

PROCEDURES FOR COUNTY OF YOLO / WASTE MANAGEMENT LIENS
Billing Term of November 1, 2020 - October 31, 2021
Lien Year 2022

| DATE | PROCESS | RESPONSIBLE | COMMENTS |
|----------------------|--|-------------------------------|---|
| Oct. 15, 2021 | Run preliminary report to determine property owners with delinquencies | Waste Management | Run the WDLLIEN query to pull everyone that is Co Code 494 which is more than 365 days past due for the preliminary w/o list |
| Oct. 30, 2021 | Verify status of property owners for each address that is pulled into query | Waste Management | Utilizing RealQuest search for each address to obtain and/or verify the property owner and APN of each address (Note: all APN#s now have 12 digits) |
| Nov. 1, 2021 | Upon CHANGE of property owners that have not been documented into MAS, process a LOW/NOW for each address | Waste Management | Send updated property owner info from RealQuest to the Setup Team to have all of the LOW/NOW's completed for each property utilizing the escrow date as the stop/start in MAS. Make sure to add property owners name to list. |
| Nov. 5, 2021 | Run report again to determine that updated information for property owners with delinquencies is accurate | Waste Management | Run the WDLLIEN query to pull everyone that is Co Code 494 which is more than 365 days past due for the final lien write off list |
| Nov 15, 2021 | Send list to Marissa Juhler at County for review | Waste Management | FIRST LIST DEADLINE |
| Nov. 30, 2021 | WM to send 180 day notice to Potential Lien Customers (Mail to OWNER and SERVICE addresses) | Waste Management | Mail to service address and billing address to capture renters and owners. |
| March 5, 2022 | Repeat steps above and send list to Pamela Hedrick at County for review | Waste Management | SECOND LIST DEADLINE |
| March 12, 2022 | County to review list and send back to WM with any edits. | County DIWM Marissa Juhler | WM to provide e-copy (print ready) letters to County for final review. |
| April 2, 2022 | WM to Send 60 day notice to Potential Lien Customers (mail to OWNER address as well as SERVICE address if different) | Waste Management | WM to print and mail County provided letters on this date |

| DATE | PROCESS | RESPONSIBLE | COMMENTS |
|----------------------|---|--|--|
| May 3, 2022 | WM to run report and provide County DIWM with <u>updated</u> Potential Lien customers | Waste Management | This list should be considerably smaller as residents have had at 30 days to start paying off their debt. |
| May 7, 2022 | Forward delinquencies to Marissa Juhler. List shall include parcel number. Again, WM has obtained the parcel/owner information from RealQuest | Waste Management | THIRD LIST DEADLINE |
| May 14, 2022 | WM to send out 15 day notice to <u>updated</u> Potential Lien Customers (mail to OWNER address as well as SERVICE address if different) | Waste Management | WM to print and mail County provided letters on this date. |
| May 31, 2022 | LAST DAY FOR RESIDNETS TO MAKE PAYMENT FOR REMOVAL OF LIEN. | | This will be outlined in notification letter. |
| June 11, 2022 | Run query to generate FINAL list, do one last Real Quest check and send to COUNTY | Waste Management | WM TO STOP TAKING PAYMENTS on June 15. If mailed by resident on June 1 st , as deadline states in letter, WM will honor these between June 1 and June 15 and will remove from lien list prior to sending to County. Any payment received on June 16 th or later will only be applied to future payments owed. FOURTH AND FINAL LIST DEADLINE |
| July 24, 2022 | Send FINAL BOS packet off to BOS | County DIWM Marissa Juhler | Packet should include list of all customers going to lien and board letter explaining process. |
| June 27, 2022 | Send Public Notification Letter with Date of Hearing to all residents being liened. | County DIWM Marissa Juhler | No public notification is required to go in the newspapers. |
| July 26, 2022 | BOS Holds Hearing and Adopts Resolution Causing the Liens to be Processed | CAO | This meeting is one that allows any and all property owners to express their objection to the lien at a public meeting. The BOS then adopts a Resolution to cause the lien to be filed. Add TAX AREAS. |
| July 30, 2022 | County DIWM and County Auditor to Receive FINAL Liens from BOS. | Clerk of the Board - DIWM to follow up | The liens are forwarded to the County Auditor for the process of lien attachment to begin. |

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| Aug. 5, 2022 | County Auditors Begins Process to Add to Tax Rolls | County Auditor Sheryl Hardy | Rejected APNS are determined by County DIWM and the list of exceptions is sent back to Waste Management for removal from the lien list |
| Aug. 9, 2022 | Upon receipt of exceptions, remove properties with rejected APN's from the lien list | County DIWM Marissa Juhler | This will produce a final list of accounts that will be sent to lien and agreed upon by both WM/DWR and Yolo County. Use Auditors Direct Charge Layout Template to submit via excel template. |
| Aug. 10, 2022 | Last Date to submit names to remove from lien list | County DIWM Marissa Juhler | Due Date Determined on an annual basis by County by Special Exception Only. |
| Aug. 10, 2022 | Submit lien list to Clerk Recorders Office | Marissa Juhler | Contact Eleigh Schaubmayer |
| Aug. 10, 2022 | Last Date to Remove Names from Lien List | County Auditor Sheryl Hardy | Up until this date, we can remove the name from the lien list should they pay WM for the delinquency. The County should not and will not be accepting these payments. Once the tax bill has been printed, the County will accept full payment of the tax only to release the lien. |
| Sept. 10, 2022 | Once Board of Supervisors approved list, WM to process lien write offs. | Waste Management | Write off each balance for each customer on the final lien list for the amount that was sent to the County and debit the Waste Management County of Yolo Liens balance holding account to track liens. |
| Sept. 10, 2022 | Begin Process of Printing Tax Bills | County Auditors Sheryl Hardy | No further removal of liens unless entire tax bill has been paid. |
| Oct. 30, 2022 | Tax Bills Distributed | County Auditors | |
| Nov. 1 - Dec. 10 | First Installment Due on Tax Bill | County Auditors | |
| January 2023 | Distribution of First Tax Installment 1 st Installment of payment is due to WM in January = 50% | County Auditors | After the receipt of the first installment of the tax bill, the County Tax Collector will distribute the payments to the County DIWM. |
| Feb. 1 - April 10 | Second Installment Due | County Auditors | |

| DATE | PROCESS | RESPONSIBLE | COMMENTS |
|------------------------|---|--------------------------------------|--|
| May 2023 | Distribution of Second Tax Installment 2 nd Installment of payment is due to WM in May = 45% | County Auditors | After the receipt of the second installment of the tax bill, the County Tax Collector will distribute the payments to the County DIWM. |
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| August 2023 | Lien Account Balance Distribution 3 rd Installment of payment is due to DIWM in August = 5% | County Auditors | Once final installment has been made on tax bill and payments distributed by the County are received by the County, an annual check is remitted payable to Waste Management. |
| August 15, 2023 | IWM to mail check to haulers | YoloCounty IWM Accountant | |
| | | | |
| September 2023 | Receipt of Distribution | Waste Management | Apply payment to Waste Management County of Yolo Liens balance holding account |
| September 2023 | Release of Liens | Yolo County IWM | Work with IWM accountant to send paperwork to release liens |

Q: If a customer calls WM asking for "Payoff/demand Letter" can WM issue one.

A: No. Once an address has been liened, the title companies are to obtain a "Payoff/Demand Letter" **from the County DIWM.**

Lien Release Process

The lien can be released only if both installments on the printed bill are paid. Should a property owner request information regarding how much is to be paid, they must contact the Yolo County Tax Collectors office for that information. The release can be processed when written proof is provided by the property owner to the City Clerk that the bill has been paid in its entirety. A release is then typed, signed by the Finance Director and the City Clerk, and forwarded for recording. When the recording is received, (usually in approximately one week), a copy will be forwarded to the property owner and Waste Management to verify payment and release (was doing this and told WM did not need them. If you would like copies, need a contact name to forward). Any document reproduction cost charged by the County for the copy sent to Waste Management is the sole responsibility of the property owner. The County will send property tax receipts and liens paid to the City of Woodland three times per year. The City will then pay Waste Management for the lien attached on the regularly scheduled payment cycle.

Contact List:

Waste Management

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|------------------------|---------------------------|--|-----------------------------|
| Kayla Rodriguez | (530) 406-4332 | krodrig@wm.com | Community Relations Manager |
| Candace Belliard-Suazo | (866) 962-2287 (Option 6) | cbelliar@wm.com | Senior Collector – Tax Roll |
| RMC Taxroll Dept | (866) 962-2287 (Option 6) | rmctxrl@wm.com | WM Group Email Box |

Recology

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| Wayne Moeller | (530) 756-4646 | wmoeller@recology.com | Controller |
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Yolo County

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| Marissa Juhler: | (530) 666-8813 | mjuhler@yolocounty.org | DIWM |
| Sheryl Hardy-Salgada: | (530) 666-8190 x9202 | sheryl.hardy@yolocounty.org | Auditors Office |
| Cynthia Bono | (530) 666-9206 | cynthia.bono@yolocounty.org | Auditors Office |
| Eliegh Schaubmayer | (530) 666-8103 | eliegh.schaubmayer@yolocounty.org | Clerk/Recorder |