

POLICIES AND PROCEDURES

Of the Oklahoma Cooperative Circuit Engineering Districts Board Concerning the Implementation of the Solid Waste Program

OCCEDB approved 4/3/25

I. Authority

The Solid Waste Program was created by HB 1713 (Title 27A § 2-10-804) and passed by the State Legislature in May 1997. The Department of Environmental Quality (DEQ) consulted with the Association of County Commissioners to administer the program from 1997-2016. In 2016, DEQ contracted with the Oklahoma Cooperative Circuit Engineering Districts Board (OCCEDB). OCCEDB developed and adopted rules and policies for the program. The fund consists of ten percent (10%) of the annual income from the solid waste fees received under Section 2-10-802 of Title 27A of the Oklahoma Statutes to assist in implementing county solid waste management. Additional funding has been made available for storm debris cleanup.

II. Purpose

The purpose of the Solid Waste Program is to provide Oklahoma Counties with a way to receive financial assistance to perform solid waste cleanup and/or to purchase equipment to assist in the cleanup.

III. Distribution of Funds

Funding is typically based on a fiscal calendar year, July 1 through June 30, and usually becomes available in mid to late August once OCCEDB and DEQ have executed the contract. OCCEDB contracts for this funding through the DEQ and each year they award OCCEDB a certain dollar amount as prescribed by statute. OCCEDB acts as a third-party administrator of these funds.

IV. Projects Eligible for Funding

- A. **Solid Waste Clean Up:** This program allows Counties to clean up sites located within county right-of-way. Counties reimbursement will be based on the current FEMA rates for employees, equipment, etc. (Counties will not be reimbursed prisoners' hourly wages.) Before and after pictures of the clean-up site will be required. Once the site has been cleaned up, the before and after pictures and a total of all associated costs will be forwarded to OCCEDB for reimbursement.
- B. **Roll-offs:** This program allows Counties to obtain roll-offs to assist in debris clean up and prevention of debris dumping in county right-of-way. Once approved for funding, the County can proceed with putting out the roll-offs. After completion and removal of the roll-offs, a copy of the invoice(s) and a copy of the purchase order(s) will be forwarded to OCCEDB for reimbursement.
- C. **Environmental Enforcement Officer:** This program allows the County to set up a Environmental Enforcement Officer(s) that patrols and issues citations for littering and illegal dumping. It is strongly recommended the County discuss this program with the

District Attorney for the County to see if he/she will support efforts in enforcing citations and prosecuting offenders. The Environmental Enforcement Officer(s) must be CLEET certified and can be hired by the Sheriff's Office or by the Board of County Commissioners (BOCC). Environmental Enforcement Officer(s) will be required to send monthly reports to OCCEDB. Distributions for the fund will be up to 5,000.00 after three (3) months of reports have been submitted to OCCEDB. Initial reports must be submitted by February 28, if not OCCEDB will cancel the grant funding. If proper reporting is not provided, the county will not be eligible for reimbursement.

- D. **Equipment:** This program allows Counties to obtain equipment to assist in debris/waste clean-up including, but not limited to, mulching heads, dump trailers and woodchippers. All equipment requests will be approved by OCCEDB and/or DEQ. Once approved for funding, the County can purchase the equipment and forward a copy of the invoice and a copy of the purchase order to OCCEDB for reimbursement. Receipts and approved purchase orders must be submitted to OCCEDB by February 28th, if not provided, OCCEDB will cancel the grant.
- E. **Chainsaws:** This program allows Counties to obtain chainsaws/pole saws to assist in debris clean up. Once approved for funding, the County can purchase the chainsaws/pole saws and forward a copy of the invoice and a copy of the purchase order to OCCEDB for reimbursement. Receipts and approved purchase orders must be submitted to OCCEDB by February 28th, if not provided, OCCEDB will cancel the grant.
- F. **Storm Debris Cleanup Assistance:** Allows Counties to clean up debris located within county right-of-way, after a natural disaster has occurred. Please refer to and complete the current "Storm Debris Cleanup Assistance" form and email to OCCEDB.

V. **Qualifications and funding limits for Solid Waste Funding**

Any County may apply for the Solid Waste Program funding to the extent that funds are available. The maximum allowable funds available per County or its districts for each fiscal year are as follows:

1. Solid waste cleanup: \$6,000 per county commissioner district unless excess funding becomes available. OCCEDB staff will then distribute the excess funding.
2. Roll-offs: \$6,000 per county commissioner district unless excess funding becomes available. OCCEDB staff will then distribute the excess funding.
3. Environmental Enforcement Officer program: \$5,000 per county
4. Chippers: \$30,000 per county commissioner district
5. Other OCCEDB and/or DEQ approved equipment
6. Chainsaws: \$3,500 per county commissioner district
7. Storm Debris Cleanup Assistance - \$5,000 per county commissioner district

VI. **Process**


- A. The yearly application submittal period begins May 1st and runs through and includes June 30th.
- B. The executed application forms must be submitted to OCCEDB. The forms can be found on OCCEDB's website or by contacting OCCEDB. The application form(s) can be faxed, emailed or mailed to the OCCEDB office.
 - a. Current Storm Debris Cleanup Assistance Form.


- b. Current Solid Waste Request Form.
- C. Each County and/or its district(s) must indicate the program(s) they are applying for on the form(s).
- D. The form(s) must be executed through the BOCC, and will contain the Board's majority of signatures, the County Clerk's signature and date.
- E. OCCEDB will approve the applications and funding through board action.
- F. Once DEQ and OCCEDB have executed the annual contract, OCCEDB will notify each County and/or district(s) if the request(s) has been approved and if so, the dollar amount approved. OCCEDB staff may modify the applicants and any dollar amounts resulting in less than \$5,000 in modifications.
- G. The County and/or districts will then implement the approved program(s) and forward all necessary paperwork to OCCEDB for reimbursement after the completion of the project(s).
- H. All reimbursement claims must provide the following:
 - a. A purchase order (PO) signed by the BOCC or
 - i. If the PO is not signed by the BOCC, approved board minutes or an electronic report showing the BOCC's approval to include the County Clerk's signature or stamp.
 - b. All itemized vendor receipts that support each PO or alternative PO documentation as noted under "i" above.
 - c. Before and after photos of illegal dump site cleanups. Other photos may be requested by OCCEDB or DEQ.
- I. OCCEDB will then invoice DEQ for reimbursement of each County and/or districts.
- J. Once OCCEDB receives payment from DEQ, OCCEDB will mail a check to the county for reimbursement.

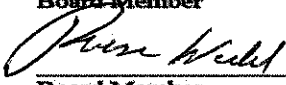
VII. OCCEDB Responsibilities

The OCCEDB shall:

1. Manage the Solid Waste Program and all its' subaccounts
2. Incur all costs of managing the Solid Waste Program.
3. Inventory and audit equipment costing \$5,000 or more per unit.
4. Coordinate and communicate with DEQ and State Auditors' office.
5. Provide all auditing documentation to the State Auditors' Office.



 Board Member


 Board Member


 Board Member

 4-3-25

 Date