

AGENDA

Novato Sanitary District Solid Waste Committee Meeting Novato Sanitary District, 500 Davidson Street, Novato CA

Monday, May 21, 2012
4:30pm – 5:30pm

1. Approve Agenda
2. Approve minutes of February 6, 2012
3. Open Time for Public Comment: (Please observe a three minute time limit.) *This item is to allow anyone present to speak on an item not on the agenda, or to request consideration to place on item on a future agenda. No action will be taken by the Committee at this time as a result of public comments made.*
4. Updates/Routine Business Items
 - City of Novato
 - Novato Disposal
 - Marin County JPA and Local Task Force
 - Legislation
5. 2012/2013 Proposed Solid/Hazardous waste committee budget
 - Committee discussion
 - Committee recommendation to submit proposed budget to District Board
6. Zero Waste Programs Status
 - 2012 Public Outreach Events update
7. Household Hazardous Waste Programs
 - 2011 HHW Program Annual report – *please bring 2011 report*
 - Spring E-Waste event report
 - 2012 HHW programs update
8. 2011 & 1st quarter 2012 Disposal/Diversion monitoring report
9. Schedule next Committee meeting
10. Adjourn

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District offices at (415) 892-1694 during their regular business hours, at least 24 hours prior to the scheduled meeting. This will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

Materials that are public records and that relate to an agenda item will be made available for public inspection at the District offices, 500 Davidson Street, Novato, CA, during regular business hours.

**NOVATO SANITARY DISTRICT
SOLID WASTE COMMITTEE MEETING
February 6, 2012
4:30pm – 5:30pm**

MINUTES

Members Present:

Jean Mariani Jerry Peters

Others in Attendance:

| | | |
|-----------------|-----------------|----------------|
| Beverly James | Dee Johnson | Casey Williams |
| Steve McCaffrey | Pat Eklund | Scott Pariani |
| Jason Nutt | Bessie Martinez | |

1. Approve agenda. The agenda for February 6, 2012 was approved as submitted.
2. Minutes of November 7, 2011. The minutes of November 7, 2011 were accepted as submitted.
3. Open Time for Public Comment. There was no public comment at this time.
4. Updates/Routine Business Items.
 - City of Novato. Jason Nutt indicated that, working with Novato Disposal and Dee Johnson, a schedule had been established to provide waste audits of 4 City facilities over the next few months. In addition he will be working with Dee and Novato Disposal on suggestions for Zero Waste programs at the new City Hall building.
 - Novato Disposal. Steve McCaffrey and Bessie Martinez reviewed Novato Disposal's 4th quarter report. Bessie distributed a list of Novato schools with recycling and compost programs on-site.
 - Marin County JPA and Local Task Force. Beverly James reviewed the JPA's report on certifying C&D facilities for C&D diversion. The report, developed by R3 consultants, certified 7 facilities that submitted applications: Commercial Waste & Recycling, LLC, Davis Street Transfer Station, Devlin Road Recycling and Transfer, Marin Resource and Recovery, Redwood Sanitary Landfill, West Contra Costa Sanitary Landfill and Windsor Material Recovery (M&M Services). Beverly indicated that these are the only facilities that are certified to receive diverted C&D waste from Marin County. She suggested that the City amend its' C&D ordinance and C&D waste acceptance policy to include only these certified facilities. (Currently the City certifies Global Materials Recovery/Industrial Carting as an accepted C&D facility) Jason Nutt indicated he would follow-up with this and report back at our next meeting.
 - Legislation. Dee indicated that several bills had been made into 2 year bills, including the battery product stewardship bill (SB515) and the battery recycling bill (AB1189). Several regulations have been adopted, including carpet and paint stewardship. Dee will monitor progress and report back to the Committee.
5. Zero Waste Programs Status. Dee and Steve McCaffrey reviewed the Zero Waste programs calendar/timeline. Steve indicated that a zero waste article will be included in the spring newsletter. 20 gallon can use has increased 23% from the 4th quarter 2010. Additional outreach campaigns for 2012 include targeting 95 gallon can customers to reduce their can size and targeting commercial customers to recycle. A list of 13 outreach events for 2012 is included. Scott and Dee will work with Jason Nutt to conduct waste audits on 4 City facilities – city offices, senior center, police dept and the corp. yard. Novato Disposal route audits are scheduled for November 2012. Dee is updating the City HOA list to assist in discussions to provide green can service to some multifamily residences. Novato Disposal is planning on a billing insert featuring a new Zero Waste campaign message: "Mission to Zero". Food waste stickers to affix to green cans were mailed to all residences in January; follow-up with compliance will occur in April. Novato Disposal is conducting a contest to give one customer 1 month of free service for affixing the sticker. Dee and Novato Disposal will be working on AB32/AB341 mandatory commercial/multifamily recycling.
6. Household Hazardous Waste Programs.
 - 2011 HHW Program Annual Report. Dee distributed the annual report, highlighting several areas. Participation at the HHW facility has increased 11.2% since 2010, serving 2,344 Novato residents. The

2 E-Waste events served an additional 1,971 residents, for a total of 4,315 residents served by these HHW programs in 2011. Paint and E-Waste continue to be the largest amount of HHW collected. The number of small businesses served increased by 63% from 2010. Jean Mariani requested that this report be brought back for further discussion at the next Committee meeting.

- E-Waste Event schedule for 2012. Dee indicated that the 2 E-Waste events for 2012 will be scheduled for Saturday, March 24 – Monday, March 26 and Saturday, October 13 – Monday October 15. The events will be held over 3 days at the Recycling Center, with Novato Disposal and ECS responsible for collection and recycling.
7. Public Outreach Events. Staff (District and Novato Disposal) participated in the Hamilton Hometown festival on November 5, 2011. Upcoming events include the Chamber Business Fair, Novato's Clean and Green Day, the School Tour of Novato and the Art and Wine Festival.
 8. 2011 Disposal/Diversion monitoring report. Dee distributed the reports which indicate a 52.24% diversion rate for Novato Disposal for 2011. (This only accounts for waste reported from Novato Disposal.). In addition, the total AB939 Novato Disposal/Diversion report, including self haul waste, indicates a 53% diversion rate for 3rd quarter 2011. This is primarily due to an increase in self haul waste diversion at Redwood, which is a very positive development.
 9. Adjourn. The next Committee meeting is scheduled for Monday, May 7, 2012 at 4:30 at the District. (Changed to Monday, May 21, 2012) The meeting adjourned at 5:45pm.

CITY OF NOVATO
1st Quarterly Report
January- March 2012

Submitted by Novato Disposal Service

A. Solid Waste Data

A. Tons Delivered to Disposal Site

| | | This Quarter | Same Quarter One Year Ago |
|--------------------|----|---------------------|----------------------------------|
| Residential | * | 3,630.44 | 4,110.56 |
| Commercial | ** | 2,852.49 | 3,229.73 |
| TOTAL: | | 6,482.93 | 7,340.29 |

*includes commercial/multifamily locations served with carts

**includes multifamily accounts service with bins

B. Recycling Data

Tons Collected and Processed

This Quarter: 3,332.37

Same Quarter One Year Ago 4,180.01

| Commodity | Curbside | Buyback | Total |
|---------------------------------|--|----------------|-----------------|
| | Commercial Multifamily Residential | | |
| Cardboard | 370.23 | - | 370.23 |
| Paper (News & Mixed) | 1,851.70 | - | 1,851.70 |
| Paper (Overages)* | 72.62 | - | 72.62 |
| Aluminum Cans & Foil | 2.49 | 12.30 | 14.79 |
| Metal Cans | 31.97 | - | 42.11 |
| **Glass | 684.05 | 70.55 | 754.59 |
| Plastic PET | 40.81 | - | 40.81 |
| Plastic NHDPE | 8.49 | 0.53 | 9.02 |
| Plastic All Other | 140.25 | 11.50 | 151.75 |
| Other diverted materials | 34.89 | - | 34.89 |
| Total | 3,237.49 | 94.88 | 3,332.37 |

* Please note this number was included in Mixed Paper in past reports.

**This includes glass overages

C. Greenwaste Data

Tons Collected and Processed

This Quarter: 3,387.10

Same Quarter One Year Ago: 2,992.26

Final Disposition:

All green waste was used as compost.

D. Construction and Demolition Data, including inert solids

Tons Collected and Processed

This Quarter: 583.84

E. Service Accounts

| Residential Cart Weekly | | Same Quarter One Year Ago |
|-------------------------|---------------------|---------------------------|
| Can size | Number of Customers | Number of Customers |
| 20 gallon | 1,454 | 1,162 |
| 32 gallon | 11,361 | 11,376 |
| 68 gallon | 3,083 | 3,221 |
| 95 gallon | 326 | 352 |
| Non-Auto | 7 | 11 |

| Multifamily Cart Customers** | | | Cart Amt. ,Same Quarter One Year Ago** | |
|------------------------------|--------|------------------------|--|------------------------|
| Can size | Weekly | 2 or more times weekly | Weekly | 2 or more times weekly |
| 20 gallon | 1 | 0 | 1 | 0 |
| 32 gallon | 20 | 0 | 21 | 0 |
| 68 gallon | 10 | 0 | 11 | 0 |
| 95 gallon | 4 | 1 | 9 | 1 |

| Multifamily Bin Customers | | | | Same Quarter One Year Ago | | |
|---------------------------|--------|----------------|------------------------|---------------------------|----------------|------------------------|
| Bin size | Weekly | 2 times weekly | 3 or more times weekly | Weekly | 2 times weekly | 3 or more times weekly |
| 2 yd. | 17 | 3 | 1 | 18 | 3 | 0 |
| 3 yd. | 26 | 24 | 25 | 28 | 24 | 27 |
| 4 yd. | 0 | 0 | 1 | 0 | 0 | 2 |
| 6 yd. | 0 | 0 | 3 | 0 | 0 | 2 |

| Commercial Cart Weekly | | Same Quarter One Year Ago |
|------------------------|---------------------|---------------------------|
| Can size | Number of Customers | Number of Customers |
| 20 gallon | 0 | 1 |
| 32 gallon | 119 | 123 |
| 68 gallon | 97 | 113 |
| 95 gallon | 92 | 102 |

| Commercial Bin Customers | | | | Same Quarter One Year Ago | | |
|--------------------------|--------|---------|-----------|---------------------------|---------|------|
| Bin size | Weekly | 2 times | 3 or more | Weekly | 2 times | 3 or |

| | | weekly | times weekly | | weekly | more times weekly |
|-------|-----|--------|--------------|-----|--------|-------------------|
| 2 yd. | 94 | 9 | 0 | 90 | 9 | 0 |
| 3 yd. | 159 | 96 | 72 | 167 | 99 | 52 |
| 4 yd. | 0 | 0 | 1 | 1 | 0 | 1 |
| 6 yd. | 4 | 3 | 7 | 5 | 3 | 7 |

| Commercial Special Service* | | Same Quarter One Year Ago |
|-----------------------------|---------------------|---------------------------|
| Bin Size | Number of Customers | Number of Customers |
| 3 yd. | 10 | 12 |
| 15 yd. | 2 | 2 |
| 20 yd. | 2 | 2 |
| 30 yd. | 2 | 4 |
| Compactor | 3 | 9 |

*Special service is bimonthly, monthly, on-call or other irregular service

F. Holiday Tree Collection

Novato Disposal Service collected holiday trees from residents during the week of January 9-13. Novato Disposal also provided boxes and tree removal service to San Marin High School's tree drop-off Project Safe Grad Fundraiser. Over 49 tons of holiday trees were collected and disposed of as compost.

G. E-Waste Event

Novato Disposal Service will be participating in the Novato Sanitary District's E-Waste Drop-off event March 24th -26th.

H. Noteworthy Actions

Community Education/Outreach

- Outreach staff provided yard/food waste service for tenants at Novato Mobile Home Park.
- Outreach staff met with Delaine/Dave from Cagwin & Dorward 415-892-7710 to discuss audits/recycling on site. Scott & Rob also assisted with site audit.

* decided to have 4yd recycle bin exchanged

*will be conducting a future presentation in Spanish for the employees

*may be adding a 15-20yd box for asphalt

*I will be getting back to them in regards to varies items that are questionable recycle produces

- Novato Disposal outreach did a site audit, spoke to Heidi Kertel from Armstrong Gardens with regard to various materials and possible

recyclability. She is very excited to possibly start up composting for the business. She is awaiting approval.

- Outreach Staff visited Sansone Building and provided the customer with yard/food waste service.
- Outreach Staff visited Deer Island Storage and provided the customer with yard/food waste service.
- Outreach Staff visited F W Warren and provided the customer with yard/food waste service.
- Outreach Staff visited Inn Marin and provided the customer with yard/food waste service.
- Outreach Staff visited The Shooter Company and provided the customer with yard/food waste service.
- Outreach Staff visited William Bell and provided the customer with yard/food waste service.
- Outreach Staff visited Michael Duffy and provided the customer with yard/food waste service.
- Outreach Staff visited Marin Community College and provided the customer with yard/food waste service.
- Outreach Staff visited North Marin Water District and provided the customer with yard/food waste service.
- Outreach Staff visited San Marin Plaza and provided the customer with yard/food waste service.
- Outreach Staff visited Presbyterian Church and provided the customer with yard/food waste service.

Schools

- Novato Disposal outreach worked with the North Bay Conservation Corp to observe and helped the students from San Ramon Elementary during their lunch time. We set up a sorting line for distributing the milk (5 gallon bucket), trash (2 metal cans), recycling (blue recycle cart), compost (green yard waste cart). The children formed a line and starting with the milk bucket, moved forward with recycling there various items. Signs and arrows directed them as to what went where. There is also a green team which then goes through all containers and sorts out any misplaced items. We also delivered 5 composters to Kelly Gray to be used during lunch.
- Outreach staff spoke with Karen (office manager) from Novato Charter School who said they want to compost more but are having a hard time getting more carts to compost. We updated their bins and advised of our programs available. We held a staff meeting with the principal & teachers. We brainstormed ideas on how to make school greener. We will be implementing composting during lunch for students starting in March. We gave them a brief introduction of the importance of recycling. Novato Disposal also provided each class room with a composter to help bring Novato Charter closer to being a zero waste school.

- Outreach staff met with the Mary (office staff) at Sinaloa Middle School to discuss implementing a recycling program.
- Outreach staff spoke with Nancy from San Marin High. Gave her a business outreach packet. She said she will pass the information on to principal.

I. Additional Information

Mailers

Please find attached:

- Food composting sticker/guide.
- Food composting sticker contest flyer.

Advertisements

Please find attached:

- *Novato Advance* advertisement Novato Disposal Service Inc. This advertisement promotes the different services available which included Debris Box & Storage, Food Scrap Recycling, Street Sweeping, Recycle Buy Back Centers, and Home/Property Clean-up Services.

Donations

Novato Disposal provided the following donations:

- (9) 30-yard yard waste boxes for The City of Novato at annual holiday tree drop off.
- (2) 4-yard garbage for IDESI Fundraiser
- 3-yard garbage bin to Kiwanis Club of Novato's Fundraiser annual crab feed.
- 4-yard garbage bin, (3) 95 gallon cans, (3) 95 gallon recycle cans to Novato Rotary Polenta Night Fundraiser.
- 3-yard bin for Marin Builders Association used for Margaret Todd Senior Center Crab Feed.
- 4-yard garbage bin and 4-yard recycle bin to Novato High School Baseball fundraiser event.
- 4-yard garbage and 4-yard recycling bin to Knights of Columbus St. Patrick Dinner & Dance.
- 4-yard garbage and 4-yard recycling bin to Knights of Columbus Crab Feed Dinner Dance.
- 20-yard garbage box for CA State Parks Foundation at Park Champions @ Olopali State Park.
- (2) 4-yard garbage for IDESI Fundraiser crab feed.
- 3-yard garbage for IDESI Fundraiser.

2012/2013 Proposed AB939, Zero Waste and Hazardous Waste Programs Budget

Attached is the proposed budget and budget narrative for the AB939, Zero Waste and Hazardous Waste programs for FY 2012/2013.

Budget Narrative

Expenditures

Consulting Services

1. HHW Programs and Facility

- HHW facility services and programs continue to make up the majority of these expenditures which include the ongoing operation and administration of the permanent HHW facility, E-Waste events staffing and support, state and local reporting requirements for E-Waste and grant requirements; monitoring of facility maintenance and repairs, coordination of the HHW contract, monthly and annual HHW reports, and development of new programs for targeted materials, such as battery collection, fluorescent tubes and bulbs and sharps and pharmaceuticals. In addition, more staff time will be dedicated to planning and development of the feasibility study for move of the HHW facility to a new location.

2. AB939 and Zero Waste Programs.

- Administration, technical support, Committee staffing & Zero Waste programs. This item includes time spent preparing reports, staffing Committee meetings, monitoring legislation, attending countywide meetings such as the JPA and Local Task Force, in addition to meetings with District, Committee and Novato Disposal staff on AB939 and Zero Waste programs and timeline. Quarterly meetings will be scheduled with Novato Disposal and Sanitary District staff and consultants to work on specific outreach events and programs and maintain an outreach calendar
- Monitoring & Reporting. Quarterly and annual reports will continue to be produced regarding AB939 disposal/diversion and per capita disposal.
- Business Technical Assistance. Increased outreach to small businesses and public agencies includes waste assessments at various facilities, as requested, regarding increased recycling and hazardous waste disposal.
- AB32 commercial/multifamily recycling. Projections for 2012/2013 continue to include time spent on AB32 multifamily/commercial recycling programs. This includes initial and follow-up site visits, along with potential modifications to the solid waste ordinance and meetings and workshops with stakeholders.
- Education and Public Outreach. Education, outreach and staffing events is increased to include participation at a minimum of 10 events, including farmer's markets, Chamber Business fairs, 4th of July parade, Art & Wine Festival, Novato School Tour and Hometown Festival, Earth Day events, compost workshops, Sr. Center Health fair and other prospective community events. In addition, working with the District's contractor, campaigns and messages will be developed in varied media, including District website, Novato Patch ads, Facebook and related outreach. Funds are also included in this item to update fliers, Resource/Recycling guide and other materials as necessary

3. Other Services. For 2012/2013, this item includes staff time to assist with school and City recycling efforts. This item is entirely funded by a Beverage Container Recycling grant.

Permanent HHW Facility and E-Waste

1. Outside contractual – PSC. Contractor costs for the HHW Facility will remain steady for 2012/13 despite the launch of the CA paint EPR program. (This statewide program will provide for collection and recycling of latex and oil-base paint at the HHW facility at no cost.) However, given pending regulations, environmental impact report and initial start-up, it is not expected to see any significant cost reductions until early 2013. CalRecycle has recommended that jurisdictions maintain their current paint collection budgets through 2012/13, to ensure program start-up costs. By mid 2013 these costs should be reduced by 20-30%.
2. Outside contractual – E-Waste. These costs have decreased significantly due to the reduction in number of annual event days from 8 to 6, and the elimination of flier printing and mailing costs. Costs are still included for Novato disposal labor costs, fork lift rental and other miscellaneous costs.
3. Misc-site maintenance, signs, etc. Costs are included for HHW facility maintenance – floor striping, repair of roll-up doors, signage.

Education, Publicity/Advertising, Outreach. As a result of increased outreach with the Zero Waste programs, funds are included for sponsorship and booth rental at several events, along with handouts and promotional items for programs, such as the household battery buckets, kids “piggy banks”, Chico bags and other potential items. Also included are funds for advertising in the Novato Advance, Novato Patch and other potential outlets.

Used Oil Program. These CalRecycle grant funds are used exclusively for used motor oil and filter recycling, oil tank cleaning, oil supplies and specific used motor oil outreach and education.

Beverage Container Recycling. These grant funds are used exclusively for promotion of beverage container recycling. They will be used to provide funds for school and public recycling containers and promotion.

Other/Contingency. Contingency of \$5,000. included for unanticipated expenses.

City AB939 Administrative Services. Funds included for City staff services.

Revenues

AB939 Solid Waste Fees. There is no expected increase in fees for FY2012/13. 78% of the revenues to fund these programs come from these fees assessed on the garbage rate. (AB939 fees).

Used Oil Block Grant. Grant amount budgeted at same as FY2011/12. Actual amount not known until state budget passes.

Beverage Container Recycling Grant. Grant amount budgeted at same as FY2011/12. Actual amount not known until state budget passes.

JPA reimbursement fees. JPA fee revenues are budgeted at \$50,639. This represents \$35,636 for current fees on self haul waste disposed at Redwood Landfill, along with \$15,003 for the 10th and final year of prior fees owed.

Fund Balance Expenditures. \$50,000 is budgeted for permanent facility site cost for move of the HHW facility. This amount is budgeted for expected environmental review costs.

At this meeting, the Committee will review the proposed budget and make recommendations to the full Sanitary District Board for adoption at their meeting in June.

2012 LEGISLATIVE UPDATE – May 2012**SB515 Corbett Recycling: product stewardship: batteries: universal waste management facilities.****Status: Failed deadline – bill is dead****AB1189 Miller – Recycling batteries****Status: Failed deadline – bill is dead****AB1442 Wieckowski – Pharmaceutical Waste****Status: In Committee. on Environmental Safety & Toxic Materials, set for hearing**

Would define pharmaceutical waste for purposes of the Medical Waste Management Act, and would authorize a medical waste generator or parent organization that employs health care professionals who generate pharmaceuticals to apply to the enforcement agency for a pharmaceutical waste hauling exemption if the generator, health care professional, or parent organization retains specified documentation and meets specified requirements. The bill would authorize pharmaceutical waste to be transported by the generator or health care professional who generated the pharmaceutical waste, a staff member of the generator or health care professional, or common carrier, as defined, pursuant to these provisions.

SB1159 Calderon – Plastic Bag Labeling**Status: set for hearing May 14, 2012**

Would enact the Plastic Bag Reduction and Recycling Act of 2012 and would prohibit the operator of a supermarket, as defined, on and after July 1, 2013, from distributing a plastic carryout bag to a customer unless the plastic carryout bag displays the phrase "Please Recycle This Bag," in accordance with specified requirements. The bill would provide that a violation of this requirement by the operator of a supermarket is an infraction, thereby imposing a state-mandated local program by creating a new crime.

Local Ordinances:**Alameda County Safe Medication Disposal ordinance**

Ordinance scheduled to go before the Board of Supervisors **on June 5, 2012**. If adopted, Alameda County (includes cities like Oakland and Berkeley) will be the first in the nation to require pharmaceutical producers to be responsible for take-back and proper disposal of unused or expired medications.

2012 LEGISLATIVE UPDATE – May 2012**SB515 Corbett Recycling: product stewardship: batteries: universal waste management facilities.****Status: Failed deadline – bill is dead****AB1189 Miller – Recycling batteries****Status: Failed deadline – bill is dead****AB1442 Wieckowski – Pharmaceutical Waste****Status: In Committee. on Environmental Safety & Toxic Materials, set for hearing**

Would define pharmaceutical waste for purposes of the Medical Waste Management Act, and would authorize a medical waste generator or parent organization that employs health care professionals who generate pharmaceuticals to apply to the enforcement agency for a pharmaceutical waste hauling exemption if the generator, health care professional, or parent organization retains specified documentation and meets specified requirements. The bill would authorize pharmaceutical waste to be transported by the generator or health care professional who generated the pharmaceutical waste, a staff member of the generator or health care professional, or common carrier, as defined, pursuant to these provisions.

SB1159 Calderon – Plastic Bag Labeling**Status: set for hearing May 14, 2012**

Would enact the Plastic Bag Reduction and Recycling Act of 2012 and would prohibit the operator of a supermarket, as defined, on and after July 1, 2013, from distributing a plastic carryout bag to a customer unless the plastic carryout bag displays the phrase "Please Recycle This Bag," in accordance with specified requirements. The bill would provide that a violation of this requirement by the operator of a supermarket is an infraction, thereby imposing a state-mandated local program by creating a new crime.

Local Ordinances:**Alameda County Safe Medication Disposal ordinance**

Ordinance scheduled to go before the Board of Supervisors **on June 5, 2012**. If adopted, Alameda County (includes cities like Oakland and Berkeley) will be the first in the nation to require pharmaceutical producers to be responsible for take-back and proper disposal of unused or expired medications.

2012/2013 Proposed AB939, Zero Waste and Hazardous Waste Programs Budget

Attached is the proposed budget and budget narrative for the AB939, Zero Waste and Hazardous Waste programs for FY 2012/2013.

Budget Narrative

Expenditures

Consulting Services

1. HHW Programs and Facility

- HHW facility services and programs continue to make up the majority of these expenditures which include the ongoing operation and administration of the permanent HHW facility, E-Waste events staffing and support, state and local reporting requirements for E-Waste and grant requirements; monitoring of facility maintenance and repairs, coordination of the HHW contract, monthly and annual HHW reports, and development of new programs for targeted materials, such as battery collection, fluorescent tubes and bulbs and sharps and pharmaceuticals. In addition, more staff time will be dedicated to planning and development of the feasibility study for move of the HHW facility to a new location.

2. AB939 and Zero Waste Programs.

- Administration, technical support, Committee staffing & Zero Waste programs. This item includes time spent preparing reports, staffing Committee meetings, monitoring legislation, attending countywide meetings such as the JPA and Local Task Force, in addition to meetings with District, Committee and Novato Disposal staff on AB939 and Zero Waste programs and timeline. Quarterly meetings will be scheduled with Novato Disposal and Sanitary District staff and consultants to work on specific outreach events and programs and maintain an outreach calendar
- Monitoring & Reporting. Quarterly and annual reports will continue to be produced regarding AB939 disposal/diversion and per capita disposal.
- Business Technical Assistance. Increased outreach to small businesses and public agencies includes waste assessments at various facilities, as requested, regarding increased recycling and hazardous waste disposal.
- AB32 commercial/multifamily recycling. Projections for 2012/2013 continue to include time spent on AB32 multifamily/commercial recycling programs. This includes initial and follow-up site visits, along with potential modifications to the solid waste ordinance and meetings and workshops with stakeholders.
- Education and Public Outreach. Education, outreach and staffing events is increased to include participation at a minimum of 10 events, including farmer's markets, Chamber Business fairs, 4th of July parade, Art & Wine Festival, Novato School Tour and Hometown Festival, Earth Day events, compost workshops, Sr. Center Health fair and other prospective community events. In addition, working with the District's contractor, campaigns and messages will be developed in varied media, including District website, Novato Patch ads, Facebook and related outreach. Funds are also included in this item to update fliers, Resource/Recycling guide and other materials as necessary

3. Other Services. For 2012/2013, this item includes staff time to assist with school and City recycling efforts. This item is entirely funded by a Beverage Container Recycling grant.

Permanent HHW Facility and E-Waste

1. Outside contractual – PSC. Contractor costs for the HHW Facility will remain steady for 2012/13 despite the launch of the CA paint EPR program. (This statewide program will provide for collection and recycling of latex and oil-base paint at the HHW facility at no cost.) However, given pending regulations, environmental impact report and initial start-up, it is not expected to see any significant cost reductions until early 2013. CalRecycle has recommended that jurisdictions maintain their current paint collection budgets through 2012/13, to ensure program start-up costs. By mid 2013 these costs should be reduced by 20-30%.
2. Outside contractual – E-Waste. These costs have decreased significantly due to the reduction in number of annual event days from 8 to 6, and the elimination of flier printing and mailing costs. Costs are still included for Novato disposal labor costs, fork lift rental and other miscellaneous costs.
3. Misc-site maintenance, signs, etc. Costs are included for HHW facility maintenance – floor striping, repair of roll-up doors, signage.

Education, Publicity/Advertising, Outreach. As a result of increased outreach with the Zero Waste programs, funds are included for sponsorship and booth rental at several events, along with handouts and promotional items for programs, such as the household battery buckets, kids “piggy banks”, Chico bags and other potential items. Also included are funds for advertising in the Novato Advance, Novato Patch and other potential outlets.

Used Oil Program. These CalRecycle grant funds are used exclusively for used motor oil and filter recycling, oil tank cleaning, oil supplies and specific used motor oil outreach and education.

Beverage Container Recycling. These grant funds are used exclusively for promotion of beverage container recycling. They will be used to provide funds for school and public recycling containers and promotion.

Other/Contingency. Contingency of \$5,000. included for unanticipated expenses.

City AB939 Administrative Services. Funds included for City staff services.

Revenues.

AB939 Solid Waste Fees. There is no expected increase in fees for FY2012/13. 78% of the revenues to fund these programs come from these fees assessed on the garbage rate. (AB939 fees).

Used Oil Block Grant. Grant amount budgeted at same as FY2011/12. Actual amount not known until state budget passes.

Beverage Container Recycling Grant. Grant amount budgeted at same as FY2011/12. Actual amount not known until state budget passes.

JPA reimbursement fees. JPA fee revenues are budgeted at \$50,639. This represents \$35,636 for current fees on self haul waste disposed at Redwood Landfill, along with \$15,003 for the 10th and final year of prior fees owed.

Fund Balance Expenditures. \$50,000 is budgeted for permanent facility site cost for move of the HHW facility. This amount is budgeted for expected environmental review costs.

At this meeting, the Committee will review the proposed budget and make recommendations to the full Sanitary District Board for adoption at their meeting in June.

**NOVATO SANITARY DISTRICT
2012/2013 PROPOSED BUDGET
AB 939, ZERO WASTE & HAZARDOUS WASTE PROGRAMS**

ANTICIPATED FUND BALANCE A/O 6/30/12 **\$164,927.00**

| | BUDGET FY 2011/12 | EST. EXP/REVENUES THRU 06/30/12 | BUDGET 2012/2013 |
|--|------------------------------|--|-----------------------------|
| REVENUES | | | |
| AB939 Solid Waste Fees | \$297,586.00 | \$297,586.00 | \$297,586.00 |
| Used Oil Block Grant(1) | \$16,963.00 | \$22,758.24 | \$16,963.00 |
| CalRecycle Beverage Container Recycling Grant(2) | \$13,589.00 | \$14,221.00 | \$13,589.00 |
| JPA Reimbursement & self haul fees | \$32,463.00 | \$32,463.00 | \$50,639.00 |
| TOTAL REVENUES | \$360,601.00 | \$367,028.24 | \$378,777.00 |
| EXPENDITURES: | | | |
| Consulting Services: | | | |
| <u>HHW Programs</u> | | | |
| Permanent Facility Planning, Operation & Coordination | \$70,500.00 | \$70,000.00 | \$70,500.00 |
| Used Oil Program Services (1) | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| Subtotal HHW | \$75,500.00 | \$75,000.00 | \$75,500.00 |
| <u>AB939 and Zero Waste Program Services:</u> | | | |
| Admin. & Technical Support;Committee staffing;Zero Waste programs | \$14,000.00 | \$13,000.00 | \$12,500.00 |
| Monitoring & reporting | \$1,000.00 | \$854.81 | \$1,000.00 |
| Business technical assistance | \$1,800.00 | \$1,500.00 | \$1,800.00 |
| AB32 commercial/multi-family recycling: review,draft ordinance &workshop | \$4,800.00 | \$3,500.00 | \$4,000.00 |
| Education, Public Outreach & Events | \$5,000.00 | \$7,500.00 | \$9,000.00 |
| Subtotal AB939 and Zero Waste Programs | \$26,600.00 | \$26,354.81 | \$28,300.00 |
| Other Services | | | |
| CalRecycle Beverage Container Recycling(2) | \$2,964.00 | \$2,964.00 | \$2,964.00 |
| Total Other Services | \$2,964.00 | \$2,964.00 | \$2,964.00 |
| Total Consulting Services *** | \$105,064.00 | \$104,318.81 | \$106,764.00 |

| | BUDGET FY 2011/12 | EST. EXP/REVENUES THRU 06/30/12 | BUDGET 2012/2013 |
|---|------------------------------|--|-----------------------------|
| Permanent HHW Facility & E-Waste | | | |
| Outside contractual - PSC | \$197,000.00 | \$197,000.00 | \$198,500.00 |
| Outside contractual - E-Waste collection events | \$12,000.00 | \$8,300.00 | \$4,000.00 |
| Education & Publicity | \$4,000.00 | \$5,500.00 | see below |
| Misc. - site maintenance, signs, etc. | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| Total Permanent HHW Facility & E-Waste | \$218,000.00 | \$215,800.00 | \$207,500.00 |
| | | | |
| Education, Publicity/Ads, Outreach | \$0.00 | \$0.00 | \$8,500.00 |
| Used Oil Programs (1) | \$11,963.00 | \$11,963.00 | \$11,963.00 |
| CalRecycle Beverage Container Recycling(2) | \$10,574.00 | \$10,574.00 | \$10,574.00 |
| Other/Contingency | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| City AB939 Admin Services | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| TOTAL EXPENDITURES | \$360,601.00 | \$357,655.81 | \$360,301.00 |
| | | | |
| FUND BALANCE EXPENDITURES | | | |
| Permanent HHW Facility Site Costs | \$0.00 | \$0.00 | \$50,000.00 |
| Permanent HHW Facility Misc costs | \$0.00 | \$0.00 | \$0.00 |
| Permanent HHW Facility Education & Publicity | \$0.00 | \$0.00 | \$0.00 |
| Permanent HHW Facility - Unanticipated Contractor costs | \$0.00 | \$0.00 | \$0.00 |
| | | | |
| TOTAL EXPENDITURES | \$360,601.00 | \$357,655.81 | \$410,301.00 |
| | | | |
| ANTICIPATED FUND BALANCE A/O 6/30/12 | | | \$117,872.19 |

- (1) Funded by CalRecycle Used Oil Block Grant;
(2) Funded by CalRecycle Beverage Grant

CALENDAR/TIMETABLE FOR ZERO WASTE PROGRAMS IN FRANCHISE AGREEMENT

All items taken from Exhibits 4 through 6 of March 14, 2010 Solid Waste Franchise Agreement

EXHIBIT 4: Zero Waste Community Outreach

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|---|-----------------------|-----------------------------------|--|--|
| 1. Novato Disposal newsletters | Casey/Bessie | 2 times a year | Notify District in Fall for dates of subsequent annual newsletters | 1 Zero Waste feature article in each newsletter <i>Zero waste featured in spring;; Fall newsletter out by 9/21/12</i> |
| 2. Promote 20 gallon cans | Casey/Bessie | ongoing | ongoing | Promote in newsletters & bills <i>Note: 20 gal can use increased 25% from 1st Q 2011</i> |
| 3. Promote backyard compost bins | Steve/Casey/Bessie | ongoing | Spring 2012 | Promote in newsletter, at events & with Backyard Compost classes run by Marin Food Scrap Coalition [or Marin Master Gardeners <i>Workshop at Senior Center Spring 2012</i> |
| 4. 2 additional Outreach Campaigns promoting zero waste, waste reduction and/or other diversion | Steve/Casey | Ideas for 2012 campaign submitted | October of each year to District for approval | <u>2012 Outreach Campaigns:</u> 1. Target 95 gal. can customers to reduce can size; send billing insert in June & follow-up in 45 days with special mailer to track progress 2. Target commercial customers to recycle |
| 5. Promote commercial audits to all businesses of 4 c.y. or greater | Scott/Dee | (see AB32 item) | (see AB32 Item) | Include in AB32 promotions |
| 6. New customer packets to include Zero Waste promotions | Casey/Bessie | ongoing | ongoing | New customer to be directed to website; packets upon request and update annually |

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|---|------------------------|--|--|--|
| 7. Visit all commercial businesses with 4 c.y. service or more and multi-family complexes of 5 units or more annually | Scott/Dee | (see AB32 item) | (see AB32 item) | Visits to determine service level, contact with owners of business and/or property managers; visits with multi-family also identify resident outreach methods |
| 8. Participate in 10 events annually | Steve/Casey/Bessie/Dee | Submit ideas for events to District by 4 th quarter of each year for following year | List submitted to District for 2012 events | <p><u>2012 Events Committed:</u></p> <ul style="list-style-type: none"> ● Chamber Business Fair – April 19 ● Novato’s Clean and Green Day – April ● School Tour of Novato – May 5 ● Sr. Center Backyard Compost workshop – May/June ● Novato’s Art & Wine Festival – June 9-10 ● Novato Farmer’s Markets – May – Sept ● Rotary presentations – May- Sept ● 4th of July Parade– ● Pollution Prevention Week Event – Sept ● E-Waste Events handouts Spring & Fall ● Sr. Center Health Fair – October ● Hamilton Harvest Festival – Oct/Nov |

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|---|----------------------------|--|---|--|
| 9. Conduct annual retraining at Novato schools on recycling and Zero Waste; participate in developing Zero waste curricula for schools; offer Zero Waste & recycling programs for school assemblies | Bessie/MCC | (See Ex. 5 School Recycling and Food Waste Program) | (See Ex. 5 School Recycling and Food Waste Program) | Input from Bessie re: school sites; working with Conservation Corps |
| 10. Annual Waste Audit of City facilities and work with City on Zero Waste goals | Steve/Scott/Dee/City staff | Annual basis before 4 th quarter of each year | Met with City(Jason Nutt) to determine sites and dates for audits | <u>Sites & dates for 2012:</u> <ul style="list-style-type: none"> • City Offices – completed 2/2/12 - • Senior Center – completed 3/28/12 • Police Dept. – <i>to schedule</i> • Corp. Yard – Fall 2012 |
| 11. Bilingual Zero Waste recycling and diversion guides | Casey/Bessie | Initial revisions | Ongoing as needed | Update as needed |
| 12. Paperless billing | Casey | Effective May 2011 | Effective May 2011 | Promote in newsletter and billing inserts; system being upgraded |
| 13. Interactive website with links to Zero waste & reuse options | Casey/Dee | See Exhibit 6 | See Exhibit 6 | |
| 14. Billing inserts on program updates as needed | Steve/Casey | 2 inserts for 2012 | March 2012 & June 2012 & December 2012 | billing insert in March 2012 billing insert for June 2012 1 billing insert Dec 2012 |
| 15. Annual selective route audits to gauge program success | Steve/ Scott | Annual baseline audit <i>scheduled for November 2012</i> | <i>December 2012</i> | 2011 conducted route audit for billing purposes; <i>2012 route audit to determine program participation; truck routes revised to work out of Petaluma yard; program route audits now scheduled for November 2012</i> |
| 16. Corrective action cart hangers | Steve/Route supervisor | As needed | As needed | |
| 17. Work with regional Reuse E-network plan | Casey/Dee | Dependent on JPA | Dependent on JPA | JPA working with Alameda & San Francisco to update regional database; ND will link to database on website |

Exhibit 5: School Recycling and Food Waste Program outline

Bessie and MCC will be working on this item; needs more discussion and a separate calendar of goals, tasks and due dates

EXHIBIT 6: Zero Waste Program Implementation Schedule

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|--|------------------------------|---------------------------------------|---|---|
| Food/Green Waste Composting | | | | |
| 1. Single family residential | Steve/Scott/Casey/Bessie/Dee | - I.D. HOA's – Meet with HOA's | Ongoing | Additional work needed for some HOA's who don't have green carts, but have single family service; <i>List of Novato HOA's updated; Meet with HOA's to provide carts for food & green waste</i> |
| 2. Place food waste diversion stickers on food carts and notify re: food scrap pail availability | Steve/Scott/Casey | Stickers mailed week of 1/20/12 | Stickers - April 2012 Food scrap pails ongoing | Food Waste green can stickers mailed January 2012, asking all households to place on cart; <i>75% of households have stickers on green cans: NDS to audit to determine compliance;</i> food scrap pails advertised in newsletter, website,ads; distributed at Farmer's Market & Senior Center |
| 3. Supermarket food waste diversion | Steve/Scott/Casey | <i>Schedule</i> | Mid 2012 | <i>Working with worm composting facility to accept material</i> |
| 4. Restaurant Food waste diversion | Steve/Scott/Casey | <i>Schedule</i> | Mid 2012 | |
| 5. Multi-family food waste diversion | Steve/Scott/Casey | <i>Schedule</i> | Mid 2012 | |

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|---|--------------------------------|---------------------------|--------------------|---|
| C&D Recycling, reports & enforcement | | | | |
| 1. Monitor C&D recycling reports & conduct outreach to contractors | Casey/Dee | Ongoing/quarterly reports | Ongoing | NDS provides quarterly C&D recycling reports to City & Dee <i>NOTE: Current City C&D diversion reported by Novato Disposal at _____</i> |
| 2. Enforce C&D recycling thru Solid Waste ordinance | Beverly/Dee | Ongoing | Ongoing | District solid waste ordinance to be enforced and updated |
| AB32 /AB341/AB818 Multi-family & Commercial mandated recycling | | | | |
| 1. Identify all multifamily & commercial sites & review recent legislation for changes to program | Beverly/Casey/Dee/Scott/Bessie | Staff meeting – 2/1/12 | | Novato Disposal & District staff meeting on 2/1/12 to discuss databases to obtain accurate site information; develop 1 database to include site name, address, phone, bill payer and/or site owner, level & type of service provided (garbage?; recycling?); site visits; outcome |
| 2. Develop materials for commercial & multifamily residents | Bessie/Dee review | Current – May 2012 | May 2012- | Develop materials to mail and handout |
| 3. Make site visits | Scott/Dee/Bessie | 2012 | June – August 2012 | Visits to include information on AB32 requirements, waste audit availability; Dee, Bessie & Scott will make site visits |

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|---|----------------------------|-------------|----------------|--|
| 4. Participate in workshops for multifamily & commercial property managers | Beverly/Dee/Scott/Bessie | Summer 2012 | Summer 2012 | District will be responsible for developing workshops, with Novato Disposal's participation and assistance; contact rental housing associations assistance |
| 5. Provide recycling containers | Steve/Scott | Summer 2012 | Summer 2012 | Following site visits, to determine size & placements, Novato Disposal can begin delivery of recycling containers |
| 6. Implement mandated multifamily & commercial recycling | District & Novato Disposal | Summer 2012 | July 2012 | Date mandated by legislation; District to provide ongoing outreach & education |
| Schools Campaign | | | | |
| 1. Institute food waste recycling | District & Novato Disposal | 2010 | 2010 | Program instituted in select schools |
| 2. Monitor food waste & recycling programs; meet with teachers & students | Bessie & MCC | See EX 5 | See EX 5 | Separate calendar & schedule to be developed |
| Backyard Composting | | | | |
| 1. Promote backyard composting through compost bin promotion | Steve/Casey/Bessie | Ongoing | Ongoing | See Item EX 4, Item 3 |
| Wet/Dry Route Collections | | | | |
| 1. Discuss feasibility of system & institute if feasible | District & Novato Disposal | 2018/2020 | 2020 | Discussions begin in 2018, with system instituted in 2020 if feasible |
| Discuss feasibility & diversion potential of conversion technology systems | District & Novato Disposal | | 2025 | |

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|-----------------------------------|-----------------------|----------|----------------|--|
| Zero waste diversion goals | | | | |
| 1. 60% diversion | Novato Disposal | 12/31/15 | 12/31/15 | With 60% diversion required by 12/31/2015, reports will be required within 60 days , or by end of February 2016 to District to prepare final reports |
| 2. 70% diversion | Novato Disposal | 12/31/20 | 12/31/20 | With 70% diversion required by 12/31/2020, reports will be required within 60 days , or by end of February 2021 to District to prepare final reports |
| 3. 80% diversion | Novato Disposal | 12/31/25 | 12/31/25 | With 80% diversion required by 12/31/2025, reports will be required within 60 days , or by end of February 2026 to District to prepare final reports |

Public Outreach Events

Staffed participated in the following outreach events from January – May, 2012

April, 2012 – Novato’s Clean and Green Day –Novato Disposal provided debris boxes and recycling containers

April 19, 2012 – Chamber Business Fair – staffed booth; gave out quizzes and distributed 50+ household battery buckets;

May 5, 2012 - School Tour of Novato – staffed booth with Novato Disposal; distributed 50+ piggy banks and 35+ battery buckets; conducted “recycle toss” game for kids; set up coloring/sticker table for kids to decorate piggy banks

Upcoming 2012 Outreach Events include:

1. Sr. Center Compost Workshop – April/May 2012
2. Novato’s Art & Wine Festival – June 9-10, 2012
3. 4th of July Parade–
4. Novato Farmer’s Markets –one day or more - May – Sept. 2012
5. Pollution Prevention Week Event – Sept 2012
6. E-Waste Events handouts – Spring & Fall 2012
7. Rotary presentations - Summer 2012
8. Sr. Center Health Fair – October 2012
9. Hamilton Harvest Festival – October/November 2012



NOVATO E-WASTE COLLECTION

Saturday, March 24 – Monday, March 26, 2012
FINAL REPORT

Number of Participants: 810 residents

E- Waste Collected: 39,567 pounds

Background

Novato's fifteenth E-Waste collection event was held from Saturday, March 24 through Monday, March 26, 2012 at the Recycling Center. Due to the sunset of the E-Waste exemption for disposal of electronics, essentially everything with a plug or cord was accepted. Although TV's and CRT's are collected at the Household Hazardous Waste (HHW) facility, this special drop off event offers residents the opportunity to properly dispose of all electronic items.

Scope

The event functioned as follows:

1. Novato residents dropped off E-Waste during a three day period beginning Saturday, March 24 through Monday, March 26 from 10:00am – 3:00pm. No appointment was necessary. (This is the first E-Waste event to reduce days from 4 to 3)
2. Novato Disposal was responsible for collecting and sorting E-Waste at the Recycling Center. All SB20/50 E-Waste materials - computer monitors, TV's and laptops – were sorted separately and palletized and shrink wrapped. All other E-Waste was packaged in large Gaylord boxes.
3. Novato Disposal was designated the "authorized collector" for the event, and was able to receive the state reimbursement of \$.16/lb. for all CRT's and TV's collected. Novato Disposal provided a separate crew of 5 unloaders, an individual to assist with surveys and a supervisor each day at the Recycling Center dedicated only to the E-Waste collection.
4. ECS Refining of Santa Clara was contracted with to provide E-Waste recycling services and functioned as the "approved recycler" under SB50/20 requirements. ECS was responsible for all transportation and E-Waste recycling, along with providing materials, such as pallets, Gaylord boxes and shrink wrap. In addition, ECS provided 2 additional staff to assist Novato Disposal with unloading and packaging on Saturday and Sunday. ECS also transported e-waste collected every day of the event.

5. The program coordinator supervised the entire program and was in attendance all four days to conduct surveys, traffic control, unloading, paperwork and overall coordination and supervision of staff and the recycler.

Participation

A total of **810 residents** dropped off *E-Waste* during the three day event. Average daily participation was **270** – 7% higher than our average daily participation for the 2011 fall event. Surveys were completed by all residents. The daily participation, based on actual surveys completed is listed below:

| | SAT | SUN | MON |
|---------------------|-----|-----|-----|
| Daily Participation | 320 | 219 | 271 |

Saturday was our highest participation, with Monday and Sunday coming in “second and third”. Saturday was our highest daily participation in 2 years!

Type of Waste Collected



Due to the sunset of the Universal Waste exemption for household electronics, nearly everything with a cord was accepted, except for large appliances such as washers, stoves, etc. The following *E-Waste* was accepted:

- Computers, computer monitors, laptops – maximum, of 5 per person
- Fax machines and small table top copy machines
- Computer peripherals, such as printers, scanners, cables, mouse, keyboards
- Telephones, cell phones, answering machines
- Electric typewriters
- Televisions
- Radios, tape players, stereo equipment, DVD recorders, VCR's, camcorders
- Kitchen appliances such as blenders, coffee makers, microwaves
- General household appliances – hair dryers, lamps, vacuums

All newsletters, ads and web sites made it clear what was and was NOT acceptable. In addition, residents were encouraged to donate all working electronics to local thrift stores or charities.

A total of **39,567 pounds** of *E-Waste* was collected over the 3-day period. The chart below illustrates the total pounds and pounds per participant.

| | |
|--------------------------------------|--------|
| Number of participants | 810 |
| Total <i>E-Waste</i> Collected (lbs) | 39,567 |
| Pounds per participant | 49 |



Publicity and Outreach

Publicity and outreach was significantly changed for this event to decrease costs and included the following:

- Article in Novato Disposal newsletter, mailed to all customers
- Article in Sanitary District newsletter, mailed to all residents
- Ad placed on Novato Patch
- Ad placed in Novato Advance
- Separate notice on Sanitary District website
- Fliers posted at city hall, Sanitary District, Recycling Center
- Notices on hotline

Separate event fliers were not mailed to residents, in order to reduce printing and mailing costs.

Costs

The state's E-Waste law continues to provide reimbursement to the approved collector – in this case, Novato Disposal - for collection of all CRT devices. For this event we were able to maintain our non-CRT waste collected at **NO CHARGE**. In addition our E-Waste recycler – ECS Refining– did not charge for their additional workers on Saturday and Sunday and continued to provide us with all transport and supplies at no charge. ECS paid Novato Disposal the SB20/50 reimbursement rate of \$.16/pound for CRT devices. Novato Disposal charged for laborers, supervisors and surveyors for all three days. We were able to significantly reduce our costs by eliminating the printing and mailing of the individual E-Waste fliers and rely primarily on Novato Disposal's and Novato Sanitary District's newsletters.

Costs for this event totaled **\$948.13** – a very significant reduction from our prior events. By eliminating the E-Waste flier printing and mailing and reducing the event from 4 days to 3 days we were able to **save over \$6,300**. As expected, overall total pounds of E-Waste collected decreased by 25%. However, CRT materials collected, which provide an offset to Novato Disposal's charges, actually increased from the prior event to 41% of total pounds collected. In addition to the SB20/50 reimbursement, ECS paid Novato Disposal \$.12/lb for an additional 2,423 pounds of CPU waste collected. Novato Disposal billed us directly for any labor and service charges remaining after the CRT and CPU reimbursement. The following chart illustrates costs, reimbursements and pounds collected.

| | | |
|---------------------------|--------|--|
| Individuals Participating | 810 | |
| Total Pounds collected | 39,567 | |
| Pounds per participant | 49 | |
| CRT Weight (pounds) | 16,361 | |
| Non-CRT E-Waste (pounds) | 20,453 | |
| Microwaves (pounds) | 2,753 | |

| | | |
|--|------------|--------------|
| COSTS | | |
| Non-CRT recycling costs (NO CHARGE) | \$00.00 | |
| Rental Charges (Fork lift;) | \$695.00 | |
| Novato Disposal Labor | \$3,171.62 | |
| Subtotal Novato Disposal costs | \$3,171.62 | |
| Reimbursement of CRT's paid to Novato Disposal (\$.16/pound) | | (\$2,627.73) |
| Reimbursement of CPU's paid to Novato Disposal @ \$.12/pound | | (\$290.76) |
| Remaining Novato Disposal Costs | \$ 253.13 | |
| Total E-Waste event costs | \$ 948.13 | |

Funding of \$12,000 was included in the current FY 2011/12 budget for 2 *E-Waste* events this fiscal year.

Survey Results

All participants completed a brief questionnaire. ([Attachment A](#)).

In general:

- 24% of all participants were using the program for the first time
- The majority of individuals (67%) heard about the event through the Novato Disposal newsletter; 49% heard about it through the District newsletter.
- The additional outreach, including the District newsletter, Novato Patch ad and District website, was mentioned by a total of 56% of all respondents.
- Of the 810 participants, over 48% brought in computer monitors or televisions.
- Over 64% of the participants brought in some type of computer related product – monitor, CPU, printer, etc.
- 43% of participants brought in some type of kitchen or general household appliance
- Universally, respondents were very appreciative of the service.

Comparative Data

Attached is a chart comparing data collected from the 2003 – 2012 events ([Attachment B](#)).

- Participation remained very high for this first 3 day event, considering the rainy weather as a potential limiting factor. As a matter of fact, Saturday, which was the rainiest day, ended up being the greatest participation with 320 residents. Average daily participation was 270, 7% higher than the fall 2011 event. Saturdays, and Mondays were the busiest days. Although residents are making good use of other E-Waste recycling opportunities – Goodwill, the HHW facility, other E-Waste recycling events held around town to dispose of their E-Waste - these E-Waste events remain enormously popular.
- Costs for the spring 2012 decreased dramatically from the fall 2011 event based on the decrease in labor costs and the elimination of printing and mailing costs for the

E-Waste flier. ECS, our E-Waste recycler continues to provide us with recycling of all non-CRT E-Waste at no charge, and provides us with 2 workers on Saturday and Sunday at no charge, which is a great benefit. Novato Disposal bills us directly for all labor and service charges, minus any SB20/50 and other ECS reimbursement. We will continue to pursue the best possible pricing, with authorized reputable E-Waste recyclers, for all future events.

Recommendations

Based on the success of these events and the obvious community need it is recommended that we continue with the E-Waste events for 2012/13.

Recommendations include:

- It is recommended that we continue with the Fall and Spring E-Waste events for 2012/2013 and maintain the **3 day events – Saturday, Sunday and Monday**. The spring event indicated there was actually an increase in daily participation. In addition, the 3 day event reduced Novato Disposal labor costs by 25%. Novato residents continue to have several options for E-Waste collection on a regular basis, including Novato Disposal's 4 times a year bulky waste scheduled pick-ups.
- With the change in Novato Disposal's bulky waste pick-ups, we no longer benefit from the publicity of twice a year clean-up events. However, we will publicize the new by-appointment bulky waste collection, which will also offer residents collection of E-Waste materials.
- In order to maintain the reduced costs for these events we will continue to eliminate the mailing of separate E-Waste fliers to all residents. This resulted in \$5,500. reduction in costs, with no appreciable reduction in participation (based on daily numbers.) We will continue to rely on the publicity and announcements in Novato Disposal's and Novato Sanitary District's newsletters, which will be mailed out prior to the E-Waste events.
- Continue with all additional outreach and notifications, including newsletter articles, Novato Patch ads, District and Novato Disposal websites, Novato Advance ads, banners at the Recycling Center and over DeLong Ave. and hotline notices.
- Continue to monitor the rates CalRecycle pays to reimburse E-Waste collectors and recyclers. (Currently the rate is \$.39/lb - \$.23 to the recycler and \$.16 to the collector). CalRecycle has the ability to review these rates on an annual basis, so these rates may change in 2012. Advocate for additional computer waste, such as printers, hard drives and peripherals, to be included in the reimbursement program.
- Continue to work with an E-Waste recycler, such as ECS, who is a member of the *e-Stewards* certification program. This program has the most rigorous third party audit and certification procedures for E-Waste recyclers to ensure that none of our E-Waste is exported to any third world countries, dumped or uses prison labor.

(Currently ECS has signed a pledge of non-export, goes through a third party "desk audit" process and is committed to a thorough *e-Stewards* audit and certification process.) ECS is an extremely reputable company - one of the major reasons we have continued to use them! We will continue to promote this fact in our advertising, including Novato Disposal's and Novato Sanitary's newsletter and future E-Waste promotions.

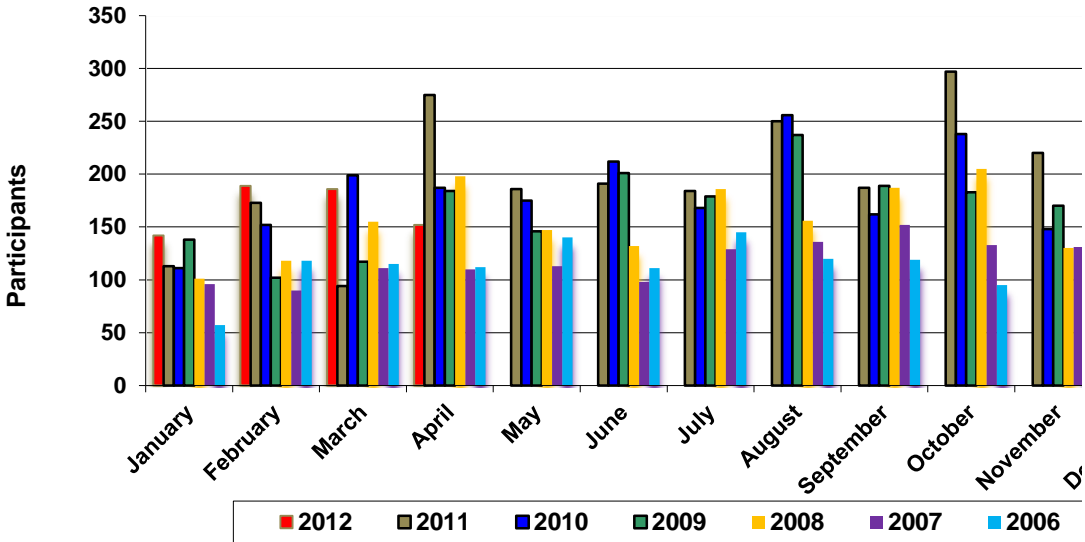
- Continue to collect all E-Waste, including CRT's and TV's at the HHW facility.
- Continue to publicize additional opportunities for residents to properly dispose of E-Waste, such as Goodwill, Marin Computer Resources in Bel Marin Keys and through Novato Disposal's bulky waste scheduled pickups.
- Work with the CA Product Stewardship Council, North American Hazardous Materials Management Association and others, to pursue legislation for producer "take-back" of used electronics.
- Continue to monitor Novato Disposal labor costs, to ensure necessary staffing.

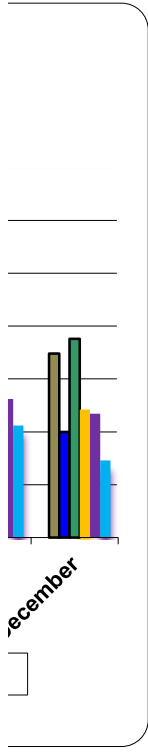
We will carefully monitor these E-Waste event costs over the next fiscal year. The reduction in days and elimination of flier printing will provide some potential savings. With the future move of the HHW facility, it is expected that these events will eventually be eliminated and E-Waste will be collected on a regular basis at a new, larger HHW facility. Until this occurs we will continue to operate these events. Funding is included in the FY2012/13 budget for 2 events in the fiscal year.

| HHW FACILITY SUMMARY 2012 | JANUARY | FEBRUARY | MARCH | APRIL | TOTAL |
|---|----------------|-----------------|--------------|--------------|--------------|
| Total Participants | 142 | 189 | 186 | 152 | 669 |
| Been to events before?(Yes) | 102 | 147 | 144 | 119 | 512 |
| Permanent facility? | 79 | 116 | 108 | 95 | 398 |
| Temporary events? | 31 | 38 | 47 | 28 | 144 |
| First time user? | 40 | 42 | 42 | 33 | 157 |
| Type of waste brought in? | | | | | |
| Antifreeze | 6 | 13 | 11 | 12 | 42 |
| Asbestos | 1 | 1 | 2 | 2 | 6 |
| Auto products | 9 | 30 | 26 | 30 | 95 |
| Car batteries | 5 | 6 | 3 | 6 | 20 |
| Computer monitors | 9 | 10 | 11 | 12 | 42 |
| Cements, sealers | 17 | 28 | 22 | 15 | 82 |
| Fluorescent tubes & bulbs | 16 | 29 | 29 | 19 | 93 |
| Household batteries | 23 | 45 | 34 | 31 | 133 |
| Household cleaners, polishes | 28 | 51 | 42 | 42 | 163 |
| Latex paint | 51 | 68 | 72 | 57 | 248 |
| Mercury Waste | 1 | 1 | 4 | 3 | 9 |
| Motor oil/filters | 11 | 24 | 23 | 17 | 75 |
| Old gasoline | 1 | 7 | 10 | 11 | 29 |
| Oil base paint | 37 | 62 | 57 | 49 | 205 |
| Paint thinners, solvents | 31 | 51 | 56 | 38 | 176 |
| Pesticides, herbicides, insecticides | 13 | 43 | 29 | 25 | 110 |
| Pet care products | 4 | 8 | 3 | 10 | 25 |
| Photo chemicals | 3 | 1 | 1 | 0 | 5 |
| Pool Chemicals | 4 | 5 | 5 | 1 | 15 |
| Propane/helium tanks/fire extinguishers | 14 | 26 | 24 | 14 | 78 |
| Sharps | 0 | 2 | 2 | 0 | 4 |
| Spray paints | 20 | 36 | 33 | 28 | 117 |
| Television | 31 | 18 | 24 | 16 | 89 |
| Thermometers/Thermostats | 2 | 1 | 3 | 1 | 7 |
| Wood preservatives, stains | 16 | 24 | 28 | 26 | 94 |
| Other | 31 | 36 | 40 | 17 | 124 |
| Hear about program? | | | | | |
| Recycling Center flier | 61 | 67 | 80 | 65 | 273 |
| Novato Advance ad | 10 | 16 | 7 | 13 | 46 |
| <i>Novato Patch ad</i> | 5 | 2 | 8 | 2 | 17 |
| Word of mouth | 21 | 29 | 18 | 21 | 89 |
| Novato Disposal newsletter | 46 | 83 | 243 | 66 | 438 |
| Sanitary District newsletter | 13 | 18 | 17 | 9 | 57 |
| Sanitary District website | 11 | 18 | 12 | 9 | 50 |
| Other | 12 | 13 | 10 | 11 | 46 |
| Change your own motor oil? | | | | | |

| | | | | | |
|--------------------------------------|------------|------------|------------|------------|------------|
| Yes | 10 | 28 | 18 | 18 | 74 |
| Novato Recycling Center | 5 | 20 | 9 | 10 | 44 |
| Kragens | 3 | 8 | 6 | 9 | 26 |
| Pennzoil | 2 | 2 | 1 | 2 | 7 |
| Other | 0 | 2 | 3 | 0 | 5 |
| If yes, want curbside pickup? | 4 | 9 | 8 | 9 | 30 |
| No | 132 | 161 | 168 | 134 | 595 |
| | | | | | |
| Comments | | | | | |
| Compliments/Good | 36 | 60 | 62 | 51 | 209 |
| Complaints | 0 | 1 | 1 | 0 | 2 |

HHW Facility Monthly Participation 2006- 2012





NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2011

| DIVERSION | <u>1stQ</u> | <u>2ndQ</u> | <u>3rd Q</u> | <u>4th Q</u> | <u>TOTAL 2011</u> |
|---|--------------------|--------------------|---------------------|---------------------|--------------------------|
| Novato Disposal Recycled (Curbside & Buyback) | 3,577 | 3,461 | 3,405 | 3,701 | 14,143 |
| Novato Disposal C&D Waste & Inerts | 640 | 1,263 | 1,098 | 747 | 3,748 |
| Novato Disposal Green waste used for compost | 2,975 | 3,840 | 3,188 | 4,073 | 14,076 |
| Novato Disposal Food Waste used for compost | 25 | 34 | 22 | 36 | 117 |
| TOTAL TONS DIVERTED | 7,217 | 8,598 | 7,713 | 8,557 | 32,085 |
| DISPOSAL | | | | | |
| MSW& Debris Box/Novato Disposal | 7,340 | 7,840 | 7,535 | 6,621 | 29,336 |
| TOTAL TONS DISPOSED | 7,340 | 7,840 | 7,535 | 6,621 | 29,336 |
| TOTAL WASTE GENERATED(TONS) | 14,557 | 16,438 | 15,248 | 15,178 | 61,420 |
| PERCENT DIVERTED | 50% | 52% | 51% | 56.38% | 52.24% |

AB939 NOVATO DISPOSAL AND DIVERSION MONITORING 1997 - 2011

Haulers: Novato Disposal
Self Haulers

| | <u>1997</u> | <u>1998</u> | <u>1999</u> | <u>2000</u> | <u>2001</u> | <u>2002</u> | <u>2003</u> | <u>2004</u> | <u>2005</u> | <u>2006</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> | <u>2011</u> |
|--|---------------|---------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|---------------|---------------|---------------|---------------|
| A. DIVERSION | | | | | | | | | | | | | | | |
| Novato Disposal Recycled (Curbside & Buyback) | 10,969 | 10,981 | 11,028 | 11,772 | 12,238 | 12,095 | 12,081 | 8,645 | 13,647 | 8,819 | 10,006 | 12,472 | 12,773 | 13,962 | 14,144 |
| MRRC recovery | 352 | 389 | 428 | 612 | 782 | 999 | 1,120 | 1,092 | 1,196 | 1,037 | 1,759 | 2,050 | 1,062 | 1,272 | 1,513 |
| Wood/Yard Waste Composted | 0 | 128 | 0 | 779 | 556 | 72 | 0 | 0 | 0 | 1,252 | 0 | 0 | 0 | 0 | 0 |
| Self haul Inerts Diverted Redwood Landfill | 7,908 | 23,946 | 29,576 | 29,984 | 28,337 | 35,731 | 51,871 | 84,829 | 49,396 | 40,729 | 23,813 | 18,198 | 8,943 | 7,654 | 5,831 |
| Redwood landfill self haul C&D recycled | | | | | | | | | | | | 7 | 96 | 43 | 108 |
| City of Novato C&D diverted(included in Novato Dispos: | 0 | 0 | 386 | 0 | 224 | 0 | 0 | 0 | 0 | N/A | N/A | N/A | N/A | N/A | N/A |
| ADC from MRRC | 196 | 101 | 17 | 0 | 35 | 139 | 154 | 413 | 179 | 400 | 236 | 0 | 0 | 0 | 0 |
| Compost from MRRC | | | | | | | | | | | | 189 | 127 | 186 | 194 |
| Greenwaste From Redwood Landfill self haul | 730 | 98 | 1,449 | 1,617 | 2,043 | 1,856 | 1,828 | 1,881 | 1,747 | 2,333 | 1,127 | 1,306 | 1,040 | 893 | 780 |
| Novato Disposal Inerts | 5,348 | 5,766 | 6,020 | 5,440 | 7,406 | 9,336 | 11,228 | 10,247 | 13,539 | 13,727 | 13,104 | 4,049 | 5,063 | 6,371 | 3,748 |
| Novato Disposal Green waste used for compost | | | | | | | | | | | 3,343 | 13,349 | 12,528 | 14,974 | 14,076 |
| Hamilton Diversion | 0 | 0 | 0 | | 79,866 | 57,148 | 29,681 | 4,742 | 258 | 122 | 0 | 0 | 0 | 0 | 0 |
| Food Waste | | | | | | | | | | | | | | | 117 |
| TOTAL TONS DIVERTED | 21,504 | 41,280 | 48,903 | 50,204 | 131,487 | 117,376 | 107,963 | 111,848 | 79,962 | 68,419 | 53,387 | 51,621 | 41,632 | 45,354 | 40,510 |
| B. DISPOSAL | | | | | | | | | | | | | | | |
| MSW& Debris Box/Novato Disposal | 26,654 | 31,880 | 36,272 | 36,569 | 39,377 | 38,126 | 38,610 | 37,624 | 34,224 | 37,365 | 34,430 | 32,824 | 29,723 | 31,558 | 29,336 |
| MRRC Residuals | 634 | 603 | 832 | 926 | 953 | 1,253 | 1,463 | 1,349 | 1,504 | 1,703 | 1,472 | 1,387 | 649 | 856 | 887 |
| MRRC Wood/Yard Waste incinerated | 287 | 348 | 512 | 1,138 | 1,473 | 1,829 | 1,367 | 946 | 1,055 | 943 | 307 | 433 | 178 | 239 | 253 |
| Redwood Landfill self haul C&D waste disposed | 3,898 | 3,170 | 5,477 | 6,307 | 5,968 | 6,781 | 7,534 | 8,493 | 5,386 | 7,999 | 6,620 | 4,951 | 4,530 | 3,569 | 3,182 |
| Novato waste disposed out-of-county | 153 | 264 | 33 | 17 | 0 | 0 | 0 | 0 | 0 | N/A | N/A | N/A | N/A | N/A | N/A |
| Hamilton AFB/Debris | 845 | 1,140 | 498 | 252 | 24,597 | 5,063 | 101 | 485 | 67 | 48 | 0 | 0 | 0 | 0 | 0 |
| Renaissance Fair debris | 0 | 2,052 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL TONS DISPOSED | 32,471 | 39,456 | 43,625 | 45,209 | 72,369 | 53,052 | 49,076 | 48,897 | 42,237 | 48,058 | 42,829 | 39,594 | 35,080 | 36,222 | 33,658 |
| C. TOTAL WASTE GENERATED(TONS) | 53,975 | 80,736 | 92,527 | 95,413 | 203,856 | 170,427 | 157,039 | 160,745 | 122,198 | 116,478 | 96,216 | 91,215 | 76,712 | 81,576 | 74,168 |
| D. COMPLIANCE WITH AB939 DIVERSION MANDATE | | | | | | | | | | | | | | | |
| Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste) | 45% | 51% | 52.85% | 52.74% | 64.57% | 68.88% | 68.75% | 69.58% | 65.52% | 58.82% | 55.52% | 56.64% | 54.29% | 55.63% | 54.65% |

CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING

Haulers: Novato Disposal
Self Haulers

Reporting period: January - December 2011

| | <u>1st Qtr.</u> | <u>2nd Qtr.</u> | <u>3rd Qtr.</u> | <u>4th Qtr.</u> | <u>TOTAL 2011</u> |
|--|------------------|------------------|------------------|------------------|-------------------|
| A. 2011 DIVERSION | | | | | |
| Novato Disposal Recycled (Curbside & Buyback) | 3,577.00 | 3,461.00 | 3,405.00 | 3,701.00 | 14,144.00 |
| MRRC recovery | 293.50 | 543.55 | 293.78 | 382.00 | 1,512.83 |
| Self haul Inerts Diverted Redwood Landfill | 669.38 | 1,522.10 | 1,308.17 | 2,331.15 | 5,830.80 |
| Redwood Landfill self haul C&D recycled | 8.16 | 9.34 | 55.42 | 34.97 | 107.89 |
| City of Novato C&D diverted(included in Novato Disposal) | N/A | N/A | N/A | N/A | N/A |
| ADC from MRRC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Compost from MRRC | 26.96 | 59.97 | 44.44 | 62.37 | 193.74 |
| Greenwaste From Redwood Landfill self haul/compost | 147.96 | 221.00 | 230.46 | 180.41 | 779.83 |
| Novato Disposal Inerts | 640.00 | 1,263.00 | 1,098.00 | 747.00 | 3,748.00 |
| Novato Disposal Green Waste used for compost | 2,975.00 | 3,840.00 | 3,188.00 | 4,073.00 | 14,076.00 |
| Novato Disposal food waste used for compost | 25.00 | 34.00 | 22.00 | 36.00 | 117.00 |
| 2011 TOTAL TONS DIVERTED | 8,362.96 | 10,953.96 | 9,645.27 | 11,547.90 | 40,510.09 |
| B. 2011 DISPOSAL | | | | | |
| MSW& Debris Box/Novato Disposal | 7,340.00 | 7,840.00 | 7,535.00 | 6,621.00 | 29,336.00 |
| MRRC Residuals | 211.34 | 198.33 | 248.08 | 229.00 | 886.75 |
| MRRC Wood/Yard Waste incinerated/transformation | 49.70 | 73.48 | 61.18 | 69.00 | 253.36 |
| Redwood Landfill self haul C&D waste disposed | 436.65 | 663.15 | 805.35 | 1,276.72 | 3,181.87 |
| Novato waste disposed out-of-county | N/A | N/A | N/A | N/A | N/A |
| 2011 TOTAL TONS DISPOSED | 8,037.69 | 8,774.96 | 8,649.61 | 8,195.72 | 33,657.98 |
| C. 2011 TOTAL WASTE GENERATED(TONS) | 16,400.65 | 19,728.92 | 18,294.88 | 19,743.62 | 74,168.07 |
| D. COMPLIANCE WITH AB939 DIVERSION MANDATE | 51.29% | 55.89% | 53.06% | 58.84% | 54.96% |
| Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste) | | | | | |

REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)

| | <u>1st Qtr.</u> | <u>2nd Qtr.</u> | <u>3rd Qtr.</u> | <u>4th Qtr.</u> | <u>TOTAL 2011</u> |
|---|-----------------|-----------------|-----------------|-----------------|-------------------|
| Inerts/ Diverted | 669.38 | 1,522.10 | 1,308.17 | 2,331.15 | 5,830.80 |
| Greenwaste Diverted/compost | 147.96 | 221.00 | 230.46 | 180.41 | 779.83 |
| C&D/ Disposed | 436.65 | 663.15 | 805.35 | 1,276.72 | 3,181.87 |
| C&D Recycled | 8.16 | 9.34 | 55.42 | 34.97 | 107.89 |
| Total | 1,262.15 | 2,415.59 | 2,399.40 | 3,823.25 | 9,900.39 |
| Percent Redwood self haul diverted | 65.40% | 72.55% | 66.44% | 66.61% | 67.86% |

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2012

| DIVERSION | <u>1stQ</u> | <u>2ndQ</u> | <u>3rd Q</u> | <u>4th Q</u> | <u>TOTAL 2012</u> |
|---|--------------------|--------------------|---------------------|---------------------|--------------------------|
| Novato Disposal Recycled (Curbside & Buyback) | 3,306 | | | | |
| Novato Disposal C&D Waste & Inerts | 584 | | | | |
| Novato Disposal Green waste used for compost | 3,387 | | | | |
| Novato Disposal Food Waste used for compost | 26 | | | | |
| TOTAL TONS DIVERTED | 7,303 | | | | |
| DISPOSAL | | | | | |
| MSW& Debris Box/Novato Disposal | 6,483 | | | | |
| TOTAL TONS DISPOSED | 6,483 | | | | |
| TOTAL WASTE GENERATED(TONS) | 13,786 | | | | |
| PERCENT DIVERTED | 53% | | | | |