

SONOMA COUNTY WASTE MANAGEMENT AGENCY

October 17, 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 #7.1 ******

AGENDA

- | <u>ITEM</u> | <u>ACTION</u> |
|--|-------------------|
| 1. Call to Order/Introductions | |
| 2. <u>Attachments/Correspondence:</u>
Director's Agenda Notes
UCCE Home Compost Education Report 2006-2007 | |
| 3. <u>On file w/Clerk: for copy call 565-3579</u>
Resolutions approved in September
2007-016 Agency Travel Policy
Draft Agreement for E-Waste Collection Events | |
| 4. Public Comments | |
| <u>CONSENT</u> (w/attachments) | Discussion/Action |
| 5.1 Minutes of September 19, 2007 | |
| 5.2 Confirming Local Business Preference | |
| 5.3 Sharps Collection Strategy Agreement with
R3 Consulting Group for HD 16-C | |
| 5.4 Consideration of Revised Memorandum
for Staff Services and Rules of Governance | |

REGULAR CALENDAR

HOUSEHOLD HAZARDOUS WASTE

- | | |
|--|-------------------|
| 6.1 E-Waste Collection Event Contract
[Steinman](Attachment) | Discussion/Action |
| 6.2 Status of RFP for HHW Program Expansion
[Wells](Attachment) | Discussion/Action |

ADMINISTRATION

- 7.1 Technical Adjustments FY 07-08
[Fisher](Attachment)
- 7.2 Solid Waste Disposal Report
[Wells]

UNANIMOUS VOTE

Discussion/Action

COMPOSTING/WOOD WASTE

- 8.1 Update on Compost Program and
New Site Search
[Wells](Attachment)

Discussion/Action

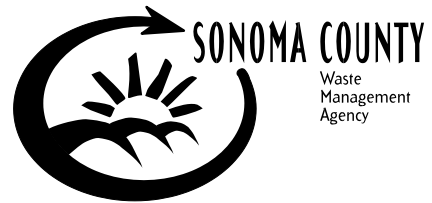
- 9. Boardmember Comments
- 10. Staff Comments
- 11. Adjourn

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: OCTOBER 17, 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 September 19, 2007 SCWMA meeting
- 5.2) Confirming Local Business Preference Policy At the June Agency Board meeting, the question of using a "local preference" policy was discussed. Direction was given to staff to explore whether there was a policy and, if not, develop a policy for a Sonoma County business preference when purchasing goods and services. There is an existing Agency purchasing policy for supplies and equipment that was adopted February 15, 1995. **Staff recommends re-confirming the existing purchasing policy for supplies and equipment that was adopted in 1995.**
- 5.3) Sharps Collection Strategy Contract In May 2007, the Sonoma County Waste Management Agency submitted an application for a Countywide Coordination reimbursement grant, "HD 16-C", offered by CIWMB. The purpose of the grant is to help local governments' further sharps (hypodermic needles, syringes, etc.) collection programs through dialog, coordination and policy development. Our project will involve collaboration among County departments, including the Sonoma County Department of Health Services Prevention & Planning Division (SCDHS). It is recommended that R3 Consulting Group act as the consultant for this project by developing the strategy and making recommendations. This is a reimbursement grant for \$7,000. **Staff recommends the Chair sign the attached Purchase Order with R3 Consulting Group to complete the tasks for the Household Hazardous Waste Grant HD 16-C Coordination Grant.**
- 5.4) Consideration of Revised Memorandum for Staff Services and Rules of Governance During the Agency discussion of the Staff Services MOU at the November 2006 meeting, it was agreed that there should be consideration of a review of the MOU annually, concurrent with the budget review process. At the February 2007 Agency meeting, an ad hoc MOU subcommittee for staffing services was selected to consider changes to the MOU. The MOU review committee met on April 3, 2007. After discussion, Agency Counsel was directed to make the requested changes and any other modifications she deemed appropriate from a legal point of view. The revised MOU is attached as well as a revised Rules of Governance. The Sonoma County Board of Supervisors approved the revised MOU at its September 18, 2007 meeting. **Staff recommends approving the revised MOU and Rules of Governance.**

HHW

- 6.1) E-Waste Collection Event Contract Staff evaluated eight proposals received from the Request for Proposals distributed in August. A ranking of the eight proposers is included in the packet. Goodwill Industries of the Redwood Empire (GIRE) was ranked the highest. Further discussion on the evaluation process of the proposals is included in the Staff Report. GIRE's proposal is included as an attachment to the Staff Report. **Staff recommends awarding Goodwill Industries of the Redwood Empire (GIRE) the contract for e-waste collection event services.**

- 6.2) Status of RFP for HHW Program Expansion As discussed in more detail in the attached staff report, the Board gave staff direction in April 2006 to solicit consultant services to study HHW programs and facilities similar to the Agency's. At the June 2007 Agency Board meeting, after review of the proposed scope of work for a consultant agreement, staff was directed to solicit proposals and return to the Board with a contract to study the feasibility, design, and (potentially) permitting of additional HHW collection facilities. On August 16, 2007 staff sent the RFP to 32 consulting firms believed capable of performing these tasks. No proposals were received by the deadline of September 28, 2007. **Staff recommends that the Board direct staff to identify an interested and qualified consultant and prepare a contract to assist staff with the design, study the feasibility, and (potentially) assist with permitting of additional HHW collection facilities in Sonoma County.**

ADMINISTRATION

- 7.1) Technical Adjustments FY 07-08 The enclosed staff report details the recommended changes (Technical Adjustments) to the FY 07-08 Budget. **UNANIMOUS VOTE REQUIRED.**
- 7.2) Solid Waste Disposal Report At the September 2007 SCWMA Board meeting, the Board of Directors requested staff to prepare a report detailing the quantity and destination for the disposal of Sonoma County solid waste. Staff will present the results of this research at the October 2007 Board meeting, as not all of the data was available at the time of packet distribution. **No action requested.**

COMPOSTING/WOOD WASTE

- 8.1) Update on Compost Program and New Site Search Staff will update Board members on the status of the composting program for yard debris and wood waste along with an update on the new composting site search. Monthly report for July attached. **No action requested.**

HOME COMPOST EDUCATION REPORT 2006-07

Paul Vossen & Deborah Curle, University of California Cooperative Extension, Sonoma County

This is a report of activities for the third year (July 1, 2006 to June 30, 2007) of the three-year contract (amendment no. 4) from July 1, 2004 to June 30, 2007 funded by the Sonoma County Waste Management Agency.

Program Goal and Contracted Tasks

Reduce landfill inputs by teaching home composting through volunteer Master Gardeners (MG) at public events, schools, community gatherings, resource desks, and workshops.

- Provide home composting information via direct contact with 5,000-10,000 county residents at selected



- major public events such as the Sonoma County Fair, Harvest Fair, Home and Garden Shows, Cloverdale Citrus Fair, Sonoma County Jail Industries Nursery bi-annual plant sale, Master Gardener's Bloomin' Backyards garden tour, etc. where large numbers of people are gathered (25 event days/year).
- Distribute 10,000 educational brochures at the above events.
- Provide 6 outdoor hand-on workshops when significant audiences can be guaranteed.
- Provide 40 school classroom presentations plus worm composting materials for students and teachers to divert school waste and to effect behavioral change in students.
- Provide a resource desk and phone line to answer composting questions 5 days per week and 4-6 hours per day.
- Collect names of home composters to conduct a survey in 06-07 on composting habits and information on their sources of composting information.
- Conduct a postcard survey using names of contacts gathered at workshops.
- Estimate landfill diversion based on survey data from 1994-97, 2003-04, and 2007

Background

Since 1993, the University of California Cooperative Extension (UCCE) has provided compost education for county residents with funding from the Sonoma County Waste Management Agency (SCWMA).

In the last twelve years, the program reached 211,090 residents with composting brochures, bin distribution programs, educational booths at large public events, library talks, farmers' market booths, workshops, and by providing a resource desk for call-in questions in Santa Rosa and Sonoma. Each year large numbers of people have been reached by concentrating efforts at educational booths at well-attended public events. Additionally, last year approximately 920 children were contacted in school classroom presentations (25-30 students per class).

Since its inception, the program has reached 6,181 residents through compost workshops and clinics. These are in-depth instructional seminars where the participants spend considerable time (1-2 hours) learning about composting and in some cases, making a compost pile. In 2006-07, 1,220 people were taught through workshops, even though we are not currently focusing on this educational method. Through this contact method (1994-97, 2001-2004, & 2006) we developed a database of participants for survey purposes.

Three years of survey results (1994-97) documenting home composting by trained workshop and educational event participants provided the benchmark for tonnage diversion up until last year. According to those surveys we estimated that almost 70% of workshop contacts began or increased composting and reduced their input into the waste stream by 19.5 gallons per household per month.

In 2003-04, a short post card survey was sent to people who received information about home composting from the Master Gardener Program. This survey was designed to gather information about the effectiveness of Master Gardener information dissemination on home composting from mini-demos and information booths. Most of these contacts are much shorter than contacts made at workshops and do not usually include hands-on compost pile construction. This audience of people is not necessarily motivated to attend a long workshop specifically on compost pile construction. Many more contacts are made with this methodology, but the length and detail of the contacts are not as strong. From those responses we estimated that about one-quarter (23.2%) of those, who had received information on composting, started or increased their composting. Those respondents indicated that on average they were composting almost 1 gallon (0.92 gallons) of kitchen waste and almost 4 gallons (3.68 gallons) of yard waste per month. Additionally, almost one-third (29.7%) of the survey respondents indicated that on average they were diverting 13.8 gallons per month of organic materials into the curbside pick up containers.

The Compost Education Program is operated primarily by volunteers. The budget reflects maintenance of current educational efforts. There are four unique aspects to this project:

1. Master Gardener (MG) volunteers are under the direction of the University of California Cooperative Extension (UCCE) and connected to UC-based research expertise.
2. Non biased documentation of the results of educational efforts is conducted periodically in order to re-evaluate and update methodologies of the program. Landfill diversion estimates are based on statistically valid indicators of behavioral change collected from survey data.

3. Master Gardeners have a broad-based network of community projects and a reputation for providing practical science based information.
4. The volunteer nature of the program provides multiple in-person contacts for homeowners at a substantially lower cost than private contracting.

A part-time MG coordinator (25%) and a core group of about 17 trained volunteers, under the direction of UCCE Horticulture Advisor, Paul Vossen, carried out the Home Compost Education Program this last year.

SUMMARY OF OBJECTIVES ACHIEVED IN 2006-07

Events, Community Gatherings, and Workshops

The Master Gardeners had booths at seven large public events, community gatherings, and workshops (28 event days) in the county and provided information to 15,470 people. They distributed thousands of brochures and demonstrated home composting with display bins, compost piles, and worm boxes. The events, dates, and number of contacts are listed in Table 1. The demonstration garden at the Sonoma County Fair displayed a home compost system and provided home composting brochures to many contacts. Large audiences were attracted to the garden and received information on composting as in past years.



Master Gardener display garden at the Sonoma County Fair with information on home composting, pesticide use reduction, and appropriate plant selection.

Table 1. Master Gardener Program Home Composting Education at Large Events, Community Gatherings, and Workshops

EVENT	DATE	# OF CONTACTS
Sonoma Co. Fair booth & demo garden	7-25 to 8-7 (14 days)	9,481
Fall Home Show	9-15 to 9-17 (3 days)	1,355
Cloverdale Citrus Fair	2-16 to 2-18 (3 days)	232
Sonoma County Harvest Fair	10-6 to 10-8 (3 days)	505
Spring Home & Garden Show	3-16 to 3-18 (3 days)	3,772
S.R. Medical Alliance Garden Tour	5-25 to 5-26 (2 days)	125
TOTAL	28 Event Days	15,470

Other Educational Events

The Master Gardeners presented information on composting at 280 small-scale events throughout the year. They distributed brochures, made short presentations on home composting and worm composting, and answered questions about starting a home compost pile for 5,387 people (4,589 at farmers markets, small fairs, garden clubs, tours, and 798 at library series classes). The event dates and contact numbers are listed in Tables 2 and 3. The farmers markets have booths where Master Gardeners provide information on plant culture, pest control and composting. The library series events focus on a specific gardening topic and include information and handouts on home composting. Some of the library series talks specifically focus on composting or worm composting.

Table 2. Master Gardener Home Composting Education Program Contacts at Farmers Markets, Small Fairs, Garden Clubs, and Tours

EVENT	DATE	# PEOPLE CONTACTED
21 Healdsburg Farmers Mkts.	May through September	571
30 Sebastopol Farmers Mkts.	May through November	329
83 Sonoma Farmers Mkts.	April - Oct. & Fridays all year	246
21 Santa Rosa Farmers Mkts.	May through September	879
26 Petaluma Farmers Mkts.	May through October	593
21 Occidental Farmers Mkts.	May through September	174
30 Windsor Farmers Mkts.	May through November	312
Jail Industries Plant Sale	April 7, May 5	28
Blue Spruce Lodge Garden	March – November	70
Badger Park Garden	March – October	116
Humane Society Garden	40 weeks – all year	553
Various Garden Club Talks	All year	132
Harvest For The Hungry	February – November	308
Sonoma Garden Park	All year	199
Petaluma Community Garden	All year	79
TOTAL CONTACTS		4,589

Table 3. Master Gardener Home Composting Program Contacts at Library Series Talks

LIBRARY SERIES	# PEOPLE CONTACTED
Healdsburg Library Series	101
Petaluma Library Series	201
Rincon Valley Library Series	95
Rohnert Park Library Series	58
Sebastopol Library Series	99
Sonoma Library Series	110
Windsor Library Series	134
TOTAL LIBRARY SERIES CONTACTS	798

School Presentations

Master Gardeners made 32 school presentations in classrooms with an average of 25 - 30 students. During this last fiscal year 920 students (K-12) were contacted. The demonstrations were for the length of a normal class period. They were done to develop an environmental awareness and to encourage recycling of organic wastes from the classroom and school. Most presentations included the establishment of a worm box in the classroom. Fliers were sent home with students to encourage parents to compost and recycle. See Table 4 for a list of schools and presentation dates.

Educational Brochures

The Master Gardeners printed and distributed 10,000 copies of educational brochures about home composting at events, workshops, and schools presentations. Master Gardeners developed all of the educational brochures, except the Renee's Garden Guide, Worm Digest, and Composting Matters.

- *More Hints for Composting*
- *Composting Matters Activity Book*
- *Recycling Tips For Gardeners*
- *Worm Composting*
- *Abono Natural (Home Composting in Spanish)*
- *Renee's Garden Home Composting Guide*
- *Putting Worms To Work And Keeping Them Happy*

Table 4. Master Gardener School Presentations

SCHOOL	DATE
1 @ Forget-Me-Not-Farm	7-25
1 @ Kenwood School	9-1
1 @ Oak Grove School	9-13
1 @ Helen Lehman School	9-15
1 @ Santa Rosa Christian School	10-5
2 @ Presbyterian Preschool	10-19
1 @ Montgomery High School	11-1
2 @ Alexander Valley School	11-8
1 @ Red Barn Montessori	11-29
1 @ Guerneville School	12-1
1 @ Meadowview School.	12-4
1 @ Childskind Preschool	12-6
1 @ Cherry Valley School	2-24
1 @ McNear Elementary School	3-14
1 @ Doyle Park School	4-4
2 @ Windsor Spring Camp	4-13
2 @ Spring Creek School	4-19
1 @ Mary Collins School	4-21
1 @ Windsor Preschool	5-8
3 @ Cloverdale Ag. Day	5-11
2 @ Med. Alliance Garden Tour	5-18,19
1 @ KidsCenter Preschool	5-21
1 @ Mark West School	5-25
1 @ Salmon Creek School.	5-30
1 @ Forget-Me-Not Farm	6-19
32 Presentations at 25 Schools	

Resource Desk

The Master Gardeners maintain a phone answering service for gardening questions in both Santa Rosa five days per week and Sonoma three days per week. They also handle walk-in clientele and questions via email. Trained Master Gardeners answered questions related to home composting from 2,229 people and sent many of those people an appropriate handout on home composting. These contacts, with name and address, were a source of feedback from our postcard survey on behavioral change in handling compostable materials in the home landscape and for dealing with organic kitchen waste.



Master Gardener, Betty Miller, working at the Santa Rosa office desk

Website (www.sonomamastergardeners.org)

The UCCE Sonoma County Master Gardener website was recently revised and improved. It offers many resources for the home gardener, including a variety of composting publications that can viewed by the general public. The website generated 7,555 contacts during FY 2006-07.



Master Gardeners demonstrating worm composting to school children

Conclusions & Recommendations

This past fiscal year, 2006-2007, was the final year in a 3-year contract ending June 30, 2007. The home composting program has been teaching backyard composting to homeowners, apartment dwellers, and school children for fourteen years. Every year we evaluate the program and make changes to meet the goal of reaching the largest number of people in the least time-consuming and most rewarding ways for the participants and the Master Gardener volunteer trainers. The group is committed to including composting information as an essential part of gardening. Last year 17 Master Gardeners participated in the home compost educational effort as trainers and made 31,561 total contacts, including contacts through our website:

- Major Events and Workshops – 15,470
- Farmers Markets and Library Series – 5,387
 - School children – 920
- Phone Desk, Santa Rosa and Sonoma – 2,229
 - Website – 7,555

Home composting education has become an integral part of the Master Gardener program and the volunteers are committed to it. A composting curriculum has been added to the core-training program for all new Master Gardeners, new trainers are added each year, effective publications and handouts have been developed, and there is timely coordination of activities. The Master Gardeners are proud of the success of the home composting program. If the Sonoma County Waste Management Agency continues to fund the program for coordination support, it could continue indefinitely.

A concentration of efforts toward providing information at events where people are already present has greatly increased our numbers of contacts the last few years. Many of those contacts are made during short conversations at Master Gardener educational booths like the demonstration garden and booth at the Sonoma County Fair, farmers markets, garden tours, garden club talks, festivals, Harvest Fair, community gardens, and library series presentations. Compost talks and demonstrations are a continuation of similar efforts conducted last year where short workshop presentations are accompanied with handouts and a short message on home composting. The program fell short of our goal of conducting 40 school classroom presentations; only 32 were completed. This was due to a change in the volunteer leadership involved in coordinating these events and a drop off in the number of Master Gardener volunteers interested in working in schools with children.

Future Considerations for the Project

Our recommendation is to continue the countywide Home Compost Education Program delivered through the University of California Cooperative Extension volunteer Master Gardeners. The program is flexible enough to include special efforts and new ideas for increasing the numbers of contacts or improving the volume of materials diverted from the waste stream. The focus should continue to be to provide short presentations and handout materials to county residents and encourage home composting and reduction of compostable materials entering the landfill, plus the side effect of increasing overall awareness of the waste stream.

In order to continue reaching large numbers of people, booths will continue to be set up at appropriate events to inform people about home composting. It is more efficient to go where the people are rather than try to attract them to an event to teach them how to compost. We have determined that information delivered in short talks accompanied by handouts reaches the largest number of people and through our post card surveys about ¼ of those reached start or increase their home composting.

We continue to teach a few traditional workshops that are stand-alone programs, which demonstrate home composting with hands on methodology. When only a few of these are done each year, if they are well publicized, and when they are held at easily accessible locations, they have been fairly well attended. There are a couple of Master Gardener compost trainers that are willing to continue to teach them if an audience can be generated. Other venues of information delivery such as school community gatherings have also been successful and will be explored more for presentations where adults and students interact and where Master Gardener volunteers can deliver a home composting workshop. One very successful educational event was the Bloomin Backyards garden tour, which will be offered every other year (next BB garden tour scheduled for June 2008).

Continuation of training sessions in school classrooms is recommended, but reducing the number of presentations from 40 to 20 is preferred. Sending information materials home with school children should encourage parent participation and exposing children to composting at a young age is very positive for their awareness of the waste stream. This next year's budget, through the County of Sonoma, will provide for printing of essential educational materials and operating supplies. The part-time program coordinator position is essential in providing the volunteer training, support, and supervision to conduct the program.

Postcard Survey

In June 2007, a postcard survey was sent out to 931 households in Sonoma County. Names and addresses were acquired from Healdsburg library and community garden talks, Petaluma library series talks, Windsor library and compost workshops, Sebastopol library series talks and Santa Rosa workshops at home and garden shows. A total of 285 surveys were returned by June 30, for a return rate of 30.6%.

Past surveys in 1994 – 1997 gathered detailed information from attendees at composting workshops. These workshops were fairly long, 1-2 hours, hands-on presentations designed to teach motivated households how to build and use compost piles in their back yards. That data strongly indicated that close to 70% of the people contacted started or increased home composting. On the average they reduced their garbage input of kitchen scraps by 2.5 gallons / household / month and yard waste by 13.2 gallons / household / month.

This survey was designed to gather information about the effectiveness of Master Gardener information dissemination on home composting from mini-demos and information booths. Most of these contacts are much shorter than contacts made at workshops and do not usually include hands-on compost pile construction. This audience of people is not necessarily motivated to attend a long workshop specifically on compost pile construction. Many more contacts are made with this methodology, but the length and detail of the contacts are not as strong.

The primary question answered by this survey relates to the change in behavior of people receiving information from a Master Gardener on home composting. We essentially wanted to know if the efforts to get people to start or increase their home composting were actually working, and if so, by how much. The results of this survey are given below.

Out of 285 respondents, 119 (41.8%) indicated that they remembered receiving information on home composting from a University of California Master Gardener. It should be noted that almost all of them had received information on home composting, which was available at one of the events they attended. After giving them information on home composting during various Master Gardener activities at talks and booths, attendees were asked if they could be sent a survey or more information later. Those who gave us their addresses were sent the postcard survey.

When asked if they had started or increased home composting of kitchen scraps or yard waste due to the information they had received, we obtained a total of 76 negative responses and 56 positive responses. So, just under half, 47% of the 119 respondents, who remembered they had received information, responded positively and 64% said that they had not acted on the information received. Since we know, however, that the surveys were sent only to people who had received information on home composting, a more accurate rate of information adoption would be the 56 out of 285 who had returned the surveys (19.7%). In other words, just under one-fifth of the people informed by UC Master Gardeners about home composting, started or increased their composting.

When asked to estimate the amount of material they are now composting per week we received 184 positive responses indicating that two-thirds (67.6%) were composting. There was a large range in the amount of material they were composting from ¼ gallon to over 10 gallons each week. Most of the households are composting about 1 to 5 gallons per week. Nine indicated ¼ gallon, thirteen households indicated ½ gallon; four, ¾ gallon; thirty-six, 1 gallon; fifty, 2 gallons; forty-two, 5 gallons; nine, 10 gallons; and twenty-one households said > 10 gallons per week.

Of those households that indicated that they were not composting all of their kitchen scraps or yard waste, we asked them where it was going. Forty-nine (29%) of the households responded that they were putting their compostable materials into the trash. Another 62.7% were putting it in the curbside yard waste can and 3.6% indicated they were taking it to the landfill. Three wrote in that they fed their kitchen scraps to their chickens and/or goats, and four indicated that they put their kitchen scraps into the garbage disposal.

This short postcard survey indicates that a significant percentage of people who have received information on home composting from the Master Gardener Program do, in fact, use the information to start or increase their level of composting. It also indicates that an even larger percentage of people are already composting at some level, and a significant number of households who are not composting are putting their compostable organic materials into the curbside yard waste can.

Below is the post card survey that was sent out:

Compost Survey Post Card	
1. Has your household received information about home composting from the University of California Master Gardeners?	
No _____ go to # 3	Yes _____
2. Did you start, or increase, home composting of kitchen scraps or yard waste due to the information you received?	
No _____	Yes _____
3. If you are composting now, please estimate the amount of material you are composting each week.	
None _____, 1/4 gallon _____, 1/2 gallon _____, 3/4 gallon _____,	
1 gallon _____, 2 gallons _____, 5 gallons _____, 10 gallons _____,	
More than 10 gallons _____, Other (please specify) _____.	
4. If you are not composting all your kitchen scraps or yard waste, where is it going?	
In with the regular trash? _____,	
Curbside pick up in the yard waste can _____,	
I take it to the landfill myself _____, Other (please specify) _____.	
Thank you. If you have any questions, comments, or would like to provide more detailed information please contact (707) 565-2621	

Tonnage Diversion Estimates

The home composting program had direct contact with 25,730 people in FY 2006-07 at seven large events and workshops (28 days) and 280 smaller scale events such as: farmers markets, tours, small fairs, and library presentations. The home compost education program also distributed 10,000 composting brochures through educational booths, the Master Gardener desk, and through school presentations (920 youth). Calculations for the tonnage diversion estimates are based on direct adult contacts only, therefore, total contacts for the year were 24,497.

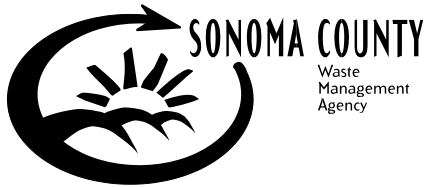
Our (University of California) survey** in 2007 indicated that 19.7% of the people contacted started or increased home composting. On the average they reduced their landfill input of kitchen scraps and yard waste by 4.14 gallons per week (17.9 gallons per month - 215.3 gallons per year). According to past surveys 25% was kitchen waste and 75% was yard waste, so that means they were composting 1.04 gallons of kitchen scraps and 3.1 gallons of yard waste per week. Based on these figures the diversion increase for FY 2006-07 due to the addition of new home composters was:

- $24,497 \times 19.7\% = 4,826$ households beginning or increasing home composting
- **Kitchen scraps*** diverted = 4.5 gallons per month/household = 21,717 gallons per month = 63.0 tons per month = 756.0 tons per year = 1,286.2 cubic yards per year
- **Yard waste*** diverted = 13.4 gallons per month/household = 64,668.4 gallons per month = 187.5 tons per month = 2,250.0 tons per year = 3,825.0 cubic yards per year
- **TOTAL DIVERTED = 3,006.0 tons per year = 5,111.2 yd³ per year**

** Weight and volume calculations for kitchen scraps are based on 70% moisture (5.8 lbs./gallon) (1,171 lbs./yd³). Weight and volume calculations for yard waste are based on 50% moisture (4.2 lbs./gallon) (848 lbs./yd³). Kitchen scraps represent about 20% and yard waste 80% of the compostable materials based on past survey data.*

*** Tonnage diversion figures this year are greater than what they were estimated to be in the last three years based on our updated postcard survey data. Factors influencing that change may be: actual changed in composting habits, survey data collection methodology, different educational methods, and number of people reached with composting information.*

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Item # 5.1

MINUTES OF SEPTEMBER 19, 2007

The Sonoma County Waste Management Agency met on September 19, 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 Rohnert Park	Tim Smith, Vice Chair
City of Cotati	Marsha Sue Lustig
City of Healdsburg	Mike Kirn
City of Petaluma	Vince Marengo
City of Santa Rosa	Greg Scoles
City of Sebastopol	Dave Brennan
City of Sonoma	Stephen Barbose
County of Sonoma	Phil Demery
Town of Windsor	Christa Johnson

ABSENT:

City of Cloverdale	Gus Wolter
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STAFF PRESENT:

Executive Director	Ken Wells
Counsel	Janet Coleson
Staff	Patrick Carter
	Lisa Steinman
Recorder	Elizabeth Koetke

1. **CALL TO ORDER**

Tim Smith, Vice Chair, called the meeting to order at 9:05 a.m.

2. **ATTACHMENTS/CORRESPONDENCE**

Vice Chair Smith called attention to the Director's Agenda Notes.

3. **ON FILE WITH CLERK**

Vice Chair Smith noted the resolutions from the August meeting on file with the clerk.

4. **PUBLIC COMMENTS**

There were no public comments.

CONSENT

5.1 Minutes of August 15, 2007

5.2 Adoption of Travel and Reimbursement Policy

5.3 Beverage Container Grant Program

Motion to approve the consent calendar was made by Dave Brennan, Sebastopol. Vince Marengo, Petaluma, seconded. Cloverdale absent. Consent calendar approved.

REGULAR CALENDAR

ADMINISTRATION

6.1 TECHNICAL ADJUSTMENTS FY 07-08

With approval from the Board, Vice Chair Smith directed that this agenda item be rescheduled for the October 17, 2007 meeting as this item requires a unanimous vote and all cities were not represented at this meeting.

6.2 NOVEMBER AGENCY MEETING DATE

The November meeting was originally scheduled for November 21, 2007, the day before Thanksgiving, staff asked for direction from the Board to move the meeting to another date in November.

Phil Demery, County of Sonoma, made a motion to move the November meeting date from November 21, 2007 to November 28, 2007 to accommodate the Thanksgiving holiday. Greg Scoles, City of Santa Rosa, seconded. Motion approved.

HOUSEHOLD HAZARDOUS WASTE

7.1 STATUS OF EPR IMPLEMENTATION PLAN

Lisa Steinman reported on the Agency's Extended Producer Responsibility (EPR) Implementation Plan, which was approved by the Board at the February 2007 meeting. The implementation plan is two-fold, the first phase is to encourage producer responsibility by supporting legislation at all levels, include EPR language in procurement policies, and encourage local businesses to implement voluntary take-back programs for mercury containing products and household batteries. The second phase, to be initiated at the Agency Boards' discretion, would implement a local mandatory take-back ordinance. There will be another status report presented to the Agency Board in January 2008.

Among other actions related to EPR, the California Integrated Waste Management Board (CIWMB) adopted a set of strategic directives at their February 13, 2007 Board meeting which included Strategic Directive 5: Producer Responsibility. The CIWMB is considering at their September 19, 2007 meeting adopting an EPR policy framework which includes sponsoring legislation that would delegate responsibility to the CIWMB to implement take-back regulations.

The only current 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', which has been approved by the legislature and is awaiting approval by the Governor.

A related bill is Senate Bill SB 966, which addresses pharmaceuticals in the waste stream, which would begin the EPR process for a statewide solution to the growing problem of improper disposal of unused and expired pharmaceutical drugs by creating model disposal program and requiring the CIWMB to report back to the legislature on their potential statewide implementation by 2010. Pharmaceutical disposal is not addressed in the Agency's EPR Implementation Plan. This bill is also awaiting Governor approval.

The Agency continues to experience an increase in the use of its HHW collection services. With increases in the number of collection opportunities provided by manufacturers and retailers the Agency is hoping to see a decrease in costs for items such as batteries.

Agency staff is also considering setting up accounts with the Thermostat Recycling Corporation (TRC) and The Big Green Box[™] (which is for household batteries) for the Agency's HHW Program to help reduce costs. Staff will continue to work with local retailers to encourage their participation in the Rechargeable Battery Recycling Corporation (RBRC), TRC and The Big Green Box[™] programs.

Marsha Sue Lustig, Cotati, asked if there was a way to track the stores that collect the materials, where they take it, and how much they collect.

Lisa Steinman said those questions would be addressed in the next status report to the Agency in January 2008.

Vice Chair Smith distributed an invitation to a symposium about Safe Medicine Disposal which will be held in Rohnert Park November 8th.

Vice Chair Smith said he had been in contact with Ben Stone from the Sonoma County Economic Development Board and would like very much for Extended Producer Responsibility to be included when considering a business for a Green Business Certification.

Vice Chair Smith said he appreciates what staff has done by sending letters on behalf of SB 966 and AB 1109. He asked staff to present a brief update on the status of these bills at the next Agency meeting.

Ken Wells confirmed that staff is working with Ben Stone and the Sonoma County Economic Development Board on the development of an expanded Green Business Program for Sonoma County. The idea of adding take-back responsibilities or opportunities to businesses that would like to be Green Businesses is an excellent idea and consistent with our EPR Resolution.

7.2 CLEAN HARBORS CONTRACT EXTENSION

Ken Wells explained that recently the Board agreed to a one-year extension of the Clean Harbors contract that would take the current agreement to January 2009, although the contract allowed for an extension for two years which would take us to 2010. Clean Harbors indicated a willingness to extend for one year under the same terms and conditions, however for a second year they asked for a 3% increase in their operating fee. Staff was given direction to work with Clean Harbors to see if that particular condition could be removed; we received a letter that was presented to this board at the last meeting that indicated that Clean Harbors was willing to go the extra year but only if that 2nd year included the 3% increase in their operating fee.

At the time of last months' meeting, staff reported that Central Contra Costa Sanitation District (CCCSD) was completing a competitive process for household hazardous waste disposal. CCCSD was an organization in our benchmarking study as they do a lot of the same things we do.

At the August meeting staff was directed to review and evaluate the five HHW disposal proposals received by CCCSD. Staff determined that there were two top-ranked firms in terms of cost, one was Phillips Services Corporation (PSC) and the other was Clean Harbors. PSC was less expensive than Clean Harbors by about 16%.

Based on that evaluation, staff recommends moving forward with a competitive process, and if disposal costs don't go up too much in the next 6 or 8 months, it's possible that we could get even better prices than we have now.

Vince Marengo, Petaluma, asked if there was anything that was not similar in CCCSDs contract and our contract.

Ken Wells said that one difference is that we recycle latex paint; we don't pay to dispose of it. CCCSD pays to dispose of their paint.

Phil Demery, County of Sonoma, asked who the previous service provider for CCCSD was.

Ken Wells said it was PSC.

Phil Demery, County of Sonoma, moved to reaffirm the previous action and go forward with an RFP. Vince Marengo, Petaluma, seconded. Motion approved.

COMPOSTING/WOOD WASTE

8.1 COMPOST PROGRAM UPDATE

Compost reports for June and July 2007 were included in the packet.

Staff is working on outreach efforts to the community to let them know that vegetable waste is an acceptable component to their green waste can.

Feathers have been added to the compost, as has duck bedding and the nitrogen levels have increased.

There was a kick-off meeting with ESA, the contractor developing the siting criteria for the new compost site. There may be some sites to consider by November. There will be a meeting with the AB 939 Local Task Force at that time.

Vice Chair Smith commented that he worked with the Cotati Creek Critters and they were appreciative of the compost from Sonoma Compost Company.

Also, compost was given away at the second to the last Wednesday night market. And the \$2.00 veggie compost bins were available for sale. The veggie compost bins are very popular.

9. BOARDMEMBER COMMENTS

Vince Marengo, Petaluma, said that the City of Petaluma has a non-exclusive contract for debris box hauling for commercial use, he would like to request information on the destination and quantities of waste going to the various disposal sites.

Ken Wells said staff will prepare a report for the Board on where solid waste goes.

Marsha Sue Lustig, Cotati commented that where our waste goes affects the money that this Agency receives.

Ernie Carpenter, Global Materials Recovery Services, said they are required to keep numbers for all their non-exclusive contracts, and they are happy to make those numbers available.

Christa Johnson, Windsor, commented that included in the BVA report are several comments from the AB 939 Local Task Force. She would like the Agency Board to have the opportunity to review and comment on any report that would be done in the future so that the Boards' comments could appear in the report.

Marsha Sue Lustig, Cotati expressed interest in having a conversation with the RWQCB staff as was mentioned at a past Agency meeting. If they gave their perspective about the composting operation and environmental situation at the Central Landfill that would be helpful.

Vice Chair Smith added that their advice as to what they are looking for in the new compost site would be helpful.

Ken Wells said this was discussed at the August meeting, and Susan Klassen, the other County representative, indicated that she would pursue inviting the RWQCB to an Agency meeting.

Phil Demery, County of Sonoma, gave an open invitation to all Board members and members of the public to tour the Central Disposal Site to see the HHW Facility, the Recycling and Reuse area and the Compost Facility.

10. STAFF COMMENTS

Lisa Steinman updated the Board on two businesses in Sonoma County that are accepting treated wood waste; M&M is accepting treated wood from commercial customers and Global Materials Recovery Service is accepting treated wood waste from the public.

Christa Johnson, Windsor, asked where the treated wood waste was being taken.

Ernie Carpenter, Global Materials Recovery Service said the two closest landfills that are certified to accept it from the public are Hay Road Landfill and Altamont Landfill.

Ken Wells commented there was a request at a past meeting that we consider a Local Business Preference, in doing research, we discovered that we have one that was approved in 1995. We'll bring that back for confirmation and review at the next meeting.

He added that we're expecting to be awarded a \$7,000 grant for sharps disposal which is a coordination grant working with the County's Department of Health Services.

The Agency was also selected for a \$200K grant to help with the HHW facility expansion program.

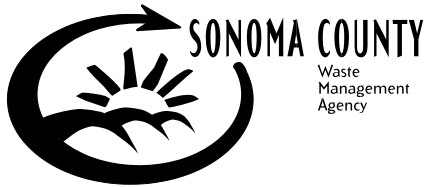
Finally, we submitted an RFP for the idea of doing collection events in the various cities and eight proposals were received.

11. ADJOURN

Meeting adjourned at 10:05 a.m.

Respectfully submitted,
Elizabeth Koetke

Distributed at meeting:
Safe Medicine Disposal Seminar Invitation from City of Rohnert Park



Agenda Item #: 5.2
Cost Center: All
Staff Contact: Wells
Agenda Date: 10/17/2007

ITEM: Confirming Local Business Preference

I. BACKGROUND

At the June Agency Board meeting, the question of whether the Agency may choose to have a preference for local businesses when the Agency hires contractors, consultants or vendors, or give some other kind of "local preference" during a bid process. Direction was given to staff to explore whether there was policy and, if not, develop a policy to have to give Sonoma County businesses preference when purchasing goods and services.

II. DISCUSSION

Subsequent to that meeting, Agency Counsel researched, wrote and delivered a memorandum. An excerpt from that memorandum states,

"Generally speaking, when California law requires that a contract be awarded to the "lowest responsible bidder," local preferences violate the "lowest responsible bidder" requirement. In these situations, case law indicates that preferring local businesses over non-local businesses usually cannot withstand legal challenge on constitutional grounds."

There is an existing Agency purchasing policy for supplies and equipment that was adopted February 15, 1995. The memorandum from Agency Counsel addresses the existing policy as follows,

"The Agency's purchasing policy for supplies and equipment likely is constitutionally permissible as are indirect steps to grant a local preference such as requiring local recruiting efforts or marketing to local businesses when seeking subcontractors. As well, the Agency may adopt a local preference for contracting if the Agency can demonstrate that a preference is necessary to enable Sonoma County businesses to compete on an even footing with companies located outside of the County. Such an ordinance cannot be for the purpose of giving local companies an advantage, but must instead seek to equalize a disadvantage under which Sonoma County businesses suffer. Even if there is a local disadvantage, however, if state law imposes a "lowest responsible bidder" requirement on the particular contract for which the Agency is seeking bids, any local preference would be impermissible. Additionally, if federal funds are being used, the relevant federal regulations would have to be reviewed to determine if a local preference is barred."

The complete memorandum is available, but was not included in this Board item. The memorandum deals mainly with the bidding process and construction projects.

III. FUNDING IMPACT

There is no funding impact on the Agency budget.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends confirming the existing purchasing policy for supplies and equipment that was adopted in 1995. The current level of operations for the Agency does not require a more complex policy.

V. ATTACHMENTS

Purchasing Policy for Supplies and Equipment, adopted in 1995

SONOMA COUNTY WASTE MANAGEMENT AGENCY PURCHASING POLICY FOR SUPPLIES AND EQUIPMENT

Section 001 - Purchasing Policy: The Sonoma County Waste Management Agency's ("Agency") purchasing policy has been developed to address procurement policies that shall be followed by the Agency.

Section 002 - Purchasing Agent: The Director shall serve as the purchasing agent for the Agency, and shall be authorized to make purchases of up to five thousand dollars (\$5,000.00) when monies have been allocated previously by the Agency Boardmembers in the annual budget, or the Agency Boardmembers have otherwise authorized such purchases.

Section 003 - Bidding Procedures: In procuring equipment and supplies that are less than or equal to five thousand dollars (\$5,000.00), such equipment and supplies shall be purchased through a) an existing blanket purchase order between the County of Sonoma and a vendor; b) obtaining three competitive bids from three vendors; or c) without competitive bids where it can be demonstrated that the product is specialized and can be obtained only from one vendor (in this event a written justification is required).

For every purchase, an Agency Purchase Order Form and Purchasing Form Summary must be completed and the Director's signature obtained, except for office supplies ordered through a blanket purchase order with a County vendor.

Section 004 - Availability of Funds: The Director shall be responsible for determining that appropriate funds have been allocated, and that sufficient funds are available for all purchases.

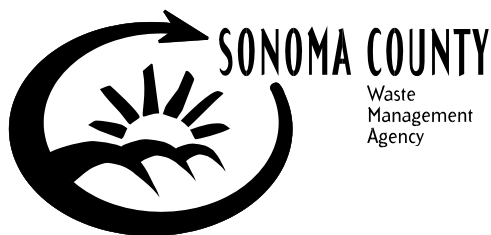
Section 005 - Record Keeping: Inventory records will be kept for all supplies and equipment with a value greater than one thousand dollars (\$1,000.00) and a life greater than three years. The annual budget will include expenses for depreciation of the value of the Agency's supplies and equipment.

Section 006 - Recycled Content: All supplies desired for purchase which are available with recycled content (including paper, plastic, glass, and metal office products) shall contain the maximum recycled content available, while continuing to allow the supply-item to effectively perform its intended function.

Section 007 - Local Business Preference: A bidding allowance shall be provided for all purchases of supplies and equipment from local businesses within the authority of the Director's approval. Upon completion of purchasing procedures defined in the Purchasing Policy, a determination shall be made relative to "Local Business" status of the vendor by the Director or his designee. A "Local Business" is defined as a business maintaining a site address within Sonoma County (with active business being conducted from such site). A qualifying local business' bid for service or equipment shall be provided a bidding allowance of 10% of the bid or contract cost, for purposes of determining the low cost bid.

This Section shall not be extended as a guarantee of purchase from local businesses. It shall be at the discretion of the Director to determine that the requested purchase meets the standards and quality of similar and like bids. Nothing contained within this Section is meant to supersede or circumvent any local, State or Federal code or regulation.

Approved by SCWMA 2/15/95



Agenda Item #: 5.3
Cost Center: HHW
Staff Contact: Chilcott
Agenda Date: 10/17/07

ITEM: Sharps Collection Strategy Agreement with R3 Consulting Group for the Household Hazardous Waste HD 16-C Coordination Grant

I. BACKGROUND

In May 2007, the Sonoma County Waste Management Agency submitted an application for a non-competitive Countywide Coordination reimbursement grant, "HD 16-C", offered by the California Integrated Waste Management Board (CIWMB). The purpose of the grant is to help local governments' further sharps (hypodermic needles, syringes, etc.) collection programs through dialog, coordination and policy development. Our project will involve collaboration among County departments, including the Sonoma County Department of Health Services Prevention & Planning Division (SCDHS).

The Sonoma County Waste Management Agency supported this application by passing Resolution No. 2007-008 on April 18, 2007 that authorized the submittal of the Household Hazardous Waste Coordination Grant Application. Furthermore, each city and the County of Sonoma individually submitted letters authorizing the submittal of a regional grant application.

On September 19, 2007, the California Integrated Waste Management Board (CIWMB) awarded HD16-C to the Sonoma County Waste Management Agency. Awards were based on population, with Sonoma County receiving \$7,000 in funding. The grant term ends March 31, 2009.

It is recommended that R3 Consulting Group act as the consultant for this project by developing the strategy and making recommendations. R3 Consulting Group is well suited for this task as they will be developing HD 16-C sharps collection strategies on behalf of other California jurisdictions, including Mariposa County, Calaveras County, Tuolumne County, El Dorado County and Alpine County. In addition, R3 Consulting Group is familiar working with government agencies, including our own, and with developing strategies to manage household hazardous waste (including extended producer responsibility). R3 Consulting Group is also named in the grant application to the CIWMB.

A work plan/budget for the R3 Consulting Services is attached to this memo (Exhibit A).

II. FUNDING IMPACT

This is a reimbursement grant for \$7,000 from the Household Hazardous Waste Program Contract Services 799312-6500 FY 07/08. The Agency incurs some staff time costs for managing the administrative aspects of the grant.

III. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

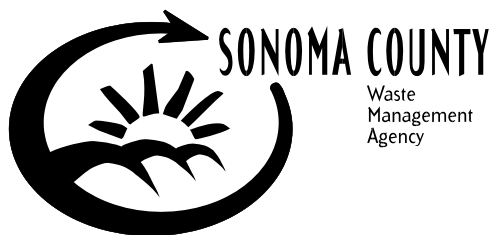
Agency staff recommends the Chair sign the attached Purchase Order with R3 Consulting Group to complete the tasks for the Household Hazardous Waste Grant HD 16-C Coordination Grant.

IV. ATTACHMENTS

Scope of Work for HD 16-C Coordination Grant.

Exhibit A

Task		Schoen Principal	Sandborn staff	Arce staff	Baxter support	Cost	Hours	Schedule
		\$145	\$125	\$110	\$55			
1	Initial Document Request and Review - Baselines							
	1.1	Initial Document Request and Review		2		\$250	2	Nov. 2007
	1.2	Estimate amount of sharps currently collected		1		\$125	1	Nov. 2007
	1.3	Estimate amount of sharps currently generated		1		\$125	1	Nov. 2007
	1.4	"Estimate sharps collection "gap"		1		\$125	1	Nov. 2007
2	Research Other Sharps Collection Programs							
	2.1	Research other existing sharps collection programs		3		\$375		Nov. 2007
	2.2	Identify sharps collectors and prices (such as Stericycle)		2		\$250	2	Nov. 2007
3	Build Partnerships - Brainstorm Collection Options							
	3.1	Develop list of all sharps stakeholders in Sonoma County		3		\$375	3	Jan. 2008
	3.2	Conduct one stakeholder meeting (prep and follow-up)		10	2	\$1,470	12	Jan. 2008
	3.3	"Travel expenses Sacramento to Sonoma County for stakeholder meeting. Assuming 103 miles between Sacramento and Santa Rosa, paid \$.485/mile. Drive to and from."				\$100		Jan. 2008
4	Develop Draft and Final Sharps Management Strategy							
	4.2	Prepare Draft Countywide Sharps Management Strategy		7	3	\$1,205	10	Feb. 2008
	4.2	Submit Final U-Waste Strategy Letter Report (4-8 pages)	1	3	1	\$685	6	Mar. 2008
	4.3	Submit CIWMB Final Activities Report to County		4	2	\$720	6	Apr. 2008
	4.4	Make presentation to Sonoma County Waste Management Agency Board (short powerpoint)		7	2	\$1,095	9	Apr. 2008
	4.5	"Travel expenses Sacramento to Sonoma County for Agency meeting. Assuming 103 miles between Sacramento and Santa Rosa, paid \$.485/mile. Drive to and from."				\$100	0	Apr. 2008
Total Hours		1	44	10	1		56	
Total Cost		\$145	\$5,500	\$1,100	\$55	\$7,000		
TOTAL COST						\$7,000		



Agenda Item #:	5.4
Cost Center:	None
Staff Contact:	Wells
Agenda Date:	10/17/07

ITEM: Review of Memorandum of Understanding for Staff Services and Rules of Governance

I. BACKGROUND

The Joint Powers Agreement (JPA) includes language in Section 4 stating that, "The Joint Powers Agency will contract with Sonoma County for staff services with the Recycling, Marketing, and Integrated Solid Waste Manager". Following a brief review of the Agency's staff services arrangement with the County of Sonoma (the Memorandum of Understanding for Staff Services with the County of Sonoma, or "MOU") at the November 2006 Agency meeting, it was agreed that there should be consideration of a review of the MOU annually, concurrent with the budget review process. At the February 2007 Agency meeting, an ad hoc subcommittee was selected to review and consider changes to the MOU for staffing services. The ad hoc MOU review committee consisted of the Chair, Vice-Chair, and the County of Sonoma, with support from the Agency Executive Director and Agency Counsel.

II. DISCUSSION

The MOU review committee met on April 3, 2007. After discussion, Agency Counsel was directed to make the requested changes and any other recommendations for modifications she deemed appropriate. The revisions were considered and approved at a meeting of the ad hoc committee on June 20, 2007. The revised MOU is attached as well as proposed amendments to the Rules of Governance to make the two documents consistent.

The Sonoma County Board of Supervisors approved the revised Memorandum of Understanding for staff services at the September 18, 2007 meeting.

III. FUNDING IMPACT

There would be no direct funding impact to the Agency budget. The requested modifications are procedural only.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approving the revised MOU and Rules of Governance. The alternative would be to continue operating under the same requirements of the documents now in place.

V. ATTACHMENTS

**MEMORANDUM OF UNDERSTANDING FOR STAFF SERVICES
RULES OF GOVERNANCE OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY**

#15
PW
9-18-07

MEMORANDUM OF UNDERSTANDING FOR STAFF SERVICES

This Memorandum of Understanding is made and entered into this 18th day of Sept., 2007 by and between the County of Sonoma ("County") and the Sonoma County Waste Management Agency ("Agency"). County and Agency are sometimes collectively referred to as the "parties" and singularly, a "party".

RECITALS

WHEREAS, pursuant to that certain Agreement between the Cities of Sonoma County and the County for a Joint Powers Agency to Deal With Waste Management Issues ("JPA Agreement") Agency was created to deal with regional waste management issues such as wood waste, yard waste, household hazardous waste and public education; and

WHEREAS, Section 4 of the JPA Agreement requires Agency to contract with County for the services of the Recycling, Marketing, and Integrated Solid Waste Manager; and

WHEREAS, the parties entered into a Memorandum of Understanding for Staff Services on June 23, 1992, and again on July 11, 2000 ("Existing MOU"); and

WHEREAS, the parties desire to terminate the Existing MOU and enter into this Memorandum of Understanding ("Agreement") upon the terms and conditions set forth below.

NOW THEREFORE, in consideration for the promises, covenants and agreements of both parties as set forth below, the parties agree as follows:

AGREEMENT

1. Staff Services.

1.1 County to Provide Staff for Agency. In accordance with Section 4 of the JPA Agreement, County agrees to provide Agency with the services of the Recycling, Marketing, and Integrated Solid Waste Manager ("Manager") and additional staff services as more particularly described in Exhibit A attached hereto. At all times, the Manager and any and all other staff provided to the Agency by the County shall remain the employees of County and Agency shall not be liable or responsible for the provision of employee wages, salary, benefits, workers' compensation or pension. Agency shall reimburse County for staffing services costs as provided in the annual budget, attached and incorporated into this Agreement as Exhibit A.

1.2 Notice Required for Change in Staff Services. County agrees to provide Agency with at least thirty (30) days written notice prior to any change in staffing services or, if County has less than thirty (30) days notice, within twenty-four (24) hours of County becoming aware of an upcoming change in staffing services, or within twenty-four (24) hours of service of any notice concerning the possible severance of employment of the Manager.

1.3 Manager Selection Process. Should County have the need to recruit, replace or fill the position of the Manager, County agrees to consult with and provide the Agency Board with the opportunity for meaningful input into such selection process.

1.4 Agency to Provide Feedback During County Review Periods. County agrees to provide the Agency Board with the opportunity to provide feedback or comments regarding the services of the Manager in conformance with County's employee review process.

1.5 Agency to Reimburse County. County shall submit monthly bills to Agency for services rendered pursuant to Section 1.1 above. Should any bills remain unpaid at the end of any fiscal year, Agency shall pay a surcharge in the amount of seven percent (7%) of the outstanding amount then due. Such surcharge shall be due and payable within thirty (30) days of assessment.

2. Designation of County Auditor-Controller as Agency Auditor. Pursuant to Government Code Section 6505.5, the parties hereby appoint the County Auditor-Controller to be the depositary and have custody of all the money of Agency, from whatever source. The auditor shall perform the following functions:

2.1 Receive All Money for Agency. Agency shall receive all money of Agency and place it in the County treasury with instructions to the Auditor to credit Agency for such sums.

2.2 Responsible for Safekeeping. Auditor shall be responsible upon its official bond for the safekeeping and disbursement of all Agency money so held by it.

2.3 Disbursements. Auditor shall pay all sums due from Agency from Agency money, or any portion thereof, only upon claims of the Agency's Executive Director or his or her designee.

2.4 Monthly Reports. Auditor shall distribute monthly reports in writing to Agency's Executive Director. Each monthly report shall include, without limitation, the following information: (i) the amount of money it holds for Agency; (ii) the amount of receipts since the last monthly report; and (iii) the amount paid out since the last monthly report.

2.5 Annual Audit. Pursuant to Government Code Section 6505, Auditor shall make an annual audit of the accounts and records of the Agency and file such report as required by law.

3. Other Reimbursement Obligations. This Agreement in no way affects Agency's obligation to reimburse County for the advancement by County of costs (other than County labor), including, without limitation, costs incurred for permits obtained, for the benefit of Agency, from public agencies having jurisdiction over Agency's operations.

4. Insurance. During the term of this Agreement, Agency shall carry insurance in the amounts set forth in the attached Certificate of Insurance attached hereto as Exhibit B.

5. Indemnification. Agency shall defend, indemnify and hold harmless County from and against all loss, damage or liability for the acts or omissions of County's employees that occur during the work performed hereunder. Agency's obligation hereunder shall be limited in amount and to the extent such claims are covered by the insurance required pursuant to Section 4 above. County shall defend, indemnify, and hold harmless Agency from and against

all loss, damage, or liability arising out of the claims of third persons for County employees' negligence or willful misconduct arising out of or in connection with this Agreement.

6. Review of Agreement. County and Agency may review this Agreement for modification of terms or termination on an as needed basis. In the absence of a direct modification, Exhibit A shall automatically be updated when Agency adopts its annual budget.

7. Miscellaneous Provisions.

7.1 No Continuing Waiver. The waiver by either party of any breach of any of the provisions of this Agreement shall not constitute a continuing waiver of any subsequent breach of the same, or of any other provision of this Agreement.

7.2 Time of Essence. Time is and shall be of the essence of this Agreement and of each and every provision contained in this Agreement.

7.3 Incorporation of Prior Agreements; Amendments. This Agreement contains all the agreements of the parties with respect to any matter mentioned herein. No prior agreement or understanding pertaining to any such matter shall be effective. This Agreement may be modified in writing only, signed by the parties in interest at the time of the modification, and this sentence may not be modified or waived by any oral agreement.

7.4 Construction of Agreement. To the extent allowed by law, the provisions in this Agreement shall be construed and given effect in manner that avoids any violation of statute, regulation or law. County and Agency agree that in the event any provision in this Agreement is held to be invalid or void by any court of competent jurisdiction, the invalidity of any such provision shall in no way affect any other provision in this Agreement.

7.5 Captions. The captions in this Agreement are for convenience only and are not a part of this Agreement. The captions do not in any way limit or amplify the provisions hereof and shall have no effect upon the construction or interpretation of any party hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

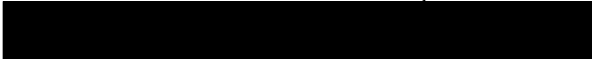
COUNTY:

COUNTY OF SONOMA

By: 

Chairman, Board of Supervisors

ATTEST:


~~EEVE T. LEWIS~~, County Clerk
and ~~ex-officio~~ Clerk of the
Board of Supervisors
Robert Deis

APPROVED AS TO FORM:


County Counsel

AGENCY:

SONOMA COUNTY WASTE
MANAGEMENT AGENCY

By: _____
Chair, Sonoma County
Waste Management Agency

APPROVED AS TO FORM:

Agency Counsel

APPROVED AS TO SUBSTANCE:

By: 
~~Director of Transportation and~~ Public Works

**FY 2007-08 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
SUMMARY**

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
SERVICES AND SUPPLIES											
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	160,000	0	147,900	0	0	0	0	0	307,900
6521 County Services	525	525	1,575	1,575	525	524	0	0	0	0	5,249
6540 Contract Services	289,143	2,393,870	1,845,000	137,660	0	0	400,000	0	300,000	150,000	5,515,673
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	0	0	40,000
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	0	500	424	0	0	0	0	0	1,424
7400 Data Processing	0	0	100	0	0	0	0	0	0	0	100
SUBTOTAL	327,172	2,532,520	2,204,465	362,352	206,713	60,818	450,000	0	300,000	150,000	6,594,040
OTHER CHARGES											
8624 OT-Within Enterprise	26,332	352,680	16,842	0	0	0	0	0	0	300,000	695,854
OT-Within Enterprise (PY)	0	0	0	0	0	0	0	0	0	0	0
HHW Closure	0	0	4,260	0	0	0	0	0	0	0	4,260
SUBTOTAL	26,332	352,680	21,102	0	0	0	0	0	0	300,000	700,114
TOTAL EXPENDITURES	353,504	2,885,200	2,225,567	362,352	206,713	60,818	450,000	0	300,000	450,000	7,294,154

EXHIBIT A

SUBJECT TITLE	Wood Waste	Yard Debris	H H W	Education	Diversion	Planning	Organics Program Reserve	HHW Facility Closure	HHW Operating Reserve	Contin.	Total All Divisions
	799114	799213	799312	799411	799510	799619	799221	799320	799338	799718	

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	160,000	0	147,900	0	0	0	0	0	307,900
2901 Tipping Fee Revenue	329,904	2,795,200	1,553,117	341,268	48,753	46,763	0	0	0	0	5,115,005
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	379,012	4,260	16,842	0	400,114
Contribution from Reserve	0	0	0	0	0	0	0	0	300,000	0	300,000

TOTAL REVENUES	353,504	2,885,200	2,225,567	362,352	206,713	60,818	543,117	6,667	374,892	30,375	7,049,205
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NET COST	0	0	0	0	0	0	(93,117)	(6,667)	(74,892)	419,625	244,949
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8624	4624
26,332	0
352,680	0
21,102	0
0	0
0	0
0	0
0	379,012
0	4,260
0	316,842
300,000	0
700,114	700,114

Revised 5/11/07

**RULES OF GOVERNANCE
OF THE
SONOMA COUNTY WASTE MANAGEMENT AGENCY (“AGENCY”)**

RULE 1: The Executive Director, in consultation with the Chair, shall prepare an agenda for each meeting of the Agency. The agenda shall contain a brief general description of each item of business to be discussed at the meeting. At least 72 hours before a regular meeting, the Executive Director shall post the agenda in a location that is freely accessible to members of the public during regular business hours.

RULE 2: Whenever possible, staff shall deliver a copy of the agenda for any regular meeting to each member of the Agency ten (10) calendar days in advance of such meeting.

RULE 3: Unless otherwise provided by law, the Agency may make any disposition of a matter properly before it that it deems advisable.

RULE 4: The Chair shall preserve order and decorum and shall decide questions of order subject to an appeal to the Agency.

RULE 5: All questions of law shall be referred to the Agency’s counsel for an opinion.

RULE 6: Each agenda shall provide an opportunity for members of the public to address the Agency directly on items of interest to the public that are within the subject matter jurisdiction of the Agency. The total time allocated for public testimony on any particular issue shall be 10 minutes. Any person desiring to address the Agency shall, when recognized by the Chair, speak from the rostrum and limit his or her statement to 5 minutes. In order to facilitate the business of the Agency, the Chair may further modify the time of each such address.

RULE 7: One half or more of the members of the Agency constitute a quorum for the transaction of business. No act of the Agency shall be valid or binding unless a majority of a quorum concur therein. Provided, however, that a unanimous vote of all members of the Agency is required for action on: (a) major program expansion(s) as defined in the JPA Agreement; (b) capital expenditures greater than \$50,000; or (c) adoption of annual budgets.

RULE 8: A member may initiate voting on a matter by requesting the Chair to call for the question.

RULE 9: Members may vote “aye,” “no,” or “abstain.”

RULE 10: A vote of “abstain” does not constitute concurrence and does not constitute a “no” vote.

RULE 11: Emergency meetings and special meetings shall be called as provided in Sections 54956 and 54956.5 of the California Government Code. Closed sessions shall not be scheduled nor conducted without prior consultation with the Agency’s counsel.

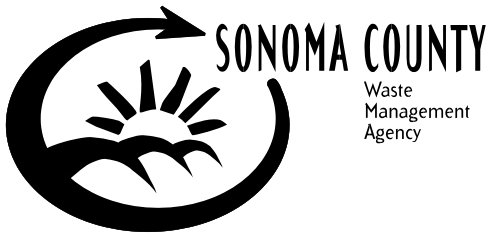
RULE 12: At the first meeting in each calendar year the Agency shall elect a Chair and a Vice-Chair and a Chair Pro Tempore. When the Chair is absent, his or her duties shall be assumed by the Vice-Chair. If both the Chair and the Vice-Chair are absent, the Chairman Pro Tempore shall perform the duties of the Chair.

RULE 13: The Chair may, from time to time, appoint such subcommittees of the Agency as are necessary and convenient.

RULE 14: These rules may be reviewed and revised by the Agency on an as needed basis.

RULE 15: The Chair, Vice-Chair, and the Chair Pro Tempore shall serve at the will and pleasure of the Agency.

RULE 16: The Agency Board may meet in closed session pursuant to Section 54957 of the California Government Code to discuss an evaluation of Agency Staff's performance in conjunction with Section 1.4 of the Memorandum of Understanding for Staff Services between the County of Sonoma and the Agency.



Agenda Item #: 6.1
Cost Center: HHW
Staff Contact: Steinman
Agenda Date: 10/17/07

ITEM: E-Waste Collection Event Contract

I. BACKGROUND

California Senate Bill 20/50 (SB20/50), which took effect January 1, 2005, attaches a fee to purchases of computer monitors and televisions, which is used to support the recycling of these discarded items, which are called Covered Electronic Wastes (CEWs). This has resulted in an increasing number of electronic waste (e-waste) collection events in Sonoma County, sponsored by businesses and nonprofits, in addition to the Agency's e-waste collection program at five County disposal sites, operated under a contract with ECS Refining. In response to requests by e-waste recycling companies for City and Agency-sponsorship of collection events, staff approached the Board at the June 20, 2007 requesting direction from the Board to look into the possibility of setting up Agency sponsored e-waste collection events. The Board Members supported delegating responsibility to the Agency staff to help facilitate the collection events and have the revenues go back to the Agency to help offset the other HHW program expenses. Direction was also given to Agency Counsel to come back with clarification regarding the Agency's ability to control e-waste events. At the August 15, 2007 Agency Board meeting, Counsel explained that the Agency can issue a Request for Proposals (RFP), hire a contractor, provide them with advertising and coordinate these events, but the Agency cannot prohibit others from hosting collection events. At the August meeting Agency staff was given direction from the Board to issue an RFP to establish a two-year agreement with an e-waste contractor to hold city-centered e-waste collection events.

II. DISCUSSION

RFPs were sent out in August and staff received proposals from eight vendors by the September 14, 2007 deadline. Agency staff evaluated the proposals by comparing level of service, experience and payment terms. A table listing all of the proposers and their ranking are included in this staff report as the Proposal Ranking Table attachment. Of the eight proposers, Goodwill Industries of the Redwood Empire (GIRE) was ranked the highest. The attached proposal from GIRE includes responses to the RFP questions used for evaluation and would serve as the Scope of Services for the proposed Agreement. GIRE has been a certified e-waste collector for the past two years and has collected e-waste from Sonoma County residents through donation drives and at their collection centers. GIRE has proposed that their existing 12 centers, located throughout the County, could be used for Agency sponsored e-waste collection events, eliminating site selection challenges faced with the other proposals. The GIRE proposal also offered to accept other household items from the public along with the e-waste. An additional benefit is that the GIRE's e-waste collection program provides training opportunities for those in the community with disabilities.

Of the eight proposers, GIRE proposed payment to the Agency for recycling the materials was the highest, paying the Agency a minimum of \$0.25/lb for CEWs. GIRE has also stated in their proposal that the above rate could be higher based on volume of materials collected.

GIRE's willingness to sign the Agreement without any exceptions and changes distinguished them from some of the other Proposers. GIRE is also willing to keep the agreement flexible to allow for any future changes agreed upon by both parties.

With approval of the contract with GIRE, staff will coordinate with interested Cities and GIRE to develop an initial event schedule and advertising program with a report back to the Board at a future meeting.

III. FUNDING IMPACT

There will be a cost to the Agency for the necessary public outreach and staff time for other logistical requirements to hold the events. It is assumed that the staff time needed to coordinate and manage this effort will be minimal since the contractor is using their existing collection centers, eliminating staff time spent on trying to find locations to hold the events.

Revenues generated from the e-waste collection events are expected to more than offset Agency costs. The revenues generated in excess of these costs will help offset other HHW program costs. The FY 07-08 budget has adequate funds available to initiate the e-waste collection events program, and after a few events, enough data will be available for staff to return to the Board and recommend any necessary budget adjustments.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends awarding Goodwill Industries of the Redwood Empire (GIRE) the contract for e-waste collection event services.

V. ATTACHMENTS

GIRE Proposal
Proposal Ranking Table
Resolution
(Agreement is on file with the Clerk)

Ranking of E-Waste Collection Event Proposals

Rank	Name of Proposer	Payment for CEW's	Comments
1	Goodwill Industries of the Redwood Empire (GIRE)	\$ 0.25/lb	Use existing collection locations (12 locations around county). Will accept consumer e-waste, household items and clothing.
2	Electronic Recyclers	\$0.22/lb	Will contract w/ Clean Harbors for operation of events. Other consumer electronics; CPUs (pay \$0.05/lb), other e-waste - free
3	Direct Computer Disposal	\$0.12-\$0.20/lb depending on qty	Other consumer electronics; CPUs (pay \$0.10/lb), other consumer e-waste (pay \$0.01/lb)
4	ASL	Varies w/ option \$0.10 or \$0.15/lb	Several option pricing structures, w/ ASL as Designated Approved Collector, other consumer electronics; CPUs (pay \$0.05/lb), other consumer e-waste (pay \$0.01/lb), also per car pricing structure offered
5	ECS Refining	\$0.12/lb	Other consumer electronics; CPUs (pay \$0.05/lb), microwaves (charge \$5/unit), fluorescent tubes (charge \$0.12/ft), CFL's (charge \$0.35/unit), batteries (charge varies by type), other e-waste - free
6	Global Materials Recovery Services	\$0.06/lb	Other consumer electronics; CPUs (pay \$0.06/lb), other consumer e-waste – free, white goods (non-Freon – pay \$60/ton, w/ Freon - charge \$25/unit)
7	Computers & Education and Computer Recycling Corporation	To be negotiated	Emphasis on re-use and re-purpose of electronics
8	Universal Waste Management, Inc	\$0.055/lb	Accept all consumer e-waste, requested several changes to the contract language

Sonoma County Waste Management Agency
Request for Proposals
Electronic Waste Collection Event Services

LETTER OF SUBMISSION

PROPOSER INFORMATION:

Agency Name:	Goodwill Industries of the Redwood Empire	
Address:	651 Yolanda Avenue Santa Rosa, CA 95404	
State Employer Tax	94-2237862	
	Program Contact Person:	Fiscal Contact Person:
Name:	Mark Ihde	Andrea Cameron
Telephone Number:	707-523-0550 Ext.204	707-523-0550 Ext.226
Fax Number:	707-523-0552	707-523-0552
E-Mail:	mihde@gire.org	acameron@gire.org

TYPE OF ORGANIZATION:

☒ **Non Profit Community
Based Organization**

**Incorporated in 1974
Sonoma County, CA**

**20 Member Board of
Directors**

Please see Agency Packet for additional information and documentation.

Certification and Unconditional Acceptance of Performance Obligations

To the best of my knowledge and belief, all information in this proposal is true and correct. The document has been duly authorized by the Governing body of the Proposer and the Proposer will unconditionally comply with all of the requirements, including performance obligations, of the RFP if a contract is awarded.

Mark Ihde

President and C.E.O.

Typed Name of Authorized Representative

Title

Signature

Date

Sonoma County Waste Management Agency Request for Proposals

I. PROPOSAL CHECKLIST

Agency name: Goodwill Industries of the Redwood Empire

The Proposer certifies that all documents listed below are valid as of the date of this proposal and that current, dated copies have been submitted with this proposal.

Check items included in this order in the proposal (one original and two copies):

- | | |
|--|-------------------------------------|
| 1. Proposal Letter of Submission | <input checked="" type="checkbox"/> |
| 2. Proposal Checklist | <input checked="" type="checkbox"/> |
| 3. Table of Contents | <input checked="" type="checkbox"/> |
| 4. Proposal Narrative | <input checked="" type="checkbox"/> |
| 5. Reference Letters and Miscellaneous Attachments | <input checked="" type="checkbox"/> |

Check each item enclosed in the **Agency Exhibit Packet**

- | | |
|---|-------------------------------------|
| 1. Job Descriptions/Qualifications of Key Personnel | <input checked="" type="checkbox"/> |
| 2. Agency Personnel Policy | <input checked="" type="checkbox"/> |
| 3. Certificates of Insurance and Endorsements | <input checked="" type="checkbox"/> |
| 4. Agency Audit Report or financial statement | <input checked="" type="checkbox"/> |
| 5. Organization Chart | <input checked="" type="checkbox"/> |

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PROGRAM LOCATION

1. Location of Administrative office:

Goodwill Industries of the Redwood Empire (GIRE) is located at 651 Yolanda Avenue, Santa Rosa, CA 95404-6324

2. GIRE Collection Sites:

The following reflects the specific locations/addresses where e-waste could be routinely collected in Sonoma County

GIRE Donation Center/Warehouse	651 Yolanda Avenue, Santa Rosa
Industrial Training Center Store	3535 Industrial Avenue, Santa Rosa
Roseland Training Center Store	680 Sebastopol Road, Santa Rosa
Attended Donation Center	1005 Gravenstein Hwy N, Sebastopol
Rohnert Park Training Center Store	4 Padre Parkway, Rohnert Park
Attended Donation Center	100 Raley's Towne Centre, Rohnert Park
Petaluma Training Center Store	1000 Lakeville Street, Petaluma
Attended Donation Center	Weller and Washington, Petaluma
Attended Donation Center	100 Calistoga Road, Santa Rosa
Attended Donation Center	6501 Oakmont Drive, Oakmont
Cloverdale Training Center Store	792 Cloverdale Blvd., Cloverdale
Healdsburg Training Center Store	513 Healdsburg Avenue, Healdsburg

Sonoma County Waste Management Agency

Request for Proposals

Exhibit A

SCOPE OF SERVICES:

Goodwill Industries of the Redwood Empire (GIRE) will provide all waste collection services needed for the operation of successful Electronic Waste Collection Events. Services will include all staffing, necessary packaging materials, transportation and equipment. Collection, processing, transportation and handling of all e-waste materials will be consistent with all local, state and federal laws and regulations.

The following detailed information is being provided in the exact order laid out in the Sonoma County Waste Management (SCWMA) Request for Proposal for potential Electronic Waste Collection Events Contractors.

1) Please list in detail the collection services proposed to be provided in connection with the SCWMA Electronic Waste Collection Events.

GIRE will host Electronic Waste Collection Events for e-waste devices (CEW and UWED) for Sonoma County residents during all special events agreed upon with SCWMA. The countywide events will be properly staffed with experienced GIRE employees and supported by GIRE Transportation and Operations staff. Each event will have a mutually agreed upon predetermined site and hours of execution. SCWMA will support the event with advertising and GIRE employees will perform the collection, palletizing, processing and transportation of the e-waste materials.

2. How much time is needed between notification to proceed and the collection event?

The ideal timeframe from notification to proceed and the collection event has been established at 3 weeks. GIRE is open to negotiation, but experience has shown that a 3-week window gives us an opportunity to properly prepare and execute a professional event.

3) What is the proposed frequency of the events?

GIRE would like to see at least a quarterly (every 3 months) event held in a different part of the county during the initial first year of partnership. This timeline would allow us to develop a clear understanding of the scope of need countywide and address that need efficiently. Future scheduling could include an event for each of the members that make up SCWMA.

4) What would be the duration of the event?

During the past 2 years that we have been working as an e-waste collector in Sonoma County, we have found 2-day events to be very successful. The event duration

provides enough time for the community to respond to the event and allows for effective utilization of staff time and resources.

5) What would be the collection hours of the event?

We would anticipate the hours of most events to be from 8AM until 5PM. We would envision setting the hours of collection at each event to fit the hours of the host site.

6) What items would be collected at events?

All electronic waste, CEW and EWED devices would be collected. We would also be prepared to accept other gently used household items and clothing as an added convenience to the public.

7) How much would be paid (charged) to the SCWMA for recycling the materials described in question (6)? The payment (charge) should include all costs (recycling, labor, equipment, transportation, etc).

There would be no charge to provide the service. GIRE would pay SCWMA a per pound rate on the CRTs collected during these events. The fee would be negotiated based on prevailing rates in the industry. The current proposed rate to be paid would be .025 per pound, however this could be higher based on volume of materials collected. In exchange for this fee SCWMA would provide all the necessary advertising for each event. GIRE would then provide the coordination, staffing, organization, and transportation for each event.

8) Describe the final destination/market for collected items.

GIRE is proud of its history of safe and conscientious recycling of electronic waste. We currently receive through solicited donations and unsolicited “dumping” CEW and UWED devices at all 8 of our retail training center stores and 5 attended donation centers.

All CEW and UWED devices are then transported to our warehouse and operations facility at 651 Yolanda Avenue, Santa Rosa. At our warehouse the items are sorted/separated into 2 recycle streams as follows:

I. CRT Devices:

- ❑ All non-working CRT devices are palletized, shrink wrapped and staged indoors for shipment to an approved certified recycler.

II. CPU Devices

- ❑ All CPU devices are de-manufactured on-site.
- ❑ A certified recycler recycles the CPU components and the hard drives are shredded.
- ❑ A Certificate of Destruction is issued and can be provided upon request.

GIRE CWID # 102835

All e-waste received stays within the United States of America. GIRE uses the following California State Certified Electronic Waste Recyclers:

- ❑ Direct Computer Disposal
21393 Curtis Street
Hayward, CA 94545
CWID # 103596
- ❑ EPC
1616 Perrino Place
Los Angeles, CA 90023
CWID # 000268784

INSURANCE:

Included with this proposal is an Agency Packet that includes proof of required insurance. GIRE has numerous contracts with the County of Sonoma and is familiar with the county's insurance requirements. We are prepared to act quickly to produce the required endorsements that demonstrate that we have insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by GIRE, its agents, representatives, employees or subcontractors.

AGENCY BACKGROUND:

1. Qualifications and Experience of Firm:

Goodwill Industries of the Redwood Empire (GIRE) has been a certified e-waste collector for the past 2 years and has a successful track record working with community partners and government agencies in Sonoma County. GIRE is proud of its record of working with the community to safely recycle electronic waste. Our recycling efforts have most recently been recognized by winning the North Bay Leadership Council's 2007 Leaders of the North Bay award for leadership in innovation and entrepreneurial spirit, and the Northbay Recycling Corporation's award for exemplary progress in recycling and diversion efforts.

Since GIRE began collecting e-waste in Sonoma County in 2005, we have diverted 604,912 pounds of electronic waste from our county's landfills. Currently we process approximately 35,000 pounds of CEW and UWED devices each month. The safety of our employees, the public and the environment is paramount for GIRE. We exercise safe and environmentally sound collection and handling techniques and processes at all times.

We have organized and completed 11 donation drives that included the specific collection of e-waste in Sonoma County. Our most successful drives have been those performed in partnership with the County of Sonoma.

The GIRE e-waste program gives back to our community in many ways. Unlike other e-waste programs, our program offers training and employment opportunities for those in our community with disabilities or other barriers to employment.

Over the past 33 years GIRE has demonstrated progressive and innovative approaches to services and systems development. Partnership with GIRE in the safe and responsible collection of electronic waste will guarantee that 100% of the funds generated will be utilized in Sonoma County to help train and employ those members of our communities in greatest need of assistance. Goodwill Industries of the Redwood Empire's mission is "Changing lives and strengthening communities through the dignity and power of work."

2. Qualifications of Key Personnel:

GIRE will serve as the grant recipient and fiscal agent for this project. During its 33-year history, GIRE has been the recipient of numerous local, state, and federal grants and contracts and has undergone programmatic and fiscal audits without a programmatic or administrative finding or audit exception or disallowance. All contracts are fiscally managed in accordance with accepted accounting principles, cost allocation methods, and in keeping with all prevailing regulations and appropriate OMB circulars.

GIRE's organizational structure is outlined on the agency organizational chart included with this proposal. The agency utilizes a three-member leadership team, which reports directly to the CEO/President who, in turn, reports to a governing Board of Directors. The Vice President of Retail is responsible for the overall management of the agency's retail programs. This position is responsible for all the programmatic and operational aspects and reporting of the proposed Electronic Waste Collection Events. The Vice President of Finance and Administration has overall responsibility for the administrative, support, and financial systems for the agency. This position, working with the Vice President of Retail will be responsible for the fiscal aspects of the proposed services. ***Job Descriptions for key positions are included in our Agency Packet.***

Included with this proposal are letters of reference from 3 governmental clients, which may be contacted to conduct a reference check regarding the provision of proposed service. We have also included 3 letters of reference from community partners we have worked with in their recycling efforts.

GIRE uses TRAVERSE, which is an accounting software program. This system allows for increased capability and utility in forecasting, internal controls, and the financial reporting of cost centers. This accounting system is currently used in the financial management and reporting of our other Sonoma County contracts and all other agency contracts and grants.

3. Fiscal and Management Plan:

a. Financial Reports	
Goodwill prepares monthly internal financial reports containing separate income and expense statements for each fund, program, department, and grant. These reports are distributed to management monthly. Balance sheets are prepared monthly and reconciled to supporting ledgers and bank accounts. An independent CPA audits the agency financial statements annually in accordance with Government Auditing Standards.	
b. Fiscal Staffing	
Function	Responsible Fiscal Staff Position
Fiscal Contact Person: Check Signing: Two signatures required.	V.P. of Finance and Administration CEO/President, V.P. of Workforce Development, and V.P. of Finance have authority to sign checks.
Bank Reconciliation	GIRE Accounting Clerks are responsible for reconciling bank statements.
Financial Reports	Financial reports are prepared by the Accounting Department staff for review and approval by the V.P. of Finance and Administration.
Payroll Tax Reports	An outside payroll service prepares and files the quarterly payroll tax reports with the appropriate governmental agencies.
Posting Accounting Records	The GIRE Accounting Department staff is responsible for posting accounting records. These responsibilities are segregated to insure separation of powers and to maintain internal checks and balances.
c. Accounting System	
GIRE uses a double entry fund accounting system along with TRAVERSE; a full accrual computerized accounting software package. The general ledger is reconciled monthly to supporting ledgers and bank statements. GIRE tracks revenue and expenses by project, program, and department. Costs are allocated to project/programs based on a coding system utilizing a chart of accounts, which segregates costs by expense codes and by project/program. The general ledger software has integrated Accounts Receivable Accounts Payable modules. An outside payroll service generates payroll registrar based on information input via a modem.	
d. Audit	
GIRE's last audit was completed for the fiscal year ended June 30, 2006.	
e. Program Management	
GIRE internally evaluates both program and fiscal performance based on the internal distribution of monthly management reports. Data collected is utilized to ensure program goals are reviewed on a quarterly basis. Changes in programming, staffing, and procedures can be revised based on the outcomes.	

RESOLUTION NO.:

DATED: October 17, 2007

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("AGENCY")
AUTHORIZING AN AGREEMENT WITH GOODWILL INDUSTRIES OF THE REDWOOD
EMPIRE (GIRE) ("CONTRACTOR") FOR ELECTRONIC WASTE (E-WASTE) COLLECTION
EVENT SERVICES.

WHEREAS, Contractor represents that it is duly qualified and experienced in
Electronic Waste ("E-Waste") Collection Event Services; and

WHEREAS, in the judgment of the Board of Directors of Agency, it is
necessary and desirable to employ the services of Contractor to hold E-Waste Collection
Events.

NOW, THEREFORE, BE IT RESOLVED that the Sonoma County Waste
Management Agency hereby authorizes the Agency, Chairman of the Board to execute
a two-year Agreement with GIRE for E-Waste Collection Event Services.

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
Agency of the State of California in and for the
County of Sonoma



Agenda Item #: 7.1
Cost Center: All
Staff Contact: Wells
Meeting Date: 10/17/07

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 CoIWMP 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

Resolution
Summary Budget with Technical Adjustments
Technical Adjustments

RESOLUTION NO.: 2007-

DATED: October 17, 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
SERVICES AND SUPPLIES											
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
SUBTOTAL	327,172	2,600,160	2,270,290	370,712	227,708	60,818	571,000	0	350,000	200,000	6,977,860
OTHER CHARGES											
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
SUBTOTAL	188,266	1,226,175	1,414,824	172,681	0	79,893	0	0	0	20,609	3,102,448
TOTAL EXPENDITURES	515,438	3,826,335	3,685,114	543,393	227,708	140,711	571,000	0	350,000	220,609	10,080,308

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) \$1,473,694

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>	\$20,995
		Carryover funds from the Beverage Container Grant funded by the Department of Conservation	
	2901	<u>Tipping Fee Revenue</u>	(\$2,448)
		Decrease due to County revising the estimate of tonnage coming to the disposal site from 368,500 to 350,000	
	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)	<u>(\$18,161)</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: 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
	6540	<u>Contract Services</u> Increase to fund the feasibility study for a new compost site	\$121,000

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 Wood Waste And Yard Debris cost centers	\$1,035,429

NET COST

Amount of Increase or (decrease) (\$1,007,546)

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>	\$50,000
		Increase to fund unanticipated costs of environmental work associated with the HHW facility canopy	

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>	\$1,393,722
		Transfer of prior year funds from the HHW cost center	

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

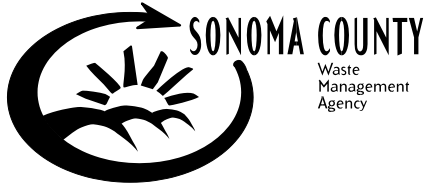
No.	Sub-Object No.	Account Title/Explanation	Amount
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Index Revenue Adjustment

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 #: 7.2
Cost Center: All
Staff Contact: Wells
Agenda Date: 10/17/2007

ITEM: Solid Waste Disposal Report

I. BACKGROUND

At the September 2007 SCWMA Board meeting, the Board of Directors requested staff to prepare a report detailing the quantity and destination for the disposal of Sonoma County solid waste. To that end, Agency staff has summarized data from the County's disposal reporting system and requested data from other facilities that process Sonoma County solid waste from January 2006 to present.

II. DISCUSSION

Staff will present the results of this research at the October 2007 Board meeting, as not all of the data was available at the time of packet distribution.

III. FUNDING IMPACT

Budget impacts will be discussed at the October 2007 Board meeting.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

This agenda item is for informational purposes only. Staff has no recommendation at this time.

V. ATTACHMENTS

Solid Waste Disposal Report (to be presented at the October 2007 meeting)



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

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

d) Lab tests

Monthly tests: Nutrient/Pathogen Reduction/Heavy Metals

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

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

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

Quarterly Test:

analysis: PESTICIDE RESIDUES	
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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