

**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 December 20, 2016

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 dnswwa@recycledelnorte.ca.gov
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**4:15 PM CALL MEETING TO ORDER / ROLL CALL
PLEDGE OF ALLEGIANCE**

PUBLIC COMMENTS:

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

OPEN SESSION ITEMS:

1. CONSENT AGENDA

- 1.1 Approve minutes, Regular Session, Tuesday November 22, 2016. **
- 1.2 Approve payment of a claim to Clean Harbors Environmental Services for Invoice 1001606633 in the amount of \$27,600.00 **
- 1.3 Approve payment of claim to Patel & Associates, LLP for Invoice 9355 in the amount of \$6,300.00. **
- 1.4 Approve payment of Claim to the State Water Resources Control Board in the amount of \$30,625 for FY 16/17 Waste Discharge Requirement Fees associated with the Crescent City Landfill. **
- 1.5 Approve a FY 16/17 budget transfer in the amount of \$5,587.00 **

END CONSENT AGENDA

2. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 2.1 through 2.5 are provided for information only

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

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE - No Items

4. COLLECTIONS FRANCHISE

- 4.1 Discussion and possible action regarding an announcement by Recology Del Norte that Julindra will cease receiving and processing recyclable materials collected by Recology by the end of 2016. **
- 4.2 Discussion and possible action regarding Collections Change Order 9 eliminating expanded polystyrene, cartons, rigid plastics, and film plastics from the list of recyclable materials collected under the Collections Franchise and allowing Recology Del Norte 90 days to secure a new Processing Agreement. **

5. TRANSFER STATION

- 5.1 Discussion and possible action regarding participation in Thermostat Recycling Corporation's pilot Incentive Program starting January 2017. **

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

- 6.1 Discussion and possible action regarding Authority comments on the Elk Valley Multimodal Corridor Plan. **
- 6.2 Discussion and possible action regarding release of a Request for Qualifications to provide computer and information technology technical support and repair services. **
- 6.3 Discussion and possible action regarding the Del Norte Solid Waste Management Authority Work Priorities Fiscal Year 2016 -2017. **

7. CLOSED SESSION ITEMS:

7.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9 (d)(1)

Name of Case: Unfair Practice charge SF-CE-1422-M

Service Employees International Union Local 1021 v. Del Norte Solid Waste Management Authority

7.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant Government Code Section 54956.9(d)(4):

Possible initiation of litigation, one case.

8. ADJOURNMENT

Adjourn to the next Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M. Tuesday January 17, 2016 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

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

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

Regular Session, Tuesday November 15, 2016, 4:15 PM

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

ABSENT: Commissioner Ron Gastineau, Secretary

ALSO PRESENT: Joel Wallen, Hambro Waste Solutions Group
Jeremy Herber, Recology Del Norte
Tom Norris, Recology Del Norte

4:15 PM CALL MEETING TO ORDER

Chair Inscore called the meeting to order in regular session at 4:15 P.M. Roll was taken with Commissioners Howard, McClure, Inscore, and Naffah present. Commissioner Gastineau was absent.

PLEDGE OF ALLEGIANCE

The pledge was led by Chair Inscore.

4:15 PM PUBLIC COMMENTS:

At 4:15 P.M., Chair Inscore called for public comments. There were none.

OPEN SESSION ITEMS:

1. CONSENT AGENDA

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

END CONSENT AGENDA

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

2. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 2.1 through 2.5 are provided for information only

- 2.1** Director's Report. **231501**
- 2.2** Treasurer/Controller Report for September 2016.
- 2.3** Claims approved by Director for October 2016.
- 2.4** Monthly Cash and Charge Reports for September 2016.
- 2.5** Earned Revenue Comparisons between FY15/16 and FY16/17.

The above-listed reports were presented and accepted.

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE – No Items

4. COLLECTIONS FRANCHISE

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

Discussion was held regarding Mr. Herber's request to discontinue recycling of some items. Mr. Herber added an idea for a possible program to take back large pieces of styrofoam from Recology customers. Styrofoam would be treated much like bulky items, though there would be no limit on the number of pickups. This would avoid additional costs for Recology's customers.

Mr. Herber further requested a 4.9% rate increase. The funds received would pass through Recology to Julindra because the recycler was experiencing financial difficulty. After discussion, Board Members agreed by consensus to refer this item back to the Recycling Sub-Committee and Legal Counsel before taking action.

On a motion by Commissioner McClure, seconded by Commissioner Howard, and unanimously carried on a polled vote with Commissioner Gastineau absent, the Del Norte Solid Waste Management Authority directed staff to prepare a Collections Change Order with Recology Del Norte to drop Styrofoam, hard rigid plastic, milk cartons, and plastic bags from the recycle items being collected starting January 1, 2017.

4.2 Discussion regarding the results to California Propositions 65 and 67 and potential impacts to plastic bag recycling in Del Norte County. 120502, 102101, 180505, 180510

Director Ward updated Board Members that Proposition 67, prohibiting most distribution of single-use plastic bags, had passed. Major grocery stores and pharmacies would continue to be required to receive the bags for recycling. Proposition 65 failed.

5. TRANSFER STATION

5.1 Discussion and possible action regarding Transfer Station Operations Change Order 24 approving a one-time payment of \$1,167.00 as a reimbursement associated with the delayed rate adjustment based on changes to the Consumer Price Index.

On a motion by Commissioner Howard, seconded by Commissioner McClure, and unanimously carried on a polled vote with Commissioner Gastineau absent, the Del Norte Solid Waste Management Authority approved a one-time payment of \$1,167.00 as a reimbursement associated with the delayed rate adjustment based on changes to the Consumer Price Index.

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

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

On a motion by Commissioner Howard, seconded by Commissioner Naffah, and unanimously carried on a polled vote with Commissioner Gastineau absent, the Del Norte Solid Waste Management Authority approved and adopted Resolution 2016-03, HONORING MARTHA MC CLURE FOR HER SERVICE AS AUTHORITY COMMISSIONER 2003-2012, 2015-2016 AND HER LEADERSHIP AS CHAIR FOR THE YEARS 2005, 2008 AND 2016.

6.2 Discussion and possible action regarding a draft Request for Proposals to provide services related to annual Hazardous Waste Collection Events and related hazardous waste management.

On a motion by Commissioner Howard, seconded by Commissioner McClure, and unanimously carried on a polled vote with Commissioner Gastineau absent, the Del Norte Solid Waste Management Authority approved release of a Request for Proposals to provide services related to annual Hazardous Waste Collection Events and related hazardous waste management.

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

Board Members agreed by consensus at the last meeting to defer this item to the new year, but to leave it on the agenda for discussion until that time.

6.4 Discussion and possible action regarding November 4, 2016 response from Del Norte Solid Waste Task Force regarding the Authority's suggestion that this body update their Code of Conduct. 200101

Director Ward informed Board Members that the Del Norte Solid Waste Task Force had rejected the Code of Ethics and Conduct recommended by the Authority Board. No action was taken.

7. CLOSED SESSION ITEMS:

7.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

Name of Case: Unfair Practice charge SF-CE-1422-M

Service Employees International Union Local 1021 v. Del Norte Solid Waste Management Authority

7.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Gov't code 54957 (b)(1)

Title: Director

The Chair recessed the open meeting of the Del Norte Solid Waste Management Authority and convened in closed session at 5:08 p.m. The closed session was adjourned at 5:55 p.m. and the meeting reconvened immediately in open session. Counsel reported that no action was taken.

8. ADJOURNMENT

Adjourn to the Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M., December 20, 2016 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Authority, the Chair adjourned the meeting at 5:56 p.m., until the Regular Meeting on December 20, 2016.

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Chris Howard, Vice Chair
Del Norte Solid Waste Management Authority

Date / /

Submitted:

Katherine Brewer, Clerk
Del Norte Solid Waste Management Authority

Date / /

Vendor Clean Harbors Env. Services
P.O. Box 3442

Claim ID: 7773
Page 1 of 1

AUDITOR COPY



Boston MA 02241-3442

Vendor ID:
 PBSP Expense
 Change of Address

Special
Warrant
Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20281		\$0.00	Hazardous Waste Clean Up Sept 2016
				\$27,600.00	INV 1001606633 Cust # DE3042 Branch 6J
Total Claim:				\$27,600.00	

PO # 762697

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

1.2

X

Signature of Department Head/Authorized Deputy

11/21/2016

Claim Date

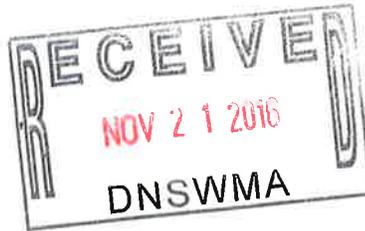


INVOICE
Invoice No 1001606633

REMIT TO:
Clean Harbors Env. Services
PO Box 3442
Boston, MA 02241-3442

EIN: 04-2698999

SOLD TO:
Tedd Ward
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531 - 0000



OFFICE:
Clean Harbors Environmental Service,
Inc.
2550 Del Monte St
West Sacramento, CA 95691
(916) 520-3620

If you have any questions regarding this invoice, please contact your customer service representative at the telephone number listed above

JOB SITE/GENERATOR:
Del Norte Solid Waste Management
Authority
1700 State Street
Crescent City, CA 95531 - 0000

Job Description: HHW Del Norte Event September 2016

**** Payable in USD funds ****

Last Service Date	Invoice No	Customer	Branch	Sales Order	Purchase Order	Terms
11 Sep 2016	1001606633	DE3042	6J	1602894416	No PO Needed	NET 30 DAYS

Last Service Date	Task	Task Type	Description	Total
11 Sep 2016	1602894416-001	GENERAL	Mobilization & Equipment Fee	\$10,976.00
10 Sep 2016	1602894416-002	GENERAL	Profile Waste Shipment 09.10.2016	\$8,434.00
10 Sep 2016	1602894416-003	GENERAL	Onsite Labor	\$6,432.00
10 Sep 2016	1602894416-004	GENERAL	Labpack Waste Shipment 09.10.2016	\$1,169.00
10 Sep 2016	1602894416-005	GENERAL	Labpack Shipment 09.10.2016	\$984.00
10 Sep 2016	1602894416-007	GENERAL	CESQG Shipment Credit 09.09.2016	\$-395.00

SUBTOTAL \$27,600.00

TAX \$0.00

PLEASE PAY THIS AMOUNT → INVOICE TOTAL \$27,600.00

REMIT PAYMENT BY → DUE DATE 10 Dec 2016

17979/20281

Interest will be charged at a rate of 1.5% per month for all past due amounts.



INVOICE
Invoice No 1001606633

TASK 1602894416-001 - Mobilization & Equipment Fee

Item ID	Description	Fixed Price Amount	Percent Complete	Billable Amount
11 Sep 2016				
FIXD	Labor	10,976.0000	100%	\$10,976.00
SUBTOTAL				\$10,976.00
TAX				\$0.00
TASK TOTAL				\$10,976.00

TASK 1602894416-002 - Profile Waste Shipment 09.10.2016

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
10 Sep 2016								
010003360FLE 1	DISPSL / FB1	FLAMMABLE LIQUID - BULK (FLB) CH384533	2	55DM	2.000	55DM	109.0000	\$218.00
010003361FLE 1	DISPSL / LCCRQ	AEROSOLS CH384553	2	FBIN	2.000	FBIN	545.0000	\$1,090.00
010003361FLE 2	DISPSL / LPTN	FLAMMABLE SOLID CH384518	2	FBIN	2.000	FBIN	393.0000	\$786.00
010003357FLE 1	DISPSL / CAXI	FUSEES CH460592	1	05DM	1.000	05DM	136.0000	\$136.00
010003357FLE 2	DISPSL / LCHSL	PCB LIGHT BALLAST CH384548	1	05DF	1.000	05DF	104.0000	\$104.00
010003358FLE 1	DISPSL / LCCRD	FLAMMABLE LIQUID POISON - LOOSEPACK (FLP) CH384539	18	55CF	18.000	55CF	244.0000	\$4,392.00
010003358FLE 2	DISPSL / LCCRC	POISON SOLIDS - LOOSEPACK (PS) CH384536	2	FBIN	2.000	FBIN	854.0000	\$1,708.00
SUBTOTAL								\$8,434.00
TAX								\$0.00
TASK TOTAL								\$8,434.00

TASK 1602894416-003 - Onsite Labor

Item ID	Description	Fixed Price Amount	Percent Complete	Billable Amount
10 Sep 2016				
FIXD	Onsite Labor	6,432.0000	100%	\$6,432.00
SUBTOTAL				\$6,432.00
TAX				\$0.00
TASK TOTAL				\$6,432.00

TASK 1602894416-004 - Labpack Waste Shipment 09.10.2016

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
10 Sep 2016								
10003364FLE 1	DISPSL / LCHG2	Labpack Mercury Devices or Debris for Retort	1	05DF	1.000	05DF	192.0000	\$192.00



INVOICE
Invoice No 1001606633

TASK 1602894416-004 - Labpack Waste Shipment 09.10.2016

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
LCHG2								
010003384FLE 1	DISPSL / LCCRO	Labpack Oxidizers For Incineration LCCRO	1	16DF	1.000	16DF	169.0000	\$169.00
010003384FLE 2	DISPSL / LCCRA	Labpack Acid & Acid Compatibles For Incineration LCCRA	1	55DF	1.000	55DF	244.0000	\$244.00
010003384FLE 3	DISPSL / LCCRB	Labpack Basic & Basic Compatibles For Incineration LCCRB	1	55DF	1.000	55DF	244.0000	\$244.00
010003384FLE 4	DISPSL / LCCRC	Labpack Organics For Incineration LCCRC	1	16DF	1.000	16DF	160.0000	\$160.00
010003384FLE 5	DISPSL / LCCRB	Labpack Basic & Basic Compatibles For Incineration LCCRB	1	16DF	1.000	16DF	160.0000	\$160.00
							SUBTOTAL	\$1,169.00
							TAX	\$0.00
							TASK TOTAL	\$1,169.00

TASK 1602894416-005 - Labpack Shipment 09.10.2016

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
10 Sep 2016								
010003382FLE 1	DISPSL / LCCRQ	Labpack Aerosols For Incineration LCCRQ	1	05DF	1.000	05DF	116.0000	\$116.00
010003382FLE 2	DISPSL / LCCRD	Labpack Flammables For Incineration LCCRD	1	55CF	1.000	55CF	244.0000	\$244.00
010003382FLE 3	DISPSL / LCCRD	Labpack Flammables For Incineration LCCRD	1	55DF	1.000	55DF	244.0000	\$244.00
010003382FLE 4	DISPSL / LRCTO	Labpack Reactive Oxidizers For Incineration LRCTO	1	05DF	1.000	05DF	136.0000	\$136.00
010003382FLE 5	DISPSL / LCCRC	Labpack Organics For Incineration LCCRC	1	55DF	1.000	55DF	244.0000	\$244.00
							SUBTOTAL	\$984.00
							TAX	\$0.00
							TASK TOTAL	\$984.00

TASK 1602894416-007 - CESQG Shipment Credit 09.09.2016

Item ID	Description	Fixed Price Amount	Percent Complete	Billable Amount
10 Sep 2016				
FIXD	CESQG Shipment Credit 09.09.2016	-395.0000	100%	-\$395.00
			SUBTOTAL	\$-395.00
			TAX	\$0.00
			TASK TOTAL	\$-395.00

Vendor Patel & Associates, LLP
266 17th ST STE 200

Claim ID: 7768
Page 1 of 1

AUDITOR COPY



Oakland CA 94612-4124

Special
Warrant
Routing

Vendor ID:
 PBSP Expense
 Change of Address

Fund	Dept	Line	Proj	Amount	Description
422	421	20233		\$6,300.00	INV 9355 Audit of Financial Statements 2015/2016

Total Claim: \$6,300.00 *PO # 762698*

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 1/18/2016
Signature of Department Head/Authorized Deputy 1.3 Claim Date

**Patel &
Associates, LLP**
Certified Public Accountants

266, 17th STREET, SUITE 200
OAKLAND, CA 94612-4124

Invoice

Tel: (510) 452-5051
Fax: (510) 452-3432
email: sharshwal@patelcpa.com

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



Date	Invoice #
11/14/2016	9355

20027 / 20233

Terms
Due on receipt

Service Description	Amount
Progressive invoice for the Audit of Financial Statements for the year ended June 30, 2016	4,920.78
Out of Pocket Expenses	1,379.22
Total Invoice Amount	\$6,300.00



266 17th Street, Suite 200
Oakland, California 94612-4124

Telephone: (510) 452-5051
Fax: (510) 452-3432

August 29, 2016

The Board of Commissioners
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531

We are pleased to confirm our understanding of the services we are to provide for the Del Norte Solid Waste Management Authority for the year ended June 30, 2016. We will audit the financial statements of the proprietary fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Del Norte Solid Waste Management Authority, as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Del Norte Solid Waste Management Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

As part of our engagement, we will apply certain limited procedures to Del Norte Solid Waste Management Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Schedule of Funding Progress - Other Postemployment Benefits (OPEB)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of Del Norte Solid Waste Management Authority and other procedures we consider necessary to enable us to express such opinions.

We will issue a written report upon completion of our audit of Del Norte Solid Waste Management Authority's financial statements. Our report will be addressed to the Board of Commissioners of Del Norte Solid Waste Management Authority. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

ENTD SEP 20 2016

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Del Norte Solid Waste Management Authority is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance, internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Del Norte Solid Waste Management Authority's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements, and related notes of Del Norte Solid Waste Management Authority in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities; to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Del Norte Solid Waste Management Authority

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Management is also responsible for making all financial records and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing us other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Del Norte Solid Waste Management Authority however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Patel & Associates, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to management or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Patel & Associates, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the management. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on a date when we are notified that all requested information is ready and available, and issue our reports to meet the deadline in accordance with timeline identified. Mr. Sanwar Harshwal is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for this service will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$10,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Del Norte Solid Waste Management Authority

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In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Del Norte Solid Waste Management Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Patel & Associates, LLP



Sanwar Harshwal, CPA, CIA, CFE, CISA, FCA, CRMA, CGMA, CCA

RESPONSE:

This letter correctly sets forth the understanding of Del Norte Solid Waste Management Authority.

Management Signature: Jedd Ward

Title: Director

Date: 20 SEP 2016

Governance Signature: Blaw L

Title: Chair

Date: 11/8/16

Vendor SWRCB Fees
SWRCB Accounting Office, Attn: AFRS
P.O. Box 1888
Sacramento CA 95812-1888

Claim ID: 7782
Page 1 of 1

AUDITOR COPY



Vendor ID:

12940

PBSP Expense

Change of Address

Special
Warrant
Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20301		\$0.00	Permit fees for Facility ID: 1A77002ODN
				\$30,625.00	INV# WD-0116736 Index # 281370 7/1/16-6/30/17

Total Claim: \$30,625.00

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

12/8/2016

Signature of Department Head/Authorized Deputy

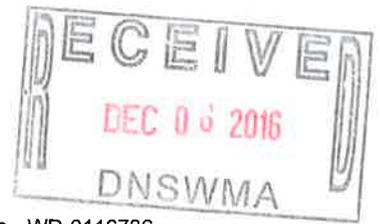
Claim Date

1.5



INVOICE

Annual Permit Fees Required by Sections 13260 & 13269 of the California Water Code



FACILITY ID (WDID): 1A77002ODN
FACILITY NAME: DEL NORTE COUNTY, CRESCENT CIT
OLD MILL
CRESCENT CITY, CA 95531

INVOICE NO: WD-0116736
BILLING PERIOD: 07/01/16 - 06/30/17
INVOICE DATE: 12/1/2016
INDEX NO: 281370



Total Amount Due by
Saturday, December 31, 2016

~~\$ 70,781.00~~

\$30,625.00

DEL NORTE SOLID WASTE MANAGEME
TEDD WARD
1700 STATE STREET
CRESCENT CITY, CA 95530

Invoice details are shown on the back

STATE WATER RESOURCES CONTROL BOARD Annual Permit Fee

12940
20301

Facility ID: **1A77002ODN**

Billing Period: **07/01/16 - 06/30/17**

Invoice No: **WD-0116736**

Amount Due:

~~\$ 70,781.00~~
\$30,625.00

Due By: **Saturday, December 31, 2016**

PLEASE REMIT YOUR PAYMENT ON OR BEFORE THE DUE DATE SHOWN ABOVE. LATE PAYMENT COULD RESULT IN PENALTIES UNDER PROVISIONS OF THE WATER CODE SECTION 13261. THESE ACTIONS COULD INCLUDE DAILY PENALTIES IN ADDITION TO YOUR FEE OR OTHER ACTIONS DEEMED APPROPRIATE BY THE REGIONAL BOARD.

Make your check payable to State Water Resources Control Board

If you have any questions about this invoice, please call the Water Board at 707-576-2656.



Retain this portion for your records

Please detach and return this portion with your payment

CHECK HERE FOR ADDRESS CORRECTION ON THE BACK

INVOICE NO: WD-0116736

INDEX NO: 281370

(Please print the above number on check or money order)

DEL NORTE SOLID WASTE MANAGEME
TEDD WARD
1700 STATE STREET
CRESCENT CITY, CA 95530
(707) 465-1100

SWRCB
PO BOX 1888
SACRAMENTO, CA 95812-1888

AMOUNT DUE: ~~\$70,781.00~~ \$30,625.00
BILLING PERIOD: **07/01/16 - 06/30/17**
DUE BY: **12/31/16**
FACILITY ID (WDID): **1A77002ODN**
FACILITY NAME: **DEL NORTE COUNTY, CRESCENT CIT**
OLD MILL
CRESCENT CITY, CA 95531

**STATE WATER RESOURCES CONTROL BOARD
INVOICE DETAILS**

FACILITY ID (WDID): 1A77002ODN
ORDER NO: 97-090

INVOICE NO: WD-0116736
BILLING PERIOD: 07/01/16 - 06/30/17
REGION: 1

DESCRIPTION	AMOUNT
59 LANDFILL Fee Basis: Threat/Complexity 1A	70,781.00

TOTAL AMOUNT DUE \$ 70,781.00
30625.00

If you have any questions about this invoice, please call
the Water Board at 707-576-2656.

Or you may send an email to LFoster@waterboards.ca.gov

For payment status of your invoice, please go to the "Stormwater and Wastewater permit Fee Invoice Information" link at

<http://infofees.waterboards.ca.gov/FeelInfo/DischargerInvoice.aspx>

Please allow 10 business days after mailing for your payment to be posted to the database.

BILLING ADDRESS CORRECTIONS

Please print the new billing address information in the space provided below

Please check box if the facility has changed ownership.

FACILITY ID (WDID): 1A77002ODN **DEL NORTE COUNTY, CRESCENT CIT**

BILLING NAME: [Grid of 20 empty boxes]

CONTACT PERSON: [Grid of 20 empty boxes]

STREET: [Grid of 20 empty boxes]

CITY: [Grid of 20 empty boxes]

STATE: [Grid of 2 empty boxes] **ZIP:** [Grid of 5 empty boxes] - [Grid of 4 empty boxes]

PHONE: ([Grid of 3 empty boxes]) [Grid of 3 empty boxes] - [Grid of 4 empty boxes]

EMAIL ADDRESS: [Grid of 20 empty boxes]

Tedd Ward

From: Morrison, Gina@Waterboards <Gina.Morrison@waterboards.ca.gov>
Sent: Thursday, December 08, 2016 3:32 PM
To: Tedd Ward
Subject: RE: Del Norte County Crescent City SWDS

Lori is working on the paperwork to correct it (again). You can go ahead and pay the 2A fee.

Gina

From: Tedd Ward [mailto:tedd@recycledelnorte.ca.gov]
Sent: Thursday, December 08, 2016 11:09 AM
To: Foster, Lori@Waterboards
Cc: Morrison, Gina@Waterboards; Reed, Charles@Waterboards; 'Kayleen Warner'; 'Lisa Babcock'
Subject: RE: Del Norte County Crescent City SWDS
Importance: High

Hi.

Please see the attached invoice received today and the letter received in September.

It appears we are still being billed for a 'IA' facility, after this has been granted '2A' status. We would appreciate it if you could update your records so this problem does not persist.

Would you like us to pay the amount for a '2A' facility = \$30,625?

Please advise.

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

From: Foster, Lori@Waterboards [mailto:Lori.Foster@waterboards.ca.gov]
Sent: Friday, September 16, 2016 7:48 AM
To: Tedd Ward <tedd@recycledelnorte.ca.gov>
Cc: Morrison, Gina@Waterboards <Gina.Morrison@waterboards.ca.gov>; Reed, Charles@Waterboards <Charles.Reed@waterboards.ca.gov>
Subject: RE: Del Norte County Crescent City SWDS

Mr. Ward,

I believe that Gina is working on that letter. I have attached the forms I sent to our Fee Unit to have your fee changed for FY 2015/16. There are two copies because the document got locked before I had a chance to sign it so

2016-17 Fee Schedules

**CALIFORNIA CODE OF REGULATIONS
TITLE 23. Division 3. Chapter 9. Waste Discharge Reports and Requirements
Article 1. Fees**

Section 2200. Annual Fee Schedules.

Each person for whom waste discharge requirements have been prescribed pursuant to Section 13263 of the Water Code shall submit, to the state board, an annual fee in accordance with the following schedules. The fee shall be submitted for each waste discharge requirement order issued to that person.¹

(a) The annual fees for persons issued waste discharge requirements (WDRs), except as provided in subdivisions (a)(3), (a)(4), (b), and (c), shall be based on the discharge's threat to water quality (TTWQ) and complexity (CPLX) rating according to the following fee schedule, plus applicable surcharge(s).

ANNUAL FEE SCHEDULE FOR WASTE DISCHARGE REQUIREMENTS				
Threat to Water Quality (TTWQ)	Complexity (CPLX)	Type of Discharge		
		Discharge to Land or Surface Waters ²	Land Disposal ³	
			Not Paying a Tipping Fee ⁴	Paying a Tipping Fee ⁵
1	A	\$109,095	\$70,781 ⁶	\$59,252 ⁶
1	B	\$68,901	\$57,168	\$47,856
1	C	\$37,178	\$36,751	\$30,766
2	A	\$24,833	\$30,625	\$25,638
2	B	\$14,929	\$24,502	\$20,510
2	C	\$11,195	\$18,376	\$15,383
3	A	\$8,823	\$12,250	\$10,256
3	B	\$4,699	\$9,188	\$7,690
3	C	\$2,088	\$4,082	\$3,419

¹ Federal facilities will generally not be invoiced for the portion of the annual fee that is attributable to the state board's ambient water monitoring programs. See *Massachusetts v. United States* (1978) 435 U.S. 444.

² For this table, discharges to land or surface waters are those discharges of waste to land or surface waters not covered by NPDES permits that are regulated pursuant to Water Code Section 13263 that do not implement the requirements of Title 27 of the California Code of Regulations (CCR). Examples include, but are not limited to, wastewater treatment plants, erosion control projects, and septic tank systems. It does not include discharge of dredge or fill material, discharges from agricultural lands, including irrigated lands, or discharge from animal feeding operations.

Dischargers covered by a WDR for municipal and domestic discharges with permitted flows of less than 50,000 gallons per day in categories 2-B, 2-C, 3-B and 3-C will receive a 50 percent fee discount. The design flow shall be used where no permitted flow is present. Municipal and domestic discharges receiving the discount are defined as discharges from facilities that treat domestic wastewater or a mixture of wastewater that is predominately domestic wastewater. Domestic wastewater consists of wastes from bathroom toilets, showers, and sinks from residential kitchens and residential clothes washing. It does not include discharges from food preparation and dish washing in restaurants or from commercial laundromats. Dischargers covered by a Landscape Irrigation General Permit issued by the state board will be assessed a fee associated with TTWQ/CPLX rating of 3B.

³ For this table, land disposal discharges are those discharges of waste to land that are regulated pursuant to Water Code Section 13263 that implement the requirements of CCR Title 27, Division 2, except Chapter 7, Subchapter 2, §22560-22565 (confined animal facilities). Examples include, but are not limited to, discharges associated with active and closed landfills, waste piles, surface impoundments, and mines.

⁴ For this table, Not Paying a Tipping Fee are those land disposal dischargers not subject to Public Resources Code (PRC) § 48000 et seq.

⁵ For this table, Paying a Tipping Fee are those land disposal dischargers subject to PRC § 48000 et seq.

⁶ A surcharge of \$12,000 will be added for Class I landfills. Class I landfills are those that, during the time they are, or were, in operation, are so classified by the regional board under 23 CCR Chapter 15, have WDRs that allow (or, for closed units, allowed) them to receive hazardous waste, and have a permit issued by the Department of Toxic Substances Control under 22 CCR Chapter 10, § 66270.1 et seq.

Del Norte County Budget Transfer Request FY 16/17

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
Solid Waste	422	421	20221	Printing		\$ 715
Solid Waste	422	421	20250	Lease of Equipment	\$ 770	
Solid Waste	422	421	20285-65	Spec Dept Exp-DOC Grant 14/15		\$ 372
Solid Waste	422	421	20285-79	Spec Dept Exp-DOC Grant 15/16	\$ 372	
Solid Waste	422	421	20238	TS Collection		\$ 2,000
Solid Waste	422	421	20239-01	Post-Closure Maintenance		\$ 2,500
Solid Waste	422	421	20301	State Fees	\$ 4,023	
Solid Waste	422	421	90300	Interest - Solid Waste	\$ 422	
Total Amounts					\$ 5,587	\$ 5,587

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

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

Department Head Signature _____ Date _____

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

County Administrative Officer: _____ (Under \$1000 - CAO approves)

Deputy Auditor-Controller _____ Date _____

TR No. _____ Budget Revision No. _____

Includes Revenue Appropriation _____ Requires 4/5ths Vote _____

County Administrative Officer _____ Date _____

Recommendation: Approve Deny Submit for Board approval

Passed by Board of Commissioners of the Del Norte Solid Waste Management Authority on 20 December 2016.

Ayes:
Noes:
Absent:

Attest: Clerk of the Board

By: _____
Katherine Brewer

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

1.5



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

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

www.recycledelnorte.ca.gov

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

Director's Report

Date: 15 December 2016
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. – Director *Tedd*
Attachment: Summary Description of the Product Stewardship Institute's Scope of Work under a grant by the USDA
File Number: **231501 – Authority Work Plans**

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

At this meeting, we welcome City Councilperson Jason Greenough as a new Authority Commissioner.

Consent Agenda Items: All claims above \$5,000 - except the regular monthly payments to Hambro/WSG – must be separately approved by the Board.

Item 1.2 is payment to Clean Harbors for the HHW collection event of September 10th.

Item 1.3 is a payment to Patel & Associates for their services related to the Authority's audit for FY 15/16.

Item 1.4 is payment for the Waste Discharge Requirement Fees for the Crescent City Landfill. Commissioners may notice that the Authority was invoiced for the fee associated with a facility with a '1A' Threat/Complexity rating, though the rating for the Crescent City Landfill has been reduced to a '2A.' Our contact at the North Coast Regional Water Quality Control Board, Gina Morrison, assured me that it was appropriate to pay the amount for a '2A' facility while the staff of the State Water Resources Control Board update their records. This approval saves the Authority \$40,156 this year, and similar savings are anticipated in the years ahead.

2.1



Item 1.5 is a budget transfer in the amount of \$5,587. This increases the funds available to collect bins from the Klamath and Gasquet transfer stations, as well as the budget line for maintaining the Crescent City Landfill. These increases are paid for from a portion of the savings in State Fees discussed above and increases in the amount of interest the Authority has received this fiscal year. Other smaller changes are associated with changes to how the Authority pays for the lease and per page charges of our copier, and addresses a charge that was allocated to the wrong grant.

Finances and Audits: Authority staff have submitted all documents requested by Patel & Associates during their audit of Authority activities in FY 15/16. Staff have not yet received their draft audit for review and comment.

Collections: Following the November Authority meeting, staff requested additional financial information related to Recology's request for a rate increase to increase payments to Julindra Recycling. Considering **Agenda Item 4.1**, the e-mail from Julie Badorek of Julindra ending the relationship between Recology Del Norte and Julindra, and Recology Del Norte's assertion that the entire rate increase would be for Julindra, Authority staff are considering the request for a 4.9% rate increase withdrawn, and have made no further efforts in this regard.

Staff had several meetings related to **Agenda Item 4.2**, Collections Change Order 9. This Change Order eliminates the following materials from the list of recyclables collected by Recology Del Norte: expanded polystyrene, cartons, rigid plastics, and film plastics including plastic bags. It also allows Recology 90 days to negotiate a new Processing Agreement, or to report back to the Authority exactly how it intends to secure such an agreement.

Facilities: Facilities and Programs Coordinator Kayleen Warner is assessing and prioritizing the signs in need of repair, replacement, or removal at the Gasquet and Klamath Transfer Stations as well as the Del Norte County Transfer Station.

The trailer delivered by the Carpet America Recovery Effort is leaking. Though we have requested a replacement trailer, at the time this report was written, carpet received from the public is being landfilled rather than recycled because there is no dry location to store the carpet.

The Del Norte County Road Department repaired the perimeter access road along the northeast slope of the Crescent City Landfill to control erosion.

Agenda Item 5.1 describes a pilot program by the Thermostat Recycling Corporation to offer a mail-in rebate for mercury thermostats in Del Norte County. Staff recommend participating in this pilot as an additional service or benefit to our community for minimal additional expense or staff effort.

Agenda Item 6.1 is a draft letter commenting on the Elk Valley Multimodal Corridor Plan, asserting the Authority's, Recology Del Norte's and Hambro/WSG's interests in continuing to allow commercial truck traffic for the entire length of Elk Valley Road.

Contractors: **Agenda Item 6.2** is a Request for Proposals for Computer and Information Technology services. For the past two decades such services have been provided by IT ESP. The Authority has received no communications from this contractor in several months – despite repeated attempts - delaying the updating of the Scale Management System software. For this reason, staff recommend initiating a process to select another contractor.

Laws and Regulations: Ms. Warner and I attended a webinar discussing the draft regulations implementing AB 901, which will expand the variety and details of information to be reported to CalRecycle on a quarterly basis. Waste, recycling, and compost facilities, as well as exporters, brokers, and transporters of recyclables or compost will be required to submit information directly to CalRecycle on the types, quantities, and destinations of materials that are disposed of, sold, or transferred inside or outside of the state. CalRecycle staff anticipate the on-line reporting systems associated with these changes will be available and required starting in 2018.

Californians Against Waste is anticipating significant changes will be made to California's Bottle Bill under the budget proposal from the Governor's office which will be released on January 10th. As hundreds of Buy-back recycling centers have closed across California in the past few years, and considering the challenges currently facing Julindra Recycling, the specifics of these changes have significant potential to impact recycling in Del Norte in the coming years. Staff will keep the Board informed as this situation develops.

Public Outreach and Education: The attachment describes the scope of work for the Product Stewardship Institute's (PSI) grant from the USDA focusing on rural household hazardous waste programs. Dr. Vivian Fuhrman of PSI contacted Authority staff to see if DNSWMA might be interested in participating. Though it is not yet clear how participation will benefit Del Norte residents or Authority programs, staff anticipate that at a minimum there will be additional advertising or outreach resources for some of the Authority's HHW programs, or analysis with suggestions as to how these programs might be improved. Staff have tentatively informed PSI that DNSWMA intends to participate with this program.

Personnel / Staffing: Refuse Site Attendant Haley Smith has become a permanent member of the Authority staff. Temporary Refuse Site Attendant Darren Davis quit his employment with the Authority so he may attend to family matters in another County. All Authority-managed facilities were open during posted hours and all shifts were covered.



**Reducing the Impact of HHW
on Water Resources in Low-income, Rural Communities
Project Summary
November 2016**

Who: The **Product Stewardship Institute (PSI)** has been awarded a grant from the U.S. Department of Agriculture (USDA) Rural Development Office. PSI will lead a **Project Team** comprised of staff from PSI, Call2Recycle (an industry-run non-profit organization that collects and recycles rechargeable batteries) and TRC (an industry-run non-profit organization that collects and recycles mercury-containing thermostats). The Project Team will be assisted by an **Advisory Committee** of public and private sector experts that collect and manage five priority household hazardous waste (HHW) products: mercury thermostats, rechargeable batteries, pharmaceuticals, pesticides, and paint.

When: The one-year project began on October 1, 2016 and will end on September 30, 2017.

Where: The Project Team will work directly with **10-15** rural low-income communities across the United States with populations of **5,500 individuals or less**, five with populations under 2,500.

What: The Project Team and these rural communities will work together to achieve the following goals:

- 1) Raise awareness of problems and solutions associated with managing the five HHW products;
- 2) Raise national interest in establishing paint reuse programs;
- 3) Increase the availability of convenient collection options for mercury thermostats and rechargeable batteries, and increase the quantity of these products safely and responsibly collected; and
- 4) Draft a *Pesticide Stewardship Briefing Paper* and run a National Pesticide Stewardship Conversation about the safe management of waste pesticides.

This project will help participating communities by:

- 1) Increasing infrastructure to improve collection convenience for residents;
- 2) Increasing collection of HHW products;
- 3) Decreasing health and environmental impacts of improperly managed HHW; and
- 4) Saving local governments time and money by reducing their HHW management burden.

Why: Every year, U.S. residents generate approximately 530,000 tons of unwanted toxin-containing HHW products. When disposed of improperly, these products threaten environmental and public health. Already, pesticides, pharmaceuticals, and other organic wastes were found in 80 percent of U.S. waterways sampled. Paint, mercury thermostats, and battery acid are also frequently found in the aquatic environment. These materials damage the ecosystem, contaminate recreational areas, make consuming fish more dangerous, and pose a risk to human health. Rural communities are particularly vulnerable to this type of non-point-source pollution because they lack options for convenient collection and management of HHW. Developing and expanding infrastructure for safe disposal of these household products in rural low-income communities can reduce a key source of environmental pollution that will benefit all.

*Product Stewardship Institute, Inc. • 29 Stanhope Street • 3rd Floor • Boston, MA 02116
Telephone: (617) 236-4855 • Fax: (617) 236-4766 • www.productstewardship.us*

 Non-chlorine Bleached / 100% Post-Consumer Recycled Paper / Soy Ink

The Product Stewardship Institute is an equal opportunity provider and employer.

— ROLES —

Project Team

- 1) Provide participating communities with background information and technical assistance on HHW stewardship to lay the groundwork for sustainable collection programs;
- 2) Provide tailored outreach and educational resources to raise public awareness around the need for safe disposal of HHW products;
- 3) Convene educational webinars about the safe management of rechargeable batteries, mercury thermostats, and pharmaceuticals; and
- 4) Connect communities to TRC and Call2Recycle to assist in the establishment of collection infrastructure for mercury thermostats and batteries (respectively).

Advisory Committee

- 1) Work with PSI to identify potential participating communities;
- 2) Connect PSI to contacts on the ground that can help carry out project goals;
- 3) Review outreach/educational materials;
- 4) Review draft *Pesticide Stewardship Briefing Paper*; and
- 5) Help identify and overcome product-specific challenges.

Participating Communities

- 1) Help educate the public and encourage proper disposal of all five HHW priority products;
- 2) Advertise and attend three webinars, on rechargeable batteries, mercury thermostats, and pharmaceuticals;
- 3) Review background information on importance of pharmaceutical and paint stewardship programs and work with Project Team to determine appropriate action;
- 4) Work with TRC and Call2Recycle to set up collection infrastructure for mercury thermostats and batteries;
- 5) Assist the project team in gathering baseline and follow-up data to determine project impacts.

This material is based upon work supported under a grant by the Rural Utilities Service, United States Department of Agriculture. Any opinions, findings, and conclusions or recommendations expressed in this material are solely the responsibility of the authors and do not necessarily represent the official views of the Rural Utilities Services. PSI is an equal opportunity provider and employer. Persons with disabilities who require alternatively formatted materials or other special accommodations to ensure effective communication and access to this project should contact Amanda Nicholson at amanda@productstewardship.us. Please allow at least 10 business days to arrange for accommodations.

Solid Waste
Balance Sheet
October 31, 2016

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	913,553.35
422 010 00300	Imprest Cash	3,500.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 03200	Land	493,000.00
422 010 03300	Transfer Station	3,266,990.64
422 010 03400	Equipment	158,443.55
422 010 03410	Buildings & Improvements	141,638.89
422 010 03440	Accum Depr Equipment	(157,814.00)
422 010 03450	Accum Depr Bldg & Improv	(113,204.00)
422 010 03460	Accum Depr Transfer Station	(918,877.00)
	Total Assets	<u>3,985,408.60</u>

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	(1,839,805.20)
422 010 09600	Investment in Capital Assets net of related debt	578,198.00
	Revenue	928,052.41
	Expenditure	(788,528.11)
	Total Liabilities and Fund Equity	<u>3,985,408.60</u>

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Affordable Home & Rental Rep.	64.53	0.00	0.00	0.00	0.00	64.53
Agricultural Commission(solid waste only)	21.60	0.00	0.00	0.00	0.00	21.60
Alexandre EcoDairy Farms	812.39	0.00	0.00	0.00	0.00	812.39
Atlas Field Services, Inc.	220.38	0.00	0.00	0.00	0.00	220.38
Babich Construction	63.37	0.00	0.00	0.00	0.00	63.37
Benner Mini Storage	118.17	0.00	0.00	0.00	0.00	118.17
Borges Dairy	151.24	463.80	0.00	0.00	0.00	615.04
Brown, Hector	734.99	0.00	0.00	0.00	0.00	734.99
Cal-Trans	0.00	83.83	0.00	0.00	0.00	83.83
California Auto Image	220.38	0.00	0.00	0.00	0.00	220.38
California Dept. Parks & Rec.	732.56	565.58	0.00	0.00	0.00	1,298.14
Castlerock Countertop's	10.08	0.00	0.00	0.00	0.00	10.08
Certified Construction *CLOSED*	0.00	0.00	0.00	0.00	6.90	6.90
Certified Plumbing Co.*CLOSED*	0.00	0.00	0.00	0.00	12.76	12.76
Cetnar Construction Inc.	0.00	7.20	0.00	0.00	0.00	7.20
City of Crescent City.	638.15	0.00	0.00	0.00	0.00	638.15
College of the Redwoods	61.39	0.00	0.00	0.00	0.00	61.39
Cornerstone Assembly of God	40.33	10.08	0.00	0.00	0.00	50.41
Crescent Ace Hardware.	311.14	0.00	0.00	0.00	0.00	311.14
Crescent City KOA	116.16	0.00	0.00	0.00	0.00	116.16
Crescent Fire Protection Dist.	10.08	0.00	0.00	0.00	0.00	10.08
Del Norte Child Care Council	7.20	0.00	0.00	0.00	0.00	7.20
Del Norte Realty	176.33	144.55	0.00	0.00	0.00	320.88
Del Norte Roofing	23.05	0.00	0.00	0.00	0.00	23.05
Del Norte Triplicate/WesternCom	0.00	0.00	59.06	0.00	0.00	59.06
DN Unified School District	485.67	0.00	0.00	0.00	0.00	485.67
DNSWM-USFS	0.00	0.00	656.04	0.00	0.00	656.04
Elk Valley Casino	50.42	0.00	0.00	0.00	0.00	50.42
Elk Valley Rancheria	14.40	0.00	0.00	0.00	0.00	14.40
Elk Valley Storage	0.00	20.17	0.00	0.00	0.00	20.17
Fashion Blacksmith	7.20	0.00	0.00	0.00	0.00	7.20
G. H. Outreach	452.07	0.00	0.00	0.00	0.00	452.07
Gasquet Mobile Home Park	53.47	0.00	0.00	0.00	0.00	53.47
Golden State Construction	1,235.02	0.00	0.00	0.00	0.00	1,235.02
GR Construction	128.19	195.90	0.00	0.00	0.00	324.09
Green Scapes	10.08	216.02	0.00	0.00	0.00	226.10
Griffin's Furniture Outlet	58.67	55.83	0.00	0.00	0.00	114.50
Hambro/Waste Solutions Group	16.16	0.00	0.00	0.00	0.00	16.16
Hartley Construction	0.00	24.49	182.93	0.00	0.00	207.42
HASP / Jordan Recovery Centers	205.32	0.00	0.00	0.00	0.00	205.32
Hemmingsen Contracting Company	316.89	0.00	0.00	0.00	0.00	316.89
Humane Society Of Del Norte	134.08	0.00	0.00	0.00	0.00	134.08
Humboldt Moving & Storage	157.00	0.00	0.00	0.00	0.00	157.00
Investment Realty	322.91	0.00	0.00	0.00	0.00	322.91
Kays, Matthew J.	16.55	0.00	0.00	0.00	0.00	16.55
Kirkland's Lawn & Yard Service	254.01	0.00	0.00	0.00	0.00	254.01
Kraft, Tom & Patti	146.93	0.00	0.00	0.00	0.00	146.93
Larson Services	17.28	0.00	0.00	0.00	0.00	17.28
Lesina Trucking	20.17	0.00	0.00	0.00	0.00	20.17
Lucky 7 Casino	0.00	18.67	44.65	0.00	0.00	63.32
McCullough Construction, Inc.	417.72	1,928.71	0.00	0.00	0.00	2,346.43
Mountain Power Tree Co	18.73	0.00	0.00	0.00	0.00	18.73
Mow Blow and Go	77.29	0.00	0.00	0.00	0.00	77.29
Murray Construction	30.24	0.00	0.00	0.00	0.00	30.24
New Dawn Support Services	137.69	0.00	0.00	0.00	0.00	137.69
Niehoff Construction	141.16	0.00	0.00	0.00	0.00	141.16
North Coast Properties	43.21	0.00	0.00	0.00	0.00	43.21
North Woods Realty	0.00	10.08	0.00	0.00	0.00	10.08
Northridge Electric	237.70	0.00	0.00	0.00	0.00	237.70
Pacific Northwest Physical Therapy	15.40	0.00	0.00	0.00	0.00	15.40
Pappas Dry Wall	217.50	0.00	0.00	0.00	0.00	217.50
Parkway Feed	161.32	0.00	0.00	0.00	0.00	161.32
Plunkett's Family Painting	7.20	0.00	0.00	0.00	0.00	7.20
Porter's Trucking *CLOSED*	0.00	0.00	0.00	0.00	2,033.84	2,033.84
Ray's Mobile Home Service	234.82	0.00	0.00	0.00	0.00	234.82
Recology Del Norte (Franchise)	115,293.27	0.00	0.00	0.00	0.00	115,293.27

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Recology Del Norte (Prison)	11,685.97	0.00	0.00	0.00	0.00	11,685.97
Red Sky Roofing	11,017.62	8,602.88	0.00	0.00	0.00	19,620.50
Redwood Community Action Agency	40.33	0.00	0.00	0.00	0.00	40.33
Redwood National Park	1,195.32	1,065.84	0.00	0.00	0.00	2,261.16
Reservation Ranch	1,012.60	979.48	914.65	0.00	0.00	2,906.73
Richard Brown Construction	17.28	0.00	0.00	0.00	0.00	17.28
Richterich & Jones Const	198.77	0.00	0.00	0.00	0.00	198.77
Rick Parker Construction	463.81	0.00	0.00	0.00	0.00	463.81
Ritchie Homes	63.37	0.00	0.00	0.00	0.00	63.37
Rogers, Luu T.	120.68	0.00	0.00	0.00	0.00	120.68
Roy Rook Construction	184.37	0.00	87.86	0.00	0.00	272.23
S.O.S. Construction	14.40	0.00	0.00	0.00	0.00	14.40
Schnacker's General Hauling	8.70	121.38	263.97	87.03	0.00	481.08
Seawood Village	3,028.32	0.00	0.00	0.00	0.00	3,028.32
Shangri-La Trailer Court	186.05	0.00	0.00	0.00	0.00	186.05
Smith River Equipment	78.86	0.00	0.00	0.00	0.00	78.86
Smith River Rancheria	260.70	16.67	0.00	0.00	0.00	277.37
Sprint Courier Service	108.03	0.00	0.00	0.00	0.00	108.03
Spruce Haven Mobile Home Park	110.49	0.00	0.00	0.00	0.00	110.49
Stephen F White Gen.Cont. Inc.	31.69	11.65	0.00	0.00	0.00	43.34
Stone Roofing	7,098.28	0.00	0.00	0.00	0.00	7,098.28
Swanson, Ray C. Construction	148.27	0.00	0.00	0.00	0.00	148.27
Tab & Associates	324.30	0.00	0.00	0.00	0.00	324.30
Tim Haban Construction	231.91	0.00	0.00	0.00	0.00	231.91
Van Arsdale Construction	817.62	0.00	0.00	0.00	0.00	817.62
Van Nocker's Cleaning	15.84	0.00	0.00	0.00	0.00	15.84
Wigley Contracting	17.28	0.00	0.00	0.00	0.00	17.28
Yurok Economic Dev Corp	154.93	0.00	0.00	0.00	0.00	154.93
Yurok Indian Housing Authority	148.36	0.00	0.00	0.00	0.00	148.36
Yurok Tribe	1,326.60	0.00	0.00	0.00	0.00	1,326.60
TOTAL	165,780.01	14,542.81	2,209.16	87.03	2,053.50	184,672.51

Statement of Revenues and Expenditures

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Fund: 422 Solid Waste
Dept: 421 Solid Waste

Statement of Month Ended: 10/31/2016

Line	Proj	Description	Month Actual	YTD Actual	YTD Budget	YTD Variance	% Exp
Revenues							
90153		Franchise Fees	24,003.00	71,225.00	256,520.00	-185,295.00	27.8
90300		Interest - Solid Waste	2,272.49	2,272.49	1,850.00	422.49	122.8
90301		Late Payment Fee	0.00	7.55	0.00	7.55	0
90650	062	Oil Grant 15/16	0.00	0.00	787.00	-787.00	0
90650	063	Oil Grant 08/09	0.00	0.00	15,000.00	-15,000.00	0
90650	066	DOC Grant 16/17	0.00	0.00	15,000.00	-15,000.00	0
90650	070	USFS Cleanup Grant	0.00	0.00	32,295.00	-32,295.00	0
90650	079	DOC Grant 15/16	0.00	0.00	13,524.00	-13,524.00	0
91003		Gate Tipping Fees	158,375.70	547,023.64	1,850,379.00	-1,303,355.36	29.6
91004		Authority Service Fees	86,191.02	300,398.11	1,018,136.00	-717,737.89	29.5
91121		Misc Reimbursements	5,955.00	7,050.62	7,194.00	-143.38	98.0
91121	123	Bad Check Fee Reimb	0.00	75.00	100.00	-25.00	75.0
Total Revenues			276,797.21	928,052.41	3,210,785.00	-2,282,732.59	28.90
10010		Payroll	-19,693.63	-88,450.20	-332,728.00	244,277.80	26.6
10010	070	Payroll - USFS Cleanup Grant	0.00	0.00	-6,600.00	6,600.00	0
10012		Overtime	0.00	-276.03	-1,000.00	723.97	27.6
10015		Part-time/Temp	-2,751.75	-17,662.05	-32,922.00	15,259.95	53.6
10020		Retirement	-5,516.19	-24,469.58	-81,628.00	57,158.42	30.0
10030		Employee Benefits	-9,150.00	-36,701.71	-108,927.00	72,225.29	33.7
10033		Employee Life Insurance	-18.00	-78.00	-331.00	253.00	23.6
10035		Management Life Insurance	-40.38	-157.62	-501.00	343.38	31.5
10040		Worker's Compensation	-3,313.50	-13,254.00	-37,352.00	24,098.00	35.5
Total Salaries & Benefits			40,483.45	181,049.19	601,989.00	420,939.81	30.08
20110		Clothing	0.00	-29.68	-1,000.00	970.32	3.0
20121		Communications	-653.54	-1,143.54	-3,000.00	1,856.46	38.1
20140		Household Expense	-554.47	-1,491.20	-5,200.00	3,708.80	28.7
20150		Insurance-Office	0.00	0.00	-3,600.00	3,600.00	0
20152		Vehicle Insurance	0.00	0.00	-3,000.00	3,000.00	0
20155		Liability Insurance	0.00	-587.50	-2,350.00	1,762.50	25.0
20170		Maintenance-Equipment	0.00	0.00	-350.00	350.00	0
20171		Maintenance-Vehicles	0.00	-676.71	-1,000.00	323.29	67.7
20175		Maintenance-Computers	-845.73	-845.73	-500.00	-345.73	169.1
20180		Maint-Structures/Improvements & TS Maint	0.00	-1,348.62	-2,400.00	1,051.38	56.2
20200		Memberships	-6,000.00	-7,000.00	-7,600.00	600.00	92.1
20221		Printing	-107.97	-138.59	-400.00	261.41	34.6
20221	062	Printing-Oil Grant 15/16	0.00	0.00	-500.00	500.00	0
20221	063	Printing - Oil Grant 08/09	0.00	0.00	-500.00	500.00	0
20221	066	Printing - DOC Grant 08/09	0.00	0.00	-3,000.00	3,000.00	0
20221	079	Printing - DOC Grant 15/16	0.00	-546.00	-3,000.00	2,454.00	18.2
20223		Postage	-59.36	-252.38	-1,300.00	1,047.62	19.4
20224		Office Supplies	-331.77	-1,052.13	-5,514.00	4,461.87	19.1
20227		Books/Subscriptions	0.00	0.00	-175.00	175.00	0

Statement of Revenues and Expenditures

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Fund: 422 Solid Waste
 Dept: 421 Solid Waste

Statement of Month Ended: 10/31/2016

Line	Proj	Description	Month Actual	YTD Actual	YTD Budget	YTD Variance	% Exp
20230		Prof Serv-Co/City	0.00	-118.05	-5,970.00	5,851.95	2.0
20231		Prof Serv	0.00	-1,772.50	-7,000.00	5,227.50	25.3
20231	070	Professional Services - USFS Cleanup Gra	0.00	0.00	-8,400.00	8,400.00	0
20232		Prof Svcs-Well Monitoring	-9,119.00	-9,119.00	-30,000.00	20,881.00	30.4
20232	002	Data Processing - Software	0.00	-2,472.00	-3,000.00	528.00	82.4
20233		Audit	0.00	0.00	-9,000.00	9,000.00	0
20234		Legal Counsel	-2,257.35	-2,402.95	-9,000.00	6,597.05	26.7
20235		Treasurer	-580.00	-900.00	-7,000.00	6,100.00	12.9
20236		Security	-72.00	-72.00	-800.00	728.00	9.0
20237		Credit Card Service Fees	-1,273.40	-5,532.34	-12,500.00	6,967.66	44.3
20238		TS Collection	-2,606.24	-9,368.59	-20,000.00	10,631.41	46.8
20239		Transfer Station Operations	-190,222.48	-362,334.45	-1,891,227.00	1,528,892.55	19.2
20239	001	Post Closure Maintenance	0.00	-1,028.02	-5,000.00	3,971.98	20.6
20240		Advertising/Publications	-379.00	-434.00	-3,800.00	3,366.00	11.4
20240	062	Advertising-Oil Grant 15/16	-379.00	-379.00	-1,185.00	806.00	32.0
20240	063	Advertising - Oil Grant 08/09	0.00	0.00	-3,000.00	3,000.00	0
20240	066	Advertising - DOC Grant 08/09	0.00	0.00	-2,000.00	2,000.00	0
20240	079	Advertising - DOC Grant 15/16	0.00	-228.00	-2,965.00	2,737.00	7.7
20250		Lease of Equipment	-427.05	-962.10	-3,100.00	2,137.90	31.0
20250	070	Lease of Equipment - USFS Cleanup Grant	0.00	0.00	-2,500.00	2,500.00	0
20251		Lease - Gasquet Transfer Station	0.00	0.00	-675.00	675.00	0
20270		Minor Equipment	0.00	0.00	-1,000.00	1,000.00	0
20275		Small Tools	0.00	-105.60	-750.00	644.40	14.1
20275	070	Small Tools - USFS Cleanup Grant	0.00	0.00	-2,395.00	2,395.00	0
20280		Delivery Service	-439.18	-469.18	-380.00	-89.18	123.5
20281		Household Hazardous Waste Event	-1,398.00	-1,398.00	-32,000.00	30,602.00	4.4
20283		Community Clean-up	-455.26	-910.52	-5,500.00	4,589.48	16.6
20283	070	Community Cleanup - USFS Cleanup Grant	0.00	0.00	-8,000.00	8,000.00	0
20285		Special Dept Expense	-176.45	-930.83	-1,500.00	569.17	62.1
20285	062	Spec Dept Exp-Oil Grant 15/16	0.00	0.00	-4,602.00	4,602.00	0
20285	063	Spec Dept Exp - Oil Grant 08/09	0.00	0.00	-6,500.00	6,500.00	0
20285	065	Spec Dept Exp - DOC 14/15	0.00	-371.87	0.00	-371.87	0
20285	066	Spec Dept Exp - DOC Grant 08/09	0.00	0.00	-4,500.00	4,500.00	0
20285	079	Special Dept Exp - DOC Grant 15/16	0.00	-375.00	-4,500.00	4,125.00	8.3
20286		Cash Over/Under	7.79	134.08	-175.00	309.08	-76.6
20287	070	Recology Del Norte Other Pickups - USFS	0.00	0.00	-4,000.00	4,000.00	0
20288		City Collections	-1,200.61	-5,269.55	-16,500.00	11,230.45	31.9
20290		Travel	-221.40	-751.10	-3,000.00	2,248.90	25.0
20290	062	Travel-Oil Grant - 15/16	-358.05	-358.05	-2,500.00	2,141.95	14.3
20290	063	Travel	0.00	0.00	-2,500.00	2,500.00	0
20290	066	Travel and Training - DOC Grant 08/09	0.00	0.00	-4,500.00	4,500.00	0
20290	070	Travel - USFS Cleanup Grant	0.00	0.00	-400.00	400.00	0
20290	079	Travel - DOC Grant 15/16	0.00	-1,475.34	-3,059.00	1,583.66	48.2
20297		Vehicle Fuel	-98.26	-293.98	-1,500.00	1,206.02	19.6
20301		State Fees	0.00	0.00	-49,791.00	49,791.00	0

Statement of Revenues and Expenditures

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Fund: 422 Solid Waste
 Dept: 421 Solid Waste

Statement of Month Ended: 10/31/2016

Line	Proj	Description	Month Actual	YTD Actual	YTD Budget	YTD Variance	% Exp
Total Services & Supplies			220,207.78	424,810.02	2,232,063.00	1,807,252.98	19.03
30490		Depreciation Expense	0.00	0.00	-96,500.00	96,500.00	0
Total Other Charges			0.00	0.00	96,500.00	96,500.00	0.00
70530	025	Interfund-Repayment to County	0.00	-160,177.90	-202,272.00	42,094.10	79.2
70530	199	Interfund-Cost Plan	-5,604.00	-22,416.00	-63,836.00	41,420.00	35.1
70800		ARC Payment OPEB	0.00	0.00	-11,125.00	11,125.00	0
70910	123	Op Trans Out Bad Check Fee	-50.00	-75.00	0.00	-75.00	0
Total Intra/Inter Fund Transfers			5,654.00	182,668.90	277,233.00	94,564.10	65.89
81000		Contingency	0.00	0.00	-3,000.00	3,000.00	0
Total Other Charges			0.00	0.00	3,000.00	3,000.00	0.00
Total Expenditures			266,345.23	788,528.11	3,210,785.00	2,422,256.89	24.56
Net Cost			10,451.98	139,524.30	0.00	139,524.30	

DNSWMA			
GRAND TOTALS			
NOVEMBER 2016			
	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	33.47%	
DNCTS Cash Total	25,361.91	12,759.11	38,121.02
DNCTS Charge Total	115,789.19	58,251.38	174,040.57
DNCTS Credit/Debit	20,030.55	10,076.99	30,107.54
DNCTS Adjustment	-1,539.62	1,539.62	0.00
DNCTS Totals	159,642.03	82,627.10	242,269.13
Klamath Cash Total			
Klamath Charge Total		4,158.34	4,158.34
Klamath Adjustment		154.93	154.93
Klamath Totals		4,313.27	4,313.27
Gasquet Cash Total			
Gasquet Charge Total		946.03	946.03
Gasquet Adjustment		53.47	53.47
Gasquet Totals		999.50	999.50
GRAND TOTALS	159,642.03	87,939.87	247,581.90

2.4

DAILY TICKET REPORT				
DNSWMA TRANSFER STATION				
MONTH: November 2016				
Date	BEGIN	END	VOIDED TICKETS	TICKET COUNT
1	908838	909021	2	182
2	909022	909203		182
3	909204	909377	1	173
4	909378	909577		200
5	909578	909764	1	186
6	909765	909928		164
7	909929	910117	1	188
8	910118	910279		162
9	910280	910440		161
10	910441	910599		159
11	910600	910769		170
12	910770	910903		134
13	910904	911097		194
14	911098	911244	1	146
15	911245	911357	1	112
16	911358	911476		119
17	911477	911634		158
18	911635	911810		176
19	911811	911944		134
20	911945	912043	1	98
21	912044	912239		196
22	912240	912380		141
23	912381	912543	1	162
24	CLOSED			
25	912544	912652		109
26	912653	912783		131
27	912784	912944		161
28	912945	913108	1	163
29	913109	913280		172
30	913281	913451	1	170
TOTAL			11	4603

DNSWMA										
KLAMATH TRANSFER STATION - DEPOSITS										
November-2016										
Date	Cash	Checks	Deposit	Over / Short	Sales	Sales	Charges	Tickets	TOTAL	
									Sales	Tickets
November 2, 2016	487.61	23.50	511.11	0.43	510.68	511.11	96.23	30		
November 6, 2016	509.78	76.25	586.03	8.75	577.28	586.03		46		
November 9, 2016	256.19	11.75	267.94	1.05	266.89	267.94	14.75	21		
November 13, 2016	692.45	59.52	751.97	4.87	747.10	751.97	43.95	38		
November 16, 2016	450.02	209.95	659.97	-2.39	662.36	659.97		33		
November 20, 2016	442.60	98.44	541.04	2.08	538.96	541.04		32		
November 23, 2016	117.26	14.75	132.01		132.01	132.01		12		
November 27, 2016	393.27	49.75	443.02	2.22	440.80	443.02		35		
November 30, 2016	226.73	38.52	265.25	-5.01	270.26	265.25		20		
			0.00			0.00				
			0.00			0.00				
			0.00			0.00				
			0.00			0.00				
			0.00			0.00				
			0.00			0.00				
			0.00			0.00				
			0.00			0.00				
TOTAL	\$ 3,575.91	\$ 582.43	\$ 4,158.34	\$ 12.00	\$ 4,146.34	\$ 4,158.34	\$ 154.93	267		
TOTAL CASH SALES										
Date	Wednesday	Friday	Sunday							
November 2, 2016	511.11									
November 6, 2016			586.03							
November 9, 2016	267.94									
November 13, 2016			751.97							
November 16, 2016	659.97									
November 20, 2016			541.04							
November 23, 2016	132.01									
November 27, 2016			443.02							
November 30, 2016	265.25									
TOTALS	\$1,836.28		\$2,322.06							
DAILY AVERAGE	\$367.26		\$580.52							

DNSWMA									
GASQUET TRANSFER STATION - DEPOSITS									
November-2016									
Date	Cash	Checks	Deposit	Over / Short	Sales	Sales	Charges	Tickets	TOTAL
									Sales
November 5, 2016	219.30	58.76	278.06		278.06	278.06		24	
November 12, 2016	175.05	68.27	243.32	\$7.91	235.41	243.32		19	
November 19, 2016	169.88	61.51	231.39		231.39	231.39	53.47	24	
November 26, 2016	149.26	44.00	193.26		193.26	193.26		19	
			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	\$ 713.49	\$ 232.54	\$ 946.03	\$ 7.91	\$ 938.12	\$ 946.03	\$ 53.47	86	
TOTAL CASH SALES									
Date	Thursday	Saturday							
November 5, 2016		278.06							
November 12, 2016		243.32							
November 19, 2016		231.39							
November 26, 2016		193.26							
TOTALS		\$946.03							
DAILY AVERAGE		\$236.51							

AUTHORITY REVENUE REPORT November 2016

Source		2015/2016		2016/2017	
Authority		Actual Annual		Budget/Month	
Service Fees		\$	1,030,898.99	\$	83,947.67
		\$	1,007,372.00		
	Actual/Month	Comparison FY15/16	Actual/Month	Over Budget	
July	\$ 94,614.42	\$ (1,219.41)	\$ 93,395.01	\$	9,447.34
August	\$ 92,156.03	\$ 8,128.42	\$ 100,284.45	\$	16,336.78
September	\$ 91,983.20	\$ 5,866.38	\$ 97,849.58	\$	13,901.91
October	\$ 90,405.08	\$ (6,188.04)	\$ 84,217.04	\$	269.37
November	\$ 74,641.65	\$ 13,298.22	\$ 87,939.87	\$	3,992.20
December	\$ 73,083.00	\$ -		\$	-
January	\$ 75,830.23	\$ -		\$	-
February	\$ 83,078.53	\$ -		\$	-
March	\$ 82,737.50	\$ -		\$	-
April	\$ 86,370.22	\$ -		\$	-
May	\$ 90,954.13	\$ -		\$	-
June	\$ 95,045.00	\$ -		\$	-
Total	\$ 1,030,898.99	\$ 19,885.57	\$ 463,685.95	\$	43,947.62

Over last year at this point

9.48%

Ahead of budget

From: Julie Badorek [<mailto:julie@julindrarecycling.com>]
Sent: Thursday, December 01, 2016 9:37 AM
To: Jeremy Herber <JHerber@recology.com>
Subject: Termination of Contract

Per our telephone conversation on November 23, 2016, and our meeting November 28, 2016, please consider this email notice of our need and intent to terminate the contract between Recology Del Norte and Julindra Recycling for receipt and processing of materials from Recology residential curbside recycling bins, multifamily bins, and commercial recycling containers.

As we discussed, Julindra Recycling can no longer carry the financial burden for processing materials received via Recology Del Norte on behalf of Del Norte County. I am aware that our contract states either party may terminate the agreement with six months written notice; however, significant reductions in weight received through our Buy Back Center the past two months, which has subsidized the Recology contract for the past five years, present immediate and extremely problematic financial concerns for Julindra Recycling.

While the company has dealt with winter slow downs every year, this year it hit much sooner than usual, possibly due to inclement weather in October and November. And this year, unlike past years, my Father is not here to input personal funds to cover the shortages. I used available funds from his estate at the beginning of this year to keep the facility open and give myself time to evaluate the business. There are no more funds available to carry the burden of this contract. If we don't see an increase in weight received in Buy Back in the next 2 weeks, I may not be able to meet payroll obligations at the end of December.

Julindra Recycling's looming financial issues are not technically Recology's problem or responsibility; however, due to the situation I am formally requesting early release from our contract. I realize there are steps Recology Del Norte must take in order to deal with the recycling of items we are currently accepting, and that those steps will not happen overnight. But I need to express, with much urgency, that without a steady increase in material in our Buy Back Center over the next few months (which has not happened in previous years), I will be unable to meet payroll by year end.

Your immediate attention to this matter is greatly appreciated. Thank you.

Julie Badorek

General Manager

*JULINDRA RECYCLING
1039 Harrold St
Crescent City, CA. 95531
Phone: (707) 464-CANS (2267)*

4.1

COLLECTIONS CHANGE ORDER 9

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

CONTRACTOR: RECOLOGY DEL NORTE, INC.
AUTHORITY: DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
SUBJECT: CHANGES TO LIST OF RECYCLABLE MATERIALS & PROCESSING SUBCONTRACT

NATURE OF CHANGES: This Change Order grants Contractor approval to eliminate the following material types from all recyclables collection services and community drop-off recycling programs by amending the definition of "Recyclable Materials" in Section 1.01, Exhibit B2, Section C.2 and Exhibit C1, Section A of the Franchise Agreement to exclude:

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

Due to the unforeseen announcement on December 1, 2016 that Julindra Recycling would cease operations effective January 1, 2017, Recology Del Norte was not able to provide the Authority with 90 days advance written notice of the termination of its Recyclable Materials Processing Agreement with Julindra Recycling as called for under section 5.12.A(6). Nevertheless, Recology Del Norte remains obliged under the Collections Franchise Agreement to collect and process recyclable materials as described in Exhibits B2 and C1 of the Agreement.

To give Recology Del Norte time to make other processing arrangements, the Authority will temporarily waive the requirements of sections 3.02.F, Exhibit C1, Section E (last sentence), and 5.12.A (except the first two sentences, and the first sentence of 5.12.A(6)) for 120 days following the adoption of this Change Order. Recology Del Norte will present to the Authority Director a new processing agreement, or combination of processing agreements, meeting the terms described in section 5.12 of the Franchise Collection Agreement within 90 days of the adoption of this Change Order. If such processing agreement cannot be secured within this time, Recology Del Norte will submit a plan describing how necessary recyclable materials processing and marketing services will be retained and the Authority indemnified for such services. Failure to provide such a plan or processing agreement within 120 days of the adoption of this Change Order will constitute a violation of section 5.12.A(6) of the Franchise Collection Agreement.

These changes will be effective starting 01 January 2017, and are effective until further modified by the Authority Board.

Contract Time remains unchanged. The service modifications described in this Change Order may be implemented for customers within the Franchise area once this Change Order has been approved and executed.

This Change Order makes no changes to the Contract Price:

This Change Order is hereby approved:

DATE: _____

RECOLOGY DEL NORTE, INC.

Del Norte Solid Waste Management Authority

BY: _____
Michael J. Sangiacomo, President & CEO

BY: _____
Blake Inscore, Chair

BY: _____
Chris Howard, Vice-Chair

Approved as to form:

BY: _____
Martha D. Rice, General Counsel

4.2



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: 30 November 2016
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Kayleen Warner – Facilities and Programs Coordinator
Del Norte Solid Waste Management Authority
File Number: 080105 – Hazardous Waste
Topic: Thermostat Recycling Pilot Incentive Program

Summary / Recommendation: That the Board support participation in this one-year pilot program.

Background: In 2008, mercury thermostat collection legislation was passed in California requiring thermostat manufacturers to establish collection programs for contractor and consumer-generated mercury thermostats and making it illegal to dispose of mercury thermostats in solid waste. The legislation also requires all heating, ventilating and cooling (HVAC) wholesale distributors with facilities in California to act as a collection point for waste mercury thermostats.

The Thermostat Recycling Corporation (TRC) is a non-profit stewardship organization that facilitates and manages the collection and proper disposal of mercury-containing thermostats. Originally founded in 1998 by Honeywell, White-Rodgers and General Electric as a voluntary venture to promote the safe collection and proper disposal of mercury-containing thermostats. Today 29 manufacturers support the program via a network of collection sites consists of HVAC wholesale distributors and HVAC contractors. In 2006 the program was expanded program to include household hazardous waste (HHW) collection sites and thermostat retailers. Since 1998 they have collected over 2.1 million mercury-containing thermostats – keeping 10 tons of mercury out of the waste stream.

To try and increase TRC's mercury collection rates and expand program participation among HHWs, TRC has agreed to run a one year pilot program at three HHWs throughout the state (Del Norte, Santa Clara, and San Bernardino) in which residents will be reimbursed \$10 per mercury thermostat through a mail-in rebate program.

Analysis: Locally mercury thermostats are accepted daily for recycling at no charge at the Transfer Station by Hambro/WSG and are also collected during the Household Hazardous Waste Collection Event.

Through this one year pilot (January 1, 2017-December 31, 2017), TRC hopes to better gauge how the use of a \$10/mercury thermostat incentive distributed at HHW facilities throughout California will influence collection rates and increase recycling.

There would will minimal additional work for staff as the same collection protocols would exist and TRC will take care of the mail-in rebate process. Authority and Hambro/WSG will help promote this rebate at through existing outreach channels. Customers will place their mercury thermostats in a ziplock bag along with a filled out coupon form. Hambro/WSG will send the thermostats and forms into TRC who will process the rebates and send them to customers.

Alternatives: The Board could decline participation in this program.

Fiscal Impacts: Fiscal impacts are minor, with minimal staff time for coordinating the outreach and training gate staff on the pilot details.



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December 21, 2016

Ms. Tamera Leighton, Director
Del Norte Local Transportation Commission
1301 B Northcrest Drive #16
Crescent City, CA 95531

Re: Elk Valley Road Multimodal Corridor Plan

Dear Ms. Leighton:

The Del Norte Solid Waste Management Authority supports the efforts to assess the traffic hazards, conditions and needs of Elk Valley Road and create a plan that meets the many needs of our community.

All access routes to and from the Del Norte County Transfer Station include use of State Street and Elk Valley Road. Operations at this transfer station depend on the road allowing for commercial trucks, trash trucks, and other customers access into the center. The Transfer Station permitted traffic volume is 848 vehicles per day, though in practice our current daily traffic is generally less than 300 vehicles per day.

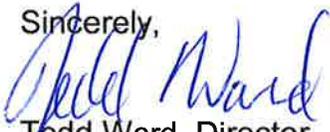
Some of those vehicles are long-haul trailers moving materials for disposal from the Del Norte County Transfer Station, or empty trailers being delivered to this facility. As many materials from the Del Norte County Transfer Station are being hauled to a disposal facility outside of White City, OR, Elk Valley Road is used as the most direct route to access Highway 199. Thus, this agency's operations depend on large trucks using the entire length of Elk Valley Road. We trust that whatever final plan is developed will continue to allow commercial truck traffic along the full length of Elk Valley Road.

While this agency also generally supports including biking and walking in all transportation plans, we hope that that these uses can be routed in a way that accommodates continuing commercial truck traffic uses along the full length of Elk Valley Road.

This letter was reviewed and approved for submittal by the Del Norte Solid Waste Management Authority Board at a meeting on 20 December 2016.

Please contact me if you have any questions on these comments.

Sincerely,


Tedd Ward, Director

6.1

DRAFT

Request for Proposals

Computer Information & Technology Support to the Del Norte Solid Waste Management Authority

The Del Norte Solid Waste Management Authority (DNSWMA), located in Crescent City, California is soliciting proposals from consultants qualified to assist with the maintenance and troubleshooting of server/network and other Computer and Information Technology (CIT) issues as they arise.

The CIT services required can be summarized into five categories: 1) existing outstanding projects, 2) managed computer, telephone, and information technology services, 3) server and network, administration and troubleshooting, 4) urgent technical assistance, and 5) hardware and software pre-purchase consulting.

The period of the contract will be 24 consecutive months commencing on the date of award with an option to renew for the next 24 consecutive months. All proposals should stipulate rates for the first 24 months and also for the optional additional 24 months. Response times will be the same for both periods.

I. General Overview

The Del Norte Solid Waste Management Authority (DNSWMA or 'the Authority') is a joint powers authority of the City of Crescent City and the County of Del Norte responsible for solid waste management, recycling, composting, and household hazardous waste management in Del Norte County. Included in these responsibilities are staffing and operations of the scale house at the Del Norte County Transfer Station where materials are disposed or dropped off for recycling. On a continuous basis, the Authority's priorities for computer support are:

1. Uninterrupted operations, security, and backup of the scale house computer system to provide services to customers of the Del Norte County Transfer Station;
2. Uninterrupted operations and backup of the server and networked computers, printers, and peripherals in the Authority's administrative offices.
3. Software updates as needed.
4. Hardware improvements or replacements.

The scale house computer peripherals include keyboard, screen, wireless mouse, cash drawer and receipt printer, as well as a scanner/printer, a card slider, a signature pad, and an additional display screen used to show customers the amount due. The scale house computer acts as a server for the SQL database for the scale management system, though it uses the internet access via a wireless connection to the computer server in the Administration building for approval of charge and debit cards. The Authority's Administrative office is located in a separate building at the same address. The server in the Administrative office is networked with five desktop computers, five printers, and one scanner/printer/copier. In addition, a laptop, an ipad, and a few phones will on occasion require access to the wireless network in the administration building.

II. Existing Infrastructure

DNSWMA utilizes Intel based workstations (approximately 5) using Windows XP, Windows 7, Windows 10, Windows server 2012 and Microsoft Office 2010, Microsoft Office 2013, Microsoft Office 365, Mozilla Firefox, X-Charge v 8.0.4.4, Adobe Acrobat 9 Pro, Corel X4 Suite, Corel Draw X5, Google Earth Pro, WordPress, as well as various other programs including Creative Information Systems' Scale Management Software (SMS), X-Charge and Quickbooks Accounting software. Internet connection is provided by Charter Communications. The DNSWMA also utilizes one network printer/scanner and five locally connected printers.

Critical to the operations is the scalehouse computer where weights from inbound and outbound scales are communicated using ScaleCom software, and gate staff use SMS to assess and process the collection of payments, and to generate receipts and daily reports. The scalehouse computer acts as a server for the SMS (SQL) database, which is actively accessed by two other computers running SMS on the network. The scalehouse computer typically accesses the internet (primarily for credit and debit card approvals using the X-Charge software) through a dedicated wireless connection to the server in the Administration building. The Administrative Assistant's computer also runs SMS, and has been using QuickBooks Pro 2011 for the Authority's accounting. The third computer running SMS is the Account Clerk's. As Creative Information Systems (CIS) is located in New Hampshire, technical assistance availability from CIS for the SMS software can be limited by the difference in time zones

The Authority's Director and Facilities & Programs Coordinator are able to provide some technical support addressing the Authority's computer-related issues. For major system changes such as computer replacements or adding new computers to the server network, however, the Authority requires additional technical support. To reduce downtime associated with episodes of equipment failure, the Authority is requesting proposals from CIT professionals to provide more comprehensive technical support services for: 1) existing outstanding projects, 2) managed computer, telephone, and information technology services, 3) server and network, administration and troubleshooting, 4) urgent technical assistance, and 5) hardware and software pre-purchase consulting.

DNSWMA had been using the services of IT ESP, Inc. for CIT services for many years. Authority staff have not received communications with or service from this company in several months, and so are proceeding to secure replacement CIT services. Due to this lack of response, Authority staff are uncertain regarding the extent to which IT ESP will be available as this agency transitions to a new CIT contractor.

III. Scope of Work

The scope of work shall include the following tasks:

A. Existing Outstanding Projects

In the first few months of this agreement, Authority staff will work with Contractor to complete the following tasks:

1. Investigate current hardware and software, updating and/or installing software for daily backup, firewall, anti-virus, anti-malware, anti-spyware, and rootkit protection, as well as any software needed to provide remote technical assistance. This task will also include transitioning from the Authority's former CIT support contractor, and securing the Authority's network as needed from unauthorized access.
2. DNSWMA wishes to complete the upgrade from SMS (v. 7) software to SMSTurbo version 10 on three workstations. The software has been purchased and partially installed on one machine for staff training, however integration beyond a test environment has not been completed. Installation of SMS v10 on the other two machines will follow completion of training on the new scalehouse workstation.
3. On the Administrative Assistant's computer, install and transfer Authority Quickbooks files from QuickBooks Pro 2011 to QuickBooks Pro 2015 as directed. Install QuickBooks Pro 2015 on the new scalehouse workstation for training purposes.
4. Work with Authority staff and Creative Information Systems staff to troubleshoot any issues related to completing the upgrade to SMS v10. The Authority has a new dedicated computer in the Administrative building for installing and training of staff on SMS v10. Following training of all Authority staff on SMS v10 on this computer, Contractor will uninstall QuickBooks Pro 2015, and on a date and time selected by the Authority Director, swap the current computer in the scalehouse with the new scalehouse workstation using SMS v10. The old scalehouse computer will then move to the Admin Building, have SMS v 10 installed so it may serve as a backup to be used should the new scalehouse computer have an equipment failure in future. In this way SMS v10 will be installed on four machines, but actively used and accessing the same database by just three at any time.
5. Install SMS v10 on the computers used by the Administrative Assistant and the Account Clerk. Upgrade these computers to Windows 10 operating system if needed prior to installation of SMS v10.
6. Install a phone jack in the Safe Room of the Administrative Building.
7. Enable wireless access to the Authority's network by the Authority Director's ipad, phone, and notebook computers.

Ongoing support is to include the following:

B. Managed Computer, Phone & Information Technology Services

1. Install and maintain firewalls, anti-virus, anti-spyware, anti-malware and rootkit detection software on all computers.
2. Install and maintain backup software to establish and maintain continuous protection and nightly off-site backups of both the servers in the Administrative Office as well as the scalehouse workstation.
3. Maintain a Redundant Array of Independent Disks (*RAID*) on the server in the Administrative office to maintain data security.
4. Utilize remote technical support services as needed to improve early detection of issues and technical support response times
5. Maintain and provide technical support for the Authority's Starplus STS phone network as needed.

C. Server & Network Administration & Troubleshooting

1. Create user accounts as needed, maintain server as needed for security and performance.
2. Assist Authority staff addressing computer-related questions to ensure smooth day-to-day operation of the Authority facilities and programs.
3. Install and set up new and/or rebuilt computers including installation of Windows operating systems, any necessary software, connecting each new computer on the network, setting each for backups, adjusting email client settings, and transferring files, email history and contacts to the new machine.
4. Install and set up new office equipment and connect to network (printers, scanners, fax machines, copiers, etc.)
5. Restore one or more computer from backup when necessary.
6. Make sure all machines have software updated as needed.
7. Perform minor hardware repairs (e.g. replace a hard drive, cooling fan, upgrade memory, etc.)
8. Identify and correct problems with the network as they arise, including troubleshooting routers, switches, wireless connections, cables, power backups, and all related hardware and software.
9. Work with Authority staff on a quarterly basis to complete a series of questions with respect to how data related to credit and debit cards is stored and used to confirm PCI compliance.

D. Urgent Technical Assistance

DNSWMA regularly uses computer equipment Monday through Friday 7:30 AM to 5:30 PM and Saturdays and Sundays 8:30 AM to 5:30 PM excluding major holidays. Contractor must be available by phone during these hours to address urgent technical issues. In response to episodes of hardware, wiring, equipment or software failure that cannot be addressed by Authority staff, the selected Contractor will be available by phone to discuss the situation and possible solutions, including using remote access to address possible equipment conflicts or connectivity issues. If necessary, the selected Contractor will dispatch one or more employees to fix the problem and/or replace and reconfigure system elements on-site.

DNSWMA will assign technical assistance requests a severity level from 1 to 4 based on the impact to DNSWMA business. Severity levels may be changed after initial contact and assessment of the issue from the Contractor, providing DNSWMA agrees.

The following table defines the severity levels and the targeted initial response time for support.

Severity Level	Description	Initial Response Time
Level 1	<p>Critical Business Impact Primary business service, major application or mission-critical system is stopped or so severely impacted that the DNSWMA cannot reasonably continue work.</p> <p>Severity Level 1 problems could have the following characteristics:</p> <ul style="list-style-type: none"> • System hangs or crash situations • Data loss or data corruption • Critical functionality not available 	Within 20 minutes by phone, text, remote access, or on-site assistance
Level 2	<p>Significant Business Impact Important product features are unavailable with no acceptable workaround. Primary business service, major applications or mission critical systems are functioning with limited capabilities or are unstable with periodic interruptions. The software/hardware may be operating but is severely restricted.</p> <p>Severity Level 2 problems could have the following characteristics:</p> <ul style="list-style-type: none"> • Error or failure forcing a restart or recovery • Severely degraded performance • Functionality unavailable but the system is able to operate in a restricted fashion. 	Within 2 hours
Level 3	<p>Minimal Business Impact Product features are unavailable but a workaround exists and the majority of software functions are still usable. Minor function/feature failure that the user can easily circumvent or avoid. DNSWMA work has minor loss of operational functionality.</p> <p>Severity Level 3 problems could have the following characteristics:</p> <ul style="list-style-type: none"> • Error message with workaround • Minimal performance degradation • Incorrect product behavior with minor impact • Functionality loss on one machine that can be effectively performed on another available machine • Questions on product functionality or configuration during implementation 	Within 1 business day

Severity Level	Description	Initial Response Time
Level 4	<p>Nominal Business Impact Minor problem or question that does not affect the software function such as How To's, documentation, general questions, or enhancement requests. There is no immediated impact to equipment or software function or DNSWMA's operations.</p> <p>Severity Level 4 problems could have the following characteristics:</p> <ul style="list-style-type: none"> • General requests for advice on product usage • Clarification on product documentation • Product enhancement request 	Within 3 business days

E. Hardware & Software Pre-Purchase Consultation

At a meeting scheduled in advance, advise the Authority Director and staff regarding planning and budgeting for major system enhancements, including identifying and installing hardware and upgrades of existing and new system elements to improve security, reliability, performance, and reduced maintenance costs.

V. Review of Facilities and Proposal Due Date

Consultants are invited to inspect the DNSWMA facilities for the purpose of preparing their proposals. A meeting has been scheduled for January 25, 2017 at 2:30 PM for this purpose. While this is **not** a mandatory meeting proposers are encouraged to attend. Questions on this Request for Proposals should be received in writing no later than January 23, 2015 at 5 PM and responses will be reviewed at this meeting. Proposals are to be received by the DNSWMA on or before Monday February 13, 2017 at 4:00 P.M.

VI. Qualifications

- Deep working understanding of CIT and network equipment, peripherals, functionality and connectivity
- Knowledge of network connection protocols and firewall security
- Experience in Windows server administration with emphasis on file services and server security
- Experience with Windows workstation administration and maintenance
- Experience with office equipment installation and setup (printers, faxes, copiers, etc)
- Some hardware troubleshooting and repair experience (replacing hard drives, RAID drives, upgrading memory, replacing power supply, etc)
- Good verbal and written communication skills

- Good customer service skills

VII. Submittal Requirements

Proposals are to be received no later than by Monday February 13, 2017 at 4:00 P.M at the following address:

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

Proposals may also be e-mailed, with a read receipt to confirm time of receipt to:
tedd@recycledelnorte.ca.gov

Responsive proposals are to include the following:

- A. **Letter of Transmittal.** The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following information and statements:
1. Company name, address and telephone number of the firm submitting the proposal.
 2. Name, title, address, email address and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
 3. Taxpayer identification of the firm.
 4. Briefly state your understanding of the services to be provided and make a positive commitment to provide the services as specified.
 5. A statement indicating ‘the proposal and cost schedule shall be valid and binding for ninety (90) days following the proposal due date and will become part of the Agreement negotiated with the Del Norte Solid Waste Management Authority.’
 6. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- B. **General Vendor Information.** This section will provide a general overview of the structure and clientele of the proposing Company, including:
- Length of time in this or related businesses
 - Total number clients, general description of types and range of clientele
 - Number of full time personnel providing technical support services, and total number of employees
 - Location of office that would service this account
 - Provide references, including company, name, title, and phone number for not fewer than three (3) clients who have been provided similar or comparable services. For each reference, proposals should include a general description of the services and the duration such services have been provided.
- C. **Proposed Services.** This section will describe how the Proposer is positioned to provide the requested services, the Company’s qualifications, history or personnel experience

providing similar services. This section should include a general description of the methodology for providing on-going support and prompt response during episodes of equipment failure. This section will also include a general description and/or organizational chart of the Company's staff, and a detailed description of the experience and expertise of the individual(s) who will be the primary contacts and service providers to the Authority. The local availability of staff will be an important consideration in the evaluation of Proposals.

D. Price Proposal. Contractor will provide service rates for the categories listed on Exhibit A.

- The proposal must contain a fee schedule that includes hourly rates for proposed services.
- Describe how your services are priced, and any specific pricing you are able to provide.
- Define any additional charges such as travel expenses. Mobilization or travel expenses (if any) are to be described in each proposal as a flat rate regardless of travel time.
- Proposer must state if the proposed rate is guaranteed for the term of the contract or if it is subject to adjustments. If subject to adjustments, proposer must state the frequency of adjustments and how adjustments are determined.
- Provide optional costs for managed services software tools and remote monitoring, maintenance, and support. Note that the purchase and installation of the software will be the responsibility of the vendor. Managed Services Monthly Cost Remote Monitoring and Management for 24 hours per day, 7 days a week

VIII. Selection Criteria & Process

DNSWMA staff will evaluate proposals considering the following factors for its recommendation for selecting a Proposal:

1. Experience
2. Understanding of services to be provided
3. Ability to meet response times
4. Rates
5. References: Satisfaction of clients/end users

The Authority Board will consider staff recommendation and is anticipated to select a Contractor to provide these services at a meeting scheduled on or about 21 February 2017. Following selection of a Contractor, Authority staff and Contractor will enter a Service Agreement for provision of and compensation for these services based on the proposal submitted and subsequent negotiations.

IX. Miscellaneous

- The DNSWMA reserves the right to reject any and all proposals for failure to meet the requirements herein, each proposal shall include all information required by this Request for Proposals. 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. 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.

- Proposals must be in U.S. dollars inclusive of all costs such as, but not limited to: insurance, equipment, temporary facilities, supervision, profit, overhead, and taxes.
- 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.
- 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 DNSWMA intends to award a contract to a single vendor.

Exhibit A: Price Proposal

Complete and return with Proposal:

Proposer: _____

Provide proposed costs for the following. Prices must be in U.S. dollars inclusive of all costs such as, but not limited to: insurance, equipment, temporary facilities, supervision, profit, overhead, and taxes

Task	Proposed Service Rates
1. Existing Outstanding Project Support	\$ _____ per hour
2. Managed Computer, Phone & IT Technology Services	\$ _____ per month retainer, including first 6 hours of support + \$ _____ per hour after the first 6 hours in a month
3. Server & Network Administration	\$ _____ per month retainer, including first 3 hours of support + \$ _____ per hour after the first 3 hours in a month
4. Urgent Technical Assistance	\$ _____ per month retainer including up to a total of 3 hours phone, text, or remote access urgent technical assistance per month
A. Mobilization / Travel expenses for on-site assistance	\$ _____ per employee per day providing on-site assistance
B. Level 1 Critical – Response w/in 20 minutes	\$ _____ per hour after first 3 hours
C. Level 2 Significant – Response w/in 120 minutes	\$ _____ per hour after first 3 hours
D. Level 3 Minimal – Response w/in 24 hours	\$ _____ per hour after first 3 hours
E. Level 4 Nominal – Response w/in 3 business days	\$ _____ per hour after first 3 hours
5. Hardware and Software Pre-purchase consultation by scheduled appointment	\$ _____ per hour

Any additional charges or discounts:

Del Norte Solid Waste Management Authority

Work Priorities Fiscal Year 2016 – 2017

File: 231501



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

Purposes of the Authority (2012):

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

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

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Legend for symbols used:

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

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

Last Updated: **September 2016**

Mandated or Obligatory Ongoing or Future Activities:

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

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

(Annual).

- ✓ △ Prepare and submit documents as needed for the Del Norte County Transfer Station solid waste facility permit review every five years. Revise the Transfer Station Methods report and Transfer and Processing Report as necessary for new recovery activities and/or management of materials banned from disposal or requiring special handling, including mattresses. (Ongoing)
- ☞ ⊗ Prepare and submit the PCI compliance report to assure that measures are in place to protect customer credit and debit card information. (Annual, this deferral is costing ~\$60/month)
- ⊗ Work with Hambro/WSG to develop additional resource recovery options that can be integrated into TS operations at a cost which is less than disposal. (Ongoing)
- ⊗ Work with Hambro/WSG and Recology Del Norte to assess and evaluate potential impacts associated with changes in Franchise solid waste, recyclables, and yard debris collection services on transfer station operations and revenues. (Ongoing)

2. Crescent City Landfill Post-Closure Maintenance

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

2036 (Ongoing until new Monitoring and Reporting Program is approved).

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

3. Collections Franchise and Collections System Management

-  Manage Franchise Collections contract with Recology Del Norte to ensure compliance with contract provisions and Service Standards, including drafting annual CPI-based rate adjustments and negotiating and drafting Change Orders for contractual changes. Coordinate with Recology Del Norte as needed. (Ongoing)
-  Continue to promote workplace recyclables collections, the California Commercial

Recycling Mandate (AB341) with Recology Del Norte, recycling coordinators, the recyclables collection contractor (currently GH Outreach) and processors like Julindra Recycling. (Ongoing, special report requested by CalRecycle in 2016)

- ☒ Evaluate possible modifications to the Collections Franchise and/or appropriate ordinances to complement the services at the Del Norte County Transfer Station and to expand, provide incentives and document resource recovery. (Ongoing)

4. Reuse, Recycling, and Composting

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

5. Community Cleanup

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

6. Education and Public Outreach

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

-  Work with the California Product Stewardship Council (CPSC) to promote and establish Extended Producer Responsibility and Take Back programs. (Ongoing)
-  Work with the Crescent City Harbor District, US Coast Guard, Del Norte County Sheriff's office, other local representatives and related state agencies to develop strategies to safely manage expired marine flares. (Ongoing)

7. Local Regulations, Ordinances, Plans and Enforcement

-  Work with County and City Building and Planning Departments regarding review of Materials Management Plans associated with construction and demolition permits in Del Norte County. (Ongoing)
-  Administer Code Enforcement and related Blight Abatement and Cleanup activities through the County's Code Enforcement Officer until such time as these functions are incorporated into relevant City and County Ordinances. (Ongoing)

8. Public Meetings, Budgets, Funding and Fiscal Oversight

-  Develop annual budgets, tracking and reporting expenditures and revenues accordingly. (Annual and ongoing)
-  Prepare and distribute agendas, minutes, resolutions, ordinances, and related staff reports in compliance with public meeting laws and related agreements and by-laws. Respond to telephone, fax, and e-mail requests for information regarding Authority and Task Force agendas, meetings, minutes and actions. (Ongoing)
-   Prepare and submit necessary reports related to post-employment retirement (OPEB) benefits and funding. (Annual)
-   Prepare and submit necessary reports related to General Accounting Board Standards Board Statements Numbers 45 and 68. (Annual)
-   Work with contractor to complete the annual agency audit report and respond according to recommendations and Board direction. (Annual)
-   Establish a written agreement with a person or company to provide Treasurer / Controller services. (2016)
-  Track charge customer accounts and payments, send out monthly statements, assess late charges, and refer past-due accounts to collections under adopted policies. (Ongoing)
-  Solicit, negotiate and administer Del Norte Solid Waste Management Authority and

Abandoned Vehicle Abatement Service Authority contracts as necessary. (Ongoing)
(The Waste Authority Board also serves as Abandoned Vehicle Abatement Authority.)

-  Develop partnerships with Del Norte County and Crescent City departments to efficiently deliver services. (Ongoing)

9. Personnel and Staffing

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

10. Other Responsibilities and Activities

-   Provide collection and consolidation services as needed for public home-generated sharps drop-off points. (Ongoing)
-   Work with the Del Norte Economic Development Corporation to prepare an application to have the North Coast Recycling Market Development Zone (including Humboldt and Del Norte Counties) redesignated as an enterprise zone promoting recycling market development and development of recovery-based enterprises through technical assistance services and financing opportunities. (Redesignation application to be submitted in 2016)
-  Respond to public, press, government agency and tribal agency requests for information and reports. (Ongoing)
-  Obtain and maintain equipment, signage, supplies and software for monitoring, reporting, scale management, servicing, outreach and collection event activities. (Ongoing)
-  Providing professional assessment and analysis of how other jurisdictions have

addressed the issues and concerns identified by the Authority Board, including obtaining model requests for proposals, agreements and/or ordinances. (As needed)

Deferred Discretionary Activities:

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

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

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

