	121.65	0.00	0.00	0.00	269.27
Pierson Company	28.29	0.00	0.00	0.00	0.00	28.29

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of October 12, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Plunkett's Family Painting	46.04	0.00	0.00	0.00	0.00	46.04
Ray's Mobile Home Service	158.01	0.00	0.00	0.00	0.00	158.01
Recology Del Norte (Franchise)	117,445.66	0.00	0.00	0.00	0.00	117,445.66
Recology Del Norte (Prison)	10,249.51	0.00	0.00	0.00	0.00	10,249.51
Red Sky Roofing	18,326.36	24,070.49	0.00	0.00	0.00	42,396.85
Redwood National Park	2,058.87	0.00	0.00	0.00	0.00	2,058.87
Reservation Ranch	170.78	0.00	0.00	0.00	0.00	170.78
Richard Brown Construction	0.00	17.82	0.00	0.00	0.00	17.82
Richterich & Jones Const	306.99	0.00	0.00	0.00	0.00	306.99
Rick Parker Construction	245.03	0.00	0.00	0.00	0.00	245.03
Ritchie Homes	142.56	63.86	0.00	0.00	0.00	206.42
Rogers, Luu T.	0.00	17.82	0.00	0.00	0.00	17.82
Ron Spitzner	332.64	0.00	0.00	0.00	0.00	332.64
Roy Rook Construction	114.35	167.81	0.00	0.00	0.00	282.16
Ruiz Construction	92.07	0.00	0.00	0.00	0.00	92.07
S.O.S. Construction	150.00	0.00	0.00	0.00	0.00	150.00
Schnacker's General Hauling	266.74	102.47	0.00	463.34	0.00	832.55
Seawood Village	3,288.91	0.00	0.00	0.00	0.00	3,288.91
Sprint Courier Service	145.54	105.44	0.00	0.00	0.00	250.98
St. Vincent de Paul	22.28	16.34	0.00	0.00	0.00	38.62
Stephen F White Gen.Cont. Inc.	54.73	0.00	0.00	0.00	0.00	54.73
Stone Roofing	7,667.11	0.00	0.00	0.00	0.00	7,667.11
Sutter Coast Hospital	53.46	0.00	0.00	0.00	0.00	53.46
Swanson, Ray C. Construction	54.95	0.00	0.00	0.00	0.00	54.95
Tab & Associates	366.52	0.00	0.00	0.00	0.00	366.52
Tim Haban Construction	80.27	0.00	0.00	0.00	0.00	80.27
Tolowa Dee-Ni' Nation	214.35	478.81	108.84	0.00	0.00	802.00
Van Arsdale Construction	2,537.45	0.00	0.00	0.00	0.00	2,537.45
Van Nocker's Cleaning	16.41	0.00	0.00	0.00	0.00	16.41
Wigley Contracting	22.28	0.00	0.00	0.00	0.00	22.28
Winn's Maintance Service	197.18	0.00	0.00	0.00	0.00	197.18
Yurok Economic Dev Corp	0.00	0.22	0.00	0.00	0.00	0.22
Yurok Indian Housing Authority	8.55	0.00	0.00	0.00	0.00	8.55
Yurok Tribe	240.91	0.00	0.00	0.00	0.00	240.91
TOTAL	**181,541.99**	**27,299.44**	**758.55**	**463.34**	**0.00**	**210,063.32**

CLAIMS APPROVED BY THE DIRECTOR

Del Norte Solid Waste Management Authority

Claims for September 2017

Date Paid	Paid to:	Budget	Amt. Paid	Description	Claim #
9/13/2017	DN County Auditor	20297	$ 28.87	C. Renner Petroleum fuel charges 08/16-31/17	Interdepartmental
9/14/2017	U S Bank Corp P S	20290	$ 164.00	REC 000342756 Redwoods Community College	7978
	U S Bank Corp P S	20290-066	$ 13.20	REC 00097173 Jayride Technology	
	U S Bank Corp P S	20290-066	$ 35.28	Haile S Cab	
	U S Bank Corp P S	20290-066	$ 14.95	Crescent Cab Taxi Service	
	U S Bank Corp P S	20224	$ 5.35	REF 7626 Del Norte Office office supplies	
9/14/2017	Taylor, Richard D	20235	$ 440.00	Treasurer/Controller Services August 2017	7979
9/14/2017	G.H. Outreach	20285	$ 150.00	INV 835611 August 2017 Recycling Services	7980
9/15/2017	DN County IT Department	20230	$ 18.81	INV 21636, Labor Board Meeting 08/15/17	Interdepartmental
9/15/2017	Lawrence & Associates	20231	$ 3,612.06	INV 24623 PRO 015063.00 July 2017	7981
9/15/2017	The Triplicate	20240	$ 65.50	INV 2393648 Invitation to Bid ad, 08/31/17	7982
	The Triplicate	20240-066	$ 70.00	INV 2393648 DNC Fair ad, color 08/01/17	
	The Triplicate	20240-066	$ 158.00	INV 2393648 DNC Fair ad 08/01/17	
9/19/2017	Curry Transfer Roto-Rooter	20140	$ 160.18	INV 65837477 GTS PortaPotty August 2017	7983
	Curry Transfer Roto-Rooter	20140	$ 160.18	INV 65837478 KTS PortaPotty August 2017	
9/19/2017	Black & Rice LLP	20234	$ 758.50	Statement for August 2017 Legal Fees	7984
9/19/2017	Fleshman, Ronald	20290	$ 379.32	Mileage reimb 08/05-09/07/17	7985
9/19/2017	Hi-Tech Security	20236	$ 72.00	INV 17-09088 Comm Security Monitoring 10-12/17	7986
9/19/2017	Recology Del Norte	20238	$ 2,089.67	INV 2104 Klamath Beach Rd 08/17 bin pull	7987
	Recology Del Norte	20238	$ 1,519.76	INV 2103 Old Gasquet Toll Rd 08/17 bin pull	
9/19/2017	Federal Express	20223	$ 27.76	INV 5-923-50867 Ship notebook left at conference	7988
9/19/2017	Hambro/Waste Solutions Group	20239	$ 211,434.54	INV 2017-08 Material Management August 2017	7989
9/19/2017	United States Cellular	20121	$ 74.96	INV 02093078730-009/04-10/03/17 Cell Service	7990
9/19/2017	Canon Financial Services, Inc.	20221	$ 61.92	INV 17767398 Printing charges August 2017	7991
	Canon Financial Services, Inc.	20250	$ 142.02	INV 17767398 Contract rental charges Sept. 2017	
9/20/2017	DN County Auditor	20297	$ 26.60	C. Renner Petroleum fuel charges 09/01-15/2017	Interdepartmental
	TOTAL		$ 221,683.43		

2.3

DNSWMA
GRAND TOTALS
September 2017

	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	**33.47%**	
DNCTS Cash Total	34,463.20	17,337.79	*51,800.99*
DNCTS Charge Total	126,097.93	63,437.52	*189,535.45*
DNCTS Credit/Debit	30,540.44	15,364.32	*45,904.76*
DNCTS Adjustment	-2,422.12	2,422.12	*0.00*
DNCTS Totals	188,679.45	98,561.75	*287,241.20*
Klamath Cash Total		4,188.45	4,188.45
Klamath Charge Total		86.12	*86.12*
Klamath Adjustment			
Klamath Totals		4,274.57	*4,274.57*
Gasquet Cash Total		2,055.39	*2,055.39*
Gasquet Charge Total		0.00	*0.00*
Gasquet Adjustment			
Gasquet Totals		2,055.39	*2,055.39*
GRAND TOTALS	***188,679.45***	***104,891.71***	***293,571.16***

2.4

MONTHLY SPLIT SHEET
DNSWMA TRANSFER STATION
MONTH: SEPTEMBER 2017

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	$ 1,807.88	$ 132.27	$ 1,940.15	$ 1,311.75	$ 11.88	$ 13.37		$ 1,337.00	$ 7,033.46	$ 10,310.61	$ 1,290.78	$ 649.37	($0.79)	$ 1,939.36	xcharge $24.46 over from 8/26/17 cash shortage
2	$ 619.08	$ 67.72	$ 686.80	$ 896.63	$ 115.91			$ 1,012.54	$ 227.29	$ 1,926.63	$ 456.93	$ 229.87	$0.18	$ 686.98	closed at noon due to fire smoke
3	$ 2,338.34	$ 426.43	$ 2,764.77	$ 1,703.50	$ 128.66	$ 69.80		$ 1,901.96	$ 1,170.90	$ 5,837.63	$ 1,839.40	$ 925.37	$6.65	$ 2,771.42	
4	CLOSED		$ -					$ -		$ -	$ -	$ -		$ -	
5	$ 2,159.54	$ 207.90	$ 2,367.44	$ 2,024.27	$ 231.67			$ 2,255.94	$ 11,996.86	$ 16,620.24	$ 1,575.06	$ 792.38	$0.80	$ 2,368.24	
6	$ 2,055.86	$ 246.65	$ 2,302.51	$ 1,579.48	$ 47.12	$ 268.79		$ 1,895.39	$ 9,834.93	$ 14,032.83	$ 1,531.86	$ 770.65	($0.10)	$ 2,302.41	visa refund of $7.50 from 8/21
7	$ 1,324.72	$ 95.58	$ 1,420.30	$ 1,032.70				$ 1,032.70	$ 9,410.62	$ 11,863.62	$ 944.93	$ 475.37	$0.61	$ 1,420.91	
8	$ 2,181.28	$ 126.25	$ 2,307.53	$ 1,387.26	$ 624.69			$ 2,011.95	$ 7,383.45	$ 11,702.93	$ 1,535.20	$ 772.33	($3.23)	$ 2,304.30	
9	$ 2,013.86	$ 283.72	$ 2,297.58	$ 1,419.03	$ 532.74		$ 106.92	$ 2,058.69	$ 6,767.80	$ 11,124.07	$ 1,528.58	$ 769.00	($0.62)	$ 2,296.96	
10	$ 2,035.92	$ 61.05	$ 2,096.97	$ 2,069.61	$ 173.61			$ 2,243.22	$ 86.88	$ 4,427.07	$ 1,395.11	$ 701.86	$0.40	$ 2,097.37	
11	$ 1,744.09	$ 209.75	$ 1,953.84	$ 1,429.74	$ 32.82			$ 1,462.56	$ 9,204.60	$ 12,621.00	$ 1,299.89	$ 653.95	$0.32	$ 1,954.16	
12	$ 1,845.98	$ 271.24	$ 2,117.22	$ 1,176.41	$ 42.66	$ 356.41		$ 1,575.48	$ 9,942.42	$ 13,635.12	$ 1,408.59	$ 708.63	$0.38	$ 2,117.60	
13	$ 1,367.99	$ 286.62	$ 1,654.61	$ 963.29	$ 144.92			$ 1,108.21	$ 7,272.91	$ 10,035.73	$ 1,100.81	$ 553.80	$0.18	$ 1,654.79	$4.00 oil paid out
14	$ 1,703.67	$ 150.37	$ 1,854.04	$ 1,049.34	$ 443.99	$ 10.92		$ 1,504.25	$ 8,511.38	$ 11,869.67	$ 1,233.49	$ 620.55	$0.70	$ 1,854.74	
15	$ 1,344.12	$ 209.09	$ 1,553.21	$ 1,025.92	$ 353.39			$ 1,379.31	$ 6,913.47	$ 9,845.99	$ 1,033.35	$ 519.86	$11.46	$ 1,564.67	
16	$ 2,245.55	$ 176.10	$ 2,421.65	$ 1,615.11	$ 146.86	$ 34.16		$ 1,796.13	$ 1,601.07	$ 5,818.85	$ 1,611.12	$ 810.53	$3.73	$ 2,425.38	
17	$ 1,765.74	$ 127.50	$ 1,893.24	$ 1,245.82	$ 42.91			$ 1,288.73	$ 2,362.46	$ 5,544.43	$ 1,259.57	$ 633.67	($1.71)	$ 1,891.53	
18	$ 956.55	$ 173.76	$ 1,130.31	$ 884.12		$ 95.04		$ 979.16	$ 8,794.79	$ 10,904.26	$ 752.00	$ 378.31	$0.29	$ 1,130.60	$2.00 oil paid out
19	$ 975.35	$ 92.08	$ 1,067.43	$ 1,045.61	$ 7.50			$ 1,053.11	$ 8,509.61	$ 10,630.15	$ 710.16	$ 357.27	$0.05	$ 1,067.48	
20	$ 766.84	$ 50.50	$ 817.34	$ 2,061.12	$ 7.50			$ 2,068.62	$ 8,682.01	$ 11,567.97	$ 543.78	$ 273.56	($24.72)	$ 792.62	$23.79 shortage. Visa didn't get approval code.
21	$ 1,289.77	$ 574.91	$ 1,864.68	$ 1,130.72	$ 192.09		$ 103.95	$ 1,426.76	$ 9,196.30	$ 12,487.74	$ 1,240.57	$ 624.11	$0.44	$ 1,865.12	
22	$ 1,515.84	$ 528.83	$ 2,044.67	$ 1,674.37	$ 32.75		$ 111.38	$ 1,818.50	$ 7,018.01	$ 10,881.18	$ 1,360.32	$ 684.35	$7.16	$ 2,051.83	
23	$ 1,755.07	$ 366.40	$ 2,121.47	$ 1,518.30	$ 484.66		$ 17.58	$ 2,020.54	$ 2,127.49	$ 6,269.50	$ 1,411.41	$ 710.06	($1.84)	$ 2,119.63	
24	$ 1,617.54	$ 153.12	$ 1,770.66	$ 1,662.93	$ 35.64			$ 1,698.57	$ 1,354.37	$ 4,823.60	$ 1,178.02	$ 592.64	($7.77)	$ 1,762.89	
25	$ 1,829.18	$ 32.75	$ 1,861.93	$ 1,327.28	$ 92.29			$ 1,419.57	$ 8,578.08	$ 11,859.58	$ 1,238.74	$ 623.19	$1.20	$ 1,863.13	
26	$ 1,605.30	$ 68.40	$ 1,673.70	$ 1,302.71	$ 76.98	$ 17.82	$ 850.91	$ 2,248.42	$ 10,366.29	$ 14,288.41	$ 1,113.51	$ 560.19	$0.28	$ 1,673.98	
27	$ 1,052.66	$ 97.36	$ 1,150.02	$ 606.98	$ 280.73			$ 887.71	$ 5,364.27	$ 7,402.00	$ 765.11	$ 384.91	$0.03	$ 1,150.05	
28	$ 1,333.05	$ 289.81	$ 1,622.86	$ 658.52	$ 25.77	$ 51.98	$ 16.34	$ 752.61	$ 9,426.37	$ 11,801.84	$ 1,079.69	$ 543.17	$0.49	$ 1,623.35	
29	$ 1,060.50	$ 139.67	$ 1,200.17	$ 861.77	$ 185.63			$ 1,047.40	$ 9,230.13	$ 11,477.70	$ 798.47	$ 401.70	$9.74	$ 1,209.91	
30	$ 1,462.01	$ 381.88	$ 1,843.89	$ 1,472.89	$ 44.96	$ 40.10	$ 1,061.78	$ 2,619.73	$ 1,167.23	$ 5,630.85	$ 1,226.74	$ 617.15	$0.00	$ 1,843.89	
31			$ -					$ -		$ -	$ -	$ -		$ -	
								$ -							
TOTALS	$ 45,773.28	$ 6,027.71	$ 51,800.99	$ 38,137.18	$ 4,540.33	$ 958.39	$ 2,268.86	$ 45,904.76	$ 189,535.45	$ 287,241.20	$ 34,463.20	$ 17,337.79	$ 4.31	$ 51,805.30	

DAILY TICKET REPORT					
DNSWMA TRANSFER STATION					
MONTH	Sep-17				
Date	BEGIN	END	VOIDED TICKETS	TICKET COUNT	
1	961909	962143		**235**	
2	962144	962233		**90**	
3	962234	962495		**262**	
4	closed				
5	962496	962803		**308**	
6	962804	963053	1	**249**	
7	963054	963215	1	**161**	
8	963216	963428		**213**	
9	963429	963657		**229**	
10	963658	963871	1	**213**	
11	963872	964094	2	**221**	
12	964095	964305	1	**210**	
13	964306	964490		**185**	
14	964491	964693		**203**	
15	964694	964903	1	**209**	
16	964904	965172	2	**267**	
17	965173	965381		**209**	
18	965382	965560	2	**177**	
19	965561	965714	1	**153**	
20	965715	965863		**149**	
21	965864	966057		**194**	
22	966058	966256	1	**198**	
23	966257	966483	1	**226**	High
24	966484	966699		**216**	308
25	966700	966925	4	**222**	
26	966926	967119		**194**	Low
27	967120	967285		**166**	90
28	967286	967460		**175**	
29	967461	967623		**163**	Daily Ave.
30	967624	967842		**219**	204
TOTAL			**18**	**5916**	

DNSWMA
KLAMATH TRANSFER STATION - DEPOSITS
September-2017

Date	Cash	Checks	TOTAL Deposit	Over / Short	Sales	TOTAL Sales	Charges	TOTAL Cash + Charge	Tickets	
September 1st 2017	**closed**									closed due to smoke
September 3rd 2017	**closed**									closed due to smoke
September 6th, 2017	540.62	48.37	588.99	(10.40)	599.39	588.99		588.99	29	
September 8th 2017	96.71		96.71		96.71	96.71		96.71	5	
September 10th 2017	604.45	36.16	640.61	0.30	640.31	640.61		640.61	41	
September 13th 2017	566.17	24.10	590.27	7.91	582.36	590.27		590.27	26	
September 15th 2017	36.16		36.16		36.16	36.16		36.16	3	
September 17th 2017	539.42	36.32	575.74	1.05	574.69	575.74		575.74	38	
September 20th 2017	264.51		264.51	0.20	264.31	264.51	86.12	350.63	16	
September 22nd 2017	27.00		27.00		27.00	27.00		27.00	3	
September24th 2017	565.37	12.05	577.42	1.05	576.37	577.42		577.42	37	
September 27th 2017	317.31	392.41	709.72	0.06	709.66	709.72		709.72	24	
September 29th 2017	72.32	9.00	81.32		81.32	81.32		81.32	7	
			0.00			0.00		0.00		
			0.00			0.00		0.00		
			0.00			0.00		0.00		
			0.00			0.00		0.00		
TOTAL	$ 3,630.04	$ 558.41	**$ 4,188.45**	$0.17	$ 4,188.28	**$ 4,188.45**	$ 86.12	**$4,274.57**	**229**	

Date	TOTAL SALES (CASH + CHARGE) Wednesday	Friday	Sunday
September 1st 2017	**closed**		
September 3rd 2017	**closed**		
September 6th 2017	588.99		
September 8th 2017		96.71	
September 10th 2017			640.61
September 13th 2017	590.27		
September 15th 2017		36.16	
September 17th 2017			575.74
September 20th 2017	350.63		
September 22nd 2017		27.00	
September 24th 2017			577.42
September 27th 2017	709.72		
September 29th 2017		81.32	
TOTALS	***$2,239.61***	***$241.19***	***$1,793.77***
DAILY AVERAGE	$559.90	$60.30	$597.92

DNSWMA
GASQUET TRANSFER STATION - DEPOSITS
September-2017

Date	Cash	Checks	TOTAL Deposit	Over / Short	Sales	TOTAL Sales	Charges	TOTAL Cash + Charge	Tickets	
September 2nd 2017	**closed**		0.00			0.00		0.00		closed due to smoke
September 7th 2017	103.69	21.05	124.74		124.74	124.74		124.74	12	
September 9th 2017	266.77	72.48	339.25	$1.05	338.20	339.25		339.25	26	
September 14th 2017	111.42	36.32	147.74	$0.05	147.69	147.74		147.74	12	
September 16th 2017	374.72	21.05	395.77		395.77	395.77		395.77	22	
September 21st 2017	83.95	9.00	92.95	($0.42)	93.37	92.95		92.95	8	
September 23rd 2017	327.15	113.35	440.50		440.50	440.50		440.50	27	
September 28th 2017	34.18	94.25	128.43		128.43	128.43		128.43	7	
September 30th 2017	358.85	27.16	386.01	($0.50)	386.51	386.01		386.01	25	
			0.00			0.00		0.00		
TOTAL	$ 1,660.73	$ 394.66	**$ 2,055.39**	$0.18	$ 2,055.21	**$ 2,055.39**	$ -	**$2,055.39**	**139**	

TOTAL SALES (CASH + CHARGE)

Date	Thursday	Saturday
September 2nd 2017		closed-smoke
September 7th 2017	124.74	
September 9th 2017		339.25
September 14th 2017	147.74	
September 16th 2017		395.77
September 21st 2017	92.95	
September 23rd 2017		440.50
September 28th 2017	128.43	
September 30th 2017		386.01
TOTALS	***$493.86***	***$1,561.53***
DAILY AVERAGE	$123.47	$390.38

AUTHORITY REVENUE REPORT September 2017

Source	2016/2017		2017/2018		
Authority	Actual Annual			Budget/Month	
Service Fees	$ 1,114,509.12			$ 93,237.21	$ 1,118,846.50

	Actual/Month	Comparison FY15/16		Actual/Month	Over Budget
July	$ 93,395.01	$ 12,556.47	July	**$ 105,951.48**	$ 12,714.27
August	$ 100,284.45	$ 17,739.97	August	**$ 118,024.42**	$ 24,787.21
September	$ 97,849.58	$ 7,042.13	September	**$ 104,891.71**	$ 11,654.50
October	$ 84,217.04	$ -	October		$ -
November	$ 87,939.87	$ -	November		$ -
December	$ 84,419.61	$ -	December		$ -
January	$ 88,068.76	$ -	January		$ -
February	$ 78,021.83	$ -	February		$ -
March	$ 92,473.84	$ -	March		$ -
April	$ 91,704.52	$ -	April		$ -
May	$ 106,885.70	$ -	May		$ -
June	$ 109,248.91	$ -	June		$ -
Total	$ 1,114,509.12	$ 37,338.57	Total	**$ 328,867.61**	$ 49,155.99
		Over last year			Over Budget

2.5

AUTHORITY REVENUE REPORT September 2017

Source **2016/2017**

Franchise Fee

Actual Annual

2017/2018

Budget/Month	Budget/Year
$ 23,015.25	$ 276,183.00

	2016/2017 Actual/Month	Comparison FY 16/17		2017/2018 Actual/Month	Over/(Under) Budget
July	**$ 24,594.00**	$ (821.00)	July	**$ 23,773.00**	$ 757.75
August	**$ 22,628.00**	$ 3,609.00	August	**$ 26,237.00**	$ 3,221.75
September	**$ 24,003.00**	$ -	September		$ -
October	**$ 22,699.00**	$ -	October		$ -
November	**$ 21,921.00**	$ -	November		$ -
December	**$ 22,566.00**	$ -	December		$ -
January	**$ 20,591.00**	$ -	January		$ -
February	**$ 22,030.00**	$ -	February		$ -
March	**$ 21,197.00**	$ -	March		$ -
April	**$ 22,923.00**	$ -	April		$ -
May	**$ 23,040.00**	$ -	May		$ -
June	**$ 23,586.00**	$ -	June		$ -
Total	**$ 271,778.00**	$ 2,788.00	Total	**$ 50,010.00**	$ 3,979.50
		Over/(Under) last year			Over/ (Under) Budget

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.

The following documents reflect the status of negotiations at the time the agenda was published.

Staff intend to present a final draft Processing agreement based on these negotiations to the Authority Board meeting.

4.1

PROCESSING AGREEMENT

This Processing Agreement (this "Agreement") is made and entered into as of October [___], 2017, by and between Recology Del Norte, a California corporation ("Contractor"), and Recology Eel River, a California corporation ("Processor").

WHEREAS, Contractor and the Del Norte Solid Waste Management Authority ("Authority") are parties to that certain Franchise Agreement dated August 11, 2010 for Solid Waste Collection Services for Crescent City and Del Norte County, California, as amended (the "Franchise Agreement"; capitalized terms used but not defined herein shall have the meanings given to them in the Franchise Agreement);

WHEREAS, Processor owns and operates that certain recyclables processing facility located at 555 Vance Avenue, Samoa, CA (the "Processing Facility");

WHEREAS, Contractor wishes to have Processor process the Recyclable Materials collected by Contractor pursuant to the Franchise Agreement, and Processor wishes to provide such services at the Processing Facility, all on the terms and conditions set forth herein; and

WHEREAS, Section 3.02.F of the Franchise Agreement requires Contractor to either own or operate facilities for the processing of Recyclable Materials, or have in place a Processing Agreement containing certain provisions specified in Section 5.12 of the Franchise Agreement, which Processing Agreement must be approved by Authority's governing board.

NOW, THEREFORE, the parties agree as follows:

1. Term. The term of this Agreement (the "Term") shall commence on the date hereof and shall continue for the duration of the term of the Franchise Agreement.

2. Acceptance. Processor shall accept, process and market all Recyclable Materials collected by Contractor pursuant to the Franchise Agreement and delivered by Contractor to the Processing Facility. Upon acceptance by Processor, Processor shall own such Recyclable Material and shall be entitled to all value related thereto, including but not limited to CRV.

3. Acknowledgments. The parties acknowledge that (1) the Recycling Collection Services to be provided under the Franchise Agreement are inherently dependent on the processing and marketing of the Recyclable Materials collected thereunder, and (2) Authority, Contractor and Processor each benefit from an agreement which specifies where and how Recyclable Materials collected under the Franchise Agreement are to be reliably processed and marketed.

4. Receiving Area. At all times that Recyclable Materials are being collected by Contractor under the Franchise Agreement, Processor shall ensure that sufficient space is made available at the Processing Facility for Contractor to unload such materials.

5. Processing and Marketing. Processor shall process, separate, bale, store and ship for marketing the following categories of Recyclable Material:

   (a) Plastic containers;
   (b) Steel and tin-plated steel cans;
   (c) Aluminum cans;
   (d) Glass containers (all colors and sizes);
   (e) Non-waxed corrugated cardboard and brown paper grocery bags;
   (f) Newspapers, magazines and catalogs;
   (g) Office paper and junk mail.

   Inbound Recyclable Material shall be processed over a sort line (conveyor belt) which uses screens to separate paper and cardboard, with other commodities being separated manually from each other and from contamination.

   Material not included within any of the categories set forth above is considered contamination and shall be disposed. Contamination also includes the following:

   (i) Expanded polystyrene (aka Styrofoam), including block, packaging peanuts, and containers;
   (ii) Cartons including gable top containers for milk, juice and other beverages;
   (iii) Hard rigid plastics (packaging, toys, car seats, automotive plastics);
   (iv) Film plastics, plastic bags, bubble wrap, cellophane, shrink wrap, low density polyethylene film.

   The baled commodities shall be sold to the manufacturers of recycled-content products set forth on Exhibit A, or to other parties as Processor deems appropriate, but subject to the limitation set forth in Section 6.

6. End Users. Without the prior written approval of the Director, neither Contractor nor Processor may send any processed Recyclable Material collected by Contractor under the Franchise Agreement to an end user who could reasonably be expected to use such material for Disposal as Solid Waste, illegal dumping on land, dumping at sea or in waterways, incineration or energy recovery, use as fill or landfill cover material, or for use in road construction.

7. Residue Disposal. Contractor shall be responsible for (1) providing Processor with containers in which Processor may place contaminants (residue) separated by Processor from the Recyclable Material delivered hereunder, and (2) periodically collecting such containers and delivering the contents to a properly permitted facility for landfill disposal, all at no cost to Processor. Processor may waive its right to the foregoing services in its sole discretion.

8. Authority Indemnified. In accordance with, and without limiting the scope of, the indemnification provisions of Article 8 of the Franchise Agreement, Processor and Contractor shall each defend, indemnify and hold harmless City, County and Authority

from any damages that may be caused from the Collection, sorting, and processing of Recyclable Materials.

9. Contamination. Processor shall not be required to accept loads that appear to contain more than 10% contamination by weight or volume, or that contain any Prohibited Waste. Contractor shall use reasonable efforts, including by implementing a load check program, to ensure that no such loads are delivered to Processor hereunder

10. Compensation. Compensation by Contactor to Processor, or by Processor to Contractor (as the case may be), shall be as mutually agreed by the parties.

11. Reporting. Processor shall provide such information as Contractor may reasonably request in order to provide the reports to Authority contemplated by the Franchise Agreement.

12. Compliance. Each party represents and warrants that it has all necessary licenses, permits and authorizations necessary for it to perform its obligations hereunder, and agrees to maintain the same in effect throughout the Term. Each party shall perform its obligations hereunder in compliance with all applicable laws and standard industry practices in Northern California.

13. Amendment. This Agreement may be amended by mutual agreement of the parties, provided, however, that no amendment that modifies Sections 1-12 of the Agreement, or this Section 13, shall be effective without 30 days' prior written notice to Authority.

14. Miscellaneous. This Agreement shall be governed by and construed in accordance with the laws of the State of California. The terms of this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the parties. The parties hereto are independent contractors and any other relationship, including joint venturers or partners, is expressly denied. This Agreement may be executed in counterparts, and facsimile signatures hereto shall be valid. The provisions hereof shall be severable.

[Remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the duly authorized representatives of the parties have executed and delivered this Processing Agreement as of the date first written above.

CONTRACTOR	PROCESSOR
Recology Del Norte	Recology Eel River
By:_____	By:_____
Name:_____	Name:_____
Its:_____	Its:_____

Excerpt from Franchise Collections Agreement

judicial or administrative proceedings) for: damages, costs of suit, attorneys' fees, and interest; fines, charges, and penalties; response, remediation, and removal costs; and all other reasonably related expenses, that arise from, or are attributable to:

(1) Any spill or release of Hazardous Waste by Contractor, or similar event, occurring during the Term of this Agreement, including, but not limited to, storage, Collection, transport, transfer, Disposal, repair, clean up, or detoxification activities; or

(2) The preparation and implementation of any removal, remedial response, closure, or other plan, regardless of whether undertaken due to governmental action (and regardless of whether the event occurred during or after the Term of this Agreement) concerning Hazardous Waste at any location where Contractor transports, stores, or disposes of Solid Waste pursuant to this Agreement.

5.12 Processing and Marketing Services

A. Recyclable Materials Processing and Marketing Contractor will be responsible for the transport, processing, and marketing of all Recyclable Materials collected through Recycling services provided under this Agreement, except for those portions of the Solid Waste stream which the Authority has otherwise directed as allowed under Section 5.09.A. In accordance with, and without limiting the scope of, the indemnification provisions of Article 8 of this Agreement, Contractor will defend, indemnify and hold harmless City, County and Authority from any damages that may be caused from the sorting, cleansing, treatment, processing or reconstitution of all marketed Recyclable Materials. If Contractor uses one or more subcontractors to process Recyclable Materials collected under this Agreement, Contractor must provide to the the Director a copy of the Agreement ("Processing Agreement") between the Contractor and the subcontractor(s) ("Processor") providing processing and marketing services for materials collected under this Franchise Agreement within sixty (60) days of the Date of Execution of this Agreement. A Processing Agreement must contain the following provisions:

(1) Authority as Third-party Beneficiary to Processing Agreement. The executed Processing Agreement(s) between Contractor and Processor(s) must include formal acknowledgement by all signatories that the Recycling Collection Services to be provided under the Franchise Collection Agreement are inherently dependent on the processing and marketing of the Recyclable Materials collected, and that Authority, as well as Contractor and Processor, benefit from an agreement which specifies where and how Recyclable Materials collected under the Franchise Agreement are to be reliably processed and marketed.

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judicial or administrative proceedings) for: damages, costs of suit, attorneys' fees, and interest; fines, charges, and penalties; response, remediation, and removal costs; and all other reasonably related expenses, that arise from, or are attributable to:

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(2) Performance and Reliability of Recyclables Receiving Area at Processor. The executed Processing Agreement(s) between Contractor and Processor must include provisions describing the availability and capacity of areas for Contractor to unload Recyclable Materials for processing and marketing, and assuring that those areas will be available to Contractor, or alternative Recyclable Material unloading areas be identified, at all times that Recyclables are collected under the Franchise Collection Agreement.

(3) Materials Processed and Marketed. The executed Processing Agreement(s) between Contractor and Processor must include provisions describing the Recyclable Material categories under which the separated and processed materials will be marketed. Descriptions of the Recyclable Material categories will provide descriptions of what can be included within each Recyclable Material category, unacceptable materials which are often intermingled with a Recyclable Material category which will be removed during processing, how each material will be processed, and addresses of one or more manufacturers that use the Recycled Material in subsequent manufacturing of recycled-content product. The Processing Agreement must specify that, without prior written approval of the Director, neither Contractor nor Processor may send any processed Recyclable Material collected by Contractor as part of a Franchise Recycling service to an end user who could reasonably be expected to use such material for Disposal as Solid Waste, illegal dumping on land, dumping at sea or in waterways, incineration or energy recovery, use as fill or landfill cover material, or for use in road construction.

(4) Processing Residuals to be managed by Contractor. The executed Processing Agreement(s) between the Contractor and Processor must include provisions that Contractor will be responsible for providing containers and collecting and disposing of Solid Waste materials from carts or bins used by Processor for the disposal of contaminating items and materials removed from the Recyclable Materials delivered by Contractor at no cost to Processor.

(5) Authority Indemnified. Parties to the executed Processing Agreement(s) between Contractor and Processor will defend, indemnify and hold harmless City, County and Authority from any damages that may be caused from the Collection, sorting, and processing of Recyclable Materials, in accordance with, and without limiting the scope of, the indemnification provisions of Article 8.

(6) Term of Processing Agreement. Contractor will maintain access to Processing facilities as needed to process and market Recyclables Collected under the Franchise Agreement. Access will be

maintained through Contractors' ownership and operation of a processing facility or Executed Processing Agreement(s) between Contractor and necessary Processor(s) throughout the entire Term of the Franchise Agreement, though the Term of each Processing Agreement may be shorter than the Term of the Franchise Agreement. Contractor will provide the Authority written notice not less than ninety (90) days prior to the expiration of any such Processing Agreement, with an explanation of the Contractor's plans to maintain access to necessary processing facilities during the remaining Term of this Franchise Agreement.

B. **Organics Delivery.** Contractor is responsible for the delivery of all Organics collected through Containerized Organics Collection Services provided under this Agreement to the Del Norte County Transfer Station brush area, or to an alternative location designated by the Director.

C. **Organics Processing.** Contractor must take all necessary steps, including inspection, sorting, or processing prior to delivery, to ensure that Organics delivered to the brush unloading area of the Del Norte County Transfer Station do not contain any rocks, concrete, metal objects weighing more than two (2) pounds, or limbs of greater than six (6) inches in diameter.

D. **Separate Collection.** Contractor may not mix Solid Waste, Recyclables, or Organics during or after Collection. Each category must be collected separately and delivered to the designated site for that category.

5.13 Authority's Role as Public Advocate

A. **Local Laws and Policies.** The Authority's Board of Commissioners includes elected representatives. The Board will from time to time adopt policies, ordinances, resolutions, and use other tools of advocacy as they deem necessary regarding extended producer responsibility, waste prevention, reuse, Solid Waste, Recycling, composting, litter abatement, Prohibited or Hazardous Waste management, Recycling market development, regional cooperation and coordination, and related laws and regulations. In pursuit of those policies or advocating for them, Contractor may be asked to participate in policy analysis or to provide supplemental information which the Authority may use in advocacy or program development. By agreeing to provide the Collection Services described in this Agreement, Contractor acknowledges the Authority's rights and responsibilities to advocate for policies, laws, regulations, and ordinances that the Board determines to be in the public interest related to the Authority's responsibilities and powers.

B. **State Disposal Bans.** State agencies have banned a variety of items from mixed waste disposal, and additional disposal bans may be implemented during the Term of this Agreement. To comply with these

[NOTE: Recology responses of 12 October are marked in blue below]

Authority staff replies of 13 October to Recology's comments are in green

Date: **11 October 2017**

To: **Jeremy Herber, General Manager – Recology Del Norte**

From: **Tedd Ward, Authority Director**

Martha Rice, Authority legal counsel

Subject: **Review and Comment on the draft Processing Agreement**

I sent an early draft of this memo to you yesterday. Now that our legal counsel has had a chance to review this, please consider this version to be our comments on the proposed Processing Agreement

Thank you for providing a draft Processing Agreement with Recology Eel River for recyclable materials collected by Recology Del Norte. Under the Franchise Collections Agreement, the terms of this Subcontractor's Agreement are to comply with section 5.12.A of the Franchise Agreement. Staff comments are *in italics* below, deletions are in ~~red strikeout~~ and suggested language is in **bold underline**. The following are staff comments and suggestions on this draft.

> Recology Response: Minor edit: the Recology entity that owns and operates the Samoa facility is actually Recology Humboldt County, not Recology Eel River. We'll fix that in the next draft.
>
> Authority Reply: OK.

Section 1, Term complies with Section 5.12.A(6) of the Franchise Agreement. Should we also specify the date here, or if the Franchise Collections Agreement be extended, would this Processing Agreement also be thereby automatically extended?

> Recology Response: To address this, we could add the following at the end of Section 1: "As of the date hereof, the stated term of the Franchise Agreement ends on June 30, 2023."
>
> Authority Reply: OK.

Section 4, Receiving Area is largely compliant with Franchise Agreement section 5.12.A (2), though it does not describe 'the availability and capacity of the receiving area." Either a more complete description of this area would be appropriate or an additional statement such as **The Processing Facility has**

several receiving areas capable of receiving materials being unloaded by (#) commercial trucks simultaneously.'

Recology Response: How about adding instead, "The Processing Facility is capable of receiving 2 trucks/hour." Since there are only a couple of loads per week of Del Norte material, this should be sufficient.

Authority Reply: OK.

Section 5. Processing and Marketing and Section 6 End Users are the logical places to address the Franchise Agreement requirements under section 5.12.A(3). Staff feel it is important to clarify that Recology Del Norte will be delivering commingled recyclables for processing.

5. Processing and Marketing. Processor shall process, separate, bale, store and ship **the following materials from the commingled stream of recyclables the Company delivers** for marketing the following categories of Recyclable Material**s**:

A. Plastic containers;
B. Steel and tin-plated steel cans;
C. Aluminum cans;
D. Glass containers (all colors and sizes);
E. Non-waxed corrugated cardboard and brown paper grocery bags;
F. Newspapers, magazines and catalogs;
G. Office paper and junk mail.

Inbound Recyclable Material shall be processed over a sort line (conveyor belt) which uses screens to separate paper and cardboard, with other commodities being separated manually from each other and from contamination.

Material not included within any of the categories set forth above is considered contamination and shall be disposed. Contamination also includes the following:

(i) Expanded polystyrene (aka Styrofoam), including block, packaging peanuts, and containers;
(ii) Cartons including gable top containers for milk, juice and other beverages;
(iii) Hard rigid plastics (packaging, toys, car seats, automotive plastics);
(iv) Film plastics, plastic bags, bubble wrap, cellophane, shrink wrap, low density polyethylene film.

The baled commodities shall be sold to the manufacturers of recycled-content products set forth on Exhibit A, or to other parties as Processor deems appropriate, but subject to the limitation set forth in Section 6.

Recology Response: We're OK adding language to clarify that the Recyclable Materials stream includes non-recyclable material (i.e. contamination). We prefer not to use the word "commingled" because that implies that the garbage and recyclables are supposed to be disposed of in the same container, whereas the situation here is that the containers are supposed to be for recyclables only. We suggest rewording the 1st sentence as follows: "Processor shall process, separate, bale, store and ship for marketing the following categories of Recyclable Material from the Recyclables Material stream delivered by Contractor hereunder:"

Authority Reply: Suggest first sentence wording: "Processor shall separate, process, bale, store and ship for marketing the following categories of Recyclable Material from the mixed recyclables delivered by Contractor hereunder."

Section 7. Residual Disposal is the logical place to address the requirements of Franchise Agreement section 5.12.A(4). This provision was drafted when it was presumed that the Processor would be located in Del Norte County, and was intended as a mechanism to enable Recology to incur a tangible expense related to contamination in the recycling stream. The thought at the time was that if the disposal of contaminants increased, those expenses could be balanced against outreach expenses. Staff acknowledge that separating the contaminants from Recology Del Norte's loads at the Recology Eel River facility in Samoa, and retaining a contractual requirement that Recology Del Norte dispose of those separated contaminants may not be practical. Staff request that the following sentence be added to the end of this section: **The tonnage and disposal expenses associated disposal of Residuals separated from commingled recyclable materials delivered by Contractor to Processor, if any, will be reported by Contractor to the Authority on a quarterly or more frequent basis.**

Recology Response: The reporting requirements by Recology Del Norte to the Authority are spelled out in the Franchise Agreement. There is no need to modify or duplicate them here. Also, we didn't understand the reason for requesting cost information regarding disposal. Residue disposal expenses are not used to adjust rates, and the idea that these expenses could be significantly reduced by increasing outreach expenditure has not been borne out by experience.

Authority Reply: We understand that separating disposal expenses for Recology Del Norte loads may be more effort than it might be worth. If such were possible, it could help track trends in contamination. Generally, you can see how our agency could be concerned about the potential for having

our Processor reject our loads for contamination, but not having any clear mechanism described as to how that contamination will be measured or tracked over time. Residue disposal tracking could help.

Section 8 Authority Indemnified addresses the requirements of Franchise Agreement section 5.12.A(5).

Section 9 Contamination is an issue of common concern. As we all acknowledge that recyclables collected by Recology Del Norte currently do not meet the 10% standard, and that this will be an issue both the Authority and Recology Del Norte must address in coming months.

9. Contamination. Processor shall not be required **on a continual basis** to accept loads that ~~appear to~~ contain more than 10% contamination by weight or volume, or that contain any Prohibited Waste. Contractor shall use reasonable efforts, including implementing a load check program to ensure that no such loads are delivered to Processor hereunder.

Should Processor object to the proportion of contamination in loads delivered by Contractor, Processor will notify both Contractor and Authority in writing specifying the percentage of contamination and how that percentage of contamination was measured and determined. Contractor and Authority will have not less than 14 days to review and confirm the proportion of contamination in loads delivered by Contractor. Processor will continue to accept and process loads from Contractor with less than 30% contamination for not less than 90 days following the written notice regarding contamination concerns. Processor will continue to accept and process loads from Contractor with less than 20% contamination for not less than 180 days following the written notice regarding contamination concerns.

Recology Response: 10% is a market standard contamination level for individual loads. Other processors would require the same. It is unreasonable to expect Recology Humboldt County to accept the additional cost of sorting and processing highly contaminated loads. The contamination problems are already well known, so an additional notice and verification process is not needed. We do agree on the need to address the contamination issue. We propose that the Authority and Recology Del Norte meet and try to resolve this issue in the coming months. To that end, we propose revising Section 9 to read as follows:

"Processor may, but shall not be required to, accept loads that appear to contain more than 10% contamination by weight or volume, or that contain any Prohibited Waste. Contractor shall use reasonable efforts, including by implementing a load check program, to ensure that no such loads are

delivered to Processor hereunder. Contractor and Processor shall review the contamination issue within 90 days after the date hereof."

Authority Reply: Recommend this section be revised to:
Should Processor object to the proportion of contamination in loads delivered by Contractor, Processor will notify both Contractor and Authority in writing specifying the percentage of contamination and how that percentage of contamination was measured and determined. Contractor and Authority will have not less than 14 days to review and confirm the proportion of contamination in loads delivered by Contractor. Processor may, but shall not be required to, accept loads that appear to contain more than 10% contamination by weight or volume, or that contain any Prohibited Waste. Contractor shall use reasonable efforts, including by implementing a load check program, to ensure that no such loads are delivered to Processor hereunder. Contractor and Processor shall review the contamination issue within 90 days after the date of the written objection."

10. Compensation. Compensation by Contractor to Processor, or by Processor to Contractor (as the case may be) shall be mutually agreed by the parties **and Contractor will report such compensation payments in the annual financial reports submitted to the Authority.**

Recology Response: The requirement of Recology Del Norte to provide annual financial reports is already stated in Section 6.02 of the Franchise Agreement. There is no need to duplicate or expand that requirement here. Specific compensation info is not needed by the Authority because the Authority is not paying the Processor and rate adjustments under the Franchise Agreement are based on CPI.

Authority Reply: OK. We agree that these requirements are stated in section 6.02.

11. Reporting. Processor shall provide such information as Contractor may reasonably request in order to provide the reports to Authority contemplated by the Franchise Agreement. **This information will include: the number and net weight of loads received and processed from Contractor, and the approximate allocated quantity of each material commodity marketed that includes tonnage delivered by Contractor. Processor will provide this information quarterly within 45 days of the end of each quarter: January to March reports by April 15th, April to June reports by July 15th, July to September reports by October 15th, and October to December reports by January 15th.**

Recology Response: This information is already provided to the Authority by Recology Del Norte under Section 5.17.D of the Franchise Agreement. We did not see the need to add a duplicate reporting requirement here.

Authority Reply: OK. We agree that these requirements are stated in section 5.17.D.

12. Compliance. Each party represents and warrants that it has all necessary licenses, permits and authorizations necessary for it to perform its obligations hereunder, and agrees to maintain the same in effect throughout the Term. Each party shall perform its obligations in compliance with all applicable laws, **regulations, statutes, and ordinances**, and standard industry practices in Northern California. **Processor shall provide copies of relevant permits to Contractor within 30 days of any written request.**

Recology Response: We're OK with these changes.

Authority as Third-Party Beneficiary – An additional paragraph identifying the Authority as a designated Third-Party Beneficiary under the Agreement, as required under Section 5.12(A)(1), needs to be added as follows:

15. Third-Party Beneficiary. The Del Norte Solid Waste Management Authority is a designated third-party beneficiary to this Agreement. The services of Processor directly benefit the Authority, which is responsible for managing the efficient and orderly disposition of solid waste and other disposable materials in Del Norte County. Except for benefit to the Authority, no benefit is intended to be conferred on, nor is any contractual relationship intended to be established, with any person or entity not a party to this Agreement.

Recology Response: The mention of 3rd party beneficiary status appears only in a section heading. Section 11.02 of the Franchise Agreement states, "The article and section headings in this Agreement are for convenience of reference only and are not intended to be used in the construction or interpretation of this Agreement." Thus, we do not believe that Section 5.12 requires that the Authority be designated as 3rd party beneficiary, and Section 3 already contains the language required by Section 5.12(A)(1). Nevertheless, we are willing to designate the Authority as 3rd party beneficiary for purposes of the indemnity in the Processing Agreement, which makes sense. We suggest adding the following at the end of Section 8: "The Authority is a designated third-party beneficiary of Section 8 of this Agreement only."

Authority Reply: OK. Staff acknowledge that the language required under section 5.12(A)(1) is included.

Authority staff recommend adding the following sections:

16. Assignment. Neither party may assign its rights, interest, duties, of obligations under this Agreement, provided, however, that Processor may assign this Agreement to an affiliated company. In addition, should the Authority exercise its rights under Section 9.04 of the Franchise Agreement between the Authority and Contractor, this Agreement will be automatically assigned to the Authority.

17. Termination. Either party may terminate this Agreement, without waiver of or prejudice to any of its other rights and remedies under this Agreement, under applicable law or otherwise, if the other party breaches any of its obligations under this Agreement and fails to cure such breach within the period hereinafter set forth, by six (6) months written notification. In the event of an alleged breach, the party declaring the breach and the other party shall have a period of ten (10) days (or such shorter period if required under the circumstances and specified in the notice) to cure such breach. If the breaching party fails to cure the breach with such time period, the not-breaching party may, in addition to all other remedies available under this Agreement at law or otherwise terminate this Agreement by six (6) month written notice to the breaching party and the Authority, for any reason, by providing six (6) month written notification to the other party and the Authority.

18. Entire Agreement. This Agreement with all Addenda (and all attachments thereto) constitutes the entire agreement between Processor and Contractor as to the subject matter thereof. It supersedes all prior communications, representations, or agreements, oral or written, with respect to the subject matter thereof. Any modification of this Agreement must be in writing and signed by both parties and approved by the Authority Board.

Recology Response: We feel that these provisions are overreaching and not necessary. Section 5.12 of the Franchise Agreement gives the Authority assurance that at all times the processor will have a processing agreement in place that complies with Section 5.12. That is all that is required under the Franchise Agreement.

Authority Reply: Authority staff request that the sections on Assignment and Termination be retained, and feel that these sections have been justified considering recent experiences with Julindra Recycling. Understanding that both Processor and Contractor are Recology subsidiaries, staff accept eliminating the section 'Entire Agreement.'

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:	**03 October 2017**
To:	**Commissioners of the Del Norte Solid Waste Management Authority**
From:	**Tedd Ward, M.S. – Director** Tedd **Katherine Brewer – Administrative Assistant**
File Number:	**012101 – DNSWMA Audits**
Topic:	**Amended Procedures for Collecting Balances Due from Commercial Charge Accounts**

Summary / Recommendation: That the Board adopt the following additional policy with respect to commercial charge accounts used at the Del Norte County Transfer Station:

If a charge account has been placed on 'Hold' three times, that charge account will be closed and that business entity will no longer be eligible for a commercial charge account at any Authority-managed facility. Outstanding balances for closed accounts may be paid with cash, credit or debit card, or cashier's check. Checks will not be accepted from businesses with closed commercial accounts or accounts on Hold with outstanding balances.

Furthermore, this 'Three Holds, You're Closed' policy may be applied to existing accounts within 21 days after staff send a letter informing customers about this new policy. Staff will also refer to this policy as we update the forms for applying for a new Charge Account.

Commercial business accounts that have been closed due to being placed on 'Hold' three times, or whose business checks are no longer accepted at Authority facilities, may submit a written appeal to the Authority Board of Commissioners at a regular meeting to have these account privileges reinstated.

Background: Currently, charge account customers are sent Statements monthly indicating amounts due. The timeline below indicates the sequence of communication for charge account customers who do not pay:

Day 0	Statements are mailed to charge customers with balances due from prior month's charges at Authority facilities.
Day 30	If no payment received, statement sent again stamped 'Past Due.' Outstanding balance moved to '1-30 days past due' section of Statement.

6.1

Day 60	If no payment received, another copy of the statement is sent, with another 'Past Due' stamp. Outstanding balance moved to 31-60 days past due section of Statement, with a hand-written note saying 'Your account is in danger of being placed on hold.'
Day 90	Outstanding balance moved to 61-90 days past due section of Statement. If no payment received, 10% of the outstanding balance 61 - 90 days past due is assessed as a late payment fee. Account is placed on 'Hold,' and no new charges may be made to that account until the full outstanding balance, including late payment fees is completely paid.

If the Authority receives partial payments, the amount of payment is applied to the most overdue balance first. Before the account is placed on 'Hold', a payment of at least the most overdue balance can delay or stop this process, depending on the how much is paid. Once an account is placed on 'Hold,' the entire outstanding balance must be paid before the account is re-activated the 'Hold' removed.

So each Charge Account that has 'Hold' placed on their account has an outstanding balance that is at least 90 days past due.

In September 2013, the Authority Board adopted the following procedures with respect to collecting outstanding balances (or writing off those balances when necessary) from commercial charge accounts:

1. Customers who have paid using checks with insufficient funds ('NSF checks') are sent letter weekly in an attempt to collect. If such NSF checks are not paid within 21 days, those are turned over to Del Norte County for collections.

2. Commercial charge accounts that are delinquent over 90 days after receiving a Statement may also be turned over to DNC Collections.

3. DNC Collections generally attempt collections for 12-18 months before presuming that collection is unlikely.

4. As part of the closing of the accounts for the prior fiscal year, the Authority's Administrative Assistant and the Authority Treasurer will compile a list of debts owed to the Authority, including customer names and the dollar amounts considered 'bad debts' for which additional partial or final collection is unlikely, called 'Bad Debts for the prior fiscal year.'

5. The list of Bad Debts for the prior fiscal year will be reviewed in a meeting with the Del Norte County Auditor, Authority Director, Authority Treasurer / Controller and Authority Administrative Assistant.

6. The results of this meeting will be recorded, and for all debts for which all parties agree, those debts can be written off the Authority's financial records after Board approval.

7. The final list of 'Bad Debts Written Off at the end of Fiscal Year _____' will be presented to the Authority Board for approval and included in the reports provided to the Authority's external auditor.

Analysis: In the process of closing out accounts receivable for fiscal year 2016/2017, Administrative Assistant Kathy Brewer has noticed that most of the funds still owed are associated with a single charge account, and that payments from that customer have been delinquent repeatedly. This month, that one account has been placed on 'Hold' for the third time. By the time the third 'Hold' has been put in place, staff will have sent this company six special reminders informing them that payment is due, and the Authority will have endured at least 180 days when payments from this account have been past due.

Adopting a 'Three Holds, You're Closed' policy will reduce staff time associated with trying to collect from these customers and to reduce the frequency of delinquent payments. Even after a commercial account is closed permanently, such customers are still welcome to use Authority facilities, but they will be required to pay with cash, or a valid debit or credit card with appropriate identification.

Alternatives: **The Board could take no action and leave the existing policy in place.**

Fiscal Impacts: Adopting the recommendation would enable staff to close one account, with minimal fiscal impact.

Statement

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

Date
9/1/2017

PAST DUE

Amount Due	Amount Enc.
$565.81	

Date	Transaction	Amount	Balance
05/31/2017	Balance forward		411.39
06/12/2017	PMT #Cash. Receipt 353943	-165.00	246.39
06/27/2017	PMT #1035. Receipt 353981	-411.39	-165.00
06/30/2017	INV #30007288. Due 07/30/2017. ScaleTickets 6/1/2017-6/30/2017	628.34	463.34
08/31/2017	INV #30007496. Due 09/30/2017. ScaleTickets 8/1/2017-8/31/2017	102.47	565.81

Your account is in danger of being placed on hold.

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
102.47	0.00	463.34	0.00	0.00	$565.81

REQUEST FOR PROPOSALS FOR FOREST & RIVER CLEANUP SERVICES

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
DEL NORTE COUNTY, CALIFORNIA
1700 STATE STREET
CRESCENT CITY, CA 95531
(707) 465-1100
(707) 465-1300 FAX
E-MAIL: KYRA@RECYCLEDELNORTE.CA.GOV

PROPOSALS DUE: DECEMBER 6, 2017

6.2

REQUEST FOR PROPOSALS FOR
FOREST & RIVER CLEANUP SERVICES

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DRAFT

REQUEST FOR PROPOSALS FOR
FOREST & RIVER CLEANUP

I. PROJECT OVERVIEW

The Del Norte Solid Waste Management Authority (hereinafter referred to as the "Authority") requests proposals to provide cleanup services including labor and equipment in support of a grant funded partnership with the National Forest Service to conduct forest and river cleanups in the Six Rivers National Forest, and to provide vegetation control and re-seeding services as specified.
Proposals must be received at the Del Norte Solid Waste Management Authority office at 1700 State Street, Crescent City, CA 95531, Attention: Director, by 4:30 P.M. on 06 December 2016.

II. PROPOSAL PROCESS

A. Contact Person

All requests for information regarding this RFP should be directed to:

Kyra Seymour, Facilities & Programs Coordinator
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531
Telephone: (707) 465-1100
Fax: (707) 465-1300
e-mail: kyra@recycledelnorte.ca.gov
website: www.recycledelnorte.ca.gov

The RFP is considered to include all items listed in the Table of Contents, the text of the RFP, the Exhibits, and any addenda sent by the Authority.

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

B. Distribution List for RFP

The initial RFP mailing list is attached as Exhibit A.

C. Questions Regarding this Request for Proposals

All questions shall be directed to the Authority's contact person identified in section II.A. of this RFP. All questions related to this RFP received by Authority staff on or prior to 15 November 2016 will be answered. Questions of minor significance may be discussed verbally, however, only responses by addendum will be considered to be part of the Request for Proposals requirements. For questions determined by Authority staff to require that a response be sent to all proposers, potential Proposers will receive a response by mail, e-mail or FAX as an addendum to this Request for Proposals on or by 18 November 2017. All Proposers that were sent an RFP by the Authority will be mailed or faxed the addenda.

D. Proposal Rules

The following rules shall apply:

1. All proposals shall be submitted in writing and be in accordance with the requirements of this Request for Proposals.

2. Four **copies** of the proposal shall be mailed or delivered in a sealed package, to the above noted address. **The package must be received at the Authority's offices by 4:30 p.m. on Wednesday, 06 December 2017.** The package must be clearly labeled on the outside and inside with the name of the firm submitting the proposal and the address in section II.A (with the words: "Forest & River Cleanup Services Proposal" on the package). One of the copies of the proposal shall be unbound and single sided to ease further copying, and this copy shall be labeled 'Original.' This 'Original' copy shall govern in the event of any inconsistency among copies of the proposal.

4. Each proposal shall include all information required by the RFP and any addenda. Addenda may be issued prior to the opening of proposals for the purpose of changing or clarifying the intent of the RFP. All addenda shall be binding in the same way as if originally written in this RFP. Any interpretation, affecting all Proposers, made prior to the bid due date will be issued in the form of an addendum. The Authority will not be bound by, or responsible for, any other explanations or interpretations of the RFP package other than those given in writing as set forth in this paragraph. Oral instructions, interpretations, or representations will not be binding upon Authority or Authority's representative. If the Authority issues addenda to this RFP, each Proposal will include a signed Receipt of Addenda form, which will be issued with the addenda.

5. Proposals may not be changed, modified, or withdrawn after the time and date specified for submittal. Partial or incomplete proposals may be unacceptable. Any

misrepresentation or falsehood contained within a proposal may be grounds for disqualification. All requests to change, modify, or withdraw prior to the proposal due date must be in writing and bear the same name appearing on the proposal.

6. Proposals received after the required submittal date and time will be rejected and returned unopened. The Authority shall not in any manner be liable or responsible for any late delivery of proposals. Unless specifically requested by the Authority for clarification, the Authority will not accept any clarifications, revisions or addenda to submitted proposals after the submission deadline. No telegraph, facsimile or telephone proposals or addenda to proposals shall be acceptable.

7. Proposals must be in U.S. dollars inclusive of all costs such as, but not limited to: insurance, equipment, supervision, site investigation, mobilization/demobilization, profit, overhead, and taxes. All other direct and indirect costs associated with the work including, but not limited to, allowances for weather, phasing of work in an operating plant, lost time, absenteeism, holidays, equipment failure, travel time and any other applicable costs shall also be included in proposal.

8. Prior to contract award for work described herein, the Authority will conduct investigations as necessary to determine the performance record and ability of each Proposer to perform the work included herein at the least cost to Authority ratepayers. Upon request, the Proposer shall submit additional information deemed necessary by the Authority to evaluate the Proposer's qualifications.

E. Confidential Information

Any material that Proposer contends is exempt from disclosure to the public under the California Public Records Act (i.e., trade secrets, financial information, etc.) shall be clearly marked on each page as "CONFIDENTIAL". Providing those materials marked are exempt, to the extent allowed by law, the Authority will not disclose the marked information other than to Authority officers, attorneys, employees and consultants involved in evaluating the proposals received.

F. Evaluation Process

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

The objective of the Authority is to determine the most cost-effective option for safe and prompt removal of debris, tires, appliances, vehicles, and other waste materials from Del Norte County properties and watercourses managed by the US Forest Service, and adjacent properties for the tasks described in each section of the scope of services. Toward this end, the Authority shall consider all relevant factors, including, but not limited to:

- Billing Rates

- Qualifications & experience
- Technical competence and reliability
- References from existing or prior clients

Exhibit C indicates the relative importance of each element of a responsive proposal, and indicates how the Authority plans to weight the above factors in evaluating proposals.

In addition to the evaluation of the specific elements of the proposal, the Authority retains the right to evaluate all potential costs, services, and related factors which may affect the ratepayers for the term of the contract and any extensions, or potential liabilities that could extend beyond the term of the agreement. **The Authority reserves the right to select a Proposal other than the lowest cost Proposal.**

The Authority may develop a short list of "Finalists" which will be asked to submit additional information for the final consideration of the Authority. The final selection will be made by the Authority Board at a scheduled and noticed public meeting.

III. PROJECT BACKGROUND

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

A. General Background

The Del Norte Solid Waste Management Authority is a joint powers authority of the County of Del Norte and the only incorporated city, Crescent City whose purpose is to administer and manage all solid waste, recycling, composting, and household hazardous waste facilities, services, and programs throughout Del Norte County, California.

The Authority has a contractual agreement with the United States Department of Agriculture Forest Service Six Rivers National Forest to create local capacity through hiring and training a dumpsite abatement team, community partners and volunteers to identify and cleanup illegal dumpsites and abandoned vehicles from U.S. Forest Service properties.

The project Goals and Objectives are:

a) Assess and prioritize cleanup project sites on Del Norte County lands of the U.S. Forest Service;
b) Enhance regional capacity to assess and cleanup illegal dumpsites;

c) Improve site security at the Gasquet Transfer Station to reduce associated litter;
d) Remove abandoned and improperly disposed vehicles and debris from Six Rivers National Forest lands and watercourses;
e) Support river and forest cleanups initiated by non-profit groups;
f) Restore cleanup sites to natural conditions, while impeding further dumping to the extent practical; and
g) Document and forward evidence of illegal dumping to law enforcement for citation and prosecution.

The Authority seeks to establish contractual arrangements on an as needed basis with a qualified firm to remove and dispose of debris on Six Rivers National Forest lands and watercourses. The initial term shall be for a one (1) year period, with options for renewals up to a total maximum term of up to five (5) years. All work performed by Contractor and its employees pursuant to this Agreement will be performed promptly and diligently and in a manner consistent with the standards of care, diligence and skill exercised by recognized firms for similar services, and in accordance with all regulatory and good management standards, and in a good, safe and workmanlike manner. Contractor will be responsible to ensure that all work performed by its employees or any contractors is performed to the standards set forth in this Request for Proposals and that such work complies with requirements of appropriate governmental agencies and applicable law.

IV. SCOPE OF SERVICES

All services required under this Agreement will be performed by Contractor personnel, and all personnel will possess the qualifications, permits and licenses required by State and local law to perform such services. Contractor's primary representative is expected to be familiar with all current applicable laws and regulations. Any staff expenses to become familiar with laws and regulations will not be billable to any task under this Agreement.

A. Assessing and Prioritizing Potential Sites for Cleanup

Contractor's primary representative will meet with the Authority Director to discuss the information provided by USFS and others regarding which sites have been proposed for cleanup and the process for prioritizing these sites before cleanups begin. At this meeting, the Contractor's primary representative may be asked to conduct further investigations on one of more of these sites, such as photography, making sketches of the limits and estimated quantity of debris, identifying safety concerns, or identifying vegetation that may need to be removed.

B. Initial Site Assessments, Identifying Equipment Needs and Cost Estimates

Following the cleanup priorities set by the Authority Director in consultation with USFS and other related parties, Contractor's primary representative will provide written assessments for each site identified for likely cleanup. Funding for many but not all activities under this contract will be limited by the grant funding and, therefore all initial assessments will require an estimate of costs. It is possible that some Sites subject to an Initial Site Assessment will not be cleaned up as part of this project, depending on the contents of that Site Assessment.

The Initial Site Assessment will include the following information for each cleanup location:

1. Site Identification (By name, APN number, GPS coordinates, or proximity to nearest road)
2. Estimate of area needing cleanup in square feet.
3. Estimate of cubic yards of material to be cleaned up.
4. Identification of any hazardous materials or other potential safety hazards.
5. Number and description of vehicles requiring removal. Vehicle removal will be accomplished by a separate contractor.
6. Estimate number of tires, appliances, mattresses, and furniture to be removed.
7. Identification of any vegetation that would need to be removed to complete the cleanup.
8. Indication if materials would be most effectively disposed if hauled by Contractor or by placement of a Recology Del Norte temporary bin.
9. Identification of any special equipment needs (winches, ropes, pullies, rappelling equipment, cutting torches, chainsaws, weed whips, etc.)
10. Identification of any additional site-specific needs for personal protective equipment, safety equipment, fire prevention, or traffic control.
11. Identification of areas and strategies for re-vegetation (if any).
12. Identification of supplies or equipment (if any) to be supplied by Authority.
13. Estimate of labor hours and total labor costs.
14. Estimated number of work days to required complete cleanup activities, and possible start date(s).

The purpose of the Initial Site Assessment is to identify needs for and estimate the costs for additional equipment, supplies, and/or disposal support for each potential cleanup site.

C. Site-Specific Cleanup Plan

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The Authority Director will review the Initial Site Assessment prepared by Contractor, and may suggest modifications to the requests for vehicle removal, supplies, equipment, or methods proposed for that Site by Contractor. Contractor may revise associated cost estimates of the Site Assessment based on the changes to supplies, equipment and methods. Before starting cleanup activities on any Site, Contractor will obtain signature approval from the Authority Director.

Due to limited grant funds, and the need to coordinate removal of vehicles, deliveries of supplies, equipment, and dumpsters, Contractor's primary representative for this project will obtain written approval from the Authority Director before proceeding on cleanups or other activities under this contract.

D. Cleanup Administration, Activities and Documentation

For each approved Cleanup Site, Contractor will coordinate with the Authority Director regarding the timing and mechanics of vehicle removal, and delivery of any equipment or supplies needed for each project location.

Contractor will provide the following in addition to debris removal activities:

1) Maintain documentation of recovery process
2) Provide e-mail, text, and oral status as requested by the Authority
3) Review documentation for accuracy and quantity
4) Document cleanups with before and after photos

E. Contractor Responsibilities

1. Contractor shall all provide labor, equipment and fuel and associated costs needed to complete the cleanups with as little disturbance or damage to the lands as possible (there are no excavations, grading or timber cutting included in the project).
2. At a minimum, the successful proposer must follow the health and safety standards established by state and federal law for clean-up, vegetation removal, and revegetation activities. These include, but are not limited to, those laws pertaining to worker health and safety. The successful proposer must evaluate their clean up methodology and establish appropriate training, procedures, and safeguards. The successful proposer shall develop and submit a general Health and Safety Plan (for review by the Project Team) and prior to the commencement of any work.
3. Contractor shall abide by all State and Federal regulations for working in forested areas including, but not limited to, providing necessary fire prevention and firefighting supplies, equipment and crew.
4. Contractor shall provide the equipment and trained labor required to affect the safe separation, pickup and legal disposal of waste materials that are dumped illegally. Including all appropriate personal protective equipment for its employees, as well as

reusable and "consumable" equipment such as trash bags, shovels, duct tape, gloves, goggles, ear projection, etc.

5. Contractor shall separate recyclable materials including scrap metals, beverage containers, metal appliances, and other items to the extent practical.

6. Contractor shall take all collected solid waste materials to the Del Norte County Transfer Station at 1700 State Street, Crescent City, CA. Contractor will follow instructions at Authority facilities identifying loads by project location so project-related recycling and disposal expenses will not be charged to the Contractor.

7. Contractor shall take all collected organic waste materials to the Del Norte County Transfer Station at 1700 State Street, Crescent City, CA. The Authority will pay for disposal at the transfer station.

8. Contractor will retain receipts for all disposal or recycling activities associated with this project and will present such receipts upon request.

9. Contractor will appropriately document payment of prevailing wages to its employees for all Wages to be paid laborers and mechanics on this project must be no less than the minimum either as determined by the Secretary of Labor or as determined by the Director of Industrial Relations in accordance with California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1.

Pursuant to Section 1770, et seq., of the California Labor Code, the successful bidder must pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are located on California Department of Industrial Relations website on request. The successful bidder must post a copy of the Director's determination at each job site.

10. Contractor shall provide Best Management Practices (BMP's) for drainage control and the prevention of storm water pollution and/or contamination of the adjacent wetlands, creeks and streams.

V. GENERAL REQUIREMENTS

Successful proposer shall be required to enter into a contract with the Authority. Prior to starting work, Contractor will be required to show proof of the following Insurance Coverages:

VI. PROPOSAL REQUIREMENTS

The Authority invites proposals from companies qualified to provide the requested services described in the preceding sections. The contents and pricing structure of the selected Proposal, this Request for Proposals, and opinions from relevant legal counsels will form the initial basis for negotiating an Agreement for the selected Contractor. The contents of each proposal should address each of the topics from the headings within this Section of the RFP.

A. Project Schedule

Proposer shall comment on the following schedule, and identify any reasons for proposing any adjustments.

RFP Issued	X November 2017
Proposals Due	6 December 2017
Anticipated Selection	29 December 2017
Agreement Signed on or before	9 January 2018
First Coordination Meeting	15-20 January 2018
Cleanups (As scheduled)	March 2017-March 2021

B. Qualifications

1. Experience

Proposals will demonstrate the capacity for the Proposer to complete the Scope of Services. Minimally, this will include demonstrating the Proposer's work experience providing similar or related services. Proposers should particularly highlight experiences related to providing labor and cleanup services in similar situations.

Only a licensed contractor shall be hired for all work associated with this project for which a license is required by local, state, or federal statute, ordinance, or regulation.

2. Organization Chart, Resumes of Key Officers & Project Team Leaders

Proposals will include summary resumes of key staff of the Proposer, describe their role in the proposed project and provide an organizational chart for this project. Provide a complete resume of the project manager and other key members of the Proposer's team. As the Authority considers the qualifications of the project manager to be of critical concern, the Authority reserves the right to terminate the contract if project manager or staff changes for this project if such changes are not satisfactory to the Authority.

3. References

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Proposals will also include at least four references, including two or more similar or related projects. References will include a brief description of the work completed by the Proposer, the start and end-dates of those projects, worksite address, and names and phone numbers of persons, agencies, or businesses who can comment on the referenced work activities and deliverables.

C. Approach

Proposals shall describe any unique, creative, or more effective aspects of the Proposer's approach to completing each of the tasks in the Scope of Services. Any suggested modification or exceptions to the Scope of Services must be stated clearly within the proposal. Proposals may also include optional tasks or additional optional related services to improve or reduce the cost pf cleanups, however proposers are advised to include all tasks described in Section IV. The Authority reserves the right, at its discretion, to include or exclude such optional services from the negotiated Agreement for the services described within this RFP.

D. Price Proposal

Proposers must provide a Billing Rate Sheet describing the hourly rates for all project personnel and services, which will be the basis for invoices submitted for the duration of this project. Proposers should also closely examine Exhibit B to see how labor rates will be considered during the evaluation of all proposals. Labor rates are to include all expenses as outlined in the Scope of Work with no compensation for supplies required by the Contractor.

Price Proposals must include all of the necessary functions associated with the scope of work (including but not limited to: labor, equipment rental, sign purchase, etc.).

The labor portion of the agreement with the successful proposer will be not exceed $XXXX. Additional resources for equipment necessary to perform the selected cleanups will be considered under the grant allocations for equipment rental.

VII. EXHIBITS AND FORMS

All documents of this RFP, including Exhibits, are included with this RFP.

Exhibit A: RFP Schedule, Price Proposal Form
Exhibit A: Initial Mailing List for this RFP
Exhibit B: Proposal Evaluation Form

EXHIBIT A: Initial RFP Distribution List

Smith River Alliance
P.O. Box 2129
Crescent City, CA. 95531
Attn: Grant Werschkull
916-715-9898

Hambro/WSG
P.O. Box 159
Crescent City, CA. 95531
Attn: Wes White
707-465-4656

GH Outreach
700 E. Washington Blvd
Crescent City, CA. 95531
Attn: Jeffrey Walters
707-464-5089

California Conservation Corp.
1500 Patrick J Murphy Mem Dr.
Klamath, CA 95548
707-482-2941

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EXHIBIT B: Proposal Evaluation Form

Criteria	Possible Points
Billing Rates	**10**
Qualifications & experience	**30**
Technical competence and reliability	**30**
References from existing or prior clients	**30**
Total:	**100**

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EXHIBIT C: Schedule and Price Proposal Form

ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL COST
1	PROGRAM MANAGER	HOURS			
2	TEAM LEADER	HOURS			
3	LABORER	HOURS			
4	CONSULTANT	HOURS			

ITEM NO.	DESCRIPTION	UNIT	QTY.	COST	TOTAL COST
5	EQUIPTMENT	EA.			
6					
7					
8					

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Del Norte Solid Waste Management Authority
Work Priorities Fiscal Year 2017 – 2018

File: 231501

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

Purposes of the Authority (2012):

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

Del Norte Solid Waste Management Authority
Work Priorities Fiscal Year 2017 – 2018

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Legend for symbols used:

☞= Activity to be completed during FY 2017-2018
⌂= 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 2017-2018

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: ***October 2017***

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 done before the end of FY 17/18)

- ✔ Use the 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. (Annual and Daily)

- ✔ 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)

- Maintain and improve facilities for disposal and recycling facilities at the Klamath and Gasquet transfer stations. Both these facilities are without water or power and have security issues. (Ongoing).

- Initiate process to develop a small-volume transfer station to provide drop-off recycling and disposal services for the communities in the northern portions of the County, including the Tolowa Dee-ni' Nation, Smith River, and Fort Dick. (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).

✔ Negotiate changes to how Hambro/WSG is paid for transfer station operations services as directed by the Board. (completed with the adoption of Change Order 26)

☒ 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

☞ Prepare and seek Board of Supervisor's approval of an updated Pledge of Revenue Agreement and related documents to be submitted to and approved by CalRecycle 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. (to be completed before February 2018).

☞ 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 (RWQCB) as required under Order 97-90, and as directed by RWQCB staff. (Ongoing through 2035)

☞ Continue landfill facility maintenance, erosion repair, and repair of drainage structures damaged in the fire of October 6, 2017. Erosion repairs for erosion resulting from storms from December 2016 may be reimbursable by the California Office of Emergency Services. Vegetation control 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 (E-4 Shallow and E-4 Deep) 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. (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)

☞✓ Work with County and Parks representatives to facilitate transfer of a portion of the south end of the landfill property to State Parks in exchange for a portion of Parks property adjacent to the airport. 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)

☒ Conduct and submit aerial survey of the landfill every five years to document any differential settlement. (Next due in 2021; 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

☞✓ Develop strategies, plans, Change Orders and contracts as needed to establish and support capacity for sorting, processing and baling recyclable materials collected by Recology Del Norte or an appropriate subcontractor. (Draft Processing Agreement considered in October 2017)

☞ Negotiate changes to Recology's recycling collection and/or outreach services to reduce the proportion of non-recyclable trash contaminating Del Norte's recycling programs. (ASAP)

✔ 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 with Recology Del Norte, recycling coordinators, the recyclables collection contractor (currently GH Outreach) and processors like Julindra Recycling, including the requirements of the California Commercial Recycling Mandate (AB341). (Ongoing, special report requested by CalRecycle as part of annual reporting)

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 the California's Mandatory Commercial Recycling Law (AB341). (Ongoing)

☞ Analyze, enhance, expand, develop and support one or more facilities capable of processing locally-generated organic materials for compost or energy production, in Del Norte or one of our adjacent counties in compliance with the Organics Management Infrastructure Planning (AB 1826 and AB 876). (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 collection 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)

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-one 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 the Del Norte County Fair and other community events. (Annual)
- 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, what materials are recyclable or acceptable as brush, outdated medicines, asbestos, and other materials requiring special handling. (Ongoing)
- Update website as needed and upload meeting agenda and minutes. (Monthly & 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, such as the Refuel Your Fun campaign promoting refillable propane cannisters. (Ongoing)

⌧ Provide support to the Del Norte Solid Waste Task Force to promote outreach and education, waste reduction, reuse, composting, recycling and related activities. The Task Force currently has one member. Additional appointments will be needed for the Task Force to meet with a quorum. (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, public hearing notices, minutes, resolutions, ordinances, and related staff reports using the Authority website and other means in compliance with public meeting laws and related agreements and by-laws. (Ongoing)

☞ Prepare and submit necessary reports and payments 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, 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.)

- Establish a written agreement with a person or company to provide Treasurer / Controller services. (2018)

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)

- Develop and maintain partnerships with Del Norte County and City departments to efficiently deliver services, including payments to the Interfund Cost Plan to pay for County personnel, auditing, and information technology services. (Ongoing)

10. Other Responsibilities and Activities

- Provide collection and consolidation services as needed for public home-generated sharps drop-off points. (Ongoing)

- Continue participation in the North Coast Recycling Market Development Zone (including Humboldt and Del Norte Counties), an enterprise zone promoting recycling market development and development of recovery-based enterprises through

technical assistance services and financing opportunities. (Ongoing)

☞ Obtain and maintain equipment, signage, supplies and software for monitoring, reporting, scale management, servicing, outreach and collection event activities. (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)

☞ 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)

⌧ 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.

	Date	January	Date	February	Date	March	Date	April	Date	May	Date	June
Order bottles				LF surface		Aerial Survey Setup						
TS Maintenance				Check fire extinguishers								Mow, Gopher control
LF Maintenance												Spring Mow and Drainage
LF Groundwater		Levels + Sampling										
LF Surface water		S-1, S-2 & S-3 samples				S-1, S-2 & S-3 samples						
LF Leachate		Drainage / leachate inspection		Drainage / leachate inspection		Drainage / leachate inspection		Drainage / leachate inspection				
Gas Wells						Quarterly Testing						Quarterly Testing
Reports - RWQCB		15 Jan - Semi/Annual & GeoTracker								Stormwater Data Entry and Analysis Surface and Groundwater Data Entry and Analysis		
		Waste Discharge Oct - Dec				Annual TS Methods Reports due March 15		Waste Discharge Jan - Mar				
LEA		Tonnage/soil + Traffic + Capacity + Complaints		Tonnage disposed		REDUCE MULTIPLIER LETTER - Tonnage disposed		Tonnage disposed		Tonnage disposed		Tonnage disposed
CalRecycle		CalRecycle Jul-Sep Disposal report + Station Report				CalRecycle Mar 8-14 Disposal Survey		CalRecycle Oct-Dec Disposal Report + Station Report				CalRecycle June 8-14 Disposal Survey / UBG Grant Period Ends
Publications						March 08: Deadline for RDN Bill Inserts						June 08: Deadline for RDN Insert
Community Events		Treecycling @ Hambro's		Phone Book Recycling				Klamath River Cleanup Earth Arts Festival Coastal Expo River Cleanup/ Gasquet Raft Races				Annual School Surplus Auction

	Date	July	Date	August	Date	September	Date	October	Date	November	Date	December
Order bottles		Groundwater, surface						LF Surface				Groundwater, surface
TS Maintenance						Check drain systems, boom, oil / water separators						
LF Maintenance				Winter preparation		Calibrate meters, Order standard solutions		Complete winterization				
LF Groundwater				Levels + Sampling								
Surface water				S-1, S-2 & S-3 samples						S-1, S-2 & S-3 samples		
Leachate								Drainage / leachate inspection		Drainage / leachate inspection		Drainage / leachate inspection
Gas Wells						Quarterly Testing						Quarterly Testing
Reports - RWQCB		15 July - Semi-Annual & GeoTracker						Waste Discharge Jul - Sep				Surface and Groundwater Data Entry and Analysis
LEA		Tonnage + Traffic		Tonnage disposed		Tonnage disposed		Tonnage + Traffic		Tonnage disposed		Tonnage disposed
CalRecycle		CalRecycle ANNUAL REPORT		UBG Annual Report DUE 15 August		CalRecycle Sep 8-14 Disposal Survey		CalRecycle Apr-June Disposal Report + Station Report				CalRecycle Dec 8-14 Disposal Survey
		CalRecycle Apr-Jun Disposal Report + Station Report		Hazardous materials Business Plan to		Oil Center Inspections		HHW Form 303				
		Collect Oil Center + Julendra Recycling Info										
Publications				Aug 25 - RDN Inserts								Dec 08: Deadline for RDN Bill Insert
Community Events		4th of July Easter in July		Del Norte County Fair Klamath Salmon Festival		School Surplus Auction Beach Cleanup		Sea Cruise Its a Green Day Longboard Surf Contest		America Recycles Nov 15, ULS Nov 20		Treecycling @ Hambros

Referenced Documents
CIWMB Permit 08-AA-006
RWQCB Monitoring and Reporting Program under Order 97-90
Crescent City Landfill Final Closure and Postclosure Maintenance Plan, Amendment 1
Landfill Closure Mitigation & Monitoring Program
Del Norte County Transfer Station Transfer & Processing Report, including the Stormwater Pollution Prevention Plan

Additional Responsibilities:
Constituent of Concern Monitoring: Summer 2019

LEA Permit Review Reports:
4/7/2020 DNC Transfer Station
7/31/2018 CC Landfill
3/31/2018 Landfill Non-water CAP

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Last Updated: June 2017