

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD
8800 Cal Center Drive
Sacramento, CA 95826
(916) 255-2200

Wednesday, July 9, 1997
3:00 p.m.
meeting of the

ADMINISTRATION COMMITTEE

Daniel G. Pennington, Chairman
Janet Gotch, Member
Steven R. Jones, Member

AGENDA

- Note:
- o Agenda items may be taken out of order.
 - o If written comments are submitted, please provide 15 two-sided copies in advance of the Committee meeting and include on the first page of the document the date, the name of the committee meeting, the agenda item number, and the name of the person submitting the document.
 - o Public testimony may be limited to five minutes per person.
 - o Unless otherwise indicated, Committee meetings will be held in the CIWMB Hearing Room, 8800 Cal Center Drive, Sacramento, CA.
 - o Any information included with this agenda is disseminated as a public service only, and is intended to reduce the volume and costs of separate mailings. This information does not necessarily reflect the opinions, views, or policies of the CIWMB.
 - o To request special accommodations for those persons with disabilities, please contact the Committee Secretary at (916) 255-2151.

Important Notice: The Board intends that Committee Meetings will constitute the time and place where the major discussion and deliberation of a listed matter will be initiated. After consideration by the Committee, matters requiring Board action will be placed on an upcoming Board Meeting Agenda. Discussion of matters on Board Meeting Agendas may be limited if the matters are placed on the Board's Consent Agenda by the Committee. Persons interested in commenting on an item being considered by a Board Committee or the full Board are advised to make comments at the Committee meeting where the matter is considered.

Some of the items listed below may be removed from the agenda prior to the Committee meeting. To verify whether an item will be heard, please call Marlene Kelly, Committee Secretary, at (916) 255-2151.

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1. CONSIDERATION OF 1997-1998 CONTRACT CONCEPT TO ENTER INTO AN INTERAGENCY AGREEMENT WITH THE CALIFORNIA POLLUTION CONTROL FINANCING AUTHORITY (CPCFA) FOR PARTICIPATION IN THE CALIFORNIA CAPITAL ACCESS LOAN PROGRAM (CALCAP)
 2. CONSIDERATION OF A CONTRACT CONCEPT FOR \$1,000,000 WITH THE CALIFORNIA CONSERVATION CORPS FOR USED OIL EDUCATION ACTIVITIES
 3. CONSIDERATION OF APPROVAL OF 1997-98 CONTRACT CONCEPTS FOR PROJECT RECYCLE
 4. CONSIDERATION OF AWARD OF STUDENT ASSISTANT CONTRACT WITH THE CALIFORNIA COMMUNITY COLLEGES FOUNDATION
 5. OPEN DISCUSSION
 6. ADJOURNMENT

Notice:

The Board or the Committee may hold a closed session to discuss the appointment or employment of public employees and litigation under authority of Government Code Sections 11126 (a) and (q), respectively.

For further information or copies of agenda items, please contact:

INTEGRATED WASTE MANAGEMENT BOARD
8800 Cal Center Drive
Sacramento, CA 95826

Patti Bertram, (916) 255-2563
FAX (916) 255-2602

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CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Administration Committee
July 9, 1997

**AGENDA ITEM **

ITEM: CONSIDERATION OF 1997-98 CONTRACT CONCEPT TO ENTER INTO AN INTERAGENCY AGREEMENT (IAA) WITH THE CALIFORNIA POLLUTION CONTROL FINANCING AUTHORITY (CPCFA) FOR PARTICIPATION IN THE CALIFORNIA CAPITAL ACCESS PROGRAM (CALCAP)

I. SUMMARY

This agenda item seeks approval of a FY 1997-98 contract concept for participation, on a pilot basis, in CalCAP, administered by the CPCFA, and the award of an IAA to CPCFA for \$500,000.

II. PREVIOUS COMMITTEE ACTION

This is the first time this item has been presented to the Administration Committee.

III. OPTIONS FOR THE COMMITTEE

The Committee may:

1. Recommend approval to the Board of the contract concept, and the award of an IAA to CPCFA for \$500,000.
2. Modify the staff recommendation and forward the revised concept to the Board for approval.
3. Provide guidance to staff, instruct staff to revise the item and return it to the Committee for consideration.

IV. STAFF RECOMMENDATION

The Committee recommend, and forward to the Board, adoption of the contract concept for participation in CalCAP and the award of an IAA to CPCFA for \$500,000.

V. FUNDING INFORMATION

Amount Requested in Item: \$500,000

Fiscal Year: 1997/98

Fund Source:

- Used Oil Recycling Fund
- Tire Recycling Management Fund
- Recycling Market Development Revolving Loan Account
- Integrated Waste Management Account
- Other _____
(Specify)

Approved From Line Item:

- Consulting & Professional Services
- Training
- Data processing
- Other _____
(Specify)

Redirection:

If Redirection of Funds: \$ _____

Fund Source: _____

Line Item: _____

VI. ANALYSIS

Participation in CalCAP was Authorized with the passage of SB 1535 (Killea) which became effective January 1997. At its February 6, 1997 meeting the Market Development Committee directed staff to work with the CPCFA to develop a detailed proposal for Board participation in CalCAP. This proposal is scheduled for consideration by the Market Development Committee on July 9, 1997.

This concept would fund Board participation in CalCAP. CalCAP provides access to capital for "near bankable" companies by establishing a loan loss reserve at participating financial institutions. The Board would approve eligibility criteria for businesses to be supported by Board funds. Assuming the Board provides \$500,000 for a 4% loss reserve (typical for the existing CalCAP), as much as \$12.5 million could be made available to recycling-based businesses from California financial institutions.

Participation in CalCAP furthers the Board's efforts to achieve the AB 939 disposal reduction mandates by maximizing the amount of financing available for businesses to facilitate development of markets for recovered/diverted material. Based on an average CalCAP loan of \$100,000, the Board's participation could provide necessary financing for 125 recycling-based businesses which otherwise might not have access to capital. If this contract concept for this IAA is not approved, the Board would be able to make only one or two average size RMDZ loans within the \$500,000 allocated amount.

Staffs from the Board and CPCFA would work together to develop an interagency agreement (IAA) for the Board's participation. Approval of participation, eligibility criteria, and the Board approval process will be detailed in a future Board agenda item (the program already exists in CPCFA regulations). Due to the streamlined loan origination/approval process of CalCAP, impact on staff resources should be minimal.

VII. ATTACHMENT

1. Resolution # 97-285
2. Contract concept

VII. APPROVALS

Prepared by: Keith Seegmiller Phone: 255-2498
Reviewed by: Robert Caputi Phone: 255-2442
Reviewed by: John D. Smith Phone: 255-2413
Reviewed by: Caren Trogovcich Phone: 255-2320
Reviewed by: Gary Arstein-Kerslake Phone: 255-2275
Legal Review: [Signature] 6/30/97 11:17 AM Phone: _____

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

RESOLUTION #97-285

FOR CONSIDERATION OF 1997-98 CONTRACT CONCEPT TO ENTER INTO AN INTERAGENCY AGREEMENT (IAA) WITH THE CALIFORNIA POLLUTION CONTROL FINANCING AUTHORITY (CPCFA) FOR PARTICIPATION IN THE CALIFORNIA CAPITAL ACCESS PROGRAM (CALCAP)

BE IT RESOLVED that the Board hereby approves the contract concept for Board participation in the CalCAP Program, as a supplement to the existing Recycling Market Development Revolving Loan Program, and award of an IAA to CPCFA for \$500,000.

CERTIFICATION

The undersigned Executive Director of the California Integrated Waste Management Board does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the California Integrated Waste Management Board on July 23, 1997.

Dated:

Ralph E. Chandler
Executive Director

**CONTRACT CONCEPTS
FISCAL YEAR 1997-98**

Concept Number:

Requesting Party: Waste Prevention & Market Development Division
Amount: up to \$500,000
Fund: RMDZ Subaccount
Primary Staff Contract: Robert Caputi

Description: California Capital Access Program

This concept would fund participation, on a pilot basis, in the California Capital Access Program (CalCAP). CalCAP, administered by the California Pollution Control Financing Authority (CPCFA), provides access to capital for "near bankable" companies by establishing a loan loss reserve at participating financial institutions. The Board would approve eligibility criteria for businesses supported by the Board's funds. These may, or may not, meet the typical guidelines for the existing CalCAP. Assuming the Board provides \$500,000 for a 4% loss reserve (typical for the existing CalCAP), as much as \$12.5 million could be made available to recycling-based businesses from California financial institutions.

Staff from the Board and CPCFA would work together to develop the Interagency Agreement (IAA) for the Board's participation in the program. Approval of participation, eligibility criteria, and the Board approval process will be detailed in a Board agenda item (the program already exists in CPCFA regulations). Due to the streamlined process of CalCAP, impact on staff resources should be minimal.

Supports Board Mandate: Participation in CalCAP furthers the Board's efforts to support the AB 939 disposal reduction mandates by maximizing the amount of financing available for businesses to facilitate development of markets for recovered/diverted material.

History: The Board recommended participation in CalCAP, on a pilot basis, for not more than \$500,000, in the RMDZ Loan Program Evaluation Report submitted to the Legislature in May 1995, and authorized with the passage of SB 1535 (Killea).

Benefit to the Board: If approved, the Board will be able to use this existing, successful program to significantly increase the access to capital for small and "near bankable" recycling-based businesses (including start-up and "micro loans"). Based on an average CalCAP loan of \$100,000, the Board's participation could provide necessary financing for 125 recycling-based businesses which otherwise might not have access to capital. Participation would also provide access and "open the door" to all financial institutions, many of which have traditionally not shown an interest in lending to recycling-based businesses.

If this contract concept for the IAA is not approved, the Board would be able to make only one or two average size RMDZ loans within the \$500,000 allocated amount.

Budget Process: Participation in CalCAP, on a pilot basis, was recommended by the Board in its RMDZ Loan Program Evaluation Report submitted to the Legislature in May 1995, and authorized with the passage of SB 1535 (Killea). The 4% contribution figure is consistent with the CPCFA contribution levels.

Chris McKeown
Division Liaison

6/24/97
Date

John D. Smith
Branch Manager

6/24/97
Date

[Signature]
Deputy Director

6-24-97
Date

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Administration Committee

July 9, 1997

AGENDA ITEM 2

ITEM: CONSIDERATION OF A CONTRACT CONCEPT FOR \$1,000,000 WITH THE CALIFORNIA CONSERVATION CORPS FOR USED OIL EDUCATION ACTIVITIES

I. SUMMARY

This item requests that the CIWMB continue the used oil outreach and assistance activities conducted by the California Conservation Corps (CCC) by award of \$1,000,000 for a 30 month term. Approximately \$340,000 in funds are projected to remain from the existing contract. With these combined funds, the CCC will continue to offer presentations at secondary schools, but at a reduced level, and increase local government grantee program assistance.

The 97/98 contract concepts currently under review include ongoing support for the CCC on an annual basis. This item should be considered in place of that contract concept. The CCC has asked that a long term contract be awarded in lieu of consecutive one year contracts for stable and predictable program funding.

Adequate monies exist for this contract from 97/98 Promotional funds. Promotional funds are those remaining after block grants, CIWMB administration, a prudent reserve, and incentive claim expenditures have been allocated.

II. DISCUSSION

The CIWMB is mandated to develop and implement a statewide information and education program for the promotion of alternatives to the illegal disposal of used oil as part of it's Used Oil Recycling Program. Public Resources Code section 48656 specifies that at least 20% of promotional funds be spent to that end.

The CIWMB first contracted with the CCC in 1994 to develop and give used oil recycling presentations to students at secondary schools statewide. The contract was augmented in October 1996 with \$1,000,000 to continue the school presentations and also to provide local government assistance through the summer of 1997. Thus far, the CCC has reached over 106,000 students statewide with presentations in auto shop, environmental and physical science, and driver's education classes and assembly presentations. Because a significant number of local programs have school components and the Board developed Earth Resources

curricula will be available next school year, the need for classroom presentations by CCC will diminish over the project term. The CCC will focus on areas weakly served by the initial curricula outreach and in classrooms other than science.

The CCC has also supported many local grantee programs throughout the state. Through surveys and discussions with local government grantees, CCC has identified services that can greatly benefit communities as well as fulfill the mission of the CCC. Some of these include staffing environmental fairs, conducting surveys, and distributing local informational brochures and information. The CCC intends to market their services to grantees and secure local contract agreements whenever possible. The CCC is uniquely positioned to assist small and rural governments, those which have the least resources to address used oil recycling issues. In those cases, by priority, the CCC will use the CIWMB contract monies to augment local efforts.

III. OPTIONS FOR THE COMMITTEE:

Committee members may decide to:

1. Approve the contract concept, contract term and funding level as proposed, award an Interagency Agreement (IAA) to the California Conservation Corps, and adopt Resolution #97-304.
2. Direct staff to make changes to the concept as proposed and approve an award as amended.
3. Direct staff not to proceed with this contract concept.

IV. STAFF RECOMMENDATIONS

Staff recommends Option 1: approve the contract concept and enter into an IAA with the California Conservation Corps for \$1,000,000 for a 30 month period to continue the classroom presentation program and expand assistance to support local government grantee used oil program activities. Upon approval of the concept and funding level, staff will provide a scope of work to advisors for approval pursuant to the CIWMB's contract approval process.

V. FUNDING INFORMATION

Amount Requested in Item: \$1,000,000

Fund Source:

- Used Oil Recycling Fund (promotion expenses)
- Tire Recycling Management Fund
- RMD Revolving Loan Account
- Integrated Waste Management Account
- Other _____
(Specify)

Approved From Line Item:

- Consulting & Professional Services
- Training
- Data processing
- Other (Specify)

Redirection:

If Redirection of Funds: \$ _____

Fund Source: _____

Line Item: _____

VI. ATTACHMENTS

Attachment 1: Resolution #97-304.

Prepared by: Bob Boughton *AB* Phone: 255-2327

Reviewed by: Mitch Delmage *MD* Phone: 255-4455

Reviewed by: Gary Arstein-Kerslake *AK* Phone: 255-2275

Reviewed by: Judy Friedman *JF* Phone: 255-2376

Legal Review: N/A Phone: _____

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

RESOLUTION #97-304

CONSIDERATION OF A CONTRACT CONCEPT FOR \$1,000,000 WITH THE CALIFORNIA CONSERVATION CORPS FOR USED OIL EDUCATION ACTIVITIES

WHEREAS, Public Resources Code Section 48656 authorizes the Board to use specified monies in the Used Oil Recycling Fund for development and implementation of an information and education program for the promotion of alternatives to the illegal disposal of used oil; and

WHEREAS, the California Conservation Corps will conduct used oil recycling presentations in secondary schools and assist local governments with implementation of local used oil programs;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the contract concept for an Interagency Agreement with the California Conservation Corps in the amount of \$1,000,000 and authorizes the Executive Director to sign the resultant agreement.

CERTIFICATION

The undersigned Executive Director of the California Integrated Waste management Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Integrated Waste Management Board on July 23, 1997.

Dated:

Ralph E. Chandler, Executive Director

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Administration Committee
July 9, 1997

AGENDA ITEM #3

**ITEM: CONSIDERATION OF APPROVAL OF 1997-98 CONTRACT AGREEMENT
FOR PROJECT RECYCLE**

I. SUMMARY

Staff is seeking Board approval to implement revenue generating contracts in FY 97/98 for the collection and sale of recyclables from State facilities (PR). PR has been receiving requests from State facilities to assist them in the disposal of recyclable materials with revenues generated from those contracts going to Project Recycle Fund consistent with Public Contract Code 12167. These contracts could add significant revenue to the Project Recycle Fund.

II. PREVIOUS COMMITTEE (BOARD) ACTION

The Board has previously approved contract concepts for the collection of scrap paper from State offices in Sacramento/San Joaquin, San Francisco, Los Angeles/Orange, and Riverside/San Bernardino counties.

III. OPTIONS FOR THE COMMITTEE (BOARD)

1. Approve a contract concept to allow for collection contracts of various recyclable materials from State facilities on an as-needed bases.
2. Not approve a contract concept for collection contracts for various recyclable materials from State facilities.

IV. STAFF RECOMMENDATION

Approve a contract concept to allow for collection contracts of various recyclable materials from State facilities on as-needed basis.

V. ANALYSIS

PR initiates and improves recycling programs at all types of State facilities throughout California for many types of recyclable materials. Because of the increase in the number of State facilities that are implementing waste reduction and recycling programs, the amount and type of materials being recycled has increased. To avoid disposal of those materials, it has been necessary to initiate contracts for the collection and sale of those materials for recycling purposes. Many of these contracts which have primarily dealt with office scrap paper have generated significant revenue that has been deposited in the

Project Recycle Fund. As required by Public Contract Code 12167, the revenue received from the sale of recyclables has been used to offset recycling program costs.

Recently, staff have received requests from State facilities for assistance in disposing of significant quantities of materials that could be recycled. Revenues generated as a result of these contracts for the sale of recyclable materials would be deposited in the Project Recycle Fund. Material types that have been identified by State facilities include various metals, scrap paper, cable, textiles and other recyclable materials. By increasing the sale of recyclable materials through contracts, more funds will be made available to purchase recycling containers and equipment that can be used by State facility recycling programs.

As State facilities begin to address their waste management needs, and the amount and types of materials increase, it may be necessary for staff to initiate new contracts for the collection and sale of these materials. These contracts would be for many different types of materials from many State facilities and the contracts would be for many different geographic locations. Therefore, staff seeks approval for a contract concept that allows for various recyclable material collection contracts.

Background

The Project Recycle program has historically let contracts for the collection of scrap paper from State offices. Recently, the need to recycle more types of materials by State agencies has increased and requests from State agencies to manage recyclable material contracts has increased as well. In addition, there has been a need to formalize agreements to better track State facility recycling efforts. Contracting for various material types in different geographic locations, where economically feasible, will allow staff to better manage these recycling efforts.

Key Issues

With limited staff resources, to increase contracts for the collection of recyclable materials would continue to provide revenue for program maintenance and implementation and provide a more efficient way of tracking program effectiveness.

Fiscal Impacts

It is difficult to estimate the amount of revenue that could be

generated by these contracts, however, contracts under this concept would only be let if it resulted in increased revenue and program effectiveness.

Findings:

N/A

VI. FUNDING INFORMATION

These contracts would be revenue generating.

VII. ATTACHMENTS

N/A

VIII. APPROVALS

1. Prepared by: James Cropper *JC* Phone: 255-2365
2. Prepared by: Phillip J. Morales *PJM* Phone: 255-2345
3. Prepared by: Gary Arstein-Kerslake *AK* Phone: 255-2275
4. Prepared by: Judith J. Friedman *JJF* Phone: 255-2376

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Administration Committee
Meeting Agenda
July 9, 1997

Agenda Item **4**

ITEM: CONSIDERATION OF AWARD OF STUDENT ASSISTANT CONTRACT WITH THE CALIFORNIA COMMUNITY COLLEGES FOUNDATION

I. SUMMARY

The California Community Colleges Foundation contract concepts were included in the January 15, 1997 memo from Ralph Chandler regarding the 1997-98 Contract Concepts for Consulting & Professional Services. Because this mandatory contract exceeds \$50,000, Committee and Board action is required.

II. ACTION BEFORE THE COMMITTEE

Approve for award the contract and forward to the full Board for action.

III. ANALYSIS

The student assistant contract will provide funding for approximately 35 student assistants. The proposed funding is listed below. If the funds are not approved at this Board meeting, the students will be furloughed effective August 30, 1997.

IWMA	\$123,571
IWMA Project Recycle	\$ 76,440
Tire Recycling	\$105,921
CA Used Oil Program	\$ 70,000
RMDZ	\$ 34,000
R-TEAM	\$ 0
AB 2136	\$ 12,500

TOTAL REQUESTED \$422,432

IV. STAFF RECOMMENDATION

Staff recommends that the Committee approve the award of the student assistant contract to the California Community Colleges Foundation

V. ATTACHMENTS

Attachment 1: Funding Information
Attachment 2: Resolution

VI. APPROVALS

Prepared by: JoAnne C. Byrne *JoAnne Byrne 6-19-97* 255-2634
Reviewed by: Connie S. Dunn/Lynn Anderson *Lynn Anderson 6-19-97* 255-2717
Approved by: Gary Arstein-Kerslake *Gary Arstein-Kerslake 6/23/97* 255-2275

V. FUNDING INFORMATION

Amount Requested in Item: \$422,432

Fiscal Year: 1997-98

Fund Source:

- Used Oil Recycling Fund
- Tire Recycling Management Fund
- Recycling Market Development Revolving Loan Account
- Integrated Waste Management Account
- Other: Project Recycle
(Specify)

Approved From Line Item:

- Consulting & Professional Services
- Training
- Data processing
- Other _____
(Specify)

Redirection:

If Redirection of Funds: \$ _____

Fund Source: _____

Line Item: _____

California Integrated Waste Management Board

Resolution 97-328

July 23, 1997

BE IT RESOLVED that the Board hereby awards the Mandatory Services Contracts for student assistants to the California Community Colleges Foundation for an amount not to exceed \$422,432.00.

CERTIFICATION

The undersigned Executive Director of the California Integrated Waste Management Board does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the California Integrated Waste Management Board on July 23, 1997.

Dated:

Ralph E. Chandler
Executive Director