

City of Sherwood, Oregon

Resolution No. 97-714

A RESOLUTION APPROVING THE PROGRAM FOR THE WASHINGTON COUNTY EIGHT-YEAR WASTE REDUCTION PLAN AND ADOPTING THE WASHINGTON COUNTY WASTE REDUCTION INTERGOVERNMENTAL AGREEMENT, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to the Metropolitan Service District's Regional Solid Waste Management Plan, all local governments are to adopt an annual work plan for waste reduction; and

WHEREAS, the City of Sherwood and Washington County may enter into an agreement pursuant to ORS Chapter 190 and ORS 459.065 (1)(b); and

WHEREAS, the Washington County Waste Reduction Technical Committee and the Washington County Waste Reduction Policy Committee have jointly developed and Metro approved said plan and agreement with full participation by staff of the City of Sherwood.

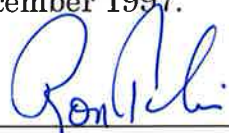
NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1. Approval: That the Washington County Eight-Year Waste Reduction Plan, attached hereto as Exhibit A, is designated as the City of Sherwood's approved annual work plan for waste reduction for Fiscal Year 1997-98.

Section 2. Adoption: That the City of Sherwood approve the Washington County Waste Reduction Intergovernmental Agreement, attached hereto as Exhibit B, and enter into agreement with Washington County for fiscal year 1997-98.

Section 3. Effective Date: This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 9th day of December 1997.



Mayor Tobias, Mayor

ATTEST:



Jon Bormet, City Manager-Recorder

**WASHINGTON COUNTY WASTESHED
ANNUAL WASTE REDUCTION PROGRAM
INTERGOVERNMENTAL AGREEMENT**

I. Parties

Parties to this Agreement are Washington County (hereinafter "County") and the individual signatory city. Plan participants expected to sign agreements are the County and the Cities of Banks, Cornelius, Durham, Forest Grove, Hillsboro, King City, North Plains, Sherwood, Tigard, Tualatin and Wilsonville (hereinafter "Cities"). Any reference hereinafter to "Local Government" shall include both County and Cities.

II. Statutory Authority

This Agreement is entered into pursuant to ORS Chapter 190 and ORS 459.065(1)(b).

III. Purpose

Pursuant to ORS Chapter 268, ORS Chapter 459, and related administrative rules, Metro has established a Regional Solid Waste Management Plan (RSWMP), including a waste reduction chapter. The RSWMP provides that Metro shall establish a multi-year work plan for solid waste reduction and identifies specific programs for Local Governments to implement the Metro plan. Metro has established guidelines for Local Government's participation in the form of an Annual Waste Reduction Program for Local Governments for Year Eight (July 1, 1997 to June 30, 1998) of Metro's work plan. The Metro plan requires Local Governments to adopt a work program annually. The Annual Waste Reduction Program establishes minimum requirements for Local Government's work programs for years one through ten, and provides that Local Governments may work cooperatively with neighboring Local Governments if intergovernmental agreements documenting cooperative arrangements are submitted with the Local Government program. The purpose of this Agreement is to document the cooperative arrangements among the Local Governments, to establish the duties of the County as administrator of the Local Government Annual Waste Reduction work plan for the fiscal year 1997-1998 (Attachment "B"), and to provide a

evaluations, commercial recycling, single-family recycling, multi-family recycling, school and community education, and special event promotion. The County shall also perform work requiring coordination with Metro, DEQ, and other agencies, and represent the Local Governments before such agencies. In addition, the County shall perform the specific duties outlined in Attachment "A" (page 2).

B. County Duties as Grant Applicant

The County may act as agent for all participating jurisdictions in applying for waste reduction and recycling grant funds as determined appropriate by the Technical Committee. Disbursement of funds will be to local participating jurisdictions or franchised haulers based on a formula to be determined by the Technical Committee or set by grant requirements. This does not preclude any Local Government from applying individually for any waste reduction and recycling grant.

C. Duties of Each Local Government

Each Local Government shall undertake annual program tasks that are internal in nature, such as waste reduction and recycling activities and procurement of recycled products. Each Local Government shall also be responsible for enforcement of solid waste reduction plan standards with respect to the solid waste collection ordinances and franchisees within each Local Government jurisdiction; enforcement may include complaint investigation, service standard review, reporting and revisions to Local Government codes based upon the model code developed by the County. In addition, each Local Government shall be responsible for establishing rates for collection franchisees within each Local Government's jurisdiction consistent with the waste reduction program. Each Local Government designates the County to act as its agent in receiving the Metro Annual Waste Reduction Grant funds and other appropriate recycling grant funds. In addition, each Local Government shall perform the specific duties outlined in Attachment "A" (page 2) and as noted in the Year 8 Annual Waste Reduction Work Plan (Attachment "B").

D. Indemnification.

1. Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, the County shall hold harmless, defend, and

CITY OF

Sherwood

By Jon Barnett

Title City Manager

Date 12/17/97

WASHINGTON
COUNTY

By _____

Title _____

Date _____

The Washington County Cooperative Recycling Program

WASTE EVALUATION SERVICE PROVISION PLAN

NOTE: This Waste Evaluation Service Provision Plan was originally filed with Metro in the Cooperative's Year 6 Report. This revised version expands upon the original Service Provision Plan. It is being filed with the Cooperative's Year 8 Workplan and replaces the previous Waste Evaluation Service Provision Plan.

1. Goals and Objectives.

The objectives of the Cooperative's Waste Evaluation Service Provision Plan match the objectives of the RSWMP for waste evaluations. The Cooperative views Waste Evaluations as a means (awareness/informational tool) to an end (increased efforts by businesses to reduce, recycle, buy recycled). While businesses voluntarily choose to utilize these services, the Cooperative remains committed to actively promote both the value of waste prevention, recycling, and buying recycled, and, the availability of technical assistance.

The consistent intentions of both the RSWMP and the Cooperative's Waste Evaluation Service Provision Plan are:

- to increase businesses' awareness of its waste stream, the opportunities to recycle and reduce waste and available technical services;
- to educate about waste prevention practices, reuse ideas, recycling opportunities, and buying and using recycled content products and materials; and,
- to assist businesses in their efforts in waste prevent, recycling and management through technical assistance; and,
- to reach higher levels of waste diversion.

2. Minimum Elements.

Waste evaluations include the following elements:

- examination of the business' waste stream through either: an onsite walk through, a self-audit form, a BRAG application which requires an inventory of materials, activities and purchasing, or using profiles from similar business types.
- teaching waste prevention through either: giving instructions and examples (on substitute processes or proper preparation) during walk throughs or phone conversations or presentations, articles and tip sheets.
- encouraging buy-recycled procurement through distributing *Metro's Buy Recycled Guides*, giving suggestions for alternative materials/products and sample purchasing language,
- providing service information by giving verbal information, or a reference sheet listing other resources, referrals, providing additional materials or information when available.

4. Targeted Businesses.

The Cooperative's target is to provide evaluation services to 100% of businesses requesting them. The Cooperative is also aiming to support business' efforts to recycle, reduce waste and buy recycled, as much as possible, by being responsive to requests for assistance, information, and services.

The Cooperative will focus its efforts on the various targeted businesses as follows:

1. Businesses of 1–9 employees will be notified of the availability of onsite waste evaluations and technical assistance and receive such assistance, upon request. Businesses having more than 9 employees (from 10+ employees) will receive more intense efforts to be notified of the availability of onsite waste evaluations and technical assistance. These businesses will receive such assistance, upon request.
2. Businesses, by type, which will be targeted for waste evaluations will be: Office-Related, Education, Wholesale/Warehouse, Dry Goods Retail, Medical and Dental, and, Hotel/Institutional/Other Services.

5. Measurement.

Due to the nature of businesses' life spans, these goals will be ever-moving completion goals. Therefore, progress should be noted with additional indicators, such as decreased (commercial) per capita generation and disposal, and, increased participation in commercial recycling programs, etc.

Progress will be monitored by tracking:

- the number of on-site audits which are performed (by County or hauler staff),
- the number of businesses attending waste evaluation presentations,
- the number of Commercial Kits mailed/given out,
- the number of businesses receiving WasteLines, and
- the number of businesses filing BRAG applications.

Revised September '97.

**Washington County Cooperative Recycling Program
Year Eight, Annual Waste Reduction Program
Fiscal Year 1997-1998**

Note: Responsible parties for each task are indicated by the following notations: "W" for Washington County staff, "C" for city staff, "T" for the Washington County Recycling Cooperative Program's Technical Committee, "H" for hauler, and "M" for Metro staff.

I. RESIDENTIAL WASTE PREVENTION

1. Education and Information

a) Regional media campaign focused on waste prevention.

The Washington County Cooperative Recycling Program will actively participate in the planning and development of regional campaigns. **W, T**

In addition, the Cooperative will:

- 1 Include articles of consistent themes in the WasteLine (*target distribution dates are December and June*). **W**
- 2 Produce & distribute press releases on waste prevention topics throughout the year. *As opportunities arise.* **W**
- 3 Will be present at events, such as kick-off or promotional events & the Washington County Fair to promote waste prevention. **W**
- 4 Distribute waste prevention educational materials throughout the Cooperative area, in government buildings and other locations. **W, C**

b) Testing of waste prevention message.

The method of testing is unknown at this time, however, the Cooperative will assist, as needed and able. **W**

c) Earth-wise purchasing and waste prevention programs focused on households, evaluate 7/98.

The program and evaluation method is unknown at this time, however, the Cooperative will assist in the development of materials, as needed and able. **W**

d) Expand local education programs and shift to waste prevention emphasis, evaluate 7/98.

- 1 Educational programs will continue to shift focus to waste prevention by: placing articles in the WasteLine, working with jurisdictions outside of Washington County

c) Continue to promote the purchase of recycled products and provide educational and promotional materials and resources.

- 1 Distribute Metro's Buy Recycled Guides at events and in display racks.
Ongoing. W
- 2 Place buy recycled messages in brochures (residential, multifamily brochures), and articles in the WasteLine and city newsletters, as possible. *(Fall, Winter) W, C*

II. RESIDENTIAL RECYCLING

1. Expand existing residential curbside programs.

a) Weekly curbside collection (or equivalent) of YD and scrap paper, maintain and continue.

- 1 King City is the only jurisdiction within the MSD without weekly curbside collection of scrap paper. King City staff will review the addition of these materials to its program to determine if the program change is necessary and feasible in King City. If the King City Council approves the addition of scrap paper, the Cooperative will develop education and promotion for the new program. If not feasible and acceptable to implement, a report on the barriers will be submitted. *W, King City*
- 2 Cooperative governments will determine whether to continue scrap paper collection based on market performance. *W, T, C*
- 3 Revise and distribute new yard debris and recycling brochures. *As needed. W, H*

b) Assess scrap paper efforts, 12/98.

If program evaluation for yard debris and scrap paper is held, and if scrap paper markets hold, the Cooperative will attend coordination meetings and participate in the assessment, as needed and able. *W*

c) Multifamily containers (4+ materials), max feasible 7/97 then maintain.

The Washington County Cooperative reached an 85.6% completion level for recycling at its 47,559 apartment units in December '96. Efforts to reach and maintain the maximum feasible will include:

- Outreach to apartment managers through: WasteLine articles (reminders on the landlord's need to supply service and notify tenants annually), supplying tenant brochures and manager handbooks, and working with haulers and managers to set up new or upgraded systems. *W, H*
- Outreach to tenants through: WasteLine articles (informing tenants of the landlord's need to supply service and notify tenants annually and proper preparation instructions), updating tenant brochures (as needed). Determine need for languages other than the current English and Spanish versions. *W*

- 1 Targets: The Cooperative will focus its efforts on the various targeted businesses by size as follows:
 - a) Businesses of 1-2, 3-4, 5-9 employees will be notified of the availability of onsite waste evaluations and technical assistance and receive such assistance, upon request.
 - b) Businesses having more than 9 employees (from 9 – 500+ employees) will receive more intense efforts to be notified of the availability of onsite waste evaluations and technical assistance. These businesses will receive such assistance, upon request.
- 2 Measurement: The Cooperative will track the number of businesses, by size, requesting either onsite or other assistance. **W, H**
- 3 Methods of providing waste evaluations:
 - a) Currently, the County staff and the franchised haulers supply onsite waste evaluations. **W, H**
 - b) A Commercial Recycling Kit is utilized by the Cooperative and haulers. The Kit ensures uniform information and standard assistance reaches businesses. This Kit is distributed during onsite visits or mailed, in response to businesses' interests. These Kits are usually customized for businesses, that is, different materials may be added if it is a manufacturing company vs. an office. **W, C, H**
 - c) BRAG applications, which cover all portions of the waste evaluation, are reviewed with the business, either in an onsite visit or by phone conversation. **W**
 - d) WasteLine contains, at least once a year, a "do-it-yourself" audit form for businesses to fill out. There is always an ad informing businesses that technical assistance is available. This reaches all commercial generators. **W**
- 4 The Cooperative's notification and evaluation service campaign will include:
 - a) Twice a year WasteLine business page which may include: prevention, recycling and buy recycled information, a self-audit form, and notification of technical assistance (including onsite evaluations) availability. The WasteLine is mailed to all businesses, regardless of size. **W, T**
 - b) Developing a closer relationship with business organizations (Chambers, etc.) which may be willing to promote services, BRAG program, member successes, etc. This will reach organization members, regardless of business size. **W**
 - c) A targeted postcard or letter mailing to inviting businesses of larger size (9 – 500+) to call and utilize services. **W**
 - d) Developing a 1/2 day worksession (possibly in conjunction with Master Recyclers) for the Cooperative's businesses to learn the tools of evaluating their businesses. The worksession would be followed by ongoing support meetings for those who are interested. The worksession will be available to all businesses, regardless of size. **W**
- 5 Any additional persons who may be providing waste evaluations for the Cooperative will receive training to ensure consistency in the on-site evaluation and will be required to use the Cooperative's Commercial Kit. *As needed.* **W, T**

FACILITIES. Work cooperatively with hauler to determine if dry/wet routing of commercial loads for MRF post collection sorting is as effective as source separated collection of recyclables. *(Fall through Spring) W, T, H*

b) Appropriate recycling containers provided to all small businesses, 50% by 1/97, 100% by 1/00.

- 1 Please refer to response for III.2.a.
- 2 Outside collection containers are provided by the Cooperative's franchised haulers, as required by the Commercial Recycling Service Standards. *(Assess % in June '98) W, T, C, H*

c) Continue to provide business recycling recognition programs, expand efforts.

- 1 Promote BRAG program within business community and region-at-large:
 - a) Utilize WasteLine, business program brochures, events at Chambers, etc. *Ongoing. W*
 - b) Use template ad in local newspapers and articles in city newsletters to promote program and winners at least once a year. *W, C*
 - c) Targeted mailings of BRAG newsletter. *Summer/Fall or Winter/Spring. W*
 - d) Distribute BRAG materials to targeted Cooperative businesses through the Commercial Kit, during waste evaluations and on request. *Ongoing. W, H*
- 2 Provide technical assistance to businesses, as needed, to apply for BRAG, or to implement or refine their programs. *Ongoing W*
- 3 Hold annual award event for BRAG businesses. *(Spring)* Present awards at council meetings, as warranted. *W, C*
- 4 Maintain commercial workgroup's dedication to BRAG program: promotion, budget, revisions, newsletter development, general program support and award presentation. *Ongoing. W*

3. Other Supporting Programs

a) Implement and monitor data collection programs designed to provide at a minimum: a baseline, a targeted increase, and an annual reporting on the status of the percentage of commercial customers recycling through their hauler.

- 1 The Cooperative will survey franchised haulers to assess both beginning year *(summer '97)* and late year *(spring '98)* percentages of customers whose recycling service is provided by a franchised collector. Percentages will include source-separated and commingled (source-separated) recycling collection programs. *W, H*
- 2 Investigate methods to measure the percentage of customers utilizing post-collection recovery services from haulers (MRF recovery). *W, H*
- 3 Encourage commercial customers and generators to utilize the opportunity to recycle provided by franchised haulers' programs using multiple strategies, such

e) Investigate and report on the development of non-residential yard debris programs.

Cooperative jurisdictions with yard debris programs (this excludes Forest Grove, Cornelius, King City, North Plains, Banks and rural Unincorporated County) authorized franchised haulers to collect yard debris from non-residential customers in 1996 (through Commercial Recycling Service Standards and rates). **W, C** The Cooperative will survey its franchised haulers to determine the extent that commercial customers are utilizing the yard debris collection services. *(Spring) W, T*

f) Investigate and report on regulations and funding sources for commercial recycling to establish new or improved business recycling services. (optional)

Not chosen.

g) Investigate and report on weight-based collection systems for waste and recyclables. (optional)

Not chosen.

h) Continue to promote buy recycled programs and provide promotional and educational materials and resources.

- 1 Distribute Metro Buy Recycled Guides in information racks, in the Commercial Recycling Kits, and at events. **W**
- 2 Include buy recycled messages or articles in brochures, WasteLine and BRAG newsletters. **W, C**
- 3 Continue to make procurement recommendations in waste evaluation reports (when possible). *Ongoing. W*
- 4 Locate or develop model procurement language to include in waste evaluation reports for businesses. *December W*

i) Metro gathers and analyzes information regarding the extent of commercial accounts served by private recyclers.

The Cooperative will utilize this information, when available, for refining its commercial program outreach. **W, T, C**

IV. COMMERCIAL ORGANICS

1. Collection and off-site recovery of source separated food and non-recyclable paper from businesses.

a) Pilot project to develop and site processing capacity, 1/97-1/98.

Continue to participate as member of Metro's Organic Pilot workteam and involved in long range planning for organics. **W**

d) Support & develop markets for recovered materials through technical assistance to processors and end users of recovered materials.

The Cooperative will distribute info on new markets to haulers, governments and target generators. *As available. W, T, C, H*

e) Consider policies that could allow vertical integration.

N/A. This is a Metro item. *M*

2. Fiber-based fuel.

a) Continue to support development of fiber-based fuel facilities when economically feasible as an alternative to landfilling.

N/A. This is a Metro item. *M*

3. Other Supporting Programs

a) Assist with the development of markets for recovered materials through technical assistance to processors and end users of recovered materials.

N/A. This is a Metro item. *M*

VI. BUILDING INDUSTRY WASTE PREVENTION

1. Develop targeted technical and educational programs.

a) Using existing building industry associations and networks, train builders about salvage, WR, recycling, buy recycled and other environmental building practices, expand.

1 Supply Metro's Earth-Wise building materials to cities' and county building permit centers. *Ongoing. W, C*

2 Distribute C & D Guides and any Cooperative C&D materials, through display racks, at events and in government building permit centers. *Ongoing. W, C*

b) On-site audits at construction and demolition sites to promote waste prevention ongoing.

1 On-site technical assistance will be provided by hauler and Cooperative staff, upon request. *W, H*

b) Metro program for franchising or otherwise authorizing yard debris processors, new facilities by 2/96, existing facilities by 1/97.

The Cooperative supports the utilization of DEQ's composting standards, as implemented by Metro staff within the UGB. **W, C, M**

c) Local governments adopt clear and objective siting standards that do not effectively prohibit the siting of facilities, adoptions by 6/98.

- 1 Current standards were reviewed in 11/96 and found to be consistent with DLCD. The Cooperative will work with the DLCD, DEQ, and the Compost Council, as needed, to develop new siting standards for composting facilities. **W, C**
- 2 New standards, as provided by DLCD, will be adopted when developed. *(anticipated in '99)* **W, C**

2. Organic waste regulatory system

a) Develop a Metro regulation system for processors of food and other organic waste 7/97.

The Cooperative will participate and give input in the development of the system. **W, T**

b) Local government adopt clear and objective siting standards that do not effectively prohibit the siting of organic waste facilities, as needed, on a case by case basis.

- 1 Current standards were reviewed in 11/96 and found to be consistent with DLCD. The Cooperative will work with the DLCD, DEQ, and the Compost Council, as needed, to develop new siting standards for composting/organic waste facilities. **W,C**
- 2 New standards, as provided by DLCD, will be adopted when developed. *(anticipated in '99)* **W, C**

Transfer and Disposal System:

1. Maintain existing system of three transfer stations.

a) Successful implementation of waste reduction practices, capital improvement plan 10/97.

N/A. This is a Metro item, however, the Cooperative will give input, as needed. **W, T, H, M**

b) Modifications of existing facilities required to maintain service levels.

N/A. This is a Metro item, however, the Cooperative will give input, as needed. **W, T, H, M**

c) New reload facilities. Ownership and operation determined on a case-by-case basis.

N/A. This is a Metro item, however, the Cooperative will give input, as needed. *W, T, H, M*

d) Low level recovery activities at reload facilities.

N/A. This is a Metro item, however, the Cooperative will give input, as needed. *W, T, H, M*

Attachment: Commercial Waste Evaluation Service Provision Plan

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**Washington County Cooperative Recycling Program
Year Eight, Annual Waste Reduction Program
Fiscal Year 1997-1998**

Mission:

The Washington County Cooperative Recycling Program is an intergovernmental organization formed by the Cities of Banks, Cornelius, Durham, Forest Grove, Hillsboro, King City, North Plains, Sherwood, Tigard, Tualatin, Wilsonville, and unincorporated Washington County.

The Cooperative Recycling Program is committed to providing solid waste management, including waste reduction program planning, public education, developing recycling and collection services which are provided in an efficient, affordable and environmentally sound manner in order to achieve state mandated and regional waste recovery goals. The Cooperative Recycling Program's goal is to reduce duplicate efforts on the part of participating Local Governments in achieving recovery goals and providing service. Priorities for the Cooperative Recycling Program are:

- .. Complying with state law and achieving regional goals.
- .. Providing education and information on solid waste, waste reduction, recycling, and reuse.
- .. Providing program coordination with other jurisdictions and agencies.
- .. Ensuring efficient, affordable, and consistent services for the public.

History:

The Cities and unincorporated County first met in 1989 to develop a joint approach to yard debris recycling. In 1990 the Cities and County again met and formed a coalition of governments interested in developing a coordinated approach to providing services and programs, thereby conserving both fiscal and environmental resources. This coalition was named the Washington County Cooperative Recycling Program (WCCRP). A Technical Committee was formed to guide the activities of the coalition. For the fiscal year 1997-1998, the WCCRP Technical Committee has developed the Year 8 Waste Reduction Program work plan to submit to Metro.

Stakeholders:

The WCCRP Local Governments work to provide the 324,936 residents and approximately 6,124 commercial establishments, alternatives to disposal, such as waste reduction, reuse options, and recycling opportunities. Voter approval of state-wide ballot measures which limits tax dollars for a variety of programs, reflects the

Program Grants are awarded on a per capita basis to each City and County (see Table 1).

Table 1. Population and Funding Allocations

Jurisdiction	1996 Population	Metro Challenge Grant Allocation	Franchise Fee Funding	Total Funding
Banks	570	\$ 600	-0-	\$ 600
Cornelius	7,475	\$ 3,407	-0-	\$ 3,407
Durham	1,575	\$ 718	-0-	\$ 718
Forest Grove	15,370	\$ 7,005	-0-	\$ 7,005
Hillsboro	52,105	\$ 23,747	-0-	\$ 23,747
King City	2,155	\$ 982	-0-	\$ 982
North Plains	1,470	\$ 670	-0-	\$ 670
Sherwood	6,600	\$ 3,008	-0-	\$ 3,008
Tigard	35,925	\$ 16,373	-0-	\$ 16,373
Tualatin	20,040	\$ 9,133	-0-	\$ 9,133
Wilsonville	10,600	\$ 4,831	-0-	\$ 4,831
Uninc. Washington County	170,431	\$ 77,675	\$150,000	\$182,675
TOTALS	324,936	\$148,149	\$150,000	\$298,149

Each of the jurisdictions participating in the WCCRP assign their funding, through an intergovernmental agreement, to Washington County to administer the WCCRP work plan. In addition to the County's Waste Reduction Program Grant money, the County contributes franchise fee generated funds, which matches the amount of Metro funds, for use in administering the Cooperative Recycling Program. Table 1 reflects the 1997-1998 level of funding for the program.

Priority will be given to complying with State requirements and maintaining programs established in the first seven years of the waste reduction program. The WCCRP governments should assess the impact of reduced funding on programs and determine whether new funding sources should be secured.

Work Plan:

The work plan for the WCCRP follows, as Attachment "B". Responsible parties for each activity is noted for each task.

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