



# Department of Public Works

Kim MacFarlane, P.E.  
Director  
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Assistant Director

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## ADMINISTRATION

Assistant to the  
Department Head  
Emma Hawks  
209.694.2718

## AIRPORTS

Assistant Director  
Blossom Scott-Heim  
209.533.5685

## BUSINESS

Business Manager  
Janelle Kostlivy  
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## ENGINEERING

Assistant Director  
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## FLEET SERVICES

Fleet Services Manager  
Mike Young  
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## GEOGRAPHIC INFORMATION SYSTEMS

GIS Coordinator  
Madeline Amlin  
209.533.6592

## ROAD OPERATIONS

Superintendent of  
Roads and Fleet  
Mike Cagnetti  
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## SOLID WASTE

Solid Waste Manager  
Deborah Reagan  
209.533.5588

## SURVEYING

County Surveyor  
Warren Smith, L.S.  
209.533.5626

## AGENDA TUOLUMNE COUNTY BOARD OF SUPERVISORS Solid Waste Committee November 8, 2023 at 1:00 p.m.

**LOCATION:**  
**Conference Room 3A**  
**48 Yaney Avenue, Sonora, Ca 95370**

### **\*ZOOM OPTION AVAILABLE FOR THE PUBLIC\***

**Meeting ID: 878 2903 0453**

**Passcode: 488512**

[https://tuolumne-ca-  
gov.zoom.us/j/87829030453?pwd=H8jV1GFwYT9DybJDei7b3eG9L99XdJ.1](https://tuolumne-ca.gov.zoom.us/j/87829030453?pwd=H8jV1GFwYT9DybJDei7b3eG9L99XdJ.1)

### **1. INTRODUCTIONS**

### **2. PUBLIC FORUM**

The public may speak on any item not on the printed agenda. No action may be taken by the Committee. The amount of time allocated for the public forum is limited to 15 minutes.

### **3. COMMITTEE BUSINESS**

A. Consideration of approving the minutes of the meeting on October 11, 2023.

### **4. STAFF / COMMITTEE REPORTS**

- Paper Product Procurement Policy [Paper Products Procurement Policy with Cert - DRAFT.pdf](#)
- Solid Waste Director Introduction

### **5. DISCUSSION ITEMS**

- SB1383 Implementation and Timeline
- Waste Removal Ordinance and Exemptions
- Commercial Recycling Ordinance

### **6. NEXT MEETING – December 13, 2023.**

### **7. ADJOURNMENT**

*The Board of Supervisors Solid Waste Committee serves as an advisory group to the Board of Supervisors by reviewing, commenting on and recommending new and/or modifications to existing policy related to the Solid Waste Collection, management and disposal systems within the County.*

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Department of Public Works at (209) 533-5601. Notifications 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting



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## MINUTES

### UNAPPROVED

## TUOLUMNE COUNTY BOARD OF SUPERVISORS

### Solid Waste Committee

October 11, 2023 at 1:00 P.M.

**PRESENT:** Supervisor Ryan Campbell; Supervisor Jaron Brandon; Ann Segerstrom, City of Sonora Alternate; John La Torre, At-Large Public Committee Member; Monique Holcomb, At-Large Public Committee Member

**STAFF:** Kim MacFarlane, Director of Public Works; Halee Eaton, Administrative Assistant; Amy Welch, Solid Waste Specialist; Monique Figueroa, Solid Waste Technician I; Bryce Howard, Solid Waste Consultant; Emma Hawks, Assistant to the Department Head

**GUESTS:** Jim Garcia, District Manager at Cal Sierra; Vanessa Barberis, Public Sector Manger Waste Management; Jennifer Duran, Mattress Recycling Council; A Member of the Public; Melissa Eads, City Administrator

**ABSENT:** Andy Merrill, City Council Member

### CALL TO ORDER

Supervisor Campbell called the meeting of Wednesday, October 11, 2023, to order at 1:04 P.M.

### PUBLIC FORUM

Chair Campbell opened the public forum for anyone from the public wishing to speak on any item not on the printed agenda. Seeing none wishing to speak, the public forum was closed.

### COMMITTEE BUSINESS

#### A. Consideration of approving the minutes of the meeting on Wednesday, August 16, 2023.

Supervisor Campbell looked for a motion to approve the minutes of the Board of Supervisors Solid Waste Committee Meeting on Wednesday, August 16, 2023. No changes or additions were suggested. A motion was made by Supervisor Brandon and a second by Committee Member Holcomb. Motion passes 4 – 0 – 1 with Ann Segerstrom abstaining.

### STAFF / COMMITTEE REPORTS

- Green Waste Collection Program Discussion**

Kim MacFarlane asked to postpone this staff report until all Solid Waste staff was present at the meeting. Report was later discussed under the following Discussion Item – **Waste Management to provide more information for a potential residential green waste program.**

- **Solid Waste Director Update**

The Solid Waste Division has made an offer for the position to Debbie Reagan. We are hoping to have her at the next BOSSWC meeting for the committee to formally meet her. Bryce Howards contract as a Solid Waste Consultant will be extended, the Solid Waste Division is happy to have Bryce to help Debbie with getting settled in and to continue assisting the division.

- **Clean CA project update**

Monique Figueroa gave an update on the Clean California project. The mascot contest will begin in January and the winner will be determined in February to ensure that there is plenty of time to have the mascot made for the first clean up event scheduled for April 13, 2024, and the Home and Garden show the following weekend. The contest is open to all K-12 and includes all eleven elementary school districts in Tuolumne County. The "Don't Trash Tuolumne" website went live as of September 11, 2023, and you can link to the Facebook and Instagram pages there as well. The link to the website is [Don't-Trash-Tuolumne.com](https://www.donttrashtuolumne.com).

Supervisor Brandon questioned if Archer & Hound, Tuolumne County's marketing agency, have been involved and provided additional information on how to boost advertisement via Facebook.

- **EcoHero Partnership**

Amy Welch gave an update on the EcoHero partnership with Tuolumne County Public Works, Solid Waste Division. EcoHero will be performing in assemblies at the elementary schools in Tuolumne County. Five schools have already signed up and EcoHero scheduled with the schools directly. Performances are scheduled to take place in January.

## **DISCUSSION ITEMS**

- **Waste Management to provide more information for a potential residential green waste program**

Vanessa Barberis with Waste Management gave a brief update on a potential residential curbside green waste collection program in Tuolumne County. To provide curbside green waste pickup services, Waste Management would need to purchase over 9,000 new green waste carts for customers, four new trucks, additional drivers, and additional costs for transportation to the J59 Landfill in Merced County where green waste material is accepted. Cal Sierra has taken these factors into consideration and loosely proposes the rate increase of approximately \$11 per month per customer.

Member Holcomb questioned whether the cost increase is for all current customers, or only customers who subscribe to green waste curbside collection services. Vanessa explained, the estimate of \$11 is based on mandatory curbside collection for trash, recycling, and green waste for all customers. If the service was offered on an optional basis, it would make it nearly impossible for Waste Management to provide an estimate or predict a cost. To make this increase affordable across the board, the cost was spread across all of the current customers. Vanessa Barberis also explained that with SB1383, come January 1, 2027, this will become mandatory for all residents anyway.

Discussion ensued.

Committee members requested an item be put on the November 8<sup>th</sup> agenda, drafting an ordinance, implementation, and a timeline for SB1383 requirements. Additional meetings and communication with County Counsel and Waste Management with staff will need to take place in order to make an amendment to the contract and implement a program.

**NEXT MEETING**

The next scheduled Board of Supervisors Solid Waste Committee Meeting will be held on Wednesday, November 8, 2023, at 1 P.M.

**ADJOURNMENT**

Chair Campbell adjourned the Board of Supervisors Solid Waste Committee Meeting of Wednesday, October 11, 2023, at 2:06 P.M.



# COUNTY OF TUOLUMNE PAPER PRODUCTS PROCUREMENT POLICY

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## SECTION 1. PURPOSE

- A. It is the policy of the County of Tuolumne (County), applicable to all departments and divisions, to incorporate environmental considerations including recycled content purchasing practices and procurement. This Paper Product Procurement Policy (Policy) will help the County to:
1. Protect and conserve natural resources, water, and energy.
  2. Minimize the County's contribution to climate change, pollution, and solid waste disposal; and,
  3. Comply with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure and to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

## SECTION 2. DEFINITIONS

- A. "Direct Service Provider" means a person, company, agency, district, or other entity that provides a service or services to the County pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).
- B. "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).
- C. "Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).
- D. "Recordkeeping Designee" means the county purchasing representative designated to track procurement and maintain records of Paper Product procurement efforts both by the County and others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12 and 13.



## **COUNTY OF TUOLUMNE PAPER PRODUCTS PROCUREMENT POLICY**

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- E. "Recyclability" means that the Paper Products and Printing and Writing Paper offered or sold to the County are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).
- F. "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" means such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.
- G. "SB 1383" means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.
- H. "SB 1383 Regulations" or "SB 1383 Regulatory" means or refers to, for the purposes of this policy, the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.

### **SECTION 3. RECYCLED-CONTENT PAPER PROCUREMENT**

#### **3.1 Requirements for County Departments**

- A. If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of the County shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), Toilet Paper consisting of forty-five percent (45%), Paper Towels consisting of forty percent (40%), Facial Tissue consisting of ten percent (10%), Toilet Seat Covers consisting of twenty percent (20%), Paper Wipes consisting of forty percent (40%), Food Service Ware (napkins, plates, bowls, food trays, take out boxes, placemats, etc.) consisting of forty percent (40%) by fiber weight, postconsumer fiber, whenever the total cost is the same or a lesser total cost than non-recycled items or whenever the total cost is no more than three percent (3%) of the total cost for the non-recycled items, consistent with the requirements of the Public Contract Code, Sections 22150 through



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22154 and Sections 12200 and 12209, as amended and Tuolumne County Ordinance Code (TCOC) Section 2.24.040 D.

- B. All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
- C. Provide records to the Recordkeeping Designee of all Paper Products and Printing and Writing Paper procured annually within thirty (30) days of request from the Recordkeeping Designee. Records shall include description of both recycled-content and non-recycled content (if any is purchased) made by a division, department, and/or employee of the County. Records shall also include a copy of the invoice or other documentation of purchase, written certifications as required in TCOC Section 2.24.040 D for recycled content purchases, vendor name, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are purchased, include a description detailing why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not purchased.

### **3.2 Requirements for Vendors**

- A. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the County shall:
  - 1. Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), Toilet Paper consisting of forty-five percent (45%), Paper Towels consisting of forty percent (40%), Facial Tissue consisting of ten percent (10%), Toilet Seat Covers consisting of twenty percent (20%), Paper Wipes consisting of forty percent (40%), Food Service Ware (napkins, plates, bowls, food trays, take out boxes, placemats, etc.) consisting of forty percent (40%) by fiber weight, postconsumer fiber, if fitness and quality are equal to that of a non-recycled item, and is available at no more than three percent (3%) of the total cost of the non-recycled items.
  - 2. Only Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
  - 3. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the County. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label,



## **COUNTY OF TUOLUMNE PAPER PRODUCTS PROCUREMENT POLICY**

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catalog, invoice, or a manufacturer or vendor internet website. (See Exhibit A)

4. Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the County is eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013). (See Exhibit A)
5. Provide records to the Recordkeeping Designee of all Paper Products and Printing and Writing Paper purchased from the vendor within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division, department and/or employee of the County. Records shall include a copy of the invoice or other documentation of the purchase, written certifications as required in TCOC Section 2.24.040 D, for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

- B. All vendors providing printing services to the County via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.

### **SECTION 4. RECORDKEEPING RESPONSIBILITIES**

- A. The County Administrator, Procurement division will be the responsible department and will select an employee to act as the Recordkeeping Designee that will be responsible for obtaining records pertaining to Procurement of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.
- B. The Recordkeeping Designee will do the following to track Procurement of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper:
  1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products



## **COUNTY OF TUOLUMNE PAPER PRODUCTS PROCUREMENT POLICY**

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and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of the County's documentation of its compliance with 14 CCR Section 18993.3.

2. Collect, collate, and maintain documentation submitted by the County, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee in accordance with TCOC Sections 2.24.040 D.
3. Compile an annual report on the County's direct procurement, and vendor/other procurement on behalf of the County, of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper, consistent with the recordkeeping requirements contained in 14 CCR Section 18993.4 for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement. This report shall be made available to the County's Public Works Department, Solid Waste Division for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance on many other SB 1383 regulatory requirements) pursuant to 14 CCR Division 7, Chapter 12, Article 13. The procurement report shall also be shared with Solid Waste Director annually as evidence of implementing this, Policy.

### **SECTION 5. EFFECTIVE DATE OF POLICY**

This Policy shall go into effect immediately.

# VENDOR CERTIFICATION FORM

Exhibit A

## Recycled-Content and Recyclable Paper Certification

Beginning January 1, 2022, jurisdictions are required to purchase and obtain documentation certifying that paper products and printing and writing papers:

1. Contain postconsumer recycled content (PCRC)<sup>1</sup>
2. Are eligible to be labeled with an unqualified recyclable label <sup>2</sup>

All businesses shall certify in writing under penalty of perjury to the jurisdiction's contracting officer or representative:

1. The minimum percentage, if not the exact percentage, of PCRC material in the paper products and printing and writing papers offered or sold to the jurisdiction, regardless of whether the product meets the minimum content requirements specified in law.
  - a. A jurisdiction may waive the PCRC certification requirement if the percentage of postconsumer material in the paper products or printing and writing papers can be verified by a product label, catalog, invoice, or a manufacturer or vendor Internet website.
2. That the paper products and printing and writing papers offered or sold to the jurisdiction are eligible to be labeled with an unqualified recyclable label as defined in 16 CFR Section 260.12.

Please clearly print or type your responses. Attach additional pages as necessary.

Business Name:

Address:

Phone:

Email:

| Purchase Order # | Item # | Product Description | 30% PCRC <sup>1</sup>    | Recyclable <sup>2</sup>  |
|------------------|--------|---------------------|--------------------------|--------------------------|
|                  |        |                     | <input type="checkbox"/> | <input type="checkbox"/> |
|                  |        |                     | <input type="checkbox"/> | <input type="checkbox"/> |
|                  |        |                     | <input type="checkbox"/> | <input type="checkbox"/> |
|                  |        |                     | <input type="checkbox"/> | <input type="checkbox"/> |
|                  |        |                     | <input type="checkbox"/> | <input type="checkbox"/> |

I certify under penalty of perjury under the laws of the State of California that the above information is true and correct to the best of my knowledge.

Signature

Printed Name

Title

Date

<sup>1</sup> "Postconsumer recycled-content material" is defined as products that were bought, used, and recycled by consumers. Recycled content paper products and printing and writing paper are defined as consisting of at least 30 percent, by fiber weight, postconsumer fiber.

<sup>2</sup> Products must be eligible to be labeled with an unqualified recyclable label as defined by Federal Trade Commission "Green Guides" ([16 CFR 260.12](#)), meaning that at least 60 percent of consumers or communities where the items are sold have access to recycling facilities for the products.