

POLICIES AND PROCEDURES

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

Approved – 10/26/2016

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.

II. Purpose

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

III. Distribution of Funds

Funding is based on a fiscal calendar year, July 1 through June 30, and usually becomes available in mid to late August. 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-ways. 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. **Trash cop:** This program allows the County to set up a Trash Cop Officer 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 Trash Cop Officer must be CLEET certified and can be hired by the Sheriffs Office or by the Board of County

Commissioners. Trash Cop officers will be required to send monthly reports to OCCEDB. Distributions for the money will be \$2,500.00 to start the program and then \$2,500.00 after three (3) months of reports has been submitted to OCCEDB.

- D. **Chippers:** This program allows Counties to obtain wood chippers to assist in debris clean up. Once approved for funding, The County can purchase the chipper and forward a copy of the invoice and a copy of the purchase order to OCCEDB for reimbursement.
- 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.

V. Qualifications and funding limits for Solid Waste Funding

- A. Any County may apply for the Solid Waste Program funding to the extent that funds are available. The funding limits per County for each fiscal year are as follows:
 - 1. Solid waste clean up: \$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. Trash cop program: \$5,000 per county
 - 4. Chippers: \$30,000 per county commissioner district
 - 5. Chainsaws: \$3,500 per county commissioner district

VI. Process

- A. Any funding request must be made in writing. The request can be faxed, emailed or mailed to the OCCEDB office.
- B. The request needs to include which program(s) the County is applying for.
- C. OCCEDB will approve the applicants then notify each County if the request 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.
- D. The County will then implement the approved program and forward all necessary paperwork to OCCEDB for reimbursement after completion of the project.
- E. OCCEDB will then invoice DEQ for reimbursement of each County.
- F. 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. Coordinate and communicate with DEQ and State Auditors' office.
- 4. Provide all auditing documentation to the State Auditors' Office.