Attachment 1

SUMMARY OF CONTRACT CONCEPTS FOR 1998-99 FY
DISCRETIONARY CONSULTANT AND PROFESSIONAL SERVICES

INTEGRATED WASTE MANAGEMENT ACCOUNT (IWMA)

CONCEPT NO.	CONCEPT TITLE	DIVISION	DIVISIONAL PRIORITY	STRATEGIC PLAN GOAL	AMOUNT REQUESTED	EXEC STAFF RECOMMEND	
	TOTAL IWMA C&P FUNDS AVAILABLE				**$1,361,800**	**	
	Total Mandatory Services				**$417,234**		
	Total Discretionary Funds Available				**$944,566**	**$944,566**	
	Concepts Previously Approved (April):						
	Rigid Plastic Packaging Containers - Processor Survey				$15,000	$15,000	
	Ridid Plastic Packaging Containers - Reclaimer Survey				$45,000	$45,000	
	New Concepts:						
1	Financial Analysis and Negotiation Assistance	Exec	1	1	$75,000		
2	Implement Model Waste Diversion/Compost Programs	DPLA		3	$40,000		
3	Technical Assistance for C&D Waste	WPMD	3	3	$50,000	$50,000	
4	Waste Reduction Awards Program (WRAP)	WPMD	2	1,2,4	$50,000	$50,000	
5	California Materials Exchange (CalMAX)	WPMD	1	1,2,4	$35,000	$35,000	1
6	Grasscycling Outreach Campaign	WPMD	4	1,2,4	$109,000	$109,000	
7	Model Green Building Program	WPMD	6	1,2	$25,000		
8	Zone Administrators Funding Assistance	WPMD	5	2	$100,000		2
9	Development of Odor Standards	PE	2	3	$80,000		
10	Emission Studies for Composting Facilities	PE	3	3	$90,000	$90,000	
11	Alternative Covers Assessment Program	PE	4	1	$15,000		
12	Comprehensive Laboratory Services	PE	1	2,3	$70,000	$50,566	1
13	Characterization of Major Waste Types	DPLA	1	2	$500,000	$500,000	3
14	Commercial Food Waste Partnership	WPMD		3	$40,000		
N/A	Sponsorship/Cosponsorship Placeholder	OPA	1	2	$100,000		
	Total IWMA Discretionary Services Requested				**$1,439,000**	**$944,566**	
	IWMA C&P Balance				**-$494,434**	**$0**	

** Pending approval of BCP in the amount of $500,000 included in this amount.

1 = Split-Funded

2 - Total amount of contract will be $400,000 for a two year period. (Split equally between IWMA and RMDZ)

3 = Pending BCP approval to fund this contract.

IWMA (PROJECT RECYCLE)

CONCEPT NO.	CONCEPT TITLE	DIVISION	DIVISIONAL PRIORITY	STRATEGIC PLAN GOAL	AMOUNT REQUESTED	EXEC STAFF RECOMMEND
	TOTAL IWMA (Project Recycle) C&P FUNDS AVAILABLE				**$112,000**	
	Total Mandatory Services				**$100,000**	
	Total Discretionary Funds Available				**$12,000**	

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Attachment 1

SUMMARY OF CONTRACT CONCEPTS FOR 1998-99 FY
DISCRETIONARY CONSULTANT AND PROFESSIONAL SERVICES

USED OIL FUND (Administration)

CONCEPT NO.	CONCEPT TITLE	DIVISION	DIVISIONAL PRIORITY	STRATEGIC PLAN GOAL	AMOUNT REQUESTED	EXEC STAFF RECOMMEND
	TOTAL USED OIL (Administration) C&P FUNDS AVAILABLE				**$719,237**	
	Total Mandatory Services				**$568,350**	
	Total Discretionary Funds Available				**$150,887**	
15	Study of Industrial Oil Market	DPLA	6	3	$50,000	
	Total Discretionary Services Requested				**$50,000**	
	Used Oil Fund (Administration) C&P Balance				**$100,887**	

USED OIL FUND (Education & Info)

CONCEPT NO.	CONCEPT TITLE	DIVISION	DIVISIONAL PRIORITY	STRATEGIC PLAN GOAL	AMOUNT REQUESTED	EXEC STAFF RECOMMEND
	TOTAL USED OIL (Education & Info) C&P FUNDS AVAILABLE				**$950,000**	
	Total Mandatory Services				**$25,000**	
	Total Discretionary Funds Available				**$925,000**	
16	Promotional/Advertising Expenses	DPLA	1	3	$300,000	
17	Public Education with Dept of Water Resources	DPLA	3	3	$50,000	
18	Outreach Program w/ Food & Agriculture/Farm Bureau	DPLA	4	3	$150,000	
19	Promotional Expenses/Education	DPLA	5	3	$175,000	
20	Promotion Expenses w/Motor Vehicles & State Printer	DPLA	2	3	$70,000	
21	Education Expenses with Dept of Parks and Recreation	DPLA	7	3	$50,000	
22	Public Outreach with Dept of Transportation	DPLA	8	3	$30,000	
23	Develop/Implement Earth Resources Curriculum Project	DPLA	9	3	$100,000	
	Total Discretionary Services Requested				**$925,000**	
	Used Oil (Education & Info) C&P Balance				**$0**	

Attachment 1

SUMMARY OF CONTRACT CONCEPTS FOR 1998-99 FY
DISCRETIONARY CONSULTANT AND PROFESSIONAL SERVICES

TIRE RECYCLING FUND

CONCEPT NO.	CONCEPT TITLE	DIVISION	DIVISIONAL PRIORITY	STRATEGIC PLAN GOAL	AMOUNT REQUESTED	EXEC STAFF RECOMMEND
	TOTAL TIRE RECYCLING C&P FUNDS AVAILABLE				**$3,073,409**	
	Total Mandatory Services				**$627,521**	
	Total Discretionary Funds Available				**$2,445,888**	
	Discretionary contract concepts for the Tire Recycling Fund are being heard as a separate item at the April Policy, Research and Technical Assistance Committee meeting and the April Board meeting; therefore, there are no contract concepts included in this package.					

RMDZ FUND

CONCEPT NO.	CONCEPT TITLE	DIVISION	DIVISIONAL PRIORITY	STRATEGIC PLAN GOAL	AMOUNT REQUESTED	EXEC STAFF RECOMMEND
	TOTAL RMDZ C&P FUNDS AVAILABLE				**$1,034,000**	
	Total Mandatory Services				**$34,000**	
	Total Discretionary Funds Available				**$1,000,000**	
24	Implementation/Administration of Loans	Legal	1	2	$150,000	
25	Market Prospect Lists/Credit Reports	WPMD	1	2	$40,000	
8	Zone Administrators Funding Assistance	WPMD		2	$100,000	1
26	Training for Zone Administrators	WPMD		2	$80,000	
	Total Discretionary Services Requested				**$370,000**	
	RMDZ Discretionary C&P Balance				**$630,000**	

1 - Total amount of contract will be $400,000 for a two year period. (Split equally between IWMA and RMDZ)

CLEAN UP (AB 2136)

CONCEPT NO.	CONCEPT TITLE	DIVISION	DIVISIONAL PRIORITY	STRATEGIC PLAN GOAL	AMOUNT REQUESTED
	TOTAL CLEAN UP C&P FUNDS AVAILABLE				**$4,700,000**
	Total Mandatory Services				**$15,500**
	Total Discretionary Funds Available				**$4,684,500**
	Total Discretionary Services Requested				**$0**
	Total Clean Up Discretionary C&P Balance				**$4,684,500**

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4/22/98

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Executive Office	**Concept No.** 1
Division: N/A	**Divisional Priority:**
Estimated Contract Amount: $75,000	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Rubia E. Packard	**Strategic Plan Goal: Goal 1**

Description:

Services that would be provided include financial analysis and negotiation assistance for financial issues related to financial assurance, corporate performance, and business support of potential legal matters. In addition, this contract would be used as needed to support cost benefit analysis and activity costing related to Strategic Plan performance measurement.

Board Mandate Supporting Concept:

This contract is necessary to ensure that policies and actions taken by the Board make sound economic sense.

History/Background:

The CIWMB has periodic needs for complex financial analysis and negotiation assistance for financial issues related to financial assurance, corporate performance, and business support of potential legal matters. In the past year, such assistance was required in the workout of an agreement for cleanup of a large tire pile requiring analysis and negotiation of financial agreements. The complexity and immediate action required for this work necessitates that the Board have immediate access to a senior legal financial consultant with experience in solid waste litigation, workouts, financial structuring and negotiation.

Benefit to the Board: (Pros/Cons if we approve/disapprove)

In the past year, two issues were handled in this manner, resulting in saving to the state over $1 million, at a cost of under $70,000. If approved, this contract will give the Board and the Executive Office the flexibility to obtain in-depth financial analysis expertise as issues arise.

Budget: How was requested amount calculated/determined?

The amount is based on experience with the financial analysis performed in the past year.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Board Member Dan Eaton	**Concept No. 2**
Division: DPLA	**Divisional Priority:**
Estimated Contract Amount: $40,000	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Arnie Sowell/Tabetha Willmon	**Strategic Plan Goal: Organics Waste Diversion at Tourist Attractions**

Description:

This contract concept provides funding for the Board to partner with other governmental agencies, private entities (businesses, merchant associations), and/or non-profit organizations to develop and implement model waste diversion/compost programs designed to reduce the amount of food/organic waste generated at tourist destinations and attractions (theme parks, shopping/restaurant venues, zoos, and fairs).

Board Mandate Supporting Concept:

This contract concept targets the recycling of organic materials -- one of the priority materials designated in the Board's Strategic Plan. It creates the framework to develop model waste diversion/compost programs for specific types of tourist attractions. These facilities, all too often, are a major source of food/organic wastes in particular localities. Such a program would comply with provisions of SB 1066 (Ch 672, Statutues of 1997) and further assist local jurisdictions in meeting their AB 939 waste diversion mandates.

History/Background:

According to Trade and Commerce figures, California is one of the most popular tourist destinations in the world, attracting 279 million people to the state and contributing roughly $61.2 billion to the economy annually. Board data indicates that organic materials (food and wood waste, grass, and other organics) comprise approximately 34 percent of the state's overall waste stream. Moreover, diversion of organic materials has been identified as one of the priority areas under the CIWMB's Strategic Plan. Many local jurisdictions and regions of the state attribute a disproportionate share of their waste stream, particularly food/organic materials, to the seasonal influx of thousands of tourists. In order for these jurisdictions to reach the 50% waste diversion mandate, programs must be developed to deal with these materials.

Previously, the Board, through its grant work with CSAC and the League of California Cities, funded hotel workshops and other pilot programs that addressed certain niches of the tourist industry. Additionally, the Board has funded several compost demonstration projects. Generally, the activities associated with these projects target the beneficial use of compost on specific agricultural crops and promote markets for urban greenwaste. The Board, however, has not developed any model programs designed to address the food/organic wastes generated at tourist attractions (i.e.) theme parks (Disneyland, Great America); state or county fairs; animal parks (SeaWorld, Marine World); zoos; multi-functional event centers (Universal Studios); state/local parks; and high traffic shopping/restaurant venues (SF's Pier 39, SD's Old Town).

This concept proposes to: (1) survey various distinct tourist destinations to determine the amount of food/organic waste generated and if they operate any waste diversion/compost programs; (2) develop and implement site specific model food/organic waste diversion/compost programs to address their needs; and (3) establish a reporting mechanism to analyze both the qualitative and quantitative cost/benefits of such programs.

Benefit to the Board: (Pros/Cons if we approve/disapprove)

Increases the amount of organic waste diverted from California's landfills --commensurate with our Strategic Plan.

Develops replicable waste diversion/reduction models for use by local governments and private businesses affected by the tourist industry.

Creates the possibility for some unique partnerships between the Board, other state and local government entities, the non-profit sector, and private business.

If not funded, the Board would fail to take advantage of an opportunity to assist local governments in addressing the disproportionate amount of food/organic wastes affecting their waste streams from tourist destinations.

Budget: How was requested amount calculated/determined?

Total request is $40,000. This amount would enable the Board to fund four distinct pilot programs ($10,000 each), probably a theme park, animal park/zoo, fair, and shopping/restaurant venue.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Martha Gildart	**Concept No.** 3
Division: WP&MD	**Divisional Priority:**
Estimated Contract Amount: $50,000	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Steve Austrheim-Smith	**Strategic Plan Goal: Construction & Demo**

Description:

The contract would provide a method to identify, quantify, and characterize the materials present in the C&D waste stream which are appropriate for recycling. It would attempt to identify local processing capabilities and markets for those materials as well as any barriers to those uses. It would be a part of the Board's support for developing the Regional Action Plans as described in the C&D Priority Program Performance Plan.

Board Mandate Supporting Concept:

Public Resources Code Section 43035 – Disaster Plan debris management
Public Resources Code Section 42000 et seq – Mandate for 50 % diversion and market development
Governor's Directive W-81-94 – Military Base Reuse Assistance

History/Background:

Recovering materials from the construction and demolition industries' waste stream is one of the Board's priority programs under its latest strategic plan. Staff has proposed working with local governments within a region to identify barriers to the reduction and recycling of C&D debris. One of the tools needed is the ability to quantify and characterize the materials in that waste stream.

Benefit to the Board: (Pros/Cons if we approve/disapprove)

C&D materials comprise between 20 and 30 per cent of the waste disposed in California's landfills. A better understanding of the quantities and characteristics of those materials as present in a region's waste would allow for the diversion of significant quantities, thereby moving us closer to obtaining the 50 per cent diversion goal.

Budget: How was requested amount calculated/determined?

Professional estimate

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Jeff Hunts	**Concept No. 4**
Division: WPMD	**Divisional Priority:**
Estimated Contract Amount: $50,000	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Jeff Hunts	**Strategic Plan Goal: 1,2,4**

Description:
"Re-Authorization of Funding of the Second Year of the Three (3) Year WRAP Contract"
This proposal seeks the funding necessary to continue operating the WRAP program as directed by the Board when the "three-year" concept was approved in 1997. At that time the Board committed to continued funding of the program "subject to the future availability of funds in FY98/99 and FY 99/00".

Board Mandate Supporting Concept:
Although not specifically mandated through statute, WRAP satisfies PRC 42600 (a)(b)(e) and (f), which directs the Board to establish education and outreach programs to encourage business and industry to participate in all phases of integrated waste management, including waste prevention, packaging reduction, and recycled product procurement. WRAP also supports Goal 5 (c) of the Statewide Waste Prevention Plan , calling for giving awards to outstanding business waste prevention programs. Finally, WRAP is specifically indicated as a performance measure of the Board's Strategic Plan, tracking how many businesses have been recognized for their waste reduction efforts.

History/Background:
WRAP is an annual program designed to recognize businesses that have made outstanding efforts to reduce nonhazardous waste and send less garbage to landfills. The Board established WRAP in 1992 as discretionary program to both encourage and recognize waste reduction accomplishments by California businesses. The first application and award cycle took place in 1993. Historically, WRAP received approximately $50,000 annually from the IWMA. Staff recently funding for future contracts at the level of $50,000 annually through a "three year contract" proposal ($50,000 from FY 97/98, as well as subsequent years if available).

Benefit to the Board: (Pros/Cons if we approve/disapprove)
Approval of this concept continues to fulfill the three year commitment the Board made to the WRAP program and its "customers", and benefits the Board by continuing this valuable means of both recognizing businesses for their progress and learning more about how resource efficient practices lead to waste reduction.

Disapproval would effectively end the WRAP program.

Budget: How was requested amount calculated/determined?
Based on the experience of operating the program for five years, the requested amount ($50,000) was determined to be the bare minimum necessary to support program functions on an annual basis. This support includes publication and distribution of pre-application promotional materials and the application itself, promotional outreach coordination, application processing and management, "winner" recognition, and database and technical support.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Jeff Hunts	**Concept No.** 5
Division: WPMD	**Divisional Priority:**
Estimated Contract Amount: $50,000 **($35,000 = IWMA; $15,000 = Tire)**	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☒ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Jeff Hunts	**Strategic Plan Goal: 1,2,4**

Description:

"Re-Authorization of Funding for the Second Year of the Three (3) Year CalMAX Contract"
This proposal seeks the funding necessary to continue operating the CalMAX program as directed by the Board when the "three-year" concept was approved in 1997. At that time the Board committed to continued funding of the program "subject to the future availability of funds in FY98/99 and FY 99/00".

Board Mandate Supporting Concept:

CALMAX fulfills PRC 40507 (c)(3)(E) by providing to the Legislature, via the Board's Annual Report, a summary of available and wanted materials, a profile of participants and the amounts of materials exchanged. Additionally, CALMAX seeks to fulfill Goal 6(c) Statewide Waste Prevention, which encourages expanding material exchange and reuse though CALMAX. The Board also adopted a five-year expansion plan for CALMAX in November 1994, which encourages the development of local materials exchanges, increases marketing efforts and match facilitation, and explores alternative funding sources for the program.

History/Background:

The CALMAX program was established in 1991 as a discretionary program designed to help businesses find new markets for excess materials, reduce disposal costs, find inexpensive feedstock, conserve landfill space, and help benefit schools, art groups, and nonprofit organizations by making inexpensive materials available. Available and wanted materials are listed on-line and in a quarterly catalog. CALMAX has been supported by contracted services since its inception. Historically, CalMAX was supported at an annual funding level of approximately $150,000. In 1997 staff secured funding "commitment" for future contracts at the reduced level of $50,000 annually through a "three year contract" proposal ($50,000 from FY 97/98, as well as subsequent years if available) with "split" funding from the Tire and Used Oil accounts augmenting the IWMA contribution.

Benefit to the Board: (Pros/Cons if we approve/disapprove)

Approval of this concept continues to fulfill the three year commitment the Board made to the CalMAX program and its "customers", and benefits the Board by continuing this innovative means of assisting both business and local government succeed through resource efficient practices that lead to waste reduction.

Disapproval would effectively end the CalMAX program.

Budget: How was requested amount calculated/determined?

Based on the experience of operating the program for over five years, the requested amount ($50,000) was determined to be the bare minimum necessary to support program functions on an annual basis. This support includes publication and distribution of the quarterly catalog, promotional outreach coordination, database and technical support, and special projects (i.e. coordinating special editions of the catalog supported by advertisement revenue in cooperation with OSP). 7-12

It must be noted that the requested amount is one third of the historic annual contract funding level, due to investments in program efficiencies and in-house capabilities.

Proposed funding split:
$35,000 IWMA
$15,000 Tire Funds (Approved at April Policy, Research & Technical Assistance Committee meeting)

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Greening Team	**Concept No. 6**
Division: Waste Prevention & Market Development	**Divisional Priority:**
Estimated Contract Amount: $109,000	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Trevor O'Shaughnessy **Eric Lamoureux**	**Strategic Plan Goal: 1,2,4**

Description: Grasscycling Outreach Campaign

A contractor, working closely with CIWMB staff, shall:

- Set up and design a grasscycling outreach campaign that will help both the Board and its partners promote grasscycling. The Board's role in facilitating this campaign would entail using the contractor to coordinate the campaign regionally and provide incentives.

This contract would enhance the Board's organics program and will provide local governments with missing elements of the organics toolbox. The materials produced by this proposed project will instruct in a "how to" manner grasscycling to the residential and business communities.

The Greening team established as part of the CIWMB's strategic planning process has identified as measurement 1.1 of target 1 the diversion of 1 million tons of grass by 2000. This contract concept is essential to the success of the plan and its long term effect on assisting California in achieving it mandate of 50 percent reduction by 2000.

CIWMB staff has used several avenues to encourage residents to practice organics management and yard waste prevention. This has taken the form of television and radio interviews, public service announcements, newspaper and magazine articles, and trade show displays. An inspirational video was produced several years ago by the CIWMB however, it was missing an instructional element. By providing the instructional materials proposed in this concept local governments and partners will be able to promote grasscycling as an infomercial, public service announcements, or place it on public access television or other media outlets available where a significant impact can be made.

Board Mandate Supporting Concept:

Supports source reduction, recycling, and local assistance activities and mandates.

History/Background:

Board yard waste prevention staff have been promoting the concept of grasscycling, yard waste prevention, and other organics waste prevention for over four years as a means of reducing the amount of organic wastes destined for landfills. These promotions have taken the form of a statewide campaign involving television and radio interviews, public service announcements on radio stations, newspaper and magazine articles, and trade show displays. In the announcements, our 1-800-CA-Waste hotline number is provided and interested parties are directed to call and obtain an objective brochure discussing the concept of organic waste prevention and the benefits it has for their landscape and the environment.

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Benefit to the Board: (Pros/Cons if we approve/disapprove)

Pros: Elevates grasscycling to a state level, which will assist cities and counties in achieving waste diversion mandates. Since organic wastes typically comprises more than 40 percent of a jurisdiction's waste stream this effort is essential to meet 50% reduction by 2000.

Provides an opportunity to seek voluntary, industry supported activities that will improve organics waste recycling and prevention, and conserve resources.

Allows the CIWMB to leverage local government and industry groups for their expertise, communication networks, and financial support.

Cons: If not approved the Board's Greening Team will not be able to achieve success in one of its key target areas. Additionally, CIWMB staff will have to continue its attempts to get Statewide recognition of grasscycling with little or no funding.

Budget: How was requested amount calculated/determined?

The following budget was calculated by making adjustments to past year actual expenses for same/similar services. It should be noted (based on our experience with Toro, Snapper, Troy-bilt, Excel, and other partners) that funds allocated by the Board can be used as leverage with the partners resulting in a package worth several times the actual amount spent.

Activity	Cost in dollars
Set up and design an outreach campaign or similar approach that will help both the Board and its partners promote grasscycling.	$90,000

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Caren Trgovcich	**Concept No.** 7
Division: Waste Prevention & Market Development	**Divisional Priority:**
Estimated Contract Amount: $25,000	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Joyce Mason	**Strategic Plan Goal: 1, 2**

Description:

This project would be financed by CIWMB and co-sponsored with the Recycled Paper Coalition (RPC) as a demonstration project to support the RPC's membership expansion and the development of a San Diego chapter. A consultant would assist CIWMB in determining an appropriate model business, evaluate its current waste reduction/recycling and buy-recycled system, recommend and implement a new and improved program with the goals of resource efficiency and self-maintenance. A condition of becoming a model green building or "anchor business" in a model green office complex is to join the RPC. In the case of a multi-tenant building, the consultant would also: (a) assist the RPC in soliciting memberships to the RPC among participating tenant businesses; and (b) assist tenants in the cooperative purchase of recycled-content office products. The consultant would also provide tenant orientation and training for the new program and assist CIWMB in publicizing the company's environmental efforts. Through various promotional events, the model green business would attain a high profile in the community. Publicity would focus on money saved and documented in monthly reports. The model green program would demonstrate that integrated waste management is cost-effective and resource efficient.

Board Mandate Supporting Concept:

It is statutorily mandated in PRC 42600 that the Board implement a Buy Recycled campaign. To carry out the mandated Buy Recycled campaign the Board adopted a Private Buy Recycled Strategy (Strategy) at its January 1995 Board meeting. The Strategy directs staff to work with five alliances: Paper; Building and Construction; Association of Motion Picture and Television Producers (AMPTP); Organics; and Plastic. This contract concept supports the paper alliance, the Recycled Paper Coalition. In addition, PRC 42560 requires the Board to initiate a high-grade white office paper recovery assistance program for state and local agencies and private businesses.

History/Background:

CIWMB has implemented two other model green programs: one in Glendale (a three-building complex managed by CB Commercial) and another at 10 offices of The Money Store in Sacramento. There are still premiums on some grades of recycled paper. The model green program demonstrates how integrated waste management saves enough money in avoided disposal costs and makes enough in recycling revenues to more than cover any additional premiums to buy recycled. These programs have a proven track record. For example, through our contractor's expertise in waste reduction and negotiating the most cost-effective recycling service agreements, Model Green-Glendale achieved a 37 percent recycling rate in the first year of operation and saved the building management firm $24,729 in the combined sale of recyclables and avoided disposal costs. The model green program is based on a predecessor project in Woodland Hills, now operating for eight years, the Cash for Trash program. Cash for Trash achieved a 71 percent recycling rate and saved participating businesses $1.2 million dollars in combined revenues for recyclables and avoided disposal costs in 1996. Tenants also saved 18 percent on their cooperative purchases of recycled products, which constitute 68 percent of new office products purchased. Cash for Trash demonstrates how a model green program can continuously improve over time to exceed AB 939 diversion rates and prove that companies can cost-effectively buy recycled for most of their products. Even the newest model green at The Money Store (implemented in November 1997) more than doubled its recycling rate from 8-17 percent, as soon as a new recycler was employed as a result of the contractor's recommendations.

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Benefit to the Board: (Pros/Cons if we approve/disapprove)

Pro - Paper is the largest volume material in landfills. If approved, Model Green-San Diego would expand the Board's buy recycled campaign for the paper throughout the State, helping to provide markets for the huge quantities of paper collected in office buildings. The RPC has learned by experience that it takes local networking to achieve its buy-recycled goals. San Diego is currently cut off by geography from any direct participation in the organization. Experience has also demonstrated that without the tangible benefits, new local chapters rarely take form and existing ones have been known to disintegrate--the issuein the LA-area chapter which originally prompted the CIWMB-RPC partnership in Model Green.

Con - It is a challenge to get businesses to join the RPC. Membership requires that the CEO of an organization sign an agreement to buy paper with a 20 percent minimum postconsumer content and to report progress on its buy-recycled goals annually. If Model Green-San Diego is not implemented, it can be argued that the Board is not equally implementing its buy recycled campaign throughout California or responsive to local needs with respect to the major commodity of paper. There is demonstrated local interest in San Diego to start an RPC chapter, but the new chapter formation is likely to fail without the proven local model green program to demonstrate that buying recycled can be cost-effective.

Budget: How was requested amount calculated/determined?

This budget is based on staff's experience with two model greens and the amount of contractor time it has taken to implement the projects. Given the State's open-bid policy, it is necessary to assume a range of contractor rates and degrees of expertise when estimating costs. Costs assume an average 6 hours of contractor time per week x 52 weeks (one year average to fully implement) = 312 hours. Contractors typically charge $75-100/hour for this kind of work. At a mid-range of $87.50/hr., 312 hours would cost $27,300; however, contractors typically round down their rates for government contracts and use at least some lower-cost anciallary help. Therefore, $25,000 is requested.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Mindy Fox	**Concept No. 8**
Division: WP&MD	**Divisional Priority:**
Estimated Contract Amount: $400,000 (2-year contract) **(IWMA = $100,000; RMDZ = $100,000 = $200,000 98-99 FY)**	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Raffy Kouyoumdjian	**Strategic Plan Goal:**

Description: The proposed contract concept provides funding assistance to those Zone Administrators that are in need of additional tools to promote and market the RMDZ program. Funding could be provided for the production and distribution of marketing materials; conference and trade show participation; salaries for student assistants; equipment rental and other activities for the promotion of the RMDZ program. This contract concept is for two years. This will allow for the gradual and effective implementation of the above activities. This contract concept seeks the funds to implement those activities. Board staff will identify specific guidelines regarding eligible expenditures, reimbursement processes, periodic reports, and funding limitations. Staff will assist the Zone Administrators in preparing the request for funding of the activities, guidance in the preparation of progress reports, and the providing the Board with a final report describing the implementation of the activities and their results. A contractor will be hired to oversee and manage the contract.

The Board at its January meeting approved the agenda item that discussed providing incentives to RMDZs. In approving the agenda item, the Board also indicated its willingness to make funding availability for a broad range of loan and zone activities.

Board Mandate Supporting Concept: Responding to the passage of Assembly Bill 939 (Sher, Stats. 1989, Ch. 1095), the State of California established the Recycling Market Development Zone (RMDZ) program. Authorized by Senate Bill 1322 (Bergeson, Stats. 1989, Ch. 1096), the program objective was to create markets for diverted materials by increasing the use of recycled materials.

Providing funds for loan and zone activities implements statutory requirements by assisting businesses that utilize recycled materials.

History/Background: The California Legislature passed AB 939 and SB1322, it recognized that local jurisdictions would be faced with finding markets for thousands of tons of recycled materials. To stimulate the markets for recyclables, the Legislature directed the Board to establish the RMDZ program. In 1990, the Board seta goal of establishing 40 RMDZs by 1996. The goal was reached in March 1995. These 40 zones are geographically located throughout California from Humboldt County in the north to San Diego County in the south.

Funding at the local level for the RMDZ program has been minimal. Zone Administrators are in need of financial assistance from the Board to promote the RMDZ program.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
Pro: This contract concept will assist Zone Administrators in achieving AB 939 mandates by promoting the RMDZs effectively and by providing the Zone administrators the necessary tools to accomplish the activities that will be funded.

Con: By not funding this contract concept the opportunity for Zone Administrators to effectively implement AB 939 mandates will seriously be compromised.

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Budget: How was requested amount calculated/determined?

The Board is required to repay the IWMA account from the Loan subaccount. Subaccount funds that repay the IWMA could be used to fund the broad range of RMDZ activities. It is estimated that $200,000 is required for these activities per year for a total of $400,000 for two years to service 40 RMDZs. At this level of funding, each zone will be receiving slightly less than $10,000 to allow for the compensation of the contractor. 40 zones at $10,000 equals $400,000.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Tom Unsell	**Concept No. 9**
Division: Permitting and Enforcement	**Divisional Priority: Yes - legislative mandate**
Estimated Contract Amount: $80,000	**Fund:** ☐ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Jeff Watson/Rachel Morton	**Strategic Plan Goal: #3 Organics and SB675**

Description:

Research to develop odor standards for odor measurement and odor thresholds to resolve odor issues at composting and other organic material handling facilities and operations. The contract would include generation and publication of a technical guidance document for local enforcement agencies to assist with effective odor complaint response, investigation and enforcement. The manual would include odor sampling procedures and odor sampling equipment specifications, measurement and calculation of odor intensity and odor thresholds, development and use odor panels, complaint response procedures and odor investigation techniques, including calculation of odor dispersion patterns and identification of the odor source.

Board Mandate Supporting Concept:

SB 675 mandates the Board to convene a working group and make recommendations by April 1, 1999, on odor measurement and thresholds, complaint response procedures and enforcement tools and adopt and implement appropriate recommendations by January 1, 2000.

The Board has identified both assisting local jurisdictions in meeting diversion goals and reducing the amounts of organics in the waste stream as two of the Board's top four priorities. Odors and odor complaints interfere with siting and permitting of organic operations, limiting the amounts of organics able to be diverted from disposal.

History/Background:

SB 675 became law in October 1997 and when odors emanate from a composting facility (or operation) and a complaint there are complaints, LEAs are requuired to investigate, APCDs and AQMDs have to refer such complaints to the LEAs. The CIWMB is required to assist LEAs with implementation of the SB 675 mandates (odor complaint investigations) by convening a working group, developing, providing guidance/recommendations and implementing recommendations as appropriate. Since the law was adopted as an emergency measure, it is currently in effect. The due dates the Board is required to meet are coming up quickly. Guidance is needed ASAP to assist LEAs with current odor complaint investigations and indirectly, local jurisdictions with siting.

Benefit to the Board: (Pros/Cons if we approve/disapprove) Pro - meet mandates of PRC 43209.1 and diversion goals mandated in AB 939
Budget: How was requested amount calculated/determined? Based on current contract costs for research and guidance document development, (more specific cost information will be provided as requested)

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Diane Kihara	**Concept No. 10**
Division: Permitting & Enforcement	**Divisional Priority:**
Estimated Contract Amount: $90,000	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Diane Kihara	**Strategic Plan Goal:**

Description:
Because of the continuing public and LEA concerns and the wide range of potential respiratory responses to organic dusts, a study is needed to provide information and emissions data for composting facilities. This study will provide emissions data through environmental measurement of actual airborne levels. The study will also document annoyances as related to the presence or absence of bioaerosols and other factors such as malodor, irritation, malaise, noise, visual concerns and traffic. The contactor would be required to use state-of-the-art testing protocols, perform sampling and analysis, and report findings for emissions from various facilities statewide. The information generated from this study would assist in providing guidance for mitigation measures and siting requirements.

Board Mandate Supporting Concept:
The following Board mandates support this concept:
-Aggressively seeking to protect public health and safety
-Developing effective relationships with local governments and private industry to develop and implement its programs
-Encouraging the development of markets for recyclable materials

History/Background:
There has been ongoing concern raised by LEAs and the public on exposure to organic dusts from composting facilities. Inadequate data is available on emissions from these facilities compared with all other environmental sources.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
Pro:
Provide information on organic dusts generated from composting facilities.
Assist in determining if there is a need for air quality standards for these facilities.
Provide guidance in the design and permitting of these facilities.

Con: Unable to address questions concerning bioaeresols and composting facilities.

Budget: How was requested amount calculated/determined?
Budget based on consultant's fee, monitoring requirements and frequency, equipment needs, laboratory analysis.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Darryl L. Petker	**Concept No.** 11
Division: Permitting and Enforcement	**Divisional Priority:**
Estimated Contract Amount: IWMA: $15,000	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Darryl L. Petker	**Strategic Plan Goal:** Goal 1

Description: what will this contract do?

This contract, **Alternative Covers Assessment Program**, will provide the Board an opportunity to participate in and benefit from current and future research into engineered alternative final covers for solid waste landfills. Key benefits will be, but are not limited to, the following:

- Participation in the development of testing protocols for evaluation of engineered alternative final covers;
- Participation in the collection and evaluation of data from local, regional, national and international research projects involving landfill closure and postclosure maintenance of engineered alternative designs:
- Working closely and sharing information with the Desert Research Institute (DRI), USEPA, DoD, DoE, various owners/operators, academic institutions (Univ.'s of Nevada, Wisconsin and Texas),
- Work and share information with environmental agencies from Washington, Montana, Idaho, and Nevada on similar problems involving solid waste landfill closures and postclosure maintenance;
- Work with various owners and operators on issues relating to landfill closures, postclosure maintenance, and postclosure land use; and
- Interpret, qualify, and statistically analyze test results.

Board Mandate Supporting Concept:

The Board is the lead agency responsible for non-hazardous waste management in California and is mandated to protect public health and safety and the environment from the adverse effect of solid waste. The implementation of these mandates are embodied in its permitting, enforcement, closure/postclosure, corrective action, and other programs. With the Board either acting directly as the Enforcement Agency or in providing technical services in support of the local enforcement agencies, the "**Alternative Covers Assessment Program**" helps provide the necessary information that will be required to maintain the Boards status as a leader in technical issues for solid waste landfills in California.

History/Background:

The collection of comprehensive information on a national level for engineered alternative final covers has been sparse at best. The Desert Research Institute, affiliated with the University of Nevada, is attempting to coordinate federal, state, and local agencies in concert with landfill owners and operators to establish a comprehensive database regarding engineered alternative final covers. This will be accomplished by compiling information on existing projects and developing new projects throughout the nation. This project is designed to be an ongoing process for a minimum of five years. It is possible that additional funds may be requested in the future. There is no obligation for future financial assistance. The effort is to be a teamwork approach to problem solving; with team members have input into the process and access to the information obtained.

Benefit to the Board: (Pros/Cons if we approve/disapprove)

Pros -

- Access to a comprehensive database of information on engineered alternative final covers;
- Ability of provide guidance on the goals of the project;
- Enable Board staff to support LEA's, owners, and operators with current and accurate technical information on engineered alternative final covers;
- Provide assistance and information to the Legislature and other State of California agencies enabling them to make informed judgements and decisions;
- Maintain staff's knowledge on state-of-the-art technology relating to landfill issues;
- Maintain the Board's national and international presence in the development and collection of relevant landfill knowledge; and
- Provide Board staff with training on technical landfill issues.
- Currently, there are approximately 8-10 landfills with engineered alternative covers being monitored for effectiveness

Cons-

Board staff may fall behind the learning curve for current information that is vital for the mission of supporting the LEAs and the protection of the public health and safety and the environment.

Budget: How was requested amount calculated/determined?

The Desert Research Institute is suggesting a sum of $15,000 from state agencies wishing to participate in the project. This sum would help develop new sites and cover DRI staff time and expenses.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Michael Wochnick	**Concept No.** 12
Division: Permitting and Enforcement	**Divisional Priority:**
Estimated Contract Amount: IWMA: $70,000	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Michael Wochnick	**Strategic Plan Goal:** Goal 3 and Goal 2

Description:

The contractor shall provide the Board with **Comprehensive Laboratory Services** to include, but not limited to:

- Qualitative and quantitative analyses of landfill gas, soil gas, ambient air, leachate , gas condensate, flue gas, soil, water, wastewater, plant materials, incinerator ash, sludge, compost, drilling wastes, and other waste materials and secondary materials;
- Field testing and sample collection;
- Design, implementation, and evaluation of sampling and analytical protocols; and
- Interpret, qualify, and statistically analyze test results.

This contract would provide services to both the Permitting and Enforcement and Waste Prevention and Market Development Divisions.

Board Mandate Supporting Concept:

The Board is the lead agency responsible for non-hazardous waste management in California and is mandated to protect public health and safety and the environment from the adverse effect of solid waste. The implementation of these mandates are embodied in its permitting, enforcement, closure/postclosure, corrective action, and other programs. With the Board either acting directly as the Enforcement Agency or in providing technical services in support of the local enforcement agencies, the "**Comprehensive Laboratory Services Contract**" provides the necessary analytical support to these programs.

PRC 4200 et. Seq. establishes diversion requirements and Board authority to conduct market development activities including strengthening demand for recycled materials by end use consumers and manufacturers. In support of this mandate the laboratory services contract can be used to ensure the performance of recycled content products by providing quality assurance testing. Examples include but are not limited to tests to support the use of recycled C& D materials and tests to determine compost quality

PRC 42750 et. Seq. requires newsprint to contain minimum content recycled newsprint. It also requires the Board to set standards for recycled content newsprint and review every 2 years. The lab services contract will ensure the continued availability of newsprint testing.

History/Background:

The Board historically has had a laboratory services contract to support ongoing board needs. The previous contract expired June 30, 1997. Currently, there is no lab services contract.

It is expected that Board demands for the services provided in this contract will continue. Therefore., this contract would be continued in the future by similar provisions.

Benefit to the Board: (Pros/Cons if we approve/disapprove)

- **Sampling and Analysis for Inspection, Enforcement, Site Mitigation, and Compliance at Landfills**: The Board has the responsibility to implement and maintain inspection and enforcement programs (PRC 43303) which historically and currently have included the testing of various media (air, water, soil) and biotic samples taken from solid waste facilities during inspections, enforcement actions, and site mitigation. Confirmatory tests to determine compliance are also necessary. Pursuant to PRC 43306, laboratory results from media tested under the contract, as part of an enforcement action, become official records of Board inspections and any other official action taken as a port of inspection and enforcement.

- **Sampling and Analysis of Closed, Illegal, and Abandoned (CIA) Sites**: PRC 45013 requires the Board to provide guidance and assistance to the local enforcement agencies in the inspection and investigation of CIA sites to ensure public health and safety and the environment are protected.

- **Recycled Content Products**: The laboratory services contract can be used to ensure the performance of recycled content products by providing quality assurance testing. The lab services contract will ensure the continued availability of newsprint testing so that the Board can set standards.

Laboratory services provided for in this contract are continually utilized by the Permitting and Enforcement and Waste Prevention and Market Development Divisions and the LEAs. Deferring the contract would hamper fulfilling numerous statutorily mandated activities by the Division.

Budget: How was requested amount calculated/determined?

For site investigation and compliance monitoring aspects, the requested contract amount was based on (1) the sample costs for the previous contract, (2) the minimum number of samples for a site investigation, and (3) the estimated number of sites investigated in one year. Also, additional funds were included for compliance sampling (e.g., split sampling with owner/operator).

For secondary material aspects, cost estimates are based on previous years testing costs, cost estimates from program managers, estimated number of samples and testing cost per sample.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: DPLA	**Concept No. 13**
Division: DPLA	**Divisional Priority: 1**
Estimated Contract Amount: $500,000	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Pat Schiavo	**Strategic Plan Goal: 2**

Description:

Statewide characterization of disposed wastes, including rigid plastic packaging containers (RPPC's). This contract would provide the Board with an updated characterization of the major waste types still being disposed in California, along with detailed data on rigid plastic packaging containers. It would also provide information on the major sources of specific materials being disposed.

The scope of work consists primarily of four tasks:
1) Develop a representative sample of at least 10 landfills in various regions of California to characterize the entire waste stream.
2) Develop a representative sample of major sources of commercial waste by material type through a generator-based study in various regions in California.
3) Using the Board's standard characterization method, sample the selected sites to determine the type and quantity of materials being disposed, including material subtypes of RPPC's.
3) Compile and analyze the data for specified regions, prepare a comprehensive report supporting the methodology and describing summary results, and add new generator data to the waste characterization database.

Board Mandate Supporting Concept:

PRC 41770 (waste characterization) and 42310 (recycling of RPPC's) while ultimately supporting two distinctly different Board programs and clients have a lot in common regarding methodology. These two programs both require a detailed analysis of the solid waste stream. Waste stream information is more crucial than ever to solid waste planning on both local and statewide levels as jurisdictions increase efforts to reach the 50% goal. The results of this study will assist jurisdictions in reaching the 50% goal, and will help California achieve a 50% diversion rate statewide, as well as provide information for measuring RPPC's in California's waste stream.

History/Background:

One of the Board's missions is to improve the management of solid waste in California to conserve resources, and develop sustainable recycling markets. To accomplish this requires updated information. Board staff frequently receive questions from the public, jurisdictions, the media, and manufacturers about the types and amounts of materials in the state's waste stream. However, the Board does not have good information on the types and amounts of materials currently disposed. The only previous study, done in 1992, was simple compilation of the individual jurisdiction studies that were used to establish base-year data in jurisdictions' Source Reduction and Recycling Elements. Most of those studies are now at least 7 years out of date. Some of the jurisdiction surveys have since been found to contain measurement errors and most of the studies used different sampling protocols. As a result, staff is unable to provide useful characterization data to the public. A new statewide and regional study would provide the Board with much more accurate and reliable disposal information.

The Board developed the Uniform Disposal Characterization Method in response to a statutory mandate. The method included a database for jurisdictions to use as default information for analyzing their waste streams, to save them the expense of waste stream field studies. The database provides information not only on major types of materials, but the sources of the materials in the waste stream. This is especially important for the business sector, which contributes approximately 60% of the state's waste stream. The database relies on generator-based data which was originally donated by cities performing studies which followed the Board's method. Since the database was dependent on these donations, the data focuses on large urban cities in southern California. Data from northern

and rural jurisdictions needs to be added to make the database representative of the entire state. Rural data must be collected at the state level, since these small jurisdictions cannot afford costly field studies.

Also, the Legislature passed Rigid Plastic Packaging Containers (RPPC) Act in Senate Bill 235 (SB 235) in 1991 and amended it in SB 951 in 1993. The Act was codified in Public Resources Code (PRC) Title 14, Chapter 5.5, Articles 1 through 5. The Act requires product manufacturers to provide certification of the recycled content, the source reduction, or the recycling rate of RPPC packaging on or after January 1, 1995. Specifically, PRC Section 42310 requires all RPPC's (80oz. to 5 gallons) made or solid in California to meet one of the following: contain 25% recycled post-consumer content, be recycled at an overall rate of 25% (55% for PETE), be reusable or refillable 5 times, or be source-reduced by 10%. The plastics industry has indicated that they prefer to use the recycling standard to meet the requirements of the Act; however, previous initiatives by industry to develop estimates of the actual RPPC recycling rate have been difficult, expensive, and of limited reliability.

The Board has developed a fairly simple and accurate standard method of characterizing and measuring waste disposed in landfills, which can also include sub-sampling of RPPC material types. While disposal data alone cannot be used to determine the RPPC recycling rate, it would provide an independent estimate of the denominator for the needed calculation.

Benefit to the Board: (Pros/Cons if we approve/disapprove)

Pros:

Characterizes the types and amounts of materials still going into landfills, and the major sources of these materials, thereby improving the data support for targeted diversion programs and material marketing efforts.
Combines purposes of data gathering in one study.
Meets the Board's responsibility to determine overall statewide RPPC recycling rate.
Shows statewide and regional progress in disposal reduction of different material types when compared to base-year studies done by jurisdictions in their SRREs.
Serves as a partial crosscheck to disposal data in previous RPPC studies presented by the American Plastics Council.
Develops a denominator for future use in a formula which would calculate a recycling rate for RPPC as mandated by PRC 42310.
Allows cross-regional analysis of disposal problems and diversion efforts by using a single standard sampling and characterization method across the state.
Adds to the Board's database of characterization information available to assist jurisdictions with waste analysis problems.
The cost of adding subcategories such as RPPC types to a standard waste sort is marginal.

Cons:

Comprehensive sampling is needed to measure RPPCs since they are a smaller component in the waste stream, but nevertheless the measurement is needed.
Landfill sampling cannot determine specific sources of materials, other than gross sector source (residential, commercial, etc.), therefore the data is not as useful for program planning.

Budget: How was requested amount calculated/determined?

The overall project is expected to cost approximately $500,000. This amount was calculated using the costs paid for similar services, and the advice of independent industry experts.

The $500,000 will be funded by a spending authority recently requested through Department of Finance for this specific activity, which is anticipated to be approved in the Budget Act for 98/99 Funding. This contract concept would not use any C&P Discretionary IWMA Funds.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Greening Team	**Concept No. 14**
Division: WPMD	**Divisional Priority:**
Estimated Contract Amount: $40,000	**Fund:** ☒ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Bill Orr	**Strategic Plan Goal: Organics Waste Diversion**

Description:
"Commercial Food Waste Partnership"

This contract concept provides funding for the Board to establish partnerships with restaurants, groceries, and food service providers to develop and implement "best management practices" designed to reduce the amount of wasted food generated by these entities.

Board Mandate Supporting Concept:
This contract concept creates a framework for establishing voluntary, cooperative partnerships with major commercial and institutioanl sectors that generate food waste, which makes up 3.5 percent of the state's wastestream. These partnerships would comply with the provisions of SB 1066 (Ch 672, Statutes of 1997) and support the Board's efforts to assist local jurisdictions in meeting their AB 939 waste diversion mandates. They would be the primary vehicle used by staff to implement Target 2.1 of the Board's draft "Greening Team Performance Plan."

History/Background:
The diversion of organic materials is one of the priority areas pursuant to the CIWMB's Strategic Plan. Organic materials comprise approximately 34 percent of the state's overall waste stream, with food waste making up over one-fifth of this total. Restaurants, groceries, and food service providers account for almost one-half of all food wasted in the commercial and institutional sectors in California.

Previously, the Board has funded hotel workshops and other pilot programs that addressed certain aspects of food waste generation. Additionally, the Board has funded several agricultural compost demonstration projects that target the beneficial use of compost and mulch on agricultural crops and promote markets for urban-derived organic materials. To date, however, the Board has not developed a comprehensive program designed to address the majority of food wastes generated in the commercial and institutional sectors. The Board's draft "Greening Team Performance Plan" identifies commercial and institutional food waste as one of the key targets warranting increased emphasis.

This concept proposes to: 1) identify restaurants, groceries, and food service providers that generate 70 percent of commercial and institutional food waste; 2) establish voluntary, cooperative partnerships with relevant trade associations and businesses; and 3) in association with our partners, help develop and begin implementing best management practices designed to decrease the amount of food wasted.

Benefit to the Board: (Pros/Cons if we approve/disapprove)

Increases the amount of organic materials diverted from California's landfills.

Develops voluntary best management practices that can be replicated by other food waste generators.

Helps local jurisdictions meet the 50 percent diversion mandate.

Continues the Board's efforts to develop voluntary public/private partnerships.

Budget: How was requested amount calculated/determined?

Total request is $40,000. This amount would enable the Board to fund three to four partnership programs.

1998-99 FISCAL YEAR

Requestor: Used Oil and Household Hazardous Waste Br.	**Concept No. 15**
Division: DPLA	**Divisional Priority:**
Estimated Contract Amount: $50,000 (Admin)	**Fund:** ☐ IWMA ☐ Project Recycle ☒ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Don Peri	**Strategic Plan Goal: 3**

Description:
Through an interagency agreement with a college or university such as UCLA, a study of the dynamics of the industrial oil market in California will be made. A market study is warranted due to the lack of other avenues to gain sufficient data on industrial oil consumption volumes in California. This is a one-year concept.

Board Mandate Supporting Concept:
Supports statutory requirement that the Board biannually report industrial oil and lubricating oil sales and used oil recycling rates (PRC section 48676).

History/Background:
Since the used oil recycling program began collecting data in 1992, reported industrial oil sales have increased to levels exceeding that of lubricating oils. The amount of used industrial oil recycled has not increased at a rate commensurate with sales. National oil sales volume data suggest that industrial oil volumes should be on the order of 60% of lubricating oils. However, it is recognized that California is a net producer of oil products. Oil manufacturers report initial sales data for both lubricating and industrial oil to the Board. Manufacturers also make a payment to the Board on lubricating oil sold, unless exported or used in an exempt manner, hence, staff believe that the reporting is more accurate for lubricating oils. The Board receives information in the form of a refund request on fees paid if a subsequent lubricating oil purchaser exports the oil or uses it in an exempt manner. This is not the case for industrial oil, so no information is available as to its final disposition after the initial sale is reported. As a result, great uncertainty about the actual industrial oil consumption in the state exists. Using the reported industrial oil sales volumes results in significantly lower calculated recycling rates. The recycling rates are reported to the legislature and may be viewed as an index of program efficacy. The uncertainty in the consumption volumes has lowered program's confidence in the calculated recycling rates to significant degree.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
Pro: The used oil recycling program will be able to better quantify industrial oil consumption volumes and report recycling rates more accurately. The recycling rates will then be valued as measurements of the effectiveness of the program.

Con: No downsides were identified with this concept.

Budget: How was requested amount calculated/determined?
The requested amount was based on staff's estimate of the cost of the anticipated project.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Bob Boughton	**Concept No. 16**
Division: DPLA	**Divisional Priority: 1**
Estimated Contract Amount: $300,000	**Fund:** ☐ IWMA ☐ Project Recycle ☒ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Natalie Lee	**Strategic Plan Goal: 3**

Description:
The funds will be used for the distribution of public outreach materials and advertisements in support of the Used Oil Program. Contracts will be established with these funds to purchase advertising packages at venues which reach appropriate target audiences. Possible outreach venues include racetracks, sports arenas, and billboards. Activities will include, but not be limited to, the development and production of outreach materials, purchase of advertising space, and development of partnerships. Staff will integrate other Board program messages into materials when appropriate opportunities arise. Activities under this proposal are projected to be implemented over two fiscal years.

Board Mandate Supporting Concept:
Supports Public Resources Code Sections 3464 which requires the Board to develop and implement an information and education program for the promotion of alternatives to the illegal disposal of used oil.

History/Background:
As the Used Oil Recycling Program matures, the role of statewide public outreach is better defined and effective opportunities are identified. Program staff have identified potential audiences for outreach through research, contracts, and grant recipient activities. Priorities for statewide efforts have been identified and experience on contracts and grants has helped staff develop a model for planning, implementing and evaluating statewide efforts. The proposed activities will complement existing contracts and grants and provide outreach to areas and audiences best addressed by a statewide effort.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
Pro: The used oil recycling program will be able to expand public outreach and place advertising of a high quality in a timely manner to support its mandate.
Con: No negative impact has been identified.

Budget: How was requested amount calculated/determined?
The requested amount was projected from previous advertising proposals presented to program staff and costs associated with previous Board activities.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Used Oil and Household Hazardous Waste Br.	**Concept No. 17**
Division: DPLA	**Divisional Priority:**
Estimated Contract Amount: $50,000	**Fund:** ☐ IWMA ☐ Project Recycle ☒ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Don Peri	**Strategic Plan Goal: 3**

Description:
The funds will be used to contract with the Department of Water Resources (DWR) for public education program assistance and consultation, including the development and production of educational materials, such as video programs, public service announcements, booth graphics, posters, brochures, and other products. Through consultation, DWR will assist staff to implement the public outreach and educational component of the used oil program by tailoring appropriate messages and design for the target audiences. This is an annual renewal concept.

Board Mandate Supporting Concept:
Supports Public Resources Code Sections 3465 and 48631 which requires the Board to develop and implement an information and education program for the promotion of alternatives to the illegal disposal of used oil.

History/Background:
DWR has the capability to advise in the development of methods to deliver messages and to motivate the public to recycle oil. DWR shot and edited several videos for the program and have provided support for publications and graphics. DWR staff spoke at the last oil forum and prepared materials on effective brochure development for local government program staff.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
Pro: The used oil recycling program will be able to provide educational and outreach materials of a high quality in a timely manner to support mandates. In-house capabilities in many of the needed services are not available. DWR maintains a high quality graphics and video production unit.

Con: No downsides were identified with this concept.

Budget: How was requested amount calculated/determined?
The requested amount was based on staff's experience of the cost of anticipated projects.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Used Oil/HHW Branch	**Concept No.** 18
Division: DPLA	**Divisional Priority:**
Estimated Contract Amount: $150,000	**Fund:** ☐ IWMA ☐ Project Recycle ☒ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Caroll Mortensen	**Strategic Plan Goal: #3**

Description:
Pursue a contract with Department of Food and Agriculture and/or Farm Bureaus to conduct education and outreach to farmers and ranchers and their employees about the proper management of used oil. The contract would allow the used oil recycling message to be delivered by agencies that farmers and ranchers are familiar with giving it more credibility. When opportunities arise, other Board programs could be supported by this contract as well.

Board Mandate Supporting Concept:
Supports Public Resources Code Sections 3465 and 48631 which require the Board to develop and implement an information and education program for the promotion of alternatives to the illegal disposal of used oil.

History/Background:
California has the largest agriculutural economy in the United States. Twenty-nine million acres are devoted to farms and ranches. The equipment needed to support these farms and ranches uses large quantities of lubricating oil. The agriculture industry also employs hundreds of thousands of workers, including migrant workers. These workers typically fit the profile of the 'Do-It-Yourself' oil changer. Work currently under way by a Non-Profit Grant recipient indicates that the agricultural community is a prime target for outreach and education at this time. Staff believes that these factors combine to warrant an outreach and education campaign to target the agricultural community in Calfornia about used oil recycling.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
This contract will allow the Board to target education and outreach efforts to groups that are often not included in local government outreach efforts made possible through other used oil funds (grants).

Budget: How was requested amount calculated/determined?
There are over fifty Farm Bureaus in California. They produce various print materials such as brochures, handbooks, and newsletters. To place information in these types of publications is estimated to cost approximately $2500 per bureau depending on number and types of publications. This would allow some funds to be used by the Bureaus and/or the Department for administrative costs.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Bob Boughton	**Concept No. 19**
Division: DPLA	**Divisional Priority:**
Estimated Contract Amount: $175,000	**Fund:** ☐ IWMA ☐ Project Recycle ☒ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Natalie Lee	**Strategic Plan Goal: 3**

Description:
The funds will be used for general promotional expenses and to support existing contracts for used oil public education efforts. Activities will include, but not be limited to, purchase of signs and premiums, participation at conferences and workshops, printing costs and logo placement, editorial support, placement of advertisements, and sponsorships. Staff will integrate other Board program messages into materials when appropriate opportunities arise.

Board Mandate Supporting Concept:
Supports Public Resources Code Section 48631 mandate requiring the Board to develop and implement an information and education program for the promotion of alternatives to the illegal disposal of used oil.

History/Background:
As the Used Oil Recycling Program matures, the public education and outreach effort increases. Program staff have identified target audiences for outreach through research, contracts, and grant recipient activities. Outreach materials and distribution avenues are constantly being developed to expand the outreach effort. Contracts have been established to address a number of high priority audiences, and these contracts often require additional staff support to further the distribution of materials, coordinate with newly identified activites, and enhance the original scope of each contract.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
Pro: The used oil recycling program will be able to provide educational and outreach materials of a high quality in a timely manner to support its mandate.

Con: No negative impact has been identified.

Budget: How was requested amount calculated/determined?
The requested amount was based on expenditures in previous fiscal years and projections based on identified program priorities.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Used Oil and Household Hazardous Waste Br.	**Concept No. 20**
Division: DPLA	**Divisional Priority:**
Estimated Contract Amount: $70,000	**Fund:** ☐ IWMA ☐ Project Recycle ☒ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Don Peri	**Strategic Plan Goal: 3**

Description:
The funds will be used to contract with the Department of Motor Vehicles (DMV) and the Office of State Publishing (OSP) for costs to include the used oil logo and advertisements in DMV materials such as envelopes, brochures and the drivers handbook.

Board Mandate Supporting Concept:
Supports Public Resources Code Sections 3465 and 48631 which requires the Board develop and implement an information and education program for the promotion of alternatives to the illegal disposal of used oil.

History/Background:
The Board currently has an interagency agreement with DMV for the services cited above. DMV has requested that the Board include OSP in a three-party interagency agreement to directly pay printing costs. The license renewal and annual registration envelopes have been the most cost effective outreach effort the Board has undertaken for oil. DMV publications result in the highest number of hotline calls for oil recycling locations. Over 60 million mailings are made annually at a cost of only hundreds of dollars to the Board. The advertisement in the Drivers handbook costs about $50,000 per year for over 4 million issues. Under this new agreement, staff will work with DMV to place the logo and recycling message on additional DMV brochures as well.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
Pro: The used oil recycling program will be able to place a used oil message in over 60 million DMV mailings per year and an advertisement in over 4 million driver handbooks per year at very low cost.

Con: No downside to approval of this concept has been identified.

Budget: How was requested amount calculated/determined?
The amount was based on the current fiscal year's interagency agreement and DMV staff's estimate of costs for anticipated advertisements on DMV materials and in DMV publications.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Used Oil/HHW Branch	**Concept No. 21**
Division: DPLA	**Divisional Priority:**
Estimated Contract Amount: $50,000	**Fund:** ☐ IWMA ☐ Project Recycle ☒ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Caroll Mortensen	**Strategic Plan Goal: #3**

Description:
Pursue a contract with Department of Parks and Recreation to conduct used oil education and outreach through the Off-Highway Vehicle Program. This contract would allow the Board to deliver a used oil recycling message to a targeted group of Californians who service their off-road and on-road vehicles. When opportunities arise, other Board programs could be supported by this contract as well.

Board Mandate Supporting Concept:
Supports Public Resources Code Sections 3465 and 48631 which require the Board to develop and implement an information and education program for the promotion of alternatives to the illegal disposal of used oil.

History/Background:
The Off-Highway Vehicle Program (OHV), under the Department of Parks and Recreation, oversees 8 off-highway vehicle parks in California. They also implement the license program for users of the parks. The visitors to these parks can typically be categorized as 'Do-It-Yourselfers' and are considered prime targets for used oil education. The OHV Program produces various publications and other outreach materials. The Department also prints many publications. The Board could work with the Department to incorporate a used oil recycling message into existing Department materials and could coordinate the production of new outreach materials.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
This contract will allow the Board to direct education and outreach efforts to targeted groups that are often not included in local government outreach efforts made possible through other used oil funds (grants).

Budget: How was requested amount calculated/determined?
The amount was determined to be adequate based on an existing contract with DMV for similar tasks.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Bob Boughton	**Concept No. 22**
Division: DPLA	**Divisional Priority:**
Estimated Contract Amount: $30,000	**Fund:** ☐ IWMA ☐ Project Recycle ☒ Oil ☐ Tire ☐ RMDZ ☐ AB2136
Primary Staff Contact: Natalie Lee	**Strategic Plan Goal:**

Description:
The funds will be used to develop and implement a contract with California Department of Transportation for public outreach. CALTRANS currently manages an outreach effort which includes the Adopt-A-Highway Program. CALTRANS is also active in statewide education networks. CALTRANS existing efforts offer the Board an opportunity to reach motorists throughout the state. Working with other agencies and using existing programs and materials as a vehicle for used oil recycling messages has allowed the Used Oil Program to expand its outreach efforts cost-effectively and with little to no additional waste. Staff will integrate other Board program messages into this effort when possible.

Board Mandate Supporting Concept:
Supports Public Resources Code Section 3465 ands 48631 which require the Board to develop and implement an information and education program for the promotion of alternatives to the illegal disposal of used oil.

History/Background:
Interagency agreements with other agencies have provided cost effective mechanisms for the Used Oil Program to extend its outreach efforts. Efforts such as those with Department of Motor Vehicles and Department of Water Resources have been very successful. CALTRANS is involved in the Stormwater Pollution Prevention Education Task Force, the goals of which coincide with Used Oil Program education goals, and this affiliation can be leveraged to benefit the Used Oil Program.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
Pro: The used oil recycling program will be able to expand outreach through a cooperative agreements with another state agency to support its mandate.

Con: No negative impact has been identified.

Budget: How was requested amount calculated/determined?
The requested amount was based on costs associated with current Board contracts for outreach with other state agencies.

Requestor: Bob Boughton	**Concept No.** 23
Division: DPLA	**Divisional Priority:**
Estimated Contract Amount: 100,000	**Fund:** IWMA Project Recycle Oil Tire RMDZ AB2136
Primary Staff Contact: Natalie Lee	**Strategic Plan Goal: 3**

Description:
The funds will be used to develop and implement the monitoring and evaluation phase of the Earth Resources Curriculum Project. The curriculum is nearly completed. There is a strong need for ongoing promotion to additional teachers, as well as tracking and follow-up with teachers implementing the materials. The information gathered will help to discern needs for refinement of the curriculum. Next steps such as re assembling of lessons for non-science, drivers ed, and auto shop classes need to be explored as well. Staff will continune to integrate this project with other Board programs, specifically the efforts of the Schools Section in the Public Education and Programs Implementation Branch.

Board Mandate Supporting Concept:
Supports Public Resources Code Sections 3465 and 48631 mandate requiring the Board to develop and implement an information and education program for the promotion of alternatives to the illegal disposal of used oil.

History/Background:
High school students were identified through research and program activities as a high priority audience to receive used oil recycling messages. To address this audience, a contract was established with CSUS Foundation for the development and dissemination of a secondary schools curriculum. The curriculum, Earth Resources: A Case Study -Oil, is nearing completion and will be distributed to teachers via training workshops through the term of the contract (Fall of 1998). The proposed activites will complement the existing contract by providing for follow-up, continued distribution and evaluation. Because ongoing teacher trainings and feedback mechanisms were not part of the original contract scope of work, this new concept is needed. The momentum gained through the avenues of outreach and training need to be maintained. The ongoing assessment of the curriculum from teachers needs to be done not only to quantify the use of the curriculum but to help focus future efforts.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
Pro: The used oil recycling program will be able to expand school outreach and evaluate materials and methods being used to support its mandate.

Con: No negative impact has been identified.

Budget: How was requested amount calculated/determined?
The requested amount was based on experience with current Board contracts for school outreach and projections of costs to acheive goals outlined above.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Keri Spaulding	**Concept No. 24**
Division: Legal	**Divisional Priority: 1**
Estimated Contract Amount: $150,000.00	**Fund:** ☐ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☒ RMDZ ☐ AB2136
Primary Staff Contact: Elizabeth Clayton	**Strategic Plan Goal: Market Development/Recycling**

Description:
Implementation and Administration of RMDZ Loan Program
Since December of 1992, we have been utilizing the services of Attorney Doug Hodell to assist with implementation and administration of our Recycling Market Development Zone (RMDZ) Loan Program. Mr. Hodell is now with the law firm of Boutin Dentino Gibson & DiGiusto. To date, Mr. Hodell has developed all of the documentation for the RMDZ Loan Program, and has provided training and consultative services as needed to assist with the implementation and operation of the loan program, including processing and closing new loans, maintaining existing loans, assisting on problem loans such as foreclosures and effectuating the sale of certain loans.

Board Mandate Supporting Concept:
Market Development/Recycling

History/Background:
Prior requests for approval for outside legal services for the RMDZ program were made in 1992, 1993, 1994, 1995 and 1996.

Contract #C2025: In September 1992, outside legal services were authorized in an amount of $100,000 for fiscal year 1992/93.
Contract #C2039: An expenditure of $60,000 was authorized in December 1992 for fiscal year 1992/93. In August 1993, an additional $100,000 for fiscal year 1992/93. In August 1993, an additional $100,000 for fiscal year 1993/94 was authorized. In November 1993 an additional $60,000 for fiscal year 1993/94 was authorized. An additional $15,000 for services related to loan authorized. An additional $15,000 for services related to loan closings for fiscal year 1993-94 was authorized in May 1994.
Contract #C4001: An expenditure of up to $158,000 was authorized for the fiscal year 1994-95. In May 1995, an augmentation of that contract was approved for an additional $50,000.
Contract #C5026: In October 1995, an amount of $188,000 was approved for fiscal year 1995-96. An additional $50,000 for legal services for fiscal year 1996/97 was authorized in October 1996. On June 30, 1996, $55,698.96 was disencumbered.
Contract #C6033: An expenditure of $90,000 was authorized for fiscal year 1996/97 in October 1996. An additional $50,000 for legal services for fiscal year 1997/98 was authorized in August 1997.
Contract #C7038 - An expenditure of $250,000 was authorized for fiscal year 1997/98 in September 1997.

Benefit to the Board: (Pros/Cons if we approve/disapprove)
Since this is a highly specialized field of law and all of our loans are individualized, continued retention of outside legal counsel with expertise in lending ensures that the loans are structured, closed and administered in a manner consistent with commercial lending practices, while also ensuring compliance with statutory mandates and

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implementation of the Board's policies. In addition, outside legal counsel with expertise in problem loans, workout agreements, foreclosures, etc., ensures that the Board's interests are fully protected in the situation where a borrower defaults on a Board loan.

Budget: How was requested amount calculated/determined?

The amount for this request was calculated based on consideration of past years' actual costs for same/similar services and the cost per hour times estimated hours to include legal matters such as loan defaults, workout agreements, collateral modifications and foreclosures.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Charles E. Haubrich	**Concept No. 25**
Division: Waste Prevention & Market Development.	**Divisional Priority: High**
Estimated Contract Amount: $40,000.00	**Fund:** ☐ IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☒ RMDZ ☐ AB2136
Primary Staff Contact: Charles E. Haubrich	**Strategic Plan Goal: Generate RMDZ Loans**

Description: Market Prospect Lists/Credit Reports

The Board will be obtaining two primary services, they are:

1. The contractor will provide the Board with business prospect listings. These listings will be used in the marketing efforts of the Board to generate RMDZ loan applications.
2. The contractor will provide the Board with current business credit reports for prospective RMDZ loan customers.

Board Mandate Supporting Concept:

In response to the concerns raised in the passage of Assembly Bill 939 (Sher, Stats. 1989, Ch. 1095)(AB939), the State of California established the Recycling Market Development Zone (RMDZ) program. Authorized by Senate Bill 1322 (Bergeson, Stats. 1989, Ch.1096), the program objective was to create markets for diverted materials by increasing the use of recycled materials as manufacturing feedstock.

The Board established its revolving loan program as a valued part of the RMDZ program. In 1990, Senate Bill 2310 (Bergeson, stats. 1990, ch 1543) authorized the Board to make low interest loans to both local governments for infrastructure development and to businesses located in the RMDZ's using recycled materials in their manufacturing processes.

History/Background:

The Board has been ordering lists and credit reports from Dun & Bradstreet during fiscal year 97-98. The current contractual agreement is in the amount of $10,000.00. The Board's contract is under a CMAS contract with Department of General Services.

Benefit to the Board: (Pros/Cons if we approve/disapprove)

The lists provided by the contractor will offer the Board a continual source of qualified prospective RMDZ loan customers. In addition, the business credit reports will assist the Board's Loan Officers in making proper credit decisions.

Budget: How was requested amount calculated/determined?

The dollar amount was calculated by taking into consideration the actual money used during fiscal year 97-98. This information was coupled with the projected number of state wide prospect lists that will be required and the number of business credit reports that will be requested during the contract period.

CONTRACT CONCEPTS
1998-99 FISCAL YEAR

Requestor: Mindy Fox	**Concept No. 26**
Division: Waste Prevention and Market Development	**Divisional Priority**
Estimated Contract Amount: $80,000	**Fund:** IWMA ☐ Project Recycle ☐ Oil ☐ Tire ☒ RMDZ ☐ AB2136
Primary Staff Contact: Mary Farr	**Strategic Plan Goal: 2**

Description: Training for Zone Administrators

Zone Administrators (ZAs) require a variety of support to effectively market their RMDZ programs. Training should be provided to the ZAs to help identify leads, conduct lender meetings, market their local RMDZ program, and hone skills in loan origination. Training courses, seminars, conferences and forums may all be appropriate venues for such training.

Board Mandate Supporting Concept:

RMDZ efforts support the AB 939 mandate by assisting in the facilitation of markets for recovered/diverted materials; therefore, this concept supports Goal 2 of the Strategic Plan.

History/Background:

At the October 24, 1995 Board meeting, an agenda item was approved to provide additional support and assistance to zone administrators. At the same time, ZAs were to assume more of the loan origination role. Board staff have continually heard from the ZAs that they need training to be effective in this role. ZAs have received some training to date, but there is such a high turnover rate among ZAs that additional training is necessary.

Benefit to the Board: (Pros/Cons if we approve/disapprove)

If approved, the contract will better enable Zone administrators to bring qualified borrowers to the loan program and to better market the local RMDZ program.

Budget: How was requested amount calculated/determined?

This was based on the cost of 7 training sessions previously offered to the ZAs.