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 March 21, 2017** **3:30 PM**

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

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

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

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

OPEN SESSION ITEMS:

1. CONSENT AGENDA

1.1 Approve minutes, Regular Session, Tuesday February 21, 2017. **
1.2 Acknowledge receipt of letter dated February 28, 2017 from Recology Del Norte requesting annual CPI-based rate adjustment. **
1.3 Acknowledge receipt of letter dated March 10, 2017 from Hambro/WSG requesting annual CPI-based rate adjustment. **
1.4 Approve request from SURFRIDER foundation for one Authority-allocated bin pull to support a beach cleanup on April 22. **
1.5 Approve OPEB payment in the amount of $11,125.00 **
1.6 Approve a FY 16/17 budget transfer in the amount of $8,274.00 **

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 Reports for January 2017 **
2.3 Claims approved by Director for February 2017 **
2.4 Monthly Cash and Charge Reports for February 2017**
2.5 Earned Revenue Comparisons between FY15/16 and FY16/17 **

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE

3.1 Discussion and possible adoption of Resolution 2017-01 Designating the Authority's Agent for Purposes of Making Application to CALEMA for Federal and/or State Disaster Assistance. **

4. COLLECTIONS FRANCHISE

4.1 Discussion and possible action regarding letter of March 13, 2017 from Recology Del Norte and possible adoption of Collections Change Order 10, making changes to recycling services and processing subcontract requirements. **

4.2 Discussion and possible action regarding Recology Del Norte's proposal to modify the collection service standards and rates, and provide all residential/multi-family and commercial cart customers with a 96 gallon trash cart. **

5. TRANSFER STATION

5.1 Discussion regarding a cost analysis for the transfer stations in Gasquet and Klamath small-volume transfer stations. **

5.2 Discussion and possible action regarding the steps to develop a small-volume transfer station to serve the northern portions of Del Norte County. **

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

6.1 Discussion and possible approval of a professional services contract negotiated with Digital Needs Services to provide computer and information technology services for an annual amount not to exceed $10,000. **

6.2 Discussion and possible action regarding nominees for 2016 Green Ribbon awards. **

7. ABANDONED VEHICLE ABATEMENT SERIVCE AUTHORITY

7.1 Discussion and possible action regarding quarterly report of the Del Norte Abandoned Vehicle Service Abatement Authority. **

8. CLOSED SESSION ITEMS

8.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant Government Code Section 54956.9(d)(4):
Possible initiation of litigation, one case.

7.2 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION -
Pursuant to Government Code Section 54956.9(d)(1):
SEIU Local 1021 v. Del Norte Solid Waste Management Authority
(PERB UPC SF-CE-1422-M)

9. ADJOURNMENT

Adjourn to the next Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M. Tuesday April 18, 2017 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

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

DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
CITY OF CRESCENT CITY
COUNTY OF DEL NORTE
STATE OF CALIFORNIA
Regular Session, Tuesday February 21, 2017, 3:30 PM

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

ABSENT: none

ALSO PRESENT: Joel Wallen, Hambro/WSG
Wes White, Hambro/WSG
Jeremy Herber, Recology Del Norte

3:30 PM CALL MEETING TO ORDER

Chair Inscore called the meeting to order in regular session at 3:30 p.m. Roll was taken with Commissioners Cowan, Greenough, Howard, Inscore, and Naffah present.

PLEDGE OF ALLEGIANCE
The pledge was led by Chair Inscore.

3:30 PM PUBLIC COMMENTS:
There were no public comments.

OPEN SESSION ITEMS:

1. **CONSENT AGENDA**

1.1 Approve minutes, Regular Session, Tuesday, December 20, 2016.
1.2 Approve minutes, Special Session, Tuesday January 10, 2017.
1.3 Approve request from Sequoia Park Zoo, Tolowa Dunes Stewards, California Department of Fish and Wildlife and the US Fish and Wildlife Service for two Authority-allocated dumpsters to support the 4th Annual Scotch Broom Bash.

1.1

1.4 Approve final payment in the amount of $3,150.00 to Patel & Associates for Invoice 9114, final billing for the FY 2014/2015 audit

1.5 Approve a FY 16/17 budget transfer in the amount of $11,725.00. **022101**

END CONSENT AGENDA

On a motion by Commissioner Howard, seconded by Commissioner Greenough, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 1.1 to 1.5.

2. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 2.1 through 2.5 are provided for information only

2.1 Director's Report. **231501**

2.2 Treasurer/Controller Reports for November and December 2016.

2.3 Claims approved by Director for December 2016 and January 2017.

2.4 Monthly Cash and Charge Reports for December 2016 and January 2017.

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

The above-listed reports were presented and accepted. The Chair appointed Commissioners Inscore and Howard to an Ad Hoc Committee to conduct exit interviews with the Administrative Assistant and Facilities and Programs Coordinator. On the advice of counsel, the interviews would be voluntary on the part of the employees.

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE

3.1 Receive and file the "Second-half and Annual 2016 Water-Quality Monitoring Report for the Crescent City Landfill" as prepared by Lawrence & Associates. **230101A**

Discussion was held regarding the "Second-half and Annual 2016 Water-Quality Monitoring Report for the Crescent City Landfill".

4. COLLECTIONS FRANCHISE

4.1 Discussion and possible action regarding strategies to reduce trash and non-recyclable materials in recycling stream collected by Recology Del Norte, and possible appointment of two Commissioners to an Ad Hoc Recycling and Processing Committee. **180510**

Chair Inscore appointed Commissioners Inscore and Cowan to a Recycling and Processing Ad Hoc Committee.

4.2 Discussion and possible action regarding a report and request from Recology Del Norte regarding disposal of materials collected for recycling. **180510**

Board Members agreed by consensus that staff should confer with Humboldt Waste Management Authority staff and/or the North Coast Recycling Market Development Zone to explore strategies and options for enhancing and/or supporting regional infrastructure for processing recyclable and compostable materials.

Discussion was held regarding options to reduce the availability of the community drop-off bins until contamination was reduced to an acceptable level or an alternative processing method was secured. Board Members agreed by consensus to bring this item back on the next agenda.

5. TRANSFER STATION

5.1 Discussion and possible action regarding Change Order 3 with Lawrence & Associates for professional services associated with the repair of the floor and scale ramps at the Del Norte County Transfer Station, for an amount not to exceed an additional $12,838.00. **200601, 230102**

The amount published on the agenda was incorrect, it should be $13,898.00. On a motion by Commissioner Howard, seconded by Commissioner Naffah and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved Change Order 3 with Lawrence and Associates for professional services associated with the repair of the floor and scale ramps at the Del Norte County Transfer Station, for an amount not to exceed an additional $13,898.00.

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

6.1 Discussion and possible action regarding the election of Authority Officers for 2017, including Chair, Vice-Chair and Secretary. **012104**

On a motion by Commissioner Howard, seconded by Commissioner Cowan, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority elected Commissioner Inscore Chair for 2017.

On a motion by Commissioner Naffah, seconded by Commissioner Cowan, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority elected Commissioner Howard Vice-Chair for 2017.

On a motion by Commissioner Howard, seconded by Commissioner Cowan, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority elected Commissioner Naffah Secretary for 2017.

On a motion by Commissioner Howard, seconded by Commissioner Greenough, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority elected Rich Taylor as Treasurer/Controller.

6.2 Discussion and possible action regarding adoption of Resolution 2017-01, A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY MODIFYING REGULAR MEETING DATE & TIME.

No action was taken; this Resolution was not adopted. Regular Authority Board meetings in 2017 will continue to be held on the third Tuesday of each month at the Del Norte County Board of Supervisors' Chambers, starting at 3:30 PM.

6.3 Discussion and possible action regarding proposals received to provide computer and information technology technical support and repair services. **051701**

Board Members agreed by consensus to direct staff to negotiate with the proposing companies and place a negotiated agreement on the next Authority agenda for possible approval.

6.4 Discussion and possible action regarding proposals received to provide household hazardous waste event and hazardous waste disposal services. **081503**

On a motion by Commissioner Naffah, seconded by Commissioner Cowan, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority directed staff to negotiate a contract with Clean Harbors to provide household hazardous waste event and hazardous waste disposal services.

6.5 Discussion and possible action for purchasing recycling containers for the airport using beverage container grant funds. **071802**

On a motion by Commissioner Howard, seconded by Commissioner Greenough and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved purchase of recycling containers for the airport using beverage container grant funds.

6.6 Discussion and possible action regarding the Independent Auditor's Report from Patel and Associates and the Annual Financial Statements for the Del Norte Solid Waste Management Authority for the year ended June 30, 2016. **012101**

Treasurer/Controller Taylor addressed Board Members to report that the auditor had given the Authority a "clean opinion", which is the desired result. On a motion by Commissioner Howard, seconded by Commissioner Greenough, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority accepted the

Independent Auditor's Report from Patel and Associates and the Annual Financial Statements for the Del Norte Solid Waste Management Authority for the year ended June 30, 2016.

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

Director Ward reported that he had added Item 3. "Collections Franchise and Collections System Management", due to the recycling issues currently being addressed. Item 6.2 "Promote waste prevention, reuse, composting and recycling through Youth and Family Fair and the Del Norte County Fair", was currently on hold due to the upcoming transition of the Programs and Facilities Coordinator

Commissioner Howard left the meeting at 4:25 PM.

6.8 Discussion and possible action regarding support and advocacy for SB 60 (Glazer) if amended as recommended by Californian's Against Waste. **120502**

No action was taken.

7. ADJOURNMENT

Adjourn to the Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 p.m., March 21, 2017 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Authority, the Chair adjourned the meeting at 4:38 p.m., until the Regular Meeting on March 21, 2017.

_____ Date / /

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

ATTEST:

_____ Date / /

Eli Naffah, Secretary
Del Norte Solid Waste Management Authority

Submitted:

_____ Date / /

Katherine Brewer, Clerk
Del Norte Solid Waste Management Authority

Recology
Del Norte
WASTE ZERO

RECEIVED
FEB 28 2017
DNSWMA

February 28, 2017

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

Dear Mr. Ward:

As per Section 7.02.A of the current Franchise Agreement, Recology is submitting a written application for the rate adjustment effective July 1, 2017. The adjustment will be based on the February CPI index. The February 2017 index will not be available until March 15, 2017. Therefore, we are requesting rates be adjusted based on the upcoming index and that the new per ton tipping fee be factored in. Please consider this letter to be our application for rate adjustment for the period 7/1/17 to 6/30/18. We request a copy of the Authority's rate calculations as soon as they are available so that we may review them for accuracy.

In addition, all required quarterly reports have been provided to the Authority as required under Section 5.17 of the current Franchise Agreement.

If you have any questions or require any additional information regarding this application, please contact me at 464-4181.

Thank you for your attention to this matter. We look forward to hearing from you.

Sincerely,

Jeremy Herber
General Manager

Cc: Ed Farewell
Tom Norris

1.2

Hambro/WSG

PO Box 159
Crescent City, CA 95531

Phone 707-465-4656
Fax 707-465-4670

RECEIVED
MAR 10 2017
DNSWMA

March 10, 2017

Tedd Ward, Director
Del Norte County Solid Waste Authority
1700 State Street
Crescent City, CA 95531

As per our Agreement dated March 3, 2003, Hambro/WSG is respectfully submitting a request for a CPI adjustment.

The CPI increase should cover all areas of our agreement, Operations, Transport and Disposal for the 2017/2018 period.

Respectfully submitted,

Joel K. Wallen

Joel Wallen, General Manger
Hambro WSG, Inc.

1.3

Tedd Ward

From: Walt <wc.mackelburg@gmail.com>
Sent: Wednesday, March 15, 2017 11:03 AM
To: Lorie Poole; tedd@recycledelnorte.ca.gov
Subject: Bins for south beach

Mr. Tedd Ward,

First off, thank you for your help with our beach cleanup. If we could please get 1 bin for April 22nd, 2017 for our Earth day beach cleanup and 2 bins for the 4th/5th of July that would be great. 6yard bins would be great and suit our needs. On behalf of Del Norte Surfrider we appreciate the partnership with you and thank you for helping to support our local chapter.

Please give me a call or email if you have any more questions, 707-974-5273

Thanks,

Walter Mackelburg, Chair of Del Norte Surfrider

1.4

Vendor Cal PERS
Fiscal Services Division
PO Box 942703
Sacramento CA 94229-2703

Claim ID: 7849

AUDITOR COPY

Vendor ID: 18592

☐ *PBSP Expense*
☐ *Change of Address*

Special Warrant Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	70800		$11,125.00	CERBT ACCT # C1000139725
		Total Claim:		$11,125.00	

15

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

X

Signature of Department Head/Authorized Deputy

3/15/2017
Claim Date

CalPERS

Employer Contribution By Check Under Agreement and Election to Prefund Other Post Employment Benefits

C1000139725 CERBT Acct. No.	Del Norte Solid Waste Management Authority Employer Name

1700 State Street, Crescent City, CA 95531
Employer Address

Tedd Ward	Director	Tedd Ward	707-465-1100
Authorized Employer Representative Name	Title	Signature	Telephone Number

Effective date of Agreement and Election to Prefund Other Postemployment Benefits: 06 / 11 / 2010
Month (mm) Day (dd) Year (yyyy)

$11,125 Amount of Contribution	Check Number

Notes:

18592
70800

Contributions to the Prefunding Plan are governed by the terms of the *Agreement and Election to Prefund Other Postemployment Benefits (Agreement)*.

To ask questions concerning Contributions to the Pre-funding Plan, call 1-888-225-7377, or email questions to CERBT4U@calpers.ca.gov

For proper crediting to your prefunding account, please complete this form and mail with your check payable to CalPERS at the following address:

CalPERS
Fiscal Services Division
PO Box 942703
Sacramento, CA. 94229-2703

In addition, please email an electronic copy of this form to FCSD-CERBT@calpers.ca.gov to ensure timely processing of your contribution.

For CalPERS use only

Bank Deposit Code: PEB

Deposit Date ____/____/_____
(mm/dd/yyyy)

PERS01F0030 DMC (02-2007)

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	Budget Transfer Amount(s) Increase Expenditures or Reduce Revenue
Solid Waste	422	421	20240-62	Advertising - Oil Grant 15/16		$ 474
Solid Waste	422	421	20285-62	Spec Dept Expense - Oil Grant 15-16	$ 474	
Solid Waste	422	421	20231	Professional Services		$ 5,000
Solid Waste	422	421	20232	Prof Services - Well Monitoring	$ 7,800	
Solid Waste	422	421	20237	Credit Card Service Fees		$ 2,800
				Total Amounts	$ 8,274	$ 8,274

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

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

Department Head Signature

Date

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

Deputy Auditor-Controller

Date

TR No. _____ Budget Revision No. _____

_____Includes Revenue Appropriation _____Requires 4/5ths Vote

County AdministrativeOfficer:
(Under $1000 - CAO approves)

Recommendation:

Approve _____
Deny _____
Submit for Board approval _____

County Administrative Officer

Date

Passed by Board of Commissioners of the Del Norte Solid Waste Management Authority on 21 March 2017.

Ayes:
Noes:
Absent:

Attest: Clerk of the Board

By: _____
Katherine Brewer

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

1.6

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 March 2017
To:	Commissioners of the Del Norte Solid Waste Management Authority
From:	Tedd Ward, M.S. – Director
Reporting Period:	16 February 2017 – 15 March 2107
Attachments:	A. Map indicating potential area for land swap with Airport

File Number: **231501 – Authority Work Plans**

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

Consent Agenda Items: **Agenda Items 1.2 and 1.3** are requests from Recology Del Norte and Hambro/WSG for annual rate adjustments. These annual adjustments are based on changes to the Consumer Price Index (CPI-U) as described in the Authority's respective agreements for Collections and Transfer Station operations, and would be implemented through Change Orders and either a Rate Resolution or a Rate Ordinance.

Agenda Item 1.4 is a request from the SURFRIDER Foundation for approval of one Authority-allocated bin pull to support a beach cleanup on Earth Day, April 22.

Agenda Item 1.5 is the budgeted annual payment to CalPERS for Other Post-Employment Benefits. The amount being paid is far less than the Annual Required Contribution of $152,902 as calculated for 2017 by Bickmore under their Actuarial Valuation. Staff intend to budget for a larger annual OPEB payment in coming years.

Agenda Item 1.6 is a budget transfer in the amount of $8,274. If approved, this transfer would increase the budget for professional services, as this will be the budget line to pay for computer and information technology services as well as the engineering

2.1

work related to the repair of the floor at the Del Norte County Transfer Station. The budget for credit card service fees will also be increased due to increasing use of cards by our customers. There is a budget adjustment to the payments from the FY 15/16 Oil grant. These adjustments are balanced by a reduction in the budget line for Well monitoring services, which can be reduced as the Constituent of Concern monitoring was completed last year.

Landfill Postclosure: **Agenda Item 3.1** is a resolution designating the Authority Director as the Authority's agent for purpose of making application to CALEMA for disaster assistance. This is a necessary step should the Authority want to apply for reimbursement for landfill repairs associated with the storms of December 9-14, 2016 which have been declared a State disaster. The landfill did have erosion issues during this period which required temporary repair and we intend to make more permanent repairs to those areas this summer. The State reimburses 75% of temporary and permanent repair costs, but there is a minimum threashold so the Authority would need to demonstrate that those expenses exceeded $3,333.00. Staff will be working with the County Road Department and County Engineering Department for this assessment.

Since the February meeting, volunteers from Tolowa Dunes Stewards have worked an additional two days to remove scotch broom at the landfill.

Collections and Processing: **Agenda Item 4.1** is a Change Order requested by Recology Del Norte, which extends the time for securing a processing agreement, would eliminate the community recycling drop-off bins at the Del Norte County Fairgrounds and the Smith River Post Office. The proportion of trash in these bins has been approximately 50%, and Recology Del Norte has disposed the materials placed in these recycling bins as trash since January. Recology recommends this change to reduce the dumping that occurs near these unstaffed community recycling bins to encourage users of the Fairgrounds bins to use the bins at the Del Norte County Transfer Station, and to install additional cameras to control dumping at this location. In addition Change Order 10 would increase the annual number of Authority-allocated bin pulls from 20 to 22.

Agenda Item 4.2 is consideration of Recology Del Norte's proposal to establish a 96 gallon trash cart as the basic level of service for cart customers.

Facilities: On March 8th, I met with Del Norte County Community Development Director Heidi Kunstal and Border Coast Regional Airport Authority Director Mathew Leitner to discuss the potential for a land swap of a southern portion of the property of the Crescent City Landfill for County-owned property managed by the Border Coast Regional Airport Authority (BCRAA). As part of their effort to address trees adjacent to the runway that are penetrating protected airspace used for arriving and departing aircraft, BCRAA needs to reduce the height of trees and other vegetation near the runway on property that is currently owned by California State Parks. State Parks

representatives have suggested that this airport-adjacent property be swapped for a portion of the landfill property, owned by the County of Del Norte (see attached map). BCRAA and County staff would be responsible for documentation, appraisals, environmental assessments, permitting (if any), payments (if any) and logistics associated with this land swap. The net result would be a reduction in the size of the landfill property (currently 167 acres) by approximately 11.5 acres, and an easier process for enabling BCRAA to remove obstructions from protected airspace.

The exact boundaries of the areas to be swapped would be set by negotiation between BCRAA staff and State Parks, considering a combination of habitat and appraisal values. The portions of landfill property being considered for this swap include the mitigation wetlands on the south end of the property, and two gas monitoring points. These gas monitoring points are placed approximately every 200 feet along the landfill property boundary as required under the Resource Conservation and Recovery Act, Subtitle D. If approved, Authority staff would include the removal and replacement of these gas monitoring points as part of this land swap, as well as an update of the Report of Disposal Site Information.

Border Coast Regional Airport Authority Director Mathew Leitner intends to discuss the potential for this land swap with the Del Norte County Board of Supervisors on March 28. Authority staff believe the proposed land swap has significant potential community benefit, and no alternate use for this portion of the property has been proposed or discussed. Authority staff will work with BCRAA and County staff to assist with this land swap unless otherwise directed by the Authority Board.

On March 14, I discussed the transfer station floor repair and scale ramp repair project with Jesse Solario of Lawrence & Associates. We will be meeting in the coming weeks regarding this project. After refining the scope of this project, Mr. Solario will produce an engineer's estimate of the project costs, and staff will then discuss with the County Auditor and Authority Treasurer/ Controller the most appropriate means to finance this needed repair.

Agenda Item 5.1 is a cost analysis focusing on the small-volume transfer stations in Klamath and Gasquet, each of which collect approximately half of the revenue needed to cover operational expenses.

Agenda Item 5.2 is a discussion of the steps necessary to establish a new small-volume transfer to serve the northern regions of Del Norte County.

Contractors: **Agenda Item 6.1** is the agreement between Digital Needs Services and the Authority for professional services related to computer and information technology.

Grants: Staff have been working with the California Product Stewardship Council to

develop a HD29 grant application to CalRecycle to promote refillable gallon propane tanks and non-hazardous marine flares in Del Norte Count. If submitted and accepted, the final grant application and associated resolution will be included on the April agenda.

Finances and Audits: On 10 March 2017, the Authority's Treasurer/Controller Richard D. Taylor and staff from the County Auditor's office conducted a surprise cash count to assure that the Authority's records matched our holdings. Once again, no funds were missing or inappropriately represented, and this cash count once again proved our records and accounts matched *to the penny.* Staff deserving appreciation and credit for this accurate accounting are Administrative Assistants Lisa Babcock and Kathy Brewer, with assistance from Haley Smith.

Public Outreach and Education: On 09 March, the Director made a presentation to the noon Rotary club, highlighting agency responsibilities, the statewide commercial recycling mandate, and current changes and challenges related to recycling.

Staff efforts to reduce the volume of trash in our recycling continue. This past week Facilities & Programs Coordinator Kayleen Warner met with the manager of each pizza restaurant in the greater Crescent City area, and encouraged each store to tape flyers to each of their pizza boxes for the next week, informing their customers that pizza boxes are not recyclable and should be put in the trash, not the recycling containers. Pizza boxes are especially problematic in the streetside containers as a single pizza box can be jammed in the top of a container, making the container appear full or overflowing though there is little in there but the pizza box. Radio ads on this topic are currently running on KCRE, KPOD, and KFUG.

Agenda Item 6.2 is a brief report recommending potential recipients of Green Ribbon Awards for 2016. As the Authority is not participating in the Youth and Family Fair as we have in years past, these Green Ribbon Awards would be handed out at the April Authority meeting.

Personnel / Staffing: This past month, the Authority hired Katherine Brewer as Administrative Assistant, to replace Lisa Babcock and re-hired Darren Davis as a temporary/ part-time refuse site attendant, and As Ms. Brewer has served as Authority Account Clerk (and Clerk of the Board) since April 2015, staff initiated a recruitment for the Account Clerk position vacated by Ms. Brewer. Ms. Brewer is being trained by Lisa Babcock prior to her departure, and refuse site attendant Haley Smith is assisting with the daily cash-counting. The Authority also has an open recruitment for the Facilities & Programs Coordinator position which will close towards the end of this month.

Sand Hill Rd
Hights Access Rd
Big Mill Rd
Alpine St
Vincent St
Vincent Rd
Riverside St
Dead Lake
Survey
© 2016 Google
Google Earth

Solid Waste
Balance Sheet
January 31, 2017

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	933,354.28
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	4,005,209.53

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	1,719,390.12
	Expenditure	(1,560,064.89)
	Total Liabilities and Fund Equity	4,005,209.53

2.2

Statement of Revenues and Expenditures | **Printed on: 2/27/2017 9:07:26 AM**

Fund: 422 Solid Waste
Dept: 421 Solid Waste

Statement of Month Ended: 1/31/2017

Line	Proj	Description	Month Actual	YTD Actual	YTD Budget	YTD Variance	% Exp
Revenues							
90153		Franchise Fees	22,566.00	138,411.00	256,520.00	-118,109.00	54.0
90300		Interest - Solid Waste	1,284.65	3,557.14	2,272.00	1,285.14	156.6
90301		Late Payment Fee	8.70	16.25	0.00	16.25	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	656.04	32,295.00	-31,638.96	2.0
90650	079	DOC Grant 15/16	0.00	15,000.00	13,524.00	1,476.00	110.9
91003		Gate Tipping Fees	158,145.35	1,007,028.52	1,850,379.00	-843,350.48	54.4
91004		Authority Service Fees	86,529.69	547,467.04	1,018,136.00	-470,668.96	53.8
91121		Misc Reimbursements	75.00	7,129.13	7,194.00	-64.87	99.1
91121	123	Bad Check Fee Reimb	0.00	125.00	100.00	25.00	125.0
Total Revenues			**268,609.39**	**1,719,390.12**	**3,211,207.00**	**-1,491,816.88**	**53.54**
10010		Payroll	-20,974.12	-149,209.25	-332,728.00	183,518.75	44.8
10010	070	Payroll - USFS Cleanup Grant	0.00	0.00	-6,600.00	6,600.00	0
10012		Overtime	-21.91	-355.42	-1,000.00	644.58	35.5
10015		Part-time/Temp	-505.26	-23,400.86	-32,922.00	9,521.14	71.1
10020		Retirement	-5,669.46	-41,363.35	-81,628.00	40,264.65	50.7
10030		Employee Benefits	-18,300.00	-64,151.71	-108,927.00	44,775.29	58.9
10033		Employee Life Insurance	-18.00	-132.00	-331.00	199.00	39.9
10035		Management Life Insurance	-40.91	-279.82	-501.00	221.18	55.9
10040		Worker's Compensation	-6,627.00	-23,194.50	-37,352.00	14,157.50	62.1
Total Salaries & Benefits			**52,156.66**	**302,086.91**	**601,989.00**	**299,902.09**	**50.18**
20110		Clothing	0.00	-412.80	-1,000.00	587.20	41.3
20121		Communications	-75.00	-1,775.62	-3,000.00	1,224.38	59.2
20140		Household Expense	-372.05	-3,523.40	-5,200.00	1,676.60	67.8
20150		Insurance-Office	0.00	0.00	-3,600.00	3,600.00	0
20152		Vehicle Insurance	0.00	-2,085.76	-3,000.00	914.24	69.5
20155		Liability Insurance	0.00	-930.09	-2,350.00	1,419.91	39.6
20170		Maintenance-Equipment	0.00	0.00	-350.00	350.00	0
20171		Maintenance-Vehicles	0.00	-1,023.24	-1,300.00	276.76	78.7
20175		Maintenance-Computers	0.00	-888.82	-2,000.00	1,111.18	44.4
20180		Maint-Structures/Improvements & TS Maint	0.00	-1,348.62	-2,400.00	1,051.38	56.2
20200		Memberships	0.00	-7,000.00	-7,600.00	600.00	92.1
20221		Printing	-0.20	-291.10	-1,115.00	823.90	26.1
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	-55.65	-420.88	-1,000.00	579.12	42.1
20224		Office Supplies	-581.58	-3,951.83	-5,514.00	1,562.17	71.7
20227		Books/Subscriptions	0.00	0.00	-175.00	175.00	0

Fund: 422 Solid Waste
Dept: 421 Solid Waste

Statement of Month Ended: 1/31/2017

Line	Proj	Description	Month Actual	YTD Actual	YTD Budget	YTD Variance	% Exp
20230		Prof Serv-Co/City	-37.62	-224.64	-5,970.00	5,745.36	3.8
20231		Prof Serv	0.00	-5,979.75	-8,000.00	2,020.25	74.7
20231	070	Professional Services - USFS Cleanup Gra	0.00	0.00	-8,400.00	8,400.00	0
20232		Prof Svcs-Well Monitoring	0.00	-9,119.00	-30,000.00	20,881.00	30.4
20232	002	Data Processing - Software	0.00	-2,534.00	-3,000.00	466.00	84.5
20233		Audit	0.00	-6,300.00	-9,000.00	2,700.00	70.0
20234		Legal Counsel	0.00	-4,755.06	-9,000.00	4,244.94	52.8
20235		Treasurer	-400.00	-2,520.00	-7,000.00	4,480.00	36.0
20236		Security	0.00	-144.00	-800.00	656.00	18.0
20237		Credit Card Service Fees	-1,127.37	-9,030.14	-12,500.00	3,469.86	72.2
20238		TS Collection	-1,303.12	-14,394.91	-26,000.00	11,605.09	55.4
20239		Transfer Station Operations	-159,642.03	-852,198.52	-1,891,227.00	1,039,028.48	45.1
20239	001	Post Closure Maintenance	-356.53	-5,770.94	-7,500.00	1,729.06	76.9
20240		Advertising/Publications	0.00	-574.10	-3,800.00	3,225.90	15.1
20240	062	Advertising-Oil Grant 15/16	0.00	-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	0.00	-1,246.80	-2,330.00	1,083.20	53.5
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	-669.33	-675.00	5.67	99.2
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	0.00	-469.18	-820.00	350.82	57.2
20281		Household Hazardous Waste Event	0.00	-28,998.00	-32,000.00	3,002.00	90.6
20283		Community Clean-up	-455.26	-2,276.30	-5,500.00	3,223.70	41.4
20283	070	Community Cleanup - USFS Cleanup Grant	0.00	0.00	-8,000.00	8,000.00	0
20285		Special Dept Expense	-175.00	-1,405.83	-2,300.00	894.17	61.1
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	-372.00	0.13	100.0
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	-4,128.00	3,753.00	9.1
20286		Cash Over/Under	24.12	165.23	-175.00	340.23	-94.4
20287	070	Recology Del Norte Other Pickups - USFS	0.00	0.00	-4,000.00	4,000.00	0
20288		City Collections	-1,054.09	-7,612.45	-16,500.00	8,887.55	46.1
20290		Travel	-241.92	-1,362.92	-3,000.00	1,637.08	45.4
20290	062	Travel-Oil Grant - 15/16	0.00	-863.89	-2,500.00	1,636.11	34.6
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	-144.66	-510.24	-1,500.00	989.76	34.0
20301		State Fees	-200.00	-30,825.00	-38,028.00	7,203.00	81.1

Statement of Revenues and Expenditures **Printed on: 2/27/2017 9:07:26 AM**

Fund: 422 Solid Waste
Dept: 421 Solid Waste

Statement of Month Ended: 1/31/2017

Line	Proj	Description	Month Actual	YTD Actual	YTD Budget	YTD Variance	% Exp
Total Services & Supplies			**166,197.96**	**1,016,752.74**	**2,232,485.00**	**1,215,732.26**	**45.54**
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	-41,719.34	-201,897.24	-202,272.00	374.76	99.8
70530	199	Interfund-Cost Plan	-5,604.00	-39,228.00	-63,836.00	24,608.00	61.5
70800		ARC Payment OPEB	0.00	0.00	-11,125.00	11,125.00	0
70910	123	Op Trans Out Bad Check Fee	0.00	-100.00	0.00	-100.00	0
Total Intra/Inter Fund Tranfers			**47,323.34**	**241,225.24**	**277,233.00**	**36,007.76**	**87.01**
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			**265,677.96**	**1,560,064.89**	**3,211,207.00**	**1,651,142.11**	**48.58**
Net Cost			**2,931.43**	**159,325.23**	**0.00**	**159,325.23**	

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of March 3, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Affordable Home & Rental Rep.	33.13	0.00	0.00	0.00	0.00	33.13
Agricultural Commission(solid waste only)	37.45	0.00	0.00	0.00	0.00	37.45
Alexandre EcoDairy Farms	573.28	0.00	0.00	0.00	0.00	573.28
Bart Kast Builders	89.31	0.00	0.00	0.00	0.00	89.31
Benner Mini Storage	15.84	0.00	0.00	0.00	0.00	15.84
Borges Dairy	201.65	181.49	182.93	0.00	0.00	566.07
Brown, Hector	1,668.55	0.00	0.00	0.00	0.00	1,668.55
California Auto Image	364.41	0.00	0.00	0.00	0.00	364.41
California Dept. Parks & Rec.	309.38	1,501.68	0.00	0.00	0.00	1,811.06
Castlerock Countertop's	54.74	0.00	0.00	0.00	0.00	54.74
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.	7.20	58.43	0.00	0.00	0.00	65.63
City of Crescent City.	113.79	0.00	0.00	0.00	0.00	113.79
Cornerstone Assembly of God	44.65	0.00	0.00	0.00	0.00	44.65
Crescent Ace Hardware.	241.99	0.00	0.00	0.00	0.00	241.99
Crescent City KOA	54.72	0.00	0.00	0.00	0.00	54.72
Crescent Fire Protection Dist.	84.98	0.00	0.00	0.00	0.00	84.98
Del Norte Realty	42.05	221.86	0.00	0.00	0.00	263.91
DN Unified School District	123.63	0.00	0.00	0.00	0.00	123.63
DNC Abandoned Vehicle Abatement	1,232.76	0.00	0.00	0.00	0.00	1,232.76
Driftwood Apartments LLC	112.26	0.00	0.00	0.00	0.00	112.26
Elk Valley Casino	126.68	0.00	0.00	0.00	0.00	126.68
Frank's Refrigeration	21.61	0.00	0.00	0.00	0.00	21.61
G. H. Outreach	154.15	0.00	0.00	0.00	0.00	154.15
Gasquet Mobile Home Park	36.01	0.00	0.00	0.00	0.00	36.01
Golden State Construction	12.96	0.00	0.00	0.00	0.00	12.96
GR Construction	220.38	0.00	0.00	0.00	0.00	220.38
Green Scapes	8.02	0.00	0.00	0.00	0.00	8.02
Griffin's Furniture Outlet	211.98	255.69	0.00	0.00	0.00	467.67
Hambro/Waste Solutions Group	766.28	0.00	0.00	0.00	0.00	766.28
Hartley Construction	396.10	0.00	0.00	0.00	0.00	396.10
HASP / Jordan Recovery Centers	89.30	0.00	0.00	0.00	0.00	89.30
Hiouchi Community Fellowship	31.68	0.00	0.00	0.00	0.00	31.68
Investment Realty	1,133.06	0.00	0.00	0.00	0.00	1,133.06
Kirkland's Lawn & Yard Service	246.75	0.00	0.00	0.00	0.00	246.75
Kraft, Tom & Patti	77.78	0.00	0.00	0.00	0.00	77.78
LNL Design and Construction	8.64	0.00	0.00	0.00	0.00	8.64
Lucky 7 Casino	88.03	0.00	0.00	0.00	0.00	88.03
Madrone Court	151.32	0.00	0.00	0.00	0.00	151.32
Mastaloudis Homes Inc.	63.37	7.20	0.00	0.00	0.00	70.57
Mountain Power Tree Co	10.03	0.00	0.00	0.00	0.00	10.03
Mow Blow and Go	48.87	0.00	0.00	0.00	0.00	48.87
Murray Construction	159.88	0.00	0.00	0.00	0.00	159.88
New Dawn Support Services	83.74	0.00	0.00	0.00	0.00	83.74
North Coast Properties	20.01	0.00	0.00	0.00	0.00	20.01
North Woods Realty	11.52	0.00	0.00	0.00	0.00	11.52
Northcoast Marine Mammal Ctr.	0.00	63.50	0.00	0.00	0.00	63.50
Northridge Electric	119.56	0.00	0.00	0.00	0.00	119.56
Pacific Northwest Physical Therapy	21.71	0.00	15.84	15.40	0.00	52.95
PALM Industries, Inc.	0.00	25.82	0.00	0.00	0.00	25.82
Pappas Dry Wall	73.45	0.00	0.00	0.00	0.00	73.45
Pelican Bay Evangelical Free Church	7.20	0.00	0.00	0.00	0.00	7.20
Pelican Bay Roofing Co.	927.62	0.00	0.00	0.00	0.00	927.62
Plunkett's Family Painting	38.90	0.00	0.00	0.00	0.00	38.90
Porter's Trucking *CLOSED*	0.00	0.00	0.00	0.00	2,033.84	2,033.84
Ray's Mobile Home Service	143.28	208.83	0.00	0.00	0.00	352.11
Recology Del Norte (Franchise)	109,038.50	0.00	0.00	0.00	0.00	109,038.50
Recology Del Norte (Prison)	11,024.83	0.00	0.00	0.00	0.00	11,024.83
Red Sky Roofing	8,133.09	0.00	0.00	0.00	0.00	8,133.09
Redwood National Park	993.00	0.00	0.00	0.00	0.00	993.00
Reservation Ranch	417.72	0.00	0.00	0.00	0.00	417.72
Rick Parker Construction	156.16	0.00	0.00	0.00	0.00	156.16
Ritchie Homes	43.21	0.00	0.00	0.00	0.00	43.21
Roy Rook Construction	0.00	0.00	-14.40	0.00	0.00	-14.40
Ruiz Construction	15.84	0.00	0.00	0.00	0.00	15.84

Del Norte Solid Waste Management Authority
A/R Aging Summary
As of March 3, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Schnacker's General Hauling	8.64	96.79	0.00	0.00	0.00	105.43
Seawood Village	2,898.08	2,661.84	0.00	0.00	0.00	5,559.92
Smith River Equipment	2,437.16	0.00	0.00	0.00	0.00	2,437.16
Smith River Rancheria	306.87	0.00	401.26	0.00	0.00	708.13
Sprint Courier Service	70.58	0.00	0.00	0.00	0.00	70.58
Spruce Haven Mobile Home Park	92.19	0.00	0.00	0.00	0.00	92.19
Stephen F White Gen.Cont. Inc.	48.92	210.55	0.00	0.00	0.00	259.47
Stone Roofing	3,059.40	0.00	0.00	0.00	0.00	3,059.40
Swanson, Ray C. Construction	138.28	0.00	0.00	0.00	0.00	138.28
Tab & Associates	209.58	0.00	0.00	0.00	0.00	209.58
Thomas Gavin Construction	8.64	0.00	0.00	0.00	0.00	8.64
Tim Haban Construction	244.87	0.00	0.00	0.00	0.00	244.87
Totem Villa Apartments	105.48	0.00	0.00	0.00	0.00	105.48
Van Arsdale Construction	1,502.87	1,191.21	0.00	0.00	0.00	2,694.08
Van Nocker's Cleaning	14.40	0.00	0.00	0.00	0.00	14.40
Wigley Contracting	7.20	0.00	0.00	0.00	0.00	7.20
Yurok Economic Dev Corp	102.67	89.01	0.00	0.00	0.00	191.68
Yurok Indian Housing Authority	120.36	0.00	0.00	0.00	0.00	120.36
Yurok Tribe	132.66	33.73	0.00	1,326.60	0.00	1,492.99
TOTAL	152,246.84	6,807.63	585.63	1,342.00	2,053.50	163,035.60

CLAIMS APPROVED BY THE DIRECTOR

Del Norte Solid Waste Management Authority
Claims for February 2017

Date Paid	Paid to:	Budget	Amt. Paid	Description
2/1/2017	Recology Del Norte	20238	$ 1,489.28	INV 0001604 Klamath Beach Rd January 2017
	Recology Del Norte	20238	$ 372.32	INV 0001603 Gasquet Toll Rd January 2017
2/2/2017	Taylor, Richard D.	20235	$ 240.00	Statement Treasurer/Controller Jan 2017
2/8/2017	Hambro/Waste Solutions Group	20239	$ 158,974.01	INV 2017-01 Material Management January 2017
2/9/2017	Black & Rice, LLP	20234	$ 471.50	Statement for December 2016 Legal Fees
	Black & Rice, LLP	20234	$ 471.50	Statement for January 2017 Legal Fees
2/9/2017	G. H. Outreach	20285	$ 100.00	INV 573528 January 2017 Recycling Service
2/9/2017	Two Guys	20239-001	$ 75.00	INV 190663 Landfill Maint-Lock repair
2/9/2017	Lawrence & Associates	20231	$ 1,251.00	INV 24119 Proj#015063.00 December 2016
2/9/2017	Curry Transfer-Roto Rooter	20140	$ 160.18	INV 65790980 GTS PortaPotty January 2017
	Curry Transfer-Roto Rooter	20140	$ 160.18	INV 65790981 KTS PortaPotty January 2017
2/9/2017	Western Communications, Inc	20240-079	$ 2,737.00	Acct # 71971 INV 2370769 Recycle Responsibly
	Western Communications, Inc	20285-079	$ 512.90	Acct # 71971 INV 2370769 Recycle Responsibly
2/15/2017	Charter Spectrum Business	20121	$ 119.97	Phone Service office 02/19/17 - 03/18/17
2/15/2017	Bi-Coastal Media	20240-066	$ 408.00	INV 3350-1 Jan 2017 Responsible Recycling ad KPOD
	Bi-Coastal Media	20240-066	$ 476.00	INV 3350-2 Jan 2017 Responsible Recycling ad KCRE
	Bi-Coastal Media	20240	$ 306.00	INV 3378-1 Jan 2017 Tree Recycling ad KPOD
	Bi-Coastal Media	20240	$ 357.00	INV 3378-2 Jan 2017 Tree Recycling ad KCRE
2/16/2017	U S Cellular	20121	$ 93.07	INV 0176746326 Cell Service 02/04 - 03/03/17
2/21/2017	Canon Financial Services, Inc	20250	$ 142.02	INV 17024681 Contract rental charges Feb 2017
	Canon Financial Services, Inc	20221	$ 34.49	INV 17024681 Printing charges Jan 2017
2/21/2017	Recology Del Norte	20283	$ 455.26	INV 05018510 500 Cooper Ave-County Yard
	Recology Del Norte	20288	$ 251.20	INV 05018528 900 Tenth ST - City Yard
	Recology Del Norte	20288	$ 802.89	INV 05018494 1001 Front ST-Cultural Center
	TOTAL		$ 170,460.77	

2.3

DNSWMA
GRAND TOTALS
FEBRUARY 2017

	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	**33.47%**	
DNCTS Cash Total	22,199.20	11,168.01	*33,367.21*
DNCTS Charge Total	106,074.61	53,364.15	*159,438.76*
DNCTS Credit/Debit	14,952.90	7,522.53	*22,475.43*
DNCTS Adjustment	-1,297.07	1,297.07	*0.00*
DNCTS Totals	141,929.65	73,351.75	*215,281.40*
Klamath Cash Total		3,330.96	*3,330.96*
Klamath Charge Total		182.10	*182.10*
Klamath Adjustment			
Klamath Totals		3,513.06	*3,513.06*
Gasquet Cash Total		1,157.02	*1,157.02*
Gasquet Charge Total		0.00	*0.00*
Gasquet Adjustment			
Gasquet Totals		1,157.02	*1,157.02*
GRAND TOTALS	***141,929.65***	***78,021.83***	***219,951.48***

2.A

MONTHLY SPLIT SHEET
DNSWMA TRANSFER STATION
MONTH: FEBRUARY 2017

Date	Cash	Checks	Cash/Check Total	Visa	Master	Discover	AmExp	Credit Card Total	Charges	Grand Total	66.53% 91003	33.47% 91004	20286	Total
1	$ 1,369.43	$ 237.85	$ 1,607.28	$ 698.84	$ 86.24			$ 785.08	$ 8,556.19	$ 10,948.55	$ 1,069.32	$ 537.96	($0.06)	$ 1,607.22
2	$ 928.85	$ 167.59	$ 1,096.44	$ 676.35	$ 63.37			$ 739.72	$ 6,870.80	$ 8,706.96	$ 729.46	$ 366.98	$0.04	$ 1,096.48
3	$ 310.75	$ 25.93	$ 336.68	$ 406.64				$ 406.64	$ 5,847.20	$ 6,590.52	$ 223.99	$ 112.69	$0.01	$ 336.69
4	$ 1,073.33	$ 14.40	$ 1,087.73	$ 944.84	$ 52.98			$ 997.82	$ 655.88	$ 2,741.43	$ 723.67	$ 364.06	$0.89	$ 1,088.62
5	$ 700.40	$ 79.21	$ 779.61	$ 844.37	$ 105.74			$ 950.11	$ 1,133.60	$ 2,863.32	$ 518.67	$ 260.94	$1.00	$ 780.61
6	$ 993.86	$ 158.44	$ 1,152.30	$ 508.44	$ 53.30			$ 561.74	$ 6,587.46	$ 8,301.50	$ 766.63	$ 385.67	$0.46	$ 1,152.76
7	$ 889.87		$ 889.87	$ 338.59	$ 24.48			$ 363.07	$ 8,900.66	$ 10,153.60	$ 592.03	$ 297.84	($0.18)	$ 889.69
8	$ 705.00		$ 705.00	$ 428.59	$ 139.47			$ 568.06	$ 6,087.67	$ 7,360.73	$ 469.04	$ 235.96	($0.08)	$ 704.92
9	$ 663.18	$ 110.29	$ 773.47	$ 939.92				$ 939.92	$ 7,607.06	$ 9,320.45	$ 514.59	$ 258.88		$ 773.47
10	$ 596.19	$ 84.97	$ 681.16	$ 1,170.57	$ 8.64			$ 1,179.21	$ 6,025.98	$ 7,886.35	$ 453.18	$ 227.98	$0.01	$ 681.17
11	$ 2,174.40	$ 129.62	$ 2,304.02	$ 1,661.61	$ 60.49	$ 11.52		$ 1,733.62	$ 1,363.34	$ 5,400.98	$ 1,532.86	$ 771.16	$14.02	$ 2,318.04
12	$ 1,514.88	$ 172.29	$ 1,687.17	$ 1,002.24	$ 129.63			$ 1,131.87	$ 2,979.86	$ 5,798.90	$ 1,122.47	$ 564.70	($0.07)	$ 1,687.10
13	$ 1,484.24	$ 154.12	$ 1,638.36	$ 761.40	$ 131.52		$ 23.05	$ 915.97	$ 12,227.82	$ 14,782.15	$ 1,090.00	$ 548.36	$0.36	$ 1,638.72
14	$ 1,342.62	$ 88.95	$ 1,431.57	$ 821.75	$ 7.20			$ 828.95	$ 9,989.06	$ 12,249.58	$ 952.42	$ 479.15	($0.09)	$ 1,431.48
15	$ 664.11	$ 177.16	$ 841.27	$ 460.24	$ 25.93			$ 486.17	$ 5,534.76	$ 6,862.20	$ 559.70	$ 281.57	$0.10	$ 841.37
16	$ 670.76	$ 193.00	$ 863.76	$ 468.45				$ 468.45	$ 6,465.85	$ 7,798.06	$ 574.66	$ 289.10	$0.02	$ 863.78
17	$ 1,115.96	$ 238.02	$ 1,353.98	$ 691.11	$ 99.84			$ 790.95	$ 6,544.34	$ 8,689.27	$ 900.80	$ 453.18	$0.02	$ 1,354.00
18	$ 1,385.88	$ 178.78	$ 1,564.66	$ 1,320.37	$ 21.60		$ 21.61	$ 1,363.58	$ 300.10	$ 3,228.34	$ 1,040.97	$ 523.69	($0.01)	$ 1,564.65
19	$ 876.51	$ 43.22	$ 919.73	$ 388.00			$ 40.33	$ 428.33	$ 1,199.86	$ 2,547.92	$ 611.90	$ 307.83	$1.00	$ 920.73
20	$ 856.87	$ 82.10	$ 938.97	$ 820.41				$ 820.41	$ 6,990.06	$ 8,749.44	$ 624.70	$ 314.27	($0.14)	$ 938.83
21	$ 647.36	$ 463.49	$ 1,110.85	$ 712.47	$ 14.40			$ 726.87	$ 7,756.95	$ 9,594.67	$ 739.05	$ 371.80	$0.88	$ 1,111.73
22	$ 652.52	$ 10.08	$ 662.60	$ 597.11	$ 14.40			$ 611.51	$ 4,926.79	$ 6,200.90	$ 440.83	$ 221.77	$0.05	$ 662.65
23	$ 1,533.08	$ 208.86	$ 1,741.94	$ 949.30	$ 42.91			$ 992.21	$ 8,771.14	$ 11,505.29	$ 1,158.91	$ 583.03	$5.19	$ 1,747.13
24	$ 778.17	$ 152.68	$ 930.85	$ 258.88		$ 44.65		$ 303.53	$ 7,069.61	$ 8,303.99	$ 619.29	$ 311.56	($0.48)	$ 930.37
25	$ 1,909.11	$ 744.33	$ 2,653.44	$ 1,176.94	$ 78.35			$ 1,255.29	$ 1,575.56	$ 5,484.29	$ 1,765.33	$ 888.11	$1.07	$ 2,654.51
26	$ 913.08	$ 104.14	$ 1,017.22	$ 609.50	$ 8.64			$ 618.14	$ 1,036.25	$ 2,671.61	$ 676.76	$ 340.46		$ 1,017.22
27	$ 1,302.35	$ 43.21	$ 1,345.56	$ 532.07	$ 10.08			$ 542.15	$ 7,851.18	$ 9,738.89	$ 895.20	$ 450.36	($0.16)	$ 1,345.40
28	$ 1,010.73	$ 240.99	$ 1,251.72	$ 923.00	$ 43.06			$ 966.06	$ 8,583.73	$ 10,801.51	$ 832.77	$ 418.95		$ 1,251.72
			$ -					$ -		$ -	$ -	$ -		$ -
			$ -					$ -		$ -	$ -	$ -		$ -
			$ -					$ -		$ -	$ -	$ -		$ -
								$ -						
TOTALS	$29,063.49	$4,303.72	$ 33,367.21	$21,112.00	$1,222.27	$ 56.17	$ 84.99	$22,475.43	$159,438.76	$215,281.40	$22,199.20	$ 11,168.01	$ 23.85	$33,391.06

DAILY TICKET REPORT				
DNSWMA TRANSFER STATION				
MONTH: February 2017				
Date	BEGIN	END	VOIDED TICKETS	TICKET COUNT
1	922672	922850	1	**178**
2	922851	922998		**148**
3	922999	923068		**70**
4	923069	923181		**113**
5	923182	923293		**112**
6	923294	923423		**130**
7	923424	923524		**101**
8	923525	923608		**84**
9	923609	923696		**88**
10	923697	923806	1	**109**
11	923807	924035		**229**
12	924036	924222		**187**
13	924223	924423	1	**200**
14	924424	924572	1	**148**
15	924573	924673	2	**99**
16	924674	924760		**87**
17	924761	924898		**138**
18	924899	925070		**172**
19	925071	925170		**100**
20	925171	925279	1	**108**
21	925280	925400		**121**
22	925401	925515		**115**
23	925516	925721	2	**204**
24	925722	925835		**114**
25	925836	926061		**226**
26	926062	926169		**108**
27	926170	926289	1	**119**
28	926290	926425		**136**
TOTAL			**10**	**3744**

DNSWMA
KLAMATH TRANSFER STATION - DEPOSITS
February-2017

Date	Cash	Checks	TOTAL Deposit	Over / Short	Sales	TOTAL Sales	Charges	Tickets
February 1, 2017	300.15	65.26	365.41	0.24	365.17	365.41	44.00	28
February 5, 2017	546.48	50.52	597.00	(2.90)	599.90	597.00		36
February 8, 2017	144.45	8.75	153.20	(0.09)	153.29	153.20		11
February 12, 2017	463.00	181.89	644.89	6.37	638.52	644.89		36
February 15, 2017	205.16	8.75	213.91		213.91	213.91	138.10	17
February 19, 2017	335.87	108.52	444.39	1.02	443.37	444.39		25
February 22, 2017	208.04	17.50	225.54		225.54	225.54		15
February 26, 2017	686.62		686.62	0.51	686.11	686.62		36
			0.00			0.00		
			0.00			0.00		
			0.00			0.00		
			0.00			0.00		
			0.00			0.00		
			0.00			0.00		
			0.00			0.00		
TOTAL	$ 2,889.77	$ 441.19	**$ 3,330.96**	5.15	$ 3,325.81	**$ 3,330.96**	**$ 182.10**	**204**

TOTAL CASH SALES

Date	Wednesday	Friday	Sunday
February 1, 2017	365.41		
February 5, 2017			597.00
February 8, 2017	153.20		
February 12, 2017			644.89
February 15, 2017	213.91		
February 19, 2017			444.39
February 22, 2017	225.54		
February 26, 2017			686.62
TOTALS	***$958.06***	***$0.00***	***$2,372.90***
DAILY AVERAGE	$239.52		$593.23

DNSWMA

GASQUET TRANSFER STATION - DEPOSITS

February-2017

Date	Cash	Checks	TOTAL Deposit	Over / Short	Sales	TOTAL Sales	Charges	Tickets
February 4, 2017	164.28	17.50	181.78		181.78	181.78		16
February 11, 2017	239.45	144.78	384.23	$0.01	384.22	384.23		28
February 18, 2017	193.26	126.21	319.47	$0.83	318.64	319.47		27
February 25, 2017	236.29	35.25	271.54	$0.49	271.05	271.54		25
			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	$ 833.28	$ 323.74	**$ 1,157.02**	$ 1.33	$ 1,155.69	**$ 1,157.02**	**$ -**	**96**

	TOTAL CASH SALES	
Date	**Thursday**	**Saturday**
February 4, 2017		181.78
February 11, 2017		384.23
February 18, 2017		319.47
February 25, 2017		271.54
TOTALS	***$0.00***	***$1,157.02***
DAILY AVERAGE		$289.26

AUTHORITY REVENUE REPORT February 2017

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)	July	**$ 93,395.01**	$ 9,447.34
August	$ 92,156.03	$ 8,128.42	August	**$ 100,284.45**	$ 16,336.78
September	$ 91,983.20	$ 5,866.38	September	**$ 97,849.58**	$ 13,901.91
October	$ 90,405.08	$ (6,188.04)	October	**$ 84,217.04**	$ 269.37
November	$ 74,641.65	$ 13,298.22	November	**$ 87,939.87**	$ 3,992.20
December	$ 73,083.00	$ 11,336.61	December	**$ 84,419.61**	$ 471.94
January	$ 75,830.23	$ 12,238.53	January	**$ 88,068.76**	$ 4,121.09
February	$ 83,078.53	$ (5,056.70)	February	**$ 78,021.83**	$ (5,925.84)
March	$ 82,737.50	$ -	March		$ -
April	$ 86,370.22	$ -	April		$ -
May	$ 90,954.13	$ -	May		$ -
June	$ 95,045.00	$ -	June		$ -
Total	$ 1,030,898.99	$ 38,404.01	Total	**$ 714,196.15**	$ 42,614.82

Over last year at this point

5.97%
Ahead of budget

2.5

AUTHORITY REVENUE REPORT February 2017

Source **2015/2016**

Franchise Fee

Actual Annual

	Actual/Month	Comparison FY 15/16
July	$ 19,500.00	$ 5,094.00
August	$ 24,126.00	$ (1,498.00)
September	$ 25,288.00	$ (1,285.00)
October	$ 22,618.00	$ 81.00
November	$ 21,387.00	$ 534.00
December	$ 20,803.00	$ 1,763.00
January	$ 20,780.00	$ (189.00)
February	$ 20,827.00	$ 1,203.00
March	$ 21,438.00	$ -
April	$ 21,799.00	$ -
May	$ 23,342.00	$ -
June	$ 24,400.00	$ -
Total	$ 266,308.00	$ 5,703.00

Over last year at this point

2016/2017

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

	Actual/Month	Over/Under Budget
July	**$ 24,594.00**	$ 1,797.33
August	**$ 22,628.00**	$ (168.67)
September	**$ 24,003.00**	$ 1,206.33
October	**$ 22,699.00**	$ (97.67)
November	**$ 21,921.00**	$ (875.67)
December	**$ 22,566.00**	$ (230.67)
January	**$ 20,591.00**	$ (2,205.67)
February	**$ 22,030.00**	$ (766.67)
March		$ -
April		$ -
May		$ -
June		$ -
Total	**$ 181,032.00**	$ (1,341.33)

-0.74%

Ahead of budget

STATE OF CALIFORNIA
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
Cal EMA 130

Disaster No: _____
Cal EMA ID No: _____

RESOLUTION NO. 2017-01

A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY DESIGNATING THE AUTHORITY'S AGENT FOR PURPOSES OF MAKING APPLICATION TO CALEMA FOR FEDERAL AND/OR STATE DISASTER ASSISTANCE

WHEREAS, the California Emergency Management Agency (CalEMA) requires public agencies that wish to apply for financial assistance designate by resolution a person that is authorized to sign applications and agreements and other necessary documentation; and

WHEREAS, the winter storms that hit Del Norte County December 9-16, 2016 have been declared to be a disaster by the State; and

WHEREAS, the Authority should seek financial assistance for any repairs to the landfill or other property of the Authority that suffered damage during this storm or any other declared disaster in the future.

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

1. The Director of the Del Norte Solid Waste Management Authority is hereby authorized to execute for and on behalf of the Del Norte Solid Waste Management Authority, a public entity established under the laws of the State of California, this application and to file it with the California Emergency Management Agency for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
2. The Del Norte Solid Waste Management Authority, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the California Emergency Management Agency for all matters pertaining to such state disaster assistance the assurances and agreements required.
3. This is a universal resolution and is effective for all open and futures disasters up to three (3) years following the date of approval below.

PASSED and ADOPTED by the Governing Board of the Del Norte Solid Waste Management Authority on this 21st day of March, 2017 by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Blake Inscore, Chair
Del Norte Solid Waste Management Authority

ATTEST:

_____
Eli Naffah, Secretary of the Board
Del Norte Solid Waste Management Authority

3.1

CERTIFICATION

State of California
County of Del Norte

I, Katherine Brewer, duly appointed and Clerk of the Del Norte Solid Waste Management Authority, do hereby certify that the above is a true and correct copy of **Resolution No. 2017-01** passed and approved by the Governing Board of the Del Norte Solid Waste Management Authority on the 21st day of March, 2017.

_____
Katherine Brewer, Clerk of the Board

COLLECTIONS CHANGE ORDER 10

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 RECYCLING SERVICES AND PROCESSING SUBCONTRACT REQUIREMENTS**

NATURE OF CHANGES:

(1) This Change Order reduces the number of mandatory community drop-off bins described in Exhibit B2, section C.2(a) from seven (7) to five (5) and authorizes Recology Del Norte to eliminate the following community drop-off recycling locations: Del Norte County Fairgrounds-recycle and cardboard bins, Smith River Post Office-recycling bin.

(2) In order to give Recology Del Norte additional time to make other processing arrangements, this Change Order temporarily waives the requirements of sections 3.02.F, Exhibit C1, Section E (last sentence), and 5.12.A(6) (except the first sentence) for an additional 90 days following the approval 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 must submit a plan describing how necessary recyclable materials processing and marketing services will be retained and the Authority indemnified as described in section 5.12.A(5). Failure to provide such a plan or processing agreement within 90 days of the adoption of this Change Order will constitute a violation of section 5.12.A(6) of the Franchise Collection Agreement.

(3) To provide additional support for community cleanup efforts, the number of Authority-allocated bin pulls described in Exhibit B2 in sections B.2 and C.3, is increased from twenty (20) per calendar year to twenty-two (22) per calendar year.

These changes will be effective as of 21 March 2017.

CONTRACT TIME: The 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.

CONTRACT PRICE: This Change Order makes no changes to the Contract Price.

This Change Order is hereby approved: DATE:_____

RECOLOGY DEL NORTE, INC.

BY:_____
Michael J. Sangiacomo, President & CEO

Del Norte Solid Waste Management Authority

BY:_____
Blake Inscore, Chair

BY:_____
Eli Naffah, Secretary

Approved as to form:

BY:_____
Martha D. Rice, General Counsel

Recology
Del Norte
WASTE ZERO

March 13th, 2017
Tedd Ward, Director
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, Ca, 95531

Dear Mr. Ward:

Recology Del Norte is requesting 3 action items to be placed on the agenda for the next Del Norte Solid Waste Authority meeting taking place on March 21st, 2017.

1) Recology requests an additional 90 day extension to secure a processing agreement as stated in Change order 9.

2) Recology requests the removal of the Fairground recycle and cardboard community bins along with the removal of the Smith River post office recycling bin.

3) Recology to address the board regarding possible action of providing all residential/ multi-family and commercial cart customers a 96 gallon trash and recycle cart, along with a new proposed rate structure and the expected outcome from this action.

Please feel free to contact me with any questions or concerns.

Best regards,

Jeremy Herber
General Manager
Recology Del Norte

P.O. Box 1933, 2675 Lake Earl Dr., Crescent City, CA 95531 | T: 707-464-4181 | recologydelnorte.com
Hours: Monday – Friday 8 am to 5 pm
An Employee Owned Company

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:	13 March 2017
To:	Commissioners of the Del Norte Solid Waste Management Authority
From:	Tedd Ward, M.S. – Director
Attachment:	Letter from Jeremy Herber, General Manager
File Number:	180510 – Recology Del Norte
Topic:	Recyclables collected by Recology Del Norte and processed by Humboldt Waste Management Authority (HWMA)

Summary / Recommendation: Staff recommend that the Board take each of the following actions

1. **Direct staff to begin negotiations with Recology Del Norte to establish a 96 gallon trash cart with recycling as the Basic Level of Service for Residential and Commercial cart services customers, and**
2. **Present a detailed analysis at a future meeting regarding how such changes would impact rates and be implemented starting in July 2017.**

Background: With the loss of Julindra as its processor, Recology Del Norte reached a temporary arrangement with Humboldt Waste Management Authority (HWMA) to accept recycling from Del Norte County. The recycling stream from our area contains a relatively high proportion (>25%) of non-recyclable items and materials, which Recology has been working hard to try and reduce through prescreening and increased outreach.

General Manager Jeremy Herber and Regional Manager Ed Farewell from Recology met with the Authority Ad Hoc Recycling and Processing Committee (Commissioners Inscore and Cowan) on February 23, 2017 to discuss strategies to reduce the current level of contamination in Recology Del Norte's recycling programs. The Recology team indicated many of the contamination issues of the past few months could be addressed by changing the basic collection services offered in Del Norte County.

On March 13, 2017 Jeremy Herber sent a letter to the Authority asking for three items to be addressed at the March 21st meeting. The first two are discussed in a separate staff memo and specified in Change Order 10 (**agenda item 4.1**). The third

4.2

request asks that the Board consider changing the collections service mix to a standard 96-gallon trash and recycling cart, along with a new rate structure. This change would mean that all subscribers to trash collection services would be issued a 96-gallon cart, and a recycling cart of their choice in a 32, 64 or 96-gallon size. Though customers could have a smaller trash cart - if they did not have space for a larger cart or rolling the larger cart would be difficult for them – Recology proposes that those customers would still be charged the rate for 96-gallon cart disposal. If this change is implemented, Recology proposes that the collection cost per month would go down for customers who currently subscribe to 64 or 96-gallon trash service. While customers currently subscribing to 20 or 32-gallon trash cart service would see their monthly trash bill increase, they would have significantly more capacity to dispose of materials, and the cost incentive to place extra trash in the recycling carts would functionally be eliminated.

Analysis: The current franchise collections contract with Recology Del Norte provides for a greatly expanded and improved recycling and organics collection services compared to the previous agreement with Del Norte Disposal. Customers have options to save on disposal costs by stepping down to smaller solid waste containers. All residential and commercial customers signing up for 20, 32, 64, or 96-gallon garbage carts currently receive an equal or larger size recycling cart included with the price. At the time of implementation (July 2011) it was thought customers would "pay as they throw" ordering the appropriate size trash carts and using the carts as intended.

Recology Del Norte staff are proposing these changes as a relatively swift action that could significantly reduce the proportion of non-recyclable materials in the recycling stream. The underlying premise of this proposal is that customers currently save money by ordering the smallest volume trash cart they can, and when that trash cart fills up the overflow of trash materials is commonly (and improperly) placed in the recycling carts.

The City of Vacaville, Dixon and Solano counties use a standard 96-gallon service and these programs produce the cleanest recycling in the Recology central and Northern California groups (less than 10% contamination according to Recology Vacaville General Manager, Scott Pardini). Providing customers a larger size than may be needed is being proven to actually increase recycling rates and reduce contamination by reducing the incentive for saving money on trash service and instead disposing of trash in the recycling container.

Many experts in the industry support 96-gallon standards based on the same rationale. Richard Gertman noted in 2007 a high correlation between Pay As You Throw systems and higher contamination rates in recyclables. He studied San Jose and San Diego and found:

- San Jose used a 32-gallon garbage cart as the standard option, with a 96-gallon garbage cart charged at three times the rate as the 32-gallon cart, and no charge for a 96-gallon recycling cart. San Jose had a contamination rate nearing 30%.
- San Diego had 96-gallon carts for all three streams, with contamination rate of about 3% in their recycling carts;

- It appeared that San Jose residents could find no benefit in paying for larger carts when it was easy for them to put all of their overflow garbage in the recycling cart; and things that don't easily fit in a 32-gallon cart (like a garden hose) easily fit in a 96-gallon recycling cart.
- Further, San Diego had a smaller, well designed list of acceptable recyclable materials, while San Jose wanted to recover anything recyclable. This meant that more recyclable materials were sent directly to landfill in San Diego; but what was recycled was much cleaner; and some of the recyclable materials in the recycling carts in San Jose were contaminated by the garbage in the recycling carts, so went to landfill as residue.
- San Jose had a higher recovery rate (pounds per household per week) than San Diego, but a higher cost of service too; and San Jose ended up having to raise garbage rates since the lower garbage service volumes did not bring in sufficient revenue to pay for the system.

Mr. Gertman's assessment was that 96-gallon standard service can be an effective strategy to reduce the proportion of trash in the recycling stream.

Recology states that this is a revenue-neutral proposal, in that their total profits would not increase with this change in services and rates.

Residential and Multi-Family Customers

Based on new 96-gallon standard cart rate of approximately $30 per month

Cart Size	# Customers	% Customers	Current Rate per month	% Change to Monthly Service Charge
20	489	13.3%	$20.47	+46.5%
32	2,134	58.2%	$25.61	+17.1%
64	903	24.6%	$37.32	-19.6%
96	138	3.8%	$54.07	-44.3%

Commercial Customers

Based on new 96-gallon standard cart rate of approximately $30 per month

Cart Size	# Customers	% Customers	Current Rate per month	% Change to Monthly Service Charge
32	26	56.5%	$39.95	+68.8%
64	13	28.3%	$79.90	-15.6%
96	7	15.2%	$139.83	-51.7%

This service change could be of substantial benefit for owners of rental properties whose tenants occasionally have more trash than there is volume in their carts, and for commercial businesses that currently subscribe to 64 or 96 gallon carts. In addition, the extra disposal capacity for most residential customers means that people who are

inclined to pick up trash in their neighborhoods can do so without any additional disposal expense.

Some objections to these changes can be anticipated from those who would be impacted by higher fees (about 71% of residential cart customers, and about 56% of commercial cart customers) for additional trash services that at least some customers will feel they do not need. Such customers would have the option to discontinue their collection services with Recology Del Norte and to become self-haulers.

Alternatives: The Board may consider the following alternative actions to the staff recommendation:

1. **Take no action.** This option would not alter the general rate structure, and changes enacted on July 1st would be based solely on changes to the Consumer Price Index. This option would also not address the ongoing concerns regarding the proportion of trash in the recycling stream.
2. **Give additional direction to staff regarding rate negotiations.** The Authority Board may be interested in this proposal in general but want to guide additional rate changes, such as having a slightly reduced 'senior and special needs' rate for customers who are approved to have a trash cart smaller than 96-gallon basic service. Under such an adjustment, customers signing up for such a rate would have to demonstrate they are the age of a 'senior' or can demonstrate a challenge (such as a handicap placard on their vehicle) on having and using the standard 96-gallon cart trash service. This is one of many possible ways to direct staff regarding these rate negotiations.
3. **Provide further guidance to staff through engagement with the Recycling and Processing Committee.** This Ad Hoc Committee could participate in negotiations or otherwise provide input to staff regarding rates being negotiated.

Related Issues: Under Authority Ordinance 2008-01, landlords are to provide a Basic Level of Collections Services to their rental properties. This Basic Level of Service is currently 30 gallons of trash collected weekly plus recycling. If the Authority changes the Basic Level of Service to be 96 gallons of trash collected weekly, this would also become the 'basic level of service' to be provided to all rental households – even if the landlord self-hauls the materials themselves. Thus this change could be seen as also increasing the cost to provide rental housing in Del Norte, even for property owners that do not subscribe to collections from Recology Del Norte.

Del Norte Solid Waste Management Authority

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Staff Report

Date:	15 March 2016
To:	Commissioners of the Del Norte Solid Waste Management Authority
From:	Tedd Ward, M.S. – Director
Attachment:	Fiscal Analysis of Gasquet and Klamath Transfer Stations Lookup sheet for per-cubic-yard charges for trash
File Numbers:	111201 – Klamath Transfer Station 070101 – Gasquet Transfer Station
Topic:	Fiscal Analysis of Klamath and Gasquet Transfer Stations

Summary / Recommendation: This is analysis of the daily operational costs for the small-volume transfer stations in Klamath and Gasquet, and an analysis of the proportion of customers using the Klamath Transfer Station by day of the week during summer months of July, August and September. Staff do not recommend changes to the operations of these facilities at this time.

Background: This analysis is presented to assess the magnitude of the annual losses associated with operating the small-volume transfer stations in Klamath and Gasquet.

Neither of these facilities have scales, running water, or reliable cell coverage. Customer loads are charged by volume as assessed by the refuse site attendant. There are three methods that may be used by staff:

1. **Charge by the number of cans, or equivalent volume**. We have separate rates for 30 gallon, 45 gallon, and 55 gallon cans.

2. **Exact math:**
   a. Measure the height, length and width of the load in digital feet, divide by 27, then
   b. multiply the calculated volume times the per cubic yard rate of $19.80 for solid waste.

3. **Lookup sheet:**
   a. Measure the height, length and width of the load in

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Printed on minimum 30% post-consumer
100% recycled paper

digital feet, divide by 27, then

b. Staff may use a lookup sheet to determine the charge for loads by volume. This lookup sheet reduces the potential for math errors.

Any of these methods should result in a verifiable and consistent method of assessing charges. Staff are trained to discuss the measurements with each customer as the loads are being measured, and to show their math and methods on each receipt. Staff may assess additional charges for items charged on a per unit basis, such as tires, appliances, etc. according to the rates adopted by the Authority Board.

Analysis: The summary table on the following pages shows that both the small-volume transfer stations in Gasquet and Klamath collect roughly half the revenue needed to cover operations costs. While these facilities lose money each year, they are valuable services in that they provide a more convenient legal drop-off disposal option for people living in Klamath, Klamath Glen or near Gasquet along Highway 199.

The analysis also demonstrates that for the last three summers, less than 12% of the customers using the Klamath Transfer Station during the summer months came on Friday.

Alternatives: As alternatives to the staff recommendation, the Board could:

1. **Direct staff to have the Klamath Transfer Station open on Wednesdays and Sundays throughout the year, remaining closed on Fridays during July, August and September.** This would reduce the hours this facility is open during the summer, but would only impact those customers who preferred to use the facility on Fridays during those months. This action would likely reduce the annual net loss associated with this facility.

2. **Consider rate adjustments for these facilities.** This option would result in rate increases which could reduce or even eliminate the net financial losses for the Klamath and Gasquet Facilities, but could be associated with increases in trash stockpiling or illegal dumping.

Transfer Station Operations Fiscal Analysis
Klamath & Gasquet FY 2015/2016

	Klamath	Gasquet
Days of Operation		
July-Sept	Fri, Sun, Wed	Thurs & Sat
Oct-June	Sun & Wed	Saturday
Days Open (10 AM - 4 PM)	107	62
Minimum Charge (3 cans or .44 cy)	$8.60	$8.60
$ / Cubic yard charged (est. 275 lbs/cy)	$ 19.55	$ 19.55
Tons Disposed	461.52	130.23
Operating Expenses		
Employee Cost	$ 23,972.19	$ 13,951.03
Haul Cost	$ 19,773.60	$ 6,468.00
Disposal Cost	$ 43,650.59	$ 12,317.15
Fuel/Mileage cost	$ 1,572.11	$ 749.17
Other Cost	$ 2,294.58	$ 1,809.29
Total Annual Cost	$ 91,263.08	$ 35,294.64
Total Annual Revenue	$ 45,367.56	$ 17,057.29
Net Loss in FY 15/16	**$ 45,895.52**	**$ 18,237.35**
Actual Cost per ton	**$ 197.74**	**$ 271.02**
$ / CY Actual Cost at 275 lbs/CY	**$ 27.19**	**$ 37.26**
Net Cost per ton	$ 99.44	$ 140.04
Net Cost per cubic yard	$ 7.64	$ 17.71
Net Cost per hour	$ 43.47	$ 29.14
Break-even Charge per Cubic yard	$ 27.19	$ 37.26
Weighted Average Break-Even $/CY	$ 30.89	$ 30.89
Break-Even Minimum Charge	$ 13.60	$ 13.60

Analysis of Summer Revenues and Customers by Day in Klamath

	2014	2015	2016
Wednesday Customers	278	300	279
Wednesday Revenues	$ 4,963	$ 4,678	$ 4,347
% of Customers on Wednesday	34%	34%	31%
Friday Customers	80	108	79
Friday Revenues	$ 1,842	$ 2,212	$ 1,297
% of Customers on Friday	10%	12%	9%
Sunday Customers	450	463	532
Sunday Revenues	$ 7,009	$ 7,466	$ 8,878
% of Customers on Sunday	56%	53%	60%
Total Customers July-Sept	808	871	890

Solid Waste by Volume for Gasquet & Klamath starting August 2016

Rate: $ 19.80 per cubic yard
$ 8.75 Minimum charge

Volume (CY)	Charge	Volume (CY)	Charge	Volume (CY)	Charge	Volume (CY)	Charge	Volume (CY)	Charge
0.10	$ 8.75	2.10	$ 41.59	6.25	$ 123.78	12.25	$ 242.61	18.25	$ 361.44
0.20	$ 8.75	2.20	$ 43.57	6.50	$ 128.73	12.50	$ 247.56	18.50	$ 366.39
0.25	$ 8.75	2.25	$ 44.56	6.75	$ 133.68	12.75	$ 252.51	18.75	$ 371.34
0.30	$ 8.75	2.30	$ 45.55	7.00	$ 138.63	13.00	$ 257.46	19.00	$ 376.29
0.40	$ 8.75	2.40	$ 47.53	7.25	$ 143.59	13.25	$ 262.42	19.25	$ 381.25
0.50	$ 9.90	2.50	$ 49.51	7.50	$ 148.54	13.50	$ 267.37	19.50	$ 386.20
0.60	$ 11.88	2.60	$ 51.49	7.75	$ 153.49	13.75	$ 272.32	19.75	$ 391.15
0.70	$ 13.86	2.70	$ 53.47	8.00	$ 158.44	14.00	$ 277.27	20.00	$ 396.10
0.75	$ 14.85	2.75	$ 54.46	8.25	$ 163.39	14.25	$ 282.22	20.25	$ 401.05
0.80	$ 15.84	2.80	$ 55.45	8.50	$ 168.34	14.50	$ 287.17	20.50	$ 406.00
0.90	$ 17.82	2.90	$ 57.43	8.75	$ 173.29	14.75	$ 292.12	20.75	$ 410.95
1.00	$ 19.80	3.00	$ 59.41	9.00	$ 178.24	15.00	$ 297.07	21.00	$ 415.90
1.10	$ 21.79	3.25	$ 64.37	9.25	$ 183.20	15.25	$ 302.03	21.25	$ 420.86
1.20	$ 23.77	3.50	$ 69.32	9.50	$ 188.15	15.50	$ 306.98	21.50	$ 425.81
1.25	$ 24.76	3.75	$ 74.27	9.75	$ 193.10	15.75	$ 311.93	21.75	$ 430.76
1.30	$ 25.75	4.00	$ 79.22	10.00	$ 198.05	16.00	$ 316.88	22.00	$ 435.71
1.40	$ 27.73	4.25	$ 84.17	10.25	$ 203.00	16.25	$ 321.83	22.25	$ 440.66
1.50	$ 29.71	4.50	$ 89.12	10.50	$ 207.95	16.50	$ 326.78	22.50	$ 445.61
1.60	$ 31.69	4.75	$ 94.07	10.75	$ 212.90	16.75	$ 331.73	22.75	$ 450.56
1.70	$ 33.67	5.00	$ 99.02	11.00	$ 217.85	17.00	$ 336.68	23.00	$ 455.51
1.75	$ 34.66	5.25	$ 103.98	11.25	$ 222.81	17.25	$ 341.64	23.25	$ 460.47
1.80	$ 35.65	5.50	$ 108.93	11.50	$ 227.76	17.50	$ 346.59	23.50	$ 465.42
1.90	$ 37.63	5.75	$ 113.88	11.75	$ 232.71	17.75	$ 351.54	23.75	$ 470.37
2.00	$ 39.61	6.00	$ 118.83	12.00	$ 237.66	18.00	$ 356.49	24.00	$ 475.32

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Staff Report

Date:	14 March 2017
To:	Commissioners of the Del Norte Solid Waste Management Authority
From:	Tedd Ward, M.S. – Director
File Number:	131804 – Transfer Station Development
Topic:	Process and potential for developing a small-volume transfer station to serve Fort Dick and Smith River

Summary / Recommendation: This is an initial overview of the process required to develop a small-volume transfer station, including projection of operational losses based on analysis of operations costs and revenues for the small-volume transfer stations in Klamath and Gasquet.

Staff recommend that the Board direct staff to begin the process for developing a small-volume transfer station to serve the northern coastal areas of Del Norte County, commencing with exploring the potential for a partnership with the Tolowa Dee-ni' Nation for this facility and developing a list of potential properties for such a facility, considering zoning, location, acreage, cost, degree of grading necessary, and probable permitting issues.

Background: When discussing options to reduce the proportion of waste in recyclable materials dropped in Recology's community recycling bins, Recology has suggested that recycling bins at staffed transfer stations are less likely to be contaminated with trash. The bins at Smith River Post Office, Ship Ashore Resort and Fort Dick Fire Station are the only drop-off services currently serving the northern portions of the County.

Analysis: Recent discussions regarding strategies to reduce the volume of trash in the community drop-off bins have included discussions about the potential for developing a small-volume transfer station in the northern area of Del Norte County to provide drop-off disposal and recycling services to the communities of Fort Dick, Smith River, and the Tolowa Dee-ni' Nation. Though it may be true that it is easier to control the dumping of trash in the community recycling bins at staffed facilities, it is unlikely that a small-volume transfer station could be developed in a timeframe that could address the changes to recycling services necessary to reduce contamination in the recycling

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stream.

Generally, the Twelve-step program to develop a small-volume transfer station to serve the northern portion of Del Norte County would include the following:

1. Direction from the Board to pursue development of a new transfer station, considering other program priorities and staff capacity.

2. Explore potential partnership with the Tolowa Dee'ni' Nation in the development of a transfer station in the northern area of Del Norte County.

3. Develop a list of potential properties for such a facility, considering zoning, location, acreage, cost, degree of grading necessary, and probable permitting issues.

4. Select a property for this facility, and negotiate purchase, rent, or other arrangement to secure the property for this purpose prior to construction.

5. Work with County Engineering and/or a hired contractor to develop the plans and specifications for facility construction, including an engineer's estimate of facility development costs, and possibly construction quality assurance services.

6. Complete any necessary financing for property purchase, permitting, design and construction.

7. Prepare and release bid documents for facility construction (this would be a prevailing-wage project).

8. Complete grading, paving, fencing, signage, and related facility construction, including inspections to assure grading and construction conforms to plans and specifications.

9. Set open days and hours. Complete permit process for transfer station operations.

10. Negotiate Collections Change Order if needed to initiate collections services at this new facility.

11. Adopt Rate Ordinance (or Rate Resolution) for services at new facility.

12. Hire and train staff as needed. Begin Operations.

Generally, the steps described above take between 18 and 27 months to complete, however staff capacity will be diminished until a new Facilities and Programs

Coordinator can be hired and trained pushing the timeline for developing this facility out to 36 months or more.

Based on the analysis of the operational expenses in Klamath and Gasquet (in FY 2015/2016) if a new small-volume transfer station were to be developed to serve the northern portions of Del Norte County, the operational losses could be expected to range between $20,000 and $45,000 annually, depending on the numbers of days each week the facility would be open.

Each year at the Del Norte County Transfer Station, about 20,000 tons are disposed. Thus for planning-level analysis, if the general rate structure is not changed (i.e. small-volume transfer stations continue to be operated at a loss), the operational costs for a new transfer station serving the northern portions of the county could increase the per ton disposal costs at the Del Norte County Transfer Station by one or two dollars per ton, depending on how many days each week such a facility would be open. Currently, per ton rates charged at the Del Norte County Transfer Station are over eleven dollars less than those charged at the next-cheapest facility operated by the Humboldt Waste Management Authority.

Alternatives:

1. Take no action.
2. Direct staff to draft a Request for Proposals to hire a professional services contractor to assist with the development and analysis of alternatives to be considered in the process of creating a small-volume transfer station to serve the northern regions of Del Norte County.

Related Issues: Developing a transfer station to serve the northern portions of the County will not happen in a time that could rapidly address the need to reduce the volume of trash in the community recycling bins. Furthermore, staff believe the repair of the floor at the Del Norte County Transfer Station should be a higher priority construction project than development of a northern transfer station. Though services to all regions of Del Norte County are important, some sections of rebar in the transfer station have been removed, and further degradation of the transfer station floor will continue to increase repair expenses.

PROFESSIONAL SERVICES AGREEMENT
Computer Information & Technology Support

THIS AGREEMENT is made and entered into on the day shown for its execution by the **Del Norte Solid Waste Management Authority**, a joint powers authority hereinafter designated as "AGENCY", and **Digital Needs Services**, a California company, hereinafter designated as "CONSULTANT".

RECITALS

WHEREAS, AGENCY desires to obtain professional services from an independent consultant for computer information and technology support; and

WHEREAS, AGENCY desires and agrees to contract with CONSULTANT and CONSULTANT desires and agrees to provide the services as described herein.

WHEREAS, CONSULTANT warrants that it possesses the skill, experience, ability, background, certification and knowledge to provide the services described in this Agreement and pursuant to the terms and provisions hereinafter set forth.

NOW, THEREFORE, in exchange for valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. SCOPE OF SERVICES. The scope of services, attached as **Exhibit A** to this Agreement and incorporated herein by this reference, includes, but is not limited to, providing the tasks listed in Exhibit A.

1.1 PROFESSIONAL SERVICES PROVIDED BY CONSULTANT. CONSULTANT will perform all work in accordance with the terms and provisions of this Agreement and will interact in such a manner with the AGENCY so as to accomplish the result sought by the AGENCY. CONSULTANT acknowledges that the AGENCY's Director, is the AGENCY's authorized representative for interpreting and enforcing the terms and provisions of this Agreement relating to the scope of work to be performed. CONSULTANT further acknowledges and agrees that the AGENCY's Director may delegate his authority in connection herewith to any designee(s) he may select in his sole and absolute discretion (hereinafter referred to as the "Agency's Representative".)

2. TIME FOR PERFORMANCE

2.1 The period of the contract will be 24 consecutive months commencing on the date of execution with an option to renew for the next 24 consecutive months.

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2.2 The services of CONSULTANT are to commence immediately upon execution of this Agreement and are to continue until all authorized work is approved by Agency's Representative.

2.3 CONSULTANT must submit all requests for extensions of time for performance in writing to the Agency's Representative no later than ten (10) calendar days after the occurrence of any event or condition which purportedly caused the delay, and in no event later than the date on which performance is to be complete.

2.4 For all time periods not specifically set forth herein, CONSULTANT must respond in the most expedient and appropriate manner under the circumstances, by either telephone, fax, hand delivery, U.S. mail, electronic file transfer, or e-mail.

3. INDEPENDENT CONSULTANT. AGENCY and CONSULTANT are and at all times will be and remain independent contractors as to each other, and no joint venture, partnership, agency or other legal relationship that would impose vicarious liability upon one party for the act or omission of the other is created by this Agreement. CONSULTANT acknowledges that CONSULTANT will not be covered under AGENCY's employee benefit plan. Except as is expressly set forth herein, each party will bear full and sole responsibility for its own expenses, liabilities, costs of operation and the like. Neither party has the power to bind the other party or to assume or to create any obligation or responsibility, express or implied, on behalf of, or in the name of the other party. CONSULTANT has proposed to use specific persons from its staff to perform work in connection with the scope of services. CONSULTANT's employees are subject to the approval of the Agency's Representative, and CONSULTANT will seek and receive AGENCY approval before using alternate or additional non-clerical personnel to complete any aspect of the Scope of Services. Only competent workers may provide the services requested. Any person employed, who is found to be incompetent, intemperate, troublesome, disorderly or otherwise objectionable, or who fails or refuses to perform work properly and acceptably, must be immediately removed from the project by CONSULTANT and not re-employed on the project.

5. WORKER'S COMPENSATION. Pursuant to California Labor Code Section 1861, CONSULTANT hereby certifies that CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and CONSULTANT will comply with such provisions, and provide certification of such compliance upon execution of this Agreement or, in the sole and absolute discretion of the Agency's Representative, not later than commencement of services. The workers' compensation certificate must also include a waiver of subrogation endorsement.

6. LIABILITY INSURANCE. CONSULTANT, at its sole cost and expense, must secure and maintain in force for the term hereof, insurance policies that will insure, indemnify

and protect CONSULTANT, its officers, employees, and agents, as well as the AGENCY, its officers, officials, employees, independent contractors and agents from and against all claims and causes of action for damages, costs, or expenses, including attorneys' fees, for injuries to any persons or property, that allegedly arise from the negligence, willful misconduct or breach of this Agreement, of Contractor, its officers, employees, or agents in performing services under this Agreement. Contractor also agrees to pay for all costs and expenses of investigating and defending against these claims and causes of action, however, Contractor's duty to indemnify and hold harmless does not include any claims or liability arising solely from the gross negligence or willful misconduct of Agency, its officers, officials, employees, independent contractors or agents. Said policies must be for not less than the following amounts, and must name the AGENCY, its officers, officials, employees, independent contractors, and agents as additional named insureds.

6.1 MINIMUM SCOPE AND LIMITS OF INSURANCE. CONSULTANT must maintain the following types of insurance with policy limits no less than:

6.1.1 Commercial General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the project, location or the general aggregate limit shall be twice the required occurrence.

6.1.2 Automobile Liability: $1,000,000 combined single limit. Coverage to included owned and non-owned autos.

6.1.3 Workers Compensation is required with Employer's Liability: $1,000,000 per accident for bodily injury or disease.

6.1.4 Errors and Omissions liability: $1,000,000 per occurrence. Architects' and Engineers' coverage is to be endorsed to include contractual liability.

6.2 DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions in excess of $25,000 must be declared to and approved by AGENCY. At the option of the AGENCY, the AGENCY may require either: the insurer reduce or eliminate such deductibles or self-insured retentions as respects AGENCY, its officers, officials, employees, independent contractors and agents; or CONSULTANT must provide a financial guarantee satisfactory to AGENCY guaranteeing payment of losses and related investigations, claim administration and defense expenses.

6.3. MANDATORY PROVISIONS. All insurance policies required under this Agreement must contain, or be endorsed to contain, the following provisions.

6.3.1. Additional Named Insureds. The AGENCY, its officers, officials, employees, independent contractors and agents are to be covered as additional named insureds as respects: liability arising out of activities performed by or on behalf of CONSULTANT; products completed and operations of CONSULTANT, premises owned, leased or used by CONSULTANT; or automobiles owned, leased, hired or borrowed by CONSULTANT. The coverage must not contain any special limitations on the scope of protection afforded to the AGENCY, its officers, officials, employees, independent contractors, or agents.

6.3.2. Primary Coverage. CONSULTANT'S insurance coverage will be primary insurance as respects AGENCY, its officers, officials, employees, independent contractors and agents. Any insurance or self-insurance maintained by AGENCY, its officers, officials, employees, independent contractors or agents shall be excess of CONSULTANT'S insurance and will not contribute to it.

6.3.3. Reporting. Any failure to comply with reporting provisions of the policies will not affect coverage provided to AGENCY, its officers, officials, employees, independent contractors or agents.

6.3.4 Workers' Compensation and Employers Liability Coverage. The insurer must agree to waive all rights of subrogation against AGENCY, its officers, officials, employees, independent contractors or agents for any and all losses arising from services performed by CONSULTANT for AGENCY.

6.3.5 Cancellation Notice. All insurance requirements described in this Agreement must be maintained for the duration of the Agreement.

6.3.6 Subcontractors. CONSULTANT must include all subcontractors as additional named insureds under its policies or it must furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors are subject to all of the insurance requirements stated herein.

6.4 SERVICES TERMINATION. In the event that any of the above insurance policies should lapse or be canceled or terminated within the period of the contract, CONSULTANT must cease all services hereunder until such time as adequate insurance is reinstated pursuant to the terms of this Agreement.

6.5 NOTIFICATION OF CLAIMS AND/OR ACTIONS. CONSULTANT hereby covenants and agrees to notify AGENCY within seven (7) calendar days of CONSULTANT's actual knowledge of same, of any and all claims made and/or actions filed against CONSULTANT or any officer, official, employee or agent of

CONSULTANT, for any cause whatsoever arising out of the services to be performed by CONSULTANT pursuant to this Agreement.

6.6 ADDITIONAL INSURANCE. Maintenance of insurance by CONSULTANT as specified in this Agreement may not be interpreted as relieving CONSULTANT of any responsibility whatsoever and CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.

6.7 INVALID APPLICATION. Coverage will not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under the Civil Code.

6.8 ACCEPTABILITY OF INSURERS. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to AGENCY.

6.9 VERIFICATION OF COVERAGE. CONSULTANT must furnish AGENCY with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the AGENCY before services commence. AGENCY reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

7. CONSULTANT'S INDEMNIFICATION OF AGENCY: CONSULTANT must indemnify and hold harmless AGENCY and its officers, officials, independent contractors, employees, and agents from and against all claims, damages, losses and expenses, including attorneys fees and costs, arising from or alleged to have arose from CONSULTANT'S performance of the services performed under this Agreement caused in whole or in part by any act or omission, negligent or intentional, of the CONSULTANT, CONSULTANT's subcontractor(s), anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent caused by the active negligence or willful misconduct of AGENCY. CONSULTANT'S indemnification includes all such claims for damages arising out of any infringement of copyrights incident to the use in the work or resulting from the incorporation in the scope of services of any invention, design, process, product, or device not specified in this Agreement. CONSULTANT'S indemnification includes any and all costs, expenses, attorneys' fees and liability incurred by the AGENCY, its officers, officials, independent contractors, agents, or employees in enforcing the provisions of this subsection, and in defending against such claims. Further, CONSULTANT at its own expense must, upon written request by the AGENCY, defend any such suit or action brought against the AGENCY, its officers, officials, independent contractors, agents, or employees. CONSULTANT's indemnification of AGENCY is not limited by any prior or subsequent declaration by the CONSULTANT.

8. PROFESSIONAL ABILITY OF CONSULTANT. AGENCY has relied upon the professional training and ability of CONSULTANT to perform the services and scope of work hereunder as a material inducement to enter into this Agreement. CONSULTANT shall therefore provide properly skilled professional and technical personnel to perform all services required by it to be performed under this Agreement. All services performed by CONSULTANT must be in accordance with all applicable legal requirements and must meet and conform to the standard of quality ordinarily to be expected of competent professionals in CONSULTANT's field of expertise. Except where the Scope of Services calls for CONSULTANT to provide an opinion or further services to complete the prior preliminary work of other professionals, CONSULTANT may rely upon the accuracy of AGENCY documents and information provided to CONSULTANT by AGENCY.

9 CONFIDENTIALITY. All ideas, documents, databases, spreadsheets, images, information related to customers, credit or debit card information, computer backup files, computer program data, input record data, written information, and other documents and data either created by or provided to CONSULTANT in connection with the performance of the Agreement, except documents or blank spreadsheets produced by agencies of the State of California or the United States, are to be held confidential by CONSULTANT. Such materials must not, without the prior written consent of the Agency's Representative, be used by CONSULTANT for any purposes other than the performance of the services under this Agreement. Nor may such materials be disclosed to any person or entity not associated or connected with the performance of the scope of services under this Agreement. Nothing furnished to CONSULTANT that is otherwise known to CONSULTANT, is generally known, or has become known, to those in CONSULTANT's profession will be deemed confidential. CONSULTANT may not use AGENCY's name or insignia, photographs relating to the project for which CONSULTANT's services are rendered, or any publicity pertaining to the CONSULTANT's services under this Agreement in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of AGENCY.

10. DELIVERABLES. All printed material, if any, required to be submitted by CONSULTANT as a final deliverable and produced using computer software must include, as part of that deliverable, copies of all pertinent computer files on CD-ROM or a USB drive, IBM format. AGENCY uses the following programs: Microsoft Word 2003, WordPerfect X4, CorelDraw 11. CONSULTANT may, however, submit said computer files in the format of the program from which the files originated. All printed materials submitted to the AGENCY will be printed on both sides using at least 50% recycled paper, minimum 20% post consumer content unless otherwise requested by AGENCY.

10.1 DATA PROVIDED TO CONSULTANT. Upon request, AGENCY must provide to CONSULTANT, without charge, all data, including reports, records, and other

information, now in AGENCY's possession, which may facilitate the timely performance of the services to be provided under this Agreement.

11. COMPENSATION. All compensation payable to CONSULTANT as described in **Exhibit B,** attached hereto and incorporated herein by this reference, will be paid by AGENCY. CONSULTANT acknowledges and recognizes that services under this Agreement are paid for with ratepayer dollars from citizens of the County of Del Norte and that, given this fact, a heightened duty of care exists in CONSULTANT to ensure that CONSULTANT scrupulously adhere to principles of moderation, frugality and cost consciousness in carrying forth the goals of and completing the scope of services pursuant to this Agreement. CONSULTANT's travel time to and from Crescent City will not be compensated at the hourly rate except for time expended actually working on the project while traveling.

11.1 For services performed by CONSULTANT in accordance with this Agreement, AGENCY will pay CONSULTANT a monthly retainer fee of $750 in accordance with the rates set forth in the Fee Schedule in CONSULTANT's proposal as submitted by CONSULTANT, attached hereto as Exhibit B. Each additional agreed upon sub-task will be billed at the rates shown on Exhibit B and on a time and material basis.

11.2 No change to the total contract price will be made during the term of this Agreement without prior written approval of the Agency's Representative. No work may be performed by CONSULTANT in excess of the total contract price without prior written approval of the Agency's Representative. The total contract annual contract price for all tasks of the Scope of Services will not exceed $10,000 without prior written approval of the Agency's Representative.

11.3 AGENCY reserves the right to withhold the final payment to the extent that:

11.3.1 there is defective work/service that has not been remedied by CONSULTANT; or

11.3.2 there are claims against CONSULTANT or any of its subcontractors for labor or materials furnished; or

11.3.3 CONSULTANT has not made proper payments to subcontractors, employees or materialmen; or

11.3.4 CONSULTANT has defaulted on any other term or condition of this Agreement.

11.4 Acceptance by CONSULTANT of the final payment will constitute a waiver of <u>all</u> claims by the CONSULTANT except those previously made in writing and still unsettled.

11.5 CONSULTANT must maintain complete and accurate accounting records including the following information: names and titles of employees or agents, types of services performed, and times and dates of all work performed in connection with this Agreement which is billed on an hourly basis, expenses and receipts and other information required by AGENCY for any services provided where compensation is on the basis of hourly rates, subcontractor costs or other direct costs. CONSULTANT must maintain accurate records on services provided in sufficient detail to permit an evaluation of services. Such records, together with supporting documents, must be kept separate from other documents and records and be maintained for a period of three (3) years after receipt of final payment.

11.6 CONSULTANT must submit monthly invoices to AGENCY describing the services performed during the preceding month. All invoices must be itemized, and state the services performed and expenses necessarily incurred. The itemized statement must specifically set forth compensation and expenses by assigned subtask as described in the Scope of Services, the total compensation and expenses for each subtask billed as of the date of the statement, and the total billing for all compensation and expenses from contract inception to the date of the statement. AGENCY reserves the right to require substantiation of any item of claimed expense. The AGENCY Board of Commissioners, Director, and/or Chair shall act to approve or deny each invoice submitted by CONSULTANT within thirty days from receipt of the invoice.

11.8 At any time during the term of this Agreement, AGENCY may request that CONSULTANT perform "extra work." As used herein, "extra work" means any work that is determined by AGENCY to be necessary for the proper completion of the project, but which the parties hereto did not reasonably anticipate would be necessary at the time of the execution of this Agreement. CONSULTANT may not perform, nor be compensated for, extra work without the prior written approval and authorization of the Agency's Representative.

12. TERMINATION OF AGREEMENT. This Agreement may be terminated by AGENCY immediately for cause (default) or by either party without cause upon 30 days prior written notice of termination. Upon termination, CONSULTANT will be entitled to compensation for services performed up to the effective date of termination, following the return of any AGENCY property in CONSULTANT'S possession.

12.1 CONSULTANT Events of Default. Each of the following constitutes an Event of Default ("Event of Default") under this Agreement and is cause for immediate termination of this Agreement at the discretion of the AGENCY:

12.1.1 Failure to Respond in a Timely Manner. The failure to respond to a request for Urgent Technical Assistance within the time required for the severity level as described in Exhibit A.

12.1.2 Misleading Representation. Any representation or disclosure made to AGENCY as an inducement to entering into this Agreement or any future amendment or Change Order to this Agreement, that proves to be false or misleading in any material respect, as of the time the representation or disclosure was made, whether or not the representation or disclosure appears as part of this Agreement is a misleading representation.

13. ASSIGNMENT AND DELEGATION. The parties hereto recognize that a substantial inducement to AGENCY for entering into this Agreement is the professional reputation, experience, and competence of CONSULTANT. This Agreement or any portion thereof may not be assigned or transferred, nor may any of the CONSULTANT's duties be delegated, without the express written consent of AGENCY. Any attempt to assign or delegate this Agreement without the express written consent of AGENCY will be void and of no force or effect. Consent by AGENCY to one assignment may not be deemed to be consent to any subsequent assignment. CONSULTANT shall provide qualifications of assignees for review by AGENCY, which will not unreasonably withhold consent. CONSULTANT may not subcontract any portion of the work to be performed without the prior written authorization of AGENCY. If AGENCY consents to said subcontract, CONSULTANT will be fully responsible to AGENCY for all acts or omissions of subcontractor. Nothing in this Agreement creates a contractual relationship between AGENCY and any subcontractor nor does it create any obligation on the part of AGENCY to pay or to see to the payment of any monies due to any subcontractor other than as otherwise is required by law. This Agreement will inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

14. ENTIRE AGREEMENT. This Agreement, including all referenced exhibits, constitutes the complete and exclusive statement of the Agreement between AGENCY and CONSULTANT. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.

15. INTERPRETATION OF THE AGREEMENT. The interpretation, validity and enforcement of this Agreement are to be governed by and construed in accordance with the laws of the State of California. This Agreement does not limit any other rights or remedies available to the parties to this Agreement.

16. MINORITY BUSINESSES. CONSULTANT, and any sub-contractor under it, is required to take affirmative action to ensure that minority and women business enterprises will be afforded full opportunity to submit bids for subcontracts to the maximum extent feasible. This Agreement is the product of negotiation and should not be strictly construed for or against either party, but should, instead be interpreted fairly in accordance with the intent expressed herein. Further, CONSULTANT may not

discriminate in employment practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex.

17. SEVERABILITY. Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

18. AGREEMENT MODIFICATION. This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto. The Agency's representative is the authorized representative of AGENCY and may act on its behalf.

19. ATTORNEY'S FEES AND VENUE. In the event any legal action or proceeding, including an action for declaratory relief, is commenced to interpret or enforce the terms of, or obligations arising out of this Agreement, or to recover damages for the breach thereof, the party prevailing in any such action or proceeding will be entitled to recover from the non-prevailing party all reasonable and necessary attorney's fees, costs and expenses including staff time at billing rates effective at the time of litigation or arbitration incurred by the prevailing party. Any action brought relating to this Agreement must be brought exclusively in the County of Del Norte, State of California.

20. NOTICES. All notices, demands, requests, consents or other communications which this Agreement contemplates or authorizes, or requires or permits either party to give to the other, must be IN WRITING and personally delivered or mailed to the respective party as follows:

TO AGENCY:	TO CONSULTANT:
Tedd Ward, Director 1700 State Street Crescent City, CA 95531	Andrew Butcher 128 US Hwy 101 N Crescent City, CA 95531

For e-mails with 'Read' receipt request:

tedd@recycledelnorte.ca.gov	Andrew@commnetivity.com

Either party may change its address by notice to the other party as provided herein. Communications will be deemed to have been given and received on the first to occur of (i) actual receipt at the offices of the party to whom the communication is to be sent, as designated above, or (ii) five working days following the deposit in the United States Mail of registered or certified mail, postage prepaid, return receipt requested, addressed

to the offices of the party to whom the communication is to be sent, as designated above.

21. SIGNATURES. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the AGENCY.

22. WAIVER. Waiver of a breach or default under this Agreement will not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.

23. EXECUTION. This Agreement may be executed in several counterparts, each of which constitute one and the same instrument and will become binding upon the parties when at least one copy hereof has been signed by both parties hereto.

24. CAPTIONS FOR REFERENCE ONLY. The captions of this Agreement are for reference only and are not to be construed in any way as part of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on this the 21st day of March, 2017 at Crescent City, California.

Del Norte Solid Waste
Management Authority

By: _____
Blake Inscore, Chair of the Board

ATTEST:

_____
Eli Naffah, Secretary of the Board

APPROVED AS TO FORM:

_____
Martha D. Rice, Legal Counsel

Digital Needs Services
Taxpayer ID: 616-01-8845

By: _____

By: _____
Andrew Butcher
Owner

EXHIBIT A
SCOPE OF SERVICES

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.

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 form 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	**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. Severity Level 1 problems could have the following characteristics: • 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	**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.	Within 2 hours

Severity Level	Description	Initial Response Time
	Severity Level 2 problems could have the following characteristics: • Error or failure forcing a restart or recovery • Severely degraded performance • Functionality unavailable but the system is able to operate in a restricted fashion.	
Level 3	**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. Severity Level 3 problems could have the following characteristics: • 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
Level 4	**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. Severity Level 4 problems could have the following characteristics: • 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.

EXHIBIT B: COMPENSATION

Task	Service Rates
1. Managed Computer, Phone & IT Technology Services	$ 750 per month retainer, including 2 hours of managed support per month
2. Server & Network Administration	$ 50 per hour after the first 2 hours in a month
3. Existing Outstanding Project Support	$ 25 per hour
4. Mobilization / Travel expenses for on-site assistance	$0 per employee per day providing on-site assistance
5. Level 1 Critical – Response w/in 20 minutes	$25 per hour, (after the first hour)
6. Level 2 Significant – Response w/in 120 minutes	$0 per hour (included in retainer)
7. Level 3 Minimal – Response w/in 24 hours	$0 per hour (included in retainer)
8. Level 4 Nominal – Response w/in 3 business days	$0 per hour (included in retainer)
9. Hardware and Software Pre-purchase consultation by scheduled appointment	$25 per hour

Any additional charges or discounts: Discount maybe optional at a bi-yearly or yearly rate pending further discussion.

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:	**21 March 2017**
To:	**Commissioners of the Del Norte Solid Waste Management Authority**
From:	**Tedd Ward – Director** **Del Norte Solid Waste Management Authority**
File Number:	**071805 – Green Ribbon Awards**
Attachment:	**2016 Green Ribbon Award winners**
Topic:	**Nominees for 2017 Green Ribbon Awards**

Summary/Recommendation: That the Board take each of the following actions:

1. Review and amend, edit, or approve the list of Nominees.

2. Direct staff to prepare Green Ribbon Awards for each Nominee and invite appropriate representative to the April Solid Waste Authority Meeting.

3. Approve the Chair, some other Commissioner or the Director to present the awards at this event.

Background: The Authority has presented Green Ribbon awards to individuals, businesses, and organizations who have made extraordinary efforts to reduce waste and promote resource conservation in Del Norte County for many years. The most recent awards covered achievements for 2015. The Green Ribbon awards are the only environmental recognition awards issued by any local government agency in the County. Staff encourages each Commissioner to suggest additional nominees for Green Ribbon awards in recognition of the many efforts by members of our community to expand and promote waste prevention, reuse, recycling, composting and blight abatement.

The list of nominees that follows is intended as a draft and all suggestions by Commissioners are welcome

6.2

A Joint Powers Authority of the City of Crescent City and County of Del Norte

Printed on >30% post-consumer recycled paper

Printed on minimum 30% post-consumer 100% recycled paper

2017 Nominations:

The following are the nominations suggested thus far:

Surfrider Foundation-Del Norte Chapter
This volunteer group has spent many hours removing trash from South Beach as part of the annual International Coastal Cleanup Day held September 2016. Organized by Surfrider Foundation, the annual International Coastal Cleanup Day has been cleaning up the shorelines for 30 years.

Del Norte Chapter Chair Rhyn Noll and Vice Chair Walter Mackleburg headed up the local event and took part in the cleanup.

Mary Peacock School teacher Corey Munger and his fifth grade class- for their efforts in cleaning the beach as part of Coastal Cleanup Day. Munger said about 60 students participated and took hundreds of pounds of trash from the area. Among the trash recovered by the students was a large commercial truck tire which had to be unearthed from the sand.

Tolawa Dunes Stewards-For outstanding scotch broom removal efforts and vegetative habitat improvement on and near the closed Crescent City Landfill. A dedicated core group of volunteers spent a total of three Sunday afternoons to remove this highly invasive specifies to impede encroachment on sensitive dune habitat.

Julie Badorek-Julindra Recycling-For her commitment to remaining the only buy-back center in Del Norte County and promoting responsible recycling throughout the community.

Abandoned Vehicles
Balance Sheet
March 31, 2017

Unaudited

ASSETS

127 010 00000	Cash Abandoned Vehicle Auth	12,379.13
	Total Assets	12,379.13

LIABILITIES AND FUND EQUITY

127 010 07100	Fund Balance	10,223.14
	Revenue	11,502.31
	Expenditure	(9,346.32)
	Total Liabilities and Fund Equity	12,379.13

Department Budget Report **3/15/2017 9:49:00 AM**

Fund: 127 Abandoned Vehicles
Dept: 127 Abandoned Vehicles

Line	Proj	Description	Adopted	Revised	YTD Exp	Balance	% Exp
Services & Supplies							
20221		Printing	25.00	25.00	0.00	25.00	0
20223		Postage	180.00	180.00	83.49	96.51	46.4
20224		Office Supplies	50.00	50.00	0.00	50.00	0
20230		Professional Services	31,818.00	31,818.00	9,262.83	22,555.17	29.1
20231		Professional Services - P/Y	0.00	0.00	0.00	0.00	0
20232		Data Processing	650.00	650.00	0.00	650.00	0
			32,723.00	**32,723.00**	**9,346.32**	**23,376.68**	
Intra/Inter Fund Tranfers							
70530	918	Oper Trans Out - Public Nuisance (416)	0.00	0.00	0.00	0.00	0
			0.00	**0.00**	**0.00**	**0.00**	
		Total Expenditures	**32,723.00**	**32,723.00**	**9,346.32**	**23,376.68**	
Revenues							
90210		Vehicle Abatement Fines	0.00	0.00	0.00	0.00	0
90300		Interest - Abandoned Vehicles	0.00	0.00	-36.32	36.32	0
90410		Abandoned Vehicle	-22,500.00	-22,500.00	-11,465.99	-11,034.01	51.0
			-22,500.00	**-22,500.00**	**-11,502.31**	**-10,997.69**	
		Net Cost	**10,223.00**	**10,223.00**	**-2,155.99**	**12,378.99**	

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

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

DATE: 3/14/2017 **AGENDA DATE:** 3/21/2017

TO: Del Norte County Abandoned Vehicle Abatement Service Authority

FROM: Dominic Mello, Code Enforcement Officer

SUBJECT: Quarterly Report for First and Second Quarter

RECOMMENDATION FOR BOARD ACTION: Approve and Accept the Quarterly Reports

SUMMARY/DISCUSSION

See attached Exhibit A for first and second quarter reports for the AVA Service Authority.

Cost figures are expenses paid during the quarter specified. The number of vehicles represents actual number of vehicles abated by means of tow or voluntary abatement during specified quarter.

First quarter tow amounts are low due to the delay in establishing a tow contact agreement last year. Average tow quantities in past fiscal years range from 15 to 25 from quarter to quarter.

Number of automobiles towed in first quarter: 2

Number of trailers/recreational vehicles towed in first quarter: 0

Number of automobiles towed in second quarter: 8

Number of trailers/recreational vehicles towed in second quarter: 5

Abatement funds available at the end of the second quarter: $ 28,709.89

EXHIBIT A
Del Norte County Service Authority
Abandoned Vehicle Abatement Program Quarterly Status Report

Financing					
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year-To-Date
Revenues					
Registration Fees	$6126.49	$5,339.50			$11,465.99
Cost					
1) Towing	$145.00	0			$145.00
2) Disposal/Dismantling	$864.75	$1,366.94			$2,231.69
3) Pumping	$97.00	$291.00			$388.00
Total Costs	$1,106.75	$1,167.00			$2,764.69
Abatement by Jurisdiction					
# of Vehicles Abated					
1)Del Norte County	2	13			15
2)Crescent City	0	0			0
Total	2	13			15
% of Vehicles Abated					
1)Del Norte County	100%	100%			100%
2)Crescent City	0%	0			0%
Total	100%	100%			100%

Vehicles Abated															
Voluntary Abatements	Pub 0	Priv. 0	Tot. 0	Pub 3	Priv. 0	Tot 3	Pub.	Priv.	Tot.	Pub.	Priv.	Tot.	Pub. 3	Priv. 0	Tot. 3
Tows (Abatements)	1	1	2	10	3	13							11	4	15
Total Abatements	1	1	2	13	3	16							14	4	18