

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**

May 19, 2010

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 ITEM 9\*\***

**Estimated Ending Time 11:30 a.m.**

**AGENDA**

- | <u>ITEM</u> | <u>ACTION</u>   |
|-------------|---|
| 1.          | Call to Order/Introductions   |
| 2.          | Agenda Approval   |
| 3.          | <u>Attachments/Correspondence:</u><br>Director's Agenda Notes<br>Letter of Support for AB 2398<br>Letter of Support for AB 2139   |
| 4.          | <u>On file w/Clerk: for copy call 565-3579</u><br>Resolutions approved in April 2010<br>2010-007 Appropriation Transfer (ColWMP)<br>2010-008 Resolution Adopting Annual Budget for FY-10-11<br>2010-009 Resolution Approving the 5 <sup>th</sup> Amendment with C2 Alternative Services to<br>Audit Oil Recycling Centers and Coordinate Oil Recycling Publicity and Programs |
| 5.          | Public Comments (items not on the agenda)   |

**CONSENT** (w/attachments)

**Discussion/Action**

- |     |  |
|-----|--|
| 6.1 | Minutes of April 21, 2010                              |
| 6.2 | FY 09-10 Third Quarter Financial Report                |
| 6.3 | Confirmation of Local Task Force Bylaws Amendment      |
| 6.4 | Resolution of Oil Payment Program                      |
| 6.5 | Proof of Designation for Non-profit E-waste Collection |
| 6.6 | Carryout Bag Update                                    |
| 6.7 | SCC Monthly Report for February 2010                   |
| 6.8 | 3 <sup>rd</sup> Amendment to VBN Contract              |
| 6.9 | Home Composting and Garden Pesticide Use Survey 2010   |

## REGULAR CALENDAR

- |     |  |                                     |
|-----|--|-------------------------------------|
| 7.  | Sonoma County/City Solid Waste Advisory<br>[Barbose]   | Discussion/Acting<br>PLANNING       |
| 8.  | Presentation by Yvonne Hunter, Program Director,<br>California Climate Action Network, and Institute for Local<br>Government Titled " <i>Commercial Recycling: Discussion<br/>of Sample Commercial Recycling Ordinance from the Institute for Local<br/>Government</i> " | Presentation<br>DIVERSION           |
| 9.  | Contract Extension with Clean Harbors<br>[Steinman](Attachment)  | <b>UNANIMOUS VOTE</b><br>HHW        |
| 10. | SCWMA Alternative Funding Final Report<br>[Carter](Attachment)   | Presentation<br>ADMINISTRATION      |
| 11. | UCCE Agreement<br>[Klassen](Attachment)  | Discussion/Action<br>YARD           |
| 12. | Establishing Interview Process<br>[Klassen](Attachment)  | Discussion/Action<br>ADMINISTRATION |
| 13. | Boardmember Comments   |                                     |
| 14. | Staff Comments   |                                     |
| 15. | Next SCWMA Meeting June 16, 2010 ( <i>last meeting scheduled to be held at the<br/>Subregional Water Reclamation System Laguna Plant</i> )   |                                     |
| 16. | Adjourn  |                                     |

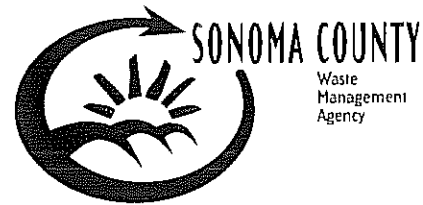
**CONSENT CALENDAR:** These matters include routine financial and administrative actions and are usually approved by a single majority vote. Any Boardmember may remove an item from the consent calendar.

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

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

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

**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](http://www.recyclenow.org)



**TO:** SCWMA Board Members

**FROM:** Susan Klassen, Interim Executive Director

**SUBJECT:** MAY 19, 2010 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.

- 6.1 Minutes of April 21, 2010
- 6.2 FY 09-10 Third Quarter Financial The attached Third Quarter Report is provided in accordance with the JPA requirement that the Agency prepare quarterly reports of Agency operations and of all receipts to and disbursements from the Agency.
- 6.3 Confirmation of Local Task Force Bylaws Amendment The LTF has amended their bylaws regarding membership and is requesting confirmation by the Agency.
- 6.4 Resolution of Oil Payment Program CalRecycle is streamlining the existing Used Oil Block Grant process to create a future Used Oil Payment Program (OPP), which will replace the Block Grants. Staff is recommending that the Board approve the attached "open-ended" Used Oil Payment Program Resolution that will remain in effect until "rescinded."
- 6.5 Proof of Designation for Non-profit E-waste Collection In an effort to make it more convenient for E-waste collectors to provide E-waste services, the California Integrated Waste Management Board created CIWMB184, Proof of Designation form. Agency staff has developed a Draft Agreement for Approved Non-profit E-waste collectors requesting to get a Proof of Designation from the Agency and seeks the Board's approval to provide the Proof of Designation form to Non-profit collectors who request the form and meet the criteria outlined in the Agreement.
- 6.6 Carryout Bag Update Updates Board members on the status of carryout bag ordinances and related recycling and reduction efforts
- 6.7 SCC Monthly Report for February Per agreement, Sonoma Compost Company has submitted the monthly report for February 2010.
- 6.8 3<sup>rd</sup> Amendment to VBN Contract Staff is recommending that the Board Adopt the Resolution to approve the Third Amendment to the Agreement with VBN Architects for Professional Services and authorize the Chair to execute the Amendment on behalf of the Agency. This is a no cost extension of the term.
- 6.9 Home Composting and Garden Pesticide Use Survey 2010 Per agreement, University of California Cooperative Extension (UCCE) has submitted the composting and pesticide use survey for 2010 for approval.

### **REGULAR CALENDAR**

- 7. Sonoma County/City Solid Waste Advisory Verbal report from Steve Barbose, City of Sonoma, serving as SCWMA liaison to the recently convened advisory group. **No action required.**

8. Presentation by Yvonne Hunter, Program Director, California Climate Action Network, and Institute for Local Government Titled "Commercial Recycling: Discussion of Sample Commercial Recycling Ordinance from the Institute for Local Government" **No action required.**

9. Contract Extension with Clean Harbors The Agency has a Contract with Clean Harbors Environmental Services to operate the Household Hazardous Waste Facility (HHWF) and Mobile Collection Programs. **Recommended Action: Adopt Resolution to approve the Eighth 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 Eighth Amendment to the Agreement on behalf of the Agency. UNANIMOUS VOTE**

10. SCWMA Alternative Funding Final Report R3 Consulting Group has prepared a final report of the funding study for the Agency. Three funding scenarios, with distinct funding and implementation implications, are presented for the Board's consideration. Staff and R3 will discuss the pros and cons of each. **Recommended Action: Staff recommends accepting the Agency Fee Study by R3 Consulting Group and selecting Scenario 3 as the new Agency funding model. Staff also recommends the Board direct Agency Counsel to begin drafting an ordinance which accomplishes the recommendations set forth in Scenario 3.**

11. UCCE Agreement The proposed Letter Agreement is between the Agency and Sonoma County University of California Cooperative Extension ("SoCo-UCCE"). The two program goals: (1) reduction of organic landfill inputs by teaching home composting and (2) the reduction of the amount of toxic gardening materials by teaching appropriate pesticide use to home gardeners. **Recommended Action: Authorize the Executive Director to sign the Letter Agreement with Sonoma County University of California Cooperative Extension.**

12. Establishing Interview Process At the April 21, 2010, the Board directed staff to develop an interview process to be used for selection of the Executive Director. Staff has prepared a preliminary process which will be developed as the recruitment process moves along. **Action Requested: Staff recommends waiting until the application deadline has passed, then be available for the HR initial paper screen. After a list of qualified candidates has been established, determine, based on the number of candidates, the number of interviews necessary.**

April 16, 2010

The Honorable John Perez,  
Speaker of the State Assembly  
Room 219, State Capitol  
Sacramento, CA 95814  
FAX: (916) 319-2192



**RE: AB 2398 (Perez) Carpet Product Stewardship – Support**

The Honorable Assembly Speaker Perez:

The Sonoma County Waste Management Agency (SCWMA) is a California Integrated Waste Management Board (CIWMB)-approved Regional Agency comprised of all the jurisdictions in Sonoma County tasked with many of the responsibilities of AB 939, including management of household hazardous wastes. In June 2001, the SCWMA, recognizing that Extended Producer Responsibility (EPR) is a waste management approach that significantly improves our ability to manage discarded hazardous products, approved a resolution supporting EPR policies and efforts by governmental and non-governmental organizations to develop such policies.

The SCWMA supports Extended Producer Responsibility (EPR) policies that shift California's product waste management system from one focused on local government funded and ratepayer financed to one that relies on producer responsibility in order to reduce public costs and drive improvements in product design that promote environmental sustainability.

On behalf of the SCWMA, I am pleased to inform you that the SCWMA has taken a Support position on your measure AB 2398, a bill that will require a product stewardship approach to better manage unwanted carpet.

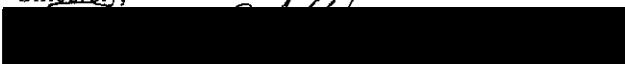
Carpet is a special problem waste because it alone comprises 3.2% of all waste disposed in California, it is bulky and difficult to manage at landfills, and it has a large greenhouse gas footprint as it is made primarily from petroleum.

In addition, California has worked with the carpet industry since 2002 and participated in an MOU where the industry agreed to reach 25% recycling by 2012. The carpet industry did not meet that voluntary goal even with government support and what is needed now is a mandatory program that eliminates the "free-riders" and ensures that all carpet manufacturers are funding, designing, and participating in a carpet recovery program. Currently, the cost of managing carpet has been externalized onto the general taxpayer and ratepayers so producers have no financial incentive to be concerned with end-of-life costs for carpet.

AB 2398 envisions a program funded/operated by the private sector with limited governmental involvement, thereby saving money for both state and local governments. If this bill becomes law, several carpet recyclers in this state will grow to recover more carpet thus creating jobs in California.

The SCWMA appreciates your authoring this much-needed legislation and looks forward to working with you, your staff and other supporters to ensure this measure becomes law.

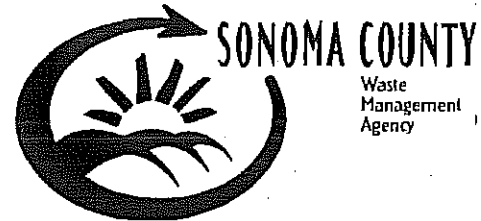
Sincerely,

  
Susan Klassen, Interim Executive Director  
Sonoma County Waste Management Agency

Cc: Members of the Assembly Natural Resources Committee  
SCWMA Board Members

April 16, 2010

The Honorable Wes Chesbro, Chair  
Member of the State Assembly  
Room 2176, State Capitol  
Sacramento, CA 95814  
FAX: (916) 319-2101



**RE: AB 2139 (Chesbro) California Product Stewardship Act – Support**

Dear Assembly Member Chesbro:

The Sonoma County Waste Management Agency (SCWMA) is a California Integrated Waste Management Board (CIWMB)-approved Regional Agency comprised of all the jurisdictions in Sonoma County tasked with many of the responsibilities of AB 939, including management of household hazardous wastes. In June 2001, the SCWMA, recognizing that Extended Producer Responsibility (EPR) is a waste management approach that significantly improves our ability to manage discarded hazardous products, approved a resolution supporting EPR policies and efforts by governmental and non-governmental organizations to develop such policies.

The SCWMA supports Extended Producer Responsibility (EPR) policies that shift California's product waste management system from one focused on local government funded and ratepayer financed to one that relies on producer responsibility in order to reduce public costs and drive improvements in product design that promote environmental sustainability.


On behalf of the SCWMA, I am pleased to inform you that the SCWMA has taken a Support position on your measure AB 2139, a bill that will require a product stewardship approach to deal with management of household pesticides, sharps, and propane tanks of 1.5 quarts and under. All three products are banned from disposal and are dangerous and expensive to manage.

Manufacturers of these products are the only ones who can change the product design to reduce end of life dangers and costs to manage. Currently, the costs of managing these products has been externalized onto the general taxpayer and ratepayers so producers have no financial incentive to be concerned about how much it costs to safely dispose of their products. Stewardship will ensure that the cost for end of life management is included in the product price where consumers can make a fully informed decision on lifecycle costs, not a burden externalized onto the general taxpayers or garbage ratepayers.

AB 2139 will help local governments' bottom lines by saving tax-payer money used to manage these wastes. It will also create green jobs collecting and recovering these products in the private sector and will help protect public health and California's environment by ensuring that these products are properly managed.

For the above reasons, the SCWMA strongly supports AB 2139.

Sincerely,

  
Susan Klassen, Interim Executive Director  
Sonoma County Waste Management Agency

Cc: Members of the Assembly Natural Resources and Environmental Safety and Toxic Materials Committees  
Fax: (916) 319-3950  
SCWMA Board Members



MINUTES OF APRIL 21, 2010

The Sonoma County Waste Management Agency met on April 21, 2010, at the City of Santa Rosa Utilities Department's Subregional Water Reclamation System Laguna Plant, 4300 Llano Road, Santa Rosa, California.

**PRESENT:**

Town of Windsor	Christa Johnson, Chair
City of Cloverdale	Nina Regor
City of Cotati	Damien O'Bid
City of Healdsburg	Mike Kirn
City of Petaluma	Vince Marengo
City of Rohnert Park	Dan Schwarz
City of Santa Rosa	Dell Tredinnick
City of Sebastopol	Sue Kelly
City of Sonoma	Steve Barbose
County of Sonoma	Tom O'Kane

**STAFF PRESENT:**

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

**1. CALL TO ORDER MEETING/INTRODUCTIONS**

The meeting was called to order at 9:08 a.m.

**2. AGENDA APPROVAL**

Christa Johnson, Chair, reserved the option to change the agenda as the meeting progressed.

*Damien O'Bid, City of Cotati representative, arrived at the meeting at 9:10 a.m. ek*

**3. ATTACHMENTS/CORRESPONDENCE**

Chair Johnson called attention to the Director's Agenda Notes, Letter from City of Santa Rosa Regarding Meeting Location and Support Letter for SB 1100.

**4. ON FILE WITH CLERK**

Chair Johnson noted the resolutions approved in March, 2010, on file with the clerk.

**5. PUBLIC COMMENTS (items not on the agenda)**

None.

**CONSENT**

**6.1 Minutes of March 17, 2010**

**6.2 EPR Legislation Update**

**6.3 SCC Monthly Report for January 2010**

- 6.4 Carryout Bag Update
- 6.5 Compost Services
- 6.6 Extension of R3 Agreement
- 6.7 Appropriation Transfer for Legal Services (ColWMP)

Christa Johnson, Chair, pulled items 6.4 and 6.5 for discussion.

Vince Marengo, Petaluma, moved to approve items 6.1, 6.2, 6.3, 6.6, and 6.7. Mike Kirn, Healdsburg, seconded. Rohnert Park absent.

Item 6.4, Chair Johnson suggested changing the monthly carryout bag update to a quarterly update, and asked about the Agency's legislative policy.

Patrick Carter explained there is a legislative policy in place.

Susan Klassen added that the Executive Director can write letters of support for any policies staff has clear direction on from the Board, such as things that are supported by the CIWMB and the mission of the JPA such as EPR.

After some discussion it was agreed that this item would remain on the agenda monthly.

Item 6.4, Dell Tredinnick, Santa Rosa, moved to approve this item. Nina Regor, Cloverdale, seconded. Rohnert Park, absent.

Item 6.5, Chair Johnson asked about the process of calculating compost allocations.

Charlotte Fisher explained the allocation process.

#### **Public Comments**

Martin Millick, Cold Creek Compost, said that although the Boardmembers enjoy the allocations, the cost of those allocations are being borne by those paying the tip fee.

Item 6.5, Steve Barbose, Sonoma, moved to approve this item. Tom O'Kane, County of Sonoma, seconded.

*Dan Schwarz, City of Rohnert Park representative, arrived at the meeting at 9:18 a.m.*

Chair Christa Johnson, presented Dan Schwarz with a plaque thanking him for the time he spent on the SCWMA Board and also for serving on the Ad-hoc Staffing committee.

#### **REGULAR CALENDAR**

##### **7. SONOMA COUNTY/CITY SOLID WASTE ADVISORY GROUP (SWAG)**

Steve Barbose, City of Sonoma, who serves as liaison for SCWMA to the SWAG, reported that the members were given copies of the Brown, Vence & Associates report (BVA) to study. The BVA report contained recognition of the importance of achieving zero waste as a strategy of dealing with waste management. The report also concluded overhaul by truck was the most effective way to deal with waste on a long term basis. BVA was purchased by HDR and the person who worked on the BVA report is there. The SWAG members are in favor of getting an update to that report, particularly to include the green house gas considerations, which were not addressed in the original report.

Christa Johnson, Chair, added the SWAG is going to be asked to make recommendations to the BOS on whether or not to include closure and post closure costs in the County's tip fee at the next meeting.



Susan Klassen confirmed that the SWAG would be asked to make specific recommendations to the BOS on a few items. One recommendation is the award of an agreement developed from the RFP. The SWAG group will also comment on the development of the final tip fees that will be adopted by the County soon. These fees will be based on the portions of the RFP adopted and awarded. There is also a planned discussion concerning the resumption of contributions being made to the closure fund again.

Steve Barbose added that the current tip fee being considered does not include the \$11 million dollar shortfall for closure costs, which is the estimated cost less money already set aside.

Susan Klassen explained it will cost approximately \$400,000 to either hire consultants to do the final closure work so that the first phase of closure could be constructed by the summer of 2011. The same amount of funding would be required to work on a permit application package to try to do the long term permitting at Central.

### **Public Comments**

Tim Smith, former SCWMA Boardmember, said \$400,000 is a lot of money, but with the annual budget for the County for the landfill and various services related to it is about \$32 million dollars, it may be worth it

Connie Cloak, C<sup>2</sup> Alternative Services, expressed concerns about the validity of 'alternative technologies' or 'new technologies' that are being proposed both nationally and internationally.

### **8. FY 10-11 FINAL BUDGET**

Susan Klassen, Interim Executive Director, gave a brief summary of the budget process. The annual budget begins with direction and approval of the Work Plan by the Agency Board. The second step is the approval of the Draft Budget, establishing budget funding guidelines and other parameters necessary to integrate the Agency's annual budget with the County's budget process. The last step is approval of the Final Budget. The FY 10-11 Draft Final Budget includes the \$0.55 per ton rate increase and no use of reserve funds.

Charlotte Fisher explained the changes to draft budget in developing the final budget.

**Tom O'Kane, County of Sonoma, moved to approve the FY 10-11 Final Budget. Steve Barbose, City of Sonoma, seconded the motion. FY 10-11 Final Budget was approved with a unanimous vote.**

### **9. AGREEMENT TO AUDIT OIL RECYCLING CENTERS AND COORDINATE OIL RECYCLING PUBLICITY AND PROGRAMS**

Lisa Steinman explained the Fourth Amendment to the Agreement with C<sup>2</sup> Alternative Services for auditing oil recycling centers, publicity and programs will expire on June 30, 2010. The original Agreement term was three years with optional annual extensions upon mutual agreement between the Agency and the Contractor.

Agency staff has been pleased with the Contractor's work and the Contractor has submitted a letter indicating their willingness to extend the term of the current contract with no changes to the current rates or scope.

**Dan Schwarz, moved to approve the Agreement to Audit Oil Recycling Centers and Coordinate Oil Recycling Publicity and Programs for two years, instead of one year. Vince Marengo, Petaluma, seconded.**

**Staff was given direction to extend the contract for two years instead of just one, and the Chair was given signing authority.**

## **10. STAFFING SERVICES**

Janet Coleson, Agency Counsel, presented the documents pertaining to the hiring of the new SCWMA Executive Director for the Board's approval.

The documents are as follows:

- Agreement for the Provision of Staff Services (Executive Director) by the County of Sonoma to the Sonoma County Waste Management Agency (Staff Contract)
- Job Specification for Waste Management Executive Director, included as Attachment A to the Agreement for the Provision of Staff Services (Executive Director) by the County of Sonoma to the Sonoma County Waste Management Agency (Staff Contract)
- Memorandum of Understanding for Special Staff Services
- Draft Personal Services Agreement for Waste Management Executive Director (for informational purposes only)

Members of the Ad-hoc Staffing Subcommittee spent a great deal of time and went through several draft documents before returning to the Agency Board with the final product.

Vince Marengo inquired about the validity of this item being labeled a unanimous vote item.

Janet Coleson said she thought it was a miscommunication and explained that according to Section 4 of the JPA Agreement there are only three occasions when a unanimous vote is warranted: approval of budgets, expenditures greater than \$50K, and major program expansions not listed in the JPA.

**Tom O'Kane, County of Sonoma, moved to approve this item, Dell Tredinnick, Santa Rosa, seconded. Motion approved unanimously.**

**Chair Johnson directed staff to agendize an item for the Board to discuss the interview process.**

## **11. SIXTH AMENDMENT TO HOUSEHOLD HAZARDOUS WASTE AND AB 939 PROGRAM SERVICES AGREEMENT**

Susan Klassen reported that this Agreement goes with the budget and will cover Petaluma's payment of their portion of the Agency's surcharge tip fee. The period of time for this Agreement goes with the fiscal year; the Sixth Amendment will cover FY 10-11. The basis used to calculate the amount is the prior calendar year. The prior calendar year is used because the budget is adopted in April or May and all of the prior fiscal years data is not yet available. It can be structured other ways but it would have to come back to the Board because the Agreement is not written that way.

**Vince Marengo, Petaluma, moved to approve the Sixth Amendment to HHW and AB 939 Program Services Program. Nina Regor, Cloverdale, seconded. Motion passed.**

## **12. REQUEST FOR PROPOSALS FOR SPANISH LANGUAGE OUTREACH SERVICES**

Karina Chilcott presented information about Spanish Language Outreach, which is one of the Countywide Integrated Waste Management Plan's objectives. The SCWMA FY10-11 Work Plan also includes Spanish Language Outreach Services.

In June 2008 C<sup>2</sup> Alternative Services was awarded a two-year contract for Spanish Language Outreach which will expire June 30, 2010. The contract was funded with by the HHW Cost Center with CalRecycle Used Oil Grant Money, and funds from the Education Cost Center. At the February

17, 2010 Agency meeting, Board members approved the FY 10-11 Work Plan, which allocated \$24,000 for Spanish Language Outreach.

Sue Kelly, Sebastopol, asked for feedback on the existing program.

Connie Cloak, C<sup>2</sup> Alternative Services commented that a number of calls come in to the Spanish Eco-desk. Hugo Mata, C<sup>2</sup> employee, goes to day labor locations to provide information and he also is invited to participate in radio shows, both commercial and public.

**Mike Kirn, Healdsburg, moved to approve the RFP for Spanish Language Outreach Services, Tom O'Kane, County of Sonoma, seconded. Motion approved.**

### **13. BOARDMEMBER COMMENTS**

Dan Schwarz, thanked the Board for the acknowledgment and said he would remind his City Council to appoint a new Board member to the Agency in time for the May meeting.

Christa Johnson commented that the Recycling Guide is a work of art. She also thanked Agency staff for attending the Town of Windsor's Earth Day event.

Mike Kirn asked if there would be an Agency meeting in July.

Susan Klassen said that would be determined soon.

### **14. STAFF COMMENTS**

Karina Chilcott informed Boardmembers of the Recycling Guides available for distribution.

Susan Klassen reminded the Board that the Agency's meeting site will change at the beginning of the new fiscal year in July. The new meeting location will be the City of Santa Rosa Council Chambers, located at 100 Santa Rosa Ave., Santa Rosa, CA.

### **15. NEXT SCWMA MEETING MAY 19, 2010**

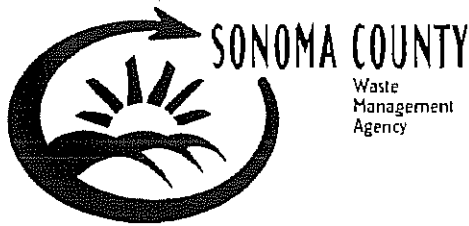
The next regularly scheduled SCWMA meeting Board of Directors meeting will be held on May 19, 2010 at the Laguna Treatment Plant, 4300 Llano Road., Santa Rosa, CA.

### **16. ADJOURNMENT**

Meeting adjourned at 10:25 a.m.

Respectfully submitted,  
Elizabeth Koetke

**Copies of the following were distributed and/or submitted at this meeting:**  
**2010 Recycling Guides**



Agenda Item #: 6.2  
Cost Center: All  
Staff Contact: Klassen  
Meeting Date: 5/19/2010

## ITEM: FY 09-10 Third Quarter Financial Report

### I. BACKGROUND

In accordance with the JPA requirement that the Agency make quarterly reports of Agency operations and of all receipts to and disbursements from the Agency, this staff report covers the Third Quarter Report for FY 09-10.

### II. FUNDING IMPACT

This Third Quarter Report uses information from the County accounting system (FAMIS) for revenues and expenses. Revenues include tipping fees through February 2010. Interest on Pooled Cash was posted through December 2009. Administration Costs were posted through February 2010. The Third Quarter Report also contains the actual amounts spent or received to date, the projected revenues and expenses, the approved budget and the difference between the approved budget and the projections.

In summary, the expenses for the entire Agency are expected to be \$753,259 under budget and the revenues are anticipated to be \$1,141,037 under budget. This results in a projected annual net cost increase of \$387,508. The primary result of this net cost increase is less contributions will be made to the reserve centers than were anticipated at the time the FY 09-10 Budget was approved. Descriptions of fiscal impacts within the individual cost centers follow and more detailed information is contained in the attached report.

#### **ORGANICS COST CENTERS (Wood Waste and Yard Debris)**

The net cost for both of these cost centers is estimated to be over budget, mainly due to the funds from operations being transferred to the Organics Reserve as per Board policy.

##### Wood Waste

The greatest impact on the Wood Waste Cost Center is the reduction of material coming to the facility to be processed. This reduction affects both expenses (administration costs and contractor expense) and revenues.

##### Yard Debris

The amount of material coming to the composting facility is slightly under the anticipated tonnage when the FY 09-10 budget was developed. This situation results in decreases in both revenues and expenses with the exception of Contract Services, which includes an invoice from FY 08-09 that was paid in FY 09-10.

Both of the organics cost centers reflect an increase in revenue sharing, based on the sales of finished products, than originally budgeted. This increase is primarily due to deposits from the previous fiscal year, FY 09-10.

## **SURCHARGE COST CENTERS (Household Hazardous Waste, Education, Diversion and Planning)**

There are two conditions that are having an impact on the entire SCWMA financial situation. The first impact is solid waste tonnage entering the County system is experiencing notable reductions with resulting surcharge tipping fee available to the cost centers depending on the tipping fee surcharge being negatively impacted. The second is the staff vacancy for the past seven months with resulting reduction in Administration Costs throughout all of the cost centers.

### **Household Hazardous Waste**

In addition to the reduced tipping fee surcharge revenue, there will be an estimated \$33,000 less Donations/Reimbursements than expected; \$24,000 written off due to lack of payment from ASL, whose finances are now being handled by bankruptcy court, and \$9,000 less revenue due to lack of e-waste collection events through the remainder of the fiscal year.

Another impact is an estimated reduction in Contract Services of \$26,800. This estimate is based on the actual invoices paid to date.

The resulting net cost is \$321,833 less than budgeted.

### **Education**

The first of the two major impacts on the Education Cost Center is the reduction of \$89,124 in budgeted revenues as a result of the reduced surcharge fee on the tonnage of solid waste.

There are three impacts for an estimated reduction of \$119,066 in expenses. Office Expense is expected to be \$17,254 less than budgeted because of the cooperative efforts for advertising SCWMA programs and events and electronic information sharing being used instead of the usual printed paper. Contract Services has an estimated decrease of \$78,893 due to reduced printing costs for the Recycling Guide, being able to barter for the AT&T phone book insertion, discontinuing SonoMax and delaying the translation and production of the Spanish Recycling Guide. Administration Costs is estimated to be \$50,346 under budget due to staff vacancy. Legal Services is projected to be \$26,751 over budget by the end of the fiscal year. The job design for the executive director position and developing the necessary contracts has exceeded the budgeted amount for legal assistance.

The resulting net cost is \$30,426 less than budgeted.

### **Diversion**

Administration Costs are anticipated to be \$17,997 under budget due to a staff vacancy that affects all of the cost centers.

The net cost is \$15,695 less than budgeted.

### **Planning**

The first of the two major impacts on the Planning Cost Center is the reduction of \$19,194 in budgeted revenues as a result of the reduced surcharge fee on the tonnage of solid waste.

Secondly, Legal Services are projected to be \$23,230 over budget because of the protracted development and approval of the Countywide Integrated Waste Management Plan.

The resulting net cost is \$11,689 under budget due to no contributions being made to the Contingency Reserve.

**Reserve Funds (Organics, HHW Closure, HHW Facility and Contingency)**

Reserve Funds revenue sources are any excess operational funds from the six operating cost centers. Any impacts on the operating cost centers have a direct impact on the amount of reserve transfers.

**Organics Reserve**

The transferred revenues are estimated to be \$243,318 under budget due to the decreased organic materials being processed by Sonoma Compost Company.

**HHW Closure**

This reserve is anticipated to meet budget.

**HHW Facility**

The revenues are anticipated to be \$583,441 under budget and the expenses are projected to be \$52,786 under budget due to the completion of the HHW facility expansion project being delayed.

**Contingency**

The revenues are projected to be \$52,544 under budget due to the reduced revenues in the contributing cost centers, HHW and Planning. The expenses are expected to be \$7,231 over budget with a resulting \$59,775 increase in net cost.


Additional details are available in the attached report.

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

Staff recommends approving the FY 09-10 Third Quarter Financial Report on the Consent Calendar.

**IV. ATTACHMENT**

FY 09-10 Third Quarter Revenue and Expenditure Comparison Summary

  
Approved by: \_\_\_\_\_  
Susan Klassen, Interim Executive Director, SCWMA

# THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION

INDEX 799114, 799213, 799312, 799411, 799510  
799619, 799221, 799320, 799338, 799718

PREPARED BY: CHARLOTTE FISHER

EXECUTIVE DIRECTOR: 

SUSAN KLASSEN

## A. SUMMARY OF PROJECTIONS

	FY 09-10 Adopted Budget	Adjustment	FY 09-10 Adjusted Budget	FY 09-10 Projection	Over/(Under) Budget
TOTAL EXPENDITURES	8,361,362	0	8,361,362	7,607,833	(753,529)
TOTAL REVENUES	8,047,006	0	8,047,006	6,905,969	(1,141,037)
NET COST	314,356	0	314,356	701,864	387,508

## B. SUMMARY OF EXPENDITURES

	Actual July 09-Mar 10	Expense Estimated Apr - June 10	Total Estimated FY 09-10	Adjusted Budget FY 09-10	Over/(Under) Budget
SERVICES & SUPPLIES	3,600,794	2,418,427	6,019,221	6,187,743	(168,522)
OTHER CHARGES	0	1,588,612	1,588,612	2,173,619	(585,007)
TOTAL EXPENDITURES	3,600,794	4,007,039	7,607,833	8,361,362	(753,529)

## C. SUMMARY OF REVENUES

	Actual July 09-Mar 10	Revenue Estimated Apr- June 10	Total Estimated FY 09-10	Adjusted Budget FY 09-10	Over/(Under) Budget
INTEREST ON POOLED CASH	35,162	35,166	70,328	66,727	3,601
TIPPING FEE REVENUE	2,856,095	1,485,133	4,341,228	4,753,252	(412,024)
SALE OF MATERIAL	186,664	92,000	278,664	95,000	183,664
STATE-OTHER	104,269	93,350	197,619	397,374	(199,755)
DONATIONS/REIMBURSEMENT	124,707	261,516	386,223	419,023	(32,800)
OT-WITHIN ENTERPRISE	0	1,631,907	1,631,907	2,315,630	(683,723)
TOTAL REVENUES	3,306,897	3,599,072	6,905,969	8,047,006	(1,141,037)

## G. SUMMARY OF NET COSTS

	Actual July 09-Mar 10	Estimated Apr-Jun 10	Total Estimated FY 09-10	Adjusted Budget FY 09-10	Over/(Under) Budget
NET COST	293,897	407,967	701,864	314,356	387,508

**THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SONOMA COUNTY WASTE MANAGEMENT AGENCY**

INDEX 799114 WOOD WASTE

PREPARED BY: CHARLOTTE FISHER

EXECUTIVE DIRECTOR:

SUSAN KLASSEN

**A. SUMMARY OF PROJECTIONS**

	FY 09-10 Adopted Budget	Adjustment	FY 09-10 Adjusted Budget	FY 09-10 Projection	Over/(Under) Budget
TOTAL EXPENDITURES	300,865	0	300,865	274,812	(26,053)
TOTAL REVENUES	243,315	0	243,315	230,856	(12,459)
NET COST	57,550	0	57,550	43,956	(13,594)

**B. SUMMARY OF EXPENDITURES**

	Actual July 09-Mar 10	Expenditure Estimated Apr - June 10	Total Estimated FY 09-10	Adjusted Budget FY 09-10	Over/(Under) Budget
SERVICES & SUPPLIES	117,821	59,651	177,472	219,346	(41,874)
OT WITHIN ENTERPRISE	0	97,340	97,340	81,519	15,821
TOTAL EXPENDITURES	117,821	156,991	274,812	300,865	(26,053)

Services and Supplies is projected to be \$41,874 under budget primarily as a result of:

Contract Services is anticipated to be under budget by \$48,743. Tonnage of wood waste processed by this program has not met the budget estimate of 22 tons/day. For the period July 1, 2009 to February 29, 2010, wood waste processed averaged 13 tons/day. The non-fuel wood waste processing is billed at \$23.84 and the fuel wood waste is billed at \$22.10 due to the volume of wood waste that is currently being processed. The volume of wood waste coming to the facility is very dependent on the private sector activity level.

Administration Costs is projected to be \$6,981 over budget. Included in the job codes used on the timesheets is a code for "clearing" or administrative work. A percentage is calculated based on the approved Work Plan. The calculated percentages are distributed to the payroll department for use annually. It appears that an older version of the percentages have been used for this cost center. This is under investigation and will be corrected prior to the end of the fiscal year.

OT-Within Enterprise, which is the transfer of funds from operations to the Organics Reserve, is anticipated to meet budget.

**C. SUMMARY OF REVENUES**

	Actual July 09-Mar 10	Revenue Estimated Apr - June 10	Total Estimated FY 09-10	Adjusted Budget FY 09-10	Over/(Under) Budget
INTEREST ON POOLED CASH	397	398	795	795	0
TIPPING FEE REVENUE	88,676	44,340	133,016	227,520	(94,504)
SALE OF MATERIALS	62,045	30,000	92,045	10,000	82,045
DONATIONS/REIMBURSEMENT	0	5,000	5,000	5,000	0
TOTAL REVENUES	151,118	79,738	230,856	243,315	(12,459)

Tipping Fee Revenue is under budget \$92,504 due to lower projected volume of wood waste tonnage processed.

Sale of Materials is anticipated to be \$82,045 over budget due to revenue sharing from last year being deposited in this fiscal year. This sort of delay is common to this part of the composting program.

**D. SUMMARY OF NET COST**

Overall, the net cost of the Wood Waste Cost Center is anticipated to be under budget \$13,594.



**THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SONOMA COUNTY WASTE MANAGEMENT AGENCY**

INDEX 799213 YARD DEBRIS

PREPARED BY: CHARLOTTE FISHER

EXECUTIVE DIRECTOR:

SUSAN KLASSEN

**A. SUMMARY OF PROJECTIONS**

	FY 09-10 Adopted Budget	Adjustment	FY 09-10 Adjusted Budget	FY 09-10 Projection	Over/(Under) Budget
TOTAL EXPENDITURES	4,175,860	0	4,175,860	4,077,063	(98,797)
TOTAL REVENUES	3,170,572	0	3,170,572	3,107,773	(62,799)
NET COST	1,005,288	0	1,005,288	969,290	(35,998)

**B. SUMMARY OF EXPENDITURES**

	Actual July 09-Mar 10	Expenditure Estimated Apr - June 10	Total Estimated FY 09-10	Adjusted Budget FY 09-10	Over/(Under) Budget
SERVICES & SUPPLIES	1,965,234	898,929	2,864,163	2,786,907	77,256
OTHER CHARGES	0	1,212,900	1,212,900	1,388,953	(176,053)
TOTAL EXPENDITURES	1,965,234	2,111,829	4,077,063	4,175,860	(98,797)

Services and supplies is projected to be \$77,256 over budget due to:

Contract Services are projected to be \$84,827 over budget because an invoice from FY 08-09 was paid in FY 09-10.  
Engineering Services shows an actual amount of \$8,154, which is miscoded and has already been corrected. There is no anticipated work to be performed by the Permit and Resource Management Department this fiscal year.  
Legal Services are estimated to be \$4,518 under budget due to less than anticipated required legal assistance.  
Accounting Services is projected to be \$2,043 over budget based on actual costs for the first three quarters of FY 09-10.  
Rents/Leases - Equipment is estimated to be \$3,358 under budget based on the actual FY 09-10 invoices at this time.  
Enforcement Agency Fee is projected to be \$1,745 under budget based on an actual invoice presented after the close of the third quarter.

OT-Within Enterprise is anticipated to be \$176,053 under budget. For cash flow purposes, there will be 20% of budgeted expenses left in the Yard Debris cost center. Previously, the cash flow percentage was 10%.

**C. SUMMARY OF REVENUES**

	Actual July 09-Mar 10	Estimated Apr - June 10	Estimated FY 09-10	Budget FY 09-10	Over/(Under) Budget
INTEREST ON POOLED CASH	6,694	6,700	13,394	12,840	554
TIPPING FEE REVENUE	1,897,121	1,005,639	2,902,760	3,067,732	(164,972)
SALE OF MATERIALS	124,619	62,000	186,619	85,000	101,619
DONATIONS/REIMBURSEMENT	51,192	(46,192)	5,000	5,000	0
TOTAL REVENUES	2,183,895	923,878	3,107,773	3,170,572	(62,799)

Professional Services was not budgeted for the Yard Debris cost center. At the third quarter, there was an actual deposit of \$104,269. This was a coding error and will be reversed prior to year end.

Tipping Fee Revenue will be under budget by \$164,972 based on decreased tonnage projections.

Sale of Material is anticipated to exceed budget by \$101,619 due to greater sales of processed material and revenue sharing from the previous fiscal year.

Donations/Reimbursement is estimated to meet budget at \$5,000, which is the donation from Sonoma Compost Company for organics hauling from the transfer stations. The \$51,192 reported at third quarter is a coding error.


**D. SUMMARY OF NET COST**

Overall, the Yard Debris Cost Center net cost is anticipated to be \$35,998 under budget due primarily to decreasing the undesignated funds for FY 09-10 being transferred to the Organics Reserve.

**THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SONOMA COUNTY WASTE MANAGEMENT AGENCY**

INDICES 799312 HOUSEHOLD HAZARDOUS WASTE  
799411 EDUCATION  
799510 DIVERSION  
799619 PLANNING

PREPARED BY: CHARLOTTE FISHER

EXECUTIVE DIRECTOR:   
SUSAN KLASSEN

**A. SUMMARY OF PROJECTIONS**

	FY 09-10 Adopted Budget	Adjustment	FY 09-10 Adjusted Budget	FY 09-10 Projection	Over/(Under) Budget
TOTAL EXPENDITURES	2,815,648	0	2,815,648	2,249,630	(566,018)
TOTAL REVENUES	2,108,308	0	2,108,308	1,921,933	(186,375)
NET COST	707,340	0	707,340	327,697	(379,643)

**B. SUMMARY OF EXPENDITURES**

	Actual July 09-Mar 10	Expenditure Estimated Apr - June 10	Total Estimated FY 09-10	Adjusted Budget FY 09-10	Over/(Under) Budget
SERVICES & SUPPLIES	1,139,913	866,345	2,006,258	2,147,501	(141,243)
OTHER CHARGES	0	243,372	243,372	668,147	(424,775)
TOTAL EXPENDITURES	1,139,913	1,109,717	2,249,630	2,815,648	(566,018)

SERVICES and SUPPLIES are projected to be \$141,243 under budget and OTHER CHARGES are projected to be \$424,775 under budget as a result of the following:

**Household Hazardous Waste Cost Center**

Office Expense is anticipated to be \$5,369 over budget due to extra printing and advertising associated with the e-waste program.

Professional Services are projected to be \$3,577 over budget because of extra work being done for the diversion of used oil. The cycle being used is #14 and there is still one year left in the cycle.

Contract Services is estimated to be under budget \$26,800 based on the actuals for operating the HHW facility, and the e-waste hauling from the transfer stations to Central.

Administration Costs are expected to be \$7,424 under budget due to less staff time required for the operations contract at the HHW facility.

Legal Services is anticipated to be \$6,871 under budget due to less legal assistance required for work being done for the HHW facility. Any legal expenditures for the expansion are located in the HHW Facility Reserve.

Other Charges are anticipated to be \$370,921 under budget because of less than anticipated funds being available for transfer to the HHW Facility Reserve.

**Education Cost Center**

Office Expense is anticipated to be \$17,254 under budget because of less telephone advertising and less ordinary office costs such as: phone, fax, reprographics postage and regular office supplies.

Contract services is projected to be \$78,893 under budget due to reduced guide printing costs, bartering for the phone book pages, discontinuing SonoMax and delaying the production of the Spanish Recycling Guide.

Administration Costs are projected to be \$50,346 under budget due based on the actual expense recorded as of February 2010.

Legal Services are anticipated to be \$26,751 over budget due to increase legal assistance dealing with issues coming before the Board such as the development of the contracts associated with the Executive Director position.

Other Charges are projected to meet budget.

**Diversion**

Professional Services is anticipated to be \$1,340 over budget because the agreement for servicing the beverage recycling containers was based on a per day basis. Some work had already been completed by the Probation Department before the State informed the Agency of a substantial reduction in grant funding. The payment for the extra work was Board approved.

Contract Services is estimated to be \$5,000 over budget due to a Board approved donation to the San Diego Foundation for the Green Cities group, which is doing a master environmental assessment for carry-out bags.

Administration Costs are projected to be \$17,997 under budget based on the actual expenditures for staff through February 2010.

Other Charges are projected to meet budget.

## B. SUMMARY OF EXPENDITURES (cont)

### Planning

Legal Services is projected to be \$23,230 over budget because of a baseline change in the ColWMP, complications associated with the environmental study and the potential divestiture of the landfill.

OT-Within Enterprise is anticipated to be \$53,854 under budget due to less funds available for transfer to the Contingency Reserve.

## C. SUMMARY OF REVENUES

	Actual July 09-Mar 10	Revenue Estimated Apr - June 10	Total Estimated FY 09-10	Adjusted Budget FY 09-10	Over/(Under) Budget
INTEREST ON POOLED CASH	3,921	3,918	7,839	8,666	(827)
STATE - OTHER	0	197,619	197,619	197,619	0
TIPPING FEE REVENUE	870,298	435,154	1,305,452	1,458,000	(152,548)
DONATIONS/REIMBURSEMENT	73,315	302,708	376,023	409,023	(33,000)
TOTAL REVENUES	947,534	974,399	1,921,933	2,108,308	(186,375)

State-Other is anticipated to meet budget.

Tipping Fee revenues is projected to be \$152,548 under budget with decreased projections of surcharge tonnages.

Donations/Reimbursements are projected to be \$33,000 under budget. It is not expected that ASL will not make the \$24,000 payment of funds collected from the e-waste events since ASL's funds are being managed by the bankruptcy court. There is another reduction of \$9,000 anticipated revenues since there are no scheduled e-waste events for the remainder of the fiscal year.

## D. SUMMARY OF NET COST

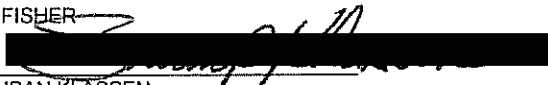
The net cost for cost centers receiving revenue from the \$5.40/ton surcharge is anticipated to be \$379,643 under budget as follows:

Index 799312	Household Hazardous Waste	(321,833)
Index 799411	Education	(30,426)
Index 799510	Diversion	(15,695)
Index 799619	Planning	(11,689)
		<u>(379,643)</u>

**THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SONOMA COUNTY WASTE MANAGEMENT AGENCY**

INDICES 799221 ORGANICS RESERVE  
799320 HHW FACILITY CLOSURE  
799338 HHW FACILITY RESERVE  
799718 CONTINGENCY

PREPARED BY: CHARLOTTE FISHER

EXECUTIVE DIRECTOR:   
SUSAN KLASSEN

**A. SUMMARY OF PROJECTIONS**

	FY 09-10 Adopted Budget	Adjustment	FY 09-10 Adjusted Budget	FY 09-10 Projection	Over/(Under) Budget
TOTAL EXPENDITURES	1,068,989	0	1,068,989	1,006,328	(62,661)
TOTAL REVENUES	2,524,811	0	2,524,811	1,645,407	(879,404)
NET COST	(1,455,822)	0	(1,455,822)	(639,079)	816,743

**B. SUMMARY OF EXPENDITURES**

	Actual July 09-Mar 10	Expenditure Estimated Apr - June 10	Total Estimated FY 09-10	Adjusted Budget FY 09-10	Over/(Under) Budget
SERVICES & SUPPLIES	377,826	593,502	971,328	1,033,989	(65,503)
OTHER CHARGES	0	35,000	35,000	35,000	0
TOTAL EXPENDITURES	377,826	628,502	1,006,328	1,068,989	(62,661)

**Organics Reserve**

Administration Services is estimated to be \$17,106 under budget because the compost site relocation project has experienced some delays and is anticipated to require less staff time for this fiscal year.

**HHW Facility Reserve**

Contract Services is projected to be \$52,979 under budget due to delays in the construction of the HHW facility. The funding for this project was budgeted to include grant funding.

Administration Services is projected to be \$3,708 under budget because of less staff time required for the construction of the HHW facility extension.

Legal Services is estimated to be \$2,474 over budget due to delays in the extension project.

**Contingency Fund**

Office Expense is projected to be \$2,842 under budget because there was less printing, distributing and developing presentation materials for the sustainable funding project.

Contract Services are estimated to be \$47,591 over budget due to more involved work being necessary for the ColWMP environmental impact study performed by a contractor, which resulted in a contract extension. There was also a contract extension with the contractor developing a model for a sustainable funding source.

Administration Costs is anticipated to be \$43,202 under budget due to the delay in the implementation of the sustainable funding source model.

**C. SUMMARY OF REVENUES**

	Actual July 09-Mar 10	Revenue Estimated Apr - June 10	Total Estimated FY 09-10	Adjusted Budget FY 09-10	Over/(Under) Budget
INTEREST ON POOLED CASH	24,150	24,150	48,300	44,426	3,874
STATE-OTHER	0	0	0	199,755	(199,755)
DONATIONS/REIMBURSEMENT	200	0	200	0	200
OT-WITHIN ENTERPRISE	0	1,596,907	1,596,907	2,280,630	(683,723)
TOTAL REVENUES	24,350	1,621,057	1,645,407	2,524,811	(879,404)

Interest on Pooled Cash for all of the reserve cost centers is anticipated to be \$3,874 over budget because there were more undesignated funds in the contributing cost centers transferred than previously budgeted.

State-Other is projected to be \$199,755 under budget because the grant that was to be used for the HHW expansion project has been denied due to the delay of the HHW facility expansion. It is planned to appeal this decision. Should the appeal not be successful, retained earnings will be used to fund completion of the facility.

OT-Within Enterprise for all of the reserve funds is projected to be \$683,723 under budget because the contributing cost centers are projected to have less than budgeted funds available for transfer at the close of the fiscal year.

**D. SUMMARY OF NET COST**

The net cost for cost centers receiving contributions from the appropriate cost centers is anticipated to be \$816,743 over budget as follows:

Index 799221	Organics Reserve	226,212
Index 799320	HHW Facility Closure	101
Index 799338	HHW Operating Reserve	530,655
Index 799718	Contingency Reserve	59,775
	Overall Net Cost	816,743

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - WOOD WASTE  
DETAIL

799114  
EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	DVER/ (UNDER) BUDGET
6103	LIABILITY INSURANCE	835	0	835	950	(115)
6400	OFFICE EXPENSE	3	0	3	0	3
6521	COUNTY SERVICES	0	500	500	500	0
6540	CONTRACT SERVICES	104,737	52,400	157,137	205,880	(48,743)
6573	ADMINISTRATION COSTS	10,191	3,500	13,691	6,710	6,981
6610	LEGAL SERVICES	0	0	0	0	0
6629	ACCOUNTING SERVICES	593	405	998	998	0
6630	AUDIT SERVICES	0	1,900	1,900	1,900	0
6880	SMALL TOOLS	1,462	946	2,408	2,408	0
7062	ENFORCEMENT AGENCY FEES	0	0	0	0	0
	<b>TOTAL SERVICES &amp; SUPPL</b>	<b>117,821</b>	<b>59,651</b>	<b>177,472</b>	<b>219,346</b>	<b>(41,874)</b>
8624	OT-WITHIN ENTERPRISE	0	39,790	39,790	23,969	15,821
	OT-WITHIN ENTERPRISE(PY)	0	57,550	57,550	57,550	0
	<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>97,340</b>	<b>97,340</b>	<b>81,519</b>	<b>15,821</b>
	<b>TOTAL EXPENDITURES</b>	<b>117,821</b>	<b>156,991</b>	<b>274,812</b>	<b>300,865</b>	<b>(26,053)</b>

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - WOOD WASTE  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	REVENUE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	397	398	795	795	0
2901	TIPPING FEE REVENUE	88,676	44,340	133,016	227,520	(94,504)
4020	SALE OF MATERIAL	62,045	30,000	92,045	10,000	82,045
4102	DONATIONS/REIMURSEMENTS	0	5,000	5,000	5,000	0
	<b>TOTAL REVENUES</b>	<b>151,118</b>	<b>79,738</b>	<b>230,856</b>	<b>243,315</b>	<b>(12,459)</b>
	<b>NET COST</b>	<b>(33,297)</b>	<b>77,253</b>	<b>43,956</b>	<b>57,550</b>	<b>(13,594)</b>

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - YARD DEBRIS  
DETAIL

799213

EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
6104	LIABILITY INSURANCE	1,669	0	1,669	1,900	(231)
6400	OFFICE EXPENSE	976	0	976	0	976
6521	COUNTY SERVICES	0	525	525	525	0
6540	CONTRACT SERVICES	1,882,765	836,850	2,719,615	2,634,788	84,827
6573	ADMINISTRATION COSTS	62,560	37,671	100,231	100,231	0
6590	ENGINEERING SERVICES	8,154	(8,154)	0	0	0
6610	LEGAL SERVICES	1,482	2,000	3,482	8,000	(4,518)
6629	ACCOUNTING SERVICES	2,850	3,990	6,840	4,797	2,043
6630	AUDIT SERVICES	0	3,350	3,350	3,350	0
6820	RENTS/LEASES - EQUIPMENT	1,362	780	2,142	5,500	(3,358)
7062	ENFORCEMENT AGENCY FEE	0	18,255	18,255	20,000	(1,745)
7301	COUNTY CAR	354	1,770	2,124	3,000	(876)
7302	TRAVEL EXPENSE	17	0	17	0	17
7309	UNCLAIMABLE COUNTY	121	0	121	0	121
7400	DATA PROCESSING	2,924	1,892	4,816	4,816	0
TOTAL SERVICES & SUPPL		1,965,234	898,929	2,864,163	2,786,907	77,256
8624	OT-WITHIN ENTERPRISE	0	228,672	228,672	404,725	(176,053)
	OT-WITHIN ENTERPRISE (PY)	0	1,005,288	1,005,288	1,005,288	0
8700	REIMBURSEMENTS	0	(21,060)	(21,060)	(21,060)	0
TOTAL OTHER CHARGES		0	1,212,900	1,212,900	1,388,953	(176,053)
TOTAL EXPENDITURES		1,965,234	2,111,829	4,077,063	4,175,860	(98,797)

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - YARD DEBRIS  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	6,694	6,700	13,394	12,840	554
2500	STATE-OTHER	104,269	(104,269)	0	0	0
2901	TIPPING FEE REVENUE	1,897,121	1,005,639	2,902,760	3,067,732	(164,972)
4030	SALE OF MATERIAL	124,619	62,000	186,619	85,000	101,619
4102	DONATIONS/REIMBURSEMENT	51,192	(46,192)	5,000	5,000	0
TOTAL REVENUES		2,183,895	923,878	3,107,773	3,170,572	(62,799)
NET COST		(218,661)	1,187,951	969,290	1,005,288	(35,998)

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HOUSEHOLD HAZARDOUS WASTE  
DETAIL

799312

EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
6104	LIABILITY INSURANCE	3,515	0	3,515	4,000	(485)
6400	OFFICE EXPENSE	11,369	0	11,369	6,000	5,369
6500	PROFESSIONAL SERVICES	47,284	35,813	83,097	79,520	3,577
6521	COUNTY SERVICES	0	2,000	2,000	2,000	0
6540	CONTRACT SERVICES	634,514	559,821	1,194,335	1,221,135	(26,800)
6573	ADMINISTRATION COSTS	107,260	53,630	160,890	168,314	(7,424)
6610	LEGAL SERVICES	5,129	3,000	8,129	15,000	(6,871)
6629	ACCOUNTING SERVICES	1,129	1,000	2,129	1,900	229
6630	AUDIT SERVICES	0	8,400	8,400	8,400	0
6840	RENTS/LEASES-BLDGS/MP	23,000	0	23,000	23,000	0
7062	ENFORCEMENT AGENCY	253	0	253	0	253
7303	TRAVEL EXPENSE	445	0	445	1,000	(555)
7400	DATA PROCESSING	1,462	996	2,458	2,458	0
	<b>TOTAL SERVICES &amp; SUPPL</b>	<b>835,360</b>	<b>664,660</b>	<b>1,500,020</b>	<b>1,532,727</b>	<b>(32,707)</b>
8624	OT-WITHIN ENTERPRISE	0	0	0	65,229	(65,229)
	OT-WITHIN ENTERPRISE (PY)	0	280,000	280,000	607,015	(327,015)
	HHW CLOSURE	0	6,667	6,667	(14,656)	21,323
	<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>286,667</b>	<b>286,667</b>	<b>657,588</b>	<b>(370,921)</b>
	<b>TOTAL EXPENDITURES</b>	<b>835,360</b>	<b>951,327</b>	<b>1,786,687</b>	<b>2,190,315</b>	<b>(403,628)</b>

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HOUSEHOLD HAZARDOUS WASTE  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	2,986	2,986	5,972	7,615	(1,643)
2500	STATE-OTHER	0	163,873	163,873	163,873	0
2901	TIPPING FEE REVENUE	673,268	336,630	1,009,898	1,057,050	(47,152)
4102	DONATIONS/REIMBURSEMENT	71,481	250,380	321,861	354,861	(33,000)
	<b>TOTAL REVENUES</b>	<b>747,735</b>	<b>753,869</b>	<b>1,501,604</b>	<b>1,583,399</b>	<b>(81,795)</b>
	<b>NET COST</b>	<b>87,625</b>	<b>197,458</b>	<b>285,083</b>	<b>606,916</b>	<b>(321,833)</b>



THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - EDUCATION  
DETAIL

799411  
EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
6104	LIABILITY INSURANCE	1,252	0	1,252	1,425	(173)
6400	OFFICE EXPENSE	7,746	5,000	12,746	30,000	(17,254)
6500	PROFESSIONAL SERVICES	5,168	5,832	11,000	11,000	0
6521	COUNTY SERVICES	0	2,374	2,374	2,374	0
6540	CONTRACT SERVICES	18,774	65,175	83,949	162,842	(78,893)
6573	ADMINISTRATION COSTS	102,857	60,000	162,857	213,203	(50,346)
6610	LEGAL SERVICES	31,751	20,000	51,751	25,000	26,751
6630	ACCOUNTING SERVICES	1,129	1,000	2,129	1,900	229
6642	AUDIT SERVICES	0	2,000	2,000	2,000	0
6840	RENTS/LEASES-BLDGS/IMP	3,120	0	3,120	2,500	620
7400	DATA PROCESSING	1,462	946	2,408	2,408	0
7402	DP-NEW PROJECTS	29,501	5,499	35,000	35,000	0
	TOTAL SERVICES & SUPPL	202,760	167,826	370,586	489,652	(119,066)
8624	OT-WITHIN ENTERPRISE	0	0	0	0	0
	OT-WITHIN ENTERPRISE (PY)	0	0	0	0	0
8700	REIMBURSEMENTS	0	(43,295)	(43,295)	(43,295)	0
	TOTAL OTHER CHARGES	0	(43,295)	(43,295)	(43,295)	0
	TOTAL EXPENDITURES	202,760	124,531	327,291	446,357	(119,066)

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - EDUCATION  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	283	280	563	79	484
2500	STATE OTHER	0	11,000	11,000	11,000	0
2901	TIPPING FEE REVENUE	154,424	77,212	231,636	320,760	(89,124)
4103	DONATIONS/REIMBURSEMENTS	1,674	44,602	46,276	46,276	0
4624	OT-WITHIN ENTERPRISE	0	35,000	35,000	35,000	0
	TOTAL REVENUES	156,381	168,094	324,475	413,115	(88,640)
	NET COST	46,379	(43,563)	2,816	33,242	(30,426)

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - DIVERSION  
DETAIL

799510  
EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
6104	LIABILITY INSURANCE	835	0	835	950	(115)
6400	OFFICE EXPENSE	0	0	0	500	(500)
6500	PROFESSIONAL SERVICES	23,440	0	23,440	22,100	1,340
6521	COUNTY SERVICES	0	700	700	700	0
6540	CONTRACT SERVICES	5,000	0	5,000	0	5,000
6573	ADMINISTRATION COSTS	12,835	6,400	19,235	37,232	(17,997)
6610	LEGAL SERVICES	4,310	2,690	7,000	7,000	0
6629	ACCOUNTING SERVICES	236	161	397	397	0
6630	AUDIT SERVICES	0	950	950	950	0
<b>TOTAL SERVICES &amp; SUPPL</b>		<b>46,656</b>	<b>10,901</b>	<b>57,557</b>	<b>69,829</b>	<b>(12,272)</b>
8624	OT-Within Enterprise	0	0	0	0	0
	OT-Within Enterprise (PY)	0	0	0	0	0
<b>TOTAL OTHER CHARGES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>		<b>46,656</b>	<b>10,901</b>	<b>57,557</b>	<b>69,829</b>	<b>(12,272)</b>

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - DIVERSION  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	445	445	890	389	501
2500	STATE-OTHER	0	22,746	22,746	22,746	0
2901	TIPPING FEE REVENUE	21,382	10,700	32,082	29,160	2,922
4102	DONATIONS/REIMBURSEMENT	0	3,154	3,154	3,154	0
<b>TOTAL REVENUES</b>		<b>21,827</b>	<b>37,045</b>	<b>58,872</b>	<b>55,449</b>	<b>3,423</b>
<b>NET COST</b>		<b>24,829</b>	<b>(26,144)</b>	<b>(1,315)</b>	<b>14,380</b>	<b>(15,695)</b>

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - PLANNING  
DETAIL

799619  
EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
6103	LIABILITY INSURANCE	835	0	835	950	(115)
6400	OFFICE EXPENSE	2	0	2	0	2
6521	COUNTY SERVICES	0	797	797	797	0
6573	ADMINISTRATION COSTS	30,372	9,000	39,372	39,877	(505)
6590	ENGINEERING SERVICES	0	8,154	8,154	7,964	190
6610	LEGAL SERVICES	22,230	3,000	25,230	2,000	23,230
6629	ACCOUNTING SERVICES	236	161	397	397	0
6630	AUDIT SERVICES	0	900	900	900	0
7400	DATA PROCESSING	1,462	946	2,408	2,408	0
TOTAL SERVICES & SUPPL		55,137	22,958	78,095	55,293	22,802
8624	OT-Within Enterprise	0	0	0	53,854	(53,854)
	OT-Within Enterprise (PY)	0	0	0	0	0
TOTAL OTHER CHARGES		0	0	0	53,854	(53,854)
TOTAL EXPENDITURES		55,137	22,958	78,095	109,147	(31,052)

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - PLANNING  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
1700	INTEREST ON EARNED CASH	207	207	414	583	(169)
2901	TIPPING FEE REVENUE	21,224	10,612	31,836	51,030	(19,194)
4102	DONATIONS/REIMBURSEMENT	160	4,572	4,732	4,732	0
TOTAL REVENUES		21,591	15,391	36,982	56,345	(19,363)
NET COST		33,546	7,567	41,113	52,802	(11,689)

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - ORGANICS RESERVE  
DETAIL

799221  
EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL	EXPENDITURE ESTIMATED	TOTAL ESTIMATED	ADOPTED BUDGET	OVER/ (UNDER)
		JULY 09-MAR 10	APR-JUNE 10	FY 09-10	FY 09-10	BUDGET
6540	CONTRACT SERVICES	190,615	303,096	493,711	493,711	0
6573	ADMINISTRATION SERVICES	10,050	25,000	35,050	52,156	(17,106)
6590	ENGINEERING SERVICES	0	8,690	8,690	8,690	0
6610	LEGAL SERVICES	12,441	17,559	30,000	30,000	0
6630	AUDIT SERVICES	0	1,000	1,000	1,000	0
TOTAL SERVICES & SUPPL		213,106	355,345	568,451	585,557	(17,106)

TOTAL EXPENDITURES		213,106	355,345	568,451	585,557	(17,106)
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THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - ORGANICS RESERVE  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL	EXPENDITURE ESTIMATED	TOTAL ESTIMATED	ADOPTED BUDGET	OVER/ (UNDER)
		JULY 09-MAR 10	APR-JUNE 10	FY 09-10	FY 09-10	BUDGET
1700	INTEREST/POOLED CASH	16,444	16,444	32,888	31,914	974
4624	OT-WITHIN ENTERPRISE	0	1,310,240	1,310,240	1,554,532	(244,292)
TOTAL REVENUES		16,444	1,326,684	1,343,128	1,586,446	(243,318)

NET COST		196,662	(971,339)	(774,677)	(1,000,889)	226,212
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THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HHW FACILITY CLOSURE  
DETAIL

799320  
EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
8624	OT-WITHIN ENTERPRISE	0	0	0	0	0
	TOTAL SERVICES & SUPPL	0	0	0	0	0
	TOTAL EXPENDITURES	0	0	0	0	0

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HHW FACILITY CLOSURE  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
1700	INTEREST/POOLED CASH	246	246	492	593	(101)
4624	OT-WITHIN ENTERPRISE	0	6,667	6,667	6,667	0
	TOTAL REVENUES	246	6,913	7,159	7,260	(101)
	NET COST	(246)	(6,913)	(7,159)	(7,260)	101

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HHW FACILITY RESERVE  
DETAIL

799338  
EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
6400	OFFICE EXPENSE	901	0	901	0	901
6540	CONTRACT SERVICES	2,408	209,467	211,875	264,854	(52,979)
6573	ADMINISTRATION SERVICES	26,967	17,000	43,967	47,675	(3,708)
6590	ENGINEERING SERVICES	1,285	0	1,285	759	526
6610	LEGAL SERVICES	6,474	1,000	7,474	5,000	2,474
	<b>TOTAL SERVICES &amp; SUPPLY</b>	<b>38,035</b>	<b>227,467</b>	<b>265,502</b>	<b>318,288</b>	<b>(52,786)</b>

<b>TOTAL EXPENDITURES</b>	<b>38,035</b>	<b>227,467</b>	<b>265,502</b>	<b>318,288</b>	<b>(52,786)</b>
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THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HHW FACILITY RESERVE  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
1700	INTEREST/POOLED CASH	6,055	6,055	12,110	10,419	1,691
2500	STATE-OTHER	0	0	0	199,755	(199,755)
4102	DONATIONS/REIMBURSEMENTS	200	0	200	0	200
4624	OT-WITHIN ENTERPRISE	0	280,000	280,000	665,577	(385,577)
	<b>TOTAL REVENUES</b>	<b>6,255</b>	<b>286,055</b>	<b>292,310</b>	<b>875,751</b>	<b>(583,441)</b>

<b>NET COST</b>	<b>31,780</b>	<b>(58,588)</b>	<b>(26,808)</b>	<b>(557,463)</b>	<b>530,655</b>
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THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - CONTINGENCY FUND  
DETAIL

799718  
EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
6400	OFFICE EXPENSE	2,842	0	2,842	0	2,842
6540	CONTRACT SERVICES	110,427	0	110,427	62,836	47,591
6573	ADMINISTRATION COSTS	9,106	5,000	14,106	57,308	(43,202)
6610	LEGAL SERVICES	4,310	5,690	10,000	10,000	0
	<b>TOTAL SERVICES &amp; SUPPLY</b>	<b>126,685</b>	<b>10,690</b>	<b>137,375</b>	<b>130,144</b>	<b>4,389</b>
8624	OT-WITHIN ENTERPRISE	0	35,000	35,000	35,000	0
	<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b>126,685</b>	<b>45,690</b>	<b>172,375</b>	<b>165,144</b>	<b>7,231</b>

THIRD QUARTER 09-10 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - CONTINGENCY FUND  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL JULY 09-MAR 10	EXPENDITURE ESTIMATED APR-JUNE 10	TOTAL ESTIMATED FY 09-10	ADOPTED BUDGET FY 09-10	OVER/ (UNDER) BUDGET
1700	INTEREST/POOLED CASH	1,405	1,405	2,810	1,500	1,310
4624	OT-WITHIN ENTERPRISE	0	0	0	53,854	(53,854)
	<b>TOTAL REVENUES</b>	<b>1,405</b>	<b>1,405</b>	<b>2,810</b>	<b>55,354</b>	<b>(52,544)</b>
	<b>NET COST</b>	<b>125,280</b>	<b>44,285</b>	<b>169,565</b>	<b>109,790</b>	<b>59,775</b>



Agenda Item #: 6.3  
Cost Center: County  
Staff Contact: Carter  
Agenda Date: 5/19/2010

## **ITEM: Local Task Force Bylaws Amendment**

### **I. BACKGROUND**

The Sonoma County Local Task Force on Integrated Waste Management (LTF) is an advisory group to the Sonoma County Board of Supervisors and the Sonoma County Waste Management Agency. The LTF was established March 13, 1990 to comply with requirements of the Integrated Waste Management Act of 1989 (AB 939). The LTF's AB 939 mandated tasks include assisting in the creation of the County Integrated Waste Management Plan and performing a review of these documents every five years thereafter. Additionally, the LTF advises the Board of Supervisors and the Agency on waste-related issues.

The LTF Bylaws were amended in 1996, 2003, and 2005. The 2003 amendments changed the Bylaw amendment process to include confirmation by the Agency in addition to the Board of Supervisors.

### **II. DISCUSSION**

According to Article X of the existing LTF Bylaws, the proposed 2010 LTF Bylaws amendment requires Agency confirmation. Changes to the 2010 LTF Bylaws amendment are limited to Article IV: Membership. The amendments include:

- The positions of Commercial Garbage Hauler (Rural Haulers) and Commercial Garbage Hauler (Urban Haulers) were removed and replaced with Franchised Hauler and Non-Franchised Hauler;
- The Sonoma County Environmental Forum position was replaced by the Climate Change Organization position;
- The title of the "Integrated Waste Manager" was replaced with "Integrated Waste Operations Division Manager";
- The recommending agency was removed from the Marketing Specialist, Scientist, and Education Representative (defaulting the recommending agency to the Board of Supervisors); and
- A clause allowing the LTF to make recommendations to the Board of Supervisors to fill vacant positions was added.

If approved by the Agency, the amended bylaws would be forwarded to the Board of Supervisors for consideration.

### **III. FUNDING IMPACT**

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

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

Staff recommends confirmation of the amended Sonoma County Local Task Force on Integrated Waste Management Bylaws.



V. ATTACHMENTS

Sonoma County Local Task Force on Integrated Waste Management Bylaws  
Resolution

Approved by:   
Susan Klassen, Interim Executive Director, SCWMA

SONOMA COUNTY LOCAL TASK FORCE  
ON  
INTEGRATED WASTE MANAGEMENT

**BYLAWS**

**Article I:     NAME**

The name of the organization is the AB 939 Local Task Force on Integrated Waste Management, commonly referred to as the "LTF."

**Article II:    AUTHORITY**

This organization is created and its members appointed by resolution of the Board of Supervisors, which has the authority to establish and disband the Local Task Force on Integrated Waste Management.

**Article III:   PURPOSES**

The purposes of the Local Task Force on Integrated Waste Management are to:

- Perform those duties assigned to the Local Task Force (LTF) as defined by AB 939 and other related state laws.
- Provide advice to the jurisdictions of Sonoma County on the implementation of the Countywide Integrated Waste Management Plan.
- Provide a forum for the public discussion of solid waste management, waste reduction, and recycling issues. To ensure this opportunity exists, time will be provided on the agenda for public comment.
- Perform other advisory tasks as requested by the jurisdictions of Sonoma County.

**Article IV:    MEMBERSHIP**

- A. Membership of the Local Task Force on Integrated Waste Management shall be comprised of representatives from each city and the County, organizations with technical expertise, and other interested parties as listed below:

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

Local Enforcement Agent (recommending agency - Environmental Health Division)

Integrated Waste Operations Division Manager, Sonoma County Dept. of Transportation and Public Works  
Franchised Hauler  
Non-Franchised Hauler  
Climate Change Organization  
Non-Profit Recycling Organization  
Sonoma County Recycling Association  
League of Women Voters  
Sierra Club  
Agriculture Industry (recommending agency - Sonoma County Ag. Commissioner)  
Chamber of Commerce (recommending agency - Council of C. of C. Directors)  
Major Manufacturer (recommending agency - Sonoma County Manufacturing Group)  
Marketing Specialist  
Scientist  
Education Representative  
Community Representatives (five - one selected by each County Supervisor)

- B. Each member and an alternate shall be identified first by their organization or recommending agency. If there is no organization or recommending agency, the Task Force will make recommendations of qualified and interested individuals to the Board of Supervisors. Failing this recommendation, the Board of Supervisors will appoint from interested parties for this position. The Board shall confirm the appointment of all members. The city representative may be an elected official or staff person. A citizen of the city may serve as an alternate representative.
- C. The term of membership shall be a renewable three-year term.
- D. A member's absence for three consecutive meetings will constitute grounds for review of membership by the Membership Committee.

#### **Article V:     VOTING**

The Local Task Force on Integrated Waste Management shall adopt and adhere to *Robert's Rules of Order* for voting and meeting procedures. A quorum, defined as eleven (11) of the appointed membership, shall be required to take action on any agenda item; however, meetings may be held to exchange information with less than a quorum. Actions taken with a quorum, but less than one half of the appointed membership, shall be confirmed by a second vote at the next meeting.

#### **Article VI:     OFFICERS**

- A. The Local Task Force for Integrated Waste Management shall have a Chair, Vice-Chair and Chair Pro Tem.
- B. The duties of the officers are as follows:
  - 1. The Chair shall:
    - a. Chair meetings.
    - b. Sign letters and correspondence and represent the Local Task Force.

- c. Appoint members as necessary to perform the tasks agreed upon by the Local Task Force.
- 2. The Vice-Chair shall:
  - a. Perform the duties of the Chair in the absence of the Chair.
  - b. Serve as Chair of the Membership Committee.
- 3. The Chair Pro Tem shall:
  - a. Perform the duties of the Chair in the absence of the Chair and Vice-Chair.

#### **Article VII: MEETINGS**

At the first annual meeting of the LTF, LTF members shall approve a schedule for meetings for the current year. Meetings will generally be held every other month on the second Thursday of the month. Additional meetings may be scheduled throughout the current year as determined by the LTF.

#### **Article VIII: ELECTIONS**

Elections shall occur each year as the first order of business at the April meeting.

#### **Article IX: COMMITTEES**

A. Committees of the Local Task Force on Integrated Waste Management are:

- 1. Membership Committee. The Membership Committee shall be responsible for review of membership attendance to ensure the presence of a quorum. The Membership Committee shall assist in the identification and selection of qualified and interested individuals for membership openings on the LTF.
- 2. Other Committees shall be created as determined by the LTF.

#### **Article X: BYLAWS**

The Local Task Force on Integrated Waste Management may adopt, amend, or repeal its Bylaws at any meeting by two-thirds vote of the members present. Any changes of the Bylaws shall be confirmed by the Board of Supervisors and the Sonoma County Waste Management Agency.

RESOLUTION NO.:

DATED: May 19, 2010

RESOLUTION OF THE  
SONOMA COUNTY WASTE MANAGEMENT AGENCY ("AGENCY")  
CONFIRMING THE SONOMA COUNTY LOCAL TASK FORCE ON  
INTEGRATED WASTE MANAGEMENT ("LTF") BYLAWS

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WHEREAS, according to Article X of the existing LTF Bylaws, "Any changes of the Bylaws shall be confirmed by the Board of Supervisors and the Sonoma County Waste Management Agency."; and

WHEREAS, the AGENCY has reviewed and approves of the amended Sonoma County Local Task Force on Integrated Waste Management Bylaws.

NOW, THEREFORE, BE IT RESOLVED that the AGENCY hereby confirms amended Sonoma County Local Task Force on Integrated Waste Management Bylaws.

MEMBERS:

<hr/> Cloverdale	<hr/> Cotati	<hr/> County	<hr/> Healdsburg	<hr/> Petaluma
<hr/> Rohnert Park	<hr/> Santa Rosa	<hr/> Sebastopol	<hr/> Sonoma	<hr/> Windsor
AYES	NOES	ABSENT	ABSTAIN	

SO ORDERED.

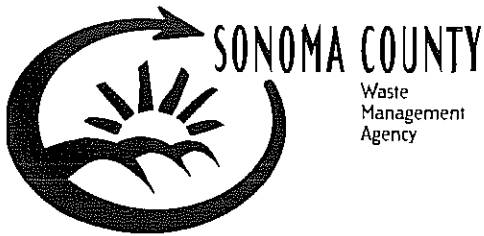
The within instrument is a correct copy  
of the original on file with this office.

ATTEST:

DATE:

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



**Agenda Item #:** 6.4  
**Cost Center:** HHW  
**Staff Contact:** Steinman  
**Agenda Date:** 5/19/2010

**ITEM: Resolution of Oil Payment Program**

**I. BACKGROUND**

The California Integrated Waste Management Board (CIWMB) has been administering a program to provide opportunities for the recycling of used oil. As part of this program, the Board issued annual block grants to help local governments establish or enhance permanent, sustainable used oil recycling programs. The Sonoma County Waste Management Agency (Agency) has applied annually for the block grant and has been awarded funding through each grant cycle.

The members of the Agency Board have authorized the Agency, (in Resolution No. 2005-009), to submit applications and manage any Used Oil Block Grants, unless otherwise noted in a jurisdiction's authorization letter, through Fiscal Year 2010/2011.

On Jan. 1, 2010, California's recycling and waste diversion efforts were reorganized into the new Department of Resources Recycling and Recovery (CalRecycle). CalRecycle has taken over the CIWMB's responsibilities regarding the Block Grant program. All the conditions of the existing Block Grants remain the same.

CalRecycle is, however, streamlining the existing Block Grant process to create a future Used Oil Payment Program (OPP), which will replace the Block Grants.

**II. DISCUSSION**

The new OPP program is requiring a resolution specific to this program. OPP will require Resolutions, Letters of Commitment (for organizations without a governing body), Letters of Authorization and Letters of Designation similar to the existing Used Oil Block Grant (UBG) Program. Significant changes include:

- Applicants should use, whenever possible, the new "open-ended" resolution format that will remain in effect until "rescinded;"
- Applicants may no longer address this program in the same resolution with other programs (grants), i.e. Household Hazardous Waste;
- All of these documents must identify this program as the Used Oil Payment Program (OPP).

Each member of the JPA must submit a Letter of Authorization that shall 1) authorize the submittal of a regional OPP application on its behalf as an OPP participant, and 2) designate the applicant as the lead agency for the OPP. The letter must be dated within the 12 months prior to the application deadline and signed by an individual who has authority to contractually bind the participating jurisdiction (e.g., the chief administrative officer). This is similar to the Letters of Authorization staff requests from each member jurisdiction prior to each fiscal year for the Used Oil Block Grants.

Staff is still waiting for more details about the new program which is anticipated to start in the next fiscal year (10/11).

### III. FUNDING IMPACT

The payments through the OPP should be similar to what we have seen with the previous Used Oil Block Grants. The last two Used Oil Block Grant Cycles awarded to the Agency were in the amount of \$136,178 (Cycle 14) and \$102,105 (Cycle 15). These are three year cycles. CalRecycle is still determining how long the term of each payment cycle will be for the new program.

### IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Approve the attached Used Oil Payment Program "open-ended" Resolution that will remain in effect until "rescinded."

### V. ATTACHMENTS

Used Oil Payment Program "open-ended" Resolution

Approved by: 

Susan Klassen, Interim Executive Director, SCWMA

RESOLUTION OF THE  
SONOMA COUNTY WASTE MANAGEMENT AGENCY ("AGENCY") APPROVING THE  
SUBMITTAL OF A REGIONAL APPLICATION FOR THE USED OIL PAYMENT PROGRAM  
FROM THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CalRecycle)

WHEREAS, Public Resources Code sections 48690 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle), formerly known as the California Integrated Waste Management Board, to make payments to qualifying jurisdictions for implementation of their used oil programs as required by PRC § 48690 et seq.; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the Used Oil Payment Program; and

WHEREAS, the Used Oil Payment Program allows regional participation; and

WHEREAS, CalRecycle's procedures for administering the Used Oil Payment Program require, among other things, a regional applicant's governing body to declare by resolution certain authorizations related to the administration of the Used Oil Payment Program.

NOW, THEREFORE, BE IT RESOLVED that the Agency Board of Directors authorizes the Agency to submit a Used Oil Payment Program regional application on behalf of itself as Lead Agency and the participating agencies/jurisdictions (see attached listing); and

BE IT FURTHER RESOLVED that the Agency Director, or his/her designee, is hereby authorized and empowered to execute in the name of the Agency all documents, including but not limited to, applications, agreements, annual reports including expenditure reports and amendments necessary to secure said payments to support our Used Oil Collection Program; and

BE IT FURTHER RESOLVED that this authorization is effective until rescinded by the Agency Board of Directors.

MEMBERS:

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

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

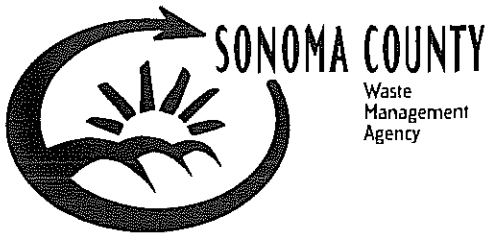
The within instrument is a correct copy  
of the original on file with this office.

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 #: 6.5**  
**Cost Center: HHW**  
**Staff Contact: Steinman**  
**Agenda Date: 5/19/2010**

**ITEM: Proof of Designation for Non-profit E-waste Collection**

**I. BACKGROUND**

Sonoma County has seen a growing competition for Electronic Waste (E-waste) recycling since the passage of Senate Bill 20 and Senate Bill 50 that attaches a fee to purchases of computers and televisions and provides funds to approved recyclers, who then provide a portion of that money to official E-waste collectors.

**II. DISCUSSION**

Currently, there are both non-profit and for-profit organizations and businesses providing E-waste collection in the County. These collections provide for a convenient way for residents and businesses to properly dispose of E-waste, thus keeping the banned waste out of landfills.

In an effort to make it more convenient for collectors, specifically non-profits to provide E-waste services, the California Integrated Waste Management Board created CIWMB184, Proof of Designation form. A Proof of Designation form may be completed by a local government for a collector. Without a Proof of Designation form, the collector must collect names and addresses of those dropping off E-waste to verify that the E-waste was generated in California and is not coming from out of the State. The funds provided for by the program only apply to California generated E-waste.

Collecting names and addresses is time consuming and can create a burden for organizations including non-profits. The Sonoma County Waste Management Agency provides a signed Proof of Designation to its Contractors as part of the Agency's E-waste Collection Events Agreements.

Agency staff has been approached by Goodwill Industries of the Redwood Empire (GIRE), requesting a Proof of Designation. The Agency held an Agreement with GIRE in the past and did provide a Proof of Designation throughout the duration of the Contract. Up to this point, the Agency has only provided Proof of Designation forms to organizations and businesses that hold Contracts with the Agency. This form demonstrates that the collector is providing covered electronic waste recovery services on behalf of the local government.

Agency staff spoke with a Supervisor with the State's E-waste Recycling Program about issuing Proof of Designation Forms. The Supervisor expressed that the Agency has the authority to provide these forms and the forms were created specifically for the benefit of non-profits. The Supervisor also stated that other local governments do provide this form for non-profits collecting E-waste within the jurisdiction.

Los Angeles County provides Proof of Designation forms to those who meet a list of requirements. Agency staff has developed an Agreement, based on criteria used by Los Angeles County, for Approved E-waste Collectors requesting to get a Proof of Designation from the Agency.

### III. FUNDING IMPACT

There is no funding impact to the Agency from approving a resolution or providing a Proof of Designation.

### IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Approval from the Board to provide the Proof of Designation form to collectors who request the form and meet the criteria outlined in the Draft Agreement. Grant the Executive Director signing authority for the individual Agreements.

### V. ATTACHMENTS

Draft Agreement- Requirements for Designation  
Proof of Designation Form

Approved by:   
Susan Klassen, Interim Executive Director, SCWMA

**AGREEMENT FOR DESIGNATED APPROVED COLLECTOR STATUS WITH THE  
SONOMA COUNTY WASTE MANAGEMENT AGENCY**

This agreement ("Agreement"), dated as of \_\_\_\_\_, 2010 ("Effective Date") is by and between the Sonoma County Waste Management Agency, (hereinafter "Agency"), and \_\_\_\_\_, a [include description of Collector, e.g., "a California Non-Profit Charitable Reuser", etc., if appropriate] (hereinafter "Collector").

**R E C I T A L S**

WHEREAS, In Sonoma County, many State approved collectors and recyclers provide electronic waste (E-waste) collection and recycling services, offering residents opportunities to conveniently and properly dispose of and/or recycle their unwanted E-waste. The Sonoma County Waste Management Agency (Agency) ensures public health and safety by managing E-waste in a manner which minimizes its impact on the environment.; and

WHEREAS, The California state legislature has recognized the need to reduce and recycle E-waste in the interest of preserving the environment and public health by enactment of the Electronic Waste Recycling Act of 2003. Under the Act's implementing regulations, the Agency is permitted to designate approved electronic collectors to act for or on behalf of the Agency. This Agency designation serves to relieve such collectors of the source documentation requirements contained in California Code of Regulations Title 14, Section 18660.20(j).; and

WHEREAS, The Agency seeks to encourage collection and recycling of E-waste by establishing the requirements indicated herein for certain non-profits to obtain Designated Approved Collector (DAC) status as defined by the California Code of Regulations, Title 14, Section 18660.5(a)(19).

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

**A G R E E M E N T**

**1. REQUIREMENTS FOR DAC STATUS FOR NON-PROFIT CHARITABLE REUSERS**

1. The Agency in its sole discretion may convey DAC status to the following two categories of approved Collectors:
  - A. To a Collector working directly under a Agency contract (pursuant to criteria defined in the contract's Scope of Work); or
  - B. To a Non-Profit Charitable Reuser as defined by California Public Resources Code Section 41904 who maintains Approved Collector status from the California Department of Resources Recycling and Recovery (CalRecycle) formerly the California Integrated Waste Management Board (CIWMB) and/or its successor agency, and meets all criteria provided herein.

The Agency may convey or deny DAC status to applicants meeting all criteria at its sole discretion based on the best interest of the Agency.

2. The non-profit DAC must be a Non-Profit Charitable Reuser as defined in Public Resources Code Section 41904 which provides: A Nonprofit Charitable Reuser organization, is a nonprofit as defined in Section 501C(3) of the Federal Internal Revenue Code, or a distinct operating unit or division of the charitable organization that reuses and recycles donated material and receives more than 50% of its revenues from the handling and sale of those donated goods or materials;
3. The Agency may designate a CIWMB Approved Collector to be a DAC for the purposes of providing specified Covered Electronic Waste (CEW) recovery services within Sonoma County. The scope of CEW recovery activities that may be conducted when acting as the DAC for the Agency will be delineated in the Proof of Designation (POD) issued separately by the Agency. The POD will include the locations, sources, method of recovery, duration, etc, of the Designation's applicability;
4. Designation shall be considered only for Approved Collectors certified by CIWMB or CalRecycle who have been collecting E-waste under Approved Collector status within Sonoma County for a minimum of three years;
5. During the term of the DAC designation, the DAC must maintain its Approved Collector status with CalRecycle, or applicable agent. CalRecycle revocation, termination or withdrawal of Approved Collector status for any reason automatically terminates DAC status conveyed by the Agency without further notice from or action by the Agency;
6. The DAC shall collect, handle, and recycle all E-waste, whether CEW as defined by California Code of Regulations Title 14, Section 18660.5 or otherwise, pursuant to all applicable local, state, and federal laws and regulations and the Requirements of Agency enumerated herein;
7. All E-waste, CEW or otherwise, collected, recovered, or handled by the DAC must be recycled or resold for continued use within the United States; no export of any electronic devices for the purposes of dismantling, disposal, recycling or resale will be permitted. The DAC must maintain records (certificates of assured destruction and receiving reports) of all E-waste recovered within the County and transferred to any other handler or processor, with specific identification of CEW;
8. The DAC must provide Agency with copies of all their E-waste recycling contract(s) or agreement(s). DAC must ensure that the Recycler used is approved by the CIWMB or CalRecycle as a participant in the Covered Electronic Waste Recovery and Recycling Act of 2003 as amended, (Chapter 8.5, of Part 3 of Division 30 of the Public Resources Code, commencing with Section 42460, and Article 10.3, of Chapter 6.5 of Division 20 of the Health and Safety Code, commencing with Section 25214.9) and Title 14 of the California Code of Regulations (CCR), Division 7, (Chapter 8.2, commencing with Section 18660.5). Documentation will include management methods and final disposition of E-waste that ensures the protection of public health and the environment both here and abroad. All E-waste handled by recycling and/or reuse entities, or other management methods will be restricted in international markets. Electronic products in working, usable order may not be marketed internationally as commodities or whole units for reuse;
9. Only CEW recovery activities that fall within the scope of designation, as identified on the POD may be conducted under the DAC status for the Agency. CEW recovery activities not included on the POD must be conducted and documented according to applicable local, state, or federal regulatory requirements;

10. The Agency may deny a renewal or suspend or revoke DAC status at any time, in its sole discretion with or without cause. The Agency is not liable to the DAC for any resulting costs, loss, claims or demands for any damage including, but not limited to, compensatory or consequential damages;

11. The Agency is not liable to the DAC for any resulting costs, loss, claims or demands for any damage including but not limited to compensatory or consequential damages;

12. The Agency is not liable for any illegally or improperly discarded materials, including E-waste left by the DAC or within the DAC's property due to the services offered by the DAC;

2. TERMINATION

Agency may terminate this Agreement by written notice at any time at Agency's sole discretion.

3. GENERAL INSURANCE REQUIREMENTS

The DAC must maintain the following insurance coverage during the entire term of its DAC status, naming the Agency as an additional insured.

Without limiting DAC's indemnification of Agency and during the term of its Designation, the DAC shall provide and maintain the following programs of insurance. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by Agency. Such coverage shall be provided and maintained at DAC's own expense.

Evidence of Insurance - Certificate(s) or other evidence of coverage satisfactory to Agency shall be delivered to Sonoma County Waste Management Agency 2300 County Center Dr., Ste. B 100 Santa Rosa, California 95403.

With respect to performance of work under this Agreement, Collector shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described below:

3.1 Workers' Compensation Insurance. Workers' compensation insurance with statutory limits as required by the Labor Code of the State of California. Said policy shall be endorsed with the following specific language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days' prior written notice to the Agency.

3.2 General Liability Insurance. Commercial general liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than One Million Dollars (\$1,000,000.00) combined single limit for each occurrence. Said commercial general liability insurance policy shall either be endorsed with the following specific language or contain equivalent language in the policy:

a. The Agency, its Board of Directors and staff, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.

b. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

c. The insurance provided herein is primary coverage to the Agency with respect to any insurance or self-insurance programs maintained by the Agency.

d. This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the Agency.

3.3 Automobile Insurance. Automobile liability insurance covering bodily injury and property damage in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles. Said policy shall be endorsed with the following language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the Agency.

3.4 Professional Liability Insurance. Professional liability insurance for all activities of Collector arising out of or in connection with this Agreement in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence. Said policy shall be endorsed with the following specific language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the Agency.

3.5 Documentation. The following documentation shall be submitted to the Agency:

a. Properly executed Certificates of Insurance clearly evidencing all coverages, limits, and endorsements required above. Said Certificates shall be submitted prior to the execution of this Agreement. Collector agrees to maintain current Certificates of Insurance evidencing the above-required coverages, limits, and endorsements on file with the Agency for the duration of this Agreement.

b. Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.

c. Upon Agency's written request, certified copies of the insurance policies. Said policy copies shall be submitted within thirty (30) days of Agency's request.

3.6 Policy Obligations. Collector's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

3.7 Material Breach. If Collector, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach

of this Agreement. Agency, in its sole option, may terminate this Agreement and obtain damages from Collector resulting from said breach. Alternatively, Agency may purchase such required insurance coverage, and without further notice to Collector, Agency may deduct from sums due to Collector any premium costs advanced by Agency for such insurance. These remedies shall be in addition to any other remedies available to Agency.

Failure to Maintain Coverage: Failure by DAC to maintain the required insurance, or to provide evidence of insurance coverage acceptable to Agency, shall result in termination or suspension of the POD.

4. REQUIRED DOCUMENTATION FROM COLLECTOR

CIWMB or CalRecycle Approved Collectors meeting the foregoing criteria for DAC status must provide the following necessary documentation for consideration by the Department of Public Works:

- Proof of Non-Profit Reuser Status, and
- Proof of Required Insurance, and
- Executed E-waste Recycling Contract/Agreement, and
- Proof of Applicable Licenses, Permits, Certifications, and CIWMB approvals and

5. INDEMNIFICATION:

Collector agrees to accept all responsibility for loss or damage to any person or entity, including Agency, and to indemnify, hold harmless, and release Agency, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Collector, to the extent that they arise out of, pertain to, or relate to Collector's negligent performance, willful misconduct or obligations under this Agreement. Collector agrees to provide a complete defense for any claim or action brought against Agency based upon a claim relating to Collector's performance or obligations under this Agreement. Collector's obligations under this Section 5 apply whether or not there is concurrent negligence on Agency's part, but to the extent required by law, excluding liability due to Agency's conduct. Agency shall have the right to select its legal counsel at Collector's expense, subject to Collector's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Collector or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. CHANGES TO THE AGREEMENT

Changes to this Agreement must be in writing, and may only be approved by the Executive Director of Agency.

7. COLLECTOR'S STANDARD OF CARE

Agency has relied upon the professional ability and training of Collector as a material inducement to enter into this Agreement. Collector hereby warrants that all of Collector's work will be performed in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state, and local laws, it being understood that acceptance of Collector's work by Agency shall not operate as a waiver of release.

8. COMPLIANCE WITH LAWS

Collector shall comply with all applicable federal, state, and local laws, rules and regulations.

9. APPLICABLE LAW AND FORUM

This Agreement shall be construed and interpreted according to California law and any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Sonoma.

\_\_\_\_\_  
COLLECTOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
SCWMA Executive Director

Reviewed as to form:

\_\_\_\_\_  
Janet Coleson, Agency Counsel



## PROOF OF DESIGNATION

This form may be used as a *Proof of Designation* by a *Designated Approved Collector*, pursuant to 14 CCR 18660.5(a)(34), when secured from a California local government and duly executed by an officer authorized to take action on behalf of that local government, such as, but not limited to, a City Manager, County Administrator or Executive, or a District Manager or Director. If a Designated Approved Collector chooses to use this form as a Proof of Designation, this form must accompany the covered electronic waste (CEW) collection logs associated with CEWs transferred from a designated approved collector to an approved recycler. A copy of this Proof of Designation and associated collection logs must also accompany any recycling payment claim that includes CEWs received from a designated approved collector.

Designating Local Government:		
Designated Approved Collector Name:		CEWID #:
Designation Start Date:	Designation End Date:	<i>Please be aware that a Collector must maintain their approved status for a Designation to be valid.</i>
Geographic Area of Service:		
Location(s) and Description(s) of Collection Activities (attach additional sheets as necessary):		
Type of Collection Activities to be Provided (check all that apply): <input type="checkbox"/> Drop-off <input type="checkbox"/> Curbside <input type="checkbox"/> Special Events <input type="checkbox"/> Illegal Disposal Clean-up <input type="checkbox"/> Other (specify):		
CEW Sources Served (check all that apply): <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Government <input type="checkbox"/> Educational / Non-Profit Institutions <input type="checkbox"/> Other (specify):		
Name of Designating Authority (printed):		Title:
Signature:		Date Signed:
Phone:		E-Mail:
Address:		

### DIRECTIONS FOR COMPLETING THE PROOF OF DESIGNATION FORM

This form may be completed by a local government to demonstrate that it has designated the identified Approved Collector in the Covered Electronic Waste (CEW) Recovery and Recycling Payment System to act as a Designated Approved Collector for the local government when handling CEWs generated from California sources within the jurisdictional responsibility of the designating local government.

The proof of designation must be duly executed by an officer of the designating California local government with the authority to take official action on behalf of the local government such as, but not limited to, a City Manager, County Administrator or Executive, or a District Manager or Director.

Only CEW recovery activities that fall within the scope of the designation may be handled by the identified Approved Collector while acting as a Designated Approved Collector for the local government. CEW recovery activities conducted by the Approved Collector that fall outside the scope of designation must be logged and recorded according to applicable regulatory requirements.

In general, CEW recovery activities conducted by a Designated Approved Collector will involve CEWs transferred directly to the Designated Approved Collector by California sources. Such activities must be recorded through collection logs as required by regulation. See regulatory citation on the next page for further details.

## PARTIAL SUMMARY OF APPLICABLE LAWS AND REGULATIONS

### Title 14 CCR

**18660.5(a)(19)** "Designated Approved Collector" means an approved collector, as defined in subsection (a)(2) of this section, that has been designated by a California local government to provide CEW collection services for or on behalf of the local government and who, in the course of providing the services for the local government, would not be subject to the source documentation requirements pursuant to Section 18660.20(j)(1)(B) of this Chapter.

**18660.5(a)(34)** "Proof of designation" means a letter or other document that must be secured by a designated approved collector from a California local government that, at a minimum, specifies the following information:

- (A) The beginning and end dates of the designation.
- (B) The geographic area within which the designated approved collector is providing CEW collection services for the local government and the location(s) at which the collection service is provided.
- (C) The customer type to be served by the designated approved collector (i.e. residential, commercial, etc).
- (D) The nature of collections activities to be provided by the designated approved collector (i.e. drop-off receipt, curbside service, illegal disposal clean-up, etc).
- (E) Contact information for the designating authority.
- (F) If the proof of designation secured by the designated approved collector is a document other than a letter from the local government, the proof must also include the designated approved collector's written notification to the local government that such other document has been used. The written notification provided to the local government must be accompanied by a copy of the document being used to demonstrate designation.
- (G) If, after January 1, 2005, and before the effective date of this regulation, a designated approved collector has secured a document from a local government that does not meet the definition of proof of designation as specified in this Section, such document may be used by a designated approved collector to comply with applicable requirements of this Chapter through March 31, 2006.

**18660.20(h)** An approved collector shall provide to any approved collector or approved recycler to whom it transfers CEWs information on the origin (California or non-California) and cancellation status of CEWs transferred, including but not limited to the following:

- (1) Signed statement listing the sources(s) of the transferred CEWs as recorded pursuant to subsection (j) of this section.
- (2) A copy(ies) of the applicable portions of the collection log specified in subsection (j) of this section that describe the collection activities that resulted in the transferred CEWs.
- (3) Written description of any activity, such as storage, repair, refurbishment, resale, reuse, transfer, packaging and/or consolidation, that explains any discrepancy between the CEWs transferred and the CEWs collected as recorded in the log specified in subsection (j) of this section.
- (4) A copy of any applicable proof of designation specified in subsection (k) of this section associated with CEWs collected while acting as a designated approved collector for a local government.

**18660.20(j)** In addition to the general record keeping requirements in Section 18660.8 of this Chapter, an approved collector shall maintain the following records:

- (1) A collection log containing:
  - (A) For each collection activity or event that results in CEWs transferred to the approved collector, a brief written description of the collection activity or event, including the type of consumers targeted for collection, the date and location the activity or event occurred, the number of CEWs collected, and an estimate of the weight of CEWs collected.
  - (B) Approved collectors that are not California local governments, nor entities acting as the designated approved collector for a California local government, shall maintain a list of all consumers who discarded the CEWs transferred to the approved collector, including the name and address of the consumer and the number of CEWs discarded by the consumer.
  - (C) When receiving five (5) or more CEWs units discarded from a non-residential consumer, an approved collector shall record the name of the non-residential organization, an address, a contact person and a telephone number.
  - (D) A list of other handlers and approved collectors who transferred CEWs to the approved collector in any month, including the name and address of the other handler and approved collector and the number of CEWs transferred and the sources of those CEWs as recorded pursuant to parts (A) and (B) of this Section.
  - (E) When collecting source-anonymous CEWs, all approved collectors shall:
    - 1. Log the source-anonymous CEW collection activity separately.
    - 2. Provide a brief written description of the activity or incident that resulted in the source-anonymous CEWs.
    - 3. Record the date and location of the activity or incident, the number and an estimate of the weight of source-anonymous CEWs collected from the location of the activity or incident.
    - 4. Record the name, organizational affiliation, address and phone number of a person responsible for the site of the activity or incident.

**18660.20(k)** An approved collector that is acting as a designated approved collector for a local government shall do the following:

- (1) Secure proof of designation as defined in Section 18660.5(a)(29) of this of this Chapter.
- (2) Provide a copy of the applicable proof of designation to another approved collector or approved recycler at the time CEWs are transferred from the designated approved collector to another approved collector or approved recycler.
- (3) A designated approved collector shall be relieved only of the source documentation requirement specified by Section 18660.20(j)(1)(B) of this Chapter only for those collection activities that occur within the designation as specified in subsection k(1) of this section.



Agenda Item #: 6.6  
Cost Center: Diversion  
Staff Contact: Carter  
Agenda Date: 5/19/2010

**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**

AB 1998 was amended to remove a fee provision on paper carryout bags, and transformed to a bill which would ban both paper and plastic carryout bags on January 1, 2012<sup>1</sup>. AB 1998 passed out of the Assembly Natural Resources Committee in April 12, 2010, and will be heard in the Assembly Appropriations Committee on May 5, 2010.

**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:   
Susan Klassen, Interim Executive Director, SCWMA

<sup>1</sup> [http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab\\_1951-2000/ab\\_1998\\_bill\\_20100420\\_amended\\_asm\\_v97.html](http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab_1951-2000/ab_1998_bill_20100420_amended_asm_v97.html), retrieved May 3, 2010.  
2300 County Center Drive, Suite B100 Santa Rosa, California 95403 Phone: 707/565-3579 [www.recyclenow.org](http://www.recyclenow.org)



± 6.7

# SONOMA COMPOST COMPANY MONTHLY REPORT

February-10

## a) Tonnages of Each Material Delivered to Facility

total tons of yard debris:	5,589.27 tons
average tons per day of yard debris:	285.18 tons
total tons of wood debris:	300.13 tons
average tons per day of wood debris:	12.51 tons
total tons of yard debris to Laguna *	1,255.06 tons
Total tons of food discards **	68.44 tons

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

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

## b) Deviations From Normal Operating Plans

### Windrow Characteristics

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

### Moisture Addition/Application

at grinder:	None
at compost site:	None

### Moisture Content (%)

by feel:	lab results:
55-65%	54.7%
(active compost)	(finished compost)

### Additives

Feathers, Food Discards, Hatchery Waste

### Temperature Measurements

(data on file at SCC office)

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

### Aeration (turning)

type: SCARAB	frequency: 5 times in 15 days or longer during pathogen reduction, plus additional turnings to enhance the composting process (weather permitting).
-----------------	---

*c) Highlights and Anomalies of Program*

<b>Weather/Rainfall:</b>	
total inches:	4.125
# of storm events	9
<b>Operational Problems:</b>	
None	

*d) Lab tests*

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

<b>analysis: NUTRIENT</b>	
next date due:	Mar-10
date sample taken:	3/1/10
# of sub-samples:	12
location of samples:	6,11,15,22,38

<b>analysis: HEAVY METALS</b>	
next date due:	Mar-10
date sample taken:	3/1/10
# of sub-samples:	18
location of samples:	29,31,34,41,42,48

<b>analysis: PATHOGEN REDUCTION</b>	
next date due:	Mar-10
date sample taken:	3/1/10
# of sub samples:	18
locations of samples:	29,31,34,41,42,48

<b>Quarterly Test:</b>	
<b>analysis: PESTICIDE RESIDUES</b>	
next date due:	Mar-10
date sample taken:	3/1/10
# of sub-samples:	18
locations of samples:	29,31,34,41,42,48

*e) Sales and Distribution of Finished Product*

*Yard Debris Sold*

monthly total, cubic yards of all yard debris products sold:	2,077.00	cubic yds.
total cubic yards of screened compost:	1,234.00	cubic yds.
total cubic yards of early mulch:	0.00	cubic yds.
total cubic yards of screened mulch:	843.00	cubic yds.
yard debris product allocations:	35.00	cubic yds.
yard debris product donations:	47.00	cubic yds.

*Wood Debris Sold*

monthly total, tons of wood debris products sold:	2,747.00	tons
total tons of wood to non-fuel markets:	332.00	tons
total tons of wood bio-fuel*:	2,415.00	tons
wood debris product allocations:	40.00	cubic yds.
wood debris product donations:	0.00	cubic yds.

\* Bio-fuel tonnage includes overs from compost process

## Shipment Log

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

### f) Complaints and Environmental Concerns

None

### g) Contaminants Landfilled, Recovered or Recycled

	tons	overall %
disposed	68.00	0.95%
recycled		

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

FINISHED MATERIALS	cubic yards
unscreened compost	4,500 cy
screened compost	7,900 cy
mulch	1,300 cy
"intermediates"	1,500 cy

INTERMEDIATELY COMPOSTED MATERIALS	
aged over 2 weeks	24,000 cy

FRESH MATERIAL	
on-site under 2 weeks	4,830 cy

EXPERIMENTAL MATERIAL	
Biodynamic	350 cy



Agenda Item #: 6.8  
Cost Center: HHW  
Staff Contact: Steinman  
Agenda Date: 5/19/2010

**ITEM: 3<sup>rd</sup> Amendment to VBN Contract**

**I. BACKGROUND**

At the June 20, 2007 Agency Board meeting, the Board executed an Agreement with VBN Architects for architectural services for the HHW Building Enclosure Expansion Project. This project involves extending the existing canopy over the entire concrete area on the south end of the Central Disposal Site HHW Building adding walls, and creating a separate area that will provide additional storage and processing space for low toxicity wastes, such as universal wastes including latex paint. The building extension will increase the operational capacity of the existing facility and will allow for enhanced safety in the movement of waste throughout the facility.

**II. DISCUSSION**

VBN is required to complete six (6) tasks in regards to the Contract, with all tasks being complete by May 31, 2010. At the time this staff report was written, the percentage of each task had been completed as indicated below:

<u>Phase</u>	<u>Percent Complete</u>
Task 1- Site Visit	100%
Task 2- Review Existing Drawings	100%
Task 3- Working Drawings	100%
Task 4- Permit	100%
Task 5- Bid	100%
Task 6- Construction Services	30%

VBN Architects is required by their contract to assist the Agency in obtaining and reviewing construction bids and to provide construction quality assurance services during the construction period. If needed, VBN is required to review construction change orders. VBN prepared the construction documents suitable to obtain a building permit and for bidding, including plans and specifications. The Agency Board awarded the Construction Contract to Page Construction Company on December 9, 2009. The Permits and Resource Management Department (PRMD) reviewed and approved the final plans for the project on April 7, 2010. Construction began in April 2010.

Due to delays during the project's permitting process, the Agency will still require the services of VBN after the contract termination date. Page Construction Company expects the project will be complete by August 2010. Staff is recommending extending VBN's contract until October 31, 2010, just in case any construction related delays arise. This extension would provide VBN with the time necessary to complete their remaining Construction Services task related to this project.

The VBN contract was amended, through the First Amendment, on September 17, 2008 to extend the agreement an additional year and set aside \$6,000 for future contingencies and/or additional work. The Agreement was amended, through the Second Amendment, on October 21, 2009 for a time extension only. If approved, this proposed extension would be the Third Amendment to the VBN Architects Agreement. This Amendment would only extend the Agreement and there would be no additional changes.

### III. FUNDING IMPACT

The cost of the services provided in the existing Agreement with VBN Architects is \$11,100 with an additional \$8,900 available for contingencies and/or additional work. The \$20,000 funding for this Agreement is being charged to the HHW Operating Reserve fund.

There are no additional costs to the Agency from extending the current Agreement with VBN Architects.

### IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Adopt the Resolution to approve the Third Amendment to the Agreement with VBN Architects for Professional Services and authorize the Chair to execute the Amendment on behalf of the Agency.

### V. ATTACHMENTS

Third Amendment to VBN Architects Agreement  
Resolution approving the Third Amendment to the Agreement with VBN Architects

Approved by:   
Susan Klassen, Interim Executive Director, SCWMA



THIRD AMENDMENT TO  
AGREEMENT BETWEEN SONOMA COUNTY WASTE MANAGEMENT AGENCY  
AND VBN ARCHITECTS  
FOR PROFESSIONAL SERVICES

This Third Amendment ("Amendment") to the Agreement for Professional Services ("Agreement"), dated as of \_\_\_\_\_, 2010, is by and between the Sonoma County Waste Management Agency ("Agency"), a joint powers agency and VBN Architects ("consultant"). All capitalized terms used herein shall, unless otherwise defined, have the meaning ascribed to those terms in the existing Agreement.

RECITALS

WHEREAS, Agency and Consultant entered into that certain Agreement for Professional Services dated as of June 20, 2007 ("Agreement"); and

WHEREAS, Consultant will prepare design plans for the HHW Building Enclosure Expansion; and,

WHEREAS, the parties desire to amend the Agreement to extend the term of Agreement until, October 31, 2010; 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 deleted and replaced in its entirety to read as follows:

3. Term of Agreement. The term of this Agreement shall commence in accordance with Section 7.1 below and CONSULTANT shall complete such work as follows:

Tasks 1- 5 shall be completed in accordance with attached Exhibit A.

Tasks 6-7 shall be completed by, October 31, 2010.

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.

AGENCY:

SONOMA COUNTY WASTE MANAGEMENT  
AGENCY

By:

---

Christa Johnson, Chair

CONSULTANT:

VBN ARCHITECTS

By:

---

Title:

APPROVED AS TO FORM FOR AGENCY:

---

Janet Coleson, Agency Counsel

APPROVED AS TO SUBSTANCE FOR AGENCY:

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Susan Klassen, Interim Executive Director

RESOLUTION NO.: 2010 -

DATED: May 19, 2010

RESOLUTION OF THE  
SONOMA COUNTY WASTE MANAGEMENT AGENCY ("AGENCY") APPROVING THE THIRD  
AMENDMENT WITH VBN ARCHITECTS ("CONTRACTOR") FOR PROFESSIONAL  
SERVICES

---

WHEREAS, Agency and Consultant entered into that certain Agreement for Professional Services dated as of June 20, 2007 ("Agreement"); and

WHEREAS, Consultant will prepare design plans for the HHW Building Enclosure Expansion; and,

WHEREAS, the parties desire to amend the Agreement to extend the term of Agreement until October 31, 2010; and,

NOW, THEREFORE, BE IT RESOLVED that the Agency hereby approves the terms of the Third Amendment to the Agreement ("Agreement") and authorizes the Chairperson to execute the Third Amendment 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:

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

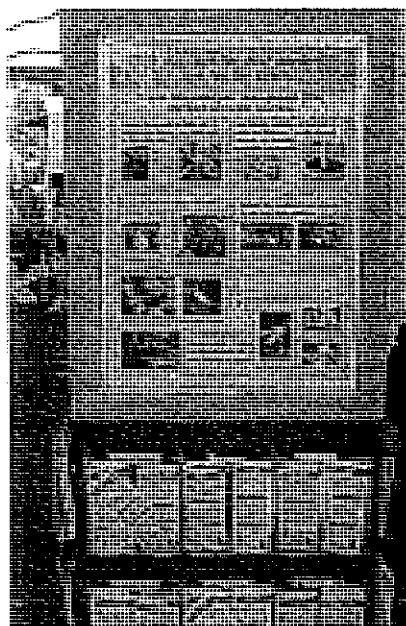
# Home Composting and Garden Pesticide Use Survey 2010

## University of California Cooperative Extension (UCCE) Sonoma County Master Gardener Program

*Paul Vossen and Deborah Curle*

The Sonoma County – University of California Cooperative Extension Master Gardener Program conducted a survey of people who had previously received information about home composting and pesticide use reduction in their gardens. This was done to document the impacts of an educational program that reaches approximately 20,000 people per year at fair booths, library talks, garden shows, workshops, the county fair demonstration garden, and at farmers' market booths.

On February 7, 2010, a survey was distributed to 621 recipients (307 via conventional mail and 314 electronically via email). Surveys were sent to attendees who signed in at Master Gardener workshops at Sonoma County libraries over the past two-three years. 136 surveys (22%) were returned by the deadline, February 20, 2010.



### Garden Pesticide Use

Half (51.4%) of survey respondents reported receiving information about pesticide use reduction that had been available to workshop attendees. All of the Sonoma County Master Gardener workshops and events have information available on pesticide use reduction, consequently about half (48.6%) did not remember seeing or getting information about the topic. The full survey (questions) is attached.

Of those respondents who reported receiving information from Master Gardeners:

- 40% reported that they no longer use any pesticides in and around their home/garden.
- 41% said that they use less pesticide
- 19% reported using the same amount of pesticides
- 0% had used more

When encountering a pest/disease problem in their garden:

- 37% reported seeking out a product with the lowest possible toxicity for control
- 5% said that they look for the most effective, longest lasting product they can find
- 38% said they tend to leave problems alone and wait until nature takes its course
- 20% reported that they have changed many of their garden plants to ones that have fewer pest or disease problems

When asked about the current status of pest problems in their garden:

- 55% percent of respondents report that they have fewer pest problems in their garden compared to 3-5 years ago
- 33% indicated having the same number of pest problems
- 4% had no pest problems
- 3% had more pests
- 5% gave no response

We asked if they had ever taken unused toxic garden chemicals to a free toxic waste roundup or to the SCWMA drop off site.

- 66% said yes, they had taken in unused toxic garden chemicals for disposal

We also asked a question about attitude changes toward the use of garden pesticides:

- 66% of respondents indicated that they had changed their attitude toward the use of pesticides in the home garden after receiving information and implementing new practices they learned from the Sonoma County Master Gardeners.

We asked them to list the garden pesticides used in the last 3-5 years. A large selection of garden pesticides was reported to be used by respondents, see table 1.

Table 1. Garden pesticides used in the last 3-5 years by survey respondents.

Ant Bait/Killer	35%	Lawn/Garden Insect Killer	5%
Round Up®	27%	Gopher Bait	4%
Sluggo®	26%	Microcop® Spray	3%
Miracle Grow®	23%	Moss & Algae Killer	3%
Slug & Snail Bait/Killer	21%	Malathion	2%
Dormant Fruit Tree Spray	16%	Mite Killer	2%
Insecticidal Soap	16%	Poison Oak/Poison Ivy Killer	2%
Dormant Oil Spray	13%	Spider Killer	2%
Lawn Fertilizer-Weed Killer	10%	Summer Oil Spray	1%
Rose Fungicide	9%	Bordeaux Spray	<1%
Vitamin B-1	8%	Broadleaf Weed Killer	<1%
Copper Fungicide	7%	Crabgrass Killer	<1%
Flying Insect Killer	7%	Diatomaceous Earth	<1%
Sulfur Fungicide	7%	Diazinon	<1%
Sevin®	6%	Termite Killer	<1%



### **Home Composting of Yard Waste and Kitchen Scraps:**

Three previous surveys were conducted that asked attendees at Sonoma County University of California Cooperative Extension Master Gardener home compost training events about their composting habits. The first survey in 1997 asked attendees from hands-on workshops and almost 70% indicated that they began or increased their home composting. Surveys in 2004 and 2007 were directed toward people who had received information on home composting from speaking to a Master Gardener at an event booth, or from reading one of our brochures on the subject. About 20 to 23% responded that they had started or increased composting.

With this survey (February 2010), 45% of survey respondents reported receiving information about home composting from the Sonoma County UCCE Master Gardeners. We found that just under one-fifth (19%) of the people informed by Sonoma County Master Gardeners about home composting had started or increased their composting and two-thirds (68%) were composting both kitchen scraps and yard wastes at home.

Of the gardeners that are composting yard waste now:

- 39% compost greater than 10 gallons per week
- 33% compost between 2-10 gallons per week
- 28% compost less than 1 gallon per week

Of the respondents who are composting kitchen scraps:

- 69% are composting between 1-10 gallons per week
- 31% are composting less than 1 gallon per week



Of those respondents who are not composting yard waste or kitchen scraps:

- 3% take the waste to the land fill
- 83% use the green yard waste container
- 14% discard their organic wastes into the regular trash

### **Conclusions:**

The results of this survey indicate that educational efforts by the Sonoma County UCCE Master Gardeners are very effective. Compared to the last two surveys, similar results were obtained from efforts to teach people how to compost in their back yards. About one-fifth of those receiving information from Master Gardeners were motivated to start or increase back yard composting. This educational effort has led to a significant reduction in landfill inputs over the last few years.

In regard to pesticide usage, most people who received information from Master Gardeners have changed their attitudes toward garden pesticides. Just over one-third tend to leave problems alone instead of treating them with something, another one-third now seek out the lowest possible toxicity products for application, and one-fifth have changed their gardens to include more appropriate plants that have fewer pest problems. This should lead to less pesticide use in the home garden, cleaner runoff water, and fewer unused toxic pesticides requiring disposal by the Sonoma County Waste Management Agency.



## 2010 Compost/Pesticide Use Survey

As a University of California Extension Program, we are contacting you to determine your gardening practices concerning home composting and pesticide usage in your home garden. This information will be kept confidential and is only used to help us design effective educational delivery methods.

According to our records, you attended a UC Master Gardener educational event.

Question	Response
<b>Home Pesticide Use</b>	
1. Do you remember receiving information from the University of California Master Gardeners about pesticide usage or new gardening techniques that might reduce pesticide usage? If your answer is 'NO' please proceed to Question #10. Thank you! If your answer is 'YES' please continue the survey.	<input type="radio"/> Yes <input type="radio"/> No
2. How much garden pesticide are you purchasing/using now (after receiving information from UC Master Gardeners)?	<input type="radio"/> None <input type="radio"/> Less <input type="radio"/> About the same <input type="radio"/> More
3. When you encounter a pest or disease problem in your garden now, what are you most likely to do?	<input type="checkbox"/> I seek out a product with the lowest possible toxicity to help control the problem. <input type="checkbox"/> I look for the most effective, longest lasting product I can find. <input type="checkbox"/> I tend to leave problems alone and wait until nature takes its course. <input type="checkbox"/> I have changed many of my garden plants to ones that have fewer pest or disease problems - thus eliminating the need to use pesticides.
4. Please list all of the garden pesticides you know you have used in the last 3-5 years:	<input type="checkbox"/> Flying Insect Killer <input type="checkbox"/> General Lawn & Garden Insect Killer <input type="checkbox"/> Ant Bait/Killer <input type="checkbox"/> Spider Killer <input type="checkbox"/> Termite Killer <input type="checkbox"/> Slug & Snail Bait/Killer <input type="checkbox"/> Sluggo <input type="checkbox"/> Moss & Algae Killer <input type="checkbox"/> Insecticidal Soap <input type="checkbox"/> Sevin <input type="checkbox"/> Malathion <input type="checkbox"/> Sulfur Fungicide <input type="checkbox"/> Copper Fungicide <input type="checkbox"/> Dormant Fruit Tree Spray <input type="checkbox"/> Micro-Cop Spray

7/8/2010

- ☐ Bordeaux Spray
- ☐ Dormant Oil Spray
- ☐ Summer Oil Spray
- ☐ Rose Fungicide
- ☐ Mite Killer
- ☐ Vitamin B-1
- ☐ Miracle Gro
- ☐ Round-up
- ☐ Poison Oak - Poison Ivy Killer
- ☐ Gopher Bait
- ☐ Lawn Fertilizer with Weed Killer
- ☐ Crabgrass Killer
- ☐ Other - Please list in Question #5

5. Other garden pesticides you use that are not listed above:

6. What is the current status of the pest problem in your garden, compared to 3-5 years ago?

- ☐ No pests    ☐ Fewer    ☐ Same    ☐ More

7. Have you ever taken unused toxic garden chemicals to a free toxic waste roundup or to the Sonoma County Waste Management Agency (SCWMA) toxic waste drop off site?

- ☐ Yes    ☐ No

8. Have you changed your attitude toward the use of pesticides in the home garden?

- ☐ Yes    ☐ No

9. If you have changed your attitude towards garden pesticides, how have you done so?

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#### Home composting Kitchen Scraps/Yard Waste

10. Has your household received information about home composting from the University of California Master Gardeners? If not, please check the 'NO' box and go to Question #12 - thank you!

- ☐ Yes    ☐ No

11. Did you start, or increase, home composting of kitchen scraps or yard waste due to the information you received?

- ☐ Yes    ☐ No

12. If you are composting yard waste now, please estimate the amount of material you are composting each week (gallons).

- ☐ None
- ☐ 1/4
- ☐ 1/2
- ☐ 3/4
- ☐ 1
- ☐ 2
- ☐ 5
- ☐ 10
- ☐ >10
- ☐ other (please specify in question #13)



13. If you answered "other" in question #12, please specify the amount of *yard waste* you are composting weekly (gallons):

14. If you are composting *kitchen scraps* now, please estimate the amount of material you are composting each week (gallons).

- ☐ None
- ☐ 1/4
- ☐ 1/2
- ☐ 3/4
- ☐ 1
- ☐ 2
- ☐ 5
- ☐ 10
- ☐ >10
- ☐ other (please specify in question #15)

15. If you answered "other" in question #14, please specify the amount of *kitchen scraps* you are composting weekly (gallons):

16. If you are not composting your yard waste or kitchen scraps, where is it going?

- ☐ we take it to the dump ourselves
- ☐ We put it into the yard waste container
- ☐ We put it in with the regular trash
- ☐ Other (please specify in #14 below)

17. Where is your yard waste and/or kitchen scraps going if not in one of the above options?

Thank you very much for taking the time to complete this survey. If you have any questions, comments, or would like to provide more detailed information, please contact 707-565-2621.



Agenda Item #: 9  
Cost Center: HHW  
Staff Contact: Steinman  
Agenda Date: 5/19/2010

## **ITEM: Contract Extension with Clean Harbors**

### **I. BACKGROUND**

The County of Sonoma (BOS) and Sonoma County Waste Management Agency (SCWMA) have had an Agreement with Clean Harbors Environmental Services, Inc., (Clean Harbors) to operate the Household Hazardous Waste Facility (HHWF) and accompanying mobile collection programs. The Agreement Between Sonoma County Waste Management Agency, County of Sonoma, and Clean Harbors Environmental Services, Inc. for Operations of Household Hazardous Waste Programs (Agreement) was approved June 11, 2002.

Amendments to this Agreement have been approved as follows:

June 11, 2002 – The First Amendment changed the hours of operation, staffing obligations and program operation fee to monthly invoice.

January 3, 2006 – The Second Amendment addressed natural disaster field response contract conditions.

August 15, 2006 – The Third Amendment introduced latex paint reuse, modified staffing requirements, modified the door-to-door service fees, increased the program operation fee and payment terms.

August 16, 2006 – The Fourth Amendment identified changes in key personnel assigned to the HHWF.

August 21, 2007 – The Fifth Amendment extended the term of Agreement to January 6, 2009 with a one year option to extend the term.

September 17, 2008 – The Sixth Amendment extended the term of Agreement to January 6, 2010 with the same terms and conditions.

The Seventh Amendment was approved by the Agency Board on March 18, 2009. This Amendment was to extend the Agreement an additional two years, until January 6, 2012, with no changes to the terms and conditions.

When the Seventh Amendment was forwarded to the BOS for approval, a Revised Seventh Amendment was developed because of the continuing divestiture of the solid waste system efforts on the part of the BOS. The HHWF is located on one of the disposal sites identified in the divestiture and the HHWF receives hazardous waste collected from each transfer station's load check program. The County did not want to execute an extension to the Agreement that potentially extended past the County's ownership of the site. County Counsel and County staff recommended extending the Agreement for one-year, instead of the two years approved by the Agency Board.

At the May 20, 2009 SCWMA Board meeting, the Agency Board approved the Revised Seventh Amendment, extending Agreement an additional year until January 6, 2011 with no changes to the current terms and conditions.

## II. DISCUSSION

The divestiture of the Central Landfill Site and all County owned Transfer Stations did not succeed. Presently, the County of Sonoma remains the owner of all the sites and there is no current plan to divest.

Agency staff received a letter from Clean Harbors, dated March 26, 2010, offering Sonoma County the opportunity to continue services using the current contract rates and terms for an additional two-year period. The letter also offered three additional one-year extension options. Prior to each one year optional extension period, Clean Harbors has requested a rate increase based on the Consumer Price Index and the ability to request fuel cost recovery if the national average cost of diesel rises above \$3.50 per gallon. The requested rate increases would be mutually agreed upon between SCWMA and Clean Harbors at the time of the proposed extension.

Clean Harbors would prefer SCWMA's approval of the proposed two-year extension, but is willing to accept a one-year extension with the current contract rates and terms. Staff is recommending accepting the offer from Clean Harbors to extend the Agreement for an additional year. Staff has been quite satisfied with the quality of Clean Harbor's performance.

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.

## III. FUNDING IMPACT

Currently Clean Harbors is paid approximately \$438,000 dollars a year as an operating fee and disposal fees are currently about \$600,000 annually.

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

### RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Adopt Resolution to approve the Eighth Amendment to Agreement with Clean Harbors, extending the term of Agreement until January 6, 2012 without any changes to the current terms and conditions, and authorize the Chair to execute the Eighth Amendment to Agreement on behalf of SCWMA.

The alternatives to the recommended action are:

1. Approve extending the term of Agreement until January 6, 2013 without any changes to the current terms and conditions and direct staff to come back to the Board with an Eighth Amendment reflecting the change.
2. Direct staff to develop a Request for Proposals (RFP) and come back to the Board for direction to issue the RFP.

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

#### IV. ATTACHMENTS

Eighth Amendment to HHW Operations Agreement with Clean Harbors Environmental Services

Resolution approving the Eighth Amendment

Letter from Clean Harbors Environmental Services

Approved by:   
Susan Klassen, Interim Executive Director, SCWMA

EIGHTH 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 Eighth Amendment ("Amendment") to the Agreement for Operations of Household Hazardous Waste Programs ("Agreement"), dated as of \_\_\_\_\_, 2010, 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 one (1) year, 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: \_\_\_\_\_

COUNTY: COUNTY OF SONOMA

By: \_\_\_\_\_  
Board of Supervisors

ATTEST:

By: \_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM FOR COUNTY:

By: \_\_\_\_\_  
County Counsel

Date: \_\_\_\_\_

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

By: \_\_\_\_\_  
Department Head

AGENCY: SONOMA COUNTY WASTE  
MANAGEMENT AGENCY

By: \_\_\_\_\_  
Christa Johnson, Agency Chair

APPROVED AS TO SUBSTANCE FOR  
AGENCY:

By: \_\_\_\_\_  
Susan Klassen, Interim Executive Director

APPROVED AS TO FORM FOR AGENCY:

By: \_\_\_\_\_  
Janet Coleson, Agency Counsel

RESOLUTION NO.:

DATED: May 19, 2010

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY  
APPROVING THE EIGHTH 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 one (1) year, until January 6, 2012; and,

NOW, THEREFORE, BE IT RESOLVED that the Agency hereby approves the terms of the Eighth 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](http://www.cleanharbors.com)

Date: March 26, 2010

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 after the initial two-year period, and prior to each 'one year' optional extension period, 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](mailto:lock.curt@cleanharbors.com).

Sincerely,

A black rectangular box redacting the signature of Mark Mooney.

Mark Mooney,  
Vice President of Sales, Western Region  
Clean Harbors Environmental Services, Inc.





Agenda Item #: 10  
Cost Center: Contingency  
Staff Contact: Carter  
Meeting Date: 5/19/2010

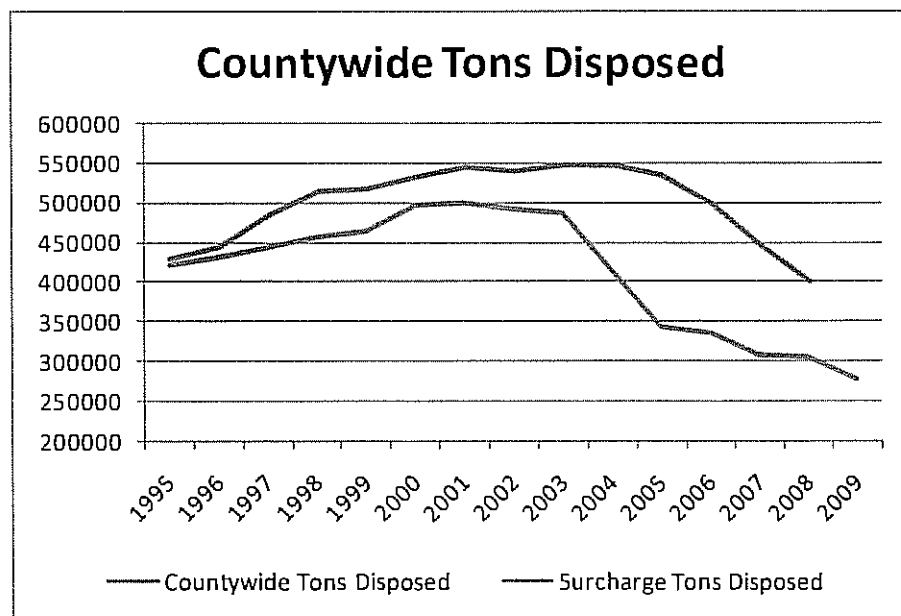
## ITEM: SCWMA Alternative Funding Final Report

### I. BACKGROUND

In October 2006, the Board discussed the Agency's legal authority to adopt and implement a Fee. The Board expressed an interest in a fee based on the quantity of solid waste disposed that would be imposed on haulers via an Agency Ordinance. On November 14, 2006, staff held a meeting with all Sonoma County haulers, including the independent debris box business owners. The haulers' concerns were addressed and passed on to the Board, but it was decided to continue with the tipping fee surcharge for the FY 2007-08.

The issue was revisited in 2008, and in January 2009 staff presented the Board with a Request for Proposals for a financial consultant to develop an alternative Agency Funding Model. R3 Consulting Group was the selected consultant and the Agency entered into an agreement with R3 on April 15, 2009.

Currently the majority of the revenue for the Household Hazardous Waste, Planning, Diversion, and Education cost centers is received through a surcharge on the tipping fee at County-owned waste facilities in Sonoma County. A combination of increased diversion, decreased generation of waste due to the downturn of the economy, and an increasing competitiveness of solid waste facilities which receive the benefit of Agency services but are not subject to the Agency surcharge has resulted in unsustainable decreases in Agency revenues. The disparity of the total waste generated in Sonoma County and the tonnage basis on which the Agency Surcharge is based, as well as the overall decrease in tonnage disposed, is illustrated below.



Since the peak of tonnage disposed in 2001, disposal subject to the Agency Surcharge has decreased by nearly half. To recover lost funding during that span of time, the Agency Surcharge

has increased four times (from \$2.00 to \$5.40 per ton), with the fifth increase to occur at the beginning of the next fiscal year (\$5.95 per ton).

## II. DISCUSSION

R3 Consulting Group has prepared a report detailing three scenarios for reconfiguring the Agency's revenue structure.

- Scenario 1 is the status quo, keeping the Agency's revenue tied to landfill waste delivered to the County's waste system and continuing the Agency's annual agreement with the City of Petaluma for the Agency services.
- Scenario 2 includes the current rate structure (Scenario 1) while including material delivered to in-County construction and demolition processing facilities. An annual agreement with the City of Petaluma would still be necessary under this scenario. This scenario diversifies the Agency's Fee basis and provides a somewhat more stable revenue basis.
- Scenario 3 significantly alters the Agency Fee structure from one based on landfill disposal to another based on solid waste<sup>1</sup> generation. This scenario diversifies the Agency Fee, and therefore makes the revenue more stable by establishing a countywide ordinance imposing the Agency Fee directly on the generators of solid waste. Franchised haulers, non franchised haulers, and self-haulers would collect the Agency Fee from their customers and remit payment directly to the Agency. Under this scenario, the annual agreement with the City of Petaluma would not be necessary, as Petaluma solid waste generators would pay the Agency Fee in the same manner as the rest of Sonoma County generators.

While Scenario 1 shows the project baseline and Scenario 2 increases that baseline, staff believes only Scenario 3 meets the Agency's goal of providing a more stable funding source. In Scenario 3, the basis for the Agency's funding includes all solid waste generated within Sonoma County, not just landfill waste delivered to the County-owned transfer stations. Using the California Public Resource Code's definition of solid waste as a basis for Agency funding, diversion of material from landfill disposal no longer results in decreased Agency funding.

Imposing the Agency Fee on the customer, the solid waste generator, allows the Agency to collect the Agency Fee regardless of the material's ultimate destination. In the past the Agency only received revenue from a surcharge imposed on landfill waste entering a County-owned waste facility, so any material bypassing the County's waste system did not contribute to the Agency's revenue. Essentially, the customer received the benefit of the Agency's services without contributing to the Agency's funding source. Scenario 3 closes this loop-hole.

The Agency Fee in Scenario 3 would be consistent countywide ensuring all solid waste generators contribute fairly to the Agency's mission.

## III. FUNDING IMPACT

\$69,540 was budgeted for this project and the project was completed for that amount. If an alternative funding model is chosen, the next phase of the project would begin and additional staff time will be required to implement the project.

## IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION


Staff recommends accepting the Agency Fee Study by R3 Consulting Group and selecting Scenario 3 as the new Agency funding model. Staff also recommends the Board direct Agency Counsel to begin drafting an ordinance which accomplishes the recommendations set forth in Scenario 3.

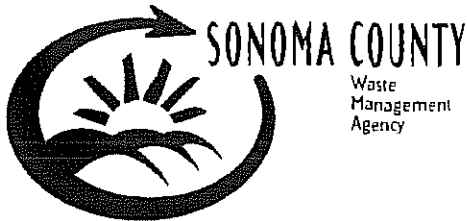
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<sup>1</sup> As defined by the Public Resources Code Section 40191

V. ATTACHMENTS

Sonoma County Waste Management Agency Funding Study (to be distributed at the meeting)

Approved by:   
Susan Klassen, Interim Executive Director, SCWMA



Agenda Item #: 11  
Cost Center: Education  
Staff Contact: Klassen  
Meeting Date: 5/19/2010

**ITEM: Letter Agreement with Sonoma County University of California Cooperative Extension for Home Composting Education Program**

**I. BACKGROUND**

The Agreement for Composting Educational Services with the Regents of the University of California (UCCE) has been in effect since June 1, 1997. There have been five amendments to the agreement extending the term until June 30, 2007.

Beginning in July 2007, UCCE and SCWMA entered into a letter agreement for a three year term approved annually through the budget approval process. The letter agreement has the goals of (1) reduce organic landfill inputs by teaching home composting and (2) reduce the amount of toxic gardening materials requiring disposal by teaching pesticide use reduction practices to home gardeners.

After meeting with the UCCE staff in March 2010 and discussing the home composting education program and how it might be most effectively performed in the future, the attached program proposal for a new agreement was developed.

**II. DISCUSSION**

Home composting education is listed as an educational program in the ColWMP and is included in the FY 10-11 Work Plan. The proposed Letter Agreement is between the Agency and Sonoma County University of California Cooperative Extension ("SoCo-UCCE"). The proposed agreement is for three years. The two program goals are the reduction of organic landfill inputs by teaching home composting and the reduction of the amount of toxic gardening materials by teaching appropriate pesticide use to home gardeners.

**III. FUNDING IMPACT**

The proposed agreement is for \$49,980 for three years, which is \$16,660 per year and is included in the FY 10-11 Work Plan and Budget. This funding level is the same as the prior agreement for 2007 through 2010.

**IV. RECOMMENDED ACTION**

Authorize the Executive Director to sign the Letter Agreement with Sonoma County University of California Cooperative Extension.

**V. ATTACHMENTS**

Letter Agreement with UCCE – Sonoma County  
Home Compost Education/Pesticide Use Reduction Education (PURE) Program Proposal  
Resolution Authorizing the Executive Director to sign the Letter Agreement

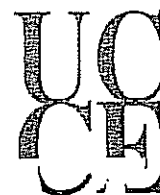
Approved by:   
Susan Klassen, Interim Executive Director, SCWMA



UNIVERSITY of CALIFORNIA  
**Agriculture & Natural Resources**

**COOPERATIVE EXTENSION • SONOMA COUNTY**

133 Aviation Blvd., Suite 109 • Santa Rosa, CA 95403  
Tel. (707) 565-2621 Fax (707) 565-2623 4-H (707) 565-2681  
Master Gardeners (707) 565-2608 <http://cesonoma.ucdavis.edu>



May 3, 2010

To: Susan Klassen  
Executive Director  
Sonoma County Waste Management Agency  
2300 County Center Drive, Suite B100  
Santa Rosa, CA 95403

From: Stephanie Larson  
County Director  
Sonoma County UCCE

**LETTER AGREEMENT**

The Sonoma County University of California Cooperative Extension ("UCCE"), a department of the County of Sonoma, is making a request to the Sonoma County Waste Management Agency ("Agency"), a joint powers agency for FY2010-2013.

Contingent upon UCCE budget approval, and upon Agency budget approval, UCCE agrees to provide the following services to Agency:

1. Provide home composting and pesticide use reduction education ("PURE") information via direct contact with 5,000-10,000 county residents at selected major public events, including, but not limited to, the Sonoma County Fair, Harvest Fair, Home and Garden Show, and the Cloverdale Citrus Fair for a minimum of 25 event days per fiscal year.
2. Create an educational demonstration garden at the Sonoma County Fair.
3. Provide home composting and PURE information via direct contact with county residents at nine Farmers' Markets (Healdsburg, Sebastopol, Occidental, Windsor, Santa Rosa, Cotati, Petaluma, Sonoma Valley, and Oakmont), and Master Gardener Library Series presentations at eight libraries (Healdsburg, Sebastopol, Windsor, Rincon Valley, Rohnert Park, Petaluma, and Sonoma Valley) for a minimum of 200 Farmers' Market and Library Series days.
4. Distribute 10,000 educational brochures on home composting and PURE including UC Consumer Pest Cards at the events listed in paragraphs 1 and 3 above.
5. Conduct 20 school classroom presentations in Sonoma County, providing written and demonstration materials, for students and teachers.

6. Determine the effectiveness of Master Gardener outreach efforts (landfill tonnage diversion and/or pesticide use reduction) through a short survey sent to at least two hundred people once every three (3) years who have received educational information.

Completion of the above listed services shall be contingent upon acts of nature, volunteer population, accidents or delays beyond UCCE's control. UCCE shall carry and maintain general liability and automobile insurance of at least \$1,000,000 and workers' compensation insurance as required by law. This requirement may be satisfied by a comparable self-insured retention. While performing services pursuant to this Agreement, employees of UCCE shall not be employees of Agency and Agency is not responsible for providing wages, benefits or pensions to UCCE's employees or volunteers.

UCCE shall provide to Agency quarterly invoices based on completion of the above listed services and an annual report of accomplishments. The Agency's Executive Director is authorized to make changes to the above listed scope of work not to exceed \$2,500.00 per year.

For the services listed above, Agency shall pay UCCE sixteen thousand, six hundred sixty dollars (\$16,660) per fiscal year and upon presentation of quarterly invoices. The term of this Agreement shall be three (3) years beginning on July 1, 2010 and ending on June 30, 2013. Notwithstanding any other provision herein, either party may, at any time and without cause, terminate this Agreement by giving ten (10) calendar days written notice to the other party. Upon termination, UCCE shall be entitled to compensation for any services performed prior to the effective date of termination.

**Sonoma County UC Cooperative Extension**

[Redacted Signature]

Stephanie Larson  
Director

4/30/10  
Date

**Sonoma County Waster Management Agency**

Susan Klassen  
Executive Director

Date

Copy: Peter Rumble, CAO Analyst

# Home Compost Education / Pesticide Use Reduction Education (PURE) Program Proposal

July 1, 2010 to June 30, 2013

*University of California Cooperative Extension - Sonoma County*

## Program Goals

1. Reduce organic landfill inputs by teaching home composting.
2. Reduce the amount of toxic gardening materials requiring disposal by teaching pesticide use reduction practices to home gardeners.

## Scope of Work and Tasks

- Provide home composting and Pesticide Use Reduction Education (PURE) information via direct contact with 5,000 - 10,000 county residents at selected major public events such as the Sonoma County Fair, Harvest Fair, Home and Garden Shows, Cloverdale Citrus Fair, Sonoma-Marin Fair, etc. (25 event days per year).
- Create and manage an educational demonstration garden at the Sonoma County Fair.
- Provide a display and information table at the Master Gardener biennial garden tour, known as Bloomin' Backyards (June, 2012), which will reach approximately 1,000 home gardeners.
- Provide home composting and PURE information via direct contact with county residents at seven Farmers' Markets (Healdsburg, Sebastopol, Cloverdale, Sonoma, Santa Rosa, Windsor, and Petaluma), and Master Gardener Library Series presentations in Rohnert Park, Petaluma, Sonoma, Guerneville, Healdsburg, Windsor, and Santa Rosa.
- Distribute 10,000 educational brochures on home composting and PURE including UC Consumer Pest Cards at the above events.
- Conduct 20 school classroom presentations, providing written and demonstration materials, for students and teachers.
- Provide a resource desk and phone line to answer composting and PURE questions 5 days per week and 4-6 hours per day. Weekend calls will be recorded on an answering machine, and returned during weekly business hours.
- Collect survey data from people who have received information on home composting and PURE to verify changes in their composting and pesticide use habits. Names and addresses will be collected in 2010-2013, and the survey will be conducted in the spring of 2013.
- Estimate landfill tonnage diversion based on the most recent survey data.
- Explore other venues of information delivery at community gatherings where adults and students interact and where Master Gardener volunteers could deliver home composting and PURE information.

### **Benefits to the Community**

Home composting and the reduction in the usage of toxic garden pesticides have a positive effect on the environment. The program reduces water pollution, makes efficient use of garden waste products, and improves soil health. Continuation of this project will encourage backyard compost diversion efforts by county residents and help reduce the need for costly toxic waste disposal of unused home garden pesticides. Over the next three years, this project will continue to serve as a model for other counties interested in an effective educational program for the reduction of both organics and toxic pesticides going into the waste stream.

### **Program Methodology**

This program uses over 200 trained volunteers, as agents of the Sonoma County University of California Cooperative Extension (UCCE), to deliver information to gardeners. There are four unique aspects to this project:

1. Master Gardener volunteers are under the direction of the Sonoma County UCCE and have access to UC-based research expertise.
2. Master Gardeners have a broad-based network of community projects and a reputation for providing practical, science-based information.
3. The volunteer nature of the program provides multiple in-person contacts for homeowners at a substantially lower cost compared to private contracting.
4. The Sonoma County UCCE Department provides in-kind contributions to this program through program coordination by Paul Vossen, the Horticulture Advisor; Allie Stabler, the Office Manager; and Lisa Bell, the Senior Ag Field Assistant. A core group of about 100 trained volunteers, under the direction of the UCCE Horticulture Advisor, and the Master Gardener Coordinator Deborah Curle, will fulfill the tasks of the home compost education and PURE programs.

### **Background**

**Compost Program:** Since 1993, the Sonoma County UCCE has provided compost education for county residents with funding from the Sonoma County Waste Management Agency (SCWMA). The first few years of the program focused on training home composters during hour-long workshops at designated composting sites equipped with raw materials, various bin designs, and finished compost. As attendance diminished at these workshops, even with good publicity, the primary focus shifted to providing information and shorter presentations and educational booths at well attended public events.

In the last three years the program has reached over 65,000 people and approximately 267,000 since 1993 (sixteen years) with composting brochures, bin distribution programs, educational booths at large public events, library talks, farmers' market booths, seminars, workshops, and by providing a resource desk for call-in questions in Santa Rosa and Sonoma. Additionally, over



the last three years, over 1,800 school children were contacted at school classroom presentations (25-30 students per class).

An initial survey was conducted in (1994-97) documenting behavioral changes by home gardeners who had attended workshops and educational events on home composting. Those survey results were used as an early benchmark for the amount of organic materials diverted from the landfill based on our educational efforts. Almost 70% of workshop attendees began or increased composting and reduced their input into the waste stream by 19.5 gallons per household per month.

We conducted another composting survey in 2004 indicating that one-quarter (23%) of those, who had received information on composting, had started or increased their composting. Those respondents indicated that on average they were composting almost 1 gallon (0.92 gallons) of kitchen waste and almost 4 gallons (3.68 gallons) of yard waste per month. Additionally, almost one-third (30%) of the survey respondents indicated that on average they were diverting 13.8 gallons per month of organic materials into the curbside pick-up containers.

As part of our contract with the SCWMA, we conducted another survey in 2007, which indicated that 20% of the people we had contacted with information about home composting had started or increased their home composting. On average they reduced their landfill input of kitchen scraps and yard waste by 4.14 gallons per week (17.9 gallons per month – 215.3 gallons per year).

We just finished our fourth home gardener survey, which was conducted in February of 2010, (see attachment). We asked attendees at Master Gardener events about their home composting and garden pesticide usage habits. In regard to composting, we found that just under one-fifth of the people informed by Sonoma County UCCE Master Gardeners about home composting started or increased their composting and two-thirds were composting both kitchen scraps and yard wastes at home. Of the gardeners that are composting yard waste now, 39% compost greater than 10 gallons per week, 33% compost between 2-10 gallons of yard waste per week, and the remaining 28% compost less than 1 gallon per week. Of the respondents who are composting kitchen scraps, 30% are composting less than 1 gallon per week, and 70% are composting between 1-10 gallons per week. Of those respondents who are not composting yard waste or kitchen scraps, 3% take the waste to the dump, 83% use the green yard waste container, and 14% discard their organic wastes into the regular trash. Of those households that indicated that they were not composting all of their kitchen scraps or yard waste, 63% were putting it into the green curbside yard waste can.

**PURE Program:** Toxic waste disposal and water quality problems presented by residential pesticide usage runoff are a source of continuing concern. By educating consumers about alternatives, we provide them with many options for pest management that reduce or eliminate toxic runoff and the need for specialized disposal of unused product. Once people are aware of the bigger picture surrounding pesticide use, they are more likely to make environmentally friendly decisions.

The Pesticide Use Reduction Education (PURE) Project was started in the fall of 2000 to conduct public outreach on the topic of pesticides and water pollution. Over the last ten years, the Master Gardeners received extensive training on how to conduct PURE public workshops. These PURE trainers have been teaching our practical B-U-G-S approach to the principles of

Integrated Pest Management - IPM (B--Be sure you know what the problem is; U--Use common sense. Is it really a problem?; G--Get physical - try traps, barriers, water sprays, and natural enemies; and S--Substitute less-toxic products) as specific solutions to common pest problems. Project implications for water quality and environmental contamination are taught to the Master Gardeners who then pass this information on to home gardeners.

Using the Sonoma County Master Gardeners' extensive network of outlets, such as library seminars, farmers' markets, community garden workshops, the Information Desk, and fairs of all sizes, PURE reaches local residents with practical advice on reducing pesticide use through integrated pest management (IPM) concepts. The UC consumer oriented Pest Notes handouts and Quick Tips Pest Cards are made available at all Master Gardener public events. Created in collaboration with the UC Statewide IPM Program, the "Quick Tips" Pest Cards are colorful, convenient and informative, incorporating the latest UC research. Our PURE Program was recognized in 2003 by the California Department of Pesticide regulation as an IPM Innovator for its accessible and creative approach to IPM education.

In its eighth year, the PURE demonstration garden at the Sonoma County Fair has reached thousands of gardeners and delighted fairgoers. The demonstration gardens have showcased the principles of IPM, water conservation, appropriate plant selection, composting and habitat gardening. Our informational kiosk displayed and made available all the UC fact sheets in Spanish as well as English.

Our most recent survey conducted in February of 2010 included several questions about home pesticide usage and pest control strategies (see attachment). Half of the survey respondents reported receiving information about pesticide use reduction while visiting a Master Gardener booth or attending a Master Gardener educational event. Of those who received information, 40% said that they no longer use any pesticides in and around their home/garden, 41% said that they use less pesticide, and 19% reported using the same amount of pesticides.

When encountering a pest/disease problem in their garden, 37% reported seeking out a product with the lowest possible toxicity to help control the problem, 5% said that they look for the most effective, longest lasting product they can find, 38% said they tend to leave problems alone and wait until nature takes its course, and 20% reported that they have changed many of their garden plants to ones that have almost no pest or disease problems. Just over half (55%) of respondents reported that they have fewer pest problems in their garden compared to 3-5 years ago and 66% of respondents have changed their attitude toward the use of pesticides in the home garden after receiving information and implementing new practices they learned from Sonoma County Master Gardeners.

The compost and pesticide usage surveys both indicate that the Master Gardener Program is a valuable resource and an effective tool to get information out to gardeners and have them begin to use it.

## Budget

HOME COMPOST EDUCATION AND PURE PROGRAM BUDGET FOR EACH YEAR AND THREE YEAR TOTAL JULY 1, 2010 TO JUNE 30, 2013				
	<i>Year 2010-11</i>	<i>Year 2011-12</i>	<i>Year 2012-13</i>	<i>2010 to 2013</i>
<i>Project Coordinator (20% with benefits)</i>	\$16,660.00	\$16,660.00	\$16,660.00	\$49,980.00
<i>Total</i>	\$16,660.00	\$16,660.00	\$16,660.00	\$49,980.00

### In-Kind Contributions from UCCE

- UCCE Farm Advisor (oversight) \$ 8,640.00
- UCCE (fiscal accounting & administration) \$ 9,335.00
- Office & office supplies (rent, printing, travel, copier, desk,  
phone, internet, warehouse, mailing, & misc.) \$ 8,500.00
- Computer support \$ 525.00

<b>In-Kind Yearly UC Contributions</b>	<b>\$ 27,000.00</b>
<b>Three Year Total for In-Kind UC Contributions</b>	<b>\$ 81,000.00</b>

### Adjustments

Three-year program funding is beneficial for planning and coordination for both agencies. Some flexibility may be necessary if there is a need to divert work into new areas. Adjustments within the three year program can be made between the Waste Management Agency (Susan Klassen, Acting Director) and UC Cooperative Extension Sonoma County Farm Advisor (Paul Vossen).

## Contacts

**Paul Vossen** - University of California Cooperative Extension - Advisor

133 Aviation Blvd., Suite 109

Santa Rosa, CA 95403

*Phone: (707) 565-2621    Fax: (707) 565-2623    Email: [pmvossen@ucdavis.edu](mailto:pmvossen@ucdavis.edu)*

**Deborah Curle** - University of California Cooperative Extension - Master Gardener Coordinator

133 Aviation Blvd., Suite 109

Santa Rosa, CA 95403

*Phone: (707) 565-2621    Fax: (707) 565-2623    Email: [dcurle@ucdavis.edu](mailto:dcurle@ucdavis.edu)*

**Stephanie Larson** - University of California Cooperative Extension - Director

133 Aviation Blvd., Suite 109

Santa Rosa, CA 95403

*Phone: (707) 565-2621    Fax: (707) 565-2623    Email: [slarson@ucdavis.edu](mailto:slarson@ucdavis.edu)*

**Allie Stabler** - University of California Cooperative Extension – Office Manager

133 Aviation Blvd., Suite 109

Santa Rosa, CA 95403

*Phone: (707) 565-2621    Fax: (707) 565-2623    Email: [aestabler@ucdavis.edu](mailto:aestabler@ucdavis.edu)*

RESOLUTION NO.:

DATED: May 19, 2010

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY  
("AGENCY") AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE LETTER  
AGREEMENT FOR COMPOSTING EDUCATIONAL SERVICES WITH THE SONOMA  
COUNTY UNIVERSITY OF CALIFORNIA EXTENSION ("CONTRACTOR").

WHEREAS, Agency and Contractor entered into that certain Letter Agreement  
for Composting Educational Services dated as of ..... (hereinafter referred to as  
the "Agreement") in order to perform ongoing public education services; and

WHEREAS, Agency agrees the term of Letter Agreement shall be three (3) years  
beginning on July 1, 2010 and ending on June 30, 2013;

NOW THEREFORE, BE IT RESOLVED that the Sonoma County Waste  
Management authorizes the Executive Director to sign the Letter Agreement with the  
Sonoma County University of California Extension, in a not-to-exceed amount of  
\$49,980.

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 #: 12  
Cost Center: All  
Staff Contact: Klassen  
Agenda Date: 5/19/2010

## **ITEM: SCWMA Staffing Services – Interview Process**

### **I. BACKGROUND**

At the October 21, 2009 SCWMA Board meeting, the Board indicated its tentative approval of a staffing model where the Executive Director would serve at the pleasure of the Board, but would be an at-will employee of the County of Sonoma. All other SCWMA staff members would remain County of Sonoma employees.

Additionally, the Board appointed an ad hoc subcommittee, Staffing Committee, consisting of the representatives from Cloverdale, Rohnert Park, and Petaluma to meet with the representative from the County to discuss the upcoming recruitment for an Executive Director and review the job description and qualifications.

At the January 20, 2010 meeting the SCWMA Board tentatively approved the draft documents and authorized staff to work with the Staffing Committee, the County Human Resources Department (HR) and County Counsel to finalize the agreements. These agreements along with the revised job description will be presented to the SCWMA Board of Directors and the Sonoma County Board of Supervisors for approval.

At the February 17, 2010 meeting the Staffing Services item was continued until the regularly scheduled March 17, 2010 meeting.

At the March 17, 2010 meeting the Staffing Services item included the four applicable documents in their then current form and staff presented the remaining items of discussion between the County and the Agency Counsels.

At the April 21, 2010 meeting the Board approved the Agreement for the Provision of Staff Services and the Memorandum of Understanding for Special Staff Services. Staff was directed to continue the approval process with the Board of Supervisors. The County Human Resources Department will begin the recruitment process as soon as is feasible. The next step for the SCWMA Boardmembers is to develop an interview process anticipating the success of the recruitment process.

### **II. DISCUSSION**

Section 2 (a) contains language stating

“COUNTY hereby delegates to AGENCY the responsibility for selecting, supervising, evaluating the performance, setting compensation, and terminating the Executive Director with or without cause provided, however, that COUNTY shall retain the authority to terminate the Executive Director as outlined in subsection (e) below. ”

With the County delegating appointing authority to SCWMA, staff was directed to provide a framework for the development of an interview process. The County protocol usually consists of an initial paper screen of the applications to determine if the applicants meet minimum requirements. A list of qualified applicants is forwarded to the department, or in this case the SCWMA Board of Directors for further processing.

With County departments, the first step would be to conduct a round of interviews to the entire list of qualified candidates. The next step(s) would be to interview this shorten list for either filling the position or further distillation to a small number of candidates for a final interview for filling the position. For management level positions, a requested number of candidates are presented to the appointing authority for selection. Throughout each step of this process, there is no duplication of people involved in each step of the process in order to maintain an impartial interview environment.

Taking this procedure and modifying it for SCWMA purposes, one interview process for consideration would be to use Human Resources staff to paper screen for minimum requirements and then forward the list of qualified applicants to SCWMA for further steps. Using a Boardmember in the paper screen is optional and would allow for a more rigorous screening since the Boardmember would have greater depth of knowledge of the SCWMA programs.

If there are enough qualified candidates that the Board should do a two step interview for the purpose of reducing the number of candidates to be interviewed by the full Board. For the first round of interviews they could select one or two Boardmembers to conduct the interviews. The Board may also invite people from outside the Agency to participate in the first step interview, such as an Executive Director from another JPA, or a member of the Local Task Force. If there are less than five qualified candidates, this step is probably not worth conducting. For the final selection, the Board could request two, three or four candidates with either a full Board interview or an appointed ad hoc selection committee. The final interviews can be conducted by the full Board as a closed session meeting, which may be scheduled at separate time and date than a regular Agency Meeting. If the Board chooses to have an ad hoc subcommittee perform the final interviews and present the Board with a recommendation, then the recommendation can be discussed in closed session and the recommended candidate could be invited to the closed session to meet the full Board.

Some considerations beyond the schedule of interviews and roster of interviewers would be the selection of the style of interview. A limited list of options is:

- Traditional, which uses open ended questions
- Situational, which uses hypothetical situations, and asks for responses
- 360, which is a technique that has coworkers and subordinates interviewing for input purposes only. Agency staff was invited to meet the three top candidates during the last selection process and provided feedback to interviewers.

There would need to be a list of questions developed for each interview. Staff can supply a range of sample questions, situations, etc. for the interviewers to choose from.

There could also be additional requirements, such as having candidates bring a portfolio of work or writing samples to the interview, bringing and presenting an electronic presentation or taking a personality test.

Staff is still waiting for the recruitment schedule, but anticipates having it available to present by the day of this meeting.

### III. RECOMMENDATION

Staff requests Board direction on the following:

- 1) Would the Board like to delegate a representative to participate with HR in the process of screening candidates for qualifications? If so, please designate a Board member.
- 2) Should the Board have enough qualified candidates for an initial interview:
  - a. Please designate one or two Boardmembers to participate in the first Agency interview process,
  - b. Would the Board like to include outside interviewers into the process?

- 3) For the final interview would the full Board prefer to interview the top candidates or would they prefer to use an ad hoc subcommittee? If an ad hoc committee is preferred, please designate the ad hoc committee members.
- 4) Please provide direction as to the preferred interview style.

Approved by:   
Susan Klassen, Interim Executive Director, SCWMA