

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

DATE: January 3, 2005
TO: District Policy Committee Members
FROM: Jeffrey W. Aluotto, Solid Waste Manager
Cory R. Chadwick, Director

I. Introduction/Opening Comments

NOTICE: This memo is for the meeting to be held on January 13, 2005. This meeting will be held at 2:00 pm at the Hamilton County Department of Environmental Services, 250 William Howard Taft Road, Cincinnati, Ohio 45219.

Policy Committee Information (Agendas, Manager's Memos, Minutes, etc.) now available on the District's Website at www.hcdoes.org.

II. Clerk's Report/Additions to the Agenda

A. Approval of Minutes – Minutes from the November 10, 2004 Policy Committee meetings are included as Attachment A.

B. Additions to the Agenda

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

III. District Revenue Updates

Updates will be provided on current revenue receipts and comparisons with prior years, as included in Attachment B.

IV. Policy Items

A. Residential Reduction Assistance Grants

Each year, the Solid Waste Management District awards grants, on a competitive basis, to organizations (both governmental and non-profit) seeking to undertake innovative measures to improve waste reduction and recycling programming.

This year, the District received applications from ten organizations and is recommending at least partial funding for six of these grant proposals. Criteria used for funding individual projects include:

- The amount of waste diverted through the project
- The cost-effectiveness of the project
- Whether or not the project was considered compatible with District goals

- Whether or not the project offered an innovative approach for solving a solid waste management problem
- Whether or not the project could be replicated by another organization

Included as Attachment C is a brief analysis of each of these grant proposals along with District staff's recommendation for funding.

***Staff Recommendation:** District Staff recommends awarding Residential Reduction Grants on the basis outlined in the Staff Analysis included as Attachment C.*

B. Solid Waste District Grant Review Committee

In past years, District staff has been primarily responsible for the review of grants submitted through the Residential Reduction Assistance Grant program. Staff feels that a more preferable option to this approach would be to establish a District grant review committee that would be composed of representatives from District staff, communities and other organizations throughout the County. It would be recommended that a standing group of 10-12 individuals be appointed to this committee. This would allow District staff to utilize 5 of these individuals, during any given year, to evaluate grants without the potential for a conflict of interest developing (where a reviewer would be reviewing a grant submitted by his/her community or organization). Following review, grants recommendations would still be reviewed by the Policy Committee prior to being forwarded to the Board of County Commissioners.

***Staff Recommendation:** District Staff recommends that the Policy Committee approve the formation of the Hamilton County Grant Review Subcommittee and that 12 individuals be solicited for appointment to said committee. During any given grant year, 5 individuals, including one member of District staff, will evaluate residential and non-profit grants for recommendation to the Policy Committee and Board of County Commissioners.*

C. Household Hazardous Waste – Pilot Program Continuation

In 2004, the District piloted a new approach to collecting Household Hazardous Waste in Hamilton County. This approach involved collecting materials at a permanent facility, owned and operated by a private contractor, as opposed to operating one-day collection events at various locations throughout the County. The permanent facility was operated by Environmental Enterprises and was open Tuesday – Friday from 10:00 a.m. until 3:00 p.m. and Saturday from 9:00 a.m. until 1:00 p.m. The primary purpose of the pilot program was not to attract as many visitors as possible but to determine whether visitors would turn out, in relatively equal proportions, from all areas of the County. Initial results of the pilot were positive. These results include:

- A total cost of \$22 per vehicle as opposed to approximately \$50-\$60 per vehicle at past temporary drop-offs.
- 93% of survey respondents rated their satisfaction with the program as an 8 or higher on a scale of 1-10. 73% rated their satisfaction as a 10.
- 81% of users who had participated in both the pilot program as well as past District drop-off events rated the pilot program more favorably.

- 2,743 participants were serviced. Each vehicle contained an average of 105 pounds of material.

District staff are preparing to continue the pilot program in 2005. At the November Policy Committee meeting, the Committee asked District Staff to develop and present a list of options for enhancing the HHW program in 2005. After discussion with EEI, staff has developed the following options:

Days of Operation: In 2004, the site was open 5 days a week. While this provided maximum flexibility for residents, it minimized participants volume on any given day by spreading participation throughout the week. This is less than ideal from the contractor's standpoint. An option exists for reducing the days of operation in order to maximize car volume while still providing convenient options for residents.

Number of Sites: Environmental Enterprises Inc. (EEI) owns another facility on Cincinnati-Dayton Road – just north of the Hamilton County border in Butler County. EEI has indicated their willingness to open this site as a part of the agreement with Hamilton County. This facility would be more accessible to residents in northern Hamilton County.

Types of Materials: In addition to the materials currently accepted under the contract, EEI has recently secured an outlet for smoke detectors. EEI has indicated they could accept these devices for a flat fee of \$5 per device.

Elderly/Disabled Pickup: District staff have discussed, with EEI, the option of offering a special pick-up service for elderly or disabled residents of Hamilton County. Based upon 2004 results, there would have been only a few (2-3) instances when this service would have been needed. However, these cases are some of the more difficult ones to deal with from a Staff perspective. EEI has offered to perform this service for a fee of \$125.00 (for a pick-up of 100 pounds of material). There would be a \$2 charge for every pound over 100 lbs. The District could partially or fully subsidize the cost of this pick-up.

Staff Recommendation: *Based upon these options, District staff would recommend the following for continuation of the pilot program during 2005:*

- 1. Number of Sites:** *Allow participants to utilize EEI's northern site on Cincinnati-Dayton Road.*
- 2. Days of Operation:** *Operate sites on Tuesday, Thursday and Saturday. One weekday would be open during evenings.*
- 3. Elderly/Disabled Pick-up:** *Implement a fully subsidized pick-up option for the elderly or disabled. In 2004 there were only 2-3 instances when this service would have been utilized. Assuming there were 20 such instances in 2005, this would add \$2,500 to the cost of the program.*
- 4. Acceptable Materials:** *Until District staff obtain a usable estimate on the number of smoke detectors which might be brought to the sites, it is recommended that smoke detectors not be accepted.*
- 5. Vouchers:** *District staff recommends that the voucher requirement be eliminated for the 2005 pilot program. The voucher element was a necessary cost savings and information gathering tool in 2004. However, the demands placed upon staff were excessive in relation*

to the benefits received. It will still be possible to gather appropriate information in other ways.

It should be noted that recommendations #1 and #5 have the potential to increase participation at the sites. In 2004, the District spent \$61,000 of its \$100,000 budget on the program. Therefore, these recommendations are contingent upon the Policy Committee's willingness to utilize carry-over funds to supplement the pilot program if necessary.

D. County Administration Building Recycling Program

District Staff have been assisting the Probation Department and County Facilities with the operation of the recycling program in the County Administration Building. Historically, Probation has performed all of the collection activities for this program. Recently, however, the Probation Department has had to reduce the time they are able to commit to collecting materials. As such, Probation has asked its cleaning vendor for a quote to include recycling in with normal waste collection during its house-keeping operations. This will cost \$8,513.88 for the entire year.

***Staff Recommendation:** District Staff recommends that the District commit to funding the recycling program in the County Administration Building for a period of one year and re-evaluate at that time.*

V. Informational Items

A. Host Community Fees

At a recent Policy Committee meeting, the Committee discussed the issue of host community fees. One of the issues discussed was whether or not the current host fee, allowed by State law, was sufficient to compensate communities for the impacts of landfills. Mr. Fiedeldey suggested that an increase to the host fee was necessary and asked that the Policy Committee consider support of a future state-wide effort to raise that fee which is currently set at 25 cents per ton.

The Policy Committee asked staff to develop an analysis of this issue. That analysis was recently provided to Committee members. This portion of the meeting will entertain discussion on this topic.

B. Environmentally Preferable Purchasing (EPP) Program

The District recently received a request to utilize the District's inter-departmental EPP grant fund to replace carpeting in the Board of Commissioners/County Administrator's meeting room. District staff will be working with County facilities to ensure that the existing carpet is recycled as opposed to landfilled and that the new carpeting is recycled-content.

C. HB 432 – Construction and Demolition Debris Landfills

As of this writing, HB 432, which will provide a funding mechanism for Health Departments to inspect and monitor the groundwater of construction and demolition debris

landfills, has passed the House and Senate and is on the Governor's desk for signature. It is scheduled to take effect 90 days following the signing.

D. Re-TRAC

District Staff is beginning the process of developing a web-based recycling database, called Re-TRAC, to compile and post recycling data and information from each Hamilton County community. When complete, recycling program information from each community will be publicly available on the District's website. The database will allow programs to be compared on the basis of multiple variables and will eventually allow on-line reporting of recycling information. The program will allow for easy, one-step, analysis of program information which currently requires hours of staff time to research and calculate. The District will be one of the first communities in the nation to maintain a database of this kind.

E. Waste Assessments

In its 2005 budget, the District has allocated \$10,000 for industrial/commercial waste assessments. This was done as a means of enhancing the technical assistance programs provided by the District to industry. District staff will be developing a Request for Qualifications and Proposals for a firm to conduct these assessments. The RFP will be written so as to encourage innovative proposals – especially those that base compensation on program results.

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 March 10, 2005 at 2 pm. The meeting will be held at Environmental Services, 250 William Howard Taft Road.

The next Plan Work Session is still in the process of being scheduled.

X. Adjournment (Target Time: 3:30 pm)