

PROCEDURES FOR COUNTY OF YOLO / WASTE MANAGEMENT LIENS**Billing Term of November 1, 2023 - October 31, 2024****Lien Year 2025**

DATE	PROCESS	RESPONSIBLE	COMMENTS
Oct. 15, 2024	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, 2024	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, 2024	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, 2024	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
Nov 15, 2024	Send list to Connie Robledo and Marissa Juhler at County for review	Waste Management & Recology	FIRST LIST DEADLINE
Dec. 1, 2024	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.
February 5, 2025	Repeat steps above and send list to Connie Robledo and Marissa Juhler at County for review	Waste Management & Recology	SECOND LIST DEADLINE
February 15, 2025	County to review list and send back to WM with any edits.	County DIWM	WM to provide e-copy (print ready) letters to County for final review.
March 1, 2025	WM to Send 90-day notice to Potential Lien Customers (mail to OWNER address as well	Waste Management &	WM to print and mail County provided letters on this date

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	as SERVICE address if different)	Recology	
April 5, 2025	Run final report and provide Connie Robledo and Marissa Juhler with <u>updated</u> Potential Lien customers	Waste Management & Recology	This list should be considerably smaller as residents have had at 30 days to start paying off their debt. THIRD LIST DEADLINE
April 15, 2025	County to review list and send back to WM with any edits.	Waste Management & Recology	WM to print and mail County provided letters on this date.
May 1, 2025	WM to send out 30-day FINAL notice to <u>updated</u> Potential Lien Customers (mail to OWNER address as well as SERVICE address if different)		This will be outlined in notification letter. May 31 is the LAST DAY for residents to make payment.
June 16, 2025	Run query to generate FINAL list, do one last Real Quest check and send to COUNTY	Waste Management & Recology	HAULERS TO STOP TAKING PAYMENTS on June 15. If mailed by resident on May 31st, 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
June 23, 2025	Send FINAL BOS packet off to BOS	County DIWM	Packet should include list of all customers going to lien and board letter explaining process.
July 8, 2025	BOS MEETING - Resolution of Intent to Lien		
July 8, 2025	Send Public Notification Letter with Date of Public Hearing to all residents being lienied.	County DIWM Marissa Juhler	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
July 22, 2025	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.

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July 29, 2025	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. 8, 2025	Upon receipt of exceptions, remove properties with rejected APN's from the lien list and request 2024 liens to be removed via Release of Lien	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. 8, 2025	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. 8, 2025	Submit lien list to Clerk Recorders Office	Marissa Juhler	Contact Eleigh Schaubmayer
Aug. 8, 2025	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, 2025	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, 2025	Begin Process of Printing Tax Bills	County Auditors Sheryl Hardy	No further removal of liens unless entire tax bill has been paid.
Oct. 30, 2025	Tax Bills Distributed	County Auditors	
Nov. 1 - Dec. 10	First Installment Due on Tax Bill	County Auditors	
January 2026	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.
April 2026	Distribution of Second Tax Installment	County Auditors	

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June 2026	DIWM to mail out checks to WM and RECOLOGY	DIWM Fiscal - Shriti Jeet	After the receipt of the final installment of the tax bill, the County Tax Collector will distribute the payments to the County DIWM and DIWM will pass through those proceeds to the haulers.
July 2026	Receipt of Distribution	Waste Management	Apply payment to Waste Management County of Yolo Liens balance holding account
July 2026	Release of Liens	County DIWM	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

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

WM Group Email Box

Recology

Wayne Moeller (530) 756-4646

wmoeller@recology.com

Controller

Yolo County

Marissa Juhler: (530) 666-8813

mjuhler@yolocounty.gov

DIWM – Director

Connie Robledo (530) 666-8574

constance.robledo@yolocounty.gov

DIWM – Senior Admin Analyst

Eleigh Schaubmayer (530) 666-8103

eliegh.schaubmayer@yolocounty.gov

Clerk/Recorder

Bowen Au-Young (530) 666-8190 x9206

bowen.au-young@yolocounty.gov

DFS