



## **Whatcom County Solid Waste Executive Committee**

**AUGUST 20, 2024 11:00 AM – 12:00 PM**

**LYNDEN CITY HALL**

**300 4TH ST, LYNDEN, WA 98264**

### **- AGENDA -**

<b>Meeting Topics</b>			<b>Outcomes</b>
1.	Call to Order	11:00	Action
2.	Introductions, Determination of Quorum, Approval of previous meeting minutes	11:00 – 11:05	Action
3.	Solid Waste Programs Update	11:05 – 11:20	Information
4.	2023-2024 Budget	11:20 – 11:50	Information
5.	Other Business, Open Session, Announcements	11:50 – 12:00	Discussion
6.	Adjournment	12:00	Action



**SOLID WASTE EXECUTIVE COMMITTEE**  
**Discussion Form**  
August 20, 2024

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**AGENDA ITEM 2:** *Approval of August 15, 2023 SWEC Meeting Minutes*

**PRESENTER:** *Jennifer Hayden, Environmental Health Supervisor*

**BOARD ACTION:**  Action Item      Discussion      Information

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**SIGNIFICANT POINTS OR EXECUTIVE SUMMARY**

The August 15, 2023 SWEC meeting was held to update the committee on Solid Waste Program activities and discuss the mid-biennium budget.

**COMMITTEE ROLE / ACTION REQUESTED**

Motion to Approve Minutes

**ATTACHMENT(S)**

- Draft August 15, 2023 meeting minutes



## Whatcom County Solid Waste Executive Committee

AUGUST 15, 2023

**Committee Members Present:**

- Satpal Sidhu, County Executive Whatcom County
- Scott Korthuis, Mayor, City of Lynden
- John Perry, Mayor, City of Everson
- Greg Hansen, Mayor, City of Ferndale
- Bruce Bosch, Mayor, City of Sumas
- Kevin Hester, Mayor, City of Nooksack
- Mary Lou Steward, Mayor, City of Blaine

**Not Present:**

- Seth Fleetwood, Mayor, City of Bellingham

Topic	Discussion/Outcome
<b>Call to Order</b>	The meeting of the Solid Waste Executive Committee was called to order by Satpal Sidhu, County Executive Whatcom County, on Tuesday, August 15, 2023 at 10:52am at Lynden City Hall
<b>Intro's, Determination of Quorum, Approval of Minutes</b>	Satpal noted quorum is present. The minutes from February 21, 2023 were moved for approval, motion seconded. Minutes approved.
<b>Solid Waste Programs Update</b>	<p>Jennifer provided updates on the Solid Waste Program in the county:</p> <ul style="list-style-type: none"> <li>• Respond to inquiries and complaints</li> <li>• Clean up litter</li> <li>• Support Solid Waste Advisory Committee</li> <li>• Began Paint Care Stewardship program</li> <li>• Oversees the Disposal of Toxics program</li> <li>• Birch Bay clean-up efforts</li> </ul> <p>There was discussion as to whether or not a change in County Code would be helpful to provide Solid Waste more authority to help clean up the unincorporated areas of the county.</p> <p>The board discussed properties in Kendall and how to dispose of waste. Should they provide vouchers or bring a dumpster for them to have on their property. Maybe some properties/landlords would benefit from being issued civil penalties for blight homes. There was also discussion on where could resources be found to support people to clean up their homes and properties.</p>



	<p>Jennifer discussed the new EPH Educator position. This position will be half solid waste reduction and half EH climate change. Specifically, in algal blooms and wildfire smoke. The new hire will assist with goals and plans from Comprehensive Solid and Hazardous Waste Management Plan.</p> <p>The Comprehensive Solid and Hazardous Waste Management Plan has received final approval from the Department of Ecology and is effective through 2027.</p> <p>The Disaster Debris Management Plan needs an update. Currently working on putting together a team to update the plan. Contracts will need to be put into place before another disaster happens. There was discussion on contracts for debris monitors and establishing those beforehand.</p> <p>The board discussed the single stream recycling program. Whatcom County will be fully switched by the end of 2024. Birchwood and Edgemoor are the current neighborhoods that have single stream bins.</p>
<p><b>Whatcom “Rehab the Lab” Proposal</b></p>	<p>Jennifer discussed the Rehab the Lab program. The program will support the schools in getting rid of the chemicals that they do not need. Proposed supporting the schools to dispose of toxics through the Disposal of Toxics Center and the County would cover the costs. Requesting \$15,000 for the program. This program will offer ongoing education for schools.</p> <p>Scott moved motion to fund the rehab the lab proposal. Satpal seconded motion. Motion approved.</p>
<p><b>2023-2024 Budget</b></p>	<p>Kathleen Roy, Finance and Administrative Manager with Whatcom County Health &amp; Community Services, discussed the 2023 and 2024 Fund balance, budget, revenues, expenditures, expenses.</p> <p>Additional parts of the budget that were discussed were:</p> <ul style="list-style-type: none"> <li>• Solid Waste Disposal Tax is county wide and the City of Bellingham collects as well from that tax as well</li> <li>• Whether or not the county owns large equipment – the county owns two properties – Cedarville Landfill and the Disposal of Toxics. The county also owns a trailer in Point Roberts.</li> </ul> <p>There was discussion and question to if the county has a 6-year capital expenses plan for where the money will be going? It was stated that in the Comprehensive Solid and Hazardous Waste Management Plan there is a 5-year plan for capital expenses.</p> <p>The board asked if there should there be a separate fund that is set aside for disasters, such as an operating reserve, what do we do with the additional money, should there be a minimum reserve or special funds for other issues and/or disasters.</p> <p>How the funds will be spent is outlined in the Comprehensive Solid and Hazardous Waste Management Plan.</p>



	<p>There was discussion on how the fund became so healthy. It was stated it is from the tax from the self-haulers. Further discussion on creating a county wide campaign related to recycling, composting, single stream. At the next meeting there will be additional discussion to create a proposal for how the emergency fund can be used for things such as blight properties, whether or not there should be a tax cut, or if new programs could be created to help low income residencies that can't afford garbage.</p>
<p><b>Other Business, Open Session, Announcements</b></p>	<p>None.</p>
<p><b>Adjournment</b></p>	<p>Meeting adjourned at 11:47am</p>



**SOLID WASTE EXECUTIVE COMMITTEE**  
**Discussion Form**  
August 20, 2024

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**AGENDA ITEM 3:**      *Solid Waste Programs Update*

**PRESENTER:**            *Jennifer Hayden, Environmental Health Supervisor*

**BOARD ACTION:**      **Action Item**            **Discussion**             **Information**

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**SIGNIFICANT POINTS OR EXECUTIVE SUMMARY**

The Health and Community Services Solid Waste Program conducts solid waste planning activities, regulates over 45 permitted and exempt county solid waste handling facilities and five biosolids facilities, implements the county Disposal of Toxics Program, monitors and maintains closed county landfills, investigates illegal dumping complaints, manages waste reduction and recycling community outreach and education programs, provides pollution prevention technical assistance, responds to public waste management inquiries, manages the litter cleanup and Adopt-A-Road programs, provides solid waste collection and July 4<sup>th</sup> cleanup in Birch Bay, and supports the Solid Waste Advisory Committee.

Cedarville Landfill and Y Road I and II Landfills monitoring and maintenance activities continue routinely, as per the approved closure plans and water quality permitting. Regular, required sampling at the Cedarville landfill has shown an increase of total suspended solids at that location. Possible solutions include creating infiltration galleries and/or paving the highly trafficked area to decrease solids entering stormwater runoff.

In 2023 the Disposal of Toxics program, which includes the operation of three satellite oil and antifreeze collection stations and one annual off-site collection event in Point Roberts, processed a total of 642,259 pounds of waste chemicals that were collected and reused, recycled, or properly disposed from 8,569 residential and commercial customers. The Paint Care product stewardship program, which provides free disposal for residents and small businesses for oil-based and latex paint, collected 134,075 pounds of paint in 2023.

In 2023 the Adopt-A-Road program resulted in the cleanup of 28,409 pounds of litter and solid waste and 300 pounds of recyclables from 345 miles of roadside and 15 illegal dump sites. The Birch Bay July 4<sup>th</sup> cleanup efforts continue as per routine, collecting 5.57 tons of firework debris and garbage in 2023.

Staff responded to and investigated 189 new solid waste complaints in 2023. With Puget Sound Partnership funding, as implemented by Ecology, 127 commercial solid and hazardous waste technical assistance site visits were conducted in 2023 through the Pollution Prevention Assistance Program, providing guidance about management of commercial solid and hazardous waste.

Waste reduction and recycling community education and outreach programs continue on track for the youth (RE Sources Sustainable Schools program), adult (WSU Master Composter/ Master Recycler program) and



commercial (Sustainable Connections Toward Zero Waste program and Food Recovery program) target populations.

The Solid Waste program hired an Environmental Public Health Educator in September 2023. This position is partially funded by the Solid Waste fund, as well as Foundational Public Health Services funding. The EPH Educator has been focusing on increasing outreach and education around the Disposal of Toxics Program, as well as the Secure Your Load campaign, and the Adopt-a-Road program. In 2023, three Secure Your Load events were held, where staff handed out free cargo nets and vehicle trash bags, and events are ongoing through 2024.

The Comprehensive Solid and Hazardous Waste Management Plan will require an amendment, following the update of County Code with relation to single stream recycling. The change to the plan and the code will not require haulers to switch to single stream, but it will provide an opportunity to do so. Further additions to the amendment will include a procedure to amend the plan if needed in the future, along with required language about siting compost facilities in order to meet the goals of the state waste organics management law, intended to reduce the amount of organic waste going to landfill statewide by 75% by 2030, in relation to 2015 numbers. Additional amendment language may include reserving the right to explore and/or approve discounts for low-income curbside customers under certain circumstances, and as approved by the WUTC.

In early 2024, as a response to concerns about increasing costs, invoicing issues, and recruitment and retention of facility staff, HCS performed a study assessing the feasibility of assuming operational and administrative control of the Disposal of Toxics facility. The current contract with the provider expires at the end of 2024, so this was a good opportunity to perform this assessment. The study reviewed many aspects of facility operations and administration, including financial and administrative costs, and quality control. The feasibility study is provided in this agenda packet and includes a table that distills everything from the study into positive, negative, or neutral conditions. While the heading shows more positive conditions for a private contractor, during the April SWAC meeting where this study was discussed, it was determined that some of the things that were noted to be negative or neutral for county operations were determined to not necessarily meet what we considered those conditions to be. The results of this study were presented to the County Council Public Works and Health Committee, who, like SWAC were supportive of the County assuming operational control of the facility. More information will be shared in the proposed biennial budget.



## Community Horticulture/ Composter Recycler Program (MCR) 1st Quarter Report 2023 (Whatcom County Contract No. 9909009)

To: Whatcom County Health Dept, Attn. J. Hayden  
From: Beth Chisholm, WSU Whatcom Extension  
Re: 1<sup>st</sup> Quarter Report (Jan-March) Community Hort & Compost/Recycler  
DATE: June 22, 2023

### January – March

The Master Gardener/ Master Composter program serves Whatcom County with education and outreach. Volunteers provide service, leadership, and demonstrations to protect soil, reduce waste and promote composting and organic waste diversion. Diverting organic waste into compost for home garden use continues to provide resource protection and mitigates effects of human impacts on a changing climate.

**12-week master gardener training – started in February.** 30 student trainees.  
Education on pesticide reduction, waste reduction, upcycling, and composting.

**Garden Spot Learning Fair- February 26<sup>th</sup>** Compost demonstration education booth  
– reached 100 residents.

### **Whatcom Conservation District Small farm Expo – March 4<sup>th</sup>.**

200 visitors our education booth focused on teaching backyard compost methods, signing up for Curbside FoodPlus, teaching county residents about waste options and promoting the MCR spring training. Reached 350 residents.

### **Visiting and teaching vermicomposting at schools and youth clubs.**

**WE GROW URBAN garden** – weekly visits from the following schools Explorations Academy, Options Highschool, Assumption School 8<sup>th</sup> graders. Teachers, students' administration, parent volunteers in the garden learning about the importance of Composting.

**Online, social media, school connections, WSU clinics. Reached 300 residents.**  
**Typical questions we address daily.**

- Rules/ guidelines about composting in the Lake Whatcom Watershed?
- Where to purchase compost in Whatcom?
- Testing the products? Soil testing labs?
- Can I compost weeds, diseased plant material, what about herbicides in compost?
- Where can I buy red wigglers?
- Problems with Neighbors, concerns about rodents, How to hot compost?
- What can I put in my Foodplus bin? Bioplastics?
- What are the best composters on the market right now?
- We need recycling Downtown and at Parks.



## Community Horticulture/ Composter Recycler Program (MCR) 2nd Quarter Report 2023 (Whatcom County Contract No. 9909009)

To: Whatcom County Health Dept, Attn. J. Hayden  
From: Beth Chisholm, WSU Whatcom Extension  
Re: 2<sup>nd</sup> Quarter Report (April- June) Community Horticulture & Compost/Recycler  
DATE: July 2023

### April- June activities and impacts.

#### Annual WSU Master Composter Recycler training (MCR)

5-week training May 10th-31st. 20 participants. Our annual training focuses on researched based methods and vetted materials that empower participants as educated ambassadors in our community. The network of MCR programs across the state and now the nation provides a strong framework for Whatcom County Residents to gain knowledge, build skills and inspire others to make changes locally, regionally, and globally.

- May 10<sup>th</sup> 5-7:30pm. Backyard Composting 101 and Program background, history, purpose, and goals.  
Why: Residents need stronger education and understanding of waste reduction, composting, recycling, contamination, and diversion.  
How: as volunteers we can have an impact on behavior change by demonstrating techniques, increasing messaging, increase the visibility of the issue. Use community outreach, education, social media, mentoring, audits and more.
- May 17<sup>th</sup> 5-7:30 pm. Recycling in Whatcom County with Rodd Pemble, a tour of Sanitary Service Company with Q & A regarding recent changes; single stream, bioplastics, single use plastics ban.
- May 24<sup>th</sup> 5-7:30pm. Vermicomposting; the science and art of composting with worms. Local expert and red wiggler producer, Nancy Neil provided lectures and hands on workshop of building and maintaining worm bins. This method of composting is very popular as it does not require land or space. Diverting organic waste from the home into a bin to generate a compost product that is a soil amendment.
- May 30<sup>th</sup> Plastics in the Environment with Jaco Ten Hove. Jaco became a Master Composter Recycler in 2017 and since then has been a dedicated educator and presenter in the community. His presentation recorded during our Zoom session is **here**: [Plastics in the Environment](#) . In addition, a Ridwell representative was on the session and provided details about the service for Whatcom Residents and where the products go and how they are processed.

- May 23<sup>rd</sup> Composting Hands on workshop at WSU WE GROW, our urban demonstration food garden located in downtown Bellingham across from the Bellingham Food bank ;an outdoor classroom for the community. Teaching composting, waste reduction, and sustainable gardening while producing fresh produce for the Foodbank and meal programs. In this workshop, the MCR participants learned from Jim Fonte a MCR volunteer educator, they processed all the material from the garden and created active hot compost piles. This compost system is a public education site, for workshops, tours, work parties and public events.



- May 31<sup>st</sup> 5-7:30pm Food waste. Toward Zero Waste, WSU Community Volunteer opportunities. This was our final class as a group. Each participant received a new GeoBin for their home compost for teaching and demo for neighbors. Each volunteer received a tshirt and name badge to be worn during community events. The 20 participants will track how their organic waste has decreased and diverted to composting. Gathering 6 months of data from this user group.



**Summer Outreach events**—Volunteers offer education and community engage on waste reduction, recycling, and composting topics:

- 8 Bellingham Farmers Market—Summer education Booths- twice per month, July-September.
- Composting & Waste Reduction Learning fair – Fall Event at WE GROW garden. Date TBA.
- Northwest Tune Up—MCR volunteers assisted with TZW
- Bellingham Bells Games-providing volunteers to engage with fans on recycling and TZW awareness.
- 3 Demonstrations and workshops at Community Garden sites
- Apartment/ Multifamily unit education and mentoring
- Supporting partners with volunteers who can teach in schools, and mentor in community settings.
- Volunteers are working on projects and partnering with businesses to improve outreach/ education on Upcycling, Vermicomposting, Greener Cleaners (alternative to toxics in the home and proper disposal). Recycle waste stream Contamination, Bio Plastics, Plastics and Litter.

**Partners** -- SSC, Sustainable Connections, Green Earth Technology, WWU AS Recycling Center, Lynden wastewater Biosolids treatment Plant, WSU Extension Master Composter Programs Statewide, Seattle Tilth Master Composter Program, Whatcom Conservation District, Faith Lutheran Maple Alley Inn, Sudden Valley, and Cordata

Community Gardens. Garden Spot, Kent's Nursery, Joes' Garden, Plantas Nativa, Whatcom Parks, City of Bellingham Parks.

WSU volunteer educators; Nancy Neil, Hunter Lydon, Jim Fonte, Jaco Ten Hove

## 2<sup>nd</sup> Quarter Outreach/ impacts

Education Event	Audience	Impacts/ contacts
Sudden Valley Gardening Green composting Class	Lake Whatcom Residents participating in the Garden Green workshops	15 participants – trained in proper home compost methods.
MCR training	MCR participants countywide	Approx. 20 hours of education provided to 20 students
Nooksack Tribal Headstart	Preschool and staff	Worm composting; Diverting daily waste from meal program
Annual Master Gardener Plant Sale Hovander Park	Whatcom county residents	600 customers - Compost/ recycling Education booth & workshop
COMPOSTING at WE GROW garden	Middle School & Highschool classes. Options HS, Explorations Academy, Assumption Catholic School. Bellingham HS, Wild Whatcom, Life Skills	300 students, staff, parents, and volunteers
Online & Clinics Ongoing	Gardeners, residents	900 residents; answering pesticide, Compost/ plastics/ Curbside FoodPlus questions
Farmers Markets and Garden centers outreach	Whatcom Residents	Regular outreach and education direct and indirect
Volunteers in our community	Whatcom Residents	400 hours of volunteer service

## Additional Resources on COMPOSTING

<https://www.compostwashington.org/compost-facility>

<https://puyallup.wsu.edu/soils/compost/>

<https://extension.wsu.edu/whatcom/hg/mcr/>

<https://compostfoundation.org/>



**Compost**  
Research &  
Education Foundation





Master Gardener Program

WASHINGTON STATE UNIVERSITY  
EXTENSION



Whatcom County

WASHINGTON STATE UNIVERSITY  
EXTENSION

## Community Horticulture/ Composter Recycler Program (MCR) 3rd Quarter Report 2023 (Whatcom County Contract No. 9909009)

To: Whatcom County Health Dept, Attn. J. Hayden  
From: Beth Chisholm, WSU Whatcom Extension  
Re: 3<sup>rd</sup> Quarter Report (July- Sept) Community Horticulture & Compost/Recycler  
DATE: November 2023

### **July-September activities and impacts.**

In the Spring of 2023, **WSU Whatcom Master Composter (MCR) program** trained 20 people to volunteer as community educators. Traditionally this has been successful, but since Covid this method has proven less than effective. Volunteer engagement and participation is low.

**Goal:** To utilize new and returning trained volunteers to engage and educate at community events. Volunteers also take action by bringing knowledge back to their families, workplaces, neighborhoods, schools, clubs, etc.

**Why:** Residents need stronger education and understanding of waste reduction, composting, recycling, contamination, and diversion.

**How:** Volunteers can have an impact on behavior change by demonstrating techniques, increasing messaging, and increasing exposure and inform users and participants. Using avenues of community outreach, education, social media, mentoring, and waste audits to inspire, educate and inform residents.

**Challenges:** Within the MCR program we have low volunteer engagement. Other challenges include recent changes to our waste collection rules and guidelines, residents moving from other communities may be slow to adopt local practices, and overall lack of understanding of where waste goes.

**WSU Whatcom Master Gardener program certified 30 new volunteers for 2023.** (Feb-April) Each intern then provided at least 60 hours of volunteering in the community (April-Sept) for a total of 1875 hrs of service and education throughout Whatcom County.

In addition to events the Master Gardeners provided education to the gardening green sustainable landscape course with backyard compost education. Supporting lake Whatcom watershed residents with natural weed suppression and compost guidance.

### **Coming up**

Winter online classes and discussions- TOPICS: backyard composting, waste reduction and updates to recycling program classes online. A free online class designed by the WSU Whatcom Master Composters for the community.

## WSU Whatcom MCR, Community Horticulture and Master Gardeners

Education Event	Audience	Impacts/ contacts
<b>Bellingham Farmers Market Booths</b> July-Sept. Six Saturdays at the market. Focusing on waste, compost, sustainable gardening advice to visitors	Public	1200 contacts
<b>Plant Clinics</b> —Monday- Friday, serving 100 clients per week, addressing pesticide use, soil health, composting methods, fertilizer use, drought, water conservation, weed control, etc.	Public	1200 contacts
<b>NW WA Fair</b> —10 days at the NW WA fair. Information outreach focusing on Composting, Sustainable gardening, and drought.	Public	3000 contacts
<b>AmeriCorps Common Threads Farm Volunteer Educational workshop</b> for school garden education support	AmeriCorps members	30
<b>COMPOSTING at WE GROW garden.</b> Options HS, Explorations Academy, Assumption Catholic School. Bellingham HS, Wild Whatcom, BHS Life Skills	Students, staff, Parents, Volunteers	300 students, staff, parents, and volunteers
<b>WWU Viking Launch Class</b> <i>Digging Into Bellingham: Growing Community Through Food"</i> class for new WWU students the week of Sept 18th-22nd.	WWU incoming freshman	45 Students
<b>Senior Day at Hovander Park</b> , Master Gardeners provided education on sustainable gardening to event visitors	Seniors in our community	500 contacts
<b>City of Bellingham Teen Camps-</b> July- Sept. Teaching youth how to garden and compost and why it's good for the environment.	Campers, counselors, volunteers	50 teens
<b>Sustainable Connections Whatcom Farm Tour</b> – Sept 16, 2023	Public	400 visitors
<b>Compost demonstrations</b> at Faith Lutheran and Christ the King Foodbank Farm	Public	50 participants



**City of Bellingham Staff and Teen Campers  
process compost at the WE GROW garden downtown Bellingham**



**WWU Students from the LEAD program  
process compost at the WE GROW garden downtown Bellingham**



# Community Horticulture/ Composter Recycler Program (MCR) 4<sup>th</sup> Quarter Report 2023 (Whatcom County Contract No. 9909009)

To: Whatcom County Health Dept, Attn. J. Hayden  
From: Beth Chisholm, WSU Whatcom Extension  
Re: 4th Quarter Report (Oct-December) Community Horticulture  
Compost/Recycler  
DATE: February 2023

## October- December 2023 activities/ impacts.

### October:

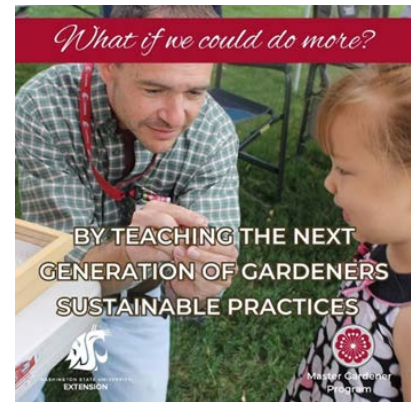
- Hosted 2 composting workshops at WE GROW Youth Garden. In partnership with City of Bellingham Parks, Assumption School and WWU LEAD program. **30 contacts**- adults, students, staff, and families.
- 2023 Master Gardener Graduation event – Certified 28 new Master Gardener Volunteer educators into the Whatcom Program. In total this group contributed over **2000 hours of volunteer** service to the community (May- October). Teaching, hosting plant clinics, education, and outreach booths, working with youth and adults.

### November:

- Tabling event at Kent's Nursery open house- Topics included: cover crop, compost and organic weed control. **250 contacts**.
- Establishing Food Garden project with the new Lighthouse Mission Facility.

### December:

- Prepping for the spring MCR training, refining curriculum working with partners to improve delivery and impacts.



## Upcoming for 2024

- MCR training starts in March, 5-week course covering Backyard composting methods, Vermicomposting for Apartment living, toxics, bioplastics and contamination, new rules and regulations, volunteer engagement.,
- Developing a continuing education session for commercial landscapers and residential customers covering the new local, and state ordinances, including Organic Management Law WA HB 1799
- Developing of waste, compost and recycling/ upcycling signage for community gardens and other key public sites.
- Planning for Spring kick off – Community Composting/ TZW Learning Fair.



2309 Meridian Street  
Bellingham, WA 98225  
360.733.8307 • re-sources.org

ATTN: Jennifer Hayden (Whatcom County Health Department)  
From: Priscilla Brotherton (RE Sources)  
Re:Waste Prevention, Recycling, and Household Hazardous Waste Education  
Services performed by RE Sources on behalf of Whatcom County  
Reporting Period: September 1, 2023 - February 29, 2024

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*The first half of this contract term, which begins September 1, started with the start of the school year. Pre-work happened in the summer and included a custodial training. The work for the contract is laid out below - addressing deliverables, challenges and successes.*

### **Waste Reduction Efforts with Bellingham Public Schools(BPS)**

*Working with BPS' Facilities and Sustainability leadership and custodial staff, we began to establish a baseline for, at the very least, schools at each grade level - elementary, middle and high school. After conducting assessments, we created reports for each school to help them to identify the areas where they could reduce waste and contamination.*

*We also met with simultaneously with custodians across the district to assess their perspectives on how the various waste streams are handled at their individual schools and what best management practices they use as well as tips and tricks to share district-wide. Outcomes desired included; production of a Best Management Practices document, individual support to custodians while relationship building and an open dialogue of where the trouble areas are. Below are tasks related to this work.*

### **Waste Assessments**

- Scheduled and performed waste assessments at Sunnyland, Cordata Elementary, Squalicum High School, Shuksan Middle School, and Birchwood Elementary Schools.
- The data obtained was then entered into spreadsheets and reports were generated for every school. Here is a [summary report](#).
- Reports were shared with BPS and meetings were held to discuss next steps.
- Created a [draft BMP document](#) (to be ready for the public in April) with input from BPS staff.

### **Custodial Focus Group Progress**

- After spending a lot of time working with Mike Helmick, Supervisor of Custodians, trying to recruit an entire focus group, we changed tack and met with custodians at their schools and got their insight individually. Custodians we met with included the head custodian at

Sehome High School, Carl Cozier Elementary, Options High School, Whatcom Middle School, and Bellingham High School.

- After the meeting with the custodian from Sehome High School, we offered direct support and provided resources related to waste to share with the students in the Composting Club.

### **Administrative efforts**

- Met with Mark Peterson, Director of Sustainability and Facilities, each month, one-on-one, to continue to strategize how to help the district with overall waste reduction.
- Met with the Leadership team from BPS about the next steps concerning waste in the Climate Action Plan.
- Met with the ClimateCorps fellow at BPS and shared waste work and their potential participation.
- Met with Gretchen Pflueger, Special Projects Manager for Sustainability, to discuss the next steps as it pertains to BPS' Climate Action Plan.

### **Professional Development (PD)**

*In an effort to expand the reach of waste reduction efforts in Whatcom County, RE Sources Educating for the Environment team as a clock-hour provider aimed to teach the teachers. This effort will only multiply the number of students reached as teachers will continue to teach year after year and class after class. We hold multiple PDs across multiple subjects and have built a good reputation for quality pd offerings. This year our enrollment was low. We were happy to hear that was the norm across the state and County. We adjusted times, offered hybrid and virtual classes and gave incentives to implement the lessons. We are confident that those who attended got inspiration, and information and will share that with their students. Below are details and tasks associated with our efforts.*

RE Sources hosted two workshops for teachers during this reporting period:

**Tracking Energy** - a 5th-grade food waste unit held January 23rd and 24th.

This two-part professional development series is designed to help educators understand food systems; growing, producing, processing, and disposing of food. Educators will help students draw connections to climate change and food justice issues. This series will focus on the question: **What are we really throwing away when we throw away food?** Educators (playing the part of a student), will walk through multiple sequential transferable lessons that incorporate creating and revising models, data collection and analysis, and designing solutions. This series is **designed to support 3-D NGSS performance expectations for the 5th-grade band endpoint**, though the altered material will be demonstrated to reach middle school. The lessons in this course are sequential and build off knowledge learned in previous lessons. **Attendance for both days is requested.**

**Hope and Resilience - Circular Economies** held on February 24th.

One solution to the climate crisis is the development of circular economies, a system based on the reuse and regeneration of materials or products. This field-based workshop will focus on equitable

solutions currently being implemented in Whatcom County. This workshop is designed to answer the following questions:

- What are the effects of climate change on Whatcom County?
- What are community members, tribes, CBOS, etc. doing about it?
- How does the investment in circular economies reduce climate impacts, specifically in Whatcom County?
- What are the Indigenous Ways, currently and since time immemorial, to solve these issues?

This workshop introduced circular economies as a solution to the climate crisis. Participants were guided through classroom-ready STEM activities, heard stories of Indigenous practices of circular economies by local Nooksack storytellers, toured the RE Store, and created their own re-use projects.

Outreach and recruitment tasks completed related to this work:

- Emails to the administration at all 7 school districts.
- Direct email to part participant educators.
- Flyer creation.
- Social media posts.
- A special Educating for the Environment newsletter.

### Teachers and associated schools and grades

Last Name	School	Grade(s)
Collins	Lummi Nation School	10-12
Hanson	Lummi Nation School	4th
Harrison	Kendall Elementary	3
Kealy	Lowell Elementary	5th
Minkler	Blaine Elementary	6th
Nyman	Fairhaven MS	6th
Shaffer	Kulshan MS	6-8
Williams	Lummi Nation School	7/8
Bundy	Whatcom MS	7/8
Doctor	Lummi Nation School	3
MacDonald	Bellingham HS	9-12
Gosda	Mount Baker MS	7-8
McNevin	NWESD	K-12
Chala	Harmony ES	K-6

Bagne	WHWS	K-8
McGowan	Meridian MS	7
McGowan	Nooksack Valley MS	6
Ernest	Assumption	6-8

### **Other Waste-related work for schools, teachers and students:**

*Continued to work toward implementing our **Food Waste Unit** into curriculum. This Unit was created to help schools investigate and reduce their waste streams. Tasks outlined below.*

- Revised the Food Waste Unit lesson plans, taking into account teacher feedback from the pilot last year. See a copy of the [unit here](#).
- Revised Google Slides that accompany lesson plans.
- Compiled all the necessary materials for teachers, including:
  - Revised lesson plans
  - Google Slides for lessons
  - Student Waste Investigation
  - Other accompanying materials
- Lent support at Skyline Elementary in the Ferndale School District to teachers who are implementing the food waste unit curriculum. They started the unit, and a small group of students did a waste investigation. The class was also hoping to do a small waste audit and then decide on the next steps.

### **Kits for teacher check out**

- Updated the [webpage](#) with more information on kits that are available.
- Created a K-2 Waste Reduction lesson kit and a Classroom Waste Audit Action Project kit for younger grades.
- Created 3 bundles of resources for action projects. Including:
  - Re-Use Bundle (contains various instructions on easy ways to make items that would originally be thrown out into usable items like a t-shirt bag, birdfeeder, and recycled crayons)
  - How-to Bundle (contains various instructions on ways to reduce waste in your classroom, such as how to incorporate GOOS paper, how to get a water bottle refilling station, how to do a locker/cubby clean-out day, and how to start recycling crayons)
  - Poster Bundle (this bundle contains some resources and tips on how to create effective educational posters around waste reduction)
- Dropped off and picked up the litter clean-up kit at Columbia Elementary. One classroom used the kit.

## Miscellaneous

- Met with a teacher at Meadows Montessori who was interested in forming a Green Team. Provided guidance and resources. The resources provided include:
  - RE Sources Green Team Network Guide & Toolkit
  - Information on haulers and local organizations that are involved in waste collection
  - Videos and resources to teach the students about what happens at a MRF, how paper, aluminum, and plastic get recycled and turned into new products
- Presented in partnership with the Bellingham School District at the Youth Earth Summit - a one-day conference for high school environmental clubs in Whatcom, Skagit and Island Counties on creating a Climate Action Plan. This presentation was based on how students can reduce waste at their schools.
- Wrote and published a holiday [waste blog](#).
- Created content for an education newsletter/email that went out to supporters.
- Attended monthly statewide Cafeteria Workgroup meetings.
- Attended 2 SWAC meetings.
- Attended 2 Quarterly meetings with other waste educators in Whatcom County.
- Tracking and reporting.

## Deliverable Tracking

Deliverable	Sept	Oct	Nov	Dec	Jan	Feb	Total	Remaining
10 - 15 Meetings with District Leaders		1	2			5	9	6
10 meetings with Community Partners		1	1		2		4	6
150 custodians trained							0	150
2 PD, 15-20 teachers each					1	1	2	0
5 classrooms integrate the framework or 125 students served			3				3	2
5 lesson kits created	1		2				3	2
5 action kits created	2		5				7	-2
10 classrooms served by kits or 250 students served			1				1	9
3 toolkits produced and distributed							0	3
receive 75% return on evaluations and feedback							0	0
8 waste assessments	2	3					5	3
15 technical support visits (including custodial meetings)	1	2	2			1	6	11

## Communications

### Newsletters

## [We offer free lesson kits for K-12 educators](#)

We provide materials and resources for teachers to teach their students topics of sustainability and tools to take action. Example topics include weather systems and water usage, watershed models, and even making your own paper out of scrap paper. [Learn more.](#)

Feb. 2024 — [link to email](#)



### [Free professional development for Whatcom educators: Tracking Energy of Food Systems](#)

**January 23-24, 4:30-6:00pm each day. 3 STEM clock hours.**

This two part professional development series is designed to help educators understand food systems; growing, producing, processing, and disposing of food. Designed to support 3-D NGSS performance expectations for the 5th-grade band endpoint, though the altered material will be demonstrated to reach middle school. [Learn more and register.](#)

Jan. 2024 — [link to email](#)



### **Climate Tip of the Month: How to cut down on holiday waste**

The short answer: a circular, local economy. Educating for the Environment Program Manager Priscilla Brotherton writes about one of her passions — kicking waste to the curb during our highest-consumption time of year. [Read some tips to have a happy, low-impact holiday season!](#)



December 2023 newsletter — [link to email](#)

September 2023 newsletter — [link to email](#)

We also sent our email list two messages focused on educational offerings and learning about waste reduction

- September 2023:  
<https://mailchi.mp/re-sources.org/3-ways-to-build-community-through-education>
- January 2024:  
<https://mailchi.mp/re-sources.org/free-programs-for-whatcom-teachers-students>

## Blog posts

[Reject holiday waste this year: Go circular!](#) (December 1, 2023)

## Social media

**RE Sources**  
Published by Later · January 6 · 🌐

Are you a K-12 educator in [#WhatcomCounty](#)? We are offering free STEM clock hour workshops in 2024 through the state's ClimeTime program! These courses are a great way to incorporate hope-based environmental lessons into your classroom.

ClimeTime: Hope & Resilience  
Watersheds & Salmon: Feb 10, 2024, 9:00am – 1:00pm  
Circular Economies: Feb 24, 2024, 9:00am – 1:00pm  
Bring it to the Classroom: March 7, 2024, 4:30 – 6:30pm

ClimeTime: Teaching Outside  
Teaching Outside (Session 1): March 21, 2024, 4:30-6:30PM  
Teaching Outside (Session 2): April 25, 2024, 4:30-6:30PM

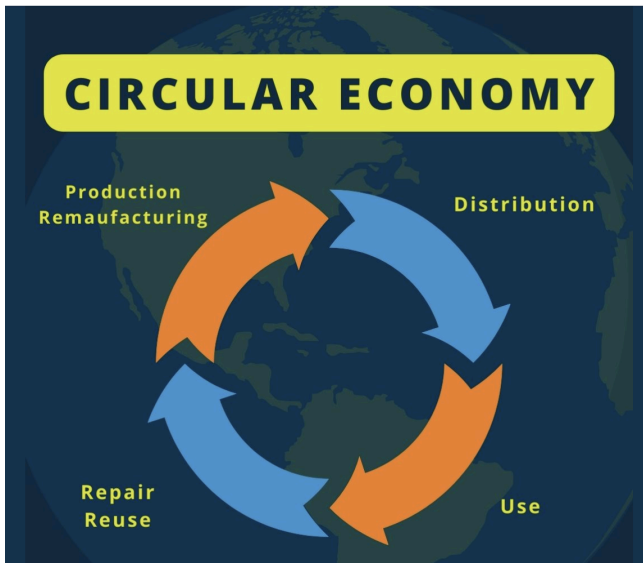
Learn more about the workshops and register here: <https://www.re-sources.org/init.../professional-development/>

**RE Sources**  
Published by Later · February 5 · 🌐

One solution to the climate crisis is the development of circular economies, a system based on the reuse and regeneration of materials or products. This field-based workshop will focus on equitable solutions currently being implemented in Whatcom County. The Teaching for the Climate Collaborative will guide participants through classroom-ready STEM activities that illustrate how circular economies work. Multiple community members will share their expertise in developing solutions.

Who: Whatcom County Teachers grades 3-12  
When: Feb 24, 2024, 9:00am – 1:00pm  
Teachers receive: 3 STEM clock hours, 1 Equity hour, a \$50 stipend, and a delicious lunch!  
Last Day to Register: Feb. 16, 2024

Register here: <https://www.re-sources.org/init.../professional-development/>



**RE Sources**  
Published by Simon Bakke · October 9, 2023 · 🌐

Bellingham / [Sanitary Service Company, Inc. \(SSC\)](#) recycling customers: Quick reminder that orange prescription bottles must be put in the trash, not plastic recycling. Some white bottles are recyclable (see image). [#waste](#)



**Orange pill bottles are not currently accepted for recycling by local service providers. DO NOT place empty orange pill bottles in your curbside recycling bins. Your pharmacy may have an internal recycling program. Contact your pharmacy for details.**

**Opaque and White pill bottles labeled "HDPE" are accepted and can be placed in your curbside recycling bins.**

**\*Some prescription pill bottles may have personal information printed on the label. To protect your privacy remove the labels before you dispose of your pill bottles.**

**Trash**

**Put this item in your trash bin.**

**Place your trash bin at the curb on your scheduled collection day.**

7 likes 5 comments 3 shares

Like Comment Share



## **Whatcom County HL\_070121\_SC Final Report (July 1, 2023 – June 30, 2024)**

ATTN: Jennifer Hayden (Whatcom County Health Department)

From: Jenna Deane | Sustainable Connections

RE: Commercial Waste Reduction & Recycling Program, Food Recovery Program – Whatcom County Contract HL\_070121\_SC

---

### **Included in this report**

Quarterly Report for work performed during **(July 1, 2023 – June 30, 2024)**

- Narrative of key activities
- Food Recovery tracking sheet
- Waste assessment survey responses

We continue to support businesses, events, and individuals in solid and organic waste reduction. Through waste assessments, resources, printed and digital communications, workshops, and our Food Recovery Program, we are able to support all business types and many community members. This report encompasses activities conducted **(July 1, 2023 – June 30, 2024)**

Commercial Waste Reduction & Recycling Program Final Summary July 1, 2023 – June 30, 2024

- 9 waste assessments conducted
- 12 Toward Zero Waste event consultations
- 91 posts promoting TZW brand (Facebook and Instagram)
- 122 posts promoting FRP brand (Facebook and Instagram)
- 34 newsletters promoting TZW and FRP brand and offerings

Food Recovery Program Final Summary July 1, 2023 – June 30, 2024

- 247,303 pounds of food recovered, which equates to:
- 203,768 meals recovered
- 2,781 pounds of food diverted to animal feed

Which is equivalent to:

- 299.42 tons of CO<sub>2</sub>e emissions avoided
- 29.69 million gallons of waste saved

This report encompasses activities conducted **July 1, 2023 – June 30, 2024**

### **Commercial Waste Reduction & Recycling Program**

**Task 1 – Provide waste assessments for at least 8 businesses and develop action plans**

We conducted 9 waste assessments at the following locations:

1. Seoul Food (formerly KPop) (6/27/2024)
2. Fitness Evolution (3/19/2024).

3. Drayton Harbour Oyster Company (3/29/2024).
4. Whatcom County Association of Realtors (10/2/2023).
5. Evergreen Gardens (10/5/2023).
6. CorePhysio (8/1/2023)
7. Samson Rope (8/7/2023)
8. Grace Harbor Farms (9/14/2023)
9. Grizzly Industrial (9/21/2023)

### **Task 2 – Support action plan implementation**

Our assessment reports included best practices, troubleshooting, and resources, including our Product Purchasing Guide for support finding alternatives to single-use plastics. All businesses received follow up support, TZW decals, stickers, and social media promotion.

### **Task 3 – Evaluate business performance**

Business surveys were sent to businesses that received waste assessments with 9 responses.

### **Task 4 – Promote TZW brand and publicize results**

- 34 newsletters
- 91 social media posts.
- Offering businesses and events TZW materials during outreach, waste assessments and event consults. Resources are made available for download [here](#).
- Waste bin signage for events and during business outreach (Northwest Tune Up, All in for Climate Week Kick Off Party, Reefnet Festival, Larrabee Lager)
- Tabling at the Northwest Tune-Up (7/14-16), Village Green (7/22), and Hispanic Heritage Month (9/16)

### **Task 5 – Work collaboratively with TZW partner agencies**

- Quarterly meetings were held with RE Sources, WSU Extension, WCHCS, Lautenbach, and SSC.
- Facilitated collaborative efforts with RE Sources, WSU Extension, WCHCS for Food Waste Prevention Week.

### **Task 6 – Provide: two TZW workshops, TZW business directory, promote and host WasteWise**

- Recycling presentation at Villa Santa Fe (6/17)
- Recycling presentation for A Watered Garden, targeting Spanish speaking community members in Everson (5/30)
- Food Recovery workshop for Western Washington University Associated Students (10/1)
- Food Waste Prevention Week campaign events:
  - Food Prevention trivia event at `Ono Kitchen (4/1)
  - “Cool Solutions: Harnessing the Power of Community Fridges” online webinar (4/2) ([recording](#))
- WasteWise is a top-level link on the TZW website and promoted in TZW newsletters.
- Local Repair Directory created and promoted in newsletter and on [TZW website](#).

### **Task 7 – Pilot a FoodPlus! composting program at two multifamily dwellings**

We worked to implement composting at Sterling Meadows (51 units) and Darby Estates phase 2 (142 units). Residents were provided education at on site events and through sorting guides provided in English and Spanish. Staff provided weekly monitoring to assess waste levels and troubleshoot contamination issues.

### **Food Recovery Program July 1, 2023 – June 30, 2024**

#### **Task 1 – Recruit five to ten new businesses annually to participate in the Food Recovery Program 100% Complete**

1. Greene's Corner
2. Bry's Filipino
3. Nooksack Salmon Enhancement Association
4. Intercontinental Food Markets
5. Twin Leaf Farms
6. COA
7. Erin Baker
8. J's Kitchen
9. Maple Market
10. Cornwall Corner Store
11. GirlNDog
12. Common Threads Farm
13. Bellingham Urology Group

#### **Task 2 – Work with businesses to divert their inedible food waste to compost instead of landfills**

- FoodPlus! composting was recommended to all businesses as part of their waste assessment in Q2.
- The Port of Bellingham consulted with TZW to inform the implementation of FoodPlus! composting for their Marina Square tenants

#### **Task 3 – Recruit between two to four events with attendance of at least 75 people to divert food and organics from landfill**

We supported 12 events in reducing their waste, including organics, from the landfill:

1. Fairhaven Festival (5/29)
2. April Brews Day (4/27)
3. BIAWC Whatcom Home and Lifestyle Show (4/2)
4. Birchwood Elementary End of School Year Party (6/14)
5. Explorations Academy Spring Gala (3/27)
6. Holiday Port (12/2-3)
7. Bellingham Makers Market (11/25-26 and 12/9-10)
8. All in for Climate Week (9/30).
9. Bellingham Bay Marathon (9/24).
10. Seafeast (10/18).
11. Reefnet Festival (8/19).
12. Green Building Slam (9/24).

**Task 4 – Collect and record data**

Food Recovery Program volunteers are trained to record food recovery data into our mobile-friendly tracking site. See attached file for detailed breakdowns of food recovery by location.

**Task 5 – Survey participating entities annually in person, by phone, or electronically to assess opportunities for improvement**

Food Recovery recipients, volunteers, and donors were surveyed and results shared in quarterly reports.

**Task 6 – Promote Food Recovery Program and Squatch Food Waste brands and publicize results**

We promoted the FRP brand via:

- 31 newsletters
- 122 posts promoting FRP brand (Facebook and Instagram)
- Food Recovery Party event at Trakside Beer Garden (6/28/2024)
- Million Pounds Party at Trakside Beer Garden (9/8/2023)

**Task 7 – Manage Freedge**

- We coordinated Freedge donations and volunteers, maintained Freedge unit, and updated Freedge signage and guidelines.
- We met with stakeholders in East Whatcom County and received approval from the Whatcom County Library System to open a freedge at the North Fork Library.

# Feasibility Study

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## Whatcom County Disposal of Toxics Facility

*Prepared for:*

**Whatcom County Health and Community Services**

April 18, 2024

Project No. M0744.02.003

*Prepared by:*

Maul Foster & Alongi, Inc.

3140 NE Broadway, Portland, OR 97232

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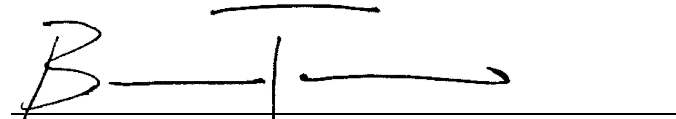
MAUL  
FOSTER  
ALONGI

# Feasibility Study

## Whatcom County Disposal of Toxics Facility

*The material and data in this report were prepared under the supervision and direction of the undersigned.*

*Maul Foster & Alongi, Inc.*

A handwritten signature in black ink, appearing to read "B. Tino", written over a horizontal line.

Brian Tino, PE  
Project Engineer

A handwritten signature in black ink, appearing to read "Erik Bakkom", written over a horizontal line.

Erik Bakkom, PE  
Principal Engineer

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## Appendixes

### Appendix A

2023 Monthly Clean Earth Invoices

### Appendix B

2022–2024 Clean Earth Contract

### Appendix C

2020 DoT Facility Insurance Policy

### Appendix D

HR Documentation

# Abbreviations

---

Clean Earth	Clean Earth Environmental Solutions
the County	Whatcom County
DoT facility	Whatcom County Disposal of Toxics Facility
Ecology	Washington State Department of Ecology
HAZWOPER	Hazardous Waste Operations and Emergency Response
HHW	household hazardous waste
HR	Whatcom County Human Resources
MFA	Maul Foster & Alongi, Inc.
MRW	moderate risk waste
RCRA	Resource Conservation and Recovery Act
recent insurance	DoT facility insurance policy that expired on June 30, 2021
SQG	small-quantity generator
Sweetser	Sweetser & Associates, Inc.
TSDF	treatment, storage, and disposal facility
WCHCS	Whatcom County Health and Community Services

# 1 Introduction

---

Maul Foster & Alongi, Inc. (MFA), and Sweetser & Associates, Inc. (Sweetser), have prepared this feasibility study report on behalf of the Whatcom County Health and Community Services (WCHCS) to evaluate the operation of the Disposal of Toxics facility (DoT facility). The goal of the evaluation is to identify opportunities for improved efficiency and continuity of staff in order to reduce the administrative burden to Whatcom County (the County), which has grown steadily over recent years. WCHCS owns the moderate risk waste (MRW) facility, i.e., the DoT facility, which is located at 3505 Airport Drive in Bellingham, Washington. WCHCS contracts with Clean Earth Environmental Solutions (Clean Earth) for facility operations and waste disposal.

The DoT facility receives and processes, and transports for disposal MRW from county residents, which is solid waste that is limited to household hazardous waste (HHW), and small quantities of hazardous waste from businesses described as small-quantity generators (SQGs). SQGs are businesses that generate less than 220 pounds of hazardous waste per month and are conditionally exempt from Washington's Dangerous Waste Regulations if they manage their wastes properly, including delivery to an approved facility. The Washington State Department of Ecology (Ecology) considers MRW to be hazardous waste that is generated in small volumes and is therefore not regulated in the same way as larger volumes of hazardous waste (Ecology 2024b). An MRW facility is a solid waste handling unit that is used to collect, treat, recycle, exchange, store, consolidate, and/or transfer MRW (WAC 173-350-100).

The DoT facility has been in operation for 23 years and has always been run by an outside contractor. Because of rising operational costs and increasing administrative burden, WCHCS is considering the transition of the DoT facility operation to the County. The contract with Clean Earth will end on December 31, 2024, and WCHCS must either solicit competitive proposals to identify a private contractor to manage and operate the facility or provide for County operation and management.

The primary objectives of this feasibility study are to:

- Assess the feasibility of transitioning the operation of the DoT facility from the current company to WCHCS management and operations.
- Evaluate the financial, operational, logistical, and legal aspects associated with the transition.
- Evaluate contractual changes for third-party operation to improve management and operation of the DoT facility.
- Summarize options and recommendations for future facility management and operations.

## 2 Existing Facility Operation

---

A summary of current operations by Clean Earth and WCHCS review and oversight has been developed in order to establish a baseline of understanding for the analysis of future options provided in Sections 4 and 5. On March 7, 2024, MFA conducted a site visit with the WCHCS environmental health supervisor to observe facility operations, including staffing, and to assess the facility assets and building condition. In addition to the site visit, MFA conducted informational interviews with WCHCS staff and reviewed the following operational records provided by WCHCS:

- Past monthly invoices
- Quarterly and annual disposal reporting to Ecology
- Existing Clean Earth contract

The level of service provided by Clean Earth that was observed during the site inspection appeared consistent with the WCHCS's requirements for operating the DoT facility. Minor organizational and housekeeping deficiencies were noted and addressed by the environmental health supervisor's oversight of the DoT facility.

### 2.1 Facility Contract and Funding

The current Clean Earth contract was originally established in 2012. The most recent amendment, signed in 2023, increased Clean Earth's annual facility operating contract to a not-to-exceed amount of \$480,000, representing an approximately 9 percent increase from the previous year. The operation of the facility is funded by Ecology's Local Solid Waste Financial Assistance Agreement and the County's Solid Waste Fund.

### 2.2 Facility Staffing and Management

The DoT facility currently operates Monday through Friday, 9 a.m. to 4 p.m., and on the first Saturday of each month, 9 a.m. to 4 p.m. Residents and small businesses bring HHW and SQG waste to a covered drop-off area for proper management.

#### 2.2.1 Clean Earth

Historically, the DoT facility has been staffed by three Clean Earth contract operation staff (one lead staff and two support staff) who screen the customers and receive and package the wastes and coordinate pickup of oil and antifreeze from satellite facilities. Clean Earth also provides off-site administrative support to the facility for recordkeeping, invoicing, and general management. Throughout 2023, Clean Earth experienced significant staff turnover at the DoT facility and operated with temporary and reduced staff for much of the last year. If needed, Clean Earth provides temporary on-call support to fill in during prolonged staff absences.

The current contract with Clean Earth specifies the following contractor responsibilities:

- Set up a billing system to collect user fees from commercial small quantity generators.

- Make material collection available to the public for reusable oil, oil-based paint, and latex paint.
- Maintain equipment used to operate the facility, including computer and phone systems, forklift and truck, other necessary equipment, and all utilities and cable /internet services associated with the DoT facility.
- Clean and wax the office floor, restroom, and hazardous waste portion of the DoT facility.
- Provide all necessary, miscellaneous, disposable items such as office materials, safety equipment and supplies, as well as all materials required for packaging the wastes.
- Maintain, service, transport, and dispose of used oil and antifreeze from the three satellite locations and used oil from the Pt. Roberts Transfer Station.
- Conduct one to two off-site collection events at various locations throughout Whatcom County,
- Provide quarterly performance reports.
- Produce the annual Ecology MRW report when required.
- Provide invoices to WCHCS for services rendered.
- Arrange recycling, treatment, and disposal of collected wastes.
- Comply with all contract provisions.

## 2.2.2 WCHCS

In addition to these contractor responsibilities, WCHCS is responsible for:

- Property taxes
- Major repairs of County-owned equipment (such as the paint-can crusher)
- Landscaping, gutter cleaning, and other grounds maintenance
- Upgrades to the facility structure, including those required by WAC 173-350-360

The environmental health supervisor provides two to four hours per week of oversight for the DoT facility, focused primarily on the facility operations. WCHCS staff have reported spending an average of nine hours each month reviewing invoices and have also observed that invoices have increased from two to more than four invoices each month. WCHCS staff have noted that invoices often contain multiple mistakes, require a significant review effort, and have multiple iterations prior to approval. The environmental health supervisor indicated that there is generally insufficient administrative support from Clean Earth resulting from corporate staffing changes made over the last two years.

## 2.3 Waste Transportation and Disposal System

The DoT facility accepts HHW from residents and hazardous waste from SQGs. HHW is accepted from residents for free, and SQGs pay a fee based on the type and quantity of waste provided for disposal.

Hazardous waste accepted at the DoT facility includes used oil and fuels, automotive products, cleaners, fluorescent lamps (up to ten bulbs per day), latex paint, lawn and garden chemicals, mercury thermometers and other devices, oil-based paint and paint products, solvents, and rechargeable batteries (not alkaline batteries).

Batteries and fluorescent lamps accepted at the DoT facility can be classified as universal waste. Universal wastes can follow a more simplified set of rules (WAC 173-303-573). In general, materials managed as universal waste can be stored for a year and do not have to be shipped with a manifest or by a hazardous waste transporter.

Waste from the DoT facility is collected by vendors and disposed of at Burlington Environmental in Kent, Washington, a Clean Earth facility, which is a licensed Resource Conservation and Recovery Act (RCRA) treatment, storage, and disposal facility (TSDF). The Burlington Environmental TSDF provides transportation, waste disposal, and recycling of RCRA-regulated hazardous and nonhazardous wastes. The following vendors have also picked up and recycled or properly disposed of hazardous wastes collected at the DoT facility.

- **Emerald Services**—Used oil and antifreeze pickup from the DoT facility and satellite locations
- **PaintCare**—Latex and oil-based architectural paints
- **Mahoney**—Cooking oil recycling (no longer accepts cooking oil from the DoT facility as of January 2024)
- **Z-Recyclers**—Metal recycling center and scrap metal facility that accepts all types of metal and lead-acid batteries
- **Eco-Lights**—Fluorescent bulbs (utilizing the LightCycle Washington program)
- **Call 2 Recycle Program**—Rechargeable batteries

Between 2020 and 2024, an average of 7,142 participants brought HHW to the DoT facility each year. Additionally, 773 participants on average brought SQG waste each year. Table 2-1 provides a summary of the average quantity of waste brought to the DoT facility each year during the last four years.

**Table 2-1. Average Annual HHW and SQG Waste**

Waste	HHW Quantity (lb)	SQG Quantity (lb)
Fluorescent Lamps	6,784	8,158
Used Oil	161,774	21,603
PaintCare	88,924	6,357
Other	210,672	33,046
<b>Total</b>	<b>468,153</b>	<b>69,164</b>

**Notes**

HHW = household hazardous waste.

lb = pounds.

SQG = small-quantity generator.

Clean Earth staff are asked to identify materials that are dropped off by HHW and SQG participants at the DoT facility that are still in usable condition and then set these materials aside in a reuse area

for residents to take home. Each year, the amount of reuse materials that are diverted from disposal ranges between 1 and 11 percent of the total materials that are collected at the facility.

## 2.4 Waste Tracking Database and Billing System

MFA was asked to evaluate the waste tracking and billing system; however, this information could not be obtained from Clean Earth. As a surrogate, MFA was provided the following information for an evaluation of the material types that are collected, how they are categorized, and how backup information is provided for invoices generated by Clean Earth:

- Nonhazardous waste manifest shipping records from the DoT facility to the designated disposal facility
- Invoices for used oil and antifreeze from Emerald Services for the DoT facility and other collection sites. These invoices list the amount of wastes collected.
- Invoices for fluorescent lamps from Eco-Lights from the DoT facility. These invoices list the number of lamps collected.

These waste tracking records are compiled into detailed records of specific waste types and dates only on an annual basis.

Quarterly reports are provided to WCHCS by Clean Earth separately for aggregated pounds received, reused, recycled, and disposed of and for totals for fixed facility and collection events for the following:

- Fluorescent lamps collected at the DoT facility from HHW and SQG participants
- Used oil and other HHW collected at the DoT facility; the amount reused, recycled, and disposed of; and the number of HHW participants
- Universal waste and paint collected at the DoT facility from HHW and SQG participants; the amount reused, recycled, and disposed of; and number of participants
- Used oil and other wastes from SQGs; the amount reused, recycled, and disposed of; and the number of SQG participants
- Used oil collection at satellite sites and the amount reused, recycled, and disposed of
- HHW received at collection events held at Pt. Roberts and Kendall locations; the amount reused, recycled, and disposed of; and the number of participants

Annual reports are required by Ecology and are prepared by Clean Earth. Separate reports must be completed for HHW and SQG. The annual reports identify the following information:

- Sponsoring agency
- Type of event
- Types of waste accepted
- Identified environmental contractor(s)
- Employee and volunteer hours
- Operating hours

- Number of participants
- Program costs detailed as employee/contractor, educational, advertising, operating, and disposal
- Waste disposal method
- Waste type and pounds

Clean Earth generates annual reports containing the above information for the following locations and categories of MRW:

- MRW Collection Events/Mobile Collections
- MRW Fixed Facility HHW
- MRW Fixed Facility SQG
- Used oil

Clean Earth has an internal tracking system that allows preparation of shipment records and the quarterly and annual reports, but a copy of this system was not provided for MFA's evaluation. It is not known if that information can be downloaded in an electronic format usable by WCHCS more often than annually.

Tracking participation and waste amounts and types on a more frequent basis, such as monthly, can facilitate an analysis of trends in managed wastes and future analysis of packaging efficiencies to evaluate costs.

## 2.5 Facility Expenses

The following expense categories outline the operational costs of maintaining the DoT facility (building and grounds) and the DoT Program (contract labor, material management, and disposal) for continued use by county residents. Clean Earth submits monthly invoices for WCHCS review and approval, including the cost of labor, disposal, vehicles and equipment, utilities, and miscellaneous supplies plus a 15 percent markup on most items as outlined in the contract. The monthly Clean Earth invoices are included as Appendix A.

### 2.5.1 Staff

Clean Earth bills WCHCS for facility staff labor on an hourly basis. In 2023, Clean Earth billed an average of 412 hours per month for the support staff. MFA understands that this monthly average may exceed the expected hours worked for two full-time equivalent support staff as a result of the staffing shortage referenced above, including after-hours satellite pickups and additional overtime. The facility lead staff was not on site for much of 2023, with invoices including lead staff time for only five months. During those five months, the lead staff was on site for an average of 159 hours per month. Hourly labor rates increased in April 2023 from \$42.00 to \$45.78 for the facility support staff for straight time, and from \$51.00 to \$55.59 for the lead staff. Monthly invoices including facility staff labor are included in Appendix A and are summarized in Table 2-2 below.

**Table 2-2. Average Hours Worked and Labor Charges**

Position	Average Monthly Hours Worked	Average Monthly Labor Charges
Support Staff	412	\$18,557
Lead Staff	159	\$8,376

**Notes**

Lead staff hours and labor charges are the average of the months during which the lead staff was present at the DoT facility.

## 2.5.2 Vendors and Subcontractors

Clean Earth currently uses the following vendors and subcontractors to support operations at the DoT facility. Charges for these services, including a 15 percent markup, are included in the Clean Earth invoices to WCHCS. Average monthly charges are summarized in Table 2-3.

**Table 2-3: Disposal Vendor Average Monthly Costs**

Waste	Average Monthly Cost
Emerald Services	\$2,014.67
Eco-Lights	\$1,434.04
PaintCare	\$0
Call 2 Recycle	\$0
<b>Total</b>	<b>\$3,448.71</b>

PaintCare and Call 2 Recycle do not charge the DoT facility for supplies, transport, or management of disposal and are reflected as a \$0 monthly cost. The associated labor for packing these materials for disposal is reflected in the hours charged for the Clean Earth DoT facility staff.

## 2.5.3 Disposal

Clean Earth charges the County for the cost of disposal of waste from the DoT facility at the TSDF consistent with the rates specified in the contract included in Appendix B of this report. The average monthly disposal cost charged to the County for the DoT facility in 2023 was \$14,587. Clean Earth bills SQGs for disposal of SQG waste and credits the County for that amount on the monthly labor invoice. Currently there is approximately \$25,000 in unpaid SQG invoices that the County has paid Clean Earth and not yet been credited.

## 2.5.4 Vehicles and Equipment

Clean Earth rents a forklift for on-site operations, such as loading drums and pallets. WCHCS is charged a monthly rate of \$823.17 for use of the equipment, which includes maintenance, repairs, and fuel.

Clean Earth owns a pickup truck with a liftgate (2008 F250), used to service remote collection sites. WCHCS is charged a monthly rate of \$790.25 by Clean Earth for use of the pickup truck, which includes service, insurance, and fuel.

A computer is used at the DoT facility to track waste disposal quantities and conduct other miscellaneous office tasks. Clean Earth includes charges for the computer in the monthly invoices with utilities.

A paint-can crusher, owned by WCHCS, is maintained at the facility.

### **2.5.5 Utilities**

Clean Earth bills WCHCS on a monthly cycle for cost, including an administrative fee, plus a 15 percent markup for utilities at the facility (water, sewer, electric, phone/internet, security, and trash). The average monthly utility bill, including the 15 percent markup, is \$1,463.38. Utility bills are included as backup documentation with the invoices for WCHCS review and are included in Appendix A of this report.

### **2.5.6 Supplies**

Clean Earth purchases the following miscellaneous supplies and bills WCHCS on a monthly cycle for the cost of the materials, plus a 15 percent markup. The Clean Earth invoices do not provide a detailed summary of supplies purchased each month. The average monthly cost for supplies in 2023 was \$921.

- Office paper
- Printer ink cartridges
- Postage
- Envelopes
- Hazardous waste reference materials
- Minor can crusher maintenance
- Disposable personal protective equipment
- Respirator cartridges
- Testing equipment
- Spill supplies
- Paint processing disposables
- Tarps, tape
- Drum dollies and grabbers
- Computer and software services

## **2.6 Facility Insurance Coverage**

MFA and Sweetser reviewed the DoT facility insurance policy provided to the WCHCS (see Appendix C) that expired on June 30, 2021 (recent insurance). Because the contract term has been extended multiple times, the minimum insurance required by the County has not been adjusted. The insurance coverage requirements for the DoT facility outlined in the contract specify the following:

- Property damage per occurrence: \$500,000
- General liability and property damage for bodily injury: \$1,000,000
- Workers' compensation that indemnifies the County
- Provisions for defense and liability holding the County harmless

Clean Earth issued a certificate of insurance to demonstrate coverage as required by the contract. The coverage issued in both 2012 and 2020 exceeded the required levels of insurance and satisfied the types of coverage required. However, it is noted that umbrella coverage and Contractor's Professional and Pollution Liability were provided with the 2012 certificate but were not included in the recent insurance certificate issued on August 17, 2020.

The cost for the recent insurance coverage was not included in the monthly invoices.

## 3 Ongoing Facility Operations Management

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Baseline information related to future operations of the DoT facility is necessary in order to evaluate various operational structures. MFA's evaluation of ongoing facility operations includes an analysis of the projected disposal quantities to determine if the DoT facility is likely to provide sufficient capacity for continued county use. Per discussion with WCHCS, the following sections describe a model of staffing the DoT facility that has previously achieved a high level of autonomy and that is likely to maintain the desired level of service. The staffing model is applicable to a County-operated facility or can serve as a description of the desired operation for future contract operators.

### 3.1 Facility Capacity

MFA tabulated the quantity of HHW and SQG waste collected at the facility and collection events over the last four years to conduct a preliminary evaluation of disposal trends and to determine the anticipated level of service needed to continue providing HHW and SQG waste collection service to county residents. The total waste collected increased from 348,066 lb in 2020 to 650,684 lb in 2023 for an average annual increase of 25 percent (see Table 3-1). The total number of participants ranged from 5,705 in 2020 to 10,966 in 2022 and fell to 9,432 in 2023.

Throughout the history of the DoT Program, WCHCS has identified opportunities to manage increasing volumes of HHW and SQG waste within the existing facility footprint. Historically, the private contractor, under direction from WCHCS, has modified waste packaging procedures to reduce staff labor time and improve waste handling efficiency. More frequent vendor pickups may be scheduled to accommodate the increased collection and prevent an excess of waste stored at the facility.

**Table 3-1. Total HHW and SQG Waste Collected at the DoT Facility 2020–2023**

Waste	2020 (lb)	2021 (lb)	2022 (lb)	2023 (lb)	Average Annual Increase
<b>DoT Facility</b>					
HHW	234,010	368,276	475,679	511,708	31%
SQG	52,451	64,588	74,182	85,436	18%
<b>Event and Satellite Locations</b>					
HHW	61,605	74,660	97,633	53,540	2%
<b>Total</b>	<b>348,066</b>	<b>507,497</b>	<b>647,494</b>	<b>650,684</b>	<b>25%</b>

**Notes**

HHW = household hazardous waste.

lb = pounds.

SQG = small-quantity generator.

## 3.2 Facility Staffing Roles and Responsibilities

According to interviews with WCHCS and Clean Earth staff, and consistent with similar sized facilities on the west coast, the preferred staffing model for operation of the DoT facility includes three on-site personnel, consisting of one lead staff and two support staff, combined with off-site administrative and management support.

The following roles and responsibilities are based on industry standards for typical MRW facilities. Existing County functions for maintaining the building and grounds for the existing DoT facility are excluded from this evaluation, since their role is unchanged under either model.

### Facility Support Staff (Environmental Technician 1)

The primary responsibility of facility support staff is to receive waste from MRW customers; properly identify the waste; and then sort, pack, bulk, and transport the waste per applicable federal, state, and local laws and regulations. Facility support staff perform general labor including facility setup, cleanup, closure, maintenance, inventory, routine inspections to maintain compliance, and safe operation of equipment such as forklifts. Facility support staff also transport wastes from collection events as required and respond appropriately to spills and releases of hazardous wastes by either performing containment and cleanup or activating emergency response protocols. Facility support staff are required to receive all state, federal, and site-specific training to perform their responsibilities. Staff are required to perform related duties in compliance with regulatory and operational requirements, including all applicable safety practices.

Facility support staff must communicate effectively in English and read and interpret labels, specifications, regulations, and related material. Staff must be capable of lifting and carrying up to 75 pounds. One year of equivalent hazardous waste experience and 24-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certification are required. Any combination of equivalent experience and/or education can be provided to demonstrate the required knowledge and training.

### Facility Lead Staff (Environmental Technician 2)

The facility lead staff performs all the duties of the support staff as well as overseeing their activities in compliance with safety requirements and operational parameters. The lead staff oversees the classification of wastes into the appropriate hazard class and tests and verifies unknown wastes. Other duties include overseeing shipments and preparing reports. The lead staff is the primary liaison between WCHCS and customers. The facility lead staff reports to management on DoT facility operations.

### Administrative Support and Management Staff

Off-site administrative staff is necessary to support operations at the DoT facility, including invoicing for SQGs and waste management subcontractor invoice review. Oversight of the DoT facility is provided by the environmental health supervisor to ensure that the provisions of the contract are being met, that the DoT facility is generally in compliance with the facility operations plan, and that there is technical support for waste identification and management.

### On-Call Support

In the event of an extended absence of full-time facility staff, a readily accessible source of temporary labor must be available to provide staff support. Temporary staff must be able to perform the facility support staff responsibilities outlined above under the direction of regular DoT facility staff. Training and experience requirements are the same: 24-hour HAZWOPER certification is required, although the requirement for one year of experience may be waived so long as direct supervision of all waste handling activities is provided by the lead staff.

## 3.3 Other County-Operated MRW Facilities

In support of the evaluation, MFA interviewed managers of three county-operated MRW facilities (Snohomish, Skagit, and Kitsap Counties). MFA inquired about how each county staffs their MRW facility to provide a viable framework for the County to evaluate.

### 3.3.1 Snohomish County Staffing

Snohomish County is run by five staff members. There is one facility lead/supervisor, a senior facility technician, and three facility technicians. The supervisor is located off site at Snohomish County's administration office, but the county is working to hire a supervisor to be on site full time.

**Invoicing and Administration:** Snohomish County's planning team assists with grant administration, reporting, contract and bid development, and community outreach projects. An MRW specialist collects invoices, places orders, and tracks data for compliance reports. The MRW specialist sends the invoices to the accounts payable staff member on Snohomish County's administration team. They also have scale automation software that tracks residential paint and SQG fees. The MRW facility specialist spends about two to three hours per day on administration tasks, not including project management time for MRW facility activities.

**Training:** Full-time MRW facility staff need to have the initial 40-hour HAZWOPER training and the annual eight-hour refresher. Full-time staff are under medical monitoring and must pass a respirator fit test. Snohomish County noted that hiring staff with MRW training is challenging, and they are in the process of developing a promotional ladder to help with retention of staff with specialized training.

**Coverage:** Snohomish County's solid waste division provides safety training that enables solid waste staff to step in to partially cover tasks at the facility under the direction of MRW facility staff when there is a need to cover duties.

**Additional Contracted Services:** The janitorial service provider for Snohomish County also cleans the MRW facility.

### 3.3.2 Skagit County Staffing

Two staff members run the Skagit County MRW facility, which is part of a larger transfer station. One staff member is a Skagit County employee and the other is a chemist working through a contract with Clean Harbors.

**Training:** One staff member has HAZWOPER and North American Hazardous Materials Management Association training for identifying unknown chemicals. Skagit County also has two transfer stations for garbage and recycling; these have self-serve stations for antifreeze, motor oil, and batteries and do not require continual attendance by staff.

**Invoicing and Administration:** The staff at the Skagit County MRW facility receive the invoices and code and route them to an accounting team with the Public Works Department. One staff member on the public works team is responsible for all of the cash reconciliation for the transfer station. This staff member provides invoicing services for other Skagit County departments as well.

**Additional Contracted Services:** The janitorial service provider for Skagit County also cleans the MRW facility and performs some building maintenance tasks.

### 3.3.3 Kitsap County Staffing

Kitsap County has six full-time staff, made up of one supervisor and five technicians, to run their MRW facility.

**Training:** At minimum, staff are required to have 24-hour HAZWOPER certification. Most staff have 40-hour certification.

**Invoicing and Administration:** Kitsap County has a team of utility billing specialists who are tasked with invoicing and billing for the MRW facility as well as utility billing. One member of this team dedicates 75 percent of their time to MRW facility tasks. Currently, invoices and bills for the MRW facility are tracked in an Access database, but Kitsap County is considering using Paradigm, which is already used for other transfer station tasks, and is also considering using ReTrac, which they already use for data management in other county departments.

**Coverage:** Although a shortage of facility staff is rare, Kitsap County may use staff from the utilities maintenance crew to fill in for some tasks. The vendor contract also allows for technical assistance to cover longer-term staff shortages.

**Additional Contracted Services:** Kitsap County's facilities maintenance team provides janitorial services and contract services for pest control and fire suppression system services.

# 4 County Operation of MRW Facility

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This section outlines the proposed staffing structure for County operation of the facility, as well as an evaluation of the anticipated costs.

## 4.1 Facility Staffing

MFA interviewed a member of the Whatcom County Human Resources (HR) department to evaluate the process for incorporating the existing DoT facility staff into WCHCS staffing infrastructure. The County HR department is familiar with the process as a result of recently undergoing a similar process for adding staff to the County medical examiner's office and have documented the process in an outline (see Appendix). Appendix D includes an evaluation of the roles and responsibilities of the facility staff, along with a comparison to existing County positions, and a determination of the analogous grades and appropriate salary ranges. If adding the DoT facility to the County were to be approved, HR would draft official job descriptions for the lead and support staff, engage the applicable union to inform them of the new classifications, and begin bargaining consistent with existing environmental health contract and union procedural rules. The new positions must first be posted internally to existing union members and then externally to the general public. HR anticipates that the staffing process may take between three to four months to complete.

## 4.2 Waste Transportation and Disposal System

Hazardous waste that is collected at the DoT facility must be transported by a waste service provider and managed at an approved facility. While there are options for transportation and disposal vendors around the state, the TSDf operated by Clean Earth in Kent, Washington, is the vendor that would mostly likely be used by the operator of the DoT facility given its proximity, disposal costs, and the capability to offer both transportation and disposal services (Ecology 2024a).

## 4.3 Waste Tracking Database and Billing System

If WCHCS were to operate the DoT facility, a waste tracking database and billing system would have to be developed. The following would be the primary functions of the system:

- Track materials that are received from residents and SQGs.
- Log materials that are packaged for transport.
- Generate shipping manifests for materials that are to be removed from the facility.
- Track SQG customer information.
- Generate invoices for SQG customers by materials that are received.
- Generate periodic material reports (monthly, quarterly, annually) for evaluation and reporting.

MFA recommends reviewing the capabilities of existing County utility billing systems to determine if existing software packages can be upgraded to accommodate the information required by WCHCS.

The County should also evaluate other off-the-shelf inventory tracking and billing systems for their compatibility with the type of information needed for this study and the ability of the systems to fit within County data systems/structures. As a last option, the County can develop stand-alone database systems to address its specific needs.

If WCHCS assumes operation of the DoT facility, the County should request a copy of the existing QuickBooks database or, if unavailable, data table/output files from the database summarizing resident and SQG participation, current inventory, and status of the materials remaining in the facility at the time of transfer. If Clean Earth is unable to provide this information, the previous quarterly and annual reports can be compiled into one new database or spreadsheet for ongoing County use.

## 4.4 Facility Operations Cost Assessment

The following sections provide a summary of the current facility operational expenses that are anticipated to be paid directly by WCHCS. The cost information described here is presented in Section 6.1. In many cases the current average monthly charges on the Clean Earth invoices, excluding the 15 percent markup, represent an accurate estimate of future expenses for ongoing operation.

### 4.4.1 Staff Compensation

After review of the draft roles and responsibilities outlined above, HR evaluated the potential union salary ranges for the Environmental Technician I and II positions; results are shown in Table 4-1. A full summary of the expected hourly rates is included in Appendix D.

**Table 4-1: Facility Staff Compensation**

Position	Hourly Wages		Health & Welfare		Retirement
	PROTEC 17 Union	Teamsters Union	PROTEC 17 Union	Teamsters Union	Both Unions
Environmental Technician I	\$25.02– \$34.58	\$21.89– \$37.50	\$9.24	\$9.25	\$17.52% + \$0.35/hour
Environmental Technician II	\$27.30– \$37.67	\$24.74– \$41.92			

The facility staff are anticipated to bill an average of 160 hours per person per month, with three full-time equivalent employees at the facility (two Environmental Technician I and one Environmental Technician II). In the PROTEC 17 labor union, considering the above, a fully staffed facility is anticipated to cost between \$19,952 and \$25,497 per month; if workers are assigned to the Teamsters labor union, a fully staffed facility cost will range between \$18,299 and \$27,400 per month. Existing WCHCS and County staff are anticipated to provide administrative and management support for the DoT facility in their current roles at no additional charge to the County.

### 4.4.2 Vendors and Subcontractors

As discussed in Section 4.2 above, it is anticipated that the current level of vendor and subcontractor transportation and disposal service is both effective and cost-competitive. It is anticipated that WCHCS will continue to use the existing vendors and subcontractors at monthly rates similar to the current operation, without the markup.

### 4.4.3 Vehicles and Equipment

This evaluation assumes that WCHCS will need to purchase its own truck and forklift for continued use at the facility. Assuming a 2025 date for purchase, the County Public Works Equipment Services department estimates an F150 Crew Cab 4x4 with the 6.5-ft bed will cost approximately \$75,000, including the purchase of the vehicle and all make-ready costs that may be associated with it. The estimated purchase price and associated costs for the forklift come to approximately \$45,000. Consistent with the County's process for annualizing capital expenditures over the vehicle's expected eight-year service life, these costs represent \$8,906 and \$5,344, respectively, per year with a 5 percent residual value at the end of this period.

Additionally, WCHCS charges an equipment rental and revolving fund rate for each piece of equipment in its fleet, including for maintenance, replacement, and any expected major repairs during the vehicle's life cycle. It does not cover any accidental damage or misuse. The County Public Works Equipment Services department estimates \$1,300 a month for the truck and \$600 for the forklift.

The County will need to purchase new computers and a phone for the DoT facility. The County IT department estimates that the computers will cost approximately \$1,500 and the monthly phone charges will be approximately \$80.

### 4.4.4 Utilities

Costs are expected to remain similar for utilities (water, sewer, electric, and trash), as operations at the facility are not anticipated to change in a way that would impact utility usage. Under County operation, utility costs would no longer include a 15 percent contractor markup.

### 4.4.5 Supplies

Costs are expected to remain similar to current conditions without the 15 percent contractor markup.

## 4.5 Facility Insurance Coverage

Sweetser evaluated the recent insurance coverage, compared it with similar facilities on the west coast, and determined that the DoT facility may continue to operate with the insurance coverage that is similar to what Clean Earth currently provides under the contract, but additional Pollution Liability insurance is recommended. The following insurance coverage is recommended as a minimum based on commercial operations. The County's risk manager is encouraged to consider the risks and liabilities associated with operations at the DoT facility in order to establish appropriate municipal coverage.

- Commercial General Liability: \$5,000,000 per occurrence
- Automobile Liability: \$5,000,000 combined single limits
- Workers' Compensation and Employers' Liability: \$3,000,000
- Pollution Liability: \$5,000,000 per occurrence

## 4.6 County Operation Summary

The primary advantage for WCHCS to operate the DoT facility is to maintain direct control of the operations, which may increase the dependability of routine administration of the program. By internalizing the cost of operating the DoT facility, County operational control would also help in stabilizing staff so that there can be an investment in training and the growth of professional knowledge. More direct management of the day-to-day operations would also allow the DoT facility staff to take a larger role in generating reports, evaluating trends, and monitoring changes in material regulations.

County operation of the DoT facility would increase the environmental health supervisor's time commitment to accommodate additional managerial responsibilities. The burden would be mitigated somewhat by employing a facility lead staff (Environmental Tech II) who is charged with certain managerial duties that support the operations and data needs responsibilities of the environmental health supervisor. The County would also need to anticipate providing additional time in administering contracts with management and disposal facilities. Invoices for supplies and the four existing subcontractors would be likely to require a similar amount of time in the first year as contracts and invoicing procedures are established.

The disadvantage would be the need to establish a separate and parallel infrastructure and the need to hire enough staff to fully operate the DoT facility. Contractual arrangements with an HHW contractor will be needed for at least transportation and disposal of waste and potentially for supplemental facility staffing. WCHCS will be required to develop the administrative infrastructure to support the DoT facility. Typical needs include:

- Development and maintenance of an appointment system if that is desired.
- Maintenance of facility records, including medical, training, and shipment records.
- Development of a waste tracking and billing system to track costs, pay accounts, and invoice customers.
- Employee training will also be required to maintain current knowledge of the regulatory requirements, which usually involves training sessions and membership in organizations.

# 5 Contractor Operation of MRW Facility

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Contractor operation is anticipated to look largely the same as described in Section 2 of this evaluation. WCHCS oversight, invoice and contract management, and interaction with corporate staff and on-site technicians may be improved by revising the existing contract language and conducting an open, competitive contractor selection process. A competitive selection process is more likely to result in accurately identifying market costs for material management and to provide the most efficient staffing.

## 5.1 Facility Staffing and Contract Administration

The respondent will be required to identify the proper staffing consistent with the recommended roles and responsibilities outlined in Section 3.2 above, as well as meeting the minimum staffing expectations. The contractor will be required to provide sufficient off-site administrative support to ensure that invoices are prepared accurately and require minimal WCHCS review. Contract incentives/disincentives can be evaluated for enhanced focus on achieving various contract requirements. One example would be to identify an appropriate County processing fee based on the average effort for each resubmittal of an operations contractor invoice (or second or third submittal depending on what Jennifer Martinez says is acceptable). It was reported that reevaluation of invoices typically requires four hours of work by the County's contract administrator.

### 5.1.1 Contractor Staff Compensation

Consistent with the anticipated level of service and standard DoT facility hours of operation, it is expected that the three full-time staff will bill an average of 160 hours each per month, for a total monthly invoice of \$14,650 for the two support staff and \$8,894 for the lead staff.

## 5.2 Contract Recommendations

WCHCS should consider developing additional contract language that addresses, at a minimum, the shortcomings of the current operations contract. The following contract terms should be considered for inclusion:

- Ahead of the bid, prepare a clear scope of work description that shows the functions in the DoT facility and the desired levels of management.
- Define minimum staffing for daily and peak times.
- Clearly define staff roles/responsibilities, including facility staff, management, and administration. Also describe the interaction between WCHCS and the contractor.
- Define allowable invoicing procedures—such as maximum number of invoices per month, required invoice backup documentation, and defined unit rates with expense codes for each commodity.
- Define the process for requesting annual updates to the contract rate sheet.
- Define the process for requesting new material types/units and associated rates.
- Define the process for requesting County approval for changes from the facility operations plan, including facility layout and waste handling and disposal procedures.
- Define disincentives for consistent noncompliance with invoicing requirements, such as a County processing fee for resubmitted invoices or an hourly fee for County involvement in routine support to businesses beyond a specific baseline.
- Define incentives for maintaining strong compliance with County values—such as a contractor bonus for retention of staff, consistently meeting training goals, consistent implementation of industry best practices for managing materials, increases in reuse of collected materials, or general housekeeping.

## 5.3 Facility Insurance

The County should evaluate several changes to the insurance requirements that are defined in an updated contract. In the future, extension of a contract should also trigger an evaluation and update of the insurance requirements for the new term of the contract.

- Reinstatement of the Professional and Pollution Liability coverage.
- Add Umbrella coverage to provide coverage beyond liability limits on existing policies.
- Expand the Additionally Insured provisions.
- Identify the County as primary coverage that holds the insurer immediately liable upon a covered event rather than secondary coverage that pays out after primary insurance has been paid.
- Require that insurance coverage be maintained throughout the agreement or that it extend beyond the agreement for a period following termination of the agreement (e.g., six months) for activities conducted during the agreement.
- Add language that certificates and endorsements shall be signed by a person authorized by the insurers to bind coverage on their behalf.
- Require the subcontractor to provide the same levels of insurance or be included as additionally insured by the contractor.
- Require that insurance coverage be provided by companies with specific financial ratings as determined by a standard accepted rating system such as AM Best's with a rating of A++ or higher.

Because the contractor is responsible for routine handling of hazardous materials, i.e., materials with significant negative effects if released into the environment, the contractor's pollution liability policy is a matter of high importance. The County should determine if the required coverage matches the County's current coverage requirements for similar types of services.

It is recommended that the following insurance coverage, as a minimum, be required from the contractor. The County's risk manager is encouraged to consider the risks and liabilities associated with overseeing operations at the DoT facility in order to establish appropriate municipal coverage.

- Commercial General Liability: \$5,000,000 per occurrence
- Automobile Liability: \$5,000,000 combined single limits
- Workers' Compensation and Employers' Liability: \$3,000,000
- Pollution Liability: \$5,000,000 per occurrence

## 5.4 Private Contractor Operation Summary

Continuing the current arrangement of the contractor operating the DoT facility represents the lowest administrative burden and would be most easily adjusted since the operating procedures, transportation and disposal agreements, supply contracts, and reporting infrastructure are already defined. Significant attention should be paid to the County's desired organizational structure and contract interactions in order to address problems with the current arrangement.

## 6 Summary

For 23 years, the DoT Program has been effectively providing county residents with an accessible option for disposing of HHW and SQG waste. However, recent increases in operational costs have led the WCHCS to consider transitioning operation of the facility to County management. The costs under contract operation versus County operation have been compiled and are presented below.

### 6.1 Cost Analysis

MFA reviewed monthly invoices for January through October 2023, provided by the WCHCS, as well as cost documentation from the HR department and the County Public Works Equipment Services department to determine the average monthly costs for operating the DoT facility. These average monthly costs were then used to extrapolate an anticipated annual cost for typical DoT facility operation to allow for a fair comparison between both future operating scenarios. Table 6-1 summarizes the estimated annual costs associated with operating the facility. MRW disposal, insurance, and general DoT facility maintenance were not included in this comparison because those costs are anticipated to be the same for either operating scenario.

**Table 6-1: Average Annual Facility Cost Comparison of County and Private Contractor Operation**

Description	County	Private Contractor
<b>Upfront Capital Expenses</b>		
<b>Vehicles and Equipment</b>		
Truck	\$75,000	--
Forklift	\$45,000	--
Computers	\$1,500	--
<b>Total</b>	<b>\$121,500</b>	<b>--</b>
<b>Ongoing Facility Expenses</b>		
<b>Facility Staffing<sup>(a)</sup></b>		
Support Staff	\$142,107-\$212,551	\$175,795
Lead Staff	\$77,184-\$116,249	\$106,733
<b>Vendors and Subcontractors<sup>(b)</sup></b>	<b>\$35,177</b>	<b>\$41,385</b>
<b>Vehicles and Equipment<sup>(c)</sup></b>		
Truck	\$15,600	\$9,248
Forklift	\$7,200	\$9,633
<b>Utilities<sup>(b)</sup></b>	<b>\$16,006<sup>(d)</sup></b>	<b>\$17,561</b>
<b>Supplies<sup>(b)</sup></b>	<b>\$9,397</b>	<b>\$11,056</b>
<b>Total</b>	<b>\$301,972-\$411,181</b>	<b>\$412,080</b>

<sup>(a)</sup>Staff annual cost for County operation is calculated using the anticipated range of union hourly rates. Total compensation reported includes hourly rate and all benefits. Annual cost for private contractor operation reflects current Clean Earth hourly rates and the standard anticipated total monthly hours (160 hours per person).

<sup>(b)</sup>Costs are calculated to be the same as the private contractor costs, excluding the 15 percent markup.

<sup>(c)</sup>Annual vehicle costs represent the equipment rental and revolving fund rate, including maintenance, replacement, and major repairs.

<sup>(d)</sup>Monthly phone charges (\$80) are included with other DoT facility utilities.

## 6.2 Operations Comparison

A comparison of County and private contractor operation of the facility is presented in Table 6-2. As discussed in Section 2.2.1 above, there have been recurring challenges with Clean Earth staffing, including difficulty hiring and providing a stable workforce for the DoT facility. The following comparison recognizes improvements in operation of the DoT facility under a private contractor and reflects the recommended changes in contract language outlined in Section 5.2.

**Table 6-2: Comparison of County and Private Contractor Facility Operation**

Description	County	Private Contractor
<b>Facility Operations</b>		
Waste Processing, Transportation, and Disposal	+ Direct control with incentive to maximize packaging efficiency.	- Contracted with limited control and no incentive to maximize packaging efficiency.
	o Need to establish arrangements with disposal facilities, usually through transporter.	+ Already own or contracted transporters and facilities relationships.
	o County maintains responsibility for packaged waste.	+ Contractor assumes responsibility for packaged waste
Long-term liability	o County maintains liability due to County packaging of materials.	+ Jurisdiction maintains CERCLA liability, but contractor assumes primary contractual liability.
SQG Acceptance	- Limited familiarity with unusual waste types.	+ Familiarity with existing business wastes classification and acceptance.
	- County needs to establish process for receiving payments.	+ Established billing and payment system.
	+ Greater control over collection of payments from SQGs.	- Limited incentive to collect payments from SQGs to credit the County.
<b>Facility Staffing</b>		
Support Staff	- Limited pool of trained staff and may be difficult to replace.	+ Hiring practices are more flexible; staff and/or temporary labor may be more readily available.
	+ Direct control over level of training.	- Staff training may not be as robust and may require County verification.
	+ Longevity is more likely due to competitive union benefits.	- Higher level of turnover in staff is expected.
Staff Supervision	+ Direct supervision of operations.	- Limited oversight of operational staff.
Administrative	- County personnel must attend to other responsibilities and have limited current availability.	+ Regular invoicing with administrative staff positions identified in the contract.
	o County to review invoices and address errors from subcontract firms.	+ County reviewer identifies invoice errors and contractor must address with subcontractors.
Contractual Oversight	+ Internal management of contractual oversight.	- Requires contractual oversight of operations and invoicing.

Description	County	Private Contractor
Training	◦ External training required but is readily available.	+ May have in-house training program or send staff to external training company.
Cost	◦ County union contract	+ Market rate, which may include union labor rates and terms.
<b>Vehicles and Equipment</b>	- County will need to purchase and include capital expenses and ongoing maintenance costs in their annual budget	+ Contractor will provide a suitable truck and forklift (either owned by the contractor or leased/rented) and charge WCHCS a monthly rate plus markup.
<b>Utilities</b>	+ Utilities will be billed directly to WCHCS with no markup.	- Utilities will be included on the contractor invoice with a markup.
<b>Supplies</b>	+ May have quantity discounts.	- May be above market rate.

**Notes**

- + Positive condition
- Negative condition
- Neutral condition

### 6.3 Recommendation

For the two scenarios that were evaluated, and as shown in Table 6-1 above, the costs are relatively comparable for each operations scenario.

For private contractor operation of the DoT facility, the County is encouraged to review the contract language and add details to describe the desired operation and contract communications and the required backup documentation. Updates to the insurance terms are necessary to ensure a level bidder pool. Collecting new proposals for operation of the DoT facility may also cause the existing contractor to evaluate their administrative systems to achieve the contract requirements.

Direct control of the DoT facility under County operation provides the opportunity to ensure high-quality management with support from County personnel at all levels of the facility staffing structure and added benefits of improved employee retention and site-specific training. It is important to recognize that County operation will require an initial period with an increased level of effort from existing WCHCS staff involved in facility administration, invoicing, and management.

# References

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Ecology. 2024a. "Hazardous waste service providers." Accessed April 8, 2024.

<https://ecology.wa.gov/regulations-permits/guidance-technical-assistance/dangerous-waste-guidance/dispose-recycle-or-treat/hazardous-waste-service-provider#choose>

Ecology. 2024b. "Household hazardous waste & moderate risk waste." Accessed April 8, 2024.

<https://ecology.wa.gov/waste-toxics/community-waste-toxics/household-hazardous-waste-mrw#:~:text=Household%20hazardous%20waste%20%E2%80%94%20pesticides%2C%20paints,hazardous%20waste%20generated%20by%20businesses>

# Limitations

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The services undertaken in completing this report were performed consistent with generally accepted professional consulting principles and practices. No other warranty, express or implied, is made. These services were performed consistent with our agreement with our client. This report is solely for the use and information of our client unless otherwise noted. Any reliance on this report by a third party is at such party's sole risk.

Opinions and recommendations contained in this report apply to conditions existing when services were performed and are intended only for the client, purposes, locations, time frames, and project parameters indicated. We are not responsible for the impacts of any changes in environmental standards, practices, or regulations subsequent to performance of services. We do not warrant the accuracy of information supplied by others, or the use of segregated portions of this report.

# Appendix A

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## 2023 Monthly Clean Earth Invoices



MAUL  
FOSTER  
ALONGI

The Monthly Clean Earth Invoices may be provided by the County upon request.

# Appendix B

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## 2022–2024 Clean Earth Contract



MAUL  
FOSTER  
ALONGI





**WHATCOM COUNTY:**

**Recommended for Approval:**

*Frank M. Allen* 11/20/2012  
Department Director Date

**Approved as to form:**

*Daniel L. Gibson* 11/19/12  
Prosecuting Attorney Date

**Approved:**

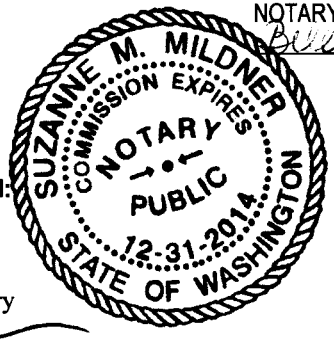
Accepted for Whatcom County:

By: *[Signature]*  
Jack Louws, Whatcom County Executive

STATE OF WASHINGTON )  
 ) ss  
COUNTY OF WHATCOM )

On this 5<sup>th</sup> day of December, 2012, before me personally appeared Jack Louws, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

*Suzanne M. Mildner*  
NOTARY PUBLIC in and for the State of Washington, residing at  
*Bellingham* My commission expires 12-31-14



**CONTRACTOR INFORMATION:**

Burlington Environmental, LLC  
Josh M. McMorrow, Secretary  
*[Signature]*

Address:  
5151 San Felipe, Suite 1600  
Houston, TX 77056

Mailing Address:  
Same

Contact Name: Glenn Dillman  
Contact Phone: 425-204-7120  
Contact FAX: 425-204-7164  
Contact Email: Glen.Dillman@PSCNow.com

## GENERAL CONDITIONS

### **Series 00-09: Provisions Related to Scope and Nature of Services**

#### 0.1 Scope of Services:

The Contractor agrees to provide to the County services and any materials as set forth in the project narrative identified as Exhibit "A", during the agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.

### **Series 10-19: Provisions Related to Term and Termination**

#### 10.1 Term:

Services provided by Contractor prior to or after the term of this contract shall be performed at the expense of Contractor and are not compensable under this contract unless both parties hereto agree to such provision in writing. The term of this Agreement may be extended by mutual agreement of the parties; provided, however, that the Agreement is in writing and signed by both parties.

#### 10.2 Extension:

The duration of this Agreement may be extended by mutual written consent of the parties, depending on performance results and funding availability, for a period of up to three years at a time, and for a total of no longer than nine years.

#### 11.1 Termination for Default:

If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. mail, first class postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. Termination shall be effective upon Contractor's receipt of the written notice, or within three (3) days of the mailing of the notice, whichever occurs first. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract until all work called for has been fully performed. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

#### 11.2 Termination for Reduction in Funding:

In the event that funding from State, Federal or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement, and prior to its normal completion, the County may summarily terminate this Agreement as to the funds withdrawn, reduced, or limited, notwithstanding any other termination provisions of this Agreement. If the level of funding withdrawn, reduced or limited is so great that the County deems that the continuation of the programs covered by this Agreement is no longer in the best interest of the County, the County may summarily terminate this Agreement in whole, notwithstanding any other termination provisions of this Agreement. Termination under this section shall be effective upon receipt of written notice as specified herein, or within three days of the mailing of the notice, whichever occurs first.

#### 11.3 Termination for Public Convenience: Not Applicable

### **Series 20-29: Provisions Related to Consideration and Payments**

#### 20.1 Accounting and Payment for Contractor Services:

Payment to the Contractor for services rendered under this Agreement shall be as set forth in Exhibit "B." Where Exhibit "B" requires payments by the County, payment shall be based upon written claims supported, unless otherwise provided in Exhibit "B," by documentation of units of work actually performed and amounts earned, including, where appropriate, the actual number of days worked each month, total number of hours for the month, and the total dollar payment requested, so as to comply with municipal auditing requirements.

Unless specifically stated in Exhibit "B" or approved in writing in advance by the official executing this Agreement for the County or his designee (hereinafter referred to as the "Administrative Officer") the County will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract. Where required, the County shall, upon receipt of appropriate documentation, compensate the Contractor, no more often than monthly, in accordance with the County's customary procedures, pursuant to the fee schedule set forth in Exhibit "B."

21.1 Taxes:

The Contractor understands and acknowledges that the County will not withhold Federal or State income taxes. Where required by State or Federal law, the Contractor authorizes the County to withhold for any taxes other than income taxes (i.e., Medicare). All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accordance with the applicable IRS regulations. It is the responsibility of the Contractor to make the necessary estimated tax payments throughout the year, if any, and the Contractor is solely liable for any tax obligation arising from the Contractor's performance of this Agreement. The Contractor hereby agrees to indemnify the County against any demand to pay taxes arising from the Contractor's failure to pay taxes on compensation earned pursuant to this Agreement.

The County will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Contractor must pay all other taxes, including, but not limited to, Business and Occupation Tax, taxes based on the Contractor's gross or net income, or personal property to which the County does not hold title. The County is exempt from Federal Excise Tax.

22.1 Withholding Payment:

In the event the County's Administrative Officer determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the Administrative Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than 10 days after it determines to withhold amounts otherwise due. A determination of the Administrative Officer set forth in a notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provisions of the Disputes clause of this Agreement. The County may act in accordance with any determination of the Administrative Officer which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount so paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Contractor by reason of good faith withholding by the County under this clause.

23.1 Labor Standards:

The Contractor agrees to comply with all applicable state and federal requirements, including but not limited to those pertaining to payment of wages and working conditions, in accordance with RCW 39.12.040, the Prevailing Wage Act; the Americans with Disabilities Act of 1990; the Davis-Bacon Act; and the Contract Work Hours and Safety Standards Act providing for weekly payment of prevailing wages, minimum overtime pay, and providing that no laborer or mechanic shall be required to work in surroundings or under conditions which are unsanitary, hazardous, or dangerous to health and safety as determined by regulations promulgated by the Federal Secretary of Labor and the State of Washington.

**Series 30-39: Provisions Related to Administration of Agreement**

30.1 Independent Contractor:

The Contractor's services shall be furnished by the Contractor as an independent contractor, and nothing herein contained shall be construed to create a relationship of employer-employee or master-servant, but all payments made hereunder and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent contractor.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Exhibit "B" and the Contractor is not entitled to any benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, or any other rights or privileges afforded to employees of the County. The Contractor represents that he/she/it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract to the Internal Revenue Service, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

Contractor will defend, indemnify and hold harmless the County, its officers, agents or employees from any loss or expense, including, but not limited to, settlements, judgments, setoffs, attorneys' fees or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph.

30.2 Assignment and Subcontracting:

The performance of all activities contemplated by this agreement shall be accomplished by the Contractor. No portion of this contract may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of the County.

30.3 No Guarantee of Employment:

The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.

31.2 Patent/Copyright Infringement: Not Applicable

32.1 Confidentiality:

The Contractor, its employees, subcontractors, and their employees shall maintain the confidentiality of all information provided by the County or acquired by the Contractor in performance of this Agreement, except upon the prior written consent of the County or an order entered by a court after having acquired jurisdiction over the County. Contractor shall immediately give to the County notice of any judicial proceeding seeking disclosure of such information. Contractor shall indemnify and hold harmless the County, its officials, agents or employees from all loss or expense, including, but not limited to, settlements, judgments, setoffs, attorneys' fees and costs resulting from Contractor's breach of this provision.

33.1 Right to Review:

This contract is subject to review by any Federal, State or County auditor. The County or its designee shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the Administrative Officer or by the County Auditor's Office. Such review may occur with or without notice and may include, but is not limited to, on-site inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for three (3) years after contract termination, and shall make them available for such review, within Whatcom County, State of Washington, upon request. Contractor also agrees to notify the Administrative Officer in advance of any inspections, audits, or program review by any individual, agency, or governmental unit whose purpose is to review the services provided within the terms of this Agreement. If no advance notice is given to the Contractor, then the Contractor agrees to notify the Administrative Officer as soon as it is practical.

34.1 Proof of Insurance:

The Contractor shall carry for the duration of this Agreement general liability and property damage insurance with the following minimums:

Property Damage per occurrence - \$500,000.00

General Liability & Property Damage for bodily injury- \$1,000,000.00

A certificate of such insurance is attached hereto as Exhibit "C".

34.2 Industrial Insurance Waiver:

With respect to the performance of this agreement and as to claims against the County, its officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this agreement extend to any claim brought by or on behalf of any employee of the Contractor. This waiver is mutually negotiated by the parties to this agreement.

34.3 Defense & Indemnity Agreement:

The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elective officers and employees, from and against all loss or expense, including, but not limited to, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property, including loss of use thereof, to the extent such injury to persons or damage to property is due to the negligence of the Contractor, its subcontractors, its successor or assigns, or its agents, servants, or employees.

It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein. The parties specifically agree that this agreement is for the benefit of the parties only and this agreement shall create no rights in any third party.

35.1 Non-Discrimination in Employment:

The County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or veteran status. The Contractor shall comply with all laws prohibiting discrimination against any employee or applicant for employment on the grounds of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or veteran status, except where such constitutes a bona fide occupational qualification.

Furthermore, in those cases in which the Contractor is governed by such laws, the Contractor shall take affirmative action to insure that applicants are employed, and treated during employment, without regard to their race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability, or veteran status, except where such constitutes a bona fide occupational qualification. Such action shall include, but not be limited to: advertising, hiring, promotions, layoffs or terminations, rate of pay or other forms of compensation benefits, selection for training including apprenticeship, and participation in recreational and educational activities. In all solicitations or advertisements for employees placed by them or on their behalf, the Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The foregoing provisions shall also be binding upon any subcontractor, provided that the foregoing provision shall not apply to contracts or subcontractors for standard commercial supplies or raw materials, or to sole proprietorships with no employees.

35.2 Non-Discrimination in Client Services:

The Contractor shall not discriminate on the grounds of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability, or veteran status; or deny an individual or business any service or benefits under this Agreement; or subject an individual or business to segregation or separate treatment in any manner related to his/her/its receipt any service or services or other benefits provided under this Agreement; or deny an individual or business an opportunity to participate in any program provided by this Agreement.

36.1 Waiver of Noncompetition: Not Applicable

36.2 Conflict of Interest:

If at any time prior to commencement of, or during the term of this Agreement, Contractor or any of its employees involved in the performance of this Agreement shall have or develop an interest in the subject matter of this Agreement that is potentially in conflict with the County's interest, then Contractor shall immediately notify the County of the same. The notification of the County shall be made with sufficient specificity to enable the County to make an informed judgment as to whether or not the County's interest may be compromised in any manner by the existence of the conflict, actual or potential. Thereafter, the County may require the Contractor to take reasonable steps to remove the conflict of interest. The County may also terminate this contract according to the provisions herein for termination.

37.1 Administration of Contract:

This Agreement shall be subject to all laws, rules, and regulations of the United States of America, the State of Washington, and political subdivisions of the State of Washington. The Contractor also agrees to comply with applicable federal, state, county or municipal standards for licensing, certification and operation of facilities and programs, and accreditation and licensing of individuals.

The County hereby appoints, and the Contractor hereby accepts, the Whatcom County Executive, and his or her designee, as the County's representative, hereinafter referred to as the Administrative Officer, for the purposes of administering the provisions of this Agreement, including the County's right to receive and act on all reports and documents, and any auditing performed by the County related to this Agreement. The Administrative Officer for purposes of this agreement is:

Chris Brueske, Asst. Director, Public Works  
322 N. Commercial St. Ste 210  
Bellingham, WA 98225

37.2 Notice:

Except as set forth elsewhere in the Agreement, for all purposes under this Agreement except service of process, notice shall be given by the Contractor to the County's Administrative Officer under this Agreement. Notice to the Contractor for all purposes under this Agreement shall be given to the address provided by the Contractor herein above in the "Contractor Information" section. Notice may be given by delivery or by depositing in the US Mail, first class, postage prepaid.

38.1 Certification of Public Works Contractor's Status under State Law: Not Applicable

- 38.2 Certification Regarding Federal Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions: Not Applicable
- 38.3 E-Verify: Not Applicable

**Series 40-49: Provisions Related to Interpretation of Agreement and Resolution of Disputes**

- 40.1 Modifications:  
Either party may request changes in the Agreement. Any and all agreed modifications, to be valid and binding upon either party, shall be in writing and signed by both of the parties.
- 40.2 Contractor Commitments, Warranties and Representations:  
Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to fulfill such a commitment shall render the Contractor liable for damages to the County. A commitment includes, but is not limited to, any representation made prior to execution of this Agreement, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, prices or options for future acquisition to remain in effect for a fixed period, or warranties.
- 41.1 Severability:  
If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.
- 41.2 Waiver:  
Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto. The failure of the County to insist upon strict performance of any of the covenants and agreements of this Agreement, or to exercise any option herein conferred in any one or more instances, shall not be construed to be a waiver or relinquishment of any such, or any other covenants or agreements, but the same shall be and remain in full force and effect.
- 42.1 Disputes:
- a. General:  
Differences between the Contractor and the County, arising under and by virtue of the Contract Documents, shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Except for such objections as are made of record in the manner hereinafter specified and within the time limits stated, the records, orders, rulings, instructions, and decisions of the Administrative Officer shall be final and conclusive.
  - b. Notice of Potential Claims:  
The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Administrative Officer or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within ten (10) days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.
  - c. Detailed Claim:  
The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within thirty (30) days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.
  - d. Arbitration: Not Applicable

43.1 Venue and Choice of Law:

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the courts of the State of Washington in and for the County of Whatcom. This Agreement shall be governed by the laws of the State of Washington.

44.1 Survival:

The provisions of paragraphs 11.1, 11.2, 11.3 , 21.1, 22.1, 30.1, 31.1, 31.2, 32.1, 33.1, 34.2, 34.3, 36.1, 40.2, 41.2, 42.1, and 43.1, if utilized, shall survive, notwithstanding the termination or invalidity of this Agreement for any reason.

45.1 Entire Agreement:

This written Agreement, comprised of the writings signed or otherwise identified and attached hereto, represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understandings between the parties.

**EXHIBIT "A"**  
**(SCOPE OF WORK)**  
**OPERATION OF THE DISPOSAL OF TOXICS FACILITY**

**TASK A.**

Contractor shall operate the Disposal of Toxics facility ("the facility") for the collection and storage of household hazardous waste including fluorescent bulbs. The waste will be collected, sorted, and packed for proper reuse, recycling, or disposal. Contractor will be responsible for disposal. The facility will be operated on a scheduled basis and be also available to service commercial small quantity generators of moderate risk waste on a user fee basis. Contractor will be responsible for setting up a billing system to collect user fees from commercial small quantity generators. It is understood that there will be no cash handling by facility employees. Operation will be in accordance with approved plan of operation by the Whatcom County Health Department. Reusable oil, oil-based paint and latex paint will be made available to the public for reuse. Contractor will be responsible for all disposal costs.

Contractor will be responsible for all equipment used to operate the facility, including computer and phone systems, a forklift and truck, other necessary equipment and all utilities and cable/internet services associated with the site. The Contractor will also be responsible for cleaning and waxing office floor, restroom and hazardous waste portion of facility, and all necessary supplies. Contractor will also provide all necessary, miscellaneous, disposable items such as office materials and safety equipment and supplies.

Whatcom County will be responsible for property taxes and major repairs of County-owned equipment such as the paint-can crusher, as well as landscaping, keeping gutters debris free and other routine maintenance of the grounds. Whatcom County will also be responsible for upgrades to the facility structure including those required by WAC 173-350-360.

**TASK B.**

Contractor shall be responsible for maintenance, service, transportation and disposal of used oil and antifreeze from these three satellite locations:

1. Cedarville Transfer Station
2. Birch Bay Transfer Station
3. Nooksack Valley Disposal

Contractor will also be responsible for the disposal of used oil from the Pt. Roberts Transfer Station to the Disposal of Toxics Facility.

**TASK C.**

Every year, Contractor shall hold one to two off-site collection events at various locations throughout Whatcom County, including in Point Roberts.

**TASK D.**

Contractor shall provide quarterly performance reports with the following information:

1. Monthly number of household hazardous waste and small quantity generator waste customer vehicles using the facility.
2. Monthly summary of household hazardous waste and small quantity generator moderate risk waste volumes received at the facility per major waste category, as required by the Washington State Department of Ecology.
3. Monthly volume of used motor oil and antifreeze received at each collection station.
4. Amount of material diverted for reuse through the "swap shop" located at the fixed facility.
5. Number of participants at off-site collection events

Reports shall be due within 30 days following the end of the quarter being reported. Payment may be withheld if performance reports are not submitted.

**TASK E.**

Contractor shall produce the Department of Ecology Moderate Risk Waste annual report by April 1<sup>st</sup>, following the end of the year being reported. Payment may be withheld if year-end report is not submitted.

EXHIBIT "B"								
Whatcom County 2013								
Wastestream	Packing	Disposal	Profile	CY Box	55G - Drum	5G - Drum	Other	Notes
Acids/Bases	Lab	Treat	SE000850/860		\$190.00	\$55.00		
Bases	Bulk	Treat	SE000870/880		\$195.00	\$ 55.00		
Aerosol Paint	loose	Energy Rec.	SE000210	610.00	\$175.00			
Aerosol-Pesticides	loose	Incin	SE000240		\$225.00			
Alkaline/Dry Cell Batteries	loose	Landfill	SE000825		\$125.00			
Antifreeze	bulk	Recycle	SE000110					cost +15%
Antifreeze - off spec/contaminated	bulk	Energy Rec.	SE000320		\$105.00			
Auto Oil - contaminated with solvents	bulk	Energy Rec.	SE000320		\$105.00			
Flammable Solids	Lab	Incin	SE000410	\$630.00	\$225.00	\$60.00		
Fluorescent Tubes	Loose	Recycle	SE000996					cost +15%
Latex - box	loose	Landfill	SE000192	\$250.00				27 cu ft box
Latex	bulk	Landfill	SE000170		\$130.00			
Lead Acid Batteries	pallet	Recycle	SE000810					no charge
Non Regulated Solids	loose	Landfill	SE000101		\$125.00			
Metallic Mercury Waste	Lab	Recycle	SE000852				\$1.34/lb	gross wt. of container
Mercury Contaminated	Lab	Recycle	SE000853/854			\$195.00		
Ni-Cd batteries (wet)	loose	Recycle	SE000830				\$1.07/lb	gross wt. of container
Oil Based Paint and Related Products	loose	Energy Rec.	SE000350	\$425.00	\$135.00			27cu ft. box
Oil Based Paint and Related Products	Bulk	Energy Rec.	SE000340		\$140.00			
Oil Filters	loose	Recycle	SE000195		\$120.00			
Oil and Water	Bulk	Treatment	SE000109					cost +15%
Organic Peroxides	Lab	Incin	SE000530		\$230.00	\$75.00		\$175.00 /10g-dm
Oxidizers	Lab	Treat/ Incin	SE000520		\$230.00	\$75.00		
PCB Ballasts (<9lbs. Non-leaking)	loose	Landfill	SE000130		\$155.00			
PCB Ballasts (>9lbs. Leaking)	loose	Incin	SE000920		\$750.00	\$75.00		
PCB Liquids	bulk	Incin	SE000930		\$510.00	\$65.00		
Pesticide Liquids	Lab	Incin	SE000610		\$195.00	\$60.00		
Pesticide Solids	loose	Incin	SE000610	\$630.00	\$195.00	\$60.00		
Pesticide Solutions	bulk	Incin	SE000615		\$230.00			
Photographic Fixer	bulk	Recycle	SE000890		\$230.00			
Spon. Combust/Reactives	Lab	Incin/ Treat	SE000430/440		\$275.00	\$85.00		
Solvents and flammable liquids	bulk	Energy Rec.	SE000320		\$105.00			
<b>Transportation</b>					<b>Cost</b>			
Regular material Pick-up					N/C		28/40" Box van requires forklift	

<b>Labor Assistance</b>				<b>Rate - Per Hour</b>			
Facility Staff Supervisor				\$42.50			
Facility Support Staff				\$38.00			
PSC Renton Staff Support Labor				\$38.00			
PSC Renton, WA Staff Travel				\$26.00			
1. Drum Supplies delivered only in conjunction with waste pick-up							
2. Labor costs based on three dedicated toxics facility employees, full-time. Overtime will be invoiced at 1.5 times regular rate.							
3. \$114 surcharge for 85 Gallon Overpack drums - cost of drum and handling fee in Kent.							
4. 30G drums at 75% of 55G rate							
Alkaline Batteries	bulk	Recycle	SE000822				\$1.00 / pound
Lithium Batteries (non recycle)	bulk	Incin	SE000847				\$6.50/lb
Liquids/Sludges - Haz	bulk	Stab	SE000107	\$180.00			
Liquids/Sludges - non Haz	bulk	Stab	SE000106/1 08	\$145.00			

## Whatcom County Facility Costs

<b>Program Support Services</b>	<b>Billing Cycle</b>	<b>Rate</b>	<b>Comments</b>
<b>Misc Disposable Supplies</b> - Office paper, haz waste reference materials, postage, envelopes, fax/printer cartridges, can crush maintenance (not repair), disposable PPE including Tyvek, respirator cartridges, gloves (nitrile, labpack, chemical, cold weather): testing equipment (chlor-d-tect, pH, Oxidizer, Organic Peroxide) Spill Supplies, Absorbent Pads, Paint processing disposables, tarps, tape, aerosol puncturing machine maintenance, drum dollies, drum grabbers	Monthly	\$0	Cost + 15%
<b>Computers</b> - (see utilities below)	Monthly	\$0	\$0
<b>Forklift</b> - On-site forklift for operations including maintenance, repairs and fuel	Monthly	\$705	\$8,460
<b>Liftgate Truck</b> - Truck with liftgate to service remote collection sites, includes service, insurance and fuel	Monthly	\$650	\$7,800

<b>Mileage</b> (invoiced at Federal per diem mileage rate for vehicle type - fluxuates)	Per Mile		variable
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<b>Utilities</b> - Including Water, Sewer, Electric, Trash (Cost + administrative fee)			Cost + 15%
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<b>Additional Disposal Items</b>	<b>Rate</b>
Antifreeze Recycling	Cost + 15%
Oil and Water Mixture	Cost + 15%
Light tube Recycling	Cost + 15%

**Not included:**

- Property Taxes or Permits
- Service or repair of can crush unit
- Building(s) repair, service or upgrades.
- Electrical repair, service or upgrades.
- Envirostars promotion or advertising

NOTES: This total is a not-to-exceed amount on an annual basis. Monthly invoices shall reflect actual costs of time, materials, and disposal based upon unit prices shown in this exhibit. However, the total of \$350,000 annually shall not be exceeded unless and until a change order for the excess amount is issued by the County, subject to the discretion of the County.



WHATCOM COUNTY  
PUBLIC WORKS DEPARTMENT  
FRANK M. ABART  
Director




Chris Brueske, P.E.  
Assistant Director  
ADMINISTRATION  
CIVIC CENTER ANNEX  
322 N. Commercial Street, Suite 210  
Bellingham, WA 98225  
Phone # (360) 676-6692  
Fax # (360) 676-6863


RECEIVED

NOV 20 2012

**MEMORANDUM**

**TO:** The Honorable Jack Louws, County Executive  
Honorable Members of the Whatcom County Council

**FROM:** Chris Brueske, P.E., Assistant Director 

**THROUGH:** Frank Abart, Director  11/21/12

**RE:** Contract with Burlington Environmental Services  
Operation of the Disposal of Toxics Facility

**DATE:** November 21, 2012

JACK LOUWS  
COUNTY EXECUTIVE

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Enclosed are two (2) originals of the contract for the Operation of the Moderate Risk Waste Facility (Disposal of Toxics) between Burlington Environmental LLC, a subsidiary of PSC Environmental Services LLC, and Whatcom County for your review and signature.

**Requested Action**

Public Works respectfully requests that the County Executive and Whatcom County Council enter into a contract with Burlington Environmental LLC for the Operation of the Disposal of Toxics Facility.

**Background and Purpose**

The Whatcom County Hazardous Waste Management Plan calls for hazardous waste education, the collection of moderate-risk waste at a collection and storage facility, and transportation of the collected waste materials to a treatment and/or disposal facility. Whatcom County has contracted for this service since 2004. This contract is the result of RFQ 12-70.

**Funding Amount and Source**

The operation of this facility is funded by a 75%/25% matching Coordinated Prevention Grant from the Department of Ecology (CPG) with the 25% match coming from the Solid Waste Fund (140). The contract is for \$350,000 annually, as included in the 2013-2014 Solid Waste budget approved by the Solid Waste Executive Committee, or \$1,050,000 for the three year contract term.

**Differences from Previous Contract**

This is a new contract for services. Previous contract for the operation of the Facility was for \$375,000 annually. Individual contract items are slightly less than previous contract.

Please contact Debbie Bailey at extension 50292 if you have any questions or concerns regarding the terms of this agreement,



# Memorandum

**TO:** Satpal Sidhu, County Executive

**FROM:** Erika Lautenbach, Director

**RE:** Clean Earth Environmental Solutions, Inc. – Waste Collection & Storage Facility  
Contract Amendment #10

**DATE:** **APRIL 20, 2023**

Attached is a contract amendment between Whatcom County and Clean Earth Environmental Solutions, Inc. for your review and signature.

▪ **Background and Purpose**

The Whatcom County Hazardous Waste Management Plan requires hazardous waste education, the collection of moderate-risk waste at a collection and storage facility and transportation of the collected waste materials to a treatment and/or disposal facility. Clean Earth Environmental Solutions, Inc. operates the County's moderate risk waste facility, known as Disposal of Toxics. This amendment updates the Contractor's profile and/or process code numbers and increases annual funding from \$440,000 to \$480,000. This increase is attributed to 2023 price increase in labor and disposal. Clean Earth Environmental Solutions has experienced sharp price increases across the board for labor, as well as transportation, storage and disposal of hazardous waste.

▪ **Funding Amount and Source**

The operation of this facility is funded by the Department of Ecology's Local Solid Waste Financial Assistance Agreement and the Solid Waste Fund. Funding for this contract is included in the 2023 budget. Council authorization is not required as the additional funding provided by this amendment does not exceed 10% of the amount authorized by Council on 01/10/2023.


▪ **Differences from Previous Contracts**

Section	Revision Purpose
Exhibit B – Compensation	Update profile and/or process code numbers and increase annual not-to-exceed totals to \$480,000 in 2023 and 2024.

Please contact Jennifer Hayden, Environmental Health Supervisor at 360-778-6036 ([JHayden@co.whatcom.wa.us](mailto:JHayden@co.whatcom.wa.us)) or Kathleen Roy, Financial & Administrative Manager at 360-778-6007 ([KRoy@co.whatcom.wa.us](mailto:KRoy@co.whatcom.wa.us)), if you have any questions.

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
201211014 - 10

Originating Department:		85 Health and Community Services	
Division/Program: (i.e. Dept. Division and Program)		8540 Environmental Health / 854085 Solid Waste Enforcement	
Contract or Grant Administrator:		Jennifer Hayden	
Contractor's / Agency Name:		Clean Earth Environmental Solutions	
Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:	201211014	
Does contract require Council Approval?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If No, include WCC:	3.08.100
Already approved? Council Approved Date:	(Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)		
Is this a grant agreement?	If yes, grantor agency contract number(s):		CFDA#:
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Is this contract grant funded?	If yes, Whatcom County grant contract number(s):		202201016
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Is this contract the result of a RFP or Bid process?	Contract Cost Center:		140202 / 140204
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, RFP and Bid number(s):	12-70	
Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>		
If YES, indicate exclusion(s) below:			
<input type="checkbox"/> Professional services agreement for certified/licensed professional.		<input type="checkbox"/> Goods and services provided due to an emergency.	
<input type="checkbox"/> Contract work is for less than \$100,000.		<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	
<input type="checkbox"/> Contract work is for less than 120 days.		<input type="checkbox"/> Work related subcontract less than \$25,000.	
<input type="checkbox"/> Interlocal Agreement (between Governments).		<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments):		Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b>	
\$	4,626,260	1. Exercising an option contained in a contract previously approved by the council.	
This Amendment Amount:		2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.	
\$	80,000	3. Bid or award is for supplies.	
Total Amended Amount:		4. Equipment is included in Exhibit "B" of the Budget Ordinance	
\$	4,706,260	5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.	
Summary of Scope: This contract provides funding for the operation of Whatcom County's Moderate Risk Waste Facility (Disposal of Toxics), maintenance of the three used motor oil and antifreeze stations, and off-site waste collection events. This amendment updates the Contractor's profile/process codes and increases annual funding to \$480,000 in 2023 and 2024.			
Term of Contract:	3 Years	Expiration Date:	12/31/2024
Contract Routing:	1. Prepared by:	JT	Date: 03/27/2023
	2. Health Budget Approval	KR/JG	Date: 04/11/2023
	3. Attorney signoff:	RB	Date: 04/12/2023
	4. AS Finance reviewed:	A Martin	Date: 04/18/2023
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Executive Contract Review:		Date: 4/24/2023
	8. Council approved (if necessary):		Date:
	9. Executive signed:		Date: 4/24/2023
	10. Original to Council:		Date:

Whatcom County Contract Number:

201211014 – 10

**WHATCOM COUNTY CONTRACT AMENDMENT**

**PARTIES:**

**Whatcom County  
Whatcom County Health and Community Services  
509 Girard Street  
Bellingham, WA 98225**

**AND CONTRACTOR:  
Clean Earth Environmental Solutions  
933 First Avenue, Suite 200  
King of Prussia, PA 19406**

**CONTRACT PERIODS:**

<b>Original:</b>	<b>01/01/2013 – 12/31/2015</b>	<b>Amendment #6: 01/01/2022 – 12/31/2024</b>
<b>Amendment #1:</b>	<b>01/01/2016 – 12/31/2018</b>	<b>Amendment #7: 01/01/2022 – 12/31/2024</b>
<b>Amendment #2:</b>	<b>01/01/2019 – 12/31/2021</b>	<b>Amendment #8: 08/01/2022 – 12/31/2024</b>
<b>Amendment #3:</b>	<b>01/01/2019 – 12/31/2021</b>	<b>Amendment #9: 09/01/2022 – 12/31/2024</b>
<b>Amendment #4:</b>	<b>01/01/2019 – 12/31/2021</b>	<b>Amendment #10: 01/01/2023 – 12/31/2024</b>
<b>Amendment #5:</b>	<b>08/01/2020 – 12/31/2021</b>	

**THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO**

**DESCRIPTION OF AMENDMENT:**

1. Amend Exhibit B – Compensation, to update the Contractor’s profile and/or process code numbers and increase annual not-to-exceed totals to \$480,000 in 2023 and 2024.
2. Funding for the total contract period (01/01/2013 – 12/31/2024) is not to exceed \$4,706,260.
3. All other terms and conditions remain unchanged.
4. The effective start date of the amendment is 01/01/2023.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM: DocuSigned by: Sue Sullivan 4/20/2023  
051358A396BB46E...  
Sue Sullivan, Environmental Health Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by: Erika Lautenbach 4/21/2023  
955C651A30374BD  
Erika Lautenbach, Health and Community Services Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 4/21/2023  
1EE5DDBD9542404...  
Royce Buckingham, Senior Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

<u>DocuSigned by: Mindy Rath</u> D2473AAAB0644C9...	Melinda Rath, SVP, Sales & Customer Service	4/21/2023
Contractor Signature	Printed Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by: Satpal Singh Sidhu 4/24/2023  
1192C7C18B664E3...  
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

**Clean Earth Environmental Solutions**  
933 First Avenue, Suite 200  
King of Prussia, PA 19406  
[mrath@harsco.com](mailto:mrath@harsco.com)

**Exhibit B — Amendment #10  
(COMPENSATION) as of January 1, 2023**

Waste Stream	Packing	Disposal	Profile	Process Code	CY Box	85G - Drum	55G - Drum	30G - Drum	15G - Drum	5G - Drum	Each or Per lb	Minimums	Notes
Antifreeze - off spec/contaminated-Bulk Fuels	Bulk	Energy Rec	WHAT0320	AF01		\$299.75	\$147.15						
Auto Oil - contaminated with solvents-Bulk Fuels	Bulk	Energy Rec	WHAT0320	AF01			\$147.15						
Oil Based Paint and Related Products	Bulk	Energy Rec	WHAT0340	AF01			\$147.15						Depends on % of sludge received at the plant
			WHAT0340	AF02		\$299.75	\$147.15						
			WHAT0340	AF03		\$381.50	\$212.55						
			WHAT0340	AF04		\$408.75	\$223.45						
Solvents and flammable liquids	Bulk	Energy Rec	WHAT0320	AF01		\$299.75	\$147.15						Depends on % of sludge received at the plant
			WHAT0320	AF02		\$299.75	\$147.15						
			WHAT0320	AF03		\$381.50	\$212.55						
			WHAT0320	AF04		\$408.75	\$223.45						
Oil Based Paint and Related Products	Loose	Energy Rec	WHAT0350	AF06	\$496.23		\$157.62						
Aerosols, cans of paints, solvents, for depressurization & fuel blending, RCRA	Loose	Energy Rec	WHAT0210	AF08	\$753.00		\$245.25						
Aerosol-Pesticides	Loose	Incin	WHAT0240	INC02	\$1,798.50		\$539.55						
Pesticide Solutions - Chlorinated Solvents	Bulk	Incin	WHAT0615	INC09			\$268.55						
Solids for incineration, bulkable (soil, sludge, consumer packaging)	Bulk	Incin	WHAT0102	INC13	\$1,689.50		\$474.15			\$163.50			
Lab Pack, Incineration, Organic Bases	Lab	Incin	WHAT0861	INC14-B			\$221.85						
loosepack pesticides,flammable solids	Loose	Incin	WHAT0610	INC14-F	\$817.50		\$256.15	\$212.55		\$103.55			
Lab Pack, Incineration, Flammable Solids (DOT 4.1)	Lab	Incin	WHAT0410	INC15-D1			\$926.50			\$158.05			
Spon. Combustible/Reactives Lab Pack Incineration	Lab	Incin / Treat	WHAT0430	INC15-D2					\$430.55	\$245.25			
Organic Peroxides (DOT 5.2)	Lab	Incin	WHAT0530	INC15-E2			\$389.28	\$291.97	\$194.64	\$136.25			
Lab Pack, Incineration, Water Reactives (DOT 4.3)	Lab	Incin	WHAT0440	INC15-W				\$539.55		\$136.25			
Cigarette Lighters	Loose	Incin	WHAT0270	INC19-6			\$681.25			\$136.25			
Acidic corrosive liquids, for neutralization & incineration or direct incineration	Bulk	Incin	WHAT0871	INC20				\$245.25					
RCRA Pharmaceuticals/debris (No P Codes, Chemo Waste, Consumer Pharma)	Lab	Incin	WHATOPHARM	INC29						\$90.69			
RCRA Pharmaceuticals/debris (Contains Mercury)	Lab	Incin	WHATOPHARM	INC29-1			\$525.00	\$425.00	\$295.00	\$215.00			
RCRA Pharmaceuticals/debris or P- Listed for RCRA (Nicotine)	Lab	Incin	WHATOPHARM	INC29-2			\$545.00	\$425.00	\$295.00	\$215.00			
Soil/filters/debris: oil (5%)	Loose	Landfill	WHAT0101	LF01		\$299.75	\$158.05						
Landfill Ready, non-regulated Solids - Dry Cell Batteries	Loose	Landfill	WHAT0820	LF01		\$299.75	\$158.05						
PCB Ballasts (>91bs. Leaking)	Loose	Incin	WHAT0920	PCB01			\$1,144.50			\$87.57			
PCB Liquids	Bulk	Incin	WHAT0930 - PCB05	PCB03			\$595.48		\$485.05	\$277.95			
PCB Solvents	Bulk	Incin	WHAT0940	PCB05			\$817.50		\$485.05	\$272.50			
PCB Ballasts <91bs. Non-Leaking	Loose	Landfill	WHAT0130	PCB09			\$354.25						
Lead Acid Batteries	Pallet	Recycle	WHAT0810	REC05							\$0.58/lb	MN55 - \$190.75	
Mercury bulbs, (fluorescent light tubes, whole), for reclamation	Loose	Recycle	WHAT0996	REC06							\$1.12/LB	\$16.35	

Waste Stream	Packing	Disposal	Profile	Process Code	CY Box	85G - Drum	55G - Drum	30G - Drum	15G - Drum	5G - Drum	Each or Per lb	Minimums	Notes
Oil (with <10% water) for re-refining	Bulk	Treat	WHAT0150	REC07			\$234.35						
Antifreeze (ethylene glycol)	Bulk	Recycle	WHAT0110	REC08			\$250.70						
Lithium Batteries (Damaged)	Lab	Incin	WHAT0842	INC10							\$7.95/LB	\$57.00	
Lithium Metal Batteries	Lab	Incin	WHAT0846	REC09							\$7.60/LB	\$54.50	
Oil Filters, whole	Loose	Recycle	WHAT0195	REC10		\$299.75	\$196.20						
Oil Filters, crushed	Loose	Recycle	WHAT0197	REC10		\$299.75	\$196.20						
NiCad batteries, Non-regulated, Universal Waste, for recycle	Loose	Recycle	WHAT0830	REC11							\$1.24/lb	\$27.25	gross weight of container
Metallic Mercury Waste	Lab	Recycle	WHAT0852	REC13							\$34.88/LB		gross weight of container
Mercury Contained in manufactured articles, or dirt/debris	Lab	Recycle	WHAT0853	REC14				\$1,308.00		\$299.75			
Fluorescent Tubes (crushed)	Loose	Recycle	WHAT0997	REC15			\$899.25						
Alkaline/Dry Cell Batteries	Loose	Recycle	WHAT0825	REC24							\$1.17/lb	\$27.25	
Fire Extinguishers for recycle	Loose	Recycle	WHAT0260	REC60			\$299.75						
Cylinders, flammable, propane, for recycle	Loose	Recycle	WHAT0230	REC61			\$299.75						
Cylinders, (Carbon Dioxide Cartridges) for recycle, Oxygen, for Recycle	Each	Recycle	WHAT0250	REC63 REC65							\$38.15		Each
Liquids/Sludges Non-Haz	Bulk	Treat	WHAT108	STAB01			\$169.30						
Solids/Sludges/Liquids (neutral pH) with RCRA metals, for stabilization to subtitle C/D landfill	Bulk	Treat	WHAT0107	STAB02			\$354.25	\$245.25		\$64.22			\$1248.05 TP275
Solids/Sludges/Liquids (Alkaline-D002) with RCRA metals, for stabilization to subtitle C/D landfill	Bulk	Treat	WHAT0881	STAB02-2			\$316.10	\$245.25					\$1,248.05 TP275
Inorganic Oxidizers	Lab	Treat	WHAT0520	STAB06-6			\$268.55	\$201.42	\$134.28	\$87.57			
Acidic waste water for treatment, less than 25% acid concentration	Bulk	Treat	WHAT0870	WAT01-1			\$305.05	\$220.65	\$158.05				
Alkaline waste water (non chromic, D002-D011), caustic concentration <25%, for treatment	Bulk	Treat	WHAT0880	WAT02-1			\$307.23	\$245.25		\$64.22			
Bases Bulk, Alkaline waste water, Caustic concentration 25-50%	Bulk	Treat	WHAT0880	WAT02-2			\$307.23						
Water & Oil (<10% floc, non-regulated, for treat & discharge)	Bulk	Treat	WHAT0106	WAT05			\$185.30						
Acids Lab Pack, Treatment, Inorganic Acids	Loose	Treat	WHAT0850	WAT16-A			\$221.85			\$64.22			
Bases Lab Pack, Treatment, Inorganic Bases	Loose	Treat	WHAT0860	WAT16-B			\$221.85			\$64.22			

Transportation	Cost	Notes
Regular material pick-up	N/C	28/40" Boxvan Requires Forklift
Labor Assistance		Rate Per Hour
LBSPECST - Facility Staff Lead, Straight Time		\$55.59
LBSPECOT - Facility Staff Lead, Overtime		\$83.39
LBENVST - Facility Support Staff, Straight time		\$45.78
LBENVTOT - Facility Support Staff, Overtime		\$68.67
1. Drum Supplies delivered only in conjunction with waste pick-up		
2. Labor costs based on three dedicated toxics facility employees, full-time. Overtime will be invoiced at 1.5 times regular rate.		
3. \$131.10 surcharge for 85 Gallon Overpack drums — cost of drum and handling fee in Kent.		
4. 30G drums at 75% of 55G rate		

**Whatcom County Facility Costs**

Program Support Services	Billing Cycle	Rate	Comments
Misc Disposable Supplies: Office paper, haz waste reference materials, postage, envelopes, fax/printer cartridges, can crush maintenance (not repair), disposable PPE including Tyvek, respirator cartridges, gloves (nitrile, labpack, chemical, cold weather): testing equipment (chlor-d- tect, pH, Oxidizer, Organic Peroxide) Spill Supplies, Absorbent Pads, Paint processing disposables, tarps, tape, drum dollies, drum grabbers	Monthly	Cost + 15%	Cost + 15%
Computers: (see utilities below)	Monthly	See Below	See Below
Forklift: On-site forklift for operations including maintenance, repairs and fuel (LBOPERST)	Monthly	\$823.17	\$9,877.96
Liftgate Truck: Truck with liftgate to service remote collection sites, includes service, insurance and fuel (LBDRIVST)	Monthly	\$790.25	\$9,483.00
Mileage: (invoiced at Federal mileage rate for vehicle type — fluctuates)	Per mile		Variable
Utilities: including water, sewer, electric, trash (cost + administrative fee)			Cost + 15%
Additional Disposal Items: DIR01			Rate
Antifreeze recycling			Cost + 15%
Oil and Water mixture			Cost + 15%
Light tube recycling			Cost + 15%
Waste Oil			Cost + 15%
Not included: Property Taxes or Permits Service or repair of can crush unit Building(s) repair, service or upgrades Electrical repair, service or upgrades	NOTES: This total is a not-to-exceed amount on an annual basis. Monthly invoices shall reflect actual costs of time, materials, and disposal based upon unit prices shown in this exhibit. <b>However, the annual totals listed below, shall not be exceeded unless and until a change order for the excess amount is issued by the County, subject to the discretion of the County.</b> <b>2022: \$440,000</b> <b>2023: \$480,000</b> <b>2024: \$480,000</b>		

\*If profile comes in as another process code, pricing established for the new code will be used.  
 \*Profiles picked up that are not included in the list above will be priced at current price list rates

- The Contractor shall submit invoices to (include contract #) HL-BusinessOffice@co.whatcom.wa.us.
- The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15th of the month, following the month of service.
- Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing from the Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
- Invoices must include the following statement, with an authorized signature and date: **I certify that the materials have been furnished, the services rendered, or the labor performed as described on this invoice.**
- Duplication of Billed Costs or Payments for Service: The Contractor shall not bill the County for services performed or provided under this contract, and the County shall not pay the Contractor, if the Contractor has been or will be paid by any other source, including grants for those costs used to perform or provide the services in this contract. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.

Non-Specified Container Conversions		<p style="text-align: center;"><b>Conversion Table Notes</b></p> <ul style="list-style-type: none"> <li>• These conversions will apply to all disposal and transportation items <u>priced per container</u> unless quoted separately</li> <li>• Numbers are expressed as a factor of a 55-gallon drum (e.g., 55-gallon price x 35% = sell price)</li> <li>• The greater of the conversion factor or location container minimum of \$40 will be applied.</li> <li>• Some waste may have a different, typically lower, minimum which is reflected on the Non-Standard Minimum table below.</li> <li>• Smaller container sizes can be converted to larger containers using the following steps. 1) Divide the smaller container price by its conversion factor for the 55-gallon price (e.g., 5-gallon price ÷ 35% = 55-gallon price). 2) Use the normal conversions on the 55-gallon drum price to convert to other container sizes.</li> </ul>
Container Size	Conversion	
1-5 gallon	35%	
6-15 gallon	50%	
16-30 gallon	75%	
31-55 gallon	1x	
85 gallon	1.5x	
Cubic Yard Boxes	4x	
250/275-gallon totes	5x	
330/350-gallon totes	6x	

Per Pound Standard Minimums			
	Common Containers <sup>1</sup>	Lab Pack Containers <sup>2</sup>	Light Weight Containers <sup>3</sup>
Container (Gal)	-----Minimums-----		
5 or less	50 lbs	25 lbs	30 lbs
6 to 15	125 lbs	50 lbs	75 lbs
16 - 30	175 lbs	110 lbs	100 lbs
31 - 55	250 lbs	250 lbs	150 lbs
56 - 85	400 lbs	300 lbs	275 lbs
Cubic box / pallet	525 lbs	550 lbs	500 lbs
Tote (<300 gal)	1950 lbs	--	--

Excludes Lab Pack and Light Weight items  
 Includes: LF06, STAB06-6, series of codes for INC14, INC15 & WAT16  
 Includes: AF17, INC01, INC02, INC16  
 All other container sizes are case by case (CBC)

Ancillary Charges	Item Code	UOM	Price
<b>Profiling Fees</b>			
<24 Hour URGENT Profile Fee	ADMPRORU	Each	\$150
<b>Off Spec &amp; Discrepancy Fees</b>			
Rejection Fee	ADMREJECT	Each	\$75
<b>Transportation, Labor, and Other Fees</b>			
e-Manifest Administration Fee (per manifest)	ADMMANFEE	Each	\$25
Scheduled Pickup Cancellation	ADMCAN	Each	\$150
Repacking/Overpacking Fee	ADMREPK	Each	\$150
Overpack Handling Fee	ADMOVPK	Each	\$50
Technical Lab Pack Review "Flat Rate Fee - \$175.00 The flat fee criteria: (1.) Excel submitted inventories; (2.) Maximum of 500 inventory items; (3.) <5% of items with Trade Names"	ADTECHRWW	Each	\$175

Non-Standard Minimums	
Container Min.	Process Code
\$0	REC51-3
\$5	REC60, REC61, REC62, REC63, REC64, REC65
\$10	REC02-xx series and REC05
\$15	LF04, REC06, REC27
\$25	REC11, REC11-1, REC12, REC16, REC19, REC24, REC42, REC44, REC50, REC55
\$50	REC09, REC09-1

# Appendix C

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## 2020 DoT Facility Insurance Policy



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**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
201211014 - 5

Originating Department:		85 Health	
Division/Program: (i.e. Dept. Division and Program)		8540 Environmental Health / 854085 Solid Waste Enforcement	
Contract or Grant Administrator:		Kathleen Roy	
Contractor's / Agency Name:		> Clean Earth - Stencyle Environmental Solutions	
Is this a New Contract? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If not, is this an Amendment or Renewal to an Existing Contract? If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	201211014
Does contract require Council Approval? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If No, include WCC:	3.08.100	
Already approved? Council Approved Date:		(Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, grantor agency contract number(s):	CFDA#:	
Is this contract grant funded? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, Whatcom County grant contract number(s):	201907033	
Is this contract the result of a RFP or Bid process? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, RFP and Bid number(s):	Contract Cost Center:	140202, 140204
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>		If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below:			
<input checked="" type="checkbox"/> Professional services agreement for certified/licensed professional.			
<input type="checkbox"/> Contract work is for less than \$100,000.		<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	
<input type="checkbox"/> Contract work is for less than 120 days.		<input type="checkbox"/> Work related subcontract less than \$25,000.	
<input type="checkbox"/> Interlocal Agreement (between Governments).		<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 3,306,260		Council approval required for, all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b> 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.	
This Amendment Amount: \$ 0			
Total Amended Amount: \$ 0			
Summary of Scope: This contract provides funds for the operation of the Moderate Risk Waste Facility (Disposal of Toxics) maintenance of the three used motor oil and antifreeze stations, and one to two off-site collection events per year.			
Term of Contract:	3 Years	Expiration Date:	12/31/2021
Contract Routing:	1. Prepared by:	JT	Date: 08/14/2020
	2. Attorney signoff:	RB	Date: 08/19/2020
	3. AS Finance reviewed:	M Caldwell	Date: 08/17/2020
	4. IT reviewed (if IT related):		Date:
	5. Contractor signed:		Date:
	6. Submitted to Exec.:	JT	Date: 08/20/2020
	7. Council approved (if necessary):		Date:
	8. Executive signed:		Date: 9-9-2020
	9. Original to Council:		Date: 9-9-2020

**WHATCOM COUNTY**  
Health Department



Erika Lautenbach, Director  
Greg Stern, M.D., Health Officer

**MEMORANDUM**

**TO:** Satpal Sidhu, County Executive

**FROM:** Erika Lautenbach, Director

**RE:** Clean Earth Environmental Solutions, Inc. – Waste Collection and Storage Facility Contract Amendment #5

**DATE:** August 31, 2020

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Attached is a contract amendment between Whatcom County and Clean Earth Environmental Solutions, Inc. for your review and signature.

▪ **Background and Purpose**

The Whatcom County Hazardous Waste Management Plan calls for hazardous waste education, the collection of moderate-risk waste at a collection and storage facility, and transportation of the collected waste materials to a treatment and/or disposal facility. Clean Earth Environmental Solutions, formerly known as Stericycle Environmental Solutions, operates the County's moderate risk waste facility (known as Disposal of Toxics). The purpose of this amendment is to revise the business name on the existing contract as Stericycle was recently acquired by Clean Earth.

▪ **Funding Amount and Source**

The operation of this facility is funded by the Department of Ecology Coordinated Prevention Grant and the Solid Waste Fund. Funding for the current term (01/01/2019 – 12/31/2021) is not to exceed \$1,124,760 or \$374,920 annually. Funding for the entire contract period (01/01/2013 – 12/31/2021) is not to exceed \$3,306,260. Funding for this contract is included in the 2020 budget. Council approval is not required as this amendment does not change the approved budget.

Please contact Kathleen Roy at extension #6007 if you have any questions regarding this agreement.

Encl.



Whatcom County Contract Number:  
201211014 – 5

**WHATCOM COUNTY CONTRACT AMENDMENT**

**PARTIES:**

**Whatcom County  
Whatcom County Health Department  
509 Girard Street  
Bellingham, WA 98225**

**AND CONTRACTOR:**

**Clean Earth Environmental Solutions, Inc.  
350 Poplar Church Road  
Camp Hill, PA 17011**

**AMENDMENT NUMBER: 5**

**CONTRACT PERIODS:**

<b>Original:</b>	<b>01/01/2013 – 12/31/2015</b>	<b>Amendment #3:</b>	<b>01/01/2019 – 12/31/2021</b>
<b>Amendment #1:</b>	<b>01/01/2016 – 12/31/2018</b>	<b>Amendment #4:</b>	<b>01/01/2019 – 12/31/2021</b>
<b>Amendment #2:</b>	<b>01/01/2019 – 12/31/2021</b>	<b>Amendment #5:</b>	<b>08/01/2020 – 12/31/2021</b>

**THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO**

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**DESCRIPTION OF AMENDMENT:**

1. Amend the Contractor's business name from Stericycle Environmental Solutions, Inc. to Clean Earth Environmental Solutions, Inc.
2. An updated Exhibit C – Certificate of Insurance, is attached.
3. Funding for this contract period (01/01/2019 – 12/31/2021) is not to exceed \$1,174,760.
4. Funding for the total contract period (01/01/2013 – 12/31/2021) is not to exceed \$3,306,260.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 08/01/2020.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM: DocuSigned by: John Wolpers 8/31/2020  
John Wolpers, Environmental Health Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by: Erika Lautenbach 8/31/2020  
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 8/31/2020  
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

DocuSigned by: David Stanton, President 9/9/2020  
Contractor Signature | David Stanton, President | Date

FOR WHATCOM COUNTY:

DocuSigned by: Satpal Sidhu 9/9/2020  
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Clean Earth Environmental Solutions, Inc.  
David Stanton, President  
[Esolcontracts@stericycle.com](mailto:Esolcontracts@stericycle.com)

**Exhibit "C"**  
(Insurance)



AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Northeast, Inc.		NAMED INSURED Clean Earth Environmental Solutions, Inc. 350 Poplar Church Road Camp Hill, PA 17011	
POLICY NUMBER See Page 1		NAIC CODE See Page 1	
CARRIER See Page 1		EFFECTIVE DATE: See Page 1	

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Excess Workers Compensation:  
 Part One: Statutory

Part Two:  
 Bodily Injury by Accident, Each Accident: \$3,000,000  
 Bodily Injury by Disease, Policy Limit: \$3,000,000  
 Bodily Injury by Disease, Each Employee: \$3,000,000

Whatcom County is included as Additional Insureds under General Liability and Automobile Liability per Endt DA-9U74c 03/16.

Clean Earth Environmental Solutions, Inc.
Harsco Corporation
PSC Environmental Services LLC
Clean Earth Specialty Waste Solutions, Inc.
Luntz Acquisition (Delaware), LLC
21st Century Environmental Management of Nevada, LLC
21st Century Environmental Management, LLC of Rhode Island
Chemical Pollution Control of Florida, LLC
Chemical Pollution Control, LLC of New York
Northland Environmental, LLC
General Environmental Management of Rancho Cordova LLC
Burlington Environmental, LLC
Solvent Recovery, LLC
PSC Recovery Systems, LLC
Republic Environmental Systems (Pennsylvania), LLC
Republic Environmental Systems (Transportation Group), LLC
Republic Environmental Recycling (New Jersey), Inc.
Nortru, LLC
Allworth, LLC
Rho-Chem, LLC
Chemical Reclamation Services, LLC
Philip Reclamation Services, Houston, LLC

**ADDITIONAL INSURED –  
DESIGNATED PERSONS OR ORGANIZATIONS**

Named Insured Harsco Corporation			Endorsement Number 3
Policy Symbol ISA	Policy Number H25301948	Policy Period 06/30/2020 TO 06/30/2021	Effective Date of Endorsement
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**This endorsement modifies insurance provided under the following:**

**BUSINESS AUTO COVERAGE FORM  
AUTO DEALERS COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM  
EXCESS BUSINESS AUTO COVERAGE FORM**

Additional Insured(s): Any person or organization whom you have agreed to include as an additional insured under a written contract, provided such contract was executed prior to the date of loss.

- A. For a covered "auto," Who Is Insured is amended to include as an "insured," the persons or organizations named in this endorsement. However, these persons or organizations are an "insured" only for "bodily injury" or "property damage" resulting from acts or omissions of:
1. You.
  2. Any of your "employees" or agents.
  3. Any person operating a covered "auto" with permission from you, any of your "employees" or agents.
- B. The persons or organizations named in this endorsement are not liable for payment of your premium.

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Authorized Representative

# Appendix D

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## HR Documentation



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HR input for Solid Waste feasibility study of bringing Disposal of Toxics program and its 3 FTE's into direct County management. The service is currently provided via contract, in place through 12/31/24.

Following recommendation by Executive and adoption of County Council, HR can begin work to implement.

Step	Participant	Estimated time
Determine job classification within Whatcom County personnel system: <ul style="list-style-type: none"> <li>○ Review job duties</li> <li>○ Determine which bargaining unit the work falls under</li> <li>○ Review job duties, classification, compensation of this work in our "comparable counties," the other entities we use to inform our classification decisions</li> </ul>	HR	2 weeks, once it is at top of priority list
Draft job descriptions following Whatcom County protocol	HR + Environmental Health staff	1 week
Engage applicable union to inform them of new classifications and offer to bargain impacts	HR	2-4 weeks
Post jobs internally to union members	HR	2 weeks
Post jobs externally to general public (this is when interested Clean Earth staff could apply)	HR	2-4 weeks
Selection process + Job Offer	Environmental Health staff with HR consultation	2-4 weeks

**Estimated labor costs**

Wages if positions are in PROTEC 17 Union:

Environmental Health Technician I – Range 33  
Environmental Health Technician II - Range 37

**2025 Hourly Matrix**

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
33	\$25.02	\$26.22	\$27.48	\$28.86	\$30.24	\$31.71	\$33.31	\$33.31	\$34.58
37	\$27.30	\$28.57	\$29.96	\$31.46	\$32.98	\$34.60	\$36.30	\$36.30	\$37.67

Wages if positions are in Teamsters Union:

Environmental Technician I: Possible Range 109, 110, 111 or 112

Environmental Technician II: Possible Range 112, 130 or 140

Effective first full pay period in January 2025 +3.0%

12 months of service to move to next step												
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
109.0	\$21.89	\$22.83	\$23.71	\$24.64	\$25.56	\$26.55	\$27.92	\$28.97	\$30.11	\$31.34	\$31.96	\$33.17
110.0	\$22.83	\$23.75	\$24.69	\$25.65	\$26.62	\$27.63	\$29.09	\$30.21	\$31.37	\$32.66	\$33.31	\$34.58
111.0	\$23.73	\$24.72	\$25.70	\$26.70	\$27.77	\$28.81	\$30.31	\$31.46	\$32.69	\$34.01	\$34.69	\$36.00
112.0	\$24.74	\$25.77	\$26.79	\$27.87	\$28.92	\$30.01	\$31.54	\$32.74	\$34.03	\$35.42	\$36.13	\$37.50

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
130.0	\$27.92	\$29.00	\$30.10	\$31.25	\$32.44	\$33.73	\$35.41	\$36.70	\$38.15	\$40.25
140.0	\$29.09	\$30.25	\$31.40	\$32.62	\$33.87	\$35.14	\$36.83	\$38.23	\$39.73	\$41.92

Benefits costs in 2024 (2025 rates not established until December 2024)

Health & Welfare:

PROTEC 17: \$1,602.30 per person per month (equivalent of \$9.244 / hour)

Teamsters: \$1,603.80 per person per month (equivalent of \$9.253 / hour)

Retirement & Taxes:

Regardless of union, Employer pays 17.52% of gross wages for taxes & retirement, plus + \$0.35 per hour worked for workers compensation.

Detail:

Retirement: 9.53% of gross wages

Unemployment: 0.13% of gross wages

FICA + Medicare: 7.65% of wages

PFML: 0.21% of gross wages

Workers Comp: \$0.35 per hour worked

**SOLID WASTE EXECUTIVE COMMITTEE**

**Discussion Form**

August 20, 2024

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**AGENDA ITEM 4:**      *2025-2026 Proposed Solid Waste Budget Approval*

**PRESENTER:**        *Jennifer Hayden, Environmental Health Supervisor*  
*Sabrina Houck, Financial Services Manager*

**BOARD ACTION:**     Action Item      Discussion      Information

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**SIGNIFICANT POINTS OR EXECUTIVE SUMMARY**

The 2025-2026 two-year solid waste budget will be presented for discussion, input and consideration.

**COMMITTEE ROLE / ACTION REQUESTED**

Motion to Approve

**ATTACHMENT(S)**

To be provided