

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**

September 19, 2007

9:00 a.m.

City of Santa Rosa Utilities Department  
Subregional Water Reclamation System Laguna Plant  
4300 Llano Road, Santa Rosa, CA 95407  
Estuary Meeting Room

**\*\*\*\* UNANIMOUS VOTE ON ITEM #6.1 \*\*\*\***

**AGENDA**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>
1. Call to Order/Introductions	
2. <u>Attachments/Correspondence:</u> Director's Agenda Notes	
3. <u>On file w/Clerk: for copy call 565-3579</u> Resolutions approved in August 2007-015 Resolution Approving Agreement Between SCWMA and ESA	
4. Public Comments	
<b><u>CONSENT</u></b> (w/attachments)	Discussion/Action
5.1 Minutes of August 15, 2007	
5.2 Adoption of Travel and Reimbursement Policy	
5.3 Beverage Container Grant Program	
<b><u>REGULAR CALENDAR</u></b>	
<b><u>ADMINISTRATION</u></b>	
6.1 Technical Adjustments FY 07-08 [Wells](Attachment)	<b>UNANIMOUS VOTE</b>
6.2 November Agency Meeting Date [Wells]	Discussion/Action
<b><u>HOUSEHOLD HAZARDOUS WASTE</u></b>	
7.1 Status of EPR Implementation Plan [Steinman](Attachment)	Discussion/Action
7.2 Clean Harbors Contract Extension [Wells](Attachment)	Discussion/Action

## COMPOSTING/WOOD WASTE

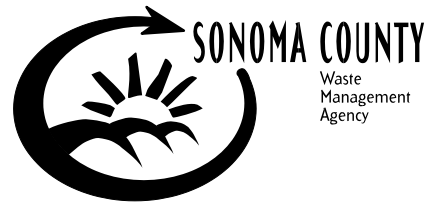
- |     |   |                   |
|-----|---|-------------------|
| 8.1 | Compost Program Update<br>[Wells](Attachment) | Discussion/Action |
|-----|---|-------------------|
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- |     |                      |  |
|-----|----------------------|--|
| 9.  | Boardmember Comments |  |
| 10. | Staff Comments       |  |
| 11. | Adjourn              |  |

**CONSENT CALENDAR:** These matters include routine financial and administrative actions and are usually approved by a single majority vote. Any Boardmember may remove an item from the consent calendar.

**REGULAR CALENDAR:** These items include significant and administrative actions of special interest and are classified by program area. The regular calendar also includes "Set Matters," which are noticed hearings, work sessions and public hearings.

**PUBLIC COMMENTS:** Pursuant to Rule 6, Rules of Governance of the Sonoma County Waste Management Agency, members of the public desiring to speak on items that are within the jurisdiction of the Agency shall have an opportunity at the beginning and during each regular meeting of the Agency. When recognized by the Chair, each person should give his/her name and address and limit comments to 3 minutes. Public comments will follow the staff report and subsequent Boardmember questions on that Agenda item, and before Boardmembers propose a motion to vote on any item.

**DISABLED ACCOMMODATION:** If you have a disability that requires the agenda materials to be in an alternative format or requires an interpreter or other person to assist you while attending this meeting, please contact the Sonoma County Waste Management Agency Office at 2300 County Center Drive, Suite B100, Santa Rosa, (707) 565-3579, at least 72 hours prior to the meeting, to ensure arrangements for accommodation by the Agency.



**TO:** SCWMA Board Members

**FROM:** Ken Wells, Executive Director

**SUBJECT:** SEPTEMBER 19, 2007 AGENDA NOTES

### **CONSENT CALENDAR**

These items include routine financial and administrative items and **staff recommends that they be approved en masse by a single vote.** Any Board member may remove an item from the consent calendar for further discussion or a separate vote by bringing it to the attention of the Chair.

- 5.1) Approve Minutes of the August 15, 2007 SCWMA meeting
- 5.2) Adoption of Travel and Reimbursement Policy An Agency-specific policy, based on the County policy, is recommended for approval. Further details are in the attached staff report.
- 5.3) Beverage Container Grant Program As detailed in the attached staff report, with approval of this item staff will invoice all jurisdictions for transfer of DOC grant funds and continue to assist with purchases of additional recycling equipment and supplies.

### **REGULAR CALENDAR**

#### **ADMINISTRATION**

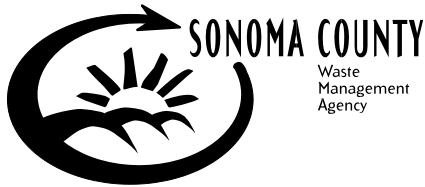
- 6.1) Technical Adjustments FY 07-08 The enclosed staff report details the recommended changes (Technical Adjustments) to the FY 07-08 Budget. **UNANIMOUS VOTE REQUIRED.**
- 6.2) November Agency Meeting Date As the third Wednesday in November is the 21<sup>st</sup> and the day before Thanksgiving, moving the meeting date would avoid potential conflicts with Board member and staff holiday plans. Staff suggests moving the meeting day to the 2<sup>nd</sup> Wednesday of November, which is the 14<sup>th</sup>. **Action requested: Direction from the Board.**

#### **HHW**

- 7.1) Status of EPR Implementation Plan As part of the EPR Implementation Plan monitoring process, staff has prepared the attached initial Progress Report to the Agency Board. **No action requested.**
- 7.2) Clean Harbors Contract Extension As discussed in the attached staff report, staff has compared five proposals submitted to Central Contra Costa Sanitary District for HHW disposal services to the Agency's current costs for HHW disposal with Clean Harbors Environmental Services. The Agency has determined that the proposed additional year extension submitted by Clean Harbors Environmental Services, with the 3% increase to the operating fee, will likely not be cost effective for the Agency. **Action requested: Direct staff to begin the process to prepare an RFP to solicit proposals for HHW program services such that a new contract for HHW program services would begin in January 2009.**

### **COMPOSTING/WOOD WASTE**

- 8.1) Compost Program Update Staff will update Board members on the status of the composting program for yard debris and wood waste. Compost reports for June and July of 2007 are included in the packet. **No action requested.**



MINUTES OF AUGUST 15, 2007

The Sonoma County Waste Management Agency met on August 15, 2007, at the City of Santa Rosa Utilities Department's Subregional Water Reclamation System Laguna Plant, 4300 Llano Road, Santa Rosa, California.

**PRESENT:**

City of Santa Rosa  
City of Cotati  
City of Cloverdale  
City of Healdsburg  
City of Petaluma  
City of Rohnert Park  
City of Sebastopol  
City of Sonoma  
County of Sonoma  
Town of Windsor

Dell Tredinnick, Chair  
Marsha Sue Lustig  
Gus Wolter  
Mike Kirn  
Kevin Hornick  
Tim Smith  
Dave Brennan  
Mike Fuson  
Susan Klassen  
Christa Johnson

**STAFF PRESENT:**

Executive Director  
Counsel  
Staff

Ken Wells  
Janet Coleson  
Charlotte Fisher  
Patrick Carter  
Lisa Steinman  
Elizabeth Koetke

Recorder

**1. CALL TO ORDER**

The meeting was called to order at 9:12 a.m. by Dell Tredinnick, Chair.

**2. ATTACHMENTS/CORRESPONDENCE**

Dell Tredinnick called attention to the Director's Agenda Notes and the Green Purchasing Report for FY 06-07.

**3. ON FILE WITH CLERK**

Dell Tredinnick noted the resolutions from the June meeting on file with the clerk.

**4. PUBLIC COMMENTS**

Charles Aver presented information about plasma arc gasification as an alternative to out hauling Sonoma County's trash to Colusa County. Product literature was given to Executive Director Ken Wells.

Ernie Carpenter, Global Materials, described what he called a creative monopoly existing in Sonoma County. One company contracts to collect the solid waste, run a transfer station, and haul from the transfer station to the Central disposal site. That same company has a contract to haul from Central to out of county, and soon they may hold the title to the landfill.

## CONSENT

- 5.1 Minutes of June 20, 2007
- 5.2 4<sup>th</sup> Quarter Financial Report
- 5.3 ColWMP Update
- 5.4 Thermometer Exchange Program

**Motion to approve the consent calendar was made by Tim Smith, Rohnert Park. Susan Klassen, County of Sonoma, seconded. Dell Tredinnick abstained.**

## REGULAR CALENDAR

- 6.1 **CONVERSATION WITH CIWMB BOARD MEMBER WESLEY CHESBRO**  
CIWMB Board member Wesley Chesbro was unable to attend the meeting.

## EDUCATION

- 7.1 **SONOMAX WEB SITE PRESENTATION**

Dana Gadlin, Genacom, gave an overview of the Sonomax online materials exchange web site with a power point presentation.

Ken Wells added that a grant application for outreach support for Sonomax was submitted to the CIWMB and we've been selected for a \$17,000 grant, which will be used to advertise this service.

Christa Johnson, Windsor, asked for utility bill inserts to advertise Sonomax. Cloverdale is interested also.

- 7.2 **SPANISH ECO-DESK PRESENTATION**

Connie Cloak, C<sup>2</sup> Alternative Services, described public education outreach regarding disposal of used oil and other topics provided by C<sup>2</sup> Alternative Services, including the Spanish language option for the Eco-desk.

Hugo Mata, C<sup>2</sup> Alternative Services, explained the importance of getting the word out to the public about the Spanish Eco-desk. Ads have been placed in local newspapers. Posters and pocket calendars were printed and distributed to Latino businesses in Sonoma County. C<sup>2</sup> Alternative Services has been active with monthly outreach to labor centers to speak with general laborers about proper disposal of used oil and recycling, and events such as the Cinco de Mayo Celebration in Santa Rosa and the Wednesday Night Farmers' Market.

- 7.3 **SONOMA COUNTY FAIR "COMPOST YOUR VEGGIES"**

Ken Wells gave a report on the success of the "Compost Your Veggies" booth at the Sonoma County Fair. Plastic sink-side vegetable scrap pails were sold to the public for a nominal fee of \$2.00. 500 pails were sold and then another 500 were ordered. Buyers were asked to sign a "Composting Pledge" poster.

Sonoma Compost Company donated 2,000 small bags of compost that were given to the public at the event.

Ken Wells reported that bio-stack composters are being obtained for home composting. Staff is working with the Compost Club for assistance in distribution.

Pam Davis, Northbay Corporation, said they are selling the home compost bins at cost as well; the information for obtaining them is on their website [www.unicycler.com](http://www.unicycler.com).

## COMPOSTING/WOOD WASTE

### **8.1 NEW COMPOST SITE SELECTION AGREEMENT**

Patrick Carter reported that proposals were received from three teams. After a thorough review and a meeting with Sonoma County's Permit Resource Management Department's Senior Environmental Specialist, staff determined that Environmental Science Associates (ESA) presented the best proposal for the project. The proposed cost for this project, which is the lowest of the proposals received, amounts to \$520,926, of which \$25,000 is reserved as a contingency for unforeseen issues.

Paul Paddock, Sonoma Compost Company, addressed the Board saying public interest should be considered. The County put out an RFI asking parties about privatizing the landfill; four parties have indicated they are open to keeping the compost facility at the Central Disposal Site.

Susan Klassen, County of Sonoma, said given the RFI has been made public, if there is a successful divestiture to a private landfill operator who wants to have a compost facility, then this project may not need to go forward. Included in the agreement is language that allows the Agency to suspend the project at any time.

The California Integrated Waste Board has denied the county's application for an extension of the closure requirements; the County is working with them about overturning that denial, but as of today the County is required to start closing the landfill. If the divestiture does not succeed with a party that wants to continue the compost site there, the County will be in violation and behind on the need to cap that site. If this project has not been proceeding simultaneously, the County could be required to force Sonoma Compost to vacate the site in order to cap the landfill. The Water Board's opinion is that to have an adequate cap on the landfill the compost site would have to be moved. Capping the site is a two-year construction project and the County doesn't want to lose the composting facility for two years. The County's position is the compost siting process should proceed simultaneously while looking at divestiture, and discussing extending the closure of the landfill.

Christa Johnson, Windsor, asked why the County had not tried to find a solution to present to the Water Board.

Ken Wells noted that the current site has always been considered a temporary location for the composting facility. The composting facility is in a location that could provide about two years of landfill capacity. The Water Board has been very clear that they want the composting facility moved.

Susan Klassen, County of Sonoma, added that from the County's standpoint, when the landfill was actively operating they fully intended to use that space to bury garbage.

**Tim Smith, Rohnert Park, moved to approve the agreement for consulting services with Environmental Science Associates. Mike Fuson, Sonoma seconded. Motion passed unanimously.**

*The board took a 5 minute break.*

*Gus Wolter left the meeting at 10:35 a.m. (e.k.)*

### **8.2 COMPOST PROGRAM UPDATE**

Alan Siegle, Sonoma Compost, said the volumes of material coming to the site this summer have been higher than normal and the program is going well.

Compost reports for April and May 2007 were included in the packet.

## HOUSEHOLD HAZARDOUS WASTE

### **9.1 RFP FOR E-WASTE COLLECTION EVENTS**

Lisa Steinman explained that currently the Agency has a contract with ECS Refining for electronic waste management services for items dropped off at County disposal sites. There is a growing competition in Sonoma County for e-waste recycling since the passage of Senate Bills 20 and 50 which attaches a fee to purchases of computers and televisions and provides funds to approved recyclers, who then provide a portion of that money to official e-waste collectors. Earlier this year Universal Waste Management contacted some of the cities within the county to propose setting up e-waste collection events. At the June 20, 2007 Agency meeting the Board directed staff to help facilitate the collection events. The revenue that comes back to the Agency would help offset HHW program expenses. Direction was also given to Agency Counsel to come back with information on the legal authority of the Agency to control e-waste collectors and events. In response to this direction, staff is requesting approval from the Board to issue an RFP to establish a two-year agreement with an e-waste contractor to hold city-centered Electronics Collection Events.

Susan Klassen, County of Sonoma, asked for clarification regarding the Agency's ability to control these events. Janet Coleson, Agency Counsel, explained that the Agency can issue an RFP, hire a contractor, provide them with advertising and coordinate these events, but the Agency cannot prohibit others from hosting events.

Dave Brennan, Sebastopol, asked if the Agency can refuse a private entity permission to hold one of these events. Janet Coleson said if it is a County sponsored event, on County property the Agency can refuse. If it's a private event held on private property, the Agency cannot refuse.

Marsha Sue Lustig, Cotati, expressed an interest in looking at a list of sites where the e-waste events would occur.

When asked how much these events would pay, Lisa Steinman answered saying that that is one of the questions in the RFP in Exhibit A.

Jan Rice, Universal Waste Management, said her company did an event in Sonoma where they collected about 25,000 pounds of e-waste.

Mark Ihde, Goodwill Industries, said thus far they have collected 600,000 pounds of electronic waste from Sonoma County residents. They have eleven collection sites that are open year-round; they have partnered with the City of Rohnert Park and the City of Santa Rosa to host collection events and are the exclusive e-waste recyclers for the County of Sonoma.

Heather Thordarson, ASL, thanked the Board for giving ASL the opportunity to respond to the RFP. Since the e-waste collection events began in 2005, ASL has given over \$200,000 to schools and non-profit organizations.

Ernie Carpenter, Industrial Carting, said they have a partnership with Electronic Recyclers in Fresno, who recycle 5 million pounds a month.

**Marsha Sue Lustig, Cotati, moved to direct staff to issue an RFP for E-Waste collection events. Susan Klassen, County of Sonoma, seconded. Motion approved.**

## 9.2 CLEAN HARBORS CONTRACT EXTENSION

Lisa Steinman updated Board members on the response from Clean Harbors regarding a second year extension to the contract for operation of the Household Hazardous Waste Program. Clean Harbors sent a letter, repeating their offer to extend the Agreement for the second year on the condition that a 3% increase to all operational fees is included, with disposal fees kept the same. If Clean Harbors' offer of a one-year contract extension with the 3% operational fee increase is accepted, staff will return with another amendment to the agreement. Alternatively, if no action is taken, staff will develop an RFP for a contract to operate the Agency's HHW program so that a new agreement will be in place in January 2009.

Ken Wells said Central Contra Costa Sanitary District recently issued a request for proposals for HHW disposal services and they received five proposals. Staff would like to return next month with an evaluation of those costs.

**Dave Brennan, Sebastopol, made a motion to direct staff to return with a review and analysis of the Central Contra Costa Sanitary District proposals for their HHW program. Marsha Sue Lustig, Cotati, seconded. Motion passed.**

*Dave Brennan left the meeting at 11:00 a.m. (e.k.)*

## 9.3 HHW PROGRAM STATUS REPORT

Lisa Steinman gave an update on what is happening with the HHW Program. Walmart held a fluorescent bulb take-back event on June 23<sup>rd</sup>, 2007. The Toxics Disposal brochure is now available in an English & Spanish version. Clean Harbors has a new phone system for customers who call the Household Toxics Facility to make appointments for the Community Toxics Collections and the Toxics Rover which is much more efficient. The first report for the Extended Producer Responsibility Program will be presented at the September Agency meeting. The VBN contract for the roof extension on the Household Toxics Facility is underway, the first site visit took place and the architect is reviewing building code requirements. The RFP for the feasibility study for additional HHW facilities is due back at the end of September. The CIWMB will put the HD-16 grant on their next agenda and will post it next Friday. The annual North American Household Hazardous Materials Management Association Conference will take place in San Diego in October and Executive Director Ken Wells has been invited to give a presentation on the Agency's recent Household Waste Benchmarking and Evaluation Study.

## PLANNING

### 10.1 WASTE CHARACTERIZATION STUDY

Patrick Carter explained that the waste sorts were done in two seasons; the "Wet Season" took place in March 2007 at the Central Disposal Site, Healdsburg and Sonoma Transfer Stations, and Redwood Landfill. The "Dry Season" took place in July 2007 at the same locations. Final weighted results will be presented at a future Board meeting.

## 11. BOARDMEMBER COMMENTS

Tim Smith, Rohnert Park, thanked the public for coming and for providing information about arc plasma gasification.

Christa Johnson, Windsor, said she'd like to see the e-waste collection days line up with CTC collections.



Chair, Dell Tredinnick, said that at the next Wednesday Night Market, the City of Santa Rosa would partner with Northbay Corporation for better downtown recycling at downtown events.

Also, they will host a Compact Fluorescent Bulb giveaway in exchange for incandescent bulbs and 'An Inconvenient Truth' would be shown.

Also, here at the Laguna Treatment Plant there is an algae demonstration project taking place in two sets of three channels that are growing algae for nitrates and phosphate removal and ultimately biodiesel, it will be presented to the Board of Public Utilities tomorrow.

## **12. STAFF COMMENTS**

Ken Wells said next month the County of Sonoma's new travel policy will be discussed, and so will the Local Business Preference policy.

The Request for Information (RFI) on the potential divestiture of the Central Disposal Site is available on the County of Sonoma Department of Transportation and Public Works' website.

Board member Steve Holsinger has left the City of Cloverdale and is now the City Manager of Willows.

New member Mike Kirn, Public Works Director for the City of Healdsburg, will serve as the alternate for Healdsburg.

The DTSC has issued regulations that treated wood waste can only be accepted at permitted landfills, the closest permitted landfill that will accept it from the public is the Hay Road Landfill, near Vacaville. Staff is looking at how we can deal with this problem.

AB 939 Local Task Force Membership is down, new members are needed, if anyone knows anyone who would like to participate on the Local Task Force please let staff know.

Lastly, the Sundance Channel's "Big Ideas for a Small Planet" is doing a profile of the Central Disposal Site and the various programs operating there.

Patrick Carter congratulated Janet Coleson, Agency Counsel, on the birth of her triplets.

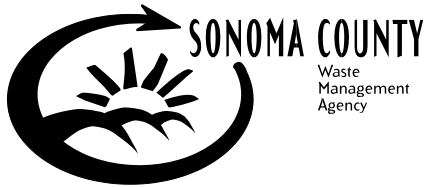
## **13. ADJOURN**

Meeting adjourned at 11:30 a.m.

Respectfully submitted,  
Elizabeth Koetke

Distributed at meeting:

- Kitchen Compost Bins
- Toxics Disposal Brochure in English/Spanish
- Universal Waste Management's Informational Packet



**Agenda Item #: 5.2**  
**Cost Center: All**  
**Staff Contact: Wells**  
**Agenda Date: 9/19/07**

**ITEM: Agency Travel and Reimbursement Policy**

**I. BACKGROUND**

The Agency has never adopted a travel and reimbursement policy specifically crafted for Agency needs. When reimbursement was requested for travel or meals, Agency employees have used the County process and procedures.

**II. DISCUSSION**

The Sonoma County Board of Supervisors at their July 17, 2007 regular meeting adopted a revised travel and reimbursement policy for County employees. The County policy has been slightly modified to name the Agency in place of County organizational titles without changing reimbursement rates or other financial terms. Adoption by the Agency of the proposed Travel and Reimbursement Policy will avoid confusion and clarify the approval process for Agency travel expenses.

**III. FUNDING IMPACT**

There is no specific funding impact for adoption of the travel and reimbursement policy. Specific travel expenses for each cost center are included in the budget.

**IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends that the Board approve an Agency-specific travel and reimbursement policy. Alternatively, the Agency can continue to operate using the County policy.

**V. ATTACHMENT**

Draft Travel and Reimbursement Policy

## **SONOMA COUNTY WASTE MANAGEMENT AGENCY TRAVEL POLICY: Travel and Meal Reimbursement**

### **I. Purpose**

To establish criteria and approval authority for reimbursement of travel and meal expenses for Agency staff, Executive Director and members of the Board of Directors.

### **II. Policy**

Agency funds shall be spent to pay actual and necessary travel expenses of Agency staff, Executive Director and members of the Board of Directors only in accordance with this policy. In the event expenses are incurred which exceed those listed in this policy, the cost borne or reimbursed will be limited to the costs that fall within this policy.

No reimbursement for travel shall be paid from Agency funds for Agency staff, Executive Director or members of the Board of Directors except as authorized by this policy, and in conformance with adopted budgets. This policy shall also be subordinate to any other provisions of law pertaining to travel. This policy applies to any travel claim, notwithstanding the source of funding, except as may be specifically contradicted otherwise in an applicable Memorandum of Understanding (MOU). Nothing within this policy restricts the Auditor-Controller Treasurer Tax Collector Office from exercising its authority under State Statutes.

#### **A. Travel Reimbursement Criteria**

##### **1. Types of occurrences for which expenses may be paid.**

Travel and meal expenses may be paid only when they are incurred for the purposes of conducting official Agency business, representing the Agency in an official capacity, or for obtaining training or information directly beneficial to Agency programs. The actual cost of travel should be reasonable, utilizing the least expensive methods available as determined by the Executive Director, given the particular circumstances involved in each trip. By Executive Director approving the travel and meal reimbursement, it is assumed that the travel expenses incurred are considered reasonable and necessary by the Executive Director.

##### **2. Expenses that can be paid or reimbursed.**

###### **a. Transportation expenses.**

Actual and necessary transportation expenses consist of the most economical mode and class of transportation reasonably consistent

with scheduling needs and cargo space requirements, using the most direct and time-efficient route, based on a determination by the Executive Director, given the particular circumstances involved in each trip. In addition, government or group rates shall be used when available. Personal vehicle mileage costs will be reimbursed based on the provisions of the current County resolution. A personal automobile mileage claim form must be completed and personal vehicle mileage costs will be reimbursed through County payroll.

b. Lodging expenses.

Actual and necessary lodging expenses may be paid or reimbursed when travel on official Agency business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available or for expenses not associated with a conference, government rates must be requested, when available. Lodging rates that are equal to or less than government rates are assumed to be reasonable and reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area shall be considered reasonable and reimbursable. By Executive Director approving the lodging reimbursement, it is assumed that the lodging expenses incurred are considered reasonable and necessary.

c. Meal expenses.

Actual and necessary meal expenses, including gratuities, may be paid or reimbursed when traveling on official Agency business outside the geographical boundaries of Sonoma County, and should not exceed a maximum of \$90 each day per person. Receipts will be required to document meal expenses under this provision. This amount will be adjusted each year, effective on the date the Board of Supervisors approves the County budget, to reflect changes in the cost of living for Sonoma County in accordance with the Capital Personal Income (CPI) provided by the State Department of Finance by May 1 for calculation of the Prop 4 annual adjustment. The annual adjustment will be based on this area whether travel is within the area or not. The County Auditor-Controller Treasurer Tax Collector will maintain a record of any annual change in this amount and shall, each year notify the public entities for which this policy is adopted, by posting the new limitations on the County intranet and/or internet. At the discretion of the Executive Director, Agency may elect to reimburse for meals utilizing an amount equal to or lesser than the Federal per diem rate. If a per diem rate is utilized,

no receipts will be required for meal purchases. If traveling in a group, an individual may cover the cost of meals for a group and claim reimbursement for the full amount. In this case, the number of people for whom the meal was purchased must be noted, along with their names, titles and a statement of the business purpose. Expenses for alcoholic beverages will not be paid or reimbursed by the Agency.

d. Miscellaneous expenses.

Actual tolls, ground transportation, parking expenses, communications (fax, telephone, postage and copying/printing), and laundry costs for lengthy trips may be paid or reimbursed if considered reasonable and necessary and approved by the Executive Director.

e. Other expenses.

Other actual and necessary expenses not listed in this policy may be paid for or reimbursed if considered reasonable and necessary and approved by the Executive Director.

3. Expense report content and submission requirements.

All expense reimbursement requests must be submitted on an authorization for travel and expenses report form (County expense reports). Expense reports must identify how the expenses relate to the conduct of Agency business and document that the expense in question met the requirements of this policy. Expense reports must be submitted within 60 days of return and must be accompanied by receipts documenting **each** expense. In some cases, receipts may not be readily available, such as for tips, parking meters, and bridge toll. In these limited instances, the employee may submit a substitute receipt or form, signed by the employee, certifying that the receipt was not available to submit. This substitute receipt or form will serve as the official receipt documenting the expense. Employees should make every attempt to obtain receipts for all travel expenses claimed.

**The above criteria apply for ALL travel reimbursement. Special requirements or exceptions are as follow:**

a. Agency staff.

Agency staff will obtain prior approval, on a County travel authorization form, from the Executive Director for travel and meal reimbursements under this policy. Upon approval by Executive Director, staff will be reimbursed for expenses incurred.

b. Executive Director

No prior approval is required. Executive Director can approve his/her own travel reimbursement claims within amounts included in the travel budget.

c. Members of Board of Directors.

Members of Board of Directors can approve their own travel reimbursement claims within amounts included in the budget. However, there is an additional reporting requirement for members of the Board. At the next regular board meeting at which the member is present, following any public expenditure on behalf of that member or expense for which a member is seeking reimbursement, the member claiming reimbursement shall briefly report on the conference or meeting(s) attended.

B. Additional Meal Reimbursement Criteria for In County Meals/Snacks and Drinks

1. Reimbursement for meal expenses of Executive Director and Members of Board of Directors while conducting business within the County.

Executive Directors and members of the Board of Directors shall be reimbursed for meal expenses incurred while promoting the interests of Sonoma County Waste Management Agency within their particular areas of responsibility. Such expenses may include costs for persons who are not Agency staff but who are in a position to significantly affect the interests of the Agency.

Claims for such expenses shall include receipts supporting the reimbursement requested. In these cases, additional documentation must be provided with the request for payment as noted below under additional documentation related to in county purchases of food/drinks/snacks.

By signing off as claimant on the request for reimbursement, the official is swearing to the facts justifying the expense under the provisions of this policy. When multiple meals are claimed for a single day, the total amount reimbursed must fall within the amount approved by the limits established by this policy.

2. Reimbursement for meals/snacks for meetings of employee workgroup/advisory committees or events.

With Executive Director approval, meals or snacks, purchased by the Agency, for staff, trainers, speakers, and subject matter experts required

to attend trainings, meetings and events, which result in staff working during meal time, may be paid or reimbursed by the Agency. In the case when staff is working after normal work hours, and it is more practical to provide meals than to have staff leave and return, meals may be paid or reimbursed by the Agency. The need to schedule meetings during mealtime should be necessary and extraordinary. In these cases, additional documentation must be provided with the request for payment as noted below under additional documentation related to in-county purchases of food/drinks/snacks.

With Executive Director approval, the cost for meals or snacks can be reimbursed when they are provided to advisory committees, oversight groups, volunteers, or others with direct influence or involvement with Agency programs or services. In these cases, additional documentation must be provided with the request for payment as noted below under additional documentation related to in county purchases of food/drinks/snacks.

### 3. Meals during emergency situations.

With Executive Director approval, when staff and/or volunteers are required to work continually before, during, and after normal meal periods to respond to emergencies, the Agency may provide those staff with a snack or a meal, provided the amounts claimed are within the limitations of this policy. In these cases, a written explanation must be provided detailing the emergency situation, and additional documentation must be provided as noted below under additional documentation related to in-county purchases of food/drinks/snacks.

### 4. Additional documentation related to in-county purchases of food/drinks/snacks.

Every attempt should be made to provide as much documentation as possible when in county food/drinks/snacks are purchased for staff or others. At a minimum, a written explanation must be provided detailing the business purpose and the number of people these items were provided for. By Executive Director approving the claim for reimbursement, it is assumed that the expenses incurred are considered reasonable and necessary.

## C. Out of State Travel Criteria

Out of state travel, lodging and meal expenses incurred while on Agency business outside of the State of California shall be reimbursed on an actual cost basis. Such travel requests must state the purpose, dates, duration, and destination of the proposed trip. The position and name of the staff

person must be included. The estimated cost and funding sources must be identified. Requests must be justified with respect to a demonstrated need and expected benefit to the Agency.

1. Executive Director approval authority.

Executive Director is authorized to approve the first two out-of-state trips in a fiscal year and actual cost reimbursements for travel, lodging, and meals for a staff person (including the Executive Director).

2. Board of Director approval required.

Approval by the Board of Directors required for the third out-of-state trip in a fiscal year (including the Executive Director).



RESOLUTION NO.: 2007-

DATED: Sept. 19, 2007

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY  
TO ENACT A TRAVEL AND REIMBURSEMENT POLICY

WHEREAS, the Agency may find it necessary to reimburse its staff, Executive Director and members of the Board of Directors for expenses incurred in traveling or obtaining meals and snacks; and

WHEREAS, the Agency wishes to clarify the procedures to be observed in requesting these reimbursements.

NOW, THEREFORE, BE IT RESOLVED that the members of the Sonoma County Waste Management Agency Board of Directors hereby enact the travel and reimbursement policy attached hereto as Exhibit A.

MEMBERS:

_____ Cloverdale	_____ Cotati	_____ County	_____ Healdsburg	_____ Petaluma
_____ Rohnert Park	_____ Santa Rosa	_____ Sebastopol	_____ Sonoma	_____ Windsor

AYES          NOES          ABSENT          ABSTAIN

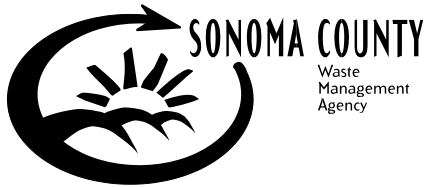
SO ORDERED.

The within instrument is a correct copy  
of the original on file with this office.

ATTEST:

DATE:

\_\_\_\_\_  
Elizabeth Koetke  
Clerk of the Sonoma County Waste Management  
Agency of the State of California in and for the  
County of Sonoma



**Agenda Item #: 5.3**  
**Cost Center: Diversion**  
**Staff Contact: Carter**  
**Agenda Date: 9/19/2007**

**ITEM: Beverage Container Grant Program**

**I. BACKGROUND**

In January 2000, the California Department of Conservation (DOC) appropriated \$10.5 million annually to be paid to cities and counties to support the recycling of cans and bottles. In March 2000, the Agency agreed to accept responsibility for the management of this DOC grant money for all Sonoma County jurisdictions.

Each year, from 2000 to 2004, the Agency adopted resolutions to allow the Agency to submit the Funding Request Forms for the cities and the County of Sonoma to the DOC, and, funded by the pooled grant money, to implement a regional beverage container recycling program for Sonoma County. Starting in 2005, the DOC eliminated the option of submitting a regional program funding request form. Agency staff prepared the individual funding request forms for each jurisdiction, and the DOC sent the payments directly to each city and the county.

The Agency's beverage container recycling program began by placing collection containers in County parks in order to provide recycling services throughout the County. Recycling containers have since been placed in city parks and streets, as requested by Agency members. Since 2000, the Agency has contracted with the Sonoma County Probation Department to service recycling containers in County and State Parks.

**II. DISCUSSION**

Staff has submitted Funding Request Forms to and received approval from the DOC for the 2007-2008 City/County Payment Program, totaling of \$140,541. The Cities and the County should have received payment from the DOC for this program by the time of this meeting.

**III. FUNDING IMPACT**

The FY 2007-08 Budget assumed that the Agency would continue its role as administrator of the DOC grant funds. If grant funds are redirected from the Agency, the FY 2007-08 Budget would require adjustment. Furthermore, the current level of service from Probation would not be sustainable; future contracts would need to be scaled down.

**IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff seeks confirmation from the Board to continue the program as it has in previous years. If the Board wishes to continue the countywide process, direct staff to invoice all jurisdictions and continue to assist with purchases of additional recycling containers and related supplies.

**V. ATTACHMENTS - None**



**Agenda Item #: 6.1**  
**Cost Center: All**  
**Staff Contact: Wells**  
**Meeting Date: 9/19/07**

**ITEM: Technical Adjustments for the FY 07-08 Budget**

**I. BACKGROUND**

At the June 2007 Board meeting, the budget for FY 07-08 was unanimously approved by the Agency Board. The budgeting process followed by the Agency includes an opportunity to make changes (Technical Adjustments) to the budget after the fiscal year-end to reflect information more current than was available at the time of budget approval in June.

There are 26 proposed technical adjustments for the Agency's FY 07-08 Budget. The technical adjustments are listed, with descriptions, by cost center. A Budget Summary with the technical adjustments high-lighted is included at the end of this report.

**Wood Waste**

Reserves

The only adjustment is the \$161,934 in prior year funds' to be transferred to the Organics Reserve per the reserve policy adopted by the Board in FY 05-06, effective in FY 06-07.

**Yard Debris**

Expenditures

Contract Services will be increased \$67,640. There are two parts to this adjustment. The first increase is \$57,640 because Yard Debris projected tonnage for material delivered during FY 07-08 has been increased from 80,000 to 82,000 tons, based on the actual tonnages of material delivered to the composting facility in FY 06-07.

The second part of the Contract Services adjustment is an increase of \$10,000 to fund educational efforts for the food waste composting program. While this program was included in the Workplan FY 07-08, the non-labor portion of the expense included in the budget was minimal. With the results of the Waste Characterization Study indicating significant quantities of food waste in the waste stream, staff proposes greater efforts for food waste composting education.

The total increase for the technical adjustment for Contract Services for Yard Debris is \$67,640.

Revenues

Based on the higher forecast of yard debris tonnage, there is a \$69,800 increase in Tipping Fee Revenue for the Yard Debris cost center.

Reserves

\$873,495 from prior year funds' is transferred to the Organics Reserve per the reserve policy adopted by the Board in FY 05-06, effective in FY 06-07.

## **Household Hazardous Waste**

### Expenditures

There is an adjustment to Professional Services to increase the amount of the Used Oil Block Grant – Cycle 12, as \$59,585 of the grant funds were not spent in FY 06-07. Since this is a multi-year grant, these funds are available for the used oil program for FY 07-08. Also included in this adjustment are unused funds, \$4,240, from HD 15-C, the Hazardous Waste Coordination Grant for the California Product Stewardship Council, with the work being done by the Product Policy Institute. The total adjustment for Professional Services is \$63,825.

Travel Expense includes an increase of \$2,000 to cover the cost of Agency staff attending the NAHMMA conference, where the Executive Director has been invited to make a presentation and, Lisa Steinman, the new HHW manager will get additional training in this field.

### Revenues

There is an increase of \$63,825 in State-Other Revenue to reflect the carry-over of grant funds.

There is a reduction in the Tipping Fee Revenue. Since the development of the FY 07-08 Budget, the County has revised their estimates of anticipated tonnage coming to the disposal facilities from 368,500 to 350,000 tons per year. This results in a reduction of \$99,900 for the tipping fee surcharge funded cost centers. The HHW portion of this reduction is \$77,972.

### Reserves

\$1,393,722 from prior year funds' is transferred to the HHW Operation Reserve per the reserve policy adopted by the Board in FY 05-06, effective in FY 06-07.

## **Education**

### Expenditures

Professional Services is increased \$8,360 to recognize the carry-over from FY 06-07 for the Reuse Assistance Grant, which is the ReStore project with Habitat for Humanity.

### Revenues

There is a matching increase of \$8,360 in State-Other Revenue to reflect the carry-over of grant funds.

There is a reduction in the Tipping Fee Revenue. Since the development of the FY 07-08 Budget, the County has revised their estimates of anticipated tonnage coming to the disposal facilities from 368,500 to 350,000 tons per year. This results in a reduction of \$99,900 for the tipping fee surcharge funded cost centers. The Education portion of this reduction is \$17,133.

### Reserves

\$169,681 from prior year funds' is transferred to the Contingency Reserve per the reserve policy adopted by the Board in FY 05-06, effective in FY 06-07.

## **Diversion**

### Expenditures

Professional Services is increased \$20,995 to recognize carry-over from the Beverage Container Grant, sponsored by the Department of Conservation.

### Revenues

There is an increase of \$20,995 in State-Other Revenue to match the increased expense for the Beverage Container Grant program.

There is a reduction in the Tipping Fee Revenue. Since the development of the FY 07-08 Budget, the County has revised their estimates of anticipated tonnage coming to the disposal facilities from 368,500 to 350,000 tons per year. This results in a reduction of \$99,900 for the tipping fee surcharge funded cost centers. The Diversion Cost Center portion of this reduction is \$2,448.

There is a transfer of \$20,609, to the Diversion cost center from the Contingency Reserve to balance the Diversion Cost Center FY 06-07 and FY 07-08 deficits.

## **Planning**

### Revenues

There is a reduction in the Tipping Fee Revenue. Since the development of the FY 07-08 Budget, the County has revised their estimates of anticipated tonnage coming to the disposal facilities from 368,500 to 350,000 tons per year. This results in a reduction of \$99,900 for the tipping fee surcharge funded cost centers. The Planning portion of this reduction is \$2,348.

### Reserves

\$79,983, in prior year funds' is transferred to the Contingency Reserve per the reserve policy adopted by the Board in FY 05-06, effective in FY 06-07.

## **Organics Program Reserve**

There are two technical adjustments to the Organics Program Reserve.

The first is an increase of \$121,000 to Contract Services for the new compost site consultant agreement beyond the \$400,000 that was budgeted.

The second adjustment is for \$1,035,429 to recognize the contributions from the Wood Waste and Yard Debris cost centers, which are prior years' undesignated funds.

## **HHW Operating Reserve**

There are two technical adjustments for the HHW Operating Reserve.

The first adjustment of \$50,000 increase in Engineering Services is for the extra environmental work associated with the potential siting and construction of additional hazardous waste sites.

The second adjustment is to recognize the contribution of \$ 1,393,722, made from the HHW Cost Center, These are prior years' undesignated funds.

## **Contingency Reserve**

There are three technical adjustments for the Contingency Reserve.

The first adjustment of \$50,000 increase in Engineering Services is for the extra environmental work associated with the ColWMP revision.

The second is the transfer of \$20,609 to the Diversion Cost Center to balance the deficits in the FY 06-07 and FY 07-08 budgets.

The second adjustment is to recognize the contribution of \$ 249,574, made from Education, Diversion and Planning Cost Centers, These are prior years' undesignated funds.

### **II. FUNDING IMPACT**

A Summary Budget, with Technical Adjustments (highlighted) included, is attached. Upon approval, this would be the FY 07-08 Budget.

### **III. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends approving the Technical Adjustments to the FY 07-08 budget. The Joint Powers Agreement requires an unanimous vote for approval of the Technical Adjustments.

### **IV. ATTACHMENTS**

Summary Budget with Technical Adjustments  
Technical Adjustments

RESOLUTION NO.: 2007-

DATED: September 19, 2007

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("AGENCY")  
ADOPTING TECHNICAL ADJUSTMENTS TO THE ANNUAL BUDGET  
FOR FISCAL YEAR 2007-08.

WHEREAS, this Agency gave direction to Agency's Executive Director to prepare and present an annual budget; and

WHEREAS, an annual budget has been prepared and presented to this Agency and unanimously adopted by this Agency on June 20, 2007; and

WHEREAS, additional expenditures, in the amount of \$2,786,154 and additional revenues, in the amount of \$2,462,413 have been identified for Fiscal Year 2007-08 since the adoption of the annual budget.

NOW, THEREFORE, BE IT RESOLVED that the technical adjustments to the Agency's Annual Budget for the period July 1, 2007 to June 30, 2008, attached hereto as Exhibit A is hereby adopted.

BE IT FURTHER RESOLVED that the Agency Clerk shall deliver a certified copy of this resolution and its supporting documentation to the Sonoma County Auditor-Controller.

MEMBERS:

_____ Cloverdale	_____ Cotati	_____ County	_____ Healdsburg	_____ Petaluma
_____ Rohnert Park	_____ Santa Rosa	_____ Sebastopol	_____ Sonoma	_____ Windsor

AYES                      NOES                      ABSENT                      ABSTAIN

SO ORDERED.

The within instrument is a correct copy  
of the original on file with this office.

ATTEST:

DATE:

\_\_\_\_\_  
Elizabeth Koetke  
Clerk of the Sonoma County Waste Management  
Agency of the State of California in and for the  
County of Sonoma

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
SUMMARY - WITH TECHNICAL ADJUSTMENTS**

A. EXPENDITURES:

SUBJECT TITLE	Wood Waste 799114	Yard Debris 799213	H H W 799312	Education 799411	Diversion 799510	Planning 799619	Organics Program Reserve 799221	HHW Facility Closure 799320	HHW Operating Reserve 799338	Contin. 799718	Total All Divisions
<b>SERVICES AND SUPPLIES</b>											
6103 Liability Insurance	1,000	2,000	4,000	1,500	1,000	1,000	0	0	0	0	10,500
6400 Office Expense	500	500	7,180	26,227	1,804	634	0	0	0	0	36,845
6500 Professional Services	0	0	223,825	8,360	168,895	0	0	0	0	0	401,080
6521 County Services	525	525	1,575	1,575	525	524	0	0	0	0	5,249
6540 Contract Services	289,143	2,461,510	1,845,000	137,660	0	0	521,000	0	300,000	150,000	5,704,313
6573 Administration Costs	30,000	70,100	144,200	174,880	51,560	53,160	0	0	0	0	523,900
6590 Engineering Services	0	20,000	0	0	0	0	20,000	0	50,000	50,000	140,000
6610 Legal Services	2,000	6,000	8,000	10,000	1,000	2,000	30,000	0	0	0	59,000
6629 Accounting Services	504	2,325	1,010	1,010	0	0	0	0	0	0	4,849
6630 Audit Services	2,000	2,500	7,000	4,000	1,000	2,000	0	0	0	0	18,500
6820 Rents/Leases - Equip	0	5,200	0	0	0	0	0	0	0	0	5,200
6840 Rental Bldg/Improve	0	0	23,400	3,000	0	0	0	0	0	0	26,400
6880 Small Tools	1,500	3,000	3,000	2,000	1,500	1,500	0	0	0	0	12,500
7062 Enforce Agency Fees	0	23,000	0	0	0	0	0	0	0	0	23,000
7301 County Car Expense	0	3,000	0	0	0	0	0	0	0	0	3,000
7302 Travel Expense	0	500	2,000	500	424	0	0	0	0	0	3,424
7400 Data Processing	0	0	100	0	0	0	0	0	0	0	100
<b>SUBTOTAL</b>	<b>327,172</b>	<b>2,600,160</b>	<b>2,270,290</b>	<b>370,712</b>	<b>227,708</b>	<b>60,818</b>	<b>571,000</b>	<b>0</b>	<b>350,000</b>	<b>200,000</b>	<b>6,977,860</b>
<b>OTHER CHARGES</b>											
8624 OT-Within Enterprise	26,332	352,680	16,842	0	0	0	0	0	0	20,609	416,463
OT-Within Enterprise (PY)	161,934	873,495	1,393,722	172,681	0	79,893	0	0	0	0	2,681,725
HHW Closure	0	0	4,260	0	0	0	0	0	0	0	4,260
<b>SUBTOTAL</b>	<b>188,266</b>	<b>1,226,175</b>	<b>1,414,824</b>	<b>172,681</b>	<b>0</b>	<b>79,893</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,609</b>	<b>3,102,448</b>
<b>TOTAL EXPENDITURES</b>	<b>515,438</b>	<b>3,826,335</b>	<b>3,685,114</b>	<b>543,393</b>	<b>227,708</b>	<b>140,711</b>	<b>571,000</b>	<b>0</b>	<b>350,000</b>	<b>220,609</b>	<b>10,080,308</b>



B. REVENUES:

REVENUES

1700	Interest/Pooled Cash	0	0	21,000	0	7,250	0	164,105	2,407	58,050	30,375	283,187
2500	State-Other	0	0	223,825	8,360	168,895	0	0	0	0	0	401,080
2901	Tipping Fee Revenue	329,904	2,865,000	1,475,145	324,135	46,305	44,415	0	0	0	0	5,084,904
4020	Sale of Material	18,600	85,000	0	0	0	0	0	0	0	0	103,600
4102	Donations/Reimburse	5,000	5,000	491,450	21,084	2,810	14,055	0	0	0	0	539,399
4624	OT-Within Enterprise	0	0	0	0	0	0	1,414,441	4,260	1,410,564	249,574	3,078,839
	Contribution from Reserve	0	0	0	0	20,609	0	0	0	0	0	20,609

TOTAL REVENUES	353,504	2,955,000	2,211,420	353,579	245,869	58,470	1,578,546	6,667	1,468,614	279,949	9,511,618
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NET COST	161,934	871,335	1,473,694	189,814	(18,161)	82,241	(1,007,546)	(6,667)	(1,118,614)	(59,340)	568,690
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Projected Year-end Fund Balances 07-08 (including Technical Adjustments)

0	0	0	0	0	0	0	3,741,032	55,659	1,199,614	362,567	5,358,872
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Revised 9/12/07

## REQUEST FOR TECHNICAL CHANGE TO 2007-08 PROPOSED BUDGET

Prepared By: Charlotte Fisher Division: Integrated Waste  
Fund Name: Special District Section: Wood Waste  
Fund Number: 85-500-110  
Phone: 565-2413 Index No. 799114  
Department Head Approval: \_\_\_\_\_

### Index Expenditure Adjustment

No. -	Sub-Object No.	Account Title/Explanation	Amount
	8624	<u>OT-Within Enterprise</u> Prior year funds to be transfer to the Organics Reserve per the reserve policy adopted by the Agency Board in FY 05-06, effective in FY 06-07.	\$161,934

### Index Reimbursement Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
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### Index Revenue Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
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### NET COST

Amount of Increase or (decrease) \$161,934

## REQUEST FOR TECHNICAL CHANGE TO 2007-08 PROPOSED BUDGET

Prepared By:	Charlotte Fisher	Division:	Integrated Waste
Fund Name:	Special District	Section:	Yard Debris
Fund Number:	85-500-210		
Phone:	565-2413	Index No.	799213
Department Head Approval: _____			

### Index    Expenditure Adjustment

No. -	Sub-Object No.	Account Title/Explanation	Amount
	6540	<u>Contract Services</u>	
		Increase \$15,000 for Composting Veggies program contained in 07-08    Workplan	\$10,000
		Increase \$57,640 for composting operations based on a projected increase in tonnage from 80,000 to 82,000	\$57,640
	8624	<u>OT-Within Enterprise</u>	\$873,495
		Prior year funds to be transfer to the Organics Reserve per the reserve policy adopted by the Agency Board in FY 05-06, effective in FY 06-07.	

### Index    Reimbursement Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
	2901	<u>Tipping Fee Revenue</u>	\$69,800
		Increase \$69,800 for composting revenues based on a projected increase in tonnage from 80,000 to 82,000	

### NET COST

Amount of Increase or (decrease)	<u>\$871,335</u>
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## REQUEST FOR TECHNICAL CHANGE TO 2007-08 PROPOSED BUDGET

Prepared By:	Charlotte Fisher	Division:	Integrated Waste
Fund Name:	Special District	Section:	Household Hazardous Waste
Fund Number:	85-500-310		
Phone:	565-2413	Index No.	799312
Department Head Approval: _____			

Index Expenditure Adjustment			
No. -	Sub-Object No.	Account Title/Explanation	Amount
	6500	<u>Professional Services</u>	
		Increase recognizing the difference in Used Oil Block Grant 12 and 13 from the budgeted amount	\$63,825
	7302	Increase for anticipated travel expenditures for staff to attend hazardous waste conference	\$2,000
	8624	<u>OT-Within Enterprise</u>	\$1,393,722
		Prior year funds to be transfer to the HHW Op. Reserve per the reserve policy adopted by the Agency Board in FY 05-06, effective in FY 06-07.	

Index Reimbursement Adjustment			
No.	Sub-Object No.	Account Title/Explanation	Amount

Index Revenue Adjustment			
No.	Sub-Object No.	Account Title/Explanation	Amount
	2500	<u>State - Other</u>	\$63,825
		Increase recognizing the difference in Used Oil Block Grant 12 and 13 from the budgeted amount	
	2901	<u>Tipping Fee Revenue</u>	(\$77,972)
		Decrease due to County revising the estimate of tonnage coming to the disposal site from 368,500 to 350,000	

NET COST	
Amount of Increase or (decrease)	<u>\$1,473,694</u>

# REQUEST FOR TECHNICAL CHANGE TO 2007-08 PROPOSED BUDGET

Prepared By: Charlotte Fisher Division: Integrated Waste  
Fund Name: Special District Section: Education  
Fund Number: 85-500-410  
Phone: 565-2413 Index No. 799411  
Department Head Approval: \_\_\_\_\_

## Index Expenditure Adjustment

No. -	Sub-Object No.	Account Title/Explanation	Amount
	6500	<u>Professional Services</u> Carryover funds from the Reuse Assistance Grant working with Habitat for Humanity	\$8,360
	8624	<u>OT-Within Enterprise</u> Prior year funds to be transfer to Contingency Reserve per the reserve policy adopted by the Agency Board in FY 05-06, effective in FY 06-07.	\$169,681

## Index Reimbursement Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
	2500	<u>State - Other</u> Carryover funds from the Reuse Assistance Grant working with Habitat for Humanity	\$8,360
	2901	<u>Tipping Fee Revenue</u> Decrease due to County revising the estimate of tonnage coming to the disposal site from 368,500 to 350,000	(\$17,133)

## NET COST

Amount of Increase or (decrease) \$186,814

## REQUEST FOR TECHNICAL CHANGE TO 2007-08 PROPOSED BUDGET

Prepared By: Charlotte Fisher Division: Integrated Waste  
 Fund Name: Special District Section: Diversion  
 Fund Number: 85-500-510  
 Phone: 565-2413 Index No. 799510  
 Department Head Approval: \_\_\_\_\_

### Index Expenditure Adjustment

No. -	Sub-Object No.	Account Title/Explanation	Amount
	6500	<u>Professional Services</u> Carryover funds from the Beverage Container Grant funded by the Department of Conservation	\$20,995

### Index Reimbursement Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
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### Index Revenue Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
	2500	<u>State - Other</u> Carryover funds from the Beverage Container Grant funded by the Department of Conservation	\$20,995
	2901	<u>Tipping Fee Revenue</u> Decrease due to County revising the estimate of tonnage coming to the disposal site from 368,500 to 350,000	(\$2,448)
	4624	<u>OT-Within Enterprise</u> Increase in order to balance the negative cash flow in the cost center for FY 06-07.	\$20,609

### NET COST

Amount of Increase or (decrease) (\$18,161)

## REQUEST FOR TECHNICAL CHANGE TO 2007-08 PROPOSED BUDGET

Prepared By: Charlotte Fisher Division: Integrated Waste  
Fund Name: Special District Section: Planning  
Fund Number: 85-500-610  
Phone: 565-2413 Index No. 799619  
Department Head Approval: \_\_\_\_\_

### Index Expenditure Adjustment

No. -	Sub-Object No.	Account Title/Explanation	Amount
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8624		<u>OT-Within Enterprise</u> Prior year funds to be transfer to Contingency Reserve per the reserve policy adopted by the Agency Board in FY 05-06, effective in FY 06-07.	\$79,982
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### Index Reimbursement Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
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### Index Revenue Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
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2901		<u>Tipping Fee Revenue</u> Decrease due to County revising the estimate of tonnage coming to the disposal site from 368,500 to 350,000	(\$2,348)
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### NET COST

Amount of Increase or (decrease)	<u>\$82,330</u>
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## REQUEST FOR TECHNICAL CHANGE TO 2007-08 PROPOSED BUDGET

Prepared By: Charlotte Fisher Division: Integrated Waste  
 Fund Name: Special District Section: Organics Reserve  
 Fund Number: 85-500-220  
 Phone: 565-2413 Index No. 799221  
 Department Head Approval: \_\_\_\_\_

### Index Expenditure Adjustment

No. -	Sub-Object No.	Account Title/Explanation	Amount
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6540	<u>Contract Services</u>	\$121,000
	Increase to fund the feasibility study for a new compost site	

### Index Reimbursement Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
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### Index Revenue Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
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4624	<u>OT –Within Enterprise</u>	\$1,035,429
	Transfer of prior year funds from the Wood Waste And Yard Debris cost centers	

### NET COST

Amount of Increase or (decrease)	<u>(\$1,007,546)</u>
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## REQUEST FOR TECHNICAL CHANGE TO 2007-08 PROPOSED BUDGET

Prepared By:	<u>Charlotte Fisher</u>	Division:	<u>Integrated Waste</u>
Fund Name:	<u>Special District</u>	Section:	<u>HHW Operations Reserve</u>
Fund Number:	<u>85-500-330</u>		
Phone:	<u>565-2413</u>	Index No.	<u>799338</u>
Department Head Approval:	<u></u>		

### Index Expenditure Adjustment

No. -	Sub-Object No.	Account Title/Explanation	Amount
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6590		<u>Engineering Services</u> Increase to fund unanticipated costs of environmental work associated with the HHW facility canopy	\$50,000
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### Index Reimbursement Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
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### Index Revenue Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
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4624		<u>OT –Within Enterprise</u> Transfer of prior year funds from the HHW cost center	\$1,393,722
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### NET COST

Amount of Increase or (decrease)	<u>(\$1,118,614)</u>
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## REQUEST FOR TECHNICAL CHANGE TO 2007-08 PROPOSED BUDGET

Prepared By: Charlotte Fisher Division: Integrated Waste  
 Fund Name: Special District Section: Contingency  
 Fund Number: 85-500-710  
 Phone: 565-2413 Index No. 799718  
 Department Head Approval: \_\_\_\_\_

### Index Expenditure Adjustment

No. -	Sub-Object No.	Account Title/Explanation	Amount
6590		<u>Engineering Services</u> Increase to fund unanticipated costs of environmental work associated with the CoIWMP update	\$50,000
8624		<u>OT-Within Enterprise</u> Increase in order to balance the negative cash flow in the cost center for FY 06-07.	\$20,609

### Index Reimbursement Adjustment

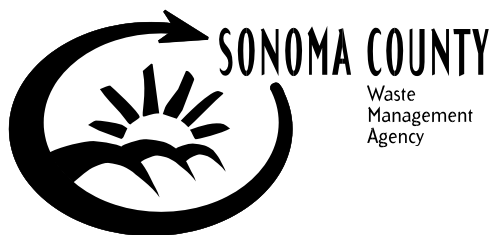
No.	Sub-Object No.	Account Title/Explanation	Amount
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### Index Revenue Adjustment

No.	Sub-Object No.	Account Title/Explanation	Amount
4624		<u>OT –Within Enterprise</u> Transfer of prior year funds from the Education, Diversion and Planning cost centers	\$249,574

### NET COST

Amount of Increase or (decrease) (\$59,340)



**Agenda Item #: 7.1**  
**Cost Center: HHW**  
**Staff Contact: Steinman**  
**Agenda Date: 9/19/07**

**ITEM: Status of EPR Implementation Plan**

**I. BACKGROUND**

The SCWMA recognizes that Extended Producer Responsibility (EPR) is a waste management approach that will assist and enhance efforts to manage waste products by shifting responsibility for collection, transportation and management for discarded products away from local governments to the manufacturers. To formalize this support, the SCWMA passed and circulated a resolution (Resolution 2001-021) to elected officials at the state and national level. The SCWMA has maintained an active interest in EPR with actions such as being a founding member of the California Product Stewardship Council and hiring a consultant (R3 Consulting Group, Inc.) to write an Extended Producer Responsibility Implementation Plan, which the SCWMA Board of Directors approved at their February 21, 2007 meeting. The implementation plan is twofold. The first phase is to encourage responsibility by supporting legislation at all levels, include EPR language in procurement policies, and encourage local business people (retailers, wholesalers and contractors) to implement a voluntary take-back program for fluorescent lamps and household batteries. The second phase, to be initiated at the SCWMA's discretion, would implement a local mandatory take-back ordinance. This enforcement component would only be initiated if there is no state or national EPR legislation.

**II. DISCUSSION**

As part of the EPR Implementation Plan monitoring process, staff is presenting this initial Progress Report to the Agency Board. There will be a follow-up report presented to the Agency Board in January 2008.

**III. FUNDING IMPACT**

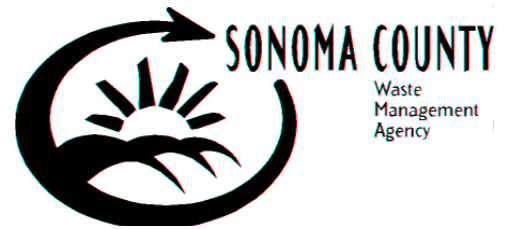
This agenda item is for informational purposes only. There is no funding impact resulting from this transmittal.

**IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

There is no recommended action resulting from this agenda item.

**V. ATTACHMENTS**

EPR Implementation Report



Sonoma County

Extended Producer Responsibility

Implementation Plan

Progress Report

September 2007

2300 County Center Drive, Suite 100 B, Santa Rosa, California 95403 Phone: 707.565.3579 Fax: 707.565.3701

Visit our website at [www.recyclenow.org](http://www.recyclenow.org)

♻ 60% recycled content, 30% post-consumer content

# **EPR Implementation Plan**

**September 2007**

## **Progress Report**

On June 20, 2001 the Sonoma County Waste Management Agency (SCWMA) approved a resolution supporting Extended Producer Responsibility (EPR) policies and efforts by governmental and non-governmental organizations to develop such policies. The SCWMA has maintained an active involvement in EPR efforts with activities such as joining the California Product Stewardship Council and hiring a consultant (R3 Consulting Group, Inc.) to write an Extended Producer Responsibility Implementation Plan, which the SCWMA Board of Directors approved at their February 21, 2007 meeting. The Implementation Plan is twofold. The first phase is to encourage producer responsibility by (1) supporting legislation at all levels, (2) include EPR language in procurement policies, and (3) encourage local businesses (retailers, wholesalers and contractors) to implement a voluntary take-back program for mercury-containing products (fluorescent lamps, thermostats, thermometers) and household batteries. The second phase, to be initiated at the Agency Board's discretion, would implement a local mandatory take-back ordinance for these two products. This enforcement component would only be initiated if there is no state or national EPR legislation.

The Sonoma County EPR Implementation Plan requires staff to report back to the Agency Board at the September 2007 and January 2008 Agency Board meetings with an update on the progress of the Implementation Plan. The following is the initial report presented to the Agency Board on September 19, 2007.

1. Collection and management of household batteries, mercury lamps, and mercury thermostats by manufacturers and retailers.
  - A. Wal-Mart stores, Supercenters and Sam's Clubs across California hosted a fluorescent light bulb recycling day on June 23, 2007. The recycling event offered consumers a free opportunity to drop-off and recycle their used compact fluorescent lamps (CFLs) and fluorescent tubes at their stores.
  - B. The California Take-It-Back Partnership is a collaboration of state government; city and county government; businesses; non-profit agencies and non-governmental organizations to help create local and convenient ways for California residents to recycle everyday household wastes such as batteries, fluorescent lamps and electronic devices that can no longer be disposed in the trash. This program is also supported by PG&E.

Below is a list of retail stores who participate in the California Take-It-Back Partnership and agree to take back and safely manage one or more of the following wastes: used batteries, fluorescent lamps and electronic devices from California consumers.

- A. Ace Hardware
- B. Best Buy

- C. Circuit City
- D. Orchard Supply Hardware
- E. Radio Shack
- F. TruValue Hardware
- G. Walgreens

- C. The Big Green Box™ is a national program that offers companies, consumers, municipalities, and other generators, a low cost, easy, and flexible way to recycle their batteries and portable electronic devices. The Big Green Box™ is designed for batteries, such as alkaline, lithium, nickel cadmium, nickel metal hydride, lithium ion, and other household batteries. The Big Green Box™ may also be utilized for cellular telephones, pagers, wireless communication devices such as PDA's, MP3's, chargers, portable tools, laptops, and any other devices that are designed to operate on battery power. Presently, Longs Drugs locations within Sonoma County are providing this service for residents.
- D. The Thermostat Recycling Corporation, another national voluntary program, for an initial \$25 fee, provides a pre-paid shipping box to collect and recycle mercury-containing thermostats. Agency staff contacted local thermostat vendors about this program and three have agreed to participate. Additionally, the Agency's HHW program is in the process of initiating this service to reduce HHW program costs.
- E. Rechargeable Battery Recycling Corporation (RBRC) lists 59 local drop-off sites where Sonoma County residents can drop off their used portable rechargeable batteries and old cell phones.

- 2. Actions taken by manufacturers, retailers and others involved in the promotion of such products (like PG&E) to increase public education of proper end-of-life management of household batteries, mercury lamps, and mercury thermostats.

North Bay Corporation advertises the Agency's Toxics Collections Programs in their three news publications: Santa Rosa Recycling News, Rohnert Park Recycling News and The Windsor Wastewatcher. These publications specifically mention how and where to recycle household batteries, fluorescent lamps (tubes and bulbs) and mercury containing devices (thermostats, thermometers, etc.) The three publications refer residents to dispose of these items through the Household Toxics Facility, Community Toxics Collections or the Toxics Rover Pick Up Service. Their two other publications, Pacific Coast Recycling News and West Sonoma County Recycling news also contain information on battery recycling opportunities. North Bay Corporation also posts information on household battery drop off locations on their website at [www.unicycler.com](http://www.unicycler.com). In addition, they make available information on proper disposal of the above mentioned items while tabling at local vents.

- 3. Actions taken by the State of California and the Federal Government to encourage or require EPR for batteries, mercury lamps, and mercury thermostats
  - A. The California Integrated Management Board (CIWMB) unanimously adopted a set of strategic directives at its February 13, 2007 Board meeting. These strategic directives will serve as a tool that will allow the CIWMB to continue to provide outstanding service to the State of

California and reduce the amount of resources being wasted. The Board continues to be committed to working in partnership with local government, private businesses, and product manufacturers to develop a future modeled on resource stewardship and waste minimization.

Included in the strategic directives is SD-5. Producer Responsibility. One of the core values of the CIWMB is that producers assume the responsibility for the safe stewardship of their materials in order to promote environmental sustainability. The CIWMB states that it will:

1. Utilize existing Board authority to foster "cradle-to-cradle" producer responsibility.
2. Seek statutory authority to foster "cradle-to-cradle" producer responsibility.
3. Analyze the feasibility of various approaches to increasing producer responsibility, including during the product design and packaging phases, and make recommendations to the CIWMB Board by December 2007, and annually thereafter.
4. Build capacity and knowledge in CIWMB on extended producer responsibility (EPR) issues and solutions.
5. Develop and maintain relationships with stakeholders that result in producer-financed and producer-managed systems for product discards.

The CIWMB is considering at its September 19, 2007 meeting an agenda item with specific policy recommendations for an EPR framework to implement Strategic Directive 5: Producer Responsibility.

- B. The only California legislation addressing household batteries, fluorescent lamps or mercury-containing thermostats that continues to progress in the legislature is AB 1109, The California Lighting Efficiency & Toxics Reduction Act. Although this bill initially included manufacturer take-back requirements, it has been reduced to include only the following take-back language; "It is the intent of the Legislature to have a system established for the recycling of hazardous lighting products that is free and convenient for end users.", and, "The Department of Toxic Substances Control shall, in coordination with the California Integrated Waste Management Board, convene a task force consisting of, but not limited to, representatives of the lighting industry, environmental organizations, the recycling industry, individuals and private sector entities, local governments, energy utilities, and retailers to consider and make recommendations on all of the following:
- (1) The most effective and cost-efficient method effective, cost-efficient, and convenient method for the consumer to provide for the proper collection and recycling of any end-of-life general purpose lights generated in this state.
  - (2) Methods to educate consumers about the proper management and collection opportunities for end-of-life general purpose lights.
  - (3) Designations on the general purpose light and light packaging regarding the proper recycling of the light and compliance of the light with this article.
  - (4) The task force shall conclude its work and make recommendations to the Legislature on or before September 1, 2008."

AB 1109 appears likely to be approved by the legislature. Staff will update the Agency Board of the status of this bill at the September 19, 2007 Agency Board meeting.

- C. Although pharmaceutical drug wastes (out-of-date and unwanted medications) were not included in the Agency's EPR Implementation Plan, SB 966, Pharmaceuticals in the Waste Stream, would begin the EPR process for a state-wide solution for the growing problem of improper disposal of unused and expired pharmaceutical drugs by creating model disposal programs and requiring the California Integrated Waste Management Board to report back to the legislature on their potential state-wide implementation by 2010. This bill requires the California Integrated Waste Management Board (CIWMB) to identify and develop model programs for the safe disposal of pharmaceutical waste.

Specifically, this bill:

- 1) Requires the CIWMB to consult with local, state, and federal agencies including the Department of Toxic Substances Control (DTSC), the State Water Resources Control Board (SWRCB), and the California State Board of Pharmacy to establish model disposal programs.
- 2) Establishes minimum requirements for model programs including safety and ease of use for consumers and authorizes the CIWMB to develop related emergency regulations if necessary.
- 3) Requires the CIWMB to report to the Legislature by December 1, 2010 about the efficacy, safety, and cost-effectiveness of the program, as well as the potential for replicating model programs statewide.
- 4) Provides a sunset date of January 1, 2013, for the new article created by this bill that includes the provisions for the model program development.
- 5) Increases from \$5 million to \$6 million the amount of funding the CIWMB is authorized to provide to cities, counties and other local agencies for a variety of solid waste management and hazardous waste disposal activities.
- 6) Makes Legislative findings and declarations regarding the harmful effects of improper drug disposal.

SB 966 appears likely to be approved by the legislature. Staff will update the Agency Board of the status of this bill at the September 19, 2007 Agency Board meeting.

4. Change in volumes of household batteries, mercury lamps, and mercury thermostats collected by the SCWMA.

The Agency supports businesses engaged in take back programs by listing the businesses in the Agency's annual Recycling Guide and on the Agency's website at [www.recyclenow.org](http://www.recyclenow.org).

The quantities of household batteries, mercury lamps and mercury thermostats collected through the Agency sponsored collection programs have increased over time. The total number in pounds of all batteries disposed of (excluding auto batteries) in 2006 was 15,450 pounds. 20,939 pounds have been collected so far



between January 2007 and August 2007. In addition, there has been an increase in the number of disposed compact fluorescent bulbs and fluorescent tubes. In 2006 413 pounds of compact fluorescent bulbs were disposed of and 848 pounds have already been collected from January 2007 through August 2007. 143,592 feet (27.2 miles) of fluorescent tubes were disposed of in 2006 (at \$0.14/ft) and so far 124,230 feet of fluorescent tubes have been collected from January 2007 through August 2007. It is expected that the number of fluorescent tubes in the current year will surpass the 2006 figures. There is no information at the time of this report on the 2007 figures for mercury thermostats collected.

5. Change in cost to collect and manage household batteries, mercury lamps, and mercury thermostats by the Agency.

The Agency has seen an increase in the use of its HHW Programs over time. This increase is partially due to an increase in advertising and awareness of the program leading to greater participation. Presently, the cost to the Agency to collect and manage the above mentioned items has increased. The Agency is expecting to see a future decrease in costs with the current trend of increases in the number of collection points provided by manufacturers and retailers.

6. Changes in the number of collection points (convenience) for the consumers to return household batteries and mercury lamps to manufacturers and retailers.

Since the time the EPR Implementation Plan was approved, the number of collection points for consumers to return household batteries and mercury lamps to manufacturers and retailers has increased. The Agency now advertises three drop off locations for thermostats, in addition to the Household Toxics Facility, in their 2007 Recycling Guide and on the Agency's website at [www.recyclenow.org](http://www.recyclenow.org). In 2006 the listing included only one other thermostat drop off location besides the Household Toxics Facility. There has also been an increase in collection points for household batteries due to Longs Drugs implementing a take-back program utilizing The Big Green Box™.

7. Additional ways SCWMA is actively encouraging EPR.

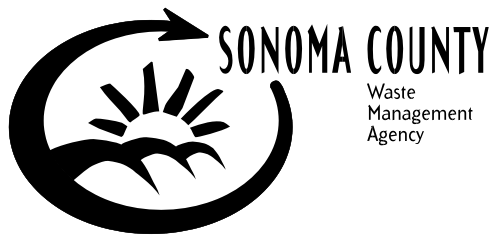
Agency staff continues to participate in California Product Stewardship Council (CPSC) meetings to develop coordinated efforts with other California local governments to promote EPR legislation for batteries, lamps and other wastes of concern. In addition, letters of support for EPR-based legislation and CIWMB policies have been distributed.

8. Future efforts SCWMA is planning on taking to encourage EPR.

Agency staff is looking into setting up accounts with the Thermostat Recycling Corporation (TRC) and The Big Green Box™ at the Agency's HHW Facility.

Agency staff will continue to work with local retailers to encourage their participation in the following programs: RBRC, TRC and The Big Green Box™.

The SCWMA will continue to monitor household battery, mercury lamp, and mercury thermostat collection and management programs, funded by parties other than the Agency. Staff will return to the Agency Board in January 2008 to present an updated progress report.



**Agenda Item #: 7.2**  
**Cost Center: HHW**  
**Staff Contact: Wells**  
**Agenda Date: 9/19/07**

**ITEM: Clean Harbors Contract Extension**

**I. BACKGROUND**

At the August 15, 2007 Agency Board meeting, staff presented the Board with the letter from Clean Harbors Environmental Services confirming their willingness to extend the contract for operation of the Agency's household hazardous waste (HHW) program for an additional year from January 2009 to January 2010, with a 3% increase to the operating fee. Staff also reported that Central Contra Costa Sanitary District (CCCSD) had recently received proposals for HHW disposal services similar to those used by the Agency. Staff indicated an interest in evaluating the proposals to CCCSD as a means to determine the current state of the market for HHW disposal costs. The Agency Board directed staff to return with a report on the CCCSD proposals.

**II. DISCUSSION**

After review and evaluation of the five HHW disposal cost proposals received by CCCSD, staff determined that (1) Philip Services Corporation (PSC) HHW disposal pricing was significantly less expensive than the pricing in the current contract the Agency has with Clean Harbors Environmental Services and (2) the Clean Harbors HHW disposal cost proposal to CCCSD was similar to the Agency's current HHW disposal costs with Clean Harbors. Based on this evaluation of the current market costs for HHW disposal, staff believes that some HHW program cost savings would still be likely a year from now through a competitive RFP process.

**III. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends that the Board direct staff to begin the process to prepare a RFP to solicit proposals for HHW program services such that a new contract for HHW program services would begin in January 2009.



## SONOMA COMPOST COMPANY MONTHLY REPORT

June-07

### a) Tonnages of Each Material Delivered to Facility

total tons of yard debris:	6,957.17 tons
average tons per day of yard debris:	231.91 tons
total tons of wood debris:	1,012.34 tons
average tons per day of wood debris:	33.74 tons
total tons of yard debris to Laguna *	443.93 tons
Total tons of food discards **	74.01 tons

\* This tonnage is not included in total tons of yard debris

\*\* This tonnage is included in the total yard debris tonnage above

### b) Deviations From Normal Operating Plans

#### Windrow Characteristics

	<u>width</u>	<u>height</u>	<u>length</u>
normal	18'	7'	700'

#### Moisture Addition/Application

at grinder:	Sprinklers
at compost site:	Drip

#### Moisture Content (%)

by feel:	lab results:
40-60%	33.90%
(active compost)	(finished compost)

#### Additives

Feathers, Grape Pomace, Vegetative Food Discards
--

#### Temperature Measurements

(data on file at SCC office)

Has temperature of finished compost reached 131 degrees Fahrenheit for at least 15 days, during which time the material was turned 5 times? YES

#### Aeration (turning)

type: SCARAB	frequency: 5 times in 15 days or longer during pathogen reduction, plus additional turnings to enhance the composting process (weather permitting).
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### c) Highlights and Anomalies of Program

<b>Weather/Rainfall:</b>	
total inches:	0
# of storm events:	0
<b>Operational Problems:</b>	
None	

### d) Lab tests

#### Monthly tests: Nutrient/Pathogen Reduction/Heavy Metals

<b>analysis: NUTRIENT</b>	
next date due:	Jul-07
date sample taken:	6/20/07
# of sub-samples:	12
location of samples:	22,23,42,47

<b>analysis: HEAVY METALS</b>	
next date due:	Jul-07
date sample taken:	6/20/07
# of sub-samples:	54
location of samples:	10,21,24,31,34,35

<b>analysis: PATHOGEN REDUCTION</b>	
next date due:	Jul-07
date sample taken:	6/20/07
# of sub samples:	54
locations of samples:	10,21,24,31,34,35

#### Quarterly Test:

<b>analysis: PESTICIDE RESIDUES</b>	
next date due:	Jul-07
date sample taken:	6/20/07
# of sub-samples:	12
locations of samples:	22,23,42,47

### e) Sales and Distribution of Finished Product

#### Yard Debris Sold

monthly total, cubic yards of all yard debris products sold:	5,412.00 cubic yds.
total cubic yards of screened compost:	3,563.00 cubic yds.
total cubic yards of early mulch:	26.00 cubic yds.
total cubic yards of screened mulch:	1,823.00 cubic yds.
yard debris product allocations:	69.00 cubic yds.
yard debris product donations:	47.00 cubic yds.

#### Wood Debris Sold

monthly total, tons of wood debris products sold:	3,045.00 tons
total tons of wood to non-fuel markets:	499.00 tons
total tons of wood bio-fuel*:	2,546.00 tons
wood debris product allocations:	178.00 cubic yds.
wood debris product donations:	15.00 cubic yds.

\* Bio-fuel tonnage includes overs from compost process

## Shipment Log

A shipment log showing date, compost product description, volume and destination of each load leaving the facility is on file at the Sonoma Compost office and is available for review by the Agency for purposes of verifying compensation records or other auditing functions.

### *f) Complaints and Environmental Concerns*

None

### *g) Contaminants Landfilled, Recovered or Recycled*

	tons	overall %
disposed	146.2	1.74%
recycled		

### *h) Inventory of Tonnage, Volume and Composition of Finished Products*

#### FINISHED MATERIALS

cubic yards

unscreened compost	1,900 cy
screened compost	3,700 cy
mulch	900 cy
"intermediates"	250 cy

#### INTERMEDIATELY COMPOSTED MATERIALS

aged over 2 weeks	20,500 cy
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#### FRESH MATERIAL

on-site under 2 weeks	6,270 cy
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#### EXPERIMENTAL MATERIAL

None	0 cy
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**SONOMA COMPOST COMPANY  
MONTHLY REPORT**

**July-07**

***a) Tonnages of Each Material Delivered to Facility***

total tons of yard debris:	6,642.18 tons
average tons per day of yard debris:	221.41 tons
total tons of wood debris:	854.12 tons
average tons per day of wood debris:	28.47 tons
total tons of yard debris to Laguna *	540.98 tons
Total tons of food discards **	71.83 tons

\* This tonnage is not included in total tons of yard debris

\*\* This tonnage is included in the total yard debris tonnage above

***b) Deviations From Normal Operating Plans***

***Windrow Characteristics***

	<u>width</u>	<u>height</u>	<u>length</u>
normal	18'	7'	700'

***Moisture Addition/Application***

at grinder:	Sprinklers
at compost site:	Drip

***Moisture Content (%)***

by feel:	lab results:
40-60%	N/A
(active compost)	(finished compost)

***Additives***

Feathers, Grape Pomace, Vegetative Food Discards
--

***Temperature Measurements***

*(data on file at SCC office)*

Has temperature of finished compost reached 131 degrees Fahrenheit for at least 15 days, during which time the material was turned 5 times? YES

***Aeration (turning)***

type: SCARAB	frequency: 5 times in 15 days or longer during pathogen reduction, plus additional turnings to enhance the composting process (weather permitting).
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### c) Highlights and Anomalies of Program

<b>Weather/Rainfall:</b>	
total inches:	0.0625
# of storm events:	1
<b>Operational Problems:</b>	
None	

### d) Lab tests

#### Monthly tests: Nutrient/Pathogen Reduction/Heavy Metals

<b>analysis: NUTRIENT</b>	
next date due:	Aug-07
date sample taken:	N/ A*
# of sub-samples:	
location of samples:	

<b>analysis: HEAVY METALS</b>	
next date due:	Aug-07
date sample taken:	N/ A*
# of sub-samples:	
location of samples:	

<b>analysis: PATHOGEN REDUCTION</b>	
next date due:	Aug-07
date sample taken:	N/ A*
# of sub samples:	
locations of samples:	

#### Quarterly Test:

<b>analysis: PESTICIDE RESIDUES</b>	
next date due:	Aug-07
date sample taken:	N/ A*
# of sub-samples:	
locations of samples:	

\* No samples were ready for testing. One sample will be submitted in August, two in September

### e) Sales and Distribution of Finished Product

#### Yard Debris Sold

monthly total, cubic yards of all yard debris products sold:	5,449.00 cubic yds.
total cubic yards of screened compost:	3,724.00 cubic yds.
total cubic yards of early mulch:	173.00 cubic yds.
total cubic yards of screened mulch:	1,552.00 cubic yds.
yard debris product allocations:	87.00 cubic yds.
yard debris product donations:	30.50 cubic yds.

#### Wood Debris Sold

monthly total, tons of wood debris products sold:	3,925.50 tons
total tons of wood to non-fuel markets:	425.50 tons
total tons of wood bio-fuel*:	3,500.00 tons
wood debris product allocations:	10.00 cubic yds.
wood debris product donations:	30.00 cubic yds.

\* Bio-fuel tonnage includes overs from compost process

## Shipment Log

A shipment log showing date, compost product description, volume and destination of each load leaving the facility is on file at the Sonoma Compost office and is available for review by the Agency for purposes of verifying compensation records or other auditing functions.

### f) Complaints and Environmental Concerns

None

### g) Contaminants Landfilled, Recovered or Recycled

	tons	overall %
disposed	105.4	1.31%
recycled		

### h) Inventory of Tonnage, Volume and Composition of Finished Products

FINISHED MATERIALS	cubic yards
unscreened compost	1,600 cy
screened compost	2,900 cy
mulch	650 cy
"intermediates"	400 cy

#### INTERMEDIATELY COMPOSTED MATERIALS

aged over 2 weeks	22,000 cy
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#### FRESH MATERIAL

on-site under 2 weeks	5,730 cy
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#### EXPERIMENTAL MATERIAL

None	0 cy
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