

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

File: 231501



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

### **Purposes of the Authority (2012):**

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

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### Legend for symbols used:

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

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

Last Updated: **February 2017**

# Mandated or Obligatory Ongoing or Future Activities:

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

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

(Annual).

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

## 2. Crescent City Landfill Post-Closure Maintenance

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

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

-  Collect and analyze water samples from two new wells (E-4 Shallow and E-4 Deep) installed at the landfill to possibly demonstrate groundwater flow directions are such that water quality impacts associated with the landfill are unlikely to pose a threat to adjacent residential properties. Continue to engage in similar efforts in pursuit of a reduction in the Threat/Complexity rating for this facility, resulting in a reduction to the annual permit fee for the Waste Discharge Requirements issued by the North Coast Regional Water Quality Control Board (RWQCB). (Ongoing until new Monitoring and Reporting Program is approved).
-  Submit and/or update the Pledge of Revenue Agreement and associated Resolutions affirming that post-closure liabilities associated with the Crescent City Landfill are addressed through a Pledge of Revenue from the Del Norte County Transfer Station. (Ongoing)
-  Secure the landfill by repairing fences, gates, barriers, posting 'no trespassing' signs and working with law enforcement and State parks to prevent non-authorized vehicle access to the landfill property. (Ongoing)
-  Work with County staff and contractors to explore compatible and beneficial uses of the landfill property for mitigation activities that could offset impacts of specified County projects. (Ongoing)
-  Conduct and report on constituent of concern monitoring of landfill groundwater every five years. (Next due in August 2019; ongoing through 2035)
-  Prepare and submit landfill gas heat capacity report and other documentation required by the North Coast Air Quality Management District (NCAQMD). The NCAQMD may impose additional requirements based on this report. (Submitted in 2013; ongoing through 2035)
-  Monitor development of laws and regulations pertaining to control of greenhouse and other landfill gas emissions. Research possible actions and funding sources as necessary and appropriate. (Ongoing)

### 3. Collections Franchise and Collections System Management

-  Develop strategies, plans, Change Orders and contracts as needed to establish and support capacity for sorting, processing and baling recyclable materials collected by Recology Del Norte.
-  Manage Franchise Collections contract with Recology Del Norte to ensure compliance

with contract provisions and Service Standards, including drafting annual CPI-based rate adjustments and negotiating and drafting Change Orders for contractual changes. Coordinate with Recology Del Norte as needed. (Ongoing)

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

#### **4. Reuse, Recycling, and Composting**

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

processing locally-generated organic materials for compost or energy production, in Del Norte or one of our adjacent counties. (Ongoing)

## 5. Community Cleanup

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

## 6. Education and Public Outreach

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

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

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

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

## **7. Local Regulations, Ordinances, Plans and Enforcement**

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

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

## **8. Public Meetings, Budgets, Funding and Fiscal Oversight**

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

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

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

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

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

   Establish a written agreement with a person or company to provide Treasurer / Controller services. (2016)

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

## 9. Personnel and Staffing

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

## 10. Other Responsibilities and Activities

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

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

## **Deferred Discretionary Activities:**

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

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

- ✍ ⊗ Through the North Coast Cooperative for Recycling Infrastructure Development (Coop), support expansion of reuse, recycling, and compost processors and manufacturers in Del Norte and Humboldt counties to bolster regional markets for recovered materials. (Ongoing)

-   Use the Coop as a forum for reducing overall program costs by sharing resources and personnel, or storing and consolidating recovered materials at public facilities as opportunities arise. (Ongoing)
  
-  Develop a plan for the Resource Recovery Park property adjacent to the Del Norte County Transfer Station.

