

**Hazardous Waste Management Facility Allocation Committee
Draft Summary Minutes — April 28, 2006
10:00 a.m. to 12:00 noon**

Attendance:

Members

Laura Abrams, Councilmember, Orinda, *Vice-Chair*
Mark Green, Mayor, Union City
Mark Luce, Supervisor, Napa County, *Chair*
Claudia McCormick, Councilmember, Dublin
Andy Parsons, Assistant Chief, Hazardous Materials Program, Sonoma County

Alternates

Rory Bakke
Robin Bedell-Waite

Technical Advisory Committee

Colby LaPlace, Solano County
James Stettler, Cal EPA DTSC

Staff

Jennifer Krebs
Ceil Scandone

Guest

Bill Ryan, Cal EPA DTSC

Call to Order. The meeting was called to order at 10:20 a.m. by Chair Mark Luce.

Approval of Minutes of October 28, 2005 Meeting. Bedell Waite moved to approve the minutes. The motion was seconded by Abrams. The minutes were approved with McCormick abstaining.

Hazardous Waste Data Analysis. ABAG staff Krebs reported that ABAG has received the 2004 and 2005 HW Generator Manifest data and distributed the data to counties. Solano County has reviewed. Krebs has asked remaining Counties to review in the next two weeks. Krebs will then prepare draft report on data and recommendations for Technical Advisory Committee (TAC) review. Upon direction from TAC, Krebs will finalize report and recommendations for presentation to the Committee.

Universal and Electronic Waste Update. Krebs outlined the contents of the memo and appendix provided on the tasks carried out by ABAG staff over the past year: following legislative trends, researching outreach materials on U/E waste, identifying local U/E waste collectors, following the issues/solutions coming out of Santa Clara County. Staff also drafted for signature by Chair Luce a letter to DTSC requesting that the scheduled sunset in February 2006 of the Conditionally Exempt Small Quantity Universal Waste Generator be delayed for one year.

The TAC and ABAG Staff recommend the following for FY 2006/07:

- Continue to monitor state, local and regional U/E waste issues (in collaboration with others)

- Collaborate with state and local programs to do outreach on U/E waste issues
- Follow discussions on producer responsibility and set up meetings locally to assure that the issue is carried forward
- Follow up with DTSC and CIWMB on compliance status of local U/E waste collectors and recyclers

Discussion ensued on the types, volumes and issues related to U/E wastes. Television and computer monitors have large quantities of lead. While programs are in place to collect televisions and computers, concerns continue about the shipment of these items overseas. The mercury in fluorescent tubes presents the most persistent environmental effect. Adequate infrastructure to safely and conveniently collect tubes, batteries and sharps has not been established.

One approach is to have retail stores collect tubes and batteries from customers. In response to Green's question about potential liability, it was noted that there is an exemption for small quantities of up to 50 pounds. Ryan reported that DTSC has spoken with many jurisdictions and collectors and the liability issue has not been raised.

In response to a question about the timing of the ban on disposing of batteries and tubes, Ryan replied that the legislation was intended to drive innovation and effective solutions. He reported on a new DTSC/CIWMB joint initiative called the Take It Back Partnership which aims to establish partnerships with retail outlets to provide free, local and convenient ways for safe disposal of batteries, tubes and electronic devices.

After further discussion, Krebs recapped recommendations for U/E waste – related activities in 2006-07.

Abrams moved/Green seconded/Committee unanimously approved the recommendations.

Green Business Program Update

Scandone provided an update on Program activity. She reported that the program currently has 660 businesses certified in 7 counties, including 70 public agencies. ABAG's MetroCenter offices were certified in March 2006.

A grant from StopWaste.org enabled the development of a new regional marketing strategy. The coordinators are working with the marketing consultant to design and produce a regional marketing piece intended to recruit more businesses and also promote certified businesses to customers.

Bay Area coordinators, their counterparts from the Sacramento, Santa Cruz, Monterey and San Diego programs, and representatives from DTSC and EFC9 have established the California Green Business Program Network to promote consistency throughout the state.

The Network will work on checklist development and on the establishment of a statewide measurement system to track environmental benefits.

Bedell-Waite noted that the Program is an incredible pool of businesses who may not have previously thought of themselves as environmentalists but who now feel they are contributing to environmental protection.

Bakke remarked that in working with medium and large companies, the StopWaste Partnership sees the same shift – lots of companies now greener. StopWaste is seeking to raise funding to establish a sustainable rating system and requested that the Green Business metrics group coordinate with that effort.

Budget & Work Plan 2006/2007

Scandone recapped fiscal year 2005/2006 accomplishments and presented a work plan for fiscal year 2006/07 (attached). Key activities would include the annual analysis of hazardous waste data, ongoing coordination and expansion of the Green Business Program, and activities related to U/E waste as directed. Staff is proposing that the county fees established by the Committee for 2005/06 be continued.

Abrams moved/Green seconded/Committee unanimously approved

Next Meeting Date

Members agreed to set the next meeting for the final Friday in September.

Budget & Workplan FY 2006/2007
Approved April 28, 2006

Overview

This proposed Budget and Workplan for the Hazardous Waste Management Facility Allocation Committee (Committee), includes a summary of work accomplished in fiscal year 2005/06, and outlines proposed activities for fiscal year 2006/2007. Anticipated revenues include \$9,415 from each of the 9 member counties. County fees are expected to be augmented by a \$5,000 grant from the Bay Area Air Quality Management District to assist with implementing the regional marketing strategy for the Green Business Program, bringing the total to \$89,735. Additional funds will be sought from foundations and other sources to fund activities in support of Green Business Program regional marketing.

To meet Tanner and Interjurisdictional Agreement requirements, 2006 hazardous waste data will be disaggregated and circulated to the Technical Advisory Committee (TAC) for review, discussion and approval. ABAG staff will then complete the analysis and present the findings to the Committee with recommended source reduction activities.

With the ongoing expansion of the Green Business Program, staff will again focus significant staff time on that Program. Consistent with the Committee's mission, staff will also work with the Committee and TAC to identify potential new source reduction opportunities that might benefit from our collective discussion and action. For the past few years, the Committee has directed staff and the TAC to address electronic-, universal-, and household hazardous wastes.

Given the size and scope of issues related to these wastes, staff expects they will continue to be of interest in the coming year. This budget reserves staff time for an e- or u-waste related project in 2006-07, with the specifics to be scoped in consultation with the Committee and the TAC.

Staff is seeking Committee approval for the proposed 2006 – 2007 Budget and Work Plan. In summary, with Committee approval, staff proposes to:

- staff the Committee and Technical Advisory Committee (TAC);
- disaggregate, analyze and report on 2006 hazardous waste data;
- coordinate, expand and promote the Green Business Program;
- monitor state and local activities pertaining to hazardous, universal and electronic wastes and participate as resources permit in new source reduction ventures;
- pursue a project to be scoped by the TAC and approved by the Committee to address electronic waste, universal waste or another source reduction topic.

The following section, which describes 2005/06 accomplishments, is intended to provide context for ongoing activities and demonstrate continuity. Work plan details follow in the section entitled 2006-2007 Objectives/Activities, which begins on page 4.

2005/2006 ACCOMPLISHMENTS:

▪ Hazardous Waste Management Planning / Source Reduction

Since inception, the Committee has had two objectives: 1) ensure adequate capacity for managing hazardous wastes generated within the region; and 2) promote source reduction to prevent pollution and avoid the need for new hazardous waste management facilities. In pursuit of those objectives, during 2005-06, staff has worked to accomplish the following:

- Analyze manifest data for 2004 and 2005 (2004 received; 2005 expected soon), consult with TAC to frame the analysis, consider potential source reduction projects.
- Draft letter for Chair to encourage DTSC to delay the termination of the Universal waste exemption for households and small businesses.
- Monitor and provide input to CIWMB and DTSC on their efforts to launch new universal and electronic wastes programs.
- Work with TAC, and Bay Area Household Hazardous Waste Information Exchange and others to stay apprised of emerging issues and develop u- and e-waste source reduction recommendations.

▪ Green Business Program:

The Green Business Program, which was launched by the Committee in 1996, continues to grow. Six Bay Area counties now actively offer the Program. Approximately 140 businesses were certified in the past year, bringing the total number of certified businesses and public agencies to 660. With San Francisco now fully up to speed, and Santa Clara's program expanding from 5 cities to countywide, the certification pace has accelerated. Sonoma County is in the early stages of expanding its program to serve new industries, offering additional growth potential.

The Program has served as a model elsewhere in the state. Santa Cruz/Monterey certified their first businesses in April 2004. Sacramento and San Diego also have initiated programs. The cities of Los Angeles and Santa Monica and Humboldt and Ventura counties have expressed intent to organize programs.

With expansion underway, the Bay Area coordinators sought a vehicle for promoting consistent program implementation throughout the state. To that end, with assistance from the Environmental Finance Center, Region 9 and the Department of Toxic Substances Control, Bay Area coordinators initiated dialogues with colleagues in other regions. Meetings were convened to share information, compare program checklists, and consider a range of coordination opportunities. The Program reached an important milestone in February 2006 with the establishment of the *California Green Business Program Network*.

During 2006-2007 staff accomplished the following:

- Convened and staffed county coordinator meetings.

- Coordinated updates of auto, hotel, restaurant and office / retail checklists; completion of garment cleaner checklist; and development of remodeler checklist.
- Facilitated resumption of efforts to develop metrics and establish a regional measurement system.
- Managed selection of marketing consultant; developed scope of work and contracted with selected contractor; organized and hosted marketing strategy sessions; facilitated interactions between consultant and GBP regional and county coordinators.
- Participated in Statewide Green Business Coordinators meeting to discuss Program consistency.
- Hosted fourth recognition ceremony for 23 certified government agencies, including ABAG's MetroCenter headquarters.
- Organized and staffed Green Business Program booth at the Green Festival, a 2-day event in San Francisco that drew thousands of visitors.
- Maintained and enhanced website, updating county program information and business listings.
- Updated and published the regional directory of green businesses.
- Made presentation about the Program to Solano County staff.
- Partnerships:
 - CA EPA DTSC:** Maintained / strengthened relationship.
 - BAAQMD:** Worked closely with Program on checklist updates, provided outreach funds.
 - ACWMA:** Contributed \$10,000 to develop regional marketing strategy.
 - Environmental Finance Center Region 9 (EFC9):** Designated by US EPA to provide Program expansion support. Co-hosted statewide coordinators' meetings.
 - Pacific Gas and Electric Company:** Directed energy audit clients to Program.
 - Small Business Energy Alliance:** Established partnership with Programs in Marin and Sonoma counties to provide energy audits and fund retrofits for participating businesses.

PROPOSED 2006 / 2007 PROPOSED WORKPLAN:

▪ Hazardous Waste Management Planning

- Complete and present to the Committee the 2004 and 2005 data analysis.
- Disaggregate / distribute for TAC review 2006 hazardous waste manifest data.
- Run allocation formula on 2006 data and update county rankings to maintain currency of Interjurisdictional Agreement; present to Committee for approval.
- Evaluate data to identify potential source reduction project opportunities.
- Monitor and as appropriate participate in legislative and other efforts to address local government electronic waste and universal waste issues.
- Scope and undertake one new source reduction project the Committee might find of interest to their jurisdictions and the region.

▪ Green Business Program

- Support county programs to accelerate certifications and move into new sectors.
- Maintain / enhance Program website and regional directory.
- Maintain regional database of green businesses.
- Guide development and purchase of collateral materials.
- Coordinate implementation of regional marketing strategy.
- Market green businesses to consumers and the Program to potential green businesses through the media, the website, cross-promotions with partners, participation in the Green Festival and other activities.
- Seek funding to support marketing efforts and accomplish other program objectives.
- Work with EFC 9, EPA and county programs within and outside the Bay Area to design and launch a system to track performance and measure environmental benefits.
- Organize annual public agency recognition event.
- Promote program participation, as requested, in non-participating counties.
- Support expansion within and outside the Bay Area by sharing resources, facilitating networking, etc.
- Support green business networking opportunities.
- Seek and develop relationships with new partners to expand program capacity.
- Participate in California Green Business Program Network to ensure program integrity as it expands statewide.

2006/2007 BUDGET

Anticipated Revenue

At the July 22, 2005 meeting, the Committee voted to increase the annual fee of \$6,376, which had been in place since the Committee was established in 1990, to a figure that represents the compounded increase in the Consumer Price Index over that period. The compounded CPI increase was determined to be 47.67%, which results in an annual fee of \$9,415. With committee membership at 9 counties, revenues from county fees are \$84,735.

A request was submitted to the Bay Area Air Quality Management District for a contribution of \$5,000 to be used for outreach activities. The District has contributed this amount in years past and we anticipate receiving the grant for the coming fiscal year

The total anticipated revenue is \$89,735.

PROPOSED STAFF ALLOCATIONS

1. Committee administration. Staff time: 55 hours

Task Summary: Schedule meetings, develop agenda packets, write minutes, staff meetings, report to ABAG Executive Board, prepare annual budget and work plan.

(Krebs – 20 hours; Scandone – 20 hours; Adams – 15 hours)

2. Hazardous waste facility siting / source reduction. Staff time: 225 hours

Task Summary: Tabulate / analyze hazardous waste data from state manifests, apply allocation formula; identify/scope e-waste, u-waste and other source reduction opportunities.

(Krebs – 180 hours; Scandone – 30 hours – Adams 15)

3. Bay Area Green Business Program Coordination. Staff time: 632 hours

Task Summary: Support county coordinators; manage development / implementation of regional marketing strategy; develop materials/implement outreach program; maintain website; maintain program document files; ensure consistent application of standards; develop tracking mechanisms; support expansion into new industries and counties; strengthen partnerships; identify and apply for grants.

(Scandone – 350 hours; Adams 200 hours; Communications / Web /Support staff 76 hours

Legal staff – 6 hours)

STAFF COSTS	RATE	HRS	AMOUNT	REVENUE SUMMARY	
(Overhead Exempt)				County Fees	84,735
Jennifer Krebs	74.52	200	14,904	BAAQMD	5,000
Total		200	14,904		
(With Overhead)				TOTAL REVENUES	89,735
Ceil Scandone	72.71	400	29,084	EXPENSE SUMMARY	
Gillian Adams	49.93	230	11,484	Personnel	59,874
Vicki Rutherford	48.27	36	1,738	Consultants	5,000
Adsit	46.49	4	186	Other costs	4,700
Moy	120.72	2	241	Indirect charges	20,142
Boeger	55.70	40	2,228	TOTAL EXPENSES	89,766
Total		712	44,970		
TOTAL STAFF		912	59,874	Total	
CONSULTANT FEES					
Marketing Consultant			5,000		
TOTAL Consultant fees			5,000		
OTHER COSTS					
Travel			500		
Printing - in house			200		
Printing - outside			3,000		
Conferences			1,000		
Marketing					
Miscellaneous					
TOTAL OTHER COSTS			4,700		
INDIRECT CHARGES					
Overhead—Gen'l (31.12%)			13,977		
Overhead—IT Sys (13.67%)			6,140		
TOTAL			20,142		