

Subject: Approval for City of Dillingham to assist the University of Alaska Fairbanks Marine Advisory Program with a composting project in 2013 and 2014 and accepting equipment from the project

Agenda of: April 11, 2013

Council Action:

Manager: Recommend approval.

City Manager: Carol Shade, acting
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	Planning/Jody Seitz	JS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

Other Attachment(s):

Summary Statement.

The purpose of the action memorandum is to approve the attached scope of work for a joint project initiated by the University of Alaska Marine Advisory Program and funded through the Alaska Coastal impact Assistance Program.

The project is intended to reduce the amount of fish waste illegally and irresponsibly dumped, to provide for a safe and efficient disposal alternative to incineration of fish waste and to produce useable compost. It also has the potential to provide an alternative disposal method for wood waste, paper product waste, and cardboard waste.

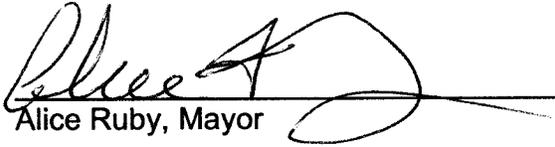
The City is to provide a space for the composting project, staff assistance, and oversight for the area. The ACIAP grant will purchase equipment, a tractor and attachments for use at the landfill which will become property of the City of Dillingham following the project.

The Composting project provides a match to an ADEC grant (# 28303) which allowed the grant to be extended so that the full amount of the grant could be utilized.

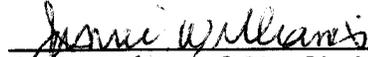
The remainder of ADEC Municipal Matching Grant 28303 allows for a major planning effort to redesign the overall landfill operations.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 11, 2013.

SEAL:


Alice Ruby, Mayor

ATTEST:


Janice Williams, City Clerk



Scope of Work for the City Landfill Compost Project

a joint project of the

**Alaska Sea Grant Marine Advisory Program, University of Alaska
Fairbanks**

and City of Dillingham

March 2013

1. Purpose

The purpose of this written Scope of Work is to formalize the access to and use of certain lands located at the City of Dillingham Landfill site for the purpose of implementing a pilot compost project. It briefly outlines the access policies, the timeframe, equipment purchase and ownership, staff time of both parties, and any associated conditions.

It represents one of the two key documents that describe the collaboration, namely:

1. The Scope of Work: this document, formalising the collaboration, the timeframe and listing the use of equipment, staff time, and land use;
2. The Compost Pilot Project Plan (the "Plan"): The technical description of the planned use of the landfill site identified by City staff as available for use for the composting project by the Alaska Sea Grant Marine Advisory Program agent (Izetta Chambers) and City of Dillingham landfill staff for execution of the composting project. It details the resource request presented herein for adoption by the City Council.

By signing this Scope of Work, the City of Dillingham and the Alaska Sea Grant Marine Advisory Program agent Chambers agree to conditions hereby stated and in particular to the Plan.

2. Alaska Sea Grant Marine Advisory Program ("MAP")

MAP is an extension program that applies knowledge and understanding gained through research to aid individuals, groups, and coastal communities in Alaska. The funds for this particular composting project were awarded to MAP agent Izetta Chambers, as the Project Investigator (PI) by the Alaska Department of Natural Resources (DNR) through the Coastal Community Impact Assistance Program (CCIAP).

The project is intended to reduce the amount of fish waste illegally and irresponsibly dumped, to provide for a safe and efficient disposal alternative to incineration of fish waste and to produce useable compost. It also has the potential to provide an alternative disposal method for wood waste, paper product waste, and cardboard waste.

MAP Agent/Assistant Professor, Izetta Chambers is designated as the Principal Investigator (PI) on the project.

3. City of Dillingham

Composting Pilot Project	UAF MAP – City of Dillingham-Memorandum-of-Understanding
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The City of Dillingham is a first class municipality. The Dillingham Municipal Landfill has a Class II Municipal Solid waste disposal facility permit (SW2A015-14) last renewed June 1, 2009.

The Dillingham Solid Waste Facility consists of 100 acres, up to 69 of which are designated to receive wastes.

4. The use of the infrastructure

The City of Dillingham agrees to allow access by the PI to an area designated for the composting project during regular work hours, or at times agreed to by authorized City representatives. The City agrees to have landfill staff assist the PI by providing access to the site, transporting fish waste into the composting area, and to oversee activities at the composting area. The composting area will be open during the normal hours available to the public. Visitors will dispose of compostable materials as directed by the MAP staff and local students. Violations of the Dillingham Municipal code will be addressed as the code specifies.

4.1 Technical details

The technical details of the agreed use of infrastructure are explained in the document "Composting Pilot Project Plan".

4.2 Timeline

The timeline for the collaboration is shown below:

Date	Milestone
March 2013	Finalize Scope of Work between MAP PI and City of Dillingham
October 2012 – April 2013	Purchase equipment for project – chipper-shredder, CompostTex, bear fence components and other small tools that can ship via air freight, including compost collection bins for pilot project.
April 2013	Install electric fence at designated site at Landfill. Work with City Landfill staff on operation, troubleshooting, and maintenance of fence.
May 2013	Equip 10 – 15 home composters with food waste collection bins for collection of food scraps to be incorporated into operation.
May 2013	Conduct 1-hour training session on proper food scrap management for household participants and landfill staff.
March - May 2013	Coordinate with Landfill staff and Public Works Dept. on purchase of equipment for composting operation.
May 2013	Host composting workshop at Bristol Bay Campus; invite Mingchu Zhang from Fairbanks to present his research on fish waste composting.
April 2013	Purchase and schedule barge delivery or composting equipment (either tractor or compost aerator attachment for existing equipment).
May 2013	Issue press release and radio announcement regarding the composting alternative for fish waste disposal.

Composting Pilot Project	UAF MAP – City of Dillingham- Memorandum-of-Understanding
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August 2013	Draft brochure for composting operation; submit for review to City staff, compost researchers, and household compost pilot study participants.
September 2013	Distribute brochure to community members – expand household food scrap collection pilot project to 10 more households.
September 2013	Host workshop on source separation and composting for new household food waste participants for pilot project.
October 1, 2013	Composting demonstration and public showcase of composting project at City Landfill. Take soil samples and send off for analysis.
November 2013	Issue press release detailing results of first year of operations of composting pilot project.
April 2014	Make finished compost product available to gardening and agricultural community in Dillingham.
September 2014	Finalize grant reporting and write case study for use by City staff and other interested parties.

Additional tasks:

1. Write Scope of Work Resolution for Council.
2. Designate a composting site.

4.3 City of Dillingham Obligations

City of Dillingham agrees:

- To collaborate on this composting project: providing staff time within their normal work hours, expertise on landfill operations, and assistance within the scope of the composting project;
- To provide an 80 x 80 sq ft. cleared, brushed, area for the compost pile, equipment storage, and staging of compostable materials.
- To allow educational materials regarding recycling and composting to be distributed by the MAP PI about the composting project.
- To allow access to the City of Dillingham Landfill by the MAP PI during normal working hours, during the course of this grant project, to conduct compost testing, ensure compliance with the Plan, answer questions by landfill staff, and troubleshoot any problems that may arise from the composting operation;
- To provide access to water from the existing city well to the composting area;
- To collaborate on the installation of an electric fence, budgeted for under the Grant, and to install signs indicating that the fence has an electrical charge;
- To provide oversight and protection from damage to the compost project and related equipment, storage facilities and the compost material.
- To collaborate on the type of equipment needed for the composting project and the solid waste disposal facility.
- To take ownership and control of the grant-funded equipment, supplies, and electric fence at the conclusion of the two-year term of the grant project.

5. Partnership

Nothing in this Scope of Work implies any partnership between the parties other than the duties and roles specifically outlined herein.

6. Financing

Each party is responsible for financing its own participation in this collaboration.

7. Term and Termination

This Scope of Work shall become effective upon signature by both parties and shall remain in force until the termination of the grant agreement with ADNR. The Scope of Work may be extended by mutual agreement.

8. Signatures

Two originals to be signed; one for each party.

Marine Advisory Program

City of Dillingham

MAP Agent

City Manager

Izetta Chambers

Rose Loera

Signature:

Signature:

Date:

Date: