



Meeting of the Board of Directors

March 20, 2019
REGULAR MEETING

Closed session begins at 8:00 a.m.
Regular Session begins at 8:30 a.m. or immediately following
Closed Session
Estimated Ending Time 11:00 a.m.

*City of Santa Rosa Council Chambers
100 Santa Rosa Avenue
Santa Rosa, CA*

Meeting Agenda and Documents

SONOMA COUNTY WASTE MANAGEMENT AGENCY

Meeting of the Board of Directors

March 20, 2019

REGULAR MEETING

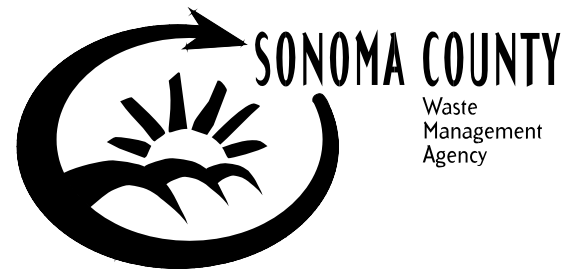
Closed Session begins at 8:00 a.m.

Regular Meeting begins at 8:30 a.m. or immediately following Closed Session

Table of Contents

<u>Description</u>	<u>Page</u>
Agenda	1
Prior Meeting Summary	3
Agenda Notes	4
Item 6.1 Minutes of the February 20, 2019 Regular Meeting	5
Item 6.2 February, March and April 2019 Outreach Calendar	8
Item 6.3 Budget Adjustment [Supermajority Vote]	10
Item 6.4 Second Quarter Financials	13
Item 6.5 Support for DEA Take-Back Event	19
Item 7 Resolution Selecting Executive Director	
Item 8 Discussion and Possible Action on the FY 19/20 Draft Budget	21
Item 9 Public Hearing for Consideration of Organics Disposal Fee and Agency Surcharge Increases [Supermajority Vote]	37

Note: This packet is 40 pages total



SONOMA COUNTY WASTE MANAGEMENT AGENCY

Meeting of the Board of Directors

**March 20, 2019
REGULAR MEETING**

**Closed Session begins at 8:00 a. m.
Regular Session begins at 8:30 a.m. or immediately following Closed
Session**

Estimated Ending Time 11:00 a.m.

City of Santa Rosa Council Chambers
100 Santa Rosa Avenue
Santa Rosa, CA

Agenda

Item

1. Call to Order Closed Session
2. **Closed Session:** PUBLIC EMPLOYMENT
Titles: Executive Director
3. Adjourn Closed Session / Call to Order Regular Meeting
4. Agenda Approval
5. Public Comments (items not on the agenda)

Consent (w/attachments)

- 6.1 Minutes of the February 20, 2019 Regular Meeting
- 6.2 February, March and April 2019 Outreach Calendar
- 6.3 Budget Adjustment [**Supermajority Vote Required**]
- 6.4 Second Quarter Financials

6.5 Support for DEA Take-Back Event [Scott]

Regular Calendar

7. Resolution Selecting Executive Director [Klassen]
8. Discussion and Possible Action on the FY 19/20 Draft Budget [Collard] **[Supermajority Vote Required]**
9. Public Hearing for the Consideration of Organics Disposal Fee and Agency Surcharge Increases [Collard] **[Supermajority Vote Required]**
10. Boardmember Comments – NO ACTION
11. Executive Director Report – NO ACTION
12. Staff Comments – NO ACTION
13. Next SCWMA meeting: April 17, 2019
14. 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 Council Chambers, 100 Santa Rosa Avenue, Santa Rosa. It is also available on the internet at www.recyclenow.org



Date: February 22, 2019

To: SCWMA Board Members

From: Susan Klassen, Interim SCWMA Executive Director

Executive Summary Report for the SCWMA Board Meeting of February 20, 2019

Consent Calendar: All Consent Items were approved. One item of note:

4.3 Proposed Agreement for C&D Certification Testing Services

The Sonoma County Waste Management Agency (SCWMA) entered into a partnership MOU with RecycleSmart (Central Contra Costa Solid Waste Authority) and the County of Solano in September 2018 to create a regional certification process for facilities that accept construction and demolition debris materials. The goal of the MOU was to establish a uniform C&D certification protocol that can be used within the participant's jurisdictional areas and throughout the SF Bay Area Region to document the amount of diversion achieved by the various facilities.

This Item requested that the Board authorize the Executive Director to sign the proposed agreement between the SCWMA and Tseng and Assoc., Inc. which will implement the regional protocols by allowing local Construction and Demolition Diversion Facilities to have their level of Diversion certified by an independent entity for the benefit of their clients. This will help the Agency document diversion for the purpose of AB 939 compliance. The certification process is paid for by the C&D facilities.

Regular Calendar: No regular Calendar Items

Closed Session: Executive Director Interviews: There were no reportable actions



To: Sonoma County Waste Management Agency Board Members
From: Susan Klassen, Interim Executive Director
Subject: March 20, 2019 Board Meeting Agenda Notes

Note: Closed Session will begin at 8:00 a.m.

Consent Calendar

These items include routine financial, informational 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.

- 6.1 **Minutes of the February 20, 2019 Regular Meeting:** regular acceptance.
- 6.2 **February, March and April 2019 Outreach Calendar:** This item provides an update on outreach events since the last meeting and upcoming outreach events. No action is required.
- 6.3 **Budget Adjustment:** Increase appropriations in the Contingency Reserve for completion of Re-branding project, brand rollout expenses and supplies. Increase appropriations in Organics Contingency Reserve for legal consulting fees for compost facility. **[Supermajority Vote Required]**
- 6.4 **FY 2018/19 Second Quarter Financials:** Quarterly reports are required by the SCWMA's Joint Exercise of Powers agreement. This report displays the actual revenues and expenditures compared to budget estimates. Second quarter expenditures do not show any significant areas of concern where revenues will not meet expenditures. **Staff recommends approving the FY 2018/19 2nd Quarter Financial Report on the Consent Calendar.**
- 6.5 **Support for DEA Take-Back Event:** Staff recommends the Board encourage their respective law enforcement agencies to participate in the National DEA Take Back Event on April 27, 2019 from 10 AM – 2 PM. No action is required

Regular Calendar

- 7. **Resolution Selecting Executive Director:**
- 8. **Discussion and Possible Action on the FY 19/20 Draft Budget:** the FY 18-19 Final Budget in maintaining the core SCWMA programs at similar levels, with a few exceptions. Staff is proposing an increase in organic waste tipping fees due to increased hauling costs and the addition of a full time staff member. The draft budget included in this packet includes the programs proposed through the SCWMA Work Plan, which was approved at the January 16, 2019 SCWMA meeting. Notable differences from the previous year's budget include the continued research of potential new model ordinances, establish a battery disposal pilot program, internship program, office expansion and continued exploration of a North County HHW facility. Staff also increase outreach programs in the community for Zero Waste, food scrap and composting goals. **Staff recommends the Board provide feedback on the FY 19-20 Sonoma County Waste Management Agency Draft Budget with direction to return at the April 17, 2019 SCWMA meeting for final approval.**
- 9. **Public Hearing for the Consideration of Organics Disposal Fee and Agency Surcharge Increases:** Organics disposal fees were increased in 2017 by \$2/ton. Since then, organics hauling and processing expenditures have increased, a new staff member was hired and SB1383 was introduced. With all the

changes to organics, the need to raise fees have become necessary in order to meet all reporting and monitoring benchmarks. The Agency's surcharge has not been raised since 2010. Staff is requesting a \$.55/ton increase to the surcharge in order to support all agency programs and outreach. **Staff recommends approving the increase to the organics tipping fee and Agency surcharge. [Supermajority Vote Required]**



Minutes of the February 20, 2019 Meeting

The Sonoma County Waste Management Agency met on February 20, 2019, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa, California.

Board Members Present:

City of Cloverdale	ABSENT	City of Santa Rosa	John Sawyer
City of Cotati	Susan Harvey	City of Sebastopol	Neysa Hinton
City of Healdsburg	Larry Zimmer	City of Sonoma	Madolyn Agrimonti
City of Petaluma	ABSENT	County of Sonoma	Susan Gorin
City of Rohnert Park	Pam Stafford	Town of Windsor	Bruce Okrepkie

Staff Present:

Executive Director: Susan Klassen
Counsel: Ethan Walsh
Staff: Thora Collard, Brandon Benton
Agency Clerk: Janel Perry

1. **Call to Order Regular Meeting**
Regular meeting was called to order at 8:36 a.m.
2. **Agenda Approval**
3. **Public Comments (items not on the agenda)**
Ken Wells-LTF update on SB1383.
4. **Consent (w/attachments)**
 - 4.1 Minutes of the January 16, 2019 Regular Meeting
 - 4.2 January, February and March 2019 Outreach Calendar
 - 4.3 Proposed Agreement for C&D Certification Testing Services

Public Comments:

None.

The motion for approval of items on consent calendar, excluding item 4.1, was made by Susan Gorin, County of Sonoma, and seconded by Susan Harvey, City of Cotati.

Vote Count:

City of Cloverdale	ABSENT	City of Santa Rosa	AYE
City of Cotati	AYE	City of Sebastopol	AYE
City of Healdsburg	AYE	City of Sonoma	AYE
City of Petaluma	ABSENT	County of Sonoma	AYE
City of Rohnert Park	AYE	Town of Windsor	AYE

AYES -8- NOES -0- ABSENT -2- ABSTAIN -0-
Motion passed.

The motion for approval of item 4.1, was made by Susan Gorin, County of Sonoma, and seconded by Susan Harvey, City of Cotati.

Vote Count:

City of Cloverdale	ABSENT	City of Santa Rosa	ABSTAIN
City of Cotati	AYE	City of Sebastopol	ABSTAIN
City of Healdsburg	AYE	City of Sonoma	AYE
City of Petaluma	ABSENT	County of Sonoma	AYE
City of Rohnert Park	AYE	Town of Windsor	ABSTAIN

AYES -5- NOES -0- ABSENT -2- ABSTAIN -3-
Motion passed.

Regular Calendar

None

5. **Closed Session:**
PUBLIC EMPLOYMENT
Title: Executive Director Interviews
Closed session was called to order at 8:45 a.m.
6. Adjourn Closed Session/Report of Action from Closed Session – There was no reportable actions.
7. Next SCWMA meeting: March 20, 2019
8. Adjourn at 12:58 p.m.

Submitted by: Janel Perry



Agenda Item #: **6.2**
Agenda Date: **3/20/2019**

ITEM: February, March, and April 2019 Outreach Calendar

February 2019 Outreach Events

February 5	4 PM – 8 PM	Community Toxic Collection – Larkfield
February 6	10 AM – 11 AM	Pasitos Parent Presentation – Cook Middle School in Santa Rosa
February 6	7 AM – 12 AM	DMV Outreach – Santa Rosa
February 7	7 AM – 12 AM	DMV Outreach – Santa Rosa
February 8	11 AM – 2 PM	Annual Migrant Ed Parent Leadership Institute – Santa Rosa
February 9	10 AM – 4 PM	10th Annual Lake Sonoma Steelhead Festival – Geyserville
February 12	4 PM – 8 PM	Community Toxic Collection – Healdsburg
February 13	8 AM – 9:30 AM	Healdsburg Labor Center presentation – Healdsburg
February 13	9:45 AM – 10:30 AM	Fulton Labor Center presentation – Fulton
February 13	7 PM – 8:30 PM	Ortiz Plaza Center presentation – Windsor
February 15	11 AM – 1 PM	Los Cien Latino Leaders Meeting – Santa Rosa
February 15-18	10 AM – 8 PM	Cloverdale Citrus Fair - Cloverdale
February 16	10:30 AM – 1 PM	Spanish Composting Workshop Bayer Farm – Santa Rosa
February 19	4 PM – 8 PM	Community Toxic Collection – Rohnert Park
February 22	6 PM – 8 PM	Spanish Composting Workshop Nuestra Voz Sonoma – Sonoma
February 22	9:10 AM – 10:15 AM	Graton Labor Center presentation – Graton
February 22	11 AM – 7 PM	E-Waste Event – Cloverdale – Citrus Fairgrounds
February 22-23	9 AM – 1 PM	HazMobile – Sea Ranch
February 23-24	9 AM – 5 PM	E-Waste Event – Cloverdale – Citrus Fairgrounds
February 26	4 PM – 8 PM	Community Toxic Collection – Oakmont
February 28	7 AM – 12 AM	DMV Outreach – Santa Rosa

March 2019 Outreach Events

March 5	4 PM – 8 PM	Community Toxic Collection – Kenwood
March 7	8:30 AM – 11:30 AM	Sheppard Elementary Career Fair– Santa Rosa
March 8	11 AM – 7 PM	E-Waste Event – Graton – Fire Station
March 9-10	9 AM – 5 PM	E-Waste Event – Graton – Fire Station
March 11	5 PM – 6 PM	HeadStart Parent Presentation – Richard Crane School in Rohnert Park
March 12	4 PM – 8 PM	Community Toxic Collection – Monte Rio
March 13	5 PM – 6 PM	HeadStart Parent Presentation – McKinley School in Petaluma
March 13	8 AM – 9:30 AM	Healdsburg Labor Center presentation – Healdsburg
March 13	9:45 AM – 10:30 AM	Fulton Labor Center presentation – Fulton
March 13	7 AM – 12 AM	DMV Outreach – Petaluma
March 13	4 PM – 5 PM	HeadStart Parent Presentation – Cook Middle School in Santa Rosa
March 16	12 PM – 2:30 PM	Sonoma State University Educational Family Summit 2019 – Rohnert Park
March 19	4 PM – 8 PM	Community Toxic Collection – Santa Rosa, W
March 26	4 PM – 8 PM	Community Toxic Collection – Windsor
March 28	11 AM – 1 PM	Los Cien Latino Leaders Meeting – Santa Rosa
March 31	12 PM – 4 PM	Cesar Chavez Community Fair – Santa Rosa

April 2019 Outreach Events

April 2	4 PM – 8 PM	Community Toxic Collection – Sonoma
April 5	11 AM – 7 PM	E-Waste Event – Sonoma – Veterans Hall
April 6-7	9 AM – 5 PM	E-Waste Event – Sonoma – Veterans Hall
April 9	4 PM – 8 PM	Community Toxic Collection – Sebastopol
April 10	4:30 PM – 5:30 PM	HeadStart Parent Presentation – JX WilsonElementary in Santa Rosa
April 12	4 PM – 7 PM	Family Expo & Camp Fair – Santa Rosa
April 13-14	9 AM – 5 PM	E-Waste Event – Monte Rio – Community Center
April 16	4 PM – 8 PM	Community Toxic Collection – Santa Rosa, E
April 17	8 AM – 9:30 AM	Healdsburg Labor Center presentation – Healdsburg
April 17	9:45 AM – 10:30 AM	Fulton Labor Center presentation – Fulton
April 19	11 AM – 1 PM	Los Cien Latino Leaders Meeting – Santa Rosa
April 20	11 AM – 2 PM	Earth Day Celebration – Sonoma
April 23	4 PM – 8 PM	Community Toxic Collection – Petaluma
April 26-27	9 AM – 1 PM	HazMobile – Sea Ranch
April 27	10 AM – 2 PM	DEA Prescription Drug Take Back Day – TBD
April 27	12 PM – 4 PM	Earth Day Celebration – Santa Rosa
April 28	10 AM – 4 PM	Day Under the Oaks – Santa Rosa
April 30	4 PM – 8 PM	Community Toxic Collection – Cloverdale



Agenda Item #: **6.3**
Cost Center: **Reserves**
Staff Contact: **Collard**
Agenda Date: **3/20/19**
Approved By: **SRK**

ITEM: Contingency and Organics Reserve Budget Adjustment

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends increasing the budgetary appropriations for contract services in the Contingency Reserve by an additional \$85,000 for the completion of the Re-branding and Website Redesign projects, \$65,000 for completion of the original contract with The Engine is Red and additional amounts of \$8,000 for outreach and \$12,000 for supplies to support the roll out of the new brand.

Staff also recommends increasing the appropriations an additional \$15,000 for Legal Services in the Organics Reserve Fund for assistance with the Renewable Sonoma compost facility contract. As this item is an amendment to the budget, it requires a super-majority (8/10) vote for approval.

II. BACKGROUND

The SCWMA entered into an agreement with The Engine is Red on December 20, 2017 for rebranding and website redesign in the amount of \$150,000. It was anticipated that the majority of the project would be completed in FY 2017-18, but due to staffing shortages and delays, the majority of the project is falling in the current fiscal year. The FY18/19 Final Budget only contained \$25,000 for Other Contract Services for this contract, which was insufficient for the amount of funding needed to complete this project.

At the August 15, 2018 meeting, the board directed staff to enter into negotiations with Renewable Sonoma for the development of an in-county organics processing facility. The Agency entered into a Legal Services Agreement with Best, Best, and Krieger LLP on March 4, 2015.

III. DISCUSSION

Approval of this budget adjustment does not change the agreement amount with The Engine is Red, just the budget appropriations for funding of the project. The additional \$20,000 for outreach and supplies are internal expenditures.

IV. FUNDING IMPACT

The Engine is Red was reimbursed for \$60,000 of the contract in the prior fiscal year. The FY 2018-19 SCWMA Budget only included appropriations in the Contingency Reserve Fund for \$25,000 towards this agreement, this amount is insufficient to cover the costs of the outstanding Engine contract. Staff requests increased appropriations of \$65,000 to fund the remaining contract balance. Staff is also requesting an additional \$20,000 total, outreach and marketing materials for the roll out of our new Brand and Website. . This brings the total appropriations request from Contingency Reserves to \$85,000. Staff plans to unveil the new brand for the first time at the City

of Santa Rosa's Earth Day event as well as several other upcoming events. The current fund balance in the Contingency Reserve is \$1,947,637 and is above the policy amount of \$823,974.

The current fund balance for the Organics Reserve is \$2,879,961, and is above the necessary fund balance goals set in the current and proposed SCWMA Reserve Policy (\$1,292,272).

Staff estimates legal fees related to the Renewable Sonoma agreement will not exceed \$20,000 in the current fiscal year. The organics reserve currently has \$5,000 appropriated for legal services. This action will increase the total appropriations to \$20,000. Additional funds for continuing this project are being requested in FY19/20 Budget.

V. ATTACHMENTS

Resolution

Dated: March 20, 2019

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA")
ADOPTING ADJUSTMENTS TO THE FY 2018/19 ANNUAL BUDGET FOR ORGANICS RESERVE FUNDS
AND CONTINGENCY FUNDS

WHEREAS, the SCWMA approved the Sonoma County Waste Management Agency Fiscal Year 2018/19 Budget by unanimous vote on June 20, 2018; and

WHEREAS, staff recommends increasing the Fiscal Year 2018-19 Contingency Funds Budget for Contract Services in the amount of \$65,00 to cover the contract amount for the consulting firm The Engine is Red for work on the website and rebranding; and

WHEREAS, staff recommends increasing the Fiscal Year 2018-19 Contingency Funds Budget for Marketing in the amount of \$8,000 to cover the cost of outreach events related to the rebranding; and

WHEREAS, staff recommends increasing the Fiscal Year 2018-19 Contingency Funds Budget for Office Supplies in the amount of \$12,000 to purchase updated outreach materials with the new name, logo and website; and

WHEREAS, staff recommends increasing the Fiscal Year 2018-19 Organics Reserve Funds Budget for Legal Services in the amount of \$15,000 for assistance with the organics processing facility contract negotiations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sonoma County Waste Management Agency does hereby approve the adjustment to the Fiscal Year 2018-19 Budget.

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: March 20, 2019

Clerk of the Sonoma County Waste Management Agency
Agency of the State of California in and for the
County of Sonoma



Agenda Item #: **6.4**
Cost Center: **All**
Staff Contact: **Collard**
Agenda Date: **3/20/2018**
Approved By: **SRK**

ITEM: **SCWMA FY 2018/19 Second Quarter Financial Report**

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approving the FY 2018-19 Second Quarter Financial Report on the Consent Calendar.

II. BACKGROUND

In accordance with the requirement in the joint powers agreement the Sonoma County Waste Management Agency (SCWMA) staff make quarterly reports to the Board of Directors of Agency operations and of all receipts to and disbursements from the SCWMA, this report covers the Second Quarter of FY 18-19 (October 1, 2018 - December 31, 2018).

III. DISCUSSION

The Second Quarter Financial Report uses information from the County accounting system, Enterprise Financial System (EFS), for expenditures and revenues. The FY 2018-19 Second Quarter Financial Report contains the actual amounts spent or received to date at the end of the quarter, the projected revenues and expenses, the adjusted budget, and the difference between the budget and the projections.

Staff expects revenues to meet budget expectations by the end of the Fiscal Year. Actual revenues are lower than budget predictions in the report as multiple months of the revenue from the County of Sonoma (tipping fees and SCWMA surcharge) have not been transferred to the SCWMA. Staff is confident the transfers will be fully accounted for by the end of the Fiscal Year.

With regard to expenditures, the following accounts vary significantly from budget projections:

- The Rebranding and Website development was originally budgeted to be mostly completed in FY17/18, but due to staffing shortages and changes, the project is hitting in the current fiscal year. Other Contract Services in the Contingency Fund needs additional appropriations for complete the web redesign.

IV. ATTACHMENTS

Second Quarter Financial Report FY 2018-19 Revenue and Expenditure Summary

Account	Description	Budget	Year to Date	Remaining Balance	% Remaining
SCWMA - Organics Reserve 66110300					
All Revenues					
44002	Interest on Pooled Cash	14,679.00	16,227.67	(1,548.67)	-10.55%
44050	Unrealized Gains and Losses	-	16,556.05	(16,556.05)	0.00%
All Revenues		14,679.00	32,783.72	(18,104.72)	-123.34%
All Expense/Expenditure Accts					
51201	Administration Services	45,723.00	19,049.01	26,673.99	58.34%
51206	Accounting/Auditing Services	2,500.00	-	2,500.00	100.00%
51212	Outside Counsel - Legal Advice	5,000.00	524.40	4,475.60	89.51%
51803	Other Contract Services	30,000.00	-	30,000.00	100.00%
51911	Mail Services	-	2.05	(2.05)	0.00%
52111	Office Supplies	1,000.00	-	1,000.00	100.00%
All Expense/Expenditure Accts		84,223.00	19,575.46	64,647.54	76.76%
All Expense/Expenditure Accts		84,223.00	19,575.46	64,647.54	
All Revenues		14,679.00	32,783.72	(18,104.72)	
Net Cost		69,544.00	(13,208.26)	82,752.26	

Account	Description	Budget	Year to Date	Remaining Balance	% Remaining
SCWMA - Contingency Fund 66110900					
All Revenues					
44002	Interest on Pooled Cash	17,065.00	4,915.94	12,149.06	71.19%
44050	Unrealized Gains and Losses	-	886.31	(886.31)	0.00%
48004	Residual Equity Transfers	-	1,825,797.58	(1,825,797.58)	0.00%
All Revenues		17,065.00	1,831,599.83	(1,814,534.83)	-10633.08%
All Expense/Expenditure Accts					
51201	Administration Services	37,348.00	1,425.73	35,922.27	96.18%
51206	Accounting/Auditing Services	1,500.00	-	1,500.00	100.00%
51212	Outside Counsel - Legal Advice	2,000.00	-	2,000.00	100.00%
51803	Other Contract Services	50,000.00	82,341.25	(32,341.25)	-64.68%
52111	Office Supplies	1,000.00	-	1,000.00	100.00%
All Expense/Expenditure Accts		91,848.00	83,766.98	8,081.02	8.80%
All Expense/Expenditure Accts		91,848.00	83,766.98	8,081.02	
All Revenues		17,065.00	1,831,599.83	(1,814,534.83)	
Net Cost		74,783.00	(1,747,832.85)	1,822,615.85	

Account	Description	Budget	Year to Date	Remaining Balance	% Remaining
SCWMA - HHW 66110400					
All Revenues					
42358	State Other Funding	173,443.00	-	173,443.00	100.00%
42601	County of Sonoma	1,412,254.00	522,474.12	889,779.88	63.00%
44002	Interest on Pooled Cash	5,162.00	4,672.68	489.32	9.48%
44050	Unrealized Gains and Losses	-	7,004.52	(7,004.52)	0.00%
46029	Donations/Contributions	280,141.00	49,396.40	230,744.60	82.37%
46050	Cancelled/Stale Dated Warrants	-	5,757.00	(5,757.00)	0.00%
All Revenues		1,871,000.00	589,304.72	1,281,695.28	68.50%
All Expense/Expenditure Accts					
51041	Insurance - Liability	7,440.00	6,472.78	967.22	13.00%
51201	Administration Services	382,530.00	58,458.89	324,071.11	84.72%
51205	Advertising/Marketing Svc	13,000.00	4,337.45	8,662.55	66.64%
51206	Accounting/Auditing Services	7,500.00	0.00	7,500.00	100.00%
51207	Client Accounting Services	9,433.00	0.00	9,433.00	100.00%
51212	Outside Counsel - Legal Advice	5,000.00	1,299.60	3,700.40	74.01%
51249	Other Professional Services	131,286.00	44,750.60	86,535.40	65.91%
51421	Rents and Leases - Bldg/Land	9,000.00	1,300.00	7,700.00	85.56%
51801	Other Services	0.00	668.08	(668.08)	0.00%
51803	Other Contract Services	1,263,000.00	83,320.45	1,179,679.55	93.40%
51804	HHWF Utilities	0.00	968.75	(968.75)	0.00%
51901	Telecommunication Data Lines	2,000.00	0.00	2,000.00	100.00%
51902	Telecommunication Usage	200.00	57.97	142.03	71.02%
51904	ISD - Baseline Services	4,332.00	1,791.40	2,540.60	58.65%
51911	Mail Services	100.00	0.00	100.00	100.00%
51916	County Services Chgs	43,586.00	0.00	43,586.00	100.00%
52091	Memberships/Certifications	10,450.00	10,450.00	0.00	0.00%
52111	Office Supplies	3,000.00	119.08	2,880.92	96.03%
All Expense/Expenditure Accts		1,891,857.00	213,995.05	1,677,861.95	88.69%
All Expense/Expenditure Accts		1,891,857.00	213,995.05	1,677,861.95	
All Revenues		1,871,000.00	589,304.72	1,281,695.28	
Net Cost		20,857.00	(375,309.67)	396,166.67	

Account	Description	Budget	Year to Date	Remaining Balance	% Remaining
Education & Outreach 66111000					
All Revenues					
42358	State Other Funding	142,000.00	0.00	142,000.00	100.00%
42601	County of Sonoma	445,975.00	164,991.83	280,983.17	63.00%
44002	Interest on Pooled Cash	2,379.00	0.00	2,379.00	100.00%
46029	Donations/Contributions	41,228.00	11,070.74	30,157.26	73.15%
46200	PY Revenue - Miscellaneous	0.00	1,500.00	(1,500.00)	0.00%
48004	Residual Equity Transfers	0.00	451,218.42	(451,218.42)	0.00%
All Revenues		631,582.00	628,780.99	2,801.01	0.44%
All Expense/Expenditure Accts					
51041	Insurance - Liability	3,000.00	2,609.99	390.01	13.00%
51201	Administration Services	347,688.00	212,507.40	135,180.60	38.88%
51205	Advertising/Marketing Svc	0.00	68.40	(68.40)	0.00%
51206	Accounting/Auditing Services	4,000.00	0.00	4,000.00	100.00%
51207	Client Accounting Services	3,804.00	0.00	3,804.00	100.00%
51211	County Counsel - Legal Advice	15,000.00	0.00	15,000.00	100.00%
51212	Outside Counsel - Legal Advice	0.00	9,337.13	(9,337.13)	0.00%
51249	Other Professional Services	67,026.00	6,283.41	60,742.59	90.63%
51401	Rents and Leases - Equipment	3,000.00	0.00	3,000.00	100.00%
51421	Rents and Leases - Bldg/Land	8,250.00	3,601.50	4,648.50	56.35%
51803	Other Contract Services	88,200.00	33,498.77	54,701.23	62.02%
51901	Telecommunication Data Lines	2,568.00	9,122.09	(6,554.09)	-255.22%
51902	Telecommunication Usage	960.00	402.27	557.73	58.10%
51904	ISD - Baseline Services	11,461.00	6,251.16	5,209.84	45.46%
51905	ISD - Improvement Projects	0.00	2,324.77	(2,324.77)	0.00%
51906	ISD - Supplemental Projects	1,000.00	360.00	640.00	64.00%
51909	Telecommunication Wireless Svc	2,046.00	809.93	1,236.07	60.41%
51911	Mail Services	500.00	47.76	452.24	90.45%
51912	Records Services	0.00	22.00	(22.00)	0.00%
51916	County Services Chgs	17,575.00	0.00	17,575.00	100.00%
51922	County Car Expense	1,000.00	810.19	189.81	18.98%
52091	Memberships/Certifications	3,150.00	3,150.00	0.00	0.00%
52111	Office Supplies	22,670.00	12,414.66	10,255.34	45.24%
52162	Special Department Expense	0.00	217.34	(217.34)	0.00%
52163	Professional Development	25,000.00	7,920.60	17,079.40	68.32%
All Expense/Expenditure Accts		627,898.00	311,759.37	316,138.63	50.35%
All Expense/Expenditure Accts		627,898.00	311,759.37	316,138.63	
All Revenues		631,582.00	628,780.99	2,801.01	
Net Cost		(3,684.00)	(317,021.62)	313,337.62	

Account	Description	Budget	Year to Date	Remaining Balance	% Remaining
Organics 66111100					
All Revenues					
42601	County of Sonoma	4,860,000.00	1,224,633.15	3,635,366.85	74.80%
44002	Interest on Pooled Cash	6,421.00	0.00	6,421.00	100.00%
46029	Donations/Contributions	0.00	5,563.65	(5,563.65)	0.00%
48004	Residual Equity Transfers	0.00	1,378,741.26	(1,378,741.26)	0.00%
All Revenues		4,866,421.00	2,608,938.06	2,257,482.94	46.39%
All Expense/Expenditure Accts					
51041	Insurance - Liability	1,560.00	1,357.20	202.80	13.00%
51201	Administration Services	141,441.00	0.00	141,441.00	100.00%
51206	Accounting/Auditing Services	6,500.00	0.00	6,500.00	100.00%
51207	Client Accounting Services	1,978.00	0.00	1,978.00	100.00%
51211	County Counsel - Legal Advice	5,000.00	0.00	5,000.00	100.00%
51212	Outside Counsel - Legal Advice	0.00	2,166.00	(2,166.00)	0.00%
51803	Other Contract Services	4,985,320.00	2,002,836.91	2,982,483.09	59.83%
51901	Telecommunication Data Lines	2,100.00	5,473.25	(3,373.25)	-160.63%
51904	ISD - Baseline Services	13,800.00	4,491.24	9,308.76	67.45%
51909	Telecommunication Wireless Svc	0.00	269.98	(269.98)	0.00%
51911	Mail Services	250.00	0.00	250.00	100.00%
51916	County Services Chgs	9,139.00	0.00	9,139.00	100.00%
52111	Office Supplies	2,000.00	90.55	1,909.45	95.47%
All Expense/Expenditure Accts		5,169,088.00	2,016,685.13	3,152,402.87	60.99%
All Expense/Expenditure Accts		5,169,088.00	2,016,685.13	3,152,402.87	
All Revenues		4,866,421.00	2,608,938.06	2,257,482.94	
Net Cost		302,667.00	(592,252.93)	894,919.93	

2nd Quarter Fund Balances FY 18/19

Fund		Beginning Balance	Ending Balance	Fund Balance Goal
Organics Reserve	78103	2,866,753	2,879,961	-
HHW	78104	1,033,868	1,409,177	283,778
Contingency Reserve	78109	2,011,025	1,947,637	156,974
Education & Outreach	78110	447,684	330,508	62,790
Organics	78111	1,373,263	593,394	775,363



Agenda Item #: **6.5**
Cost Center: **HHW**
Staff Contact: **Scott**
Agenda Date: **3/20/2019**
Approved By: **SRK**

ITEM: Support for Drug Enforcement Administration (DEA) Take Back Events

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board encourage their respective law enforcement agencies to participate in the National DEA Take Back Event on April 27, 2019 from 10 AM – 2 PM.

II. BACKGROUND

The Drug Enforcement Administration (DEA) periodically sponsors National Prescription Drug Take-Back Days around the country. These Drug Take-Back events aim to provide a safe, anonymous, convenient, and ecologically responsible method of prescription drug disposal while also educating the public about the potential for abuse of medications. This program is funded by the DEA.

The DEA and Agency Staff encourage local law enforcement agencies to register as a host to be a collection site in order to provide a safe and legal disposal option for prescription drugs, including controlled substances, at no cost to local jurisdictions.

While many local law enforcement agencies currently host a permanent medicine take-back bin, the disposal costs of the permanent locations are passed through onto the local jurisdictions who sponsor the Safe Medicine Disposal Programs. Participation in this event is an opportunity for the DEA to cover costs.

In the past, Cloverdale Police, Healdsburg Police, Petaluma Police, and CHP in Rohnert Park have hosted collection sites. However, the Cloverdale Police Department was the only formal participant in the two 2018 events.

III. DISCUSSION

Law enforcement agencies that wish to host a collection site may contact Steve Buzzeo at the DEA by calling (415) 436-7463 or contact Agency staff, Courtney Scott, for more information.

Controlled, non-controlled, and over the counter substances may be collected. Solid dosage pharmaceutical products and liquids in consumer containers may be accepted. Illicit substances such as marijuana or methamphetamine are not a part of this initiative and should not be placed in collection containers. If an individual attempts to surrender an illicit controlled substance, law enforcement personnel should handle such material as abandoned property or in accordance with their department policy.

A law enforcement officer must remain with the drug disposal box at all times during the event.

IV. FUNDING IMPACT

Collection bin, disposal, and advertisement are supplied by the DEA at no charge to the law enforcement agencies. Staff time may be applicable.

V. ATTACHMENTS

None



Agenda Item #: **8**
Cost Center: **All**
Staff Contact: **Collard**
Agenda Date: **3/20/2019**
Approved By: **SRK**

ITEM: Discussion and Possible Action on the 2019-20 SCWMA Draft Budget

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board provide feedback on the FY 19-20 Sonoma County Waste Management Agency Draft Budget with direction to return at the April 17, 2019 SCWMA meeting for final approval.

II. BACKGROUND

The approval of the Work Plan outlining the contractor and staff costs for individual programs and planned projects is the first step in the budget development process. Direction was given to staff regarding that document by the Board at the January 16, 2019 SCWMA meeting.

The preparation of the SCWMA's annual budget then begins with direction and approval by the Board of a Draft Budget, establishing funding guidelines and other parameters necessary to integrate the SCWMA's annual budget with the County's budget, accounting and audit process. The last step is the approval, with a required supermajority vote, of the Final Budget prepared and presented by staff. The Final Budget takes any comments, questions or directions resulting from the presentation of the Draft Budget into consideration.

III. DISCUSSION

Information for this discussion can be found in the Explanation and Details and History sections of the FY 19-20 Draft Budget.

The FY 19-20 Draft Budget is similar to the FY 18-19 Final Budget in maintaining the core SCWMA programs at similar levels, with a few exceptions. Staff is proposing an increase in organic waste tipping fees due to increased hauling costs and the addition of a full time staff member whose primary duties will be to implement AB 1826 Mandatory Organics Collection and SB 1383 Short-lived Climate Pollutants (SLCP) which requires 75% reduction of Organics disposal below 2014 levels by 2025.

Notable differences from the previous year's budget include the continued research of potential new model ordinances, establish a battery disposal pilot program, internship program, office expansion and continued exploration of a North County HHW facility. Staff also increase outreach programs in the community for Zero Waste, food scrap and composting goals.

Explanation of Notable Differences Between FY 2018-19 and FY 2019-20

Revenues

Staff is requesting an increase to the Agency surcharge and the organics tipping fee resulting in a 12% increase in revenue for the FY 18-19.

Expenditures

Administration Services

The SCWMA is expected to be fully staffed in FY 19-20.

Other Professional Services

Staff has budgeted for potential grant funding and the establishment of an intern program.

Contract Services

This account recognizes Contingency Fund projects (Northern County HHW Site Feasibility). The composting fees from our contract providers increased in FY18/19 as well as increased hauling costs. Staff proposed the Board allow the drawdown of the organics reserves and raise fees effective April 1, 2019 to coincide with the Republic's annual fee adjustment at the County Disposal sites. E-waste expenditures have increased with the new hauling contracts as well as the extension of the HHW Facility contract.

Conclusion

This budget reflects the direction given to staff in the FY 2019-20 Work Plan and reflects the level of effort required to implement SCWMA programs. Between all funds, staff estimates a net cost of this budget (reduction of fund balances) in the amount of \$452,742 for the Fiscal Year. \$275,000 of the fund balance reduction is designated for a one-time office expansion project (\$75,000) and potential building commitments for the HHW facility (\$200,000). As all of the Reserve funds remain above Reserve Fund goals, staff believes it is a sensible budget which reflects the direction given to staff during the Work Plan discussion at the January 16, 2019 Meeting.

Staff recommends the Board provide feedback on this budget with direction for staff to return at the April 17, 2019 SCWMA meeting for final approval.

IV. ATTACHMENTS

Explanations and Details

History and Fund Balances

FY 19-20 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

	Summary							
	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Estimated FY 18-19	Budgeted FY 18-19	Requested FY 19-20	Difference	% Change
REVENUES								
42358 State Other Funding	483,739	309,299	217,306	315,443	315,443	303,189	(12,254)	-4%
42601 County of Sonoma	6,470,513	6,003,162	6,830,677	6,718,229	6,718,229	7,786,545	1,068,316	14%
44002 Interest on Pooled Cash	38,523	68,805	94,167	38,342	45,706	36,061	(9,645)	-27%
44050 Unrealized Gains and Losses	(7,340)	(37,744)	(15,156)	24,447	0	0	0	0%
46029 Donations/Contributions	604,954	355,547	329,620	326,933	321,369	261,931	(59,438)	-23%
46050 Cancelled/Stale Dated Warrants	286		(8,934)				0	0%
46200 Revenue Appl PY Misc Revenue	1,663	9,016	(535)	1,500			0	0%
SUBTOTAL	7,592,339	6,708,085	7,447,145	7,424,894	7,400,747	8,387,726	986,979	12%
47101 Transfers In - Within a Fund	670,915	96,938	55,928	0	0	0	0	0%
SUBTOTAL	670,915	96,938	55,928	0	0	0	0	0%
TOTAL REVENUES	8,263,254	6,805,023	7,503,073	7,424,894	7,400,747	8,387,726	986,979	12%
EXPENDITURES								
51041 Insurance - Liability	10,333	10,623	10,152	10,440	12,000	12,000	0	0%
51201 Administration Services	500,529	503,265	900,607	954,730	954,730	1,106,313	151,583	14%
51205 Advertising/Marketing Svc	7,384	11,461	11,262	13,068	13,000	12,000	(1,000)	-8%
51206 Accounting/Auditing Services	22,000	17,350	16,500	22,000	22,000	22,000	0	0%
51207 Client Accounting Services	23,139	21,881	22,283	15,215	15,215	16,051	836	5%
51212 Outside Counsel-Legal Advice	0	53,838	23,155	26,000	32,000	32,000	0	0%
51225 Training Services	295	195	1,409	0	0	800	800	0%
51249 Outside Printing					0	10,000	10,000	0%
51249 Other Professional Services	409,387	245,993	133,037	198,312	198,312	280,595	82,283	29%
51401 Rents and Leases - Equipment	1,992	2,177	0	0	3,000	3,000	0	0%
51421 Rents and Leases - Bldg/Land	8,001	10,539	13,376	17,250	17,250	20,550	3,300	16%
51801 Other Services	21,501	19,920	119,709	8,668	0	0	0	0%
51803 Other Contract Services	4,300,552	5,550,088	6,075,929	6,706,520	6,416,520	6,851,034	434,514	6%
51901 Telecommunication Data Lines	4,321	4,041	3,913	30,000	6,668	6,035	(633)	-10%
51902 Telecommunication Usage	881	948	1,065	1,160	1,160	1,160	0	0%
51904 ISD - Baseline Services	19,659	21,707	26,050	30,132	29,593	22,870	(6,723)	-29%
51906 ISD - Supplemental Projects	2,472	7,210	345	1,000	1,000	1,000	0	0%
51909 Telecommunication Wireless Svc	1,574	1,717	3,563	2,046	2,046	2,630	584	22%
51911 Mail Services	1,971	1,624	778	200	850	850	0	0%
51912 Records Services	22	22	26					
51916 County Services	8,158	11,212	9,919	70,300	70,300	70,300	0	0%
51922 County Car Expense	1,888	577	830	811	1,000	1,500	500	33%
52091 Memberships/Certifications	10,350	10,350	13,450	13,600	13,600	16,610	3,010	18%
52111 Office Supplies	9,772	24,529	25,358	40,670	29,670	44,170	14,500	33%
52162 Special Departmental Expense	25,582		0			275,000	275,000	100%
52163 Professional Development	0	100	1,695	25,000	25,000	32,000	7,000	22%
53610 Other Charges	266,934							
SUBTOTAL	6,271,017	6,570,566	7,417,803	8,187,122	7,864,914	8,840,468	975,554	11%
57011 Transfers Out - Within a Fund	670,915	96,938	55,928	0	0	0	0	0%
57015 Transfers Out - All Others	0	0		0	0	0	0	0%
SUBTOTAL	670,915	96,938	55,928	0	0	0	0	0%
TOTAL EXPENDITURES	6,941,932	6,667,504	7,473,731	8,187,122	7,864,914	8,840,468	975,554	11%
NET COST	(1,321,322)	(137,520)	(29,342)	762,228	464,167	452,742		
ROUNDING ERROR	2					2		
FUND BALANCE								
Beginning Fund Balance	6,374,738	7,566,030	7,703,550	7,732,592		6,973,775		
Ending Fund Balance	7,566,030	7,703,550	7,732,592	6,973,775		6,521,033		

FY 19-20 DRAFT BUDGET								
SONOMA COUNTY WASTE MANAGEMENT AGENCY								
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY								
Organics (formerly Wood and Yard Waste)								
	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Estimated FY 18-19	Budgeted FY 18-19	Requested FY 19-20	Difference	% Change
REVENUES								
42601 County of Sonoma	5,088,199	4,145,506	4,936,170	4,860,000	4,860,000	5,591,300	731,300	13%
44002 Interest on Pooled Cash	(1,223)	3,672	1,861		6,421	5,065	(1,356)	-27%
44050 Unrealized Gains and Losses	(2,142)	(2,351)	(3,978)		0	0	0	0%
46029 Donations/Contributions	(28,303)			5,564	0	0	0	0%
46200 PY Revenue - Miscellaneous	323,927	6,422	433		0	0	0	0%
SUBTOTAL	5,380,458	4,153,249	4,934,485	4,865,564	4,866,421	5,596,365	729,944	13%
47101 OT-Within Enterprise	0	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0	0%
TOTAL REVENUES	5,380,458	4,153,249	4,934,485	4,865,564	4,866,421	5,596,365	729,944	13%
EXPENDITURES								
51041 Insurance - Liability	620	2,549	1,320	1,357	1,560	1,560	0	0%
51201 Administration Services	83,202	80,613	155,630	141,441	141,441	153,891	12,450	8%
51206 Accounting/Auditing Services	6,500	5,400	4,875	6,500	6,500	6,500	0	0%
51207 Client Accounting Services	6,016	5,252	5,348	1,978	1,978	2,087	109	5%
51211 Legal Services	1,617		0		0	0	0	0%
51212 Outside Counsel-Legal Advice	0	1,462	111	5,000	5,000	5,000	0	0%
51249 Other Professional Services	0				0	42,380	42,380	100%
51803 Other Contract Services	4,524,683	4,395,593	4,654,695	5,215,320	4,985,320	5,350,294	364,974	7%
51901 Telecommunication Data Lines	956	1,399	1,467	10,000	2,100	1,467	(633)	-43%
51902 Telecommunication Usage	0		14		0	0	0	
51904 ISD - Baseline Services	9,056	10,130	10,954	13,800	13,800	9,587	(4,213)	-44%
51909 Telecommunication Wireless Svc	0		1,810		0	584	584	100%
51911 Mail Services	104	111	1		250	250	0	0%
51916 County Services	2,799	2,121	2,888	9,139	9,139	9,139	0	0%
51922 County Car Expense	1,888				0	195	195	100%
52091 Memberships/Certifications	0				0	150	150	100%
52111 Office Supplies	43	1,868		2,000	2,000	12,000	10,000	83%
52162 Special Departmental Expense	22,267				0	0	0	0%
52163 Professional Development	0				0	3,890	3,890	100%
SUBTOTAL	4,665,349	4,506,498	4,839,114	5,406,535	5,169,088	5,598,974	429,886	8%
57011 Transfers Out - Within a Fund	91,275	7,732	1,882		0	0	0	0%
57015 Transfers Out - All Others	0	0		0	0	0	0	0%
SUBTOTAL	91,275	7,732	1,882	0	0	0	0	0%
TOTAL EXPENDITURES	4,756,624	4,514,230	4,840,996	5,406,535	5,169,088	5,598,974	429,886	8%
NET COST	(623,833)	360,981	(93,490)	540,971	302,667	2,609	(300,058)	-11501%
FUND BALANCE								
Beginning Fund Balance	1,017,878	1,640,754	1,279,773	1,373,263		832,292	839,846	10,163
Ending Fund Balance	1,640,754	1,279,773	1,373,263	832,292		829,683		

FY 19-20 DRAFT BUDGET SONOMA COUNTY WASTE MANAGEMENT AGENCY REVENUE, EXPENDITURE AND FUND BALANCE HISTORY								
Household Hazardous Waste 78104								
	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Estimated FY 18-19	Budgeted FY 18-19	Requested FY 19-20	Difference	% Change
REVENUES								
42358 State Other Funding	154,353	156,470	137,089	173,443	173,443	161,189	(12,254)	-8%
42601 County of Sonoma	1,079,359	1,448,971	1,401,935	1,412,254	1,412,254	1,646,434	234,180	14%
44002 Interest on Pooled Cash	8,611	8,980	14,613	8,510	5,162	5,065	(97)	-2%
44050 Unrealized Gains and Losses	(1,525)	(6,471)	(2,057)	7,005	0	0	0	0%
46029 Donations/Contributions	294,979	315,369	284,065	280,141	280,141	213,698	(66,443)	-31%
46050 Cancelled/Stale Dated Warrants	286		(8,934)	5,757	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	(257,527)	2,476	(413)		0	0	0	0%
SUBTOTAL	1,278,534	1,925,796	1,826,298	1,887,110	1,871,000	2,026,386	155,386	8%
47101 Transfers In - Within a Fund	0	0		0	0	0	0	
SUBTOTAL	0	0	0	0	0	0	0	
TOTAL REVENUES	1,278,534	1,925,796	1,826,298	1,887,110	1,871,000	2,026,386	155,386	8%
EXPENDITURES								
51041 Insurance - Liability	5,683	4,886	6,294	6,473	7,440	7,440	0	0%
51201 Administration Services	162,545	154,716	324,413	382,530	382,530	412,856	30,326	7%
51205 Advertising/Marketing Svc	7,384	11,461	10,630	13,000	13,000	12,000	(1,000)	-8%
51206 Accounting/Auditing Services	7,500	6,100	5,625	7,500	7,500	7,500	0	0%
51207 Client Accounting Services	10,413	10,065	10,250	9,433	9,433	9,951	518	5%
51211 Legal Services	588	43			0	0	0	0%
51212 Outside Counsel - Legal Advice	0	1,140	1,794	5,000	5,000	5,000	0	0%
51225 Training Services	0		325		0	800	800	100%
51249 Other Professional Services	142,642	146,215	118,506	131,286	131,286	151,189	19,903	13%
51421 Rents and Leases - Bldg/Land	5,300	3,625	6,660	9,000	9,000	12,000	3,000	25%
51801 Other Services	8,079	4,589	14,494	668	0	0	0	
51803 Other Contract Services	1,000,007	1,067,582	1,190,063	1,263,000	1,263,000	1,342,960	79,960	6%
51901 Telecommunication Data Lines	1,262	311		2,000	2,000	2,000	0	0%
51902 Telecommunication Usage	146	103	74	200	200	200	0	0%
51904 ISD - Baseline Services	3,405	3,799	4,125	4,332	4,332	5,894	1,562	27%
51907 ISD - Device Modernization Pro	1,200			0	0	0	0	
51911 Mail Services	4	104	38	100	100	100	0	0%
51915 ISD - Reprographics Services	44				0	0	0	
51916 County Services	2,008	2,900	2,436	43,586	43,586	43,586	0	0%
51922 County Car Expense	0			0	0	930	930	100%
52091 Memberships/Certifications	10,200	10,200	10,200	10,450	10,450	10,610	160	2%
52111 Office Supplies	80	3,639	3,307	3,000	3,000	3,000	0	0%
52162 Special Departmental Expense	0	100			0	0	0	
52163 Professional Development	0	0	120		0	1,860	0	0%
SUBTOTAL	1,368,490	1,431,579	1,709,354	1,891,558	1,891,857	2,029,876	138,019	7%
57011 Transfers Out - Within a Fund	471,938	77,325	27,265		0	0	0	
57015 Transfers Out - All Others	0	0	0	0	0	0	0	
SUBTOTAL	471,938	77,325	27,265	0	0	0	0	
TOTAL EXPENDITURES	1,840,428	1,508,904	1,736,619	1,891,558	1,891,857	2,029,876	138,019	7%
NET COST	561,894	(416,891)	(89,679)	4,449	20,857	3,490		
FUND BALANCE								
Beginning Fund Balance	1,094,794	527,597	944,489	1,033,868		1,029,420	304,481	(721,448)
Ending Fund Balance	527,597	944,489	1,033,868	1,029,420		1,025,930		

FY 19-20 DRAFT BUDGET								
SONOMA COUNTY WASTE MANAGEMENT AGENCY								
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY								
Education & Outreach (formerly Education and Planning)								
	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Estimated FY 18-19	Budgeted FY 18-19	Requested FY 19-20	Difference	% Change
REVENUES								
42358 State Other Funding	329,387	152,829	80,218	142,000	142,000	142,000	0	0%
42601 County of Sonoma	302,955	408,684	492,572	445,975	445,975	548,811	102,836	19%
44002 Interest on Pooled Cash	4,393	4,350	8,012		2,379	2,256	(123)	-5%
44050 Unrealized Gains and Losses	(1,183)	(2,570)	(1,473)				0	
46029 Donations/Contributions	36,778	40,178	45,556	41,228	41,228	48,233	7,005	15%
46200 Revenue Appl PY Misc Revenue	(64,736)	119	(702)	1,500		0		
SUBTOTAL	607,594	603,590	624,182	630,703	631,582	741,300	109,718	15%
47101 Transfers In - Within a Fund	0			0	0	0	0	
SUBTOTAL	0	0	0	0	0	0	0	
TOTAL REVENUES	607,594	603,590	624,182	630,703	631,582	741,300	109,718	15%
EXPENDITURES								
51041 Insurance - Liability	4,030	3,187	2,538	2,610	3,000	3,000	0	0%
51201 Administration Services	212,754	236,979	332,378	347,688	347,688	452,062	104,374	23%
51205 Advertising/Marketing Svc	0		632	68			0	0%
51206 Accounting/Auditing Services	4,000	2,850	3,000	4,000	4,000	4,000	0	0%
51207 Client Accounting Services	6,710	6,564	6,685	3,804	3,804	4,013	209	5%
51211 Legal Services	24,928						0	0%
51212 Outside Counsel - Legal Advice	0	25,162	20,300	15,000	15,000	15,000	0	0%
51225 Training Services	295	195	1,084		0	0	0	
51241 Outside Printing						10,000	10,000	100%
51249 Other Professional Services	266,745	99,777	14,530	67,026	67,026	67,026	0	0%
51401 Rents and Leases - Equipment	1,992	2,177	0		3,000	3,000	0	0%
51421 Rents and Leases - Bldg/Land	2,701	6,914	6,716	8,250	8,250	8,550	300	4%
51801 Other Services	0	1,779	136				0	0%
51803 Other Contract Services	25,388	36,380	102,217	88,200	88,200	82,780	(5,420)	-7%
51901 Telecommunication Data Lines	2,103	2,332	2,446	18,000	2,568	2,568	0	0%
51902 Telecommunication Usage	735	845	977	960	960	960	0	0%
51903 Telecommunication Installation			526					
51904 ISD - Baseline Services	7,198	7,779	10,970	12,000	11,461	7,389	(4,072)	-55%
51905 ISD - Improvement Projects	514		2,841	2,325			0	0%
51906 ISD - Supplemental Projects	2,472	7,210	345	1,000	1,000	1,000	0	0%
51907 ISD - Device Modernization	3,114						0	0%
51909 Telecommunication Wireless Svc	1,574	1,717	1,753	2,046	2,046	2,046	0	0%
51911 Mail Services	1,838	1,371	739	100	500	500	0	0%
51912 Records Services	22	22	26	22			0	0%
51915 ISD - Reprographics Services	951						0	0%
51916 County Services	2,820	2,922	3,129	17,575	17,575	17,575	0	0%
51919 EFS Charges	0						0	0%
51922 County Car Expense	0	577	830	811	1,000	375	(625)	-167%
51923 Unclaimable County Car Expense	0	40	27				0	
52091 Memberships/Certifications	150	150	3,250	3,150	3,150	5,850	2,700	46%
52111 Office Supplies	9,562	19,021	22,041	22,670	22,670	27,170	4,500	17%
52163 Professional Development	0		1,575	25,000	25,000	26,250	1,250	5%
SUBTOTAL	582,594	465,951	541,690	642,305	627,898	741,114	113,216	15%
57011 Transfers Out - Within a Fund	107,702	11,881	26,781		0		0	
SUBTOTAL	107,702	11,881	26,781	0	0	0	0	
TOTAL EXPENDITURES	690,296	477,832	568,471	642,305	627,898	741,114	113,216	15%
NET COST	82,702	(125,757)	(55,711)	11,602	(3,684)	(186)	3,498	
FUND BALANCE								
Beginning Fund Balance	350,812	266,216	391,973	447,684		436,082	111,167	(325,101)
Ending Fund Balance	266,216	391,973	447,684	436,082		436,268		

FY 19-20 DRAFT BUDGET SONOMA COUNTY WASTE MANAGEMENT AGENCY REVENUE, EXPENDITURE AND FUND BALANCE HISTORY								
Organics Reserve 78103								
	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Estimated FY 18-19	Budgeted FY 18-19	Requested FY 19-20	Difference	% Change
REVENUES								
44002 Interest on Pooled Cash	15,724	31,437	41,374	20,000	14,679	13,984	(695)	-5%
44050 Unrealized Gains and Losses	(1,524)	(16,385)	(4,300)	16,556			0	0%
46200 Revenue Appl PY Misc Revenue	0		98				0	0%
SUBTOTAL	314,200	15,052	37,172	36,556	14,679	13,984	(695)	-5%
47101 Transfers In - Within a Fund	91,275	7,732	1,882		0		0	
SUBTOTAL	91,275	7,732	1,882	0	0	0	0	
TOTAL REVENUES	405,475	22,784	39,054	36,556	14,679	13,984	(695)	-5%
EXPENDITURES								
51201 Administration Services	742	6,794	88,186	45,723	45,723	56,413	10,690	19%
51206 Accounting/Auditing Services	2,500	2,000	1,875	2,500	2,500	2,500	0	0%
51211 Legal Services	0	39,115					0	
51212 Outside Counsel - Legal Advice	571,502	3,278	950	1,000	5,000	5,000	0	0%
51801 Other Services	10,249	13,551	105,079			0	0	
51803 Other Contract Services	(1,246,459)	50,533			30,000	50,000	20,000	40%
51911 Mail Services	25	38						
51916 County Services	0	2,208	1,378					
52111 Office Supplies	86		10		1,000	1,000	0	0%
52162 Special Departmental Expense	3,315							
52163 Professional Development	0							
53610 Other Charges	266,934							
SUBTOTAL	(391,106)	117,516	197,478	49,223	84,223	114,913	30,690	27%
57011 Transfers Out - Within a Fund	0						0	0%
SUBTOTAL	0	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	(391,106)	117,516	197,478	49,223	84,223	114,913	30,690	27%
NET COST	(796,582)	94,733	158,424	12,667	69,544	100,929	31,385	-71%
FUND BALANCE								
Beginning Fund Balance	2,442,138	3,119,910	3,025,177	2,866,753		2,854,086	1,399,744	(1,353,414)
Ending Fund Balance	3,119,910	3,025,177	2,866,753	2,854,086		2,753,157		

FY 19-20 DRAFT BUDGET SONOMA COUNTY WASTE MANAGEMENT AGENCY REVENUE, EXPENDITURE AND FUND BALANCE HISTORY								
Contingency Reserve (Formerly HHW Facility, HHW Operating and Contingency Fund Reserves)								
	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Estimated FY 18-19	Budgeted FY 18-19	Requested FY 19-20	Difference	% Change
REVENUES								
44002 Interest on Pooled Cash	11,019	20,366	28,307	9,832	17,065	9,691	(7,374)	-76%
44050 Unrealized Gains and Losses	(966)	(9,967)	(3,347)	886				
46029 Donations/Contributions	1,501							
46200 Revenue Appl PY Misc Revenue			49					
SUBTOTAL	11,553	10,399	25,008	10,718	17,065	9,691	(7,374)	-76%
47101 Transfers In - Within a Fund	579,640	89,206	54,046		0	0	0	0%
SUBTOTAL	579,640	89,206	54,046	0	0	0	0	0%
TOTAL REVENUES	591,193	99,605	79,054	10,718	17,065	9,691	(7,374)	-76%
EXPENDITURES								
51201 Administration Services	41,287	24,164		37,348	37,348	31,091	(6,257)	-20%
51206 Accounting/Auditing Services	1,500	1,000	1,125	1,500	1,500	1,500	0	0%
51211 Legal Services								
51212 Outside Counsel - Legal Advice	2,265	22,796			2,000	2,000	0	0%
51249 Other Professional Services						20,000	20,000	100%
51801 Other Services	3,173			8,000				
51803 Other Contract Services	(3,066)		128,954	140,000	50,000	25,000	(25,000)	-100%
51915 ISD - Reprographics Services								
51916 County Services	531	1,061	88					
52111 Office Supplies				13,000	1,000	1,000	0	0%
52162 Special Departmental Expense						275,000	275,000	100%
SUBTOTAL	45,690	49,021	130,167	199,848	91,848	355,591	263,743	74%
57011 Transfers Out - Within a Fund								
57015 Transfers Out - All Others								
SUBTOTAL	0	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	45,690	49,021	130,167	199,848	91,848	355,591	263,743	264%
NET COST	(545,503)	(50,585)	51,113	189,130	74,783	345,900	271,117	249%
FUND BALANCE								
Beginning Fund Balance	1,469,116	2,011,553	2,062,138	2,011,025		1,821,895	778,167	(697,828)
Ending Fund Balance	2,011,553	2,062,138	2,011,025	1,821,895		1,475,995		

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 19-20 DRAFT BUDGET EXPLANATIONS AND DETAILS

(for items above \$10,000 with a 5% change)

Organics

REVENUES

42601 – County of Sonoma

Revenues from fees collected at County-owned disposal sites for yard debris and wood waste outhaul are dedicated toward the operations of the Organics fund.

Description	FY 18-19	FY 19-20
Organics Waste Tonnage from All Transfer Stations	81,000	79,000
Disposal Fee	\$60.00	\$67.25*
Total Revenue (13%)	\$4,860,000	\$5,591,300

*with proposed fee increase

EXPENDITURES - SERVICES AND SUPPLIES

51201 – Administration Services

This account reflects the cost of SCWMA staff. One full time Waste Management Specialist is budgeted in this Fund as well as a portion of the Department Analyst, and Executive Director.

Budgeted FY 18-19	\$141,441
<u>Requested FY 19-20</u>	<u>\$153,891</u>
Difference (8%)	\$12,450

51249 – Other Professional Services

This account is for UCCE's Backyard Composting workshops (\$17,380) and potential grant funding for a food rescue grant (\$25,000).

51803 – Other Contract Services

An estimated 79,000 tons of organic waste will be collected, transported, and hauled to out-of-county compost facilities.

Description	FY 18-19	FY 19-20
Processing (Combined in FY 18/19) Wood	\$4,985,320	\$173,964
Hauling Wood		\$91,253
Processing Yard		\$3,382,441
<u>Hauling Yard</u>		<u>\$1,702,635</u>
Total Expenditures (7%)	\$4,985,320	\$5,350,294

52111 – Office Supplies

With the implementation of AB1826 and SB1383, increased levels of outreach and education materials will be needed.

Budgeted FY 18-19	\$2,000
<u>Requested FY 19-20</u>	<u>\$12,000</u>
Difference (83%)	\$10,000

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 19-20 DRAFT BUDGET

EXPLANATIONS AND DETAILS

(for items above \$10,000 with a 5% change)

Household Hazardous Waste

REVENUES

42358 – State Other Funding

SCWMA is expected to continue to receive grants from funds collected and distributed by CalRecycle. These funds are restricted to reimbursement of costs related to the proper management of used motor oil. For FY 19-20, the Oil Payment Plan revenue is expected to be \$151,189. We will also be in the final performance period for the grant for refillable propane tanks, Refuel Your Fun, so the budget has been reduced to reflect the remaining grant funds (\$10,000).

42601 – County of Sonoma

Republic Services collects a disposal fee of (proposed fee increase) \$5.40/ton on behalf of the SCWMA for the Household Hazardous Waste and Education and Outreach programs. Republic submits the funding to the County, who passes the funding through to the SCWMA. The estimated of garbage, yard debris, and wood waste tonnage for FY 19-20 is 406,527, an increase of 23,387 ton from last year.

Total HHW Tipping Fee Revenue Budgeted FY 18-19	\$1,412,254
Total HHW Tipping Fee Revenue Requested FY 19-20	<u>\$1,646,434</u>
Difference (14%)	\$234,180

46029 – Donations/Contributions

The City of Petaluma has an agreement to pay for their SCWMA services directly. The tonnage is based on the actual quantities. The proposed rate is \$5.40/ton, which is the same rate being collected on all the solid waste coming to the County System. E-waste revenue sharing is the result of a state operated program that subsidizes collectors and recyclers who in turn share with the agencies of record, with the plastic recycling crisis, the e-waste market has reduced the materials (and revenue) collected through the program. SCWMA currently has contracts with Onsite Electronics and Conservation Corps North Bay.

Description	FY 18-19 Budget	FY 19-20 Requested
Petaluma Surcharge Fee payment	\$130,554	\$144,698
E-waste revenue sharing payment	\$140,587	\$60,000
Battery Collections (HHW Facility)	<u>\$9,000</u>	<u>\$9,000</u>
Donations/Contributions Total (31%)	\$280,141	\$213,698

51201 – Administration Services

This account reflects the cost of SCWMA staff. One full time Waste Management Specialist is allocated to this fund, as well as a portion of the Department Analyst and Executive Director.

Budgeted FY 18-19	\$382,530
Requested FY 19-20	<u>\$412,856</u>
Difference (7%)	\$30,326

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 19-20 DRAFT BUDGET

EXPLANATIONS AND DETAILS

(for items above \$10,000 with a 5% change)

Household Hazardous Waste (cont.)

51249 – Other Professional Services

Professional Services reflects the administration of the various household hazardous waste and used oil grant funds awarded SCWMA designated for program implementation. Aside from reimbursement for staff time associated with these grants, the grant funds will be used to fund Board approved contractors, supplies, and equipment to continue implementing grant programs.

Description	FY 18-19 Budget	FY 19-20 Requested
Oil Contractor	\$70,000	\$70,000
Used Oil Grant Projects	\$61,286	\$81,189
Other Professional Services Total (13%)	\$131,286	\$151,189

51803 – Other Contract Services

This account reflects contract services costs for the major programs operation of the HHW facility, HHW Collections Events, and the HHW Rover. Also included are the contractor costs related to E-waste collection and payments to Mendocino County for use of their Haz-Mobile service.

Description	FY 18-19 Budget	FY 19-20 Requested
HHW Collection Program	\$1,050,000	\$1,160,000
E-waste Transport	\$70,000*	\$50,000*
E-waste Sorting		\$65,000*
HHW Facility Maintenance	\$40,000	\$15,000
Out-of-County Hazardous Waste	\$18,000	\$18,000
Battery Intern		\$20,000
Special CTCs	\$60,000	
Website Upgrades		\$4,960
Refuel Your Fun Program Contractor	\$25,000	\$10,000
Total	\$1,263,000	\$1,342,960

*Hauling, transport and sorting were combined in prior years

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 19-20 DRAFT BUDGET

EXPLANATIONS AND DETAILS

(for items above \$10,000 with a 5% change)

Education & Outreach

REVENUES

42601 – County of Sonoma

Republic Services collects a disposal fee of (proposed fee increase) \$5.40/ton on behalf of the SCWMA for the Household Hazardous Waste and Education and Outreach programs. Republic submits the funding to the County, who passes the funding through to the SCWMA. The estimated of garbage, yard debris, and wood waste tonnage for FY 19-20 is 406,527, an increase of 23,387 ton from last year.

Total E&O Tipping Fee Revenue Budgeted FY 18-19	\$445,975
Total E&O Tipping Fee Revenue Requested FY 19-20	<u>\$548,811</u>
Difference (19%)	\$102,836

46029 – Donations/Contributions

The City of Petaluma has an agreement to pay for their SCWMA services directly. The tonnage is based on the actual quantities. The proposed rate is \$5.40/ton, which is the same rate being collected on all the solid waste coming to the County System.

Description	FY 18-19 Budget	FY 19-20 Requested
Petaluma Surcharge Fee payment	<u>\$41,228</u>	<u>\$48,233</u>
Donations/Contributions Total (15%)	\$41,228	\$48,233

EXPENDITURES - SERVICES AND SUPPLIES

51201 – Administration Services

This account reflects the cost of SCWMA staff. Two full time Waste Management Specialists, one half time Senior Office Assistant are budgeted in this fund, as well as allocated portions of the Department Analyst and Executive Director.

Budgeted FY 18-19	\$347,688
Requested FY 19-20	<u>\$452,062</u>
Difference (23%)	\$104,374

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 19-20 DRAFT BUDGET

EXPLANATIONS AND DETAILS

(for items above \$10,000 with a 5% change)

Education & Outreach (cont.)

51241 – Outside Printing

Printing has been combined with office supplies in prior fiscal years, in order to evaluate the costs related to the Recycle Guide (\$7,000) and outreach materials (\$3,000) the budget amount of \$10,000 is being moved from Office Supplies to a new account.

51803 – Other Contract Services

This account covers the cost of the SCWMA's education program contracts as listed below:

Description	FY 18-19 Budget	FY 19-20 Requested
Recycling Guide Translation and Printing	\$11,900	\$13,900
Spanish Language Outreach	\$30,000	\$30,000
Temporary Staffing	\$1,000	\$1,000
Website Hosting/Improvements	\$7,920	\$12,880
Backyard Composting (moved to organics)	\$17,380	
Professional Assistance	\$20,000	
<u>Zero Waste Outreach/Business Recognition</u>		<u>\$25,000</u>
Total (7%)	\$88,200	\$82,780

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 19-20 DRAFT BUDGET EXPLANATIONS AND DETAILS

(for items above \$10,000 with a 5% change)

Organics Reserve

EXPENDITURES - SERVICES AND SUPPLIES

51201 – Administration Services

This account reflects the cost of SCWMA staff. Staff hours allocated for the development of the in-county composting facility.

Budgeted FY 18-19	\$45,723
<u>Requested FY 19-20</u>	<u>\$56,413</u>
Difference (19%)	\$10,690

51803 – Other Contract Services

\$50,000 has been allocated for consultant assistance with the Organics Composting Facility.

Description	FY 18-19 Budget	FY 19-20 Requested
R3 Consulting	\$30,000	\$25,000
<u>BBK Legal Services</u>		<u>\$25,000</u>
Other Contract Services Total (13%)	\$30,000	\$50,000

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 19-20 DRAFT BUDGET

EXPLANATIONS AND DETAILS

(for items above \$10,000 with a 5% change)

Contingency Reserve

EXPENDITURES - SERVICES AND SUPPLIES

51249 – Other Professional Services

This reflects the creation of an intern program.

51803 – Other Contract Services

This reflects the continued consultant cost required to assist in the establishment of a new HHW facility (\$25,000) and the Re-branding project has been completed, resulting in the decrease to the prior year appropriation.

52162 – Special Departmental Expense

Potential HHW Expansion development (\$200,000) and potential office expansion (\$75,000).

**Sonoma County Waste Management Agency
FY 19-20 Draft Budget Summary**

	Organics 78111	H H W 78104	Ed & Outreach 78110	Organics Res. 78103	Contin. Res. 78109	Total All Divisions
REVENUES						
42358 State Other Funding	-	161,189	142,000	-	-	303,189
42601 County of Sonoma	5,591,300	1,646,434	548,811	-	-	7,786,545
44002 Interest on Pooled Cash	5,065	5,065	2,256	13,984	9,691	36,062
46029 Donations/Contributions	-	213,698	48,233	-	-	261,931
47101 Transfers In - within a Fund	-	-	-	-	-	-
TOTAL REVENUES	5,596,365	2,026,386	741,300	13,984	9,691	8,387,726
EXPENDITURES						
51041 Insurance - Liability	1,560	7,440	3,000	-	-	12,000
51201 Administration Services	153,891	412,856	452,062	56,413	31,091	1,106,314
51205 Advertising/Marketing Svc	-	12,000	-	-	-	12,000
51206 Accounting/Auditing Services	6,500	7,500	4,000	2,500	1,500	22,000
51207 Client Accounting Services	2,087	9,951	4,013	-	-	16,050
51212 Legal Services	5,000	5,000	15,000	5,000	2,000	32,000
51213 Engineer Services	-	-	-	-	-	-
51225 Training Services	-	800	-	-	-	800
51241 Outside Printing	-	-	10,000	-	-	10,000
51249 Other Professional Services	42,380	151,189	67,026	-	20,000	280,595
51401 Rents and Leases - Equipment	-	-	3,000	-	-	3,000
51421 Rents and Leases - Bldg/Land	-	12,000	8,550	-	-	20,550
51803 Other Contract Services	5,350,294	1,342,960	82,780	50,000	25,000	6,851,034
51901 Telecommunication Data Lines	1,467	2,000	2,568	-	-	6,035
51902 Telecommunication Usage	-	200	960	-	-	1,160
51904 ISD - Baseline Services	9,587	5,894	7,389	-	-	22,870
51906 ISD - Supplemental Projects	-	-	1,000	-	-	1,000
51909 Telecommunication Wireless Svc	584	-	2,046	-	-	2,630
51911 Mail Services	250	100	500	-	-	850
51915 ISD - Reprographics Services	-	-	-	-	-	-
51916 County Services	9,139	43,586	17,575	-	-	70,300
51919 EFS Charges	-	-	-	-	-	-
51922 County Car Expense	195	930	375	-	-	1,500
52091 Memberships/Certifications	150	10,610	5,850	-	-	16,610
52111 Office Supplies	12,000	3,000	27,170	1,000	1,000	44,170
52162 Special Departmental Expense	-	-	-	-	275,000	275,000
52163 Professional Development	3,890	1,860	26,250	-	-	32,000
SUBTOTAL	5,598,974	2,029,876	741,113	114,913	355,591	8,840,468
OTHER CHARGES						
57011 Transfers Out - within a Fund	-	-	-	-	-	-
57015 Transfers Out - All Others	-	-	-	-	-	-
SUBTOTAL	-	-	-	-	-	-
TOTAL EXPENDITURES	5,598,974	2,029,876	741,113	114,913	355,591	8,840,468
NET COST	2,610	3,490	(187)	100,929	345,900	452,742



Agenda Item #: 9
Cost Center: All
Staff Contact: Collard
Agenda Date: 3/20/2019
Approved By: SRK

ITEM: Public Hearing for the Consideration of Organics Disposal Fee and Agency Surcharge Fee Increases

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends opening the public hearing on the increase of the Agency surcharge and tipping fees related to wood waste and yard debris (Organics), receiving public comment, closing the public hearing, and providing direction to staff regarding the amount of the tipping fee increase, if any. If the Board adjusts the tipping fee, staff recommends the adoption of the Resolution making the fee adjustments effective April 1, 2019. **Approval of this item requires a supermajority (8/10) vote.**

II. BACKGROUND

Agency surcharge and disposal fees for organic materials collected at the County-owned, Republic-operated transfer stations in Sonoma County are set by the SCWMA Board of Directors. These fees cover the costs of the SCWMA programs: HHW, Organics, Education and Outreach and Planning. The wood waste and yard debris disposal fees were increased by \$2.00/ton at the June 21, 2017 SCWMA meeting and the Agency surcharge was raised in July 1, 2010 to \$5.95/ton. At the September 17, 2014 meeting the assessment methodology was changed to incorporate all incoming materials rather than just refuse, as a result the surcharge rate was reduced to the current \$4.85/ton in order to maintain the same revenue amounts. Therefore, Agency Surcharge Revenue has not be adjusted since 2010.

III. DISCUSSION

Need for Fee Increases:

As described above, organics disposal fees were last adjusted in June 2017. In 2016 Governor Brown signed into law SB1383: Short-lived Climate Pollutants (SLCP) with the goal of reducing methane, black carbon, fluorinated gases, and other greenhouse gas emissions by targeting organic waste disposal in the landfills. Jurisdictions must reduce organics going to landfill disposal by 75% of the 2014 levels by 2025. The Agency has hired a full-time staff member to focus on the reporting, education and outreach and monitoring of SB1383's requirements. In December 2018, the board approved the organics transport contract with Recology. The increased hauling charges are estimated to increase by at least \$230,000.

The decline in the plastic recycling market has caused a decrease in the types of acceptable materials collected for e-waste, resulting in a decline in revenue, combined with an increased cost for hauling and sorting of e-waste materials. The current contract for the management of the HHW Facility is expiring and the Board directed staff to negotiate an extension. Although negotiations for the extension are not finalized the Budget has an allowance anticipating a modest

increase for this contract.

The proposed fee changes necessary to achieve a balanced budget are summarized below:

Fee Descriptions	Organics	Surcharge
Existing SCWMA Fee	\$60.00/ton	\$4.85/ton
SCWMA Fee Increase	\$7.25/ton	\$0.55/ton
New Total SCWMA Fee*	\$67.25/ton	\$5.40/ton

*These rates do not include the County's MOA fees.

Ratepayer Impact Analysis:

The proposed increase to the organics disposal fees is \$7.25/ton and a \$5.40/ton surcharge. This will have a very small impact on residential rates, estimated to be an average increase of \$0.63 per month per customer, this number will vary by can size and jurisdiction based on current rates.

IV. FUNDING IMPACT

Organics Revenue

Current Tipping Fee \$60.00/ton \$4,988,520

Proposed Tipping Fee \$67.25/ton \$5,591,300

Increased organics revenue \$602,780

Surcharge increase

Current Surcharge \$4.85/ton \$2,144,946

Proposed Surcharge \$5.40/ton \$2,388,187

Increase surcharge revenue \$243,241

The impact of SB1383 with enforcement, education and reporting will require extensive amount of staff time, failing to increase fees above current levels would result in inadequate monitoring and could lead to financial penalties to the jurisdictions for non-compliance. Until an in-county compost facility is completed, the hauling and processing costs will continue to rise. Without a surcharge fee increase a reduction in programs and services offered would be needed to balance the budget.

V. ATTACHMENTS

Resolution

Public Hearing Notice

DATED: March 20, 2019

**RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY
INCREASING DISPOSAL FEES FOR WOOD WASTE, YARD DEBRIS, AND AGENCY SURCHARG**

WHEREAS, the Joint Exercise of Powers Agreement for the Sonoma County Waste Management Agency (Agreement) was approved by all members on April 18, 2017; and

WHEREAS, this Agreement requires the County of Sonoma (County) to collect and remit to the Sonoma County Waste Management Agency (SCWMA) tonnage disposal fees to defray the costs of capital improvements, operations, and maintenance for the SCWMA's programs; and

WHEREAS, existing disposal fees for wood waste and yard debris are insufficient to defray future costs; and

WHEREAS, notice of the SCWMA's intent to consider an increase to fees for wood waste and yard debris transport and disposal, and program implementation was published in the Press Democrat on March 9, 2019 and March 14, 2019; and

WHEREAS, it is necessary for the SCWMA to increase SCWMA-controlled fees to the amounts described below:

Disposal Fee Type	All County of Sonoma-Owned Solid Waste Facilities
Wood Waste	\$67.25 per ton
Yard Debris	\$67.25 per ton
Surcharge	\$5.40 per ton

NOW THEREFORE, BE IT RESOLVED the Sonoma County Waste Management Agency Board of Directors directs the County to increase the amount of disposal fees collected by the County and remitted to SCWMA by the amounts listed above, effective April 1, 2019.

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:

Clerk of the Sonoma County Waste Management
Agency of the State of California in and for the
County of Sonoma

**Sonoma County Waste Management Agency
Notice of Intent to Increase Wood Waste and Yard Debris Tipping Fees and Agency
Surcharge Rate Notice of Public Hearing**

Notice is hereby given that on March 20, 2019, at or about 8:30 a.m., the Sonoma County Waste Management Agency (SCWMA) will hold a Public Hearing at Santa Rosa City Hall, located at 100 Santa Rosa Avenue, Santa Rosa, California to consider an increase to the disposal fees for Wood Waste and Yard Debris charged by SCWMA and collected by the County of Sonoma at its disposal sites.

SCWMA is considering increases in disposal fees by up to \$7.25 above current levels, which would result in fees of \$67.25 per ton for Wood Waste and Yard Debris. Final amounts will be determined by the Sonoma County Waste Management Agency Board of Directors following the Public Hearing.

SCWMA is considering increases to the surcharge rate by up to \$0.60 per ton over current levels, which would result in a total surcharge rate of \$5.40 per ton. The surcharge rate is a portion of the gate fee charged for all inbound materials to the County solid waste system. Final amounts will be determined by the Sonoma County Waste Management Agency Board of Directors following the Public Hearing.

At the Public Hearing, SCWMA shall consider all evidence and testimony for and against the proposed fee increases. At any time prior to the public hearing, any person may file in writing with SCWMA a statement of his or her objections to the proposed fee increases. Persons who challenge the proposed fee increases in court may be limited to raising only those issues they or someone else raised at the public hearing described in this Notice, or raised in written correspondence delivered to the City at, or prior to, the Public Hearing.

For more information about the proposed changes, please visit the Sonoma County Waste Management Agency's website at http://www.recyclenow.org/agency/current_packet.asp. Information related to this item will be posted at least 72 hours in advance of the March 20, 2019 Board of Directors meeting.