



County of Santa Cruz⁰²⁰³

DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060-4070
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

THOMAS L. BOLICH
D'RECTOR OF PUBLIC WORKS

AGENDA: AUGUST 14, 2001

August 2, 2001

SANTA CRUZ COUNTY BOARD OF SUPERVISORS
701 Ocean Street
Santa Cruz, California 95060

SUBJECT: SOLID WASTE DIVERSION CONSULTING SERVICES

Members of the Board:

In June 2000, your Board accepted a report on solid waste disposal which, among other things, recommended that food waste be a priority for landfill diversion for the unincorporated county. Subsequently, your Board approved a contract for solid waste consulting services with Karin Grobe, working as Organic Recyclers Anonymous (ORA), to assist the County in establishing food waste diversion activities for both the residential and commercial sectors of the community. These efforts have been quite successful in a number of areas.

The County's long-standing public outreach to promote home composting with workshops and information booths was revised and expanded this past year, as was the printed how-to literature available through the libraries and other sources. Through a collaborative effort with the County-sponsored Resource Conservation Program, ORA provided information and technical assistance on vermicomposting (worm composting) to many local public schools.

ORA has provided consultation services on food waste diversion alternatives to a number of businesses and institutions, including Dominican Hospital, Mt. Hermon Conference Center, Chaminade, the Whale City Restaurant, and the Soquel Union Elementary School District. This work involves evaluating the potential for diversion, then researching and presenting diversion alternatives appropriate to the interested party. Often there is a need to maintain contact with the business over time as they determine if the options are viable and work to get the system acquired and put in place. In addition, vermicomposting systems have been established at organized camp/retreat facilities, including Camp Maymac in Zayante and the Vajrapani Institute in Boulder Creek.


This past year two grant-funded projects supported the activities described above. First, with a state grant and assistance from ORA, the California Grey Bears set up and are now

successfully operating two in-vessel composting units at its Chanticleer Avenue facility to handle food waste that normally would go to landfill disposal. As a demonstration project, the Grey Bears hosted a public outreach event last January which drew several dozen interested participants. The final results of this demonstration project will be used for another round of community outreach. Second, a federal grant helped to fund the training of 28 volunteers as master vermicomposters. These volunteers are now available to assist the County in ongoing public information activities on worm composting. It should be noted that these projects both got off to a late start. As a result, there is work remaining on each before the final grant reports and payments are made. Accordingly, we are recommending that the term of the fiscal year 2000/01 contract with Karin Grobe (contract no. CO 02186) be extended to February 1, 2002, to allow for wrap-up on these two grant-funded projects. This contract was not placed on the continuing agreements list because at the time, we anticipated completion of the work by June 30, 2001.

Based on this past year's success and to maintain continuity in developing alternative waste handling systems for interested businesses, we are also recommending a new service contract for this current fiscal year. This will allow outreach efforts to continue and the consultations with businesses to proceed with more individual diversion systems being established. In addition, we intended to make use of these consulting services to assist with the larger scale food waste diversion pilot project introduced to your Board this past June (staff will provide a separate status report to your Board on that project later this year). A proposed contract and scope of work are included with this letter for your Board's consideration. Funds for the work to be covered by the proposed agreement are available in the current year's Public Works County Service Area No. 9-C Solid Waste and Recycling budget.

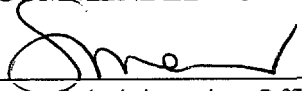
It is therefore recommended that your Board take the following actions:

1. Approve the attached amendment to the existing 2000/01 agreement with Karin Grobe extending the term of the agreement to February 1, 2002.
2. Approve the attached independent contractor agreement for 2001/02 with Karin Grobe in the amount of \$79,975.00 for solid waste consulting services.
3. Authorize the Director of Public Works to sign the agreements on behalf of the County.

Yours truly,

THOMAS L. BOLICH
Director of Public Works

DdG:bbs
Attachments

RECOMMENDED FOR APPROVAL:



County Administrative Officer

Copy to: Karin Grobe
Public Works Department

SWDCB

AMENDMENT TO AGREEMENT

0205

The parties hereto agree to amend Contract Number CO 01286 dated August 1, 2000, by and between the COUNTY OF SANTA CRUZ and KARIN GROBE by extending the term of the contract to February 1, 2002.

All other provisions of said contract shall remain the same.

DATED: _____

COUNTY OF SANTA CRUZ
DEPARTMENT OF PUBLIC WORKS

DIRECTOR OF PUBLIC WORKS

CONTRACTOR:
KARIN GROBE

BY: Karin Grobe

ADDRESS: 236 Sheldon Avenue
Santa Cruz, CA 95060

TELEPHONE: (831) 427-3452

FAX: 831-427-5272

E-MAIL: karengrobe@earthlink.com

Approved as to form:

DM Rae 8-1-01
Chief Assistant County Counsel

DISTRIBUTION: Auditor-Controller
Public Works
Contractor

DdG:bbs

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this 14th day of August, 2001, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and KARIN GROBE, hereinafter called CONTRACTOR. The parties agree as follows:

1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the following result: SOLID WASTE CONSULTING SERVICES AS DEFINED IN EXHIBIT A, SCOPE OF WORK.

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows: PAYMENTS FOR SERVICES RENDERED PER SCHEDULE IN ATTACHED SCOPE OF WORK, EXHIBIT A, NOT TO EXCEED \$79,975.

3. TERM. The term of this contract shall be: FROM APPROVAL THROUGH JUNE 30, 2002.

4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.

5. INDEMNIFICATION FOR DAMAGES. TAXES AND CONTRIBUTIONS. CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at a minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by County shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here _____/_____

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here NS

(2) Automobile Liability Insurance for each of CONTRACTOR's vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTOR's employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here _____/_____.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad-form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$1,000,000.00 combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY _____/_____.

B. Other Insurance Provisions

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

“The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities **of**, or on behalf **of**, the named insured performed under Agreement with the County of Santa Cruz.”

(3) All required insurance policies shall be endorsed to contain the following clause:

“This insurance shall not be canceled until after thirty (30) days prior written notice has been given to: .

DAN deGRASSI
DEPARTMENT OF PUBLIC WORKS
701 OCEAN STREET, ROOM 410
SANTA CRUZ, CA 95060”

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

DAN deGRASSI
DEPARTMENT OF PUBLIC WORKS
701 OCEAN STREET, ROOM 410
SANTA CRUZ, CA 95060

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, pregnancy, sex, sexual orientation, age (over 18), veteran status or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, pregnancy, sex, sexual orientation, age (over 18), veteran status, or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR's solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) The CONTRACTOR shall furnish COUNTY Affirmative Action Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental disability and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority/Women/Disabled Business Enterprises.

(3) In the event of the CONTRACTOR'S non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

(4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) the skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or

permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. CONTRACTOR represents that its operations are in compliance with applicable County planning, environmental and other laws or regulations.

10. CONTRACTOR is responsible to pay prevailing wages and maintain records as required by Labor Code Section 1770 and following.

11. NONASSIGNMENT. CONTRACTOR shall not assign this agreement without the prior written consent of the COUNTY.

12. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

13. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

14. ACKNOWLEDGMENT. CONTRACTOR shall acknowledge in all reports and literature that the Santa Cruz County Board of Supervisors has provided funding to the CONTRACTOR.

15. ATTACHMENTS. This Agreement includes the following attachments:
EXHIBIT A, SCOPE OF WORK.

ATTACHMENT A: AMENDMENT OF AUTOMOBILE LIABILITY INSURANCE.

ATTACHMENT B: AMENDMENT OF COMPREHENSIVE OR COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENT.

ATTACHMENT C: INSURANCE REPRESENTATIONS BY CONTRACTOR.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

COUNTY OF SANTA CRUZ

CONTRACTOR
KAFUN GROBE

By: _____
Director of Public Works

By: Karin Grobe

Address: 236 SHELDON AVENUE
SANTA CRUZ, CA 95060

APPROVED AS TO FORM:

Telephone: 427-3452
FAX: 831-427-5272
E-MAIL karingrobe@earthlink.com

By: [Signature]
Chief Assistant County Counsel

DISTRIBUTION: Auditor-Controller
Contractor
Public Works

DdG:abc

Attachment A

AMENDMENT OF AUTOMOBILE LIABILITY INSURANCE REQUIREMENT

Subparagraph 6A(2) of Contract No. _____, dated _____, by and between COUNTY OF SANTA CRUZ (hereinafter called COUNTY) and **KARIN GROBE** (hereinafter called CONTRACTOR) is amended to read as follows:

7/1/01 Reduction in Requirements

CONTRACTOR represents to COUNTY that it owns, operates or utilizes one or more personal vehicles and that the result which is to be accomplished under this Agreement does not require use of any such vehicle for other than CONTRACTOR'S personal transportation only (with no passengers, hazardous materials, or valuable (greater than \$5,000.00) property). In reliance on said representation COUNTY amends Section 6A(2) of said Agreement to require that said personal vehicles each have insurance coverage in the minimum amount of \$100,000.00 combined single limit per accident. COUNTY further reduces insurance requirements by permitting CONTRACTOR to comply with subparagraphs 6B(2), (3) and (4) by utilizing the attached "INSURANCE REPRESENTATIONS BY CONTRACTOR" form without request to or refusal by insurance providers as to those requirements. In all other respects, the Automobile Liability Insurance requirements of this Agreement remain in full force and effect.

The above paragraph(s) shall be operative if initialed by both parties in the space provided, effective AUGUST 7,2001.

COUNTY OF SANTA CRUZ

Karin Grobe

KARIN GROBE
CONTRACTOR

By _____

**AMENDMENT OF COMPREHENSIVE OR COMMERCIAL
GENERAL LIABILITY INSURANCE REQUIREMENT**

Subparagraph 6A(3) of Contract No. ____, dated ____, by and between County of Santa Cruz (hereinafter called COUNTY) and KARIN GROBE (hereinafter called CONTRACTOR) is amended to read as follows:

—/— 1. Guest Speaker Waiver

CONTRACTOR represents to COUNTY that it will accomplish the result required by this Agreement by manner and means similar to those employed by a guest speaker, namely by oral and documentary presentation to a group of persons such that no person will be exposed to reasonably foreseeable **risk** of personal injury or property damage. In reliance thereon, COUNTY amends the Comprehensive or Commercial General Liability Insurance requirement of said Agreement by waiving same.

—/— 2. Teacher, Instructor, Trainer Waiver

CONTRACTOR represents to COUNTY that it will accomplish the result required by this Agreement by manner and means similar to those employed by a teacher, instructor, or trainer and subject to the following limitations: (1) the results will be accomplished entirely within a classroom setting; (2) no minors will be involved; and (3) no person will be exposed to reasonably foreseeable **risk** of personal injury or property damage. In reliance thereon, COUNTY amends the Comprehensive or Commercial General Liability Insurance requirements of said Agreement by waiving same.

KG/SM

3. General No Risk Waiver

CONTRACTOR represents to COUNTY that it will accomplish the result required by this Agreement by manner and means which will expose no person to reasonably foreseeable **risk** of personal injury or property damage; namely as follows: _____

MAJORITY OF WORK TO BE PERFORMED IN OFFICE. LIMITED FIELD WORK TO INCLUDE SITE VISITS AND INTERVIEWS.

In reliance thereon, COUNTY amends the Comprehensive or Commercial General Liability Insurance requirements of said Agreement by waiving same.

The above paragraph(s) shall be operative if initialed by both parties in the space provided, effective AUGUST 7, 2001.

Karin Grobe
KARIN GROBE
CONTRACTOR

COUNTY OF SANTA CRUZ

By _____

Contract No. _____

INSURANCE REPRESENTATIONS BY CONTRACTOR


On the basis of the following representations by CONTRACTOR to COUNTY as initialed and executed below, compliance with Subparagraphs 6B(2), (3) and (4), respectively of the above Agreement, shall be deemed achieved.

—/— Additional Insured [6B(2)]. CONTRACTOR represents that as to the following required insurance coverage(s): AUTOMOBILE LIABILITY INSURANCE, it is unable to obtain an endorsement adding COUNTY as an additional insured pursuant to Subparagraph 6B(2). In reliance thereon, COUNTY hereby waives said requirement.

ZG/PA Notice of Cancellation [6B(3)]. CONTRACTOR represents that as to the following required insurance coverage(s): AUTOMOBILE LIABILITY INSURANCE, it is unable to obtain an endorsement including a clause requiring prior notice of cancellation of or reduction in coverage pursuant to Subparagraph 6B(3). CONTRACTOR hereby covenants and represents that it will notify COUNTY in writing at least thirty (30) days prior to cancellation of or reduction in coverage pursuant to Subparagraph 6B(3). In reliance thereon, and upon performance of said covenant, COUNTY hereby deems CONTRACTOR to be in compliance with Subparagraph 6B(3).

—/— Certificate of Insurance [6B(4)]. CONTRACTOR represents that as to the following required insurance coverage(s): AUTOMOBILE LIABILITY INSURANCE it has been unable to obtain certification of insurance coverage pursuant to Subparagraph 6B(4). CONTRACTOR hereby covenants and represents that it has obtained, will maintain (and attaches hereto a copy of the face sheet(s) **of**), the contractually required insurance set forth on the attached self-certification of insurance form. In reliance thereon, COUNTY hereby deems CONTRACTOR to be in compliance with Subparagraph 6B(4).

The above paragraph(s) shall be operative if initialed by both parties in the space provided, effective AUGUST 7, 2001.



KARIN GROBE
CONTRACTOR

COUNTY OF SANTA CRUZ

By _____

EXHIBIT 'A'

**FOOD WASTE AND ORGANICS DIVERSION
SCOPE OF WORK FY 01-02**

I. COMMERCIAL DIVERSION

- A. GREY BEARS DEMONSTRATION PROJECT 50 hrs**
1. Assist/advise with operation of in-vessel composter
 2. Outreach and promotion as directed by County
- B. BUSINESS / INSTITUTIONS TECHNICAL ASSISTANCE 250 hrs**
1. General diversion promotion
 - a. Design and conduct public information program
 2. Diversion technical assistance
 - a. Assist/advise businesses and institutions, such as organized camps or conference centers, with food waste diversion actions (e.g., vermicomposting, surplus food networks, in-vessel composters, etc.)
 3. Update Soil Amendment Booklet

II. RESIDENTIAL HOME COMPOSTING

- A. WORKSHOPS 100 hrs**
1. Manage home composting program for Ecology Action (EA)
 - a. In consultation with EA, evaluate workshop format, scheduling & make recommendations to County
 - b. Oversee EA workshop (Information Booths) scheduling, presentations, content
 2. Prepare, promote and conduct vermicomposting workshops (wormshops)
 - a. Incorporate Master Vermicomposters as volunteers and provide material support as needed
- B. TECHNICAL ASSISTANCE AND OUTREACH 150 hrs**
1. Design and conduct public information services
 - a. Coordinate Ecology Action workshop promotion
 - b. Evaluate EA Rotline and composting brochures and make recommendations to County
 - c. Oversee EA home compost literature distribution (libraries, etc)
 - d. Maintain vermicompost print information
 - e. Provide telephone response and house-call service
 - f. Assistance with County web page content
 2. Landscapers outreach (newsletter articles)
 3. Assist with development of local worm growing operation

- C. **MASTER COMPOSTER TRAINING** **400 hrs**
 In collaboration with Ecology Action:
1. Develop training course content & approach
 - a. Present course proposal to County for approval
 2. Recruit candidates
 3. Conduct training
 4. Maintain MC network after training
 - a. Integrate MCs into County Home Composting programs
- 111. PUBLIC SCHOOLS ASSISTANCE**
- A. **RESOURCE CONSERVATION PROGRAM SCHOOLS** **125 hrs**
1. Assist with existing vermicomposting bins
 - a. Evaluate performance; make recommendations to Co & PSRCP
 - b. Summer maintenance as needed
 2. Identify potential for increased bins (classroom & large)
 - a. Make recommendations to Co & PSRCP
 3. Coordinate and assist with installation & monitoring of new bins
 - a. Classroom presentations as requested
- B. **OTHER SCHOOLS** **100 hrs**
1. Inventory food prep centers for diversion potential
 2. Outreach for classroom worm bin use; establish, monitor, maintain
 - a. Classroom presentations as requested
 3. Summer maintenance as needed
- IV. FOOD WASTE PILOT PROJECT** **250 hrs**
- A. Assist with food waste pilot project as directed by County
1. Develop list of potential generator participants
 2. Advise / train participants on proper separation technique; on container use and placement
 3. Respond to participant inquiries on problems; liaison between generator and collector
 4. Assist with processing and marketing as directed by County
- V. REPORTING TO COUNTY** **50 HRS**
- A. With invoices, document hours per task, results of work, recommendations for program modifications or adjustments.
- B. Meet with County as requested to review project status
- a. Prepare project summary reports / analyses as requested

TOTAL HOURS**1555**

TOTAL LABOR	(1555 hrs @ 45/hr)	\$69,975
DIRECT EXPENSES		not to exceed <u>\$10,000</u>
	(including materials, services, bin subsidies)	\$79,975

Hours may be re-assigned among tasks only with prior approval of County. Additional or substitute projects may be requested depending on outcome of initial evaluation of needs (e.g., school diversion potential, eventual location of worm farming operations, food waste pilot, MC training time requirements, etc).

Materials and services will be reimbursed at cost plus 10% based on submission of itemized receipts. Eligible materials costs will include telephone, mileage (\$0.315 cents per mile), postage, film and developing, graphic arts, and other costs approved in advance by County.

The County will pay Contractor based on invoices submitted by Contractor which itemize hours expended per task plus material costs and services. Invoices may be submitted monthly.

Contractor shall submit to County for pre-approval copies of public information materials intended for publication as print or electronic advertising or brochures.

State Farm Mutual Automobile Insurance Company
6400 State Farm Drive
Rohnert Park CA 94926

R 49072-3-B MATCH 0057/ MUIL VUL

DECLARATIONS PAGE

0218

POLICY NUMBER	Policy Period from JUN 19 2001 to DEC 19 2001
20 3415-F19-05J	

NAMED INSURED
00577 05-2262-3328
HEINTZ, DAVID M AND
GROBE, KARIN
236 SHELDON AVE
SANTA CRUZ CA 95060-2024

DO NOT PAY PREMIUMS SHOWN ON THIS PAGE.
SEPARATE STATEMENT ENCLOSED IF AMOUNT DUE

AGENT
RICH HAGAN
645 CEDAR STREET
SANTA CRUZ, CA 95060-3832

|||||

PHONE: (831)429-2700

YEAR	MAKE	MODEL	BODY STYLE	VEHICLE ID NUMBER	CLASS
1993	TOYOTA	1/2 T	PICKUP	4TARN81AXPZ068547	6B3H0X12

SYMBOLS	COVERAGES	PREMIUMS
	See policy for coverage details.	1993
	Bodily Injury/Property Damage Liability	TOYOTA
	Limits of Liability-Coverage A-Bodily Injury	\$96.96
	Each Person, Each Accident	
	\$100,000 \$300,000	
	Limits of Liability-Coverage A-Property Damage	
	Each Accident	
	\$100,000	
C	Medical Payments	\$11.79
	Each Person	
	\$5,000	
D	Comprehensive	\$13.19
	Emergency Road Service	\$4.00
U	Uninsured Motor Vehicle	\$12.14
	Each Person, Each Accident	
	\$100,000 \$100,000	
U1	Uninsured Motor Vehicle Property Damage	\$5.76
	Additional Use of Non-Owned Car Damage	
	BIPD Liability	\$4.96
	Medical Payments	\$8.96
Total Premium for this policy period		\$228.86

IMPORTANT MESSAGES

Your policy consists of this declarations page, the policy booklet - form 9805.5, and any endorsements that apply, including those issued to you with any subsequent renewal notice.

Replaced policy number V203415-05I

EXCEPTIONS AND ENDORSEMENTS (See individual endorsement for details)

21 6028E 5 ADDITIONAL INSURED-THE COUNTY OF SANTA CRUZ DAN DE GRASSI DEPT
OF PUBLIC WORKS, 701 OCEAN ST RM 410, SANTA CRUZ CA 95060-4013
22 6028E 5 ADDITIONAL INSURED-CITY OF SAN JOSE ENVIRONMENTAL SERVICES,
ATTN: MICHELE YOUNG, 777 NORTH FIRST ST STE 450, SAN JOSE CA 95112-6337.
21 6037F 11 CERTIFICATE OF INSURANCE-30 DAYS-ATTN NANCY GRAY CITY OF
WATSONVILLE, PO BOX 50000, WATSONVILLE CA 95077-5000
22 6037F 11 CERTIFICATE OF INSURANCE-CITY OF SAN JOSE ENVIRONMENTAL
SERVICES, ATTN: MICHELE YOUNG 777 NORTH FIRST ST #450, SAN JOSE CA
95112-6337
23 6037F 11 CERTIFICATE OF INSURANCE-NORCAL SERVICE CENTER INC AND ITS
AFFILIATED COMPANIES, 235 NORTH FIRST ST, DIXON CA 95620-3027
5082AG.1 AMENDATORY ENDORSEMENT: CHANGES-DEFINED WORDS: FINANCED
VEHICLES: INSURED'S DUTIES, COVERAGES AND CONDITIONS.
5091J CERTIFICATE OF GUARANTEED RENEWAL
5049NN USE OF NONOWNED CARS-LIABILITY COVERAGES DAVID HEINTZ.

Agent: RICH HAGAN
Telephone: (831)429-2700
Prepared JUL 18 2001 2262-746

25

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0719

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: PUBLIC WORKS (Dept.)
[Signature] (Signature) 7.25.01 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

- Said agreement is between the COUNTY OF SANTA CRUZ (Agency) and Karin Grobe, 236 Sheldon Avenue, Santa Cruz, CA 95060 (Name & Address)
- The agreement will provide solid waste consulting services
- The agreement is needed because the work can be handled most expeditiously by contract
- Period of the agreement is from Board Approval to February 1, 2002
- Anticipated cost is \$ No new year allocation (Fixed amount; Monthly rate; Not to exceed)
- Remarks: Original contract \$61,000; Carryover amount \$12,737.19
- Appropriations are budgeted in 625110 ! 51027 ! 3665 ! (Index#) 3590 (Subobject;

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. CO 02186-01 Date 8-2-01
are not available and will be encumbered. NA - Time Extension
(Not on C/A List) GARY A. KNUTSON, Auditor - Controller
By [Signature] Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the
Director of Public Works to execute the same on behalf of the Department of
Public Works (Agency).

Remarks: _____ (Analyst)
By [Signature] County Administrative Officer Date 8/6/01

Agreement approved as to form. Date _____

DdG: bbs

Distribution:
Od. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod
*To Orig. Dept. if rejected.
ADM - 29 (6/95)

Distribution:
State of California)
County of Santa Cruz) ss
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz.
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer
_____ 19 _____ By _____ Deputy Clerk

25

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0220

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: PUBLIC WORKS (Dept.)

(Signature) [Handwritten Signature] (Date) 7.25.01

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the COUNTY OF SANTA CRUZ (Agency)

and Karin Grobe, 236 Sheldon Avenue, Santa Cruz, CA 95060 (Name & Address)

2. The agreement will provide solid waste consulting services

3. The agreement is needed because the work can be handled most expeditiously by contract

4. Period of the agreement is from Board Approval to June 30, 2002

5. Anticipated cost is \$ 79,975.00 (Fixed amount; Monthly rate; Not to exceed)

6. Remarks: Contract \$79,975.00; Overhead \$5,598.25; Total \$85,573.25

7. Appropriations are budgeted in 625110 ! 51027 ! 3665 ! (Index#) 3590 (Subject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. are not available and will be encumbered.

Contract No. 12186 Date 8-2-01

New Allotment
Not on C/A List

GARY A. KNUTSON, Auditor - Controller
By [Handwritten Signature] Deputy

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Director of Public Works to execute the same on behalf of the Department of

Public Works (Agency).

County Administrative Officer

Remarks: _____ (Analyst)

By [Handwritten Signature] Date 8/6/01

Agreement approved as to form. Date _____

DdC:bbs

Distribution:

- Bd. of Supv. - White
- Auditor-Controller - Blue
- County Counsel - Green
- Co. Admin. Officer - Canary
- Auditor-Controller - Pink
- Originating Dept. - Goldonrod

* To Orig. Dept. if rejected.

25

State of California)
County of Santa Cruz) ss
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board On _____ County Administrative Officer
_____ 19 _____ By _____ Deputy Clerk