



## Meeting of the Board of Directors

February 18, 2015

SPECIAL MEETING

CLOSED SESSION PRIOR TO REGULAR MEETING 8:00 a.m.

Regular Meeting at 9:00 a.m.

(or immediately following closed session)

*City of Santa Rosa Council Chambers*

*100 Santa Rosa Avenue*

*Santa Rosa, CA*

Meeting Agenda and Documents

## **SONOMA COUNTY WASTE MANAGEMENT AGENCY**

### **Meeting of the Board of Directors**

February 18, 2015

SPECIAL MEETING

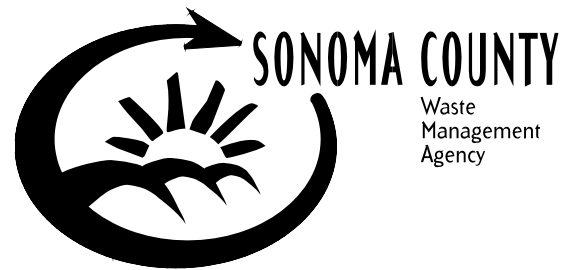
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*Note: This packet is 89 pages total*



**SONOMA COUNTY WASTE MANAGEMENT AGENCY**

**Meeting of the Board of Directors**

**February 18, 2015  
SPECIAL MEETING  
CLOSED SESSION PRIOR TO REGULAR MEETING 8:00 a.m.**

**Regular Meeting at 9:00 a.m. (or immediately following closed session)**

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

City of Santa Rosa Council Chambers  
100 Santa Rosa Avenue  
Santa Rosa, CA

**Agenda**

**\*\*\* UNANIMOUS VOTE ON ITEMS #6.8, #6.9, & #7 \*\*\***

<u>Item</u>	<u>Action</u>
1. Call to Order Regular Meeting	
2. Agenda Approval	
3. Closed Session	
Pursuant to Government Code Section 54957 PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Agency Counsel	
Pursuant to Government Code Section 54957 PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Executive Director	
CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION	

GOVERNMENT CODE SECTION 54956.9(d)(1)

Renewed Efforts of Neighbors Against Landfill Expansion vs. County of Sonoma,  
Sonoma Compost Company, Sonoma County Waste Management Agency  
Case 3:14-cv-03804-TEH

4. Adjourn Closed Session
5. Public Comments (items not on the agenda)

**Consent** (w/attachments)

Discussion/Action

- 6.1 Minutes of January 16, 2015 Special Meeting
- 6.2 Minutes of January 21, 2015 Special Meeting
- 6.3 Recycle Guide Printing Contract
- 6.4 FY 14-15 2<sup>nd</sup> Quarter Financial Report
- 6.5 City/County Payment Program Authorization
- 6.6 Household Hazardous Waste Information Exchanges
- 6.7 Compost Zero Discharge Plan Update Report
- 6.8 Compost Pond Engineering Design
- 6.9 Compost Pond Construction Budget

**Unanimous vote**  
**Unanimous vote**

**Regular Calendar**

7. Indemnity Escrow Account  
[Mikus](Attachments)
8. Wood Waste and Yard Debris Tipping Fee Adjustment  
[Mikus](Attachments)
9. Draft 3<sup>rd</sup> Amendment of JPA Agreement  
[Mikus](Attachments)
10. FY 15-16 Draft Work Plan  
[Carter](Attachments)
11. Potential EPR or Diversion Programs  
[Chilcott, Steinman](Attachments)
12. Appointment of Interim Agency Counsel  
[Mikus](Attachments)
13. Attachments/Correspondence:
  - 13.1 Reports by Staff and Others:
    - 13.1.a February and March 2015 Outreach Events
14. Boardmember Comments

**Unanimous vote**  
**Organics**

Discussion/Action  
**Organics**

Discussion/Action  
**All**

Discussion/Action  
**All**

Discussion/Action  
**All**

Discussion/Action  
**All**

15. Staff Comments

16. Next SCWMA meeting: March 18, 2015

17. 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 Council Chambers, 100 Santa Rosa Avenue, Santa Rosa. It is also available on the internet at [www.recyclenow.org](http://www.recyclenow.org)



Date: January 21, 2015

To: SCWMA Board Members

From: Henry J. Mikus, SCWMA Executive Director

**Executive Summary Report for the SCWMA Board Meeting of January 21, 2015**

**Item 2:** The Board met in Closed Session to discuss Litigation and employee performance (Agency Counsel); the Board had nothing to report from the discussion.

**Item 6: Election of Officers:** The Board elected the following officers: Petaluma, Chair; Rohnert Park, Vice-Chair; and Santa Rosa, Chair Pro-Tem.

**Item 7: Consent:** Items 7.1 December 17, 2014 Minutes, 7.2 Legal Services Budget Appropriation, 7.3 Compost Zero Discharge Plan Update, and 7.4 GIRE Contract Extension were approved by the Board.

**Item 8: Compost Site Selection Update:** The Board discussed ongoing efforts regarding selecting and constructing a new compost facility. Given environmental enhancements newly included in the preliminary design presented to the Board in October 2014, CH2M Hill was retained to review the Final EIR for the project to have the EIR appropriately reflect these improvements. The report is due to be presented to the Board in March 2015, at which point a decision should be made to either recirculate the EIR or to amend the Final EIR. Also, the Board gave direction regarding additional efforts to refine the preliminary design, including discussing phased construction and determining more detail about the Gore components for the project. It is also the Board's intention to ask the County to request a cost proposal from their MOA partner, Republic, once the MOA is implemented, for operating the compost program.

**Item 9: Annual Review of the Rules of Governance (bylaws):** The SCWMA "Rules of Governance" were revised to include allowable provisions in the Brown Act that would permit limited disclosure of confidential information received in an Agency closed session to certain individuals in a member's jurisdiction. The intent is to allow the fullest sharing of information with our member jurisdictions' governing bodies. The new "Rules" are attached; please specifically refer to new sections 16 and 17.

**Item 10: Attachments/Correspondence:** The attachments were the January & February 2015 Outreach Calendar, the Annual Education & Outreach Reports, and a "notice letter" from NCRWQCB regarding the landfill Waste Discharge Requirement (WDR), and adding Republic Services to the WDR.



**To:** Sonoma County Waste Management Agency Board Members

**From:** Henry Mikus, Executive Director

**Subject:** February 18, 2015 Board Meeting Agenda Notes

***Also note: There is a "Closed Session" discussion scheduled prior to the regular meeting which is to begin at 8:00 AM.***

## **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 the January 16, 2015 Special Board Meeting:** regular acceptance.
- 6.2 **Minutes of the January 21, 2015 Special Board Meeting:** regular acceptance.
- 6.3 **Recycle Guide Printing Contract:** This is a budgeted annual recurring expense, and is for printing of the new 2015 *Recycle Guide*.
- 6.4 **FY 14-15 2<sup>nd</sup> Quarter Financial Report:** This is a routine report; there are no unusual items.
- 6.5 **City/County Payment Program Authorization:** This is a normal recurring annual action to support the annual beverage container grant from CalRecycle.
- 6.6 **Household Hazardous Waste Information Exchange:** The Agency has been asked by CalRecycle to host the fall 2015 HHWIE; the Board is being asked for their concurrence to do so.
- 6.7 **Compost Zero Discharge Plan Update:** The plan adherence has continued. There was no compost storm contact water discharge in the last month.
- 6.8 **Compost Pond Engineering Design:** A site has been identified as the possible location for a new compost storm contact water holding pond with at least 3 MG capacity. This would greatly enhance the ability for the compost site to prevent water discharge. Having such a pond in service is also a probable item to be included in an indemnification agreement currently being put together by the Agency and the County. In order to take the best advantage of the spring and summer construction season so the pond can be in use by the end of September prior to rain season the design must be completed. Tetra Tech BAS has provided a proposal for this engineering work at a cost not to exceed \$58,054. Because of the amount, this is a "Unanimous Vote" item.
- 6.9 **Compost Pond Construction Budget:** A construction budget to build the compost storm contact water pond estimates the cost at \$1.3 M. The Board is being asked to approve a not to exceed \$1.5 M budget to allow selection of a contractor. This would be contingent on the approval of an indemnification agreement between the Agency and County. Because of the amount, this is a "Unanimous Vote" item.

## Regular Calendar

7. **Indemnity Escrow Account:** The Agency – County indemnification agreement currently under discussion includes provision for establishment of an escrow account with \$750,000 initial deposit. In order to be able to draw the money from reserves, the Board is being asked to approve the expenditure contingent on approval of the indemnification agreement. This is a “Unanimous Vote” item.
8. **Wood Waste and Yard Waste Tipping Fee Adjustment:** The Agency – County indemnification agreement currently under discussion not only includes provision for establishment of an escrow account, it requires the account be added to over time to reach \$5 M. This can only be accomplished by increasing revenue, and that would require raising fees on inbound materials. The recommendation is to have the initial discussion, then proceed with necessary noticing so that a final decision can be made at the March meeting.
9. **Draft 3<sup>rd</sup> Amendment of JPA Agreement:** At the November 2014 Board meeting Agency Counsel was asked to redo the draft 3<sup>rd</sup> Amendment to the JPA Agreement to focus solely on the extension of the Agency Term deadline of February 2017. The revised draft amendment is presented for the Board’s approval.
10. **FY 15-16 Draft Work Plan:** Because many of our activities cross cost center lines, we do a work plan describing our anticipated staff and contractor efforts first. This describes our plan for the fiscal year ahead in a practical context. After the Board approves the work plan we put the plan’s cost estimates into the appropriate slots for cost centers and line items in the County system to generate a formal budget.
11. **Potential EPR or Diversion Programs:** The Board had previously discussed goals for additional waste diversion initiatives. This report provides updated information on a variety of potential waste diversion topics, and is meant to aid the Board in its assessment of the upcoming fiscal year Work Plan and Budget.
12. **Appointment of Interim Agency Counsel:** Our current Agency Counsel, Janet Coleson, who has served since 2006, has tendered her resignation. Her firm, RWG Law, has also written to the Board to inform the Agency they are giving the required 30-day notice to end the contract for services as Agency Counsel. Executive Committee members have interviewed candidates for Interim Agency Counsel to serve until a more formal procurement process to find a permanent replacement is completed. The Board will be asked to appoint an Interim Attorney based on the Executive Committee recommendation.
13. **Attachments/Correspondence:** The only item this month is the Outreach Events Calendar.





## Minutes of January 16, 2015 Special Meeting

The Sonoma County Waste Management Agency met on January 16, 2015, at Permit & Resources Management Department Hearing Room, 2550 Ventura Avenue, Santa Rosa, California

### Present:

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  
County of Sonoma  
County of Sonoma  
Town of Windsor

Paul Cayler  
Susan Harvey  
Absent  
Dan St. John  
Don Schwartz  
John Sawyer  
Absent  
Madolyn Agrimonti  
Shirlee Zane  
Susan Gorin  
Deb Fudge

### Staff Present:

Counsel  
Special Counsel  
Staff

Janet Coleson  
Gene Tanaka  
Henry Mikus  
Patrick Carter (Acting Clerk)

### 1. Call to Order Special Meeting

The meeting was called to order at 2:00 p.m.

### 2. Public Comments (items not on the agenda)

Allen Tose, Representative of Site 40, stated that the State Water Resources Control Board released the 5<sup>th</sup> draft of the new composting general waste discharge requirements for composting operations on the 6<sup>th</sup> of January. Mr. Tose stated that Site 40 will comply with all the regulations without discharging or trucking any water and added that the site has heavy clay soils, which prevents the water from soaking in.

### 3. Adjourn to Closed Session

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
GOVERNMENT CODE SECTION 54956.9(d)(1)

Renewed Efforts of Neighbors Against Landfill Expansion vs. County of Sonoma, Sonoma Compost Company, Sonoma County Waste Management Agency  
Case 3:14-cv-03804-THE

*John Sawyer, City of Santa Rosa, arrived at 3:02 pm.*

### 4. Adjourn Closed Session

**The Board resumed open session at 4:14 pm.**

Vice Chair Dan St. John, City of Petaluma, stated there are no actions or items to report to the public.

**5. Board comments**

Vice Chair St. John welcomed new Board members and mentioned that staff is very helpful with orientations.

Mr. Mikus stated that he is going to meet with Special Counsel Gene Tanaka on Tuesday as part of a mandated mediation session.

Vice Chair St. John asked if counsel for both other defendants will be there. Mr. Tanaka confirmed that everyone will be there, including counsel for the Plaintiffs.

Vice Chair St. John commented that a lot of the time will involve getting the mediator orientated.

Mr. Tanaka replied that the mediator has already called.

**6. Next SCWMA meeting: January 21, 2015**

**7. Adjourn**

The meeting was adjourned at 4:16 pm.

Submitted by  
Sally Evans



## Minutes of January 21, 2015 Special Meeting

The Sonoma County Waste Management Agency met on January 21, 2015, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa, California.

### Present:

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  
County of Sonoma  
Town of Windsor

Bob Cox  
Damien O'Bid  
Brent Salmi  
Dan St. John  
Don Schwartz  
John Sawyer  
Sue Kelly  
Madolyn Agrimonti  
Susan Gorin  
Deb Fudge

### Staff Present:

Counsel  
Staff

Janet Coleson  
Henry Mikus  
Patrick Carter  
Karina Chilcott  
Rebecca Hoehn  
Sally Evans

Agency Clerk

### 1. Call to Order Regular Meeting

The meeting was called to order at 9:15 a.m.

### 2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION GOVERNMENT CODE SECTION 54956.9(d)(1)

Renewed Efforts of Neighbors Against Landfill Expansion vs. County of Sonoma, Sonoma Compost Company, Sonoma County Waste Management Agency  
Case 3:14-cv-03804-THE

Pursuant to Government Code Section 54957  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Agency Counsel

### 3. Adjourn Closed Session

### 4. Agenda Approval

**5. Public Comments (items not on the agenda)**

None.

**6. Election of 2015 Officers**

Henry Mikus, Executive Director, stated that in 2010 the Board set policy to rotate officers alphabetically by jurisdiction name, and noted that this year it would be as follows: Chair: Petaluma, Vice Chair: Rohnert Park, and Pro-Tem: Santa Rosa.

Janet Coleson, Agency Counsel, added that the Board can choose to hold nominations or nominate a slate.

Chair St. John confirmed the slate, as noted by Mr. Mikus and added that the board member or alternate will serve in those roles.

**Public Comments**

None.

**Sue Kelly, City of Sebastopol, motioned for a slate and Bob Cox of Cloverdale seconded the motion.**

**Vote Count:**

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

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

**The motion passed unanimously.**

**7. Consent (w/attachments)**

- 7.1 Minutes of December 17, 2014 Regular Meeting
- 7.2 Legal Services Budget Appropriation
- 7.3 Compost Zero Discharge Plan Update
- 7.4 GIRE Contract Extension

**7.1 Minutes of December 17, 2014 Regular Meeting**

Brent Salmi, City of Healdsburg, Susan Gorin, County of Sonoma, and Madolyn Agrimonti, City of Sonoma, abstained from the vote of Item 7.1 Minutes of December 17, 2014 due to their absence.

**Vote Count:**

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

AYES -7- NOES -0- ABSENT -0- ABSTAIN -3-

### **Board Discussion**

**Mr. Cox, City of Cloverdale, motioned to approve the consent calendar. Ms. Fudge, Town of Windsor, seconded the motion.**

#### **Vote Count:**

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

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

**Items 7.2-7.4 passed unanimously.**

### **Regular Calendar**

#### **8. Compost Site Selection Update**

Mr. Mikus stated that the Master Operating Agreement between the County and Republic includes provisions for Republic to provide a proposal. Mr. Mikus added that County staff felt there is not enough information for Republic to provide a proposal, and asked the Agency to provide more information regarding the preliminary site plan and to clarify composting cost details.

Mr. Mikus reported that the review being conducted by CH2M Hill, regarding amending or recirculating the EIR originally scheduled to be completed by April, may be completed as early as February or March.

Mr. Mikus stated that he will work with Republic to find out what additional information Republic needs and added that the Agency will work with engineering and return to the Board for additional funding if the cost for more work exceeds the Executive Director's signing authority.

Mr. Mikus recommended to formally request the County to have Republic provide a proposal.

#### **Board Discussion**

Chair St. John acknowledged the work done by Tetra Tech and stated his belief that the Central is still listed in EIR as environmentally preferred site.

Chair St. John stated that he sees the need to revise the preliminary engineering to consider opportunities for cost savings, but before moving forward with finance and delivery plan conversations, the engineering firm could go a step further in the direction of preparing bridging documents. Bridging documents could be used to describe the project scope, amenities, goals, and the phasing of the project not yet addressed.

Chair St. John commended Mr. Mikus for his recommendation to take advantage of the MOA provision that requires Republic to provide the County with an estimate of the cost of constructing

a compost facility at the Central Disposal Site and recommended getting the preliminary engineering to a stage that would provide sufficient detail to allow Republic or anyone else to respond as to what it would take to build the site.

Chair St. John stated that the \$55 million estimated cost to complete the entire project was not needed on day one, and added that projections of the necessary compost capacity needed to be considered. The capacity requirements should drive the phasing plan and the phasing plan and the cost of those phases will be necessary help determine who will be responsible for delivering the project. Chair St. John wished to evaluate models for financing and constructing the future facility, including an analysis of rate impacts.

Susan Gorin, County of Sonoma, stated she appreciates Chair St. John's suggestions as to how they might consider moving forward quickly, and perhaps consider a design-build model. Ms. Gorin suggested broadening the request further and suggested that there may be other mechanisms to consider to create a new compost facility as soon as possible, within the next twenty-four months.

Ms. Gorin stated that she appreciates Mr. Mikus' analysis and discussion about recirculation of the EIR, and recognizes that needs to go through planning processes and receive public input, but asked if there were other ways to speed up the process Ms. Gorin added that she's a satisfied customer of the input and output of compost and wants to make sure there is compost in the county.

Don Schwartz, City of Rohnert Park, asked for Mr. Mikus' thoughts on the Board's discussion.

Mr. Mikus explained that some of the analysis that was discussed at this meeting is necessary for completing the project and would have to happen at some point in the future so doing this work ahead of time is beneficial.

Mr. Mikus said there has been conversation over the last few years about and the financing of the site and he understood that the Agency cannot take out bonds.

Ms. Coleson explained that the biggest limitation of the Agency was its expiration in two years. She added that contracting for construction of the compost facility is not going to be possible because the Agency cannot contract past the two year time frame until the two year limitation is removed. Ms. Coleson says analysis have been conducted regarding financing options and confirmed that the Agency cannot take out bonds at this time.

Mr. Mikus stated that due to the financing limitation, Agency staff considered a design-permit-build-operate model and had preliminary discussions when the Agency re-bid the compost operation two and a half years ago. Mr. Mikus said that the Agency received a positive response and several respondents provided information as to what that might add to composting costs.

Mr. Schwartz shared his concern regarding the presumption of the Central Disposal Site being the ultimate site and spending more money when a decision has not been made. Mr. Schwartz added that given the analysis as far as timelines, he is interested in addressing the issues as soon as possible. Mr. Schwartz shared that he is supportive of anything that helps create options to further that direction and supports the recommended request. Mr. Schwartz added that there's a meaningful policy signal being sent by taking this action, which is that the Agency Board is open to

another way of operating compost and that sends a signal to the County and the Cities to consider the best interest of the residents of Sonoma County.

### **Public Comments**

Roger Larsen, Happy Acres resident, stated that the Board has not decided on a site but only wants cost estimates for the Central Disposal Site. Mr. Larsen suggested that the Board should know what it will cost to build at Site 40 and commented that it could be \$30 or \$40 million less than the Central Disposal Site. Mr. Larsen stated that the cost estimates for the Central Disposal Site are not compatible with Site 40. Mr. Larsen asserted that there is no need for covered buildings and that a 30 million gallon pond already exists there. Mr. Larsen commented on the amount of effort to make the site work at the Central Disposal Site, but that he believed that the Central Disposal Site inadequate for compost and Zero Discharge can't be achieved there. Mr. Larsen stated that Site 40 is available but the Agency continues to ignore it. Mr. Larsen asked that the Board look at the numbers and do what is right for the rate payers. Mr. Larsen stated that if Site 40 or the vacant lot behind Ratto's place on Standish turns out to be a better site, it should be an option, and not limit the process to the Central Disposal Site.

Margaret Kullberg, Stage Gulch Road, stated she has lived across from Site 40 on Stage Gulch Road for sixty-five years. Ms. Kullberg stated it is not the place to have a compost site and added that there are approximately 400 acres of vineyards and organic dairies around it. Ms. Kullberg said that Adobe Road and Lakeville are not roads that could handle the traffic and added there would be more greenhouse gas emissions brought to the area if it is not left at Central Site. Ms. Kullberg stated that it makes sense to leave it where it is with the covered facility and where the water situation has pretty much been taken care of.

Rick Downey, Republic Services, stated that he would like clarification about what will be requested from Republic. Mr. Downey added that his understanding is that the MOA provides for an 18 month period for the JPA to look at Republic Services as a possible option to the current system with composting. Mr. Downey pointed out that provision only applies when the MOA becomes effective and added that Republic is still uncertain when that will be. If Republic is going to be asked to do something prior to the effective date of the MOA, what it is the Board is asking.

Mr. Downey stated that the process is usually to put out to an RFP once everything is figured out, and questioned if the Board is going to ask Republic Services to figure everything out so it can go out to an RFP at another time.

### **Board Discussion (continued)**

Chair St. John directed the Board's attention to the staff recommendation and suggested that all options to create a new facility should be looked at as soon as possible. Chair St. John stated that the staff recommendations are consistent with some of the comments made previously. Chair St. John reiterated his suggestion to examine the project in phases and project capacity requirements as part of the additional analysis, and that the Board should reexamine past models, discuss, and critically analyze the different possibilities. Financing options could involve partnerships, working with the County, and banks. Mr. St. John stated there may need to be conversation about successor agencies and who is going to take the project the Agency is carrying forward should the Agency cease, someone will have to take over the project. Chair St. John added that he believes that as the Board shows leadership in doing that, doors will open.

Mr. Schwartz wished for clarification as to whether Republic is being asked to do anything before the MOA takes effect.

Mr. Mikus stated he would like to engage in conversation with Rick Downey from Republic ahead of time as to what information might be needed from Republic as well as to provide some clarity.

**Mr. Schwartz, City of Rohnert Park, motioned to approve the staff recommendation. Sue Kelly, City of Sebastopol, seconded the motion.**

**Vote Count:**

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

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

**Motion passed unanimously.**

*Ms. Gorin left at 9:56 am.*

**9. Annual Review of the Rules of Governance**

Ms. Coleson stated there was a request from the Board to incorporate a provision in the Brown Act into the Agency Bylaws so that information that is discussed in Agency closed session can be discussed by members in those members' closed sessions. Ms. Coleson said that Section 54956.96 of the Brown Act allows for sharing of confidential closed session information in limited circumstances. Ms. Coleson stated that the provision has been added to the Agency's Rules of Governance for the Board's consideration.

Ms. Coleson pointed out that Rule 16 of the proposed Rules of Governance allows a disclosure of information obtained in an Agency closed session that has direct financial or liability implications for the member agency to be discussed with legal counsel of that member's local agency. The member agency may hold a closed session of its own to discuss those issues.

Ms. Coleson stated that proposed Rule of Governance were amended with language directly from the Brown Act to avoid any misunderstanding. Ms. Coleson added that this is the vehicle in which confidential information can be shared.

**Board Discussion**

Madolyn Agrimonti, City of Sonoma, asked about timing of votes and the relaying of information from the Agency Board to individual Councils.

Ms. Coleson asked for clarification on the question but stated the intent of this amendment was to reduce the frustration of some members that could not share information with the member agencies.

Ms. Agrimonti, stated she is asking about timeliness and if it's something the Board will respect.



Ms. Coleson replied that it does apply in the case where a Board member is not comfortable making an individual decision prior to receiving guidance from the Board member's legislative body. Ms. Coleson stated that timeliness would depend on the individual question or issue and added that hopefully there would be enough time to allow consultation.

Chair St. John pointed out that there have been Board members who have not felt comfortable or were not able to vote on an item. Mr. St. John stated that he believes the new rule will help that process.

Mr. Schwartz asked if there is a section of Rule 17 which gives the Board the broadest possible discretion.

Ms. Coleson replied that Rule 16 and 17 are verbatim from the Brown Act and are as broad as the Brown Act allows.

### **Public Comments**

None.

**Mr. Schwartz, City of Rohnert Park motioned to approve the recommended action. Ms. Madolyn Agrimonti, City of Sonoma, seconded the motion.**

### **Vote Count:**

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

AYES -9- NOES -0- ABSENT -1- ABSTAIN -0-

## **10. Attachments/Correspondence:**

### **10.1 Reports by Staff and Others:**

- 10.1.a January and February 2015 Outreach Events
- 10.1.b Eco Desk (English and Spanish) 2014 Annual Reports
- 10.1.c Website [www.recyclenow.org](http://www.recyclenow.org) 2014 Annual Report
- 10.1.d Education 2014 Outreach Summary
- 10.1.e NCRWQCB Notice regarding adding Republic to the WDR

Mr. Mikus pointed out Items 10.1.b, 10.1.c, and 10.1.d. and added that these are the annual reports provided in January regarding the Agency's education and outreach program. Mr. Mikus highlighted there is a lot of useful information about how the Agency's outreach program functions. Mr. Mikus complimented Karina Chilcott, Agency Staff, for her dedication and hard work and added that Ms. Chilcott also manages and updates the English and Spanish Recycling Guide yearly.

## **11. Boardmember Comments**

Chair St. John stated there are no reportable actions from closed session.

Chair St. John thanked the Board for their confidence in the City of Petaluma in chairing the Board and stated that he takes that responsibility very seriously and will do his best to serve the Agency mission over the next year.

Mr. Schwartz stated that he is planning on touring the current compost facility a week from Friday and invited additional Board members or Staff interested to touring at the same time.

**12. Staff Comments**

Mr. Mikus stated that tours were conducted about a year ago for Board members and added that there have been Board changes. Mr. Mikus invited those Board members interested in a tour of the Agency's hazardous facility and compost site at Central to contact him and added that he will coordinate as much as possible for those who wish to attend.

Mr. Mikus spoke regarding new Board member orientation and added that he sent a two page document to those new members he was aware of. Mr. Mikus added that he is willing to meet with anyone regarding the Agency. Mr. Mikus added that there are plans to get the JPA and pertinent contract documents on the Agency's website in such a way that the Board could conveniently access them.

Mr. Schwartz asked that public documents be available to the public.

Chair St. John announced he will not be at the February meeting and added that they will determine if John Brown or the Vice Chair will Chair that meeting.

**13. Next SCWMA meeting: February 18, 2015**

**14. Adjourn**

The meeting was adjourned at 10:08 am.

Submitted by  
Sally Evans



Agenda Item #: **6.3**  
Cost Center: **Education**  
Staff Contact: **Chilcott**  
Agenda Date: **2/18/2015**

ITEM: **Recycling Guide 2015 Printing Contract**

**I. BACKGROUND**

Providing recycling information to all County residents and businesses is listed as an activity in the CoIWMP, Section 4.7.2.1. Producing the English version Guide is a mandated JPA activity, while producing the Spanish Guide is a Board directed activity.

In 2014, through a competitive Request for Proposal (RFP) process, Agency contracted with Western Web, Samoa, CA, for printing 33,000 English copies and 13,000 Spanish copies of the Sonoma County Recycling Guide. Historically, a 12-page version of the Guide has also been printed in the YP (formerly AT&T) phone book. Stand-alone guides are distributed at fairs, Chambers of Commerce, etc. See below for a historical summary of:

**Table 1: Historical costs for printing the English and Spanish Recycling Guides (2004-2014)**

Year	Name of printing company	Number English Guides printed	Number Spanish Guides printed	Total number Guides printed	Total amount	Each
2014	Western Web	33,000	13,000	46,000	\$8,540.11	\$.19
2013	Western Web	30,000	16,000	46,000	\$8,897.24	\$.19
2012	Barlow Printing, Inc., Cotati	32,000	18,000	42,000	\$12,974.01	\$.31
2011	Chromagraphics, Santa Rosa	25,000	10,000 (Note 1)	35,000	\$10,812.52	\$.31
2010	Delta Web Printing, Sacramento	20,000		20,000	\$5,715.40	\$.29
2009	Healdsburg Printing, Inc., Healdsburg	20,000		20,000	\$8,747.01	\$.44
2008	Healdsburg Printing, Inc., Healdsburg	26,000		20,000	\$8,903.38	\$.45
2007	American Lithographers, Sacramento	24,000		24,000	\$8,600.00	\$.36
2006	Healdsburg Printing, Inc., Healdsburg	22,000		22,000	\$8,135.64	\$.37
2005	Healdsburg Printing, Inc., Healdsburg	20,000		20,000	\$6,597.76	\$.33
2004	Healdsburg Printing, Inc., Healdsburg	20,000		20,000	\$6,343.18	\$.32

Note 1: The Spanish Guide was first printed in 2011.

Distribution of Guides coincides with outreach planned around Earth Day.

## II. DISCUSSION

Employing a competitive RFP process, staff distributed proposals to the following companies capable of printing on recycled newsprint via web press using the specs as the 2014 Guide printing.

**Table 2: Companies receiving RFPs in 2015 (in-county and out-of-county)**

Sonoma County companies receiving RFPs	Out-of-County companies receiving RFPs
<ul style="list-style-type: none"><li>• Barlow Printing, Inc., Cotati</li><li>• Healdsburg Printing, Inc., Healdsburg</li><li>• The Goode Company, Rohnert Park</li></ul>	<ul style="list-style-type: none"><li>• Delta Web Printing, Sacramento</li><li>• Paul Baker Printing, Sacramento</li><li>• Print Partners.com, Novato</li><li>• Western Web, Samoa CA</li><li>• Planet Green, Eagle Rock</li></ul>

The RFP process required proposers to fill out a bid sheet detailing costs (image setting and proofs, printing, packaging and delivery). In addition proposers are asked to submit three samples of printed documents similar in quality to previous Recycling Guides and to provide three references. The sample requirement is waived for proposers that have previously worked for the Agency or that has previously submitted samples. This year only one proposal was received from Western Web. The Goode Company also contacted the Agency indicating that they would have bid on the job, had the specs of the inside pages been altered from a 34# paper to a 60# paper. Western Web printed the 2013 and 2014 Recycling Guide and Agency staff has been consistently pleased with their performance. Their cost proposal was \$8,336.54 (\$203.56 less than what the Agency paid in 2014) for printing the Guides with the same print specifications as the year before.

After Agency staff contacted Western Web to let them know they were the recommended contractor pending Agency Board approval, Western Web offered a suggestion to reduce Agency printing costs even further. Instead of using a different paper stock for the cover and inside pages, the same paper stock could be used throughout the publication. This paper proposed is a 40# 80Brite stock made with 40% postconsumer recycled content, no virgin tree (mill waste only). The benefit to the Agency is that the Guide will appear of higher quality and the overall cost for the project is reduced by \$1,713.68 from Western Web's original proposal or \$6,622.86. Thus, the cost per booklet is just \$.14 each.

**Table 3: Proposed project cost**

Name of proposer	English Guide Proposal	Number English Guides proposed	Spanish Guide Proposal	Number Spanish Guides printed	Total amount	Each
Western Web, Samoa	\$3,977.43	28,000	\$2,645.43	18,000	\$6,622.86	\$.14

Based on the actual distribution in 2014, it will be necessary to adjust the ratio of English Guides (quantity 31,000) and Spanish Guides (quantity 15,000) printed in 2015.

### **III. FUNDING IMPACT**

The proposed Purchase Order for printing and packaging of copies of the Recycling Guide 2015 (English and Spanish versions) is within the amount budgeted in the Education Contract Services for FY 14-15.

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

Agency staff recommends the Agency's Executive Director sign the attached Purchase Order with Western Web for \$6,622.86 for printing and packaging of copies of the Sonoma County Recycling Guide 2015 (English and Spanish versions).

### **V. ATTACHMENTS**

Scope of Work

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

**SCOPE OF WORK****A. QUANTITY**

A total of 31,000 English Guides are to be printed.

A total of 15,000 Spanish Guides are to be printed.

46,000 Guides total.

**B. IMAGE SETTING (English and Spanish versions)**

The Agency will supply sixty-four (64) pages (32-page English Guide/32-page Spanish Guide) of camera ready copy sized 9.3125" x 10.8125" (the odd shape results from an initial printing in the YP Yellow Pages Phone book) to the Contractor on **MARCH 12, 2015**. Pages should be proportionally scaled to approximately 8.125" x 10.25" for printing. Artwork will be created using a combination of Illustrator CS5 and InDesign CS5.

**C. PRINTING**

1. 

<b>Stock:</b>	64 pages (32 pages each Guide) 40# 40% post-consumer recycled 80Brite paper
<b>Printing:</b>	64 pages (32 pages each Guide) in 4 color process with bleed of color on all pages.
2. The Guides are to be bound (staple or glue) in booklet form and trimmed.
3. The Agency requires a color proof of all pages on **MARCH 19, 2015** for review. Proofs should be an accurate representation of the final product. Delivery charges are to be the responsibility of the Contractor. Give at least 3 days for review by Agency staff.

**D. PACKAGING AND DELIVERY****Packaging and labeling guidelines**

1. All materials must be bundled, with a maximum of 50 guides per bundle clearly labeled "English" or "Spanish."

**Delivery**

1. Guides should be delivered to the Agency's storage locker on or before **APRIL 10, 2015** between the hours of 10am-5pm at the following address:  
Lock It Up Storage  
3570 Airway Dr.  
Santa Rosa, CA 95403  
Please contact Agency staff to arrange exact delivery time.

Penalties will be enforced for all late deliveries as detailed in the LIQUIDATED DAMAGES section.



Agenda Item #: **6.4**  
Cost Center: **All**  
Staff Contact: **Carter**  
Agenda Date: **2/18/2015**

ITEM: **FY 14-15 Second Quarter Financial Report**

**I. BACKGROUND**

In accordance with the requirement in the joint powers agreement the Sonoma County Waste Management Agency (SCWMA) staff make quarterly reports to the Board of Directors of Agency operations and of all receipts to and disbursements from the SCWMA, this report covers the First and Second Quarter of FY 14-15 (July 1, 2014 - December 31, 2014).

**II. DISCUSSION**

The Second Quarter Financial Report uses information from the County accounting system, Enterprise Financial System (EFS), for expenditures and revenues. The FY 2014-15 Second Quarter Financial Report contains the actual amounts spent or received to date at the end of the quarter, the projected revenues and expenses, the adjusted budget, and the difference between the budget and the projections.

As with the First Quarter Financial Report, this report is different from previous years' reports. Instead of Cost Centers, EFS uses Fund names and Departments; instead of Sub-Objects, EFS uses Accounts. As requested during the presentation of the First Quarter Financial Reports at the November 2014 Agency meeting, this report contains more descriptive column headings, fund balances, and fund goals.

Revenues are expected to meet expectations with the exception of tipping fee in the 42601 – County of Sonoma account for the Wood Waste and Yard Debris Funds. The temporary diversion of yard debris from the City of Sonoma and the ongoing diversion of yard debris from the City of Petaluma caused staff to revise the estimated tip fee revenue for yard debris and wood waste significantly lower (\$322,587) than budgeted amounts. Garbage tonnage is trending higher than the budget estimate, so tip fees in the HHW, Education, and Planning Funds are expected to exceed budget estimates.

With regard to expenditures, Administration Costs are projected to be under budget due to two staff vacancies during the first quarter and part of the second quarter. Staff estimates significant overages in the 51211 – Legal Services account due to existing and potential future litigation. Staff estimates significantly lower costs in the 52162 – Special Department Expense account as a new compost site has not currently been selected and therefore an application for a new solid waste facility permit has not been submitted to the Local Enforcement Agency (LEA) for review and processing.

Staff will continue to monitor expenses related to the processing and overhaul of organic materials related to the compost operation. Overhaul occurred during September, October, and November 2014, halted entirely for December 2014, and resumed in January 2015. With the amount of data

at this time, staff is optimistic that no additional appropriations will be necessary for this fiscal year, but will track the expenses and return to the Board with additional appropriations, if necessary.

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

Staff recommends approving the FY 2014-15 Second Quarter Financial Report on the Consent Calendar.

### **IV. ATTACHMENTS**

Second Quarter Financial Report FY 2014-15 Revenue and Expenditure Comparison Summary  
Agency Reserve Policy

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA



**Sonoma County Waste Management Agency  
FY 14-15 Second Quarter Financial Statement**

**Wood Waste**

	<b>Account Description</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Remaining Estimated</b>	<b>Actual + Estimated</b>	<b>Over/Under Budget</b>
<b>Revenues</b>	42601 - County of Sonoma	\$ 170,850	\$ 64,717	\$ 80,000	\$ 144,717	\$ (26,133)
	44002 - Interest on Pooled Cash	\$ 1,117	\$ 360	\$ 1,080	\$ 1,440	\$ 323
	46003 - Sales - Non Taxable	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
	46029 - Donations/Contributions	\$ 5,000	\$ 4,441	\$ 5,000	\$ 9,441	\$ 4,441
	<b>Total Revenues</b>	<b>\$ 181,967</b>	<b>\$ 69,518</b>	<b>\$ 91,080</b>	<b>\$ 160,598</b>	<b>\$ (21,369)</b>

	<b>Account Description</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Remaining Estimated</b>	<b>Actual + Estimated</b>	<b>Over/Under Budget</b>
<b>Expenditures</b>	51041 - Insurance - Liability	\$ 360	\$ 305	\$ -	\$ 305	\$ (55)
	51201 - Administration Services	\$ 5,525	\$ 4,366	\$ 6,000	\$ 10,366	\$ 4,841
	51206 - Accounting/Auditing Services	\$ 500	\$ -	\$ 500	\$ 500	\$ -
	51207 - Client Accounting Services	\$ 310	\$ 94	\$ 216	\$ 310	\$ -
	51803 - Other Contract Services	\$ 164,130	\$ 58,436	\$ 105,694	\$ 164,130	\$ -
	51904 - ISD - Baseline Services	\$ 3,531	\$ 1,337	\$ 2,194	\$ 3,531	\$ -
	51911 - Mail Services	\$ -	\$ 1	\$ -	\$ 1	\$ 1
	51916 - County Services Chgs	\$ 596		\$ 596	\$ 596	\$ -
	57011 - Transfers Out - within a Fund	\$ 166,445	\$ -	\$ 166,445	\$ 166,445	\$ -
	57015 - Transfers Out - All Others	\$ 454	\$ -	\$ 454	\$ 454	\$ -
	<b>Total Expenditures</b>	<b>\$ 341,851</b>	<b>\$ 64,540</b>	<b>\$ 282,099</b>	<b>\$ 346,639</b>	<b>\$ 4,787</b>

<b>Net Cost</b>	<b>\$ 159,884</b>	<b>\$ (4,978)</b>	<b>\$ 191,019</b>	<b>\$ 186,042</b>	<b>\$ 26,156</b>
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FY 14-15 Beginning Fund Balance (FB)	FY 14-15 Estimated Ending FB	FB Goal
\$ 296,043.49	\$ 110,001.98	\$ 51,277.65

## **SONOMA COUNTY WASTE MANAGEMENT AGENCY RESERVE POLICY**

### **I. Purpose**

To define parameters for the collection, treatment and distribution of reserve funds resulting from the operations of the Sonoma County Waste Management Agency (SCWMA).

### **II. Policy**

#### **Organics Reserve**

##### **Collection**

As stated in Section 11 of the "Agreement Between The Cities Of Sonoma County And Sonoma County For A Joint Powers Agency To Deal With Waste Management Issues" (JPA Agreement)

"Agency shall separately account for all costs of handling and disposing yard waste and wood waste so that the costs of each are known."

##### **Treatment**

There is no stated fund goal for this reserve due to the parameter contained in the JPA agreement. Any funds remaining in the Wood Waste and Yard Waste cost centers at the close of the fiscal year are to be transferred to the Organics Reserve excluding a small (15% or less ) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the cost center for cash flow purposes for the succeeding fiscal year.

Any interest earned on the funds contained in the Organics Reserve shall remain within the reserve.

##### **Distribution**

The language in the JPA Agreement restricts the funds accumulated in the Organics Reserve for use only in conjunction with the organics program, which includes Board approved projects in the Wood Waste, Yard Waste cost centers as well as the Organics Reserve.

#### **Household Hazardous Waste (HHW) Closure Reserve**

##### **Collection**

This reserve is mandated by the permit-by-rule for treatment of hazardous waste collected at the HHW facility, which is owned by the County of Sonoma and occupied and operated by the SCWMA. The SCWMA is the permit holder of Permit No: 00-7161 issued by the Certified Unified Program Agency (Sonoma County Department of Emergency Services) and is responsible for establishing and maintaining a closure fund. The permit-by-rule states that "holder may establish the amount contained in the closure fund".

Since these reserves are mandated by permit, collection and transfer of these funds will take precedence over any contributions to the HHW Facility Reserve.

#### Treatment

The fund goal shall be reviewed every five years with a comparison of similar facilities located in California and adjusted accordingly. Should regulatory or legislative changes occur between review periods, the fund goal should be adjusted at the next appropriate budget development and approval process.

The HHW Closure Reserve does not include deconstruction of the building. These estimated costs were not included as part of the HHW Closure Fund because the building could potentially have other beneficial uses for the County or any other owner of the property. However, it is recognized the HHW Facility Reserve Funds would be adequate for deconstruction if required

Once the fund goal is achieved, there will be no further transfers from the HHW cost center into the reserve. The interest earned on the reserve funds will remain with the reserve.

#### Distribution

The only distribution will be when the facility is vacated by the SCWMA at which time SCWMA will relinquish the permit for HHW operations at this site.

#### HHW Facility Reserve

##### Collection

Any funds remaining in the HHW cost center at the close of the fiscal year are to be transferred to the HHW Facility Reserve excluding a small (15% or less ) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the cost center for cash flow purposes for the succeeding fiscal year.

##### Treatment

The reserve fund goal is either 33% of the budgeted annual HHW program operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) or \$600,000, whichever is greater. The interest earned on the reserve funds will remain with the reserve.

##### Distribution

Distribution from this reserve will happen whenever the disposal costs exceed the budgeted appropriation, such as an emergency requiring additional disposal of toxics. The vehicle for distribution will be Board approval through an appropriation transfer resolution, which will then be forwarded to the Sonoma County Auditor/Controller's Office for processing.

In the event, there are funds collected greater than the stated fund goal, a transfer to the Contingency Reserve can be made with the same Board approved appropriation transfer process. This type of transfer would allow the excess reserve funds to be used for specific projects other than the operation of the HHW facility.

## Contingency Reserve

### Collection

Any funds remaining in the Education and Planning cost centers at the close of the fiscal year can be transferred to the Contingency Reserve excluding a small (10% or less ) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the cost centers for cash flow purposes for the succeeding fiscal year.

The funds collected and/or transferred into the Contingency Reserve are to be used for support of the Education and Planning cost centers in the event that projects beyond those approved in the Work Plan are necessary for the diversionary efforts of SCWMA.

### Treatment

The fund goal is 25% of the operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) of the two cost centers.

The interest earned on the reserve funds will remain with the reserve.

### Distribution

Distribution of funds from the Contingency Reserve is at the discretion of the Board of Directors. Specific projects/expenditures are to be considered by the Board for potential funding from the reserve. Precedence of projects will be given to any that stem from regulations or legislation.

The Executive Director has spending authority, provided by the Purchasing Policy adopted by the Board of Directors in 1995, not to exceed \$5,000. This purchasing authority shall apply to the reserve funds.

The JPA Agreement sets the approval parameter for a unanimous vote to be \$50,000 or a major program change. These parameters are in effect for the reserve fund usage. For larger and more complex projects, staff will present details concerning the project, along with a project specific budget, which will include the impact on the remaining reserve, for Board review.

The vehicle for distribution will be Board approval through an appropriation transfer resolution, which will then be forwarded to the Sonoma County Auditor/Controller's Office for processing. The appropriation transfer is to be accompanied by a project budget that will include the appropriate sub-objects for efficient processing, payment and auditing.



Agenda Item #: **6.5**  
Cost Center: **Education**  
Staff Contact: **Hoehn**  
Agenda Date: **2/18/2015**

ITEM: **City/County Payment Program Authorization**

**I. BACKGROUND**

In January 2000, the California Department of Conservation (DOC) appropriated \$10.5 million annually to be paid to cities and counties to support the recycling of cans and bottles. The program is called the City/County Payment Program (CCPP). Administration of the CCPP was transferred from the DOC to the California Department of Resources Recycling and Recovery (CalRecycle) when that department replaced the functions of the California Integrated Waste Management Board. The Sonoma County Waste Management Agency has administered this program for all Sonoma County jurisdictions since 2000; submitting payment requests, collecting the funds, creating agreements for beverage container collection service, purchasing new collection containers and enclosures, and administering an educational campaign around the State's Mandatory Commercial Recycling program.

**II. DISCUSSION**

In the past, the Agency has submitted the Funding Request Forms on behalf of the Cities and the unincorporated County, the requests were approved, the checks were mailed directly to the member jurisdictions, and the Agency subsequently invoiced the cities for the funding amount.

In FY 2011-2012, Agency staff initiated a Mandatory Commercial Recycling education project to educate businesses, multifamily establishments, and government agencies about the State's recycling requirement, AB 341. Since FY 2011-12, Agency staff has continued outreach of the Mandatory Commercial Recycling Law to businesses and multifamily complexes throughout Sonoma County. A survey compiled from the most recent business and multifamily complexes showed that there was an increase in the volume of recyclables collected as well as an increase in recycling awareness on site. Outreach has been conducted through presentations, distribution of educational materials and waste assessments.

While there was need to carry out a large initial campaign to make affected establishments aware of the requirement, Agency staff believes ongoing education should be a priority to maintain or improve recycling efforts. Moving forward with outreach a need was seen, expressed through survey results, for focus on schools, lodging and multifamily complexes. Staff believes the pooled use of the grant funds from the CCPP is an appropriate way to fill the identified education gap.

**III. FUNDING IMPACT**

The aggregate funding amount is estimated to be \$140,000 based on previous years (CalRecycle web). These funds would be held in a reimbursement account and would not be realized as

revenue until valid expenditures were made.

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

Staff recommends approving the attached resolution authorizing Agency staff to submit Funding Request Forms on behalf of all Sonoma County jurisdictions and to collect payment for the City/County Payment Program.

#### **V. ATTACHMENTS**

Resolution Authorizing Agency Staff to Submit Funding Request Forms and Collect Payment for the City/ County Payment Program.

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

DATED: February 18, 2015

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY  
AUTHORIZING AGENCY STAFF TO SUBMIT FUNDING REQUEST FORMS AND COLLECT PAYMENT FOR THE  
CITY/COUNTY PAYMENT PROGRAM

WHEREAS, the California State beverage container recycling legislation was amended by Senate Bill 332 to increase the number and types of containers with California Redemption Value and appropriated funds for distribution to jurisdictions for the express purpose of increasing the diversion of California Redemption Value containers; and

WHEREAS, educating Sonoma County businesses, multifamily establishments, and government agencies regarding diverting recyclables, including beverage containers, from the County disposal sites is one of the goals towards meeting the California Integrated Waste Management Act of 1989 (AB 939) diversion requirement of 50 percent by 2000; and

WHEREAS, each of the jurisdictions in the County have a mutual goal of serving the residents of Sonoma County.

NOW THEREFORE, BE IT RESOLVED the Cities of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, and Sonoma, the Town of Windsor, and the County of Sonoma authorize the Sonoma County Waste Management Agency to submit funding request forms for the California State Department of Resources Recycling and Recovery 2014-15 City/County Payment Program on their behalf and allow funds to be collected by the Sonoma County Waste Management Agency, once funds are received by their fiscal agents, for the purpose of continuing the implementation of the beverage container recycling and mandatory commercial recycling education programs throughout the jurisdictions of Sonoma County.

MEMBERS:

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_____ 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:

\_\_\_\_\_  
Sally Evans

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





Agenda Item #: 6.6  
Cost Center: HHW  
Staff Contact: Steinman  
Agenda Date: 2/18/2015

## **ITEM: Household Hazardous Waste Information Exchanges**

### **I. BACKGROUND**

The Household Hazardous Waste Information Exchanges (HHWIE) are a forum for HHW and Used Oil program managers to share program ideas and provide input to state officials concerning barriers to program implementation. The exchanges meet every other month in both Northern California and Southern California. In addition, an annual state conference is held to present applicable training and conference sessions on topics of statewide impact.

Originally started in 1986, HHWIEs are currently coordinated by staff in the Department of Resources Recycling and Recovery (CalRecycle). Through the years, the group has had major impact on legislation, regulations, program funding and State policy.

Upcoming meetings of the northern and southern California HHWIEs are posted on the Web sites for DTSC and CalRecycle.

### **II. DISCUSSION**

Local governments, participating in the HHWIE's, volunteer to host each event in their own jurisdiction. The meeting participants are typically between 60-100 Household Hazardous Waste Professionals from Northern California jurisdictions, hazardous waste hauler representatives, and staff from DTSC and CalRecycle. The meetings switch off from county to county. Sonoma County has yet to hold a HHWIE. At the last HHWIE in January, SCWMA's CalRecycle HHW Grant Manager asked if our Agency would host a meeting in early August 2015. The host is responsible for developing the Agenda, obtaining speakers and organizing all aspects of the meeting. The Guidelines for hosting a meeting are attached to this staff report.

Hosting an HHWIE provides an opportunity for other household hazardous waste professionals to learn about programs specific to the hosting county. The Agency's HHW and Used Oil Programs are very diverse and staff believes that hosting a HHWIE will provide a great opportunity to showcase the Agency's programs. The HHWIE meetings usually provide an optional Household Hazardous Waste Facility tour for participants to see how operations are run at other facilities.

### **III. FUNDING IMPACT**

CalRecycle administers an Oil Payment Program (OPP) to provide opportunities for local governments/other eligible jurisdictions to receive payments for used oil and used oil filter collection/recycling programs. The Agency has applied annually for the OPP funds and has been awarded funding through each OPP cycle.

The HHWIE host is required to provide coffee/tea and breakfast items as well as a catered lunch.

Each HHWIE participant is required to pay a \$20 registration fee to attend the HHWIE. The registration fee is kept by the host to defray costs. Agency staff would be required to provide a meeting room. It is possible to request to use OPP funds for meeting room fees, which is an expenditure that CalRecycle has approved. There would be staff time involved to host the meeting. Staff time spent on planning, organizing and hosting the HHWIEs would be an eligible cost under the OPP program.

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

Staff requests Board approval to hold a Household Hazardous Waste Information Exchange in Fiscal Year 15/16.

#### **V. ATTACHMENTS**

1. Information Exchange Host Agency Guidelines
2. Sample HHWIE Agenda

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

## INFORMATION EXCHANGE HOST AGENCY GUIDELINES

Reserve meeting facilities for approximately 60 - 100 attendees.

Review options for providing coffee/tea and breakfast goodies as well as catered lunch (include vegetarian option) which attendees will pay for (typically \$20)

Develop agenda with group input and DTSC and CalRecycle assistance. Consider featuring one of your unique programs on the agenda, or offering a facility tour in conjunction with the visit. CalRecycle staff will help you with the Agenda; but, your ideas for a speaker will be a highlight of the event:

- Arrange for appropriate speakers
- Determine and arrange audio visual requirements for speakers—get bio for introductions
- Prepare Meeting Notice
  - Agenda with Directions
  - Lunch entree options (include vegetarian) and Cost
  - RSVP contact and cutoff date for lunch reservation
  - Make checks payable to: \_\_\_\_\_
  - Use email list available from your CalRecycle contact and post on HHWIE Yahoo.
- Provide extra tables for display and handout materials. Get nametags.

### **At Meeting**

- Have name tags for attendees at check-in
- Provide receipt to each participant that states a registration/meeting fee≡
- Provide continental breakfast, beverages (include tea) and lunch. Provide a vegetarian option.

### **Timeline**

#### **45-30 days in advance of the meeting - Host Agency**

\*Schedule the venue (check seating, audio and video requirements).

Sends out the “save the date” email

\*Plans the caterer for food (breakfast and lunch)

Set up the speakers

#### **45-30 days in advance of the meeting - CalRecycle provides:**

The Host Agency with the HHWIE Participant E-mail Address List.

If needed, send the Host Agency an example Meeting Notice that includes:

Final Agenda

Driving Directions

Lunch entree options (include vegetarian)

RSVP contact and cutoff date for lunch reservation

Identify meeting cost

Make checks payable to: \_\_\_\_\_...or we don't accept checks.

#### **21-14 days in advance of the meeting - Host Agency**

Sends the final the agenda, menu, driving instructions, etc., etc. to the HHWIE list server, and e-mail address list.

#### **7 to 14 days in advance of the meeting**

CalRecycle and DTSC staff and managers meet in-person or electronically the week before each scheduled northern and southern HHWIE meeting to review the agenda for the upcoming meeting, coordinate legislative updates, and discuss other issues of mutual interest.

# ***Northern California Household Hazardous Waste Information Exchange***

Hosted by the  
City of Pittsburg

**Wednesday, January 21, 2015 10:00 am to 2:00 pm**

City of Pittsburg  
Council Chamber ~ 3<sup>rd</sup> Floor  
65 Civic Avenue, Pittsburg, CA 94565

## **AGENDA**

### **9:30 AM Registration and Light Refreshments**

10:00 AM – Welcome, introductions and brief program updates (20 minutes)

10:20 AM – Are We Prepared? Discussion and Lessons from Napa Earthquake and other Disasters:  
John Kara & Kevin Miller (60 + minutes)

11:25 AM – Reuse Materials- Quantifying for Form 303 (20 minutes)

11:45 PM – New Laws - Legislative Update: CalRecycle (15 minutes)

### **12:00 PM Lunch/Networking (60 + minutes)**

1:00 PM – RX Take Back Program Grant & DEA Update:

Bill Pollock, Amanda Roa & Heidi Sanborn (25 minutes)

1:25 PM – CalRecycle Updates: Jeff Lin (10 minutes)

1:35 PM – Local Conservation Corps Used Oil Presentation: Eli Goodsell (20 minutes)

1:55 PM – Topics for future discussion

### **2:00 PM Adjournment**

2:45 PM – Delta Household Hazardous Waste Collection Facility Tour (30 minutes) -- OPTIONAL

Next HHWIE location announcement

## **Registration is \$20**

Payable by Cash or Check (made out to City of Pittsburg)

Please RSVP to Britney Lopez at [blopez@ci.pittsburg.ca.us](mailto:blopez@ci.pittsburg.ca.us) or 925-252-

City of Pittsburg 65 Civic Avenue, 3<sup>rd</sup> Floor Pittsburg, CA 94565

DIRECTIONS ~ Lunch Menu ~ RSVP

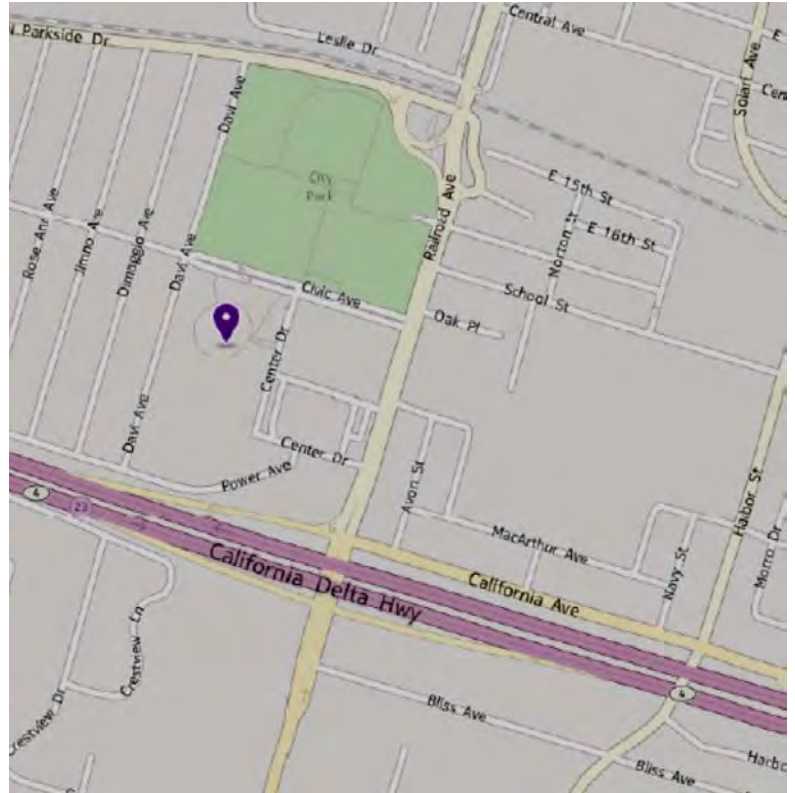
Directions - Once on HWY 4....

**East Bound HWY 4-**

Take Railroad Avenue exit. Turn left at light onto Railroad Avenue. Turn left at Center Drive. The Superior Court will be on the right side. City Hall is the big glass and teal building.

**West Bound HWY 4 –**

Take Railroad Avenue / Harbor Street exit. Turn left at light onto California Avenue. Go through Harbor Street intersection. Go to light at Railroad Ave and turn right transitioning to left lane as quickly as possible to turn left at next light – Center Drive. The Superior Court will be on the right side. City Hall is the big glass and teal building.



\*\*\*\*\*

Morning & Lunch Menu -

**Sassy Sweets:** (Seen on Cupcake Wars): Coffee & pastries with signature Pancake & Bacon Cupcake.

**Café Pica Deli:**

- **Gourmet ~ Turkey,** ham, avocado, cream cheese, sprouts, onions, tomatoes.
- **Pica Deli Roast Beef ~ Roast beef,** jack cheese, lettuce, tomatoes, avocado, onion, spicy aioli.
- **Chicken Pesto ~ Chicken breast,** goat cheese, pesto sauce, tomato.
- **Chicken Buffalo ~ Chicken breast,** blue cheese, lettuce, aioli buffalo sauce.
- **Chicken Caesar ~Sliced chicken breast,** romaine lettuce, parmesan cheese, Caesar dressing
- **Gourmet Vegetarian ~**
- **El Dorado ~ Vegetarian,** avocado, cream cheese, cucumber, sprouts, red onion, tomato.

\*\*\*\*\*

**RSVP - PLEASE RSVP BY JANUARY 16, 2015**

By email to Britney Lopez at [blopez@ci.pittsburg.ca.us](mailto:blopez@ci.pittsburg.ca.us)

OR by phone at **925.252-**



Agenda Item #: 6.7  
Cost Center: Organics  
Staff Contact: Mikus  
Agenda Date: 2/18/2015

ITEM: **Compost Zero Discharge Plan Update**

**I. BACKGROUND**

At the August 20, 2014 meeting the Board decided to continue with implementation work on the Compost Wastewater Zero Discharge Plan that was submitted to the NCRWQCB July 11, 2014, and to not completely shut down the compost facility by beginning total overhaul of organic materials.

There was no measurable rain at the compost facility during the end of January, but there were several closely spaced storms across four days in early February.

**II. DISCUSSION**

Rain: Since the last report to the Board regarding the compliance and effectiveness of the Zero Discharge Plan, 3.75 inches of rain fell on the compost site during the period from January 12, 2015 through February 11, 2015. Thus the total rainfall for this winter has been 20.5 inches.

**No discharge of compost storm contact water occurred from any rain event in early February.**

Since the January 12, 2015 report, an additional 851,240 gallons of water have been hauled away for treatment. This water was taken to the Laguna WWTP (Santa Rosa). The total amount of water hauled this season is 6,167,470 Gallons.

Staff was made aware that there was some concern the relatively small discharge from the mid-December storms reported last month was inaccurate; this was based on the disparity in the total water treated and discharged compared to the amount generated by rain. However, staff has always believed significant amounts of water are absorbed by compost materials or retained on the site footprint, and that the reported discharge amount is correct.

Because the recent storm rainfall was of decent size, and the amount of rain collected was available, a check was made to determine how much rain was retained or absorbed. This proved to be 32.7% of the water generated by rainfall. When this percentage was applied to the nearly 9 million gallons of rain water generated prior to the last storm, then compared to the difference between rainfall water and water hauled away, the difference was less than 1% (82,000 gallons). This comparison validates that the discharge reported is correct and not under-reported. A more detailed analysis, including all the calculations, was given to NCRWQCB staff and is included as an attachment to this item.

New Site: As previously reported to the Board, CH2M Hill was retained to review and possibly recirculate the EIR for selecting a new compost site. CH2M Hill has been working diligently and is on schedule. Their report on the review is now planned to be finished in March 2015; if recirculation is needed that would be finished in July 2015.

Footprint Reduction: Incoming organics materials from December 2014 through early January 2015 were of a level where no outhaul was required. Warmer weather resulted in an increase of incoming materials, and outhaul of a small daily amount resumed in mid January.

### **III. FUNDING IMPACT**

Funding for this project is drawn from the Organics Reserve. It is estimated that the cumulative expense of pumping, hauling, and treatment for the 6.2 MG handled thus far is approximately \$450,000, which is still well within the budget for this activity in the current fiscal year.

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

No action required.

### **V. ATTACHMENTS**

February 2015 Monthly Zero Discharge Report to NCRWQCB

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA



Date: February 12, 2015

To: North Coast Regional Water Quality Control Board

From: Henry J. Mikus, SCWMA Executive Director

### **Monthly Progress Report for the SCWMA Compost Facility Zero Discharge Plan February 2015**

As delineated in the "Compost Wastewater Zero Discharge Plan" (the Plan) submitted to the North Coast Regional Water Quality Control Board (NCRWQCB) on July 11, 2014, SCWMA will submit monthly progress reports about work accomplished in accordance with the Plan.

#### **Section 2 New Compost Site Selection & Development:**

- CH2M Hill has continued their review of the new compost site EIR. The review is still on track to be done by March 2015. If recirculation is determined to be the best course of action, the date for completion would be July 2015.

#### **Section 3 Interim Component: Footprint Reduction Measures:**

- The compost facility has been operating with the 18% working footprint reduction, as detailed in the Plan. This has reduced the amount of compost contact storm water generated by the facility.
- Partial outhaul of incoming raw materials to accommodate the lowered throughput capacity from the footprint reconfiguration resumed during the latter part of January 2015. Figures on tonnage taken out since have yet to be reported to the Agency, so will be in next month's report.

#### **Section 4 Interim Component: Increased Interim Storage – Expand Existing Ponds:**

- Over the most recent 30-day period, a single set of storms back to back occurred from Feb. 5, 2015 to Feb. 9, 2015. The total rain accumulation was 3.75 inches.
- No discharge of compost site storm contact water occurred. The new pond was able to provide sufficient water storage capacity so that pump and haul efforts were more than able to keep up with rainfall.

#### **Section 5 Interim Component: Pump and Truck Measures:**

- Since the last report, 851,240 gallons of water from the pond were pumped and hauled to the Laguna treatment plant (the only plant needed during the recent storms).
- Pump and haul efforts are still ongoing as the new pond still has water remaining from the recent storms. It is estimated that the pond will be empty, and prepared for the next rain event, by Sunday, Feb. 15, 2015.
- The total water used or treated this winter rain season is 6,167,470 gallons (5,316,230 gallons total through last month's report + the 851,240 gallons taken from the recent storm through Feb. 11, 2015).
- The Agency has been made aware that concerns exist regarding the accuracy of water volume reporting because of the difference between water volume calculated from rainfall events and the volume of water reported as hauled for onsite use or offsite treatment.
  - Because of the large size of the compost site, together with the high volume of water absorbing materials utilized throughout the compost process, the belief has been that



- significant rain water is retained on site instead of becoming run-off.
- The water volume data from the most recent storms, since there was no discharge, was used to confirm that the difference between water collected/hailed and rainfall calculations is water retained on site.
  - For the recent storms:
    - Rainfall of 3.75 inches on the 19.3 acre working footprint should generate 1,965,155 gallons
    - Total water hauled through Feb. 9 was 472,920 gallons
    - On Feb. 9, water still in the pond, based on the depth gage and pond volume chart, was 850,420 gallons
    - Total water collected was 472,920 gal + 850,420 gal = 1,323,340 gal
    - Remaining water (thus retained or absorbed on site) 1,965,155 gal – 1,323,340 gal = 641,815 gal
    - This retained storm water represents 32.66% of the water generated by rainfall
  - From the reported volumes for this season's storms prior to this report:
    - Previously reported rainfall of 17 inches on the 19.3 acre working footprint generated 8,908,701 gallons
    - Previous cumulative total hauled was 5,316,230 gallons
    - The estimated volume discharged previously was 600,000 gallons
    - Total water collected plus discharged was 5,316,230 gal + 600,000 gal = 5,916,230 gallons
    - Water absorbed or retained on site is 8,908,701 gal – 5,916,230 gal = 2,992,471 gallons. This figure represents multiple storms beginning September 2014 through January 2015.
    - By applying the know absorption/retention % from the recent storm to the previous 17 inch rainfall total the expected water absorbed or retained would be 2,909,582 gallons
    - The difference between the two comparative calculations for retention/absorption is only 82,889 gallons, which is not significant. This validates the earlier discharge estimates.

#### **Section 6 Interim Component: Water Quality Measures:**

- The sedimentation traps, and straw wattles at the low end of the windrows, were in place and functioning during all recent rain events.
- It was noted during the post-rain storm inspection of the facility on Monday, Feb. 9, 2015 that the sedimentation traps and straw wattles had fulfilled their function quite well in holding and removing solids from storm water draining from compost windrows. Of particular interest were numerous wattles that had noticeable buildup of sediment on the upstream side. Sonoma Compost routinely cleans the accumulated sediment from the traps and wattles after the end of any storm event.

#### **Section 7 Testing and Reporting:**

- Draft recommendations for enhancements to the MRP sampling and testing protocols are done, and are undergoing legal review.



Agenda Item #: 6.8  
Cost Center: Organics  
Staff Contact: Mikus  
Agenda Date: 2/18/2015

## **ITEM: Compost Pond Engineering Design Cost Proposal**

### **I. BACKGROUND**

The Zero Discharge Plan (the Plan) submitted to the NCRWQCB in July 2014 included several interim measures that were to reduce and improve the compost storm contact water discharging from the compost facility. An upgraded storm water collection pond was completed in October 2014 that provided 2 MG holding capacity, which in turn enhanced the program's ability to pump and haul contact water for treatment.

The experience gained from pumping and hauling water beginning January 2014 with the original lower volume storage capacity, then again during the current winter rain season with the new, larger pond, has shown how important capacity is to minimizing discharge. Efforts to find more ways to enhance the interim measures, coupled with the experience of the past year, show that building additional holding capacity would further reduce the risk of discharge. The area to the east of the compost site, adjacent to the new pond, was considered as a possible place to build an additional pond, and found suitable.

As a goal, rainfall from a standard "100-year, 24-hour" storm was used as a basis for what such a pond might need to hold. A "100-year, 24-hour" storm generates about 8.5 inches of rain, which equals 4.5 MG of water from the 19 acre compost area. With the current 2 MG capacity, additional storage of 3 MG would suffice for capacity for such a storm. A concept drawing was prepared to show how such a new pond might take shape.

In addition to providing significant enhancement to the Zero Discharge Plan for the next rain season, construction of an additional pond with 3 MG capacity has also become one probable item to be part of an indemnity agreement currently being developed with the property owner, the County of Sonoma.

### **II. DISCUSSION**

Tetra Tech BAS, the consulting engineering firm that designed the new pond finished this Fall, prepared the concept plans and furnished a construction cost estimate. As next steps in the project, the pond must be fully designed, and a construction bid package put together. Their proposal and cost estimate to perform this work is attached, and is for \$58,054. As comparison, their work on the first pond cost about \$30,000; that was to modify two existing ponds and was somewhat simpler.

The proposed scope of work includes:

- A design basis report that will outline design assumptions and parameters, to provide background and some surety for the County as property owner, and for regulatory agencies.

- Design drawings, calculations, and specifications
- Stability analysis, prudent because the pond will be above the working area and excavated from a hill
- Construction bid package, including a table of bid quantities
- Project administration and coordination.

The requirement that the pond be in service by the onset of the next winter rain season requires design work to begin as soon as possible, with the bid package available for procurement so that construction would begin by June.

It should be noted on site construction management, and Quality Assurance and Control work would be a separate, future set of work and pricing.

### **III. FUNDING IMPACT**

The project cost is a not-to-exceed amount of \$58,054. Funds would be drawn from the Organics Reserve, which is projected to have a balance of \$3.6 million at the end of the fiscal year. If both this item and Item 6.9 are approved by the Board, the net effect would decrease the Organics Reserve to a fund balance of approximately \$2 million.

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

Staff recommends that the Board approve using Tetra Tech BAS for this design project, and direct staff to prepare and enter into an appropriate contract. As this item involves an expenditure of more than \$50,000, approval of this item requires a Unanimous Vote.

### **V. ATTACHMENTS**

Tetra Tech Project Proposal including cost and scope of work, dated Feb. 12, 2015  
Resolution

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

February 12, 2015

p15-4466

Henry J. Mikus,  
Executive Director  
Sonoma County Waste Management Agency  
2300 County Center Drive, Suite B 100  
Santa Rosa, California 95403

**RE: PROPOSAL TO PROVIDE DESIGN SERVICES FOR A COMPOST FACILITY STORM WATER  
POND AT THE SONOMA CENTRAL LANDFILL**

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Dear Mr. Mikus:

Tetra Tech BAS (TTBAS) is pleased to present this proposal to Sonoma County Waste Management Agency (SCWMA) for providing engineering services to assist SCWMA in the permitting, design and construction of a proposed storm water pond at the Sonoma County Central Disposal Site (CDS). The proposed pond is intended to increase the contact water on-site storage capacity to provide capacity for a 100-year, 24-hour storm event. The work described in this proposal will lead to development of a Design Report which will include the basis of design, calculations, slope stability analysis, specifications and construction drawings for the project. TTBAS will provide a team of professional managers, engineers, and technical support personnel experienced in preparing the necessary permit documents the recent project in which the existing Stormwater Ponds 4 and 8 were combined into a single lined pond intended for interim contact water storage.

**PROJECT UNDERSTANDING**

TTBAS understands that since the issuance of the revised Waste Discharge Requirements (Order No. R1-2013-0003) by the California Regional Water Quality Control, North Coast Region, SCWMA has been implementing a plan to eliminate discharges of wastewater from the composting area, or contact water, to receiving waters. SCWMA has considered many alternatives for handling and disposing of contact water, primarily the construction of lined impoundments, pumping contact water offsite for treatment, and the addition of roofed structure over the compost beds of the future composting facility. Due to the likelihood of relocating the current composting operations to the proposed facility located in the West Canyon area of the CDS, and the changed flow lines caused by this relocation, both interim contact water handling measures (to handle the contact water generated by the current facility), and long term contact water handling measures (to handle contact water generated by the proposed West Canyon facility) have been considered.

The existing compost facility drains to the southeast corner of the operating deck into a 24-inch pipe that conveys the compost facility runoff to the lined contact water pond that was constructed in October of 2014. This pond was constructed as an interim contact water handling measure and combined two smaller ponds (Ponds 4 and 8) into a single pond while increasing capacity to 2 million gallons. This capacity is sufficient to allow the contact water to be pumped and hauled for offsite treatment without discharge for a 25-year, 24-hour storm event. It is TTBAS' understanding that SCWMA's next phase in implementing on-site contact water handling is to construct an additional interim pond that will be approximately 3 million gallons, in order to provide adequate

**PROPOSAL TO PROVIDE DESIGN SERVICES FOR A  
COMPOST FACILITY STORM WATER POND AT  
THE SONOMA COUNTY CENTRAL LANDFILL**

February 12, 2015

storage for a 100-year, 24-hour storm event. The location and configuration of the pond will be based on TTBAS' conceptual design transmitted to SCWMA via email on January 27, 2015.

The basis of the design of the proposed 3 million gallon pond is as follows:

1. The liner section will be a single layer liner design that matches the design of the October 2014 pond 4 and 8 combo pond
2. The pond will have a dedicated pumping system that will pump water from the lower October 2014 pond to the new pond which will be at a higher elevation. The pumps will have a control system that will maintain levels between the ponds to avoid over flow.
3. The pond will have an access ramp, which was not shown on the previously transmitted conceptual design. The liner and driving pad will have the same design as the Pond 4 and 8 combination pond.
4. The pond will not have a subdrain or lysimeter to manage liquids under the liner.
5. Since there is no subdrain the floor grades may be raised as necessary to maintain a minimum of five feet of separation between the ponds low point and the historical high groundwater elevations.
6. The 24" pipe may need to be redesigned in order to provide 100-year 24-hour storm event capacity.

**SCOPE OF SERVICES**

**TASK 1: DESIGN BASIS MEMORANDUM**

The purpose of the Design Basis Memorandum is to present assumption and parameters for the design of the proposed interim contact water pond, and present it along with a discussion of the design methodologies to be utilized. This Memorandum will be prepared to provide SCWMA and other CDS stakeholders with a clear statement of the design parameters and project goals along with an opportunity to provide any additional information felt to be relevant. Information presented in this memorandum will include:

- Water balance analysis and basin routing for a 100-year, 24-hour storm event at the current compost facility. This calculation will be used determine the required size of the storm drain, pumping system requirements and the storage capacity of the pond.
- Geotechnical Information. Since this area was studied by TTBAS previously during our design concept for a large 12-acre Class II Impoundment in the same area, additional field study will not be required. Instead a review of the existing geological and geotechnical information will be performed to verify it is sufficient to support the design of the proposed interim contact water pond, and to study the stability of the lined slopes of the pond. Any data gaps will be identified and discussed.
- Pressure and flow requirements for the compost water supply pump system. Electrical power supply locations, control system flow chart, and available load capacities to support the pump system.
- Conceptual pond lining system and surface water control details.
- The design, location, and flowline direction for an emergency spillway.

**PROPOSAL TO PROVIDE DESIGN SERVICES FOR A  
COMPOST FACILITY STORM WATER POND AT  
THE SONOMA COUNTY CENTRAL LANDFILL**

February 12, 2015

**TASK 2: DESIGN REPORT**

The Design Report will include all the elements required to describe the project for permitting, and construction. The Design Report will include information developed in the design basis memorandum and calculations to support the design of the pond and ancillary facilities.

**Task 2.1 Design Drawings**

The design drawing set will include the following sheets depicting the proposed design:

- Cover sheet;
- Pond excavation and subgrade plan;
- Pond liner system details;
- Surface water control plans and details;
- Cross sections;
- Utility plans and details;

During the design process, our construction management staff will complete a constructability review. TTBAS considers this to be a critical element in sound design, since a thorough review by a group with expertise in pond and liner construction can potentially foresee and prevent many construction problems before they occur in the field.

**Task 2.2 Design Calculations**

TTBAS will review existing and prepare new design calculations to support the configuration of the Contact Water Containment system. These calculations will include the following:

- Hydrology and hydraulics for existing conditions and the proposed design to size surface water diversion, storm water and contact water collection features, to provide a minimum requirement for the pond's capacity and to size the emergency pond spillway;
- Water balance calculations to model the flows of water between the ponds and to provide a minimum pumping haul rate to provide guidance for future contact water hauling operations.
- Liner system design calculations, including anchoring requirements and wind resistance features;
- Water supply pump design calculations, including provision of electrical power to the system and filtering requirements.

**Task 2.3 Technical Specifications**

Technical specifications will be prepared by TTBAS describing in detail the products and procedures to be used in construction of the compost pond and ancillary improvements. As this is an interim liner design it is not subject to CCR Title 27, and therefore a separate construction quality assurance plan will not be prepared for this project. Instead, quality construction control procedures will be integrated into the relevant specification sections.

**Task 2.4 Stability Analyses**

TTBAS will review existing data regarding the geology underlying the proposed pond, and will perform static and seismic analyses of the cut slopes above the pond and the lined slopes of the pond. In addition, TTBAS will review the existing geotechnical information to provide recommendations for excavation methodology during pond construction. The stability analyses will be included with the Design Report.

**PROPOSAL TO PROVIDE DESIGN SERVICES FOR A  
COMPOST FACILITY STORM WATER POND AT  
THE SONOMA COUNTY CENTRAL LANDFILL**

February 12, 2015

**TASK 3 CONSTRUCTION DOCUMENTS**

The purpose of the Construction Documents is to present the approved design of the proposed pond for public bidding. The Construction Documents will be the final versions of plans and specifications that were included in the Design Report, and will be packaged together with a bid schedule and the SCWMA front ends documents to create the package for bidders.

An electronic information package and bid schedule will be prepared for distribution to contractors during bidding, including the technical specifications in pdf, design drawings in pdf, grading and line work files in AutoCAD, and bid schedule. These documents will be formatted in a manner that is suitable for public bidding in the state of California. TTBAS will incorporate the SCWMA bid package, the general conditions and other front end construction contract documents into the TTBAS construction documents.

**TASK 4 PROJECT ADMINISTRATION, COORDINATION AND MEETINGS**

TTBAS will provide project administration services including project schedule development, tracking and updating; budget tracking; invoicing; and activity reporting. This task also attendance by TTBAS' supervising engineer at one meeting with the RWQCB at their office (if necessary).

The TTBAS Project Manager will provide general administration of the contract, including documenting scope changes, providing SCWMA with monthly invoices, and generally coordinating efforts related to the project within the bounds of the scope as directed by SCWMA.

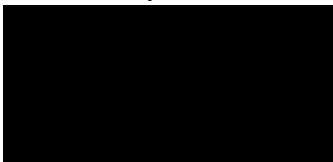
**FEE ESTIMATE**

The anticipated TTBAS fee estimate for this project is \$58,054. A detailed breakdown of labor and expenses is presented on Table 1. This estimated fee is for budget purposes only and all work performed will be billed on a time-and-materials not-to-exceed basis at the rates shown on our current Rate Schedule (copy attached).

**CLOSURE**

TTBAS appreciates your consideration of this proposal, and we look forward to continuing our working relationship with SCWMA on this important site. Should you have any questions or require additional information, please advise.

Sincerely,



Gregory E. Saul, P.E.  
Division Engineer

Attachment – Table 1 Fee Estimate

**Table I: Engineering Design of Proposed Contact Water Pond**

Task	Principal Engineer (PRE)	Division Engineer (DE)	Senior Project Manager (SM)	Engineer V (E-V)	Engineer IV (E-IV)	Engineer (E)	Senior Project Designer (SPD)	Senior Drafter (SD)	Administrative Assistant (ADA)	TOTAL LABOR HOURS	TOTAL LABOR COST	REIMBURSABLES*	EXPENSES % LABOR 5%	TOTAL FEE
	hr. \$224	hr. \$214	hr. \$201	hr. \$151	hr. \$141	hr. \$99	hr. \$167	hr. \$113	hr. \$92					
<b>Task 1 Design Basis Memorandum</b>		2	4	20	12					38	\$5,944		\$297	\$6,241
<b>Task 2 Design Report</b>	8	6	20	40	42	92	32	64		304	\$40,742		\$2,037	\$42,779
Task 2.1 Design Drawings		2	8	8	24	24	32	56		154	\$20,676		\$1,034	\$21,710
Task 2.2 Design Calculations		2	4	12	12	24				54	\$7,112		\$356	\$7,468
Task 2.3 Technical Specifications			4	20		32				56	\$6,992		\$350	\$7,342
Task 2.4 Stability Analysis	8	2	4		6	12		8		40	\$5,962		\$298	\$6,260
<b>Task 3 Construction Documents</b>	Included in Task 2.1													
<b>Task 4 Project Administration</b>			12	12					40	64	\$7,904	\$700	\$430	\$9,034
<b>Total Hours</b>	8	8	36	72	54	92	32	64	40	406				
<b>Total Fee</b>	1,792	1,712	7,236	10,872	7,614	9,108	5,344	7,232	3,680		\$54,590	\$700	\$2,764	\$58,054

\* Reimbursables expenses includes travels cost for 1 site visit.





1360 Valley Vista Drive  
Diamond Bar, California 91765  
(909) 860-7777

**SCHEDULE OF CHARGES**

<b><u>PERSONNEL</u></b>	<b><u>HOURLY RATE</u></b>
Administrative Assistant (ADA)	\$92
CADD Operator (CO)	\$82
Chief Engineering Technician (CT)	\$133
Chief of Survey Parties (CSP)	\$143
Construction Engineering Technician (CET)	\$144
Construction Manager (CM)	\$177
Construction Supervisor (CS)	\$152
Data (DP)/Word Processing Secretary (WP)	\$82
Data Analyst (DA)	\$62
Designer (DD)	\$127
Division Engineer (DE)	\$214
Drafter (D)	\$103
Engineer (E)	\$99
Engineer I (E-I)	\$111
Engineer II (E-II)	\$121
Engineer III (E-III)	\$131
Engineer IV (E-IV)	\$141
Engineer V (E-V)	\$151
Engineering Technician (ET)	\$45
Engineering Technician I (ET-I)	\$67
Engineering Technician II (ET-II)	\$80
Engineering Technician III (ET-III)	\$90
Engineering Technician IV (ET-IV)	\$105
Engineering Technician V (ET-V)	\$117
Environmental Engineer (EE)	\$90
Environmental Engineer I (EE-I)	\$95
Environmental Specialist (ES)	\$103
Environmental Specialist I (ES-I)	\$115
Environmental Specialist II (ES-II)	\$131
Environmental Specialist III (ES-III)	\$136
General Clerk (C)/Typist (Y)	\$69
Landscape Architect (LA)	\$137
Office Services Clerk (OS)	\$76
Principal (P)	\$252
Principal Expert (PX)	\$275
Principal Administrator (PA)	\$204
Principal Engineer (PRE)	\$224
Principal Engineering Geologist (PEG)	\$224
Principal Solid Waste Planner (PSW)	\$224
Project Accountant/Analyst (AA)	\$93
Project Coordinator (PC)	\$117
Project Designer (PD)	\$151
Project Manager I (PM-I) / Engineer VI (E-VI)	\$166
Project Manager II (PM-II)/ Engineer V-II (E-VII)	\$176
Project Manager III (PM-III)	\$186
Regulatory Compliance Manager (RCM)	\$159
Regulatory Compliance Specialist (RS)	\$123
Regulatory Compliance Specialist II (RS-II)	\$139
Senior CADD Operator (SCO)	\$92
Senior Construction Manager (SCM)	\$199
Senior Designer (SDD)	\$138
Senior Drafter (SD)	\$113
Senior Engineer (SRE)	\$196
Senior Environmental Scientist (SNS)	\$163
Senior Environmental Specialist (SES)	\$143
Senior Project Coordinator (SPC)	\$136
Senior Project Designer (SPD)	\$167
Senior Project Manager (SM)	\$201
Senior Regulatory Compliance Specialist (SRS)	\$151
Senior Technical Editor (STE)	\$113
2-Man Survey Party (SP-2M)	\$249
1-Man Survey Party with GPS (1M-GPS)	\$190
Court Appearance (Expert Witness, Deposition, etc.)	1.5 X Hourly Rate

Overtime Premium is 50% of Personnel Hourly Rate  
(Effective October 1, 2014 - September 30, 2015)



1360 Valley Vista Drive  
Diamond Bar, California 91765  
(909) 860-7777

**REIMBURSABLE CHARGES**

Effective October 1, 2014 - September 30, 2015

In addition to the above charges for professional services (including routine expenses), we require reimbursement for the following items:

**A. IN-HOUSE EXPENSES**

Reproduction/Plotting:	Xerox Copies	\$0.10/page
	Color Copies	\$0.50/page
	Wide Format Copies	\$0.30/sq. ft.
	Blueprints	\$0.50/sq. ft.
	Bond Plotting -- Black & White	\$2.00/sq. ft.
	Bond Plotting -- Color	\$4.00/sq. ft.
	Vellum Plotting	\$4.00/sq. ft.
	Mylar Plotting	\$5.00/sq. ft.
Telefax (Outgoing only):		\$1.00/page
Mileage:	Personal Vehicle	\$0.60/mile
	Company Vehicle	\$0.70/mile

**OR**

5% OF TOTAL PERSONNEL FEES

**B. OTHER EXPENSES**

Company Vehicles	\$15.00/hour
Survey Vehicles	\$15.00/hour
Other Out-of-Pocket Expenses/Supplies/Travel	Cost + 15%
Equipment Usage	See Attached Schedule
Consultants/Outside Services	Cost + 15%
Construction Services	Cost + 15%
Per Diem for Living Expenses	Federal Rates
CADD Computer Usage	\$10.00/hour
Field Computer Services	\$40.00/week
GPS Survey Equipment Services	\$40.00/hour



1360 Valley Vista Drive  
Diamond Bar, California 91765  
(909) 860-7777

### **EQUIPMENT RENTAL RATES**

Effective October 1, 2014 - September 30, 2015

TYPE OF EQUIPMENT	DAY	WEEK	MONTH
4 Gas Range Meter CH <sub>4</sub> , H <sub>2</sub> S, CO, O <sub>2</sub> (Sentinel 44)	\$75	\$200	\$500
Alpha - I Personal Sampling Pump	\$75	\$200	\$500
Disposable Bailer	\$20/each	n/a	n/a
CO <sub>2</sub> Calorimetric Analysis Tubes	\$40	\$125	\$250
Downhole Camera	\$75/hr	n/a	n/a
Dupont Dosimeter Mark-3 (Personal Sample Pump)	\$50	\$150	\$300
Flow Calibrator (Gilian)	\$50	\$150	\$300
Gas Extraction Monitor (GEM 500 / 2000 / 2000 Plus)	\$125	\$350	\$900
Lung Sampler (Nutech 218)	\$100	\$300	\$800
Mini-Ram Data Logger	\$40	\$125	\$250
Mini-Ram Dust Meter	\$50	\$150	\$300
Organic Vapor Analyzer (OVA128)	\$125	\$400	\$1,000
Photo Ionization Detector (OVM580B)	\$125	\$400	\$1,000
Sample Train (Gas Extraction Pump)	\$50	\$150	\$300
Soil Auger/Sampler	\$30	\$90	\$180
Sounder (Liquid Level Indicator)	\$40	\$125	\$250
Horiba Meter	\$50	\$200	\$400
MiniRae 2000	\$75	\$200	\$500
GT Surveyor	\$75	\$200	\$500
Groundwater Sampling Equipment	\$30/hour	n/a	n/a
Company Vehicle	\$120	\$480	\$1,250
Field Sampling Supplies:	100/day	n/a	n/a
LEVEL C (Per Person)	\$150	n/a	n/a
Respirator with Cartridge (full or half faced)			
Tyvek Coveralls			
Outer Gloves			
Glove Liners			
Neoprene Boots			

DATED: February 18, 2015

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY  
APPROPRIATING ADDITIONAL FUNDS IN THE ORGANICS RESERVE AND ENTERING INTO AN AGREEMENT WITH  
TETRA TECH BAS

WHEREAS, it has become necessary to construct additional pond capacity at the Central Disposal Site as it relates to the Agency's composting program there; and

WHEREAS, the Tetra Tech BAS is a firm qualified in construction design and construction quality assurance oversight; and

WHEREAS, these additional expenditures were not anticipated and, therefore, not budgeted in the Sonoma County Waste Management Agency budget for FY 14-15; and

WHEREAS, it is necessary to appropriate funds from the Organics Reserve to cover the unanticipated expenditures.

NOW THEREFORE, BE IT RESOLVED the Sonoma County Waste Management Agency Board of Directors authorizes Agency staff to appropriate \$58,054 of additional funding in the Organics Reserve; specifically Fund 78103, Department 66110300, Account 51803.

BE IT FURTHER RESOLVED that the Sonoma County Waste Management Agency Board of Directors agrees to enter into an agreement with Tetra Tech BAS under the scope of services attached to this item, directs staff to prepare the necessary documents to effect this agreement, and authorizes the Chair to execute this agreement.

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:

\_\_\_\_\_  
Sally Evans

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



Agenda Item #: **6.9**  
Cost Center: **Organics**  
Staff Contact: **Mikus**  
Agenda Date: **2/18/2015**

## **ITEM: Compost Pond Construction Budget**

### **I. BACKGROUND**

The Zero Discharge Plan (the Plan) submitted to the NCRWQCB in July 2014 included several interim measures that were to reduce and improve the compost storm contact water discharging from the compost facility. An upgraded storm water collection pond was completed in October 2014 that provided 2 MG holding capacity, which in turn enhanced the program's ability to pump and haul contact water for treatment.

The experience gained from pumping and hauling water beginning January 2014 with the original lower volume storage capacity, then again during the current winter rain season with the new, larger pond, has shown how important capacity is to minimizing discharge. Efforts to find more ways to enhance the interim measures, coupled with the experience of the past year, show that building additional holding capacity would further reduce the risk of discharge. The area to the east of the compost site, adjacent to the new pond, was considered as a possible place to build an additional pond, and found suitable.

As a goal, rainfall from a standard "100-year, 24-hour" storm was used as a basis for what such a pond might need to hold. A "100-year, 24-hour" storm generates about 8.5 inches of rain, which equals 4.5 MG of water from the 19 acre compost area. With the current 2 MG capacity, additional storage of 3 MG would suffice for capacity for such a storm. A concept drawing was prepared to show how such a new pond might take shape.

In addition to providing significant enhancement to the Zero Discharge Plan for the next rain season, construction of an additional pond with 3 MG capacity has also become one probable item to be part of an indemnity agreement currently being developed with the property owner, the County of Sonoma.

### **II. DISCUSSION**

Tetra Tech BAS, the consulting engineering firm that designed the new pond finished this fall, prepared the concept plans and furnished a construction cost estimate. The estimate is \$1.3 M.

The projected pond capacity is 3.6 MG. The pond design would include features similar to the pond recently constructed:

- Single liner system without subdrain
- Automatic pump system to transfer water from the existing pond so as to prevent overflow
- Access ramp for pump & haul access, and annual pond cleaning and maintenance
- Overflow features

Entering into a contract for construction of the pond would have to be contingent upon the approval of the proposed indemnification agreement with the County of Sonoma. The pond would have to be complete and in service by the end of September 2015 in advance of the 2015/16 winter rain season. Construction should begin by June but in any circumstance no later than July.

### **III. FUNDING IMPACT**

Funds would be drawn from the Organics Reserve, which is projected to have a balance of \$3.6 million at the end of the fiscal year, not including expenditures under consideration at this meeting. Pond construction would occur during the Spring and Summer, which would cross fiscal year boundaries. It is likely that most of the construction expense would occur during FY 15-16. The combined effect of Item 6.8 and this item would reduce the Organics Reserve to approximately \$2 million.

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

Staff makes the following recommendations for Board approval:

- Proceed with the procurement process to select a qualified contractor
- Delegate authority to the Executive Director to negotiate an agreement with the selected contractor at a not-to-exceed cost of \$1,500,000 million.

Approval of the contract would be contingent upon final approval of the proposed indemnification agreement currently being worked out between SCWMA and the County of Sonoma.

As this item involves an expenditure of more than \$50,000, approval of this item requires a Unanimous Vote.

### **V. ATTACHMENTS**

Tetra Tech Project Bid Schedule  
Resolution

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

**CENTRAL DISPOSAL SITE COMPOST FACILITY  
ADDITIONAL POND CONCEPT 2015  
BID SCHEDULE**

CONSTRUCTION NOTE/SHEET	ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	UNIT PRICE	ESTIMATED TOTAL COST
	1	Mobilization	1	LS	\$20,000	\$51,496
	2	Clear and Grub	1	LS	\$7,800	\$7,800
	3	Survey	1	LS	\$15,000	\$15,000
	4	Unclassified Excavation	95,000	CY	\$6.20	\$589,000
	5	Geosynthetic Subgrade Preparation	58,500	SF	\$0.25	\$14,625
	6	60-Mil HDPE Geomembrane-Slope	40,500	SF	\$1.40	\$56,700
	7	60-Mil HDPE Geomembrane-Floor	18,500	SF	\$1.40	\$25,900
	8	12 Ounce Geotextile	59,000	SF	\$0.60	\$35,400
	9	Anchor Trench	950	LF	\$10.50	\$9,975
	10	8" Base Access Road above 8 oz Geotextile Cushion	8,000	SF	\$2.40	\$19,200
	11	Concrete Spillway	1	LS	\$18,110	\$18,110
	12	Pump Station and Controls	1	EA	\$75,000	\$75,000
	13	Piping	300	LF	\$149	\$44,700
	14	Electrical Conduit and Wires	1	LS	\$100,000	\$100,000
	15	6" Base Access Ramp, Geocells, 2 layers of 12 oz NWGT	5,000	SF	\$3.70	\$18,500
<b>Central Disposal Site Cost Estimate</b>				<b>Subtotal 20% Contingency Total</b>		<b>\$1,081,406</b>
						<b>\$216,281</b>
						<b>\$1,297,687</b>



DATED: February 18, 2015

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY  
APPROPRIATING ADDITIONAL FUNDS IN THE ORGANICS RESERVE

WHEREAS, it has become necessary to construct additional pond capacity at the Central Disposal Site as it relates to the Agency's composting program there; and

WHEREAS, these additional expenditures were not anticipated and, therefore, not budgeted in the Sonoma County Waste Management Agency budget for FY 14-15; and

WHEREAS, it is necessary to appropriate funds from the Organics Reserve to cover the unanticipated expenditures.

NOW THEREFORE, BE IT RESOLVED the Sonoma County Waste Management Agency Board of Directors authorizes Agency staff to appropriate \$1,500,000 of additional funding in the Organics Reserve; specifically in Fund 78103, Department 66110300, Account 51803.

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:

\_\_\_\_\_  
Sally Evans  
Clerk of the Sonoma County Waste Management  
Agency of the State of California in and for the  
County of Sonoma



Agenda Item #: 7  
Cost Center: Organics  
Staff Contact: Mikus  
Agenda Date: 2/18/2015

ITEM: **Indemnity Escrow Account Contingent Payment**

**I. BACKGROUND**

SCWMA and the County of Sonoma have been developing an indemnification agreement to clarify provisions in the compost facility "Site License" which covers the use of County land on the Central landfill property currently used for the SCWMA compost facility. The need for clarity was prompted by an ongoing federal Clean Water Act lawsuit filed against the County of Sonoma, SCWMA, and Sonoma Compost Company.

This indemnity agreement is not yet in final form or approved. However, several provisions should be passed through the appropriate approval process, on a contingent basis pending agreement approval, so once the agreement is approved these provisions can be acted on as expeditiously as possible.

The Site License with the County of Sonoma requires the Agency to indemnify the County in legal matters. The County has asked that the Agency reimburse the County for expenses incurred by the County as a result of Agency activities as well as provide for potential future reimbursements.

**II. DISCUSSION**

The County has asked for establishment of an escrow account, funded initially in the amount of \$750,000. This item would allow the Board to meet that obligation if the Board ultimately agrees to the indemnification agreement.

**III. FUNDING IMPACT**

The escrow account initial deposit of \$750,000 would be drawn from the Organics Reserve. Under current conditions, the reserve is expected to contain \$3.5 million at the end of the current fiscal year. However, other expenditures have been proposed at this meeting, that, together with the use of the reserve for this escrow deposit, would reduce the balance to \$1.25million. This remaining balance would be adequate to support expenditures projected for the upcoming fiscal year planned to be taken from the reserve. An example of one such planned expense are the costs to pump and haul compost storm contact water, projected at \$750,000 annually.

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

Staff recommends the Board authorize establishment of an escrow account as a contingent action, with further authority for staff to effect transfer of \$750,000 to the escrow account from the Organics Reserve if an indemnification agreement with the County is approved and effective.

## V. ATTACHMENTS

Resolution

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

DATED: February 18, 2015

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY  
APPROPRIATING FUNDS FOR THE PURPOSE OF ESTABLISHING AN ESCROW ACCOUNT

WHEREAS, the Sonoma County Waste Management Agency is a party to a certain License Agreement for the Use of County Facilities with the County of Sonoma, dated April 23, 2013; and

WHEREAS, this License Agreement requires the Agency to indemnify the County actions related to the Agency's composting operation on the premises; and

WHEREAS, the County has asked the Agency to reimburse costs incurred by the County as a result of existing litigation and provide financial assurances for payment of potential future costs; and

WHEREAS, these additional expenditures were not anticipated and, therefore, not budgeted in the Sonoma County Waste Management Agency budget for FY 14-15; and

WHEREAS, it is necessary to appropriate funds from the Organics Reserve to cover the unanticipated expenditures.

NOW THEREFORE, BE IT RESOLVED the Sonoma County Waste Management Agency Board of Directors directs Agency staff to appropriate funding in the amount of \$750,000 in the Organics Reserve fund, specifically in Fund 78103, Department 66110300, Account 51803.

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:

\_\_\_\_\_  
Sally Evans  
Clerk of the Sonoma County Waste Management  
Agency of the State of California in and for the  
County of Sonoma



Agenda Item #: 8  
Cost Center: Organics  
Staff Contact: Mikus  
Agenda Date: 2/18/2015

## **ITEM: Wood Waste and Yard Debris Tipping Fee Adjustment**

### **I. BACKGROUND**

SCWMA and the County of Sonoma have been developing an indemnification agreement to clarify provisions in the compost facility "Site License" which covers the use of County land on the Central Disposal Site property currently used for the SCWMA compost facility. The need for clarity was prompted by a federal Clean Water Act lawsuit filed against the County of Sonoma, SCWMA, and Sonoma Compost Company.

This indemnity agreement is not yet in final form or approved. However, several provisions should be passed through the appropriate approval process, on a contingent basis pending agreement approval, so once the agreement is approved these provisions can be acted on as expeditiously as possible.

The tipping fees for the wood waste and yard debris delivered to the Agency's composting operation are used to cover the costs of operating the compost facility, transport of materials from the transfer stations to the Central Compost Site, the Agency's administration and oversight of the composting program, other programs such as the organic waste reduction education program with the University of California Cooperative Extension's Master Gardeners Program, and funding the Organics Reserve. Implementing the Zero Discharge Plan for the Central Compost Site, including site reconfiguration, partial outhaul of organic materials, pond capacity expansion, and measures to improve water quality during the path to zero discharge has been mainly funded through the Agency's Organics Reserve, which has dropped from approximately \$5.5 million to an estimated \$1.25 million after all current projects under consideration are implemented. The Organics Reserve has allowed the Agency to accomplish the necessary tasks without passing the additional costs on to the ratepayers. These rates for material collected at the Central Disposal Site are currently \$27.60/ton for wood waste and \$34.10/ton for yard debris. The rates for material collected at the other transfer stations are \$29.70/ton for wood waste and \$36.20/ton for yard debris. These rates were last raised in FY 2006/07.

Agency staff believes one of two scenarios will occur within the next month, both of which will result in significantly greater costs incurred by the Agency. These scenarios include either 1) the establishment of an escrow account to fund indemnity obligations of the Agency to the County with an initial amount of \$750,000 and additional monthly payments of nearly \$200,000, or 2) the closure of the Central Compost Site and resultant 100% outhaul of organic materials from the site. Both of these scenarios could involve Agency expenditures in the range of \$2 – 2.5 million per year in addition to what the Agency already pays for the processing of compost materials at the Central Compost Site. As the Organics Reserve cannot accommodate even one year of expenditures at that rate of spending, staff believes that a rate increase is the only option available to meet those obligations.

## II. DISCUSSION

As mentioned above, analysis of current fund balances and projected budgets indicates the escrow account cannot be grown greater than \$750,000 either from current reserves or with regular contributions from normal operating receipts. However, increasing the inbound wood waste and yard debris tip fees would provide additional revenue. If the tip fees were raised sufficiently, with the added revenue dedicated to servicing either the escrow account or the additional outhaul expense, the \$5 million estimate of additional expenses incurred by the Agency through January 2017 could be reached.

\$4,250,000 would need to be collected. If April 2015 were to be the starting month for these additional expenditures, the monthly requirement would be \$193,182.

Though organic material is seasonal and fluctuates over the year staff estimates that approximately 6,000 tons per month would be subject to this rate increase. This figure includes adjustments for Petaluma outhaul and loss of some self-haul customers from the potential rate hike. In order for 6,000 tons to pay for \$193,182 in added monthly income the current tip fees would need to be increased by \$32.20 per ton.

It is expected that such a rate increase would result in added charges to the curbside service per-can monthly fees of between 50 cents and \$1.25 per customer. It is probable that the franchise haulers would approach the cities and County to make rate adjustments in the range projected.

Category	Current Tip Fee	Proposed Tip Fee
Wood Waste, Central	\$27.60/ton	\$59.80/ton
Yard Debris, Central	\$34.10/ton	\$66.30/ton
Wood Waste, Transfer Station	\$29.70/ton	\$61.90/ton
Yard Debris, Transfer Station	\$36.20/ton	\$68.40/ton

Because of the real concern that a per-ton rate increase of this magnitude would cause significant loss of self-haul business to the program, an alternate proposal would be to assess the increase only on curbside waste. It is worth noting that self-haul waste is of particular benefit to the program. Because self-haul inbound green waste is one of the cleanest, uncontaminated material sources, it is kept separate from other incoming materials, such as curbside pickups, and dedicated as feedstock for the "Vineyard Mulch" product that is in high demand and priced for selling accordingly. The Agency does not receive revenue on material that is not delivered to the County's system, so in the scenario where 100% outhaul is not necessary, exempting self hauled material from this proposed rate increase would decrease the potential revenue loss from customers who choose to redirect their material elsewhere. Self-hauled material represents about 10% of the material received at the site, or about \$275,000 of revenue at current rates.

## III. FUNDING IMPACT

The additional revenue is designed to offset additional expenditures, so it would be revenue neutral, subject to the normal seasonal fluctuations of material flow.

## IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends that the Board consider the proposed tipping fee increases and direct staff to perform all the necessary noticing for a rate increase at the March 18, 2015 Agency meeting.

## **V. ATTACHMENTS**

None

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA



Agenda Item #: 9  
Cost Center: All  
Staff Contact: Mikus  
Agenda Date: 02/18/2015

## **ITEM: Draft 3rd Amendment to the JPA Agreement**

### **I. BACKGROUND**

The Agency Board has conducted several Strategic Planning Work Sessions to discuss the future of Agency after the current JPA Agreement 25-year end date of February 2017. The most recent Strategy Session occurred June 23, 2014.

During discussion at the June Session basic facets of a proposed “Third Amendment to the JPA Agreement” were put forth, and direction was given to Agency Counsel to incorporate a number of choices or options concerning items such as the unanimous vote requirement, the make up of the Agency Board and continuation of the Agency past the February 2017 sunset date. Additionally, the Board directed the revisions to the JPA agreement be a Third Amendment to the agreement. The Board’s input was incorporated into a draft, given to the Board at the July Board meeting, and subsequently issued to the Agency member jurisdictions for discussion and approval.

Since July 2014, discussions have occurred with the Agency member jurisdictions. Although three members have indicated approval of the July 3<sup>rd</sup> Amendment, others have expressed concerns with the proposed changes.

Aside from the approaching February 2017 end of the original JPA Agreement term, the Zero Discharge Plan submitted to the NCRWQCB in July 2014 contains scheduling milestones related to construction of a new compost facility. Because construction costs require a lengthy amortization time frame to make the expense manageable and of small impact to the rate payers, the ability of the Agency to contract for this project beyond 2017 has become vital. Renewal of the Agency term beyond February 2017, because of the tie-in to contacting and construction, is paramount. Although the Plan initially projected April 2015 as a desired SCWMA renewal date, review work for the project EIR has extended the date to fall 2015. However, that still puts the renewal on an aggressive schedule.

In recognition of the difficult time frame for renewing SCWMA and extending the term, at the November 2014 SCWMA Board meeting Agency Counsel was directed to redo the 3<sup>rd</sup> Amendment to reflect just a term limit extension, so as to simplify and expedite the amendment adoption process. It was the Board’s plan to separate renewal from the other JPA Agreement revisions in order to allow ample time for those proposed revisions to get the attention needed and allow discussion so the member jurisdictions could reach agreement on the revisions.

### **II. DISCUSSION**

Agency Counsel provided staff the revised 3<sup>rd</sup> Amendment to the JPA Agreement on February 6, 2015, which is include as an attachment to this item. It addresses extending the SCWMA term 25



years from February 2017, in large part to accommodate the contact/amortization need for constructing a new compost site and adhering to the Zero Discharge Plan.

However, it must be recognized that the County of Sonoma has been clear that the provision in the current JPA Agreement requiring the County to furnish a site free of charge for the compost program must no longer remain in effect past February 2017. To this end the Draft 3<sup>rd</sup> Agreement also revises that provision appropriately.

### **III. FUNDING IMPACT**

None at this time.

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

Staff recommends the Board approve the Third Amendment to the JPA Agreement that simply extends the SCWMA beyond February 2017 for 25 years. If this Draft is approved, staff recommends the member jurisdictions consider approval of the 3<sup>rd</sup> Amendment the JPA Agreement as soon as feasible.

### **V. ATTACHMENTS**

Draft Third Amendment to the JPA Agreement

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

THIRD AMENDMENT TO  
AGREEMENT BETWEEN THE CITIES OF SONOMA COUNTY AND SONOMA COUNTY  
FOR A JOINT POWERS AGENCY TO DEAL WITH WASTE MANAGEMENT ISSUES

This Third Amendment (the “Third Amendment”), dated as of \_\_\_\_\_, 20\_\_ is by and between the Cities of the County of Sonoma and the County of Sonoma. All capitalized terms used herein shall, unless otherwise defined, have the meaning ascribed to those terms in the existing agreement.

RECITALS

WHEREAS, the Cities of the County of Sonoma and the County of Sonoma entered into that certain Agreement Between Cities of the County of Sonoma and the County of Sonoma for a Joint Powers Agency to Deal with Waste Management Issues (“Agreement”); and

WHEREAS, pursuant to Section 20 of the Agreement, the term of the Agreement is twenty-five (25) years; and

WHEREAS, the Cities of the County of Sonoma and the County of Sonoma desire to extend the Agreement for an additional twenty-five (25) years; and

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

AGREEMENT

1. The first sentence of Section 5 of the Agreement shall be revised as follows:

“Provided that all regulatory requirements of Federal and State agencies are first met, the County agrees to provide, free of charge as a subsidy, sites at its Central Landfill Site for the purpose of household hazardous waste collection and storage and for a wood and yard waste Treatment System through February 11, 2017.”

2. A new sentence is added to Section 5 of the Agreement, which shall be inserted following the first sentence in Section 5:

“After February 11, 2017 and while this Agreement is in effect, the County agrees to provide, free of charge as a subsidy, sites at its Central Landfill Site for the purpose of household hazardous waste collection and storage.”

The remainder of Section 5 is, and shall continue to be, in full force and effect as originally executed.

3. The first paragraph of Section 20 of the Agreement shall be revised as follows:

“The term of this Agreement shall be for twenty-five (25) years through February 11, 2017. The term shall be extended for an additional twenty-five (25) years through February 11,

2042. The extension shall take effect on the date the Third Amendment is executed by the last Participant to execute the Third Amendment. This Agreement may be extended from year to year thereafter by mutual agreement of the Participants.”

The second paragraph of Section 20 is, and shall continue to be, in full force and effect as originally executed.

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

IN WITNESS WHEREOF, the Participants have caused this Third Amendment to be executed by their respective governing officials duly authorized by resolution of their respective legislative bodies.

ATTESTED:

COUNTY OF SONOMA

\_\_\_\_\_  
County Clerk

ATTESTED:

CITY OF CLOVERDALE

\_\_\_\_\_  
City Clerk

ATTESTED:

CITY OF COTATI

\_\_\_\_\_  
City Clerk

ATTESTED:

CITY OF HEALDSBURG

\_\_\_\_\_  
City Clerk

ATTESTED:

CITY OF PETALUMA

\_\_\_\_\_  
City Clerk

ATTESTED:

CITY OF ROHNERT PARK

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City Clerk

ATTESTED:

CITY OF SANTA ROSA

---

City Clerk

ATTESTED:

CITY OF SEBASTOPOL

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City Clerk

ATTESTED:

CITY OF SONOMA

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City Clerk

ATTESTED:

CITY OF WINDSOR

---

City Clerk



Agenda Item #: **10**  
Cost Center: **All**  
Staff Contact: **Carter**  
Agenda Date: **2/18/2015**

## ITEM: FY 15-16 Draft Work Plan

### I. BACKGROUND

Beginning in FY 06-07, as a part of the budget process, a project list (Work Plan) was prepared for consideration and approval by the Board in order to have a detailed planning document containing a description of the Agency projects, contractor costs, and staff costs. This practice proved to be an effective budget preparation step, and has been used since. The Work Plan, once approved, is used as the guidance document for preparation of the Agency's annual draft budget.

The FY 15-16 Work Plan includes the Organics Program (composting operations and hauling, food and home composting education, and Christmas tree recycling projects), the Surcharge Funds (HHW, Education, and Planning Funds), a section on General Administration, and a section describing projects where Agency staff time is billed directly to the County. The headings for the Work Plan include contractor cost, staff cost, the goal or justification for the program/project, and a schedule for the program or project, as well as the routine work that is done on a regular basis. The staff cost components are based on estimates of required work hours, and have a built-in self-check mechanism to be sure the total annual available hours are not exceeded by any individual.

The goal/justification heading identifies whether the program/project is "MANDATED", "CoIWMP" or "BOARD DIRECTED".

The documents that provide a "MANDATE" for SCWMA activities include:

**Statute** – The most definitive document is the Assembly Bill 939 passed in 1989, which required each city and county to prepare solid waste management planning documents that demonstrate reduction of the amount of solid waste landfilled, long-term ability to ensure the implementation of countywide diversion programs, and provision of adequate disposal capacity for local jurisdictions through the siting of disposal and transformation facilities.

**Agreement** – The JPA agreement, approved in 1992, contains the provisions which establish the core mission of the SCWMA which are to provide four regional programs (household hazardous waste, wood waste, yard waste and public education). The First amendment to the JPA, made in 1995, added regional planning and reporting duties by making SCWMA the AB 939 Regional Agency.

**CoIWMP** - The document that provides "CoIWMP" Programs for Agency activities is the Countywide Integrated Waste Management Plan (CoIWMP), which includes the Source Reduction and Recycling Element (SRRE), Household Hazardous Waste Element (HHWE), Non-Disposal Facility Element (NDFE), and the Siting Element. This planning document identifies programs for

implementation that address household hazardous waste, organic waste and public education. The plan is used as a guidance document for Agency programs.

There are some programs which are neither “MANDATED” nor programmed in the “CoIWMP” which were started at Board direction, these are identified in the Work Plan as “BOARD DIRECTED.”

## **II. DISCUSSION**

In general, the cost of staff time is less than what was included in the prior year’s Work Plan as staff filled the Waste Management Specialist position with a lower pay classification than conservatively estimated in the prior year.

### Organics (Wood Waste and Yard Debris)

Due to the City of Petaluma directing their hauler to deliver green materials directly to the Redwood Landfill’s compost facility and expected need for partial outhaul of green materials to other out of county compost facilities, staff lowered the expected payments to our contractor, Sonoma Compost Company, and increased the costs for organics hauling. The net effects are contractor costs near the levels for the current fiscal year’s Work Plan.

### Organics Reserve

The compost relocation process will continue through FY 15-16. Staff expects resolution of site selection and purchase or lease will be resolved and design and permitting will begin in the current fiscal year and continue into FY 15-16.

### Contingency Reserve

With the Joint Powers Authority (JPA) agreement set to expire in 2017, the Board directed staff to include the JPA renewal or revision in FY 13-14. Staff is hopeful that resolution occurs on the future disposition of the Agency in the current fiscal year, but has included staff time in this Work Plan in the event that it is needed in FY 15-16.

### HHW Facility Reserve

No major projects were included in the Work Plan, though staff will be seeking Board Direction on establishing other HHW collection sites in a separate staff report at this meeting.

## **Surcharge Tipping Fee Cost Centers**

### Household Hazardous Waste

The operation of the Household Hazardous Waste Facility continues to be the most expensive program in the surcharge cost centers. The operation was competitively bid in 2014 and resulted in estimated costs lower than estimated for the previous agreement. As a result of the more advantageous pricing, staff has revised the estimated contractor costs lower than the previous Work Plan.

### Education

Most of the new programs listed are similar to the FY 14-15 Work Plan. Differences include increased staff time for the Mandatory Commercial Recycling project with a Waste Management Specialist position that assumed many of the responsibilities previously accomplished by Manpower employees.

### Planning

The main task in this fund is the annual filing of the AB 939 Annual Report and maintenance of the Countywide Integrated Waste Management Plan.

### General Administration

The activities in General Administration remain the same as last year.

### County Projects

The activities in County Projects remain the same as last year.

## **III. FUNDING IMPACT**

There is no direct funding impact of the FY 15-16 Work Plan. This document is informational and used for planning purposes and to complement the proposed FY 15-16 Draft Budget.

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

Staff recommends adoption of the FY 15-16 Draft Work Plan as a guide for the FY 15-16 Draft Budget.

## **V. ATTACHMENTS**

FY 15-16 Draft Work Plan

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

# SCWMA

## FY 15-16 Draft Work Plan

<b>Organics (Wood Waste and Yard Debris)</b>						
	<b>Program</b>	<b>Program Description</b>	<b>Contractor Cost</b>	<b>Staff</b>	<b>Goal/Justification</b>	<b>Schedule</b>
1.1	Composting Program	Manages contract for composting operation, reconcile and process monthly invoices for payment and reimbursement. Processes revenue sharing and product allocations.	\$2,159,476 (FY 14-15 \$2,399,418)	\$92,155 (FY 14-15 \$81,144)	<b>MANDATED</b> Major diversion program in the Joint Powers Agreement and Section 4.5.2 of the CoIWMP.	Monthly
1.2	Organics Hauling	Agreement with County to reimburse for the transportation of yard debris and wood waste from the transfer stations to composting facilities.	\$700,000 (FY 14-15 \$468,815)	\$4,686 (FY 14-15 \$1,226)	<b>BOARD DIRECTION</b> Agency assumed the responsibility for organic hauling in 2005.	Monthly
1.3	Debris Box Pilot Project	Explore the opportunity for increased diversion in conjunction with construction and demolition debris boxes delivered to the Sonoma and Healdsburg transfer stations. Agency is responsible for organics processing of recovered materials.	\$0	\$1,080 FY 14-15 \$1,226)	<b>BOARD DIRECTION</b> Agency is exploring the increased diversion resulting from participating in the proposed pilot project.	Monthly
1.4	Food Waste Education	Supports residential and commercial pilot food waste collection programs as needed. <ul style="list-style-type: none"> <li>Develops messages, performs graphic design and incorporates information into Agency promotional materials</li> <li>Coordinates with stakeholders (e.g., Sonoma Compost Company, garbage companies, etc.)</li> </ul>	\$0	\$5,129 (FY 14-15 \$12,364)	<b>CoIWMP/Section 4.3.1.2</b> Provide recycling information to all County residents and businesses	Ongoing
1.5	Christmas Tree Recycling	Provides education to the public about Christmas tree recycling options. <ul style="list-style-type: none"> <li>Coordinates with local non-profit organizations to provide convenient Christmas tree composting</li> <li>Coordinates drop-off sites with haulers</li> </ul> Updates information on Agency's website and establish/record seasonal voice message system on 565-3333 and on the Eco-Desk 565-3375.	\$0	\$1,507 (FY 14-15 \$1,726)	<b>CoIWMP/Section 4.7.2.10</b> Diversion program that adds organic feedstock	November, December, and January, Annually



# SCWMA

## FY 15-16 Draft Work Plan

<b>Organics (Wood Waste and Yard Debris) (Cont.)</b>						
	<b>Program</b>	<b>Program Description</b>	<b>Contractor Cost</b>	<b>Staff</b>	<b>Goal/Justification</b>	<b>Schedule</b>
1.6	Home composting education (UCCE)	In order to reduce the Agency's compost program costs, the Agency has supported an educational program teaching home composting through the Master Gardeners.	\$16,660 (FY 14-15 \$16,660)	\$270 (FY 14-15 \$1,400)	<b>ColWMP/Section 4.3.1.2</b> Reduce organics being landfilled and compost program costs	Ongoing
	<b>Total</b>	<b>FY 15-16</b>	<b>\$2,876,136</b>	<b>\$104,827</b>		
	Prior Year	FY 14-15	\$2,884,893	\$101,354		

<b>Reserves (Restricted by Board Policy)</b>						
2.1	Compost Site Relocation Project	Site purchase/lease of new compost facility is expected to occur in FY 15-16, though the amount is too speculative to include in this plan and will be appropriated separately.	\$100,000 Legal (FY 14-15 \$10,000)	\$64,239 (FY 14-15 \$56,267)	<b>ColWMP/Section 4.5.3</b>	One Time Use
2.2	JPA Renewal	Continue the discussion about Agency renewal, attempt to gain unanimous support from membership, present information to Agency member governing Councils and Board, and complete any legislative filing needed to renew, extend, replace, or terminate the Agency.	\$20,000 Legal (FY 14-15 \$10,000)	\$64,504 (FY 14-15 \$62,793)	<b>BOARD DIRECTED (recognizing the expiration date of 2017)</b>	One Time Use
	<b>Total</b>	<b>FY 15-16</b>	<b>\$120,000</b>	<b>\$128,743</b>		
	Prior Year	FY 14-15	\$60,000	\$141,942		

Approved \_\_\_\_\_  
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# SCWMA

## FY 15-16 Draft Work Plan

Household Hazardous Waste						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
3.1	HHW Collection Program	Manage contract for collection of hazardous waste from residents and CESQG (businesses) at the Household Toxics Facility (HTF), Community Toxics Collections (CTC), and Toxics Rover. Provide education resources for the program as needed and coordinate with local organizations.	\$1,200,000  (FY 14-15 \$1,300,000)	\$88,083  (FY 14-15 \$100,346)	<b>MANDATED - JPA</b> Comply with regulations, contract administration/oversight (Section 5.3 of the CoIWMP)	Ongoing through February 1, 2017
3.2	E-waste Collection at Disposal Sites– (Subsidized by State)	Covered Electronic Wastes (CEW and UWED's) are accepted at all of the County disposal sites for recycling. This program is subsidized by the State through the Electronics Recycling Act of 2003. State subsidy is based on pounds received for recycling.	\$0	\$6,188  (FY 14-15 \$7,258)	<b>MANDATED - JPA</b> Required by regulation, contract administration/oversight (Section 5.4.1.8 of the CoIWMP).	Ongoing
3.3	E-waste Transport	Covered Electronic Wastes (CEW and UWED's) are accepted at all of the County disposal sites for recycling. Covered Electronic Wastes are transported by a Licensed Hauler from the County Transfer Stations to the Central Disposal Site. The Agency funds the e-waste transportation operations.	\$65,000  (FY 14-15 \$65,000)	\$580  (FY 14-15 \$605)	<b>MANDATED - JPA</b> Required by regulation, contract administration/oversight (Section 5.4.1.8 of the CoIWMP).	Ongoing
3.4	Oil & Filter Recycling (Grant funded)	This program includes a wide variety of efforts from reporting and auditing to collection and education. Funding is provided through the California Department of Resources Recycling and Recovery's (CalRecycle) Oil Payment Program (OPP). Actual projects vary year to year depending on State funding levels.	\$148,872  (Grant Funded- \$116,273 for FY 14-15)	\$13,960  (FY 14-15 \$16,353)	<b>BOARD DIRECTED</b>	Consultant contract expires February 11, 2017
3.5	Spanish Language Outreach (79% funded from the State's OPP)	Outreaches to Spanish speaking residents about used motor oil and disposal of hazardous waste community based social marketing strategies including call-in radio, Eco-Desk telephone, events, labor center talks, etc.	\$18,886  (Grant Funded- FY 14-15 \$18,886)	\$1,155  (FY 14-15 \$1,361)	<b>BOARD DIRECTED</b>	Consultant contract expires February 1, 2017

Approved \_\_\_\_\_

# SCWMA

## FY 15-16 Draft Work Plan

Household Hazardous Waste (con.t.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
3.6	303 Reporting	The State requires reporting and quantification of HHW collection efforts annually.	\$0	\$5,802 (FY 14-15 \$6,804)	<b>MANDATED</b> Required by regulation.	November 2015
3.7	Product Stewardship Education and Outreach	<ul style="list-style-type: none"> <li>Participate in statewide and national Extended Producer Responsibility efforts.</li> <li>Develop and incorporate information for local take-back opportunities into Agency promotional materials (e.g., Recycling Guide, fliers and online)</li> <li>Community outreach at events.</li> </ul>	\$10,000 (FY 14-15 \$10,000)	\$8,791 (FY 14-15 \$9,927)	<b>BOARD DIRECTED</b> EPR Implementation Plan (CoIWMP/Section 4.3.3.3)	Ongoing
3.8	E-waste Recycling Events	<p>This program accepts electronics that are defined as hazardous waste. This program is subsidized by the State through the Electronics Recycling Act of 2003. State subsidy is based on pounds received for recycling. A contractor conducts electronic recycling events under contract with the Agency.</p> <ul style="list-style-type: none"> <li>Provide supports for coordination of e-waste event</li> <li>Perform graphic design and placement of advertising (e.g., utility bill inserts, fliers, radio, newspaper ads, on-line, etc.)</li> <li>Administer the contract</li> </ul>	\$0	\$12,790 (FY 14-15 \$15,612)	<b>CoIWMP/Section 5.4.1.8</b> Provide recycling information to all County residents	Consultant contract expires June 17, 2016
3.9	Out-of-County Hazardous Waste (Mendocino County)	Sonoma County residents living in the north/west part of the County can dispose of hazardous waste close to their homes. Agency staff produces educational materials to help publicize disposal opportunities. Agency reimburses Mendocino County for disposal.	\$13,800 (FY 14-15 \$13,800)	\$772 (FY 14-15 \$605)	<b>MANDATED - JPA</b>	Spring, Summer, and Fall
3.10	Extended Producer Responsibility Grant	CalRecycle and/or Stewardship Organizations may include Extended Producer Responsibility (EPR) as an allowable activity for future grant funding. This task would only include staff time necessary to develop a proposal and apply for grant funding.	\$0	\$1,995	<b>PROPOSED</b>	Spring
	<b>Total</b>	<b>FY 15-16</b>	<b>\$1,456,558</b>	<b>\$140,116</b>		
	<b>Prior Year</b>	FY 14-15	<b>\$1,523,959</b>	<b>\$161,953</b>		

# SCWMA

## FY 15-16 Draft Work Plan

Education						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.1	Recycling Guide English/Spanish versions	<p>The annual 32-page Recycling Guide (English and Spanish versions) is a comprehensive resource for recycling, reuse and hazardous waste disposal options in Sonoma County. Research and design all pages.</p> <ul style="list-style-type: none"> <li>• Coordinate consultants as needed for illustrations and cover artwork.</li> <li>• Review of publication among stakeholders (e.g., garbage companies, CalRecycle staff, etc.).</li> <li>• Prepare publication for printing in the YP phone book and for on-line viewing.</li> <li>• Arrange for graphics and printing of approximately 33,000 English copies and 13,000 Spanish copies.</li> </ul>	<p>\$12,000</p> <p>(FY 14-15 \$12,000)</p>	<p>\$19,777</p> <p>(FY 14-15 \$28,839)</p>	<p><b>MANDATED -JPA</b> Provide recycling information to all County residents and businesses (Section 4.7.2.1 of the ColWMP)</p> <p><b>BOARD DIRECTED (Spanish Guide)</b></p>	December 2015 to April 2016
4.2	Eco-Desk phone number 565-3375 (English and Spanish)	<p>Telephone and email response to questions from the public on recycling, disposal and hazardous waste.</p> <ul style="list-style-type: none"> <li>• Listen to messages daily, logs call into the Access database and returns phone calls/emails within one business day.</li> <li>• Manage the voice tree system.</li> <li>• Research topics to help foster more opportunities (e.g., carpet, formed Styrofoam, plastic bags, etc.) as needed. Information gets recorded in the Access Eco-Desk database.</li> <li>• Prepare annual reports summarizing activity on the English and Spanish Eco-Desk.</li> <li>• Coordinate with Spanish language contractor as needed.</li> </ul>	<p>\$0</p>	<p>\$20,025</p> <p>(FY 14-15 \$31,821)</p>	<p><b>MANDATED - JPA</b> Provide recycling information by phone to all County residents and businesses (Section 4.7.2.2 of the ColWMP)</p>	Daily

# SCWMA

## FY 15-16 Draft Work Plan

Education (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.3	Spanish Language Outreach (21% funded from Education)	<p>A contractor provides outreach to Spanish speaking residents about recycling issues employing community based social marketing strategies including call-in radio, Eco-Desk telephone, events, labor center talks, etc.</p> <ul style="list-style-type: none"> <li>• Manage the contract for services</li> <li>• Provide support for educational materials as needed.</li> </ul>	<p>\$5,114</p> <p>(FY 14-15 \$5,114)</p>	<p>\$2,912</p> <p>(FY 14-15 \$3,374)</p>	<p><b>MANDATED - JPA</b></p> <p>Provide recycling information in Spanish (Section 4.7.3.4 of the CoIWMP).</p>	<p>Consultant contract expires February 1, 2017</p>
4.4	Grants	<p>Applying for grants as they become available have become a substantial funding source for educational programs.</p>	<p>\$0</p>	<p>\$5,861</p> <p>(FY 14-15 \$5,621)</p>	<p><b>MANDATED - JPA</b></p> <p>Leverage limited Agency resources (Section 4.9.3.2 of the CoIWMP)</p>	<p>As available</p>
4.5	Web site <a href="http://www.recyclenow.org">www.recyclenow.org</a>	<p><a href="http://www.recyclenow.org">www.recyclenow.org</a> is a comprehensive web site including topics for Agency, toxics, reduce, recycling, business, multifamily, schools, disposal, compost, resources. The web site is ADA section 508 compliant</p> <ul style="list-style-type: none"> <li>• Updates the Eco-Desk Access database to the web site.</li> <li>• Makes online .pdfs ADA compliant</li> <li>• Manages contract for Guide on-line booklets.</li> <li>• Prepares annual reports on web site activity.</li> <li>• Prepares electronic newsletter for quarterly distribution</li> </ul> <p>Since the website was programmed in 2010, there have been a significant increase in mobile device users and there is justification for moving the website to a mobile device friendly platform. Sonoma County ISD Department in conjunction with Agency staff would perform this website conversion.</p>	<p>Service Provided by County Information Systems Department and are included in the budget with all the other ISD charges</p>	<p>\$41,151</p> <p>(FY 14-15 \$23,442)</p>	<p><b>MANDATED - JPA</b></p> <p>Communicate recycling information using the web (Section 4.7.2.3 of the CoIWMP)</p>	<p>Ongoing</p>
4.6	Green Building	<p>Staff maintains the Agency's Green Building Products Showcase.</p>	<p>\$0</p>	<p>\$513</p> <p>(FY 14-15 \$954)</p>	<p><b>MANDATED - JPA</b></p> <p>Reduce waste and increase recycled product purchasing (Section 4.7.3.5 of the CoIWMP)</p>	<p>Ongoing</p>

# SCWMA

## FY 15-16 Draft Work Plan

Education (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.7	Outreach Partnerships	The Agency provides staff support to the groups engaged in complementary environmental educations (e.g., Business Environmental Alliance (BEA), Russian River Water Association, Sonoma County Water Agency, GoLocal, BayROC (Bay Area Outreach Coordinators), etc.),	\$0	\$7,501 (FY 14-15 \$6,203)	<b>BOARD DIRECTED</b> Expand Agency outreach to businesses (BEA), as well as the general public	Ongoing
4.8	Fairs	Each year the Agency picks a new outreach theme that responds to current topics. The outreach theme for 2015 is "Paint—Buy right. Use it up. Recycle the rest." Coordinates vendor registration and makes up calendar. <ul style="list-style-type: none"> <li>Graphic design and production for table-top and 10'x10' displays and any auxiliary displays (e.g., backdrop, floor, information panels, brochure holders, etc.)</li> <li>Coordinates staffing for events</li> <li>Coordinates fair set up and tear down</li> <li>Orders supplies</li> <li>Refurbish display materials</li> <li>Designs and procures giveaway promotional items</li> </ul>	\$7,225 (FY 14-15 \$7,225)	\$21,947 (FY 14-15 \$20,578)	<b>MANDATED - JPA</b> (Section 4.7.2.9 of the CoIWMP)	Summer and Fall
4.9	Social Community Based On-line Marketing Outreach	Manage no cost on-line marketing options for Agency topic using services such as Twitter, Facebook, and Instagram	\$0	\$11,999 (FY 14-15 \$8,146)	<b>BOARD DIRECTED</b>	Ongoing
4.10	Beverage Container Recycling (Grant funded)	Administer grant funds from the City County Payment Program to increase beverage container recycling.	\$20,000 (FY 14-15 \$59,495)	\$4,411 (FY 14-15 \$5,228)	<b>BOARD DIRECTED</b>	Ongoing
4.11	Landfill Tours	Provide tours for the public at the Central Disposal Site. This includes an overview of HHW collection, recycling wall, reuse area, garbage tipping floor, active landfill, power plant, and composting area.	\$0	\$2,218 (FY 14-15 \$2,800)	<b>CoIWMP/Section 4.7.2.7</b> Agency staff provide tours of the Central Disposal Site	Ongoing

# SCWMA

## FY 15-16 Draft Work Plan

Education (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.12	Mandatory Commercial Recycling Measure (Grant funded)	<p>Provide support for implementing CalRecycle's Mandatory Commercial Recycling program which will focus on bilingual education, monitoring and reporting. Activities could include:</p> <ul style="list-style-type: none"> <li>• Coordinate new business outreach</li> <li>• Conduct business site visits &amp; follow-up</li> <li>• Conduct multifamily outreach</li> <li>• Conduct School outreach</li> <li>• Conduct paid advertising</li> <li>• Maintain/update Access database</li> <li>• Outreach to large organic generators (8 cubic yards organic waste or more per week) about AB 1826</li> </ul>	\$20,000	\$80,815 (FY 14-15 \$54,739)	<b>PROPOSED</b> Under state law, local jurisdictions are responsible for reporting progress on commercial recycling to CalRecycle.	Ongoing
4.13	Carryout Bags Education	<p>February 19, 2014, the Sonoma County Waste Management Agency passed Ordinance No. 2014-2 Establishing a Waste Reduction Program for Carryout Bags and a related administrative penalties ordinance. Agency staff is responsible for enforcement of this ordinance in all areas, except Santa Rosa.</p> <ul style="list-style-type: none"> <li>• Maintain dedicated Agency web pages for businesses and residents (e.g., where to buy ordinance-compliant bags, Q&amp;A, etc.)</li> <li>• Distribute reusable shopping bags, while supplies last.</li> <li>• Respond to public inquiries as needed. Monitor and report effectiveness of the program.</li> </ul>	\$0 (FY 14-15 \$)	\$5,842 (FY 14-15 \$70,791)	<b>BOARD DIRECTED</b>	Ongoing
	<b>Total</b>	<b>FY 15-16</b>	<b>\$64,339</b>	<b>\$224,972</b>		
	Prior Year	FY 14-15	\$93,834	\$268,074		

# SCWMA

## FY 15-16 Draft Work Plan

Planning						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
5.1	AB 939 Reporting Requirements	Annual Report writing consists of: <ul style="list-style-type: none"> <li>Collect and enter data from: the haulers, transfer stations, Central Landfill, out-of-county landfills, biomass facilities, large venues/events, HHW program</li> <li>Update text description of programs.</li> <li>Submit report to California Department of Resources Recycling and Recovery (CalRecycle)</li> </ul>	\$0	\$6,310 (FY 14-15 \$6,757)	<b>MANDATED – AB 939</b> Compliance with State regulations (Section 4.7.2.12 of the ColWMP)	2014 Annual Report due August 2015
	<b>Total</b>	<b>FY 15-16</b>	<b>\$0</b>	<b>\$6,310</b>		
	Prior Year	FY 14-15	\$0	\$24,365		

General Administration						
6.1	Agency Meetings	<ul style="list-style-type: none"> <li>Prepare agendas/packets</li> <li>Attend meetings</li> <li>Research and document development</li> <li>Prepare and file minutes, resolutions, agreements</li> </ul>	\$0	\$158,713 (FY 14-15 \$134,188)	<b>MANDATED-JPA</b>	Ongoing
6.2	SCWMA Financial Management	<ul style="list-style-type: none"> <li>Approve invoices/journal vouchers</li> <li>Prepare financial statements to Board</li> <li>Prepare budget and facilitate approvals</li> <li>Respond to audits (internal and external)</li> </ul>	\$0	\$46,271 (FY 14-15 \$32,707)	<b>MANDATED-JPA</b>	Ongoing
6.3	Monitoring legislation	Examines recent and pending legislation relevant to current and projected Agency projects	\$0	\$2,663 (FY 14-15 \$5,784)	<b>BOARD DIRECTED</b>	Ongoing
	<b>Total</b>	<b>FY 15-16</b>	<b>\$0</b>	<b>\$207,646</b>		
	<b>Prior Year</b>	FY 14-15	<b>\$0</b>	<b>\$172,679</b>		



# SCWMA

## FY 15-16 Draft Work Plan

County Projects						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
A	Disposal Site support	Assist as needed with education efforts including signage, fliers, fee schedules, information requests, etc.	\$0	\$1,978 (FY 14-15 \$1,909)	Requests by County staff	As needed
B	AB 939 Local Task Force (LTF)	Provide staff support and administrative functions, as needed, to the AB 939 Local Task Force.	\$0	\$6,568 (FY 14-15 \$7,171)	Agency staff has historically provided this service.	Ongoing
C	Annual Stormwater Reporting	Provide information annually to be included in the County's National Pollution Discharge Elimination System (N.P.D.E.S.) Phase I and Phase II annual reports for small Municipal Separate Storm Sewer Systems (M.S.4's).	\$0	\$2,255 (FY 14-15 \$2,873)	Agency staff has historically provided this service, as Agency efforts contribute to prevention of storm water pollution in Sonoma County.	Ongoing
	<b>Total</b>	<b>FY 15-16</b>	<b>\$0</b>	<b>\$10,802</b>		
	<b>Prior Year</b>	FY 14-15	<b>\$0</b>	<b>\$11,953</b>		
	<b>Grand Total</b>	<b>FY 15-16</b>	<b>\$4,517,033</b>	<b>\$823,416</b>		
	<b>Prior Year</b>	FY 14-15	\$4,562,686	\$882,320		

Approved \_\_\_\_\_  
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Agenda Item #: **11**  
Cost Center: **All**  
Staff Contact: **Lisa Steinman**  
**Karina Chilcott**  
Agenda Date: **2/18/2015**

ITEM: **Potential EPR or Diversion Programs**

**I. BACKGROUND**

The Sonoma County Waste Management Agency (SCWMA) recognizes that Extended Producer Responsibility (EPR) is a waste management approach that will assist and enhance efforts to manage waste products by shifting responsibility for collection, transportation and management for discarded products away from local governments to the manufacturers. To formalize this support, the SCWMA passed and circulated a resolution (Resolution 2001-021) to elected officials at the state and national level. The Agency has historically encouraged Extended Producer Responsibility (EPR) efforts instead of programs that require on-going disposal costs that potentially could be borne by local government.

In 2011, the Agency Board had a discussion about priority goals. The following is the Board Member Rankings by highest ranked goal first.

- |  |  |
|--|--|
| 1. Compost Facility Relocation                                 | 7. Education and Outreach Activity Expansion                             |
| 2. Funding Mechanism Changes and Consequences: Prop 26 Effects | 8. HHW Program Activity Evolution  |
| 3. Commercial Recycling Measure and Program                    | 9. New Programs or Functions Including those Resulting from SWAG Actions |
| 4. Organic Program Expansion                                   | 10. Polystyrene Ban  |
| 5. JPA Agreement Renewal and Extension                         | 11. Zero-Waste Goal, including suggestions from LTF                      |
| 6. Single-Use Bag Ban  |  |

**II. DISCUSSION**

This Agenda item presents information to the Agency Board regarding the projects and programs that could potentially be managed by the Sonoma County Waste Management Agency. The table below is provided to the Board for review and for potential project inclusion in the Fiscal Year 15-16 Budget, or in future budgets. The table also includes a brief description and background justification for each project. The financial data presented are approximations.

Cost center: <b>Household Hazardous Waste/Education</b>	
<b>1</b>	<b>Satellite Household Hazardous Waste Facility in north County</b>
	<b>Project summary:</b>

Expansion of current Household Hazardous Waste (HHW) Collection Program through construction of an additional collection facility.		
<p><b>Who would do the work:</b>  <b>If Agency funded:</b> Agency staff would be responsible for management of the construction process and management of the program operating out of a new facility; contractors would be required for design, construction, and operation of a new facility.</p>	<p><b>Timeline:</b>  FY 15-16, FY 16-17 and onward.</p>	<p><b>Potential cost:</b>  The actual cost, size, configuration and features of a new facility will depend on many factors. (See facility types under background/justification below) Type A &amp; B facilities Planning level cost: \$1.1 – \$2.3 million each. Type C Facilities Planning level cost \$114,000 - \$286,000 each. If the SCWMA Board decides to pursue an expanded and integrated infrastructure system, a more detailed analysis of the expanded system would be the next step. Competitive Household Hazardous Waste (HHW) grants have historically been made available by the California Department of Resources Recycling and Recovery (CalRecycle) to be used for Construction of new Permanent HHW facilities or Recycle-Only HHW Facilities. The grants are designed to fund construction projects that establish new HHW programs in California. HHW construction projects do not qualify for CalRecycle grant funding unless they are past the design phase of the project and are prepared for construction (shovel ready). Applicants must have completed proper site analysis, conceptual design and most of the local approval processes. The permitting, licensing and siting approval process must be well underway. Applicants must provide documentation by providing a completed General Checklist of Business Permits, Licenses and Filings form (CalRecycle 669). The applicant must convincingly indicate that they are beyond the planning phase of the construction project and can successfully complete the HHW construction project before the Grant Term ends. \$350,000 is the maximum per grant award for the FY 15-16 grant cycle. The largest single cost item for a typical household hazardous waste collection facility is the ongoing costs of operation, disposal and recycling.</p>
<p><b>Background/justification:</b>  The Agency's Household Hazardous Waste Programs provide services for residents and Conditionally Exempt Small Quantity Generator businesses of Sonoma County. The current program is diverse and consists of Community Toxics Collections, a Rover home pick-up service, and a permanent Household Hazardous Waste Facility located in the South part of the County. Ideally any potential infrastructure expansion would be implemented so that additional capacity creates a more efficient operation, distributes programs and resources evenly throughout the service area and keeps up with the anticipated needs of the citizens.</p> <p>Although there are many variations, the three facility types are described as follows:</p>		

	<p><b>Type A facility</b> – A collection facility similar in function to the existing HHW Facility where wastes are accepted, processed, packaged and stored prior to being shipped offsite. This is also sometimes referred to as a “full-service” facility.</p> <p><b>Type B facility</b> – A collection facility that is less sophisticated in the range of services or operational complexity than a full service Type A facility. For instance a Type B facility may accept, package and store wastes for shipment but not open containers or perform processing of wastes.</p> <p><b>Type C facility</b> – A collection facility that is primarily designed to provide service to less urban areas and would be unlikely to process wastes except bulking of automotive fluids. A Type C facility may act as a staging area for collection events (CTCs), and provide a permanent satellite collection point for all wastes that are further managed at a larger Type A or B facility.</p>	
<b>2</b>	<b>Pharmaceutical ordinance</b>	
	<p><b>Project summary:</b> Implement a County-Wide Pharmaceutical Ordinance requiring that pharmaceutical manufacturers manage their products’ waste at the end of life.</p>	
	<p><b>Who would do the work:</b> Agency staff would be responsible for preparing the ordinance and conducting related education. <b>If ordinance:</b> other costs TBD</p>	<p><b>Timeline:</b> FY 15-16 onward.</p>
	<p><b>Potential cost:</b> TBD-Staff can research costs to other jurisdictions for implementation of Pharmaceutical Ordinances if the Board desires.</p>	
	<p><b>Background/justification:</b> According to the U.S. Centers for Medicare &amp; Medicaid Services which publishes the National Health Expenditure Projections 2012-2022, approximately \$275.9 billion in prescription drugs will be prescribed in the U.S in 2014. By 2020, that number is projected to reach \$379.9 billion. A report estimated that 10 to 33 percent of prescribed medicines are not consumed. With a lack of safe and secure disposal options, consumers traditionally have had the option of trashing, flushing or storing these medicines in the home. Numerous studies have documented the widespread consequences of improperly stored and disposed medicines, including the impacts on water quality and public health.</p> <p>Pharmaceuticals are collected in Sonoma County through the Safe Medicine Disposal Program and through the Agency’s HHW Programs. Funding for the Safe Medicine Disposal Program is provided by the Russian River Watershed Association, the City of Santa Rosa’s Subregional Reclamation System, and the Sonoma County Water Agency. Partnering agencies provide ongoing staff support for the Program’s outreach coordination and events. Since the Program’s inception in 2007, over 75,000 pounds of pharmaceuticals have been collected. The collection totals have increased every year, so it is logical to project that the collection totals will continue to increase. The Safe Medicine Disposal Program, with 37 residential retail drop-off locations, disposed of 18,189 pounds of unwanted and expired pharmaceuticals in 2014 alone. The cost to manage the program and conduct outreach and education is also projected to increase year to year. Pharmaceutical waste is also collected through Sonoma County’s Household Toxics Facility and mobile collection programs although the majority is being collected through the Safe Medicine Disposal Program.</p> <p>Local Governments are beginning to implement pharmaceutical EPR ordinances since state legislation has not passed. On October 29, 2014, the Russian River Watershed Association held a Safe Medicine Disposal Symposium which brought together members of the community, local and other California governments to learn about and discuss issues surrounding Safe Medicine Disposal. There is growing interest among the local community, local government members and members of the Russian River Watershed Association Board to explore the possibilities of an ordinance here in Sonoma County.</p> <p>On June 24, 2012, Alameda County adopted the Safe Drug Disposal Ordinance. This ordinance is based on the program in British Columbia, operated by many of the same pharmaceutical companies in the U.S. This precedent setting ordinance was the first in the nation to hold pharmaceutical companies responsible for</p>	

	<p>the safe collection and disposal of unused medications from the public. Since adoption of the ordinance, Alameda County had been sued with the Ninth Circuit Court of Appeals ruling in Alameda's favor. Alameda is still fighting a lawsuit filed by the pharmaceutical industry which has been rejected by the court twice and is awaiting determination as to whether it will be heard by the United States Supreme Court. Local governments are keeping a close watch on what is happening in Alameda.</p> <p>On June 20, 2013 the King County Board of Health in Washington passed the Secure Medication Return Rule &amp; Regulation to create a drug take-back program for King County residents. The program promotes the safe disposal of unused prescription and over-the-counter drugs, and will be funded and operated by the drug manufacturers.</p> <p>In 2010, San Francisco introduced a Safe Drug Disposal Ordinance. However, in 2012 the city chose to instead accept \$110,000 from PhRMA and Genentech to fund a pilot project to collect data on the issue. In August 2013 the same two organizations provided another payment of \$125,000 to fund the pilot project an additional year. A separate Safe Drug Disposal Information Ordinance was passed in May 2011 to supplement the PhRMA-funded pilot program by requiring pharmacies that won't host a bin to advertise those that do. Following the U.S. 9th Circuit Court of Appeals ruling upholding Alameda's ordinance, San Francisco Board President David Chiu reintroduced the Ordinance on October 21, 2014. This ordinance is the most recently introduced pharmaceutical stewardship ordinance and was based on the best of both the Alameda and King County ordinances. The ordinance will be heard in committee before the full Board considers it.</p>	
<b>3</b>	<b>Expanded polystyrene (EPS) aka Styrofoam™ food service ban ordinance</b>	
	<p><b>Project summary:</b> Ordinance to ban expanded polystyrene (EPS) throughout Sonoma County.</p>	
	<p><b>Who would do the work:</b> Agency staff would be responsible for preparing the ordinance and conducting related education.</p>	<p><b>Timeline:</b> FY 15-16 onward.</p>
	<p><b>Potential cost:</b> TBD</p>	
	<p><b>Background/justification:</b> Local governments in California are beginning to implement polystyrene foam food service ordinances driven by a 2009 State Water Resources Control Board requirement that all cities and agencies with a permit to discharge storm water develop litter reduction plans and actions to reduce litter from the storm sewer by 40% by 2014, 70% by 2017 and 100% by 2022. According to the State Water Resources Control Board while a number of waterways in Sonoma County have been declared as impaired, our County does not yet have any streams formally listed as impaired for trash.</p> <p>Polystyrene, often referred to by the trademark Styrofoam, is a petroleum-based lightweight plastic material used commonly in food service ware or by food vendors. It is environmentally problematic as it is non-biodegradable, breaks easily into tiny pieces making it difficult to clean up and represents a roadside and waterway litter problem. Polystyrene is not recyclable curbside with single-stream recycling in Sonoma County due to the low market value of the material. In the 2014 Waste Characterization Study, formed EPS was included as "Remainder/Composite Plastic" which represents 2.1% of the overall waste stream. While there are 26 locations countywide that accept Styrofoam packaging peanuts for reuse, there are no in-county locations that accept the formed material or polystyrene food service containers. The closest drop-off/mail back recycling locations is located in San Rafael and in the greater Bay Area. Responding to Eco-Desk caller frustrations about the lack of recycling opportunities for the material, in 2013 the Agency piloted collecting formed EPS (formed and clean food service) at monthly Agency-Goodwill E-waste collection events. Unfortunately, the pilot program was discontinued due to logistical reasons.</p> <p>In 1989, the County of Sonoma banned expanded polystyrene within in the County Complex (Chapter 7.30 of the Municipal Code); similarly, in 1989 the City of Sonoma banned expanded polystyrene at government facilities (Chapter 7.30 of the Municipal Code). According to Californians Against Waste, 71 California cities and local agencies have now adopted EPS bans, most targeting foam food service containers.</p>	

	<p>Existing ordinances, or those in progress, that SCWMA could model include:</p> <p><b>City of San Jose</b>--Effective January 1, 2014 the first year of the ordinance, San Jose’s Food Container Ordinance banned food service ware containers made from expanded polystyrene (EPS) foam at multi-state food establishments. On January 1, 2015, the second phase of the ordinance went into effect including restaurants and mobile street vendors. According to city staff, the certification of the Negative Declaration was uncontroversial and there were no objections filed. To address business concerns about the cost differential among food service containers, San Jose produced a report “Economic Impact Analysis of EPS Foodware Costs” <a href="http://www3.sanjoseca.gov/clerk/CommitteeAgenda/TE/20121203/TE20121203_d5attC.pdf">http://www3.sanjoseca.gov/clerk/CommitteeAgenda/TE/20121203/TE20121203_d5attC.pdf</a> Visit <a href="http://www.sanjoseca.gov/eps">http://www.sanjoseca.gov/eps</a> for details.</p> <p><b>Mendocino County</b>—Effective March, 2015 three jurisdictions in Mendocino County (County of Mendocino, City of Fort Bragg and Ukiah) have bans on food service foam containers going into effect (except in Willets). According to Mendocino County staff, no EIR was required. The only challenge was that the word Styrofoam was listed which is a trademark. Dow Chemical wanted that changed to Polystyrene. Visit <a href="http://mendorecycle.org/foamContainers.html">http://mendorecycle.org/foamContainers.html</a> for details.</p> <p><b>City of El Cerrito</b> —Effective January 1, 2014, the City of El Cerrito adopted a Food Ware Ordinance prohibiting the use of expanded polystyrene disposable food ware affecting any entity serving prepared food (e.g., churches, schools, restaurants, mobile food vendors, etc.) and encouraging the use of compostable, recyclable and reusable food ware. The JPA, <a href="http://www.recyclenow.org">www.recyclenow.org</a> was responsible for drafting the language in the ordinance which was, or is in the process, of getting adopted by each city individually (Hercules, San Pablo, Pinole, Richmond and El Cerrito). Visit <a href="http://www.el-cerrito.org/index.aspx?nid=795">http://www.el-cerrito.org/index.aspx?nid=795</a> for details.</p> <p><b>City of Firebaugh</b> —According to CalRecycle staff, the city of Firebaugh bans food service polystyrene as a requirement for large venue special event permits.</p> <p>Starting in July 2015, New York City will join more than 100 jurisdictions across the U.S. that have banned expanded polystyrene foam packaging.</p>			
4	<b>Fluorescent lamp take-back program or ordinance</b>			
	<p><b>Project summary:</b> Expand retail locations for take-back of fluorescent lamps from residences. Consider including business waste, although it will add considerable expense to the program.</p> <table><tr><td><p><b>Who would do the work:</b> <b>If Agency funded:</b> Agency staff would be responsible for education; disposal would be managed by a contractor. <b>If ordinance:</b> TBD</p></td><td><p><b>Timeline:</b> FY 15-16 onward.</p></td><td><p><b>Who would do the work:</b> <b>If Agency funded:</b> Agency staff would be responsible for education; disposal would be managed by a contractor. <b>If ordinance:</b> TBD</p></td></tr></table> <p><b>Background/justification:</b> Disposal of fluorescent lamps presents a challenge as they contain toxic mercury vapors. According to the California Products Stewardship Council, only 2% of CFLs are recycled in the U.S. In 2006, California’s Universal Waste Regulations went into effect and fluorescent lamps were banned from landfill disposal. Due to advanced recycling procedures, 99% of an old fluorescent lamp can be recycled into a new fluorescent lamp. Specific to fluorescent lamps recycling/disposal costs, the Agency spent in FY 07-08, \$27,471, in FY 08-09 \$29,392, in FY 09-10 \$33,714, and in FY 10-11, \$36,078.</p> <p>In the interim of anticipated EPR lamp legislation, from 2011-2013 through a one-time grant from PG&amp;E, the Agency supported lamp disposal for 22 retail/labor center locations targeting residential waste for \$79,000 annually; \$28,000 of the grant money was spent on bilingual education/grant administration.</p>	<p><b>Who would do the work:</b> <b>If Agency funded:</b> Agency staff would be responsible for education; disposal would be managed by a contractor. <b>If ordinance:</b> TBD</p>	<p><b>Timeline:</b> FY 15-16 onward.</p>	<p><b>Who would do the work:</b> <b>If Agency funded:</b> Agency staff would be responsible for education; disposal would be managed by a contractor. <b>If ordinance:</b> TBD</p>
<p><b>Who would do the work:</b> <b>If Agency funded:</b> Agency staff would be responsible for education; disposal would be managed by a contractor. <b>If ordinance:</b> TBD</p>	<p><b>Timeline:</b> FY 15-16 onward.</p>	<p><b>Who would do the work:</b> <b>If Agency funded:</b> Agency staff would be responsible for education; disposal would be managed by a contractor. <b>If ordinance:</b> TBD</p>		

	<p>Disposal costs to support the stores averaged from \$2,500 to \$5,000 per month. As a result of the PG&amp;E grant project, the Agency experienced a decreased in disposal costs in FY 11-12 (\$34,027) for fluorescent lamps, compared to FY 10-11. In addition, the pounds of fluorescent lamps collected in Sonoma County increased by 15% in this same time period. Since grant funds ended, only 7 retailers currently accept fluorescent lamps from residential customers, paying for disposal at their own expense. Unfortunately, legislative attempts to manage fluorescent lamps through EPR have not gone forward. Over the next 10 years, advancing LED technology will make fluorescent lamps obsolete. However, fluorescent lamps will need to be properly managed in the meantime. Eco-Desk callers indicate that businesses are stockpiling fluorescent lamps as they are unwilling to pay for disposal. The cost for disposal is roughly 50% of the cost of a new lamp. PG&amp;E staff has indicated they do not plan on offering future grants to local jurisdictions.</p> <p>Other jurisdictions, are managing this waste by ordinance. For example, San Luis Obispo County Integrated Waste Management Authority Ordinance 2008-1 requires retailers who sell batteries and fluorescent tubes to accept, collect and dispose of household batteries and fluorescent tubes.</p>		
<b>5</b>	<b>Sharps take-back program or ordinance</b>		
	<p><b>Project summary:</b> Expand residential drop-off locations for sharps by paying for disposal or through a countywide mandatory take-back ordinance for local sellers of those products.</p>		
	<p><b>Who would do the work:</b> <b>If Agency funded:</b> Agency staff would be responsible for education; disposal would be managed by a contractor.</p>	<p><b>Timeline:</b> FY 15-16 onward.</p>	<p><b>Who would do the work:</b> <b>If Agency funded:</b> Agency staff would be responsible for education; disposal would be managed by a contractor.</p>
	<p><b>Background/justification:</b> In 2008, R3 Consulting Group (R3) was engaged by the Agency with input from county health agencies, hospitals, retailers and veterinary stakeholders for development of a Regional Sharps Management Strategy Plan for a CalRecycle HD-16 Coordination Grant. According to the final report for the project, approximately 4.7 million sharps per year are generated strictly from diabetes patients in Sonoma County. It was estimated that only about 3% of sharps generated are recovered annually. Unfortunately, legislative attempts to manage sharps through EPR have not gone forward. According to the final report, if statewide "Take-Back" legislation was not implemented, local jurisdictions should consider passing a local ordinance.</p> <p>The current opportunities for proper sharps collection in Sonoma County are limited. Currently, in addition to the Agency's Household Hazardous Waste programs, there are 3 retailers/hospitals willing to accept sharps from the public, as well as 8 FDA-approved mail-back disposal options listed with the California Department of Health and Health Department Needle Exchange Programs. Through the Agency Hazardous Waste Programs, in FY 13-14, 2,275 pounds of sharps were collected through the facility at a cost of \$11,660.</p> <p>Existing ordinances, or those in progress, that SCWMA could model include:</p> <p><b>San Luis Obispo County</b> —In 2008 the San Luis Obispo County Integrated Waste Management Authority adopted a sharps management ordinance 2008-2, setting up a program for the public to conveniently and safely take back used sharps to a retailer, free of charge. The ordinance places the responsibility of the disposal costs with the sharps manufacturers and retailers.</p> <p><b>City of Sacramento</b> — In 2010, Sacramento adopted a sharps take-back ordinance that required all retail stores, hospitals, and other points of sale or distributors of sharps for home use in the City to take back sharps at no additional cost to the customer at the time of return.</p> <p><b>Tulare County</b>—In 2014 the Tulare County JPA and eight other cities in the county adopted a sharps take-back Ordinance, modeled after the 2008 San Luis Obispo ordinance, which provide no-cost sharps take-back to Tulare residents. The ordinances require pharmacies and pet stores, among other retailers of sharps in Tulare County, to establish a system for collection of home-generated sharps waste in their retail outlet. Tulare County Sharps Brochure and Tulare County</p>		



	<p>Cities Mandate ‘Sharps’ Drop-off Boxes - Lewis Griswold, Fresno Bee, 7/5/14</p> <p><b>Santa Cruz County</b> — In August 2014 the Santa Cruz County Board of Supervisors adopted a sharps take-back Ordinance, which requires every retailer and provider of sharps in the unincorporated area of the county to provide at no-cost a sharps take-back program to residents. The ordinance requires pharmacies and pet stores, medical or veterinary offices, clinics, hospitals and approved needle exchange programs located in the unincorporated area of the county to establish a system for collection of home-generated sharps waste on site during normal hours of operation. The ordinance provides several options for compliance. The ordinance takes effect September 5, 2014 with businesses required to establish collection programs by October, 1, 2014.</p>
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Another challenging waste stream is non-rechargeable household batteries. EPR legislation for batteries (AB 2284) which would have established a statewide stewardship program for household batteries was introduced at the State level during the 2013/2014 session but was not adopted. Agency staff has been working with California Product Stewardship Council (CPSC) and Call2Recycle (battery recycler) to implement an interim battery take-back program until State-wide legislation is passed. A limited number of free residential drop-off locations for household batteries are being established. Disposal for this program is being funded by Call2Recycle. Locations are being set-up, in coordination with Agency staff, to provide service in all the member jurisdictions. Agency staff will present a more detailed staff report to the Board regarding this new program and the new public drop-off locations will be announced in the upcoming annual Sonoma County Recycling Guide 2015 English and Spanish.

Construction and Demolition Debris (C&D) is one category of waste materials with potential for improved diversion from the waste stream. Although developing a regional C&D diversion ordinance is a possible course of action, this does not appear practical. All of the Agency member jurisdictions are addressing efforts to require C&D diversion. However, each effort is unique, as the individual cities’ C&D diversion program provisions contain features that work well for them but may not be in effect elsewhere. An ordinance would require substantive changes to many of the cities’ programs in order to achieve uniformity. However, some of these changes would likely have adverse effects to the different members because of how their programs are currently structured. This would make finding consensus on a regional ordinance quit difficult.

Regarding the timeline, with Board direction, some of these proposed projects, such as the ordinances, could be implemented before the end of the JPA sunset in February 2017. Going through the process of constructing and implementing a satellite Household Hazardous Waste Facility, using potential grant funding, would only be possible by the Agency’s existence beyond 2017.

### III. FUNDING IMPACT

This document is informational and used for planning purposes and to complement the proposed FY 15-16 Draft Budget. The future funding impact would be variable, depending on the conclusions the Board reaches.



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

It is recommended that:

- 1) The Board rank the aforementioned list of projects in order of priority:

- Satellite Household Hazardous Waste Facility in north County
- Pharmaceutical ordinance
- Expanded polystyrene aka Styrofoam™ food service ban ordinance
- Fluorescent lamp take-back program or ordinance
- Sharps take-back program or ordinance

- 2) Direct staff to incorporate working on one or more of these projects in the FY 15-16 budget.

Alternatively, the Board could add one or more of the proposed projects or remove existing programs and use the revised project list for preparation of the FY 15-16 Budget.

#### **V. ATTACHMENTS**

There are no attachments to this staff report.

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA



Agenda Item #: **12**  
Cost Center: **All**  
Staff Contact: **Mikus**  
Agenda Date: **2/18/2015**

## **ITEM: Appointment of Interim Agency Counsel**

### **I. BACKGROUND**

Janet Coleson, who works for Richards, Watson, & Gershon, Attorneys-at-Law, (RWG) has been Agency Counsel since 2006. Ms. Coleson recently tendered her resignation as Agency Counsel, and RWG has via mutual consent with the Agency indicated via letter (attached) that per contract provisions for a 30 day notice of termination the firm will no longer be able to provide the Agency legal services.

### **II. DISCUSSION**

In order to assure availability of legal services and provide as seamless a transition from RWG as possible, appointment of Interim Agency Counsel would be in order. Meanwhile, staff is developing a "Request for Qualifications" (RFQ) to conduct competitive procurement to contact with a law firm and qualified individuals as regular Agency Counsel.

The Board's Executive Committee and Executive Director have identified some individuals and firms qualified and available to provide the Agency legal services as Interim Agency Counsel. Initial interviews are scheduled for Tuesday, February 17, 2015 with members of the Executive Committee.

The Executive Committee will provide the Board with a recommended selection as Interim Counsel with the expectation that the Board would make the formal appointment. Upon approval of the appointment, staff expects to negotiate a contract for services which will be presented to the Board for approval at the March meeting.

### **III. FUNDING IMPACT**

The Agency budget already contains allocated funds for legal services.

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

Staff recommends the Board appoint an Interim Agency Counsel per the Executive Committee's recommendation, which will be presented to the Board as part of this meeting.

### **V. ATTACHMENTS**

None

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA



Agenda Item #: **13.1.a**  
 Agenda Date: **2/18/2015**

ITEM: **Outreach Calendar February 2015 – March 2015**

**February 2015 Outreach Events**

<b><u>Day</u></b>	<b><u>Time</u></b>	<b><u>Event</u></b>
2	8:30 AM	Kid's Recycling Presentation – Valley Vista Elementary, Petaluma
3	4 – 8 PM	Community Toxics Collection Event - Healdsburg
5	5 PM	C2 Presentation – RL Stevens Elementary, Santa Rosa C2
6	12 – 1 PM	Community Business Presentation – Work Petaluma, Petaluma
7	10 AM – 4PM	Lake Sonoma Steelhead Festival – Milt Brandt Visitors Center at Lake Sonoma
9	5:40 – 6:30 PM	Multi-family complex Presentation – Sonoma Gardens Apartments, Santa Rosa
10	8 – 11 AM	Kid's Presentation – Roseland Creek Career Fair – Santa Rosa
10	4 – 8 PM	Community Toxics Collection Event – Santa Rosa, NE
10	5:30 PM	C2 Presentation – JX Wilson Elementary, Santa Rosa C2
10	4 -7 PM	Chamber of Commere Event, Windsor
13-16	Noon-10 PM, Friday 10 AM- 8 PM, Saturday-Monday	Cloverdale Citrus Fair – Cloverdale Fairgrounds
17	4 – 8 PM	Community Toxics Collection Event - Petaluma
21-22	8 AM – 4 PM	E-waste Recycling collection event - Park & Ride, 501 Asti Rd, Cloverdale
24	4 – 8 PM	Community Toxics Collection Event – Rincon Valley
26	2 – 3 PM	Community Business Presentation – Santa Rosa Community Market, Santa Rosa

**March 2015 Outreach Events**

<b><u>Day</u></b>	<b><u>Time</u></b>	<b><u>Event</u></b>
2	1 PM	Student Recycling Presentation – Analy High School, Sebastopol
3	4 – 8 PM	Community Toxics Collection Event – Rohnert Park
10	4 – 8 PM	Community Toxics Collection Event – Larkfield
17	4 – 8 PM	Community Toxics Collection Event – Monte Rio
21-22	8 AM – 4 PM	E-waste Collection Event – Fire Protection District, 3750 Hwy. 116 N, Graton
24	4 – 8 PM	Community Toxics Collection Event – Santa Rosa, NW
27	10 AM – 12 PM	Tour of Central Disposal Site, Santa Rosa Junior College
31	4 – 8 PM	Community Toxics Collection Event - Sebastopol