



THOMAS L. BOLICH  
DIRECTOR OF PUBLIC WORKS

# County of Santa Cruz

## DEPARTMENT OF PUBLIC WORKS

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

### AGENDA: AUGUST 27, 2002

August 15, 2002

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

SUBJECT: PROPOSED SERVICE AGREEMENTS FOR SAN LORENZO VALLEY  
DROP-OFF RECYCLING CENTERS

Members of the Board:

As your Board is aware, the County contracts with the Valley Women's Club of the San Lorenzo Valley for operation of the drop-off recycling facilities in the San Lorenzo Valley. These include the recycling center at the Ben Lomond Transfer Station, under one contract, and smaller drop-off sites in Boulder Creek and Felton, under a separate agreement. These facilities provide recycling services to match those available through curbside recycling in an area where subscription to refuse/recycling collection service is not widespread. In addition, the Ben Lomond Transfer Station facility serves residents from the Scotts Valley and summit areas, handles large amounts of scrap metal and appliances, plus recycling from businesses. Two separate contracts are used because the scope of operations covered by the contracts, the terms (one is multiyear, the other annual) and the methods of calculating compensation are significantly different.

Both operations are experiencing an increase in operational expenses this year due to declining recycling revenues and increased public use of these facilities. The Ben Lomond operation faces an additional expense for transporting scrap metal, the market for which reflects the weakened economy and no longer returns sales revenue. As a result, Public Works is recommending increases to these two service contracts with the Valley Women's Club for the coming fiscal year.

The proposed contract increase for the Ben Lomond Transfer Station is \$38,500 over the contract amount for 2001/2002, for an amended not-to-exceed amount of \$221,500. For the Boulder Creek and Felton operations, the proposed contract increase is \$6,000 over the contract amount for 2001/2002, for an amended not-to-exceed amount of \$46,000. Amendments to each agreement are included with this letter for your Board's consideration. Sufficient funds to cover these expenses are included in the fiscal year 2002/2003 Solid Waste and Recycling budget.

It is therefore recommended that the Board of Supervisors take the following action:

1. Approve the proposed amendment to agreement with the Valley Women's Club of San Lorenzo Valley for operation of the drop-off recycling facilities at the Ben Lomond Transfer Station through the 2002/2003 fiscal year for a not-to-exceed amount of \$221,500.
2. Approve the proposed amendment to agreement with the Valley Women's Club of San Lorenzo Valley for operation of the drop-off recycling facilities in Boulder Creek and Felton through the 2002/2003 fiscal year for a not-to-exceed amount of \$46,000.
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:mg

Attachments

RECOMMENDED FOR APPROVAL:



County Administrative Officer

copy to: Public Works  
Valley Women's Club of San Lorenzo Valley

AMENDMENT TO AGREEMENT

0259

The parties hereto agree to amend Contract Number 91469, dated AUGUST 17,1999, by and between the COUNTY OF SANTA CRUZ and VALLEY WOMEN'S CLUB OF SAN LORENZO VALLEY for OPERATION OF THE BEN LOMOND TRANSFER STATION DROP-OFF RECYCLING CENTER ,by AMENDING SECTION 2, COMPENSATION, TO ESTABLISH A FISCAL YEAR 2002/2003 NOT-TO-EXCEED CONTRACT AMOUNT OF \$221,500, PAYABLE IN ACCORDANCE WITH THE ATTACHED BUDGET.

All other provisions of said contract shall remain the same.

DATED: \_\_\_\_\_  
COUNTY OF SANTA CRUZ  
DEPARTMENT OF PUBLIC WORKS

\_\_\_\_\_  
DIRECTOR OF PUBLIC WORKS

CONTRACTOR:  
VALLEY WOMEN'S CLUB OF  
SAN LORENZO VALLEY

BY: Nancy B. Macy

ADDRESS:  
P.O. BOX 574  
BEN LOMOND, CA 95005-0574

TELEPHONE: (831)-338-1728

FAX: 831-338-3666 (Sincerely Yours)  
E-MAIL: nbbm@cruzio.com

Approved as to form:

Barbara Eyer  
Assistant County Counsel

DISTRIBUTION: Auditor-Controller  
Public Works  
Contractor

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0260

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: PUBLIC WORKS (Department)
BY: [Signature] (Signature) 7/31/02 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One)

Expenditure Agreement [X] Revenue Agreement [ ]

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

1. Said agreement is between the COUNTY OF SANTA CRUZ (Department/Agency)
VALLEY WOMEN'S CLUB OF SAN LORENZO VALLEY
and P.O. BOX 574, BEN LOMOND, CA 95005-574 (Name/Address)

2. The agreement will provide OPERATION OF THE DROP-OFF RECYCLING CENTER AT THE BEN LOMOND TRANSFER STATION

3. Period of the agreement is from BOARD APPROVAL to JUNE 30, 2003

4. Anticipated Cost is \$221,500.00 [ ] Fixed [ ] Monthly Rate [ ] Annual Rate [X] Not to Exceed

Remarks: CONTRACT \$221,500-00; OVERHEAD \$15,505.00; \$237,005.00

5. Detail: [X] On Continuing Agreements List for FY 02-03, Page CC-19 Contract No: C021469-01 OR [ ] 1st Time Agreement
[ ] Section II No Board letter required, will be listed under Item 8
[ ] Section III Board letter required
[ ] Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 625110! 51066! 3665! (Index) 3590 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

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

Contract No: 21469-01
By: [Signature] Auditor-Controller Deputy Date: 8/14/02

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize
DIRECTOR OF PUBLIC WORKS (Dept/Agency Head) to execute on behalf of the PUBLIC WORKS DEPARTMENT

Date: 8/19/02 By: [Signature] County Administrative Office

Distribution:

Board of Supervisors - White
Auditor Controller - Canary
Auditor-Controller - Pink
Department - Gold

State of California
County of Santa Cruz
I [Signature] 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 Office by an order duly entered in the minutes of said Board on 20

ADM - 29 (8/01)
Title Section 300 Proc Man

By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

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TC110
43 Auditor Description Amount Index Sub object User Code

**BEN LOMOND TRANSFER STATION RECYCLING CENTER**  
**Estimated Costs of Operation - 2002-2003**

**Total Labor Costs: \$134,754**

1. 1 employee, 8 hours/day, 5 days/week @\$16.50/hour: \$34,320/year  
 (Site Manager: manages overall operations of site: interfaces with Transfer Station staff, haulers, processors & public, trained to do scrip, drive forklift, remove CFC, handle oil & batteries, process materials)
  2. 1 employee, 8 hours/day, 5 days/week @\$12.50/hour: \$26,000/year  
 (Interfaces with public, trained to do scrip, drive forklift, remove freon, handle oil & batteries, process materials)
  3. 1 employee, 8 hours/day, 4 days/week @ \$11.50/hour: \$19,136/year  
 (Interfaces with public, trained to do scrip, drive forklift, remove freon, handle oil & batteries, process materials)
  4. 1 employee, 8 hrs/day, 5 days/wk/ weeks @ \$8.50/hour: \$17,680/year  
 (Interfaces with public, trained to do scrip, drive forklift, remove freon, handle oil & batteries, process materials)
- > Total Salary Cost: \$97,136
5. Benefits, Worker's Compensation Insurance, Payroll Taxes: Additional \$37,618 (38.73%)

**Liability Insurance (\$1,000,000/incident): \$1,114**

**Administrative Costs: \$43,641**

- > 40% of Director and Manager's time (\$90,352 total/year) = \$36,141
- > 1/3 office VWC supplies/expenses = \$7,500 year

**Equipment/Supplies: \$12,334**

forklift lease = \$7034  
 baler wire = \$4300  
 other supplies = \$1000

**Maintenance: \$2,500**

**Transportation: \$27,157**

Western Strategic Glass hauls @ \$7560/year  
 Waste Management hauls @ \$3600/year  
 A&S Metals hauls @ \$15,997/year

**Total yearly expenses estimated at \$221,500**

This budget is an estimate; actual expenses may vary from month to month, and budget categories may vary over the year. Invoices at variance with this budget, including labor rates, may be paid with advance written approval of County Public Works. Total contract not-to-exceed amount is \$221,500.00.

**AMENDMENT TO AGREEMENT**

The parties hereto agree to amend and renew Contract Number 10287, dated August 7, 2001, by and between the COUNTY OF SANTA CRUZ and VALLEY WOMEN'S CLUB, to provide drop-off recycling services for the San Lorenzo Valley, by

1. renewing the contract for a not-to-exceed amount of \$46,000, and by
2. extending the term of the contract to June 30, 2003, and by
3. amending the labor rate for reimbursable personnel expenditures to be \$15.00 per hour, which includes a minimum pay rate of not less than \$7.50 per hour, which is to be used only as a trainee wage.

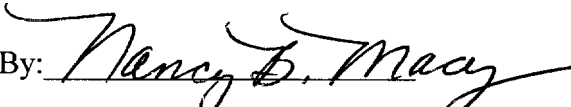
All other provisions of said contract shall remain the same.

Dated: \_\_\_\_\_

COUNTY OF SANTA CRUZ  
DEPARTMENT OF PUBLIC WORKS

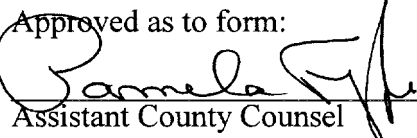
CONTRACTOR:  
VALLEY WOMEN'S CLUB

By: \_\_\_\_\_  
Thomas L. Bolich  
Director of Public Works

By: 

Address: P.O. BOX 574  
BEN LOMOND, CA 95005

Telephone: (831) 338-1728  
Fax: (831) 338-3666  
E-mail: nbbm@cruzio.com

Approved as to form:  
  
Assistant County Counsel

DISTRIBUTION: Auditor-Controller  
Public Works  
Contractor

amagrfrm/vwcamd02/js

COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

0263

TO: Board of Supervisors  
County Administrative Office  
Auditor Controller

FROM: PUBLIC WORKS (Department)

BY: [Signature] (Signature) 7-31-02 (Date)  
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One)

Expenditure Agreement

Revenue Agreement

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

1. Said agreement is between the COUNTY OF SANTA CRUZ (Department/Agency)  
VALLEY WOMEN'S CLUB  
and OF SAN LORENZO VALLEY, P.O. BOX 547, BEN LOMOND, CA 95005-0547 (Name/Address)

2. The agreement will provide DROP-OFF RECYCLING SERVICES FOR THE SAN LORENZO VALLEY

3. Period of the agreement is from BOARD APPROVAL to JUNE 30, 2003

4. Anticipated Cost is \$46,000  Fixed  Monthly Rate  Annual Rate  Not to Exceed

Remarks: ~~XXXXXXXX~~ CONTRACT \$46,005 7% OVERHEAD \$3,220; TOTAL \$49,220

5. Detail:  On Continuing Agreements List for FY 02 -03 . Page CC- 19 Contract No: 20287 OR  1<sup>st</sup> time Agreement  
 Section II No Board letter required, will be listed under Item 8  
 Section III Board letter required  
 Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 625110! 51064! 3665! (Index) 3590 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and have been encumbered. Contract No: 20287  
are not available and will be encumbered. By: [Signature] Date: 8/14/02  
IS:mg CC-19 Auditor-Controller Deputy

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize  
DIRECTOR OF PUBLIC WORKS (Dept/Agency Head) to execute on behalf of the PUBLIC WORKS DEPARTMENT

Date: 8/19/02 By: [Signature] County Administrative Office (Department/Agency)

Distribution: Board of Supervisors - White State of California  
Auditor Controller - Canary County of Santa Cruz  
Auditor-Controller - Pink ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,  
Department - Gold 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 Office by an order duly entered in the minutes of said Board on \_\_\_\_\_ 20\_\_\_\_  
ADM - 29 (8/01) Title I, Section 300 Proc Man By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

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Document No.	JE Amount				
TC 110		8			
Auditor Description	Amount	Index	Sub object	User Code	

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
12/05/2000

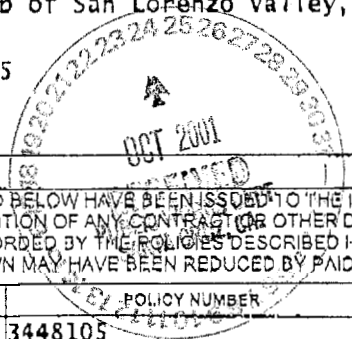
**PRODUCER** (831)426-2090 FAX (831)423-0641  
Wm. W. Kelly & Co., Inc.  
211 River Street  
P. O. Box 1702  
Santa Cruz, CA 95061

**INSURED** Valley Women's Club of San Lorenzo Valley, Inc  
PO Box 574  
Ben Lomond, CA 95005

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

INSURER A: Great American Insurance Company  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:



**FILE COPY**

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	3448105	10/15/2001	10/15/2002	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> MIXED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	3448105	10/15/2001	10/15/2002	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY, CA ACC AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT: THE COUNTY OF SANTA CRUZ, ITS OFFICIALS, EMPLOYEES, AGENTS AND VOLUNTEERS ARE ADDED AS ADDITIONAL INSURED AS RESPECTS TO THE OPERATIONS AND ACTIVITIES OF, OR ON BEHALF OF, THE NAMED INSURED PERFORMED AGREEMENT WITH THE COUNTY OF SANTA CRUZ. PRIMARY WORDING.

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER	CANCELLATION
County of Santa Cruz Public Works// Letticia Fax: 454-2385 701 Ocean Street, Room 410 Santa Cruz, CA 95060-4070		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, AUTHORIZED REPRESENTATIVE Thomas J. Kelly



**STATE  
COMPENSATION  
INSURANCE  
FUND**

P.O. BOX 807, SAN FRANCISCO, CA 94101-0807

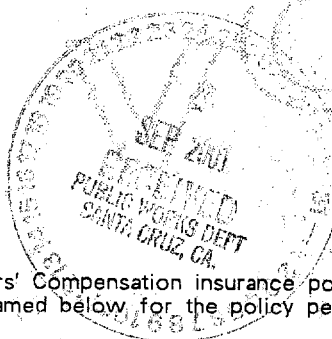
0265

**CERTIFICATE OF WORKERS' COMPENSATION INSURANCE**

ISSUE DATE: 10-01-01

POLICY NUMBER: 481-01 UNIT 0000104  
CERTIFICATE EXPIRES: 10-01-02

COUNTY OF SANTA CRUZ  
ATTN: JOFFERY SMEDBERG  
701 OCEAN ST.  
SANTA CRUZ CA 95060



This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 10 days' advance written notice to the employer.

We will also give you 10 days' advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

*Kenneth C. Bollier*  
PRESIDENT

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000.00 PER OCCURRENCE.

EMPLOYER

LEGAL NAME

SLV REDEMPTION/RECYCLING CENTERS  
15485 BEAR CREEK RD  
BOULDER CREEK CA 95006

THE VALLEY WOMEN'S CLUB OF THE  
SAN LORENZO VALLEY (A NON-PROFIT CORP.)

PRINTED: 09-17-01

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