

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

**Board of Supervisors Chambers
Flynn Center 981 H Street Crescent City, CA**

Regular Session Tuesday October 15, 2019 4:00 PM

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

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

**4:00 PM CALL MEETING TO ORDER / ROLL CALL
 PLEDGE OF ALLEGIANCE**

4:01 PM PUBLIC COMMENTS: ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.

OPEN SESSION ITEMS:

1. CONSENT AGENDA

- 1.1 Approve minutes, Regular Session, Tuesday 17 September 2019. **
- 1.2 Receive and file letter of gratitude from 41st District Agricultural Association for the Authority's sponsorship of Family Day at the 2019 Del Norte County Fair. **
- 1.3 Copy of Form 303 as submitted summarizing hazardous materials managed by the Authority during the past year. **
- 1.4 Approve budget transfer for fiscal year 2019/2020 in the amount of \$9,519.00 **

END CONSENT AGENDA

2. TREASURER'S REPORTS

Agenda items 2.1 through 2.5 are provided for information only

- 2.1 Director's State of the Agency Report for October 2019. **
- 2.2 Treasurer / Controller Reports for August 2019 **
- 2.3 Claims approved by Director & Treasurer for September 2019 **
- 2.4 Monthly Cash and Charge Reports for September 2019 **
- 2.5 Earned Revenue Comparisons between FY18/19 and FY19/20 **

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE – No Items

4. COLLECTIONS FRANCHISE

- 4.1 Discussion and possible action regarding including plans to restructure collections rates to address enacted, pending, and future legislation during the possible extension of the Franchise Agreement for Solid Waste and Recyclable Collection Services for Crescent City and Del Norte County, California. **

5. TRANSFER STATION

- 5.1 Discussion and possible action regarding initiation of 5-year permit review for the Del Norte County Transfer Station. **

6. GENERAL SOLID WASTE AUTHORITY MATTERS – No items

7. CLOSED SESSION ITEMS:

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

8. ADJOURNMENT

Adjourn to the next Regular meeting the Del Norte Solid Waste Management Authority scheduled for 4:00 P.M. Tuesday November 19, 2019 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

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

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

MINUTES

Board of Supervisors Chambers
Flynn Center 981 H Street Crescent City, CA

Regular Session

Tuesday September 17, 2019

4:00 PM

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

ABSENT: None

ALSO PRESENT: Joel Wallen, Hambro /WSG
David Slagle CEO Hambro/ WSG
Jeremy Herber, Recology Del Norte.
Chandra Ordway, Recology Del Norte.
Dominic Mello, Abandoned Vehicle Abatement Service Authority
Janet Gilbert, (County Resident)

**4:00 PM CALL MEETING TO ORDER / ROLL CALL
PLEDGE OF ALLEGIANCE**

Chair Cowan called the meeting to order in regular session at 4:00 P.M.

Roll was taken with all Commissioners present as listed above.

Chair Cowan led the Pledge of Allegiance.

**4:01 PM PUBLIC COMMENTS: ANY MEMBER OF THE PUBLIC MAY ADDRESS THE
SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA.**

Eileen Cooper (County resident) Discussed county green waste issues
and food council grant.

1.1

OPEN SESSION ITEMS:

1. CONSENT AGENDA

- 1.1 Approve minutes, Regular Session, Tuesday 27 August 2019.
- 1.2 Approve minutes, Special Session, Tuesday 10 September 2019.
- 1.3 Discussion and possible approval of writing off \$834.87 of Bad Debts from the Authority's financial records for Fiscal Year 2018/2019. **051401**

On a motion by Commissioner Howard and seconded by Commissioner Greenough and unanimously carried on a polled vote The Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 1.1 through 1.3.

END CONSENT AGENDA

2. TREASURER'S REPORTS

Agenda items 2.1 through 2.5 are provided for information only

- 2.1 Director's Report for September 2019. **231501**
- 2.2 Treasurer / Controller Reports for August 2019
- 2.3 Claims approved by Director & Treasurer for August 2019 **031202**
- 2.4 Monthly Cash and Charge Reports for August 2019
- 2.5 Earned Revenue Comparisons between FY18/19 and FY19/20

The above reports were presented by Director Ward and accepted.

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE – No Items

4. COLLECTIONS FRANCHISE

- 4.1 Discussion regarding Recology Del Norte hiring of a Zero Waste Coordinator to expand and improve outreach, among other duties.

Jeremy Herber, Recology Del Norte discussed the newly created position of Zero Waste Coordinator to expand and improve outreach, among other duties. Herber introduced, Chandra Ordway as the recipient of the Zero Waste Coordinator position.

- 4.2 Discussion and possible action regarding process for negotiating and discussing a possible extension of the Franchise Agreement for Solid Waste and Recyclable Collection Services for Crescent City and Del Norte County, California. **180510**

Jeremy Herber, of Recology explained the benefits of extending the term of the Collections Franchise.

Craig Strong (County resident) discusses possibility of including organic waste collection in the contract extension.

Eileen Cooper (County resident) discussed her perception that the projected costs for the streetside containers was too high.

Discussion followed. Chair Cowan appointed Commissioners Blake Inscore and Michael Tomkins to serve as an Ad Hoc Negotiating committee to examine the extension of the Franchise Agreement for Solid Waste and Recyclable Collection Services for Crescent City and Del Norte County, California.

5. TRANSFER STATION

- 5.1 Recognition and presentation by Janet Gilbert of awards to participants of the First Tansy Games. **200114**

Janet Gilbert Presented Awards to the winners and other participants in the first the Tansy Games. Top winners included Craig Strong, Denny Haddad, Jeanette Pulley, and Michaela Curtis.

- 5.2 Discussion and possible action regarding policies for unloading large rented trucks at the Del Norte County Transfer Station. **080104**

By consensus, the Board directed staff to try to address such situations on a case-by-case basis, by communicating with drivers of large rental trucks, and documenting the frequency of such occurrences.

6. GENERAL SOLID WASTE AUTHORITY MATTERS

- 6.1 Discussion and possible action regarding proposals received to provide Assessment, Cleanup, Vegetation Management, and Consulting Services.

Consensus direction to re-issue a revised Request for Proposal to provide Assessment, Cleanup, Vegetation Management, and Consulting Services.

- 6.2 Discussion and possible action regarding a letter to Senator Mike McGuire and Assemblyman Jim Wood regarding the Authority's direction that staff work with

Del Norte's legislative representatives to address the requirements of rural municipalities to address short-lived climate pollutants under SB 1383 and associated regulations, and to increase flexibility in use of beverage container and used oil grant funds to promote required programs. **120502**

On a motion by Commissioner Howard and seconded by Commissioner Greenough and unanimously carried on a polled vote The Del Norte Solid Waste Management Authority approved a letter to Senator Mike McGuire and Assemblyman Jim Wood regarding the Authority's direction that staff work with Del Norte's legislative representatives to address the requirements of rural municipalities to address short-lived climate pollutants under SB 1383 and associated regulations, and to increase flexibility in use of beverage container and used oil grant funds to promote required programs.

At 4:58 P.M. The Del Norte Solid Waste Management Authority temporarily adjourned the meeting and convened the meeting for the Abandoned Vehicle Service Authority

7. ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY

- 7.1 Discussion regarding a status report of activities of the Abandoned Vehicle Abatement Service Authority since April 2019.

The above report was presented by Dominic Mello, AVA and accepted.

At 5:00 P.M., Chair Cowan adjourned the Abandoned Vehicle Abatement Service Authority meeting and reconvened the Del Norte Solid Waste Management Authority meeting.

8. ADJOURNMENT

Adjourn to the next Regular meeting the Del Norte Solid Waste Management Authority scheduled for 4:00 P.M. Tuesday October 15, 2019 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Authority, Chair Cowan adjourned the meeting at 5:00 P.M.

Lori Cowan, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Blake Inscore, Secretary
Del Norte Solid Waste Management Authority

Date / /

Submitted:

Kyra Seymour, Clerk
Del Norte Solid Waste Management Authority

Date / /

41st District Agricultural Association

Phone 707-464-9556
Fax 707-464-9519

421 Hwy 101 North
Crescent City, CA 95531
1-800-350-9556
E-Mail: info@dnfair.org

September 16, 2019

Del Norte Solid Waste Management Authority
1700 State St.
Crescent City, Ca. 95531

Dear Ted,

Thank you for supporting our fair again this year. Family Day is an important day at the fair and we are honored that Del Norte Solid Waste Management Authority was a part of it. Also thank you for handling the dumpster bin donation as well. As you may know, with higher attendance over the last couple of years, the fair has generated more trash than usual. Thank you for helping us remove it efficiently. We are already starting preparation for the 2020 fair season and we hope to have you as a partner next year.

Thank you,



Kim Floyd
CEO

RECEIVED
SEP 20 2019

DNSWMA

1.2



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • www.CalRecycle.ca.gov • (916) 322-4027
P.O. BOX 4025, SACRAMENTO, CALIFORNIA 95812

Form CalRecycle 303 Household Hazardous Waste Collection Information For 2018-2019

Name of Public Agency Reporting: Del Norte Solid Waste Management Authority
HHW Program Manager: Tedd Ward, M.S., Director
Address: Del Norte Solid Waste Management Authority 1700 State Street Crescent City, CA 95531
Phone Number: (707) 465-1100
Fax Number: (707) 465-1300
Email: tedd@recyclelornorte.ca.gov
Contractor's Name: Hambro/wsg for Recycle-only and Load Checks, Clean Harbors for Permanent Facility
Participating Households: 202 **Method:** Number of Vehicles
 Participating Households includes non-residential (CESQG,schools, nonprofits,etc.): No
Service Area Households: 11,322

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

Crescent City Del Norte-Unincorporated

Permanent Facilities within Program Service Area:

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

Program Types:

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

1.3



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Collection (pounds)	Material Type	Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility (residential) Program	Curbside Program	Load Check	Other
Flammable and Poison	Flammable solids / liquids	1,978	7,884					
	Bulked flammable liquids		3,480					
	Oil-based paints	2,439	7,170				271	
	Paint Related Material (PRM)							
	Poisons		1,677					
	Reactive and explosive			5				
	Compressed gas cylinders 1 lb propane canister	70						
	Flammable and Poison subtotal	4,487	20,216				271	
PCB-containing	PCB-containing paint							
	Other PCB waste (includes ballasts)							
	PCB-containing subtotal							
Reclaimable	Antifreeze	2,484					276	
	Auto type batteries (motor vehicles)	5,615					624	
	Latex paint	17,903	6,611				1,989	
	Motor oil/oil products	26,718						
	Used oil filters (recyclables only)							
		Reclaimable subtotal	52,720	6,611				2,889
Acid	Inorganic and organic acid		192					
	Inorganic and organic base	490	326					
Oxidizer	Neutral oxidizers, Organic peroxides, Oxidizing acid/base		7					
	Asbestos	440						
Universal Waste (UW)*	Mercury containing automatic switches / thermometers / and novelties							
	Mercury containing thermostats							
	Mercury containing waste (other)							
	Lamps	4,471					497	
	Rechargeable batteries	1,442					160	
Electronic Devices (UW)	Other batteries	7,218					802	
	Aerosol cans		1,038				290	
	Covered Electronic Devices	38,304					9,576	



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Collection (pounds)	Material Type	Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility (residential) Program	Curbside Program	Load Check	Other
Electronic Devices (UW)	Other Electronic Devices	66,856					16,264	
	Electronic Devices (UW) subtotal	105,160					25,840	
Other	Universal Waste (UW)* + Electronic Devices (UW) subtotal	118,291	1,038				27,589	
	Home-generated sharps waste							
	Home-generated pharmaceutical waste							
	Treated wood							
	Other							
	Reuse Total							
	Other subtotal							
	Grand Total	176,428	28,390				30,749	



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Disposition (pounds)	Material Type	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Steward
Flammable and Poison	Flammable solids / liquids	9,862							
	Bulked flammable liquids	3,480							
	Oil-based paints								9,880
	Paint Related Material (PRM)	1,677							
	Poisons		5						
	Reactive and explosive					5	65		
	Compressed gas cylinders 1 lb propane canister								
	Flammable and Poison subtotal	15,024			5	65			9,880
PCB-containing	PCB-containing paint								
	Other PCB waste (includes ballasts)								
	PCB-containing subtotal								
Reclaimable	Antifreeze					2,760			
	Auto type batteries (motor vehicles)					6,239			
	Latex paint								26,473
	Motor oil/oil products	26,718							
	Used oil filters (recyclables only)								
	Reclaimable subtotal	26,718				8,999			26,473
Acid	Inorganic and organic acid	192							
	Inorganic and organic base	816							
Oxidizer	Neutral oxidizers, Organic peroxides, Oxidizing acid/base	7							
	Asbestos								440
Universal Waste (UW)*	Mercury containing automatic switches / thermometers / and novelties								
	Mercury containing thermostats								
	Mercury containing waste (other)								4,968
	Lamps								1,602
Electronic Devices (UW)	Rechargeable batteries								8,020
	Other batteries								
	Aerosol cans	1,038							290
	Covered Electronic Devices								47,880



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Disposition (pounds)	Material Type	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Steward
Electronic Devices (UW)	Other Electronic Devices				83,120				
	Electronic Devices (UW) subtotal				131,000				
	Universal Waste (UW)* + Electronic Devices (UW) subtotal	1,038			131,290	14,590			
Other	Home-generated sharps waste								
	Home-generated pharmaceutical waste								
	Treated wood								
	Other								
	Reuse Total								
	Other subtotal								
	Grand Total	43,795		440	131,295	23,654			36,353

Del Norte County Budget Transfer Request FY 18/19

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)		
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue	
Solid Waste	422	421	10010	Payroll	\$ 3,659		
Solid Waste	422	421	20180	Maint-Structures/Improvements & TS Maint		\$ 6,000	
Solid Waste	422	421	20221-072	Printing - DOC Grant 18/19	\$ 3,000		
Solid Waste	422	421	20240-072	Advertising - DOC Grant 18/19		\$ 3,000	
Solid Waste	422	421	20240-069	Advertising - DOC Grant 171/8	\$ 375		
Solid Waste	422	421	20290-069	Travel - DOC Grant 17/18		\$ 519	
Solid Waste	422	421	20285-069	Spec Dept Exp - DOC Grant 17/18	\$ 144		
Solid Waste	422	421	70910-123	Op Trans Out Bad Check Fee		\$ 100	
Solid Waste	422	421	91127	Liability Insurance Recovery	\$ 2,441		
Department complete and send to Auditor's Office for transfer number before					Total Amounts	\$ 9,619	\$ 9,619

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

_____ Department Head Signature	_____ Date
Auditor's Office: Sufficient balances exist per above (Under \$100 Auditor's Office approves)	County Administrative Officer: (Under \$1000 - CAO approves)
Deputy Auditor-Controller _____ Date _____	Recommendation: _____ Approve _____ Deny _____ Submit for Board approval _____
TR No. _____ Budget Revision No. _____	_____ County Administrative Officer _____ Date _____
Includes Revenue Appropriation _____ Requires 4/5ths Vote _____	

Passed by Board of Commissioners of the Del Norte Solid Waste Management Authority on 23 January 2019

Ayes:
Noes:
Absent:

Attest: Clerk of the Board

By: _____
Kyra Seymour

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

1.4



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

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

www.recycledelnorte.ca.gov

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

Director's Report State of the Agency 2019

Date: 10 October 2019
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. – Director *Tedd*
Attachments: Recent reports from Recology Del Norte re. Contamination Summary of 2018 Legislative Advocacy Form 303 as submitted re. hazardous waste management
Period: 12 October 2018 – 10 October 2019

File Number: 231501 – Authority Work Plans

State of the Agency Summary: This agency continues to administer all municipal regulatory responsibilities for reuse, recycling, composting, solid waste and household hazardous waste on behalf of Del Norte County and the City of Crescent City. These responsibilities include:

- Providing gate and accounting staff for the Del Norte County Transfer Station as well as small-volume transfer stations in Klamath and Gasquet;
- Management of the closed Crescent City Landfill;
- Oversight of the Collections Franchise with Recology Del Norte and the Transfer Station Operations agreement with Hambro/WSG, and related regulatory and permit responsibilities; and
- Implementation of block and competitive grant programs for recycling beverage containers, used motor oil, and forest and river cleanups.

The rates charged at Authority-managed facilities continue to be lower than any comparable facilities in Humboldt or Curry Counties. Furthermore, these services are funded without a penny of tax revenues.

2.1

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

A. Status in October 2018

Harshwal & Company and completed interviews related to the external audit of the Authority's finances for FY 17/18.

Highlights of this audit include:

- The Authority's cash and investments totaled \$991,941, plus an additional \$198,177 set aside for the final payment to the I-Bank for financing the construction of the Del Norte County Transfer Station.
- At the end of FY 17/18, the Authority had a net-deficit position of \$789,969 caused by the post-closure liability of \$2,284,685 associated with the Crescent City Landfill. Though still negative, the Authority's net position improved by \$258,784 during FY 17/18. For comparison, at the end of FY 04/05 after the opening of the Del Norte County Transfer Station, the Authority's net-deficit position was \$2,221,045. Authority activities have generally improved this net-deficit position each year.
- In FY 17/18 additional entries were added to the Statement of Net Position addressing Other Post-Employment Benefits (OPEB) and associated outflows and deferred inflows. The Authority paid substantially more to OPEB during this fiscal year, and staff anticipate that this will reduce the rate of increase in unfunded OPEB liabilities in future audit reports.
- During this past fiscal year, the Authority increased its net cash by \$21,711. Net cash is the cash available in Authority accounts, whereas net position is all assets less all liabilities. Considering that in FY 17/18, the Authority accomplished both a needed repair of the floor of the Del Norte County Transfer Station and repair of the Crescent City Landfill following severe storm-related erosion damage, an increase in net cash for the agency reflected that we were able to complete these repairs and improvements, increase our OPEB funding, pay our expenses and still have cash remaining to improve our fiscal position.

In a repeat of prior findings, the auditor found that the Authority's charges for services were not sufficient to cover post-closure liability, fund OPEB obligations, and debt-service requirements. Essentially the auditors recommend that the Authority raise rates to hasten the date when this agency does not have a net-deficit position financially. In

another repeated finding, Harshwall & Associates also found that DNSWMA was not yet compliant with GASB 68.

B. Challenges and Changes

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

Transfer Station Operations Markets for yard debris have changed significantly since transfer station operations began in 2005, especially with respect to demand for wood waste as co-gen fuel.

Collections & Recycling Infrastructure – Recology Del Norte was continuing to navigate changes to recycling markets and the regional recycling infrastructure. Recology purchased the former Julindra recycling yard, and is using that facility to bale cardboard and to briefly sort and reload recyclable materials for processing in Samoa at Recology Humboldt prior to marketing.

Landfill

Extended fire seasons have reduced the availability of Alder Camp crews to assist with vegetation control at this facility. Authority staff worked overtime to complete vegetation and erosion control. Staff incorporated vegetation control tasks in the Request for Proposals associated with cleanups.

Authority Staffing & Administration

Commissioner Naffah resigned and Michael Tompkins was appointed to serve as Public Commissioner through September 2021.

Compliance - The Del Norte Solid Waste Task Force was reformed following repeated efforts. Their immediate task is to provide input on the 5-year review of the Regional Agency Integrated Waste Management Plan, which will need to be reviewed and revised before the end of this year.

County Cleanup and Food Recovery Grant

CalRecycle has awarded grants to other agencies in the County that build up on or complement Authority activities. The Del Norte County Cleanup grant has resources to help remove trash at the Crescent City Landfill. The Del Norte Food Council was awarded another grant to reduce food waste.

C. Major Accomplishments

During the past year, the Authority accomplished the following:

Collections & Processing / Recology Del Norte

- The Board approved Collections Change Order 16 with Recology Del Norte, to implement the 6.12% increase as requested by Recology Del Norte in consideration for their increased costs to sort, transfer, transport, process and market recyclables collected under the Franchise Collections Agreement with Recology Del Norte.

Transfer Station Operations / Hambro/WSG

- In May, the Authority approved Operations Change Order 28 which increased the rate for receiving leaves, grass, brush and untreated wood as the market for these materials has changed significantly since the transfer station operations began in 2005.
- Authority and Hambro/WSG staff coordinated efforts to provide three one-day mattress collections events at the Del Norte County Transfer Station.

Crescent City Landfill

- During this period, staff worked with County Engineer Jim Barnts to revise and submit the Corrective Action Plan and related cost estimates for non-water related releases at the Crescent City Landfill. This was a necessary step in the 5-year permit review for this facility, and it needed to be completed by a registered civil engineer.
- Following CalRecycle's rejection having the County Engineer complete the non-water Corrective Action Plan for a facility on County property, the Board approved a Change Order with Stillwater Sciences to review, revise as needed, and re-submit this document.
- The Authority paid the annual permit fee to the Regional Water Control Board. A few years ago, Authority staff appealed for a reduction in the threat/complexity rating for the landfill that is associated with this annual fee. Had that effort to reduce the threat/complexity rating reduced not been successful, this fee would have been \$70,781 this year. Since the Regional Water Quality Control Board approved that reduction starting with FY 15/16, the Authority has saved over \$147,000 compared to what the permit fees would have been.

- Tolowa Dunes Stewards organized volunteers on three separate days to remove scotch broom from the landfill property. Summer nature programs presented by this group included two programs, on frogs and dragonflies, that included walking tours on portions of the landfill property.

Outreach

- The Authority sponsored and staffed a booth at the Del Norte County Fair August 1-4, 2019. Hambro/WSG and Recology Del Norte helped with staffing this booth. Recology also provided giveaway materials as well as a prize for a raffle.
- In September 2018, Hambro Recycling moved their Buy-back to 445 Elk Valley Road. Under a grant from CalRecycle, Authority staff drafted and recorded radio ads announcing the move.
- The Authority also presented Green Authority staff have worked with KFUG community radio to produce a regular (approximately monthly) program called 'Rethinking Recycling.' Finished programs are available for listening on both KFUG's and the Authority's website (www.recycledelnorte.ca.gov). This program allows for more in-depth exploration of topics including recycling, composting, hazardous wastes, extended producer responsibility, and reducing wastes when travelling.
- The Authority contracted with the Eco-Hero Show to provide 8 presentations in 7 schools this year, reaching over 1500 attendees. Messages were anti-litter, promoting increasing recycling of beverage containers and used oil, and reuse.
- The Authority was awarded a CalRecycle grant to promote small reusable propane containers as well as less toxic alternatives to marine flares.
- In November 2018, staff sent out a PSA to let Del Norte County residents know that they can get free untreated wood for their wood stoves and fireplaces, as one more public service from the Del Norte Solid Waste Management Authority and our transfer station operations contractor, Hambro/WSG.
- On November 15, 2018, Director Ward made a presentation to evening Rotary, discussing state mandatory commercial recycling requirements among other topics.

- Ribbon awards, recognizing outstanding efforts in community cleanups and recycling in Del Norte County.
- The Authority Board and Hambro/WSG also provided disposal support for public events such as July 4th celebrations, the County Fair, the Klamath River Cleanup, the Elk Creek Cleanup, the Tansy Games, Sea Cruise, and beach and river cleanups.
- Kyra Seymour presented three free backyard composting workshops.
- The first Tansy Games, spearheaded by volunteer Janet Gilbert, were successfully completed, resulting in nearly 10,000 pounds of tansy ragwort removed.

Facilities Management

- Staff worked intensively with Andrew Butcher of Digital Needs Services and Creative Information Systems staff to install and train staff to use an upgraded version of the Scale Management Software used at the gate of the Del Norte County Transfer Station. The new software has been operational since March 20th.
- On June 5th and 6th, the scales at the Del Norte County Transfer Station were repaired and recalibrated. After pre-ordering load-cell replacement parts, Kyra Seymour coordinated this effort involving Bob Nicole from Humboldt County Weights and Measures, Andre from Shasta Scale Company. One load cell was replaced, and significant effort was needed to calibrate the scale. This effort included closing the outbound scale on both of these days, and routing both inbound and outbound traffic over the inbound scale. In an effort to avoid a third day with just one scale functioning, the scale calibration process concluded at 10:30 PM on June 6th. Additional scale servicing and calibrations occurred on August 15, 16th, and 21st.
- Staff worked with Stillwater Sciences to develop and present initial analysis regarding potential sites for a Northern Transfer Station.

Regulatory Compliance

- Staff prepared and submitted required reports including quarterly disposal reports, electronic annual reports, grant reports, Form 303 summarizing hazardous waste management.

- Staff worked with Lawrence & Associates to prepare and submit required water quality and gas

Advocacy

- Under Board direction, the Director attended meetings of the Environmental Services Joint Powers Authority of the Regional Council of Rural Counties, which fosters inter-county education, cooperation, and coordination with respect to legislative advocacy. Director Ward has been elected to the Board of Directors of the California Product Stewardship Council, which advocates for extended producer responsibility programs in California.
- Generally, Authority engagement and advocacy on legislation increased compared to prior years. This was the first year that the Board has adopted Guiding Principles for Legislative Advocacy.

Authority Staffing & Administration

- Continued basic functions as a public agency, including: answering questions and responding to concerns from the public, convening monthly, noticed public meetings, adopting a balanced budget, adopting rates for Authority facilities and contractors, administering agreements and grants, and submitting reports as a public agency on behalf of the City of Crescent City and the County of Del Norte.
- The following Authority employees were made permanent: Michael McLellan, Darren Davis, Jeffery Mathison. Rita Schmitt retired. Authority currently has two vacancies on the approved staffing chart, though we do not anticipate recruiting for these open positions until the first months of 2020.
- In November 2018, Facilities & Programs Coordinator Seymour received her certificate for completing the Sustainable Resource Management Program from GreenEducation.US.
- Staff negotiated a revision of the Memorandum of Understanding with SEIU 1021, representing Authority employees and describing the terms of employment and associated benefits through June 30, 2021.

Abandoned Vehicle Abatement Service Authority

- As the Authority Board also serves as the Board for the Del Norte Abandoned Vehicle Abatement Service Authority (AVA), during the past year the Board adopted the AVA annual budget and received periodic reports from Dominic Mello regarding the activities of the AVA.

D. Fiscal Status

Though this reporting period includes all of FY 18/19, the audit for that fiscal year is not yet available. Authority revenues from the Del Norte County Transfer Station were \$8,707 under budget and the revenues from Franchise fees were \$36,070 over budget.

All surprise cash counts by staff from the Del Norte County Auditor's office and the Authority Treasurer confirmed records and accounts were accurate and balanced to the penny.

Considering findings from prior audits, the Authority raised the minimum fee from \$7.75 to \$8.00 for up to 100 pounds. Despite these rate increases, Authority managed facilities continue to have the lowest per ton disposal fees in the region

E. Coming Compliance Actions, Opportunities and Challenges

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

- Continuing negotiations with Recology Del Norte regarding the potential extension of the Collections Franchise Agreement.
- Progress in identifying and assessing potential sites for a small-volume transfer station to serve the northern portion of the County and the Tolowa Dee-Ni' Nation. At this very preliminary stage, staff project that construction of this facility will not likely begin before the summer of 2021.
- Monitor and comment upon laws and regulations that increase Authority responsibilities with respect to collection and processing of organics in rural areas, such as SB 1383, and work with legislative representatives and partners to advocate for more practical approaches to address greenhouse gas emissions.

- Secure a contractor to provide cleanup services in association with the US Forest Service grant, as well as assistance with vegetative control at the Crescent City Landfill.
- Increasing the convenience of mattress recycling under programs supported by the Mattress Recycling Council.
- Responding to CalRecycle requests for documentation of efforts to promote mandatory commercial recycling and the development of organics processing facilities.

Solid Waste
Balance Sheet
August 31, 2019

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	994,707.89
422 010 00300	Imprest Cash	3,500.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 01100	Accounts Receivable	34,946.10
422 010 03200	Land	493,000.00
422 010 03300	Transfer Station	3,266,990.64
422 010 03400	Equipment	158,443.55
422 010 03410	Buildings & Improvements	141,638.89
422 010 03440	Accum Depr Equipment	(158,444.00)
422 010 03450	Accum Depr Bldg & Improv	(223,435.00)
422 010 03460	Accum Depr Transfer Station	(1,082,227.00)
	Total Assets	<u>3,827,298.24</u>

LIABILITIES AND FUND EQUITY

422 010 05100	Accounts Payable	2,963.62
422 010 05210	Sublease Payable	2,513,212.50
422 010 05300	Compensated Absences Payable	57,426.74
422 010 05400	Deferred Revenue	1,934.31
422 010 05500	Post Closure Liability	2,046,994.00
422 010 05600	Net OPEB Obligation	423,573.00
422 010 07100	Fund Balance	(1,778,314.55)
422 010 09600	Investment in Capital Assets net of related debt	671,843.00
	Revenue	406,865.35
	Expenditure	(519,199.73)
	Total Liabilities and Fund Equity	<u>3,827,298.24</u>

RECEIVED
SEP 23 2019

DNSWMA

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CLAIMS APPROVED BY THE DIRECTOR

Del Norte Solid Waste Management Authority
 Claims for September 2019

<i>Date Paid</i>	<i>Paid to:</i>	<i>Budget</i>	<i>Amt. Paid</i>	<i>Description</i>	<i>Claim #</i>
9/3/2019	DNC Auditor	20121	\$ 119.97	Office Telephone Service 08/19-09/18/19	Interdepartmental
9/5/2019	DNC Auditor	20297	\$ 61.19	C. Renner Petroleum fuel charges 08/16-31/19	Interdepartmental
9/6/2019	United States Cellular	20121	\$ 85.90	INV 0323874273 08/04-09/03/19	8527
9/6/2019	Canon Financial Services, Inc.	20221	\$ 98.54	INV 20439278 Printing Charges Jul 2019	8528
	Canon Financial Services, Inc.	20250	\$ 142.02	INV 20439278 Contract Rental Charges Aug 2019	
9/6/2019	Taylor, Richard D	20235	\$ 460.00	Treasurer/Controller Services Aug 2019	8529
9/6/2019	Sharps Solutions, LLC	20281	\$ 675.00	INV SS31491 38-Gal Regulated Waste UN3291, 9	8530
9/6/2019	Curry Transfer Roto-Rooter	20140	\$ 173.07	INV 66011230 KTS PortaPotty Aug 2019	8531
	Curry Transfer Roto-Rooter	20140	\$ 173.07	INV 66011229 GTS PortaPotty Aug 2019	
9/6/2019	Bi-Coastal Media	20240	\$ 133.00	INV 6694-7 KPOD-AM Tansy Games Ads 08/01-07/19, 29	8532
	Bi-Coastal Media	20240	\$ 133.00	INV 6694-6 KPOD-FM Tansy Games Ads 08/01-07/19, 29	
	Bi-Coastal Media	20240	\$ 133.00	INV 6694-5 KCRE-FM Tansy Games Ads 08/01-07/19, 29	
9/6/2019	G.H. Outreach	20285	\$ 210.00	INV 389843 Aug 2019 Recycling Services	8533
9/7/2019	DNC Auditor	20237	\$ 3,480.10	Debit/Credit Mo. August 2019	Interdepartmental
9/10/2019	Recology Del Norte	20238	\$ 2,090.10	INV 3920 Klamath Beach Rd 08/19 Bin Pull	8534
	Recology Del Norte	20238	\$ 1,045.05	INV 3919 Old Gasquet Toll Rd 08/19 Bin Pull	
9/16/2019	DNC Information Technology	20230	\$ 23.31	Labor, Board Meeting 09/10/19	Interdepartmental
9/17/2019	DNC Information Technology	20230	\$ 29.14	Labor, Board Meeting 09/17/19	Interdepartmental
9/20/2019	DNC Auditor	20297	\$ 92.02	C. Renner Petroleum fuel charges 09/01-15/19	Interdepartmental
9/23/2019	Hambro/Waste Solutions Group	20239	\$ 207,502.16	INV 2019-08 Materials Management Aug 2019	8535
9/27/2019	DNC Auditor	20121	\$ 119.97	Office Telephone Service 09/19-10/18/19	Interdepartmental
9/30/2019	DNC Information Technology	20223	\$ 66.85	Postage, Aug 2019	Interdepartmental
9/30/2019	DNC Auditor	20155	\$ 616.00	P, L & MM Ins. 19/20 1st Qtr	Interdepartmental
	TOTAL		\$ 217,481.30		

This item was not ready at the time this agenda was published.

This information will be presented at the meeting if possible.

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This information will be presented at the meeting if possible.



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: 11 October 2019
To: Del Norte Solid Waste Management Authority Board
From: Tedd Ward, M.S. – Director *Tedd*
Del Norte Solid Waste Management Authority
File Numbers: 180510 - Recology, 061801 - Rates
Topic: Ad Hoc Negotiations with Recology and Rate Restructuring

Summary / Recommendation: That the Board direct staff to include plans for restructuring collection rates as part of the possible extension to the Collections Services Agreement with Recology Del Norte.

Background: The Ad Hoc Negotiating Committee met on October 9th with staff and again on October 10th with staff and Jeremy Herber of Recology.

Analysis: During negotiations with Recology, all parties agreed that during the period of this potential extension, collections rates should be restructured. The primary driver for such restructuring are requirements of enacted, pending, and future legislation and regulations imposed by agencies including CalRecycle, the California Air Resources Board, and the Water Quality Control Boards. When discussing a potential extension of Recology's current collections services agreement through June 30, 2033, both Recology and Authority staff believe that a rate restructuring would be appropriate and likely necessary for the following reasons:

- The California Air Resources Board is implementing laws that require Recology Del Norte to replace several trucks in coming years that won't be able to meet diesel particulate emissions requirements.
- Current Recology rates do not charge for most residential recycling services. Recycling processing costs are increasing, and will likely continue to do so as international buyers of processed recyclables reduce acceptable levels of contamination. Shifting to a rate structure with a 'basic service charge' plus additional charges based on the services to each customer would be more



- appropriate, and such a change could reduce contamination in the recycling stream.
- SB 1383, a State law intended to reduce greenhouse gas emissions, currently requires all local governments to begin planning for collecting and processing food wastes. If implemented in Del Norte as currently required, these changes would expand the services offered, and significantly increase overall program costs.

All parties agreed that restructuring rates is a significant task that need not be completed before such a potential extension might be approved, though such a restructuring would be necessary in the next few years or during the extension period. At this time, neither the Authority's Ad Hoc nor Recology are advocating for negotiating a rate restructuring as part of the current extension negotiations.

Analysis: Restructured rates would be implemented on July 1st in a coming year. If the Board decided not to include plans for a rate restructuring as part of these extension negotiations, either Recology or the Authority would likely need to initiate a Change Order negotiation in coming years to respond to existing known state mandates described above. As the Authority Board guides staff in the development of programs to comply with SB 1383 in the coming years, the ways such programs will change our collection programs will become more clear.

Alternatives: 1. Take no action at this time. Currently, rate restructuring was not among the items to be included in negotiation. If the Board does not include plans for rate restructuring at this time, it does *not* necessarily mean that a rate restructuring won't be necessary at a future date, as described above. No action at this point, however, would likely reduce the time for advance planning and/or negotiations for such a restructuring.

2. Specify the date for restructured rates to be effective. While such direction would clarify when restructured rates would be made effective, negotiating, calculating, reviewing and adopting a new rate structure should be a rare occurrence. By not specifying a date, staff are hoping that a single rate restructuring could be negotiated and adopted to address the multiple issues and concerns. If a target date for rate restructuring is set, it increases the chances that more than one restructuring might be necessary.



COUNTY OF DEL NORTE
COMMUNITY DEVELOPMENT DEPARTMENT

981 "H" Street, Suite 110
Crescent City, California 95531

Fax (707) 465-0340

Planning
(707) 464-7254

Engineering & Surveying
(707) 464-7229

Roads
(707) 464-7238

Building Inspection
(707) 464-7253

Environmental Health
(707) 465-0426

October 2, 2019

Del Norte Solid Waste Management Authority
Tedd Ward
Del Norte County Transfer Station
1700 State St.
Crescent City, CA 95531

Subject: Del Norte County Transfer Station LEA 5 Year Review

Dear Tedd Ward,

The Lead Enforcement Agency (LEA) reviewed and completed the last 5 year permit review for the Del Norte County Transfer Station on April 7, 2015. The next 5 year permit review due date is April 7, 2020. The operator shall submit the Solid Waste Facility Permit Application (CIWMB Form E-1-77) and all additional documents to the LEA, at least 150 days prior to the 5 year permit review due date. November 8, 2019 would be 150 days till to the 5 year permit review due date of April 7, 2020.

In addition to the Solid Waste Facility Permit Application, the operator shall also attach these documents to the Solid Waste Facility Permit Application:

- Report of Facility Information (RFI) and any updated amendments to the RFI.
- Identify the any changes in design and operation within the last five years.
- Identify the any proposed changes in design and operation
- CEQA information.

Additional 5 Year Permit Review information can be found on CalRecycle's Web page, at this link:

- <https://www.calrecycle.ca.gov/swfacilities/permitting/checkitems/permitreview>

Attached to this letter is the Solid Waste Facility Permit Application (CIWMB Form E-1-77) form.

If there are any questions or concerns, you can contact Environmental Health Specialist, Houawa Moua at (707) 465-0426 or email at hmoua@co.del-norte.ca.us.

Regards,

Houawa Moua
Registered Environmental Health Specialist

Cc: Kyra Seymour, Facilities and Programs Coordinator

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