

NOVATO SANITARY DISTRICT

Meeting Date: September 23, 2014

The Solid Waste Committee of Novato Sanitary District will hold a meeting at 10:00am, Tuesday, September 23, 2014 at the District offices, 500 Davidson Street, Novato CA

AGENDA

1. AGENDA APPROVAL:

2. 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

3. CONSIDER APPROVAL OF MINUTES OF MAY 29, 2014 MEETING:

4. UPDATES/ROUTINE BUSINESS ITEMS:

- a. City of Novato.
- b. Redwood Landfill.
- c. Novato Disposal - 2nd quarter report.
- d. Marin County JPA and Local Task Force.
- e. Legislation.

5. 2014 DISPOSAL/DIVERSION MONITORING REPORTS:

6. ZERO WASTE PROGRAMS CALENDAR/TIMETABLE STATUS:

7. HOUSEHOLD HAZARDOUS WASTE PROGRAMS:

- a. 2014 HHW programs update.
- b. Fall E-Waste Event scheduled for October 11-October 13, 2014.

8. RATE REVIEW SCHEDULE:

- a. Receive proposed rate review schedule.

9. ADJOURNMENT:

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 during its 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
May 29, 2014
3:00-4:00pm**

MINUTES

Members Present:

Brant Miller Jean Mariani

Others in Attendance:

Sandeep Karkal	Dee Johnson	Dan North	Gary Butler
Steve McCaffrey	Scott Pariani	Ramin Khany	Casey Williams
John Warren	Delyn Kies	Pat Eklund	

1. Approve agenda. The agenda for May 29, 2014 was approved as submitted.
2. Public Comment. There were no public comments.
3. Minutes of February 25,2014. The minutes of February 25, 2014 were approved as submitted.
4. Updates/Routine Business Items.
 - City of Novato. There was no update from the City. .
 - Redwood Landfill. Dan North reported on the status of the compost and C&D programs. Delivery of the blowers for the compost program is scheduled for 6/30 with program operation beginning at the end of the summer. The C&D program site needs to go through full closure prior to construction, which is expected to begin in 2015. Dan also reported that he will be leaving his position at Redwood at the end of August.
 - Novato Disposal - Steve McCaffrey discussed the quarterly report. He indicated that there has been a drop in recyclables due to a processing backlog of nearly 20,000 tons. He stated that there has been greater scrutiny of recyclables being sent to China – known as China’s “Green Fence” - which requires stricter handling and greater processing of loads. Newer equipment has helped make processing faster and cleaner. Brant asked whether new equipment will mean increased diversion or increased residual contamination. Steve answered that the newer equipment should reduce the residual contamination. Dee distributed a chart showing the growth of 20 gallon can customers over the past 5 years from 871 customers to 1,813 customers in 2013.
 - Marin County JPA and Local Task Force(LTF). Dee indicated that there was nothing new to report regarding the Local Task Force.
 - Legislation. Dee indicated that AB1893, the sharps bill, was being heard today on the Assembly floor and there is significant opposition from healthcare and pharmaceutical companies. SB270, the single-use carry out bag bill, AB2284, the battery stewardship bill, AB2355, the requirement for recycled materials in road base and paving and SB1014 on pharmaceutical waste are all still active and referred to committees.
5. Proposed 2014-2016 Solid and Hazardous Waste Programs Budget. Dee reviewed the proposed budget. There is a small increase in Solid Waste fees(3.7%) due to increased outreach/education staff time dealing with Zero Waste programs, multifamily/commercial outreach and food waste diversion. However, due to the Paintcare program, household hazardous waste costs are projected to decrease by 10%. Additional staff time for FY2014/15 will be dedicated to planning and study for move of the HHW facility. The Committee approved the proposed budget and forwarded it to the full District Board for adoption.
6. Zero Waste Programs Calendar/Timetable Status. Dee and Steve reviewed items included in the Zero Waste Programs calendar, including articles in the next newsletter, 2014 outreach campaigns, outreach events, fall route audits, school outreach and work with food waste diversion. Brant asked whether new technology or increased outreach will do more to help us reach our 60% diversion goal. Steve McCaffrey stated that both are equally important.

7. Household Hazardous Waste Programs
 - a. 2014 HHW Programs update. Dee reviewed the 2014 report, indicating that May was the busiest month ever at the HHW facility. The program continues to be very busy.
 - b. Spring E-Waste event report. Dee reported on the Spring E-Waste event. There were 943 participants, with 50,429 pounds of electronic waste collected. Outreach continued in the 2 newsletters, as well as a special E-waste flier inserted in Novato Disposal customer bills. We continue to operate the event at no charge. The Fall E-Waste event is scheduled for October 11-October 13, 2014.
8. 2014 Disposal/Diversion Monitoring Report. Novato Disposal's diversion for 1st quarter 2014 was 52.40%. Reports were not available from Redwood.
9. Adjourn. The next Committee meeting will be scheduled for some time in the 3rd quarter of 2014. Board member Brant Miller will be replaced on the Committee by Board member Gary Butler. The meeting adjourned at 4:05pm.

CITY OF NOVATO
2nd Quarterly Report
April- June 2014

Submitted by Novato Disposal Service

A. Solid Waste Data

A. Tons Delivered to Disposal Site

		This Quarter	Same Quarter One Year Ago
Residential	*	2,876.28	2,869.59
Commercial	**	3,660.71	3,652.21
TOTAL:		6,536.99	6,521.80

*includes commercial/multifamily locations served with carts

**includes multifamily accounts service with bins

B. Recycling Data

Tons Collected and Processed

This Quarter: 2,997.53

Same Quarter One Year Ago 3,665.81

Commodity	Curbside	Buyback	Total
	Commercial Multifamily Residential		
Cardboard	438.37	-	438.37
Paper (News & Mixed)	1,656.15	-	1,656.15
Recycling (Overages)*	66.51	-	66.51
Aluminum Cans & Foil	17.18	11.01	17.18
Metal Cans	32.04	-	32.04
**Glass	600.34	57.43	657.77
Plastic PET	49.55	-	49.55
Plastic NHDPE	10.22	.53	10.75
Plastic CHDPE	13.89	-	13.89
Plastic All Other	26.32	14.11	40.43
Other diverted materials	20.20	-	20.20
Total	2,914.45	83.08	2,997.53

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

**This includes glass overages

***Previous reports included C&D

C. Greenwaste Data

Tons Collected and Processed

This Quarter: 3,359.96

Same Quarter One Year Ago: 3,830.40

Food Waste: 26.94

Wood Waste: 11.61

Final Disposition:

All green waste was used as compost.

D. Construction and Demolition Data, including inert solids

Tons Collected and Processed

This Quarter: 1,029.15

E. Service Accounts

Residential Cart Weekly		Same Quarter One Year Ago
Can size	Number of Customers	Number of Customers
20 gallon	2,021	1,780
32 gallon	11,410	11,499
68 gallon	3,061	3,085
95 gallon	227	313
Non-Auto	6	6

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	21	0	20	0
68 gallon	24	0	17	0
95 gallon	7	0	7	0

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	19	3	1
3 yd.	25	22	25	26	23	25
4 yd.	0	0	2	0	0	2
6 yd	1	0	2	1	0	2

Commercial Cart Weekly		Same Quarter One Year Ago
Can size	Number of Customers	Number of Customers
20 gallon	0	0
32 gallon	113	134
68 gallon	132	120
95 gallon	120	106

Commercial 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.	99	9	3	94	8	3
3 yd.	159	87	73	154	91	76
4 yd.	11	10	4	10	9	1
6 yd.	5	3	7	4	3	7

Commercial Special Service*		Same Quarter One Year Ago
Bin Size	Number of Customers	Number of Customers
3 yd.	13	10
15 yd.	2	2
20 yd.	2	1
30 yd.	2	3
Compactor	9	8

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

F. Noteworthy Actions

E-waste Event

Novato Disposal Service participated in the Novato Sanitary District's E-Waste Drop-off event April 26th - 28th.

Community Education/Outreach

- Outreach staff provided a tour to the Novato and Cotati Conservation Corp Staff. A presentation on the path of the trash was given followed by a visit to our MRF. Staff answered questions in detail to further educate new Corp members.
- Outreach staff met Jim and Mark again from PG&E to complete discussion on specific items on site and how to dispose of items properly. Made changes to sites in Novato (Ignacio Sub Station) and Santa Rosa (2 locations). Staff followed up with signage and answered account questions.
- Outreach staff spoke with Lulu a member of staff from Weldon Exhibits throughout the museum that is recyclable and things that may be considered recycling but are not. Staff provided the office with a list of recycling dos and don'ts. Staff was on site to offer education and assistance for increasing recycling.
- Outreach staff visited Taqueria Mi Pueblo #3 and dropped off recycle guide and offered any recycle and compost education.
- Outreach staff met with an employee from West America Bank to discuss what materials are recyclable. Staff also offered a staff education if when needed.
- Outreach staff hosted a booth in collaboration with Novato Sanitary District at the Novato School Fuel's Novato Fun Day.
- Outreach staff hosted a booth in with Novato Sanitary District at the Novato Art & Wine Festival.

Schools

- Outreach staff met with Janice Pack from Rancho School. We discussed future presentations to the kindergarten class and suggested a school wide assembly for the following school year. Staff was on site to answer any questions.
- Outreach staff sent an email to all public schools wishing them a good summer and reminding them to consider the education opportunities available to them for no cost from Novato Disposal.

G. Additional Information

Mailers

Please find attached:

- New start post cards
- All multi-family units were sent out a business packet describing services available through Novato Disposal. We since have received feedback from a few complexes in terms of outreaching on site to tenants with our recycle door hangers. Also providing site visits with property owners or managers to assess and increase recycle efforts. Customers contacted:

Recycle Guide Participation: Multi- Family				
Customer Contacted	Participating	# of units	RRY Serv.	Yard Waste
Second St Apartments	N	-	3-32gal	N
Richard Villa	Y	4	4-68gal	N
Ignacio Hills Apartments	Y	200+	17-95gal	N
Ignacio Oaks Apts	Y	6	3-68gal	N
Wallace L. Graham	Y	4	95gal	N
1035 Third St Apartments	Y	4	2-95gal	N
Alicia Apartments	N	-	3yd	N
Tamalpais Gardens	Y	22+	22-95gal	N
Creekside Apartments	Y	18	95gal	N

- **Spring issue of the Recycling News:** featured a front page article about Multi Family Recycling which gave direction to clients that have been wondering how to get started on a recycling program at their multi- family complex. Also included in this Spring edition was information about how to handle cooking oil and a few reminders of our split body trucks, along with local event promotions such as Novato's 19th Annual Clean and Green Day, Tour of Novato (School Fuels), Novato Art, Wine & Music Festival and Novato's 4th of July Parade. Other details included in newsletter were service reminders, FAQ, recycle and compost guides, as well as 20 gal promotion, HHW Schedule, and E-waste recycling event information.

Donations

Novato Disposal provided the following donations:

- Novato Disposal Service donated (1) 3yd garbage bin to IDESI for an auction on May 9, 2014.
- Novato Disposal Service donated (8) 95gal garbage, (8) 95gal recycle cans, (2) STD & (2) ADA units to the Foundation for Public Education for Tour of Novato & Fun Fair on May 2, 2014.

- Novato Disposal donated a 20yd recycle bin to Marin Food Bank for Stamp Out Hunger Food Drive on may 5, 2014.
- Novato Disposal Service donated (2) 4yd garbage bins to IDESI for Holy Ghost Fiesta on May 30, 2014.
- Novato Disposal Service donated (3) standard port o potty, (1) ADA port o potty, and (2) portable sink for Novato Rotary Circus on May 2, 2014.
- Novato Disposal Service donated (1) 30yd garbage box, (1) 30yd recycle box, and (8) 95gal recycle cans to Nativity of Christ Church for Marin Greek Festival on May 22, 2014.
- Novato Disposal Service donated (2) 20yd garbage boxes, (1) recycle box, (4) 3yd compost bins, (22) STD portable units, (5) ADA portable units & (5) sinks to Novato Chamber of Commerce for Art, Wine, and Music Festival on June 13, 2014.
- Novato Disposal Service donated (8) 95gal compost carts to Loma Verde School for International Night on June 17, 2014.

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2013 vs. 2014**

DIVERSION	2013 <u>1stQ</u>	2014 <u>1stQ</u>	2013 <u>2ndQ</u>	2014 <u>2ndQ</u>	2013 <u>3rdQ</u>	2014 <u>3rd Q</u>	2013 <u>4th Q</u>	2014 <u>4th Q</u>	TOTAL 2013	TOTAL <u>2014</u>
Novato Disposal Recycled (Curbside & Buyback)	3,911	3,047	3,585	2,996						
Novato Disposal C&D, Wood, Inerts & Bulky waste	738	717	1,209	1,042						
Novato Disposal Green/residential food waste for compost	3,305	3,048	3,590	3,360						
Novato Disposal Commercial Food Waste for compost	21	19	36	27						
TOTAL TONS DIVERTED	7,975	6,830	8,420	7,425						
DISPOSAL										
MSW& Debris Box/Novato Disposal	6,142	6,204	6,522	6,537						
TOTAL TONS DISPOSED	6,142	6,204	6,522	6,537						
TOTAL WASTE GENERATED(TONS)	14,117	13,034	14,943	13,962						
PERCENT DIVERTED	56.49%	52.40%	56.35%	53.18%						
**Novato Disposal diversion/disposal does not include Redwood self haul										
PERCENT DIVERTED WITH REDWOOD SELF HAUL	58.57%	56.37%	58.52%							

ITEM 5		NOVATO DISPOSAL RECYCLING BY MATERIAL TYPE							
		2013 - 2014							
		2013	2014	2013	2014	2013	2014	2013	2014
MATERIALS (weight in tons)		1st qtr	1st qtr	2nd qtr	2nd qtr	3rd qtr	3rd qtr	4th qtr	4th qtr
Paper									
	Corrugated Paper	604.50	609.81	607.59	438.37				
	Computer paper	39.73	49.51	52.35	42.91				
	Mixed paper(inc.newspr. in 07)	2,051.01	1,500.14	1,825.11	1,613.24				
	Overages	92.57	69.08	88.16	66.51				
	Newspaper	0.00	0.00	0.00	0.00				
	High Grade Ledger	0.00	0.00	0.00	0.00				
Subtotal Paper		2,787.81	2,228.54	2,573.21	2,161.03				
Plastic									
	HDPE	8.99	11.16	9.47	10.75				
	PETE	43.99	53.04	53.80	49.55				
	PETE/HDPE Mix	15.72	15.23	12.96	13.89				
	Other plastics	149.37	74.63	128.08	40.43				
Subtotal Plastic		218.07	154.06	204.31	114.62				
Glass									
	CA Redemption value	833.16	606.74	751.13	657.77				
	Other Glass	0.00	0.00	0.00	0.00				
Subtotal Glass		833.16	606.74	751.13	657.77				
Metals									
	Aluminum Cans	10.80	16.03	15.24	17.17				
	Ferrous & Tin cans	40.34	27.20	27.52	32.04				
	Non-Ferrous	0.00	0.00	0.00	0.00				
	White Goods	20.88	15.02	14.06	13.60				
	Other	0.00	0.00	0.00	0.00				
Subtotal Metal		72.02	58.25	56.82	62.81				
Yard Waste									
	ADC(Redwood Landfill)	0.00	0.00	0.00	0.00				
	Compost	3,304.76	3,047.53	3,590.09	3,359.96				
Subtotal Yard Waste		3,304.76	3,047.53	3,590.09	3,359.96				
Organics									
	Food waste	20.88	18.79	35.80	26.94				
	Tire & Rubber	0.00	0.00	3.08	0.00				
	Wood Waste	12.78	2.94	7.37	11.61				
	Textiles&Leather	0.00	0.00	0.00	0.00				
Subtotal Organics		33.66	21.73	46.25	38.55				
Special Wastes									
	Inert Solids (used as ADC)	721.66	711.70	1,195.86	1,029.15				
	Bulky wastes	3.52	2.09	3.06	1.29				
	Sludge	0.00	0.00	0.00	0.00				
Subtotal Special Wastes		725.18	713.79	1,198.92	1,030.44				
GRAND TOTALS		7,974.66	6,830.64	8,420.73	7,425.18				

Haulers: Novato Disposal
Self Haulers

Reporting period: Comparison 2008 - 2013

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
A. DIVERSION						
Novato Disposal Recycled (Curbside & Buyback)	12,471.50	12,772.72	13,962.00	14,144.00	14,298.00	14,306.00
MRRC recovery	2,050.00	1,062.00	1,271.88	1,512.83	1,672.94	2,047.79
Self haul Inerts Diverted Redwood Landfill	18,198.30	8,942.72	7,653.87	5,830.80	8,362.25	7,176.55
Redwood Landfill self haul C&D recycled	7.32	96.00	42.52	107.89	290.56	397.63
City of Novato Inerts diverted	N/A	N/A	0.00	N/A	N/A	N/A
ADC from MRRC	0.00	0.00	0.00	0.00	0.00	0.00
Compost from MRRC	189.00	127.00	185.50	193.74	253.51	190.26
Greenwaste From Redwood Landfill self haul/compost	1,305.93	1,040.00	893.20	779.83	453.99	588.20
Novato Disposal Inerts	4,049.25	5,062.84	6,370.63	3,748.00	3,440.00	4,023.00
Novato Disposal Green Waste/residential food waste for compost	13,349.39	12,527.34	14,973.97	14,076.00	14,328.00	13,397.00
Novato Disposal commercial food waste for compost				117.00	137.00	100.00
North Marin Metal Recycling						53.84
TOTAL TONS DIVERTED	51,620.69	41,630.61	45,353.57	40,510.09	43,236.25	42,280.27
B. DISPOSAL						
MSW& Debris Box/Novato Disposal	32,823.74	29,722.71	31,557.69	29,336.00	25,859.00	25,294.00
MRRC Residuals	1,387.00	649.00	856.37	886.75	929.21	1,092.33
MRRC Wood/Yard Waste incinerated	433.00	178.00	238.86	253.36	308.38	404.08
Redwood Landfill self haul C&D waste disposed	4,950.54	4,530.00	3,569.07	3,181.87	4,006.14	3,435.86
Novato waste disposed out-of-county		N/A	N/A	N/A	N/A	N/A
TOTAL TONS DISPOSED	39,594.28	35,079.71	36,221.99	33,657.98	31,102.73	30,856.27
C. TOTAL WASTE GENERATED(TONS)	91,214.97	76,710.32	81,575.56	74,168.07	74,338.98	73,135.54
D. COMPLIANCE WITH AB939 DIVERSION MANDATE	56.64%	54.29%	55.63%	54.96%	58.16%	57.81%
Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)						

REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)

	<u>TOTAL 2008</u>	<u>TOTAL 2009</u>	<u>TOTAL 2010</u>	<u>TOTAL 2011</u>	<u>TOTAL 2012</u>	<u>TOTAL 2013</u>
Inerts/ Diverted	18,198.30	8,942.72	7,653.87	5,830.80	8,362.25	7,176.55
Greenwaste Diverted/compost	1,305.93	1,040.00	893.20	779.83	453.99	588.20
C&D/ Disposed	4,950.54	4,530.00	3,569.07	3,181.87	4,006.14	3,435.86
C&D Recycled	0.00	96.00	42.52	107.89	248.84	397.63
Total	24,454.77	14,608.72	12,158.66	9,900.39	13,071.22	11,598.24
Percent Redwood self haul diverted	79.76%	68.99%	70.65%	67.86%	69.35%	70.38%

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/Latisha	2 times a year	Notify District in Fall for dates of subsequent annual newsletters	One Zero Waste feature article in each newsletter <i>Fall newsletter to include articles on Novato bag ordinance, food waste composting, can stickers & paperless billing</i>
2. Promote 20 gallon cans	Casey/Latisha	Ongoing	Ongoing	Promote in newsletters & bills <i>Note: 20 gal can use increased 12% from 2nd Q 2013</i>
3. Promote backyard compost bins	Steve/Casey/Latisha	Ongoing	Ongoing	Promote in newsletter, at events & with Backyard Compost classes run by Marin Food Scrap Coalition or Marin Master Gardeners
4. 2 Outreach Campaigns promoting zero waste, waste reduction and/or other diversion	Steve/Casey	Ideas for 2015 campaign submitted	October of each year to District for approval	<u>2015 Outreach Campaigns</u> 1. Commercial & multifamily recycling outreach 2. Commercial food scraps composting
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/Latisha	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
<p>7. Visit all commercial businesses with 4 c.y. service or more and multi-family complexes of 5 units or more annually</p>	<p>Scott/Dee</p>	<p>(see AB32 item)</p>	<p>Ongoing</p>	<p>Visits to determine service level, contact business owners and/or property managers; visits with multi-family also identify resident outreach methods;conduct presentations</p>
<p>8. Participate in 10 events annually</p>	<p>Steve/Casey/Latisha/Dee</p>	<p>Submit ideas for events to District by 4th quarter of each year for following year</p>	<p>List submitted to District for 2015 events</p>	<p><u>2014 Events</u></p> <ul style="list-style-type: none"> • North Bay Watershed Conference - April 11 • Novato's Clean & Green Day – April 26 • E-Waste Events handouts April 26-28 • School Tour of Novato – May 3 • Novato Art & Wine Festival June 14 & 15 • 4th of July Parade • Farmer's Markets – August 20 & Sept. 23 • Sr. Center Health Fair – October 16 • E-Waste event handouts – Oct 11-13 <p><u>2015 Events Currently Scheduled</u></p> <ul style="list-style-type: none"> • North Bay Watershed Conference - • Novato's Clean & Green Day – April

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
				<ul style="list-style-type: none"> • E-Waste Events handouts Spring 2015 • School Tour of Novato – May • Novato Art & Wine Festival June • 4th of July Parade • Farmer’s Markets – at least 2 • Sr. Center Health Fair – October • E-Waste event handouts – Fall 2015 • Rotary presentations • Novato Nostalgia Days - August
9. Conduct annual retraining at schools on recycling & Zero Waste; participate in developing Zero Waste curricula for schools; offer Zero Waste & recycling programs for school assemblies	Latisha/MCC/Dee	(See Ex. 5 School Recycling and Food Waste Program)	Ongoing	Novato Disposal sends email out to all schools re: recycling education opportunities; schedule meeting with School District; work with San Marin & Novato H.S. re: food waste
10. Annual Waste Audit of City facilities and work with City on Zero Waste goals	Steve/Scott/Dee/City staff	Ongoing	Ongoing	<u>Sites for 2014</u> <ul style="list-style-type: none"> • New City Hall • Several City parks <u>Sites for 2015</u> <ul style="list-style-type: none"> • Work with City staff on additional sites
11. Bilingual Zero Waste recycling and diversion guides	Casey/Latisha	Initial revisions	Ongoing	Update as needed
12. Interactive website with links to Zero waste & reuse options	Casey/Dee	See Exhibit 6	See Exhibit 6	

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
13. Billing inserts on program updates as needed	Steve/Casey	4 2-sided inserts annually	March 2015, June 2015, Sept 2015 & December 2015	<i>March insert – paperless billing & E-Waste event</i> <i>June insert –HHW facility</i> <i>Sept. insert.- E-Waste event & paperless billing</i> <i>Dec. insert - Xmas tree recycling</i> <i>Permanent 2nd side – debris box & Recycling Center</i>
14. Annual selective route audits to gauge program success	Steve/ Scott	Annual baseline audit	Ongoing	Conducted route audits in 2011, 2012 and 2013 for food waste program and green waste program participation; <i>2014 route audit for set out rates scheduled for Fall 2014</i>
15. Corrective action cart hangers	Steve/Route supervisor	As needed	As needed	

Exhibit 5: School Recycling and Food Waste Program outline

Latisha and MCC 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/Latisha/Dee	Ongoing	Ongoing	Additional work needed with HOA's without green carts, but with single family service; List of Novato HOA's updated; residential food waste audit in 2013; <i>meet with HOA's to provide carts for food and green waste</i>

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
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 Over 1500 free food scrap pails distributed	Food Waste green can stickers mailed January 2012, asking all households to place on cart; 85% of households have stickers on green cans; food scrap pails advertised in newsletter, website, ads; distributed at Farmer's Market & Senior Center; <i>NDS notice in Fall newsletter re: can stickers and availability of food scrap pails for purchase at \$6.00 each</i>
3. Supermarket food waste diversion	Steve/Scott/Casey	Begin early 2013	Ongoing	Redwood accepting commercial food waste in compost program; <i>promote businesses diverting food waste in newsletters and window stickers</i>
4. Restaurant Food waste diversion	Steve/Scott/Casey	Begin early 2013	Ongoing	Redwood accepting restaurant food waste in compost program; <i>promote businesses diverting food waste in newsletters and window stickers</i>
5. Multi-family food waste diversion	Steve/Scott/Casey	Ongoing	Ongoing	<i>Continue work with multifamily units on food waste diversion; review cost structure</i>

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
2. Enforce C&D recycling thru Solid Waste ordinance	Sandeep/Dee	Ongoing	2014	District solid waste ordinance to be reviewed, updated & enforced
AB32 /AB341/AB818 Multi-family & Commercial mandated recycling				
1. Identify all multifamily & commercial sites & review recent legislation for changes to program	Casey/Dee/Scott/Latisha	Staff meeting – completed		Novato Disposal & District staff meeting on 2/1/12 to discuss databases to obtain accurate site information; Novato Disposal 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	Latisha/Dee review	Current	Ongoing	Novato Disposal mailers, door hangers and web page; District web page & Patch ads; develop additional handouts & mailers for property managers

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
3. Make site visits	Scott/Dee/Latisha	Ongoing	Ongoing	Visits to include information on AB32 recycling requirements, waste audit availability; Dee, Latisha & Scott to make ongoing site visits; schedule site walk-throughs of Bel Marin Keys area
4. Participate in workshops for multifamily & commercial property managers	Dee/Scott/Latisha	Ongoing	Ongoing	District and Novato Disposal to develop materials and schedule meetings with property managers as necessary; revised HOA list; contact rental housing associations, HOA's and property managers; follow-up with site visits
5. Provide recycling containers	Steve/Scott	Ongoing	Ongoing	Following site visits, to determine size & placements, Novato Disposal can begin delivery of recycling containers
6. Implement mandated multifamily & commercial recycling	District & Novato Disposal	Ongoing	Ongoing	District to provide ongoing outreach/ education
Schools Campaign				
1. Institute food waste recycling	District & Novato Disposal	Ongoing	Ongoing	Program instituted in select schools; meet with School District staff re: food waste in new San Marin & Novato H.S. cafeterias
2. Monitor food waste & recycling programs; meet with teachers & students	Latisha & MCC	Ongoing	Ongoing	Separate calendar & schedule to be developed

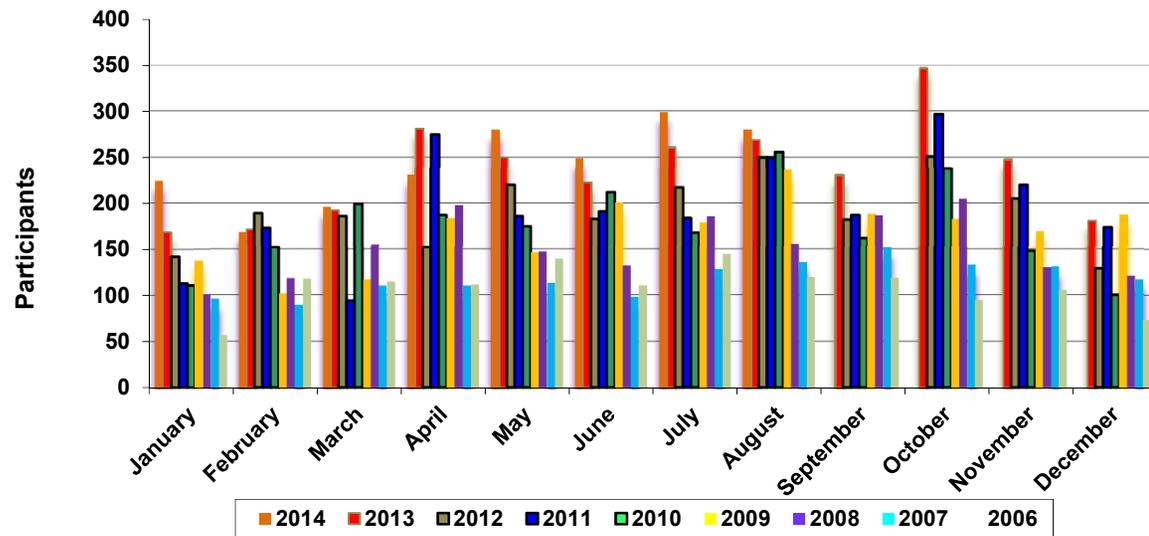
ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
Backyard Composting				
1. Promote backyard composting through compost bin promotion	Steve/Casey/Latisha	Ongoing	Ongoing	See Item EX 4, Item 3
Wet/Dry Route Collections				
1. Discuss feasibility of system & institute 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	
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

HHW FACILITY SUMMARY 2014	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
Total Participants	225	169	196	231	280	249	299	280					1,929
Been to events before?(Yes)	181	138	162	183	222	190	241	232					1,549
Permanent facility?	160	118	139	149	194	171	202	197					1,330
Temporary events?	33	26	34	38	49	34	49	48					311
First time user?	44	31	34	48	58	59	58	48					380
Type of waste brought in?													
Antifreeze	21	13	12	13	16	22	18	25					140
Asbestos	1	0	7	2	3	3	2	4					22
Auto products	29	15	36	31	45	32	39	43					270
Car batteries	7	3	2	9	13	6	5	9					54
Computer monitors	25	12	11	7	22	19	18	30					144
Cements, sealers	25	19	27	27	47	40	38	45					268
Fluorescent tubes & bulbs	36	24	33	27	46	29	42	49					286
Household batteries	45	36	43	50	60	55	56	65					410
Household cleaners, polishes	51	36	54	58	72	56	72	76					475
Latex paint	71	62	72	83	117	111	116	120					752
Mercury Waste	4	1	2	3	2	5	6	3					26
Motor oil/filters	26	20	28	32	34	31	37	45					253
Old gasoline	9	9	8	17	12	12	11	17					95
Oil base paint	47	39	55	68	81	80	77	103					550
Paint thinners, solvents	52	51	53	70	93	69	69	92					549
Pesticides, herbicides, insecticides	40	23	46	44	60	49	60	67					389
Pet care products	5	2	9	9	9	6	6	6					52
Photo chemicals	0	1	1	1	1	2	3	2					11
Pool Chemicals	6	3	2	6	14	3	13	9					56
Propane/helium tanks/fire extinguishers	18	13	23	31	31	26	32	29					203
Sharps	2	1	2	3	5	2	5	7					27
Spray paints	35	26	31	39	44	55	37	69					336
Television	43	24	41	28	21	30	30	24					241
Thermometers/Thermostats	2	1	3	1	2	6	1	3					19
Wood preservatives, stains	25	25	28	39	42	40	43	51					293
Other	46	40	37	36	52	45	47	49					352
Hear about program?													
Recycling Center flier	92	76	64	104	126	111	111	104					788
Novato Advance ad	5	10	8	13	10	9	17	14					86
<i>Novato Patch ad</i>	2	2	3	8	12	6	16	8					57
Word of mouth	49	29	38	31	38	41	51	36					313
Novato Disposal newsletter	85	62	79	107	100	94	121	111					759
Sanitary District newsletter	13	21	17	21	28	18	30	27					175
Sanitary District website	18	15	16	12	13	11	23	32					140
Other	26	15	25	10	11	15	16	25					143
Change your own motor oil?													
Yes	39	21	31	28	35	32	36	37					259
Novato Recycling Center	30	15	20	22	27	24	23	27					188
Kragens	10	8	10	7	11	11	12	14					83
Pennzoil	1	0	4	0	0	0	1	3					9
Other	0	0	0	0	1	2	2	0					5
If yes, want curbside pickup?	11	6	10	10	15	13	13	13					91
No	186	148	165	203	245	221	263	243					1,674
Comments													
Compliments/Good	64	50	55	79	82	88	77	98					593
Complaints	1	0	2	0	2	1	1	2					9

HHW PARTICIPANTS 2006 - 2014

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Totals</u>
2014	225	169	196	231	280	249	299	280					1,929 open 3 days in April
2013	169	172	193	281	250	223	261	269	231	347	248	181	2,825
2012	142	189	186	152	220	183	217	250	182	251	205	129	2,306
2011	113	173	94	275	186	191	184	250	187	297	220	174	2,344
2010	111	152	199	187	175	212	168	256	162	238	148	100	2,108 August 6 days
2009	138	102	117	184	146	201	179	237	189	183	170	188	2,034 August 6 days
2008	101	118	155	198	147	132	186	156	187	205	130	121	1,836
2007	96	90	111	110	113	98	129	136	152	133	131	117	1,416
2006	57	118	115	112	140	111	145	120	119	95	106	73	1,311
% Change from 2013	33.14%	-1.74%	1.55%	-17.79%	12.00%	11.66%	14.56%	4.09%					

HHW Facility Monthly Participation 2006- 2014



Novato Sanitary District

**SCHEDULE FOR CONSIDERATION OF MAXIMUM REFUSE DISPOSAL RATES -
Effective January 1, 2015**

October 13, 2014	Regular Board meeting. Board sets Public Hearing date for November 10, 2014.
October 15, 2014	1st Public Hearing legal notice published in Marin Independent Journal.
October 21, 2014	Meeting of Solid Waste Committee (Jean Mariani, Gary Butler) to consider rate review report and make recommendation to the Board of Directors.
October 22, 2014	2 nd Public Hearing legal notice published in Marin Independent Journal.
October 27, 2014	Regular Board meeting. Board receives report and recommendation from Solid Waste Committee.
November 10, 2014	Regular Board meeting. Public Hearing to hear public comments and consider adoption of Resolution Setting Maximum Refuse Rates for Novato Disposal Service.
November 14, 2014	Publication of Resolution and Refuse Disposal Rates in Marin Independent Journal, to be effective January 1, 2015.

Public Hearing Noticing Procedures

Hearing Notice published once a week for two successive weeks with at least 5 days intervening between the respective publication dates. First publication to be at least 14 days prior to the date set for hearing. (Publish in Marin IJ)

Resolution with new rates to be published once in the IJ to be effective on January 1, 2015.