

DEL NORTE COUNTY SOLID WASTE TASK FORCE

Meeting Agenda

Wednesday, September 4, 2019, 5:00 - 7:00 PM
Del Norte Solid Waste Management Authority Conference Room
1700 State Street
Crescent City, CA

The Del Norte Solid Waste Task Force is now meeting in Regular Session. Only those items that indicate a specific time will be heard at the assigned time. All other items may be taken out of sequence to accommodate public and staff availability.

ITEMS FOR DISCUSSION:

1. Call to order. Welcome and congratulations to new appointees.
2. Public comment. Any member of the public is welcome to discuss any subject relating to solid waste issues in Del Norte County. Public comment is limited to three (3) minutes.
3. Election of Officers: Chairperson and Vice Chairperson. Chairperson appoints Secretary.
4. Staff presentation on the role and history of the Del Norte Solid Waste Task Force, its By-laws, Code of Conduct, and Rosenberg's Rules of Order. **
5. Discussion and possible action regarding setting the Regular meeting time for the Del Norte Solid Waste Task Force.
6. Discussion and possible action regarding process for drafting, review and comment on 5-Year Review and the 2018 Electronic Annual report. **
7. Adjournment. Adjourn to the next meeting of the Del Norte County Solid Waste Task Force.

** indicates attachments

**DEL NORTE COUNTY SOLID WASTE TASK FORCE
By-Laws**

NAME: **The name of this organization shall be the
Del Norte County Solid Waste Task Force
(and also referred to as the ‘Local Task Force’ or LTF)**

PURPOSE: The LTF will do all of the following:

1. Identify solid waste management issues of countywide or regional concern.
2. Determine the need for solid waste collection and transfer systems, processing facilities, and marketing strategies that can serve more than one jurisdiction in the region.
3. Facilitate multi-jurisdictional arrangements for marketing recyclable materials.
4. Facilitate resolution of conflicts and inconsistencies between City and County Source Reduction and Recycling Elements (SRREs).

The LTF will develop goals, policies and procedures consistent with the state mandate to maximize waste prevention, recycling and composting, and provide environmentally safe incineration or landfilling of wastes which cannot be prevented, recycled or composted. Through these goals, policies and procedures, the LTF guides the development of the Siting Element of the Countywide Integrated waste Management plan.

The LTF will review and comment on the Nondisposal Facility Element. Comments by the LTF shall include an assessment of the regional impacts of the facility on potential diversion (i.e. waste prevention, recycling or composting) within the community.

MEMBERSHIP: May include representatives of the solid waste industry, environmental organizations, the general public, special districts and affected governmental agencies, who must be appointed by a majority vote of the Board of Supervisors and approved by the City Council. LTF members shall serve at the pleasure of the Board of Supervisors.

OFFICERS: Shall consist of a Chairperson and a Vice Chairperson, with each officer serving for a period of one year, unless they are re-elected.

SECRETARY: At the same meeting that elects Officers, the Chairperson of the Local Task Force will appoint a secretary to the LTF who is familiar with the Brown Act, Rosenberg’s Rules of Order and other relevant meeting procedures. The person appointed to serve as LTF Secretary may be a staffperson of the Del Norte Solid Waste Management Authority or a

member of the Del Norte County Solid Waste Task Force. Appointment of the Secretary must be ratified by a majority vote of the LTF.

ATTENDANCE: Attendance at all LTF meetings is mandatory for all appointed members. A member who misses three consecutive meetings without having notified Authority staff or the Chairperson will be dropped from membership. If a member misses six meetings in a year, such a member may be dropped from membership by a majority vote of the Task Force. Meeting minutes will reflect if absent members were excused or not.

MEETINGS: Rosenberg's Rules of Order shall govern the conduct of each meeting.

QUORUM: A quorum at each meeting is attained by the attendance of one-half the membership, plus one.

DISSOLUTION & FORMATION: The LTF shall be dissolved and reconvened on March 1, 2000 and each five years thereafter in accordance with PRC Section 40950(a), as amended.

DEL NORTE SOLID WASTE TASK FORCE

CODE OF CONDUCT

Unanimously adopted January 13, 2004

Updated June 6, 2016

1. Be prepared and on time for the start of the meeting.
2. Stay for the entire length of the meeting if possible. If you must leave mention it at the beginning of the meeting.
3. Be timely when returning from breaks.
4. Raise your hand to be recognized by the Chair.
5. Be respectful of each other.
6. No side conversations.
7. Turn cell phones off. If necessary, take calls outside of the meeting.
8. Actively participate. If you must be absent notify the Chair or staff in advance.
9. Silence on a vote is considered agreement with the majority.
10. Stick to the issue being addressed, as clearly as possible.
11. Question what you don't understand.
12. In absence of decorum the Chair will intervene.



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. Inviting the members of the body to make a motion, for example, “A motion at this time would be in order.”
2. Suggesting a motion to the members of the body, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. Making the motion. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would NOT count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you DO count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?
Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body DOES have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote? Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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: 28 August 2019
To: Members of the Del Norte Solid Waste Task Force
From: Tedd Ward, Director 
Subject: Five Year Review of the Regional Integrated Waste Management Plan

Background:

The California Code of Regulations requires that every five years the Del Norte Regional Integrated Waste Management Plan, its elements, programs and implementation be reviewed, revised as necessary, and submitted to the California Department of Resources Recycling and Recovery (CalRecycle). Prior to submitting the Five Year review to CalRecycle, the plan must be submitted to the Del Norte Solid Waste Task Force for review and comment.

Spencer Fine, the CalRecycle employee from the Local Assistance division of CalRecycle responsible for overseeing Del Norte's programs, has said that this revision is due in January 2020, but that it should be completed in a way so that the members of the local task force generally understand the programs as they have been implemented in Del Norte prior to approving comments on how those programs may be improved or made more effective. For this reason, and that this revision should include the approval of some description of Del Norte's mandatory commercial recycling program in compliance with AB341, Mr. Fine agreed that it would be appropriate to take between four and six months to complete this process.

Some documents that you might find useful include the summary Electronic Annual report from 2018, and a description of DNSWMA's Mandatory Commercial Recycling Program.

The Del Norte Solid Waste Task Force (DNSWTF) is primarily an advisory body, and does not directly enforce its decisions or implement its recommendations. The DNSWTF can have a pivotal role, however, in planning, program comparison and evaluation, and in shaping the Elements of the Countywide Integrated Waste Management Plan (CoIWMP).

6

As the DNSWTF serves a "public review" function, comments from the DNSWTF pertaining to Elements of the CoIWMP can have an influence on state agency decisions to approve plans, permits, and fines related to solid waste, composting, and recycling in Del Norte County. The DNSWTF also provides a forum to address issues related to marketing of recyclables and opportunities for regional cooperation in solid waste activities.

The CoIWMP includes the SRRE and the HHWE from each jurisdiction (i.e. one of each from the City of Crescent City and the Unincorporated area of Del Norte County), as well as the Nondisposal Facility Element and the Countywide Siting Element, and the Summary Element. Together, these plans describe how the County planned to cut its waste in half on a per capita basis before and after the year 2000, and where the waste which cannot be prevented, composted, or recycled will be disposed. These plans are quite detailed, and describe how all programs are to be implemented and paid for. Since the California Integrated Waste Management Act of 1989 was signed into law, it has been amended many times, and now compliance with this Act is measured as disposing an amount which is less than or equal to the calculated 'disposal cap' tonnage calculated for each community. Should either the City or County dispose more than would be allowed under the 'disposal cap,' or fail to implement the programs described in the SRRE or HHWE, the State may impose fines of up to \$10,000 per day (PRC 41850).

The Regional Agency Integrated Waste Management Plan (RAIWMP) includes the following elements and components:

The Source Reduction and Recycling Element (SRRE, which has many sub-parts, or components), including:

- o The Source Reduction Component
- o The Recycling Component
- o The Composting Component
- o The Education and Public Information Component
- o The Special Waste Component
- o The Funding Component
- The Household Hazardous Waste Element (HHWE)
- The Nondisposal Facility Element and
- Countywide Siting Element (for disposal facilities)

Together, the elements of these plans describe the programs the Authority has implemented in Del Norte to cut its waste in half on a per capita basis since the year 1990. The plan also describes where the waste which cannot be prevented, composted, or recycled will be disposed, and which of these programs the Authority intends to continue to meet the ongoing requirements of these laws. These plans are quite detailed, and describe when and how all programs are to be implemented and paid for.

Should either the City or County fail to reach the established disposal-reduction goals or fail to implement the programs described in the SRRE or HHWE, CalRecycle may impose fines of up to \$10,000 per day (PRC 41850). These planning documents continue to provide guidance regarding the development of the recycling, composting, waste prevention, and

household hazardous waste programs, as well as for the development of related processing facilities.

The Authority is a joint powers authority, and is implementing a single Regional Agency Integrated Waste Management Plan covering both the City of Crescent City and the County of Del Norte. The DNSWTF can have a pivotal role in shaping revisions to the RAIWMP by identifying programs that are no longer needed, programs should be expanded, or identifying new program needs. As the DNSWTF serves a "public review" function, comments from the DNSWTF pertaining to the RAIWMP can have an influence on CalRecycle's decisions to approve plans, permits, and fines related to solid waste, composting, and recycling in Del Norte County. The DNSWTF also provides a forum to address issues related to marketing of recyclables and opportunities for regional cooperation in solid waste activities.

The information which follows was copied from various relevant pages of the CalRecycle website.

[Home](#) » [Local Government](#) » [Library](#) » [5 Yr Review](#) » [Process](#)

Five-Year CIWMP/RAIWMP Review Report Process

Title 14, CCR section 18788 stipulates that prior to the fifth anniversary of CalRecycle approval of the waste management plans, the local task force shall complete a review of the waste management plan to assure that the county's or regional agency's waste management practices remain consistent with the hierarchy of waste management practices defined in [PRC section 40051](#).

The review, submittal, and approval process identified in Title 14, CCR section 18788 is summarized as follows:

- Prior to the fifth anniversary of CalRecycle approval of the waste management plan, the local task force shall submit written comments on areas of the plan which require revision, if any, to the county or regional agency and to CalRecycle.
- Within 45 days of receiving the local task force's comments, the county or regional agency shall determine if a revision is necessary and notify the local task force and CalRecycle of its findings in a CIWMP or RAIWMP review report.
- Within 90 days of receipt of that report, CalRecycle shall review the county's or regional agency's report and, at a public hearing, approve or disapprove the county's or regional agency's findings.

Many counties or regional agencies prepare a draft review report template to facilitate the local task force's review and comment. In such a case, the local task force review and comment of the draft review report is the first step in the schedule above. After receiving such comments, the county or regional agency will complete and finalize the five-year review report for submittal to the local task force and CalRecycle within 45 days. Upon receipt, CalRecycle staff will provide a timeline regarding staff review and final CalRecycle approval.

Preparation and Guidelines

Last updated: August 24, 2018

Local Government Library: <https://www.calrecycle.ca.gov/LGCentral/Library/>

Contact: Local Assistance & Market Development LAMD@calrecycle.ca.gov (916) 341-6199

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[Home](#) » [Local Government](#) » [Library](#) » [5 Yr Review](#) » [Prep](#)

Five-Year CIWMP/RAIWMP Review Report Preparation and Guidelines

What is Expected in a County's or Regional Agency's Five-Year CIWMP or RAIWMP Review Report?

A county's or regional agency's five-year review report is a comprehensive analysis regarding the continuing adequacy of the individual planning documents (SRRE, HHWE, NDFE, SE, SP) that make up its waste management plan since those documents were first adopted (or last amended). The analysis should:

- Address whether the current planning documents are sufficiently updated via annual reports and other existing reporting systems.
- Conclude with a determination as to whether one or more of these documents need to be revised and the basis for that decision. The county's or regional agency's determination should be the end result of a joint effort between the county or regional agency and its jurisdictions; the local task force would be the general vehicle for the necessary information exchange.

If a revision is determined necessary, the five-year review report must include a revision schedule for the applicable planning documents.

Note: The unincorporated county completes and submits a five-year review report evaluating the adequacy of all the planning documents in the county (i.e., the planning documents for each city, regional agency and the unincorporated county area). The evaluation of individual city SRREs, HHWEs, and NDFEs would be based on information provided by those individual cities. A five-year regional plan review report would include the same scope but would be completed by the regional agency, unless otherwise provided in the Regional Agency Agreement.

CalRecycle's Process for Evaluating Five-Year CIWMP or RAIWMP Review Reports

CalRecycle's Local Assistance staff will review the information provided in each jurisdiction's annual report with respect to the continuing adequacy of the planning documents and any need for revision.

- Title 14, CCR sections [18794.3](#) and [18794.4](#) require jurisdictions to address in their annual reports the adequacy of, or the need to revise, each of their planning documents.
- PRC section [41821\(d\)](#) provides that CalRecycle shall use the annual report in the determination of whether a jurisdiction's SRRE needs to be revised. Similarly, [Title 14, CCR section 18794](#) states the annual report will serve as a basis for determining if any of the planning documents need to be revised to reflect new or changed local and regional solid waste management programs, facilities, and other conditions.

Local Assistance staff's evaluation of a five-year review report will also be based on the requirements specified in [Title 14, CCR section 18788](#) (as outlined in the next section). This review will determine whether the county or regional agency's five-year review report addresses the fundamental changes in a jurisdiction that could affect waste quantities and management since its planning documents were prepared. The

review also includes an evaluation regarding whether such changes necessitate a revision to one or more of the planning documents. Jurisdictions may use the annual report reporting process, to update programmatic information in cases where a revision is not necessary. In the event that a revision is determined necessary, Local Assistance staff will also review the required revision schedule for completeness, accuracy and reasonableness (with respect to the specified amendment guidelines and procedures). Local Assistance staff will also offer assistance with the revision process, as necessary.

Template Instructions

Last updated: August 24, 2018

Local Government Library: <https://www.calrecycle.ca.gov/LGCentral/Library/>

Contact: Local Assistance & Market Development LAMD@calrecycle.ca.gov (916) 341-6199

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[Home](#) » [Local Government](#) » [Library](#) » [5 Yr Review](#) » [Template](#)

Five-Year CIWMP/RAIWMP Review Report Template Instructions

CalRecycle maintains the [Five-Year CIWMP/RAIWMP Review Report template](#) as a cost-effective tool to assist counties and regional agencies in analyzing the adequacy of their planning documents, and completing and submitting their five-year review reports to CalRecycle. The following describes each section of the five-year review report template and provides general guidelines with respect to preparing the report. If you have any questions regarding completing the five-year review report, contact your [Local Assistance staff representative](#) at (916) 341-6199.

Section 1.0--County or Regional Agency Information

Provide contact information for the county or regional agency submitting the five-year review report. Prior to submitting the report, please ensure that the authorized signature is provided.

Section 2.0--Background

Provide basic background information regarding the planning documents for the county or regional agency, whether this is the first, second, or third report, recent regional agency formation, newly incorporated city(s), etc. There is also an area for additional analysis and information, as applicable.

Section 3.0--Local Task Force Review

Information requested in this section demonstrates compliance with the local task force review and comment requirements of Title 14, CCR Section 18788. The requested information includes the method and date local task force comments were submitted to the county or regional agency and to CalRecycle. This section also provides the location of the local task force comments (e.g., attached or submitted to CalRecycle on a previous date).

Section 4.0--Title 14, California Code of Regulations, Section 18788 (3)(A) through (H)

Nothing in statute or regulation specifies what kind or size of change triggers the need for a plan revision, either as a result of analysis by CalRecycle or a county or regional agency. Title 14, CCR Section 18788 does, however, specify certain topic areas that should be addressed in a five-year review report. The template provides a subsection to address each of these content requirements and to document changes that may have occurred since the preparation and approval of the waste management plan.

The analysis in this section should specifically address whether these or other changes warrant a revision to one or more of the planning documents, or if updates to the elements (e.g., annual reports.) sufficiently address any effects these changes have on the county's or regional agency's management of solid waste. Additionally, the analysis should include the basis for.

The following subsections outline Title 14, CCR Section 18788 content requirements of the five-year review report. They also provide useful tools for evaluation and analysis by the local task force and county or

regional agency.

Note: This section entails evaluating changes between data in the baseline (year upon which the data in the Source Reduction and Recycling Element (SRRE) is based, generally 1990 or 1991) and the report year as they relate to planning document adequacy. For this analysis, please be sure to include all available data up to the year the five-year review report is prepared. For example, if a county or regional agency submits its five-year review report to CalRecycle in 2012, please be sure to include all available data up to 2012, which would be up to and including 2011 for most data sets.

Section 4.1 Changes in Demographics in the County or Regional Agency.

The following sources provide data that can be used to evaluate countywide and regional demographic changes. Please include or attach the data and information used to analyze and determine the adequacy of, or need to revise any of the planning documents. In the analysis section, please provide the basis for determining the need for any planning document amendments.

1. Demographic data, including population, taxable sales, employment (industry and labor force), and consumer price index are available in CalRecycle's [Default Adjustment Factors](#) Database.
2. The [Demographic Research Unit](#) of the California Department of Finance is designated as the single official source of demographic data for State planning and budgeting (e.g., E-5 City/County Population and Housing Estimates under reports and research papers).
3. The Department of Finance's Demographic Research Unit also provides a listing of State Census Data Center Network Regional Offices.

Section 4.2 Changes in Quantities of Waste within the County or Regional Agency; and Changes in Permitted Disposal Capacity and Waste Disposed in the County or Regional Agency.

CalRecycle offers a number of tools to facilitate analysis and review of such changes in the waste stream available from the following sources. Please include or attach the data and information used to analyze and determine the adequacy of or need to revise any of the planning documents. In the analysis section, please provide the basis for determining the need for any planning document amendments.

1. Various [statewide, regional and local disposal reports](#) are available from CalRecycle's Disposal Reporting System.
 - CalRecycle's [Disposal Reporting System](#) tracks and reports annual estimates of disposal amounts for jurisdictions in California. Additional [California solid waste statistics](#) are also available.
 - CalRecycle's California Counties [Disposal Destination Data](#) shows the total amount and percentages of waste from a selected county that was disposed of within its boundaries, in other counties, and/or exported out of state.
 - developing a baseline inventory of California solid waste management and recycling infrastructure.
 - modeling waste generation and infrastructure needs based on user-defined scenarios. ▲
 - establishing a set of web pages and web services on the CalRecycle website to make this information readily available to all interested parties.
 - developing protocols and mechanisms for maintaining and updating the infrastructure data over time.
3. Another useful tool is the CalRecycle [Solid Waste Information System](#) (SWIS). This system includes information on solid waste facilities, operations, and disposal sites throughout the State. The types of

facilities found in this database include landfills, transfer stations, material recovery facilities, composting sites, transformation facilities, waste tire sites, and closed disposal sites.

4. The [Waste Characterization Database](#) provides estimates of the types and amounts of materials in the waste streams of individual California jurisdictions in 1999.

5. CalRecycle's [Countywide, Regionwide, and Statewide Jurisdiction Diversion Progress Report](#) provides both summary and detailed information on compliance status, diversion/50 percent equivalent per capita disposal rates, and waste diversion program implementation for all California jurisdictions. Diversion program implementation summaries are also available in CalRecycle's [Jurisdiction Waste Diversion Program Summary](#) or [Jurisdiction Diversion Program List](#).

Together, these reports help illustrate changes in the quantities of waste within the county or regional agency as well as in permitted disposal capacity. This information also summarizes each jurisdiction's progress in implementing its SRRE and complying with the 50 percent diversion rate requirement (now calculated as 50 percent equivalent per capita disposal target.) See [Per Capita Disposal and Goal Measurement \(2007 and Later\)](#) for details.

Section 4.3 Changes in Funding Sources for Administration of the Countywide Siting Element (SE) and Summary (SP).

In this section, document significant changes in the county's or regional agency's funding for the SE or SP since the approval of the waste management plan or the last five-year review report (whichever is most recent). Please provide the basis for determining the need for any planning document amendments in the analysis section.

Section 4.4 Changes in Administrative Responsibilities.

Please document significant changes in the administrative responsibilities since the approval of the waste management plan or the last five-year review report (whichever is most recent).

Section 4.5 Programs that Were Scheduled to be Implemented but Were Not.

This section addresses programs that were scheduled to be implemented but were not, a statement as to why they were not implemented, the progress of programs that were implemented, a statement as to whether programs are meeting their goals, and if not what contingency measures are being enacted to ensure compliance with [Public Resources Code section 41751](#).

CalRecycle's [Diversion Programs System](#) (DPS) Jurisdiction Diversion Program List details information on the status (progress) of all jurisdiction diversion programs that are planned, operating, or dropped. DPS data also includes the reason that selected programs were not implemented. DPS also integrates this information into CalRecycle's [Local Government Information System](#) (LoGIC).

- [Jurisdiction Diversion Program List](#): A detailed program listing for a jurisdiction that includes program statuses and implementation dates covering the years 1995-2006.
- [Jurisdiction Diversion Programs Summary](#): An easy-to-view summary of each jurisdiction's waste diversion programs for a specific year, categorized by program component (such as: source reduction, recycling, composting, special waste, and education).

Section 4.6 Changes in Available Markets for Recyclable Materials.

In this section, include any changes the county or regional agency experienced in available markets for recyclable materials since approval of the waste management plan or the last five-year review report (whichever is most recent). In the analysis section, please provide the basis for determining the need for any planning document amendments.

- If the county or regional agency has, is, or is planning to participate in the CalRecycle [Recycling Market Development Zone program](#) to provide incentives to businesses that use secondary materials from the waste stream as feedstock for their manufacturing processes, please include any related details here.

Section 4.7 Changes in the Implementation Schedule.

In this section, please address any changes to the county or regional agency's implementation schedule that are not already addressed in Section 4.5.

Note: Changes noted in sections 4.1 through 4.7 should be considered for each jurisdiction in the county or regional agency with an explanation as to whether the change necessitates a revision to any of the jurisdictions' planning documents.

Section 5.0--Other Issues or Supplementary Information (optional)

If applicable, the five-year review report should also include analysis regarding any other significant issues or changes and a determination as to whether these issues/changes affect the adequacy of the waste management plan such that a revision to one or more of the planning documents is needed. This is also the section that includes related supplementation information used in the five-year review report.

Section 6.0--Annual Report Review

The analysis in this section should address whether any of the jurisdictions documented in their annual report the need to revise one or more of their planning documents and whether the county or regional agency concurs with that determination. For example, a jurisdiction may report in its annual report that one or more of its planning documents need to be revised. The county or regional agency, however, may determine that this information is sufficiently addressed via an update to the diversion program implementation information in the jurisdiction's annual report making a revision unnecessary.

If the county or regional agency is uncertain if a particular change or circumstance necessitates a revision to one or more of the elements or plan comprising the waste management plan, contact your local assistance staff representative to discuss the matter further. Additionally, to request a report of the Electronic Annual Report data relating to the plan's adequacy for each jurisdiction in the county or regional agency, contact your [local assistance representative](#) at (916) 341-6199.

- CalRecycle's [Local Government Information System](#) (LoGIC) includes a report of responses to the sections of the Electronic Annual Report (EAR) that address planning document adequacy by jurisdiction as well as by county or regional agency.

Section 7.0--Revision Schedule

If the county or regional agency determines that a revision to one or more of the planning documents is not necessary at this time, no revision schedule is necessary. If it is determined that a revision is necessary, a revision schedule for each planning document to be revised must be provided. The requirements to amend and submit a jurisdiction's SRRE and HHWE are provided in Title 14, CCR Sections 18765 through 18768. The

information for updating an NDFE is provided in the NDFE Guide. Similarly, the requirements for amending and submitting the SE and SP are detailed in Title 14, CCR Sections 18780 through 18784.

Questions and Answers

Last updated: November 26, 2018

Local Government Library: <https://www.calrecycle.ca.gov/LGCentral/Library/>

Contact: Local Assistance & Market Development LAMD@calrecycle.ca.gov (916) 341-6199

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Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

This Annual Report Summary is an official record of your CalRecycle Electronic Annual Report submission, except for your Venue/Event section information, which is contained in a separate report. You may reach that section from the Electronic Annual Report's left navigation bar.

Before submitting your report to CalRecycle, please take the time to review everything on this page to confirm it is complete and correct. If you need to modify some information, close this window to return to the Electronic Annual Report to make your corrections. Then, preview the report again.

Summary Generated On: Thursday, August 8, 2019, 8:27:58 AM

Summary

Jurisdiction: Del Norte Solid Waste Management Authority
Report Year Filed: 2018
Report Status: Submitted

Submitted Information

Date Report Submitted: Wednesday, July 31, 2019
Report Submitted By:
Kyra Seymour (kyra@recycledelnorte.ca.gov)

Jurisdiction Contact

Jurisdiction Contact: Tedd Ward

Address: 1700 State St, Crescent City, CA 95531

Phone Number: (707) 465-1100

Fax Number: (707) 465-1300

Email Address: tedd@recycledelnorte.ca.gov

Update Contact Info: <https://www2.calrecycle.ca.gov/Forms/LGCentral/ReportingEntityContactChange/>

Disposal Rate Calculation

Definition of Terms

Reporting-Year Disposal Amount (tons) – defaults to the total tonnage disposed in the Reporting-Year by a jurisdiction as reported to the Disposal Reporting System (DRS). Disposal contains all jurisdiction waste that was disposed in CA landfills, transformation facilities, and exported out-of-state. Any changes will require you submit a Reporting Year Disposal Modification Certification Sheet (PDF). See User's Guide or contact LAMD representative if uncertain.

Disposal Reduction Credits - the EAR calculator will subtract these credits from your requested total in the Reporting-Year Disposal Amount field. Requesting credits will require you submit a Reporting Year Disposal Modification Certification Sheet (PDF). Descriptions of these credits can be found on that sheet. See EAR User's Guide or contact LAMD representative if uncertain.

Reporting-Year Transformation Waste (tons) – defaults to the total tonnage of waste sent in the Reporting-Year by a jurisdiction to a CalRecycle-permitted transformation facility as reported to the Disposal Reporting System (DRS). Transformation is factored into the Per Capita rate only, and is not deductible. To eliminate the Per Capita credit for transformation tonnage, change the Reporting-Year Transformation Waste (tons) number to 0.00.

Reporting-Year Population – January 1st estimate of the number of inhabitants occupying a jurisdiction in the Reporting-Year as prepared by the California Department of Finance (DOF)

Reporting-Year Employment – the estimate of the annual average number of employees by jurisdiction in the Reporting-Year as prepared by the California Employment Development Department (EDD).

Additional Definitions - for additional definitions and/or acronym descriptions, see the LGCentral Glossary.

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Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

Green Material ADC (tons):	0.00
Reporting-Year Disposal Amount (tons):	20,133.33
Disposal Reduction Credits (Reported):	
Disaster Waste (tons):	0.00
Medical Waste (tons):	0.00
Regional Diversion Facility Residual Waste (tons):	0.00
C & D Waste (tons):	0.00
Class II Waste (tons):	0.00
Out of State Export (Diverted) (tons):	0.00
Other Disposal Amount (tons):	0.00
	0.00
Total Disposal Reduction Credit Amount (tons):	0.00
	20,133.33
Total Adjusted Reporting-Year Disposal Amount (tons):	20,133.33
Reporting-Year Transformation Waste (tons):	0.00
Reporting-Year Population:	27,192
Reporting-Year Employment:	8,138

Reporting-Year Calculation Results (Per Capita)

	Population		Employment	
	Target	Annual	Target	Annual
Disposal Rate without Transformation (pounds/person/day):		4.1		13.6
Transformation Rate (pounds/person/day):	0.8	0.0	3.0	0.0
The Calculated Disposal Rate (pounds/person/day)	4.0	4.1	14.8	13.6

As of January 1, 2020, the use of green material as alternative daily cover (ADC) will be considered disposal in terms of measuring a jurisdiction's annual 50 percent per capita disposal rate.

	Population		Employment	
	Target	Annual	Target	Annual
Calculated Disposal Rate w/out Green Material ADC:		4.1		13.6
Green Material ADC Rate:		0.0		0.0
Disposal Rate with Green Material ADC:		4.1		13.6

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

Calculation Factors

If either 1. Alternative disposal or 2. Deductions to DRS boxes are checked, please complete, and sign the [Reporting Year Disposal Modification Certification Sheet \(PDF\)](#) and save to your computer. You may enter the data and save the Disposal Modification Form to your computer. Then either upload the sheet and supporting documentation using the [Document Upload Section](#) before submitting your report, or mail, e-mail or FAX to CalRecycle within 7 business days of submitting your report. If you are only claiming report-year disposal deductions for waste transported to a certified Transformation facility, you do not need to fill out the certification request.

If 3. Green Material ADC (AB 1594) box is checked: Pursuant to [Public Resources Code \(PRC\) Section 41781.3](#) [(AB) 1594 ([Williams, Chapter 719, Statutes of 2014](#))], beginning in the 2017 EAR jurisdictions are required to include information on plans to address how green material that is being used as ADC will be diverted. Jurisdictions can review disposal facilities that assigned green material ADC and the amount by using the [Inflow Outflow Map Generator on the CalRecycle website](#).

More information and brief instructions for using the inflow/outflow map is available on [CalRecycle's Green Material Used as Alternative Daily Cover \(ADC\)](#) webpage.

- 1. Alternative disposal tonnage
- 2. Deductions to DRS disposal tonnage
- 3. Green Material ADC (AB1594)

2018 Del Norte Solid Waste Management Authority Green Material ADC (tons): 0.00

Please describe in the box below the jurisdiction's plans to divert green material that is being used as ADC.

NOTE: Beginning with report year 2020, jurisdictions, as a result of not being able to claim diversion for the use of green material as ADC, that are not meeting the requirements of Section 41780, will be required to answer these additional questions:

- Identify and address barriers to recycling green material and,
- If sufficient capacity at facilities that recycle green material is not expected to be operational before the jurisdiction's next review pursuant to Section 41825, include a plan to address those barriers that are within the control of the local jurisdiction.

Although you will be able to submit your electronic Annual Report without completing a disposal modification form, your Annual Report will not be deemed complete until it is completed and received by CalRecycle. Contact your [LAMD representative](#) for details.

Questions and Responses

Rural Petition for Reduction in Requirements

Rural Petition For Reduction

1. Question:

Was your jurisdiction granted a Rural Petition for Reduction by CalRecycle? See [Jurisdictions with an Approved Petition for Rural Reduction](#)
For more information regarding Rural Petition For Reduction, go to [Rural Solid Waste Diversion Home Page](#).

Response:

Yes. Total waste produced is under 200,000 tons

Newly Incorporated Cities

New City

1. Question:

Since the date of your last Annual Report, are there any newly incorporated cities within your county/regional agency?

Response:

No.

Disposal Rate Accuracy

Disposal Rate Accuracy

1. Question:

Are there extenuating circumstances pertaining to your jurisdiction's disposal rate that CalRecycle should consider, as authorized by the [Public Resources Code Section 41821\(c\)](#)? If you wish to attach additional information to your annual report, please send those items or electronic files to your LAMD representative; include a brief description of those files below. If so, please use the space below to tell CalRecycle.

Response:

No.

Planning Documents Assessment

Source Reduction and Recycling Element (SRRE)

1. Question:

Does the SRRE need to be revised?

Response:

No.

Household Hazardous Waste Element (HHWE)

2. Question:

Does the HHWE need to be revised?

Response:

No.

Non-Disposal Facility Element (NDFE)

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

3. Question:

Describe below any changes in the use of nondisposal facilities, both existing and planned (e.g., is the jurisdiction using a different facility within or outside of the jurisdiction, has a facility closed, is a new one being planned).

Response:

Starting in 2017, Julindra Recycling stopped processing recyclables, collected by Recology

Del Norte. Julindra stopped operating as the County's only CRV Buy-back recycling center on September 23 2017. Hambro/WSG began to operate in that capacity on January 03 2018, and a move from the south end to the north end of the centrally located County fairgrounds to the north end on April 12 2018. Recology Del Norte is renting a building from Hambro/WSG at 445 Elk Valley Rd. to unload trucks, remove larger contaminants, and reload recyclables onto outbound trailers. This facility is closed to the general public. Recology has purchased Eel River Disposal, including a recycling processing facility in Samoa in Humboldt County. Recology Del Norte intends that Del Norte's recyclables be processed at this facility starting in August 2017.

Non-Disposal Facility Element (NDFE)

4. Question:

Are there currently any nondisposal facilities that require a solid waste facility permit located (or planned to be sited) in your jurisdiction that are not identified in your NDFE?

Response:

No.

Summary Plan Assessment

Summary Plan

1. Question:

Does the Summary Plan need to be revised?

Response:

No.

Siting Element Assessment

Total County or Agency Wide Disposal Capacity

1. Question:

Based on the best available estimates of current and future disposal, how many years of disposal capacity does your county or regional agency have?

Response:

21

Total County or Agency Wide Disposal Capacity

2. Question:

If you do not currently have 15 years of disposal capacity, describe your strategy for obtaining 15 years of capacity.

Response:

(No response has been entered)

Siting Element Adequacy

3. Question:

Does the Siting Element need to be revised? The Siting Element will need to be revised if you have less than 15 years disposal capacity and have not described a strategy for obtaining 15 years disposal capacity.

Response:

No.

Areas of Concern / Conditional Approvals

Areas of concern

1. Question:

Did CalRecycle require your jurisdiction to address any areas of concern when determining the adequacy of your solid waste planning documents, or any of their elements?

Response:

No.

Conditional approvals

2. Question:

Did CalRecycle give conditional approval to any of your solid waste planning documents, or any of their elements?

Response:

No.

Additional Information

Additional Information

1. Question:

Is there anything else you would like to tell CalRecycle about unique or innovative efforts by your jurisdiction to reduce waste generation and increase diversion, about your jurisdiction's public education efforts, or about specific obstacles to reaching your jurisdiction's diversion goal? If you wish to attach additional information to your annual report, please use the "Document Management" button below to upload additional files or you can send them directly to your LAMD representative. Please include a brief description of those files in the text box below.

Response:

No.

Annual Report Summary: **Del Norte Solid Waste Management Authority (2018)**

Hauler Information

Parent Company: Recology

Hauler Name: Recology Del Norte- Del Norte Unincorporated

Franchise Hauler: Yes

Activities Curbside Organics Hauler - Commercial, Curbside Organics Hauler - Residential, Curbside Recycling Hauler - Commercial, Curbside Recycling Hauler - Residential, Solid Waste Hauler - Commercial, Solid Waste Hauler - Residential,

Notes:

New Hauler: No

Contract End Date: 06/30/2023

The hauler information is correct.

SRRE and HHWE Diversion Programs

Detailed information for Mandatory Commercial Recycling (MCR) in code 2030 and Mandatory Commercial Organics Recycling (MORe) in code 3035 can be found at the end of this section.

1010-SR-BCM (Backyard and On-Site Composting/Mulching)

Current Status: SO - Selected and Ongoing	Program Start Year: 1994	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes

Jurisdiction Notes:

1020-SR-BWR (Business Waste Reduction Program)

Current Status: AO - Alternative and Ongoing	Program Start Year: 1999	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: Yes

Jurisdiction Notes:

1030-SR-PMT (Procurement)

Current Status: SO - Selected and Ongoing	Program Start Year: 1994	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes

Jurisdiction Notes:

1050-SR-GOV (Government Source Reduction Programs)

Current Status: SO - Selected and Ongoing	Program Start Year: 2011	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

Jurisdiction Notes:		
1060-SR-MTE (Material Exchange, Thrift Shops)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1990	Existed before 1990: Yes
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: No
Jurisdiction Notes: Reusable items are available for a period of time in the Reuse Shed, the Reuse Shed is cleared out every few days.		
2000-RC-CRB (Residential Curbside)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1990	Existed before 1990: Yes
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes
Selected Program Details: Single-family residences Multi-family residences Commingled (Single-stream) Source separated Uncoated corrugated cardboard and paper bags Office paper (white & colored ledger, computer paper, other office paper) Metal Plastic 1-2 Newspaper Miscellaneous paper (includes phone books, catalogs, magazines and other paper) Glass Other material types (describe below)		
Jurisdiction Notes: When Recology Del Norte ended processing through Julindra Recycling, several materials were dropped from our recycling programs due to processing costs, distance to markets, and reduced scrap value. Materials eliminated from the recycling stream included: film plastics, plastic bags and bubble wrap, styrofoam (block and peanuts), cartons, and hard plastic toys and auto parts. In terms of plastic codes, non-container plastics #3 and #6 are no longer recyclable in Del Norte County. Non-container plastics #1,#2,#4, #5, and #7 are still acceptable.		
2010-RC-DRP (Residential Drop-Off)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1993	Existed before 1990: Yes
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes
Jurisdiction Notes: Community recycling dropoff location at the Del Norte County Fairgrounds were re-located to the Del Norte County Transfer Station, increasing the number of cardboard and mixed material containers at this location but reducing the total numbers of recycling drop-off locations. Recology Del Norte has expressed concern regarding the proportion of non-recyclable materials dumped near or in these bins at unstaffed community drop-off recycling locations, which has resulted in a contamination level of 20%to 30% at three drop-off locations.		
2020-RC-BYB (Residential Buy-Back)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1990	Existed before 1990: Yes
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: No
Jurisdiction Notes: In January 2017, the Authority Director lobbied legislators and CalRecycle staff for swift actions to relieve the financial challenges facing the buy-back centers in California remaining since the over 30% reduction in the number of buy-back centers since 2013. We also tried to communicate the critical role such centers play in processing a wide variety of non-beverage container and non-used-oil materials. In short, as each additional buy-back center closes, our state's capacity to recycle is also diminished. To date, no significant action has been made at the state level to assure the continued viability of buy-back centers. Hambro Forest Services is our Counties only CRV redemption place, open only 3 days per week.		
2030-RC-OSP (Commercial On-Site Pickup)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1994	Existed before 1990: No

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: No
Selected Program Details:		
Large Generators (4.0 cy/week) Multi-family residences Commingled (Single-stream) Source separated Uncoated corrugated cardboard and paper bags Office paper (white & colored ledger, computer paper, other office paper) Metal Plastic 1-2 Plastic 3-7 Newspaper Miscellaneous paper (includes phone books, catalogs, magazines and other paper) Glass Film Plastic Polystyrene/Styrofoam Other material types (describe below)		
Jurisdiction Notes:		
There are no separate facilities that target commercial generators. Recovery programs available to self-haulers are also available to commercial businesses.		
2040-RC-SFH (Commercial Self-Haul)		
Current Status: AO - Alternative and Ongoing	Program Start Year: 1978	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: No
Jurisdiction Notes:		
2070-RC-SNL (Special Collection Seasonal (regular))		
Current Status: AO - Alternative and Ongoing	Program Start Year: 1994	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: Yes
Jurisdiction Notes:		
Special collections included Crescent City's annual Spring Sweep, collecting yard debris within City limits, which collected 25.05 tons of material, the annual acceptance of Holiday Trees, which collected 3.26 tons, and acceptance of Tansy Ragwort for no charge, which is a weed that is noxious to livestock, which collected 15.47 tons of material.		
2080-RC-SPE (Special Collection Events)		
Current Status: AO - Alternative and Ongoing	Program Start Year: 1996	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: Yes
Jurisdiction Notes:		
2090-RC-OTH (Other Recycling)		
Current Status: AO - Alternative and Ongoing	Program Start Year: 2013	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: Yes
Jurisdiction Notes:		
3000-CM-RCG (Residential Curbside Greenwaste Collection)		
Current Status: AI - Alternative and Implemented	Program Start Year: 2012	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: No

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

Selected Program Details: Single-family residences Green Waste		
Jurisdiction Notes:		
3010-CM-RSG (Residential Self-haul Greenwaste)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1994	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes
Jurisdiction Notes: 1538 tons of self-haul brush received.		
3020-CM-COG (Commercial On-Site Greenwaste Pick-up)		
Current Status: AI - Alternative and Implemented	Program Start Year: 2012	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: No
Selected Program Details: Green Waste		
Jurisdiction Notes:		
3030-CM-CSG (Commercial Self-Haul Greenwaste)		
Current Status: AO - Alternative and Ongoing	Program Start Year: 1994	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: No
Jurisdiction Notes: All self-haul yard debris was reported as residential.		
3040-CM-FWC (Food Waste Composting)		
Current Status: DE - Dropped in an earlier year	Program Start Year: 1993	Existed before 1990: Yes
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: No
Jurisdiction Notes: This program has been deferred at least until a permitted composting site is operational in Del Norte County.		
4010-SP-SLG (Sludge (sewage/industrial))		
Current Status: DE - Dropped in an earlier year	Program Start Year: 1990	Existed before 1990: Yes
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: No
Jurisdiction Notes:		
4020-SP-TRS (Tires)		

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

Current Status: DE - Dropped in an earlier year	Program Start Year: 1997	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: No
Jurisdiction Notes:		
4030-SP-WHG (White Goods)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1990	Existed before 1990: Yes
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes
Jurisdiction Notes: 74.31 tons, Tonnages include all metal appliances, refrigerators and freezers received at the Del Norte County Transfer Station		
4040-SP-SCM (Scrap Metal)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1998	Existed before 1990: No
	Report Year Diversion Tons: 85.72	Selected in SRRE: Yes
		Owned or Operated: Yes
Jurisdiction Notes: Ferrous, non-ferrous, and mixed metals are received at the Del Norte County Transfer Station from self-haulers at a rate that is less than 20% of the per ton rate charged for mixed waste disposal.		
4050-SP-WDW (Wood Waste)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1993	Existed before 1990: No
	Report Year Diversion Tons: 62.45	Selected in SRRE: Yes
		Owned or Operated: No
Jurisdiction Notes: This is the tonnage of untreated wood taken by customers for fuel.		
4060-SP-CAR (Concrete/Asphalt/Rubble)		
Current Status: AO - Alternative and Ongoing	Program Start Year: 1996	Existed before 1990: No
	Report Year Diversion Tons: 27.44	Selected in SRRE: No
		Owned or Operated: Yes
Selected Program Details: Asphalt Paving Brick Concrete/cement Rock, soils and fines		
Jurisdiction Notes: This tonnage is concrete and asphalt taken by customers for reuse.		
4090-SP-RND (Rendering)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1990	Existed before 1990: Yes
	Report Year Diversion Tons: .38	Selected in SRRE: Yes
		Owned or Operated: No
Jurisdiction Notes:		

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

4100-SP-OTH (Other Special Waste)

Current Status: AO - Alternative and Ongoing	Program Start Year: 2013	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: Yes

Jurisdiction Notes:

Tonnage reported includes .69 tons of paint reused in addition to 8.48 tons of paint recycled.

5000-ED-ELC (Electronic (radio ,TV, web, hotlines))

Current Status: SO - Selected and Ongoing	Program Start Year: 1992	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes

Jurisdiction Notes:

Website revised and redesigned. Facebook account now active and maintained. Authority staff have conducted radio outreach for household hazardous waste, and mattress collection events in addition to campaigns to reduce contaminants in recyclables collected by Recology Del Norte. Staff also conduct monthly Radio shows discussing resource management, Called Rethinking Recycling Radio.

5010-ED-PRN (Print (brochures, flyers, guides, news articles))

Current Status: SO - Selected and Ongoing	Program Start Year: 1990	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes

Jurisdiction Notes:

Outreach flyers and brochures updated annually. The Authority Director generally writes guest editorials ('Coastal Voices') for the Del Norte Triplicate 2-4 times per year.

5020-ED-OUT (Outreach (tech assistance, presentations, awards, fairs, field trips))

Current Status: SO - Selected and Ongoing	Program Start Year: 1992	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes

Jurisdiction Notes:

Green Ribbon awards issued in 2018. DNSWMA sponsorship of the Del Norte County Fair continues, though with diminished support under CalRecycle's Used oil and beverage container grant programs.

5030-ED-SCH (Schools (education and curriculum))

Current Status: SO - Selected and Ongoing	Program Start Year: 1996	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes

Jurisdiction Notes:

Outreach in schools was greatly increased due to a run of Eco Hero shows fully funded through Cal Recycles Beverage Container, and used oil grants.

6000-PI-PLB (Product and Landfill Bans)

Current Status: AO - Alternative and Ongoing	Program Start Year: 1996	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: Yes

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

Jurisdiction Notes: All locally-implemented disposal or product bans are those that have been adopted as State laws.		
6010-PI-EIN (Economic Incentives)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1996	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes
Selected Program Details: Variable can rate/Quantity based user fee Differential tipping fee Unlimited recycling Rebate Deposit		
Jurisdiction Notes: Programs previously described continue.		
6020-PI-ORD (Ordinances)		
Current Status: SO - Selected and Ongoing	Program Start Year: 2008	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: Yes
Selected Program Details: Antiscavenging ordinance Other ordinances (describe below)		
Jurisdiction Notes: Efforts to replace this agency's Ordinances with City and County Ordinances concluded without result. This agency's Ordinances remain in effect.		
7000-FR-MRF (MRF)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1990	Existed before 1990: No
	Report Year Diversion Tons: 43.85	Selected in SRRE: Yes
		Owned or Operated: Yes
Jurisdiction Notes: Tonnage is outbound CRV, corrugated cardboard and mixed plastics recovered from the floor of the Del Norte County Transfer Station.		
7010-FR-LAN (Landfill)		
Current Status: DE - Dropped in an earlier year	Program Start Year: 1995	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes
Jurisdiction Notes:		
7020-FR-TST (Transfer Station)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1995	Existed before 1990: No
	Report Year Diversion Tons: 11.11	Selected in SRRE: Yes
		Owned or Operated: Yes
Jurisdiction Notes: This is the tonnage of free reusable items taken by customers, excluding paint, wood, concrete, and asphalt.		
7030-FR-CMF (Composting Facility)		

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

Current Status: PF - Planned in Future	Program Start Year: 2012	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: No
Jurisdiction Notes: Transfer Station operations contractor Hambro/WSG is exploring the potential for operating a composting yard in Del Norte County		
7040-FR-ADC (Alternative Daily Cover)		
Current Status: DE - Dropped in an earlier year	Program Start Year: 1994	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: Yes
Jurisdiction Notes:		
8010-TR-BIO (Biomass)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1991	Existed before 1990: Yes
	Report Year Diversion Tons: 1656.35	Selected in SRRE: Yes
		Owned or Operated: Yes
Jurisdiction Notes: Though some yard debris, brush, and untreated wood is processed into compost, all tons are reported as Biomass. Tonnage is outbound yard debris sent primarily to co-gen plants. The facility accepting this material is Rogue Disposal.		
9000-HH-PMF (Permanent Facility)		
Current Status: SO - Selected and Ongoing	Program Start Year: 2005	Existed before 1990: No
	Report Year Diversion Tons: 48.84	Selected in SRRE: Yes
		Owned or Operated: Yes
Jurisdiction Notes: All HHW received through ABOP program, excluding CRTs and consumer electronics.		
9010-HH-MPC (Mobile or Periodic Collection)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1993	Existed before 1990: No
	Report Year Diversion Tons: 15.38	Selected in SRRE: Yes
		Owned or Operated: Yes
Jurisdiction Notes: Single-day HHW event in September		
9030-HH-WSE (Waste Exchange)		
Current Status: SO - Selected and Ongoing	Program Start Year: 1990	Existed before 1990: Yes
	Report Year Diversion Tons: 0	Selected in SRRE: Yes
		Owned or Operated: Yes
Jurisdiction Notes:		
9040-HH-EDP (Education Programs)		

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

Current Status: AO - Alternative and Ongoing	Program Start Year: 1997	Existed before 1990: No
	Report Year Diversion Tons: 0	Selected in SRRE: No
		Owned or Operated: Yes

Jurisdiction Notes:
collections franchise, Recology Del Norte has a person responsible for outreach and education.

9045-HH-EWA (Electronic Waste)

Current Status: AO - Alternative and Ongoing	Program Start Year: 2005	Existed before 1990: No
	Report Year Diversion Tons: 82.05	Selected in SRRE: No
		Owned or Operated: Yes

Jurisdiction Notes:
Tonnage includes all CRT devices and consumer electronics.

9050-HH-OTH (Other HHW)

Current Status: AO - Alternative and Ongoing	Program Start Year: 2009	Existed before 1990: No
	Report Year Diversion Tons: 6.87	Selected in SRRE: No
		Owned or Operated: Yes

Jurisdiction Notes:
Tonnage of household and auto batteries recycled

Mandatory Commercial Recycling (MCR)
This detailed information was entered in the 2030 code noted above in the SRRE and HHWE Diversion Programs.

EDUCATION AND OUTREACH

Note: Regional Agencies should address education and outreach for individual members.

1. Describe education and outreach methods for the reporting year for electronic, print and direct contact, including those done by the jurisdiction and by the hauler(s).

Outreach by Recology staff: Jan-17

- 1-Jan Advertisements - Radio - New Years Temp bin - Holiday service - Prepaid bags - side walk cart placement - Holiday trees - Other rotating ads. Web page updates
- 5-Jan Little School of the Redwoods - Recycle presentation - 10 students 3 teachers
- 9-Jan Radio ads - New recycle guidelines
- 10-Jan Solid Waste meeting - new recycling
- 13-Jan Chamber of Commerce - Recycle presentation - new recycling rules - 22 business customers
- 17-Jan Elk Valley Head start - Recycle Presentation 3 classes - 45 students - 6 teachers
- 23-Jan C.E.R.T. Training ICS - Chain of Command
- 28-Jan Chamber Dinner

Feb-17

- 1-Feb Advertisements - Radio - Bulky item service - Temporary bin service - plus other rotating ads.
- 1-Feb Child Care Council -Head start - Recycle presentation - 15 students - 3 teachers
- 2-Feb County EOC meeting - FEMA Training course - MGT 340 course (Crisis Leadership and Decision Making Seminar - CLDM)
- 3-Feb Solid Waste meeting - Kayleen - Community Bins
- 13-Feb Unable to leave office due to staff training 2-13-17 to 2-16-17
- 21-Feb Meeting Advertisements with Radio station - new ads for March
- 23-Feb ESOP Meeting
- 27-Feb Recology Disaster training - After action for Orville Dam Evac

Mar-17

- 1-Mar Advertisements - Radio - Bulky item service - Temporary bin service - illegal dumping - brush service - prepaid bags - plus other rotating ads.
- 17-Mar Recology Exchange Project

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

4. Total number of covered multifamily complexes NOT recycling: 28

Explanation:

- A) Apartments = 6
- B) Hotels/Motels = 4
- C) Mobile Home Parks = 1
- D) RV parks = 4

5. What was done to inform those not recycling about the law and how to recycle? If the jurisdiction has an enforcement program for the Mandatory Commercial Recycling program then please provide information about what enforcement was conducted.

See outreach

6. If applicable, please describe any challenges encountered in implementing monitoring related to the jurisdiction's commercial recycling program. If not applicable, enter N/A.

See challenges

7. Provide the amount of recyclable material that is being diverted by covered businesses/multifamily complexes: 0 Tons

If this tonnage information is not available, please enter 0 and explain why:

Explanation: Due to our recycling being commingled we do not have the ability to track or sort diverted tonnages.

Mandatory Commercial Organics Recycling (MORe)

- Detailed information for Education and Outreach, and Monitoring, may have been entered in the 3035 code noted above in the SRRE and HHWE Diversion Programs.
- A Rural City, County, or Regional Agency with an exemption per [AB 1826 Exemptions](#), completion of each of the Mandatory Commercial Organics Recycling (MORe) questions is optional.
- A Rural County/Regional Agency, is required to answer the first 2 questions on the 'Infrastructure and Barriers' tab Per [AB 876 \(McCarty, Chapter 593, Statutes of 2015\)](#).

IDENTIFICATION OF COVERED BUSINESSES/MULTIFAMILY COMPLEXES

1. Please describe the methodology used to identify covered businesses and multifamily complexes.

This program applies to each commercial or public entity that generates four cubic yards, or 880 pounds or more of solid waste and recyclable or compostable materials per week, or that generates 16 cubic yards or 6520 pounds or more of solid waste and recyclable or compostable material per month. This commercial recycling program also applies to all multi-family residential properties with five or more units at the same address, regardless of the amount of commercial solid waste generated. total number of businesses services is 325 but only 69 meet threshold qualifications.

2. If any of this data is not available, please explain why it is not available and how you are addressing gathering the data and when it will be available?

N/A

EDUCATION AND OUTREACH (all years)

1. Describe education and outreach methods SPECIFIC TO AB 1826 for the reporting year for electronic, print and direct contact, including those done by the jurisdiction and by the hauler(s).

2. If applicable, please describe any challenges encountered in implementing education and outreach for the jurisdiction's organic recycling program. If not applicable, enter N/A.

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

MONITORING

Note:

- *Regional Agencies should use the text boxes to list the totals in each field for individual members.*
- *Reporting Jurisdictions that cannot separate businesses and multifamily data should provide an explanation in the applicable text box.*
- *Reporting Jurisdictions that have an unknown number for any of the numeric fields must input a '0' into the data field and provide an explanation in the corresponding box below.*

- **Exemptions: *** New 2018 EAR *****
How to report exemptions for MORE monitoring tab in the EAR:
 1. *Include number of exempted businesses in the total of regulated businesses.*
 2. *Do not include number of exempted businesses in "not recycling" column. The jurisdiction granted an exemption so the business is not considered out of compliance.*
Note: If a jurisdiction chooses to report this differently, they must explain this in the explanation field(s).

 3. *If Exemptions were granted by the jurisdiction, please provide each number of exemptions granted and describe the reasons why the exemptions were granted on the 'Enforcement, Self-Haul Requirements, and Exemptions' tab of the Mandatory Commercial Organics Recycling (MORE) section of the EAR.*

- **Thresholds: *** New 2018 EAR *****
 1. *Jurisdictions are not required to report different numbers for MCR and MORE. It is acceptable to use the 2019 MORE definition of 4 cy/week of trash/recycling/organics also for MCR regulated entities, if that is easier for reporting.*
 2. *Reminder that the 2019 threshold for MORE (4 cy/week of trash/recycling/organics) has been on the MORE FAQs webpage (FAQ 'General' #18) since the program began. If a jurisdiction needs assistance please contact your LAMD liaison.*

1. Total number of covered businesses:

Explanation:

2. Total number of covered businesses NOT recycling organics:

Explanation:

3. Total number of covered multifamily complexes:

Explanation:

4. Total number of covered multifamily complexes NOT recycling green waste, landscape and pruning waste, and nonhazardous wood waste:

Explanation:

5. What was done to inform those not recycling about the law and how to recycle? If the jurisdiction has an enforcement program for the Mandatory Commercial Organics Recycling program then please provide information about what enforcement was conducted.

6. If applicable, please describe any challenges encountered in implementing monitoring related to the jurisdiction's commercial organics recycling program. If not applicable, enter N/A.

7. Provide the amount of organic material that is being diverted by covered businesses/multifamily complexes: Tons

If this tonnage information is not available, please enter 0 and explain why:

Explanation:

Annual Report Summary: Del Norte Solid Waste Management Authority (2018)

INFRASTRUCTURE AND BARRIERS

These questions are pursuant to [AB 876 \(McCarty, Chapter 593, Statutes of 2015\)](#), and [AB 1826 Chesbro \(Chapter 727, Statutes of 2014\)](#).

Per AB 876, Questions #1, #1a, and #2, are to be reported for the entire County or Regional Agency (RA), including all cities within their boundaries. If a regional agency does not consist of all of the jurisdictions in a county, CalRecycle recommends that the county coordinate with the RA(s) and discuss how they want to compile their data. For example, it would be best if the data were for the county as a whole and not broken out by RA. In the EAR, regional agencies and the county should report the same data and explain that the data is for the county as a whole.

Per AB 1826, #3-13 are to be answered by all non-rural/exempted reporting jurisdictions for progress achieved in implementing their commercial organics waste recycling program. *Beginning with the 2017 report year, the [AB 876 \(Organics Management Infrastructure Planning\) Calculator](#) now has additional lines to show users how much of the county's/regional agency's organic waste stream is comprised of food waste. Of all the fractions of the organics waste stream, food is the most difficult to process. Chip and Grind facilities are limited to processing green material which expressly excludes food waste [(14 CCR Sections (a)(10) and (a)(21.)).]. Therefore, if a jurisdiction's organics capacity planning primarily relies on Chip & Grind, there is a shortfall of food waste capacity. Only a limited number of all composting facilities are permitted to take food waste; contact your hauler or facility operator to find out whether they are permitted to take food waste, or if they have plans to expand their permit to accept food waste in the future. In-vessel digesters are still fairly uncommon, but many of these do accept food waste. Additionally, do not overlook food waste reduction and edible food rescue programs in your planning.*

1. Please provide an estimate of the amount of organic waste, in cubic yards or tons, that will be disposed by the entire county (unincorporated and incorporated areas) or regional agency over a 15-year period ("Over a 15-year period," means how many tons of organic waste will be disposed of in one single year 15 years from now, not the cumulative total of 15 years). 27718

Please indicate which unit of measurement you are reporting in for this question and the rest of this report tab. Cubic Yards Per Year

a. Please provide an estimate of the additional organic waste recycling facility capacity, that will be needed to process the amount of organic waste identified in #1 above. 2881

2. Please identify areas for new or expanded organic waste recycling facilities capable of safely meeting the additional organic waste recycling facility capacity need identified in #1a above. If the answer to #1a is less than #1, please be sure to explain why, e.g. note that there is currently unused capacity that can be utilized, and/or note that since there is tangible planning for new or expanded facilities now, that in 15 years, the needed capacity will be available. These details can be further clarified in #4 - #7 below.

The estimates provided in our answer to question 1 presume the Authority will foster the development of a compost facility capable of processing up to 6000 tons per year of yard debris and wood waste. The Authority has not yet begun the community planning process to develop this facility.

3. Please provide the names of existing organic waste recycling facilities within a reasonable distance from your major population centers, and the available capacity at each facility to accept your jurisdiction's organic materials, including food waste. Note: CalRecycle strongly encourages counties and regional agencies to collaborate with cities and special districts within their boundaries, and communicate with haulers and with organics facility operators servicing those entities, in order to understand available capacity and to minimize double counting at facilities used by multiple jurisdictions. Listed capacities should be specific to the amount of capacity available to your jurisdiction.

Answer Box below: Consider the following when answering question #3:

- i. Differentiate between facilities currently being used and potential facilities.
- ii. Make it clear which facility is being listed **by including its SWIS #**. If no SWIS number is available, give details about the name, address and type of facility.
- iii. Available capacity may be calculated by subtracting a facility's current throughput from its maximum capacity to process organic materials; **however, maximum capacity should be discussed with the facility operator.**
- iv. Do not include **ranges of greater than 10,000 tons.**

4. Please identify existing organic waste recycling facilities within the jurisdiction that may be suitable for potential expansion, and/or existing solid waste facilities within the jurisdiction that may be suitable for colocation with organic waste processing facilities.

5. Please describe any efforts underway to develop new private or public regional organic waste recycling facilities, the anticipated timeline for completion, the types of feedstocks these facilities may accept, and the potential available organic material capacity at those facilities for your county or regional agency's organic waste, including food.

6. Please provide a list of closed or abandoned sites that may be available for new organic waste recycling facilities.

7. Please describe other non-disposal opportunities (on-site composting, food waste to animal feed, etc.) available to covered entities in the jurisdiction.

8. Please describe the jurisdiction's efforts to reduce food waste at the source and increase edible food recovery (e.g. promoting source reduction, expanding food donation, incentivizing partnerships with local food recovery organizations, changes in local government and school programs to reduce and/or donate surplus edible food).

9. Describe local zoning codes that allow organic waste processing facilities and local permit requirements for siting a new organic waste recycling facility within the jurisdiction.

10. Please describe any local incentives available for developing new organic waste recycling facilities within the jurisdiction (e.g. economic incentives, workforce training, permit fee waivers etc.)

11. Describe any local efforts by the jurisdiction or its partners to promote local markets for processed organic material (e.g. jurisdiction purchase of recycled organic products, compost giveaways to residents, promotion of sustainable landscaping, or education and outreach about recycled organic products).

12. Describe any waste and recycling service-rate adjustments implemented or planned in the jurisdiction, how they target the diversion of organic waste, and/or fund organic recycling infrastructure development.

1. Did the jurisdiction make a rate adjustment this year, or in prior years, for garbage or organics rates related to AB 1826 (or in anticipation of SB 1383) Implementation?
2. Is this planned in the future, if so what year?
3. Did the jurisdiction go through a Prop 2018 Process?

13. Any other barriers? No

Indicate all known barriers to siting or expanding organic waste recycling facilities in the jurisdiction, such as lack of suitable parcels, zoning issues, economic issues, lack of local markets for finished products, environmental justice issues or the known opposition of community groups, regulatory agencies or public officials, or other impediments. If there are identified barriers that are within the jurisdiction's control, please provide a summary of the jurisdiction's plan to remedy the barriers that are under its control.

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ENFORCEMENT, SELF-HAUL REQUIREMENTS, AND EXEMPTIONS

The following elements do not need to be implemented as part of the jurisdiction's organic waste recycling program; however, if the jurisdiction implements any of these, then the jurisdiction is required to report on any efforts related to these provisions.

1. Has the jurisdiction implemented any enforcement measures for covered businesses (including multifamily) that are not in compliance? If so, please describe.

2. Has the jurisdiction implemented any certification requirements for self-haulers? If so, please describe.

3. Have any exemptions been granted? Exemptions noted in the law include;

- i. Lack of sufficient space to provide additional bins,
- ii. Current business practices already result in a significant reduction in its organic waste (can be revoked 2020),
- iii. The business does not generate at least one-half cubic yard of organic waste per week,
- iv. Limited term exemptions,
- v. Unforeseen events,

If exemptions were granted by the jurisdiction;

- i. Please provide the number of exemptions granted,
- ii. Describe the reasons why the exemptions were granted,
- iii. Guidance on how to report exemptions for MORE monitoring tab in the EAR:
 - 1. Include number of exempted businesses in the total of regulated businesses
 - 2. Do not include number of exempted businesses in "not recycling" column. The jurisdiction granted an exemption so the business is not considered out of compliance.

Note—If a jurisdiction chooses to report this differently, they must explain this in the explanation field(s) of the 'Monitoring' tab or the 3035-CM-COR Diversion Program Code monitoring fields.

ADDITIONAL INFORMATION

Is there anything else you would like to tell CalRecycle about unique or innovative efforts by your jurisdiction to reduce organic waste generation and increase diversion, about your jurisdiction's public education efforts, or about specific obstacles to reaching your jurisdiction's implementation of an organic recycling program?

Brief description of additional information files, including calculation data for infrastructure planning.