

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**

November 19, 2008

**8:45 a.m.**  
**\*Please note time change\***

City of Santa Rosa Utilities Department  
Subregional Water Reclamation System Laguna Plant  
4300 Llano Road, Santa Rosa, CA 95407  
Estuary Meeting Room

**Estimated Ending Time 11:00 a.m.**

**AGENDA**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>
1. Call to Order/Introductions	
2. Open Closed Session	
PUBLIC EMPLOYEE PERFORMANCE EVALUATION TITLE: AGENCY COUNSEL GOVERNMENT CODE SECTION 54957(b)(1) & (4)	
3. Adjourn Closed Session	
4. Call to order Regular Meeting/Introductions	
5. <u>Attachments/Correspondence:</u> Director's Agenda Notes Letter Regarding Pharmaceutical Waste	
6. <u>On file w/Clerk: for copy call 565-3579</u> No Resolutions approved in October 2008	
7. Public Comments (items not on the agenda)	
<b><u>CONSENT</u></b> (w/attachments)	Discussion/Action
8.1 Minutes of October 15, 2008	
8.2 Compost Relocation Update	
8.3 FY 08-09 First Quarter Financial Report	
8.4 FY 06-07 SCWMA Audit	

## REGULAR CALENDAR

### DIVERSION

- 9.1) Plastic Bag Update (continued from September meeting) Discussion/Action  
[Carter]

### PLANNING

- 10.1) Construction and Demolition Waste and Large Events / Discussion/Action  
Venues Policies  
[Carter](Attachment)
11. Boardmember Comments  
12. Staff Comments  
13. Adjourn

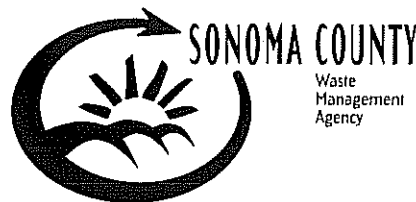
**CONSENT CALENDAR:** These matters include routine financial and administrative actions and are usually approved by a single majority vote. Any Boardmember may remove an item from the consent calendar.

**REGULAR CALENDAR:** These items include significant and administrative actions of special interest and are classified by program area. The regular calendar also includes "Set Matters," which are noticed hearings, work sessions and public hearings.

**PUBLIC COMMENTS:** Pursuant to Rule 6, Rules of Governance of the Sonoma County Waste Management Agency, members of the public desiring to speak on items that are within the jurisdiction of the Agency shall have an opportunity at the beginning and during each regular meeting of the Agency. When recognized by the Chair, each person should give his/her name and address and limit comments to 3 minutes. Public comments will follow the staff report and subsequent Boardmember questions on that Agenda item, and before Boardmembers propose a motion to vote on any item.

**DISABLED ACCOMMODATION:** If you have a disability that requires the agenda materials to be in an alternative format or requires an interpreter or other person to assist you while attending this meeting, please contact the Sonoma County Waste Management Agency Office at 2300 County Center Drive, Suite B100, Santa Rosa, (707) 565-3579, at least 72 hours prior to the meeting, to ensure arrangements for accommodation by the Agency.

**NOTICING:** This notice is posted 72 hours prior to the meeting at The Board of Supervisors, 575 Administration Drive, Santa Rosa, and at the meeting site the City of Santa Rosa Utilities Department Subregional Water Reclamation System Laguna Plant, 4300 Llano Road, Santa Rosa. It is also available on the internet at [www.recyclenow.org](http://www.recyclenow.org)



**TO:** SCWMA Board Members

**FROM:** Mollie Mangerich, Executive Director

**SUBJECT:** NOVEMBER 19, 2008 AGENDA NOTES

### **CONSENT CALENDAR**

These items include routine financial and administrative items and **staff recommends that they be approved en masse by a single vote.** Any Board member may remove an item from the consent calendar for further discussion or a separate vote by bringing it to the attention of the Chair.

- 8.1) Minutes of October 15, 2008
- 8.2) Compost Relocation Update This item provides information regarding progress in the Compost Relocation Project. **No action is requested.**
- 8.3) FY 08-09 First Quarter Financial Report Staff is required to present quarterly reports to the Board that include expenses and revenues to date and projections for the remaining portion of the fiscal year. **No action requested.**
- 8.4) FY 06-07 Audit Report FY 05-06 Financial Audit The FY 06-07 audit of SCWMA financial activities is attached for the Board's information. **Recommended Action: Accept the FY 06-07 audit.**

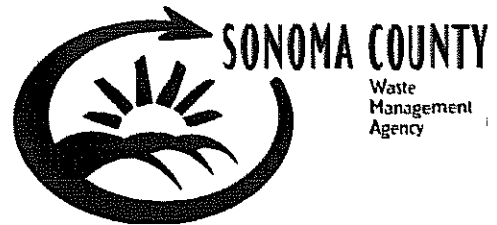
### **REGULAR CALENDAR**

#### **DIVERSION**

- 9.1) Plastic Bag Update (continued from September meeting) Staff was directed to continue discussion of this item from the September 2008 SCWMA meeting. Staff is presenting three options regarding plastic bags. These include a plastic bag ban, increased education and outreach about plastic bags, and continuing to monitor plastic bag legislation in the next legislative session. **Recommended action: Staff recommends increased educational outreach with regard to plastic bags through BayROC and in conjunction with existing staff outreach. Staff also recommends continuing to monitor and support bills similar to AB 2058 that are introduced in future legislative sessions.**

#### **PLANNING**

- 10.1) Construction and Demolition Waste and Large Events / Venues Policies Staff received three responses to the Request for Proposals for the C&D and Large Events and Venues Waste Reduction Policies project. Staff evaluated the proposals from HDR, R3 Consulting Group, and SCS Engineers. **Recommended Action: Approve the Agreement with SCS Engineers for consulting services.**



November 6, 2008

Mr. Jim Cropper  
Integrated Waste Management Specialist  
California Integrated Waste Management Board  
1001 I. St.  
Sacramento, CA 95812

Dear Mr. Cropper,

This letter is in regards to the upcoming CIWMB Board Meeting on Thursday, November 13, 2008; and in specific reference to Agenda Item VIII. 4 "*Consideration of Model Programs And Procedures For The Collection And Proper Disposal Of Pharmaceutical Waste As Required By Public Resources Code Sections 47102 Et Seq. And Discussion Of Management Of Sharps*". First, the Sonoma County Waste Management Agency applauds your efforts and actions to assist in the development of plans that are doable, sustainably-funded and effective for the safe collection and diversion of pharmaceutical waste and home-generated medical sharps. Second, we would like to provide some comments to assist you in the development of such programs. It is our concern there is need for further input from stakeholders, especially from local governments who have historically born the burden of funding and administering the programs that collect, receive, and properly dispose of wastes that have been banned from the landfill. These unfunded mandates, along with the growing myriad of banned wastes have placed inordinate financial pressure on local governments (who manage HHW facilities) and the ratepayers who utilize such services and diversion programs.

Our comments include the following:

- Provide additional time to stakeholders for necessary review of proposed Model Programs and policies, given the importance of this topic to local government's development of future program, planning and budgeting responsibilities of these wastestreams.
- Additionally Goal #5," p. 4-5 states that a goal is the development of "a sustainable funding source for collection and disposal of pharmaceuticals, such as grants, utility funding, or ADFs placed on pharmaceuticals and local general funds or via (Extended Producer Responsibility) EPR funding framework." Other than an EPR funding framework, none of these sources represent a sustainable funding source and do not reflect CIWMB's adopted Strategic Directive #5 supporting EPR funding approaches. HHW and local governments are not long-term solutions. We urge the CIWMB to place both pharmaceutical and medical sharp waste under a full EPR framework model.
- The Procedures require that pharmaceutical waste must be managed according to the Medical Waste Management Act. This is a significant barrier to participation in the



Agenda Item # 8.1

MINUTES OF OCTOBER 15, 2008

The Sonoma County Waste Management Agency met on October 15, 2008, at the City of Santa Rosa Utilities Department's Subregional Water Reclamation System Laguna Plant, 4300 Llano Road, Santa Rosa, California.

**PRESENT:**

City of Rohnert Park	Tim Smith, Chair
City of Cotati	Marsha Sue Lustig
City of Cloverdale	Gus Wolter
City of Healdsburg	Marjie Pettus
City of Petaluma	Vince Marengo
City of Santa Rosa	Dell Tredinnick
City of Sebastopol	Dave Brennan
City of Sonoma	Milenka Bates
Town of Windsor	Christa Johnson
County of Sonoma	Phil Demery

**STAFF PRESENT:**

Executive Director	Mollie Mangerich
Counsel	Janet Coleson
Staff	Patrick Carter
	Karina Chilcott
	Charlotte Fisher
	Lisa Steinman
Recorder	Elizabeth Koetke

**1. CALL TO ORDER SPECIAL MEETING**

The special meeting was called to order at 8:35 a.m. by Chairman Tim Smith.

**2. OPEN CLOSED SESSION**

CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54956.8

Property: 500 Mecham Road, Petaluma, California  
Agency Negotiator: Executive Director  
Negotiating Party: County of Sonoma  
Under Negotiation: PRICE \_\_\_\_\_  
TERMS \_\_\_\_\_  
BOTH   X  

**3. ADJOURN CLOSED SESSION**

No report.

**4. CALL TO ORDER REGULAR MEETING/INTRODUCTIONS**

The regular meeting was called to order at 8:47 a.m.

**5. ATTACHMENTS/CORRESPONDENCE**

Chairman Smith, called attention to the Director's Agenda Notes and Letters of Support.

**6. ON FILE WITH CLERK**

Chair Smith, noted the resolutions from the September 17, 2008 meeting on file with the clerk.

**7. PUBLIC COMMENTS (items not on the agenda)**

There were no public comments.

**CONSENT**

**8.1** Minutes of September 17, 2008

**8.2** Compost Relocation Update

**8.3** Environmental Preferable Purchasing

**8.4** First Amendment to the ESA ColWMP Agreement

**8.5** HHW Roof Extension Update

Christa Johnson, Town of Windsor, requested that agenda item #8.3 be pulled from the consent calendar for further discussion.

**Marjie Pettus, Healdsburg, moved to approve items 8.1, 8.2, 8.4 and 8.5. Vince Marengo, Petaluma seconded. Noted items approved.**

**8.3 ENVIRONMENTAL PREFERABLE PURCHASING**

Patrick Carter explained that during the preparation of the FY 08-09 budget, one of the suggested projects was to standardize a green purchasing policy for all the jurisdictions. Originally, hiring a contractor was considered but staff feels they have enough internal resources to complete this work if that is the Board's direction.

Several of the cities are currently working on green purchasing policies. Christa Johnson, Town of Windsor, said their Council was introducing an ordinance to add environmental preferable purchasing requirements to their purchasing policies and procedures. That ordinance will be voted on at the next City Council meeting.

**Christa Johnson, Town of Windsor, moved to approve item 8.3. Dell Tredinnick, Santa Rosa, seconded. Item 8.3 approved.**

**REGULAR CALENDAR**

**ADMINISTRATION**

**9.1 DISCUSSION OF FUNDING FEE ORDINANCE**

Mollie Mangerich, Executive Director, summarized the work that has been done in the past few years regarding the analytics, meetings and subcommittees that have been held regarding alternate funding sources for the Agency. The surcharge tip fee, which is the principle funding source for the HHW, Education, Diversion and Planning cost centers, has been dramatically decreasing year after year. The tip fee is applied to solid waste coming to the County's facilities. The surcharge on the tip fee is not the sole source of funding for the Agency. The other source is the fees charged to yard debris and wood waste being disposed of within the county and the revenue from the finished compost. The organics fees are restricted by the JPA agreement.

Ms. Mangerich met with Susan Klassen, T&PW Deputy Director, and Janet Coleson, Agency Counsel, several times in an effort to ascertain the work that has been done and the direction the Board wishes staff to proceed on how to provide funding for the Agency in the future.

An analysis of four primary funding strategies was reviewed. Agency Counsel recommended a fee based on the quantity of solid waste, organics and recyclables generated within Sonoma County. The \$5.40/ton, the current tipping fee, would be

moved. The proposed fee would be assessed as a cost per fee per container for curbside customers. Self haulers will still be charged the \$5.40/ton.

Staff recommends beginning an analysis of a fee structure on a volumetric basis within the County.

Ms. Mangerich also recommended that an RFP be developed for the analysis. There are analysts who specialize in this sort of work and could provide some type of model the Agency can use over time.

Phil Demery, County of Sonoma, confirmed that the concept is to determine what is an appropriate fee and an appropriate fee structure, and then the cities and County could essentially just cut a check.

Ms. Mangerich said the proposed fee collection could be a part of the agreements with the haulers.

Phil Demery said the Agency needs a financial structure, something sustainable, by putting it on collections, the cost will be indexed with time such that it's on total collection of waste and recyclables. The cost needs to be recognized and it needs to be restructured to be taken off disposal fees.

Vince Marengo, Petaluma, said that in regards to collection of the fees he felt it is best left to the haulers.

Agency Counsel said using the direct authority of the Public Resources Code, the charge, by definition, needs to be based on the amount of solid waste disposed as well as organics and recyclables. The determination needs to be made as to who's creating the waste, and who's getting rid of the waste. In an ordinance the obligation can be placed on the person generating the waste and the person getting rid of the waste. The obligation to pay is placed on the customer. The collector of that fee is the hauler, so an obligation to pay can also be placed on the hauler to collect that money for the cities and remit it to the cities. It would look like the hauler is paying the Agency, but the hauler is collecting the fee from the customer.

If the Agency decides to charge the hauler based upon whatever is collected, there's an argument that they're not actually creating it or disposing of it, they're simply collecting it and so this situation would not be as definitive. This fee would not be something that the hauler is actually going to pay. It's going to be a pass-through from the customer. Placing collection responsibility on the hauler instead of the customer does not avoid any Proposition 218 noticing requirements. It's not clear if it's legally required right now, but the courts could require noticing in the future. Agency Counsel strongly urges the Agency provide that extra measure of insurance and do the noticing. The cost of the noticing can be recouped using the fee structure.

Vince Marengo, said he could understand erring on the side of caution. He suggests that a maximum rate be set in order to provide a little flexibility.

Agency Counsel said the concept is to take the \$5.40/ton and figure out what the equivalent per can charge would be; balancing the two sides of the equation so there is no net increase to the \$5.40/ton that is being collected now.

Phil Demery, County of Sonoma, asked if that computation would be expressed as a percentage of the collection bill like a program fee, which would provide indexing. If

all the Agency does is add a surcharge on the can that's collected, then the Agency will always need to be making modifications to that charge. If a number can be established as a percentage of collection, then the indexing is there. He stated there are jurisdictions all over the state that have program fees established after Proposition 218 expressed as a percentage of collection.

Agency Counsel suggested using a consultant to help the Agency determine the fees. Her main concern was to be able to verify it would be equivalent to the \$5.40/ton, so that there's no increase.

Ms. Mangerich said she agreed that serious consideration should be given to the opportunity for the Board's consideration to agree to CPI adjustments so that staff can budget for programs year after year.

Phil Demery said the Agency wouldn't need to make any CPI adjustments, because the agreements have CPI adjustments. It would only have to be expressed as a percent and then it naturally indexes with the CPI adjustments on all of the franchise hauling agreements and license agreements.

Agency Counsel said it would be good to discuss these things with the expert who will provide a model. In the past, preliminary numbers were calculated to be a few cents a can, but those rough calculations only included solid waste disposed of, not the entire waste stream. This calculation is going to be much more complicated, especially where percentages are used.

Agency Counsel proposes to bring an ordinance back to the Board so they could see the structure of it. She expressed concern about imposing the obligation to pay directly on the hauler, leaving the customer out of the equation because the customer is the one who is creating the waste. The models that exist for implementing such a fee acknowledge the original obligation is on the person creating the waste. The haulers are only collecting it as middle men, but they can have an obligation to collect the fee and remit it to the Agency.

Christa Johnson, Town of Windsor, said the town is supportive of the Agency's efforts. The Town just started a new collection services agreement that will last just under 10 years. They've attempted to keep their rates low for their customers and to provide fair compensation for the hauler. Since this is a big change from the previous agreement, the Town Council wanted to provide incentives to the customers and to the hauler to divert as much organics and recyclables as possible. The rate adjustment calculation is very complex and will be used for the first time in June 2009. The Town is not interested in the option where the Town is cutting a check. Proposition 218 is a big concern to Windsor. Their legal counsel went to great lengths to make sure the Town is protected. The Town Council sets maximum rates and they do not have mandatory subscription. Another concern is legal costs that might be incurred going through an ordinance process. In figuring out what this would mean to their annual rate increase formula, the administrative cost becomes a big concern. The Town supports going forward, but the Town also would like the consultant to look into the individual franchise agreements. The Town would expect the Agency to cover any legal costs associated with changing the collection services agreement, as well as possible changes to their municipal code.

Agency Counsel said further discussion is needed to determine any concerns the jurisdictions would have. The way the model would be structured would not have a big impact on any of the members of the Agency, individually. There should not be any



change to the customers' bills because presumably the \$5.40/ton tipping fee is factored into the rates that the hauler charges the customers now. By removing that and replacing it with a different way of calculating the same amount of money, there should not be any kind of net change. The goal is to structure this so there is not a net change on bill, changes to the franchise agreements or the municipal codes. It is anticipated that an individual member would not need to change anything to facilitate the change in fee structure. There would have to be discussions, with not only the individual members, but also with the haulers to make certain there is a seamless approach and a seamless way of shifting the method and not the amount. Ms. Coleson offered to meet with individual cities and also their legal counsels.

Tim Smith, City of Rohnert Park, stated that Rohnert Park is the one city that sends out the bills for collection.

Steve McCaffrey, Redwood Empire Disposal / Northbay Corporation, commented that every community in California is suffering the same problem. It's a complicated formula. The proposed fee ordinance should become a standard mode of operation for the haulers. The tonnages are a finite number, easily tracked through certified weight certificates. Volumes are more difficult to track; they change month to month and even in the middle of the month. He cautioned against volume-based calculations because of the possible administrative costs involved. He encouraged staff to look at what other communities are doing that are facing the same problem.

**Dave Brennan, Sebastopol, moved to approve this item. Vince Marengo, Petaluma, seconded. Motion approved.**

## DIVERSION

### **10.1 PRESENTATION BY REDWOOD EMPIRE DISPOSAL / NORTHBAY CORPORATION**

Steve McCaffrey, North Bay Corporation / Redwood Empire Disposal gave a presentation about the 'North Bay Corporation Center for the Environment that they are interested in building. Their goal is to reach a 90% recycling rate.

Phil Demery, County of Sonoma, said Sonoma County is at a 64% recycling rate. By diving into the trash it's possible to attain another 10%. That's 74% maximum. The only way to get to 90% is through conversion technology. There's not a commercial facility sited in the United States that's obtained permits. He tried for years to get permits. Environmental groups are opposed to a number of the different technologies and the only one they embrace is anaerobic digestion which is costly. He feels we are years and years away from having conversion facility here in the State of California. He stated 90% is a pipe dream right now; but 75% is attainable, but it will cost the jurisdictions.

Steve McCaffrey said 90% is a zero waste goal, there's no doubt there would have to be a lot of advancement in technology.

Dell Tredinnick, Santa Rosa, said the Waste Characterization Report indicated that the 70% is attainable. 90% may be misleading to people and it's probably not possible. The goals are good. As a board member he is hesitant to endorse the 90% when this facility needs yet-to-be determined technology to make 90%.

Vince Marengo, Petaluma, asked about the use permit and asked that the application and program be sent to the Agency Board members.

*Marjie Pettus left the meeting at 10:00 a.m. (ek)*

## HOUSEHOLD HAZARDOUS WASTE

### **11.1 HHW SCOPE OF WORK FOR VOLUNTARY TAKE-BACK PROGRAM, EPR**

Karina Chilcott said in response to direction from Agency Board members at the August 20, 2008 Board meeting, staff prepared a grant application for a competitive Household Hazardous Waste Discretionary grant, HD 17, offered by the California Integrated Waste Management Board. Two projects were written into the proposal: \$74,922 was requested for an Extended Producer Responsibility (EPR) Business and Education Outreach Program and \$29,810 was requested for the Agency to host a National Medical Sharps Dialog meeting.

Staff's proposal for an EPR Business and Education Outreach project supports a number of Board member directives 1) the proposal supports one of the recommendations of the Extended Producer Responsibility Implementation Plan which was adopted by the Board in Feb. 2007 which is to encourage EPR Policies at local businesses, especially for retailers of household batteries and mercury containing lamps; 2) the proposal supports direction from the Board to develop a voluntary EPR take-back program for local businesses; 3) the proposal also addresses the Board's desire for recognition of businesses that participate in EPR through press releases, fact sheets, recognition at public events, utility bill inserts, web site, newsletter articles and radio.

In comparison to other jurisdictions that have developed EPR programs where one-time grant funds pay for collection, the Agency's proposal is unique in that it gives businesses the tools they need to implement customer take-back programs they design, instigate and maintain themselves.

The strength of this grant proposal is that it engages stakeholders in completing many of the tasks in this project:

Heidi Sanborn, the author of the Agency's EPR Implementation Plan and Executive Director of the California Products Stewardship Council, agreed to help draft and review business EPR take-back fact sheets, to speak at the EPR kick-off meeting and to contact corporately-owned targeted businesses.

In addition, the garbage companies, North Bay, Green Waste and Sonoma Garbage Collector agreed to dedicate their staff to learn about EPR, to distribute Agency-provided fact sheets and to share this information with targeted business customers through on-site visits. C2 Alternative Services, working with Hugo Mata, agreed to complete the Spanish language component of EPR outreach.

Other organizations contacted that also have a role in implementing this project include the Sonoma Green Business Program, the Business Environmental Alliance, the Russian River Water Association and the Sonoma County Water Agency.

The Work Plan for FY 08-09 does not include provisions for a voluntary EPR take-back program, so securing grant funding becomes important in order to move this project forward in a timely manner. Staff anticipates that California Integrated Waste Management Board will make project funding recommendations in November or December. No action requested at this time.

Ms. Mangerich recognized staff for the positive relationships they already have with the business community which will help to meet the goals of this grant.

*Gus Wolter left the meeting at 10:10 a.m. (ek)*

**11.2 AUTHORIZE EXECUTIVE DIRECTOR TO REPRESENT SCWMA AS BOARD MEMBER ON PRODUCT STEWARDSHIP INSTITUTE.**

Ms. Mangerich said that in an effort to get better integrated with her colleagues and organizations in the state, she contacted the Product Stewardship Institute, who then offered her a seat on their Policy and Public Education Committee.

The time commitment would be a 2-year term, monthly teleconference calls and the opportunity to attend Product Stewardship Institute (PSI) Annual Conference. PSI is governed by an eleven member Board of Directors comprised of seven representatives from state environmental agencies, and four representatives from local environmental agencies. The role of the Board of Directors is to assist the Executive Director in making decisions for the Institute on strategic matters, such as product focus areas, budget, organizational policies, fundraising options, and strategic alliances.

**Chairman Smith asked for a consensus from the Board, the Board gave their consensus. Cloverdale and Healdsburg absent.**

**EDUCATION**

**12.1 SCHOOL GRANT AWARD**

Karina Chilcott explained at the June, 2008 Board meeting, staff was directed to issue an RFP for a one-time schools grant program targeting 5<sup>th</sup> and 6<sup>th</sup> graders.

On September 17<sup>th</sup>, six proposals were received in response to this RFP from Strawberry School Bennett Valley School District, the Compost Club; Cool the Earth, Inc., EarthCapades Environmental Vaudeville, Alexander Valley School District and the Santa Rosa Charter School for the Arts. Using scoring criteria issued with the RFP, three Agency staff evaluated the proposals.

When staff contacted the two top-ranking proposers in preparation for the Agency Board's consideration of the idea that the total \$9,701 award could be split between Strawberry School and the Compost Club, both groups responded positively by satisfactorily revising their budgets for a \$4,850 award amount.

**Marsha Sue Lustig, Cotati, moved to approve the item. Dave Brennan, Sebastopol, seconded. Cloverdale and Healdsburg absent.**

**13. BOARDMEMBER COMMENTS**

Christa Johnson, Town of Windsor, said their hauler provided stickers with information about veggie composting for all of their customers yard debris cans. Also, they are going to pick two or five customers and give them a free month of service if they have the sticker on their can. She wanted to commend Windsor Refuse and Recycling.

**14. STAFF COMMENTS**

Lisa Steinman gave an update about some of the assembly bills that the Governor has recently passed. AB 2347 the mercury thermostat bill was recently approved.

The State is working on a Green Chemistry Program and there are two assembly bills that were approved; AB 1879 and SB 509. AB 1860 regarding recalled products was approved.

One bill that didn't pass was AB 501 which is the pre-filled sharps bill. It only dealt with pre-filled injection sharps, one of the many different sharps. That bill was vetoed and amended and will probably go back out again and will include other types of sharps.

Ms. Mangerich asked the Board if they wished to meet in December. Chairman Smith asked staff to provide information as to whether there is pressing business and a December meeting is needed or not.

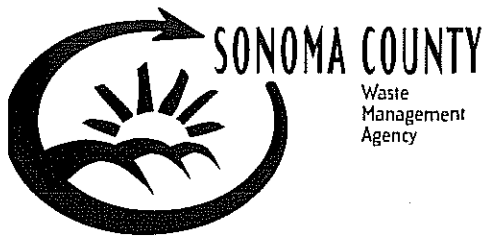
**15. ADJOURNMENT**

Meeting adjourned at 10:20 a.m.

**Copies of the following were distributed and/or submitted at this meeting:**

Tons of Municipal Solid Waste Disposed of by Outhauling.

Respectfully submitted,  
Elizabeth Koetke



Agenda Item #: 8.2  
Cost Center: Organics  
Staff Contact: Carter  
Agenda Date: 11/19/2008

**ITEM: Compost Relocation Project**

**I. BACKGROUND**

At the August 15, 2007 SCWMA Board meeting, the Board entered into an agreement with a team of consultants led by Environmental Science Associates (ESA) to assist the SCWMA in the selection, conceptual design, and preparation of CEQA documents for a new compost site in Sonoma County. Staff and the contractor have provided project updates at each subsequent Board meeting.

At the June 18, 2008, the SCWMA Board selected one preferred site and two alternative sites to be studied further in an Environmental Impact Report. Staff has informed all property owners involved in the siting effort as to whether their property was selected for further study.

**II. DISCUSSION**

SCWMA staff accompanied the consultant staff on the preliminary environmental data gathering for Site 5a on October 17, 2008. The consultant will continue to visit sites 5a, 13, and 14, as needed, to conduct the environmental impact analysis for these sites.

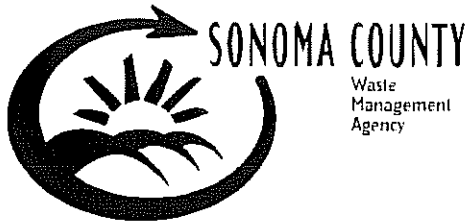
**III. FUNDING IMPACT**

There are no funding impacts resulting from this transmittal.

**IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

This transmittal is informational only. No action is requested.

Approved by:   
Mollie Mangerich, Executive Director, SCWMA



**Agenda Item #: 8.3**  
**Cost Center: All**  
**Staff Contact: Mangerich**  
**Meeting Date: 11/19/2008**

## **ITEM: FY 08-09 First Quarter Financial Report**

### **I. BACKGROUND**

In accordance with the JPA requirement that the Agency make quarterly reports of Agency operations and of all receipts to and disbursements from the Agency, this report covers the First Quarter of FY 08-09 (July, August, and September, 2008).

### **II. FUNDING IMPACT**

The First Quarter Financial Report uses information from the county accounting system Financial Account and Management Information System (FAMIS) for expenses and revenues. The First Quarter Financial Report contains the actual amounts spent or received to date at the end of the quarter, the projected revenues and expenses, the approved budget and the difference between the approved budget and the projections. With limited information (the first quarter of the fiscal year), this financial report is narrow in scope. For example, Administration Costs only included one month's payments.

The Technical Adjustments to the FY 08-09 Budget were approved September 17, 2008. While the technical adjustments were not included in FAMIS as adjusted budget numbers, they were included in this report as part of the estimations.

A funding impact to Agency revenues is the tipping fee revenues. There is a decrease in tonnage of municipal solid waste being disposed of through the County solid waste system. This decreased tonnage directly negatively affects the revenues necessary for operations and administration of the Household Hazardous Waste, Education, Diversion and Planning cost centers of the Agency. The County adjusted the anticipated tonnage of solid waste disposed downward from 335,000 at budget time to 310,000 at technical adjustment time. This issue was addressed in the Agency's technical adjustments. The actual tonnages outhauled for the first quarter of FY 08-09 was approximately 71,580 tons, compared with approximately 81,000 tons during the first quarter of FY 07-08. If this downward trend continues throughout this fiscal year, the projected net tonnage for the year would be 286,320. If this projected decrease tonnage becomes reality, another reduction of 23,680 tons or \$127,870 will need to be made. With decreased revenues, expenses will need to be adjusted or reserves will need to be used in order to balance these four cost centers.

Another funding impact is the reduction of the interest rate. The County has reduced the anticipated interest rate from 4%, which was used in the budget process, to 2.2%. This is a result of the current economic conditions.

The transfer of the undesignated funds from the working cost centers (Wood, Yard, HHW, Education, Diversion and Planning) to the appropriate reserve funds (Organics, HHW Closure, HHW Facility and Contingency) gives the impression of inflated fund balance. In reality, this is the first time the undesignated funds have been brought through the Agency budget and recognized as designated funds. With these prior years' transfer of undesignated funds, all Agency funds are available for usage, both restricted and unrestricted, with development of the Agency budget.

Finally, attention is also focused on the rate in which the Agency is expending available funds for legal services. Due to unforeseen needs in which legal counsel has been sought - the Agency is using available funding far quicker than originally expected. With 25% of the fiscal year gone, 44% of the budgeted amount for legal services has been expended.

### III. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approving the First Quarter Financial Report on the Consent Calendar.

### IV. ATTACHMENT

First Quarter Financial Report 08-09 Revenue and Expenditure Comparison Summary.

Approved by:   
Mollie Mangerich, Executive Director, SCWMA

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SONOMA COUNTY WASTE MANAGEMENT AGENCY**

**INDICES**

799114, 799213, 799312, 799411, 799510  
799619, 799221, 799320, 799338, 799718

PREPARED BY: CHARLOTTE FISHER

E. D.: \_\_\_\_\_  
MOLLIE MANGERICH

**A. SUMMARY OF PROJECTIONS**

	<b>FY 08-09 Adopted Budget</b>	<b>Adjustment</b>	<b>FY 08-09 Adjusted Budget</b>	<b>FY 08-09 Projection</b>	<b>Over/(Under) Budget</b>
TOTAL EXPENDITURES	7,432,622	0	7,432,622	9,400,769	1,968,147
TOTAL REVENUES	7,258,651	0	7,258,651	9,023,783	1,915,132
NET COST	173,971	0	173,971	376,986	53,015

**B. SUMMARY OF EXPENDITURES**

	<b>Actual July-Sept 08</b>	<b>Expense Estimated Oct 08-June 09</b>	<b>Total Estimated FY 08-09</b>	<b>Adjusted Budget FY 08-09</b>	<b>Over/(Under) Budget</b>
SERVICES & SUPPLIES	968,016	6,030,167	6,998,183	6,675,827	322,356
OTHER CHARGES	0	2,402,586	2,402,586	756,795	1,645,791
TOTAL EXPENDITURES	968,016	8,432,753	9,400,769	7,432,622	1,968,147

**C. SUMMARY OF REVENUES**

	<b>Actual July-Sept 08</b>	<b>Revenue Estimated Oct 08-June 09</b>	<b>Total Estimated FY 08-09</b>	<b>Adjusted Budget FY 08-09</b>	<b>Over/(Under) Budget</b>
INTEREST ON POOLED CASH	0	151,101	151,101	229,027	(77,926)
TIPPING FEE REVENUE	439,351	4,523,889	4,963,240	5,098,240	(135,000)
SALE OF MATERIAL	(30,000)	141,565	111,565	111,565	0
STATE-OTHER	(98,300)	660,042	561,742	611,600	100,142
OT-WITHIN ENTERPRISE	0	2,767,687	2,767,687	756,795	2,010,892
REVENUE APPLIED TO PY	12,865	0	12,865	0	12,865
DONATIONS/REIMBURSEMENT:	12,665	442,918	455,583	451,424	4,159
TOTAL REVENUES	336,581	8,687,202	9,023,783	7,258,651	1,915,132

**C. SUMMARY OF NET COSTS**

	<b>Actual July-Sept 08</b>	<b>Estimated Oct 08-June 09</b>	<b>Total Estimated FY 08-09</b>	<b>Adjusted Budget FY 08-09</b>	<b>Over/(Under) Budget</b>
NET COST	631,435	(254,449)	376,986	323,971	53,015



**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SONOMA COUNTY WASTE MANAGEMENT AGENCY**

799114 WOOD WASTE

PREPARED BY: CHARLOTTE FISHER

E. D.: \_\_\_\_\_  
MOLLIE MANGERICH

**A. SUMMARY OF PROJECTIONS**

	<b>FY 08-09 Adopted Budget</b>	<b>Adjustment</b>	<b>FY 08-09 Adjusted Budget</b>	<b>FY 08-09 Projection</b>	<b>Over/(Under) Budget</b>
TOTAL EXPENDITURES	315,965	0	315,965	512,994	197,029
TOTAL REVENUES	315,965	0	315,965	315,965	0
NET COST	0	0	0	197,029	197,029

**B. SUMMARY OF EXPENDITURES**

	<b>Actual July-Sept 08</b>	<b>Expenditure Estimated Oct 08-June 09</b>	<b>Total Estimated FY 08-09</b>	<b>Adjusted Budget FY 08-09</b>	<b>Over/(Under) Budget</b>
SERVICES & SUPPLIES	25,588	290,266	315,854	315,965	(111)
OT WITHIN ENTERPRISE	0	197,140	197,140	0	197,140
TOTAL EXPENDITURES	25,588	487,406	512,994	315,965	197,029

Services and Supplies is projected to only be \$111 under budget because the liability insurance premium is less than expected.  
OT Within Enterprise is projected to be over budget due to prior year funds being transferred to the Organics Reserve.

**C. SUMMARY OF REVENUES**

	<b>Actual July-Sept 08</b>	<b>Revenue Estimated Oct 08-June 09</b>	<b>Total Estimated FY 08-09</b>	<b>Adjusted Budget FY 08-09</b>	<b>Over/(Under) Budget</b>
TIPPING FEE REVENUE	21,997	262,403	284,400	284,400	0
OTHER SALES	(10,000)	36,565	26,565	26,565	0
DONATIONS/REIMBURSEMENT	0	5,000	5,000	5,000	0
TOTAL REVENUES	11,997	303,968	315,965	315,965	0

All revenues are expected to meet budget at this reporting time.

**D. SUMMARY OF NET COST**

The net cost for Wood Waste is anticipated to be \$197,029 over budget because of the transfer of prior year undesignated funds.

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SONOMA COUNTY WASTE MANAGEMENT AGENCY**

799213 YARD DEBRIS

PREPARED BY: CHARLOTTE FISHER

E. D.: \_\_\_\_\_  
MOLLIE MANGERICH

**A. SUMMARY OF PROJECTIONS**

	<b>FY 08-09 Adopted Budget</b>	<b>Adjustment</b>	<b>FY 08-09 Adjusted Budget</b>	<b>FY 08-09 Projection</b>	<b>Over/(Under) Budget</b>
TOTAL EXPENDITURES	3,488,703	0	3,488,703	3,544,566	55,863
TOTAL REVENUES	3,094,840	0	3,094,840	3,098,999	4,159
NET COST	393,863	0	393,863	445,567	51,704

**B. SUMMARY OF EXPENDITURES**

	<b>Actual July-Sept 08</b>	<b>Expenditure Estimated Oct 08-June 09</b>	<b>Total Estimated FY 08-09</b>	<b>Adjusted Budget FY 08-09</b>	<b>Over/(Under) Budget</b>
SERVICES & SUPPLIES	266,335	2,500,054	2,766,389	2,767,163	(774)
OTHER CHARGES	0	778,177	778,177	721,540	56,637
TOTAL EXPENDITURES	266,335	3,278,231	3,544,566	3,488,703	55,863

Services and Supplies is projected to be \$774 under budget because the liability insurance premium is less than expected and there are no travel plans at the current time.

OT Within Enterprise is expected to be over budget \$56,637 due to prior year funds being transferred to the Organics Reserve. This adjustment was made with technical adjustments at the September meeting.

**C. SUMMARY OF REVENUES**

	<b>Actual July-Sept 08</b>	<b>Revenue Estimated Oct 08-June 09</b>	<b>Total Estimated FY 08-09</b>	<b>Adjusted Budget FY 08-09</b>	<b>Over/(Under) Budget</b>
TIPPING FEE REVENUE	283,579	2,721,261	3,004,840	3,004,840	0
SALE OF MATERIALS	(20,000)	105,000	85,000	85,000	0
DONATIONS/REIMBURSEMENT	4,159	5,000	9,159	5,000	4,159
TOTAL REVENUES	267,738	2,831,261	3,098,999	3,094,840	4,159

Donations/Reimbursement is anticipated to be over budget because of the unanticipated income from the sale of "veggie" buckets. The events where the "veggie" buckets are being sold is coming to a conclusion for the season.

**D. SUMMARY OF NET COST**

The Net Cost for the Yard Debris Cost Center is anticipated to be \$51,704 over budget due to the prior year transfer of undesignated funds.

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SONOMA COUNTY WASTE MANAGEMENT AGENCY**

799312 HOUSEHOLD HAZARDOUS WASTE  
799411 EDUCATION  
799510 DIVERSION  
799619 PLANNING

PREPARED BY: CHARLOTTE FISHER

E. D.: \_\_\_\_\_  
MOLLIE MANGERICH

**A SUMMARY OF PROJECTIONS**

	FY 08-09 Adopted Budget	Adjustment	FY 08-09 Adjusted Budget	FY 08-09 Projection	Over/(Under) Budget
TOTAL EXPENDITURES	2,574,938	0	2,574,938	4,083,628	1,508,690
TOTAL REVENUES	2,571,311	0	2,571,311	2,554,498	(16,813)
NET COST	3,627	0	3,627	1,529,130	1,525,503

**B SUMMARY OF EXPENDITURES**

	Actual July-Sept 08	Expenditure Estimated Oct 08-June 09	Total Estimated FY 08-09	Adjusted Budget FY 08-09	Over/(Under) Budget
SERVICES & SUPPLIES	90,711	2,565,648	2,656,359	2,539,683	116,676
OTHER CHARGES	0	1,427,269	1,427,269	35,255	1,392,014
TOTAL EXPENDITURES	90,711	3,992,917	4,083,628	2,574,938	1,508,690

Services and supplies is projected to be \$116,676 over budget primarily as a result of the following:

Household Hazardous Waste Cost Center

Professional Services are expected to be \$111,010 over budget due to a rebudget of HD 13 grant and the award of HD 14.

Legal Services is anticipated to be \$9,718 over budget because of increased need for legal assistance with the new operations agreement for the HHW facility.

Rents/Leases Buildings is projected to be \$1,000 over budget due to increased fee for the lease of the HHW building.

Education Cost Center

Professional Services is projected to be \$1,838 over budget due to rebudget of HD 16C (sharps) grant.

Legal Services is projected to be \$14,070 over budget due to complex issues coming before the Agency board, such as: divestiture agreements, sustainable funding consideration, and organizational questions.

Diversion

Professional Services is anticipated to be \$17,868 under budget because the award of the beverage container recycling grant was less than budgeted (\$132,132 award instead of \$150,000).

Legal Services is anticipated to be \$1,686 over budget due to increased need for legal assistance with the potential plastic bag ban.

Planning

Travel Expense is anticipated to be \$2,000 under budget because there are no plans for travel at the present time.

### C SUMMARY OF REVENUES

	Actual July-Sept 08	Revenue Estimated Oct 08-June 09	Total Estimated FY 08-09	Adjusted Budget FY 08-09	Over/(Under) Budget
INTEREST ON POOLED CASH	0	14,467	14,467	9,287	5,180
STATE - OTHER	(98,300)	510,042	411,742	311,600	100,142
TIPPING FEE REVENUE	133,775	1,540,225	1,674,000	1,809,000	(135,000)
REVENUE APPLIED TO PY	12,865	0	12,865	0	12,865
DONATIONS/REIMBURSEMENT:	8,506	432,918	441,424	441,424	0
TOTAL REVENUES	56,846	2,497,652	2,554,498	2,571,311	(16,813)

Interest on Pooled Cash is projected to be \$5,180 over budget because undesignated funds will remain in the cost center to alleviate any potential cash flow problems.

State-Other is projected to be \$100,142 over budget because of rebudgeting of some grants, differences in actual grant awards versus estimated, and the inclusion of a new grant award, which happened after the FY 08-09 Budget was approved in April.

Tipping Fee Revenues for all the surcharge cost centers is anticipated to be \$135,000 under budget due to less than anticipated tonnage being processed through the County system. This reduction in tipping fees was a part of the technical adjustments approved in September.

The breakdown by cost center is as follows:

Household Hazardous Waste	98,550
Education	29,025
Diversión	3,375
Planning	4,050
	<u>135,000</u>

Revenue Applied to Prior Year was e-waste payments made by ECS Recycling carried from FY 07-08

### D SUMMARY OF NET COST

The net cost for cost centers receiving revenue from the \$5.40/ton surcharge is anticipated to be as follows:

Index 799312	Household Hazardous Waste	1,345,032
Index 799411	Education	170,837
Index 799510	Diversión	1,075
Index 799619	Planning	8,559
	Overall Net Cost	1,525,503

The net costs include the prior year undesignated transfers to the appropriate reserve centers.

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SONOMA COUNTY WASTE MANAGEMENT AGENCY**

799221 ORGANICS RESERVE  
799320 HHW CLOSURE RESERVE  
799338 HHW FACILITY RESERVE  
799718 CONTINGENCY

PREPARED BY: CHARLOTTE FISHER

E. D.: \_\_\_\_\_  
MOLLIE MANGERICH

**A. SUMMARY OF PROJECTIONS**

	<b>FY 08-09 Adopted Budget</b>	<b>Adjustment</b>	<b>FY 08-09 Adjusted Budget</b>	<b>FY 08-09 Projection</b>	<b>Over/(Under) Budget</b>
TOTAL EXPENDITURES	1,053,016	0	1,053,016	1,259,581	206,565
TOTAL REVENUES	1,126,535	0	1,126,535	3,054,321	1,927,786
NET COST	(73,519)	0	(73,519)	(1,794,740)	(1,721,221)

**B. SUMMARY OF EXPENDITURES**

	<b>Actual July-Sept 08</b>	<b>Expenditure Estimated Oct 08-June 09</b>	<b>Total Estimated FY 08-09</b>	<b>Adjusted Budget FY 08-09</b>	<b>Over/(Under) Budget</b>
SERVICES & SUPPLIES	585,382	674,199	1,259,581	1,053,016	206,565
OTHER CHARGES	0	0	0	0	0
TOTAL EXPENDITURES	585,382	674,199	1,259,581	1,053,016	206,565

Services and Supplies are anticipated to be \$206,565 over budget as follows:

Organics Reserve

Legal Services are anticipated to be \$11,841 under budget due to a simpler acquisition process for the new composting site.

Travel Expense is projected to be \$2,500 under budget because there are no planned visits to other composting sites.

HHW Facility Reserve

Contract Services is projected to be \$225,906 over budget due to a rebudget of the funds for the HHW roof extension enclosure. This project was planned for completion during FY 07-08, but has been delayed with permitting issues.

**C. SUMMARY OF REVENUES**

	<b>Actual July-Sept 08</b>	<b>Revenue Estimated Oct 08-June 09</b>	<b>Total Estimated FY 08-09</b>	<b>Adjusted Budget FY 08-09</b>	<b>Over/(Under) Budget</b>
INTEREST ON POOLED CASH	0	136,634	136,634	219,740	(83,106)
STATE-OTHER	0	150,000	150,000	150,000	0
OT-WITHIN ENTERPRISE	0	2,767,687	2,767,687	756,795	2,010,892
TOTAL REVENUES	0	3,054,321	3,054,321	1,126,535	1,927,786

Interest on Pooled Cash is anticipated to be \$83,106 under budget due to the change in the interest rate used to calculate the interest earned on the reserves. The reserves are held in the County Treasury and, therefore, the interest used for the reserves is the one used by the County. The County reduced the rate from 4% to 2.2% based on the current economic environment.

OT-Within Enterprise is anticipated to be \$2,010,892 over budget due to the transfer of undesignated funds from the working cost centers to the appropriate reserve centers.

**D. SUMMARY OF NET COST**

The projected net cost for the reserve cost centers is as follows:

Organics	(727,483)
HHW Closure	(7,939)
HHW Facility	(1,052,437)
Contingency	(6,881)
	<u>(1,794,740)</u>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION**  
**SCWMA - WOOD WASTE**  
**DETAIL**

**799114**  
**EXPENDITURES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
6103	LIABILITY INSURANCE	0	889	889	1,000	(111)
6400	OFFICE EXPENSE	0	500	500	500	0
6521	COUNTY SERVICES	0	525	525	525	0
6540	CONTRACT SERVICES	22,464	233,116	255,580	255,580	0
6573	ADMINISTRATION COSTS	3,124	47,321	50,445	50,445	0
6610	LEGAL SERVICES	0	1,000	1,000	1,000	0
6629	FISCAL ACCOUNTING SERVI	0	504	504	504	0
6630	AUDIT/ACCOUNTING SVCS	0	2,000	2,000	2,000	0
6880	SMALL TOOLS	0	4,411	4,411	4,411	0
7062	ENFORCEMENT AGENCY FE	0	0	0	0	0
7302	TRAVEL	0	0	0	0	0
<b>TOTAL SERVICES &amp; SUPPL</b>		<b>25,588</b>	<b>290,266</b>	<b>315,854</b>	<b>315,965</b>	<b>(111)</b>
8624	OT-WITHIN ENTERPRISE	0	0	0	0	0
	OT-WITHIN ENTERPRISE (PY	0	197,140	197,140	0	197,140
<b>TOTAL OTHER CHARGES</b>		<b>0</b>	<b>197,140</b>	<b>197,140</b>	<b>0</b>	<b>197,140</b>
<b>TOTAL EXPENDITURES</b>		<b>25,588</b>	<b>487,406</b>	<b>512,994</b>	<b>315,965</b>	<b>197,029</b>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION**  
**SCWMA - WOOD WASTE**  
**DETAIL**

**REVENUES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	REVENUE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	0	695	695	0	695
2901	TIPPING FEE REVENUE	21,997	262,403	284,400	284,400	0
4020	OTHER SALES	(10,000)	36,565	26,565	26,565	0
4102	DONATIONS/REIMBURSEMEI	0	5,000	5,000	5,000	0
<b>TOTAL REVENUES</b>		<b>11,997</b>	<b>303,968</b>	<b>315,965</b>	<b>315,965</b>	<b>0</b>
<b>NET COST</b>		<b>13,591</b>	<b>183,438</b>	<b>197,029</b>	<b>0</b>	<b>197,029</b>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION**  
**SCWMA - YARD DEBRIS**  
**DETAIL**

799213

**EXPENDITURES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
6104	LIABILITY INSURANCE	0	1,741	1,741	2,000	(259)
6400	OFFICE EXPENSE	807	0	807	500	307
6521	COUNTY SERVICES	0	525	525	525	0
6540	CONTRACT SERVICES	252,390	2,362,378	2,614,768	2,614,768	0
6573	ADMINISTRATION COSTS	10,001	73,522	83,523	83,523	0
6590	ENGINEERING SERVICES	0	15,000	15,000	15,000	0
6610	LEGAL SERVICES	2,282	5,718	8,000	8,000	0
6629	FISCAL ACCOUNTING SERV	0	2,325	2,325	2,325	0
6630	AUDIT/ACCOUNTING SVCS	0	2,500	2,500	2,500	0
6820	RENTS/LEASES - EQUIPMEN	195	5,005	5,200	5,200	0
6880	SMALL TOOLS/INSTRUMENT	0	8,822	8,822	8,822	0
7062	ENFORCEMENT AGENCY FEI	0	20,000	20,000	20,000	0
7301	COUNTY CAR	482	2,518	3,000	3,000	0
7302	TRAVEL EXPENSE	0	0	0	1,000	(1,000)
7309	UNCLAIMABLE COUNTY	178	0	178	0	178
<b>TOTAL SERVICES &amp; SUPPL</b>		<b>266,335</b>	<b>2,500,054</b>	<b>2,766,389</b>	<b>2,767,163</b>	<b>(774)</b>
8624	OT-WITHIN ENTERPRISE	0	0	0	721,540	(721,540)
	OT-WITHIN ENTERPRISE (PY	0	778,177	778,177	0	778,177
<b>TOTAL OTHER CHARGES</b>		<b>0</b>	<b>778,177</b>	<b>778,177</b>	<b>721,540</b>	<b>56,637</b>
<b>TOTAL EXPENDITURES</b>		<b>266,335</b>	<b>3,278,231</b>	<b>3,544,566</b>	<b>3,488,703</b>	<b>55,863</b>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION**  
**SCWMA - YARD DEBRIS**  
**DETAIL**

**REVENUES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	0	6,088	6,088	0	6,088
2901	TIPPING FEE REVENUE	283,579	2,721,261	3,004,840	3,004,840	0
4020	OTHER SALES	(20,000)	105,000	85,000	85,000	0
4102	DONATIONS/REIMBURSEME	4,159	5,000	9,159	5,000	4,159
<b>TOTAL REVENUES</b>		<b>267,738</b>	<b>2,831,261</b>	<b>3,098,999</b>	<b>3,094,840</b>	<b>4,159</b>
<b>NET COST</b>		<b>(1,403)</b>	<b>446,970</b>	<b>445,567</b>	<b>393,863</b>	<b>51,704</b>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HOUSEHOLD HAZARDOUS WASTE  
DETAIL**

**799312  
EXPENDITURES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
6104	LIABILITY INSURANCE	0	3,481	3,481	4,000	(519)
6400	OFFICE EXPENSE	4,176	1,824	6,000	6,000	0
6500	PROFESSIONAL SERVICES	7,110	248,900	256,010	145,000	111,010
6521	COUNTY SERVICES	0	1,575	1,575	1,575	0
6540	CONTRACT SERVICES	15,317	1,482,683	1,498,000	1,498,000	0
6573	ADMINISTRATION COSTS	10,634	129,160	139,794	139,794	0
6610	LEGAL SERVICES	13,718	5,000	18,718	9,000	9,718
6629	FISCAL ACCOUNTING SERVI	0	1,010	1,010	1,010	0
6630	AUDIT/ACCOUNTING SVCS	0	8,000	8,000	8,000	0
6840	RENTS/LEASES-BLDGS/IMP	0	23,000	23,000	22,000	1,000
6880	SMALL TOOLS/INSTRUMENT	0	4,411	4,411	4,411	0
7303	TRAVEL EXPENSE	111	1,000	1,111	2,000	(889)
7400	DATA PROCESSING	0	50	50	50	0
<b>TOTAL SERVICES &amp; SUPPL</b>		<b>51,066</b>	<b>1,910,094</b>	<b>1,961,160</b>	<b>1,840,840</b>	<b>120,320</b>
8624	OT-WITHIN ENTERPRISE					
	HHW Operations and Closure	0	0	0	27,669	(27,669)
	OT-WITHIN ENTERPRISE (PY	0	1,281,756	1,281,756	0	1,281,756
<b>TOTAL OTHER CHARGES</b>		<b>0</b>	<b>1,281,756</b>	<b>1,281,756</b>	<b>27,669</b>	<b>1,254,087</b>
<b>TOTAL EXPENDITURES</b>		<b>51,066</b>	<b>3,191,850</b>	<b>3,242,916</b>	<b>1,868,509</b>	<b>1,374,407</b>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HOUSEHOLD HAZARDOUS WASTE  
DETAIL**

**REVENUES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASI	0	13,003	13,003	8,953	4,050
2500	STATE-OTHER	(98,300)	354,310	256,010	145,000	111,010
2901	TIPPING FEE REVENUE	97,656	1,124,364	1,222,020	1,320,570	(98,550)
3980	REVENUE APPLIED TO PY	12,865	0	12,865	0	12,865
4102	DONATIONS/REIMBUREMEN	5,356	388,630	393,986	393,986	0
<b>TOTAL REVENUES</b>		<b>17,577</b>	<b>1,880,307</b>	<b>1,897,884</b>	<b>1,868,509</b>	<b>29,375</b>
<b>NET COST</b>		<b>33,489</b>	<b>1,311,543</b>	<b>1,345,032</b>	<b>0</b>	<b>1,345,032</b>



**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION**  
**SCWMA - EDUCATION**  
**DETAIL**

**799411**  
**EXPENDITURES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
6103	LIABILITY INSURANCE	0	1,283	1,283	1,500	(217)
6400	OFFICE EXPENSE	2,033	27,967	30,000	30,000	0
6500	PROFESSIONAL SERVICES	0	18,438	18,438	16,600	1,838
6521	COUNTY SERVICES	0	2,500	2,500	2,500	0
6540	CONTRACT SERVICES	8,627	146,761	155,388	155,388	0
6573	ADMINISTRATION COSTS	9,332	168,722	178,054	178,054	0
6610	LEGAL SERVICES	14,070	20,000	34,070	20,000	14,070
6629	FISCAL ACCOUNTING SERVICE	0	1,010	1,010	1,010	0
6630	AUDIT/ACCOUNTING SVCS	0	4,000	4,000	4,000	0
6840	RENTS/LEASES-BLDGS/IMP	0	3,000	3,000	3,000	0
6880	SMALL TOOLS/INSTRUMENTS	0	4,411	4,411	4,411	0
7302	TRAVEL EXPENSE	126	1,000	1,126	2,000	(874)
7400	DATA PROCESSING	0	30,000	30,000	30,000	0
<b>TOTAL SERVICES &amp; SUPPL</b>		<b>34,188</b>	<b>429,092</b>	<b>463,280</b>	<b>448,463</b>	<b>14,817</b>
8624	OT-WITHIN ENTERPRISE	0	0	0	0	0
	OT-WITHIN ENTERPRISE (PY)	0	134,575	134,575	0	134,575
<b>TOTAL OTHER CHARGES</b>		<b>0</b>	<b>134,575</b>	<b>134,575</b>	<b>0</b>	<b>134,575</b>
<b>TOTAL EXPENDITURES</b>		<b>34,188</b>	<b>563,667</b>	<b>597,855</b>	<b>448,463</b>	<b>149,392</b>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION**  
**SCWMA - EDUCATION**  
**DETAIL**

**REVENUES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	0	914	914	334	580
2500	STATE OTHER	0	23,600	23,600	16,600	7,000
2901	TIPPING FEE REVENUE	28,762	331,148	359,910	388,935	(29,025)
4103	DONATIONS/REIMBURSEMENT	3,150	35,817	38,967	38,967	0
<b>TOTAL REVENUES</b>		<b>31,912</b>	<b>391,479</b>	<b>423,391</b>	<b>444,836</b>	<b>(21,445)</b>
<b>NET COST</b>		<b>2,276</b>	<b>172,188</b>	<b>174,464</b>	<b>3,627</b>	<b>170,837</b>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION**  
**SCWMA - DIVERSION**  
**DETAIL**

**799510**  
**EXPENDITURES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
6104	LIABILITY INSURANCE	0	889	889	1,000	(111)
6400	OFFICE EXPENSE	0	1,000	1,000	1,000	0
6500	PROFESSIONAL SERVICES	0	132,132	132,132	150,000	(17,868)
6521	COUNTY SERVICES	0	600	600	600	0
6573	ADMINISTRATION COSTS	1,819	33,385	35,204	35,204	0
6610	LEGAL SERVICES	1,638	1,000	2,638	1,000	1,638
6629	FISCAL ACCOUNTING SERV	0	1,000	1,000	1,000	0
6630	AUDIT SERVICES	0	1,000	1,000	1,000	0
6880	SMALL TOOLS/INSTRUMENT	0	4,411	4,411	4,411	0
7302	TRAVEL EXPENSE	0	0	0	0	0
<b>TOTAL SERVICES &amp; SUPPL</b>		<b>3,457</b>	<b>175,417</b>	<b>178,874</b>	<b>195,215</b>	<b>(16,341)</b>
8624	OT-WITHIN ENTERPRISE	0	0	0	3,398	(3,398)
	OT-UNDESIGNATED TRANSF	0	0	0	0	0
<b>TOTAL OTHER CHARGES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3,398</b>	<b>(3,398)</b>
<b>TOTAL EXPENDITURES</b>		<b>3,457</b>	<b>175,417</b>	<b>178,874</b>	<b>198,613</b>	<b>(19,739)</b>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION**  
**SCWMA - DIVERSION**  
**DETAIL**

**REVENUES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CAS	0	429	429	0	429
2500	STATE-OTHER	0	132,132	132,132	150,000	(17,868)
2901	TIPPING FEE REVENUE	3,344	38,506	41,850	45,225	(3,375)
4102	DONATIONS/REIMBURSEME	0	3,388	3,388	3,388	0
<b>TOTAL REVENUES</b>		<b>3,344</b>	<b>174,455</b>	<b>177,799</b>	<b>198,613</b>	<b>(20,814)</b>
<b>NET COST</b>		<b>113</b>	<b>962</b>	<b>1,075</b>	<b>0</b>	<b>1,075</b>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - PLANNING  
DETAIL**

799619

**EXPENDITURES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
6103	LIABILITY INSURANCE	0	880	880	1,000	(120)
6400	OFFICE EXPENSE	0	2,000	2,000	2,000	0
6521	COUNTY SERVICES	0	750	750	750	0
6540	CONTRACT SERVICES	0	0	0	0	0
6573	ADMINISTRATION COSTS	1,659	39,345	41,004	41,004	0
6610	LEGAL SERVICES	341	1,659	2,000	2,000	0
6629	FISCAL ACCOUNTING	0	0	0	0	0
6630	AUDIT SERVICES	0	2,000	2,000	2,000	0
6880	SMALL TOOLS/INSTRUMENT	0	4,411	4,411	4,411	0
7302	TRAVEL EXPENSE	0	0	0	2,000	(2,000)
<b>TOTAL SERVICES &amp; SUPPL</b>		<b>2,000</b>	<b>51,045</b>	<b>53,045</b>	<b>55,165</b>	<b>(2,120)</b>
8624	OT-WITHIN ENTERPRISE	0	0	0	4,188	(4,188)
	OT-WITHIN ENTERPRISE (PY	0	10,938	10,938	0	10,938
<b>TOTAL OTHER CHARGES</b>		<b>0</b>	<b>10,938</b>	<b>10,938</b>	<b>4,188</b>	<b>6,750</b>
<b>TOTAL EXPENDITURES</b>		<b>2,000</b>	<b>61,983</b>	<b>63,983</b>	<b>59,353</b>	<b>4,630</b>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - PLANNING  
DETAIL**

**REVENUES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	0	121	121	0	121
2901	TIPPING FEE REVENUE	4,013	46,207	50,220	54,270	(4,050)
4102	DONATIONS/REIMBURSEMENT	0	5,083	5,083	5,083	0
<b>TOTAL REVENUES</b>		<b>4,013</b>	<b>51,411</b>	<b>55,424</b>	<b>59,353</b>	<b>(3,929)</b>
<b>NET COST</b>		<b>(2,013)</b>	<b>10,572</b>	<b>8,559</b>	<b>0</b>	<b>8,559</b>

**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION**  
**SCWMA - ORGANICS RESERVE**  
**DETAIL**

**799221**  
**EXPENDITURES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
6540	CONTRACT SERVICES	418,656	200,000	618,656	618,656	0
6573	ADMINISTRATION SERVICES	460	34,540	35,000	35,000	0
6590	ENGINEERING SERVICES	0	0	0	0	0
6610	LEGAL SERVICES	3,159	15,000	18,159	30,000	(11,841)
7302	TRAVEL EXPENSE	0	0	0	2,500	(2,500)
<b>TOTAL SERVICES &amp; SUPPL</b>		<b>422,275</b>	<b>249,540</b>	<b>671,815</b>	<b>686,156</b>	<b>(14,341)</b>

<b>TOTAL EXPENDITURES</b>	<b>422,275</b>	<b>249,540</b>	<b>671,815</b>	<b>686,156</b>	<b>(14,341)</b>
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**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION**  
**SCWMA - PLANNING**  
**DETAIL**

**REVENUES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
1700	INTEREST/POOLED CASH	0	94,135	94,135	149,641	(55,506)
4624	OT-WITHIN ENTERPRISE	0	1,305,163	1,305,163	721,540	583,623
<b>TOTAL REVENUES</b>		<b>0</b>	<b>1,399,298</b>	<b>1,399,298</b>	<b>871,181</b>	<b>528,117</b>

<b>NET COST</b>	<b>422,275</b>	<b>(1,149,758)</b>	<b>(727,483)</b>	<b>(185,025)</b>	<b>(542,458)</b>
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FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HHW FACILITY CLOSURE  
DETAIL

799320  
EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
8624	OT-WITHIN ENTERPRISE	0	0	0	0	0
	<b>TOTAL SERVICES &amp; SUPPL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HHW FACILITY CLOSURE  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	0	1,272	1,272	2,226	(954)
4624	OT-WITHIN ENTERPRISE	0	6,667	6,667	6,667	0
	<b>TOTAL REVENUES</b>	<b>0</b>	<b>7,939</b>	<b>7,939</b>	<b>8,893</b>	<b>(954)</b>

<b>NET COST</b>	<b>0</b>	<b>(7,939)</b>	<b>(7,939)</b>	<b>(8,893)</b>	<b>954</b>
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FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HHW FACILITY RESERVE  
DETAIL

799718  
EXPENDITURES

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
6500	PROFESSIONAL SERVICES	0	150,000	150,000	150,000	0
6540	CONTRACT SERVICES	27,754	225,906	253,660	27,754	225,906
6573	ADMINISTRATION COSTS	1,287	18,825	20,112	20,112	0
6610	LEGAL SERVICES	0	5,000	5,000	10,000	(5,000)
<b>TOTAL SERVICES &amp; SUPPLY</b>		<b>29,041</b>	<b>399,731</b>	<b>428,772</b>	<b>207,866</b>	<b>220,906</b>

<b>TOTAL EXPENDITURES</b>	<b>29,041</b>	<b>399,731</b>	<b>428,772</b>	<b>207,866</b>	<b>220,906</b>
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FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - HHW FACILITY RESERVE  
DETAIL

REVENUES

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	0	28,451	28,451	47,985	(19,534)
2500	STATE-OTHER	0	150,000	150,000	150,000	0
4624	OT-WITHIN ENTERPRISE	0	1,302,758	1,302,758	21,002	1,281,756
<b>TOTAL REVENUES</b>		<b>0</b>	<b>1,481,209</b>	<b>1,481,209</b>	<b>218,987</b>	<b>1,262,222</b>

<b>NET COST</b>	<b>29,041</b>	<b>(1,081,478)</b>	<b>(1,052,437)</b>	<b>(11,121)</b>	<b>(1,041,316)</b>
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**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - CONTINGENCY FUND  
DETAIL**

**799718  
EXPENDITURES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
6540	CONTRACT SERVICES	133,994	20,000	153,994	153,994	0
6573	ADMINISTRATION COSTS	72	4,928	5,000	5,000	0
	<b>TOTAL SERVICES &amp; SUPPLY</b>	<b>134,066</b>	<b>24,928</b>	<b>158,994</b>	<b>158,994</b>	<b>0</b>
8624	OT-WITHIN ENTERPRISE	0	0	0	0	0
	OT-WITHIN ENTERPRISE (PY)	0	0	0	0	0
	<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b>134,066</b>	<b>24,928</b>	<b>158,994</b>	<b>158,994</b>	<b>0</b>

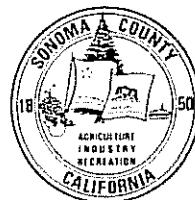
**FIRST QUARTER 08-09 REVENUE AND EXPENDITURE SUMMARY AND PROJECTION  
SCWMA - CONTINGENCY FUND  
DETAIL**

**REVENUES**

SUB-OB NO.	DESCRIPTION	ACTUAL JUL-SEPT 08	EXPENDITURE ESTIMATED OCT 08-JUNE 09	TOTAL ESTIMATED FY 08-09	ADOPTED BUDGET FY 08-09	OVER/ (UNDER) BUDGET
1700	INTEREST ON POOLED CASH	0	12,776	12,776	19,888	(7,112)
4624	OT-WITHIN ENTERPRISE	0	153,099	153,099	7,586	145,513
	<b>TOTAL REVENUES</b>	<b>0</b>	<b>165,875</b>	<b>165,875</b>	<b>27,474</b>	<b>138,401</b>
	<b>NET COST</b>	<b>134,066</b>	<b>(140,947)</b>	<b>(6,881)</b>	<b>131,520</b>	<b>(138,401)</b>

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**

**ANNUAL REPORT  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2007**



RODNEY A. DOLE  
SONOMA COUNTY  
AUDITOR-CONTROLLER  
TREASURER-TAX COLLECTOR



**SONOMA COUNTY WASTE MANAGEMENT AGENCY**

**ANNUAL REPORT  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2007**

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**RODNEY A. DOLE**  
AUDITOR-CONTROLLER  
TREASURER -TAX COLLECTOR

**Auditor-Controller  
Treasurer-Tax Collector**  
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AUDITOR-CONTROLLER

**ROBERT BOITANO**  
ASSISTANT  
TREASURER

**PAM JOHNSTON**  
ASSISTANT  
TAX COLLECTOR / AUDITOR

Members of the Board  
Sonoma County Waste Management Agency

### **AUDITOR-CONTROLLER'S REPORT**

We have audited the accompanying basic financial statements of the Sonoma County Waste Management Agency, (the Agency) as of and for the year ended June 30, 2007, as listed in the table of contents. These basic financial statements are the responsibility of the management of the Agency. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

As discussed in Note I.A, the basic financial statements of the Agency are intended to present only the financial position and results of operations of only the Agency, which are held in trust by the Agency. They do not purport to, and do not, present fairly the financial position of the County of Sonoma as of June 30, 2007, and the respective changes in its financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

As described in Note III.B of the Notes to the Basic Financial Statements, the Auditor-Controller is mandated by various statutes within the California Government Code to perform certain

accounting, auditing and financial reporting functions. These activities, in themselves, necessarily impair the auditor's independence. However, we believe adequate safeguards and divisions of responsibility exist.

In our opinion, except for the effects, if any, of the impairment to auditor independence, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Agency as of June 30, 2007 and the respective changes in its financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis (MD&A) on pages 1 through 4 is not a required part of the basic financial statements but is supplementary information required by the Government Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the MD&A. However, we did not audit the information and express no opinion on it.

*Sonoma County Auditor-Controller*

September 18, 2008

## **Management's Discussion and Analysis**

As management of the Sonoma County Waste Management Agency (the Agency) we offer readers of the Agency's financial statements this narrative overview and analysis of the financial activities of the Agency for the fiscal year ended June 30, 2007. We encourage readers to consider the information presented here in conjunction with the Agency's financial statements and the accompanying notes to the basic financial statements.

### **Financial Highlights**

- The assets of the Agency exceeded its liabilities at the close of the most recent fiscal year by \$6,114,308 (net assets). Of this amount, \$6,114,308 (unrestricted net assets) or 100% may be used to meet the agency's ongoing obligations to citizens and creditors.
- The Agency's total net assets increased by \$1,106,729 or 18 %. This increase is a result of revenues exceeding expenses in the agency activities.

### **Overview of the Basic Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Agency's basic financial statements. The Agency's basic financial statements are comprised of two components: 1) proprietary fund financial statements and 2) notes to the financial statements.

**Proprietary Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Agency, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Agency maintains one type of proprietary fund. The Agency uses enterprise funds to account for its agency activities, which include waste management.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the fund financial statements.

## Financial Analysis

The Agency applied Governmental Accounting Standards Board (GASB) Statement No. 34 in this report.

As noted earlier, net assets may serve over time as a useful indicator of financial position. In the case of the Agency, assets exceeded liabilities by \$6,114,308 at the close of the most recent fiscal year.

### Net Assets June 30, 2007

	<u>2007</u>	<u>2006</u>
Current and other assets	\$ <u>6,631,707</u>	\$ <u>6,959,356</u>
Total assets	<u>6,631,707</u>	<u>6,959,356</u>
Liabilities outstanding	<u>517,399</u>	<u>1,991,577</u>
Total liabilities	<u>517,399</u>	<u>1,991,577</u>
Net assets:		
Unrestricted	<u>6,114,308</u>	<u>4,967,779</u>
Total net assets	\$ <u><u>6,114,308</u></u>	\$ <u><u>4,967,779</u></u>

The Agency's unrestricted net assets (\$6,114,308) may be used to meet the Agency's ongoing obligations to citizens and vendors.

At the end of the current fiscal year, the Agency is able to report a positive balance in its net assets. The same held true for the prior fiscal year. The Agency's net assets increased by \$1,106,729 during the current fiscal year.

**Business-type activities.** Business-type activities increased the Agency's net assets by \$1,106,729. This increase is a result of revenues exceeding expenses in the business-type activities.

**Changes in Net Assets  
For the Fiscal Year Ended June 30, 2007**

	<u>2007</u>	<u>2006</u>
Revenues:		
Program Revenues:		
Tipping fees and surcharge	\$ 4,914,402	\$ 4,540,778
Sale of recycled products	436,968	299,279
Miscellaneous	164,185	28,670
General Revenues:		
Intergovernmental	286,244	203,672
Investment earnings	<u>265,328</u>	<u>194,777</u>
Total revenues	<u>6,067,127</u>	<u>5,267,176</u>
Expenses:		
Operating expenses	<u>4,960,398</u>	<u>4,578,655</u>
Total expenses	<u>4,960,398</u>	<u>4,578,655</u>
Increase in net assets	1,106,729	688,521
Net assets - beginning of the year	4,967,779	4,279,258
Prior Period Adjustment	39,800	
Net Assets - beginning of the year, as restated	<u>5,007,579</u>	<u>4,279,258</u>
Net assets - end of the year	<u>\$ 6,114,308</u>	<u>\$ 4,967,779</u>

**Capital Assets.** The Agency has no investment in capital assets, as of June 30, 2007.

### **Economic Factors and Next Year's Budgets and Rates**

- The Agency has a goal to stabilize the surcharge tipping fees in the next four years in order to mitigate effects on each of the jurisdictions' individual budget plans.
- The Agency expects to see only a minimal change in net assets in the coming year. Assumptions used in budget planning are a 4% increase in expenses, a 5% interest rate on funds held in reserve and a 0.95% growth in refuse disposed is assumed.
- The Agency has increased its reserve policies to provide for future program changes and a capital project.

All of these factors were considered in preparing the Agency's budget for the fiscal year ending June 30, 2008.

### **Request for Information**

This financial report is designed to provide a general overview of the Agency's finances for all those with an interest in the agency's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Sonoma County Waste Management Agency, 2300 County Center Drive Ste. B-100, Santa Rosa, CA 95403.

**Sonoma County Waste Management Agency**  
**Statement of Net Assets**  
**June 30, 2007**

**Assets**

Cash and investments	\$ 6,291,890
Due from contractors	194,113
Due from other governments	<u>145,704</u>
Total assets	<u>6,631,707</u>

**Liabilities**

Accounts payable	436,012
Deferred revenue	<u>81,387</u>
Total liabilities	<u>517,399</u>

**Net Assets**

Unrestricted	<u><u>\$ 6,114,308</u></u>
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The notes to the basic financial statements are an integral part of this statement.



**Sonoma County Waste Management Agency**  
**Statement of Revenues, Expenses and Changes in Fund Net Assets**  
**for the Fiscal Year Ended June 30, 2007**

**Operating revenues**

Tipping fees and surcharge	\$ 4,914,402
Sale of recycled products	436,968
Miscellaneous	<u>164,185</u>
Total operating revenues	<u>5,515,555</u>

**Operating expenses**

Contract services	4,052,016
Professional services	274,810
Administration	477,542
Other services and supplies	<u>156,030</u>
Total operating expenses	<u>4,960,398</u>
Operating income	<u>555,157</u>

**Nonoperating revenues**

Intergovernmental	286,244
Investment earnings	<u>265,328</u>
Total nonoperating revenues	551,572

Change in net assets	1,106,729
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Net assets - beginning of year	4,967,779
Prior Period Adjustment	39,800
Net assets - beginning of year as restated	<u>5,007,579</u>
Net assets - end of year	<u>\$ 6,114,308</u>

The notes to the basic financial statements are an integral part of this statement.

**Sonoma County Waste Management Agency  
Statement of Cash Flows  
for the Fiscal Year Ended June 30, 2007**

**Cash flows from operating activities:**

Cash received from customers/other funds	\$ 5,449,404
Cash payments to suppliers for goods and services	<u>(6,460,463)</u>
Net cash provided by operating activities	<u>(1,011,059)</u>

**Cash flows from noncapital financing activities:**

Intergovernmental	<u>231,707</u>
Net cash provided by noncapital financing activities	<u>231,707</u>

**Cash flows from investing activities**

Interest received on investments	<u>265,328</u>
Net cash provided by investing activities	<u>265,328</u>

Net increase (decrease) in cash and cash equivalents	<u>(514,024)</u>
Cash and cash equivalents - beginning of year	<u>6,805,914</u>
Cash and cash equivalents - end of year	<u><u>\$ 6,291,890</u></u>

**Reconciliation of operating income (loss) to net cash provided (used) by operating activities:**

Operating income (loss)	\$ <u>555,157</u>
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Increase in accounts receivable	(66,151)
Increase in accounts payable	<u>(1,500,065)</u>
Net cash provided by operating activities	<u><u>\$ (1,011,059)</u></u>

The notes to the basic financial statements are an integral part of this statement.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**  
**Notes to the Basic Financial Statements**  
**June 30, 2007**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The Sonoma County Waste Management Agency (the Agency) was formed in April 1992 to assist the cities and County with the implementation of programs necessary to satisfy the requirements of AB939, the Integrated Waste Management Act of 1989. This Act requires that every jurisdiction in California plan for and implement programs that reduce the amount of waste disposed in landfills by 25% by 1995 and 50% by 2000. The Agency was granted a three-year extension to 2003 by the State. The State has determined that the Agency has met its 2003 goal. The Agency is continuing its efforts to reduce the amount of waste disposed in landfills, beyond the current 50% required by AB939. As of the date of this report, no new laws requiring waste reduction beyond 50% have been enacted.

The Agency's activities include a regional composting program, household hazardous waste collection, and countywide efforts towards waste reduction and recycling.

The Agency is governed by ten board members, with one member from each city (9), and one from the County. The Recycling Manager of the Transportation and Public Works Department serves as the Executive Director for the Agency. The staffing for the Agency is provided by the County through a contract with the Agency.

The Agency's programs are funded through garbage disposal fee surcharges, charges for services, and grants. Each program of the Agency is accounted for with a separate cost center. The composting program is entirely funded by charges for delivery of material to its program. The household hazardous waste, education and waste diversion efforts are funded through a surcharge on garbage brought to County disposal sites along with support from State Grants.

Since its creation in April of 1992, the Agency has added two new components to its scope of work: the Planning and Diversion Programs. Planning efforts currently include preparation of Annual Reports submitted to the California Integrated Waste Management Board. The Diversion Program is a cost center established to track the expenditures of those Agency programs that have direct measurable diversion. Both of these programs are funded through the disposal fee surcharge.

**B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. This means that all assets and all liabilities (whether current or noncurrent) associated with this activity are included on the

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**  
**Notes to the Basic Financial Statements**  
**June 30, 2007**

statement of net assets. Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus applied.

The Agency has elected under GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, to apply all applicable GASB pronouncements as well as any applicable pronouncements of the Financial Accounting Standards Board or any Accounting Research Bulletins issued on or before November 20, 1989 unless those pronouncements conflict with or contradict GASB pronouncements. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units.

The Agency's Enterprise Fund financial statements report business-type activities financed in whole or in part by fees charged to external parties for goods or services. Enterprise Funds account for operations that are financed and operated in a manner similar to private business enterprises -- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges -- or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The accrual basis of accounting is used by enterprise funds. Under this method, revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

Operating revenues and expenses are distinguished from nonoperating items in the statement of revenues, expenses and changes in net assets. *Operating* revenues, such as tipping fees and sales of recycled products result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. *Nonoperating* revenues, such as grants and investment earnings, result from nonexchange transactions or ancillary activities. *Operating* expenses for enterprise funds include services and supplies, and depreciation on capital assets. All expenses not falling within these categories are reported as *nonoperating* expenses.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**  
**Notes to the Basic Financial Statements**  
**June 30, 2007**

**C. Accounting System Maintained by Sonoma County Financial Accounting and Management Information System (FAMIS)**

The Agency uses the County's FAMIS and its budgetary recording and accounting control policies to account for all financial transactions affecting Agency funds. The County, through the Integrated Waste Management Division of the Department of Transportation and Public Works Department, tracks each load of yard and wood waste entering the county disposal system. A tonnage tipping fee is collected to pay for operating costs of the organics program. A tipping fee on the solid waste entering the county disposal system is used to fund the other programs, such as household hazardous waste, education, diversion, and planning.

**D. Staff Services Performed by County of Sonoma**

The Agency reimburses the County for services provided by the County as outlined in a Memorandum of Understanding between the County and the Agency dated July 11, 2000.

Staff services include Agency Director, professional staff, secretarial and as requested by the Agency, reasonable and necessary services from other County departments.

**E. Assets, Liabilities and Equity**

**1. Cash and Investments**

The Agency reports certain investments at fair value in the balance sheet and recognizes the corresponding change in the fair value of investments in the year in which the change occurred.

For the purposes of the accompanying statement of cash flows, all investments in the County Treasurer's Pool are considered to be cash equivalents.

**2. Capital Assets**

Capital assets, which include land, buildings and improvements, and equipment, are reported in the statement of net assets. Capital assets are defined by the Agency as assets with an initial, individual cost of more than \$5,000. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**  
**Notes to the Basic Financial Statements**  
**June 30, 2007**

The Agency's policy is to capitalize assets with acquisition costs of at least \$5,000. Depreciation is computed using the straight-line method over estimated useful lives of 5 years for equipment. The Agency does not own land, buildings or improvements.

**3. Net assets**

Net assets are classified into three components - invested in capital asset (net of related debt), restricted and unrestricted. These classifications are defined as follows:

- Invested in capital assets, net of related debt (if any) - This component of net assets consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- Restricted net assets (if any) - This component of net assets consists of net assets with limits on their use that are imposed by outside parties.
- Unrestricted net assets - This component of net assets consists of net assets that are not restricted for any project or other purpose.

**II. DETAILED NOTES**

**A. Cash and Investments**

The Agency follows the County's practice of pooling cash and investments with the County Treasurer, except for a petty cash fund.

The amount of cash at June 30 is as follows:

Cash and investments in County Treasury	\$ 6,291,690
Petty cash	200
Total	<u>\$ 6,291,890</u>

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**  
**Notes to the Basic Financial Statements**  
**June 30, 2007**

Investment in the Sonoma County Treasurer's Investment Pool

The Agency's cash is pooled with the Sonoma County Treasurer, who acts as a disbursing agent for the Agency. The fair value of the Agency's investment in this pool is reported in the accompanying financial statements at amounts based upon the Agency's pro-rata share of the fair value provided by the Treasury Pool for the entire Treasury Pool portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on accounting records maintained by the Treasury Pool, which are recorded on an amortized cost basis. Interest earned on investments pooled with the County is allocated quarterly to the appropriate fund based on its respective average daily balance for that quarter. The Treasury Oversight Committee has regulatory oversight for all monies deposited into the Treasury Pool.

Investment Guidelines

The Agency's pooled cash and investments are invested pursuant to investment policy guidelines established by the County Treasurer and approved by the Board of Supervisors. The objectives of the policy are, in order of priority: safety of capital, liquidity and maximum rate of return. The policy addresses the soundness of financial institutions in which the County will deposit funds, types of investment instruments as permitted by the California Government Code 53601, and the percentage of the portfolio that may be invested in certain instruments with longer terms to maturity.

A copy of the Treasury Pool investment policy is available upon request from the Sonoma County Treasurer at 585 Fiscal Drive, Room 100-F, Santa Rosa, California, 95403-2871.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. As a means of limiting its exposure to fair value losses arising from rising interest rates, one of the ways that the Treasury Pool manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturing evenly over time as necessary to provide the cash flow and liquidity needed for operations.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**  
**Notes to the Basic Financial Statements**  
**June 30, 2007**

As of June 30, 2007, approximately 69 percent of the securities in the Treasury Pool had maturities of one year or less. Of the remainder, less than 4% had a maturity of more than five years.

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Treasury Pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the Treasury Pool's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits and securities lending transactions:

- The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by depository regulated under stated law. The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies.
- The California Government Code limits the total of all securities lending transactions to 20% of the fair value of the investment portfolio.

With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as the Treasury Pool).

Concentration of Credit Risk

The investment policy of the County contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government



**SONOMA COUNTY WASTE MANAGEMENT AGENCY**  
**Notes to the Basic Financial Statements**  
**June 30, 2007**

Code. For a listing of investments in any one issuer (other than U.S. Treasury securities, mutual funds, or external investment pools) that represent 5% or more of total County investments, refer to the 2007 Sonoma County CAFR.

**B. Receivables and Payables**

Transactions representing accrual of revenues and expenses at year-end are referred to as either accounts receivable or accounts payable.

A prior period adjustment was necessary to account for revenue received from contractor in FYE June 30, 2008, which was not properly accrual for in the FY 2006/2007.

**C. Due from Contractors**

Due from contractors represents the agency's outstanding share of revenue from the sale of compost materials and e-waste at June 30. The contractors are Sonoma Compost Company and ECS Refining.

**D. Due from Other Governments**

Outstanding payment requests due from grantors and other governments are referred to as due from other governments. The Household Hazardous Waste program has outstanding payment requests for reimbursable costs related to the following at June 30:

	2007
Used Oil Block Grant	\$ <u>145,704</u>

**III. OTHER INFORMATION**

**A. Risk Management**

The Sonoma County Waste Management Agency is exposed to various risks for which the Agency carries insurance with coverage for bodily injury, property damage, personal injury, auto liability, and errors and omissions. SCWMA is covered through Alliant Insurance Services, Inc for \$5,000,000 per occurrence.

**B. Auditor Independence**

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**  
**Notes to the Basic Financial Statements**  
**June 30, 2007**

As required by various statutes within the California Government Code, County Auditor-Controllers are mandated to perform certain accounting, auditing and financial reporting functions. These activities, in themselves, necessarily impair the auditor's independence. Specifically, "Auditors should not audit their own work or provide non-audit services in situations where the amounts or services involved are significant or material to the subject matter of the audit." Although the office of the Auditor-Controller is statutorily obligated to maintain accounts of departments, districts or funds that are contained within the County Treasury, we believe that adequate safeguards and divisions of responsibility exist. Therefore, we believe that subject to this qualification and disclosure, the reader can rely on the auditor's opinion contained in this report.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
BOARD MEMBERS**

As of September 18, 2008, the Agency Board consisted of the following members:

DELL TREDINNICK	CITY OF SANTA ROSA
TIM SMITH (CHAIR)	CITY OF ROHNERT PARK
GUS WOLTER	CITY OF CLOVERDALE
MARJORIE PETTUS	CITY OF HEALDSBURG
CHRISTA JOHNSON	TOWN OF WINDSOR
PHIL DEMERY	COUNTY OF SONOMA
VINCE MARENGO (VICE CHAIR)	CITY OF PETALUMA
STEVE BARBOSE	CITY OF SONOMA
DAVE BRENNAN	CITY OF SEBASTOPOL
DAMIEN O'BID	CITY OF COTATI

Meetings are held at the City of Santa Rosa Utilities Department's Subregional Water Reclamation System Laguna Plant, 4300 Llano Road, Santa Rosa every third Wednesday of each month at 9:00 A.M.



Agenda Item #: 9.1  
Cost Center: Diversion  
Staff Contact: Carter  
Agenda Date: 11/19/2008

## ITEM: Plastic Bag Update

### I. BACKGROUND

At the November 2007 SCWMA Agency meeting, the Board members requested that staff prepare a report about the plastic bag At-Store Recycling Program (AB 2449). In response to the Board's request, the issue was discussed at the January 2008 SCWMA Board meeting.

At the March 2008 SCWMA meeting, staff presented a detailed summary of public agency and private organization actions taken to reduce single use plastic grocery bags. Staff was directed by the Board to present an update about new developments regarding plastic bags at each subsequent SCWMA meeting.

Staff presented three options for Board consideration at the September 17, 2008 SCWMA Meeting: creation of an ordinance to ban plastic bags in Sonoma County, increasing education about plastic bags and encouraging reusable carryout bags, and monitoring and supporting bills similar to AB 2058 in the subsequent California Legislative session. Staff was directed to revisit this item at the November 19, 2008 SCWMA Meeting.

### II. DISCUSSION

The City and County of San Francisco banned non-compostable plastic bags, effective November 20, 2007. Staff understands this ordinance was not challenged by the plastic industry, though it is unclear why San Francisco was not challenged, while jurisdictions with similar ordinances were.

The City of Fairfax attempted to establish a mandatory plastic bag within city limits, but changed the ordinance to a voluntary ban when confronted with a lawsuit from entities representing the plastic industry. The issue was taken up by a citizen group and was placed on the ballot for consideration by Fairfax voters (Measure C) on November 4, 2008. Measure C passed with over 78% of the vote. This measure was crafted to require all stores, shops, eating places, food vendors, and retail food vendors to provide only recyclable paper bags or reusable bags.

The City of Oakland lost a challenge at the Alameda Superior Court to their ordinance banning plastic bags, and the City has decided not to appeal this decision. Staff is unaware of any pending City action on this subject.

The Los Angeles City Council voted on July 22, 2008 to ban plastic carryout bags on July 1, 2010, unless the State of California has imposed a fee of at least \$0.25 per bag<sup>1</sup>. Paper and compostable/biodegradable plastic bags would be subject to a \$0.25 per bag fee beginning July 1, 2010.

On July 28, 2008, the City of Seattle, Washington approved legislation to enact a \$0.20 fee on all paper and plastic carryout bags provided at convenience, drug, and grocery stores<sup>2</sup>. The legislation includes provisions to aid seniors and low income citizens by distributing reusable bags to those groups. Businesses grossing less than \$1 million annual will be allowed to keep the entire fee, while

<sup>1</sup> [http://www.lacity.org/council/cd1/cd1press/cd1cd1press11454718\\_07252008.pdf](http://www.lacity.org/council/cd1/cd1press/cd1cd1press11454718_07252008.pdf) - "Reyes Sacks Plastic Bags in L.A." retrieved 7/30/2008

<sup>2</sup> <http://www.seattle.gov/news/detail.asp?ID=8694&Dept=28> - "Seattle Passes Landmark Measure to Eliminate Waste" retrieved 7/29/2008

fees collected by other businesses will be used to offset garbage rate increases and fund Seattle Public Utilities waste prevention and recycling programs. The fees will go into effect January 1, 2009.

SCWMA staff has been tracking the progress of AB 2058 (carryout bag fee) in the California Legislature. The bill was did not pass the California State Senate during the 2007-2008 legislative session, so this version of the bill will not become law.

Given the lack of progress on a statewide basis, staff is presenting three options to the Board and requesting direction. These options include banning plastic bags in Sonoma County, focusing on education and promotion of reusable bags, and continuing to monitor the next session of the California Legislature for bills similar to AB 2058 to support.

### III. FUNDING IMPACT

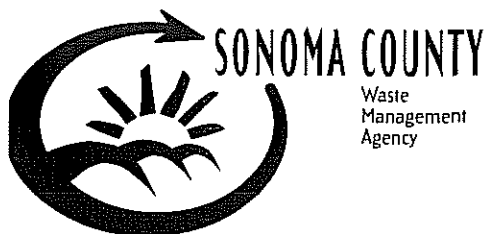
Funding impacts depend on the action taken. Staff estimates the cost to study the effects of a plastic bag ban in an Environmental Impact Report to be \$175,000. \$3,000 has already been budgeted in FY 08-09 to support BayROC media events. Continuing to monitor progress in the California 2009-2010 Legislative Session will require minimal staff time.

### IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends increased educational outreach with regard to plastic bags through BayROC and in conjunction with existing staff outreach. Staff also recommends continuing to monitor and support bills similar to AB 2058 that are introduced in future legislative sessions.

Alternatively, staff could prepare an RFP to study the impacts of a plastic bag ban and return to the Board at a later SCWMA meeting with a scope of work.

Approved by:   
Mollie Mangerich, Executive Director SCWMA



**Agenda Item #: 10.1**  
**Cost Center: Planning**  
**Staff Contact: Carter**  
**Agenda Date: 11/19/2008**

## **ITEM: Construction and Demolition Waste and Large Events/Venues Policies**

### **I. BACKGROUND**

In the preparation of the FY 2008-09 Budget, SCWMA staff identified and included a project to develop and implement large venue, large event, and construction and demolition policies throughout Sonoma County. SCWMA staff has limited resources, so the decision was made and funds were budgeted to hire a consultant to research where these policies already exist and develop new and consistent policies that could be adopted and implemented by all SCWMA member jurisdictions.

AB 2176 (Montanez, 2004) requires all events and venues with an average of at least 2,000 people in daily attendance to create a recycling plan, set diversion goals, and track progress. SCWMA reports this progress in the Annual Reports to the California Integrated Waste Management Board. Through these reports and conversation with event/venue coordinators, SCWMA staff has concluded that most large events and venues do not have a formal recycling plan.

Construction and demolition debris was identified as the second largest category of waste generated in Sonoma County at approximately 27% (102,554 tons)<sup>1</sup>. Infrastructure exists to recycle much of these materials, so staff was directed to implement programs to reduce C&D waste.

In an effort to increase diversion of these targeted materials generated from demolition/construction/remodel site and at large venues and events, the SCWMA Board of Directors directed staff to issue an RFP and return with proposals from consultants experienced in ordinance creation and knowledgeable in the subject matter.

### **II. DISCUSSION**

Three proposals were received by the November 3, 2008 proposal deadline. The proposers include HDR, R3 Consulting Group, and SCS Engineers. Using the scoring criteria included in the RFP, staff evaluated each proposal and concluded that SCS Engineers' proposal most closely matched the intent of the RFP. While staff is confident all three proposers are sufficiently qualified and experienced to implement the project, staff concluded the proposal submitted by SCS Engineers demonstrated a higher level of understanding of the SCWMA's intent and a greater level of expertise with issues involving Large Events and Venues.

### **III. FUNDING IMPACT**

The FY 2008-09 SCWMA Budget contains \$20,000 for this project. SCS Engineers' proposal includes a project cost of \$20,000, of which \$2,200 is reserved as a contingency for unforeseen issues.

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<sup>1</sup> Sonoma County Waste Management Agency Waste Characterization Study, November 2007.

#### IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approval of the Agreement with SCS Engineers for consulting services.

#### V. ATTACHMENTS

Proposal Scoring Matrix  
Agreement for Consulting Services  
Exhibit A Scope of Work and Cost Proposal  
Resolution

Approved by:   
Mollie Mangerich, Executive Director, SCWMA

## Proposal Scoring Matrix

C&D/Large Venue RFP		Proposal		
Qualification	Maximum Score	HDR	R3	SCS Engineers
Proposal Completeness and Detail	30	21	22.5	24
Qualifications/Experience Developing Policy	20	18	20	19
Qualifications/Experience with C&D and Large Events/Venues	20	15	17	19
Project Cost	20	20	16	19.5
Acceptance of Terms and Conditions	10	6	10	10
Totals	100	80	85.5	91.5



## AGREEMENT FOR CONSULTING SERVICES

This agreement ("Agreement"), dated as of November 19, 2008 ("Effective Date") is by and between the Sonoma County Waste Management Agency, (hereinafter "Agency"), and SCS Engineers, a Virginia Corporation (hereinafter "Consultant").

### R E C I T A L S

WHEREAS, Consultant represents that it is duly qualified and experienced in policy development and related services; and

WHEREAS, in the judgment of the Agency, it is necessary and desirable to employ the services of Consultant to research and develop C&D and large event/venue policy for Agency member jurisdictions.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

### A G R E E M E N T

#### 1. Scope of Services.

1.1 Consultant's Specified Services. This Agreement is entered into for the purpose of C&D and large event/venue policy research and development. Consultant shall perform services as defined in Exhibit A, Scope of Services.

1.2 Cooperation with Agency. Consultant shall cooperate with Agency and Agency staff in the performance of all work hereunder.

1.3 Performance Standard. Consultant shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Consultant's profession. If Agency determines that any of Consultant's work is not in accordance with such level of competency and standard of care, Agency, in its sole discretion, shall have the right to do any or all of the following: (a) require Consultant to meet with Agency to review the quality of the work and resolve matters of concern; (b) require Consultant to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

#### 1.4 Assigned Personnel.

a. Consultant shall assign only competent personnel to perform work hereunder. In the event that at any time Agency, in its sole discretion, desires the removal of any person or persons assigned by Consultant to

perform work hereunder, Consultant shall remove such person or persons immediately upon receiving written notice from Agency.

b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by Agency to be key personnel whose services are a material inducement to Agency to enter into this Agreement, and without whose services Agency would not have entered into this Agreement. Consultant shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of Agency.

c. In the event that any of Consultant's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of Consultant's control, Consultant shall be responsible for timely provision of adequately qualified replacements.

## 2. Payment.

2.1 Consultant shall be paid an amount not to exceed Twenty Thousand Dollars (\$20,000) for services rendered in accordance with tasks detailed in Section 1.1 above, upon monthly submission of progress reports, verified claims and invoices, in triplicate. Initial payment shall be limited to ninety percent (90%) of the work billed and approved. Payments shall be made in the proportion of work completed based upon progress reports to total services to be performed.

2.2 Monthly progress reports shall be submitted by Consultant and shall identify the basis for determination of the percentage of completion, the number of hours for the month, by job classification, spent on work completed, the percent of work completed during the month, and total percent of work completed.

2.3 Final payment of the ten percent (10%) retention corresponding to specific tasks may be paid at the discretion of Agency within thirty-five (35) days after completion of all work for that specific task, and submission of a verified claim and invoice, in triplicate.

3. Term of Agreement. The term of this Agreement shall be from November 19, 2008 to March 1, 2009, unless terminated earlier in accordance with the provisions of Article 4 below.

## 4. Termination.

4.1 Termination Without Cause. Notwithstanding any other provision of this Agreement, at any time and without cause, Agency shall have the right, in its sole discretion, to terminate this Agreement by giving ten (10) days written notice to Consultant.

4.2 Termination for Cause. Notwithstanding any other provision of this Agreement, should Consultant fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, Agency may immediately terminate this Agreement by giving Consultant written notice of such termination, stating the reason for termination.

4.3 Delivery of Work Product and Final Payment Upon Termination. In the event of termination, Consultant, within 14 days following the date of termination, shall deliver to Agency all materials and work product subject to Section 9.9 and shall submit to Agency an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.4 Payment Upon Termination. Upon termination of this Agreement by Agency, Consultant shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Consultant bear to the total services otherwise required to be performed for such total payment; provided, however, that if Agency terminates the Agreement for cause pursuant to Section 4.2, Agency shall deduct from such amount the amount of damage, if any, sustained by Agency by virtue of the breach of the Agreement by Consultant.

5. Indemnification. Consultant agrees to accept all responsibility for loss or damage to any person or entity, including but not limited to Agency, and to defend, indemnify, hold harmless, reimburse and release Agency, its officers, agents, and employees, from and against any and all actions, claims, damages, disabilities, liabilities and expense including, but not limited to, attorneys' fees and the cost of litigation incurred in the defense of claims as to which this indemnity applies or incurred in an action by Agency to enforce the indemnity provisions herein, whether arising from personal injury, property damage or economic loss of any type, that may be asserted by any person or entity arising out of or in connection with the performance of Consultant hereunder, but, to the extent required by law, excluding liability due to the sole negligence or willful misconduct of Agency. If there is a possible obligation to indemnify, Consultant's duty to defend with legal counsel acceptable to Agency, exists regardless of whether it is ultimately determined that there is not a duty to indemnify. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Consultant or its agents.

6. Insurance. With respect to performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described below:

6.1 Workers' Compensation Insurance. Workers' compensation insurance with statutory limits as required by the Labor Code of the State of California. Said policy shall be endorsed with the following specific language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days' prior written notice to the Agency.

6.2 General Liability Insurance. Commercial general liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than One Million Dollars (\$1,000,000.00) combined single limit for each occurrence. Said commercial general liability insurance policy shall either be endorsed with the following specific language or contain equivalent language in the policy:

- a. The Agency, its Board of Directors and staff, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
- b. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.
- c. The insurance provided herein is primary coverage to the Agency with respect to any insurance or self-insurance programs maintained by the Agency.
- d. This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the Agency.

6.3 Automobile Insurance. Automobile liability insurance covering bodily injury and property damage in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles. Said policy shall be endorsed with the following language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the Agency.

6.4 Professional Liability Insurance. Professional liability insurance for all activities of Consultant arising out of or in connection with this Agreement in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence. Said policy shall be endorsed with the following specific language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the Agency.

6.5 Documentation. The following documentation shall be submitted to the Agency:

- a. Properly executed Certificates of Insurance clearly evidencing all coverages, limits, and endorsements required above. Said Certificates shall be submitted prior to the execution of this Agreement. Consultant agrees to maintain current Certificates of Insurance evidencing the above-required coverages, limits, and endorsements on file with the Agency for the duration of this Agreement.
- b. Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.
- c. Upon Agency's written request, certified copies of the insurance policies. Said policy copies shall be submitted within thirty (30) days of Agency's request.

6.6 Policy Obligations. Consultant's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

6.7 Material Breach. If Consultant, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of this Agreement. Agency, in its sole option, may terminate this Agreement and obtain damages from Consultant resulting from said breach. Alternatively, Agency may purchase such required insurance coverage, and without further notice to Consultant, Agency may deduct from sums due to Consultant any premium costs advanced by Agency for such insurance. These remedies shall be in addition to any other remedies available to Agency.

7. Prosecution of Work. The execution of this Agreement shall constitute Consultant's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Consultant's performance of this Agreement shall be extended by a number of days equal to the number of days Consultant has been delayed.

8. Extra or Changed Work. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes which do not increase the amount paid under the Agreement, and which do not significantly change the scope of work or significantly lengthen time schedules may be executed by the Agency's Executive Director in a form approved by Agency Counsel. All other extra or changed work must be authorized in writing by the Agency Board of Directors. Failure of Consultant to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Consultant shall be entitled to no compensation whatsoever for the

performance of such work. Consultant further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the Agency.

#### 9. Representations of Consultant.

9.1 Standard of Care. Agency has relied upon the professional ability and training of Consultant as a material inducement to enter into this Agreement. Consultant hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Consultant's work by Agency shall not operate as a waiver or release.

9.2 Status of Consultant. The parties intend that Consultant, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Consultant is not to be considered an agent or employee of Agency and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits provided to Agency staff. In the event Agency exercises its right to terminate this Agreement pursuant to Article 4, above, Consultant expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3 Taxes. Consultant agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Consultant agrees to indemnify and hold Agency harmless from any liability which it may incur to the United States or to the State of California as a consequence of Consultant's failure to pay, when due, all such taxes and obligations. In case Agency is audited for compliance regarding any withholding or other applicable taxes. Consultant agrees to furnish Agency with proof of payment of taxes on these earnings.

9.4 Records Maintenance. Consultant shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to Agency for inspection at any reasonable time. Consultant shall maintain such records for a period of four (4) years following completion of work hereunder.

9.5 Conflict of Interest. Consultant covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Consultant further covenants that in the performance of this Agreement no person having any such interests shall be employed by Consultant. In addition, if requested to do so by Agency, Consultant shall complete and file and shall require any other person doing work under

Consultant and this Agreement to complete and file a "Statement of Economic Interest" with Agency disclosing Consultant's or such other person's financial interests.

9.6 Nondiscrimination. Consultant shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.7 AIDS Discrimination. Consultant agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.8 Assignment Of Rights. Consultant assigns to Agency all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications, if any, now or later prepared by Consultant in connection with this Agreement. Consultant agrees to take such actions as are necessary to protect the rights assigned to Agency in this Agreement, and to refrain from taking any action which would impair those rights. Consultant's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as Agency may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of Agency. Consultant shall not use or permit another to use the plans and specifications in connection with this or any other project without first obtaining written permission of Agency.

9.9 Ownership And Disclosure Of Work Product. All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Consultant or Consultant's subcontractors, consultants, and other agents in connection with this Agreement shall be the property of Agency. Agency shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Consultant shall promptly deliver to Agency all such documents which have not already been provided to Agency in such form or format as Agency deems appropriate. Such documents shall be and will remain the property of Agency without restriction or limitation. Consultant may retain copies of the above described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of Agency.

10. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until

such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article 10 limits Agency's right to terminate this Agreement pursuant to Article 4.

11. Assignment and Delegation. Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

Agency:  
Sonoma County Waste Management Agency  
Attention: Patrick Carter  
2300 County Center Drive, Suite 100 B  
Santa Rosa, CA 95403  
Phone: (707) 565-3632  
FAX: (707) 565-3701

Consultant:  
Name: SCS Engineers  
Attention: Leslie Lukacs  
Address: 3843 Brickway Blvd., Ste. 208      Phone: (707) 546-9461  
City, State Zip: Santa Rosa, CA 95403      Fax: (707) 544-5769

When a notice, bill or payment is given by a generally recognized overnight courier service, the notice, bill or payment shall be deemed received on the next business day. When a copy of a notice, bill or payment is sent by facsimile, the notice bill or payment shall be deemed received upon transmission as long as (1) the original copy of the notice, bill or payment is promptly deposited in the U.S. mail, (2) the sender has a written confirmation of the facsimile transmission, and (3) the facsimile is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.



### 13. Miscellaneous Provisions.

13.1 No Waiver of Breach. The waiver by Agency of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Consultant and Agency acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Consultant and Agency acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

13.3 Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

13.4 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the forum nearest to the city of Santa Rosa, in the County of Sonoma.

13.6 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.7 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

AGENCY: SONOMA COUNTY WASTE MANAGEMENT AGENCY

By: \_\_\_\_\_  
Chair

CONTRACTOR:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO SUBSTANCE BY  
AND CERTIFICATES OF INSURANCE  
ON FILE WITH:

By: \_\_\_\_\_  
Agency Executive Director

APPROVED AS TO FORM FOR AGENCY:

By: \_\_\_\_\_  
Agency Counsel

## **EXHIBIT A**

### **SCOPE OF WORK AND COST PROPOSAL**

#### **Task 1        Meetings**

A series of meetings will be conducted with Agency staff during the course of the project. These meetings are described in more detail in the following subtasks:

##### **Task 1A        Kick-off meeting**

At the outset of the project, the Project Team will conduct a project meeting with Agency staff, and others as determined by the Agency. The meeting will focus on such issues as project responsibilities, scope, methodology, milestones, and deliverables. The Project Team will also present the Agency with an initial project data request, listing information required by the Project Team to initiate the study.

##### **Deliverable:**

Project goals and objectives will be established. Scope, timeline, and deliverables will be reviewed. Agreement of information and data to be provided by the Agency for the Project Team to initiate tasks will be established. Minutes of the meeting will be prepared and submitted to the Agency within one week of the meeting date.

##### **Task 1B        Interim Project Meeting**

Approximately half way through the project, the Project Team will hold an interim project meeting with Agency staff. The purpose of this meeting will be to review the results of the surveys, and to discuss potential issues/idea for incorporation into the policies to be developed by the project team. Minutes of the meeting will be prepared and submitted to the Agency within one week of the meeting date.

##### **Deliverable:**

The outcome of this meeting will be a list of issues and ideas for incorporation into the draft policies. The list will be submitted electronically to the Agency for review and comments. Following incorporation of any comments or changes, the project Team will prepare the final list of issues for the model policies.

##### **Task 1C        Presentation**

The Project Team will prepare a presentation of the results of the project at a regularly scheduled Agency meeting. The presentation will detail the recommended policies and rationale for policy issues and objectives.

##### **Deliverable:**

A PowerPoint presentation, including graphs, charts and model policy language and rationale.

#### **Task 2        Work Plan**

The Project Team will develop a work plan detailing the approach and methodology for surveying the Agency jurisdictions, as well as the process for developing the model policies.

The work plan will detail how each jurisdiction will be contacted, how the survey will be administered to eliminate bias, and how the data will be compiled for accuracy and representativeness. The work plan will detail how this information will be presented to the Agency, and how it will be utilized to draft the model policies.

A timeline will be prepared as part of the work plan indicating project milestones and deliverables, such as:

- Survey mechanism
- Administration of the survey
- Survey results
- Draft model policies
- Interim project meeting
- Presentation
- Final model policies

Time will be assigned for Agency review and comment, as well as revision by the Project Team.

**Deliverables:**

Electronic submittal of the Draft Work Plan and Timeline for Agency staff review and comments. Following receipt of comments, the Project Team will incorporate any changes and prepare the Final Work Plan and Timeline.

**Task 3          Survey Current Policies**

According to initial research, only the cities of Petaluma and Sebastopol require a permit for large venues and events, however it is not clear if this includes requirements for diversion planning or reporting.

Based on initial research using information from the Board and city municipal code websites, a number of member jurisdictions have adopted some form of policy or program for C&D. The City of Cotati has a policy for recycling demolition waste, the City of Petaluma has an ordinance requiring the franchised hauler to recycle 50% of their waste, and Rohnert Park, Santa Rosa, and Windsor have adopted Green Building ordinances.

**Task 3A          Survey Instrument**

The Project Team will conduct a survey to obtain information from member jurisdictions on existing policies for C&D and large venue and events. Emphasis will be placed on identifying similarities and differences between the member jurisdictions, barriers to new policy implementation, and ideas and opportunities for working together on policy development. It is anticipated a phone survey will be developed where responders are asked to answer a series of questions.

**Task 3B          Compile Data**

The results of the surveys will be compiled into a spreadsheet for ease of analysis. The spreadsheet will be organized according to topical discussion and the data will be utilized to prepare a memo for submittal to the Agency.

**Deliverables:**

SCS will prepare a memo detailing the existing C&D and large venue and event policies for each agency jurisdiction. The memo will include copies of any existing policies or ordinances. The memo will highlight the barriers to policy implementation identified by the member jurisdictions.

**Task 4      Develop Model Policies**

For the development of the model policies, the Project Team will review the survey data, including any existing policies, and prepare a list of variables that could be incorporated into the model policies. The variables will be ranked according to commonality, ease of implementation, and efficacy in waste reduction. Model policies may require the following:

- Waste reduction plans to document the types and quantities of materials generated and recycled;
- Deposit to be refunded after proof of waste reduction is submitted;
- Diversion rate based on waste generation of the construction project, large venue, or event size; and/or
- Submittal of a waste management form for contractors and large venue and event managers to complete indicating compliance with the requirement to the Agency.

A draft model for both C&D projects and large venue and events will be submitted to the Agency for review and comment. Both final model policies will be developed based on the Agency's comments and the Project team's input.

**Deliverables:**

SCS will submit model policies for both C&D projects and large venues and events.

**Task 5      Other Necessary Tasks**

This section sets aside Two Thousand-Two Hundred Dollars (\$2,200) in funds to cover unforeseen costs related to tasks not identified elsewhere in the Agreement. These funds shall not be available to the consultant except by written authorization of the Sonoma County Waste Management Agency Executive Director. The inclusion of these funds in the Agreement does not guarantee the use of these funds. SCS Engineers will provide additional cost estimates as requested by SCWMA staff.

## Detailed Cost Proposal

Cost Proposal		
Task	Description	Fee
1	Meetings	\$5,500.00
2	Work Plan	\$2,500.00
3	Survey Current Policies	\$3,300.00
4	Develop Model Policies	\$6,500.00
5	Other Necessary Tasks	\$2,200.00
TOTAL		\$20,000.00

RESOLUTION NO.: 2008 -

DATED: November 19, 2008

WHEREAS, Consultant represents that it is duly qualified and experienced in policy development and related services; and

WHEREAS, in the judgment of the Agency, it is necessary and desirable to employ the services of Consultant to research and develop C&D and large event/venue policy for Agency member jurisdictions.

NOW, THEREFORE, BE IT RESOLVED that the Agency authorizes the Agency Chairman to execute an agreement with SCS Engineers for consulting services to assess and develop waste reduction policies for construction and demolition activities and large venues and events in Sonoma County.

MEMBERS:

_____ Cloverdale	_____ Cotati	_____ County	_____ Healdsburg	_____ Petaluma
_____ Rohnert Park	_____ Santa Rosa	_____ Sebastopol	_____ Sonoma	_____ Windsor

AYES      NOES      ABSENT      ABSTAIN

SO ORDERED.

The within instrument is a correct copy  
of the original on file with this office.

ATTEST:

DATE:

\_\_\_\_\_  
Elizabeth Koetke  
Clerk of the Sonoma County Waste Management  
Agency of the State of California in and for the  
County of Sonoma