

**RESOLUTION NO 2014 - 082**

WHEREAS, the Board of County Commissioners own, operate and maintain a transfer station in Seeley Lake through a Special District; and

WHEREAS, the Special District statute authorizes a County Commission to adopt reasonable policies while conducting the affairs of the District; and

WHEREAS, the Board of County Commissioners has determined that there is a need for the adoption of administrative policies for the District;

NOW THEREFORE BE IT RESOLVED that the following policies be enacted:

**SEELEY LAKE REFUSE DISTRICT  
ADMINISTRATIVE POLICIES**

**I. Permit Tag Issuance, Usage, and Restrictions**

- 1) Beginning January 1, a colored tax identification site permit tag shall be issued annually to each assessed member of the District. Tags are issued on site, at the District office, and customers must show ownership identification of an assessed District property in order to be issued their corresponding site permit tag. Acceptable forms of identification include: state ID with current address, a copy of the latest property tax bill, a copy of the current lease agreement, or copy of current utility bill. The site permit tag must be shown each time the District is accessed. If a member possesses more than one site permit tag due to more than one property, it is the member's responsibility to show the proper tag at time of use.
- 2) Authorization from the valid property owner is required in order to issue a site permit tag on behalf of another assessed District member. Authorization requires the current property owner contact the District office via phone, email, or in writing and provide ownership identification (reference acceptable forms of identification in 1.(1)).
- 3) Site permit tags are issued to the property. Site permit tags are valid only for the taxpayer District member or his designee for the permitted property. Customers shall not knowingly use a site permit tag belonging to another District member for their own use. Site attendants shall confiscate tags used in an unauthorized manner.
- 4) Upon the sale or transfer of an assessed District property, the site permit tag reassigns to the new legal owner.
- 5) Site permit tags are valid for the first ten (10) compacted cubic yards per year, of either household or business garbage, as identified by permit property type. Volumes are tracked by District fiscal year (July 1 to June 30) in congruence with annual assessments and fiscal budget. Volumes in excess of ten cubic yards are charged at the published rate per cubic yard. Construction materials, yard debris, tires, sofas and other furniture, mattresses, and appliances are charged separate fees according to published fee schedules. Certain

recyclables may be deposited for no charge. Current District fee schedules are available from the District office or on the District website.

- 6) Site attendants shall record the site permit number and estimated yardage for each permitted District member each time the site is accessed. Good Samaritans hauling refuse for other site permit holders must present the site permit tag and are responsible for allocating the refuse to the appropriate tag.
- 7) Property owners of record will be billed for overages after the annual ten yard allotment is used. All subsequent site usage shall be considered due and payable at time of disposal.
- 8) Site permit usage information shall be made available upon request at the Refuse District office.
- 9) Business customers are prohibited from using private property site permit tags for their commercial use. Hauling for compensation is regulated by the Montana Public Service Commission.
- 10) Out-of-District property owners may petition to be added to the District's rolls during annual open enrollment only (January of each year).
- 11) Requests to be removed from the District assessment must be petitioned to the Board of County Commissioners.
- 12) Class III Site disposal, per independent regulation and reporting via Montana Department of Environmental Quality ("DEQ"), is excluded from annual assessed allotment and is due and payable at the time of disposal. Fees must be paid prior to accessing Class III Site for disposal. Current fee schedules for Class III allowable materials are available in the District office or the website (<http://www.co.missoula.mt.us/PublicWorks/SLRD.html>).
- 13) Hazardous materials are not accepted at the District. District members are responsible for removing any hazardous waste from their refuse before depositing at the District.

## **II. Invoicing/Charge Account Payment Methods and Terms**

- 1) All fees not covered by the annual District allotment are due and payable at time of disposal.
- 2) Customers not in the District pay Out-of-District fees at time of disposal. Reference current published fee schedule, available at District office or the website (<http://www.co.missoula.mt.us/PublicWorks/SLRD.html>).
- 3) Non-assessed members of the District pay In-District fees at time of disposal.
- 4) Tax exempt District members are not exempt from Refuse District fees.

- 5) Charge accounts, invoiced on a monthly, net 30 basis, are available to qualifying contractors and business users. Charge privileges require an approved credit application which may require periodic updating. Charge accounts become past due if not paid within thirty days of billing. Charge privileges on sixty day past due accounts will be suspended until paid. Charge privileges for accounts ninety days past due will be terminated and a final notice sent to the customer. If not paid in full within thirty days of notice, the account will be sent to collections.
- 6) The District shall assess a \$5.00 late fee on past due accounts at 30/60/90 day intervals as established for charge accounts under II. (5).
- 7) All site users shall be assessed fees in a fair and equitable manner according to published fee schedules.
- 8) The right to an assessment refund is governed by M.C.A. 7-11-1027. Under current law, a property owner has two options for a refund request:
  - i.) File an appeal to the district prior to it becoming delinquent, or
  - ii.) Pay under protest and file an appeal to the district or initiate action in court.

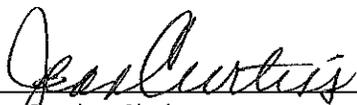
A written appeal to the district will be reviewed, and refunds may be issued on a one year basis, as allowed by law.

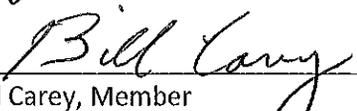
### III. Enforcement

- 1) Best efforts will be made to ensure all policies are enforced in a fair and equitable manner.
- 2) Any variance request or facility use other than as described must be petitioned to and approved by the Missoula County Board of County Commissioners, may not exceed legal authority of governing statute under Montana Code Annotated (M.C.A. 7- 11-10), and must meet regulatory provisions of any permitting agency.

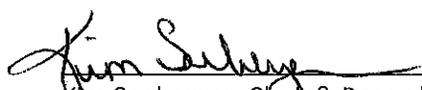
Dated this 1st day of July, 2014.

MISSOULA COUNTY BOARD OF COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Jean Curtiss, Chair

  
\_\_\_\_\_  
Bill Carey, Member

ATTEST:

  
\_\_\_\_\_  
Kim Seeberger, Clerk & Recorder

**NOT AVAILABLE FOR SIGNATURE**

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Michele Landquist, Member