



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/20/2018

Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Amanda Griffis , Environmental Resource Specialist - 707-259-8330

SUBJECT: Agreement with Circlepoint

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Circlepoint for a maximum of \$29,910 for the term March 20, 2018 through June 30, 2018 to survey the community to obtain data on oil recycling habits and create a campaign on motor oil recycling.

EXECUTIVE SUMMARY

Napa County is the lead agency in a regional used motor oil recycling program. The County accepts state funding and conducts oil recycling activities on behalf of itself and the Cities of American Canyon, Calistoga, St. Helena, and the Town of Yountville. Approval of the requested professional services agreement will provide for a survey of community members to determine oil recycling knowledge and habits. Based on survey data, new outreach materials will be designed to ensure the target audience for motor oil recycling information is being reached. This agreement is funded by the California Department of Resources Recycling and Recovery (CalRecycle) Used Oil Payment Program.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	It is budgeted in Public Works 1220000. This agreement is funded by the California Department of Resources Recycling and Recovery (CalRecycle) Used Oil Payment Program.

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County currently does not have data on citizens who change their own motor oil at home or outreach materials that were professionally designed for Napa County. This agreement will allow for motor oil recycling outreach materials that will be beneficial throughout the participating jurisdictions.
Is the general fund affected?	Yes
Future fiscal impact:	None.
Consequences if not approved:	The County will continue to use current outreach materials and methods, which are possibly not reaching the correct target audience as is.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Napa County is the lead agency in a regional used motor oil recycling program. The County accepts state funding and conducts oil recycling activities on behalf of itself and the Cities of American Canyon, Calistoga, St. Helena, and the Town of Yountville.

Oil can be recycled by two methods; a curbside pickup provided by a solid waste hauler or a drop off at a motor oil collection site. There are nine total public drop off sites for motor oil and oil filters available, as well as two farmworker centers where center residents can change and recycle motor oil and filters onsite. All drop off sites are free to the public. County staff promote motor oil recycling in all participating jurisdictions. County staff coordinate with various city staff for operational issues as needed.

A request for proposals was released with the highest scoring proposal submitted by Circlepoint. Approval of the requested professional services agreement will provide for a survey of community members to determine oil recycling knowledge and habits. Based on survey data, new outreach materials will be designed to ensure the target audience for motor oil recycling information is being reached. This agreement is funded by the California Department of Resources Recycling and Recovery (CalRecycle) Used Oil Payment Program. A project like this has not been done in the history of the County regional motor oil recycling program. Data on how to target those who could benefit most from information on motor oil recycling would be vital to continue maintaining a successful program. County staff do not have the resources or expertise to complete the work that Circlepoint is proposing to do. The County's Agricultural Commissioner has an existing agreement (Agreement No. 170596B-17) with this vendor. Although that agreement is of a different scope, the total amount of the multiple contracts requires Board approval per the County's purchasing policy. Staff is requesting approval of this contract with Circlepoint to complete this project prior to the end of the current fiscal year.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula