

NOVATO SANITARY DISTRICT

Meeting Date: May 29, 2014

The Solid Waste Committee of Novato Sanitary District will hold a meeting at 3:00pm, Thursday, May 29, 2014 at the District offices, 500 Davidson Street, Novato.

Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com.

AGENDA

1. AGENDA APPROVAL

2. PUBLIC COMMENT: (PLEASE OBSERVE A THREE MINUTE TIME LIMIT.)

This item is to allow anyone present to speak on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three –minute presentation. No action will be taken by the Committee at this time as a result of any public comments made.

3. CONSIDER APPROVAL OF MINUTES OF FEBRUARY 25, 2014 MEETING

4. UPDATES/ROUTINE BUSINESS ITEMS:

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

5. PROPOSED 2014-2016 SOLID AND HOUSEHOLD HAZARDOUS WASTE (HHW) PROGRAMS BUDGET

6. ZERO WASTE PROGRAMS CALENDAR/TIMETABLE STATUS

7. HOUSEHOLD HAZARDOUS WASTE (HHW) PROGRAMS

- a. 2014 HHW programs update
- b. Spring E-Waste Event report

8. 2014 DISPOSAL/DIVERSION MONITORING REPORT

9. 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. Notification prior to the meeting 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 open session 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 25, 2014
3:00-4:00pm**

MINUTES

Members Present:

Brant Miller Mike DiGiorgio

Others in Attendance:

Beverly James	Dee Johnson	Sandeep Karkal	Delyn Kies
Steve McCaffrey	Bessie Martinez	Ramin Khany	Casey Williams

1. Approve agenda. The agenda for February 25, 2014 was approved as submitted.
2. Public Comment. There was no comment from the public.
3. Minutes of October 22, 2013. The minutes of October 22, 2013 were accepted as submitted. .
4. Updates/Routine Business Items.
 - City of Novato. There was no update from the City. .
 - Redwood Landfill. Ramin Khany indicated that the compost operation should be complete by the end of June and construction should begin on the C&D program soon.
 - Novato Disposal - Steve McCaffrey discussed the quarterly report. He indicated that disposal has increased slightly from the same quarter one year ago, and recycling has decreased slightly from the same quarter a year ago. Green waste collected is also down, probably due to the drought. However, C&D materials have increased. He indicated that recycling outreach has increased for multifamily and commercial properties. These properties often pose difficult issues, such as space and contamination. Brant asked how some of these issues are resolved. Steve indicated that it's often working with the landlords and tenants that come up with the solutions. The revised solid waste ordinance, when adopted, should help with these commercial and multifamily recycling issues.
 - Marin County JPA and Local Task Force(LTF). Dee Johnson indicated that she attended a Marin County Pharmaceutical community meeting that was primarily focused on pharmaceutical abuse and prevention, but was also working on safe disposal locations and pharmaceutical take back programs. The draft plastic bag ordinance was finalized and has been distributed to the cities for adoption. Delyn Kies updated that committee on the state legislation requiring recycled materials in public road base.
 - Legislation. Dee indicated that SB270, the single-use carry out bag bill, was referred to Senate Rules Committee and a new bill – SB1014 – was introduced for pharmaceutical take back.
5. Zero Waste Programs Calendar/Timetable Status. Dee and Steve reviewed items included in the Zero Waste Programs calendar, including articles in the spring newsletter, 2014 outreach campaigns, outreach events, school outreach and work with food waste diversion.
6. Household Hazardous Waste Programs
 - a. 2014 HHW Programs update. Dee reviewed the 2014 report, indicating that January and February continued to be very busy.
 - b. 2013 Annual HHW program report. Dee reviewed the 2013 HHW report. 2013 participation at the HHW facility was the highest ever, serving 2,825 Novato residents. An additional 1,335 residents were served at the 2 E-Waste events. Costs for the HHW facility and E-Waste event remain fairly steady, with savings anticipated in FY2014/2015 with initiation of the Paintcare program. Paint and E-Waste continue to be the largest materials collected, with batteries and fluorescents also increasing. .
 - c. E-Waste Event 2014. Dee indicated that 2 events are planned for 2014. Spring event is scheduled for April 26-April 28 and Fall event for October 11 – October 13. Novato Disposal and ECS, our E-waste recycler, will continue to provide labor and recycling services.

7. 2013 Disposal/Diversion Monitoring Report. Novato Disposal's overall diversion for 2013 was at 55.11%, while Novato's overall diversion, including self haul waste reported from Redwood, was at 58%.
8. Adjourn. The next Committee meeting will be scheduled for some time in the 2nd quarter of 2014. The meeting adjourned at 4:55pm.

CITY OF NOVATO

1st Quarterly Report

January- March 2014

Submitted by Novato Disposal Service

A. Solid Waste Data

A. Tons Delivered to Disposal Site

		This Quarter	Same Quarter One Year Ago
Residential	*	3,474.27	3,439.65
Commercial	**	2,729.78	2,702.58
TOTAL:		6,204.05	6,142.23

*includes commercial/multifamily locations served with carts

**includes multifamily accounts service with bins

B. Recycling Data

Tons Collected and Processed

This Quarter: 3,049.69

Same Quarter One Year Ago 3,910.69

Commodity	Curbside	Buyback	Total
	Commercial Multifamily Residential		
Cardboard	609.81	-	609.81
Paper (News & Mixed)	1,549.65	-	1,549.65
Paper (Overages)*	69.09	-	69.09
Aluminum Cans & Foil	6.46	9.56	16.02
Metal Cans	27.20	-	27.20
**Glass	561.24	45.50	606.74
Plastic PET	53.04	-	53.04
Plastic NHDPE	10.68	0.49	11.17
Plastic All Other	63.93	10.70	74.63
Other diverted materials	17.11	-	17.11
Total	2,983.45	66.25	3,049.69

* 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: 3,047.53

Same Quarter One Year Ago: 3,317.54

Final Disposition:

All green waste was used as compost.

D. Construction and Demolition Data, including inert solids

Tons Collected and Processed

This Quarter: 711.70

Same Quarter One Year Ago: 725.18

E. Service Accounts

Residential Cart Weekly		Same Quarter One Year Ago
Can size	Number of Customers	Number of Customers
20 gallon	1,972	1724
32 gallon	11,344	11,573
68 gallon	3,054	3,071
95 gallon	302	308
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	21	0
68 gallon	12	0	15	0
95 gallon	6	0	6	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.	20	3	1	19	3	1
3 yd.	25	22	25	27	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	124	130
68 gallon	111	116
95 gallon	86	107

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.	97	9	3	91	8	3
3 yd.	158	87	74	157	92	76
4 yd.	17	11	1	10	4	1
6 yd.	4	3	6	4	3	7

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

*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 6th-10th. Novato Disposal also provided boxes and tree removal service to San Marin High School's tree drop-off Project Safe Grad Fundraiser. Over 83 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 April 26th -28th.

Community Education/Outreach

- Novato Disposal Outreach staff met with Jeannette from Warner Creek Senior Center. Staff conducted an audit and presented to senior residence. The focus was more on buy back center information and procedures. We also reviewed materials accepted at our Redwood Dr. buyback location.
- Novato Disposal Outreach staff met with Jean Mariani from the Buck Institute. Staff conducted an audit and reviewed better locations for containers. We were also on site to answer any recycle questions.

- Novato Disposal Outreach staff met with Dave from Costco. Staff conducted a bin audit, suggested bin locations, reviewed food scrap practices and talked about billing effects and benefits. Also suggested a management recycle training.
- Novato Disposal Outreach staff met with Jim (sub-consultant) on behalf of PG&E. Staff reviewed Novato location and talked about different options to reduce billing by recycling as much as possible. The goal for PG&E is to be at a 70% diversion throughout California and at this point they are at 54% and increasing. Signage and bin location suggestions, along with service changes are all under way with approval.
- Novato Disposal Outreach staff met with Laurie from the Barker Group at the Hangers. Staff conducted a building to building audit and of enclosures. Recommendations to have management and custodial staff presentations were given. All recycle questions were answered and recycle services were increased.
- Novato Disposal Outreach staff visited The Meadows and presented the opportunity to be featured in The Novato Disposal Recycling newsletter due to their great recycle efforts. Staff was directed to owner but at this time has not received an approved response. NDS will continue to attempt to connect.
- Novato Disposal Outreach staff visited Walnut Grove and met with Manager Michael. Staff spoke about recycle regulations and tenant complaints being received due to no recycle containers on site. He pleasantly implied that it was not his decision to make and directed me to his corporate office. NDS left a message for Margarite Allen in an attempt to add service to this location.

Schools

- Novato Disposal Outreach staff visited Olive Elementary School. Staff conducted a visual survey and delivered signage and business information to principal.
- Novato Disposal Outreach staff provided a presentation to Loma Verde Schools 3rd graders. We taught the students about where the trash goes to after it's picked up from their home. We also discussed recycling at school and at home. Showed the children everyday recyclable materials that they may come across and shared stories about their experiences with recycling.
- Novato Disposal Outreach staff provided a presentation for Karen at Novato Charter School. We reviewed the latest recycle updates and went over the importance of recycling. Introduced the possibilities of composting food scraps on site and at home. Questions and concerns were answered after presentation

I. Additional Information

Mailers

Please find attached:

- New start post cards
- Novato E-waste Billing insert

Donations

Novato Disposal provided the following donations:

- (8) 30-yard yard waste boxes for The City of Novato at annual holiday tree drop off.
- 3-yard garbage for IDESI the Fado Dinner Show
- 4-yard garbage bin, (3) 95 gallon compost cans, (3) 95 gallon recycle cans to Novato Rotary Polenta Night Fundraiser.
- (2) 4-yard bin for Our Lady of Loreto used for Crab Feed Fundraiser.
- 4-yard garbage bin to Novato High School Baseball fundraiser event.
- 3-yard garbage and 3-yard recycling bin to Knights of Columbus Veterans Appreciation Dinner & Dance.
- (2) 4-yard garbage for IDESI Fundraiser crab feed.

2014/2016 Proposed AB939, Zero Waste and Hazardous Waste Programs Budget

Enclosed is the proposed budget and narrative for the AB939, Zero Waste and Hazardous Waste programs for FY 2014/15 and estimated FY2015/2016.

Expenditures

67400 - Management Services. Expenditures include the ongoing operation, administration and staffing of the permanent HHW facility, E-Waste events, HHW contracts, monthly, quarterly and annual reporting requirements, staffing of Committee meetings, attending Local Task Force and JPA meetings, managing Zero Waste programs, monitoring legislation, and outreach to businesses, multifamily and community events. Expenditures also include administration of 2 grant programs – Used Oil and Beverage Container Recycling – funded entirely by these grants.

Additional staff time in FY2014/2015 will be dedicated to planning and study for move of the HHW facility to a new location, increased outreach and education at community events and multifamily/commercial properties, focus on commercial food waste diversion and working with CalRecycle on AB32 commercial/multifamily mandatory recycling requirements, Zero Waste issues and construction/demolition diversion.

67500 – Household Hazardous Waste. Expenditures include contractor costs for the HHW facility, E-Waste events and maintenance of the HHW facility including floor striping, repair of roll-up doors, signage and pigeon control.

For FY 2014/2015, HHW contractor costs are reduced by approximately 10% due to the launch of the Paintcare program in March 2014, which provides for collection and recycling of latex and oil-base paint at the HHW facility at no cost. This estimate of cost reductions for the upcoming first full year of the program are based upon 3 months of actual cost reductions experienced in 2014. Although collection and recycling of latex and oil paints are provided at no charge, there is a detailed sorting process that is required by Paintcare, which is currently increasing staff time. As staff becomes accustomed to this process, this time may be reduced. Costs for the E-Waste event are increased slightly due to the new pricing provided by our e-waste recycler. Site maintenance costs are increased slightly for potential repair or replacement of hazmat bin doors.

67530 – Used Oil and Beverage Container Grants. These CalRecycle grant funds are used exclusively for used oil and filter recycling, oil tank maintenance, supplies, and promotion of beverage container recycling.

67540 - Education, Publicity/Advertising, Outreach. As a result of increased outreach for the Zero Waste and multifamily/commercial programs, expenditures include sponsorship and booth rental at several community events, handouts and promotional items, and increased advertising. Included in actual expenditures are costs for monthly ads in the Novato Patch, website development, newsletter articles and social media outreach. Also included are expenditures for purchase of sharps containers distributed at 4 Novato pharmacies for free, along with disposal of sharps waste.

For FY 2014/2015, Zero Waste and multifamily/commercial program outreach will increase, as our goal of 60% diversion by 2015 is imminent. Increased outreach at community events, farmer's markets and schools, along with increased focus on food waste diversion at commercial facilities. Additional costs for booth rentals, handouts and promotional items, print and web advertising, website promotion, maintenance, social media push and newsletter articles are also included. Expenditures for sharps containers, and disposal at 4 Novato pharmacies will also continue.

Other. A contingency of \$5,000. is included for unanticipated expenses.

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

Revenues.

AB939 Solid Waste Fees. There is a small increase (3.7%) in fees for FY2014/2015, as a result of continued Zero Waste program and multifamily/commercial outreach costs. 84% of the revenues to fund these programs come from these fees assessed on the garbage rate. (AB939 fees).

Used Oil Grant. Grant amount budgeted at \$15,060., which is preliminary amount proposed by CalRecycle. Actual amount not known until state budget passes.

Beverage Container Recycling Grant. Grant amount budgeted at \$13,836. Actual amount not known until state budget passes.

JPA reimbursement fees. JPA fee revenues are budgeted at \$30,984. for FY 2014/15. . The \$30,984. accounts for current fees on Novato self haul waste disposed at Redwood Landfill.

**AB 939 SOLID, ZERO WASTE AND HAZARDOUS WASTE BUDGET
FY 2014/2015 and 2015/2016 PROPOSED BUDGET**

EXPENDITURES

<u>Account</u>	<u>Program</u>	<u>Budget 2013/2014</u>	<u>Est Expenditures Thru 6/30/14</u>	<u>Preliminary Budget FY2014/2015</u>	<u>Est. Preliminary Budget FY2015/2016</u>
67400	Management Services	\$119,264.00	\$111,033.00	\$120,161.00	\$123,261.00
67500	Household Hazardous Waste & E-Waste	\$192,500.00	\$176,300.00	\$174,000.00	\$171,500.00
67530	Used Oil/Beverage Container grant programs	\$22,537.00	\$22,026.00	\$22,537.00	\$22,537.00
67540	Outreach/Publicity/Education	\$22,000.00	\$25,250.00	\$37,000.00	\$38,000.00
67600	Other	\$5,000.00	\$3,500.00	\$5,000.00	\$5,000.00
67610	City AB939 Admin Services	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>
TOTAL AB939 SOLID/HAZARDOUS WASTE EXPENDITURES		\$371,301.00	\$348,109.00	\$368,698.00	\$370,298.00

REVENUES

AB939 Solid Waste Fees	\$297,586.00	\$297,586.00	\$308,818.00	\$310,418.00
Used Oil Grant	\$16,963.00	\$14,952.00	\$15,060.00	\$15,060.00
Beverage Container Recycling Grant	\$13,589.00	\$14,307.00	\$13,836.00	\$13,836.00
JPA reimbursement & self haul fees	\$27,697.00	\$27,792.00	\$30,984.00	\$30,984.00
Other revenues		\$1,660.00		
TOTAL AB939 SOLID/HAZARDOUS WASTE REVENUES	\$355,835.00	\$356,297.00	\$368,698.00	\$370,298.00

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	One Zero Waste feature article in each newsletter <i>Fall newsletter to include articles on food waste composting, can stickers & paperless billing</i>
2. Promote 20 gallon cans	Casey/Bessie	ongoing	ongoing	Promote in newsletters & bills <i>Note: 20 gal can use increased 15% from 1st Q 2013</i>
3. Promote backyard compost bins	Steve/Casey/Bessie	ongoing	2014	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 2014 campaign submitted	October of each year to District for approval	<u>2014 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/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)	Ongoing	Visits to determine service level, contact business owners and/or property managers; visits with multi-family also identify resident outreach methods;conduct presentations
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 2014 events	<p><u>2014 Events Completed:</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 <p><u>2014 Events Scheduled</u></p> <ul style="list-style-type: none"> • Novato Art & Wine Festival – June 14 & 15 • 4th of July Parade • Pollution Prevention Week Sept 22-26 • Sr. Center Health Fair – October • E-Waste event handouts – Oct 11-13 • Rotary presentations – to schedule • Lu Sutton School tour of Recycling & HHW Facility • Hamilton Harvest Festival – Possible • Novato Farmer’s Markets – 2 or 3 in summer

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
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	Bessie/MCC/Dee	(See Ex. 5 School Recycling and Food Waste Program)	Ongoing	<i>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</i>
10. Annual Waste Audit of City facilities and work with City on Zero Waste goals	Steve/Scott/Dee/City staff	2014	2014	<u>Sites for 2014</u> <ul style="list-style-type: none"> New City Hall Work with City staff on additional sites
11. Bilingual Zero Waste recycling and diversion guides	Casey/Bessie	Initial revisions	Ongoing	Update as needed
12. Interactive website with links to Zero waste & reuse options	Casey/Dee	See Exhibit 6	See Exhibit 6	
13. Billing inserts on program updates as needed	Steve/Casey	4 2-sided inserts for 2014	March 2014, June 2014, Sept 2014 & December 2014	<i><u>March insert – paperless billing & E-Waste event</u></i> <i><u>June insert –HHW facility</u></i> <i><u>Sept. insert.- E-Waste event & paperless billing</u></i> <i><u>Dec. insert - Xmas tree recycling</u></i> <i><u>Permanent 2nd side – debris box & Recycling Center</u></i>
14. Annual selective route audits to gauge program success	Steve/ Scott	Annual baseline audit	2014	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 Fall 2014</i>
15. Corrective action cart hangers	Steve/Route supervisor	As needed	As needed	

Exhibit 5: School Recycling and Food Waste Program outline

Bessie 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/Bessie/Dee	Ongoing	Ongoing	Additional work needed for some HOA's who don't have green carts, but have single family service; List of Novato HOA's updated; residential food waste audit conducted in 2013; <i>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 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>

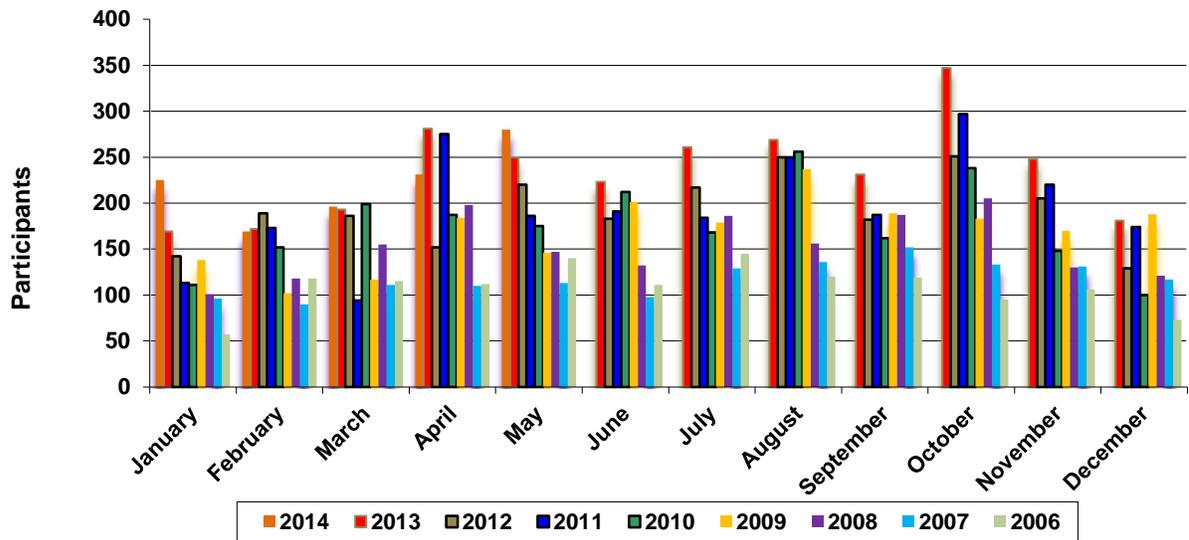
ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
3. Supermarket food waste diversion	Steve/Scott/Casey	Begin early 2013	Ongoing	Redwood accepting commercial food waste in compost program; <i>promote businesses diverting food waste in newsletters and window stickers</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	2014	2014	<i>Continue work with multifamily units on food waste diversion; review cost structure</i>
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	Beverly/Dee	Ongoing	2014	District solid waste ordinance to be reviewed, updated & enforced

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
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 – 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	Bessie/Dee review	Current	Ongoing	Novato Disposal mailers, door hangers and web page; District web page & Patch ads; develop additional handouts & mailers for property managers
3. Make site visits	Scott/Dee/Bessie	Ongoing	Ongoing	Visits to include information on AB32 recycling requirements, waste audit availability; Dee, Bessie & Scott to make ongoing site visits; schedule site walk-throughs of Bel Marin Keys area

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	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	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; 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	Bessie & MCC	Ongoing	Ongoing	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

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
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 Monthly Participation 2006- 2014



NOVATO E-WASTE COLLECTION
Saturday, April 26 – Monday, April 28, 2013

Number of Participants: 943 residents

E- Waste Collected: 50,429 pounds

Background

Novato's nineteenth E-Waste collection event was held from Saturday, April 26 – Monday, April 28, 2013 at the Recycling Center. This special drop off event offers residents the opportunity to properly dispose of all electronic items. Since 2003, at these events, we have collected over 1,279,153 pounds of E-waste, from over 18,497 Novato residents.

Participation

A total of **943 residents** dropped off *E-Waste* during the three day event. The daily participation, based on actual surveys completed, is listed below: Saturday was our highest daily participation ever at any of our E-Waste events

	SAT	SUN	MON
Daily Participation	418	284	241

Publicity and Outreach

We maintained our outreach in Novato Disposal and Novato Sanitary District newsletters mailed to all households. In addition, Novato Disposal inserted a special E-Waste flier in customer bills at the end of March. Additional outreach included fliers, ads, community banner, notices on website and Facebook.

Summary and Costs

Although our E-Waste recycler imposed some small charges for some non-CRT waste, we were still able to operate the event at no charge, due to the SB20/50 state reimbursement for CRT devices of \$.16/pound. Our remaining credit was \$842.06.

Individuals Participating	943	
Total Pounds collected	50,429	
Novato Disposal Labor charges	\$2,134.19	
SB20/50 Reimbursement of CRT's paid to Novato Disposal (\$.16/pound)		(\$2,976.25)
Remaining Costs/Credit		(\$842.06)

The Fall E-Waste event is scheduled for October 11, 2014 through October 13, 2014.

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2014

DIVERSION	<u>1stQ</u>	<u>2ndQ</u>	<u>3rdQ</u>	<u>4thQ</u>	<u>TOTAL</u>
Novato Disposal Recycled (Curbside & Buyback)	3,047				
Novato Disposal C&D, Wood, Inerts & Bulky waste	717				
Novato Disposal Green/residential food waste for compost	3,048				
Novato Disposal Commercial Food Waste for compost	19				
TOTAL TONS DIVERTED	6,830				
DISPOSAL					
MSW& Debris Box/Novato Disposal	6,204				
TOTAL TONS DISPOSED	6,204				
TOTAL WASTE GENERATED(TONS)	13,034				
PERCENT DIVERTED	52.40%				

