

**HAMILTON COUNTY ENVIRONMENTAL SERVICES -  
SOLID WASTE MANAGEMENT DISTRICT  
MANAGER'S MEMORANDUM**

**DATE:** November 8, 2007  
**TO:** District Policy Committee Members  
**FROM:** Holly Christmann, Solid Waste Manager  
Cory R. Chadwick, Director

**I. Introduction/Opening Comments**

**NOTICE:** This memo is for the meeting to be held on November 15, 2007. The meeting will begin at 1:30 pm at Winton Woods Golf Course – Mill Race Lodge, 1515 W. Sharon Road, Forest Park, Ohio 45240.

*Policy Committee Information (Agendas, Manager's Memos, Minutes, etc.) are available on the District's Website at [www.hamiltoncountyclecycles.org](http://www.hamiltoncountyclecycles.org).*

**II. Clerk's Report/Additions to the Agenda**

**A. Approval of Minutes – Minutes from the September 20, 2007 Policy Committee meeting are included as Attachment A.**

**B. Additions to the Agenda**

Please contact Susan Schumacher at 513-946-7734 or [susan.schumacher@hamilton-co.org](mailto:susan.schumacher@hamilton-co.org) if you have items to add to the agenda.

**III. District Revenue Updates/Analysis**

Updates will be provided on current revenue receipts and comparisons with prior years, as included in Attachment B. Comparisons of District revenue and disposal tonnages, by quarter, are included in Attachment B.

**IV. Policy Items**

**A. Utilizing Urban Wood Waste – Update**

Over the past several months, a taskforce has met to discuss options for utilizing urban trees. From these meetings, the taskforce has identified local and regional portable sawmill owners and stationary mills interested in receiving ash and other types of trees. Additionally, outlets for the sawn lumber have been identified which include Cincinnati Public Schools, local architectural firms, a local home construction company, and a specialty wood working retail store. Attachment C is an overview of the Cincinnati Public Schools' Sustainable Design Initiatives that includes the use of native wood in the construction of new schools.

The Cincinnati Park Board is preparing a Request for Bids for sawmilling with the goal of having a contract by February, 2008. The Cincinnati Park Board is having informal discussions with a northern Kentucky company that provides kiln drying services to determine approximate costs, quantities that can be accommodated efficiently, and logistics. The process for providing sawn lumber and delivery to a kiln or partner will be negotiated between Cincinnati Park Board and the purchaser along with the quantities and delivery date.

Ideas such as allowing private sector tree companies to drop-off saw logs to the Cincinnati Park Board for milling are being researched.

The taskforce is working with OSU Extension Office and the Ohio Department of Natural Resources – Division of Forestry to conduct a workshop on utilizing ash. A key component of this workshop is to bring together sawmill operators and tree companies. This will give the sawmill operators an opportunity to inform tree companies how to take down a tree to meet their specifications.

## **B. 2008 Budget**

The proposed 2008 budget is \$2,992,752.20. As the budget is slightly higher than projected revenues of \$2,820,000, it will result in a slight drawdown of the carry-over balance, if the budget is completely expended. The 2008 budget is slightly lower than the 2007 budget of \$2,996,702.73. A copy of the budget information is included as Attachment D.

The updated budget provides \$5,000 funding for the Environmentally Preferable Purchasing program. The goal of this program is to provide incentives for County agencies to purchase products such as recycled-content items.

Since the September 20<sup>th</sup> Policy Committee meeting, staff received updated personnel and benefits costs from Hamilton County's budget office. Compared to the draft budget submitted in September, the updated budget for personnel and benefits decreased by \$8,000. This decrease is due to reduced costs for health insurance and employee merits.

Certain costs increased in the 2008 budget compared to 2007. Those include:

- \$28,500 increase in personnel/benefits (this includes the \$8,000 reduction stated above)
- \$20,000 increase in costs for the yardwaste drop-off program
- \$20,000 increase in costs for the household hazardous waste program

To account for the increases, Staff recommends the following program reductions:

- \$23,500 - decrease in advertising for programs and outreach.
- \$17,900 – reduction in Cincinnati Health Department costs based on contract.
- \$8,500 - reduction in printing and postage costs for *The Interchange* as it will be moved to an e-newsletter in 2008.
- \$8,000 – reduction in school programs based on past year's usage.
- \$6,750 – reduction in miscellaneous costs such as subscriptions, office supplies, and travel.
- \$6,000 - reduction in compost bin sales based on previous year's usage.

*Carry-Over Balance*

The Policy Committee recommended the District maintain a carryover balance equal to eight months operating costs. Based on a \$2.992 million budget, eight months carryover is equal to \$1.995 million.

Based upon the 2008 budget being completely expended and revenues of \$2.82 million, this would leave a carryover balance of \$2.59 million as of January 1, 2009. A \$2.59 million carryover is equal to approximately 10 months operating costs.

***Staff Recommendation:*** *Staff recommends approval of the 2008 budget.*

**C. Approval for District Priority Grants**

Under the Solid Waste Management Plan Update, the District replaced the Reduction Assistance Grant with a District Priority Grant for communities and non-profit organizations. With this revised grant program, the Policy Committee will identify three key solid waste management issues that will be eligible for District Priority Grant funding. Potential grantees will submit grant applications that address these key issues.

At the May 17<sup>th</sup> Policy Committee meeting, the members approved the following priorities for the 2008 grant cycle: recycling outreach, public recycling, and organics.

District staff has included, as Attachment E, recommendations relating to applications for District Priority Grant funding.

***Staff Recommendation:*** *District staff recommends that the Policy Committee approve the grant award recommendations for forwarding to the Board of County Commissioners.*

**D. Update on Landfill Odors**

At the September 20<sup>th</sup> Policy Committee, concerns were raised about landfill odors and response times to those odor complaints. The following organizations met on October 11<sup>th</sup> to discuss solutions to landfill odor complaints: Rumpke, Colerain Township, Hamilton County Public Health, and Hamilton County Environmental Services. Per discussions at the meeting, a 24 hour response will be designed to address landfill odor complaints.

The 24 hour response is a collaborative effort amongst Hamilton County Public Health, Environmental Services, and Rumpke. When the program is officially announced, residents will call Hamilton County Public Health during normal business hours to register a landfill odor complaint. After hours, residents will call Environmental Services' 24 hour hotline. When a complaint is received after hours, the information will be logged by Environmental Services and forwarded to Hamilton County Public Health for follow-up investigation. Environmental Services will then call Rumpke who will provide the complaint field response. The agencies have developed a standard operating procedure and necessary complaint forms.

The landfill odor response system will be evaluated after six months to determine if improvements or changes are needed.

**V. Information/Discussion Items**

**A. Strategic Plan Update**

Staff will present an update on the strategic planning process.

**B. Annual District Report**

The Ohio EPA finished its review of the District's 2006 annual report. This report details the amount of material recycled and the programs implemented in 2006.

According to the Ohio EPA, the District's residential/commercial recycling rate is 38.93%; industrial recycling rate is 46.38%. As mentioned in the monthly report, Staff is working with the Ohio EPA to ensure accuracy of the industrial recycling rate. Staff will provide an update on discussions with Ohio EPA.

**C. Creative Outdoor Advertising**

The Policy Committee requested that staff receive a prosecutor's opinion to determine if the District is required to issue a Request for Bids for a public recycling program, such as Creative Outdoor Advertising, when there is no cost associated with the service. Staff received the opinion which stated that a Request for Bids is not required; however, as directed by the Policy Committee, staff will develop an Expression of Interest to determine if there are other potential vendors that can operate a similar public recycling program.

The prosecutor's office will assist the District in developing the Expression of Interest.

**VI. Tentative Future Agenda Items**

**VII. Policy Committee Members' Comments**

**VIII. Public Comments**

**IX. Upcoming District Meetings**

The next Policy Committee meeting is scheduled for January 17, 2008. This meeting will be held at Hamilton County Environmental Services, 250 William Howard Taft Road, Cincinnati, Ohio 45219 at 9:30 am.

**X. Adjournment (Target Time: 3:00 pm)**