

City of Sherwood, Oregon
Resolution No. 96-658

A RESOLUTION APPROVING THE PROGRAM FOR THE WASHINGTON COUNTY SEVEN-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 Seven-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 1996-97.

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 1996-97.

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

Duly passed by the City Council this ^{22nd} 8th day of October 1996.


Walter Hitchcock, Mayor

ATTEST:


Jon Bormet, City Manager-Recorder

**Washington County Cooperative Recycling Program
Year Seven, Annual Waste Reduction Program
Fiscal Year 1996-1997**

Mission:

The Washington County Cooperative Recycling Program is an intergovernmental organization formed by the cities of Banks, Beaverton, 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, recycling and collection services 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 jurisdictions in achieving recovery goals and providing service. Priorities for the Cooperative Recycling Program are:

- “ Complying with state law.
- “ 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. For the seventh year, fiscal year 1996-1997, the Washington County Cooperative Recycling Program has developed the yearly waste reduction work plan to submit to Metro.

Figure 1. Local Government Scope of Responsibility

COUNTY AS PROGRAM ADMINISTRATOR

Plan Development
Data Collection & Compilation
Reporting Requirements
Program Coordination
Technical assistance to local governments
General Public Information

General Promotion
Public Education
Program Implementation:
Residential Curbside Recycling Program
Coordinate and Conduct Waste Audits
Commercial Recycling Program
Multi-Family Recycling

School Education

Community Education
Special Event Promotion
Coordination with Regional, State, and Local Governments and Agencies
Contribute revenue to program and administrative costs as lead jurisdiction.

CITIES & UNINCORPORATED COUNTY ROLES IN PROGRAM

Rate Setting Authority for Franchised Haulers
Internal Recycling Programs:
In-House Recycling Programs
Procurement Policies
Building Design Review Adoption
Multi-Family Recycling Service Resolution or Ordinance

Waste Reduction Enforcement:
Program Implementation Assurance
Complaint Investigation
Service Standard Adoption
Report Requirements
Code Revision

Contribute Revenue to program for Administrative costs:
Authorize County to Apply for Waste Reduction Grants as applicable
Designate County as Challenge Grant Administrator
Designate County as Multifamily Grant Administrator

Funding:

Disposal fees and franchise fees fund the area's waste reduction programs. Metro collects a portion of the disposal fees paid by area residents and re-distributes a small percentage of the money, in Challenge Grants, to the local governments in order to conduct waste reduction activities. Challenge Grants are awarded on a per capita basis to each city and county (see Table 1).

Each of the jurisdictions participating in the Cooperative Recycling Program assign their funding, through an intergovernmental agreement, to Washington County to administer the Cooperative Recycling Program. In addition to the County's Challenge 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 1996-1997 level of funding for the program.

YEAR SEVEN ANNUAL WASTE REDUCTION PROGRAM
Fiscal Year 1996-1997

Background: Metro is requiring local jurisdictions to implement or continue to implement all tasks listed under Foundation. The Foundation tasks are to be considered the standard activities for the category. With the exception of the Commercial category, most Foundation tasks have been initiated and will require maintenance efforts. Metro's work plan for local governments also include the requirement to choose eleven Expansion tasks. The Expansion tasks have been chosen by the Washington County Cooperative Recycling Program's Technical Committee. Twelve tasks have been selected, in the event that one Expansion task is unable to be completed.

Responsibility: 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, and "H" for hauler.

RESIDENTIAL: FOUNDATION

1. **Comply with all applicable OAR 340-90-040 chosen menu items.**
 - (a) **Provide each residential collection customer at least one durable recycling container not later than January 1, 1993.**
 - (b) **Provide on-route collection at least once each week of source separated recyclable materials, excluding yard debris, to residential collection customers provided on the same day that solid waste is collected from each customer.**
 - (c) **Provide a recycling education and promotion program that is expanded from the minimum requirements described in OAR 340-90-030(3). The expanded program shall include at a minimum the following elements; OAR 340-90-040(3)(c)(A),(B),(C),(D),(E).**

Responsibilities Assigned To: Each local government and the County, as program enforcement and rate-setting authority. Promotion: County staff in cooperation with the Technical Committee. Service Provision: Haulers.

- 1.a Recycling bins will continue to be distributed to new residential customers. (H)
- 1.b Same day collection of recyclables will continue to be provided to residential customers. (H)
- 1.c.1 Produce and distribute the WasteLine semi-annually (*target distribution dates are July and December*). (W, T)
- 1.c.2 Produce & distribute press releases throughout the year. (W, T, C)

- 5.1 The WasteLine will contain HHW information. (W, T)
- 5.2 The Cooperative will utilize available, appropriate HHW materials to distribute throughout the Cooperative area, in government and other buildings, and at events such as the Fair. (W, C)

6. Promote home composting and Metro home composting workshops.

Responsibilities Assigned To: The County staff as program administrator in cooperation with each local government.

- 6.1 Assist, when needed, in locating alternative avenues for Cooperative residents to receive home composting classes, to compensate for the lack of a demo site in the Cooperative's boundary. (W, C)
- 6.2 Will promote composting and workshops with WasteLine articles, distributing materials in display racks. (W, C)

7. Assist with "Earth-Wise" purchasing and waste prevention programs targeted at households.

Responsibilities Assigned To: The County staff in cooperation with the Technical Committee.

- 7.1 The Cooperative will give input throughout campaign development. (W, T)

RESIDENTIAL: EXPANSION

5. Participate in mobile household hazardous waste collection events held in your jurisdiction.

Responsibilities Assigned To: The County staff in cooperation with the Technical Committee.

- 5.1 Coordinate Household Hazardous Waste collection events for Cooperative's members with Metro. (W, T, C)
- 5.2 Educate about the consequences of using hazardous chemicals; promote use of Household Hazardous Waste alternatives. (W)
- 5.3 Participate in the development of the HHW chapter of Metro's RSWMP. (W, T)

- 4.1 The Cooperative's haulers will replace systems, as needed or when requested by the complex manager. *Ongoing.* (H)

MULTIFAMILY: EXPANSION

3. Other. Develop special awareness and educational program.

Responsibilities Assigned To: The County staff as program administrator and the franchised haulers.

- 3.1 Develop and implement special awareness and educational efforts to reduce contamination and increase participation at targeted complexes. Complexes will be surveyed to locate potential participants. Possible resolutions to high contamination and low participation problems will be researched. *Summer.* Strategies will be implemented, monitored and evaluated for effectiveness. *Fall/Winter.* (W, H)

3. Other. Target multifamily tenants to promote HHW collection events.

Responsibilities Assigned To: The County staff as program administrator and the franchised haulers.

- 3.1 Multifamily complexes will be targeted for focused promotion of HHW events through flyer distribution. The Cooperative will contact and work with managers to distribute flyers to tenants and put ads in complex's newsletters. (W)

COMMERCIAL: FOUNDATION

1. Assure appropriate recycling services (to include, at a minimum, an educational packet for new customers, containers where needed, and timely and efficient collection schedules) are made available to businesses for collection of paper and containers (glass, tin, aluminum, PET and HDPE). For businesses that do not generate significant amounts of paper and containers, assure collection of other prevalent materials consistent with the regional objectives in the RSWMP.

Responsibilities Assigned To: The County staff, Technical Committee and the franchised haulers.

- 1.1 Ensure members of the Cooperative adopt or endorse service standards which require haulers to supply recycling services (for materials which include the principal recyclables and other materials easily recycled in the metro region) to all commercial customers. (W, C)

Responsibilities Assigned To: County staff, Technical Committee and franchised haulers.

See attached Waste Evaluation Service Provision Plan.

5. Ensure provision of waste evaluations utilizing a standardized approach within each local jurisdiction consistent with the regional objectives in the RSWMP.

Responsibilities Assigned To: County staff, Technical Committee and franchised haulers.

- 5.1 Currently, Cooperative Recycling program members, and the franchised haulers supply waste evaluations. County staff and the Cooperative's commercial recycling workgroup meet periodically to review and revise materials for: standardized Commercial Recycling Kit, system changes, and service changes. The Kit ensures uniform information and standard assistance reaches businesses, regardless of who is performing an on-site audit or responding to a request for information. Kit includes, at a minimum, a "do-it-yourself" waste evaluation form, waste prevention tips, Recycled Guide, and a resource page. Kits also may include tips sheet by industry, other industry-specific information, Fire Marshall Rules, recycling signage, and a 'how to' guide on setting up and trouble shooting an in-house program. (W, H, T)
- 5.2 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, H)

6. Continue to work with Metro to target generator sectors for customized waste reduction programs.

Responsibilities Assigned To: The County staff as program administrator in cooperation with each local government and the franchised haulers.

- 6.1 Review and comment on targeted generator project development, the planning of project outcomes, selection of participants, and procedures, as requested or needed. (W)
- 6.2 Cooperative staff will participate in studies whenever any participants are located within the Washington County Cooperative's boundaries. (W)

7. Participate in coordinated regional and local media campaigns emphasizing business waste prevention.

Responsibilities Assigned To: The County staff as program administrator in cooperation with each local government.

- 7.1 The Cooperative will review and comment throughout campaign development. (W, T)

11.1 The Cooperative will give input throughout campaign development. Cooperative will maintain consistent messages and utilize "Earthwise" materials, where appropriate, in its awareness and education efforts. (W, T)

12. Continue to provide BRAG business recycling recognition programs.

Responsibilities Assigned To: The County staff as program administrator in cooperation with each local government and the franchised haulers.

- 12.1 Promote BRAG program within business community and region-at-large.
- a) Utilize WasteLines, business program brochures, events at Chambers, etc. *Ongoing.* (W, T, C)
 - b) Use template ad through local newspapers, and city newsletters to promote program and winners at least twice a year. (W, T, C)
 - c) Targeted mailings of BRAG newsletter. Summer/Fall, *Winter/Spring.* (W, T, C)
- 12.2 Distribute BRAG materials to targeted Cooperative businesses through the Commercial Kit, at waste evaluation and on request. *Ongoing.* (W)
- 12.3 Provide technical assistance to businesses, as needed, to apply for BRAG, or to implement or refine their programs. *Ongoing* (W)
- 12.4 Award and promote businesses which receive the BRAG awards. *Ongoing.* (W, C)
- 12.5 Maintain commercial workgroup's dedication to BRAG program: promotion, budget, revisions, newsletter development, general program support and award presentation. (W)

COMMERCIAL: EXPANSION

9a. Other. Develop estimates of businesses' utilization of recycling services.

Responsibilities Assigned To: The County.

Analyze data from phone survey and business licensing survey to develop estimates of businesses utilizing recycling services and to estimate the average number of materials a business recycles. (W)

9b. Other. Wilsonville Greenworks Alliance Project: Peer support program.

Responsibilities Assigned To: The County staff, the City of Wilsonville, a local government and the franchised haulers.

The **Wilsonville Greenworks Alliance** is a project which intends to promote and encourage commercial recycling through businesses helping businesses. The Alliance consists of the City, the Chamber, five "model" businesses and the Cooperative Program as the support staff. The five businesses, along with new members of the Alliance,

4. Assist with the provision of technical assistance and educational information for builders and others on waste prevention practices for building trades waste.

Responsibilities Assigned To: The County staff in cooperation with the Technical Committee and the franchised haulers.

4.1 Provide technical assistance and educational information to building trades, upon request. Distribute materials at permit centers, through the mail or in Commercial Kits. (W)

BUILDING INDUSTRY: EXPANSION

2a. Other. Develop C & D recycling service brochure and distribute through permit center.

Responsibilities Assigned To: The County staff, in cooperation with the Technical Committee, the franchised haulers, MRF and landfill recovery operators.

2a.1 Assemble workgroup of city members, the franchised haulers, MRF and landfill recovery operators for the purpose of developing service brochure content and text which will promote C & D recycling services and facilities available to builders, remodelers and demolition contractors working in Washington County Cooperative area. Fall '96: (W, T, H, MRF and recovery facility operators).

IN-SCHOOL EDUCATION PROGRAMS: FOUNDATION

1. Provide for in-school presentations and resources (cooperative with Metro and DEQ).

Responsibilities Assigned To: The County staff in cooperation with the Technical Committee.

1.1 Presentations, technical assistance and resources will be provided upon request. (W)

1.2 Promote technical assistance opportunities via mailings, direct contact and articles in WasteLine. Fall 96. (W, T)

2. Provide curriculum that fits into the School Reform Act (cooperative with DEQ and Metro).

Responsibilities Assigned To: The County staff in cooperation with the Technical Committee.

- 3.2 Dedicate space in the WasteLine for children. (W, T)

BUY RECYCLED: FOUNDATION

1. Continue to promote the use of yard debris compost on city/county projects.

Responsibilities Assigned To: The County staff in cooperation with the Technical Committee.

- 1.1 Survey government agencies to determine level of compost usage. *Summer '96* (W, T)
- 1.2 Encourage the (continued) use of compost on all projects. (W, C)
- 1.3 Survey government agencies to determine if compost use has increased over year. *Spring '97* (W, T)

2. Establish and adopt clear buy-recycled policies for all city or county offices.

Responsibilities Assigned To: The County staff in cooperation with the Technical Committee.

- 2.1 Survey all cities and county to determine status of procurement policies. (W, C)
- 2.2 Provide follow up on antiquated or non-existent policies by supplying model procurement language. (W, C)
- 2.3 Provide technical assistance in drafting policies and encouraging adoption. (W, C)

VII. BUY RECYCLED: EXPANSION

1. Promote/educate general public on buying recycled products utilizing Metro's materials.

Responsibilities Assigned To: The County staff in cooperation with the Technical Committee and the franchised haulers.

- 2.1 Distribute Metro's Buy Recycled Guides at events and in display racks. *Ongoing.* (W, C)
- 2.2 Guides are in the Commercial Recycling Kits and procurement recommendations are in waste evaluation reports. *Ongoing.* (W)
- 2.3 Locate or develop model procurement language to include in waste evaluation reports for businesses. *Ongoing.* (W)
- 2.4 Buy recycled information will be included in WasteLines, city newsletters and utility billings (when possible).

and operations, approving licensing or franchising (where applicable), working with Metro licensing workteam to set terms of facility operations (when applicable).

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WASHINGTON COUNTY WASTESHED WASTE REDUCTION

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, Beaverton, 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 participation in the form of an Annual Waste Reduction Program for local government for Year Seven (July 1, 1996 to June 30, 1997) of Metro's work plan. The Metro plan requires local governments to adopt a work program annually. The Annual Waste Reduction Program for local government establishes minimum requirements for local government 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 annual Local Government work plan for the fiscal year 1996-1997, and to provide a structure for continuing working relationships among the Local Governments during the upcoming years of Metro's work plan.

IV. Term of Agreement

All Cities shall decide whether to participate in the annual local government work plan by December 15, 1996. Participation shall be accomplished by adoption of the plan and by entering into this Agreement. The term of this Agreement shall commence upon execution and shall continue in effect until June 30, 1997, unless terminated by either party upon thirty (30) days notice in writing.

V. Administrative Structure

A. The Washington County Wasteshed Technical Committee shall consist of a staff member from each Local Government appointed by each of the Local Government administrators or governing bodies. County staff shall act as administrative coordinator of the Technical Committee.

B. The Technical Committee shall develop and propose an annual work plan including projected annual expenses and revenues for future years as necessary. The annual work plan will be developed in a timely manner to meet all deadlines set by Department of Environmental Quality, Metro and participating Local Governments. Annual work plans will be presented for approval by the governing body of each Local Government on one-year intervals only. The annual work plans shall provide Local Governments with minimum waste reduction standards consistent with the Metro plan; individual Local Governments may impose higher standards for waste reduction.

VI. Duties of Parties

A. County Duties as Program Administrator

The County shall perform work requiring technical expertise, including plan development, data collection and compilation, report writing, program coordination, technical advice to participating governments, and general information to the public. The County shall recommend policies and develop model ordinances as necessary, and generally promote the local government waste reduction programs. The County shall also perform field work including performing waste audits, single-family recycling, multi-family recycling, school education, 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 appropriate recycling grant funds. In addition, each local government shall perform the specific duties outlined in Attached "A" (page 2).

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 indemnify City, its directors, officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the County's performance of

this Agreement where the loss or claim is attributable to the negligent acts or omissions of the County.

2. 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, City shall hold harmless, defend and indemnify the County, its Commissioners, employees, and agents against all claims, demands, actions, and suits (including all attorney fees and costs) arising from City's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of Agency.

VII. Funding

Each local government shall pay to Washington County as program administrator the amount identified as the local government's share for administrative costs as allocated under the annual plan recommended by the Technical Committee and approved by the participating local governments. For the 1996-1997 year, each local government's share shall consist of all revenue from the Metro "Challenge" grant for the current program year, in accordance with Attachment "A" (page 3). Washington County shall act as administrator for revenues collected by cooperative efforts of the local governments. Each local government shall have the right to audit for up to three years County records relating to Metro grant funds received through this Agreement. In the event the County does not receive adequate funding from Metro, all obligations under this agreement shall terminate.

CITY OF

Sherwood, OR

By Walter H. Johnson

Title Mayor

Date October 22, 1996

WASHINGTON
COUNTY

By _____

Title _____

Date _____