

NOVATO SANITARY DISTRICT
Solid Waste Committee

Meeting Date: August 31, 2015

The Solid Waste Committee of Novato Sanitary District will hold a meeting at 3:00pm Monday, August 31, 2015 at the District offices, 500 Davidson Street, Novato CA

AGENDA

1. APPROVE AGENDA

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. APPROVE MINUTES OF JUNE 1, 2015 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. DISPOSAL/DIVERSION REPORTS 2015

6. ZERO WASTE PROGRAMS CALENDAR/TIMETABLE STATUS

7. HOUSEHOLD HAZARDOUS WASTE PROGRAMS

- a. 2015 HHW programs report.
- b. E-Waste event update.

8. 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. They are also available on the District's website: www.novatosan.com

**NOVATO SANITARY DISTRICT
SOLID WASTE COMMITTEE MEETING
June 1, 2015**

MINUTES

Members Present:

Jean Mariani Gary Butler

Others in Attendance:

Sandeep Karkal Dee Johnson Steve McCaffrey Scott Pariani Casey Williams

1. Approve agenda. The agenda for June 1, 2015 was approved as submitted.
2. Public Comment. None.
3. Minutes of October 21, 2014. The minutes of October 21, 2014 were approved as submitted.
4. Updates/Routine Business Items.
 - City of Novato. There was no update from the City.
 - Redwood Landfill. There was no representative present from Redwood Landfill. Steve McCaffrey indicated that Novato Disposal had requested a meeting with Waste Management to discuss their acceptance of commercial compost, but had not heard from them. Steve indicated that Novato Disposal was anxious to have Redwood accept additional commercial compost right away.
 - Novato Disposal quarterly report- Novato Disposal discussed the quarterly report. Steve McCaffrey apologized for sending out the recent mailer on increasing rates and indicated that Novato Disposal would be sending out a post card retracting the information. Gary Butler mentioned that the walk thru of Novato Disposal's MRF provided a good understanding of the current issues faced with recycling backlogs, etc. Jean Mariani questioned the increase in multifamily cart customers.
 - Marin County JPA and Local Task Force(LTF). Dee indicated that the LTF was reviewing a new C&D ordinance, to be sent to the JPA Board and then to all the cities for potential acceptance. Dee will make this available to the Committee when completed.
 - Next meeting -September 2015 (exact date TBD). There was discussion regarding dates for the next meeting. It was suggested that a date in August should also be considered.
5. Proposed FY2015-2016 Solid and Hazardous Waste (HHW) Programs Budget. Dee discussed the proposed budget and programs. Additional staff time and consultant costs will be dedicated to the planning and move of the HHW facility. Estimated HHW expenditures for the current year increased due to a significant increase in participation at the HHW facility – expected to be 10-15% above 2014, which resulted in higher waste disposal and labor costs. It is anticipated that these contractor costs will continue to increase in 2015/2016 with increased participation. Outreach will continue with at least 10 events per year. AB939 fees are projected to increase due to the increase in HHW and outreach expenditures. Following discussion, the Committee recommended the proposed budget and forwarded it to the District Board for adoption.
6. Zero Waste Programs Calendar/Timetable Status. Dee and Steve McCaffrey reviewed the calendar and programs. Steve indicated that food waste collection at schools will be a focus. Gary Butler requested more detail on Exhibit 5: School Recycling and Food Waste Programs and that it should follow the detail put forward in the Franchise Agreement.
7. Disposal/Diversion Reports 2014 and 1st Quarter 2015. Steve reviewed the diversion numbers. 1st quarter 2015 diversion is down from 2014. The port backlog and the Asian markets are still a problem and causing a significant backlog in recyclables shipments. However, when reviewing what was shipped vs. what was collected in 2015, 1,000 more tons were collected than shipped. Jean Mariani suggested adding the total numbers for what is collected, in addition to shipped, to the quarterly reports.
8. Household Hazardous Waste Programs. Dee indicated that participation at the HHW facility continues to increase, with April and May the busiest months ever. The fall E-Waste event is scheduled for 10/10 – 10/12
9. Adjourn. The meeting adjourned at 4:30pm.

CITY OF NOVATO
2nd Quarterly Report
April- June 2015

Submitted by Novato Disposal Service

Solid Waste Data

A. Tons Delivered to Disposal Site

		This Quarter	Same Quarter One Year Ago
Residential	*	2,832.51	2,876.28
Commercial	**	3,605.01	3,660.71
TOTAL:		6,437.52	6,536.99

*includes commercial/multifamily locations served with carts

**includes multifamily accounts service with bins

Recycling Data

Tons Collected and Processed

This Quarter:	3,278.68
Same Quarter One Year Ago	2,997.53

Commodity	Curbside	Buyback	Total
	Commercial Multifamily Residential		
Cardboard	315.24	-	315.24
Paper (News & Mixed)	1,548.70	-	1,548.70
Recycling (Overages)*	602.52	-	602.52
Aluminum Cans & Foil	3.61	9.71	13.32
Metal Cans	28.47	-	28.47
**Glass	587.21	53.99	587.21
Plastic PET	44.06	-	44.06
Plastic NHDPE	7.75	.39	8.14
Plastic CHDPE	8.59	-	8.59
Plastic All Other	28.86	12.85	41.71
Other diverted materials	26.73	-	26.73
Total	3,201.74	76.94	3,278.68

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

** This includes glass overages

***Previous reports included C&D

Greenwaste Data

Tons Collected and Processed

This Quarter:	3,270.87
Same Quarter One Year Ago:	3,359.96
Food Waste:	19.14
Wood Waste:	40.89

Final Disposition:

All green waste was used as compost.

Construction and Demolition Data, including inert solids

Tons Collected and Processed

This Quarter: 937.42

Service Accounts

Residential Cart Weekly		Same Quarter One Year Ago
Can size	Number of Customers	Number of Customers
20 gallon	2,217	2,021
32 gallon	11,101	11,410
68 gallon	3,027	3,061
95 gallon	307	227
Non-Auto	6	6

Can size	Multifamily Cart Customers**		Cart Amt. ,Same Quarter One Year Ago**	
	Weekly	2 or more times weekly	Weekly	2 or more times weekly
20 gallon	1	0	1	0
32 gallon	19	0	21	0
68 gallon	12	0	24	0
95 gallon	5	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.	18	4	2	17	3	1
3 yd.	39	39	56	25	22	25
4 yd.	0	0	2	0	0	2
6 yd	0	1	7	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	225		113			
68 gallon	164		132			
95 gallon	112		120			

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.	96	10	3	99	9	3
3 yd.	155	94	74	159	87	73
4 yd.	14	12	7	11	10	4
6 yd	8	3	10	5	3	7
Commercial Special Service*			Same Quarter One Year Ago			
Bin Size	Number of Customers		Number of Customers			
3 yd.	10		13			
15 yd.	2		2			
20 yd.	3		2			
30 yd.	2		2			
Compactor	3		9			

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

Noteworthy Actions

E-waste Event

Novato Disposal Service participated in the Novato Sanitary District's E-Waste Drop-off event April 25th - 27th.

Community Education/Outreach

- Novato Disposal Outreach staff completed a waste audit at Creekwood Property Management. Staff is in the midst of exchanging a garbage bin for a Greenwaste bin.
- Novato Disposal Outreach staff spoke with Steven at Wyndover Apartments. Staff provided an updated move-in packet. Staff also updated recycling for all different accounts.
- Novato Disposal Outreach staff spoke with Pat at Walnut Grove Apartments. Staff completed a site survey to see if we could increase recycling on site with bins instead of recycle carts.
- Novato Disposal Outreach staff spoke with Tita at Cornerstone Comm. home. Staff provided move-in packet with newsletter, recycling guide, and additional information.
- Novato Disposal Outreach staff visited Village Marin Meadows. Staff updated signage on recycle and yard waste carts on site.
- Novato Disposal Outreach staff visited Bay Vista apartments. Staff provided updated move-in packet in efforts to increase recycling on site. Manager asked if we could come do a future presentation. Staff also updated signage on site.
- Novato Disposal Outreach staff spoke with Debbie at Marin Valley Terrace HOA. Staff provided updated recycling guides. Staff also spoke of increasing recycling on site.
- Novato Disposal Outreach staff spoke with Mike at Walnut Grove Apartments. Staff set up a site survey to see if we can increase recycling on site.
- Novato Disposal Outreach staff spoke with Jeff at The Meadows. Staff spoke of how we can increase recycling on site.
- Novato Disposal Outreach staff followed up with Gina at Edgewater Condominiums. Staff provided a new move in packet along with additional information on how to get started with increasing recycling on site.
- Novato Disposal Outreach staff spoke with Charles at Celamark Corporation. Staff completed a site survey. Staff then increased recycling on site with a 4 yard locking bin on site.
- Novato Disposal Outreach Staff spoke with Kim at Café Cruiser. Staff completed a waste audit in efforts to increase recycling on site. In addition, staff will connect this Café with Marin Food Bank to decrease food waste on site.
- Novato Disposal Outreach Staff spoke with Marsha at Marin Food Bank. Staff updated the combo lock on bins and provided new keys immediately. Staff also mentioned working with Café Cruiser.
- Novato Disposal Outreach Staff spoke with Cynthia at Creekwood Care Center. Staff provided updated information about recycling and additional services we provide. Staff will follow up with recycling program.
- Novato Disposal Outreach Staff spoke with Isaias at Perry's Delicatessen. Staff increased recycling on site. Staff had a 3 yard recycle bin delivered and removed the 2 yard recycle bin on site.
- Novato Disposal Outreach staff spoke with Dave at the Wild Fox Restaurant. Staff provided information on what type of food scraps could go into the food scrap bin.
- Novato Disposal Outreach staff spoke with Debbie at Creekside Care Center. Staff provided information about possible presentation for the seniors in the building.
- Novato Disposal Outreach staff spoke with Suzette at Fourteen Hundred Building. Staff provided new recycling guides and answered questions amongst staff.
- Novato Disposal Outreach staff mailed business packet to Oliver Automotive. Staff also called and followed up to see if we can increase recycling on site.
- Novato Disposal Outreach staff spoke with Becky at The Shooter Company. Staff provided updated signage for Yardwaste carts on site.
- Novato Disposal Outreach staff spoke with Rosalie at Rosalie's Beauty Salon. Staff provided additional information about where to dispose of hair.

Item 4.C

- Novato Disposal Outreach staff visited Matsuyama Restaurant. Staff wanted to see if we could increase recycling on site and also see if they were interested in having food scrap containers.
- Novato Disposal Outreach staff visited California Grill. Staff spoke with Ken in efforts to ensure their recycling program was still effective.
- Novato Disposal Outreach staff spoke with Annabelle at Novato Hospital. Staff spoke of future presentations and answered questions.
- Novato Disposal Outreach staff spoke with Jennifer at Marin Scope Inc. Staff provided updated recycling guides to place in break room and answered questions.
- Novato Disposal Outreach staff Marianne at Sloat Garden Center. Staff provided information about have a Greenwaste box for business.
- Novato Disposal and Novato Sanitary District made site visits of Bel Marin Keys area. Staff visits included information on AB32 recycling requirements and waste audit availability.

**Please see attachment for sites visited*

Events

- Novato Disposal Outreach staff hosted a booth with Novato Sanitary District at the Novato Art & Wine Festival.
- Novato Disposal Outreach staff hosted a booth with Novato Sanitary District at the Tour of Novato Event.
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Schools

- Outreach staff met with Andre at San Marin High School. Staff answered questions about starting a recycling program. We discussed future presentations suggested a school wide assembly for the following school year. Staff was on site to answer any questions.
- Outreach staff met with Porscha at Pleasant Valley School. Staff completed a presentation for the Novato girls Scouts. In addition, staff assisted the “green team” with the new garden.
- 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.
- **Spring issue of the Recycling News:** featured a front page article called “For Us, Every Day is Earth Day. This article provided history of and how to save energy, water, use less gas, recycling, and composting. 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 April 24, 2015.
- Novato Disposal Service donated (8) 64gal garbage, (8) 64gal recycle cans, to the Foundation for Public Education for Tour of Novato & Fun Fair on May 1, 2015.
- Novato Disposal donated a 30yd recycle box to Marin Food Bank for Stamp Out Hunger Food Drive on May 8, 2015.
- Novato Disposal Service donated (2) 4yd garbage bins to IDESI for Holy Ghost Fiesta on May 16, 2015.
- Novato Disposal Service donated (1) 20 yard garbage box (1) 4yrd recycle bin for Novato Rotary Circus on May 20, 2015.
- 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 21, 2015.
- Novato Disposal Service donated (2) 20yd garbage boxes, (1) 20 yard 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 12, 2015.
- Novato Disposal Service donated (8) 64gal compost carts, (8) 64gal recycle carts, (8) 64gal garbage carts to Loma Verde School for International Night on May 14, 2015.

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2015

DIVERSION	<u>1stQ</u>	<u>2ndQ</u>	<u>2ndQ</u>	<u>3rdQ</u>	<u>4thQ</u>	<u>TOTAL</u>
Novato Disposal Recycled Shipped (Curbside & Buyback)	1,991	3,320				
Novato Disposal C&D, Wood, Inerts & Bulky waste	728	937				
Novato Disposal Green waste & residential food waste for compost	3,586	3,271				
Novato Disposal Commercial Food Waste for compost	19	19				
TOTAL TONS DIVERTED	6,323	7,547				
DISPOSAL						
MSW& Debris Box/Novato Disposal	6,277	6,438				
TOTAL TONS DISPOSED	6,277	6,438				
TOTAL WASTE GENERATED(TONS)	12,600	13,985				
PERCENT DIVERTED	50.18%	53.97%				
PERCENT DIVERTED WITH REDWOOD & MRRC	55.31%					
NOVATO DISPOSAL RECYCLED COLLECTED (CURBSIDE & BUYBACK)	2,924	2,972				

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2014 vs. 2015

	<u>2014</u> <u>1stQ</u>	<u>2015</u> <u>1stQ</u>	<u>2014</u> <u>2ndQ</u>	<u>2015</u> <u>2ndQ</u>	<u>2014</u> <u>3rdQ</u>	<u>2015</u> <u>3rd Q</u>	<u>2014</u> <u>4th Q</u>	<u>2015</u> <u>4th Q</u>	<u>TOTAL</u> <u>2014</u>	<u>TOTAL</u> <u>2015</u>
DIVERSION										
Novato Disposal Recycled (Curbside & Buyback)	3,047	1,991	2,996	3,320						
Novato Disposal C&D, Wood, Inerts & Bulky waste	717	728	1,042	937						
Novato Disposal Green/residential food waste for compost	3,048	3,586	3,360	3,271						
Novato Disposal Commercial Food Waste for compost	19	19	27	19						
TOTAL TONS DIVERTED	6,830	6,323	7,425	7,547						
DISPOSAL										
MSW& Debris Box/Novato Disposal	6,204	6,277	6,537	6,438						
TOTAL TONS DISPOSED	6,204	6,277	6,537	6,438						
TOTAL WASTE GENERATED(TONS)	13,034	12,600	13,962	13,985						
PERCENT DIVERTED	52.40%	50.18%	53.18%	53.97%						
PERCENT DIVERTED WITH REDWOOD & MRRC	56.37%	55.31%	57.06%							

CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING

Haulers: Novato Disposal
Self Haulers

Reporting period: January - December 2015

A. 2015 DIVERSION	<u>1st Qtr.</u>	<u>2nd Qtr</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>TOTAL 2015</u>
Novato Disposal Recycled (Curbside & Buyback)	1,991.00				
MRRC recovery	523.94				
Self haul Inerts Diverted Redwood Landfill	2,188.57				
Redwood Landfill self haul C&D& wood waste recycled	100.37				
City of Novato C&D diverted(included in Novato Disposal)	N/A				
ADC from MRRC	0.00				
Compost from MRRC	44.89				
Greenwaste From Redwood Landfill self haul/compost	81.31				
Novato Disposal Inerts	728.00				
Novato Disposal Green/Food Waste used for compost	3,586.00				
Novato Disposal commercial food waste used for compost	19.00				
North Marin Metal Recycling	N/A				
2015 TOTAL TONS DIVERTED	9,263.08				
B. 2015 DISPOSAL					
MSW& Debris Box/Novato Disposal	6,277.00				
MRRC Residuals	279.29				
MRRC Wood/Yard Waste incinerated/transformation	117.78				
Redwood Landfill self haul C&D waste disposed	1,023.97				
Novato waste disposed out-of-county	N/A				
2015 TOTAL TONS DISPOSED	7,698.04				
C. 2015 TOTAL WASTE GENERATED(TONS)	16,961.12				
D. COMPLIANCE WITH AB939 DIVERSION MANDATE	55.31%				
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 2015</u>
Inerts/ Diverted	2,188.57				
Greenwaste Diverted/compost	81.31				
C&D/ Disposed	1,023.97				
C&D & Wood Waste Recycled	100.37				
Total	3,394.22				
Percent Redwood self haul diverted	69.83%				

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 articles include Food Waste FAQ's; "Brown is the New Green"; HHW/Ask the Unicycler (Dee)</i>
2. Promote 20 gallon cans	Casey/Latisha	Ongoing	Ongoing	Promote in newsletters & bills <i>Note: 20 gal can use increased 10% from 2Q 2014</i>
3. Promote backyard compost bins	Steve/Casey/Latisha	Ongoing	Ongoing	Promote 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
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, property managers; identify resident outreach methods; conduct presentations

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
8. Participate in 10 events annually	Steve/Casey/Latisha/Dee	Submit ideas for events to District by 4 th quarter of each year for following year	List submitted to District for 2015 events	<p><u>2015 Events Completed</u></p> <ul style="list-style-type: none"> • Soroptomists – March 4 • Novato’s Clean & Green Day – April 25 • E-Waste Events handouts Spring 2015 • School Tour of Novato – May 2 • Sunrise Rotary – May 12 • Novato Art & Wine Festival June 13 & 14 • 4th of July Parade <p><u>2015 Events to Complete</u></p> <ul style="list-style-type: none"> • Farmer’s Markets • Sr. Center Health Fair – October • E-Waste event handouts – Fall 2015 • Rotary presentations
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	<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 all City facilities and work with City on Zero Waste goals	Steve/Scott/Dee/City staff	Ongoing	Ongoing	<p><u>Sites for 2015</u></p> <ul style="list-style-type: none"> • <i>Work with City staff on sites and identify Zero Waste goals</i>
11. Bilingual Zero Waste guides(Spanish/English)	Casey/Latisha	Initial revisions	Ongoing	Update as needed

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ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
12. Interactive website with links to Zero waste & reuse options	Casey/Dee	See Exhibit 6	See Exhibit 6	<i>NSD website has this function; Novato Disposal will include</i>
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 June insert –HHW facility Sept. insert.- E-Waste event & paperless billing Dec. insert - Xmas tree recycling Permanent 2nd side – debris box & Recycling Center</i>
14. Annual selective residential 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>route audit for “set out rates” now scheduled for 2015</i>
15. Corrective action cart hangers	Steve/Route supervisor	As needed	As needed	

Exhibit 5: School Recycling and Food Waste Program outline

See attached Exhibit 5 from Franchise Agreement

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	2/28/11 ; Implemented April 2011; ongoing program	Work with HOA's without green carts, but with single family service; List of Novato HOA's updated; residential food waste audit in 2013; meet with HOA's to provide carts for food and green waste
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	10/01/11 ; Stickers mailed January 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; NDS notice in newsletters re: can stickers and availability of food scrap pails for purchase at \$6.00 each
3. Supermarket food waste diversion	Steve/Scott/Casey	Begin early 2013	02/2012 ; Implemented June 2012; Ongoing program	Redwood accepting small amount of commercial food waste in compost program; promote businesses diverting food waste in newsletters and with window stickers

August 2015

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
4. Restaurant Food waste diversion	Steve/Scott/Casey	Begin early 2013	03/2012; Implemented 2013; Ongoing program	Redwood accepting small amount of restaurant food waste in compost program; promote businesses diverting food waste in newsletters and with window stickers
5. Multi-family food waste diversion	Steve/Scott/Casey	Ongoing	07/2012; Implemented 2014; Ongoing program	Continue work with multifamily units on food waste diversion; review cost structure
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	Ongoing; revisions to Solid Waste ordinance pending	District solid waste ordinance to be reviewed, updated & enforced
Public Outreach/Education Campaign				
1. Revise Novato Disposal website to include zero waste messages	Steve/Casey/Latisha	Ongoing	09/2011;	Need to add Zero Waste message on website
2. Include zero waste messages in newsletter, ads, etc	Steve/Casey/Latisha	Ongoing	Ongoing	Zero Waste messages included in newsletters, promotions and outreach

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	Casey/Dee/Scott/Latisha	Staff meeting – completed	May 2011 Ongoing database implementation	Novato Disposal & District staff met on 2/1/12 to discuss databases to obtain site information; 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	Ongoing	01/2012; Ongoing	Novato Disposal developed mailers, door hangers and web page; District web page & Patch ads; develop additional handouts & mailers for property managers
3. Make site visits	Scott/Dee/Latisha	Ongoing	09/2012 Ongoing	Visits to include information on AB32 recycling requirements, waste audit availability; Dee, Latisha & Scott to make ongoing site visits; conducted Bel Marin Keys area walk-thru on May 19 2015

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
4. Participate in workshops for multifamily & commercial property managers	Dee/Scott/Latisha	Ongoing	03/2012 Ongoing	Novato Disposal develops materials & schedules 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	05/2012 Ongoing	Following site visits determine size & placement, deliver containers
6. Implement mandated multifamily & commercial recycling	District & Novato Disposal	Ongoing	07/2012 Ongoing	Multifamily/commercial implemented; District & Novato Disposal provide ongoing outreach thru site visits, brochures, etc.
Schools Campaign				
1. Institute food waste recycling	District & Novato Disposal	Ongoing	2010 Ongoing	Program instituted in select schools and central kitchen 3/2011; 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	Ongoing	Ongoing	Separate calendar & schedule to be developed
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	Begin discussions in 2018, with system instituted in 2020 if feasible

August 2015

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

Exhibit 5
School Recycling And Food Waste Program Outline

1. Stakeholders Meeting:

Invite stakeholders (administrators, school board, staff, teachers, and custodians) to a joint meeting to assess waste, recycling, and compost options and develop overall strategy. Determine where the plan should be centralized (i.e. purchasing, kitchens) and decentralized (individual campus recycling and composting efforts).

- a. **Review purchasing policies** to promote Zero Waste goals by minimizing waste at the front end. Shift purchasing to environmentally preferable products: reusable, compostable or Recyclable Materials instead of disposables.
- b. **Policy Decision** promoting Zero Waste goals by address recycling, composting, and waste reduction at a policy level i.e. School Board resolution or mandate from administration. <http://www.greenschools.net/sampleresolution.html>

2. Identify current service levels:

Assess current Solid Waste, recycling, and composting service levels and identify locations where service levels can be immediately reduced. This evaluation will provide the basis for selecting and prioritizing specific target areas for waste reduction and recycling efforts. Evaluate if “locking bins” are needed to address illegal dumping of Solid Waste.

3. Organize a Green Team on each Campus:

Conduct on-campus meetings at each school with campus stakeholders (principal, secretary, staff, teachers, custodians, parent volunteers and students) to promote Zero Waste goals by developing waste reduction, recycling, and food waste and green waste composting strategy for each campus. Explore ways of tying curriculum goals into the program.

- a. **Recycling Advocate(s):** Preferably an employee with a commitment to recycling and food scrap composting who can carry the Zero Waste torch from year to year. This person will be the point of contact for communication with Zero Waste Coordinators and other team members.
 - i. Report problems with participation, contamination, missed pickups, need for additional education or recycling infrastructure.
 - ii. Coordinate with Zero Waste Coordinators to conduct student assemblies or classroom presentations.
 - iii. Work with Zero Waste Coordinators to conduct trainings, waste audits.
 - iv. Coordinate the promotion of the recycling and food scrap composting programs.
- b. **Recycling Team:** Identify system and individuals responsible for transporting Recyclable Materials to collections bins. This may be custodians and/or older students. Depending on the level of participation at each school, there may be collection of recycling in classrooms, administrative offices and lunch areas.

Exhibit 5
School Recycling And Food Waste Program Outline

- c. Promotion Team:** Students and others interested in promoting the school recycling program. Design and produce posters for campus, fliers to take home to parents, painting projects on campus to identify recycling areas, organizing recycling pep rallies, events or other activities to keep kids energized about waste reduction and recycling.
- d. Recycling Monitors:** Older students and teachers/ parents, helping out during lunchtime to educate younger students about proper recycling including which materials are placed where and helping student's empty containers before recycling. This group can be rewarded in some way for working during their lunchtime.
- e. Zero Waste Coordinators:** Zero Waste Coordinators from the Solid Waste, recycling, and composting company are available to attend meetings, conducts presentations or staff trainings, to assist with waste audits and for general support and questions. Zero Waste Coordinators can facilitate identifying programmatic resources.

4. Conduct School Waste Audit:

Work with hauler to identify what materials are generated and disposed on campus. This information is useful in deciding where to start and what systems to implement. See http://www.recycleworks.org/schools/s_audits.html for waste audit options.

Annually in the Spring, Novato Disposal will conduct waste audits to determine the success of the diversion programs for each site. A report will be supplied by Novato Disposal for each site on the success of each programs and recommendations to increase diversion.

5. Getting Started. Areas identified to target may include:

- a. Classroom Recycling:** Zero Waste Coordinators can provide internal recycling crates for the collection of paper. These crates will need to be emptied into central collection bin for collection by NDS.
- b. Lunch Area Recycling:** Zero Waste Coordinators have a resource sheet with recommended lunch area collection containers. Food waste composting will be provided as an option at each site as the program is expanded.
- c. Administration & Office Recycling:** Zero Waste Coordinators can provide internal recycling crates for the collection of paper. These crates will need to be emptied into central collection bin for pickup.
- d. Compost Program:** Zero Waste Coordinators can provide resource information and training for the food waste collection and composting program.

6. Ongoing:

Exhibit 5
School Recycling And Food Waste Program Outline

- a. Education:** Zero Waste Coordinators will work with Green Team to develop a training program for students and staff about the recycle program.

In addition, Zero Waste Coordinators can provide educational presentations or assemblies about the importance of waste reduction, recycling, and composting in relation to resource conservation.

Newsletters will be supplied to the schools for additional Zero Waste outreach.

Novato Disposal will coordinate with a local community-based organization (i.e., North Bay Conservation Corp) to provide additional resources for promoting Zero Waste goals.

- b. Promotion:** Work with Green Team to promote recycling program. Zero Waste Coordinators can provide many resources, help locate additional on-line resources or students can develop their own materials. Send home a letter with students letting parents know about the expanded program for additional reinforcement.

Identify locations for recycle stations with painted recycling symbols, logos or messages.

Conduct a kick-off campaign. Get the whole school involved. Contact the local media. Identify local businesses who will contribute recognition awards to student team leaders. Have campaign promotion contest and award students, classrooms or schools for efforts.

- c. Monitor:** Train Monitors regarding Recyclable Materials, Organic Waste and Garbage. Train monitors to effectively communicate with students in a friendly manner.

- d. Evaluation & Expansion:** Conduct Green Team meetings each quarter to identify barriers and obstacles and develop strategies to address them. Maintain close contact with custodial staff and collection drivers to evaluate successes and difficulties. Use this information to identify additional target areas for further waste reduction and recycling efforts and to improve and expand your program.

1
2 **TO PROVIDE THE PROPER INCENTIVES FOR BOTH THE SCHOOL DISTRICT**
3 **AND THE COMPANY, NOVATO DISPOSAL SERVICE WILL COMMIT, AS PART OF**
4 **THE AGREEMENT, SHARE EQUALLY IN THE COST OF PROVIDING THE SOLID**
5 **WASTE, RECYCLING, AND COMPOSTING SERVICE WITH THE SCHOOL**
6 **DISTRICT**

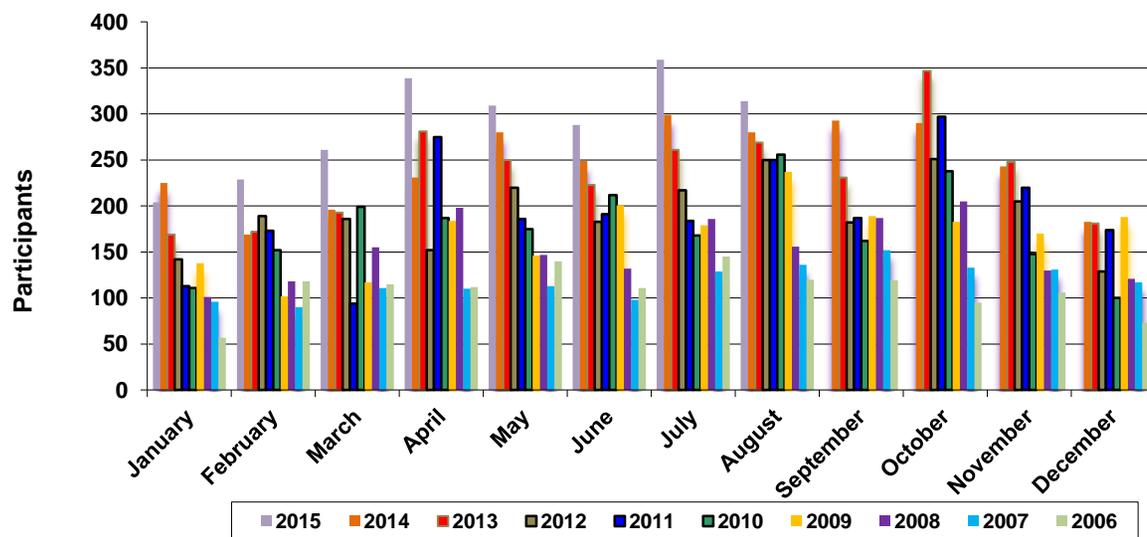
HHW FACILITY SUMMARY 2015	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
Total Participants	204	229	261	339	309	288	359						1989
Been to events before?(Yes)	159	190	220	250	243	219	281						1562
Permanent facility?	130	161	184	210	199	191	226						1301
Temporary events?	37	40	46	56	57	43	72						351
First time user?	45	39	41	89	66	68	78						426
Type of waste brought in?													
Antifreeze	9	13	26	14	18	22	25						127
Asbestos	1	0	2	4	2	2	2						13
Auto products	23	39	38	48	61	53	73						335
Car batteries	2	8	9	9	10	3	10						51
Computer monitors	14	11	22	9	14	13	11						94
Cements, sealers	17	32	37	41	45	54	58						284
E-Waste(all types)	57	57	70	64	55	64	71						438
Fluorescent tubes& bulbs	47	37	42	54	50	42	49						321
Fuels(gas,kerosene,diesel)	16	25	30	34	38	37	54						234
Household batteries	46	64	55	85	82	61	83						476
Household cleaners, polishes	40	63	73	98	83	74	89						520
Latex paint	77	91	94	154	128	122	143						809
Motor oil/filters	17	29	44	44	49	36	57						276
Oil base paint	52	56	63	97	84	70	102						524
Paint thinners, solvents	42	58	71	87	87	78	111						534
Pesticides,herbicides,insecticides	28	60	53	72	67	65	71						416
Pet care products	2	6	11	10	8	7	12						56
Photo chemicals	0	0	3	2	1	3	3						12
Pool Chemicals	4	8	7	18	10	9	7						63
Propane/helium tanks/fire extinguishers	14	30	25	37	21	27	39						193
Sharps	4	5	5	2	9	4	3						32
Spray paints	35	46	54	67	65	58	62						387
Television	45	25	32	35	28	29	31						225
Thermometers/Thermostats	2	4	2	5	3	3	5						24
Wood preservatives, stains	14	30	34	45	57	47	67						294
Other	13	14	17	14	15	12	17						102
Hear about program?													
Recycling Center flier	77	92	104	161	118	105	134						791
Sanitary District newsletter	35	41	42	49	66	56	77						366
Sanitary District website	23	22	27	19	20	36	38						185
Novato Disposal newsletter	83	108	97	169	136	103	134						830
Word of mouth	31	21	47	23	45	39	45						251
Other	17	15	16	21	18	15	28						130
Change your own motor oil?													
Yes	16	35	38	37	40	38	46						250
Novato Recycling Center	13	23	28	21	30	24	28						167
O'Reilly's	3	14	16	13	12	13	16						87
Pennzoil	1	2	1	0	0	4	0						8
Other	0	0	2	3	1	3	2						11
If yes, want curbside pickup?	4	15	16	12	11	14	16						88
No	190	196	223	302	271	250	313						1745
Comments													
Compliments/Good	61	66	84	101	119	98	132						661
Complaints	2	2	3	2	2	3	3						17

HHW PARTICIPANTS 2006 - 2015

	<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>	
2015	204	229	261	339	309	288	359	314					2,303	open 3 days in April
2014	225	169	196	231	280	249	299	280	293	290	262	183	2,957	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 2014	-9.33%	35.50%	33.16%	46.75%	10.36%	15.66%	20.07%	12.14%						

August 2015 open 6 days; 314 only includes 4 days

HHW Facility Monthly Participation 2006- 2015





FREE HOUSEHOLD *E-WASTE* DROP-OFF

Saturday, October 10 - Monday, October 12, 2015
Novato Recycling Center, 7576 Redwood Blvd.
10:00 AM - 3:00 PM

No Appointment Necessary

A special **three-day FREE** drop-off event for Novato residents to recycle old common electronic products - *E-Waste* - such as televisions, computers, VCR's and other small home electronics. Many common electronic products such as computer monitors and old television sets can damage the environment if disposed of improperly. *E-Waste* is considered a hazardous waste and **CANNOT** be disposed of in the trash.



✓ What WILL be Accepted at this drop-off *:

✓ Computers (PC's & Laptops) - maximum of 5	✓ Telephones, Cell Phones, Answering Machines
✓ Fax Machines and small table-top copy machines	✓ Electric typewriters
✓ Computer Monitors - maximum of 5	✓ Televisions
✓ Computer peripherals - (keyboards, printers, scanners, cables, mouse)	✓ Radios, tape players, stereos, DVD players, VCR's, camcorders
✓ Kitchen Appliances - (microwaves, blenders, toaster ovens, coffee makers, etc)	✓ General Household Appliances - (hair dryers, irons, vacuums, lamps, etc.)
* This is only a partial list of items. If you have a question about an item, please call 892-7344	

✗ What will NOT be accepted at this drop-off *:

✗ <u>NO</u> Large Appliances such as washers, dryers, stoves, refrigerators, water heaters, dishwashers, air conditioners, etc. If you have any of these items please contact Novato Disposal Services at 897-4177 for a pick-up.
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Although both working and non-working electronics will be accepted at this event, please consider donating working equipment to a local charity or thrift store.

Novato Disposal offers free pick-up of household electronics for single-family residential customers up to four (4) times a year, limited to three (3) large items per collection. Call Novato Disposal at 897-4177 to schedule a pick up."

Event is for **NOVATO HOUSEHOLDS ONLY.**

Novato Businesses please call 892-6395 for further disposal information

Questions? Call the HHW Hotline at 892-7344

Event sponsored by Novato Sanitary District, Novato Disposal Services and ECS Recycling