

SONOMA COUNTY WASTE MANAGEMENT AGENCY

March 19, 2008

8:30 a.m.

Please note time change

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

UNANIMOUS VOTE ITEM #10.2

AGENDA

- | <u>ITEM</u> | <u>ACTION</u> |
|-------------|--|
| 1. | Call to Order Special Meeting |
| 2. | Open Closed Session CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Government Code Section 54956.9(b)(3)(A), one case |
| 3. | Adjourn Closed Session |
| 4. | Call to Order Regular Meeting/Introductions |
| 5. | <u>Attachments/Correspondence:</u> Director's Agenda Notes |
| 6. | <u>On file w/Clerk: for copy call 565-3579</u> Resolutions approved in February 2008 2008-008 Resolution of the SCWMA Approving the Purchase Order with Healdsburg Printing and Packaging of the 2008 Recycling Guide 2008-009 Resolution Approving the First Amendment to the Agreement Between SCWMA and the City of Santa Rosa to Participate with the City of Santa Rosa in Marking Catch Basins on Private Property 2008-010 Resolution of the SCWMA Recognizing Ken Wells for Sixteen Years of Service 2008-011 Resolution Authorizing the SCWMA to Submit All CIWMB Grant Applications |
| 7. | Public Comments |

CONSENT (w/attachments)

Discussion/Action

- 8.1 Minutes of February 20, 2008
- 8.2 Appropriation Transfer for Veggie Recycling
- 8.3 EPR Support Letter with Resolution
- 8.4 Kitchen Veggie Transfer Pail Purchase Order

REGULAR CALENDAR

DIVERSION

- 9.1 Agilent Recycling Presentation [Klassen/McCormick] Discussion/Action
- 9.2 Plastic Bags Update [Carter] Discussion/Action

ADMINISTRATION

- 10.1 Approval of Revised Work Plan FY 08-09 [Klassen](Attachment) Discussion/Action
- 10.2 Approval of FY 08-09 Final Budget [Klassen/Fisher](Attachment) **UNANIMOUS VOTE**
- 10.3 Update on SCWMA Executive Director Position [Klassen] Discussion/Action
- 10.4 Procedures for Support of Legislative Actions [Klassen](Attachment) Discussion/Action

COMPOSTING/WOOD WASTE

- 11.1 Compost Program Update [Klassen](Attachments) Discussion/Action
- 11.2 Compost Relocation Project Update [Carter](Attachment) Discussion/Action
- 11.3 First Amendment to the Composting Agreement with the City of Santa Rosa [Klassen](Attachment) Discussion/Action
- 11.4 Sixth Amendment to the Composting Agreement with Sonoma Compost Company [Klassen](Attachment) Discussion/Action

HOUSEHOLD HAZARDOUS WASTE

- 12.1 HHW Program Expansion Study [Carter](Attachment) Discussion/Action
- 12.2 HHW Facility Lease Agreement [Klassen] Discussion/Action

EDUCATION

- 13.1 2008 Bay Area Recycling Outreach Coalition (BayROC) Stop Junk Mail/BYOB Campaign [Chilcott] Discussion/Action

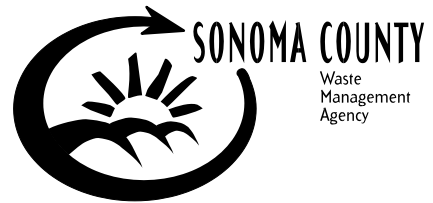
- 14. Boardmember Comments
- 15. Staff Comments
- 16. Adjourn

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: Susan Klassen, Acting Executive Director

SUBJECT: MARCH 19, 2008 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.

- 8.1) Minutes of February 20, 2008
- 8.2) Appropriation Transfer for Veggie Recycling The WCS showed that 21% of the overall waste stream is food. In an effort to educate the public about "Veggie Recycling", Agency staff plans to use social marketing techniques with outreach at local events using undergraduate interns from the local junior college and university. Between now and June 30, 2008, it is estimated that 320 hours of intern time or \$3,868.80 will be spent on this effort.
- 8.3) EPR Support Letter with Resolution At the February 2008 Agency board meeting, staff reported that the Association of Bay Area Governments (ABAG) has contacted municipalities in their organization requesting support for Extended Producer Responsibility. The request is in the form of a resolution that can be adopted by each municipality. Member jurisdictions of the Agency have either adopted the resolution or are considering adoption. Staff was given direction in February to respond to ABAG's request with a letter, including Resolution 2001-021, explaining that the SCWMA has an existing resolution. This agenda item includes Resolution 2001-021 and a draft letter to ABAG. This agenda item is for informational purposes only and there is no recommended action resulting from this item.
- 8.4) Kitchen Veggie Transfer Pail Purchase Order At the February 2008 Agency meeting, the Veggies Recycling Campaign, which includes an ambitious events schedule, was adopted by the Board. The kitchen veggie scrap transfer pail is one of the tools used at special events to help educate the public about the program. In order to meet the anticipated sale of kitchen pails from an increased events schedule, it is necessary for Agency staff to replenish supplies.

REGULAR CALENDAR

DIVERSION

- 9.1) Agilent Recycling Presentation
- 9.2) Plastic Bags Update The Sonoma County haulers have implemented curbside collection of "bags in a bag" plastic bags. Staff reiterates the comments made by Sonoma Compost Company at the February 2008 Board meeting that compostable plastic bags are not compatible with their composting operation and cause problems with petroleum-based plastic remanufacturing when contamination occurs. Staff discusses single-use plastic grocery bag ordinances from the City and County of San Francisco, the City of Oakland, the City of Fairfax, and the County of Los Angeles. Staff discusses existing and future legislation regarding fees charged at the point of sale on plastic bags, as well as the results of plastic bag fees in the Republic of Ireland.

Recommended actions:

- **Authorize the Executive Director to submit letters of support for AB 2058,**

identifying the inclusion of a fee on single-use plastic grocery bags to be vital to the success of reducing plastic waste.

- Direct staff to draft a letter to gauge the level of interest in pursuing a single-use plastic bag ordinance. The letter will be sent to the Board members from each jurisdiction, who will then be responsible for ensuring it reaches the appropriate decision-making body for consideration.
- Direct staff to monitor the litigation in Oakland regarding their plastic bag ban and report to the Board when there is resolution in that case.

ADMINISTRATION

10.1) Approval of Revised Work Plan The FY 08-09 Work Plan was adopted at the January 16, 2008 regular meeting of the Agency Board of Directors. At the February 20, 2008 staff was directed to not make any contributions to the Contingency Reserve from the Education cost center and use those funds to increase Contract Services for educational efforts in schools. **Recommended Action: Adopt the Revised FY 08-09 Work Plan as Board directed.**

10.2) Approval of FY 08-09 Final Budget The FY 08-09 Draft Budget was approved at the February 20, 2008 Board of Directors meeting. Since the FY 08-09 Draft Budget was presented to the Board there has been updated information concerning two expenses. The first is the fuel rate charged to the contractors hauling solid waste for the County, which is the rate used in the green hauling agreement for organics. The second change in expenditures for the entire budget is from the Sonoma County Information Systems Department, which is replacing the internal computer support previously used. **Recommended Action: Staff recommends approving the FY 08-09 Final Draft Budget recognizing the changes in expenses from the FY 08-09 Draft Budget.**

UNANIMOUS VOTE

10.3) Update on SCWMA Executive Director Section 1.3 Manager Selection Process of the Memorandum of Understanding adopted in 2007 states that the county shall consult the SCWMA and provide the opportunity for meaningful input to the selection process for the manager's position. With continued focus on enhanced diversion, Household Hazardous Waste facilities and the compost relocation project, the needs of the SCWMA will continue to grow. For this reason the County proposes a position reclassification, which is currently underway. **No action required.**

10.4) Procedures for Support of Legislative Actions Organizations in which the Sonoma County Waste Management Agency has involvement occasionally make requests of staff for letters of support regarding pending legislation or projects. Some legislative issues and projects are very closely related to the SCWMA's mission and could receive tacit support. Other issues of a more controversial nature should continue to be brought before the SCWMA Board of Directors. **Recommended Action: Staff recommends granting the Executive Director authority to write non-controversial letters of support.**

COMPOSTING/WOOD WASTE

11.1) Compost Program Update Staff will update Board members on the status of the composting program for yard debris and wood waste. Compost allocations will be provided at the meeting. **No action requested.**

11.2) Compost Relocation Project Update Staff will update Board members on the status of the staff's effort to contact property owners of sites under consideration for a relocated composting operation. **No action required.**

11.3) First Amendment to the Composting Agreement with the City of Santa Rosa On June 16, 2004, the Agency), the City of Santa Rosa, and Sonoma Compost Company entered into the Revised Organic Material Processing and Composting Services Agreement with SCC providing prepared yard debris for use by Santa Rosa. The changes proposed in the First Amendment to the agreement are to (1) amend the definition of "Prepared Yard Debris" to a product that would be agreeable to the City of Santa Rosa for use as a bulking agent in their biosolids composting program, (2) provide guaranteed delivery, (3)

remove compensation obligation for delivery of material for the Agency and (3) amend reporting to the Agency to quarterly instead of monthly. **Recommended Action: Approve the First Amendment to the City of Santa Rosa and Sonoma Compost Company Agreement.**

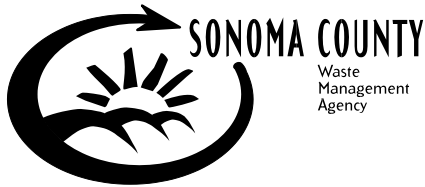
- 11.4) Sixth Amendment to the Composting Agreement with Sonoma Compost Company An agreement between County, the Agency, SCC for Organic Material Processing, Composting and Marketing Services was entered into on September 28, 1999. The changes proposed in the Sixth Amendment are to (1) amend the definition of "Prepared Yard Debris" to a product that would be agreeable to City for use as a bulking agent in their biosolids composting program, (2) changed the amount of process material delivered per week from 350 tons to 200 tons and (3) amend the compensation to Contractor for the prepared yard debris to include an inflation computation and a trigger for rate change like the other products produced by Contractor. Assuming approval of the agenda discussed above, the additional expense for the rate change will be offset by the decreased expense included in that amendment. **Recommended Action: Approve the Sixth Amendment to the Sonoma Compost Company Agreement. The changes proposed streamline the administration of the program and reduce staff workload with a negligible impact on Agency budget.**

HHW

- 12.1) HHW Program Expansion Study. R.W. Beck has completed its study of a potential HHW facility expansion in Sonoma County. The number of participants is expected to increase as a result of the added convenience of new facilities, and this, along with disposal costs, has more of an impact for the long-term feasibility of the facilities than the initial cost. The long-term cost savings from replacing mobile events with permanent facilities are minor in comparison to the added disposal costs of materials brought to these facilities. **Recommended Action: Focus more effort and funding on EPR to reduce disposal costs or, if long-term disposal is determined to be the option with the least uncertainty, develop a Scope of Work with R.W. Beck for Phase II to continue.**
- 12.2) HHW Facility Lease Agreement As part of the collection of information for the divestiture process, it was discovered an agreement between the Agency and the County for the HHW facility was never memorialized. The County is requesting that this situation be resolved. **Recommended Action: Form an Agency ad hoc committee to review, discuss and negotiate the proposed lease terms.**

EDUCATION

- 13.1 2008 Bay Area Recycling Outreach Campaign. BayROC is comprised of staff representing 110 Bay Area cities, counties and other public agencies working together on waste reduction, reuse and recycling. By making a nominal \$1,000 contribution towards an overall BayROC campaign budget of \$179,931, limited Agency resources can be leveraged. For 2008, BayROC chose two priority media campaigns: 1) Reducing unsolicited mail, or junk mail, and 2) Encouraging shoppers to bring their own bag to the grocery store. **No action required.**



MINUTES OF FEBRUARY 20, 2008

The Sonoma County Waste Management Agency met on February 20, 2008, 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, Chair |
| City of Cotati | Damien O'Bid |
| City of Cloverdale | Gus Wolter |
| City of Healdsburg | Marjie Pettus |
| City of Petaluma | Vince Marengo |
| City of Santa Rosa | Dell Tredinnick |
| City of Sebastopol | Dave Brennan |
| City of Sonoma | Stephen Barbose |
| County of Sonoma | Phil Demery |
| Town of Windsor | Christa Johnson |

STAFF PRESENT:

| | |
|----------------------------|------------------|
| Interim Executive Director | Susan Klassen |
| Counsel | Janet Coleson |
| Staff | Patrick Carter |
| | Karina Chilcott |
| | Charlotte Fisher |
| | Lisa Steinman |
| Recorder | Elizabeth Koetke |

1. CALL TO ORDER

Tim Smith, Chair, called the meeting to order at 9:05 a.m. During introductions the new alternate for the City of Cotati, Damien O'Bid was welcomed to the Agency Board.

2. ATTACHMENTS/CORRESPONDENCE

Chair, Tim Smith, called attention to the Director's Agenda Notes and to the article on plastic bag recycling which was in the packet.

A memo from North Bay Corporation regarding curbside plastic bag recycling was also distributed at the meeting.

Chair Smith, said he would like countywide plastic bag recycling on the next agenda. **Dell Tredinnick, Santa Rosa, moved that the Agency agendize plastic bag recycling for the March 19, 2008 meeting. Vince Marengo, Petaluma, seconded. Chair Smith stated that a closed session during the first half hour of the March meeting to discuss plastic bag recycling would be agendized.**

Dell Tredinnick accepted the amended motion and Vince Marengo seconded.

Janet Coleson, Agency Counsel, asked for clarification that there would be an open session and a closed session at the March meeting.

Chair Smith confirmed that was correct.

3. ON FILE WITH CLERK

Chair Smith, noted the resolutions from the January 16, 2008 meeting on file with the clerk.

4. PUBLIC COMMENTS

Portia Sinnott, Lite Initiatives / AB 939 Local Task Force member / Eco-Ring Eco-Educator. Thanked the Agency for a grant that had been awarded for Clear-Stream recycling containers for the Russian River redevelopment area.

Secondly, she addressed the Board about the RFP for E-Waste that recently went out. She added that the AB 939 Local Task Force had written a letter which they will submit to the Agency Board regarding the importance of reuse and repair of computers and requested possible submission of that letter to the RFP as an addendum.

Chair Smith acknowledged repair and reuse is a good idea, but given the history of this particular RFP it would not be appropriate to reissue it. Chair Smith had no objections to giving the letter from the AB 939 Local Task Force to the list of proposers.

Stephen Barbose asked when the letter would be ready. Portia Sinnott responded that it would be ready by next week.

Susan Klassen asked when responses to the RFP were due. Lisa Steinman said the responses are due by March 24th, 2008. She offered to send Portia a copy of the RFP. She mentioned that there is something in the RFP in the scope of services regarding reuse and recycling.

CONSENT

5.1 Minutes of January 16, 2008

5.2 FY 07-08 Mid-Year Financial Report

5.3 Printing of 2008 Recycling Guide

5.4 Eco-Desk Annual Report

5.5 Sonoma Compost Marketing Plan 2008

Vince Marengo, Petaluma, moved to approve items 5.1 through 5.5 of the consent calendar. Stephen Barbose, Sonoma, seconded.

5.6 First Amendment to Agreement with City of Santa Rosa in Marking Catch Basins on Private Property

Vince Marengo, Petaluma, called out this item saying it is an exceptional item. He has concerns about carwashes, gas stations, and automotive repair shops. He asked that Santa Rosa share their program with Petaluma.

Phil Demery, County of Sonoma, suggested that Santa Rosa share the program with every jurisdiction.

Vince Marengo, moved to approve this consent item. Dell Tredinnick, Santa Rosa, seconded. Motion approved.

5.7 Retirement Resolution

Christa Johnson, Town of Windsor, wanted to give special thanks to Ken Wells for his many years of service. She made a motion to approve this item, Chair Smith seconded. Motion approved.

Chair Smith invited retired Executive Director Ken Wells forward and presented him with a retirement resolution for 16 years of service to the Agency.

REGULAR CALENDAR

PLANNING

6.1 WASTE CHARACTERIZATION FINDINGS

Patrick Carter explained that in order to measure the impact of the implementation of the single-stream recycling program, the success of the HHW program, and help focus Agency future efforts on diverting the recyclables remaining in the waste stream, Cascadia Consulting was chosen to conduct the 2007 Sonoma County Waste Characterization Study (WCS). This follow-up to the 1995-1996 Sonoma County Waste Characterization Study was authorized by the acceptance of Cascadia Consulting's proposal at the January 2007 Agency meeting.

The 2006-07 Sonoma County Waste Characterization Study (WCS) was accepted by the Agency Board of Directors at the January 2008 meeting.

At that January meeting, staff was directed to prepare a more thorough report of the major opportunities for further waste diversion according to the WCS. The WCS was created in such a way that it is possible to analyze the diversion potential by waste stream (e.g. residential, commercial, and self-hauled waste).

The two waste streams for commercially hauled waste, both residential and commercial are fairly similar in composition, varying relatively slightly between waste categories. The largest difference between the residential and commercial waste categories are Organics (51.24% and 41.97%, respectively) and Construction and Demolition (C&D) waste (7.58% and 14.71%, respectively). Paper is the second largest waste category behind Organics for both residential and commercial waste (19.0% and 20.9%, respectively).

For both waste streams, food is the largest single waste subcategory. Vegetative food waste is accepted in the residential curbside yard debris containers and the service is available for commercial customers, though it is much less common for businesses to have yard debris collection.

The second largest category of the commercial hauled waste is paper. The subcategories that comprise the higher percentage of the waste stream are 'other recyclable paper' and 'other compostable paper'. These subcategories include paper combined with small amounts of wax or glues or soiled with water or food.

The results of the self-hauled waste stream indicate a much different composition from the commercially-hauled waste (residential and commercial waste). The highest percentage of the self-hauled waste stream is C&D Waste at 63.89%. Organics is the second highest percentage at 13.93%.

Looking at the subcategories of the self-hauled C&D waste shows Treated Wood Waste (TWW) at 14.32%, which is problematic as TWW must be disposed in a Class I hazardous waste landfill or a composite-lined portion of a landfill unit that meets stricter requirements than those of the more common Class III landfill.

Clean recyclable wood and other recyclable wood comprise 10.92% and 6.16% of the self-hauled waste stream respectively. Both of the above categories are comprised of unpainted, untreated wood that have the potential to be reused if salvageable, recycled into other wood products, or used as a fuel for biomass power plants.

In conclusion, programs and infrastructure exist for recycling or composting food, construction and demolition, and paper discards, leading staff to believe the barrier to reducing waste in these categories is public awareness.

New programs to increase public awareness have been incorporated in the FY 08-09 Preliminary Budget, including an organics composting outreach at fairs and community events throughout Sonoma County, a program to create more consistent countywide construction and demolition debris ordinances, and publicity of the SonoMax.org website to encourage reuse.

The proposed FY 07-08 Preliminary Budget includes the recommended programs. There is no surcharge increase predicted in the preliminary budget. There is no funding impact resulting from these recommendations in the current fiscal year.

Staff recommends inclusion of the expanded public outreach, construction and demolition debris ordinances, and publicity of the SonoMax.org website in the FY 08-09 Budget.

Christa Johnson, Town of Windsor, said that the Town of Windsor recently started licensing temporary debris box haulers and they require those haulers to take their boxes to permitted facilities.

Patrick Carter said that Town of Windsor may have a model that could be incorporated countywide.

Chair Smith added that everyone does not use debris boxes, some self-haul in pickup trucks.

Phil Demery mentioned that the model ordinances are usually part of the permitting process.

Vince Marengo said that Petaluma has an ordinance and agreement for debris box hauling, the difficulty they find is not so much by the self-haulers that have agreements, it's the self-haulers that are unreported. There are unfortunate practices going on.

Chair Smith asked if there was any type of plan for treated wood waste.

Patrick Carter explained that there is a landfill ban on treated wood waste. There are some educational efforts targeting people disposing of that waste.

Karina Chilcott said there is an informational sheet at the transfer stations on proper disposal of treated wood waste. M&M Disposal will take treated wood waste from commercial businesses. Global Materials Recovery Services will accept treated wood waste from residents. There is a disposal cost for this material.

Vince Marengo said he would still like to know what is coming in and going out of the County

Patrick Carter said his understanding of the County system was that when a licensed hauler brings a load to a transfer station or out of the transfer station to one of the other counties, there's a tag attached to it, a receipt that lists how much material and where it was received. This would be the case for any material that reaches a landfill; they get a receipt that lists the material and the jurisdiction

where it was generated. The State just issued the 2006 information a few weeks ago. All the landfills are required to report to the state. All jurisdictions are required to file an annual report, but the Agency files the Annual Report on behalf of all the jurisdictions because we are a Regional Agency. That Annual Report is where the information from the landfills and from the State are compiled and compared. The haulers report the materials they recycle to Agency staff. The Annual Report is due March 15th, 2008.

Vince Marengo said he would like the diversion numbers agendized on the April 2008 agenda.

Dave Brennan asked if there was a disincentive for people to dispose of construction waste through recycling.

Patrick Carter said it could be a convenience issue. People are used to just going to one place and may not consider all the options. Economics should create an incentive.

Phil Demery said that generating some sort of ordinance within each of the jurisdictions through permitting which requires them to recycle C & D. Some jurisdictions require that recycled materials are used. Education and fliers at the transfer stations they can source separate on site. There is an incentive to recycle.

Karina Chilcott said County disposal site workers are very good about communicating with Agency staff about their educational needs. At the moment, the problem they are having is with roofers coming in, the person driving the truck is not necessarily the person who loaded the truck or is paying for the load. Oftentimes the loads are not separated.

Chris Carrieri, C2 Alternatives Services, said one disincentive is the temporary debris box haulers rate structures. There is not a significant price difference between mixed waste and clean drywall and wood waste. Debris box haulers often create packages for some of the larger construction contractors; those packages do not reflect source separated material diversion.

ADMINISTRATION

7.1 UPDATE ON EXECUTIVE DIRECTOR OF SCWMA POSITION

Susan Klassen explained that the recruitment is not open yet. Over the years the Agency workload for this position has increased, while the County portion has decreased. Human Resources wants to find the most appropriate civil service position that will also be the best position for the Agency.

7.2 PRELIMINARY DRAFT BUDGET FOR FY 08-09

Susan Klassen reported that at the January Agency meeting the workplan was adopted by the Agency board. Then the workplan is worked into the budget using the information that was gathered doing the mid-year reports. Since the preliminary workplan establishes Agency expenditures, and determines what revenue is going to be in relation to those expenditures.

There are no fee changes proposed for wood waste, yard waste, or the surcharge this year.

The budget was discussed in its entirety. And comments were accepted.

Gus Wolter asked why legal fees and accounting fees mirrored last years instead of taking an historical average.

Charlotte Fisher explained that the historical is considered then possible new projects are factored into the total proposed expense for the fiscal year.

Christa Johnson suggested that because of the WCS and staff's input about how important education is, she would like to see the \$12,000 that was to be transferred into contingency out of education not be transferred, but rather be used this year on education. Karina Chilcott has been very helpful with providing educational materials. Christa asked if there is enough staff time to ramp up this program. Christa also suggested making use of the recreation guides for placing information about recycling and other Agency programs.

Susan Klassen said there is a 17% increase in spending in education this year. There is an opportunity to increase the effort; the question is with the existing staff, and how many other programs they can physically monitor. Staff's workloads are all extremely heavy which is why staff considers some consultants to get some of the work done. The efforts could be increased with consultants, but again, that would require monitoring by existing staff.

Vince Marengo said he felt the report was well done. His question was about closure of Central and the HHW Facility. He said he supports the preliminary draft budget but is not prepared to approve a final budget until he has a better understanding of what the projected costs will be for the HHW closure and he suggested agendaizing a closed session item to better understand the closure of the Central landfill in terms of the fair share liability and the Agency's closure and post-closure. More data around HHW closure in terms of program cost and development and on a future agenda agendaize a closed session to talk about closure of Central Landfill.

Phil Demery addressed the closed session topic about closure and divestiture issues. Cities and counties are currently working through their lawyers developing agreements based on confidentiality and disclosure information, if that happens the Agency could have a closed session briefing.

Phil continued with comments about education and household hazardous waste collection requesting performance data on effectiveness of the diversion efforts of these programs.

Dave Brennan said the Agency is becoming an HHW agency and would like to know if there's any way to reduce the amount of household hazardous waste being collected. He had a few questions about the budget and the allocation of the tipping fee changing cost centers, but did not want answers today. Overall it is a great preliminary budget. The timing of the discussion on closure, post closure and divestiture would have to wait until after the County and the City Managers complete discussions that are confidential.

Janet Coleson said she didn't see the Agency's involvement in closure.

Chair Smith, said there are all sorts of linkages that the Agency has to that site. He was not suggesting that the Agency allocate post-closure expenditures at this time.

Janet Coleson said in order to discuss closed sessions there needs to be grounds established.

Damien O'Bid asked about the amount of money set aside for compost and whether a new site had been chosen yet.

Susan Klassen said a new site has not been chosen yet, the Agency is currently in the selection process.

Damien O'Bid asked if there was an educational component for schools.

Susan Klassen said the County conducts a lot of tours for the schools.

10:25 a.m. power went out for 3 minutes.

Christa Johnson said putting educational information in the students' packets that go out from the schools is a good way to get information out.

Stephen Barbose said he would like to see the money the Agency has used for programs and not put into reserves. Staff time could be maximized by partnering with the community, clubs like the ecology club at the high school.

Chair Smith said that San Luis Obispo County has some experience with EPR and he would like staff to invite the Director from San Luis Obispo to attend the April or May Agency meeting.

Phil Demery added that tying the diversion programs to the tip fee defeats the purpose. Taking these programs off the tip and putting them on as program fees would support the Agency in a different way, not from tip fees but as program fees on franchise collection.

Chair Smith said this Agency has wrestled with that before.

The Preliminary Budget was passed unanimously.

Gus Wolter left the meeting at 10:35 a.m.

7.3 CIWMB GRANT RESOLUTION

Karina Chilcott stated that this item is an administrative request necessary to submit progress reports and payment requests in order to complete the various grant projects that have been awarded to the Agency by the California Integrated Waste Management Board. Historically, Ken Wells has been named as the signatory authority. The revised resolution would change the signatory authority to the generic title of Executive Director. It is staff's recommendation that the Agency approve the Resolution Authorizing the Agency to submit all CIWMB.

Vince Marengo, Petaluma moved to approve, Dell Tredinnick, Santa Rosa, seconded. Cloverdale absent. Rohnert Park and County of Sonoma were temporarily absent.

COMPOSTING/WOOD WASTE

8.1 COMPOST PROGRAM UPDATE

Will Bakx, Sonoma Compost Company, presented an informational Power Point presentation about compostable plastics.

Vince Marengo suggested contacting other cities, such as Oakland, San Francisco, etc., concerning their plastic bag recycling programs.

8.2 FOOD WASTE COMPOSTING CAMPAIGN

Karina Chilcott explained in response to the WCS, which shows that 21% of the overall waste stream is food waste; staff proposes doing more community outreach in 2008 through fairs and public events venues to promote vegetative material recycling. The selection criteria for events are those frequented by local residents, as compared to food and wine events which attract more tourists.

To assist with an ambitious events schedule, it is necessary to temporarily hire interns to assist with staffing at events.

Staff recommends that the Board approve the outreach plan for 2008.

Dave Brennan said he would like inserts for their utility bills and also they have a newsletter that could be used to include for educational items. He also asked if the Agency had considered the Apple Blossom Fair.

Karina said the Agency had participated in the Apple Blossom Fair last year and the focus had been on green building.

Stephen Barbose, Sonoma, moved to approve the outreach plan. Phil Demery, County of Sonoma seconded. Cloverdale absent. Motion approved.

8.3 COMPOST RELOCATION PROJECT UPDATE

Patrick Carter explained that at the August 15, 2007 Agency Board meeting, the Agency entered into an agreement with a team of consultants led by Environmental Science Associates (ESA) to assist the Agency in the selection, conceptual design, and preparation of CEQA documents for a new compost site in Sonoma County. Staff and ESA have provided updates on the progress of the siting effort at each subsequent Board meeting.

ESA has reduced the number of sites under consideration to 36 through the application of the Agency-approved siting criteria. The ranking of the remaining sites is progressing rapidly and is expected to be complete for the March 2008 Agency meeting. Staff feels that it is imperative to introduce the issue to the potentially affected property owners before the March meeting, as the three sites to be analyzed in the CEQA document will be selected by the Agency Board of Directors at that time.

The Sonoma County Transportation and Public Works Right-of-Way staff is very experienced in public acquisition of private property and has offered to assist Agency staff in the process of contacting property owners. Staff has drafted a letter to potential affected property owners in consultation with Right-of-Way staff and has included the draft for Board feedback and/or approval.

The consultant team is confident that the top three environmentally preferable sites in Sonoma County exist in that group of fourteen sites.

Janet Coleson confirmed that the Agency has the right of imminent domain.

After much discussion among the Board members about the letter for the property owners Stephen Barbose made a motion to agendize this item for the April meeting, Dell Tredinnick seconded. Cloverdale absent.

Chair Smith directed the Interim Executive Director and Agency Counsel to revise the letter and directed staff to make contacts with the 14 prospective property owners and report back to the Board in April.

Dave Brennan, Sebastopol and Phil Demery, County of Sonoma left the meeting at 11:30 a.m.

HOUSEHOLD HAZARDOUS WASTE

9.1 EPR IMPLEMENTATION PLAN REPORT

Lisa Steinman explained that the Agency hired a consultant (R3 Consulting Group, Inc.) to write an Extended Producer Responsibility Implementation (EPR) Plan, which the Agency Board of Directors approved at their February 21, 2007 meeting. The implementation plan is twofold. The first phase is to encourage responsibility by supporting legislation at all levels, include EPR language in procurement policies, and encourage local business people (retailers, wholesalers and contractors) to implement a voluntary take-back program for fluorescent lamps and household batteries. The second phase, to be initiated at the Agency's discretion, would implement a local mandatory take-back ordinance. This enforcement component would only be initiated if there is no state or national EPR legislation.

As part of the EPR Implementation Plan monitoring process, staff is required to present two reports on the progress of the Implementation Plan to the Agency Board within the first year since the plan was approved. An initial Progress Report was presented to the Agency Board at the September 19, 2007 Agency Board meeting.

Staff is presenting this second Progress Report as a follow up to the September Progress Report. Since the September Agency Board meeting, no new California EPR legislation has passed addressing household batteries, fluorescent lamps or mercury-containing thermostats.

Since the September EPR Implementation Plan Progress Report was presented to the Agency Board, all Longs Drugs locations, Goodwill Industries of the Redwood Empire, all Whole Foods Market, Computer Recycling Center/Computers, and Flamingo Auto Repair, both located in Santa Rosa, are now accepting household batteries from residents free of charge.

There has not been a significant increase in the collection of mercury lamps, and mercury thermostats by manufacturers and retailers in Sonoma County.

Santa Rosa, Rohnert Park, Sebastopol and Cotati have started a six-month pilot program, which started on February 1, 2008 through July 2008, to help residents dispose of old medicines and prevent the pharmaceuticals from making their way into area waterways. This report includes a list of participating pharmacies.

The Director of the CPSC made a presentation to the Association of Bay Area Governments' (ABAG) Executive Board on September 20, 2007, describing the environmental issues and financial costs of proper collection and disposal of common household hazardous or toxic items. The CPSC is encouraging all cities and counties to pass EPR resolutions, an action that ABAG's Board unanimously endorsed. ABAG has contacted municipalities in their organization requesting support for EPR. The request is in the form of a resolution that can be adopted by each municipality. A sample of the resolution is included with this item. Member jurisdictions of the Agency have either adopted the resolution or are considering adoption.

Staff will continue to monitor existing and proposed EPR Programs at the national, state and local level. Since legislation at the state and national level has been slow in addressing EPR, the next step for Sonoma County would be to consider implementing a

local mandatory take-back ordinance. Although the Agency Board has the legal authority to enact an ordinance, this would be the first ordinance enacted by the Board. If such an ordinance is enacted, every member city and the unincorporated areas in Sonoma County would be affected. Additionally, the Agency would need to consider enforcement mechanisms.

Staff recommends opening up a discussion among the Board members on the topic of enacting a local mandatory take-back ordinance for Sonoma County. Staff would also like to receive direction from the Board regarding enacting an ordinance. In addition, staff recommends responding to the ABAG request with a support resolution adopted as a regional agency.

Stephen Barbose agreed with supporting ABAG.

Christa Johnson asked if Kaiser had been approached about taking back medications.

Dell Tredinnick said that Kaiser will take back medications from their members. Dell added that the Safe Medicine Disposal Program is working.

Chair Smith reminded the Board that this Agency adopted an EPR resolution in 2001.

Christa Johnson asked staff to email her the draft resolution.

Chair Smith asked staff to email the draft to each jurisdiction.

Damien O'Bid left the meeting at 11:40 a.m.

EDUCATION

10.1 SPANISH OUTREACH RFP

Karina Chilcott explained that this item is a request to distribute a Request for Qualifications for Spanish Language Outreach Services. The selection criteria are based on the following:

1. Experience working with government departments
2. Experience conducting Spanish language education specific to used oil recycling, solid waste and recycling
3. Experience working with local Spanish media
4. Familiarity with solid waste management recycling and activities in Sonoma County
5. And drafting an acceptable Outreach Plan and Budget

Even though the Request for Qualifications could be issued now, staff does not expect to work to start with the selected contractor until after June 30.

Staff recommends that the Board approve issuing the Request for Qualifications for Spanish Language Outreach Services.

The Board approved the issuing of the RFP for this item. Cotati, Cloverdale, County of Sonoma, Sebastopol absent.

11. BOARDMEMBER COMMENTS

Christa Johnson, Town of Windsor, thanked Karina Chilcott for providing assistance with fliers and an ad for vegetative food waste which they placed in their recreation guide.

Stephen Barbose, Sonoma, requested inserts for their water bills.

12. STAFF COMMENTS

Susan Klassen said that the County is entering into a public point of outreach regarding the Divestiture of the landfill. The AB 939 Local Task Force will meet on March 13, 2008

at the Sheriff's Department Conference Room to meet with the public to explain the process and the County's goals.

There are programs located at Central like the Compost Program and the HHW Facility, the County is exploring potential lease agreements to make sure those programs can continue.

Also, the Agency has a lot of programs going, the HHW satellite facilities, education and outreach, to name a few. Susan asked for input from the Board members for staff regarding the length of the meetings and whether they are going too long.

Dell Tredinnick suggested that unanimous vote items should be advanced to the beginning of the meetings, estimate amount of time of presentations and use timeframes as targets on the agenda.

Vince Marengo suggested possibly starting the meetings earlier.

Patrick Carter stated that North Bay Corporation has not sent the waste disposal data that was requested several times, staff would like to draft a letter that each individual city could send them.

Chair Smith said that would be appreciated.

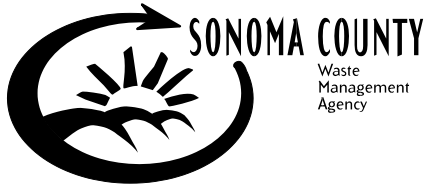
13. ADJOURN

Meeting adjourned at 11:52 a.m.

Respectfully submitted,
Elizabeth Koetke

Distributed at meeting:

Memo from Northbay Corp. Regarding Curbside Plastic Bag Recycling
Power Point Presentation on Compostable Plastics



Agenda Item #: 8.2
Cost Center: Education
Staff Contact: Chilcott/Fisher
Agenda Date: 3/19/08

ITEM: Appropriation Transfer for Veggie Recycling Education

I. BACKGROUND

In 2007, the Sonoma County Waste Characterization Study (WCS) was conducted by the Agency to determine the most prominent materials still remaining in the waste stream. The WCS was accepted by the SCWMA Board of Directors at the January 2008 meeting.

The WCS showed that 21% of the overall waste stream is food.

II. DISCUSSION

In an effort to educate the public about "Veggie Recycling", Agency staff plans to use social marketing techniques. Targeted towards outreaching to locals, a list of geographically distributed events were selected including Farmers Markets, Petaluma Butter and Eggs Day Parade, Santa Rosa Downtown Market and the Rose Parade.

Using undergraduate interns recruited primarily through the County internship program, "Veggie Recycling" table displays will be featured at these events. To compliment the display, kitchen veggie transfer pails will be sold below cost. .

III. FUNDING IMPACT

.Between now and June 30, 2008, it is estimated that 320 hours of intern time or \$3,868.80 will be spent on this effort. These funds were not included in the FY 07-08 Final Budget, therefore an appropriation transfer is necessary to fund this educational effort. The funds will be transferred out of the Contingency Reserve.

This project is expected to continue into the next fiscal year ending in approximately September 2008. The events planned from the beginning of the FY 08-09 fiscal year to September have been included in the FY 08-09 Final Budget.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approval of the appropriation transfer of funds that would be used to include interns as a part of the Veggie Recycling educational efforts.

V. ATTACHMENTS

Appropriation Transfer

SPECIAL DISTRICTS GOVERNED BY
LOCAL BOARDS - BUDGETARY REVISIONS

Resolution No. 2008-

District Name: Sonoma County Waste Management Agency (JPA)
Address: 2300 County Center Dr., Ste. 100B
Santa Rosa, CA 95403
Phone: 565-2413
FY: 2007-08

For Auditor's Use Only
DOCUMENT # _____

BATCH # _____

BATCH DATE _____

| | TC | INDEX | SUB-OBJECT | SUB-OBJECT TITLE | AMOUNT |
|-------|-----|--------|------------|-----------------------------|---------|
| TO: | 203 | 799411 | 6540 | Contract Services | \$3,870 |
| FROM: | | 799411 | | Budgetary Retained Earnings | \$3,870 |

WHEREAS, the Waste Characterization Study conducted by Cascadia Consulting in 2007 identified food as 21% of the waste stream; and

WHEREAS, the Sonoma County Waste Management Agency Board of Directors desires to further provide public educational efforts to increase the amount of food that is recycled and, therefore removed from the waste stream; and

WHEREAS, one educational technique being tried is attendance by Agency staff at local events using a table display with attendants to interact with the public; and

WHEREAS, it is desirable to use undergraduate interns from the local college and university to assist in the coverage of these many events.

NOW, THEREFORE, BE IT RESOLVED, the County Auditor is hereby authorized and directed to make all necessary operating transfers and the above transfer within the authorized budget of the Sonoma County Waste Management Agency (JPA).

The foregoing resolution was introduced by DIRECTOR (x) TRUSTEE ()

_____, who moved its adoption, seconded by

_____, and adopted on roll call by the following vote:

| | | | | |
|---------------------------|---------------------------|---------------------------|-----------------------------|-------------------------|
| <u> </u> Cloverdale | <u> </u> Cotati | <u> </u> Healdsburg | <u> </u> Rohnert Park | <u> </u> Petaluma |
| <u> </u> Santa Rosa | <u> </u> Sebastopol | <u> </u> Sonoma | <u> </u> Windsor | <u> </u> County |

WHEREUPON, the Chairperson declared the foregoing resolution adopted, and SO ORDERED.

Date: _____

Signature: _____ Signature: _____
Secretary/Clerk of the Board Chairperson

ITEM: EPR Support Letter with Resolution

I. BACKGROUND

The SCWMA recognizes that Extended Producer Responsibility (EPR) is a waste management approach that will assist and enhance efforts to manage waste products by shifting responsibility for collection, transportation and management for discarded products away from local governments to the manufacturers. To formalize this support, the SCWMA passed and circulated a resolution (Resolution 2001-021) to elected officials at the state and national level. The SCWMA has maintained an active interest in EPR with actions such as being a founding member of the California Product Stewardship Council and hiring a consultant (R3 Consulting Group, Inc.) to write an Extended Producer Responsibility Implementation Plan, which the SCWMA Board of Directors approved at their February 21, 2007 meeting.

As part of the EPR Implementation Plan monitoring process, staff presented reports on the progress of the Implementation Plan to the Agency Board at the September 19, 2007 and February 20, 2008 Agency Board meetings. During the February meeting, staff reported that the Association of Bay Area Governments (ABAG) has contacted municipalities in their organization requesting support for Extended Producer Responsibility. The request is in the form of a resolution that can be adopted by each municipality. Member jurisdictions of the Agency have either adopted the resolution or are considering adoption. A sample of the resolution was included with the staff report, Status of EPR Implementation Plan, presented to the Board in February. Staff had requested direction from the Agency Board concerning adoption of an Agency resolution to be forwarded to ABAG.

II. DISCUSSION

At the February Agency Board meeting, staff was given direction to respond to ABAG's request with a letter, including Resolution 2001-021, explaining that the SCWMA has an existing resolution.

This staff report includes Resolution 2001-021 of the SCWMA supporting Extended Producer Responsibility.

III. FUNDING IMPACT

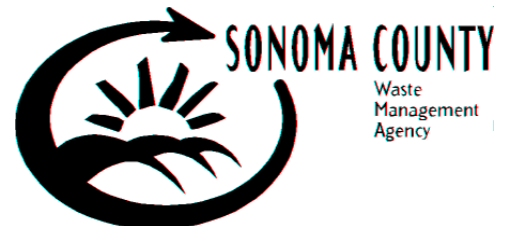
This agenda item is for informational purposes only. There is no funding impact resulting from this transmittal.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

There is no recommended action resulting from this agenda item.

V. ATTACHMENTS

Resolution No. 2001-021
Draft Letter to ABAG



March 19, 2008

David Cortese, Vice Mayor
City of San Jose
President Association of Bay Area Governments
P.O. Box 2050
Oakland, California 94604
FAX: (510) 464-7985

RE: Support for Extended Producer Responsibility (EPR)

Dear Mr. Cortese,

This letter is written in response to the Association of Bay Area Governments' request to Bay Area jurisdictions to take action in supporting extended producer responsibility (EPR) by: 1) adopting EPR resolutions and policies and 2) supporting EPR legislation.

The Sonoma County Waste Management Agency (SCWMA) is a California Integrated Waste Management Board-approved Regional Agency comprised of all nine cities as well as the County of Sonoma. The SCWMA is tasked with many of the responsibilities of AB 939, including management of household hazardous wastes. In June 2001, the SCWMA Board of Directors, recognizing that EPR is a waste management approach that significantly improves the ability to manage discarded hazardous products, approved a resolution supporting EPR policies. The resolution also supports efforts by governmental and non-governmental organizations with development of EPR policies. The SCWMA has maintained an active involvement in EPR efforts since then with recent actions including joining the California Product Stewardship Council and adopting an Extended Producer Responsibility Implementation Plan, which can be found on the SCWMA's website (www.recyclenow.org/EPR_Final_Report.pdf).

Please find attached the 2001 Resolution of the Sonoma County Waste Management Agency supporting extended producer responsibility. The SCWMA Board of Directors is committed to supporting past, present and future EPR efforts.

Sincerely,

Tim Smith, Chairman
Sonoma County Waste Management Agency

RESOLUTION NO. 2001-021Dated: June 20, 2001

RESOLUTION
OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY("AGENCY") SUPPORTING
EXTENDED PRODUCER RESPONSIBILITY ("EPR")

WHEREAS, more consumer goods and products are being designated or determined to be hazardous waste upon disposal; and

WHEREAS, it is important to remove hazardous waste from disposal in Sonoma County's Central Landfill to protect the environment and public health; and

WHEREAS, Agency has a limited budget to manage hazardous wastes, and a limited ability to raise more funds without imposing unreasonable costs on county residents; and

WHEREAS, Agency supports the premise that consumers should be made aware of the full cost of their purchases at the time of purchase, allowing for more informed choice; and

WHEREAS, Agency believes that less toxic formulations, alternative products and/or greater durability, recyclability and reusability of products will increase because manufacturers have responsibility for their products at the end of their useful life; and

WHEREAS, in the interest of long-term economic health, resource sustainability, environmental protection, public health and safety, and limiting Agency's future liability, it is desirable to support efforts that extend manufacturer responsibility for goods and products they create to include their final disposition.

NOW, THEREFORE, BE IT RESOLVED that the Agency hereby declares its support for Extended Producer Responsibility policies and supports governmental and non-governmental organizations in the effort to develop such policies.

MEMBERS:

| | | | | |
|--------------------------|--------------------------|--------------------------|----------------------|----------------------------|
| <u>AYE</u> Santa Rosa | <u>AYE</u> Cloverdale | <u>AYE</u> County | <u>AYE</u> Sonoma | <u>AYE</u> Windsor |
| <u>AYE</u> Sebastopol | <u>AYE</u> Petaluma | <u>AYE</u> Healdsburg | <u>AYE</u> Cotati | <u>AYE</u> Rohnert Park |

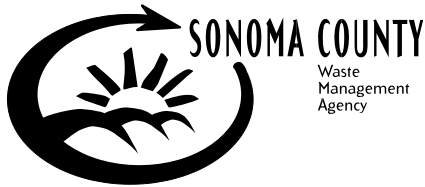
AYES -10- NOES -0- ABSENT -0- ABSTAIN -0-

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

ATTEST: _____ DATE: _____

6/20/01
Clerk of the Sonoma County Waste Management Agency of the State of California, in and for the County of Sonoma.

| COPIES TO: | NO. |
|--------------------|----------|
| <i>SEWMA files</i> | <i>2</i> |
| <i>L Daniel</i> | <i>1</i> |
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Agenda Item #: 8.4
Cost Center: Education
Staff Contact: Chilcott
Agenda Date: 3/19/08

ITEM: Kitchen Veggie Transfer Pail Purchase Order

I. BACKGROUND


At the February 2008 Agency meeting, the Veggies Recycling Campaign, which includes an ambitious events schedule, was adopted by the Board. This campaign is also one of the projects listed in the Agency's Work Plans for FY 2007-08 and FY 2008-09. Diverting residential vegetable food scraps to the municipal composting facility is important because the 2007 Waste Characterization Study showed that 21% of the overall waste stream is food.



The kitchen veggie scrap transfer pail is one of the tools used at special events to help educate the public about the program. The intended use of the pail is to collect vegetable and fruit cuttings where ever meals are prepared. The contents can then be emptied into the curbside yard debris cart or home compost pile. A sticker and information sheet is distributed with each pail.

In 2007, 1,300 transfer pails were purchased from Norseman Plastics. Agency staff did not conduct its own bid process, but instead used the recommendation of Norseman Plastics from a bid process conducted by the City of Livermore who distributed the kitchen pail to their residential garbage customers. Norseman Plastics was not selected for the lowest price, but instead because the pail was considered the "best value."

II. DISCUSSION

In order to meet the anticipated sale of kitchen pails from an increased events schedule, it is necessary for Agency staff to replenish supplies. To customize the color of the Norseman Plastics kitchen pail to green (instead of the standard beige), it is necessary to commit to purchasing three pallets or 1,560 pails. The other pails shown below from Busch Systems and Arata Equipment were not selected because of price, aesthetics or the lack of postconsumer recycled plastic content.

| Manufacturer | Name of product & details | % postconsumer plastic content | Quantity and cost | Photo |
|-------------------|---|--------------------------------|--|---|
| Norseman Plastics | Kitchen Collector 7.5 litre size | 25% postconsumer plastic | \$4.75 each Quantity: 1560 \$8,002.80 (including tax and shipping) |  |

| | | | | |
|---------------------|---------------------------------------|--------------------------|--|---|
| Busch Systems | KC-2000 9.5 litre size | 25% postconsumer plastic | \$6.25 each Quantity: 1560 \$9,750.00 (including shipping, no tax) |  |
| Arata Equipment Co. | HLC Kitchen pail 10 litre size | 0% postconsumer plastic | \$5.25 each Quantity: 1560 \$8,190.00 (including shipping, no tax) |  |

III. FUNDING IMPACT

The Agency intends to collect \$2 each from the sale of these kitchen pails. If \$8,002.80 was spent on the purchase of 1,560 containers, \$3,120 could be collected in sales for a net cost to the Agency of \$4,882.80. Practically, not all of the money will be recovered as some of the containers will be given away for raffles and radio promotions.

The budget for FY 07-08 Yard debris 799213-6400 Office Expense has adequate funding for this expenditure.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Agency staff recommends the Chair sign the Purchase Order with Norseman Plastics for \$8,002.80 for purchase of the 1,560 kitchen pails.

V. ATTACHMENTS

Purchase Order with Norseman Plastics for the purchase of the 1,560 kitchen pails.

Resolution of the Sonoma County Waste Management Agency approving the Purchase Order with Norseman Plastics for the purchase of kitchen pails.

RESOLUTION NO.: 2008 -

DATED: March 19, 2008

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("AGENCY"),
APPROVING THE PURCHASE ORDER WITH NORSEMAN PLASTICS FOR THE PURCHASE OF
KITCHEN VEGGIE SCRAP COLLECTION PAILS

WHEREAS, all Agency member jurisdictions in Sonoma County have committed to educating all residents in the county as to how they can reduce, recycle and reuse; and

WHEREAS, Sonoma County has recognizes that a kitchen veggie transfer pail is useful tool to educate the public about recycling vegetable food scraps in the curbside yard debris container; and

WHEREAS, Agency staff has completed a competitive bid process for purchase of kitchen transfer pails; and

WHEREAS, Norseman Plastics offered a competitive price and a postconsumer recycled content ; and

WHEREAS, the Agency wishes to purchase kitchen pails from Norseman Plastics at a cost that shall not exceed \$8,002.80 for the purchase of 1,560 pails.

NOW THEREFORE, BE IT RESOLVED that the Sonoma County Waste Management Agency ("Agency") authorizes the Agency Chairman to sign the purchase order, subject to Agency counsel review and approval, in an amount that shall not exceed \$8,002.80.

MEMBERS:

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

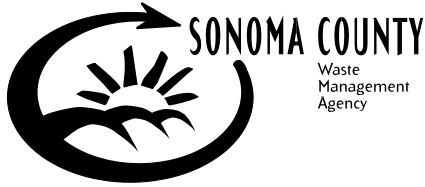
AYES: -- NOES: - - ABSENT: - - ABSTAIN: - - SO ORDERED.

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

ATTEST:

DATE:

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



Agenda Item #: 9.2
Cost Center: Diversion
Staff Contact: Carter
Agenda Date: March 19, 2008

ITEM: Plastic Bag Update

I. BACKGROUND

At the November 2007 SCWMA Board meeting, the Board of Directors requested staff to prepare a report about the plastic bag At-Store Recycling Program (AB 2449). In response the Board's request, the issue was discussed at the January 2008 SCWMA Board meeting.

Meetings between local haulers, Cities, and the County have taken place outside of the SCWMA in which curbside recycling of plastic bags was established countywide. At the February 2008 SCWMA Board meeting the issues revolving around compostable plastic bags was discussed by Will Bakx of the Sonoma Compost Company. A number of communities throughout the world have implemented or are considering implementing ordinances banning on single-use plastic grocery bags. Additionally, a bill in the California State Legislature, AB 2058, has the potential to levy a fee against single-use plastic grocery bags.

II. DISCUSSION

Although the 2006-07 Waste Characterization Study indicates that plastic film is 3.33% (about 12,500 tons) of the waste stream (0.3% recyclable film plastic and 3.3% non-recyclable film plastic), single-use plastic bags are a very visible and persistent form of pollution. The plastic in these bags does not biodegrade, but instead tends to fragment and remain dangerous to wildlife, especially in aquatic habitats.

Curbside Plastic Bag Recycling:

In response to talks between the waste haulers, the Cities, and the County, all of the waste haulers in Sonoma County now allow plastic bags to be placed in the curbside recycling containers. In order to ensure the bags remain clean, dry, and otherwise uncontaminated, the hauler requires the participants in this program place several bags inside one bag and tie the top in a knot. Essentially, the outer bag is sacrificed to keep the bags inside marketable. The bags are taken to North Bay Corp.'s materials recovery facility at 3400 Standish Avenue in Santa Rosa, where they are hand sorted from the rest of the single-stream recycling.

As reported at the January 2008, SCWMA meeting, the recovery rate from the curbside recycling bin collection when only Petaluma participated is approximately 30%, and there is no domestic market for the plastic film collected through this method. According to representatives at North Bay Corp., the plastic is then shipped from Santa Rosa to Smurfit-Stone's facility in Oakland, then exported to China, Indonesia, or Thailand where it is pelletized and recycled into plastic film.

Compostable Plastic Bags:

As Will Bakx of the Sonoma Compost Company reported at the February 2008 Board meeting, compostable plastic bags currently do not appear to be a viable solution for replacing plastic bags made from non-biodegradable, petroleum sources. No product of which staff or Sonoma Compost Company is aware can be composted in an acceptable period of time or would allow the finished compost to be categorized as organic. Furthermore, the lack of clear, easily recognizable labeling to

differentiate plastic and compostable bags makes the potential for contamination very high. Petroleum-based plastic bags fragment and become a contaminant in the compost and the compostable plastic bags degrade in the remanufacturing process and weaken the recycled film plastic.

Ordinances Banning Single-Use Plastic Grocery Bags:

Three California cities have created ordinances banning single-use plastic grocery bags, the Town of Fairfax, the City of Oakland, and the City and County of San Francisco. Fairfax and Oakland were faced with litigation from groups representing the plastic bag recycling and manufacturing industries. The Town of Fairfax changed its ordinance to a voluntary ban of single-use plastic bags while the City of Oakland is currently in the process of examining the environmental impacts of their ordinance through the an Environmental Impact Report. A citizen's group in Fairfax is collecting signatures to put the measure on the ballot¹. According to the California Code of Regulations, initiatives submitted to a vote of the people are exempt from CEQA, provided no public agency sponsors the effort.

In both cases, the cities' original ordinances were challenged, in part, on the basis of their claimed exemption from the CEQA process, stating that the reduction of plastic use was an obvious benefit for the environment. The groups filing suit against the cities claimed that a ban of plastic was essentially an endorsement of single-use paper bags, and they questioned whether there was a net environmental impact. The City of Oakland's EIR should provide some resolution to this issue when completed, which is expected to occur in 2008.

The City and County of San Francisco avoided litigation and that ordinance took effect November 20, 2007 and enforcement began December 1, 2007. It is unclear why the San Francisco ordinance was not challenged in court, while the Oakland and Fairfax ordinances were, as the ordinances are similar.

Other cities and counties are considering bans including the County of Mendocino (and all incorporated cities), the City of Santa Monica, and the County of Los Angeles. According to Californians Against Waste, a number of other California municipalities have expressed interest or are considering bans including Bakersfield, Berkeley, Long Beach, Marin County, Santa Cruz, and San Jose².

The County of Los Angeles Board of Supervisors considered a ban of plastic bags at a January 22, 2008 meeting³. Instead of a mandatory ban, staff was directed to implement a voluntary Single Use Bag Reduction and Recycling Program by July 1, 2008. If the specific benchmarks for plastic bag use reduction are not met, actions leading toward a mandatory ban will be triggered.

The grocery chain, Whole Foods Market, which has four markets in Sonoma County, plans to phase out single-use plastic grocery bags in all of its stores by April 22, 2008⁴.

Internationally, China announced December 31, 2007 that the country would ban the sale of plastic bags less than 0.025 millimeters thick, and prohibit the sale or use of thicker bags unless a fee is levied against the sale of those bags. The plastic bag ban and fee are set to take place June 1, 2008⁵.

Future Legislation and Plastic Bag Fees:

The author of AB 2449 (2006), Assembly Member Lloyd Levine, has introduced a bill regarding plastic bags, AB 2058, in which diversion of single-use plastic grocery bags would be benchmarked. If

¹ http://www.cawrecycles.org/issues/plastic_campaign/plastic_bags/local, retrieved 3/10/2008

² http://www.cawrecycles.org/issues/plastic_campaign/plastic_bags/local, retrieved 3/10/2008

³ http://www.cawrecycles.org/files/la_study%20082707.pdf, retrieved 3/10/2008

⁴ http://www.wholefoodsmarket.com/pressroom/pr_01-22-08.html, retrieved 3/10/2008

⁵ <http://news.nationalgeographic.com/news/2008/01/080110-AP-bags.html>, retrieved 3/10/2008

stores fail to meet the specific diversion goals, those stores would be banned from distributing plastic bags. As an alternative to meeting the diversion goals, the store may charge a fee of no less than \$0.15 per plastic bag. Under the current language of the bill, the money collected by this fee would remain with the store that collects it.

AB 2449 preempted local jurisdictions from charging a fee on plastic bags, though the bill is set to expire in 2013. In AB 2058, the preemption language is intact, though the minimum \$0.15 fee is allowable as it is imposed by the State, rather than local jurisdictions. AB 2449 does not prevent stores from imposing a fee on their customers, an example of which is the \$0.05 fee per bag IKEA imposes on its customers requesting a plastic bag.

The Republic of Ireland is often cited as an example of a successful plastic bag fee. According to Ireland's Department of the Environment, Heritage, and Local Government, approximately 1.2 billion plastic bags, or roughly 328 bags per inhabitant, were dispensed annually before the fee was imposed on March 4, 2002⁶. The reduction of plastic bag use is estimated by the Department to be approximately 90%, while plastic bag litter is estimated to have dropped around 95%. The plastic bag portion of litter went from 5% before the fee to 0.22% in August 2005. The fee, as of July 1, 2007, is 22 cents (euro) per bag. It should be noted that the fee is also included on biodegradable bags, but reusable plastic bags sold for at least 70 cents (euro) are exempt from the fee.

Conclusions:

Staff has determined the following:

- The additional option of single-stream recycling of plastic bags makes it much more convenient, and the net effect is a higher diversion rate. However, with a recovery rate of approximately 30% and the recovered product travelling thousands of miles before remanufacture, it is staff's opinion that this option is not the most environmentally preferred solution.
- The current composition and biodegradation time of compostable plastic bags are incompatible with the current composting operation and organic labeling of the finished compost. Should a plastic bag ban be considered, compostable bags should be included in the ban.
- There is significant risk around the issue of banning single-use plastic grocery bags. There will likely be more clarity after the results of the City of Oakland's Environmental Impact Report on this issue are released.
- The imposition of a fee on single-use plastic grocery bags at the point of sale appears to be very effective at both discouraging plastic use and decreasing the percentage of plastic bags collected as litter. However, the preemption of local governments' ability to impose such a fee will continue until January 1, 2013, unless that provision in AB 2449 is repealed by the California Legislature. AB 2058 in the current legislative session would allow the affected grocery stores and pharmacies the ability to impose a minimum fee of \$0.15 in lieu of meeting plastic bag diversion targets, though the continued inclusion of this provision and the ultimate passage of this bill are not certain.

It is the opinion of Staff that the most effective method presented to reduce the number of single-use plastic grocery bags distributed and littered would be through a fee imposed at the point of sale and listed separately on the receipt given to the customer. The staff reports from the County of Los Angeles and City of Santa Monica suggest this position as well. However, the passage of AB 2449 prevents this Agency from enacting such an ordinance, though a fee may be imposed by the State, as in AB 2058. Staff recommends writing a letter to the author of AB 2058, indicating the Board's support for the fee aspect of this bill.

⁶ <http://www.environ.ie/en/Environment/Waste/PlasticBags/>, retrieved 3/10/2008

Staff would like to know the interest of each member jurisdiction regarding the enactment of a single-use plastic grocery bag ban. If all jurisdictions wish the SCWMA to create an ordinance to this effect, Staff recommends the Board wait until the litigation of Oakland's plastic bag ban is resolved before pursuing a Sonoma County ordinance. Furthermore, Staff strongly recommends the emphasis on this ban be on promoting the use of reusable bags. Other important issues to consider include extending the ban to compostable plastic bags, and imposing a fee on paper bags to further emphasize this Board's commitment toward Zero Waste.

III. FUNDING IMPACT

The staff time required to draft a letter of support for AB 2058 would be minimal.

Model ordinances banning the use of single-use plastic grocery bags exist and are readily available, though Staff and Agency Counsel time would be required to tailor the ordinance to the SCWMA.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff submits the following recommendations for consideration:

- Authorize the Executive Director to submit letters of support for AB 2058, identifying the inclusion of a fee on single-use plastic grocery bags to be vital to the success of reducing plastic waste.
- Direct staff to monitor the litigation in Oakland regarding their plastic bag ban and report to the Board when there is resolution in that case or when Oakland's EIR has been certified.



Agenda Item #: 10.1
Cost Center: Education
Staff Contact: Klassen
Meeting Date: March 19, 2008

ITEM: Approval of Revised FY 08-09 Work Plan

I. BACKGROUND

The FY 08-09 Work Plan was adopted at the January 16, 2008 regular meeting of the Agency Board of Directors. At the February 20, 2008 staff was directed to not make any contributions to the Contingency Reserve from the Education cost center and use those funds to increase Contract Services for educational efforts in schools. The change to the Revised FY 08-09 Work Plan is located on page 4, 3.14 Back-to-School Recycling Project. The educational efforts will be focused on fifth and sixth grade students in a limited number of schools due to funding. The details of this project have not been developed due to lack of staff time available.

II. FUNDING IMPACT

There is no direct funding impact. At direction from the Board at the February meeting, \$12,112, the contribution from the Education cost center to the Contingency Reserve, was to be used for educational efforts instead of reserves. In the meantime, the County Information Systems Department was recently contracted by the Department of Transportation and Public Works to provide computer support. The cost of this support was greater than the amount proposed in the draft budget, therefore \$4,411 was used to provide this additional funding leaving \$9,701 for the Board directed project.

III. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends adopting the Revised FY 08-09 Work Plan as Board directed.

IV. ATTACHMENTS

Revised FY 08-09 Work Plan

Revised FY 08-09 SCWMA Work Plan

| | Program | Program Description | Contractor Cost | Staff | Goal/Justification | Schedule |
|--|--|--|--|------------------|---|--------------------------------|
| Organics (Wood Waste and Yard Debris) | | | | | | |
| 1.1 | Composting Program | Manage contract for composting operation, reconcile and process monthly invoices for payment. Calculate revenue sharing and product allocations. | \$2,863,531 (FY 07-08 \$2,668,000) | \$54,560 | Major diversion program in ColWMP, contract adm. | Monthly |
| 1.2 | Food Waste Composting Education/Fairs | Food Waste Composting Education is the focus for 2008. Agency staff plans to hire interns to staff tables at events attended by local residents including farmers' markets, Rose Parade, Cloverdale Citrus Fair, Sonoma County Fair and similar events. Outreach at fairs will be enhanced by related print ads, fliers, radio and promotional items. | \$24,000 (est.) (FY 07-08 \$15,000) | \$52,400 | Communicate recycling information at public events/ in the ColWMP | Ongoing |
| 1.3 | Christmas Tree Recycling | Coordinate with local non-profit organizations to provide convenient Christmas tree composting. Includes non-profit pickup and drop off at public sites. | \$0 | \$3,300 | Diversion program that adds organic feedstock | December and January, Annually |
| | Total | Program changes include increased efforts to promote veggies composting. | \$2,887,531 | \$110,260 | | |
| Household Hazardous Waste | | | | | | |
| 2.1 | HHW Collection Program | Manage contract for collection of hazardous waste from residents and CESQG (businesses) at the Household Toxics Facility (HTF), Community Toxics Collections (CTC), and Toxics Rover. | \$1,400,000 (FY 07-08 \$1,300,000) | \$61,000 | Comply with regulations, in the ColWMP, contract adm. | Ongoing |
| 2.2 | E-waste – CEW/UWED's (Partially funded by State) | Covered Electronic Wastes (CEW and UWED's) are accepted at all of the County disposal sites for recycling. This program accepts electronics that are defined as hazardous waste. This program is subsidized by the State through the Electronics Recycling Act of 2003. State subsidy is based on pounds received for recycling. The Agency funds the handling operations. | \$95,000 (FY 07-08 \$87,000) (Grant Funded) | \$28,000 | Required by regulation, contract adm. | Ongoing |

Revised FY 08-09 SCWMA Work Plan

| | Program | Program Description | Contractor Cost | Staff | Goal/Justification | Schedule |
|--|--|---|----------------------------|------------------|--|-----------------------------|
| Household Hazardous Waste (cont.) | | | | | | |
| 2.3 | Oil & Filter Recycling (Grant funded) | This program includes a wide variety of efforts from reporting and auditing to collection and education. Actual projects vary year to year depending on grant levels. | TBD (Grant Funded) | \$10,250 | Required by regulation, contract adm. | Ongoing |
| 2.4 | Spanish Language Outreach (62.5% funded from used oil grant) | Outreach to Spanish speaking residents about used motor oil and disposal of hazardous waste employing social based marketing strategies including call-in radio, telephone, events, labor group talks, etc. | \$15,000 (Grant Funded) | \$6,000 | In the ColWMP, contract adm. | Evaluate in spring '08 |
| 2.5 | 303 Reporting | The State requires reporting and quantification of HHW collection efforts annually. | \$0 | \$12,750 | Required by regulation | November '08 |
| 2.6 | HD 16C Sharps Coordination Grant | CIWMB Sharps Collection Strategy coordination grant from Oct. 1, 2007-March 31, 2009 | \$7,000 (Grant Funded) | \$6,850 | Grant funded project to create best management practices for dealing with a hazardous waste | Complete by March 2009 |
| 2.7 | California Product Stewardship Council (CPSC) | Support CPSC policy and participate in the statewide Extended Producer Responsibility efforts. | \$3,000 | \$3,090 | EPR Implementation Plan | Ongoing |
| | Total | | \$1,520,000 | \$127,940 | | |
| Education | | | | | | |
| 3.1 | Recycling Guide | Develop annual 28-page guide for recycling, reuse and hazardous waste disposal options in Sonoma County. Distribution of 322,500 in the AT&T Yellow Pages phone book plus 26,000 additional copies. | \$77,000 | \$36,000 | Provide recycling information to all County residents and businesses/ in the ColWMP | December 2007 to March 2008 |
| 3.2 | Eco-Desk | Telephone and email response to questions from the public on recycling, disposal and hazardous waste. Update resources annually. Research as needed. | \$4,000 | \$24,250 | Provide recycling information by phone to all County residents and businesses/ in the ColWMP | Daily |

Revised FY 08-09 SCWMA Work Plan

| | Program | Program Description | Contractor Cost | Staff | Goal/Justification | Schedule |
|--------------------------|---|---|---------------------------------|----------|---|------------------------|
| Education (cont.) | | | | | | |
| 3.3 | Spanish Language Outreach (37.5% funded from education) | Outreach to Spanish speaking residents about recycling issues employing social based marketing strategies including call-in radio, events, labor group talks, etc. | \$9,000 | \$8,250 | Provide recycling information in Spanish/ in the ColWMP contract adm. | Evaluate in spring '08 |
| 3.4 | Grants | Grants are an excellent opportunity to expand the Agency's programs and to encourage local nonprofits to develop programs that meet the goals of the Agency. | \$0 | \$16,050 | Leverage limited Agency resources with grants and local partnerships | As available |
| 3.5 | Web site www.recycle now.org | Update the web site contents and programming structure. Agency staff prepares the wireframe, graphics and content. The County Information Systems Department programs the site which will be housed on the County of Sonoma server. | \$30,000 (FY 07-08 \$19,000) | \$14,750 | Communicate recycling information using the web/ in the ColWMP, contract adm. | Ongoing |
| 3.6 | SonoMax.org | The SonoMax.org (Sonoma County Materials Exchange) on-line exchange advertises business discards. | \$4,200 | \$18,000 | Reduce business waste through reuse and recycling/ in the ColWMP, contract adm. | Ongoing |
| 3.7 | SonoMax.org Publicity Grant RU 11 | Funded by a CIWMB Reuse Assistance Grant, the grant term is from Dec 8, 2007 to November 30, 2009. Activities include: SonoMax fliers, Building Materials Reuse Guides, utility bill inserts, exhibits, mailings, presentations, print ads and radio. | \$16,600 (grant funded) | \$5,500 | Reduce business waste through reuse and recycling/ in the ColWMP, contract adm. | |
| 3.8 | Green Building | Staff participates as needed on the Build It Green Public Agency Council and other similar efforts. | \$0 | \$7,600 | Reduce waste and increase recycled product purchasing/ in the ColWMP | Ongoing |
| 3.9 | Home composting education | In order to reduce organic waste going to landfill and reduce the Agency's compost program costs, the Agency has supported an educational program teaching home composting through the Master Gardeners. | \$16,660 | \$10,750 | Reduce organics being landfilled and compost program costs/ in the ColWMP, | Ongoing |

Revised FY 08-09 SCWMA Work Plan

| | Program | Program Description | Contractor Cost | Staff | Goal/Justification | Schedule |
|--------------------------|--|--|---|------------------|---|---|
| Education (cont.) | | | | | | |
| 3.10 | Green Purchasing | In order to be eligible for grant applications from the State of California, and to encourage "closing the loop" purchasing, the Agency has developed a recycled-content procurement policy. Staff assists the jurisdictions' purchasing departments in tracking and their recycled content purchases. | \$0 | \$6,350 | Implement and monitor green purchasing policies to assure eligibility for grant applications | Annual grant applications, ongoing implementation efforts |
| 3.11 | Green Business | This business recognition program encourages environmental stewardship. This voluntary program is aimed at reducing energy and water use, as well as waste reduction and pollution prevention. Staff will verify the waste reduction checklists for this program. | \$0 | \$7,250 | Increase business recycling and waste reduction/ In the CoIWMP | Ongoing |
| 3.12 | Outreach Partnerships New Partnerships BayROC Community Pulse | The Agency provides funding and some staff support to four organizations: the Environmental Discovery Center (EDC), the Business Environmental Alliance (BEA), the Bay Area Recycling Outreach Coordinator (BayROC) and the Community Pulse project. This effort promotes recycling and waste diversion beyond the range of other Agency operations. | \$5,000 EDC \$8,200 BEA \$3,000 BayROC \$5,000 Community Pulse | \$1,700 | Expand Agency outreach to children/students (EDC) and businesses (BEA), as well as the general public (Community Pulse) | Ongoing |
| 3.13 | Environmentally Preferred Purchasing | Issue an RFP/hire a consultant to facilitate and encourage countywide participation in an environmentally preferred purchasing policy, with the goal of consistency throughout all county jurisdictions to maximize participation and streamline evaluation and reporting. | \$10,000 | \$9,750 | Required for CIWMB grants | Complete in 2009 |
| 3.14 | Back to School Recycling Project | Develop a program for recycling education targeted at 5 th /6 th grade students | \$9,701 | \$0 | Direction of the Board | August/Sept. |
| | Total | | \$198,361 | \$166,200 | | |

Revised FY 08-09 SCWMA Work Plan

| | Program | Program Description | Contractor Cost | Staff | Goal/Justification | Schedule |
|------------------|--|--|---------------------|----------|--|---|
| Diversion | | | | | | |
| 4.1 | Beverage Container Recycling (Grant funded) | <p>Grant money from the State Dept. of Conservation (to further the recycling of beverage containers), awarded to all member jurisdictions, is consolidated at the Agency, and spent regionally, including:</p> <ul style="list-style-type: none"> • Placing and servicing recycling bins in city and County parks. • Providing bin design and signage as needed. • Providing bins for local schools. • Funding disposal expenses for the Roadside Community Cleanups. • Education and Outreach | \$150,000 (est.) | \$9,750 | Make recycling bins convenient for public consuming containerized beverages at events and outdoors | Annual report and ongoing support |
| 4.2 | Large Venue and Event Recycling | <p>Large venues/events serving 2,000+ paid attendees per day are required to have a recycling plan and provide recycling. The Agency is required to report on results. Tasks include:</p> <ul style="list-style-type: none"> • Identify top 10% of large events/venues. • Analyze waste/recycling amounts at venue/event. • Assist w/development of recycling plans. • Notify building/planning departments about requirement for adequate storage for collecting/loading recyclables. Provide education materials to distribute with permit applications. | \$0 | \$10,000 | Reduce waste going into landfills from events/ State reporting requirements pertaining to large public gatherings | Annual report to CIWMB, ongoing efforts |

Revised FY 08-09 SCWMA Work Plan

| | Program | Program Description | Contractor Cost | Staff | Goal/Justification | Schedule |
|--------------------------|--|---|------------------|-----------------|---|---|
| Diversion (con't) | | | | | | |
| 4.3 | Sonoma/ Mendocino/ Lake Counties Recycling Market Development Zone (RMDZ) | Handle requests from the general public and business on the opportunities available. Submit annual reports to the Zone administrator. Coordinate the development and printing of educational materials for distribution to program participants and at economic development meetings. Provide funding support for Zone administrator. | \$0 | \$3,600 | RMDZ support for local economic development, create jobs | Ongoing |
| | Total | | \$150,000 | \$23,350 | | |
| Planning | | | | | | |
| 5.1 | AB 939 Reporting Requirements | Annual Report writing consists of: <ul style="list-style-type: none"> Collect and enter data from: the haulers, transfer stations, Central Landfill, out-of-county landfills, biomass facilities, large venues/events (new), HHW program. Update text description of programs. Submit report to Calif. Waste Board (CIWMB). Prepare diversion report cards for each city. | \$0 | \$7,000 | Compliance with State regulations | Monthly updates culminating in an annual report |
| 5.2 | Environmental Document Comments | Staff comments on the waste issues related to CEQA documents. | \$0 | \$5,000 | Most relevant local government agency to comment on solid waste issues. | Ongoing |
| 5.3 | Revise Countywide Integrated Waste Management Plan (CiWMP) | SCWMA is responsible for the CiWMP. Ongoing tasks: any additions or updates to the Non-Disposal Facility Element. The Plan is being revised to include these changes: <ul style="list-style-type: none"> update Goals, Objectives and Policies chapter, revisions to the Siting Element regarding out-of-County disposal sites. allow for multiple HHW collections facilities | \$0 | \$17,250 | Ensure the CiWMP is accurate, current, and in compliance with all relevant laws | Ongoing |
| | Total | | \$0 | \$29,150 | | |

Revised FY 08-09 SCWMA Work Plan

| | Program | Program Description | Contractor Cost | Staff | Goal/Justification | Schedule |
|-------------------------------|----------------------------|--|--|------------------|---|------------------|
| General Administration | | | | | | |
| 6.1 | Agency Meetings | <ul style="list-style-type: none"> • Prepare agendas/packets • Attend meetings • Prepare and file minutes, resolutions, agreements | \$0 | \$43,125 | Administration of Agency operations | Ongoing |
| 6.2 | SCWMA Financial Management | <ul style="list-style-type: none"> • Approve invoices/journal vouchers • Prepare financial statements to Board • Prepare budget and facilitate approvals • Respond to audits (internal and external) | \$0 | \$28,000 | Administration of Agency operations | Ongoing |
| | Total | | \$0 | \$71,125 | | |
| Organics Reserve | | | | | | |
| 7.1 | New Compost Site | Environmental document completed using existing FY 07/08 funds. Requested amounts will allow staff to issue an RFP for permitting site design, and site operator. Site purchase to occur in 08-09 FY, though the amount is too speculative to include in this plan. | \$200,000 (FY 07-08 \$400,000) | \$35,000 | In the ColWMP | Complete by 2010 |
| HHW Operating Reserve | | | | | | |
| 8.1 | Additional HHW Facilities | Assuming additional HHW facilities are found to be financially feasible, further design, permitting and construction tasks will be required to realize the savings. | \$150,000 | \$20,000 | Recommended in HHW Program Benchmarking and Program Evaluation | Complete by 2011 |
| Contingency Reserve | | | | | | |
| 9.1 | C&D/Special Events | Issue an RFP for a consultant to work with permitting agencies countywide to make specific C&D recycling targets a condition of building permits. Additionally, event permitting agencies would require the coordinator to submit and recycling plan before permit issuance. | \$20,000 | \$5,000 | Target waste identified in 2006/07 Waste Characterization Study, compliance with AB2176 | Complete in 2009 |
| | Grand Total | | \$5,125,892 | \$588,025 | | |

Agenda Item #: 10.2
Cost Center: All
Staff Contact: Klassen/Fisher
Agenda Date: 3/19/08

ITEM: Approval of the FY 08-09 Final Budget

I. BACKGROUND

Historically, the preparation of the SCWMA's annual budget begins with direction and approval by the Board of a Draft Budget, establishing budget funding guidelines and other parameters necessary to integrate the SCWMA's annual budget with the County's budget process. Following Agency approval of the Draft Budget, staff prepares a detailed Final Budget for later approval.

II. DISCUSSION/FUNDING IMPACTS

Updated Information

Since the FY 08-09 Draft Budget was presented to the Board there has been updated information concerning two expenses.

The first is the fuel rate charged to the contractors hauling solid waste for the County. This calculation is done every six months and until now the effect of the rate change has been minimal for the Central Disposal Site. This fuel rate affects the contract, held by West Sonoma County Transfer, Inc., for green hauling from the transfer stations to the composting site at Central. The fuel rates are: increase of \$2.09/ton for material hauled from Annapolis, increase of \$0.62/ton hauled from Guerneville, increase of \$0.54/ton hauled from Healdsburg and increase of \$0.41/ton of material hauled from Sonoma.

The second change in expenditures for the entire budget is from the Sonoma County Information Systems Department. Earlier this year, Transportation and Public Works switched from having internal technical support for computers to using the County system. This switch affected all Transportation and Public Works employees, including Agency staff. The Agency is equipped with a computer for each employee plus an extra one available for Extra Help employees, interns or any Agency visitors. The proposed Agency cost for the new support was \$30,875, which translates to \$4,411 for each computer. The FY 08-09 Draft Budget expense for computers (Small Tools) was \$7,500. The difference in the projected expenses was divided into each cost center, except for Yard Debris which is expensed for two computers, one being the extra one.

The results of including these additional expenses are as follows:

Wood Waste Cost Center

Revenues

Projected revenues for the Wood Waste cost center will be increased in order to balance the budget. Sale of Materials will be increased from \$23,500 to \$26,565 for a difference of \$3,065. The actual revenues from Sale of Materials for FY 07-08 are \$40,589, which includes prior years' revenues being deposited in this fiscal year. This program is very dependent on the marketplace, particularly competition. Should be sales decrease during FY 08-09, funds from the Organics Reserve can be transferred through an appropriation transfer approved by the Agency Board.

The Wood Waste cost center will not have an OT-Within Enterprise transfer.

Expenses

Contract Services will increase from \$254,320 to \$155,580, which is an increase of \$1,260. This increase is due to the fuel rate increase for green hauling from the transfer stations.

Yard Debris Cost Center

Revenues

Revenues for the Yard Debris cost center will remain the same as proposed in the FY 08-09 Draft Budget.

Expenses

Contract Services will increase from \$2,609,764 to \$2,614,768, which is a difference of \$5,004. This increase is due to the fuel rate increase for green hauling from the transfer stations to the composting site. Small Tools (computer support) will increase from \$1,000 to \$8,822 for a difference of \$7,722. This increase is a result of changing computer support providers.

Contribution to Organic Program Reserve

Based on the increases in expenses, the proposed FY 08-09 Yard Debris cost center budget will have a net surplus of \$327,677, instead of \$340,503, to be transferred to the Organics Program Reserve. There is also \$393,863 undesignated funds from prior year budgeted for transfer to the Organics Program Reserve for a total of \$721,540 contribution from the Yard Debris cost center.

Household Hazardous Waste Cost Center

Revenues

The tipping fee revenue for HHW will remain the same as was proposed in the FY 08-09 Draft Budget.

Expenses

Small Tools (computer support) will increase from \$2,000 to \$4,411, which is a difference of \$2,411. This increase is due to a change in technical support providers.

Contribution to HHW Facility Reserve

Based on the increases in expenses, the proposed HHW cost center budget will transfer \$21,002 instead of \$23,413 to the HHW Facility Reserve and \$6,667 to the HHW Closure Reserve.

Education Cost Center

Revenues

The tipping fee revenue for Education will remain the same as was proposed in the FY 08-09 Draft Budget.

Expenses

Contract Services

The FY 08-09 Draft Budget contained a proposed contribution to the Contingency Reserve of \$12,112.

The Board directed that these funds be used to develop a recycling program for the schools, targeting the fifth and sixth grade classes. The increase in the Small Tools expenses used \$2,211 of the contribution, leaving \$9,701.

Small Tools (computer support) will increase from \$2,000 to \$4,411 for a difference of \$2,411. This is due to a change in technical support providers.

Contribution to Contingency Reserve

The anticipated contribution to the Contingency Reserve will be reduced from \$12,112 to \$0.

Diversion Cost Center

Revenues

The tipping fee revenue for Diversion will remain the same as proposed in the FY 08-09 Draft Budget.

Expenses

Small Tools (computer support) will increase from \$0 to \$4,411, which is a difference of \$4,411. This increase is due to a change in technical support providers.

Contribution to Contingency Reserve

OT-Within Enterprise (a contribution to the Contingency Reserve) will be \$3,398 instead of \$7,809.

Planning Cost Center

Revenues

The tipping fee revenue for Planning will remain the same as was proposed in FY 08-09 Draft Budget.

Expenses

Small Tools (computer support) will increase from \$1,000 to \$4,411, which is a difference of \$3,411. This increase is due to a change in technical support providers.

Contribution to Contingency Reserve

OT-Within Enterprise, the contribution to the Contingency Reserve, is projected to be \$4,188 instead of \$7,599.

Organics Reserve

Revenues

OT-Within Enterprise, anticipated to be \$734,366, will be reduced to \$721,540 due to increased expenses.

Expenses

Expenses are expected to remain the same as proposed in the FY 08-09 Draft Budget.

HHW Facility Closure

The contribution and the interest earned on the fund balance will equal \$8,893.

There are no planned expenses.

HHW Facility Reserve

Revenues

Interest Earned, \$47,985 is calculated using a 4% interest rate.

State-Other, \$150,000, is the remaining grant funds for the site selection, design and potential construction of new satellite HHW facilities.

OT-Within Enterprise will transfer \$21,002, instead of \$23,413, to the HHW Facility Reserve from the HHW cost center budget.

Expenses

Expenses will remain the same as proposed in the FY 08-09 Draft Budget.

Contingency Reserve

Revenues

Interest Earned, \$19,888 is calculated using a 4% interest rate.

The contributions from the Education, Diversion and Planning cost centers totals \$7,586 instead of \$27,520. This reduction is due to the increased expenses in the three contributing cost centers. Education cost center had \$12,112 increased expense, Planning cost center had \$3,411 increased expense, Diversion cost center had \$4,411 increase expense, for a total reduction of \$19, 934.

Expenses

Expenses for the Contingency Reserve remain the same as projected in the FY 08-09 Draft Budget.

Four-Year Projected Reserves

| | | Projected 07-08 | Proposed 08-09 | 09-10 | 10-11 | 11-12 |
|------------------------|---------------------|--------------------|-------------------|------------------|------------------|------------------|
| Organics | Beginning | | | | | |
| | Reserves | 2,733,486 | 3,889,293 | 4,492,606 | 3,193,034 | 3,453,194 |
| | Contributions | 1,713,016 | 870,813 | 456,827 | 288,062 | 238,272 |
| | Uses | 557,209 | 267,500 | 1,756,399 | 27,903 | 42,955 |
| | Ending Reserve | 3,889,293 | 4,492,606 | 3,193,034 | 3,453,194 | 3,648,510 |
| HHW Closure | Beginning | | | | | |
| | Reserves | 48,992 | 55,705 | 64,598 | 67,182 | 69,869 |
| | Contributions | 6,713 | 8,893 | 2,584 | 2,687 | 2,795 |
| | Uses | 0 | 0 | 0 | 0 | 0 |
| | Ending Reserve | 55,705 | 64,598 | 67,182 | 69,869 | 72,664 |
| HHW Facility | Beginning | | | | | |
| | Reserves | 81,000 | 1,478,962 | 1,517,837 | 1,260,374 | 1,077,192 |
| | Contributions | 1,731,693 | 218,987 | 242,537 | 316,818 | 229,214 |
| | Uses | 333,731 | 180,112 | 500,000 | 500,000 | 500,000 |
| | Ending Reserve | 1,478,962 | 1,517,837 | 1,260,374 | 1,077,192 | 806,406 |
| | <i>Reserve Goal</i> | <i>920,136</i> | <i>920,420</i> | <i>960,768</i> | <i>1,002,260</i> | <i>1,045,656</i> |
| Contingency | Beginning | | | | | |
| | Reserves | 303,227 | 315,767 | 318,241 | 358,372 | 422,801 |
| | Contributions | 222,200 | 27,474 | 40,131 | 64,429 | 36,632 |
| | Uses | 209,660 | 25,000 | 0 | 0 | 0 |
| | Ending Reserve | 315,767 | 318,241 | 358,372 | 422,801 | 459,433 |
| | <i>Reserve Goal</i> | <i>184,833</i> | <i>173,804</i> | <i>180,532</i> | <i>190,055</i> | <i>200,997</i> |

The Four-Year Projected Reserves have been updated since the presentation of the FY 08-09 Draft Budget. The projections for FY 07-08 were used in this updated version instead of FY 07-08 Final Budget. The changes in projected reserves for end of year for FY 70-08 are as follows:

Organics, formerly \$3,741,033, now projected to be \$3,889,293 because of the increased yard debris being processed and sold.

HHW Closure, formerly \$55,659, now projected to be \$55,705 because of increased interest earned on the reserve fund.

HHW Facility, formerly \$1,199,614, now projected to be \$1,478,962 due mainly to savings in Contract Services as a result of less than expected expenses for the e-waste and facility operation.

Contingency Reserve, formerly \$497,195, now projected to be \$315,767 less than expected contributions from the appropriate cost centers as a result of reduced municipal solid waste coming through the county system producing a reduced tipping fee surcharge.

III. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approving the FY 08-09 Final Draft Budget recognizing the changes in expenses from the FY 08-09 Draft Budget.

IV. ATTACHMENTS

FY 08-09 Summary Budget
Resolution

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 08-09 BUDGET**

BUDGET DIVISION SUMMARY

Program Description

In 1992, the Sonoma County Waste Management Agency (Agency) was created under a Joint Powers Agreement (JPA) between the nine cities in the county and the County of Sonoma. The primary responsibility of the Agency is to reduce waste and conserve resources through diversion and education efforts and to properly manage household hazardous waste, wood waste, and yard debris generated in Sonoma County pursuant to the requirements of AB 939, the Integrated Waste Management Act of 1989.

The FY 08-09 Sonoma County Waste Management Agency (SCWMA) budget proposes the following:

- * an overall revenue decrease from \$9,511,618 in FY 07-08 to \$7,108,651 in FY 2008-09 (\$2,402,967 or 25%); and
- * an overall expenditure decrease from \$10,080,308 in FY 07-08 to \$6,848,591 in FY 08-09 (\$3,231,717 or 32%).

The Organics Reserve is funded by contributions from the Wood Waste and Yard Debris cost centers. The use planned for this reserve is for the development of a permanent site for composting to replace the current temporary Central Disposal Site location.

The HHW Facility Closure fund is funded within the Household Hazard Waste cost center and is used to collect reserves for a closure fund for the Household Toxics Facility as required by law.

The HHW Facility Reserve is funded by contributions from the HHW cost center. The funds in this reserve will be used for any implementation of the suggestions included in the benchmarking and feasibility study.

The Contingency Reserve is to be used for unforeseen operational needs and is funded with contributions from the Education, Diversion and Planning cost centers.

Financial Summary

| Cost Centers | Expenditures | | | Net Cost | | |
|----------------------|---------------------|-----------------------|-------------------|-----------------------|-----------------------|-------------------|
| | FY 07-08 Adopted | FY 08-09 Requested | Percent Change | FY 07-08 Requested | FY 08-09 Requested | Percent Change |
| Wood Waste | 515,438 | 315,965 | -39% | 161,934 | 0 | -100% |
| Yard Debris | 3,826,335 | 3,488,703 | -9% | 871,335 | 393,863 | -55% |
| HHW | 3,685,114 | 1,868,509 | -49% | 1,473,694 | 0 | -100% |
| Education | 543,393 | 444,836 | -18% | 189,814 | 0 | -100% |
| Diversion | 227,708 | 198,613 | -13% | (18,161) | 0 | -100% |
| Planning | 140,711 | 59,353 | -58% | 82,241 | 0 | -100% |
| Organics Reserve | 571,000 | 267,500 | -54% | (1,007,546) | (603,681) | -40% |
| HHW Closure Reserve | 0 | 0 | 0% | (6,667) | (8,893) | 33% |
| HHW Facility Reserve | 350,000 | 180,112 | -49% | (1,118,614) | (38,875) | -97% |
| Contingency Reserve | 220,609 | 25,000 | -89% | (59,340) | (2,474) | -96% |
| Total | \$10,080,308 | \$6,848,591 | -32% | 568,690 | (\$260,060) | -146% |

Staffing Summary

| Section | FY 07-08 Requested | FY 08-09 Requested | Number Change | Percent Change |
|-------------------------------|-----------------------|-----------------------|------------------|-------------------|
| Permanent Positions | 5 FTE | 5.3 FTE | 0.3 | 6% |
| Permanent Part-Time (50% FTE) | 0 FTE | 0 FTE | 0 | 0% |
| Extra Help | 0 FTE | 0 FTE | 0 | 0% |
| Total | 5 FTE | 5.5 FTE | 0.3 | 6% |

In the past, the Executive Director's position was a shared position with the County Integrated Waste Manager's position. With the retirement of the Executive Director and the increased workload for the Agency, the County decided to discontinue the sharing of the Executive Director's position and the Integrated Waste Manager's position.

Summary of Issues and Significant Changes/Objectives

Total requested revenue appropriation of \$7,108,651 is as follows:

| | FY 07-08 Adopted | FY 08-09 Requested | Difference | Percent Change |
|--|---------------------|-----------------------|-------------|----------------|
| Wood Waste Fees | 329,904 | 284,400 | (45,504) | (14%) |
| Yard Debris Fees | 2,865,000 | 3,004,840 | 139,840 | 5% |
| Tipping Fee Surcharge | 1,890,000 | 1,809,000 | (81,000) | (4%) |
| Others* | 926,186 | 792,016 | (134,170) | (15%) |
| State Grant | 401,080 | 461,600 | 60,520 | 15% |
| OT - Within Enterprise | 3,099,448 | 756,795 | (2,342,653) | (76%) |
| Total | \$9,511,618 | \$7,108,651 | (2,402,967) | (25%) |
| * Interest, Sale of Materials, Donations | | | | |

The difference in revenue from FY 07-08 to FY 08-09 amounts to an overall decrease of \$2,402,967 or (25%). This decrease is due to decreased projected tonnages to be used for calculation of the surcharge tipping fee. There is also a projected decrease in wood waste tonnages based on the actual tonnage of material delivered to the composting site in the past two years. There are no anticipated organics tipping fee increase and no anticipated increased for the surcharge tipping fee.

The reserve policy establishes goals and defines uses for the reserve funds. With a comprehensive cost center treatment of all expenses, revenues and reserves, the budget process allows for approval of transfer of funds if required and use of reserves if necessary. An exception is the use of Organic Reserves, uses of which are restricted by the original Joint Powers Agreement.

Wood Waste Cost Center

| | |
|------------|--|
| (\$33,563) | Net decrease in Contract Services. The increase is due to less material coming to the facility for processing. |
| \$20,445 | Net increase in Administration Costs due to more staff time required for the organics program per the approved Work Plan for FY 08-09 focusing on diverting more vegetative material. |
| (\$1,000) | Net decrease in Legal Services based on actual expenditures. |
| \$2,911 | Net increase in Small Tools due to a change in computer service provider |
| (\$26,332) | Net decrease in OT- Within Enterprise due to the one time transfer being complete and now the contributions to the Organics Reserve will be the excess funds from the cost center at year end. |
| (\$45,504) | Net decrease in Tipping Fee Revenue due to less than anticipated increase tonnage of material for processing. This is based on actual for the past two years. |
| \$7,965 | Net increase in Other Sales due to increased product available for sale, particularly firewood and dimensional lumber. |

Yard Debris Cost Center

| | |
|-------------|--|
| \$153,258 | Net increase in Contract Services due to increased material being delivered to the composting site for processing. |
| \$13,423 | Net increase in Administration Costs due to more staff time required for the organics program per the approved Work Plan for FY 08-09 focusing on composting vegetative material. |
| (\$5,000) | Net decrease in Engineering Services based on actual expenditures. |
| \$2,000 | Net increase in Legal Services anticipating a greater requirement for legal services. |
| \$5,822 | Net increase in Small Tools due to a change in computer service provider |
| (\$3,000) | Net decrease in Enforcement Agency based on actual expenditures. |
| (\$504,635) | Net decrease in OT – Within Enterprise. A portion of the undesignated fund balance was transferred into the Organics Reserve; the remaining portion will be transferred in FY 08-09. |
| \$139,840 | Net increase in Tipping Fee Revenue due to increased tonnage of material being delivered to the composting site for processing. |

Household Hazardous Waste Cost Center

| | |
|-------------|--|
| (\$1,180) | Net decrease in Office Expense due to increased use of electronic noticing for HHW operations. |
| (\$85,825) | Net decrease in Professional Services due to no anticipated carry-over from the previous fiscal year. |
| (\$347,000) | Net decrease in Contract Services due to the current agreement for the E-waste program, which has less recycling expense. |
| (\$4,406) | Net decrease in Administration Costs due to less staff time required by the program as approved in the Work Plan for FY 08-09. |
| \$1,000 | Net increase in Legal Services due to the greater required legal assistance. |
| \$1,000 | Net increase in Audit Services due to greater audit requirements since the HHW facility has become operational. |

| | |
|---------------|---|
| (\$1,400) | Net decrease in Rental Bldg/Improvement due to relinquishing the storage space which is no longer necessary since the opening of the HHW facility. |
| \$1,411 | Net increase in Small Tools due to a change in computer service provider |
| (\$1,387,155) | Net decrease in OT – Within Enterprise. The one-time transfer of accumulated fund balances into the reserve was completed in FY 07-08. |
| (\$12,047) | Net decrease in Interest in Pooled Cash due to grant funds carried over into FY 07-08 collecting interest. |
| (\$85,825) | Net decrease in State-Other due to not carrying funds from FY 07-08 into FY 08-09. There could be a budgetary adjustment at the end of the fiscal year if all of the grant funds from FY 07-08 are not spent. |
| (\$154,575) | Net decrease in Tipping Fee Revenue is due to less municipal solid waste coming to the disposal sites resulting in less tipping fee surcharge. |
| (\$97,464) | Net decrease in Donations/Reimbursement. This decrease is due to less funds coming from E-waste collections, which is based on actual revenues from this program. |

Education Cost Center

| | |
|-------------|---|
| \$3,773 | Net increase in Office Expense based on historical actual expenditures. |
| \$8,240 | Net increase in Professional Services. A grant for SonoMax publicity was awarded in FY 07-08 and will be spent in FY 08-09. |
| \$14,101 | Net increase in Contract Services due to more targeted programs based on the WCS as described in the FY 08-09 Work Plan. |
| \$3,174 | Net increase in Administration Costs due to more staff time being allocated to these programs as approved in the Work Plan for FY 08-09. |
| \$10,000 | Net increase in Legal Services based on actual expenditures. |
| \$2,411 | Net increase in Small Tools due to a change in computer service provider |
| \$1,500 | Net increase in Travel Expense due to planned attendance at recycling conventions by staff. |
| \$30,000 | Net increase in Data Processing. This is grant funding that was awarded for development and hosting of the Agency website within the County information system. |
| (\$172,681) | Net decrease in OT – Fund Balance Transfer. The one-time transfer of accumulated fund balances into the reserve was completed in FY 07-08. |
| \$8,240 | Net increase in State-Other due to a one-time grant to be used to publicize the SonoMax. |
| \$64,800 | Net increase in Tipping Fee Revenue is due to a greater percentage of the surcharge tipping fee being allocated to the Education cost center. |
| \$17,883 | Net increase in Donations/Reimbursements is due to additional funds from the City of Petaluma using a calculation based on the actual disposed tonnages. |

Diversion Cost Center

| | |
|------------|---|
| (\$18,895) | Net decrease in Professional Services due to grant monies from the FY 07-08 not being carried over into FY 08-09. There could possibly be a budgetary adjustment at the end of the fiscal year. |
| (\$16,356) | Net decrease in Administration Costs due to less staff time required by the programs as approved in the Work Plan for FY 08-09. |

| | |
|------------|--|
| \$1,000 | Net increase in Accounting Services. For the first time, Accounting Services has been added to this cost center as an expenditure for the work involved with the beverage container recycling project. |
| \$2,911 | Net increase in Small Tools due to a change in computer service provider |
| \$3,398 | Net increase in OT-Within Enterprise due to available funds to be transferred to the Contingency Reserve. |
| (\$7,250) | Net decrease to Interest On Pooled Cash. All interest will be accrued in the Contingency Reserve. |
| (\$18,895) | Net decrease in State-Other due to grant funds from FY 07-08 not be carried into FY 08-09. There could be a budgetary adjustment at the end of the fiscal year. |
| (\$1,080) | Net decrease in Tipping Fee Revenue due to less tonnage being brought to the disposal sites resulting in a reduced surcharge tipping fee. |
| (\$20,609) | Net decrease in OT-Within Enterprise. There is no need in FY 08-09 for a transfer from Contingency Reserve to the cost center to balance the budget. |

Planning Cost Center

| | |
|------------|---|
| \$1,366 | Net decrease in Office Expense based on actual expenses. |
| (\$12,156) | Net decrease in Administration Costs as described in the approved in the Work Plan for FY 08-09. |
| \$2,911 | Net increase in Small Tools due to a change in computer service provider |
| \$2,000 | Net increase in Travel Expense to fund staff's attendance at training and events that would assist in maintaining current information pertinent to planning projects. |
| (\$75,705) | Net decrease in OT – Fund Balance Transfer. The one-time transfer of accumulated fund balances into the reserve was completed in FY 07-08. |
| \$9,855 | Net increase in Tipping Fee Revenue is due to a larger appropriation of the surcharge tipping fee. |
| (\$8,972) | Net decrease in Donation/Reimbursements is due to less allocation based on assessment of the level of service City of Petaluma is receiving in FY 08-09. |

Organics Reserve Fund

| | |
|-------------|--|
| (\$321,000) | Net decrease in Contract Services. The siting process will be continuing with site selection efforts and then the environmental studies necessary for possible purchase of one site. |
| \$35,000 | Net increase in Administration Costs will be the result of the siting process project. |
| (\$20,000) | Net decrease in Engineering Services. These efforts have been completed for the siting process. |
| \$2,500 | Net increase in Travel Expense due to staff visiting other composting sites for informational purposes. |
| (\$14,464) | Net decrease in Interest on Pooled Cash based on interest being accrued at 4% on the funds held for the Agency by the Auditor-Controller. |
| (\$692,901) | Net decrease in OT – Fund Balance Transfer. The one-time transfer of accumulated fund balances into the reserve was completed in FY 07-08. |

HHW Facility Closure

The only increase in OT-Within Enterprise is due to the contribution being \$6,667, not including interest.

HHW Facility Reserve

| | |
|---------------|---|
| \$150,000 | Net increase to Professional Services to be used for the feasibility study for satellite facilities. |
| (\$300,000) | Net decrease in Contract Services due to study of projects recommended in the HHW Program Evaluation being completed. |
| \$20,112 | Net increase in Administration Costs as described in the approved Work Plan for FY 08-09. |
| (\$50,000) | Net decrease in Engineering Services. This item was over budgeted in FY 07-08 and a correction has been made. |
| \$10,000 | Net increase in Legal Services due to anticipated greater legal requirements associated with the process for a new contractor for the HHW facility when the current agreement expires in December 2008. |
| (\$10,065) | Net decrease in Interest on Pooled Cash based on interest being accrued at 4% on the funds held for the Agency by the Auditor-Controller. |
| \$150,000 | Net increase to State-Other recognizing a state awarded grant to be used for implementing some recommendations in the Sweetser Report (feasibility study). |
| (\$1,389,562) | Net decrease in OT-Within Enterprise due to the one time transfers being completed in FY 07-08. |

Contingency Fund

| | |
|-------------|--|
| (\$130,000) | Net decrease in Contract Services due to the partial completion of the CEQA documents necessary to amend the ColWMP. |
| \$5,000 | Net increase in Administration Costs due to increased staff time necessary to complete the amendment of the ColWMP. |
| (\$50,000) | Net decrease in Engineering Services due to completion of that portion of the ColWMP amendment. |
| (\$20,609) | Net decrease in OT-Within Enterprise due to less reserves being used in the Diversion cost center for operations. |
| (\$10,487) | Net decrease in Interest on Pooled Cash due to the one time transfers being complete. |
| (\$241,988) | Net decrease in OT – Within Enterprise. The one-time transfer of accumulated fund balances into the reserve was completed in FY 07-08. |

Overall Objective

The Agency will continue to manage household hazardous waste, yard debris and wood waste through established programs to divert materials from landfill disposal. In addition, the Agency will develop and distribute education and public information materials to local residents and businesses and support and implement diversion programs including the beverage container recycling program. The Agency will continue managing the E-waste recycling program. The Agency will also set aside reserve funds, when possible, as a part of its long-term financial planning.

Attachments

1. Overall Budget Summary
2. Statements of Special Fund Activity
3. Summary of Tipping Fee Funded Programs
4. Budget Histories
5. Budget Section Summaries
6. Summaries of Revenues and Expenses
7. Sub-object Justifications

Sonoma County Waste Management Agency
Fund Balance Summary Projected Year End FY 07-08

| | Actual 05-06 | Actual 06-07 | Projected 07-08 | Proposed 08-09 |
|---------------------|-----------------|-----------------|--------------------|-------------------|
| Organics | | | | |
| Beginning Reserves | 917,065 | 948,557 | 2,733,486 | 3,889,293 |
| Contributions | 31,492 | 1,784,929 | 1,713,016 | 871,181 |
| Uses | 0 | 0 | 557,209 | 267,500 |
| Ending Reserve | 948,557 | 2,733,486 | 3,889,293 | 4,492,974 |
| HHW Closure | | | | |
| Beginning Reserves | 38,998 | 40,411 | 48,992 | 55,705 |
| Contributions | 1,413 | 8,581 | 6,713 | 8,893 |
| Uses | 0 | 0 | 0 | 0 |
| Ending Reserve | 40,411 | 48,992 | 55,705 | 64,598 |
| HHW Facility | | | | |
| Beginning Reserves | 0 | 0 | 81,000 | 1,478,962 |
| Contributions | 0 | 81,000 | 1,731,693 | 218,987 |
| Uses | 0 | 0 | 333,731 | 180,112 |
| Ending Reserve | 0 | 81,000 | 1,478,962 | 1,517,837 |
| Contingency | | | | |
| Beginning Reserves | 49,043 | 50,820 | 303,227 | 315,767 |
| Contributions | 1,777 | 252,407 | 222,200 | 27,474 |
| Uses | 0 | 0 | 209,660 | 25,000 |
| Ending Reserve | 50,820 | 303,227 | 315,767 | 318,241 |

| | | | | | | | | | |
|-----------------------------|------------------------------------|--|--|--|----------|-----------|-----------|----------|--------|
| | | | | | | | | | |
| WOOD WASTE - 799114 | | | | | | | | | |
| | | | | | Actual | Actual | Budget | Proposed | |
| | | | | | 05-06 | 06-07 | 07-08 | 08-09 | |
| Revenues | | | | | | | | | |
| 1700 | Interest on Pooled Cash | | | | 9,757 | 16,250 | 6,768 | 0 | |
| 2901 | Tipping Fee Revenue | | | | 311,659 | 318,397 | 245,723 | 284,400 | |
| 4020 | Sale of Materials | | | | 25,191 | 110,585 | 45,435 | 26,565 | |
| 4102 | Donations/Reimbursement | | | | 650 | 9,000 | 5,000 | 5,000 | |
| Subtotal | | | | | 347,257 | 454,232 | 302,926 | 315,965 | |
| | | | | | | | | | |
| 4624 | OT-Within Enterprise | | | | 0 | 0 | 0 | 0 | |
| | | | | | | | | | |
| Total Revenues | | | | | 347,257 | 454,232 | 302,926 | 315,965 | |
| | | | | | | | | | |
| Expenses | | | | | | | | | |
| 6103 | Liability Insurance | | | | 914 | 899 | 955 | 1,000 | |
| 6400 | Office Expense | | | | 775 | 110 | 500 | 500 | |
| 6521 | County Services | | | | 133 | 153 | 525 | 525 | |
| 6540 | Contract Services | | | | 261,350 | 265,784 | 215,375 | 255,580 | |
| 6573 | Administration Costs | | | | 48,076 | 35,814 | 29,820 | 50,445 | |
| 6610 | Legal Services | | | | 3,099 | 2,096 | 2,000 | 1,000 | |
| 6629 | Accounting Services | | | | 495 | 441 | 504 | 504 | |
| 6630 | Audit Services | | | | 2,900 | 1,450 | 2,000 | 2,000 | |
| 6880 | Small Tools | | | | 0 | 0 | 1,666 | 4,411 | |
| 7062 | Enforcement Agency Fees | | | | 0 | 0 | 0 | 0 | |
| 7301 | County Car Expense | | | | 0 | 0 | 0 | 0 | |
| Total Supplies and Services | | | | | 317,742 | 306,747 | 253,345 | 315,965 | |
| | | | | | | | | | |
| 8624 | OT - Within Enterprise to Organics | | | | 0 | 290,000 | 49,581 | 0 | |
| | OT-Transfer to Organics(PY) | | | | 0 | 0 | 161,935 | 0 | |
| Subtotal | | | | | 0 | 290,000 | 211,516 | 0 | |
| | | | | | | | | | |
| Total Expenses | | | | | 317,742 | 596,747 | 464,861 | 315,965 | |
| | | | | | | | | | |
| Net Cost | | | | | (29,515) | 142,515 | 161,935 | 0 | |
| | | | | | | | | | |
| Beginning Reserves | | | | | 274,935 | 304,450 | 161,935 | 0 | |
| Less: Current Net Cost | | | | | 29,515 | (142,515) | (161,935) | 0 | |
| Audit Adjustments | | | | | 0 | 0 | 0 | 0 | |
| Ending Reserve | | | | | 304,450 | 161,935 | 0 | 0 | |
| | | | | | | | | | |
| | | | | | | | | | Page 2 |

| Sonoma County Waste Management Agency | | | | | |
|---------------------------------------|-----------------------------------|-----------|-----------|-----------|-----------|
| Fund Balance Comparison Summary | | | | | |
| YARD DEBRIS - 799213 | | | | | |
| | | Actual | Actual | Projected | Proposed |
| | | 05-06 | 06-07 | 07-08 | 08-09 |
| Revenues | | | | | |
| 1700 | Interest On Pooled Cash | 38,002 | 86,058 | 41,068 | 0 |
| 2901 | Tipping Fee Revenue | 2,839,226 | 3,041,175 | 3,006,238 | 3,004,840 |
| 3700 | Copy/Transcribe Fee | 10 | 0 | 0 | 0 |
| 4020 | Sale of Material | (14,776) | 206,147 | 85,000 | 85,000 |
| 4102 | Donations/Reimburse | 4,350 | 8,500 | 5,000 | 5,000 |
| Total Operating Income | | 2,866,812 | 3,341,880 | 3,137,306 | 3,094,840 |
| | | | | | |
| 4624 | OT-Within Enterprise | 0 | 0 | 0 | 0 |
| | | | | | |
| Total Revenues | | 2,866,812 | 3,341,880 | 3,137,306 | 3,094,840 |
| | | | | | |
| Expenses | | | | | |
| 6103 | Liability Insurance | 3,656 | 3,679 | 1,870 | 2,000 |
| 6400 | Office Expense | 1,905 | 7,970 | 15,609 | 500 |
| 6521 | County Services | 258 | 297 | 525 | 525 |
| 6540 | Contract Services | 2,317,739 | 2,417,189 | 2,522,785 | 2,614,768 |
| 6573 | Administration Costs | 96,300 | 82,958 | 65,021 | 83,523 |
| 6590 | Engineering Services | 10,725 | 1,884 | 3,000 | 15,000 |
| 6610 | Legal Services | 9,771 | 5,080 | 6,000 | 8,000 |
| 6629 | Accounting Services | 2,475 | 2,251 | 3,285 | 2,325 |
| 6630 | Audit Services | 6,525 | 6,525 | 2,500 | 2,500 |
| 6820 | Rent/Lease Equip. | 4,056 | 1,876 | 5,200 | 5,200 |
| 6880 | Small Tools | 0 | 2,000 | 1,666 | 8,822 |
| 7062 | Enforcement Agency Fees | 16,915 | 15,663 | 15,000 | 20,000 |
| 7301 | County Car Expense | 2,632 | 3,381 | 3,000 | 3,000 |
| 7302 | Travel | 0 | 20 | 356 | 1,000 |
| 7309 | Uncliamable County | 0 | 397 | 271 | 0 |
| 7400 | Data Processing | (9) | 0 | 0 | 0 |
| Total Supplies and Services | | 2,472,948 | 2,551,170 | 2,646,088 | 2,767,163 |
| | | | | | |
| 8624 | OT - Within Enterprise to Organic | 0 | 0 | 491,218 | 327,677 |
| | OT-Transfer to Organics(PY) | 0 | 1,450,000 | 873,495 | 393,863 |
| | Subtotal | 0 | 1,450,000 | 1,364,713 | 721,540 |
| | | | | | |
| Total Expenses | | 2,472,948 | 4,001,170 | 4,010,801 | 3,488,703 |
| | | | | | |
| Net Cost | | (393,864) | 659,290 | 873,495 | 393,863 |
| | | | | | |
| Beginning Reserves | | 1,530,624 | 1,924,488 | 1,265,198 | 391,703 |
| Less: Current Net Cost | | 393,864 | (659,290) | (873,495) | (393,863) |
| Audit Adjustments | | 0 | 0 | 0 | 0 |
| Ending Reserve | | 1,924,488 | 1,265,198 | 391,703 | (2,160) |
| | | | | | |
| Page 3 | | | | | |

| Sonoma County Waste Management Agency | | | | | | | |
|---------------------------------------|--------------------------------|--|--|-----------|-----------|-------------|-----------|
| Fund Balance Comparison Summary | | | | | | | |
| | | | | | | | |
| HOUSEHOLD HAZARDOUS WASTE - 799312 | | | | | | | |
| | | | | Actual | Actual | Projected | Budget |
| | | | | 05-06 | 06-07 | 07-08 | 07-08 |
| Revenues | | | | | | | |
| 1700 | Interest On Pooled Cash | | | 72,252 | 73,097 | 69,764 | 8,953 |
| 2500 | State Other | | | 338,551 | 352,873 | 223,825 | 145,000 |
| 2901 | Tipping Fee Revenue | | | 1,016,317 | 1,144,356 | 1,393,411 | 1,320,570 |
| 3980 | Revenue-Prior Year | | | 140,000 | 0 | 0 | 0 |
| 4102 | Donations/Reimburse | | | 0 | 99,819 | 491,450 | 393,986 |
| 4109 | Outdate/Cancel Warrant | | | 0 | 0 | 0 | 0 |
| | Subtotal | | | 1,567,120 | 1,670,145 | 2,178,450 | 1,868,509 |
| | | | | | | | |
| 4624 | OT - Within Enterprise | | | | | | |
| | Contribution from HHW Op. | | | 0 | 0 | 0 | 0 |
| | Total Other Revenues | | | 0 | 0 | 0 | 0 |
| | | | | | | | |
| Total Operating Income | | | | 1,567,120 | 1,670,145 | 2,178,450 | 1,868,509 |
| | | | | | | | |
| Expenses | | | | | | | |
| 6103 | Liability Insurance | | | 1,828 | 1,851 | 3,740 | 4,000 |
| 6400 | Office Expense | | | 3,903 | 3,735 | 9,811 | 6,000 |
| 6500 | Professional Services | | | 81,459 | 140,277 | 223,825 | 145,000 |
| 6521 | County Services | | | 1,295 | 1,086 | 1,575 | 1,575 |
| 6540 | Contract Services | | | 926,069 | 1,335,221 | 1,400,773 | 1,498,000 |
| 6573 | Administration Costs | | | 104,871 | 120,024 | 156,112 | 139,794 |
| 6610 | Legal Services | | | 12,706 | 12,236 | 8,000 | 9,000 |
| 6629 | Accounting Services | | | 991 | 1,407 | 1,299 | 1,010 |
| 6630 | Audit Services | | | 1,450 | 2,900 | 7,000 | 8,000 |
| 6840 | Rental Building/Improvement | | | 21,320 | 20,900 | 23,400 | 22,000 |
| 6880 | Small Tools | | | 0 | 1,160 | 1,666 | 4,411 |
| 7301 | County Car | | | 0 | 5 | 0 | 0 |
| 7302 | Travel Expense | | | 314 | 50 | 3,064 | 2,000 |
| 7400 | Data Processing | | | 9 | 2 | 7 | 50 |
| Total Supplies and Services | | | | 1,156,215 | 1,640,854 | 1,840,272 | 1,840,840 |
| | | | | | | | |
| 8624 | OT - Within Enterprise | | | | | | |
| | HHW Closure | | | 0 | 6,667 | 4,260 | 6,667 |
| | HHW Operation Reserve(inc. PY) | | | 0 | 81,000 | 1,727,640 | 21,002 |
| | Subtotal | | | 0 | 87,667 | 1,731,900 | 27,669 |
| | | | | | | | |
| Total Expenses | | | | 1,156,215 | 1,728,521 | 3,572,172 | 1,868,509 |
| | | | | | | | |
| Net Cost | | | | (410,905) | 58,376 | 1,393,722 | 0 |
| | | | | | | | |
| Beginning Reserves | | | | 1,105,174 | 1,532,073 | 1,473,697 | 79,975 |
| Less: Current Net Cost | | | | 410,905 | (58,376) | (1,393,722) | 0 |
| Audit Adjustments | | | | 15,994 | 0 | 0 | 0 |
| Ending Reserve | | | | 1,532,073 | 1,473,697 | 79,975 | 79,975 |
| | | | | | | | |
| | | | | | | | Page 4 |

| Sonoma County Waste Management Agency | | | | | | | |
|---------------------------------------|-----------------------------------|--|--|----------|-----------|-----------|-----------|
| Fund Balance Comparison Summary | | | | | | | |
| EDUCATION - 799411 | | | | | | | |
| | | | | | | | |
| | | | | | Actual | Actual | Projected |
| | | | | | 05-06 | 06-07 | 07-08 |
| Revenues | | | | | | | |
| 1700 | Interest On Pooled Cash | | | 16,922 | 25,147 | 14,080 | 334 |
| 2500 | State Other | | | 0 | 39,954 | 8,360 | 16,600 |
| 2901 | Tipping Fee Revenue | | | 244,180 | 233,225 | 307,002 | 388,935 |
| 4102 | Donations/Reimbursement | | | 11,160 | 24,867 | 21,084 | 38,967 |
| | | | | | | | |
| 4624 | OT - Within Enterprise | | | 0 | 0 | 0 | 0 |
| | | | | | | | |
| Total Revenues | | | | 272,262 | 323,193 | 350,526 | 444,836 |
| | | | | | | | |
| SERVICES AND SUPPLIES | | | | | | | |
| 6103 | Liability Insurance | | | 914 | 1,392 | 1,378 | 1,500 |
| 6400 | Office Expense | | | 22,493 | 17,859 | 26,227 | 30,000 |
| 6500 | Professional Services | | | 0 | 36,285 | 8,360 | 16,600 |
| 6521 | County Services | | | 1,300 | 1,435 | 1,575 | 2,500 |
| 6540 | Contract Services | | | 79,449 | 132,420 | 137,050 | 151,761 |
| 6573 | Administration Costs | | | 104,515 | 128,137 | 135,652 | 178,054 |
| 6610 | Legal Services | | | 2,592 | 13,173 | 11,396 | 20,000 |
| 6629 | Accounting Services | | | 991 | 1,407 | 1,319 | 1,010 |
| 6630 | Audit Services | | | 1,450 | 1,450 | 4,000 | 4,000 |
| 6840 | Rental Building/Improvement | | | 3,435 | 3,825 | 3,000 | 3,000 |
| 6880 | Small Tools | | | 1,267 | 386 | 3,077 | 4,411 |
| 7302 | Travel Expense | | | 26 | 28 | 75 | 2,000 |
| 7402 | Data Processing - New Projects | | | 0 | 0 | 0 | 30,000 |
| Total Supplies and Services | | | | 218,432 | 337,797 | 333,109 | 444,836 |
| | | | | | | | |
| 8624 | OT - Within Enterprise | | | 0 | 0 | 17,417 | 0 |
| | OT - Transfer to Contingency (PY) | | | 0 | 250,000 | 172,681 | 0 |
| | Subtotal | | | 0 | 250,000 | 190,098 | 0 |
| | | | | | | | |
| Total Expenses | | | | 218,432 | 587,797 | 523,207 | 444,836 |
| | | | | | | | |
| Net Cost | | | | (53,830) | 264,604 | 172,681 | 0 |
| | | | | | | | |
| Beginning Reserves | | | | 493,829 | 545,530 | 280,926 | 108,245 |
| Less: Current Net Cost | | | | 53,830 | (264,604) | (172,681) | 0 |
| Audit Adjustments | | | | (2,129) | 0 | 0 | 0 |
| Ending Reserve | | | | 545,530 | 280,926 | 108,245 | 108,245 |
| | | | | | | | |
| | | | | | | | Page 5 |

| Sonoma County Waste Management Agency | | | | | | | |
|---------------------------------------|------------------------------|--|--|----------|----------|----------|-----------|
| Fund Balance Comparison Summary | | | | | | | |
| | | | | | | | |
| DIVERSION - 799510 | | | | | | | |
| | | | | | | | |
| | | | | | Actual | Actual | Projected |
| | | | | | 05-06 | 06-07 | 07-08 |
| | | | | | | | Proposed |
| | | | | | | | 08-09 |
| Revenues | | | | | | | |
| 1700 | Interest On Pooled Cash | | | 6,822 | 9,802 | 8,768 | 0 |
| 2500 | State Other | | | 87,644 | 108,140 | 214,495 | 150,000 |
| 2901 | Tipping Fee Revenue | | | 39,597 | 37,316 | 44,857 | 45,225 |
| 4120 | Donations/Reimburse | | | 12,500 | 3,666 | 2,810 | 3,388 |
| | | | | | | | |
| 4624 | OT - Within Enterprise | | | 0 | 0 | 9,660 | 0 |
| | | | | | | | |
| Total Revenues | | | | 146,563 | 158,924 | 280,590 | 198,613 |
| | | | | | | | |
| Operating Expense | | | | | | | |
| 6103 | Liability Insurance | | | 914 | 661 | 955 | 1,000 |
| 6400 | Office Expense | | | 3,724 | 551 | 1,804 | 1,000 |
| 6500 | Professional Services | | | 86,250 | 98,249 | 214,495 | 150,000 |
| 6521 | County Services | | | 1,392 | 1,052 | 525 | 600 |
| 6540 | Contract Services | | | 0 | 0 | 0 | 0 |
| 6573 | Administration Costs | | | 81,030 | 53,846 | 59,336 | 35,204 |
| 6610 | Legal Services | | | 2,254 | 5,353 | 500 | 1,000 |
| 6629 | Accounting Services | | | 0 | 188 | 309 | 1,000 |
| 6630 | Audit Services | | | 1,450 | 1,450 | 1,000 | 1,000 |
| 6880 | Small Tools | | | 0 | 0 | 1,666 | 4,411 |
| 7302 | Travel Expense | | | 17 | 29 | 0 | 0 |
| Total Supplies and Services | | | | 177,031 | 161,379 | 280,590 | 195,215 |
| | | | | | | | |
| 8624 | OT - Within Enterprise | | | 0 | 0 | 0 | 3,398 |
| | OT - Transfer to Contingency | | | 0 | 0 | 0 | 0 |
| | Subtotal | | | 0 | 0 | 0 | 3,398 |
| | | | | | | | |
| Total Expenses | | | | 177,031 | 161,379 | 280,590 | 198,613 |
| | | | | | | | |
| Net Cost | | | | 30,468 | 2,455 | 0 | 0 |
| | | | | | | | |
| Beginning Reserves | | | | 29,894 | (29,666) | (32,121) | (32,121) |
| Less: Current Net Cost | | | | (30,468) | (2,455) | 0 | 0 |
| Audit Adjustments | | | | (29,092) | 0 | 0 | 0 |
| Ending Reserve | | | | (29,666) | (32,121) | (32,121) | (32,121) |
| | | | | | | | |
| | | | | | | | Page 6 |

| Sonoma County Waste Management Agency | | | | | | | |
|---------------------------------------|-----------------------------------|--|--|--------|----------|-----------|----------|
| Fund Balance Comparison Summary | | | | | | | |
| | | | | | | | |
| PLANNING - 799619 | | | | | | | |
| | | | | | | | |
| | | | | Actual | Actual | Projected | Proposed |
| | | | | 05-06 | 06-07 | 07-08 | 08-09 |
| Revenues | | | | | | | |
| 1700 | Interest On Pooled Cash | | | 2,852 | 5,724 | 6,656 | 0 |
| 2901 | Tipping Fee Revenue | | | 19,798 | 139,935 | 41,956 | 54,270 |
| 4102 | Donations/Reimburse | | | 0 | 18,333 | 14,055 | 5,083 |
| | | | | | | | |
| 4624 | OT - Within Enterprise | | | 0 | 0 | 0 | 0 |
| | | | | | | | |
| Total Revenues | | | | 22,650 | 163,992 | 62,667 | 59,353 |
| | | | | | | | |
| Expenses | | | | | | | |
| 6103 | Liability Insurance | | | 914 | 661 | 945 | 1,000 |
| 6400 | Office Expense | | | 241 | 34 | 634 | 2,000 |
| 6521 | County Services | | | 72 | 0 | 524 | 750 |
| 6540 | Contract Services | | | 0 | 45,900 | 55,105 | 0 |
| 6573 | Administration Costs | | | 11,775 | 56,763 | 64,449 | 41,004 |
| 6610 | Legal Services | | | 9,047 | 2,681 | 0 | 2,000 |
| 6629 | Accounting Services | | | 0 | 188 | 309 | 0 |
| 6630 | Audit Services | | | 725 | 725 | 2,000 | 2,000 |
| 6880 | Small Tools | | | 0 | 0 | 1,666 | 4,411 |
| 7302 | Travel | | | 0 | 0 | 0 | 2,000 |
| | | | | | | | |
| Total Supplies and Services | | | | 22,774 | 106,952 | 125,632 | 55,165 |
| | | | | | | | |
| 8624 | OT - Within Enterprise | | | 0 | 0 | 0 | 4,188 |
| | OT - Transfer to Contingency (PY) | | | 0 | 0 | 16,928 | 0 |
| | Subtotal | | | 0 | 0 | 16,928 | 4,188 |
| | | | | | | | |
| Total Expenses | | | | 22,774 | 106,952 | 142,560 | 59,353 |
| | | | | | | | |
| Net Cost | | | | 124 | (57,040) | 79,893 | 0 |
| | | | | | | | |
| Beginning Reserves | | | | 79,301 | 79,177 | 136,217 | 56,324 |
| Less: Current Net Cost | | | | (124) | 57,040 | (79,893) | 0 |
| Audit Adjustments | | | | 0 | 0 | 0 | 0 |
| Ending Reserve | | | | 79,177 | 136,217 | 56,324 | 56,324 |
| | | | | | | | |
| | | | | | | | Page 7 |

| Sonoma County Waste Management Agency | | | | | | | |
|---------------------------------------|-------------------------|--|--|----------|-------------|-------------|-----------|
| Fund Balance Comparison Summary | | | | | | | |
| | | | | | | | |
| ORGANICS RESERVE - 799221 | | | | | | | |
| | | | | | | | |
| | | | | | Actual | Actual | Projected |
| | | | | | 05-06 | 06-07 | 07-08 |
| | | | | | | | Proposed |
| | | | | | | | 08-09 |
| | | | | | | | |
| Revenues | | | | | | | |
| 1700 | Interest on Pooled Cash | | | 33,163 | 44,929 | 136,788 | 149,641 |
| 4624 | OT - Within Enterprise | | | 0 | 290,000 | 1,576,228 | 721,540 |
| | OT - FB Transfer (PY) | | | 0 | 1,450,000 | 0 | 0 |
| | | | | | | | |
| Total Revenues | | | | 33,163 | 1,784,929 | 1,713,016 | 871,181 |
| | | | | | | | |
| Expenses | | | | | | | |
| 6540 | Contract Services | | | 0 | 0 | 520,926 | 200,000 |
| 6573 | Administration Costs | | | 0 | 0 | 817 | 35,000 |
| 6590 | Engineering Services | | | 1,515 | 0 | 10,232 | 0 |
| 6610 | Legal Services | | | 156 | 0 | 25,234 | 30,000 |
| 7302 | Travel | | | 0 | 0 | 0 | 2,500 |
| | | | | | 0 | 0 | |
| Total Supplies and Services | | | | 1,671 | 0 | 557,209 | 267,500 |
| | | | | | | | |
| 8624 | OT - Within Enterprise | | | 0 | 0 | 0 | 0 |
| | | | | | | | |
| Total Expenses | | | | 1,671 | 0 | 557,209 | 267,500 |
| | | | | | | | |
| Net Cost | | | | (31,492) | (1,784,929) | (1,155,807) | (603,681) |
| | | | | | | | |
| Beginning Reserves | | | | 917,065 | 948,557 | 2,733,486 | 3,889,293 |
| Less: Current Net Cost | | | | 31,492 | 1,784,929 | 1,155,807 | 603,681 |
| Audit Adjustments | | | | 0 | 0 | 0 | 0 |
| Ending Reserve | | | | 948,557 | 2,733,486 | 3,889,293 | 4,492,974 |
| | | | | | | | |
| | | | | | | | Page 8 |

| Sonoma County Waste Management Agency | | | | | | | |
|---------------------------------------|-------------------------|--|--|---------|---------|-----------|----------|
| Fund Balance Comparison Summary | | | | | | | |
| | | | | | | | |
| HHW CLOSURE - 799320 | | | | | | | |
| | | | | | | | |
| | | | | Actual | Actual | Projected | Proposed |
| | | | | 05-06 | 06-07 | 07-08 | 08-09 |
| Revenues | | | | | | | |
| 1700 | Interest on Pooled Cash | | | 1,413 | 1,914 | 2,453 | 2,226 |
| 4624 | OT - Within Enterprise | | | 0 | 6,667 | 4,260 | 6,667 |
| | | | | | | | |
| Total Revenues | | | | 1,413 | 8,581 | 6,713 | 8,893 |
| | | | | | | | |
| Expenses | | | | | | | |
| Total Supplies and Services | | | | 0 | 0 | 0 | 0 |
| | | | | | | | |
| 8624 | OT - Within Enterprise | | | 0 | 0 | 0 | 0 |
| | | | | | | | |
| Total Expenses | | | | 0 | 0 | 0 | 0 |
| | | | | | | | |
| Net Cost | | | | (1,413) | (8,581) | (6,713) | (8,893) |
| | | | | | | | |
| Beginning Reserves | | | | 38,998 | 40,411 | 48,992 | 55,705 |
| Less: Current Net Cost | | | | 1,413 | 8,581 | 6,713 | 8,893 |
| Audit Adjustments | | | | 0 | 0 | 0 | 0 |
| Ending Reserve | | | | 40,411 | 48,992 | 55,705 | 64,598 |
| | | | | | | | |
| | | | | | | | Page 9 |

| Sonoma County Waste Management Agency | | | | | | | | |
|---------------------------------------|----------------------------------|--|--|--|---|----------|-------------|-----------|
| Fund Balance Comparison Summary | | | | | | | | |
| | | | | | | | | |
| HHW FACILITY RESERVE - 799338 | | | | | | | | |
| | | | | | | | | |
| | | | | | | Actual | Actual | Projected |
| | | | | | | 05-06 | 06-07 | 07-08 |
| | | | | | | | | Proposed |
| | | | | | | | | 08-09 |
| Revenues | | | | | | | | |
| 1700 | Interest on Pooled Cash | | | | 0 | 0 | 4,053 | 47,985 |
| 2500 | State-Other | | | | 0 | 0 | 0 | 150,000 |
| 4624 | OT-Within Enterprise | | | | 0 | 81,000 | 1,727,640 | 21,002 |
| | OT-Within Enterprise(PY) | | | | 0 | 0 | 0 | 0 |
| Total Revenues | | | | | 0 | 81,000 | 1,731,693 | 218,987 |
| Expenses | | | | | | | | |
| 6500 | Professional Services | | | | 0 | 0 | 0 | 150,000 |
| 6540 | Contract Services (HHW projects) | | | | 0 | 0 | 300,000 | 0 |
| 6573 | Administration Costs | | | | 0 | 0 | 8,731 | 20,112 |
| 6590 | Engineering Services | | | | 0 | 0 | 25,000 | 0 |
| 6610 | Legal Services | | | | | 0 | 0 | 10,000 |
| Total Expenses | | | | | 0 | 0 | 333,731 | 180,112 |
| Net Cost | | | | | 0 | (81,000) | (1,397,962) | (38,875) |
| Beginning Reserves | | | | | 0 | 0 | 81,000 | 1,478,962 |
| Less: Current Net Cost | | | | | 0 | 81,000 | 1,397,962 | 38,875 |
| Audit Adjustments | | | | | 0 | 0 | 0 | 0 |
| Ending Reserve | | | | | 0 | 81,000 | 1,478,962 | 1,517,837 |
| | | | | | | | | Page 10 |

| Sonoma County Waste Management Agency | | | | | | | |
|---------------------------------------|----------------------------------|--|--|---------|-----------|----------|-----------|
| Fund Balance Comparison Summary | | | | | | | |
| | | | | | | | |
| CONTINGENCY - 799718 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | Actual | Actual | Projected |
| | | | | | 05-06 | 06-07 | 07-08 |
| | | | | | | | Proposed |
| | | | | | | | 08-09 |
| Revenues | | | | | | | |
| 1700 | Interest on Pooled Cash | | | 1,777 | 2,407 | 15,174 | 19,888 |
| 4624 | OT - Within Enterprise | | | 0 | 0 | 207,026 | 7,586 |
| | OT - FB Transfer (PY) | | | 0 | 250,000 | 0 | 0 |
| Total Revenues | | | | 1,777 | 252,407 | 222,200 | 27,474 |
| Expenses | | | | | | | |
| 6540 | Contract Services (CoIWMP) | | | 0 | 0 | 150,000 | 20,000 |
| 6573 | Administration Costs | | | 0 | 0 | 0 | 5,000 |
| 6590 | Engineering Services | | | 0 | 0 | 50,000 | 0 |
| 8624 | OT - Within Enterprise(to HHW Op | | | 0 | 0 | 0 | 0 |
| 8624 | OT - Within Enterprise(to Div.) | | | 0 | 0 | 9,660 | 0 |
| Total Expenses | | | | 0 | 0 | 209,660 | 25,000 |
| Net Cost | | | | (1,777) | (252,407) | (12,540) | (2,474) |
| Beginning Reserves | | | | 49,043 | 50,820 | 303,227 | 315,767 |
| Less: Current Net Cost | | | | 1,777 | 252,407 | 12,540 | 2,474 |
| Audit Adjustments | | | | 0 | 0 | 0 | 0 |
| Ending Reserve | | | | 50,820 | 303,227 | 315,767 | 318,241 |
| Page 11 | | | | | | | |

RESOLUTION NO. 2008-

DATED: March 19, 2008

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY
("AGENCY") ADOPTING AN ANNUAL BUDGET FOR FISCAL YEAR 2008-09.

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;

NOW, THEREFORE, BE IT RESOLVED that the Agency's Annual Budget for the period July 1, 2008 to June 30, 2009, attached hereto as FY 2008-09 Summary Budget is hereby adopted.

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

MEMBERS:

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

AYES -- NOES -- ABSENT -- ABSTAIN --

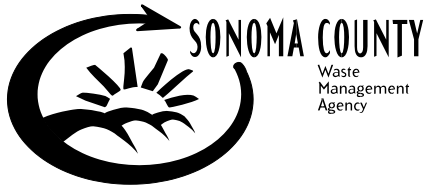
SO ORDERED.

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

ATTEST:

DATE:

Clerk of the Sonoma County Waste Management
Agency of the State of California in and for the
County of Sonoma



Agenda Item #: 10.3
Cost Center: All
Staff Contact: Klassen
Agenda Date: March 19, 2008

ITEM: Report on the Recruitment for Executive Director

I. BACKGROUND

Section 4. of the Agreement between the Cities of Sonoma County and Sonoma County for a Joint Powers Agency to Deal with Waste Management Issues (JPA Agreement) dated February 11, 1992 as amended January 24, 1996, states that the JPA will contract with the County of Sonoma for staff services with the Recycling, Marketing and Integrated Solid Waste Manager.

In September 2007 the SCWMA and the County of Sonoma approved a Memorandum of Understanding for Staffing Services. Section 1.3 Manager Selection Process states that should the County have need to recruit the position of the Manager, that the county shall consult the SCWMA and provide the opportunity for meaningful input to the selection process.

Effective January 28, 2008, the County employee assigned by the County to act in the capacity of Executive Director for the SCWMA, Mr. Ken Wells, retired from County service. The SCWMA was notified of the retirement of Mr. Wells at the January 16, 2008 Agency meeting. The County has appointed Susan Klassen as the Acting Executive Director until a replacement is recruited.

To date the Executive Director for SCWMA occupied the civil service position of Recycling and Marketing and Integrated Solid Waste Manager. The position has had two roles; one of them as the Executive Director for SCWMA and the other as the County Integrated Waste Manager managing the County disposal system engineering and operations. The position has been budgeted at approximately 50% Agency and 50% County. The position was paid at the Deputy Director level, with a current annual salary and benefits package of approximately \$200,000. Although at one time the 50/50 distribution of time made sense, SCWMA Agency activities have progressed and as such have become more complex demanding additional time commitment on the part of the Executive Director. With continued focus on enhanced diversion, Household Hazardous Waste facilities and the compost relocation project, the needs of the SCWMA will continue to grow. For this reason the County proposes for budgetary reasons both a position reclassification as well as a modified time distribution.

II. DISCUSSION

The County has conducted a thorough review of its existing position classifications. The position the County has determined to be the best fit is to revise the Civil Service Classification Recycling and Solid Waste Manager and re-title it to Recycling Manager. The position was approved by the Civil Service Commission on March 6, 2008. Initially, this position would work as the Executive Director to the SCWMA approximately 80% of their time and on County activities approximately 20% with no direct managerial oversight of the disposal system engineering and operations. County activities would be related solely to County funded diversion and recycling efforts. Regardless of the time budgeted, the new position will track actual time spent and the SCWMA will only be charged actual expenditures.

The County would like to include a member of the SCWMA board on the selection interview panel, so that the SCWMA can have input on the final candidate selected for the position.

III. FUNDING IMPACT

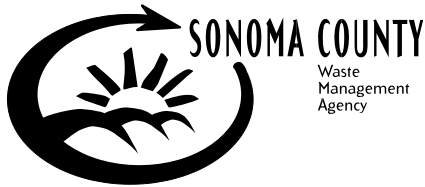
- a. Salary and benefits budgeted by the SCWMA in the adopted FY 08-09 Work Plan presented at the January 2008 meeting and proposed preliminary budget for the Executive Director function is \$118,297 which includes a 3% increase in salary and benefits cost.
- b. The total annual salary and benefits package for the Recycling Manager at mid salary range is approximately \$147,000 per year. At the 80% level, the cost to the Agency is approximately \$117,600, yielding a small savings to the Agency, while increasing managerial control and oversight.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

This is just an informational Item. No action is required.

V. ATTACHMENTS

The Recycling Manager Job Specification and Job Announcement will be distributed at the meeting.



Agenda Item #: 10.4
Cost Center: Administration
Staff Contact: Klassen
Agenda Date: March 19, 2008

ITEM: Legislative Advocacy

I. BACKGROUND

Organizations in which the Sonoma County Waste Management Agency has involvement occasionally make requests of staff for letters of support regarding pending legislation or projects. The timing and deadlines for submission of the requested letter are not always conveniently aligned with the meetings of the SCWMA Board of Directors. In those cases, the opportunity to comment on or express support for issues affecting the SCWMA is missed.

II. DISCUSSION

Staff wishes to receive direction from the Board of Directors with regard to the level of advocacy they can pursue without seeking specific Board approval. Some legislative issues and projects are very closely related to the SCWMA's mission and on which it would be appropriate for the SCWMA to take a position. In those cases, it would be unfortunate if the SCWMA's position were not registered due to schedule incompatibility.

Staff believes other issues of a more controversial nature and those requesting resolutions of the SCWMA should continue to be brought before the SCWMA Board of Directors.

III. FUNDING IMPACT

The only fiscal impact resulting from this agenda item would be that of staff's time to draft letters of support or comments on the applicable issues.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends granting the Executive Director authority to write letters of support and comment on issues directly related to the mission of SCWMA and the goals and objectives of the ColWMP on behalf of the SCWMA. In the interest of ensuring the letters accurately reflect the wishes of the SCWMA Board, all letters written by the Executive Director for the purpose of advocacy would be included in the "Attachments/Correspondence" section of the subsequent SCWMA agenda packet.

Alternatively, the SCWMA Board may instruct the Executive Director to bring all letters of advocacy before the Board for review before submittal.



SONOMA COMPOST COMPANY MONTHLY REPORT

December-07

a) Tonnages of Each Material Delivered to Facility

| | |
|---------------------------------------|---------------|
| total tons of yard debris: | 5,705.52 tons |
| average tons per day of yard debris: | 190.18 tons |
| total tons of wood debris: | 501.07 tons |
| average tons per day of wood debris: | 16.70 tons |
| total tons of yard debris to Laguna * | 487.86 tons |
| Total tons of food discards ** | 67.00 tons |

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

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

6,694.45

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: | None |
| at compost site: | None |

Moisture Content (%)

| | |
|------------------|--------------------|
| by feel: | lab results: |
| 40-55% | 40.6% |
| (active compost) | (finished compost) |

Additives

| |
|---|
| Feathers, Grape Pomace, Vegetative Food Discards, Grape Lees, Olive Pomace |
|---|

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). |
|-----------------|---|

c) Highlights and Anomalies of Program

| | |
|------------------------------|-------|
| Weather/Rainfall: | |
| total inches: | 3.875 |
| # of storm events: | 4 |
| Operational Problems: | |
| None | |
| | |
| | |
| | |
| | |

d) Lab tests

Monthly tests: Nutrient/Pathogen Reduction/Heavy Metals

| | |
|---------------------------|--------------|
| analysis: NUTRIENT | |
| next date due: | Jan-07 |
| date sample taken: | 12/6/07 |
| # of sub-samples: | 12 |
| location of samples: | Mallard Plus |
| | |

| | |
|-------------------------------|-----------------------------|
| analysis: HEAVY METALS | |
| next date due: | Jan-07 |
| date sample taken: | 12/6/07 |
| # of sub-samples: | 72 |
| location of samples: | 7A,25,34,42,43, 44,47,48 |
| | |

| | |
|-------------------------------------|-----------------------------|
| analysis: PATHOGEN REDUCTION | |
| next date due: | Jan-07 |
| date sample taken: | 12/6/07 |
| # of sub samples: | 72 |
| locations of samples: | 7A,25,34,42,43, 44,47,48 |
| | |

Quarterly Test:

| | |
|-------------------------------------|--------------|
| analysis: PESTICIDE RESIDUES | |
| next date due: | Jan-07 |
| date sample taken: | 12/6/07 |
| # of sub-samples: | 12 |
| locations of samples: | Mallard Plus |
| | |

e) Sales and Distribution of Finished Product

Yard Debris Sold

| | | |
|--|----------|------------|
| monthly total, cubic yards of all yard debris products sold: | 2,364.00 | cubic yds. |
| total cubic yards of screened compost: | 1,708.00 | cubic yds. |
| total cubic yards of early mulch: | 45.00 | cubic yds. |
| total cubic yards of screened mulch: | 611.00 | cubic yds. |
| yard debris product allocations: | 120.00 | cubic yds. |
| yard debris product donations: | 4.00 | cubic yds. |

Wood Debris Sold

| | | |
|---|----------|------------|
| monthly total, tons of wood debris products sold: | 3,164.00 | tons |
| total tons of wood to non-fuel markets: | 75.00 | tons |
| total tons of wood bio-fuel*: | 3,089.00 | tons |
| wood debris product allocations: | 25.00 | cubic yds. |
| wood debris product donations: | 33.00 | 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 | 71.4 | 1.07% |
| recycled | | |

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

| FINISHED MATERIALS | cubic yards |
|--------------------|-------------|
| unscreened compost | 1,500 cy |
| screened compost | 700 cy |
| mulch | 1,200 cy |
| "intermediates" | 600 cy |

INTERMEDIATELY COMPOSTED MATERIALS

| | |
|-------------------|-----------|
| aged over 2 weeks | 24,500 cy |
|-------------------|-----------|

FRESH MATERIAL

| | |
|-----------------------|----------|
| on-site under 2 weeks | 4,170 cy |
|-----------------------|----------|

EXPERIMENTAL MATERIAL

| | |
|------|------|
| None | 0 cy |
|------|------|



Item #11.1(b)

SONOMA COMPOST COMPANY MONTHLY REPORT

January-08

a) Tonnages of Each Material Delivered to Facility

| | |
|---------------------------------------|---------------|
| total tons of yard debris: | 6,502.22 tons |
| average tons per day of yard debris: | 224.21 tons |
| total tons of wood debris: | 403.05 tons |
| average tons per day of wood debris: | 13.90 tons |
| total tons of yard debris to Laguna * | 820.08 tons |
| Total tons of food discards ** | 73.22 tons |

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

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

7,725.35

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: | None |
| at compost site: | None |

Moisture Content (%)

| by feel: | lab results: |
|------------------|--------------------|
| 50-65% | 59.5% |
| (active compost) | (finished compost) |

Additives

| |
|---|
| Feathers, Grape Pomace, Vegetative Food Discards, Olive Pomace |
|---|

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). |
|-----------------|---|

c) Highlights and Anomalies of Program

| | |
|--|------|
| Weather/Rainfall: | |
| total inches: | 7.75 |
| # of storm events: | 9 |
| Operational Problems: | |
| Facility was closed on 1-25-08 due to severe weather conditions. | |
| | |
| | |
| | |
| | |

d) Lab tests

Monthly tests: Nutrient/Pathogen Reduction/Heavy Metals

| | |
|---------------------------|-----------------|
| analysis: NUTRIENT | |
| next date due: | Feb-08 |
| date sample taken: | 1/31/08 |
| # of sub-samples: | 12 |
| location of samples: | 8,9,10,12,20,40 |
| | |

| | |
|-------------------------------|-------------|
| analysis: HEAVY METALS | |
| next date due: | Feb-08 |
| date sample taken: | 1/31/08 |
| # of sub-samples: | 36 |
| location of samples: | 13,15,27,41 |
| | |

| | |
|-------------------------------------|-------------|
| analysis: PATHOGEN REDUCTION | |
| next date due: | Feb-08 |
| date sample taken: | 1/31/08 |
| # of sub samples: | 36 |
| locations of samples: | 13,15,27,41 |
| | |

Quarterly Test:

| | |
|-------------------------------------|-----------------|
| analysis: PESTICIDE RESIDUES | |
| next date due: | Feb-08 |
| date sample taken: | 1/31/08 |
| # of sub-samples: | 12 |
| locations of samples: | 8,9,10,12,20,40 |
| | |

e) Sales and Distribution of Finished Product

Yard Debris Sold

| | | |
|--|----------|------------|
| monthly total, cubic yards of all yard debris products sold: | 1,044.00 | cubic yds. |
| total cubic yards of screened compost: | 340.00 | cubic yds. |
| total cubic yards of early mulch: | 12.00 | cubic yds. |
| total cubic yards of screened mulch: | 692.00 | cubic yds. |
| yard debris product allocations: | 65.00 | cubic yds. |
| yard debris product donations: | 53.00 | cubic yds. |

Wood Debris Sold

| | | |
|---|----------|------------|
| monthly total, tons of wood debris products sold: | 4,057.00 | tons |
| total tons of wood to non-fuel markets: | 95.00 | tons |
| total tons of wood bio-fuel*: | 3,962.00 | tons |
| wood debris product allocations: | 39.00 | cubic yds. |
| wood debris product donations: | 15.00 | cubic yds. |

* Bio-fuel tonnage includes overs from compost process

Shipment Log

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

f) Complaints and Environmental Concerns

None

g) Contaminants Landfilled, Recovered or Recycled

| | tons | overall % |
|----------|------|-----------|
| disposed | 78.8 | 0.97% |
| recycled | | |

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

| FINISHED MATERIALS | cubic yards |
|--------------------|-------------|
| unscreened compost | 2,800 cy |
| screened compost | 1,200 cy |
| mulch | 1,400 cy |
| "intermediates" | 800 cy |

INTERMEDIATELY COMPOSTED MATERIALS

| | |
|-------------------|-----------|
| aged over 2 weeks | 23,000 cy |
|-------------------|-----------|

FRESH MATERIAL

| | |
|-----------------------|----------|
| on-site under 2 weeks | 3,300 cy |
|-----------------------|----------|

EXPERIMENTAL MATERIAL

| | |
|------|------|
| None | 0 cy |
|------|------|

ITEM: Compost Site Relocation Update

I. BACKGROUND

At the August 15, 2007 SCWMA Board meeting, the Board entered into an agreement with a team of consultants led by Environmental Science Associates (ESA) to assist the SCWMA in the selection, conceptual design, and preparation of CEQA documents for a new compost site in Sonoma County. Staff and the contractor have provided updates on the progress of the siting effort at each subsequent Board meeting.

At the February 20, 2008 SCWMA meeting staff received direction from the Board of Directors to mail a letter to potentially affected property owners and meet with those property owners in person to discuss the project. A major goal of such a meeting would be to gauge which of these property owners are willing to open a dialogue with the SCWMA as it continues in the process of narrowing down to three sites to be included in the CEQA document.

II. DISCUSSION

Staff received a legal briefing from Agency Counsel and public acquisition advice from County Right of Way staff. Staff will update the Board at the March 2008 meeting as to how many property owners were successfully contacted. A full staff report summarizing these meetings will be presented at the April 16, 2008 SCWMA Board meeting.

III. FUNDING IMPACT

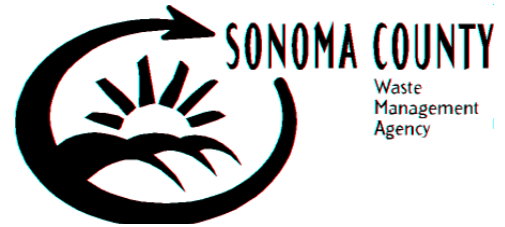
There is no funding impact as a result of this agenda item.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

This agenda item is for informational purposes only. There is no recommended action at this time.

V. ATTACHMENTS

Draft Letter to Property Owners



March 3, 2008

Name
Address
City, CA Zip Code

RE: Compost Relocation Project

Dear Property Owner:

The Sonoma County Waste Management Agency (SCWMA) is seeking to purchase a new location in Sonoma County for its composting operations. As a Joint Powers Agency representing all nine incorporated Sonoma County cities and unincorporated Sonoma County, the SCWMA is responsible for ensuring a system exists to handle the vast amounts of yard and wood waste created within the county. From 1992 to the present, the composting operations have existed at the Central Disposal Site, 500 Meham Road near Cotati and Petaluma. This site was always considered temporary as the operational footprint would either be needed for refuse disposal or would interfere with eventual closure of the landfill.

The SCWMA developed a set of criteria by which potential compost sites would be examined, a copy of which is enclosed with this package. The SCWMA has enlisted the services of Environmental Science Associates (ESA) to examine all Sonoma County lands and create a fair and impartial list of sites with the greatest potential to meet the needs of the community with the least potential for environmental impact. Your property at [address] has been included on the list of such sites.

We would like to schedule an individual meeting with you to discuss the steps taken to arrive at this point and establish a dialogue for moving forward. As the meeting will be informational only, no government action or negotiation will take place.

Please bear in mind that literally thousands of Sonoma County residents and businesses depend on the high quality compost the SCWMA has produced for the past 16 years. Over that span, more than one million tons (two billion pounds) of yard debris and wood waste have been kept from landfill disposal and turned into rich, valuable soil amendments or fuel for biomass power plants. The relocation process must take place in the very near future to avoid interruption of this important public service.

Thank you in advance for your cooperation. We will contact you shortly to schedule a meeting.

Sincerely,

Susan Klassen, Executive Director
Sonoma County Waste Management Agency

| | |
|-----------------------|------------------|
| Agenda Item #: | 11.4 |
| Cost Center: | Wood/Yard |
| Staff Contact: | Klassen |
| Agenda Date: | 3/19/2008 |

ITEM: Sixth Amendment to the Sonoma Compost Company Agreement

I. BACKGROUND

An agreement between the County of Sonoma (County), the Sonoma County Waste Management Agency (SCWMA), and the Sonoma Compost Company (Contractor) for Organic Material Processing, Composting and Marketing Services (Agreement) was entered into on September 28, 1999. This Agreement fulfills part of the SCWMA's obligation to provide a regional composting program to convert yard debris and wood waste into organic marketable products at the composting facility currently located at the Central Disposal Site. Amendments to this Agreement have been approved as follows:

- July 11, 2000 – the First Amendment (A) modified a new work surface, a termination provision and Exhibit B.
- February 20, 2002 – the First Amendment (B) identified new, finished products ("Specialty Products") and set revenue allocation or sharing methods for these products.
- March 17, 2004 – the Second Amendment approved an increase to the payment for wood waste processing, from \$12 per ton of material delivered to the compost facility to \$20 per ton for fuel products and \$22 per ton for non-fuel wood chip products.
- April 21, 2004 – the Third Amendment allowed for an expansion and/or relocation of the composting processing site, extended the term of the agreement to November 15, 2010, and created a new yard debris product designed for use by the City of Santa Rosa's Laguna Composting Facility.
- June 16, 2004 – the Fourth Amendment added new language to the Agreement regarding prevailing wages.
- July 12, 2005 – the Fifth Amendment added new definitions in order to add a Construction and Demolition Program ("C&D") and establish partial reimbursement to the Agency for transportation costs associated with hauling green waste from the transfer stations to the Central Disposal Site.

II. DISCUSSION

The changes proposed in the Sixth Amendment are to (1) amend the definition of "Prepared Yard Debris" to a product that would be agreeable to City for use as a bulking agent in their biosolids composting program, (2) changed the amount of process material delivered per week from 350 tons to 400 tons, and (3) amend the compensation to Contractor for the prepared yard debris to include an inflation computation and a trigger for rate change like the other products produced by Contractor.

This Amendment to the Agreement is desirable because City is in need of a bulking agent for their biosolids program composting. The product produced by Contractor is preferable and is convenient with Contractor being very close in location. At the same time, Contractor has enough material to accommodate this request:

III. FUNDING IMPACT

The net funding impact to the Agency with both actions (this Sixth Amendment with Sonoma Compost Company and the termination of the agreement with the City of Santa Rosa (Agenda Item # 6.6) will be negligible. Under the current agreement, SCC receives \$24/ton for processing and \$5/ton for hauling the material to the Laguna Treatment Facility for a total of \$29/ton. Under the new agreement, SCC will receive \$29.31/ton, which is the rate described in the agreement.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approving the Sixth Amendment to the Sonoma Compost Company Agreement and authorizing the Executive Director to execute the amendment on behalf of the Agency. The changes proposed streamline the administration of the program and reduce staff workload with a negligible impact on Agency budget.

IV. ATTACHMENTS

Sixth Amendment to the Sonoma Compost Company Agreement
Exhibit C-2
Resolution

**SIXTH AMENDMENT TO AGREEMENT FOR ORGANIC MATERIAL
PROCESSING, COMPOSTING AND MARKETING SERVICES WITH THE
SONOMA COMPOST COMPANY**

This Sixth Amendment to Agreement for Organic Material Processing, Composting and Marketing Services ("Amendment") dated as of, 2008 ("Sixth Amendment Effective Date"), is by and among the Sonoma County Waste Management Agency ("Agency"), a joint powers agency, the Sonoma Compost Company ("Contractor"), and the County of Sonoma ("County"). All capitalized terms used herein shall, unless otherwise defined, have the meaning ascribed to those terms in the existing agreement, as amended.

WHEREAS, Agency, County and Contractor entered into that certain Organic Material Processing, Composting and Marketing Services Agreement dated as of September 28, 1999 (hereinafter referred to as the "Original Agreement") in order to provide composting services for the Agency for yard debris and wood waste and marketing the finished products; and

WHEREAS, Agency, Contractor and County entered into that certain First Amendment to Agreement dated as of July 11, 2000 ("the First Amendment A") to: (a) modify Exhibit A to relocate the office and retail sales area; (b) provide for improvements to the working surface; (c) modify a termination provision; and (d) modify Exhibit B; and

WHEREAS, Agency and Contractor entered into that certain Amendment erroneously titled First Amendment to Agreement dated as of February 20, 2002 (the "First Amendment B") to (a) identify new finished products (Specialty Products) and (b) set revenue allocation or sharing methods for these products; and

WHEREAS, Agency, Contractor and County entered into that certain Second Amendment dated March 23, 2004 (the "Second Amendment") to: (a) increase the fees paid to Contractor for processing wood waste; (b) ratify the First Amendment; and (c) revise certain other terms; and

WHEREAS, Agency, Contractor and County entered into that certain Third Amendment to Agreement dated as of April 27, 2004 (the "Third Amendment") in order to: (a) extend the term to November 15, 2010; (b) allow County to relocate the Facility if needed; (c) allow Contractor to expand the area of the Facility by approximately three (3) acres in the event the Facility is not relocated; and (d) revise certain other terms; and

WHEREAS, Agency, Contractor and County entered into that certain Fourth Amendment to Agreement dated as of July 20, 2004 (the "Fourth Amendment") in order to add Article 2, Section 2.7, Prevailing Wages as defined in Section 1720(a) of the Labor Code; and

WHEREAS, Agency, Contractor and County entered into that certain Fifth Amendment to Agreement dated as of July 12, 2004 (the "Fifth Amendment") in order to include pricing and language to allow Contractor to grind non-recyclable construction and demolition debris, and to establish a payment mechanism to partially reimburse Agency for transportation of yard debris and wood waste from the transfer stations to the Central Disposal Site; collectively the Original Agreement as modified by the First Amendment A & B, the Second Amendment, the Third Amendment, the Fourth Amendment and the Fifth Amendment is referred to herein as the "Agreement").

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

A G R E E M E N T

1. Section 1, DEFINITIONS, shall be amended in part to read as follows and have the meaning set forth below:

“Prepared Yard Debris.’ Prepared Yard Debris shall mean green plant debris including grass clippings, leaves, prunings, weeds, branches, brush, portions of wood and other forms of organic waste generated from landscapes and gardens. Prepared Yard Debris shall be processed through a grinder to reduce the delivered yard debris to particles and then shall be passed through a screen to remove foreign material (non-organic) contaminants and producing an average particle size mutually agreeable for use by the City of Santa Rosa as a bulking agent for composting the biosolids remaining after treatment of sewage.”

2. Section 2.1.4 shall be amended to read as follows:

“2.1.4 Processing Delivery Materials to the Santa Rosa Laguna Subregional Compost Facility (“Laguna Facility”). Contractor shall process incoming materials into Prepared Yard Debris per the Amendment to the Revised Organics Material Processing and Composting Services Agreement By and Among the Sonoma County Waste Management Agency, the City of Santa Rosa and Sonoma Compost Company, at least two hundred fifty (200) tons per week on average.”

3. Section 4.1 shall be amended to read as follows:

“4.1 Compensation. Contractor shall be paid for its services in accordance with the payment matrix which is attached hereto as Exhibit C-2 (hereinafter referred to as the “Payment Matrix”). The applicable rate to use from the Payment Matrix to determine the amount of compensation depends upon the amount of materials received at the Facility each month. Agency shall pay Contractor within twenty five (25) days of receiving an invoice from Contractor in accordance with Section 10.2 below.”

4. Section 4.1.1 shall be amended to read as follows:

“4.1.1 Compensation for Yard Debris. Where Agency has not notified Contractor in writing as to Agency’ s desire to trigger a particular price rate for Yard Debris based on an expected volume of Yard Debris, Agency shall pay the rate identified for minimum tonnage of Yard Debris times the actual volume of Yard Debris delivered to the Facility. Agency may take advantage of the lower rates in the Payment Matrix by notifying Contractor that Agency expects that the Facility will receive more than 75 TPD of Yard Debris. By so notifying Contractor, Agency will be required to pay for the minimum amount of Yard Debris anticipated in the notice, notwithstanding that the Facility may not receive the minimum expected volume during such period. In addition, the parties hereby acknowledge that Contractor will be required to invest in certain capital equipment in the event that the Agency gives notice to

Contractor that it expects that the Facility will receive more than 75 TPD of Yard Debris. Therefore, upon such notification by Agency, Contractor will be required to complete Facility improvements to increase peak throughput capacity to 400 TPD, or a throughput capacity otherwise acceptable to Agency, within one hundred twenty (120) days and Agency will be required to compensate Contractor for a minimum 75 TPD per day of Yard Debris following notification and demonstration to Agency that necessary improvements have been completed. Once the necessary improvements have been made, the compensation for the remainder of the term of this Agreement shall be based on a volume of Yard Debris in excess of 75 TPD, at a minimum, regardless of the actual volume of Yard Debris received at the Facility; provided, however, that if the actual volume of Yard Debris delivered to the Facility, or the actual volume processed, is less than 75 TPD due to a third party regulator restricting the amount of materials to be processed at the Facility, then compensation shall be based on the actual volume of materials that are processed.”

5. The following new subsection shall be added to Article 19 of the Agreement:

“19.1.3 Assignment by County. At its sole discretion, County may assign all of its rights and obligations under this Agreement.”

6. Except to the extent the Agreement is specifically amended or supplemented hereby, the Agreement together with exhibits is, and shall continue to be, in full force and effect as originally executed, and nothing contained herein shall, or shall be construed to modify, invalidate or otherwise affect any provision of the Agreement or any right of Agency arising thereunder.

IN WITNESS WHEREOF, the parties hereto have executed this Sixth Amendment as of the Effective Date.

"Agency": SONOMA COUNTY WASTE MANAGEMENT AGENCY

By: _____
Chair

"County": COUNTY OF SONOMA

By: _____
Chairman, Board of Supervisors

"Contractor": SONOMA COMPOST COMPANY

By: _____

Title: _____

APPROVED AS TO FORM
FOR COUNTY:

Sheryl L. Bratton
Chief Deputy County Counsel

APPROVED AS TO FORM
FOR AGENCY:

Agency Counsel

APPROVED AS TO SUBSTANCE
FOR AGENCY AND COUNTY:

Susan Klassen
Acting Executive Director, SCWMA
Deputy Director for Sonoma County Department of Transportation and Public Works

EXHIBIT C-2
ORGANIC MATERIAL PROCESSING, COMPOSTING & MARKETING SERVICES
FOR SONOMA COUNTY WASTE MANAGEMENT AGENCY

Effective 7/1/07 - 06/30/08

| Product | Cost per Ton | Less Guaranteed Revenue | Net Cost per Ton |
|---|-----------------|-------------------------------|---------------------|
| Wood Debris - Fuel Market | \$33.36 | \$12.00 | \$21.36 |
| Wood Debris - Non-fuel Market | \$29.18 | \$6.00 | \$23.18 |
| Yard Debris - Processed @ Central, 0-175 tpd* and Prepared Yard Debris** | \$32.31 | \$3.00 | \$29.31 |
| Yard Debris - Processed @ Central, 176 + tpd* | \$29.18 | \$3.00 | \$26.18 |

* Based on total tons of yard debris delivered to Contractor, monthly average.

**Per contract, formula for annual adjustment will be the same used for the Yard Debris - Processed at Central shown below.

All revenue in excess of guaranteed revenue will be split 50/50 between the Agency and the Contractor, except sale of Prepared Yard Debris.

| | |
|--------------------------------|---------|
| CPI - current | 216.123 |
| Less CPI for previous period | 209.1 |
| Equals index point change | 7.023 |
| Divided by previous period CPI | 0.03 |
| 50% per contract | 1.68% |
| | 0.0168 |

RESOLUTION NO.: 2008-

DATED: March 19, 2008

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY (AGENCY) APPROVING
THE SIXTH AMENDMENT TO THE AGREEMENT FOR ORGANIC MATERIAL PROCESSING,
COMPOSTING AND MARKETING SERVICES WITH THE SONOMA COMPOST COMPANY

WHEREAS, the Agency, County and Contractor entered into that certain Organic Material Processing, Composting and Marketing Services Agreement dated as of September 28, 1999 (hereinafter referred to as the "Original Agreement") in order to provide composting services for the Agency for yard debris and wood waste and marketing the finished products; and

WHEREAS, the Agency, County and Contractor entered into that certain First Amendment to Agreement date as of February 20, 2002 (the "First Amendment"); and

WHEREAS, the Agency, County and Contractor entered into that certain Second Amendment dated March 23, 2004 to: (a) increase the fees paid to Contractor for processing wood waste; (b) ratify the First Amendment; and (c) revise certain other terms (the "Second Amendment", collectively the Original Agreement as modified by the First Amendment and the Second Amendment is referred to herein as the "Agreement"); and

WHEREAS, the Agency, County and Contractor entered into that certain Third Amendment dated April 21, 2004 to: (a) extend the term to November 15, 2010; (b) allow County to relocate the Facility if needed; (c) allow Contractor to expand the area of the Facility by approximately three (3) acres in the event the Facility is not relocated; (d) add prepared yard debris as a new product; and

WHEREAS, the Agency, County and Contractor entered into that certain Fourth Amendment to include the contractor's obligation to pay prevailing wages for work done that constitutes a "public work" as such term is defined in Section 1720(a) of the Labor Code, and

WHEREAS, the Agency, County and Contractor entered into that certain Fifth Amendment to amend the Agreement in order to add certain language to allow for grinding construction and demolition debris into alternative daily cover with the understanding that the Contractor's first priority is to fulfill its existing obligations and responsibilities under the terms of the Agreement; and

WHEREAS, the Agency desires to enter into the Sixth Amendment to amend the definition of "Prepared Yard Debris", change the amount of material delivered per week, and amend the compensation calculation to include an inflator and a trigger for a rate change.

NOW, THEREFORE BE IT RESOLVED that the Agency approves the term of the Sixth Amendment and authorizes the Executive Director to execute the Sixth Amendment on behalf of the Agency.

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

AYES -- NOES -- ABSENT -- ABSTAIN --

SO ORDERED.

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

ATTEST:

DATE:

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

Agenda Item #: 12.1
Cost Center: HHW
Staff Contact: Carter
Agenda Date: March 19, 2008

ITEM: HHW Program Expansion Feasibility Study

I. BACKGROUND

Due to concerns regarding the rapidly increasing cost of the HHW program, the Board gave staff direction in April 2006 to solicit consultant services to study HHW programs and facilities similar to the Agency's to compare and measure the efficiency and effectiveness of the Agency's program. At the June 21, 2006 Agency Board meeting a contract was awarded to the consultant team of Sweetser & Associates/Special Waste Associates to conduct the Sonoma County HHW Program Benchmarking and Program Evaluation (Sweetser Report).

On January 17, 2007, the results of the HHW program study were presented to the Board. The report covered a substantial amount of material and staff was directed to return to the Board with an implementation plan to organize and address the dozens of recommendations. One of the most significant recommendations from this report was to expand the collection infrastructure by adding up to five additional permanent facilities throughout the county.

Previous Board Actions:

| | |
|-------------------|---|
| June 20, 2007 | Authorized Staff to issue an RFP to study the feasibility, design, and permitting of additional HHW collection facilities in Sonoma County |
| October 17, 2007 | Directed Staff to solicit feedback from the contractors as to why they did not respond to the RFP Authorized Staff to negotiate with a small number of preferred consultants |
| November 28, 2007 | Entered into an agreement with R.W. Beck to study the feasibility, design, and permitting of additional HHW collection facilities |

II. DISCUSSION

R.W. Beck has completed its study of a potential HHW facility expansion in Sonoma County. Eleven other jurisdictions with recently built facilities were sent a survey to develop a range of capital costs. Six responses were received. Despite the marginal response rate, the range of costs computed are in line with capital costs estimated in the Sweetser Report. Three scenarios were developed based on the range of response: low, medium, and high capital cost.

The number of participants is expected to increase as a result of the added convenience of new facilities, and this has more of an impact for the long-term feasibility of the facilities than the initial cost. Three rates of participation increase were taken from the Sweetser Report: low, medium, and high participation.

A matrix of the 20 year net present value was created as a result of the capital cost and level of participation scenarios. The cost of the existing program was included as a baseline and projected out with increased participation. It should be noted that the existing program was included for comparison purposes only, as the existing program does not have the capacity to handle the quantities projected.

Perhaps the most important finding of this study is that the long-term cost savings from replacing mobile events with permanent facilities are minor in comparison to the added disposal costs of materials brought to these facilities. Similarly, the capital costs associated with additional permanent facilities are low compared to the disposal costs.

Staff believes there are fundamental issues to be considered before a decision to build more facilities is made. The need for proper HHW disposal is not likely to diminish in the short-term, and long-term planning is complex. The SCWMA is faced with the decision of whether to invest in a long-term strategy of convenient HHW disposal through additional facilities, whether to focus more heavily on Extended Producer Responsibility (EPR) to lessen the need for such facilities, or a combination of both approaches.

This feasibility study indicates that replacing the Community Toxics Collections with permanent facilities will not result in a cost savings that pays for itself though it may result in some long-term operational cost saving. If it was the intent of the Board to reduce current costs, the addition of permanent facilities will not accomplish this task. Alternatively, if the intent was to decrease the amount of illegally disposed HHW through a collection system with a known track record, permanent facilities will increase the SCWMA's capacity to collect HHW and may result in cost savings when compared to the current collection methods.

III. FUNDING IMPACT

\$60,000 has been included in the SCWMA FY 2007-08 budget for the purposes of the preliminary design and feasibility of additional HHW collection facilities in Sonoma County (phase one). \$199,755 in additional grant funds is available for the planning of additional permanent facilities from the California Integrated Waste Management Board.

If EPR is successful, cost savings will be realized through reduced disposal fees and fewer hazardous materials will enter the environment.

Construction of additional facilities will result in additional capital, operation and maintenance, and disposal costs with a net present value ranging from over \$35 million to \$91 million over 20 years, also resulting in fewer hazardous materials entering the environment.

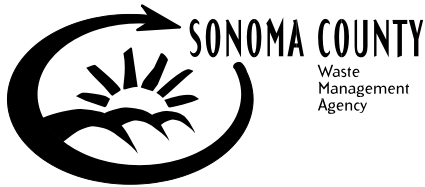
IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff presents the following recommendations to the Board:

- If the Board's goal with this feasibility project was to reduce current costs in the HHW Program, staff recommends more staff time and funding be focused on EPR. EPR programs have the potential to reduce the demands on the existing system. Under this scenario, the feasibility project would end, and the agreement with R.W. Beck would not proceed to Phase II.
- Alternatively, if siting additional HHW disposal facilities are determined by the Board to be the preferred option to address the capacity need of the system. Staff recommends it be given authority to develop a Scope of Work with R.W. Beck for Phase II of this project. These tasks would include identification of potential sites and preliminary facility design. Staff would negotiate the scope of work with R.W. Beck and return to the Board at a future meeting with an Agreement for Phase II.

V. ATTACHMENTS

Additional Household Hazardous Waste Facilities Feasibility Study
Presentation Slides



Agenda Item #: 12.2
Cost Center: HHW
Staff Contact: Klassen
Agenda Date: March 19, 2008

ITEM: HHW Facility Lease

I. BACKGROUND

The Household Hazardous Waste (HHW) building is 4,200 square foot in size and is used for the collection of toxics for the Agency. This building is part of the Central Disposal Site Operational Improvements Project, which was designed by EBA Wastechologies in 1995-96. Building plans were submitted to the Permit Resource Management Department on May 9, 2000 and approved on September 9, 2000. The construction project was awarded to D.J. Amoroso Construction Co., Inc. on August 15, 2001.

The facility, constructed by the County and placed on County property, became operational in January 2005 with MSE Environmental as the contractor. The Agency is responsible for the administration of the contract. A lease payment from the Agency to the County was arranged and payment began when the facility was opened.

II. DISCUSSION

As part of the collection of information for the divestiture process, it was discovered an agreement between the Agency and the County for the HHW facility was never memorialized. The County is requesting that this situation be resolved. Although the County can insert a provision in the Purchase agreement requiring that the new owner allow the operation to continue, Staff and counsel believe that formalizing a lease agreement which can be assigned to the new owner, will be more protective of the Agency's interests.

County Counsel is preparing a lease agreement to be brought to the Agency for consideration. The term of the lease will be 2017, which is the term of the Joint Powers Agency agreement.

III. FUNDING IMPACT

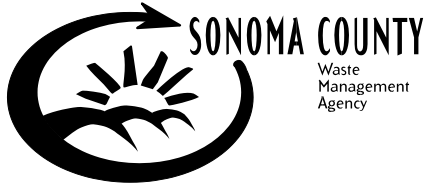
The construction cost of the facility was \$850,000. This includes change orders related to the electrical system. The Agency has contributed \$150,796 to the design of the facility. This was funded by a grant (HD8-99-3041). The Agency contributed \$160,000 to offset the expense of the change orders. This was done with an appropriation transfer (Board of Supervisors Resolution No. 2002-027). The Agency has contributed a total of \$310,796 to the design and construction of the facility.

Three payments have been made to the County \$9,252, \$20,000, and \$20,900, for a total of \$50,152. The subobject used for these payments was Rents/Lease – Bldgs/Improvements. A payment of \$23,400 is budgeted for FY 07-08 and \$20,000 proposed in the FY 08-09 Budget.

Future funding impacts to the Agency are unknown at this time.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends forming an Agency ad hoc committee to review, discuss and negotiate the proposed lease terms. Time is of the essence given the divestiture process and the necessity for consistency of operation in the HHW program.



Agenda Item #: 13.1
Cost Center: Education
Staff Contact: Chilcott
Agenda Date: 3/19/08

ITEM: 2008 Bay Area Recycling Outreach Coalition (BayROC) Stop Junk Mail/BYOB Campaign

I. BACKGROUND

In the Work Plan for FY 08/09, the Agency budgeted money for other organizations that provide education on waste diversion and recycling topics. One of the organizations named in the Work Plan is the Bay Area Recycling Outreach Coalition (BayROC) www.bayarearecycling.org.

BayROC is comprised of staff representing 110 Bay Area cities, counties and other public agencies working together on waste reduction, reuse and recycling. Through regional media campaigns, BayROC promotes personal action and behavior change. By making a nominal \$1,000 contribution towards an overall BayROC campaign budget of \$179,931, limited Agency resources can be leveraged. Overall, Bay Area public agency contributions allow BayROC to purchase six weeks of media buy, hire a media buyer and a campaign coordinator.

For 2008, BayROC chose two priority media campaigns: 1) Reducing unsolicited mail, or junk mail, and 2) Encouraging shoppers to bring their own bag to the grocery store.

II. DISCUSSION

A summary of the activities completed and planned by the BayROC campaigns is summarized below:

Stop Junk Mail Kits and radio campaign February 6-26, 2008 (3 weeks):

- Radio spots (60-, 30- and 15- seconds). Bay area stations, ranked within the top 20 stations reaching adults 25-54 in Sonoma County, include KGO, KCBS, KFOG, KQED and KISQ. Overall radio budget \$89,953.
- Web site www.StopJunkMail.org includes a quick, 3-step approach, to getting addresses off mailing lists.
- Stop Junk Mail Kit (a 3-fold brochure). This Kit provides addresses and phone numbers of organizations that remove or block names on mailing lists. The Kit also provides other important information on how to reduce junk mail, including contacting service providers such as banks, insurance or wireless companies and asking them to stop sending promotional mail.
- Collaboration with the San Francisco Academy of Art University to create an art show at the University Gallery: Junk Mail from Debris to Design February 14-22, 2008. Academy students created dozens of works of art across a variety of mediums using junk mail retrieved from San Francisco mailboxes.

Bring Your Own Bag radio campaign April 7-27, 2008 (3 weeks):

- Overall radio budget is \$89,978.
- A campaign web site designed by the Alameda County Waste Management Authority is being established at www.lgotmybag.org.
- In-kind donations of reusable bags are being arranged from www.reusablebags.com and www.myownbag.com
- Dan Imhoff, author of Paper or Plastic, has offered to speak at a press event, and donate some copies of his excellent book.
- Other activities are still being planned.

III. FUNDING IMPACT

The cost to the Agency is \$1,000.00. The budget for FY 08/09, as well as FY 07-08 incorporates this outreach activity in the Education Cost Center.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

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

V. ATTACHMENTS

Stop Junk Mail Kits distributed to each city representative at the March Agency meeting.