

**PROCEDURES FOR COUNTY OF YOLO / WASTE MANAGEMENT LIENS**  
Billing Term of November 1, 2021 - October 31, 2022  
Lien Year 2023

DATE	PROCESS	RESPONSIBLE	COMMENTS
Oct. 15, 2022	Run preliminary report to determine property owners with delinquencies	Waste Management & Recology	Run the WDLLEN 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, 2022	Verify status of property owners for each address that is pulled into query	Waste Management & Recology	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, 2022	Upon CHANGE of property owners that have not been documented into MAS, process a LOW/NOW for each address	Waste Management & Recology	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, 2022	Run report again to determine that updated information for property owners with delinquencies is accurate	Waste Management & Recology	Run the WDLLEN query to pull everyone that is Co Code 494 which is more than 365 days past due for the final lien write off list
<b>Nov 15, 2022</b>	Send list to Marissa Juhler at County for review	Waste Management & Recology	<b>FIRST LIST DEADLINE</b>
Nov. 30, 2022	WM to send 180-day notice to Potential Lien Customers (Mail to OWNER and SERVICE addresses)	Waste Management & Recology	Mail to service address and billing address to capture renters and owners.
<b>March 5, 2023</b>	Repeat steps above and send list to Pamela Hedrick at County for review	Waste Management & Recology	<b>SECOND LIST DEADLINE</b>
March 12, 2023	County to review list and send back to WM with any edits.	County DIWM Marissa Juhler	<b>WM to provide e-copy (print ready) letters to County for final review.</b>
<b>April 2, 2023</b>	WM to Send 60-day notice to Potential Lien Customers (mail to OWNER address as well	Waste Management &	<b>WM to print and mail County provided letters on this date</b>

DATE	PROCESS	RESPONSIBLE	COMMENTS
	as SERVICE address if different)	Recology	
May 3, 2023	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.
<b>May 7, 2023</b>	Forward delinquencies to Marissa Juhler. List shall include parcel number. Again, WM has obtained the parcel/owner information from RealQuest	Waste Management	<b>THIRD LIST DEADLINE</b>
May 14, 2023	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, 2023	LAST DAY FOR RESIDNETS TO MAKE PAYMENT FOR REMOVAL OF LIEN.		This will be outlined in notification letter.
<b>June 11, 2023</b>	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 <sup>st</sup> , 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 <sup>th</sup> or later will only be applied to future payments owed. <b>FOURTH AND FINAL LIST DEADLINE</b>
June 26, 2023	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.
July 11, 2023	BOS MEETING - Resolution of Intent to Lien		
<b>July 11, 2023</b>	Send Public Notification Letter with <b>Date of Hearing to all residents being liened.</b>	<b>County DIWM Marissa Juhler</b>	<b>Clerk of the Board to print in local newspaper once approved and IWM to mail notice to all affected properties including copy of 15-day notice with \$ amount owed and address listed</b>
<b>July 25, 2023</b>	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

DATE	PROCESS	RESPONSIBLE	COMMENTS
			filed. Add TAX AREAS.
July 30, 2023	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.
Aug. 5, 2023	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, 2023	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, 2023	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.
<b>Aug. 10, 2023</b>	<b>Submit lien list to Clerk Records Office</b>	<b>Marissa Juhler</b>	<b>Contact Leigh Schaubmayer</b>
Aug. 10, 2023	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, 2023	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, 2023	Begin Process of Printing Tax Bills	County Auditors Sheryl Hardy	No further removal of liens unless entire tax bill has been paid.
Oct. 30, 2023	Tax Bills Distributed	County Auditors	
Nov. 1 - Dec. 10	First Installment Due on Tax Bill	County Auditors	
January 2024	Distribution of First Tax Installment	County Auditors	After the receipt of the first installment of the tax bill, the

DATE	PROCESS	RESPONSIBLE	COMMENTS
	1 <sup>st</sup> Installment of payment is due to WM in January = 50%		County Tax Collector will distribute the payments to the County DIWM.
Feb. 1 - April 10	Second Installment Due	County Auditors	
May 2024	Distribution of Second Tax Installment 2 <sup>nd</sup> 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.
August 2024	Lien Account Balance Distribution 3 <sup>rd</sup> 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.
<b>August 15, 2024</b>	<b>IWM to mail check to haulers</b>	<b>YoloCounty IWM Accountant</b>	
September 2024	Receipt of Distribution	Waste Management	Apply payment to Waste Management County of Yolo Liens balance holding account
September 2024	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**

Candace Belliard-Suazo (866) 962-2287 (Option 6)

[cbelliar@wm.com](mailto:cbelliar@wm.com)

Senior Collector – Tax Roll

Karen Goulart

Applies Credits at local SRTS office on Fruitridge

RMC Taxroll Dept (866) 962-2287 (Option 6)

[rmctxrl@wm.com](mailto:rmctxrl@wm.com)

WM Group Email Box

##### **Recology**

Wayne Moeller (530) 756-4646

[wmoeller@recology.com](mailto:wmoeller@recology.com)

Controller

**Yolo County**

Marissa Juhler: (530) 666-8813  
Sheryl Hardy-Salgada: (530) 666-8190 x9202  
Cynthia Bono (530) 666-9206  
Eleigh Schaubmayer (530) 666-8103

[mjuhler@yolocounty.org](mailto:mjuhler@yolocounty.org)  
[sheryl.hardy@yolocounty.org](mailto:sheryl.hardy@yolocounty.org)  
[cynthia.bono@yolocounty.org](mailto:cynthia.bono@yolocounty.org)  
[eliegh.schaubmayer@yolocounty.org](mailto:eliegh.schaubmayer@yolocounty.org)

DIWM  
Auditors Office  
Auditors Office  
Clerk/Recorder