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

Due to current public health emergency resulting from Covid-19, the public may access and participate in in this public meeting online via this on-line application: Zoom. Details to join the meeting will be on the Del Norte Solid Waste Management Authority's website and Facebook page. You may submit comments to the Authority Clerk Kyra Seymour via Email prior to the meeting at kyra@recycledelnorte.ca.gov, or during the meeting when the Chair calls for Public Comment. To participate, click the 'raise hand' option on the Zoom screen.

Special Session Tuesday April 14, 2020 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 dnswma@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.

CEREMONIAL ITEMS:

1. Presentation of a 2020 Green Ribbon Award to Jessica Cejnar of the Lost Coast Outpost. **

OPEN SESSION ITEMS:

2. CONSENT AGENDA

2.1 Approve minutes, Regular Session, Tuesday 17 March 2020. **
2.2 Approve claim # 8667 to North Coast Laboratories, Ltd. for invoice 151467 in the amount of $5,908.00 **
2.3 Approve budget transfer for fiscal year 2019/2020 in the amount of $376,630.00 **

END CONSENT AGENDA

3. TREASURER'S REPORTS
Agenda items 2.1 through 2.5 are provided for information only

3.1 Director's Report for April 2020. **
3.2 Treasurer / Controller Reports for February 2019 **
3.3 Claims approved by Director & Treasurer for March 2020 **

3.4 Monthly Cash and Charge Reports for March 2020 **
3.5 Earned Revenue Comparisons between FY18/19 and FY19/20 **

DISCUSSION/ACTION ITEMS

4. LANDFILL POSTCLOSURE

4.1 Presentation of Semi-annual monitoring report for the Crescent City Landfill for July-December 2019 as prepared by Lawrence & Associates. **

4.2 Discussion and possible actions regarding strategies and methods to deter vehicular trespass and vandalism and enhance related enforcement at the Crescent City Landfill. **

5. COLLECTIONS FRANCHISE – No Items

6. TRANSFER STATIONS

6.1 Discussion and possible action regarding precautions implemented and adaptive contingency planning with respect to the covid-19 pandemic. **

7. GENERAL SOLID WASTE AUTHORITY MATTERS

7.1 Discussion and possible action regarding review, comment and process for approving the draft Del Norte Solid Waste Management Authority Budget for FY 2020/2021. **

TIMED ITEM: 4:30 P.M.

8. ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY

8.1 Discussion regarding a status report of activities of the Abandoned Vehicle Abatement Service Authority since September 2019. **

8.2 Discussion and possible action regarding review, comment and process for approving the draft Abandoned Vehicle Abatement Service Authority Budget for FY 2020/2021. **

10. ADJOURNMENT

Adjourn to the next Regular meeting the Del Norte Solid Waste Management Authority scheduled for 4:00 P.M. Tuesday May 19, 2020 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

2020 Green Ribbon Award

For Outstanding Environmental Journalism

is hereby given to

Jessica Cejnar

of the Wild Rivers Outpost

by the Del Norte

Solid Waste Management Authority

For many years of exceptionally fine locally-based reporting, covering vital issues ranging from food insecurity in Klamath to how to reduce contamination in recyclables. We also applaud her going paper-less.

_____ Blake Inscore - Chair, DNSWMA

_____ Tedd Ward - Director, DNSWMA

Printed on minimum 30% post-consumer recycled paper

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 March 17, 2020, 4:00 PM

PRESENT: Commissioner Blake Inscore, Chair
Commissioner Chris Howard, Vice Chair
Commissioner Lori Cowan
Commissioner Jason Greenough
Commissioner Michael Tomkins

Authority Director Tedd Ward
Authority Legal Counsel Martha Rice
Authority Treasurer/Controller Rich Taylor
Acting Authority Clerk Katherine Brewer

ABSENT: Authority Clerk Kyra Seymour

ALSO PRESENT: Randy Scott, Hambro/WSG
Jeremy Herber, Recology Del Norte

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

Chair Inscore called the meeting to order in regular session at 4:01 p.m. Roll was taken with Commissioners Howard, Greenough, Inscore, and Tomkins present. Commissioner Cowan arrived at 4:03 p.m. Chair Inscore lead the Pledge of Allegiance.

4:01 PM PUBLIC COMMENTS:

The Chair called for public comments. Seeing none, the Chair closed public comment.

CEREMONIAL ITEMS:

1. Discussion and possible action regarding Resolution 2020-02, Honoring Eileen Cooper for Decades of Civic Engagement. **Resolution Book**

2.1

On a motion from Commissioner Howard, seconded by Commissioner Greenough and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved Resolution 2020-02, Honoring Eileen Cooper for Decades of Civic Engagement.

OPEN SESSION ITEMS:

2. CONSENT AGENDA

2.1 Approve minutes, Regular Session, Tuesday, February 18, 2020.

2.2 Acknwledge receipt of letter from Hambro/WSG requesting annual CPI-based rate adjustment. **080104**

2.3 Approve budget transfer for fiscal year 2019/2020 in the amount of $4,200.00. **022101**

On a motion by Commissioner Greenough, seconded by Commissioner Tomkins, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 2.1 through 2.3.

END CONSENT AGENDA

3. DIRECTOR'S REPORTS

Agenda items 3.1 through 3.5 are provided for information only

3.1 Director's Report for March 2020. **231501**

3.2 Treasurer/Controller Reports for January 2019.

3.3 Claims approved by Director & Treasurer for February 2020. **031202**

3.4 Monthly Cash and Charge Reports for February 2020.

3.5 Earned Revenue Comparisons between FY 18/19 and FY 19/20.

Director Ward presented the reports listed above, which the Board accepted.

DISCUSSION/ACTION ITEMS:

4. LANDFILL POSTCLOSURE

4.1 Status report regarding letter sent to Christina Reese of CalRecycle requesting a reduction to the Post-Closure Financial Assurance Multiplier for the Crescent City Landfill. **060901**

Board members agreed by consensus that Director Ward should proceed with the request that CalRecycle reduce the Post-Closure Financial Assurance Multiplier for the Crescent City Landfill.

5. COLLECTIONS FRANCHISE – No Items

6. TRANSFER STATIONS

6.1 Discussion and possible action regarding letter to the Del Norte Local Transportation Commission regarding traffic considerations associated with development of a Northern Transfer Station. **142019**

On a motion by Commissioner Howard, seconded by Commissioner Cowan and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved a letter to the Del Norte Local Transportation Commission requesting support in assisting with the traffic analysis necessary for permitting a Northern Transfer Station.

6.2 Discussion and possible action regarding plans for contingency operations during a pandemic. **091411 & 201902**

On a motion by Commissioner Howard, seconded by Commissioner Cowan and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority authorized the Director, in consultation with the Chair, to place employees on Paid Administrative Leave who are asymptomatic but are known to have been exposed or likely to have been in contact with a person exposed to the Covid-19 virus or any other disease with pandemic potential; the Director will report to the Board the number of employees and total hours of such Paid Administrative Leave each month as part of the Director's report.

Board members agreed by consensus that, beginning immediately and for the duration of the Covid-19 pandemic, Gate Staff must:

a) Wear gloves
b) Use disposable, single use, vehicle identification numbers
c) Disinfect the signature pad after each use

Board members further agreed by consensus that any change to facility hours due to the Covid-19 pandemic must be made in consultation with the Chair and with notification of all Board members.

7. GENERAL SOLID WASTE AUTHORITY MATTERS

7.1 Status report regarding progress on CalRecycle grant for Food Rescue and Recovery being administered by DNATL Food Council. **061515**

Director Ward presented a status report including notes from KFUG radio programs regarding the food rescue program.

Items taken out of order

7.3 Discussion and possible action regarding Guiding Principles for Legislative Advocacy. **120502**

On a motion from Commissioner Howard, seconded by Commissioner Tomkins and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority adopted the Guiding Principles for Legislative Advocacy with the provision that an example be added.

7.4 Discussion and possible action regarding nominees for 2020 Green Ribbon Awards. **071805**

Board members agreed by consensus to direct staff to prepare the awards and to notify recipients. Recipients will be recognized in future meetings with their attendance spread out to minimize social contact in light of the Covid-19 pandemic.

7.2 Discussion and possible action regarding compliance strategies and legislative advocacy related to SB 1383. **061515**

On a motion from Commissioner Cowan, seconded by Commissioner Howard and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority directed staff to:

a) Draft letters for the Chair's signature to be sent to all appropriate legislators and advocacy groups supporting SB 1191, and specifically encouraging Senator McGuire to consider co-sponsoring this bill.
b) Draft letters for the Chair's signature to be sent to all appropriate legislators and advocacy groups supporting AB 2612, and specifically encouraging Assemblymember Wood to consider co-sponsoring this bill.
c) Continue to work with County and City staff in planning and strategies to comply with the requirements of SB 1383, including mapping of areas that due to census tract population density or elevation would not be included in any future food waste collection requirements.

8. ADJOURNMENT

Adjourn to the Special Meeting of the Del Norte Solid Waste Management Authority scheduled for 4:00 p.m., Tuesday April 14, 2020 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Authority, the Chair adjourned the meeting at 5:25 p.m., until the Special Meeting on April 14, 2020.

_____ Date / /

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

ATTEST:

_____ Date / /

Jason Greenough, Secretary
Del Norte Solid Waste Management Authority

Submitted:

_____ Date / /

Katherine Brewer, Acting Clerk
Del Norte Solid Waste Management Authority

PO 441198

Vendor North Coast Laboratories, Ltd.
5680 West End Road

Arcata CA 95521

Claim ID: 8667

AUDITOR COPY

Vendor ID: 10671

☐ *PBSP Expense*
☐ *Change of Address*

Special Warrant Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20232		$350.00	INV 151467 CHEMICAL OXYGEN DEMAND, 7
422	421	20232		$385.00	INV 151467 ANIONS BY ION CHROMATOGRAPH
422	421	20232		$245.00	INV 151467 ALKALINITY, 7
422	421	20232		$5.00	INV 151467 ELAP FEE, 1
422	421	20232		$1,120.00	INV 151467 SUBCONTRACTED ANALYSIS, 7
422	421	20232		$245.00	INV 151467 NITRATE AND/OR NITRITE, 7
422	421	20232		$105.00	INV 151467 METALS FILTRATION, 7
422	421	20232		$280.00	INV 151467 MERCURY, 7
422	421	20232		$1,260.00	INV 151467 ICP-MS METALS, 7
422	421	20232		$588.00	INV 151467 ICAP METALS, 7
422	421	20232		$100.00	INV 151467 GEOTRACKER REPORTING, 1
422	421	20232		$980.00	INV 151467 EPA 8260B, 7
422	421	20232		$245.00	INV 151467 CONDUCTIVITY, 7

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

COPY

2.2

Signature of Department Head/Authorized Deputy

3/11/2020
Claim Date

Vendor North Coast Laboratories, Ltd.
5680 West End Road

Arcata CA 95521

Vendor ID: 10671

☐ *PBSP Expense*
☐ *Change of Address*

Claim ID: 8667

AUDITOR COPY

Special Warrant Routing

Total Claim: $5,908.00

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

COPY

X

Signature of Department Head/Authorized Deputy

3/11/2020
Claim Date

INVOICE

DATE: March 09, 2020

Remit To: North Coast Laboratories, Ltd.
5680 West End Road
Arcata, CA 95521-9202

Attn: Accounts Receivable

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

Attn: Tedd Ward
Phone:

Work Order: 2002368
PO Number:
Project Name: LF Groundwater

Date Received: 2/26/2020

NORTH COAST LABORATORIES LTD.

COPY

10671
20232

Invoice Number: 151467

Payment Due Date: 4/5/2020

Payment Terms: Net 30 Days

Item	Matrix	Code	Qty	List Price	Test Total
Alkalinity	Aqueous	310	7	$35.00	$245.00
Anions by Ion Chromatography	Aqueous	210	7	$55.00	$385.00
Chemical Oxygen Demand	Aqueous	310	7	$50.00	$350.00
Conductivity	Aqueous	310	7	$35.00	$245.00
EPA 8260B	Aqueous	220	7	$140.00	$980.00
Geotracker Reporting		990	1	$100.00	$100.00
ICAP Metals	Aqueous	320	7	$84.00	$588.00
ICP-MS Metals	Waste Water	320	7	$180.00	$1,260.00
Mercury	Drinking Water	320	7	$40.00	$280.00
Metals Filtration	Aqueous	320	7	$15.00	$105.00
Nitrate and/or Nitrite	Aqueous	210	7	$35.00	$245.00
Subcontracted Analysis		900	7	$160.00	$1,120.00

Order TOTAL: $5,903.00

Discount: 0.00%
Surcharge: 0.00%
Misc Charges: $5.00

Comments: Misc charge = ELAP fee

Subtotal: $5,908.00
Payment Received: $0.00

INVOICE Total $5,908.00

RECEIVED
MAR 10 2020
DNSWMA

COPY

441198

DNSWMA

TO:	SHIP TO:
North Coast Laboratories, Ltd.	
ADDRESS: 5680 West End Rd.	ADDRESS:

REQ. NO.	FOR:	DATE:
Arcata, CA 95521		03/11/20
DATE REQUIRED:	HOW SHIP:	TERMS:

QUANTITY		DESCRIPTION	PRICE		UNIT
1	1	Landfill Water Testing	5908	00	
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12	total	5908	00	

IMPORTANT

OUR ORDER NUMBER MUST APPEAR ON ALL INVOICES-PACKAGES, ETC.

PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO SHIP COMPLETE ORDER BY DATE SPECIFIED.

PLEASE SEND COPIES OF YOUR INVOICE.

PURCHASING AGENT

© REDIFORM®

PURCHASE ORDER

1L140

ORIGINAL

Del Norte County Budget Transfer Request FY 19/20

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	10015	Part-Time/Temp	$ 20,700	
Solid Waste	422	421	10020	Retirement		$ 7,200
Solid Waste	422	421	10040	Workers Compensation	$ 15,000	
Solid Waste	422	421	10033	Employee Life Insurance		$ 30
Solid Waste	422	421	20110	Clothing		$ 300
Solid Waste	422	421	20232	Prof Serv-Well Monitoring		$ 20,000
Solid Waste	422	421	20239	Transfer Station Operations		$ 347,000
Solid Waste	422	421	20270	Minor Equipment	$ 1,330	$ -
Solid Waste	422	421	20275	Small Tools		$ 2,000
Solid Waste	422	421	20280	Delivery Service		$ 100
Solid Waste	422	421	91003	Gate Tipping Fees	$ 219,600	
Solid Waste	422	421	91004	Authority Service Fees	$ 120,000	
				Total Amounts	$ 376,630	$ 376,630

Department complete and send to Auitor's Office for transfer number before sending to CAO. Round amounts up to whole dollars.

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)

Deputy Auditor-Controller _____ Date _____

TR No. _____ Budget Revision No. _____

_____Includes Revenue Appropriation _____Requires 4/5ths Vote

County AdministrativeOfficer:
(Under $1000 - CAO approves)

Recommendation:
Approve _____
Deny _____
Submit for Board approval _____

County Administrative Officer _____ Date _____

Passed by Board of Commissioners of the Del Norte Solid Waste Management Authority on 14 April 2020

Ayes:
Noes:
Absent:

Attest: Clerk of the Board

By: _____
Kyra Seymour

_____
Blake Inscore, Chair
Del Norte Solid Waste Management Authority

2.3

AUTHORITY REVENUE REPORT February 2020

Authority Service Fees

2018/19				2019/2020				After Transfer Adding $120,000
						Annual Budget		Adjusted Budget
						$ 1,033,484.84		$ 1,153,484.84
				Budget/Month		$ 86,123.74		$ 96,123.74
	2018/19		Comparison FY18/19		2019/2020 Actual / Month		Over Budget / Month	Over Budget / Month
July	$ 113,416.74		$ 2,927.28	July	$ 116,344.02		$ 30,220.28	$ 20,220.28
August	$ 115,106.61		$ 1,398.82	August	$ 116,505.43		$ 30,381.69	$ 20,381.69
September	$ 106,561.83		$ (9,578.41)	September	$ 96,983.42		$ 10,859.68	$ 859.68
October	$ 116,356.03		$ (3,894.30)	October	$ 112,461.73		$ 26,337.99	$ 16,337.99
November	$ 98,098.36		$ (5,167.25)	November	$ 92,931.11		$ 6,807.37	$ (3,192.63)
December	$ 89,040.99		$ (957.74)	December	$ 88,083.25		$ 1,959.51	$ (8,040.49)
January	$ 98,331.77		$ (3,415.69)	January	$ 94,916.08		$ 8,792.34	$ (1,207.66)
February	$ 77,577.14		$ 21,710.20	February	$ 99,287.34		$ 13,163.60	$ 3,163.60
March	$ 101,658.28		$ -	March			$ -	$ -
April	$ 99,121.74		$ -	April			$ -	$ -
May	$ 106,034.46		$ -	May			$ -	$ -
June	$ 114,801.94		$ -	June			$ -	$ -
Total	$ 1,236,105.89		$ 3,022.91	Total	$ 817,512.38		$ 128,522.48	$ 48,522.48
			Over last year					

Exceeding Budget before transfer: $ 128,522.48

Exceeding budget after transfer: $ 48,522.48

Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531
Phone (707) 465-1100 Fax (707) 465-1300
www.recycledelnorte.ca.gov

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

Director's Report

Date: 10 April 2020
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. – Director
Reporting Period: 10 March 2020 – 10 April 2020
Attachments:
1. Letter from CalRecycle approving reduction of Landfill Financial Assurances Multiplier
2. Letters sent in support of SB 1191 and AB 2612
3. Draft letter from Hambro Recycling re. their application to CalRecycle
4. Letters from the 41st Agricultural Association inviting continuing support as a Fair Sponsor and 3 Authority-allocated bins in support of the Del Norte County Fair, to be held August 6-9, 2020

File Number: 231501 – Authority Work Plans

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

Ceremonial Item 1 is the first of the 2020 Green Ribbon Awards, for Jessica Cejnar. Having been a reporter covering many crucial community issues for several news outlets, now working for the Lost Coast Outpost, Ms. Cejnar continues to play an essential role in keeping Del Norte citizens aware of what is happening and issues of concern in our region.

Consent Agenda Item 2.2 is a claim to North Coast Laboratories in the amount of $5,908. All claims above $5,000 require separate Board approval.

Consent Agenda Item 2.3 is a budget transfer. This is larger than most budget transfers, in that it adds revenue to the Transfer Stations Operations line, which is regularly the Authority's largest monthly expense. As part of our generally conservative budgeting strategy (including under-projecting revenues), both the revenue lines (91003, 91004) and expense line (20239) must be increased to approximately balance. I have included the

summary of monthly Authority Service Fee revenues to show that even after this adjustment, revenues continue to be received in excess of the revised budget amounts. The other smaller budget adjustments are made inconsideration of budget lines that are varying from projections. With our recent hiring of Michael McLellan as Office Technician, we are spending less for part-time or temporary employees. The costs for well-monitoring increased beyond projections due to the more intensive constituent of concern monitoring that was recently completed. Finally, we moved $2,000 into small tools for the purchase of two laptop computers to enable staff to more effectively work from home as part of our ongoing covid-19 precautions.

Landfill: Representatives from GHD conducted several site investigations and interviews related to the land-swap between California State Parks and Del Norte County for a portion of the landfill property. The final delineation of the boundaries of the property to be exchanged will be related to the values of the respective properties. GHD is updating and revising the plans for this exchange.

Attached is a letter from CalRecycle approving the requested reduction in the post-closure multiplier. This approval further reduces the liability associated with the landfill on the Authority's annual audit, and thereby improves the Authority's net financial position.

Agenda Item 4.1 is a placeholder for the semi-annual landfill monitoring report form Lawrence & Associates. The report was not complete at the time the agenda was published.

Agenda Item 4.2 is a report regarding possible strategies and actions to reduce vehicular trespass on the landfill property.

Transfer Stations: **Agenda Item 6.1** is a report regarding the covid-19 precautions the Authority has taken at the transfer stations.

On 07 April, the Del Norte Local Transportation Commission (LTCO) agreed to provide what support they can in assisting with the traffic analysis necessary for permitting this public facility. As a result of their support, CalTrans may be able to complete much of the required analysis for no charge based on the request of LTCO. If the traffic analysis does require additional resources, this issue would be addressed by LTCO at a future meeting.

Agenda Item 6.2 is a description of the current plans for operations of Authority facilities should the covid-19 virus (or any other pandemic) become widespread in Del Norte County.

Finances: **Agenda Item 7.1** is the draft Authority budget for Fiscal Year 2020 / 2021.

Grants: Attached is a letter supporting necessary changes to the qualifying application from Hambro Recycling to CalRecycle for a pilot-project beverage container collection

program providing limited redemption services to outlying areas of Del Norte County. If accepted, Hambro Recycling may be invited to submit a full pilot-project grant application. Staff continue to work with Randy Scott in support of this project. The next steps may include seeking a Letter of Authorization from Del Norte County, to confirm that the County also supports this application.

Outreach / Advocacy: The attached letters were sent in support of SB 1191 and AB 2612, as directed by the Board at the March meeting.

Also attached is a request from the 41st Agricultural District that the Authority continue to support the Annual Del Norte County Fair by being a sponsor and providing 3-Authority allocated dumpsters as this agency has in the past. Staff have budgets for Fair Sponsorship as we have in years past. Unless otherwise directed, staff will convey our intent to continue Fair sponsorship. As there is the potential for shifting dates or details of the Fair due to covid-19 precautions, staff plan on seeking approval for the Authority-allocated dumpsters at a future meeting.

Community Cleanup: Tera Patrick has approached Programs Coordinator Kyra Seymour regarding the potential for organizing covid-19 safe cleanup events. These discussions continue.

Personnel: Since the start of the outbreak, schedules have been adjusted and staff are working from home when possible to reduce inter-staff contact. Refuse site attendants have been instructed to sanitize the signature pad after every card transaction.
On her own initiative, Refuse Site Attendant Robyn Campbell sewed fifty (50!) cloth facemasks for Authority staff. Retroactively, she was paid for her time and materials. Because of Robyn's efforts, when the day came and CDC said we should be wearing masks in public, we had them available for staff. We have also purchased face shields. Starting on April 7, all refuse site attendants have been expected to be wearing face shields and/or masks. Details of the Authority's covid-19 precautions are described under **Agenda Item 6.1.**

Covid-19 Administrative Leave

During the past month (and in consultation with Chair Inscore), one staff person was placed on Administrative Leave for three days (24 hours) following a fever out of concern that they may have been exposed to the covid-19 virus. Cathy Hafterson of Del Norte County Human Resources explained that federal resources for this purpose are good for up to 80 hours for each employee, but eligibility for this program requires written documentation from a doctor engaged in their diagnosis or care.

California Environmental Protection Agency

Gavin Newsom
California Governor

Jared Blumenfeld
Secretary for Environmental Protection

Ken DaRosa
CalRecycle Acting Director

CalRecycle
Department of
Resources Recycling and Recovery

March 26, 2020

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

SUBJECT: APPROVAL OF THE POSTCLOSURE MAINTENANCE FINANCIAL ASSURANCE MULTIPLIER FOR THE CRESCENT CITY LANDFILL, FACILITY NUMBER 08-AA-0006

Dear Mr. Ward:

The Department of Resources Recycling and Recovery (CalRecycle) received your request for a reduction in the postclosure maintenance cost estimate multiplier (PCM Multiplier) dated March 18, 2020. Per Title 27, California Code of Regulations (27 CCR), Division 2, Subdivision 1, Chapter 6, section 22211(b), CalRecycle may approve a requested reduction to the PCM Multiplier corresponding to the number of years of postclosure maintenance completed since the approval of the certification of closure, but shall not reduce the PCM Multiplier to less than fifteen (15).

On February 8, 2007, the Engineering Support Branch determined the Del Norte County's Closure Certification Report met the requirements of 27 CCR, section 21880. With the 2007 acceptance of the Closure Certification Report, the Financial Assurances Unit (FAU) can approve the reduction of the multiplier from February 2007 date of approval.

Pursuant to 27 CCR, section 22211, CalRecycle hereby approves the reduction to the Crescent City Landfill postclosure maintenance multiplier to the 2020 multiplier of 17 times the approved annual postclosure maintenance cost estimate. Please be aware the Del Norte Waste Management Authority must make a request annually for review and approval by CalRecycle for all subsequent reductions in the postclosure maintenance multiplier.

CalRecycle is committed to assist you in complying with the financial assurance regulations and procedures. If you have any questions regarding this information, please contact Christina Reese at Christina.Reese@calrecycle.ca.gov or at 916-341-6155.

Sincerely,

Paulina Lawrence, Chief
Permitted & Assistance Branch
Waste Permitting, Compliance & Mitigation Division

cc: Heidi Kunstal, County of Del Norte Community Development Department
Gina Morrison, North Coast Regional Water Quality Control Board
Janelle Heinzler, Closure and Technical Support Unit, CalRecycle

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.

March 25, 2020

The Honorable Brian Dahle
Member, California State Senate
State Capitol, Room 2054
Sacramento, CA 95814

RE: Senate Bill 1191 – SUPPORT
As Amended March 23, 2020

Dear Senator Dahle:

As Chair and on behalf of the Del Norte Solid Waste Management Authority, I am writing to express our support for your Senate Bill 1191, related to organic waste management.

Senate Bill 1383 (Lara) of 2016 requires the state to reduce landfill disposal of organic waste 75 percent by 2025 and to increase edible food waste recovery 20 percent. The California Department of Resources Recycling and Recovery's (CalRecycle) is on the verge of adopting far-reaching regulations to achieve those objectives and has estimated that it will cost as much as $40 billion over the next decade and will require adding 50-100 new organic waste recycling facilities. These requirements pose many financial and implementation challenges for local governments across the state.

SB 1191 allows low population counties and rural jurisdictions to develop and implement alternative organic waste management programs in place of the rigid and costly SB 1383 mandates. Additionally, SB 1191 aligns CalRecycle's organic waste management statute to conform it to long-standing provisions that require CalRecycle to consider whether a jurisdiction made a "good faith" effort to implement its recycling program before issuing a compliance order or imposing penalties.

The new SB 1383 regulations will impose a host of costly new requirements on local governments and will substantially drive up residential service rates – especially in areas that lack the population densities. While these jurisdictions may not have the economic resources to fully implement SB 1383, they can play a key

role in developing the organic waste recycling capacity and markets to meet the overarching objectives. SB 1191 will temporarily allow those jurisdictions to implement alternative organic waste management programs that recover edible food waste, evaluate collaborative approaches to organic waste recycling for animal feed and compost production, and explore opportunities for siting new regional organic waste facilities and markets.

SB 1191 appropriately requires CalRecycle to consider whether a jurisdiction made a "good faith effort" to implement its organic waste recycling program before issuing a compliance order or imposing penalties on that jurisdiction. This "good faith" evaluation has long been a part of the state's solid waste diversion program. Considering the additional significant disruptions associated with the Covid-19 shelter-in-place directives, it is only appropriate that local conditions be considered as part of such evaluation prior to any enforcement action.

For these reasons, at our regular meeting on 17 March 2020 the Board of Commissioner of the Del Norte Solid Waste Management Authority voted unanimously to support SB 1191. Furthermore, we will ask that Senator McGuire, who represents our jurisdiction, become a co-sponsor, and we will be asking our member agencies, the County of Del Norte and the City of Crescent City to add their voices of support. You can count on our agency's support as this vital legislation moves forward.

Sincerely,

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

cc: John Kennedy, Rural Counties' ESJPA Legislative Advocate
Senator Mike McGuire
Jay Sarina, Del Norte County Administrative Officer
Eric Weir, Crescent City Manager

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.

March 25, 2020

Assemblymember Wood
State Capitol
P.O. Box 942849
Sacramento, CA 94249-0002

RE: AB 2612 (Maienschein): – SUPPORT

Dear Assemblymember Wood,

As Chair, I greet you on behalf of the Board of the Del Norte Solid Waste Management Authority, a joint powers authority of the City of Crescent City and the County of Del Norte. At our last meeting on March 17, 2020, the Board voted unanimously to send letters supporting Assembly Bill 2612.

This bill would provide up to $100 million annually from the Greenhouse Gas Reduction Fund for in-state organics recycling projects. Our rural joint powers authority has been trying to navigate and plan to address the requirements of laws like SB 1383 to reduce short-term climate pollutants by implementing programs to recover food and reduce the volume of organics being sent to landfill. The California Department of Resources Recycling and Recovery's (CalRecycle) is on the verge of adopting far-reaching regulations to achieve those objectives and has estimated that it will cost as much as $40 billion over the next decade and will require adding 50-100 new organic waste recycling facilities. These requirements pose many financial and implementation challenges for local governments across the state.

Current facilities are few - and even fewer in the northern portions of California where we are - but will be essential to compliance with these legislated mandates. Without access to significant capital dedicated to these efforts, the organics processing and recovery facilities will not be built in a timely manner.

As a further demonstration of our support for this effort, our Board voted unanimously to ask that you be a co-sponsor of this legislation. Our agency will also invite our member agencies, the County of Del Norte and the City of Crescent City, to also support this legislation.

Sincerely,

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

cc: John Kennedy, Rural Counties' ESJPA
Assemblymember Maienschein
Jay Sarina, Del Norte County Administrative Officer
Eric Weir, Crescent City Manager

HAMBRO FOREST PRODUCTS

P.O. Box 129 445 Elk Valley Road
Crescent City, CA 95531
(707)464-6131
Fax (707)464-9375

April 6, 2020

Michael Vanderburg
CalRecycle

Hambro Recycling and the Del Norte Solid Waste Management Authority will abide by the current regulatory daily load limits for pilot projects.

Hambro Forest Products, Inc. DBA Hambro Recycling will not be purchasing any of the recycling businesses.

The written authorization from an authorized agent of the tribal government which will allow the Division to enter federal or tribal property will be delayed both the Yurok Tribe and Tolowa Dee Ni' Nation are experiencing limited business activity due to Covid-19.

Tedd Ward, Director
Del Norte Solid Waste Management Authority

_____ Date _____

Randy Scott, General Manager
Hambro Recycling

_____ Date _____

41st District Agricultural Association

421 Hwy 101 North
Crescent City, CA 95531

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

1-800-350-9556
E-Mail: info@dnfair.org

March 10, 2020

RECEIVED
MAR 12 2020
DNSWMA

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

Subject: 2020 Fair Sponsorship Family Day

Dear Ted,

We are in the planning stages of the 2020 Fair, which will be held August 6-9, 2020. In the past the Solid Waste Board has sponsored Family Day. Family Day is the last day of the fair, August 9th. Families receive admission to the fair for a low discounted price compliment of Solid Waste Authority. The sponsorship for the day is $2,000. For exchange of your sponsorship, the Authority will be mentioned in our advertisements, provided space for a sign at each entrance, and provide booth space to give away information about the Authority. We also will have a link on our web site for your company and your name will be on our electric billboard prior to fair. If you have any questions regarding Family Day sponsorship, please call me.

Thank you,

Kim Floyd
CEO

2020 DAY SPONSORSHIP $2000.00

YES I WILL SPONSOR A DAY AT THE FAIR _____

NO THANK YOU _____

41st District Agricultural Association

421 Hwy 101 North
Crescent City, CA 95531

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

1-800-350-9556
E-Mail: kfloyd@dnfair.org

March 10, 2020

Director Tedd Ward
Re: Del Norte County Fair Bin Waiver Request

Dear Solid Waste Authority:

The Del Norte County Fair is requesting a fee waiver for the disposal of 3 20-yard dumpsters for the Del Norte County Fair which will be held August 6-9, 2020. We understand that this is contingent upon fee waivers from the other involved agencies. We are very appreciative of your ongoing support and partnership with Del Norte County Fair for various community events and activities, and look forward to making this Fair a success for everyone involved. The primary goals of the Fair are to provide economic stimulus during what is traditionally a shoulder season and to provide quality of life and community pride enhancements for our residents.

If you have any questions please feel free to call me at 707-464-9556 and I would be happy to discuss the specifics of our requests.

Thank you,

Kimberly Floyd, CEO

This attachment was not complete at the time this agenda was published.

Staff intend to have this report available at the meeting.

3.2 3.4 3.5

4.1 8.1

Solid Waste
Balance Sheet
February 29, 2020

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	1,169,823.21
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	4,079.55
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	3,971,547.01

LIABILITIES AND FUND EQUITY

422 010 05105	Sales Tax Payable	131.25
422 010 05210	Sublease Payable	2,513,212.50
422 010 05300	Compensated Absences Payable	57,426.74
422 010 05400	Deferred Revenue	3,244.68
422 010 05500	Post Closure Liability	2,046,994.00
422 010 05600	Net OPEB Obligation	423,573.00
422 010 07100	Fund Balance	(1,783,505.02)
422 010 09600	Investment in Capital Assets net of related debt	671,843.00
	Revenue	2,328,938.14
	Expenditure	(2,290,311.28)
	Total Liabilities and Fund Equity	3,971,547.01

RECEIVED
MAR 23 2020
DNSWMA

3.2

CLAIMS APPROVED BY THE DIRECTOR

Del Norte Solid Waste Management Authority

Claims for March 2020

Date Paid	Paid to:	Budget	Amt. Paid	Description	Claim #
3/2/2020	Taylor, Richard D	20235	$ 340.00	Treasurer/Controller Services Feb 2020	8658
3/2/2020	Efficiency Delivery	20280	$ 30.00	INV 437425 Delivery to North Coast Labs 02/26/20	8659
	Efficiency Delivery	20280	$ 30.00	INV 437424 Delivery to North Coast Labs 02/25/20	
	Efficiency Delivery	20280	$ 30.00	INV 437423 Delivery to North Coast Labs 02/20/20	
3/3/2020	U S Bank Corp P S	20227	$ 8.75	ORD 617862152 Book, 1	8660
	U S Bank Corp P S	20227	$ 17.18	ORD NELSON-MOTIVATION-4695 Book, 1	
	U S Bank Corp P S	20223	$ 6.99	INV 2020000267370 Shipping, Cell Case Replacement	
	U S Bank Corp P S	20290	$ 258.00	REF RLHH3 Airfare CEC-OAK 03/15&29/20, Kyra	
	U S Bank Corp P S	20232-002	$ 600.00	INV E0200A99QY Office 365 02/21/20-02/20/21	
	U S Bank Corp P S	20224	$ 188.08	ORD ENV32227383 Imprinted Window Envelopes, 2 bx	
	U S Bank Corp P S	20224	$ 37.79	ORD 1006000 M33X Ribbon Cartridges, 6	
	U S Bank Corp P S	20110	$ 39.38	ORD FS4044915-SO Lightweight Rain Jacket Ylw XL	
3/5/2020	Bi-Coastal Media	20240-072	$ 660.00	INV 7710-3 KCRE-FM Hambro CRV Ads 02/03-27/20, 72	8661
	Bi-Coastal Media	20240-072	$ 660.00	INV 7710-5 KPOD-AM Hambro CRV Ads 02/03-27/20, 72	
	Bi-Coastal Media	20240-072	$ 660.00	INV 7710-4 KPOD-FM Hambro CRV Ads 02/03-27/20, 72	
3/5/2020	Quill	20224	$ 556.12	INV 5211701 Copy81/2x1120lbs.whpaper, 6	8662
	Quill	20140	$ 10.79	INV 5067508 Ambitex Nitrile Glvs M, 100/bx, 1	
	Quill	20140	$ 10.79	INV 5067508 Amb Nitrile Gloves Lrg 100box, 1	
	Quill	20224	$ 5.70	INV 5067508 Tab Divid Cpr Reinf 5tab cl, 2	
3/5/2020	Curry Transfer Roto-Rooter	20140	$ 187.05	INV 66053855 KTS PortaPotty Feb 2020	8663
	Curry Transfer Roto-Rooter	20140	$ 109.65	INV 66053854 GTS PortaPotty Feb 2020	
3/6/2020	G.H. Outreach	20285	$ 150.00	INV 063396 Feb 2020 Recycling Services	8664
	G.H. Outreach	20285	$ 60.00	INV 063396 Jan 31, 2020 Recycling Services	
3/10/2020	Recology Del Norte	20238	$ 1,881.09	INV 4281 Klamath Beach Rd 02/20 Bin Pulls	8665
	Recology Del Norte	20238	$ 418.02	INV 4280 Old Gasquet Toll Rd 02/20 Bin Pulls	
3/10/2020	North Coast Laboratories, Ltd.	20232	$ 5.00	INV 151444 ELAP Fee, 1	8666
	North Coast Laboratories, Ltd.	20232	$ 960.00	INV 151444 Subcontracted Analysis, 6	
	North Coast Laboratories, Ltd.	20232	$ 210.00	INV 151444 Nitrate and/or Nitrite, 6	
	North Coast Laboratories, Ltd.	20232	$ 90.00	INV 151444 Metals Filtration, 6	
	North Coast Laboratories, Ltd.	20232	$ 240.00	INV 151444 Mercury, 6	
	North Coast Laboratories, Ltd.	20232	$ 1,080.00	INV 151444 ICP-MS Metals, 6	
	North Coast Laboratories, Ltd.	20232	$ 504.00	INV 151444 ICAP Metals, 6	
	North Coast Laboratories, Ltd.	20232	$ 100.00	INV 151444 Geotracker Reporting, 1	
	North Coast Laboratories, Ltd.	20232	$ 840.00	INV 151444 EPA 8260B, 6	
	North Coast Laboratories, Ltd.	20232	$ 300.00	INV 151444 Chemical Oxygen Demand, 6	
	North Coast Laboratories, Ltd.	20232	$ 330.00	INV 151444 Anions By Ion Chromatograph, 6	
	North Coast Laboratories, Ltd.	20232	$ 210.00	INV 151444 Alkalinity, 6	
3/10/2020	DNC Auditor	20297	$ 49.07	C Renner Petroleum fuel charges 02/01-15/20	Interdepartmental
3/10/2020	DNC Auditor	20297	$ 48.55	C Renner Petroleum fuel charges 02/16-29/20	Interdepartmental
3/10/2020	DNC Auditor	20121	$ 119.97	Office Telephone Service 02/19-03/18/20	Interdepartmental
3/10/2020	DNC Auditor	20237	$ 3,087.31	Debit/Credit Mo Feb 2020	Interdepartmental
3/11/2020	DNC Auditor	20297	$ 41.90	C Renner Petroleum fuel charges 01/16-31/20	Interdepartmental
3/16/2020	Black Rice & Luna LLP	20234	$ 328.00	INV 436 Legal Services Feb 2020	8668
	Black Rice & Luna LLP	20234	$ 553.50	INV 407 Legal Services Jan 2020	
3/16/2020	North Coast Laboratories, Ltd.	20232	$ 5.00	INV 151493 ELAP Fee, 1	8669
	North Coast Laboratories, Ltd.	20232	$ 90.00	INV 151493 Turbidity, 3	
	North Coast Laboratories, Ltd.	20232	$ 120.00	INV 151493 Settleable Solids, 3	
	North Coast Laboratories, Ltd.	20232	$ 105.00	INV 151493 Nitrate and/or Nitrite, 3	
	North Coast Laboratories, Ltd.	20232	$ 45.00	INV 151493 Metals Filtration, 3	
	North Coast Laboratories, Ltd.	20232	$ 120.00	INV 151493 Mercury, 3	
	North Coast Laboratories, Ltd.	20232	$ 540.00	INV 151493 ICP-MS Metals, 3	

	North Coast Laboratories, Ltd.	20232	$ 252.00	INV 151493 ICAP Metals, 3	
	North Coast Laboratories, Ltd.	20232	$ 100.00	INV 151493 Geotracker Reporting, 1	
	North Coast Laboratories, Ltd.	20232	$ 300.00	INV 151493 EPA 8260B, 3	
	North Coast Laboratories, Ltd.	20232	$ 255.00	INV 151493 EPA 1664 - Oil and Grease, 3	
	North Coast Laboratories, Ltd.	20232	$ 150.00	INV 151493 Chemical Oxygen Demand, 3	
3/16/2020	Hi-Tech Security	20236	$ 72.00	INV 20-03309 Comm Security Monitoring Apr-Jun 2020	8670
3/16/2020	Butcher, Andrew	20231	$ 750.00	INV 000008-R-0008 IT Services Apr 2020	8671
3/17/2020	Hambro/Waste Solutions Group	20239	$ 178,857.15	INV 2020-02 Materials Management Feb 2020	8672
3/20/2020	Ward, Tedd	20290	$ 577.14	Travel Claim, ESJPA Meeting 03/11-13/20	Interdepartmental
3/20/2020	Sharps Solutions, LLC	20281	$ 1,275.00	INV SS33398 38-Gal Regulated Waste UN3291	8673
3/20/2020	United States Cellular	20121	$ 102.25	INV 0361118755 03/04-04/03/20 Cell Service	8674
3/20/2020	Canon Financial Services, Inc.	20221	$ 96.32	INV 21234567 Printing Charges Feb 2020	8675
	Canon Financial Services, Inc.	20250	$ 142.02	INV 21234567 Contract Rental Mar 2020	
3/20/2020	North Coast Laboratories, Ltd.	20232	$ 5.00	INV 151650 ELAP Fee, 1	8676
	North Coast Laboratories, Ltd.	20232	$ 180.00	INV 151650 Triazine Pesticides, 1	
	North Coast Laboratories, Ltd.	20232	$ 25.00	INV 151650 Geotracker Reporting, 1	
3/23/2020	Recology Del Norte	20288	$ 290.17	BILL 05773999 900 Tenth St - City Yard	8677
	Recology Del Norte	20283	$ 525.88	BILL 05773981 500 Cooper Ave - County Yard	
	Recology Del Norte	20288	$ 687.07	BILL 05773965 1001 Front St - Cultural Cntr	
3/26/2020	Mission Linen Supply	20140	$ 31.09	INV 512009932 03/10/20 Linen Service	8678
	Mission Linen Supply	20140	$ 31.09	INV 512109378 03/24/20 Linen Service	
3/26/2020	Crescent Ace Hardware	20171	$ 3.86	INV 813108 TR-40 Toyota Key Blk, 1	8679
	Crescent Ace Hardware	20140	$ 6.43	INV 814947 Bleach Liq Reg Conc 64OZ, 2	
	Crescent Ace Hardware	20224	$ 8.35	INV 814947 Towels Shop Red 5PK, 3	
	Crescent Ace Hardware	20224	$ 3.21	INV 814947 Measuring Cup Set 3PK, 1	
	Crescent Ace Hardware	20224	$ 6.86	INV 814947 Sprayr Household32OZ Ace, 2	
	Crescent Ace Hardware	20224	$ 3.00	INV 814947 Funnel 16OZ Plastic, 1	
	Crescent Ace Hardware	20140	$ 5.36	INV 815698 Duct Tape Org Xfct 15YD, 1	
	Crescent Ace Hardware	20140	$ 10.74	INV 815698 Gorilla Tape Black 35YD, 1	
	Crescent Ace Hardware	20239-001	$ 17.16	INV 815698 Cut Rope or Chain, 4	
	Crescent Ace Hardware	20239-001	$ 5.00	INV 813014 Rental Damage Waver	
	Crescent Ace Hardware	20239-001	$ 53.75	INV 813014 Rental Pump/Trash 2" W/1 Suc 1 Dis Hose	
	Crescent Ace Hardware	20224	$ 64.47	INV 814947 Dsp Glove Nit XL Org PF, 3	
	Crescent Ace Hardware	20239-001	$ (14.56)	INV 813090 Rental Pump/Trash Credit Ret	
	Crescent Ace Hardware	20224	$ 2.14	INV 814947 Bucket 10L W/Handle, 1	
	Crescent Ace Hardware	20239-001	$ 0.95	INV 813982 Pipe SCH40 1"X10'P End, 2.75	
	Crescent Ace Hardware	20239-001	$ 1.05	INV 813982 Couple 1" SXS SCH40, 2	
	Crescent Ace Hardware	20239-001	$ 10.74	INV 813982 PVC Cement 8OZ Clear, 1	
	Crescent Ace Hardware	20180	$ 5.57	INV 814942 Shelf Bracket 8X10" Wood, 2	
	Crescent Ace Hardware	20180	$ 7.51	INV 814942 Shelf Lam Walnut 12, 1	
	Crescent Ace Hardware	20180	$ 2.14	INV 812942 Wood Shims 8" 12PK, 1	
	Crescent Ace Hardware	20180	$ 10.64	INV 814942 Corner Brace 1-1/2"ZN, 10	
	Crescent Ace Hardware	20180	$ 1.03	INV 814942 Screws Nuts Bolts, 8	
	Crescent Ace Hardware	20180	$ 2.71	INV 814942 Screws Nuts Bolts, 12	
	Crescent Ace Hardware	20180	$ 5.68	INV 814942 Screws Nuts Bolts, 12	
	Crescent Ace Hardware	20180	$ 0.99	INV 814942 Bulk Nails/Screws, .25	
	Crescent Ace Hardware	20239-001	$ (1.35)	INV 813090 Rental Damage Waver Credit Ret	
3/26/2020	Quill	20224	$ 4.71	INV 5541123 Large Fingertips, 1	8680
	Quill	20140	$ 63.30	INV 5541123 Quill 2-Ply Bathroom Tissue	
	Quill	20224	$ 13.86	INV 5541123 Slimmate Clipboard Black, 1	
	Quill	20224	$ 40.18	INV 5541123 1/3-Cut Letter Size Folders Asstd, 2	
	Quill	20140	$ 21.28	INV 5541123 Amb Nitrile Gloves Lrg 100Box, 2	
	Quill	20140	$ 21.28	INV 5541123 Glove Exam Nitrl PF RBE SM100Bx, 2	
	Quill	20140	$ 21.29	INV 5540387 Ambitex Nitrile GLVS M, 100/BX, 2	
3/29/2020	North Coast Laboratories, Ltd.	20232	$ 5.00	INV 151801 ELAP Fee, 1	8681

	North Coast Laboratories, Ltd.	20232	$ 800.00	INV 151801 Subcontracted Analysis, 5	
	North Coast Laboratories, Ltd.	20232	$ 175.00	INV 151801 Nitrate and/or Nitrite, 5	
	North Coast Laboratories, Ltd.	20232	$ 75.00	INV 151801 Metals Filtration, 5	
	North Coast Laboratories, Ltd.	20232	$ 200.00	INV 151801 Mercury, 5	
	North Coast Laboratories, Ltd.	20232	$ 900.00	INV 151801 ICP-MS Metals, 5	
	North Coast Laboratories, Ltd.	20232	$ 420.00	INV 151801 ICAP Metals, 5	
	North Coast Laboratories, Ltd.	20232	$ 100.00	INV 151801 Geotracker Reporting, 1	
	North Coast Laboratories, Ltd.	20232	$ 700.00	INV 151801 EPA 8260B, 5	
	North Coast Laboratories, Ltd.	20232	$ 175.00	INV 151801 Conductivity, 5	
	North Coast Laboratories, Ltd.	20232	$ 250.00	INV 151801 Chemical Oxygen Demand, 5	
	North Coast Laboratories, Ltd.	20232	$ 275.00	INV 151801 Anions by Ion Chromatography, 5	
	North Coast Laboratories, Ltd.	20232	$ 175.00	INV 151801 Alkalinity, 5	
3/30/2020	Efficiency Delivery	20280	$ 30.00	INV 437420 Delivery to North Coast Labs 03/05/20	8682
	TOTAL		$ 206,471.19		

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: 10 April 2020
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. - Director
File Number: 120110

Topic: Landfill Security

Recommendation: That the Board discuss and provide guidance to staff regarding potential strategies to deter vehicular trespass across the properties of the Crescent City Landfill.

The grant the County obtained to assist with cleanup and barriers at the landfill property will expire in the next couple of months, and staff are eager to make sure that these grant resources be fully deployed to address concerns at the landfill. Towards this end, staff anticipate that remaining landfill-related grant resources will be used to procure, deliver and place k-rails or large boulders before the expiration of this grant. Staff anticipate that the barrier needs at the landfill far exceed the grant budget available for that purpose.

Background: Staff have been meeting with the County Code Enforcement Officer as well as representatives from Pacific Power and State Parks to discuss ways to stop the vehicles driving on and across the Crescent City Landfill property. Under a CalRecycle Cleanup Grant, the County has some resources to clean up some areas that have been illegally dumped upon, and to impede vehicle access to prevent further dumping.

Though the landfill mound is just 23 acres of the 167 acre site, vehicles and people seeking vehicle access have damaged the fences, gates, the landfill mound, and drainage structures on the landfill property.

Authority staff are planning to work with the County to have rocks or other barriers placed in areas currently being accessed, as the prospect of fencing or blocking the entire perimeter appears both impractical and expensive.

Analysis: This is a status report. The most important related actions pertain to County grant resources.

During planning meetings, Parks staff suggested that if there was an Ordinance with elevated penalties for these vehicular and dumping activities, Parks staff would be happy to help enforce such and Ordinance.

According to the County Community Development Director, the County does not have other properties that have the same level of ongoing concerns and expenses associated with dumping and trespass. She suggested that it would make more sense for the Authority to adopt such and Ordinance, and it could apply to all properties managed by the Authority or used by the Authority's Transfer Station Operations and Collections Franchise contractors. Such an Ordinance could have elevated penalties for infractions at the Crescent City Landfill, the Del Norte County Transfer Station, the Klamath Transfer Station, the Gasquet Transfer Station, the community drop-off locations, and the streetside trash and recycling bins.

Related Issues: There is a proposed land swap under which the County gives a portion of the south end of the landfill property to State Parks in exchange for a parcel adjacent to the airport where some trees must be removed. The engineering firm GHD has been doing some on-site investigations related to these plans during the past month. As part of those discussions, it has become clear that State Parks is concerned both with the invasive species on the landfill property as well as the ongoing vehicular trespass concerns across the landfill properties.

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:	**10 April 2020**
To:	**Commissioners of the Del Norte Solid Waste Management Authority**
From:	**Tedd Ward – Director**
Attachments:	**Public Service Announcements related to Covid-19 Precautions** **Interim Guidance re. possible covid-19 exposures from CDC**
File Numbers:	**201902 – Transfer Station Operations** **091411 – Injury & Illness Prevention Plan**

Topic: **Precautions and Adaptive Contingency Plans for Pandemic**

Recommendation: That the Board review this status report and provide additional guidance as needed.

Background: At least two people in Del Norte County have tested positive for coronavirus (Covid-19). Governor Newsom has declared this outbreak a state of emergency. At this time, CDC advises that some people may be contagious with this virus and show no significant symptoms. The Authority only has nine staff, and staff seeks concurrence and/or guidance from the Board regarding contingency operations plans.

Authority Director Ward was one of three panelists on the California Resource Recovery Association's first webinar regarding covid-19 precautions and planning on March 27th. A YouTube video of this webinar is available at: https://www.youtube.com/watch?v=qVElaL9DAjs&feature=youtu.be

Like the pandemic itself, at first information about precautions was hard to find. Within a few weeks, there was more information than time to review it. Many statewide agencies and trade associations have created new webpages devoted to covid-19 precautions, plans and procedures, including CalRecycle, CSAC, CRRC, SWANA.

Precautions related to the covid-19 pandemic have changed many of our regular activities. The Authority has been scheduling staff to work from home to the extent possible and minimize overlap, which has reduced customer service in the office, though staff have

generally been available to continue answering the phones on weekdays. By far the most common question is 'Are you open?" Most customers are very relieved that our facilities have not reduced hours.

Precautions Enacted As of 10 April 2020:

Director Ward has authorized Authority and Hambro/WSG staff to ask customers to remain six feet from the nearest person while at our facilities.

In addition to social distancing and regular hand washing, additional covid-related precautions currently include:

- using single-use numbers (printed on reused paper) for self-haul customers,
- sanitizing the signature pad after every card transaction,
- offering customers a spritz of hand sanitizer at the outbound scale,
- wearing face shields and/or bandannas or cloth masks when working with the public or in the same space as other employees,
- wearing gloves if handling money or credit or debit cards,
- measuring body temperature and texting results to the Director before each work day,
- measuring body temperature and texting results to the Director at least two times each day when out on sick leave.

Fever is one of the main symptoms of infection, if symptoms become apparent. Asking employees to take their temperature before work is one more way of making sure at least that symptom is absent in working employees. Individual temperature can vary, and the CDC has advised that temperatures of 100.4 F or above indicate a fever. Lower temperature should be evaluated in context of what is 'normal' for each individual.

Following consultation with the Chair, staff also enacted hours catering to seniors, as described in the attached Public Service Announcement. Staff have created a webpage devoted to Covid-19 precautions, which may be found here:
http://www.recycledelnorte.ca.gov/covid19/

Covid-19 Administrative Leave

During the past month (and in consultation with Chair Inscore), one staff person was placed on Administrative Leave for three days (24 hours) following a fever out of concern that they may have been exposed to the covid-19 virus. Cathy Hafterson of Del Norte County Human Resources explained that federal resources for this purpose are may be used for up to 80 hours for each employee, but eligibility for this program requires written documentation from a doctor engaged in their diagnosis or care.

Additional Expenses:

Assessing the additional costs for these actions may be challenging to assess. Reimbursement funds may be available at some point, and so separately tracking these expenses may be worthwhile. Additional expenses at this point include gloves, masks, face shields and cleaning supplies.

Our agency also purchased two new laptop computers to enable the Director and Administrative Assistant to work from home when possible. Even considering these expenses, the total additional expenditure for supplies and equipment related to covid-19 is currently less than $2,400.

Related Impacts:

Staff anticipate that agency, commercial and residential responses to covid-19 precautions, shelter-in-place orders, and the general disruption of daily life will impact the reuse, recycling, composting, and disposal behaviors in Del Norte.

Recycling has been adversely impacted, as Hambro Recycling has closed their Buy-back operations while the shelter-in-place orders are effective. Stores like Safeway are no longer supporting any kind of reusable shopping bags. At this point, it is unclear how such changes will impact litter, illegal dumping, and disposal activities.

Analysis: Considering the potential for this disease to be contagious from people with very mild flu-like symptoms, if this disease spreads throughout the Del Norte community, it is likely that one or more Authority staff members may be exposed to this disease within the coming months.

If this pandemic affects three or more Authority employees, keeping Authority facilities open may require staff working while they are symptomatic. If this became the case, the Director would work with the County Public Health Officer to craft a Public Service Announcement that clarified the potential exposure risk of using Authority facilities. Closing all Authority facilities would be a last resort, and such closure would be re-considered daily until services could be resumed, starting with Recology Del Norte collection services, then expanding as staff became available.

Related Issues: Solid waste and recycling services are basic community needs akin to other public works like water, power and sewer or septic services. As such, staff are planning for continuing operations to the extent possible under different circumstances, different exposures and levels of staff illness, and different levels of health concerns as set by the public health officer.

As the covid-19 pandemic poses a greater risk to those of more advanced age, there is also the possibility that one or more Authority (or Hambro/WSG or Recology Del Norte) employees will need to take time off work to care for a family member or friend.

Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- Pre-Screen: Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- Federal, state, & local law enforcement
- 911 call center employees
- Fusion Center employees
- Hazardous material responders from government and the private sector
- Janitorial staff and other custodial staff
- Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

ADDITIONAL CONSIDERATIONS

- Employees should not share headsets or othe objects that are near mouth or nose.
- Employers should increase the frequency of cleaning commonly touched surfaces.
- Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- Employers should work with facility maintenance staff to increase air exchanges in room
- Employees should physically distance when they take breaks together. Stagger breaks an don't congregate in the break room, and don share food or utensils.

CDC CISA

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.

Public Service Announcement

FOR MORE INFORMATION, CONTACT:
Tedd Ward, Director 465-1100
e-mail: tedd@recycledelnorte.ca.gov
Del Norte Solid Waste Management Authority

Distribution: **The Del Norte Triplicate FAX: 460-1948**
KPOD - Community Events & PSA's FAX: 464-4303
KCRE / KFVR - Community Events & PSA's FAX: 464-4303
Jessica Cejnar - Lost Coast Outpost
Yurok Tribe FAX: 482-1377

Run Dates: **01-04 April 2020**

'Del Norte Solid Waste Facilities to Remain Open, with Special Hours for Seniors'

To reduce the spread of the covid-19 virus, special transfer station hours have been set to serve potentially vulnerable self-haulers. *Generally, self-haul customers are asked to please avoid using our facilities during these hours set aside for our most vulnerable citizens.*

We invite self-haul customers who are seniors or who may be more vulnerable to infection to use our disposal facilities during these hours:
Del Norte County Transfer Station: Tuesdays and Thursdays 8 A.M. to 9 A.M.

The first hour at the Klamath and Gasquet Transfer Stations will be for self-haul customers who are seniors or who may be more vulnerable to infection.
Klamath Transfer Station: Wednesday and Sunday 10 A.M. to 11 A.M.
Gasquet Transfer Station: Saturdays 10 A.M. to 11 A.M.
Again, we ask self-haul customers to please avoid using our facilities during these hours so we can keep our most vulnerable citizens safe and healthy.

As an essential public service, the Del Norte Solid Waste Management Authority plans to continue regular hours at the Del Norte County Transfer Station, as well as the

Gasquet and Klamath transfer stations. Hambro Recycling Buyback services are, however, suspended until further notice.

Tedd Ward, Director for the Del Norte Solid Waste Management Authority said "The Del Norte County Transfer Station will continue to be open Mondays through Fridays 8 A.M. to 5 P.M., and on weekends 9 A.M. to 5 P.M.. The Klamath Transfer station is open on Wednesdays and Sundays form 10 A.M. until 4 P.M., and the Gasquet Transfer Station is open on Saturdays 10 A.M. until 4 P.M.. To help prevent the spread of the covid-19, we ask that everyone maintain a safe distance of at least six feet from all other persons when in public."

Customers who would like to arrange for trash, recycling, or brush collections may call Recology Del Norte at 464-4181 for more information about collections services. Both Recology Del Norte and the Del Norte Solid Waste Management Authority have reduced office staff and encourage customers to make payments by mail. Customers can also call the Del Norte Solid Waste Management Authority with any of trash or recycling questions at 465-1100.

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Public Service Announcement

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Del Norte Solid Waste Management Authority

Distribution: **The Del Norte Triplicate FAX: 460-~~6727~~** 1948
KPOD - Community Events & PSA's FAX: 464-4303
KCRE / KFVR - Community Events & PSA's FAX: 464-4303
KHSU / KHSR - Community Events & PSA's FAX: 707-826-6082
KXGO - Community Events & PSA's FAX:707-786-5100
Yurok Tribe FAX: 482-1377

Run Dates: **23 March 2020**

'Del Norte Solid Waste Facilities to Remain Open'

As an essential public service, the Del Norte Solid Waste Management Authority plans to continue regular hours at the Del Norte County Transfer Station, as well as the Gasquet and Klamath transfer stations. Hambro Recycling Buyback services are, however, suspended until further notice.

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Staff Report

Date:	09 April 2020
To:	Commissioners of the Del Norte Solid Waste Management Authority
From:	Tedd Ward, M.S. – Director Del Norte Solid Waste Management Authority
File Number:	022102 – Authority Budget
Topic:	Review of Draft Budget and Approval Process for the Authority Budget for Fiscal Year 2020/2021.

Recommendation: That the Authority Board take the following actions:

1. **Review and provide comments on the proposed budget for Fiscal Year 2020/2021.**

2. **Direct staff to transmit the proposed budget to the Del Norte County Board of Supervisors and the Crescent City Council as required under the Second Amended Joint Powers Agreement and return with any written comments that are adopted by either of these boards.**

Background: In order to provide context for preparing a draft budget for Fiscal Year 2020/2021, staff have included a summary of the status of the current (FY 19/20) year budget, including budget transfers. The budget for the Del Norte Solid Waste Management Authority is approved ahead of and separately from the County budget. The Authority budget is approved before June 30, whereas the final County budget is usually not approved until September or October.

Prior to final adoption by the Authority in June, the proposed budget will be presented to the Crescent City Council and the Del Norte County Board of Supervisors for comment. Any written comments approved by the City or the County will be brought to the Authority Board for consideration before adopting the final budget. The Authority will also provide public notice for and hold a public hearing prior to adopting this budget, likely at the June Authority meeting.

Analysis: The proposed balanced budget for Fiscal Year 2020/2021 is attached. If approved by the Authority Board, staff will follow up with a presentation to the Board of Supervisors possibly on April 28th and the City Council possibly on May 4th. Any approved written comments provided by the City or County will be brought back to the Authority Board for consideration prior to adopting the final budget at the June 16th Authority Board meeting.

This staff report is intended to give an overview of the assumptions and projections to be used in the preparation of the Authority budget for Fiscal Year 2020/2021.

Projected Expenses

Each year since the opening of the Del Norte County Transfer Station in 2005, the Authority's largest single expense has been payment to Hambro/WSG for their transfer station operation services, and this amount comprises over 50.9% of the expenses anticipated for the coming fiscal year.

This proposed budget includes Salaries and Benefits as negotiated with the SEIU Local 1021 representing employees of the Del Norte Solid Waste Management Authority, and using spreadsheets from the County Auditor's office. This includes additional payments for Unfunded PERS liabilities in the amount of 14.944% of each employee's pay, and a health insurance cost of $13,000 per employee as recommended by the County Auditor.

Several of these amounts are projected by the Del Norte County Auditor's office, including depreciation and the "Interfund Cost Plan", which is the charge for our share of County services including use of the Board of Supervisor's Chambers, IT services for streaming and recording meetings, services of the County Human Resources and Auditor. The amount for the Interfund Cost Plan has increased by $3,400 compared to last year to an annual charge of $94,117.

Significant budget changes are associated with landfill obligations. Following a multiple year effort by Authority staff, the amount budgeted for State Fees has been reduced as the Waste Discharge Fees for the Crescent City Landfill have been reduced, saving the Authority over $26,000 annually. Reduced sampling and reporting requirements for the coming fiscal year also enabled for reductions in the budget line for well monitoring.

Staff anticipate increased need for assistance from the County for landfill

monitoring and maintenance as the Facilities and Programs Coordinator is hired and trained. For the past six years, the Authority's annual audits have included findings and recommendations to adjust rates to increase the pace at which the Authority reduces the outstanding liability associated with the landfill, most recently assessed as ($1,865,833).

This budget has a placeholder of $140,000 for the as-yet uncalculated amount of the Annual Required Contribution to address liabilities associated with Other Post Employment Benefits (OPEB).

Several upcoming projects are projected to increase professional services expenses. We have hired a computer and information technology contractor who is providing essential ongoing support. This coming fiscal year, there are also likely to be professional services contracted to assist with the siting, permitting, and development of a small-volume transfer station to serve the northern portion of the County.

This proposed budget does include funding for property purchase associated with developing a northern transfer station. Only preliminary costs associated with development of the northern transfer station have been included in this proposed budget.

Revenue Projections

The two main sources of revenue for Authority operations are the Franchise Fees (90153) and Authority Service Fees (91004), about 1/3 of the transfer station tipping fees. The Consumer Price Index (CPI-U) for March 2020 will be available on the day this agenda is published. Staff project that disposal rates will increase by approximately two dollars per ton.

Proposed Franchise Fees are based on revenues received this year. As indicated in the Authority Earned Revenue comparisons (agenda item 2.5), franchise fee revenues for FY 20/21 are about 8% above the budgeted amount for this year.

Authority Service Fees are accruing as expected in the FY 19/20 budget currently, so the amount budgeted for budget lines 20239, 91003, and 91004 are all based on the projected revenue for this fiscal year. We expect the pandemic to impact revenues, but it is not yet clear what those impacts will be.

The largest revenue line is TS Gate Fees (91003), about 2/3 of the transfer station tipping fees. This is the main source of revenue to pay Hambro/WSG. We intend to budget the amount to pay Hambro/WSG from the Transfer Station Operations line

(20239), paid from line (91003). Approximately $40,000 of this amount will be paid from Authority Service Fees (91004), which are collected at the Gasquet and Klamath Transfer Stations.

Grant Budgets

Commissioners may note that many but not all grant-related budget lines are blank. Many of the Authority's grants run for multiple years. So the exact amount in remaining in both the revenue and expenditure lines for current grants are dynamic. As grant payments are made based on documented expenditures, there is inevitably a mis-match between the expenses and revenues for current grants. Thus, if accurate amounts for current grants are included, the budget proposed for the coming year may appear not to be in balance. For these reasons, the budget lines for current grants are greyed out in the proposed budget.

For grants that are anticipated for the coming year, both revenue and expenditure lines have balanced budget amounts.

DNSWMA PROPOSED BUDGET for Fiscal Year 2020 / 2021

8-Apr-20

Line	Project	Description	FY 19/20 Adopted	FY 19/20 Revised as of 3/17/20	FY 20 / 21 Proposed
Salaries and Benefits					
10010		Payroll	$ 358,462	$ 354,734	$ 404,402.00
10010	70	Payroll	$ 6,600	$ 6,600	
10012		Overtime	$ 2,000	$ 3,000	$ 2,800.00
10015		Part-time/Temp	$ 45,000	$ 40,800	$ 36,200.00
10020		Retirement	$ 54,000	$ 54,000	$ 133,621.00
10022		Retirement - CalPERS Unfunded Liability	$ 48,525	$ 48,525	$ 60,434.00
10030		Employee Benefits	$ 138,000	$ 138,000	$ 108,044.00
10032		Supp Health Insurance		$ -	$ -
10033		Employee Life Insurance	$ 140	$ 140	$ 160.00
10035		Management Life Insurance	$ 550	$ 550	$ 550.00
10040		Worker's Compensation	$ 100,000	$ 100,000	$ 90,000.00
		Salaries and Benefits	**$ 753,277**	**$ 746,349**	**$ 836,211.00**
Services & Supplies					
20110		Clothing	$ 750	$ 1,331	$ 1,400.00
20121		Communications	$ 3,500	$ 3,500	$ 3,000.00
20140		Household Expense	$ 5,243	$ 5,243	$ 4,700.00
20150		Insurance-Office	$ 10,450	$ 10,450	$ 10,450.00
20151		Liability Insurance		$ -	$ -
20152		Vehicle Insurance	$ 4,200	$ 4,200	$ 4,200.00
20155		Liability Insurance	$ 2,400	$ 2,400	$ 2,400.00
20170		Maintenance-Equipment	$ 500	$ 500	$ 500.00
20171		Maintenance-Vehicles	$ 3,000	$ 3,000	$ 2,000.00
20175		Maintenance-Computers	$ 3,400	$ 3,400	$ 3,400.00
20180		Maint-Structures/Improvements & TS Maint	$ 2,500	$ 8,500	$ 8,000.00
20200		Memberships	$ 8,500	$ 8,500	$ 8,500.00
20221		Printing	$ 700	$ 1,000	$ 800.00
20221	72	Printing - DOC Grant 18/19		0	$ -
20221	71	Printing - Oil Grant 18/19		500	$ -
20221	69	Printing - DOC Grant 20/21		0	$ 300.00
20221	64	Printing - Oil Grant 20/21		0	$ 500.00
20221	92	Printing - DOC Grant 19/20	300	300	$ -
20221	91	Printing - Oil Grant 19/20	500	500	$ -
20223		Postage	$ 900	$ 900	$ 800.00
20224		Office Supplies	$ 4,600	$ 4,600	$ 2,000.00
20227		Books/Subscriptions	$ 250	$ 250	$ 250.00
20230		Prof Serv-Co/City	$ 10,000	$ 10,000	$ 4,000.00
20230	70	Prof Serv-Model Contract		$ -	$ -
20231		Prof Serv	$ 38,000	$ 38,000	$ 30,000.00
20231	70	Prof Services - USFS Grant	$ 8,400	$ 8,400	
20232		Prof Serv-Well Monitoring	$ 35,000	$ 40,709	$ 21,000.00
20232	2	Data Processing - Software	$ 4,000	$ 4,000	$ 4,000.00
20233		Audit	$ 11,000	$ 11,000	$ 11,000.00
20234		Legal Counsel	$ 15,000	$ 15,000	$ 15,000.00
20235		Treasurer	$ 8,000	$ 8,000	$ 5,000.00
20236		Security	$ 1,500	$ 1,500	$ 1,500.00
20237		Credit Card Service Fees	$ 33,000	$ 42,200	$ 45,000.00
20238		TS Collection	$ 28,000	$ 28,000	$ 26,000.00
20239		Transfer Station Operations	$ 1,651,015	$ 1,651,015	$ 1,992,600.00
20239	1	Post Closure Maintenance	$ 10,000	$ 10,000	$ 10,000.00
20240		Advertising/Publications	$ 10,000	$ 10,000	$ 8,000.00
20240	72	Advertising - DOC Grant 18/19		6000	$ -
20240	71	Advertising - Oil Grant 18/19		2016	$ -
20240	93	Advertising Oil Grant - 20/21			$ 2,000.00
20240	94	Advertising- DOC Grant 20/21			$ 3,000.00
20240	92	Advertising - DOC Grant 19/20	3000	3000	
20240	91	Advertising - Oil Grant 19/20	2000	2000	
20250		Lease of Equipment	$ 2,500	$ 2,500	$ 2,000.00
20250	70	Lease of Equip- USFS Grant	$ 2,500	$ 2,500	

DNSWMA PROPOSED BUDGET for Fiscal Year 2020 / 2021

8-Apr-20

Line	Project	Description	FY 19/20 Adopted	FY 19/20 Revised as of 3/17/20	FY 20 / 21 Proposed
20251		Lease - Gasquet Transfer Station	$ 700	$ 709	$ 740.00
20260		Rent-Office		$ -	$ -
20269		Lease Payment - Card Machine		$ -	$ -
20270		Minor Equipment (>$1K)	$ 2,000	$ 2,000	$ 2,000.00
20275		Small Tools (<$1K)	$ 800	$ 800	$ 800.00
20270	70	Small Tools - USFS Grant	$ 2,395	$ 2,395	
20280		Delivery Service	$ 400	$ 400	$ 400.00
20281		Household Hazardous Waste Event	$ 35,000	$ 35,000	$ 36,000.00
20283		Community Clean-up	$ 7,500	$ 7,500	$ 7,500.00
20283	70	Community Clean-up - USFS Gran	$ 8,000	$ 8,000	
20285		Special Dept Expense	$ 4,500	$ 4,500	$ 4,500.00
20285	72	Spec Dept Exp - DOC Grant 18/19		4500	$ -
20285	71	Spec Dept Exp - Oil Grant 18/19		3608	$ -
20285	93	Spec Dept Exp-Oil Grant - 20/21			$ 4,500.00
20285	94	Spec Dept Exp - DOC Grant 20/21			$ 6,500.00
20285	92	Spec Dept Exp - DOC Grant 19/20	4500	6500	$ -
20285	91	Spec Dept Exp - Oil Grant 19/20	6500	4500	$ -
20286		Cash Over/Under	$ 250	$ 250	$ 250.00
20287		DNDI Other Pickups		$ -	$ -
20287	70	DNDI Pickups - USFS Grant	$ 4,000	$ 4,000	
20288		City Collections	$ 11,000	$ 11,000	$ 11,200.00
20290		Travel	$ 6,000	$ 6,000	$ 6,000.00
20290	70	Travel - USFS Grant	$ 400	$ 400	
20290	72	Travel - DOC Grant 18/19		4500	$ -
20290	71	Travel - Oil Grant 18/19		3608	$ -
20290	93	Travel-Oil Grant - 20/21		0	$ 2,500.00
20290	94	Travel - DOC Grant 20/21		0	$ 4,500.00
20290	92	Travel - DOC Grant 19/20	4500	4500	
20290	91	Travel - Oil Grant 19/20	2500	2500	
20291		Commissioner Expense		$ -	$ -
20297		Vehicle Fuel	$ 1,000	$ 1,650	$ 1,800.00
20300		Utilities		$ -	$ -
20301		State Fees	$ 32,000	$ 32,000	$ 32,500.00
		Services & Supplies	**$ 2,058,553**	**$ 2,105,734**	**$ 2,354,990**
Other Charges					
30420		Interest Payments			
30440		Transfer Station Loan Pymts-Interest			
30490		Depreciation Expense	$ 81,678	$ 81,678	$ 81,675.00
30500		Department Allotment			$ -
Fixed Assets					
40610		Property	$ 2,683	$ 2,683	$ 234,318.00
40620		Equipment			
Intra / Inter Fund Transfers					
70530	25	Interfund-Repayment to County	$ 200,700	$ 200,700	$ 200,274.00
70530	199	Interfund-Cost Plan	$ 90,717	$ 90,717	$94,117.00
70800		ARC Payment OPEB	$ 140,000	$ 140,000	$ 140,000.00
70910		Op. Transfer Out		$ -	$ -
70910	123	Op Trans Out Bad Check Fee		$ 150	$ 150.00
Other Charges					
81000		Contingency	3000	$ 3,000	$ 3,000.00
		Other Charges	**$ 518,778.00**	**$ 518,928.00**	**$ 753,534.00**
TOTAL EXPENDITURES			**$ 3,330,608.47**	**$ 3,371,011.47**	**$ 3,944,735.00**

DNSWMA PROPOSED BUDGET for Fiscal Year 2020 / 2021

8-Apr-20

Line	Project	Description	FY 19/20 Adopted	FY 19/20 Revised as of 3/17/20	FY 20 / 21 Proposed
Revenues					
90153		Franchise Fees	$ (332,000)	$ (341,910)	$ (369,300.00)
90210		Code Enforcement		$ -	$ -
90300		Interest - Solid Waste	$ (11,000)	$ (11,461)	$ (14,200.00)
90301		Late Payment Fee		$ -	$ (2,235.08)
90650	72	DOC Grant 18/19			
90650	71	Oil Grant 18/19			
90650	94	DOC Grant 20/21			$ (15,000.00)
90650	93	Oil Grant 20/21			$ (15,000.00)
90650	91	DOC Grant 19/20	0	0	
90650	92	Oil Grant 19/20	0	0	
90650	70	USFS Cleanup Grant	$ (31,639.0)	$ (31,639.0)	
90830		Closure/Post Closure Fee		$ -	$ -
91001		Tipping Fees		$ -	$ -
91002		Resource Recovery Infrastructure Fee		$ -	$ -
91003		Gate Tipping Fees	$ (1,891,084.6)	$ (1,916,422.0)	$ (2,282,300.00)
91003	99	Gate Tipping Fees - Prior Yr	$ (500.0)	$ (500.0)	$ (500.00)
91004		Authority Service Fees	$ (1,033,484.8)	$ (1,033,484.8)	$ (1,245,300.00)
91004	99	DNSWMA Tipping Fees - Prior Yr	$ (300.0)	$ (300.0)	$ (300.00)
91070		Operating Transfer In (from 608)		$ -	$ -
91070	25	Op Tran in from County (Loan)		$ -	$ -
91075	25	Op Transfer in from County		$ -	$ -
91121		Misc Reimbursements	$ (500.0)	$ (500.0)	$ (500.00)
91121	123	Bad Check Fee Reimb	$ (100.0)	$ (100.0)	$ (100.00)
91122		Insurance Recovery		$ -	$ -
91124		Misc Revenue		$ -	$ -
91127		Liability Insurance Recovery		$ (2,441.0)	$ -
91130		Construction Loan			$ -
91131		UI Recovery		$ (4,709.0)	
				0	
TOTAL REVENUES			**$ (3,330,608)**	**$ (3,343,467)**	**$ (3,944,735)**
		Net Cost (Prior Year Grant Expenses)	$ 0	$ 27,545	$ (0)

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

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DATE: April 3, 2020 **AGENDA DATE:** April 14, 2020

TO: Del Norte County Abandoned Vehicle Abatement Service Authority

FROM: Heidi Kunstal, Director of Community Development

SUBJECT: Proposed Abandoned Vehicle Abatement Program Budget - Fiscal Year 20/21

RECOMMENDATION FOR AUTHORITY ACTION: Review and provide comment to staff for the draft Fiscal Year 20/21 Abandoned Vehicle Abatement Program budget.

SUMMARY/ DISCUSSION: The primary and only budgeted source of revenue for the Abandoned Vehicle Abatement Program ("AVA Program") comes from the collection of an annual service fee of one dollar on vehicles registered to an owner with an address in Del Norte. The funds are transmitted to the County quarterly by the State Controller's Office on behalf of the Department of Motor Vehicles. On average, the Del Norte County Abandoned Vehicle Abatement Service Authority ("AVA Service Authority") receives a minimum of $22,500 annually. As such, the proposed budget is designed to be no net cost with all expenditures offset by an equal amount of revenue. Expenditures include the cost of printing, postage, and office supplies as well as the cost associated with the software cost used to track activity within the AVA Program. The latter is a portion of a greater cost that is paid for by the County's Code Enforcement Division. The remaining funds are used for professional services which include towing, pumping (Roto-Rooter), and recycling/dismantling.

Staff prepared the attached draft budget and seeks feedback from the AVA Service Authority.

It is anticipated that there will also be a fund balance of roughly $11,000 for FY 19/20 as the County's CalRecycle Illegal Disposal Sites grant has paid for a number of tows this current fiscal year.

ALTERNATIVES: Suggest alternative amounts for revenue/expenditure line items.

FINANCING: Department of Motor Vehicles – Annual Service Fee collection for registered vehicles.

OTHER AGENCY INVOLVEMENT: Department of Motor Vehicles

ENCLOSURE: Draft Abandoned Vehicle Abatement Budget (Budget Unit 127-127)

8.2

Department Budget Report 4/3/2020 9:55:36 AM

Fund: 127 Abandoned Vehicles
Dept: 127 Abandoned Vehicles

Line	Proj	Description	2 FY Ago	Prev FY Actual	Adopted	Revised	YTD Exp	Balance	%	PROPOSED 20/21
Services & Supplies										
20221		Printing	0.00	0.00	25.00	25.00	0.00	25.00	0	25.00
20223		Postage	88.12	33.43	180.00	180.00	59.16	120.84	32.9	180.00
20224		Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20230		Professional Services	19,088.94	13,430.87	40,140.00	40,140.00	18,824.03	21,315.97	46.9	21,645.00
20231		Professional Services - P/Y	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
20232		Data Processing	632.15	650.00	650.00	650.00	650.00	0.00	100	650.00
			19,809.21	**14,114.30**	**40,995.00**	**40,995.00**	**19,533.19**	**21,461.81**		**22,500.00**
Intra/Inter Fund Tranfers										
70530		Interfund Transfers	383.18	184.44	0.00	0.00	0.00	0.00	0	0.00
70530	918	Oper Trans Out - Public Nuisance	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
			383.18	**184.44**	**0.00**	**0.00**	**0.00**	**0.00**		**0.00**
		Total Expenditures	**20,192.39**	**14,298.74**	**40,995.00**	**40,995.00**	**19,533.19**	**21,461.81**		**22,500.00**
Revenues										
90210		Vehicle Abatement Fines	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
90300		Interest - Abandoned Vehicles	-107.05	-194.92	0.00	0.00	-179.46	179.46	0	-
90410		Abandoned Vehicle	-23,559.48	-24,596.37	-22,500.00	-22,500.00	-11,800.27	-10,699.73	52.4	-22,500.00
			-23,666.53	**-24,791.29**	**-22,500.00**	**-22,500.00**	**-11,979.73**	**-10,520.27**		**-22,500.00**
		Net Cost	**-3,474.14**	**-10,492.55**	**18,495.00**	**18,495.00**	**7,553.46**	**10,941.54**		**0.00**