

SONOMA COUNTY WASTE MANAGEMENT AGENCY

March 18, 2009

9:00 a.m.

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

*****UNANIMOUS VOTE ITEMS #5.1, 5.2, 6.1*****

Estimated Ending Time 11:30 a.m.

AGENDA

- | <u>ITEM</u> | <u>ACTION</u> |
|---|-----------------------|
| 1. Call to Order/Introductions | |
| 2. <u>Attachments/Correspondence:</u>
Director's Agenda Notes | |
| 3. Public Comments (items not on the agenda) | |
| <u>CONSENT</u> (w/attachments) | Discussion/Action |
| 4.1 Minutes of February 18, 2009 | |
| 4.2 Environmental Purchasing Policies | |
| 4.3 Compost Your Veggies Final Report | |
| 4.4 Plastic Bag Update | |
|
<u>REGULAR CALENDAR</u> | |
|
<u>ADMINISTRATION</u> | |
| 5.1 Draft Budget FY 09-10
[Fisher/Mangerich](Attachment) | UNANIMOUS VOTE |
| 5.2 Amendment to City of Petaluma Services Agreement
[Fisher](Attachment) | UNANIMOUS VOTE |
|
<u>HOUSEHOLD HAZARDOUS WASTE</u> | |
| 6.1 Letter from Clean Harbors Proposing Contract
Extension
[Steinman](Attachment) | UNANIMOUS VOTE |

EDUCATION

- 7.1 2009 Outreach Plan Discussion/Action
[Chilcott](Attachment)

DIVERSION

- 8.1 Update from AB 939 Local Task Force Zero Waste Discussion/Action
Subcommittee [Mangerich]

ORGANICS

- 9.1 Compost Relocation Update Discussion/Action
[Carter](Attachment)

10. Boardmember Comments
11. Staff Comments
12. Adjourn

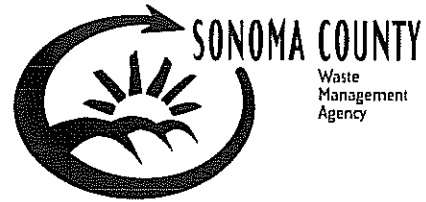
CONSENT CALENDAR: These matters include routine financial and administrative actions and are usually approved by a single majority vote. Any Boardmember may remove an item from the consent calendar.

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.

NOTICING: This notice is posted 72 hours prior to the meeting at The Board of Supervisors, 575 Administration Drive, Santa Rosa, and at the meeting site the City of Santa Rosa Utilities Department Subregional Water Reclamation System Laguna Plant, 4300 Llano Road, Santa Rosa. It is also available on the internet at www.recyclenow.org



TO: SCWMA Board Members

FROM: Mollie Mangerich, Executive Director

SUBJECT: MARCH 18, 2009 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.

- 4.1) Minutes of February 18, 2009
- 4.2) Environmental Purchasing Policies Staff created a model Environmental Purchasing Policy and Vendor Survey and included both documents for the Board's review. **No action required.**
- 4.3) Compost Your Veggies Final Report This report summarizes the publicity that took place in 2008 to further residential participation in recycling vegetative food waste for the municipal composting program. **No action required.**
- 4.4) Plastic Bag Update Staff will update Board members on the status of carryout bag ordinances and related recycling and reduction efforts. **No action required.**

REGULAR CALENDAR

ADMINISTRATION

- 5.1) Draft Budget FY 09-10 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. **UNANIMOUS VOTE REQUIRED.**
- 5.2) Amendment to City of Petaluma Services Agreement The City of Petaluma has indicated its willingness to continue paying directly for Agency services as it has for the past four years. **Recommended Action: Approve the Fifth Amendment to the Petaluma Services Agreement and direct staff to work with Petaluma's representative to present the Fifth Amendment to the Petaluma City Council for its approval. UNANIMOUS VOTE REQUIRED.**

HOUSEHOLD HAZARDOUS WASTE

- 6.1) Letter from Clean Harbors Proposing Contract Extension - The Agency has a Contract with Clean Harbors Environmental Services to operate the Household Hazardous Waste Facility and Mobile Collection Programs. On February 27, 2009, a letter was received by Agency staff from Clean Harbors Environmental Services offering Sonoma County the opportunity to continue services with Clean Harbors Environmental Services. **Requested Action: 1) Adopt Resolution to approve the Seventh Amendment to the Agreement with Clean Harbors Environmental Services, extending the term of the Agreement until January 6, 2012 without any changes to the current terms and conditions, and authorize the Chair to execute the Seventh Amendment to the Agreement on behalf of the Agency. 2) Approval from Board for staff to evaluate conditions, costs and benefits of exercising an optional one-year extension and provide such information to the Board for consideration and direction prior to January 6, 2012. As the value of the Contract extension exceeds \$50,000, UNANIMOUS VOTE IS REQUIRED.**

EDUCATION

7.1) 2009 Outreach Plan This report summarizes some of the publicity that is planned for 2009 to promote the Agency on-line materials exchange program, www.SonoMax.org, and electronics recycling opportunities. **No action required.**

DIVERSION

8.1) Update from AB 939 Local Task Force Zero Waste Subcommittee Members from the AB 939 Local Task Force will give a presentation about zero waste. **No action required.**

ORGANICS

9.1) Compost Relocation Update Staff believes studying alternative composting techniques will improve the Environmental Impact Report. Also, while examining the consultant's progress, it is apparent the project will not be complete by the original termination date of June 1, 2009.

Requested Action: Staff recommends approval of the First Amendment of the Agreement with ESA for Consulting Services to incorporate examination of the aerated static pile composting method and extension of the term of the agreement to December 31, 2009.



MINUTES OF FEBRUARY 18, 2009

The Sonoma County Waste Management Agency met on February 18, 2009, at the City of Santa Rosa Utilities Department's Subregional Water Reclamation System Laguna Plant, 4300 Llano Road, Santa Rosa, California.

PRESENT:

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

Vince Marengo, Chair
Gus Wolter
Marsha Sue Lustig
Mike Kirn
Dell Tredinnick
Jack Griffin
Steve Barbose
Christa Johnson
Phil Demery

STAFF PRESENT:

Executive Director
Counsel
Staff

Mollie Mangerich
Janet Coleson
Patrick Carter
Karina Chilcott
Charlotte Fisher
Lisa Steinman
Elizabeth Koetke

Recorder

ABSENT:

City of Rohnert Park

1. CALL TO ORDER/INTRODUCTIONS

The regular meeting was called to order at 9:05 a.m.

2. ATTACHMENTS/CORRESPONDENCE

Chair Marengo, called attention to the Director's Agenda Notes, the Community Toxics Collections Schedule for 2009/2010, monthly reports from Sonoma Compost Company for September, October and November 2008, and a letter addressed to the Board from Cold Creek Compost Company.

3. ON FILE WITH CLERK

Chair Marengo noted the resolutions from the January 21, 2009 meeting on file with the clerk.

4. PUBLIC COMMENTS (items not on the agenda)

There were no public comments.

CONSENT

- 5.1** Minutes of January 21, 2009
- 5.2** Compost Relocation Update
- 5.3** FY 08-09 Mid-Year Financial Report
- 5.4** Beverage Container Purchase
- 5.5** Plastic Bag Update

Dell Tredinnick requested that Item #5.1, the minutes from the January meeting be pulled for clarification.

Chairman Marengo called for a motion to approve Consent items 5.2 and 5.5; Marsha Sue Lustig, Cotati, moved to approve those two items. Steve Barbose, Sonoma, seconded. Rohnert Park absent.

Item 5.1 - Dell Tredinnick referred to page 11 in the January 21, 2009 SCWMA minutes and asked for clarification of the first sentence in paragraph 3 which read *'Janet Coleson, Agency Counsel, said in regards to the issue about recyclables not being in the definition of solid waste, in the Public Resources Code the definition of solid waste includes recyclables and in the Public Resources Code there's direct statutory authority for charging a fee to cover the costs of doing the planning documents and implementing the planning documents so an Agency fee.'*

The word **so** should have been **for**. The minutes from the January 21, 2009 meeting will be amended.

Dell Tredinnick, Santa Rosa, moved to approve the minutes (item 5.1) as amended. Gus Wolter, Cloverdale, seconded. Minutes approved. Rohnert Park absent.

Christa Johnson requested that items 5.3 and 5.4 be pulled from the consent calendar.

Item 5.3 - Christa Johnson requested that staff add an informational paragraph that includes a summary on the Mid-year Financial Report.

Chairman Marengo asked about the long-term projections for closure costs and funding source for the HHW Facility Closure.

Ms. Fisher said updated anticipated closure costs were brought before the Board this past year. By law, the Household Toxics Facility is a permit-by-rule facility and anticipated closure funds are required to be reserved when it's time to close. The Agency is on track with collecting the closure funds; and could possibly be funded ahead of the anticipated closure. Chair Marengo asked staff to email the Board with additional information about the long-term projections and the amount of appropriate funds available.

Christa Johnson, Town of Windsor, moved to approve item 5.3. Marsha Sue Lustig, Cotati, seconded. Rohnert Park absent.

Item 5.4 - Christa Johnson, Town of Windsor, asked what time of year staff contacts the cities about the money that's available from the Department of Conservation.

Mr. Carter responded that every year in April the Department of Conservation issues a funding request notification; Agency staff has historically applied for that money for the cities. The amount of money is around \$130,000, the majority of which goes to the Probation collection contract.

Christa Johnson, Town of Windsor, moved to approved item 5.4. Marsha Sue Lustig, Cotati, seconded.

REGULAR CALENDAR

ADMINISTRATION

6.1 FY 09-10 WORK PLAN

Ms. Mangerich said the draft budget and draft work plan that was presented at the January Agency meeting showed a deficit. Staff was directed to prioritize programs and identify programs that are one-time use.

Staff also examined contractual costs such as the HHW Facility, and grant monies that could reimburse staff time.

Staff returned with a balanced budget after closely reviewing the programs and services that the Agency provides. Per Board direction staff looked at the inclusion of the Recycle Guide bound in the AT&T phone book and recommends foregoing that inclusion to save money and instead pursue web-based promotion. A limited number of Recycle Guides would still be printed for outreach programs.

Staff looked at prioritization of educational partnerships that the Agency historically contributed to in the past and reduced contributions by about \$15,000 leaving \$5,000 for the Business Environmental Alliance. The Agency will also provide some staff support to the EDB to assist in coordinating the Green Business Program and the Recycling Market Development Zone. Other cost saving measures include downsizing from two fleet vehicles to one. Staff looked carefully at the actual cost of operations and disposal of the HHW Contractor. There is enough historical data to project forward and in so doing \$60k was saved.

The outline of the work plan was updated to show different revenue centers based on the source of funds.

Steve Barbose, Sonoma, asked the amount of the Agency's share of the revenue from the composting program.

Ms. Fisher said it depends on the volume of sales from SCC's finished compost products. An estimated figure is \$100,000 for the year.

Phil Demery, County of Sonoma, asked if there are external auditing requirements in the current e-waste collection events contract regarding where the material is processed and marketed.

Ms. Mangerich said one question included in the RFP is where the collected materials will be processed. Staff has been careful to ensure that the electronic waste collected is not going abroad or to Third World countries.

Ms. Steinman added that ASL, the contractor, keeps staff informed of any changes to their downstream vendors.

Mr. Demery asked if staff does external checks, or depends on the recording function of the contract.

Ms. Mangerich said staff has access to documentation of that chain of custody.

Dell Tredinnick, Santa Rosa, said the Recycling Guide is beautiful but it is part of such a huge waste stream. He said it would be beneficial to put the tab in the phone book with a direction to the www.recyclenow.org website to help promote it.

Marsha Sue Lustig, Cotati, said the history of the Recycling Guide is stellar. She asked for further discussion before a decision to discontinue the inclusion of the Recycling Guide in the phone book was made.

Chairman Marengo requested approval to table this item and bringing item 8.1 forward.

EDUCATION

8.1 RECYCLING GUIDE HISTORY AND THE ROLE OF AT&T

Ms. Chilcott remarked that in response to direction from Agency Boardmembers at the January 21 Board meeting, staff prepared a report on the history of the Recycling Guide. Since that report was written, preliminary marketing research was obtained from the Press Democrat.

The PD contracted with a private company, Scarborough Research which collected local and national marketing data between February 2007 and January 2008. While the complete report is not yet finalized, excerpts about Yellow Pages usage were obtained for this presentation. Unlike, the AT&T marketing data provided in the agenda packet which shows that the print usage of the phone book is stable, the Scarborough report shows that only 43% of people nationally reference their printed phone book the same now as previously. Not surprisingly, the data shows that when shopping for a product or service, 73% of consumers nationally say they use internet search engines to find a local business. The second most common method, or 65%, is the Yellow Pages telephone directory. Only 44% use their daily local newspaper.

The Agency's current work plan for FY 09-10, budgets \$30,000 for web-based marketing of the Agency's new web site at www.recyclenow.org. Boardmembers could consider sharing some of that budget with another project not yet in the work plan which is translating, printing and distributing the Recycling Guide into Spanish.

According to the Economic Development Board, 20% of the population in Sonoma County is Hispanic and the population is expected to increase to 37% by 2015. Currently, the Agency has a contract for Spanish Language Outreach with C² Alternative Services working with Hugo Mata. There is a need for Spanish translation of the Guide. Downloadable pdf versions of the Spanish language pages could also be made available from the Agency's web site. Distribution and budget details for Spanish Recycling Guide project have not yet been developed.

Much discussion ensued about the many attributes of the Recycling Guide, the pros and cons of removing it from the phone book, and pursuing a web-based marketing approach.

Chairman Marengo called for public comments.

Susan Klassen suggested the inclusion of the tab in the phone book the first year the Recycling Guide is not included in the phone book. Calls to the eco-desk could be tracked to see if there is a dramatic increase in calls once the Recycling Guide is not included in the phone book.

Steve Barbose, Sonoma, moved to go forward with the web-based Recycling Guide, the inclusion of the tab in the AT&T phone book with the direction to the www.recyclenow.org website the first year the Recycling Guide is not included in the phone book, and with the Spanish outreach, with an evaluation of the effectiveness so it can be revisited. Marsha Sue Lustig, Cotati, seconded. Motion approved. Rohnert Park absent.

CONTINUATION OF ITEM #6.1 FY 09-10 WORK PLAN

Marsha Sue Lustig, Cotati, moved to approve the FY 09-10 Work Plan, Steve Barbose, Sonoma, seconded. Rohnert Park absent. Work Plan approved.

Gus Wolter left the meeting at 9:55 a.m. (ek)

HOUSEHOLD HAZARDOUS WASTE

7.1 HHW BUILDING ENCLOSURE EXPANSION PROJECT

Lisa Steinman recounted at the June 20, 2007 Agency Board meeting, the Board approved executing an Agreement with VBN Architects for the HHW Building Enclosure Expansion. The project drawings were submitted to PRMD for review and the outcome is the requirement for a new soils analysis report.

Three quotes for the geotechnical study were received. Staff reviewed the quotes and chose Taber, the lowest bidder, to conduct the soils report.

It is estimated by VBN Architects that the project will cost approximately \$240,000. In regards to funding the HHW Building Expansion Project, there is a possibility of using grant funds available through the California Integrated Waste Management Board (CIWMB). The HD 16 F grant, an infrastructure grant for satellite facilities, was awarded to the SCWMA. After consideration of disposal costs associated with additional facilities, the Board directed staff to contact the CIWMB grant manager and discuss using grant funds for the planned enclosure expansion of the existing HHW facility. The CIWMB grant manager indicated this use would better match the original scope of the grant and may be allowed if more information was provided by SCWMA staff.

Taber's fee estimate for the soils report analysis is not to exceed \$6,500.

Staff requests the Board's approval to accept Taber's quote and move forward with the soils report. In addition, staff requests approval to submit a new Scope of Work for the HD16 F grant to fund the HHW Building Enclosure Expansion Project.

Marsha Sue Lustig, Cotati, moved to approve the motion. Phil Demery, County of Sonoma, seconded. Cloverdale and Rohnert Park absent.

7.2 EPR VOLUNTARY TAKE-BACK UPDATE

Ms. Steinman explained 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 government to the manufacturers. At the June 18, 2008 SCWMA meeting, the Board directed staff to develop a Scope of Work for a voluntary take-back program where sellers of household batteries, mercury-containing lamps and thermostats would set up collection and recycling programs for these end-of-life products and pay for the associated costs. Staff applied for the 17th Cycle HHW Discretionary grant to help fund the voluntary EPR program and was not recommended for the HD 17 Grant funding. Staff provided Boardmembers with a list of the scores the SCWMA received by category.

At the January 21 meeting staff was directed to return to the February meeting with a summary of options available to move forward with a plan of action for the voluntary take-back program.

Staff anticipates the introduction of new EPR legislation at the State level. Bills for sharps, pharmaceuticals, fluorescent lamps, and paint which will all have EPR

components are in the works. In addition, an EPR Framework Bill has also been introduced. Staff will present an update to the Board at the March 2009 Agency meeting.

Staff recommends deferring development of a voluntary take-back program until such a time when future funding opportunities become available while continuing to monitor and support active statewide EPR legislation, observing other jurisdictions EPR related programs and continuing to seek out funding opportunities to support a take-back program.

Steve Barbose, Sonoma, moved to approve. Dell Tredinnick, Santa Rosa, seconded. Cloverdale and Rohnert Park absent.

9. BOARDMEMBER COMMENTS

Christa Johnson, Town of Windsor, said Agency staff is an incredible resource. She encouraged other jurisdictions to utilize Agency staff.

Phil Demery, County of Sonoma, commented that recycling follows the economy and the recyclable market is depressed right now. As a result if the recyclables can't be marketed there's a cost to process it or it gets landfilled.

Phil recommended that either staff or North Bay Corporation conduct a check-in on the amount of recyclable product collected versus how much is marketable.

Chairman Marengo welcomed new Boardmember Jack Griffin, City Manager of Sebastopol.

Chairman Marengo mentioned an editorial he saw in the San Jose Business Journal about plastic bag fees. An ordinance was proposed by Santa Clara County Waste Reduction Commission with each city in the county being asked to take an active position. He asked staff to return with comments.

10. STAFF COMMENTS

Janet Coleson, Agency Counsel, remarked that she brought an updated 2009 Brown Act guide which was available for Boardmembers.

Mr. Carter introduced Krysty Emery, who was visiting from the CIWMB Office of Local Assistance and Market Development.

Mr. Carter said staff is in the process of updating contact information with the State and volunteered to be an alternate representative for each of the Cities and the County so when the State sends out updates on waste issues he can ensure that the information gets to the Boardmembers.

Mr. Carter added that there is a Recycling Market Development Zone that the County of Sonoma is a participant of. The Economic Development Board/BEA is going to be the Zone Administrator for a low interest loan program from the state for businesses that encourage recycling.

Ms. Steinman said the next e-waste collection event is in Cloverdale on February 28th and March 1st. There will also be an event on March 28th and March 29th at the Wells Fargo Center. A list of the e-waste collection events for 2009 will be printed on the back cover of the 2009 Recycle Guide.

11. ADJOURNMENT

Meeting adjourned at 10:20 a.m.

Copies of the following were distributed and/or submitted at this meeting:

Letter from Cold Creek Compost dated 2/9/2009

Monthly Reports from Sonoma Compost Company for September, October, November 2008

2009 Brown Act Handbook

E-waste Recycling Event Flyer and Mail Insert

Respectfully submitted,
Elizabeth Koetke



Agenda Item #: 4.2
Cost Center: Education
Staff Contact: Carter
Agenda Date: 3/18/2009

ITEM: Environmental Preferable Purchasing

I. BACKGROUND

In the preparation of the FY 2008-09 Budget, SCWMA staff identified and included a project to develop and implement environmentally preferred purchasing policies throughout Sonoma County. SCWMA staff is limited by resources, so the decision was made and funds were budgeted for a consultant to research existing purchasing policies and develop a new environmentally preferred purchasing policy that could be adopted and implemented by all SCWMA member jurisdictions.

All grants from the California Integrated Waste Management Board require applicants to have adopted or reaffirmed environmentally preferred purchasing policies within the past five years.

Staff recommended and the Board directed staff to create a model environmentally preferable purchasing policy without utilizing consultant staff at the October 15, 2008 SCWMA Board of Directors meeting.

II. DISCUSSION

Staff met with the procurement staff of jurisdictions that had not recently updated their purchasing policies to ensure their concerns are addressed and their feedback incorporated into a draft purchasing policy. This policy takes these concerns – not overburdening staff and including vendors in the reporting process – into account. The policy incorporates Extended Producer Responsibility principles and encourages vendors to assist purchasing staff with reporting and program evaluation. A model vendor questionnaire was also developed and included for consideration.

III. FUNDING IMPACT

\$10,000 was included in the FY 2008-09 Budget for hiring a contractor and \$9,750 for staff time. Staff has completed the project without accessing the \$10,000 budget amount for contractor assistance.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff has already contacted and delivered the model policies and questionnaire to purchasing staff for their consideration. This transmittal is informational only. No action is requested.

V. ATTACHMENTS

Model Environmentally Preferable Purchasing Policy
Model Questionnaire

Approved by: 
Mollie Mangerich, Executive Director, SCWMA

Environmentally Preferable Purchasing Policy

PURPOSE

This policy is adopted in order to:

- Conserve natural resources, such as water, fuels, fiber, and minerals.
- Encourage waste stream diversions and reduced land filling of waste.
- Minimize environmental impacts, such as pollution and habitat destruction.
- Eliminate or reduce toxics that create hazards to workers, our community, and the environment.
- Support strong recycling markets, reduce [city/town/county] operating costs where possible, and reduce materials that are landfilled.
- Increase the use and availability of environmentally preferable products.
- Identify environmentally preferable products and distribution systems.
- Identify, encourage, and give recognition to manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services.
- Consider life cycle cost analysis when making purchasing decisions.

DEFINITIONS

1. “Bay Area Green Business Program” is a partnership of governments and businesses that certify the environmental performance of government agencies and businesses.
<http://www.abag.ca.gov/>
2. “Buyer” means anyone authorized to purchase or contract for purchases on behalf of the [city/town/county] and its subdivisions.
3. “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor, or other entity that has a contract with the City or serves in a subcontracting capacity with an entity having a contract with the City for the provision of goods or services.
4. “Energy Star” means the U.S. EPA’s energy efficiency product labeling program.
<http://www.energystar.gov/>
5. “Energy Efficient Product” means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.
6. “Extended Producer Responsibility” is a system in which producers share responsibility with consumers at the end of the product’s useful life. Examples include product take-

back and redesign of products for the elimination of toxic components or redesign of products for repair, refurbishment, or recycling.

7. “Forest Stewardship Council” is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups. <http://www.fscus.org/>
8. “Greenhouse Gases” occur naturally in the atmosphere, while others result from human activities. Naturally occurring greenhouse gases include water vapor, carbon dioxide, methane, nitrous oxide, and ozone. Certain human activities, however, add to the levels of most of these naturally occurring gases:
 - a. Carbon dioxide is released to the atmosphere when solid waste, fossil fuels (oil, natural gas, and coal), and wood and wood products are burned.
 - b. Methane is emitted during the production and transport of coal, natural gas, and oil. Methane emissions also result from the decomposition of organic wastes in municipal solid waste landfills, and the raising of livestock.
 - c. Nitrous oxide is emitted during agricultural and industrial activities, as well as during combustion of solid waste and fossil fuels.
 - d. Very powerful greenhouse gases that are not naturally occurring include hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF6), which are generated in a variety of industrial processes.
 - e. Each greenhouse gas differs in its ability to absorb heat in the atmosphere. HFCs and PFCs are the most heat-absorbent. Methane traps over 21 times more heat per molecule than carbon dioxide, and nitrous oxide absorbs 270 times more heat per molecule than carbon dioxide. Often estimates of greenhouse gas emissions are presented in units of millions of metric tons of carbon equivalent (MMTCE), which weighs each gas by its GWP value, or Global Warming Potential.
9. “Post-consumer Material” means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.
10. “Practical” and “Practicable” mean when feasible and compatible with local, state, and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time, based on life cycle costs.
11. “Pre-consumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-consumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another

manufacturing process.

12. “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and post-consumer material but does not include excess resources of the manufacturing process.
13. “Recycled Content” means the percentage of recovered material, including pre-consumer and post-consumer materials, in a product.
14. “Recycled Content Standard” means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as “recycled products.”
15. “Recycled Product” means a product that meets the [city/town/county]’s recycled content policy objectives for post-consumer and recovered material.
16. “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
17. “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting, or minor repairs.
18. “Source Reduction” refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable, and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced packaging.
19. “Water-Saving Products” are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

POLICY

It is the policy of the [jurisdiction] to:

- Select environmentally preferable products and services that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or chlorine-free manufacturing processes, are lead-free and mercury-free, and reduce greenhouse gas emissions, when feasible.
- Promote product efficiency and effectiveness.
- Purchase products and services that minimize environmental impacts, toxics, pollution, waste, and hazards to worker and community safety to the greatest extent practicable.

- Encourage and support standardization and consider life cycle costs when making purchases for the [city/town/county].
- Encourage product redesign and producer take back to reduce waste and toxicity.
- Encourage diversion to the waste stream through beneficial reuse.

PROCEDURE

- The health and safety of workers and citizens is of utmost importance and takes precedence over all other policies.
- Nothing contained in this policy shall be construed as requiring a department, purchaser, or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.
- Nothing contained in this policy shall be construed as requiring the [city/town/county], department, purchaser, or contractor to take any action that conflicts with local, state, or federal requirements.

SPECIFICATIONS

1. Source Reduction

- 1.1 The [city/town/county] shall purchase remanufactured and recycled products whenever practicable, but without reducing safety, quality, or effectiveness.
- 1.2 The [city/town/county] shall require equipment purchased after the adoption of this policy to be compatible with source reduction targets as referred to in this policy, when practicable.
- 1.3 Products that are durable, long lasting, reusable, or refillable are preferred whenever feasible.
- 1.4 Packaging that is reusable, recyclable, or able to be composted is preferred, when suitable uses and programs exist.

2. Recycled Content Products

- 2.1 Equipment bought or leased shall be designed for use with recycled content products, where applicable.
- 2.2 In accordance with California Public Contract Code, Sec. 10409, the [city/town/county] shall purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.

- 2.3 When specifying asphalt concrete, aggregate base, or Portland cement concrete for road and other construction projects, the [city/town/county] shall use recycled, reusable, or reground materials, when practicable.
- 2.4 Allow, as a general rule, the procurement of a product with a recycled or recyclable content over a virgin product if the price is within 2.5% of the virgin product, when products are equivalent.
3. Energy Savings
- 3.1 Where applicable, energy-efficient equipment shall be purchased with the most up-to-date, economically feasible and proven energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and cooling systems.
- 3.2 When practicable, the [city/town/county] shall replace inefficient lighting with energy-efficient equipment.
4. Water Savings
- 4.1 The [city/town/county] shall purchase water-saving products, whenever practicable.
5. Landscaping
- 5.1 All landscape renovations, construction, and maintenance by the [city/town/county], including workers and contractors providing landscaping services for the [city/town/county], shall employ sustainable landscape management techniques for design, construction, and maintenance whenever possible.
- 5.2 Plants should be selected to minimize water waste and increase survivability by choosing species that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred. Invasive species shall be avoided.
- 5.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios, and driveways, when practical and considering the Americans with Disabilities Act (ADA), and other code or compliant issues.
6. Toxics Reduction and Pollution Prevention
- 6.1 When maintaining buildings, the [city/town/county] shall use products with the

lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or formaldehyde free when purchasing materials such as paint, carpeting, adhesives, furniture, and casework where practicable.

- 6.2 The [city/town/county] shall purchase products and equipment with no lead or mercury whenever possible.
- 6.3 When purchases of toxic chemicals are unavoidable, the [city/town/county] shall consider the vendor's adherence to Extended Producer Responsibility/producer take back principles in product and vendor selection.
- 6.4 When purchasing or replacing vehicles, the [city/town/county] shall consider fuel efficient and decreased emission alternatives, such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available, and as they meet the [city/town/county]'s work needs.
- 6.5 Vehicle fuels made from renewable energy sources, such as non-wood, plant-based contents (e.g. vegetable oils), are encouraged whenever practicable and where approved by State air pollution control bodies and the Original Equipment Manufacturer (OEM).

7. Forest Conservation

- 7.1 To the greatest extent practicable, the [city/town/county] shall not procure wood products such as lumber that originates from forests harvested in an environmentally unsustainable manner. When possible, the [city/town/county] shall give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to those of the Forest Stewardship Council (FSC) certification.

IMPLEMENTATION

1. The [city/town/county] Manager or their designee shall implement this policy in coordination with other appropriate [city/town/county] personnel.
2. Successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and post-consumer material in their products, even when such percentages are zero.
3. Upon request, [city/town/county] employees making the selection from competitive bids shall be able to provide justification for product choices that do not meet the Environmentally Preferable Purchasing criteria in this policy.
4. Purchasers are encouraged to include businesses certified by the Bay Area Green

Business Program in requests for products and services.

5. Vendors, contractors, and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the [city/town/county], where practicable.
6. The [city/town/county] shall conduct an education program on Environmentally Preferable Purchasing for appropriate [city/town/county] employees and vendors.

PROGRAM EVALUATION

1. The [city/town/county] shall evaluate the success of this policy's implementation on an annual basis. To the extent possible, vendors shall be required to submit reports detailing Environmentally Preferable Purchasing services provided. Where applicable, the vendor reporting requirement shall be included in the procurement documents (e.g. Request for Proposals and Request for Bids)

Environmentally Preferable Purchasing – Vendor Survey

[Jurisdiction]'s goal is to expand the purchase and use of environmentally preferable products. In order to meet that goal we are requesting that suppliers complete this form and return it with your bid. Please attach additional sheets, as necessary.

1. Specify the minimum percentage of Post Consumer Material in products offered, even if the percentages are zero (Cal. Code Sec. 12169, 12213).

_____ % Post Consumer

In addition to recycled content, state any additional environmentally preferable credentials of the product (e.g. chlorine-free, agricultural bio-based, FSC-certified, Energy Star).

2. Describe your company's policies which reduce packaging waste and encourage taking packaging back for reuse or recycling.
3. Describe your company's policies regarding taking products back at the end of their useful life for repair, reuse, refurbishment, or recycling.
4. If this bid involves asphalt concrete, aggregate base, or Portland cement concrete, please state the percentage of fly ash or other recycled content specified.
5. Are any of the chemicals associated with this project carcinogenic, mutagenic, or teratogenic? If so, please explain why their use is required for this project.
6. Does your company propose to use any CFC containing chemicals on this project?
7. Are the surfactants and/or detergents proposed for this project biodegradable? Phosphate-free?
8. Has your business been certified with the Association of Bay Area Governments' Green Business Program?

9. The Purchasing Agent is given authority to specify recycled products for direct preferential purchase if the cost differential is not greater than X percent or as otherwise provided for in State statute.

A bidder offering recycled product(s) must indicate the following:

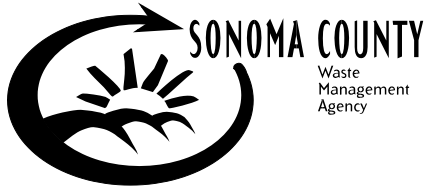
- (a) Item or items manufactured from recycled materials.
- (b) Minimum percentage of recovered or post consumer recovered materials.

Does the product offered qualify for the X% cost differential?

Yes No

10. Is your company prepared to report the quantity and weight of the products sold to the County, both "green" and otherwise?

Yes No



Agenda Item #: 4.3
Cost Center: Yard debris
Staff Contact: Chilcott
Agenda Date: 3/18/2009

ITEM: Post-campaign summary: Veggies Recycling Campaign 2008

I. BACKGROUND

On October 2006, the Sonoma County Board of Supervisors approved the addition of vegetative food waste to the list of materials accepted with the municipal curbside yard debris program. The 2006/07 Waste Characterization Study showed that 21% of the overall waste stream is food waste. In response, the Agency made “Veggies Recycling” targeting residential garbage customers its educational focus for 2007 and 2008. The idea was to encourage residents to place their veggie scraps in their yard debris cart for the municipal composting program.

At the February 20, 2008 Board meeting, staff reported in a memo to Boardmembers on the 2007 marketing efforts which favored mass media efforts (utility bill inserts, garbage company newsletters and newspaper ads). The 2008 marketing efforts included some mass media, but favored a more community-based social marketing outreach approach (fairs/events) reaching English and Spanish speaking audiences. This staff report summarizes the activities that took place in 2008.

II. DISCUSSION

Fairs/events:

Overall, the Agency completed 88 event days in 2008. Some events such as Farmer’s Markets were one-day events; the Sonoma County Fair has a two-week duration. Events were selected based on attendance by locals, thus avoiding touristy food and wine venues. Fairs with free admission such as Farmer’s Markets and Downtown Markets/Fairs provided the best audience for our educational message. To assist staff with this ambitious events schedule, it was necessary to hire two undergraduate interns, Mary Romes and Sharon Templeton, through the County’s internship program. For events with a Spanish-speaking audience, staffing was

Figure 1: Sonoma County Fair 2008



Figure 2: Veggies table-top display



organized by C2 Alternative Services under the Agency's Spanish Language Outreach contract. Interestingly, based on Veggie pail donation money collected, the Hand Car Regatta at Railroad Square in Santa Rosa on Sept. 28, 2008 was the Agency's most successful event.

Depending on the duration and event type, two types of displays were created: 1) Display for a 10'x10' exhibit space (Figure 1); 2) Table-top display (Figure 2).

Kitchen pail distribution:

To help reinforce the veggie recycling concept, kitchen veggie collection/transfer pails were

purchased. These pails, manufactured by a Canadian company, Norseman Plastics, were made with 30-50% post-consumer recycled plastic. At first storage space constraints limited purchases to 520 at a time. In 2008, anticipating an expanded events schedule and wanting to realize a bulk-purchase cost savings, 2,600 kitchen pails were purchased with Beverage Container Grant money. Temporary

Date purchased	Quantity	Cost
6/15/07	520	\$2,827.20 (paid for from the Agency's Yard Debris cost center)
9/20/07	520	\$2,527.20 (paid for from the Agency's Yard Debris cost center)
3/19/08	1,560	\$8,002.80 (paid for from the Agency's Yard Debris cost center)
5/20/08	2,600	\$12,074 (paid for with Department of Conservation (DOC) Beverage container grant money)

storage for the containers was accommodated by a third-party local moving and storage company. To help the public understand how to use the pail, a sticker and handout was distributed. To help ensure that the containers were used for their intended purpose, a \$2/pail donation was requested. In 2007, 1,300 pails were distributed; in 2008, 4,160 pails were distributed. About 300 pails have been distributed by Sonoma Compost Company.

Utility bill inserts:

In 2007, 86,457 utility bill inserts were distributed in Cotati, Santa Rosa, Rohnert Park, Petaluma, Healdsburg and Windsor. To compensate for the areas that didn't previously receive inserts, in 2008 30,817 utility bill/garbage company billing inserts were distributed to the following:

- Cloverdale
- Sebastopol
- Sonoma
- Unincorporated area (customers of West Sonoma County Disposal and Redwood Empire Disposal)
- North Bay Corporation's staff at events and through their new customer packets (2,000 fliers were distributed)
- Friedman's Home Improvement and Sebastopol Hardware at Customer Service counters and through customer billings (1,000 fliers were distributed)

Figure 3: Utility bill insert artwork



Campaign fliers:

In 2008, 3,000 fliers letter-sized bi-lingual (English and Spanish) fliers were printed. These fliers are still being distributed.

Garbage company newsletters and web site:

Local garbage companies have been very supportive in advertising the Veggies campaign. In 2008, campaign graphics and articles appeared in North Bay Corporation customer newsletters and on their web site at www.unicycler.com. In addition, Green Waste Recovery and Sonoma Garbage Collectors included information in their newsletters.

Windsor veggies only sticker:

As a special promotion to the Town of Windsor residential customers, Windsor Refuse and Recycling printed and distributed stickers intended to be placed on curbside yard debris carts. To achieve campaign graphic consistency, Agency staff designed the artwork for these stickers.

Figure 4: Sticker artwork for the Town of Windsor



Agency's web site:

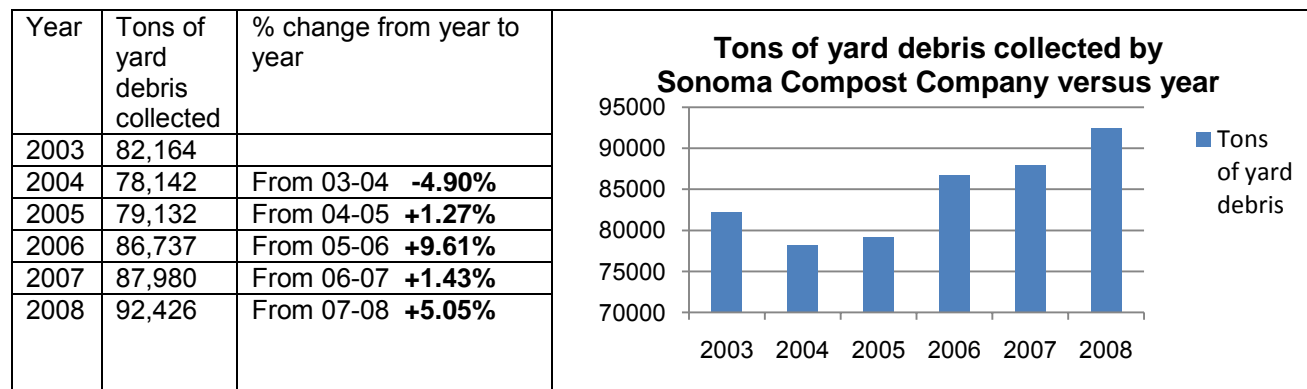
Veggies recycling campaign information has been available for download from the Agency's website at www.recyclenow.org since fall 2007.

Spanish outreach:

For Spanish language outreach, the Agency contracts with C2 Alternative Services using the services of Hugo Mata. For Spanish-language events, the 6-foot table veggies table-top display was translated. In addition, the Veggies recycling message was included on monthly radio interviews on Radio Lazer and KBBF radio throughout the year.

Diversion of yard debris and vegetative food waste:

Tons of vegetative food waste from the residential curbside collection program is not tracked as the food waste gets mixed with yard debris. The tons of overall yard debris are tracked and show that there was a significant increase of 5.05% (or 4,446 tons) in program participation from 2007 to 2008.



The 9.61% tonnage increase from 2005 to 2006 is likely the result of countywide implementation of residential weekly curbside yard debris collection. The increased public awareness of the municipal composting program as a result of the "Veggies recycling" campaign may be responsible for the increased tons of municipal yard debris collected from 2007 to 2008. Another contributing factor that could also be related to the campaign may be commercial self-haul as Sonoma Compost Company reports that in 2008 there was an increase of vegetative food waste material coming from catering businesses.

What's new in 2009:

Pilot all-food residential collection in Sebastopol--Sonoma Compost Company, the Sonoma County Department of Environmental Health Services, the City of Sebastopol, North Bay Corporation and the Sonoma County Waste Management Agency are in the process of implementing in an all-food (vegetative, as well as meat and dairy) curbside residential pilot program in 2009. Agency staff's role is to assist with targeted education for this new program.

No compostable plastics education—Agency staff is assisting Sonoma Compost Company in outreach regarding why compostable plastics (i.e., plastic bags, clear cups, utensils and compostable garden pots) contaminate municipal yard debris, as well as curbside and grocery store plastic bag collection programs.

III. FUNDING IMPACT

This campaign was funded primarily from the Yard Debris cost center 799213-6400 in FY 07/08 and FY 08/09.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

This transmittal is for informational purposes only. No action is requested of the Board.

V. ATTACHMENTS

2008 Events list

Approved by: 
Mollie Mangerich, Executive Director, SCWMA

Attachment A: Events completed for the 2008 Veggies Campaign

Theme	Day	Date	City/area	Fair
JANUARY 2008				
Veggies	Wed	Jan 23	Rohnert Park	State of the County Department Showcase
FEBRUARY 2008				
Veggies	Mon	Feb 11	Windsor	Windsor Business Expo
Veggies	Fri, Sat, Sun, Mon	Feb15-19	Cloverdale	Cloverdale Citrus Fair
Veggies	Fri	Feb 29	Santa Rosa	Business Environmental Alliance EDB
MARCH 2008				
Veggies	Thurs	March 20	Sonoma	Sonoma Valley Chamber of Commerce Business Expo
Veggies	Sat	March 29	Windsor	Windsor Green on the Green
APRIL 2008				
SPANISH Veggies	Sat	April 5	Santa Rosa	Cesar Chavez Health Fair
Veggies	Sat	April 12	Santa Rosa	Santa Rosa Farmer's Market
Veggies	Mon	April 14	Santa Rosa	Redwood Credit Union
Veggies	Sat	April 19	Rohnert Park	Rohnert Park Green Day
Veggies	Sun	April 20	Windsor	Earth Day Celebration
Veggies	Sun	April 20	Sonoma	Kid's Earth Day event
Veggies	Thurs	April 24	Santa Rosa	Agilent Earth Day event
Veggies	Sat	April 26	Petaluma	Butter and Eggs Parade
SPANISH Used oil	Sun	April 27	Santa Rosa	Dia Del Nino
Veggies	Sat Sun	April 26 April 27	Sebastopol	Apple Blossom Festival
MAY 2008				
Veggies	Fri	May 2	Rohnert Park	Sustainable Enterprise Conference
Veggies	Sat	May 3	Santa Rosa	Clean Sweep, Safety Fair & Community Volunteer Festival
SPANISH Veggies	Mon	May 5	Roseland	Cinco de Mayo
Veggies	Tues	May 6	Santa Rosa	Santa Rosa Chamber of Commerce Business Expo
Veggies	Wed	May 7	Santa Rosa	County of Sonoma Public Service Employee Recognition Week
Veggies	Thurs	May 8	Santa Rosa	County of Sonoma Public Service Employee Recognition Week
Veggies	Sun	May 18	Santa Rosa	Rose Parade
Veggies	Wed	May 21	Santa Rosa	Wed. night market
Veggies	Wed.	May 28	Santa Rosa	Wed. night market
Veggies	Sat.	May 31	Healdsburg	Healdsburg Farmer's Market
JUNE 2008				
Veggies	Wed	June 4	Santa Rosa	Wed. night market

Attachment A: Events completed for the 2008 Veggies Campaign

Veggies	Thurs	June 5	Windsor	Windsor Concert Series
Veggies	Sat	June 7	Sebastopol	Sebastopol Hardware
Veggies	Tues	June 10	Sonoma	Tues night market
Veggies	Wed	June 11	Santa Rosa	Wed. night market
Veggies	Thurs	June 12	Rohnert Park	State Farm Insurance Co.
Veggies	Thurs	June 19	Cotati	Cotati Farmer's Markets
Veggies	Fri	June 20	Occidental	Occidental Farmer's Market
Veggies	Sat	June 21	Santa Rosa	Santa Rosa Farmer's Market
Veggies	Tues	June 24	Santa Rosa	Santa Rosa Biz Expo
Veggies	Wed	June 25	Petaluma	Petaluma Farmers Market
Veggies	Thurs	June 26	Cotati	Cotati Farmer's Markets
Veggies	Sat	June 28	Santa Rosa	Santa Rosa Farmer's Market
JULY 2008				
Veggies	Wed	July 2	Petaluma	Petaluma Farmers Market
Veggies	Sat	July 5	Santa Rosa	Santa Rosa Farmer's Market
Veggies	Sun	July 6	Windsor	Windsor Farmers Market
Veggies	Sat	July 12	Santa Rosa	Santa Rosa Farmer's Market
Veggies	Sun	July 13	Windsor	Windsor Farmers Market
Veggies	Thurs	July 17	Cotati	Cotati Farmer's Markets--Eco Fair theme
Veggies	Sat	July 19	Petaluma	Petaluma Farmer's Market
Veggies	Sun	July 20	Windsor	Windsor Farmer's Market
Veggies	Tue	July 22	Santa Rosa	Sonoma County Fair
	Wed	July 23	Santa Rosa	Sonoma County Fair
	Thurs	July 24	Santa Rosa	Sonoma County Fair
	Fri	July 25	Santa Rosa	Sonoma County Fair
	Sat	July 26	Santa Rosa	Sonoma County Fair
	Sun	July 27	Santa Rosa	Sonoma County Fair
	Mon	July 28	Santa Rosa	Sonoma County Fair
	Tues	July 29	Santa Rosa	Sonoma County Fair
	Wed	July 30	Santa Rosa	Sonoma County Fair
	Thurs	July 31	Santa Rosa	Sonoma County Fair
Veggies	Sun	July 27	Kenwood	PLANET PARTY!-Wine Country Film Festival
AUGUST 2008				
Veggies	Wed	Aug 6	Santa Rosa	Wed. night market
Veggies	Wed	Aug 13	Santa Rosa	Wed. night market
Veggies	Sat	Aug 16	Petaluma	Petaluma Farmer's Market
Veggies	Sun	Aug 17	Windsor	Windsor Farmer's Market
Veggies	Wed	Aug 20	Santa Rosa	Wed. night market Climate Protection Campaign
Spanish Eco-Desk	Sun	Aug 24	Santa Rosa	Salamander Family Festival
Veggies	Wed	Aug 27	Santa Rosa	Wed. night market
Veggies	Sat	Aug 30	Healdsburg	Healdsburg Farmer's Market

Attachment A: Events completed for the 2008 Veggies Campaign

SEPTEMBER 2008				
Veggies	Sat	Sep 6	Santa Rosa	Recycling Roundup event
Veggies	Sun	Sep 7	Sebastopol	Sebastopol Farmers Market
Veggies	Tues	Sep 9	Sonoma	Tues night market
Veggies	Fri	Sep 12	Occidental	Occidental Farmer's Market
Veggies	Sun	Sep 14	Sebastopol	Farmers Market
Spanish Eco-Desk	Sat	Sept 27	Santa Rosa	Southwest Community Health and Wellness Festival
Veggies	Sun	Sept 28	Santa Rosa	Hand car Regatta Exposition at Old Railroad square
OCTOBER 2008				
Veggies	Sat	Oct 4	Santa Rosa	Harvest Fair
Veggies	Sun	Oct 5	Santa Rosa	Harvest Fair
Veggies	Thurs	Oct. 9	Santa Rosa	Green Expo sponsored by the North Bay Business Journal
Veggies	Thurs	Oct. 9	Sebastopol	Business Commerce Event
Veggies	Sat	Oct 11	Rohnert Park	Building dedication
Spanish Eco-Desk	Sun	Oct. 12	Windsor	Bi-National Health Fair
Veggies	Thurs	Oct. 16	Petaluma	Petaluma Business Chamber of Commerce event
Veggies	Thurs	Oct 16	Santa Rosa	Ice Cream Social for County employees
Spanish Eco-Desk	Sun	Oct 26	Bayer Farm Event	LandPaths, Roseland
NOVEMBER 2008				
Spanish Eco-Desk	Sun	Nov 2	Santa Rosa	End of Harvest Fair
DECEMBER 2008				
Veggies	Wed.	Dec. 3	Sonoma	Spirit of Green event Parkpoint Health Club



Agenda Item #: 4.4
Cost Center: Diversion
Staff Contact: Carter
Agenda Date: 3/18/2009

ITEM: Carryout Bag Update

I. BACKGROUND

The SCWMA Board of Directors requested staff to provide updates at each SCWMA meeting subsequent to the March 2008 meeting. Staff researches new developments in California and out-of-state legislation regarding paper and plastic carryout bags.

II. DISCUSSION

Santa Clara County's Waste Recycling and Reduction Commission created an ordinance which would assess a fee on carryout bags - paper and plastic. The ordinance would apply countywide, so each individual jurisdiction was asked to provide feedback on the proposed ordinance. The Santa Clara County Waste Recycling and Reduction Commission met on February 25, 2009 to discuss the issue, but staff did not receive a response from Santa Clara County staff by the time of transmittal preparation.

The Colorado¹ Senate Bill 156, under consideration in the legislature, would ban plastic carryout bags on July 1, 2012 in retail establishments larger than 10,000 square feet and at least \$1,000,000 in gross sales. The bill would impose a \$0.06 fee on said retail establishments beginning September 1, 2009.

The Hawaii State Legislature is considering three bills regarding carryout bags. SB 244² would require retailers to provide customers a refund or store credit of no less than "five cents per plastic shopping bag not used for bagging the purchased goods or other tangible product or products." SB 245³ would require stores establish an at-store plastic carryout bag recycling program and banning the free distribution of plastic carryout bags on January 1, 2011. SB 584 would, on January 1, 2011 provide that no "retail establishment located or doing business in the State shall give, provide, or make available plastic shopping bags to consumers." SB 584 would exempt biodegradable bags from such a ban.

Council members in Washington DC⁴ will consider the Anacostia River Clean Up and Protection Act of 2009. This act would ban non-recyclable plastic bags and impose a \$0.05 "fee on all other disposable carryout bags provided by grocery stores, drug stores, liquor stores, restaurants, and food vendors." Paper and recyclable plastic bags would be subject to this fee. This act does not include provisions regarding compostable or biodegradable bags.

Bill LD 367⁵, under consideration in the Maine State Legislature, would apply a \$0.10 fee on each plastic bag distributed to a customer. At the time of transmittal preparation, the bill does not exempt any type of retail establishment or customer type from the fee.

¹ http://www.leg.state.co.us/CLICS/CLICS2009A/csl.nsf/fsbillcont3/B6B0F5473A8D938487257547005DF7F8?Open&file=156_01.pdf, retrieved 2/23/2009

² http://www.capitol.hawaii.gov/session2009/bills/SB244_.pdf, retrieved 2/23/2009

³ http://www.capitol.hawaii.gov/session2009/bills/SB245_.pdf, retrieved 2/23/2009

⁴ <http://www.dccouncil.washington.dc.us/images/00001/20090218163015.pdf>, retrieved 2/23/2009

⁵ <http://janus.state.me.us/legis/LawMakerWeb/externalsiteframe.asp?ID=280030907&LD=367&Type=1&SessionID=8>, retrieved 2/23/2009

Bill HB5215⁶ in the Connecticut State Legislature would impose a \$0.05 fee on each plastic bag provided by a retail store in the state. At the time of transmittal preparation, the bill does not exempt any type of retail establishment or customer type from the fee.

A Superior Court judge ruled against the City of Manhattan Beach ban of plastic carryout bags⁷, citing the need for an Environmental Impact Report to study the effects of such a ban. The plaintiffs of the suit contended the banning of plastic bags would result in the increased use of paper bags which they argued would have a negative environmental impact. It is unclear what course of action the City of Manhattan Beach will take on this issue.

III. FUNDING IMPACT

There are no funding impacts resulting from this transmittal.

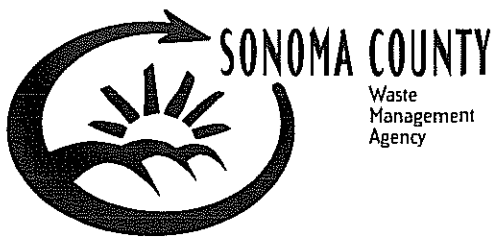
IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

This transmittal is for informational purposes only. There is no requested action.

Approved by: 
Mollie Mangerich, Executive Director, SCWMA

⁶ <http://www.cga.ct.gov/2009/TOB/H/2009HB-05215-R00-HB.htm>, retrieved 2/23/2009

⁷ http://www.dailybreeze.com/ci_11750575, retrieved 2/23/2009



Agenda Item #: 5.1
Cost Center: All
Staff Contact: Mangerich
Agenda Date: 3/18/2009

ITEM: Approval of the FY 09-10 Draft 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

FY 09-10 Budget: Significant Elements

There are six significant elements impacting the FY 09-10 budget:

1. An estimated 13% decrease in tonnage of municipal solid waste is projected coming to the County system for disposal. The decrease is from an estimated 310,000 tons in FY 08-09 to an estimated 270,000 tons for FY 09-10. A revenue reduction of over \$200,000 will impact the FY 09-10 Surcharge fee-based programs (HHW, Education, Planning, Diversion)
2. Administration Costs increased 24 % (\$139,570) primarily due to changes in the County's compensation and medical benefits package for active employees and retirees (current and future).
3. Legal Expenses increased 26% based on actual expenses for FY 08-09 as well as an additional \$10,000 budgeted in FY 09-10 for potential development and implementing of a sustainable Agency Program Fee
4. Accounting Services increased 78% (\$4,540) because the Accounting Department will now be producing the financial statements for the Agency due to expanded services available through them and greater efficiency in both production and timeliness of the reports. This expense increase is somewhat offset by a decrease (\$1,000) in Auditing Services, the department who had previously produced these statements. This change has statutory support.
5. A significant decrease in expenses (\$16,429) is projected for Small Tools primarily attributed to reductions in estimated service and equipment costs provided by the Sonoma County Information Services Department.
6. A significant decrease in revenue (approximately \$90,000) is projected for Interest on Pooled Cash reflecting a reduced interest rate provided by the Auditor-Controller Department.

Wood Waste Cost Center

Revenues

Revenues for the FY09-10 Wood Waste cost center are based on 8,000 tons of incoming material per year or 22 tons per day, forecast from actual tonnages for the most recent twelve months. This quantity is a decrease from the prior year amount of 10,000 tons.

Revenues from wood waste tipping fees collected at County disposal sites are dedicated toward the operation of the Wood Waste Cost Center. The Wood Waste tipping fee includes funding for the transportation of the material from the transfer stations and the

processing and marketing of the material by Sonoma Compost Company at the Central Disposal Site. The Wood Waste tipping fee is proposed to not increase for FY 09-10

Another revenue source for this Cost Center is Sale of Material, which is a revenue sharing agreement with Sonoma Compost Company. The projected revenue from this arrangement for wood waste is \$10,000 for FY 09-10, based on the continued decline in sales of wood products

Donations/Reimbursement will remain at \$5,000, which is the contribution from Sonoma Compost Company offsetting the transfer station hauling expense per their contract.

Expenses

The Wood Waste Cost Center will have an OT-Within Enterprise transfer of \$81,519 (of which \$57,550 is from prior fiscal year) to be deposited in the Organics Reserve account.

Contract Services, which includes the processing contract with Sonoma Compost Company and the hauling fee paid to West Sonoma County Transfer, Inc. for wood waste transported from the transfer stations to the Composting Facility located at the Central Disposal Site, is forecast to decrease due to the projection of less wood waste material coming to the composting facility. An inflator to the rates for the processing and the transportation per the contract was included in the calculations. When combined with the decreased administrative costs and reduced wood waste tonnage requiring processing, the projected net impact on Operational Expenditures is a decrease of \$96,619.

Yard Debris Cost Center

Revenues

Revenues for the Yard Debris cost center are based on 87,000 tons per year or 242 tons per day, forecast from the actual tonnages from the previous twelve months. This quantity is an increase from the prior year budget amount of 86,000 tons.

Revenues from yard debris tipping fees collected at County disposal sites are dedicated toward the operation of the Yard Debris Cost Center, with any revenue in excess of operational expenses transferred to the Organics Program Reserve. The Yard Debris tipping fee provides funding for the transportation of the material from the transfer stations, processing and marketing of the material by Sonoma Compost Company at the Central Disposal Site, and public outreach efforts. The Yard Debris tipping fee is proposed to not increase for FY 09-10.

Another revenue source for this Cost Center is Sale of Material, which is a revenue sharing component of the Agreement with Sonoma Compost Company. The projected revenue from this arrangement for yard debris is \$85,000 for FY 09-10, the same as FY 08-09.

Donations/Reimbursement will remain at \$5,000, which is the contribution from Sonoma Compost Company offsetting the transfer station hauling expense per their contract.

Expenses

The largest expenditure for Yard Debris Cost Center is found within Contract Services which includes the composting contract with Sonoma Compost Company and the hauling fee paid to West Sonoma County Transfer, Inc. for yard debris transported from the transfer stations to the Composting Facility at the Central Disposal Site. A slight increase is projected in FY 09-10 due to increased materials entering compost facility.

Total Operational Expenditures are projected to slightly decrease from previous year due primarily to the conclusion of educational/consultant costs associated with the "compost your veggies" promotion.

Contribution to Organic Program Reserve

The FY 08-09 Yard Debris Cost Center budget will have an estimated net surplus of \$404,725 to be transferred to the Organics Program Reserve in FY 09-10. There is also \$1,005,288 in undesignated funds from prior year (FY 08-09) budgeted for transfer to the Organics Program Reserve for a total of \$1,410,013 contribution from the Yard Debris Cost Center.

Surcharge on Solid Waste Tip Fee: Cost Centers Summary

The majority of Agency programs are funded by the surcharge placed on the solid waste tip fee. The current surcharge is \$5.40/ton. In the FY 09-10 Budget, there is no requested increase in the surcharge placed on the solid waste tipping fee. As detailed below, the 13% reduction in solid waste tonnage (270,000 tons in FY 09-10 from 310,000 tons in FY 08-09) translates into less available revenue for surcharge-funded programs. The total proposed FY 09-10 tipping fee surcharge revenue is \$1,458,000.

Household Hazardous Waste Cost Center

Revenues

The tipping fee revenue request of \$1,057,050 for Household Hazardous Waste represents 72.5% of the surcharge-based funding projected to be available in FY 09-10

Other revenues for the HHW Cost Center include Donations/Reimbursements, \$354,861, which is comprised of \$113,561, a portion of the anticipated amended agreement for services with Petaluma and \$241,300 from the e-waste collection program (based on actual revenues for the previous twelve months).

State-Other revenues include \$163,873 (estimated) from the CIWMB used oil block grant and E-waste events.

Overall, revenues for the HHW Cost Center are anticipated to decrease by 16%

Expenses

Contract Services, \$1,221,135, is the largest expense category within the HHW Cost Center. The budgeted expense for the Clean Harbors contract is \$1,136,135, based on the actual costs experienced during the most recent twelve months. Other Contract Services are \$78,000 for West Coast Metals to transfer e-waste from the transfer stations to the Central Disposal Site, \$4,000 for membership California Product Stewardship Council and \$3,000 for Extended Producer Responsibility.

Other major expenses are:

Professional Services, \$79,520, which are funded with state grants (Used Oil and E-waste).

Administration Costs, \$168,314, which are identified in the FY 09-10 Work Plan.

Rental Bldg/Improvements, \$23,000, which is the annual payment to the County for use of the HHW facility.

Overall, expenses for the HHW cost center are anticipated to decrease by 22%.

Contribution to HHW Operating Reserve

Based on the assumptions and forecasts noted above, the contributions to the appropriate reserves are proposed to be \$672,244. The prior year (FY 08-09) contribution will be \$607,015 and the current year (FY 09-10) contribution is proposed to be \$58,562. These contributions will be made to the HHW Facility Reserve Fund. As per Board policy, the \$6,667 contribution will be made to the HHW Closure Reserve Fund. This leaves \$154,554 (10% of operating expenses) in the HHW Cost Center for cash flow purposes.

Education Cost Center

Revenues

The surcharge on tipping fee revenue request of \$320,760 for the Education Cost Center represents 22% of the total surcharge tipping fee revenues.

Other revenues include State-Other (grant) of \$11,000; and Donations/Reimbursements, \$46,276, a portion of the anticipated amended agreement for services with Petaluma (\$36,276 and \$10,000 anticipated from the sales of the Guide tab ads usually purchased by Agency contractors).

Overall, revenues for the Education Cost Center are expected to decrease by 11%.

Contract Services expenses include:

Recycling Guide Printing and Distribution	\$30,000
Spanish Language Outreach	\$9,000
Tab for Guide	\$18,900
Website Updates	\$15,000
SonoMax	\$4,200
Business Environmental Alliance (EDB)	\$5,000
Fairs	\$6,000
Spanish Recycling Guide	<u>\$10,000</u>
	\$98,100

Other expenditures include:

Administration Costs, \$213,203, which is staff time allocated per the FY 09-10 Work Plan.

Professional Services, \$11,000, are expenses for publicity for the SonoMax (grant funded).

Contribution to Contingency Reserve

There will be no contribution to the Contingency Reserve for FY 09-10.

Overall, the expenditures for the Education Cost Center are anticipated to decrease 13%.

Diversion Cost Center

Revenues

The surcharge on tipping fee revenue request of \$29,160 for Diversion represents 2% of the total surcharge tipping fee revenues.

State-Other revenues are anticipated to be \$132,000 which is grant funding from the Department of Conservation (DOC) to be used for beverage container recycling projects.

Other revenues include Donations/Reimbursements, an anticipated \$3,154, a portion of the amended agreement for services with Petaluma.

Overall, revenues for the Diversion cost center are projected to decrease 7%.

Expenses

Professional Services, \$113,547 are expenditures for the beverage container recycling program, which is DOC grant funded.

Administration Costs, \$37,232, is staff time allocated per the FY 09-10 Work Plan.

Contribution to Contingency Reserve

OT-Within Enterprise will be \$26,230 (\$22,800 is from prior year and \$3,430 from FY 09-10), which will be a contribution to the Contingency Reserve in FY 09-10. This will leave a balance of \$16,128 (10% of operating expenses) in the Contingency Cost Center for cash flow purposes.

Overall, expenditures for the Diversion Cost Center are anticipated to decrease 9%.

Planning Cost Center

Revenues

The surcharge on tipping fee revenue request of \$51,030 for Planning represents 3.5% of the total surcharge tipping fee revenues.

Other revenues include Donations/Reimbursements, an anticipated \$4,732, which is a portion of the revenue from an anticipated amended agreement for services with Petaluma.

Overall, revenues for the Planning Cost Center are projected to increase by 2%.

Expenses

Administration Costs, \$39,877 is staff time allocated per the FY 09-10 Work Plan.

Contribution to Contingency Reserve

OT-Within Enterprise, the contribution to the Contingency Reserve, is projected to be \$53,854 (\$52,802 from prior year and \$1,052 from FY 09-10). This leaves \$5,530 (10% of operating expenses) in the Planning Cost Center for cash flow purposes.

Overall, expenditures for the Planning Cost Center are anticipated to increase less than 1%.

Board Approved Reserve Policies

Organics Reserve All fund balances from the Agency's wood waste and yard debris programs are deposited into the Organics Reserve at the end of each fiscal year. These funds are to be used for the purchase of a new organics composting site or other related purposes as determined by the Board. It is anticipated that the balance at the end of FY 09-10 will be \$4,423,038. This includes expenditures for the site purchase process (consultant, staff, engineering, legal and audit), but not the actual purchase of the property.

HHW Closure Reserve is required by State regulations, which do not specify an amount of closure funds. The original policy was to have accumulated \$100,000 by FY 2016-17. This policy was amended by the Board in May 2008 to accumulate \$62,000 based on a survey of other similar facilities. It is anticipated that the balance at the end of FY 09-10 will be \$66,547.

HHW Facility Reserve has a funding goal of 50% of the annual HHW program operating expense. Using this goal, the necessary reserve for FY 09-10 would be \$766,364. It is anticipated that the balance at the end of FY 09-10 will be \$1,624,236. This is after the proposed HHW facility building expansion.

Contingency Reserve has a funding goal of 25% of the sum of the Education, Planning and Diversion cost centers' annual expenses. Using this goal, the necessary reserve for FY 09-10 would be \$151,920. This reserve fund would be used for one-time project costs or unanticipated expenses for these cost centers. It is anticipated that the balance at the end of FY 09-10 will be \$164,315. This is after the proposed sustainable funding implementation.

Organics Reserve

Revenues

OT-Within Enterprise, \$1,491,532, is the anticipated contribution to the reserve from Wood Waste and Yard Debris, including estimated prior year contributions.

Interest Earned, \$31,914 is calculated using a 1% interest rate.

Overall, revenues contributed to the Organics Reserve are projected to decrease by 15%.

Expenses

Contract Services, \$200,000, will be used for new compost site design plans and to acquire site operating permits.

Administration Costs, \$52,156, is staff time allocated per the FY 09-10 Work Plan.

Engineering Services, \$8,690, will be used for the Environmental Impact Report (EIR) engineering and consultation services.

Legal Services, \$30,000, will be required as a part of the compost facility siting and acquisition process.

Overall, planned expenditures from the Organics Reserve are anticipated to increase 10%.

HHW Facility Closure

The HHW Cost Center contribution to HHW Facility Closure and the interest earned on the fund balance will equal \$7,260 (\$6,667 contribution and \$593 interest earned).

There are no planned expenditures.

HHW Facility Reserve

Revenues

Interest Earned, \$10,419 is calculated using a 1% interest rate.

State-Other, \$199,755 is the remaining grant funds to be used for the HHW Facility Expansion project, assuming approval of change in Scope of Work by the State.

OT-Within Enterprise will see a transfer of \$665,577 (\$607,015 from prior year and \$58,562 from FY 09-10) to the HHW Facility Reserve from the HHW Cost Center budget.

Overall, total revenue contributions to the HHW Facility Reserve are projected to decrease by 41%.

Expenses

Contract Services, \$240,000, reflects the estimate for the construction of the HHW Facility Expansion project.

Administration Costs, \$47,675, is detailed in the FY 09-10 Work Plan.

Engineering Services is budgeted at \$759 for CEQA review and General Plan consistency review.

Legal Services is budgeted at \$5,000 for anticipated work relating to the HHW Facility Enclosure Expansion project

Overall, expenditures for the HHW Facility Reserve are anticipated to decrease by 32%

Contingency Reserve

Revenues

Interest Earned, \$1,500 is calculated using a 1% interest rate.

The contributions from the Diversion and Planning Cost Centers totals \$80,084.

Overall, revenue contributions to the Contingency Reserve are projected to decrease by 51%.

Expenses

Administration Costs, \$57,308, are detailed in the FY 09-10 Work Plan.

Legal Services is budgeted at \$10,000 for anticipated work relating to the development and implementation of the sustainable funding plan for the Agency, which is a result of declining surcharge tipping fee revenues due to decreased tonnage of municipal solid waste coming to the County facilities.

Overall, expenditures for the Contingency Reserve are anticipated to increase by 100% from the previous fiscal year.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends that the Board unanimously approve the FY 09-10 Draft Budget.

V. ATTACHMENTS

FY 09-10 Draft Budget provides trend information including:

- actual expenditures/revenues of previous FY 06-07 and FY 07-08
- Mid-year actual expenditures/revenues of current FY 08-09 budget
- Approved budget for FY 08-09
- Requested expenditures/revenues for next FY 09-10 budget

**Sonoma County Waste Management Agency
FY 09-10 Draft Budget**

SUBJECT TITLE	Actual FY 06-07	Actual FY 07-08	Mid-Year's Estimated FY 08-09	Budgeted FY 08-09	Requested FY 09-10
Revenues					
1700 Interest on Pooled Cash	265,328	279,472	184,268	157,884	66,727
2500 State - Other	500,967	279,805	463,442	561,742	506,628
2901 County	4,914,404	5,113,384	4,842,870	4,963,240	4,753,252
3980 Revenues-Prior Year	0	(377)	12,865	0	0
4020 Sale of Materials	316,732	177,713	167,623	111,565	95,000
4102 Donations and Reimbursements	164,185	462,125	136,902	451,424	419,023
SUBTOTAL	6,161,616	6,312,122	5,807,970	6,245,855	5,840,630
 4624 OT-Within Enterprise	 2,077,667	 0	 2,409,253	 3,159,381	 2,243,860
SUBTOTAL	2,077,667	0	2,409,253	3,159,381	2,243,860
 TOTAL REVENUES	 8,239,283	 6,312,122	 8,217,223	 9,405,236	 8,084,490
Expenditures					
6103 Liability Insurance	9,143	9,843	9,163	10,500	10,175
6400 Office Expense	30,259	61,621	39,905	40,000	36,500
6500 Professional/Spec Svcs	274,811	294,759	557,205	556,580	204,067
6521 County Services	4,023	3,580	6,475	6,475	6,896
6540 Contract Services	4,196,514	4,256,385	4,274,877	5,577,800	4,599,903
6573 Administrative Costs	477,542	523,299	588,136	588,136	722,706
6590 Engineering Services	1,884	2,204	2,000	15,000	17,413
6610 Legal Expenses	40,619	47,293	78,842	81,000	102,000
6629 Accounting Services	5,882	5,457	5,190	5,849	10,389
6630 Audit Services	14,500	18,500	19,500	19,500	18,500
6820 Rents/Lease Equipment	1,876	4,680	5,200	5,200	5,500
6840 Rents/Leases-Bldgs/Impv	24,725	25,680	24,340	26,000	25,500
6880 Small Tools	3,546	11,407	30,877	30,877	14,448
7062 Enforcement Agency Fees	15,663	16,542	13,000	20,000	20,000
7301 County Car Expense	3,386	2,826	3,000	3,000	3,000
7302 Travel Expense	127	4,532	237	9,500	1,000
7309 Unclaimable County	397	641	364	0	0
7400 Data Processing	2	8	30,000	30,050	50
SUBTOTAL	5,104,899	5,289,257	5,688,311	7,025,467	5,798,047
 8624 OT - Within Enterprise	 2,077,667	 0	 2,430,255	 3,159,381	 2,243,860
8700 Reimbursements	0	0	0	0	(79,011)
SUBTOTAL	2,077,667	0	2,430,255	3,159,381	2,164,849
 TOTAL EXPENDITURES	 7,182,566	 5,289,257	 8,118,566	 10,184,848	 7,962,896
 NET COST	 (1,056,717)	 (1,022,865)	 (98,657)	 779,612	 (121,594)
 Beginning Fund Balance	 5,009,961	 5,975,197	 6,553,140		 6,651,797
Less: Net Cost for Current Year	1,056,717	1,022,865	98,657		121,594
Audit/Encumbrance Adjustments	(91,481)	(444,922)	0		0
Ending Fund Balance	5,975,197	6,553,140	6,651,797		6,773,391

**Sonoma County Waste Management Agency
FY 09-10 Draft Budget**

Wood Waste		Actual	Actual	Mid-Year's	Budgeted	Requested
	SUBJECT TITLE	FY 06-07	FY 07-08	Estimated	FY 08-09	FY 09-10
	Revenues					
1700	Interest on Pooled Cash	16,250	7,187	3,809	695	795
2500	State - Other	0	0	0	0	0
2901	County	318,397	251,190	223,531	284,400	227,520
4020	Sale of Materials	110,585	70,858	44,941	26,565	10,000
4102	Donations and Reimbursements	9,000	5,000	5,000	5,000	5,000
	SUBTOTAL	454,232	334,235	277,281	316,660	243,315
4624	OT-Within Enterprise	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
	TOTAL REVENUES	454,232	334,235	277,281	316,660	243,315
	Expenditures					
6103	Liability Insurance	899	955	889	1,000	950
6400	Office Expense	110	27	100	500	0
6500	Professional/Spec Svcs	0	0	0	0	0
6521	County Services	153	176	525	525	500
6540	Contract Services	265,784	208,914	185,062	255,580	205,880
6573	Administrative Costs	35,814	38,566	50,445	50,445	6,710
6590	Engineering Services	0	0	0	0	0
6610	Legal Expenses	2,096	78	0	1,000	0
6629	Accounting Services	441	505	504	504	998
6630	Audit Services	1,450	2,000	2,000	2,000	1,900
6820	Rents/Lease Equipment	0	0	0	0	0
6840	Rents/Leases-Bldgs/Impv	0	0	0	0	0
6880	Small Tools	0	1,666	4,411	4,411	2,408
7062	Enforcement Agency Fees	0	0	0	0	0
7301	County Car Expense	0	0	0	0	0
7302	Travel Expense	0	0	0	0	0
7400	Data Processing	0	0	0	0	0
	SUBTOTAL	306,747	252,887	243,936	315,965	219,346
8624	OT - Within Enterprise	290,000	0	197,140	197,140	81,519
8700	Reimbursements	0	0	0	0	0
	SUBTOTAL	290,000	0	197,140	197,140	81,519
	TOTAL EXPENDITURES	596,747	252,887	441,076	513,105	300,865
	NET COST	142,515	(81,348)	163,795	196,445	57,550
	Beginning Fund Balance	304,448	161,933	243,281		79,486
	Less: Net Cost for Current Year	(142,515)	81,348	(163,795)		(57,550)
	Audit/Encumbrance Adjustments	0	0	0		0
	Ending Fund Balance	161,933	243,281	79,486		21,936

**Sonoma County Waste Management Agency
FY 09-10 Draft Budget**

Yard Debris		Actual	Actual	Mid-Year's	Budgeted	Requested
	SUBJECT TITLE	FY 06-07	FY 07-08	Estimated	FY 08-09	FY 09-10
Revenues						
1700	Interest on Pooled Cash	86,058	43,150	29,741	6,088	12,840
2500	State - Other	0	0	0	0	0
2901	County	3,041,175	3,225,879	3,119,129	3,004,840	3,067,732
4020	Sale of Materials	206,147	106,855	122,682	85,000	85,000
4102	Donations and Reimbursements	8,500	10,164	10,145	5,000	5,000
	SUBTOTAL	3,341,880	3,386,048	3,281,697	3,100,928	3,170,572
4624	OT-Within Enterprise	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
	TOTAL REVENUES	3,341,880	3,386,048	3,281,697	3,100,928	3,170,572
Expenditures						
6103	Liability Insurance	3,679	1,870	1,741	2,000	1,900
6400	Office Expense	7,970	26,581	3,405	500	0
6500	Professional/Spec Svcs	0	1,900	625	0	0
6521	County Services	297	342	525	525	525
6540	Contract Services	2,417,189	2,579,179	2,626,152	2,614,768	2,634,788
6573	Administrative Costs	82,958	74,471	83,523	83,523	100,231
6590	Engineering Services	1,884	0	2,000	15,000	0
6610	Legal Expenses	5,080	3,030	5,282	8,000	8,000
6629	Accounting Services	2,251	2,528	1,666	2,325	4,797
6630	Audit Services	6,525	2,500	2,500	2,500	3,350
6820	Rents/Lease Equipment	1,876	4,680	5,200	5,200	5,500
6840	Rents/Leases-Bldgs/Impv	0	0	0	0	0
6880	Small Tools	2,000	1,666	8,822	8,822	4,816
7062	Enforcement Agency Fees	15,663	16,542	13,000	20,000	20,000
7301	County Car Expense	3,381	2,826	3,000	3,000	3,000
7302	Travel Expense	20	356	0	1,000	0
7400	Data Processing	0	0	0	0	0
7309	Unclaimable County	397	641	364	0	0
	SUBTOTAL	2,551,170	2,719,112	2,757,805	2,767,163	2,786,907
8624	OT - Within Enterprise	1,450,000	0	778,177	1,499,717	1,410,013
8700	Reimbursements	0	0	0	0	(21,060)
	SUBTOTAL	1,450,000	0	778,177	1,499,717	1,388,953
	TOTAL EXPENDITURES	4,001,170	2,719,112	3,535,982	4,266,880	4,175,860
	NET COST	659,290	(666,936)	254,285	1,165,952	1,005,288
	Beginning Fund Balance	1,530,627	871,337	1,538,273		1,283,988
	Less: Net Cost for Current Year	(659,290)	666,936	(254,285)		(1,005,288)
	Audit/Encumbrance Adjustments	0	0	0		0
	Ending Fund Balance	871,337	1,538,273	1,283,988		278,700

**Sonoma County Waste Management Agency
FY 09-10 Draft Budget**

HHW		Actual FY 06-07	Actual FY 07-08	Mid-Year's Estimated FY 08-09	Budgeted FY 08-09	Requested FY 09-10
	SUBJECT TITLE					
Revenues						
1700	Interest on Pooled Cash	73,097	67,672	25,555	13,003	7,615
2500	State - Other	352,873	98,300	157,710	256,010	163,873
2901	County	1,144,356	1,277,144	1,159,579	1,222,020	1,057,050
3980	Revenue-Prior Year	0	(377)	12,865	0	0
4020	Sale of Materials	0	0	0	0	0
4102	Donations and Reimbursements	99,819	403,769	74,319	393,986	354,861
	SUBTOTAL	1,670,145	1,846,508	1,430,028	1,885,019	1,583,399
4624	OT-Within Enterprise	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
TOTAL REVENUES						
		1,670,145	1,846,508	1,430,028	1,885,019	1,583,399
Expenditures						
6103	Liability Insurance	1,851	3,740	3,481	4,000	4,000
6400	Office Expense	3,735	14,442	6,000	6,000	6,000
6500	Professional/Spec Svcs	140,277	114,089	256,010	256,010	79,520
6521	County Services	1,086	1,194	1,575	1,575	2,000
6540	Contract Services	1,335,221	1,143,757	737,229	1,498,000	1,221,135
6573	Administrative Costs	120,024	156,794	139,794	139,794	168,314
6590	Engineering Services	0	0	0	0	0
6610	Legal Expenses	12,236	8,158	19,440	9,000	15,000
6629	Accounting Services	1,407	1,012	1,010	1,010	1,900
6630	Audit Services	2,900	7,000	8,000	8,000	8,400
6820	Rents/Lease Equipment	0	0	0	0	0
6840	Rents/Leases-Bldgs/Impv	20,900	23,400	23,000	23,000	23,000
6880	Small Tools	1,160	1,666	4,411	4,411	2,408
7062	Enforcement Agency Fees	0	0	0	0	0
7301	County Car Expense	5	0	0	0	0
7302	Travel Expense	50	4,017	111	2,000	1,000
7400	Data Processing	2	8	0	50	50
	SUBTOTAL	1,640,854	1,479,277	1,200,061	1,952,850	1,532,727
8624	OT - Within Enterprise	87,667	0	1,309,425	1,309,425	672,244
8700	Reimbursements	0	0	0	0	(14,656)
	SUBTOTAL	87,667	0	1,309,425	1,309,425	657,588
TOTAL EXPENDITURES						
		1,728,521	1,479,277	2,509,486	3,262,275	2,190,315
NET COST						
		58,376	(367,231)	1,079,458	1,377,256	606,916
Beginning Fund Balance						
		1,532,073	1,473,697	1,840,928		761,470
Less: Net Cost for Current Year						
		(58,376)	367,231	(1,079,458)		(606,916)
Audit/Encumbrance Adjustments						
		0	0	0		0
Ending Fund Balance						
		1,473,697	1,840,928	761,470		154,554

**Sonoma County Waste Management Agency
FY 09-10 Draft Budget**

Education		Actual FY 06-07	Actual FY 07-08	Mid-Year's Estimated FY 08-09	Budgeted FY 08-09	Requested FY 09-10
	SUBJECT TITLE					
Revenues						
1700	Interest on Pooled Cash	25,147	12,427	3,678	914	79
2500	State - Other	39,954	16,840	23,600	23,600	11,000
2901	County	233,225	280,628	272,323	359,910	320,760
4020	Sale of Materials	0	0	0	0	0
4102	Donations and Reimbursements	24,867	29,854	38,967	38,967	46,276
	SUBTOTAL	323,193	339,749	338,568	423,391	378,115
4624	OT-Within Enterprise	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
	TOTAL REVENUES	323,193	339,749	338,568	423,391	378,115
Expenditures						
6103	Liability Insurance	1,392	1,378	1,283	1,500	1,425
6400	Office Expense	17,859	16,019	30,000	30,000	30,000
6500	Professional/Spec Svcs	36,285	9,850	18,438	18,438	11,000
6521	County Services	1,435	1,349	2,500	2,500	2,374
6540	Contract Services	132,420	108,988	155,388	155,388	98,100
6573	Administrative Costs	128,137	136,451	178,054	178,054	213,203
6590	Engineering Services	0	0	0	0	0
6610	Legal Expenses	13,173	19,227	33,219	20,000	25,000
6629	Accounting Services	1,407	1,012	1,010	1,010	1,900
6630	Audit Services	1,450	4,000	4,000	4,000	2,000
6820	Rents/Lease Equipment	0	0	0	0	0
6840	Rents/Leases-Bldgs/Impv	3,825	2,280	1,340	3,000	2,500
6880	Small Tools	386	3,077	4,411	4,411	2,408
7062	Enforcement Agency Fees	0	0	0	0	0
7301	County Car Expense	0	0	0	0	0
7302	Travel Expense	28	159	126	2,000	0
7400	Data Processing	0	0	30,000	30,000	0
	SUBTOTAL	337,797	303,790	459,769	450,301	389,910
8624	OT - Within Enterprise	250,000	0	134,575	134,575	0
8700	Reimbursements	0	0	0	0	(43,295)
	SUBTOTAL	250,000	0	134,575	134,575	(43,295)
	TOTAL EXPENDITURES	587,797	303,790	594,344	584,876	346,615
	NET COST	264,604	(35,959)	255,776	161,485	(31,500)
	Beginning Fund Balance	493,829	191,944	263,685		7,909
	Less: Net Cost for Current Year	(264,604)	35,959	(255,776)		31,500
	Audit/Encumbrance Adjustments	(37,281)	35,782	0		0
	Ending Fund Balance	191,944	263,685	7,909		39,409

**Sonoma County Waste Management Agency
FY 09-10 Draft Budget**

Diversion		Actual FY 06-07	Actual FY 07-08	Mid-Year's Estimated FY 08-09	Budgeted FY 08-09	Requested FY 09-10
	SUBJECT TITLE					
Revenues						
1700	Interest on Pooled Cash	9,802	8,883	2,234	429	389
2500	State - Other	108,140	157,637	132,132	132,132	132,000
2901	County	37,316	40,090	37,068	41,850	29,160
4020	Sale of Materials	0	0	0	0	0
4102	Donations and Reimbursements	3,666	6,310	3,388	3,388	3,154
	SUBTOTAL	158,924	212,920	174,822	177,799	164,703
4624	OT-Within Enterprise	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
TOTAL REVENUES						
		158,924	212,920	174,822	177,799	164,703
Expenditures						
6103	Liability Insurance	661	955	889	1,000	950
6400	Office Expense	551	4,326	400	1,000	500
6500	Professional/Spec Svcs	98,249	168,920	132,132	132,132	113,547
6521	County Services	1,052	467	600	600	700
6540	Contract Services	0	0	0	0	0
6573	Administrative Costs	53,846	55,504	35,204	35,204	37,232
6590	Engineering Services	0	0	0	0	0
6610	Legal Expenses	5,353	7,469	5,608	1,000	7,000
6629	Accounting Services	188	200	1,000	1,000	397
6630	Audit Services	1,450	1,000	1,000	1,000	950
6820	Rents/Lease Equipment	0	0	0	0	0
6840	Rents/Leases-Bldgs/Impv	0	0	0	0	0
6880	Small Tools	0	1,666	4,411	4,411	0
7062	Enforcement Agency Fees	0	0	0	0	0
7301	County Car Expense	0	0	0	0	0
7302	Travel Expense	29	0	0	0	0
7400	Data Processing	0	0	0	0	0
	SUBTOTAL	161,379	240,507	181,244	177,347	161,276
8624	OT - Within Enterprise	0	0	0	3,398	26,230
8700	Reimbursements	0	0	0	0	0
	SUBTOTAL	0	0	0	3,398	26,230
TOTAL EXPENDITURES						
		161,379	240,507	181,244	180,745	187,506
NET COST						
		2,455	27,587	6,422	2,946	22,803
Beginning Fund Balance						
		29,895	27,340	45,353		38,931
Less: Net Cost for Current Year						
		(2,455)	(27,587)	(6,422)		(22,803)
Audit/Encumbrance Adjustments						
		(100)	45,600	0		0
Ending Fund Balance						
		27,340	45,353	38,931		16,128

**Sonoma County Waste Management Agency
FY 09-10 Draft Budget**

Planning		Actual	Actual	Mid-Year's	Budgeted	Requested
	SUBJECT TITLE	FY 06-07	FY 07-08	Estimated	FY 08-09	FY 09-10
Revenues						
1700	Interest on Pooled Cash	5,724	4,447	952	121	583
2500	State - Other	0	7,028	0	0	0
2901	County	139,935	38,453	31,240	50,220	51,030
4020	Sale of Materials	0	0	0	0	0
4102	Donations and Reimbursements	18,333	7,028	5,083	5,083	4,732
	SUBTOTAL	163,992	56,956	37,275	55,424	56,345
4624	OT-Within Enterprise	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
	TOTAL REVENUES	163,992	56,956	37,275	55,424	56,345
Expenditures						
6103	Liability Insurance	661	945	880	1,000	950
6400	Office Expense	34	226	0	2,000	0
6500	Professional/Spec Svcs	0	0	0	0	0
6521	County Services	0	52	750	750	797
6540	Contract Services	45,900	55,105	0	0	0
6573	Administrative Costs	56,763	51,222	41,004	41,004	39,877
6590	Engineering Services	0	0	0	0	7,964
6610	Legal Expenses	2,681	0	841	2,000	2,000
6629	Accounting Services	188	200	0	0	397
6630	Audit Services	725	2,000	2,000	2,000	900
6820	Rents/Lease Equipment	0	0	0	0	0
6840	Rents/Leases-Bldgs/Impv	0	0	0	0	0
6880	Small Tools	0	1,666	4,411	4,411	2,408
7062	Enforcement Agency Fees	0	0	0	0	0
7301	County Car Expense	0	0	0	0	0
7302	Travel Expense	0	0	0	2,000	0
7400	Data Processing	0	0	0	0	0
	SUBTOTAL	106,952	111,416	49,886	55,165	55,293
8624	OT - Within Enterprise	0	0	10,938	15,126	53,854
8700	Reimbursements	0	0	0	0	0
	SUBTOTAL	0	0	10,938	15,126	53,854
	TOTAL EXPENDITURES	106,952	111,416	60,824	70,291	109,147
	NET COST	(57,040)	54,460	23,549	14,867	52,802
	Beginning Fund Balance	79,301	82,241	81,881		58,332
	Less: Net Cost for Current Year	57,040	(54,460)	(23,549)		(52,802)
	Audit/Encumbrance Adjustments	(54,100)	54,100	0		0
	Ending Fund Balance	82,241	81,881	58,332		5,530

**Sonoma County Waste Management Agency
FY 09-10 Draft Budget**

Organic Program Reserve (Site Purchase) SUBJECT TITLE	Actual FY 06-07	Actual FY 07-08	Mid-Year's Estimated FY 08-09	Budgeted FY 08-09	Requested FY 09-10
Revenues					
1700 Interest on Pooled Cash	44,929	117,326	79,912	94,135	31,914
2500 State - Other	0	0	0	0	0
2901 County	0	0	0	0	0
4020 Sale of Materials	0	0	0	0	0
4102 Donations and Reimbursements	0	0	0	0	0
SUBTOTAL	44,929	117,326	79,912	94,135	31,914
4624 OT-Within Enterprise	1,740,000	0	975,317	1,696,857	1,491,532
SUBTOTAL	1,740,000	0	975,317	1,696,857	1,491,532
TOTAL REVENUES	1,784,929	117,326	1,055,229	1,790,992	1,523,446
Expenditures					
6103 Liability Insurance	0	0	0	0	0
6400 Office Expense	0	0	0	0	0
6500 Professional/Spec Svcs	0	0	0	0	0
6521 County Services	0	0	0	0	0
6540 Contract Services	0	102,290	135,638	618,656	200,000
6573 Administrative Costs	0	317	35,000	35,000	52,156
6590 Engineering Services	0	232	0	0	8,690
6610 Legal Expenses	0	9,311	13,159	30,000	30,000
6629 Accounting Services	0	0	0	0	0
6630 Audit Services	0	0	0	0	1,000
6820 Rents/Lease Equipment	0	0	0	0	0
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0
6880 Small Tools	0	0	0	0	0
7062 Enforcement Agency Fees	0	0	0	0	0
7301 County Car Expense	0	0	0	0	0
7302 Travel Expense	0	0	0	2,500	0
7400 Data Processing	0	0	0	0	0
SUBTOTAL	0	112,150	183,797	686,156	291,846
8624 OT - Within Enterprise	0	0	0	0	0
8700 Reimbursements	0	0	0	0	0
SUBTOTAL	0	0	0	0	0
TOTAL EXPENDITURES	0	112,150	183,797	686,156	291,846
NET COST	(1,784,929)	(5,176)	(871,432)	(1,104,836)	(1,231,600)
Beginning Fund Balance	948,557	2,733,486	2,320,006		3,191,438
Less: Net Cost for Current Year	1,784,929	5,176	871,432		1,231,600
Audit/Encumbrance Adjustments	0	(418,656)	0		0
Ending Fund Balance	2,733,486	2,320,006	3,191,438		4,423,038

**Sonoma County Waste Management Agency
FY 09-10 Draft Budget**

HHW Facility Closure Fund SUBJECT TITLE	Actual FY 06-07	Actual FY 07-08	Mid-Year's Estimated FY 08-09	Budgeted FY 08-09	Requested FY 09-10
Revenues					
1700 Interest on Pooled Cash	1,914	2,136	1,492	1,272	593
2500 State - Other	0	0	0	0	0
2901 County	0	0	0	0	0
4020 Sale of Materials	0	0	0	0	0
4102 Donations and Reimbursements	0	0	0	0	0
SUBTOTAL	1,914	2,136	1,492	1,272	593
4624 OT-Within Enterprise	6,667	0	6,667	6,667	6,667
SUBTOTAL	6,667	0	6,667	6,667	6,667
TOTAL REVENUES	8,581	2,136	8,159	7,939	7,260
Expenditures					
6103 Liability Insurance	0	0	0	0	0
6400 Office Expense	0	0	0	0	0
6500 Professional/Spec Svcs	0	0	0	0	0
6521 County Services	0	0	0	0	0
6540 Contract Services	0	0	0	0	0
6573 Administrative Costs	0	0	0	0	0
6590 Engineering Services	0	0	0	0	0
6610 Legal Expenses	0	0	0	0	0
6629 Accounting Services	0	0	0	0	0
6630 Audit Services	0	0	0	0	0
6820 Rents/Lease Equipment	0	0	0	0	0
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0
6880 Small Tools	0	0	0	0	0
7062 Enforcement Agency Fees	0	0	0	0	0
7301 County Car Expense	0	0	0	0	0
7302 Travel Expense	0	0	0	0	0
7400 Data Processing	0	0	0	0	0
SUBTOTAL	0	0	0	0	0
8624 OT - Within Enterprise	0	0	0	0	0
8700 Reimbursements	0	0	0	0	0
SUBTOTAL	0	0	0	0	0
TOTAL EXPENDITURES	0	0	0	0	0
NET COST	(8,581)	(2,136)	(8,159)	(7,939)	(7,260)
Beginning Fund Balance	40,411	48,992	51,128		59,287
Less: Net Cost for Current Year	8,581	2,136	8,159		7,260
Audit/Encumbrance Adjustments	0	0	0		0
Ending Fund Balance	48,992	51,128	59,287		66,547

**Sonoma County Waste Management Agency
FY 09-10 Draft Budget**

HHW Facility Reserve SUBJECT TITLE	Actual FY 06-07	Actual FY 07-08	Mid-Year's Estimated FY 08-09	Budgeted FY 08-09	Requested FY 09-10
Revenues					
1700 Interest on Pooled Cash	0	3,182	28,451	28,451	10,419
2500 State - Other	0	0	150,000	150,000	199,755
2901 County	0	0	0	0	0
4020 Sale of Materials	0	0	0	0	0
4102 Donations and Reimbursements	0	0	0	0	0
SUBTOTAL	0	3,182	178,451	178,451	210,174
 4624 OT-Within Enterprise	 81,000	 0	 1,281,756	 1,302,758	 665,577
SUBTOTAL	81,000	0	1,281,756	1,302,758	665,577
 TOTAL REVENUES	 81,000	 3,182	 1,460,207	 1,481,209	 875,751
Expenditures					
6103 Liability Insurance	0	0	0	0	0
6400 Office Expense	0	0	0	0	0
6500 Professional/Spec Svcs	0	0	150,000	150,000	0
6521 County Services	0	0	0	0	0
6540 Contract Services	0	33,218	281,414	281,414	240,000
6573 Administrative Costs	0	9,974	20,112	20,112	47,675
6590 Engineering Services	0	0	0	0	759
6610 Legal Expenses	0	0	1,000	10,000	5,000
6629 Accounting Services	0	0	0	0	0
6630 Audit Services	0	0	0	0	0
6820 Rents/Lease Equipment	0	0	0	0	0
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0
6880 Small Tools	0	0	0	0	0
7062 Enforcement Agency Fees	0	0	0	0	0
7301 County Car Expense	0	0	0	0	0
7302 Travel Expense	0	0	0	0	0
7400 Data Processing	0	0	0	0	0
SUBTOTAL	0	43,192	452,526	461,526	293,434
 8624 OT - Within Enterprise	 0	 0	 0	 0	 0
8700 Reimbursements	0	0	0	0	0
SUBTOTAL	0	0	0	0	0
 TOTAL EXPENDITURES	 0	 43,192	 452,526	 461,526	 293,434
 NET COST	 (81,000)	 40,010	 (1,007,681)	 (1,019,683)	 (582,317)
 Beginning Fund Balance	 0	 81,000	 13,236		 1,020,917
Less: Net Cost for Current Year	81,000	(40,010)	1,007,681		582,317
Audit/Encumbrance Adjustments	0	(27,754)	0		0
Ending Fund Balance	81,000	13,236	1,020,917		1,603,234

**Sonoma County Waste Management Agency
FY 09-10 Draft Budget**

Contingency Reserve SUBJECT TITLE	Actual FY 06-07	Actual FY 07-08	Mid-Year's Estimated FY 08-09	Budgeted FY 08-09	Requested FY 09-10
Revenues					
1700 Interest on Pooled Cash	2,407	13,062	8,444	12,776	1,500
2500 State - Other	0	0	0	0	0
2901 County	0	0	0	0	0
4020 Sale of Materials	0	0	0	0	0
4102 Donations and Reimbursements	0	0	0	0	0
SUBTOTAL	2,407	13,062	8,444	12,776	1,500
4624 OT-Within Enterprise	250,000	0	145,513	153,099	80,084
SUBTOTAL	250,000	0	145,513	153,099	80,084
TOTAL REVENUES	252,407	13,062	153,957	165,875	81,584
Expenditures					
6103 Liability Insurance	0	0	0	0	0
6400 Office Expense	0	0	0	0	0
6500 Professional/Spec Svcs	0	0	0	0	0
6521 County Services	0	0	0	0	0
6540 Contract Services	0	24,934	153,994	153,994	0
6573 Administrative Costs	0	0	5,000	5,000	57,308
6590 Engineering Services	0	1,972	0	0	0
6610 Legal Expenses	0	20	293	0	10,000
6629 Accounting Services	0	0	0	0	0
6630 Audit Services	0	0	0	0	0
6820 Rents/Lease Equipment	0	0	0	0	0
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0
6880 Small Tools	0	0	0	0	0
7062 Enforcement Agency Fees	0	0	0	0	0
7301 County Car Expense	0	0	0	0	0
7302 Travel Expense	0	0	0	0	0
7400 Data Processing	0	0	0	0	0
SUBTOTAL	0	26,926	159,287	158,994	67,308
8624 OT - Within Enterprise	0	0	0	0	0
8700 Reimbursements	0	0	0	0	0
SUBTOTAL	0	0	0	0	0
TOTAL EXPENDITURES	0	26,926	159,287	158,994	67,308
NET COST	(252,407)	13,864	5,330	(6,881)	(14,276)
Beginning Fund Balance	50,820	303,227	155,369		150,039
Less: Net Cost for Current Year	252,407	(13,864)	(5,330)		14,276
Audit/Encumbrance Adjustments	0	(133,994)	0		0
Ending Fund Balance	303,227	155,369	150,039		164,315



Agenda Item #: 5.2
Cost Center: All
Staff Contact: Mangerich
Agenda Date: 3/18/2009

ITEM: Fifth Amendment to Petaluma Services Agreement

I. BACKGROUND

In November 2004 the Board approved an agreement with the City of Petaluma in which the Agency agreed to provide Household Hazardous Waste (HHW) services to Petaluma residents for calendar year 2005. The cost for this service was paid directly by the City of Petaluma, instead of through the tipping fee surcharge, as Petaluma's solid waste bypasses the County disposal system.

The 1st Amendment to the Agreement, approved in November 2005, extended the term until the end of FY 05-06 (June 30, 2006).

The 2nd Amendment (revised) to the Agreement, approved in April 2006, extended the term until the end of FY 06-07 (June 30, 2007) and added all Agency surcharge-funded services, in addition to HHW services.

The 3rd Amendment (revised) to the Agreement, approved in May 2007, extended the term until the end of FY 07-08 (June 30, 2008) and added all Agency surcharge-funded services, in addition to HHW services.

The 4th Amendment (revised) to the Agreement, approved in May 2008, extended the term until the end of FY 08-09 (June 30, 2009) and added all Agency surcharge-funded services, in addition to HHW services.

II. DISCUSSION

The City of Petaluma indicated they would like to continue paying directly for Agency services as it has for the past four years. Staff is bringing a draft Amendment to agreement for consideration for approval at the March meeting. The schedule for this amendment would be for the Agency Board to consider the Fifth Amendment to the Agreement on March 18, 2009 with the City Council of Petaluma considering the Amendment at a later council date.

During the term of the Fifth Amendment, Petaluma would provide monthly solid waste tonnage reports to the Agency for AB939 reporting purposes and to establish subsequent compensation amounts.

III. FUNDING IMPACT

Petaluma's direct payment for Agency services - based on tons of solid waste disposed within calendar year 2008 - is calculated to be \$157,723 based upon a \$5.40/ton tipping fee surcharge placed on 29,208 tons.

Compensation for services is calculated using the tipping fee surcharge applied to the actual tonnage of solid waste disposed by the City of Petaluma's franchised waste hauler, GreenWaste Recovery, Inc. during the prior year, with payments to be made to the Agency by Petaluma on a quarterly basis.

IV. RECOMMENDED ACTION/ALTERNATIVES TO RECOMMENDATION

Approve the Fifth Amendment to the Petaluma Services Agreement and direct staff to work with Petaluma's representatives to present the Fifth Amendment to the Petaluma City Council for its approval.

V. ATTACHMENTS

Draft Fifth Amendment to the Petaluma Services Agreement
Exhibit A
Resolution

FIFTH AMENDMENT TO AGREEMENT

Household Hazardous Waste and AB 939 Program Services

This Fifth Amendment to Agreement, effective the 1st day of July, 2009, ("Effective Date"), is made and entered into by and between the City of Petaluma, a municipal corporation and a charter city, hereinafter referred to as "CITY," and the Sonoma County Waste Management Agency, a joint powers agency, hereinafter referred to as "AGENCY."

WHEREAS, CITY and AGENCY entered into an Agreement effective January 1, 2005 and terminating on January 1, 2006, governing the use of AGENCY's Household Hazardous Waste Facility (hereinafter the "Agreement"); and

WHEREAS, CITY and AGENCY approved the First Amendment to the Agreement to extend the term of the Agreement for an additional six (6) months, until June 30, 2006; and,

WHEREAS, CITY and AGENCY approved the Second Amendment to the Agreement to (1) add additional services for compliance to the requirements mandated by AB 939, (2) compensate the Agency for services managed and performed by the Agency, and (3) extend the term of the Agreement for an additional twelve (12) months, until June 30, 2007; and,

WHEREAS, CITY and AGENCY approved the Third Amendment to the Agreement to compensate the Agency for services managed and performed by the Agency, and extend the term of the Agreement for an additional twelve (12) months, until June 30, 2008; and,

WHEREAS, CITY and AGENCY approved the Fourth Amendment to the Agreement to compensate the Agency for services managed and performed by the Agency, and extend the term of the Agreement for an additional twelve (12) months, until June 30, 2009; and,

WHEREAS, CITY and AGENCY wish to amend the Agreement a fifth time (in this Fifth Amendment) to adjust the compensation to the Agency for services managed and performed by the Agency, and extend the term of the Agreement for an additional twelve (12) months, until June 30, 2010.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained in this Fourth Amendment, AGENCY and CITY agree as follows:

Section 1. Section 2. of the Agreement, "Compensation; Business Tax Certificate," is amended to read as follows:

2. Compensation

- A. For the full performance of the Services as described herein, City shall compensate Agency one hundred fifty seven thousand, seven hundred twenty-three dollars (\$157,723) under the terms defined in Exhibit A., Payment of this amount is due in four equal quarterly installments, upon invoice, beginning July 1, 2009.
- B. Agency shall be compensated for services in addition to those described in Exhibit A, only if Agency and City execute a written amendment to this Agreement describing the additional services to be performed and the compensation to be paid for such services. In no case shall the total compensation under this Agreement exceed \$157,723 without prior written consent of the City Manager.

Section 2. Section 3 of the Agreement, "Term," is amended to read as follows:

3. Term. The term of this Agreement commences on the effective date of July 1, 2009 and terminates at midnight on June 30, 2010, unless extended or terminated sooner pursuant to the provisions of this Agreement.

Section 3. Except as expressly amended hereby, all the remaining provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Fifth Amendment to the Agreement to be executed as of the date first set forth above.

CITY OF PETALUMA

SONOMA COUNTY WASTE MANAGEMENT
AGENCY

City Manager

Agency Chair

APPROVED AS TO FORM:

Agency Counsel

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

APPROVED:

Risk Manager

APPROVED:

Finance Director

Exhibit "A" – Fifth Amendment

Services and Compensation

Under the terms of this agreement, the Sonoma County Waste Management Agency shall allow the City and its residents the use of the Household Hazardous Waste (HHW) Facility at the Central Disposal Site, without additional charge during the term of the Agreement. City residents shall be provided any other privilege or right enjoyed by other member agencies of the Sonoma County Waste Management Agency regarding the promotion and use of the HHW Facility at the Central Disposal Site.

Services provided by this agreement shall also include educational efforts, recycling and other waste diversion services, compliance with AB 939 reporting requirements and any updates necessary to state and/or county planning documents on behalf of City as required by the Countywide Integrated Waste Management Plan and state regulations.

The annual compensation for services shall be calculated by applying the SCWMA tipping fee surcharge rate on the actual tonnages of solid waste disposed of by the City of Petaluma's franchised waste hauler, GreenWaste Recovery, Inc. during the period of January 2008 through December 2008.

Petaluma's franchised waste hauler disposed of 29,208 tons of solid waste during the period January 2008 through December 2008. The tipping fee surcharge was \$5.40/ton during this period; therefore, Petaluma's compensation for solid waste tonnage to the Agency is not to exceed \$157,723, due in four equal quarterly installments, or upon invoice, beginning July 1, 2009.

During the 2009 calendar year, the City of Petaluma shall provide the Agency with monthly reports of solid waste tonnage disposed by its franchised waste hauler by the 20th of each following month for AB 939 reporting purposes.

RESOLUTION NO.: 2009-

DATED: March 18, 2009

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY
("AGENCY") APPROVING THE FIFTH AMENDMENT TO THE AGREEMENT FOR AB
939 AND HOUSEHOLD HAZARDOUS WASTE FACILITY SERVICES, BY AND
BETWEEN THE AGENCY AND THE CITY OF PETALUMA

WHEREAS, on November 17, 2004 the Agency authorized the Agency Chair to sign a contract with the City of Petaluma, which was subsequently amended in November 2005, April 2006, May 2007, May 2008 and

WHEREAS, the contract, as amended, allows the citizens of Petaluma the use of the Household Hazardous Waste Facility and includes other Agency services funded by the Agency's tipping fee surcharge, and

WHEREAS, the amount of the contract is \$157,723 for FISCAL YEAR 09-10, which is an alternative funding source in lieu of the portion of tipping fees no longer available with the City of Petaluma's outhaul of solid waste; and

WHEREAS, the City of Petaluma and the Agency agree to extend the Agreement for Household Hazardous Waste program and other Agency services for an additional twelve (12) months, until June 30, 2010.

NOW, THEREFORE, BE IT RESOLVED that the Agency hereby approves the Fifth Amendment to the Agreement for AB 939 and Household Hazardous Waste Facility Services with the City of Petaluma.

MEMBERS:

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

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

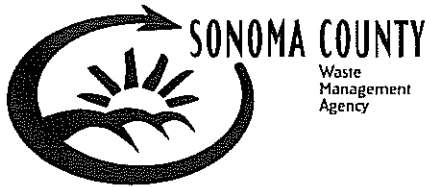
SO ORDERED

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 #: 6.1
Cost Center: HHW
Staff Contact: Steinman
Agenda Date: 3/18/2009

ITEM: Letter from Clean Harbors Proposing Contract Extension

I. BACKGROUND

The Agency has a Contract with Clean Harbors Environmental Services to operate the Household Hazardous Waste Facility and Mobile Collection Programs. The HHW Operations Contract is a three-party Agreement between the Agency, County of Sonoma, and Clean Harbors Environmental Services. The parties entered into the HHW Operations Contract on June 11, 2002. At the September 17, 2008 Agency Board Meeting, the Board approved the Sixth Amendment to HHW Operations Agreement with Clean Harbors Environmental Services. The Sixth Amendment extended the Agreement an additional year until January 6, 2010 with the same terms and conditions.

Last year the County of Sonoma began looking into divesting the Central Landfill and Sonoma County Transfer Stations. The HHW Operations Contract was extended as opposed to being rebid; partly because of the continuity it could provide operations during a potential divestiture process. The Household Toxics Facility is located at the Central Landfill, with hours of operation for drop off; deployment of a Toxic Rover for collection events; and receives hazardous waste collected from each transfer station's load check program brought to the facility by the HHW Contractor.

Concurrent to the divestiture process, the County and the Agency were negotiating a ground lease Agreement for the HHW building. At the time the Sixth Amendment was approved by the Agency Board, it was still unclear as to who would own the HHW building. With the absence of a ground lease Agreement and the uncertainty of the divestiture process, it was advantageous to extend the Agreement rather than begin the RFP process. Ideally it would be advantageous for the RFP to be distributed after the ground lease Agreement is in place and there is more information available concerning the divestiture.

II. DISCUSSION

Agency staff had planned to approach the Board prior to June 2009 to request direction to distribute the HHW Operations Request for Proposals (RFP) so that a new Agreement would be in place in January 2010. On February 27, 2009, a letter was received by Agency staff from Clean Harbors Environmental Services offering Sonoma County the opportunity to continue services with Clean Harbors Environmental Services for an additional two year period with no changes to the current contract rates and terms. The letter states that, "in addition to the two year period, Clean Harbors Environmental Services would like to offer three additional one-year extension options for a total of 5 years".

Clean Harbors Environmental Services' contract extension proposal requests that prior to the "one year" optional extension periods, that they may ask for mutually agreed upon increases based on the Consumer Price Index (if Consumer Price Index increases), as well as the ability to request fuel cost recovery if the national average cost of diesel rises above \$3.50 per gallon. Clean Harbors Environmental Services has made this offer as a result of the unfavorable current economic conditions.

Due to the protracted timeline the divestiture process is following and the fact that there is still no ground lease Agreement in place in regards to the HHW building; staff believes the RFP process will be impacted. Additionally, it is expected that the Agency could incur increased costs (labor and

disposal) with a new Contract based on staff's analysis of current pricing received by other jurisdictions for similar HHW Operations within CA.

Due to the aforementioned decision elements, staff is recommending accepting the offer from Clean Harbors Environmental Services to extend the current Agreement with no changes to the present terms and conditions for two years. Staff has been quite satisfied with the quality of this Contractor's performance and recommends extending the contract under its current terms and conditions. Should the Board approve the proposed two year extension; at the appropriate time, staff will evaluate the conditions, costs and benefits of exercising an optional one-year extension and provide such information to the Board for consideration and direction. Clean Harbors Environmental Services verified, through a written response to Agency staff, that they are fine with staff's recommendation to the Agency Board.

III. FUNDING IMPACT

Currently the Contractor is paid approximately \$438,000 dollars a year as an operating fee and disposal fees are currently about \$600,000 annually. Staff anticipates that the costs to the Agency from future Proposals will be increased over what is currently paid by the Agency for the same level of current HHW Services.

As a result of extending the current Agreement with Clean Harbors Environmental Services for the next two years, there will be no change to the current payment structure paid by the Agency.

RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

1. Adopt Resolution to approve the Seventh Amendment to the Agreement with Clean Harbors Environmental Services, extending the term of the Agreement until January 6, 2012 without any changes to the current terms and conditions, and authorize the Chair to execute the Seventh Amendment to the Agreement on behalf of the Agency.
2. Approval from Board for staff to evaluate conditions, costs and benefits of exercising an optional one-year extension and provide such information to the Board for consideration and direction prior to January 6, 2012.

As the value of the Contract extension exceeds \$50,000, a unanimous vote is required for approval.

IV. ATTACHMENTS

Seventh Amendment to HHW Operations Agreement with Clean Harbors Environmental Services
Resolution approving the Seventh Amendment
Letter from Clean Harbors Environmental Services

Approved by: 
Mollie Mangerich, Executive Director, SCWMA

SEVENTH AMENDMENT TO
AGREEMENT BETWEEN SONOMA COUNTY WASTE MANAGEMENT AGENCY,
COUNTY OF SONOMA, AND CLEAN HARBORS ENVIRONMENTAL SERVICES, INC.
FOR OPERATIONS OF HOUSEHOLD HAZARDOUS WASTE PROGRAMS

This Seventh Amendment ("Amendment") to the Agreement for Operations of Household Hazardous Waste Programs ("Agreement"), dated as of _____, 2009, is by and between the Sonoma County Waste Management Agency ("Agency"), a joint powers authority, the County of Sonoma, a political subdivision of the State of California ("County"), and Clean Harbors Environmental Services, Inc. ("Contractor"). All capitalized terms used herein shall, unless otherwise defined, have the meaning ascribed to those terms in the existing Agreement.

RECITALS

WHEREAS, the parties entered into that certain Agreement for operation of household hazardous waste programs dated as of June 11, 2002 (hereinafter referred to as the "Agreement"), in order to provide for the safe and lawful management of household hazardous wastes; and,

WHEREAS, the parties desire to amend the Agreement to extend the term of the Agreement for an additional two (2) years, until January 6, 2012; and,

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

AGREEMENT

1. Section 3 Term of Agreement is hereby amended to read as follows:

3.1 Term. The term of this Agreement shall commence on the Effective Date and terminate on January 6, 2012.

2. Other than as stated above, the Agreement shall remain in full force and effect.

AGENCY AND CONTRACTOR HAVE CAREFULLY
READ AND REVIEWED THIS AMENDMENT AND EACH TERM
AND PROVISION CONTAINED HEREIN AND, BY EXECUTION OF THIS
AMENDMENT, SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO.

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

CONTRACTOR: CLEAN HARBORS
ENVIRONMENTAL SERVICES, Inc.

By: _____

Name: _____

Title: _____

APPROVED AS TO FORM FOR AGENCY:

By: _____
Janet Coleson, Agency Counsel

CERTIFICATES OF INSURANCE ON FILE
WITH AND APPROVED AS TO SUBSTANCE
FOR COUNTY:

By: _____
Department Head

AGENCY: SONOMA COUNTY WASTE
MANAGEMENT AGENCY

By: _____
Vince Marengo, Agency Chair

APPROVED AS TO SUBSTANCE FOR
AGENCY:

By: _____
Mollie Mangerich, Executive Director

COUNTY: COUNTY OF SONOMA

By: _____
Board of Supervisors

ATTEST:

By: _____
Clerk of the Board

APPROVED AS TO FORM FOR COUNTY:

By: _____
County Counsel

Date: _____

RESOLUTION NO.: 2009

DATED: March 18, 2009

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY
APPROVING THE SEVENTH AMENDMENT TO THE AGREEMENT BETWEEN
SONOMA COUNTY WASTE MANAGEMENT AGENCY,
COUNTY OF SONOMA AND CLEAN HARBORS ENVIRONMENTAL SERVICES, INC.
FOR OPERATIONS OF HOUSEHOLD HAZARDOUS WASTE PROGRAMS

WHEREAS, the parties entered into that certain Agreement for operation of household hazardous waste programs dated as of June 11, 2002 (hereinafter referred to as the "Agreement"), in order to provide for the safe and lawful management of household hazardous wastes; and,

WHEREAS, the parties desire to amend the Agreement to extend the term of the Agreement for an additional two (2) years, until January 6, 2012; and,

NOW, THEREFORE, BE IT RESOLVED that the Agency hereby approves the terms of the Seventh Amendment to the Agreement between the Agency and Clean Harbors Environmental Services, Inc. and authorizes the Chairperson to execute the Agreement on behalf of the Agency.

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



Clean Harbors Environmental Services, Inc.
1030 Commercial Street
Suite 107
San Jose, CA 95070
408.451.5000
www.cleanharbors.com

Date: February 25, 2009

To: Lisa Steinman

RE: Contract Extension

Ms. Steinman:

With the economic conditions that many government agencies are facing today, Clean Harbors Environmental Services (CHES) is partnering with our customers to help provide solutions to control costs while continuing to provide preferred disposal technologies, financial stability, and our exceptional service. Taking this into account, CHES would like to offer Sonoma County the opportunity to continue CHES service to the Hazardous Household Waste Program using the current contract rates and terms for an additional two year period. In addition to the two year period, CHES would like to offer three additional one-year extension options for a total of 5 years.

CHES respectfully requests that, prior to the 'one-year' optional extension periods, we may ask for mutually agreed upon increases based on the CPI (if CPI increases), as well as the ability to request fuel cost recovery if the national average cost of diesel rises above \$3.50 per gallon.

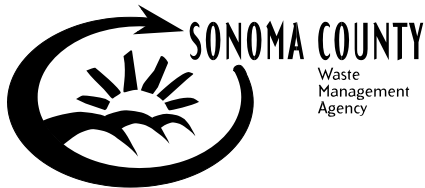
Thank you for allowing Clean Harbors the opportunity to provide this proposal to you. If you have any questions please contact Curt Lock at 408-592-2585 or lock.curt@cleanharbors.com.

Sincerely,

A black rectangular redaction box covering the signature of Mark Moorhey.

Mark Moorhey,
Vice President of Sales Western Region

"People and Technology Creating a Better Environment"



Agenda Item #: 7.1
Cost Center: Education
Staff Contact: Chilcott
Agenda Date: 3/18/2009

ITEM: 2009 Outreach Plan

I. BACKGROUND

The 2007 Sonoma County Waste Characterization Study showed that the three largest components of the waste stream are organics, Construction and Demolition (C&D waste) and paper.

2007 Sonoma County Waste Characterization Study list of priority materials for diversion by generation			
	Residential Waste	Commercial Waste	Self-hauled waste
Organics (with food waste being the largest subcategory)	51.24%	41.97%	13.93%.
Construction and Demolition materials	7.58%	14.71%	63.89%
Paper	19.0%	20.9%	7.5%

This study helps define education priorities which are reflected in the Agency's Work Plan. Item 4.12 in the 2009/10 Agency Work plan, states the education themes for 2009 are E-Waste Recycling and SonoMax.org.

At the March 21, 2007 Agency Board meeting, Boardmembers approved a resolution directing Agency staff to submit an application for a competitive California Integrated Waste Management Board Reuse Assistance Grant FY 07/08 to publicize www.SonoMax.org (the Sonoma County Materials Exchange Program). SonoMax.org is an on-line green classified ads resource where materials available and wanted can be posted. In order to meet the CIWMB waste diversion priority criteria, publicity targets diversion of construction and demolition materials by building professionals, as well as the general public. On Oct. 15, 2007 the Agency was awarded \$16,600 for a two-year SonoMax.org publicity project expiring November 30, 2009. The activities in this grant were postponed until fall 2008 for a variety of reasons: 1) Defined Agency work plan education priorities for "Veggie Recycling" in 2008, 2) Programming modifications needed for www.SonoMax.org

In 2008, the Agency entered into a two year contract expiring June 2010 with ASL Recycling to conduct e-waste collection events monthly around the county. Agency staff provides support for advertising.

II. DISCUSSION

The work plan for the SonoMax.org project is well defined in the original grant application. Please see attached for SonoMax.org publicity Work Plan and corresponding budget. These activities will need to be completed by November 2009.

Figure 1: E-waste publicity utility bill insert



Figure 2: SonoMax.org utility bill insert

Utility bill inserts/fliers:

Whenever possible, Agency staff combines the advertising needs of the ASL e-waste collection events with the SonoMax.org grant project. Two-sided utility bill inserts and fliers lend themselves well to this approach. This combined advertising leverages CIWMB grant money and Agency resources and is evidenced by the following advertising:



- December 13-14, 2008 Sonoma E-Waste event, two-sided (SonoMax.org/E-Waste) 700 fliers were distributed to Sonoma Chamber of Commerce members.
- February 28-March 1, 2009 Cloverdale E-Waste event, 200 two-sided (SonoMax.org/E-Waste) was distributed at the Cloverdale Citrus Fair and local grocery stores/coffee shops.
- March 28-29, 2009, Santa Rosa E-Waste event. 49,000 two-sided (SonoMax.org/E-Waste) utility bill inserts were distributed.

Fairs/events:

Since January 1, 2009, the Agency has already completed participating in 10 event days.

SonoMax.org events were targeted towards a business audience as defined in the CIWMB grant (e.g., North Bay Business Journal Book of Lists event, Windsor Business Expo, etc.). E-waste education events target a more general audience (e.g., Cloverdale Citrus Fair)

Figure 3: Mary Romes, intern, staffing the Cloverdale Citrus Fair Feb. 13-16, 2009



After completing her SCWMA internship in 2008, Mary Romes was hired by Sonoma County General Services to work on energy and sustainability programs. An interdepartmental agreement allows for sharing of interns and Ms. Romes has agreed to assist the Agency in staffing targeted events (e.g., Santa Rosa Downtown Market). Spanish language events are coordinated by C2 Alternative Services under the Agency's Spanish Language Outreach contract using the services of Hugo Mata.

Depending on the duration and event type, several types of displays will be/have been created: 1) Table-top display for SonoMax.org (completed and in use); 2) Table-top display for E-Waste Recycling Education (not yet created); 3) E-Waste Recycling display for a 10'x10' exhibit space (completed and in use).

Figure 4: Cloverdale Citrus Fair Feb. 13-16, 2009



For 2009, events are currently being scheduled including the following:

Theme	Day	Date	City	Fair
SonoMax.org	Tues	Jan 14	Santa Rosa	North Bay Business Journal Book of Lists event
SonoMax.org	Wed	Jan 21	Rohnert Park	State of the County breakfast
SonoMax.org	Mon	Feb 3	Windsor	Windsor Business Expo
Ewaste	Fri, Sat, Sun, Mon	Feb 13-16	Cloverdale	Cloverdale Citrus Fair
Veggies	Fri	Feb 27	Santa Rosa	Business Environmental Alliance EDB
SonoMax.org	Wed	March 4	Healdsburg	Healdsburg Business Chamber of Commerce event
SonoMax.org	Thurs	March 12	Santa Rosa	Construction Technology Expo
SonoMax.org	Thurs	March 20	Sonoma	Sonoma Valley Chamber of Commerce Business Expo
Ewaste	Sun	April 19	Windsor	Earth Day on the Green

E-Waste	Wed	May 20	Santa Rosa	Wed. night market
Used Oil (paid for with CIWMB Used Oil grant money)	Wed	May 27	Santa Rosa	Wed. night market
SonoMax.org	Wed	Jun 3	Santa Rosa	Wed. night market
E-Waste	Wed	Jun 10	Santa Rosa	Wed. night market
<i>More events are being scheduled.</i>				

Campaign fliers/promotional giveaways:

Fliers created for the SonoMax.org grant project and for E-Waste events will be distributed at the March 18, 2009 Agency meeting including:

- Building Materials Re-Use Guide for Sonoma County
- SonoMax.org postcard
- E-Waste/SonoMax.org utility bill insert
- E-Waste magnet giveaways

Beyond the outreach defined in the attached SonoMax.org grant, outreach is planned through garbage company newsletters, through the Agency's Spanish Language Outreach Campaign and at the Agency's web site at www.recyclenow.org

III. FUNDING IMPACT

SonoMax.org publicity (not including staff time) is reimbursed to the Agency through the CIWMB Reuse Assistance Grant (FY 07/08). E-Waste education is budgeted in the Education Cost Center 799411-6400 in FY 08/09 and FY 09/10.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

This transmittal is for informational purposes only. No action is requested of the Board.

V. ATTACHMENTS

SonoMax.org grant Scope of Work and Budget

Approved by: 
Mollie Mangerich, Executive Director, SCWMA

Attachment A: Scope of Work for Reuse Assistance Grant SonoMax.org (Sonoma County Materials Exchange) Outreach

Task 1: SonoMax.org fliers

This flier is an 8.5"x11" 4-color double-sided printed piece that will serve as the most descriptive promotional piece to help brand SonoMax.org. It will answer questions like "What is SonoMax.org", "How do the listings work", etc. The flier will be designed to be effective unfolded and folded in half (such as when used as an insert in the Building Materials Reuse Guide). The piece will also be made into a .pdf and distributed as needed.

Targeted venues to distribute the SonoMax printed fliers include:

- Habitat for Humanity of Sonoma County ReStore
- Redwood Empire Chapter of the US Green Building Council professional trainings
- Sonoma County's new Compost Club
- Sonoma County Building Departments
- Rohnert Park and Cloverdale Chamber of Commerce for insertion in their newsletter
- At targeted public events and venues
- Sonoma State University Green Building Professional training
- Special mailing to building-related businesses identified from the North Bay Business Journal's Book of Lists
- Agency's Green Building Products Showcase

Task 1 SonoMax fliers			
Task 1.1	Design SonoMax fliers	SCWMA Matching contribution of staff time	\$632.70
Task 1.2	Print SonoMax fliers	CIWMB Grant funded	\$1,380.00
Task 1.3	Distribute SonoMax fliers	SCWMA Matching contribution of staff time	\$632.70

Task 2: Building Materials Reuse Guide

The Building Materials Reuse Guide will be designed to be used alone or as a complementary piece to the SonoMax flier. The guide will be about 6" tall x 17" wide and will feature a chart of Sonoma County businesses and nonprofits that collect salvaged materials for reuse including: appliances, doors, cabinets, electrical fixtures and supplies, fencing, flooring, sheetrock, hardware and tools, lumber, plumbing, tile, windows and mixed C&D facilities. SonoMax.org will also be featured in the Building Materials Reuse Guide.

Targeted venues to distribute the Building Materials Reuse Guides include:

- Redwood Empire Chapter of the US Green Building Council professional trainings
- Sonoma County Building Departments
- At targeted public events and venues
- Sonoma State University Green Building Professional training
- Special mailing to building-related businesses identified by the North Bay Business Journal
- Agency's Green Building Products Showcase

Task 2 Building Materials ReUse Guides			
Task 2.1	Design Building Materials ReUse Guide	SCWMA Matching contribution of staff time	\$949.05
Task 2.2	Print Building Materials ReUse Guide	CIWMB Grant funded	\$1,100.00
Task 2.3	Distribute Building Materials ReUse Guide	SCWMA Matching contribution of staff time	\$506.16

Task 3: Utility bill inserts

Utility bill inserts are a cost-effective promotional tool frequently used by our Agency. One-third of a page utility bill inserts would be created to advertise SonoMax.org, mostly to a general audience. Distribution of the inserts would occur in spring 2008, complementing other publicity efforts.

Targeted venues to distribute the utility bill fliers include:

- Cotati, Rohnert Park and Santa Rosa utility bills (business and residential customers)
- Petaluma garbage bills (business and residential customers)
- Sonoma County Refuse Disposal customer bills (business customers only)
- Targeted home improvement stores "Customer Service" counters

Task 3 Utility bill inserts			
Task 3.1	Design utility bill inserts	SCWMA Matching contribution of staff time	\$759.24
Task 3.2	Print utility bill inserts	CIWMB Grant funded	\$2,460.00
Task 3.3	Distribute utility bill inserts	SCWMA Matching contribution of staff time	\$506.16

Task 4: Exhibit

This billboard-style exhibit will feature SonoMax.org and will be designed to be used with a 6-foot table at targeted one-day events. Graphics printed on sticky paper would be applied to plastic backing reused from old Agency displays. Resources distributed at the exhibit will include the Building Materials Reuse Guide and the SonoMax fliers. The design of the exhibit will complement other publicity materials.

Targeted venues for the exhibit include:

- Rohnert Park Chamber of Commerce Spring Business Event Showcase
- Construction Specification Institute Spring event
- Build It Green Professional Training in Sonoma County (proposed)
- North Bay Business Journal Construction Conference

Task 4 Exhibit			
Task 4.1	Design display for tradeshow	SCWMA Matching contribution of staff time	\$506.16
Task 4.2	Manufacture and assemble display	SCWMA Matching contribution of staff time	\$379.62
Task 4.3	Staff events using the display	SCWMA Matching contribution of staff time	\$1,518.48
Task 4.4	Registration fees \$1000 Build It Green \$325 Rohnert Park Business Show \$325 Construction Specification Institute Show \$500 North Bay Business Journal Construction Show	CIWMB Grant funded	\$2,150.00

Task 5: Article/email listserve

As SonoMax.org is a web-based service, every opportunity will be made to use electronic outreach opportunities. Articles about SonoMax will be written by Agency staff for distribution to targeted trade associations for the purposes of distribution via email listserves and in on-line or print newsletters.

Targeted venues article/email distribution include:

- AIA Redwood Empire Chapter
- Associated General Contractors of California
- Build It Green listserve
- Construction Specification Institute (CSI) email listserve
- Home Builders Association listserve
- Redwood Empire Chapter of the Green Building Council listserve

- Redwood Empire Remodelers Association listserve
- Garbage Reincarnation on-line "Recycle Rag" newsletter
- Cotati area Chamber of Commerce on-line newsletter
- Petaluma area Chamber of Commerce on-line newsletter
- Santa Rosa area Chamber of Commerce on-line newsletter
- Sonoma Valley Area Business on-line newsletter
- North Bay Business Journal email listserve
- Sonoma State University Green Building listserve of program graduates
- Agency email list of people interested in the SonoMax program

Task 5 Article/email listserve			
Task 5.1	Prepare article content (for email listserve and newsletters) and distribute to targeted associations	SCWMA Matching contribution of staff time	\$1,391.94

Task 6: Mailings

Special mailings to targeted groups are another tool for outreach. Annually, the North Bay Business Journal compiles local income data and contact information organized by business sector. From this "Book of Lists" building industry data will be sorted to receive a special mailing of the SonoMax flier accompanied by the Building Materials Reuse Guide. This list will include at least 185 companies:

- Architecture firms (23 listed in the 2007 Book of Lists)
- Plumbing contractors (25 listed in the 2007 Book of Lists)
- HVAC contractors (25 listed in the 2007 Book of Lists)
- Commercial landscape contractors (24 listed in the 2007 Book of Lists)
- Electrical contractors (20 listed in the 2007 Book of Lists)
- Home builders (10 listed in the 2007 Book of Lists)
- Commercial general contractors (33 listed in the 2007 Book of Lists)

Task 6 Mailings			
Task 6.1	Prepare mailing lists and assemble packets to targeted groups	SCWMA Matching contribution of staff time	\$379.62
Task 6.2	Mail packets	SCWMA Matching postage contribution	\$72.15

Task 7: Presentations

Some of the targeted building-related associations have lunch or dinner meetings, as well as classes, where it is possible to make a live presentation. The Agency's laptop and a projector will be used to make the presentations more engaging and instructive.

Targeted venues for the presentations include:

- AIA Redwood Empire Chapter monthly lunch meeting
- North Coast Builders Exchange Education Series
- Redwood Empire Remodelers Association monthly dinner meeting

Task 7 Presentations			
Task 7.1	Prepare and make presentations to targeted groups	SCWMA Matching contribution of staff time	\$885.78

Task 8: Ads for print publications

Ads intended for targeted print publications provide another tool to promote SonoMax.org

Targeted venues for the print ads:

- Build It Green Professional Training in Sonoma County proposed April 2008. Ad placed on training materials. \$500
- Petaluma area Chamber of Commerce 1/8 page ad running once in the monthly Petaluma Business Paper \$180
- Santa Rosa area Chamber of Commerce full-page, black & white ad running once in the quarterly newsletter \$1,300
- North Bay Business Journal two ads (5" wide x 3" tall) \$720
- Press Democrat ad in the Monday Business section \$960
- Press Democrat ad in the Special section Green Business and Building Section, ¼ page ad. \$1023.75

The Agency produces an annual 28-page Recycling Guide publication which is distributed to 350,000 AT&T customers in Sonoma County annually. One-fourth of the two-page Business section will be devoted to announcing SonoMax.org. This will be an in-kind matching contribution.

Task 8 Ads for print publications			
Task 8.1	Design artwork and submit ads to targeted associations/chamber newsletters	SCWMA Matching contribution of staff time	\$1012.32
Task 8.2	Buy ads with targeted organizations \$500 Build It Green \$180 Petaluma Chamber of Commerce \$1,300 Santa Rosa Chamber of Commerce \$720 North Bay Business Journal \$960 Press Democrat ad \$1,023.75 Press Democrat ad in Green Business & Building special section	CIWMB Grant funded	\$4,783.75
Task 8.3	Ad placed on Business Page of annual Sonoma County Recycling Guide, 2008 and 2009 Guides	SCWMA Matching contribution of staff time	\$1,370.60

Task 9: Radio

Radio will be used to complement other outreach activities occurring in spring 2009. In order to reach the building community, two stations (KSRO-News and KFGY/FOX or River-Music) will be selected and paid spots would be focused around morning drive times. In addition to paid spots, bonus spots and sponsorship would be pursued to maximize the advertising effort.

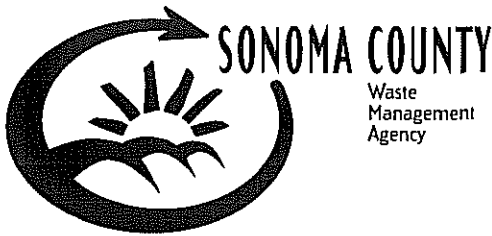
The proposed task seeks \$3,000 in funding to promote SonoMax.org on two stations for two weeks. Agency staff time to negotiate the buys will be provided as in-kind matching contribution.

Task 9 Radio			
Task 9.1	Organize radio promotion	SCWMA Matching contribution of staff time	\$253.08
Task 9.2	Buy radio spots	CIWMB Grant funded	\$4,000.00

Task 10: Administration

Task 10 Administration			
Task 10.1	Agency staff prepares required reports	CIWMB Grant funded	\$759.24

Total CIWMB Grant Funds Awarded	\$16,632.99
Total SCWMA Matching Contributions (mostly with Agency staff time)	\$11,755.76
Total Project Cost	\$28,388.75



Agenda Item #: 9.1
Cost Center: Organics
Staff Contact: Carter
Agenda Date: 3/18/2009

ITEM: Compost Relocation Project

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 project updates at each subsequent Board meeting.

At the June 18, 2008, the SCWMA Board selected one preferred site and two alternative sites to be studied further in an Environmental Impact Report. Staff has informed all property owners involved in the siting effort as to whether their property was selected for further study.

II. DISCUSSION

ESA is continuing work on the Draft Environmental Impact Report. The administrative draft for internal review is expected to be sent to Agency staff in early April 2009.

Due to delays in choosing the sites to be examined in the Environmental Impact Report and to provide the consultant sufficient time to complete the project, staff believes the agreement with ESA should be extended to December 31, 2009. The current agreement expires on June 1, 2009.

Additionally, in response to issues raised at the December 11, 2008 Scoping Meeting and public comments, staff asked ESA to estimate the cost of analyzing an alternative composting method in the Environmental Impact Report. Aerated Static Pile (ASP) was chosen, as it is a common processing alternative to open windrow composting.

Staff believes including an alternative composting method in addition to alternative sites will strengthen the Environmental Impact Report and reinforce the SCWMA's commitment to examine a wide variety of options in the decision of siting and designing a new compost facility.

Though a contingency task (Task 11) was created to fund unanticipated task such as this, the Task 11 has already been drawn down from \$25,750 to \$1,196. Task 11 was used to perform the additional work requested by the Board with regard to sea level change, and to include a Health Risk Assessment – a study highly recommended by the Sonoma County Permit and Resource Management Department.

If the Board chooses to fund the study of alternative composting methods, an amendment to the agreement with ESA would be required, as there are insufficient funds in Task 11 to cover this additional cost.

III. FUNDING IMPACT

ESA proposes a cost of \$33,260 to perform the additional work. There are insufficient funds available in the current Agreement contingency task to cover the cost of this scope change.

However, funding is available, upon Board approval, to transfer from the Organics Program Reserve cost center. The current fund balance in this cost center is \$3,191,438.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approval of the First Amendment of the Agreement with ESA for Consulting Services to incorporate examination of the aerated static pile composting method and extension of the term of the agreement to December 31, 2009.

V. ATTACHMENTS

First Amendment to the Agreement with ESA
Appropriation Transfer from the Organics Reserve Cost Center
Exhibit B-1

Approved by: 
Mollie Mangerich, Executive Director, SCWMA

FIRST AMENDMENT TO
AGREEMENT BETWEEN SONOMA COUNTY WASTE MANAGEMENT AGENCY
AND ENVIRONMENTAL SCIENCE ASSOCIATES
FOR CONSULTING SERVICES WITH REGARD TO THE COMPOST RELOCATION
PROJECT

This First Amendment ("Amendment") to the Agreement for Consulting Services ("Agreement"), dated as of March 18, 2009, is by and between the Sonoma County Waste Management Agency ("Agency"), a joint powers agency, and Environmental Science Associates, a California Corporation, ("Consultant"). All capitalized terms used herein shall, unless otherwise defined, have the meaning ascribed to those terms in the existing Agreement.

RECITALS

WHEREAS, Consultant represents to Agency that it is a duly qualified firm experienced in compost site selection, conceptual design, and preparation of CEQA documents and related services;

WHEREAS, in the judgment of the Board of Directors of Agency, it is necessary and desirable to employ the services of Consultant to assist Agency staff in the new compost site selection, conceptual design, and preparation of all necessary CEQA documents for a new composting site and operation within Sonoma County;

WHEREAS, the parties desire to amend the Agreement to extend the term of Agreement until December 31, 2009;

WHEREAS, the parties desire to amend the Agreement contract dollar amount; and,

WHEREAS, the parties desire to amend Attachment A – Scope of Services of this Agreement;

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

AGREEMENT

1. Section 2.1 Payment is hereby deleted and replaced in its entirety to read as follows:

March 18, 2009

First Amendment

2.1 Consultant shall be paid Five Hundred Twenty Thousand Nine Hundred Twenty-Six Dollars (\$554,186) for services rendered in accordance with tasks detailed in Section 1.1 above and in Exhibit B1, upon monthly submission of progress reports, verified claims and invoices, in the amount of ninety percent (90%) of the work billed and approved. Payments shall be made in the proportion of work completed based upon progress reports to total services to be performed. Payment for satisfactory performance includes, without limitation, salary, fringe benefits, overhead, and profit.

2. Section 3 Term of Agreement is hereby deleted and replaced in its entirety to read as follows:

3. Term of Agreement. The term of this Agreement shall be from Effective Date to December 31, 2009, unless terminated earlier in accordance with the provisions of Article 4 below.

3. Exhibit A – Scope of Service is hereby amended to include the following addition:

Task 12 – Aerated Static Pile

ESA will add the Aerated Static Pile (ASP) method of composting into the Project Description of the EIR as an optional composting method for the preferred site (5A) and also the two alternative sites (13 and 14). ASP will generally be described as an optional compost method that will also be analyzed because it has more process control and the potential to reduce some of the potential impacts from the project (i.e., size of the footprint, dust generation, odors [scrubbed by biofilters], other air contaminant emissions and stormwater runoff). It will be analyzed at a level comparable to the analysis in the EIR of the windrow composting.

The main subtasks are:

1. Technology review and identification of the components of the ASP method that will be analyzed in the EIR. A "type" of ASP will be identified and conceptually described for inclusion in the Project Description.
2. Include the ASP description in the EIR Project Description including conceptual site layouts on the preferred site and the two alternative sites. Three conceptual site plans will be developed in total showing ASP – one for each of the three sites (5A, 13 and 14).

3. Analyze ASP composting in all the appropriate technical analysis sections of the EIR. Some sections will have little or no change from the windrow composting, but other sections will require fairly detailed new analysis (especially air quality) to provide a comparison of the impact to the impact of traditional windrow composting.
4. Add comparisons of traditional windrow composting to ASP composting as appropriate throughout the EIR including specifically the Executive Summary (text discussion and Impacts and Mitigation Tables). Also any differences in Impacts or Mitigation Measures resulting from the ASP composting will be shown in the Mitigation Monitoring and Reporting Program that supports the EIR.

4. Exhibit B is hereby deleted and replaced in its entirety with Exhibit B1.

AGENCY AND CONSULTANT HAVE CAREFULLY READ AND REVIEWED THIS AMENDMENT AND EACH TERM AND PROVISION CONTAINED HEREIN AND, BY EXECUTION OF THIS AMENDMENT, SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO.

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

AGENCY:

SONOMA COUNTY WASTE MANAGEMENT
AGENCY

By:

Vince Marengo, Chair

CONSULTANT:

ENVIRONMENTAL SCIENCE ASSOCIATES

By:

Title:

March 18, 2009

First Amendment

APPROVED AS TO FORM FOR AGENCY:

Janet Coleson, Agency Counsel

APPROVED AS TO SUBSTANCE FOR AGENCY:

Mollie Mangerich, Executive Director

**SPECIAL DISTRICTS GOVERNED BY
LOCAL BOARDS - BUDGETARY REVISIONS**

Resolution No. 2009-

District Name: Sonoma County Waste Management Agency (JPA)
Address: 2300 County Center Dr., Rm. 100B
Santa Rosa, CA 95403
Phone: 565-2413
FY: 2008-09

Auditor's Office Use Only

DOCUMENT #

BATCH #

BATCH DATE

	TC	INDEX	SUB-OBJECT	PROJECT	SUB-OBJECT TITLE	AMOUNT
TO:	203	799221	6540	Compost Site Relocation	Contract Services	\$33,260
FROM:		799221	4624	Same as Above	Retained Earnings	\$33,260

WHEREAS, it has been identified that exploring more recent composting technologies could possibly impact the selection of a new site for compost relocation; and

WHEREAS, the additional scope of work and accompanying expense was not anticipated and, therefore, not budgeted in the Sonoma County Waste Management Agency budget for FY 08-09; and

WHEREAS, it is important to the selection process to be aware of potential composting processes that would expand strengthen the relocation process; and

WHEREAS, it is would create greater efficiencies, both in location and purchasing options, to direct the contractor to proceed with the exploration and appropriate the necessary funds from the Organics Reserve Fund to cover the unanticipated expenditures.

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:

Cloverdale Cotati Healdsburg Rohnert Park Petaluma

Santa Rosa Sebastopol Sonoma Windsor County

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

Date: _____

Attested: _____

Signature: _____
Secretary/Clerk of the Board

Signature: _____
Chairperson

Prepared: March 18, 2009

TABLE 4-2: PRICE PROPOSAL FOR OPTIONAL TASKS

Revised July 30, 2007

									Subconsultant Costs Includes 10% Fee		ESA Other Direct Costs	TASK TOTAL PRICE
	Miller	Vranka	Morales, M	Wyatt	Tel/tel	Labor	3%	Total ESA	CirclePoint	KBE		
	PM	AQ	AQ	Photos	VisSim	Subtotal	Comm.	Labor Price				
Hourly Billing Rate	\$160	\$160	\$90	\$95	\$95		Fee					
# / Description	Hours per person/ Per Task											
#1 – Visual Simulations (Price is per location - three simulation viewpoints are assumed for each location)	4			8	24	\$ 3,680	\$ 110	\$ 3,790	\$ -	\$ -	\$ 200	\$ 3,990
#2 – Health Risk Assessment	4	24	24			\$ 6,640	\$ 199	\$ 6,839	\$ -	\$ 3,300	\$ -	\$ 10,139
#3 – Public Involvement & Community Relations						\$ -	\$ -	\$ -	\$165/Hr			\$ -

Attachment A
Pricing Proposal
ESA Non-Labor Expenses

Reimbursable Costs		
Project Supplies	\$	518
Printing/Reproduction	\$	9,200
Document and Map Reproductions	\$	288
Postage and Deliveries	\$	1,311
Mileage	\$	2,530
Vehicle Rental	\$	460
Lodging	\$	460
Airfare	\$	-
Other Travel Related	\$	1,408
Traffic Counts/ Travel/ Software	\$	4,025
0	\$	-
0	\$	-
Subtotal Reimbursable Costs	\$	20,199
15% Fee (Included as shown)	\$	-
Total Reimbursable Costs	\$	20,199

ESA Equipment Usage		
Company Vehicle Usage	\$	500
HP Plotter	\$	200
GIS Computer Time	\$	210
Trimble GeoXT GPS	\$	-
Laptop Computers	\$	-
LCD Projector	\$	-
Noise Meter	\$	500
Sample Pump	\$	-
Surveying Kit	\$	-
Field Traps	\$	-
Digital Planimeter	\$	-
Cameras/Video/Cell Phone	\$	200
Miscellaneous Small Equipment	\$	200
Total Equipment Usage Costs	\$	1,810

Attachment B
Cost Proposal (Revised July 30, 2007)
Subconsultant Detail

Task Number / Description	Subconsultant Costs						
	HDR/Brown, Vence & Associates, Inc.	Integrated Waste management Consulting, LLC (IWMC)			Subtotal Subconsultant Cost	Fee @ 10%	Total Subconsultant Project Cost
Budget By Task							
Task 1 Submit a Work Plan (TR and MC attend Kickoff)	\$ 6,734	\$ 2,000			\$ 8,734	\$ 873	\$ 9,607.84
Task 2 Meetings (Included in Task 1, 3, 7 and 10)					\$ -	\$ -	\$ -
Task 2.1 Monthly Phone Conferences (4 persons per call x 8 months [2 HDR / IWMC])	\$ 2,000	\$ 1,000			\$ 3,000	\$ 300	\$ 3,299.56
Task 2.2 Additional Meetings (3 additional meeting with Agency - 4 persons [2 HDR / IWMC])	\$ 5,999	\$ 3,000			\$ 8,999	\$ 900	\$ 9,898.68
Task 3 Site Evaluation (TR and MC also attend public meeting)	\$ 68,675	\$ 3,000			\$ 71,675	\$ 7,168	\$ 78,842.94
Task 4 Conceptual Design of Composting Facility	\$ 35,688	\$ 9,000			\$ 44,688	\$ 4,469	\$ 49,156.36
Task 5 Prepare Administrative Draft EIR	\$ 7,812	\$ 1,800			\$ 9,612	\$ 961	\$ 10,573.20
Task 6 Prepare Draft EIR	\$ 5,548				\$ 5,548	\$ 555	\$ 6,102.36
Task 7 Attend Hearing on Draft EIR (BB and MC attend)	\$ 2,923	\$ 1,000			\$ 3,923	\$ 392	\$ 4,315.52
Task 8 Respond to Comments and Prepare Administrative Final EIR	\$ 6,297	\$ 1,000			\$ 7,297	\$ 730	\$ 8,026.92
Task 9 Prepare Final EIR	\$ 5,548				\$ 5,548	\$ 555	\$ 6,102.36
Task 10 Attend hearing on the Final EIR (TR and MC attend)	\$ 3,499	\$ 1,000			\$ 4,499	\$ 450	\$ 4,949.12
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
Subconsultant Total	\$ 150,723	\$ 22,800	\$ -	\$ -	\$ 173,523	\$ 17,352	\$ 190,875

Project Name: Sonoma Compost Design

Project ID No.:

Project Manager: Tim Raibley

	Hours										Total Hours	(A)	(B)	(F)	
	TASK 1	TASK 2 Meetings	TASK 3 Site Study	TASK 4 Design	TASK 5 ADEIR	TASK 6 DEIR	TASK 7 Hearings	TASK 8 Comments	TASK 9 FEIR	TASK 10 Hearings		Total Hours	Total Hours	EE Bill Rate	Billable Cost
Staff Resources															
												0.00		(A*D)	
GREENBERG, M. (Vice President)	4.00		24.00	16.00								44.00	44.00	\$ 207.00	\$9,108.00
BREKKE-BROWNELL, S. (Project Manager)	12.00		90.00	20.00	26.00	16.00	16.00	16.00	16.00			212.00	212.00	\$ 179.00	\$37,948.00
RAIBLEY, T. (Vice President)	16.00	32.00	70.00	30.00	14.00	12.00		12.00	12.00	16.00		214.00	214.00	\$ 215.00	\$46,010.00
NAMBAKAM, A. (Eng/Planner I)			100.00	44.00				8.00				152.00	152.00	\$ 90.00	\$13,680.00
STOLL, L. (Editor)			30.00	4.00								34.00	34.00	\$ 80.00	\$2,720.00
FARRAR, R. (Associate I)			12.00	4.00								16.00	16.00	\$ 75.00	\$1,200.00
ZYNCK, Carrie (GIS)			176.00									176.00	176.00	\$ 85.00	\$14,960.00
JACKSON, Alicia (Drafting)				100.00								100.00	100.00	\$ 75.00	\$7,500.00
COLLINS, Andrew (Drafting)				45.00								45.00	45.00	\$ 95.00	\$4,275.00
TRAEGER, Dave (QA/QC)				25.00								25.00	25.00	\$ 175.00	\$4,375.00
												0.00	-	\$ -	\$0.00
Labor Total	32.00	32.00	502.00	288.00	40.00	28.00	16.00	36.00	28.00	16.00		0.00	1,018.00		\$141,776.00

Other Direct Costs (ODCs)											Total
Technology Charge @ \$3.70/labor hr.	118.40	118.40	1,857.40	1,065.60	148.00	103.60	59.20	133.20	103.60	59.20	3,766.60
Other Travel	200.00	1,000.00	2,000.00								3,200.00
Lodging and Meals			1,000.00								1,000.00
Printing/Plotting			300.00	500.00							800.00
Telephone											0.00
Miscellaneous											0.00
ODC Subtotal	318.40	1,118.40	5,157.40	1,565.60	148.00	103.60	59.20	133.20	103.60	59.20	8,766.60
10% Markup (excl. tech chg & "other travel")	0.00	0.00	130.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
ODC Total	318.40	1,118.40	5,287.40	1,615.60	148.00	103.60	59.20	133.20	103.60	59.20	8,946.60

Summary of Fee & Hours by Task	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	TASK 6	TASK 7	TASK 8	TASK 9	TASK 10	Total
Hours	32.00	32.00	502.00	288.00	40.00	28.00	16.00	36.00	28.00	16.00	986.00
HDR Labor Fee	6,416.00	6,880.00	63,388.00	34,072.00	7,664.00	5,444.00	2,864.00	6,164.00	5,444.00	3,440.00	141,776.00
HDR Expenses with Markup & Tech Charges	318.40	1,118.40	5,287.40	1,615.60	148.00	103.60	59.20	133.20	103.60	59.20	8,946.60
Total Fee by Task	6,734.40	7,998.40	68,675.40	35,687.60	7,812.00	5,547.60	2,923.20	6,297.20	5,547.60	3,499.20	150,722.60