



Meeting of the Board of Directors

March 15, 2017

SPECIAL MEETING

CLOSED SESSION PRIOR TO REGULAR MEETING 8:00 a.m.

Regular Meeting at 8:30 a.m. (or immediately following closed session)

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 15, 2017

SPECIAL MEETING

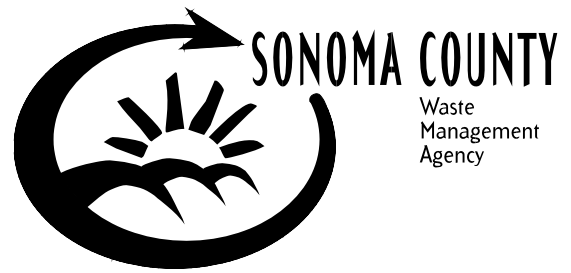
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Note: This packet is 79 pages total



SONOMA COUNTY WASTE MANAGEMENT AGENCY

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March 15, 2017

SPECIAL MEETING

CLOSED SESSION PRIOR TO REGULAR MEETING 8:00 a.m.

Regular Meeting at 8:30 a.m. (or immediately following closed session)

Estimated Ending Time 11:30 a.m.

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

Agenda

| <u>Item</u> | <u>Action</u> |
|---|---------------|
| 1. Call to Order Special Meeting | |
| 2. <u>Closed Session:</u> CONFERENCE WITH LEGAL COUNSEL PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Executive Director | |
| 3. Adjourn Closed Session | |
| 4. Agenda Approval | |
| 5. Public Comments (items not on the agenda) | |

Consent (w/attachments)

- 6.1 Minutes of the February 15, 2017 Regular Meeting
- 6.2 March and April 2017 Outreach Calendar
- 6.3 Confirmation of Sonoma County Local Task Force Bylaws

- 6.4 Approval of MOU for C&D Facility Certification Development Services
- 6.5 Approval of Scope of Work for Home Composting RFP
- 6.6 Approval of Scope of Work for Spanish Language Outreach RFP
- 6.7 Approval of Scope of Work for Used Oil Program Management RFP
- 6.8 Support for DEA Take Back Events

Regular Calendar

- 7. Discussion and Possible Action on Franchise Agreement Assignment Assistance [Carter]
- 8. Discussion and Possible Action on the Fiscal Year 2017-18 SCWMA Draft Budget [Carter]
- 9. Boardmember Comments
- 10. Staff Comments
- 11. Next SCWMA meeting: April 19, 2017
- 12. 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 15, 2017
To: SCWMA Board Members
From: Patrick Carter, SCWMA Executive Director

Executive Summary Report for the SCWMA Board Meeting of February 15, 2017

Item 4, Consent Items: Items 4.1 Minutes of the January 18, 2017 Regular Meeting, 4.2 February and March 2017 Outreach Calendar, 4.3 2016 Education and Outreach Reports, 4.4 SCWMA FY 2016-17 Second Quarter Financial Report, 4.5 Annual Review of SCWMA Rules of Governance, 4.6 SCWMA FY 14-15 Financial Audit were approved.

Item 5, Discussion and Possible Action on the Results of a Request for Information for Organic Waste Processing: Staff gave a brief overview of the responses to the Request for Information, pointing out the information included in the packet about the respondent site locations, materials accepted, capacity, and disposal costs. Staff concluded that there was sufficient interest in this project to recommend proceeding with a Request for Proposals process to receive all the necessary information to secure long term organics processing capacity for interested SCWMA members. No action was required.

Item 6, Discussion and Possible Action to Approve an Agreement with R3 Consulting Group for RFP Process Assistance: Staff discussed the complexity of the RFP process that would be necessary to secure long term organics processing capacity and concluded that professional assistance would be necessary for a successful project outcome. Staff presented the scope of work, budget, and schedule developed by R3 Consulting Group for this RFP professional assistance, which included development of the RFP, requesting flow commitments from SCWMA members, facilitating stakeholder groups, issuing the RFP, evaluating the RFP, developing the agreements with the recommended facility owners, and presenting the results to the SCWMA Board. **The SCWMA Board unanimous approved authorization for the Executive Director to execute an agreement with R3 Consulting Group to assist SCWMA staff in the Request for Proposal process to secure future organics capacity.**

Item 7, Discussion and Possible Action on the Fiscal Year 2017-18 SCWMA Work Plan: Staff presented the FY 17-18 SCWMA Work Plan, which discusses SCWMA projects for the upcoming fiscal year, and is used as a guidance document for the annual budget development. New projects proposed included SCWMA rebranding, website redesign, new model ordinance research, vehicle replacement, intern program, and continued work on a North County HHW facility. **The Board provided feedback, including discussing the origins and initial intent of the SCWMA during the rebranding project, providing legislative and regulatory updates to SCWMA members, and more discussion of the SCWMA Reserves, and approved the FY 17-18 Draft Work Plan as a guide for the FY 17-18 Draft Budget.**



To: Sonoma County Waste Management Agency Board Members

From: Patrick Carter, Executive Director

Subject: March 15, 2017 Board Meeting Agenda Notes

Closed Session Prior to Regular Meeting

Conference with Legal Counsel, Public Employee Performance Evaluation, Executive Director

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.

- 6.1 **Minutes of the February 15, 2017 Meeting:** regular acceptance.
- 6.2 **March and April 2017 Outreach Calendar:** This item provides an update on upcoming outreach events. No action is required.
- 6.3 **Confirmation of Sonoma County Local Task Force Bylaws:** The Sonoma County Local Task Force, which provides advice to the Board of Supervisors and the SCWMA Board of Directors, has proposed changes to their bylaws. These bylaw changes must be approved by the Board of Supervisors and confirmed by the SCWMA to become effective. **Staff recommends the Board confirm the Sonoma County Local Task Force Bylaws.**
- 6.4 **Approval of MOU for C&D Facility Certification Development Services:** In an effort to reduce construction and demolition debris waste, staff joined an effort to develop a certification protocol for facilities which accept those wastes. Having readily available information about facility recycling rates will better inform customers of those facilities and jurisdictional staff when evaluating recycling plans required by CalGreen. The MOU included in this item will allow staff to join into a partnership to enter into an agreement with a consultant (Tseng and Associates) to develop the protocol. **Staff recommends the Board approve the attached Memorandum of Understanding with the Central Contra Costa Solid Waste Authority and the County of Solano regarding construction and demolition debris certification development services.**
- 6.5 **Approval of Scope of Work for Home Composting RFP:** The SCWMA manages a program to promote home composting through a professional services agreement which will expire June 30, 2017. Staff proposes to continue the program by initiating a competitive process. **Staff recommends the Board approve of the attached Scope of Work for the Home Composting Request for Proposals (RFP) and direct staff to issue the Home Composting RFP.**
- 6.6 **Approval of Scope of Work for Spanish Language Outreach RFP:** The SCWMA manages a program to provide educational outreach to Spanish-speaking residents and businesses through a professional services agreement which will expire June 30, 2017. Staff proposes to continue the program by initiating a competitive process. **Staff recommends the Board approve of the attached Scope of Work for the**

Spanish Language Outreach Request for Proposals (RFP) and direct staff to issue the Spanish Language Outreach RFP.

6.7 **Approval of Scope of Work for Used Oil Program Management RFP:** The SCWMA oversees the Used Oil Program in Sonoma County through a professional services agreement which will expire June 30, 2017. Staff proposes to continue the program by initiating a competitive process. **Staff recommends the Board approve of the attached Scope of Work for the Used Oil Program Management Request for Proposals (RFP) and direct staff to issue the Used Oil Program Management RFP.**

6.8 **Support for DEA Takeback Events:** DEA-sponsored pharmaceutical take-back events are offered twice a year and are one of only a few options available to Sonoma County residents for proper disposal of unused or expired controlled substances. Law enforcement agencies have participated in the past, but when this program was offered last Fall, no local jurisdictions participated. In order to give Sonoma County residents more opportunities to dispose of these materials, **staff recommends the Board encourage their respective law enforcement agencies to participate in the National DEA Take Back Event on April 29, 2017 from 10 AM – 2 PM.**

Regular Calendar

7. **Discussion and Possible Action on Franchise Agreement Assignment Assistance:** SCWMA staff has been informed of the potential sale of the Ratto Group and its assets, including the Franchise Agreement to which it is a party, to Recology. Some Board members have expressed an interest in the SCWMA performing the portion of due diligence in a potential assignment that would be common to all affected members. Staff believes these tasks could be beneficial to SCWMA members, but does not have the staff capacity to perform these tasks, so the assistance of a contractor would be necessary. **Staff recommends the Board authorize the Executive Director to enter into an agreement with a contractor to perform franchise agreement assignment assistance.**

8. **Discussion and Possible Action on the Fiscal Year 2017-18 SCWMA Draft Budget:** Staff has prepared the 2017-18 SCWMA Draft Budget. This budget maintains funding levels for most programs, with the exception of the organics program, whose tipping fees are recommended to increase to match increased program costs, and additional one-time project funded by the use of reserves. These programs were discussed in the Work Plan presented at the February 15, 2017 Board meeting. **Staff recommends the Board provide feedback on the FY 17-18 Sonoma County Waste Management Agency Draft Budget with direction to return at the April 20, 2016 Agency meeting for final approval.**

Alternatively, if no revisions are required, the Board may consider approval of this Budget as the Final FY 17/18 SCWMA Budget. Approval of the Final Budget would require a unanimous vote of the Board.



Minutes of the February 15, 2017 Regular Meeting

The Sonoma County Waste Management Agency met on February 15, 2017, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa, California.

Present:

| | | | |
|----------------------|---------------|--------------------|-------------------|
| City of Cloverdale | Melanie Bagby | City of Santa Rosa | John Sawyer |
| City of Cotati | Susan Harvey | City of Sebastopol | Henry Mikus |
| City of Healdsburg | Brent Salmi | City of Sonoma | Madolyn Agrimonti |
| City of Petaluma | Dan St. John | County of Sonoma | Susan Gorin |
| City of Rohnert Park | Pam Stafford | Town of Windsor | Deb Fudge |

Staff Present:

| | | | |
|--------------------|----------------|-------|-----------------|
| Executive Director | Patrick Carter | Staff | Felicia Smith |
| Counsel | Ethan Walsh | | Kristin Thigpen |
| Agency Clerk | Sally Evans | | Courtney Scott |

1. Call to Order Regular Meeting

The meeting was called to order at 8:35a.m.

2. Agenda Approval

Agenda was approved.

3. Public Comments (items not on the agenda)

None

4. Consent (w/attachments)

- 4.1 Minutes of January 18, 2017 Regular Meeting
- 4.2 February and March 2017 Outreach Calendar
- 4.3 2016 Education and Outreach Reports
- 4.4 SCWMA FY 2016-17 Second Quarter Financial Report
- 4.5 Annual Review of SCWMA Rules of Governance
- 4.6 SCWMA FY 14-15 Financial Audit

Board Comments:

Susan Gorin, County of Sonoma, recommended the financials include a percentage remaining figure and include future projections.

Pam Stafford, City of Rohnert Park, requested the language on page 8 of the SCWMA January 18, 2017 minutes be changed from "Rohnert Park would be unable to participate" to "Mr. Schwartz had concerns."

Ms. Gorin and Ms. Stafford abstained from the minutes, as they was not present at the January 18, 2017 Board meeting.

Public Comments:

None.

The motion for consent calendar approval was made by Madolyn Agrimonti, City of Sonoma, and seconded by Brent Salmi, City of Healdsburg.

Item 4.1 Minutes of January 18, 2017 Regular meeting

Vote Count:

| | | | |
|--------------|---------|------------------|---------|
| Cloverdale | Aye | Santa Rosa | Aye |
| Cotati | Aye | Sebastopol | Aye |
| Healdsburg | Aye | City of Sonoma | Aye |
| Petaluma | Aye | County of Sonoma | Abstain |
| Rohnert Park | Abstain | Windsor | Aye |

AYES -8- NOES -0- ABSENT -0- ABSTAIN -2-

Motion passed.

Items 4.2 – 4.6

Vote Count:

| | | | |
|--------------|-----|------------------|-----|
| Cloverdale | Aye | Santa Rosa | Aye |
| Cotati | Aye | Sebastopol | Aye |
| Healdsburg | Aye | City of Sonoma | Aye |
| Petaluma | Aye | County of Sonoma | Aye |
| Rohnert Park | Aye | Windsor | Aye |

AYES -10- NOES -0- ABSENT -0- ABSTAIN -0-

Motion passed.

Regular Calendar

5. Discussion and Possible Action on the Results of a Request for Information for Organic Waste Processing

Patrick Carter, Executive Director, reported the Agency received 16 responses to the Request for Information for Organic Waste Processing, which indicated there was sufficient interest in the project. Mr. Carter explained the next step would be to release a Request for Proposals to obtain solid information and agreements with SCWMA members interested in proceeding as a region.

Board Comments:

Susan Harvey, City of Cotati, inquired if Sonoma County currently generated approximately 100,000 tons of organic waste yearly.

Mr. Carter replied if Petaluma was included, it would be approximately 100,000 tons.

Ms. Harvey shared she noted some of the respondents were going through the permitting process for a new facility and inquired if that was an 18-36 month process.

Mr. Carter replied the solid waste permit process can take at least 6 months, and the site construction process would require additional time.

Ms. Stafford inquired why Redwood Landfill did not respond to the RFI.

Mr. Carter replied the RFI announcement was sent to Redwood Landfill, and it's unknown why they did not submit a proposal.

Public Comment:

None.

6. Discussion and Possible Action to Approve an Agreement with R3 Consulting Group for RFP Process Assistance

Mr. Carter provided information regarding work the R3 Consulting Group had done for the Agency with the Request for Information proposal process, as well as the City of Santa Rosa and the Town of Windsor.

Mr. Carter described the scope of work and budget had been developed with R3. Mr. Carter explained that because that scope exceeded the \$50,000 maximum this item required a unanimous vote. Mr. Carter stated Agency staff believed assistance was viable for this project, as this was one of the most complex projects the Agency had undertaken.

Board Comments:

Ms. Gorin stated she agreed seeking consultant assistance to evaluate the proposal was necessary. Ms. Gorin noted the cost for the evaluation may be low and inquired if Mr. Carter anticipated Agency staff returning to the Board for additional funding and whether the timeline was too optimistic.

Mr. Carter replied at this point the Agency did not anticipate additional funds needed and the while some things were unforeseeable at this point, he believed it was a reasonable amount of time.

Ms. Stafford, Ms. Fudge, Ms. Harvey and Chair Sawyer expressed their appreciation for the work the R3 Consulting Group had provided for their jurisdictions in the past..

Ms. Stafford inquired if more points would be awarded for proposals for in county facilities.

Mr. Carter replied that would need to be determined by the Board, but was not included as one of the criteria at this time.

Ms. Stafford asked if the stakeholder meeting would include the Board.

Mr. Carter replied the R3 Consulting Group proposed it both ways and added seeking feedback from the public in particular would be included.

Ms. Harvey suggested a preference within the county if possible.

Garth Schultz, R3 Consulting Group, introduced himself and stated he looked forward to moving forward with the project.

Public Comment:

None.

Ms. Fudge motioned to approve the agreement with R3 Consulting Group for RFP assistance and Mr. Mikus seconded.

Vote Count:

| | | | |
|--------------|-----|------------------|-----|
| Cloverdale | Aye | Santa Rosa | Aye |
| Cotati | Aye | Sebastopol | Aye |
| Healdsburg | Aye | City of Sonoma | Aye |
| Petaluma | Aye | County of Sonoma | Aye |
| Rohnert Park | Aye | Windsor | Aye |

AYES -10- NOES -0- ABSENT -0- ABSTAIN -0-

Motion passed unanimously.

7. Discussion and Possible Action on the Fiscal Year 2017-18 SCWMA Work Plan

Mr. Carter presented the FY 17-18 SCWMA Work Plan and noted this was a primer for the Agency’s annual budget, which included existing and proposed new projects.

Mr. Carter went over the list of potential new programs, which could be funded out of reserves. These projects were the rebranding of the Agency, website redesign, vehicle replacement, internship program, continued efforts to locate an appropriate site for a North County Household Hazardous Waste Facility, and model ordinances including expanded polystyrene, construction and demolition permitting requirements, and large event and venue recycling plan requirements. Mr. Carter noted Agency staff time was included in the work plan to show what it would take to put the projects together, if the Board was interested.

Melanie Bagby, City of Cloverdale, inquired what the timeframe would be for the Agency rebranding.

Mr. Carter replied public focus group meetings to obtain feedback would take place next fiscal year, which starts in July.

Ms. Bagby suggested the capability of online appointment scheduling as part of the website redesign. Ms. Bagby Inquired if online advertising costs showing as zero for the Agency was accurate.

Mr. Carter replied advertising costs was included as part of contracts in the budget.

Ms. Bagby recommended reflecting that in the budget.

Ms. Bagby expressed her support for a North County HHW facility as there was a demand for it.

Madolyn Agrimonti, City of Sonoma, shared she would like to see information put out as to how the Agency got started, as it was important for county residents to understand the Agency’s mission. Ms. Harvey expressed she was in support of this and believed the rebranding and other projects could help put a focus on the diversion goals. Ms. Harvey expressed her support for the website redesign.

Henry Mikus, City of Sebastopol, provided financing suggestions for the purchase of a new Agency van.

Ms. Stafford inquired regarding the possibility of rebranding and website redesign being done concurrently.

Mr. Carter replied that would be possible if the Board was interested.

Ms. Stafford stated it would be beneficial to get legislative and regulatory updates that affect the Agency.

Mr. Mikus inquired regarding Agency staff time and past practice of totaling staff time to ensure allocations did not exceed anyone's capacity.

Mr. Carter confirmed that was done, to include a full-time department analyst. Mr. Carter noted he had contacted the County regarding filling the position.

Ms. Gorin expressed her support for the suggested projects and noted she was aware most of the funding for special projects were from reserves. Ms. Gorin requested an explanation as to how the reserves would finance the new items on the work plan, as well as the opportunity costs involved, when the Budget returns before the Board.

Public Comment:

Dan Noble, Santa Rosa resident and Executive Director of the Association of Compost Producers, a state chapter of the US Composting Council. Mr. Noble shared information regarding SB1383, a new state regulation setting greenhouse gas reduction limits, particularly relative to methane landfill diversion. Mr. Noble shared concern as to how local jurisdictions would be selling this change to the public and expressed his support for the Agency's work.

Ken Wells, Local Task Force Sierra Club Representative, expressed support for Agency staff's recommendation for new projects. Mr. Wells stated the AB 939 Local Task Force was the Board's advisory body but rarely utilized. Mr. Wells recommended the Board take advantage of the wealth of knowledge on the task force.

Ms. Harvey motioned to approve the FY 17-18 Draft Work Plan and Ms. Stafford seconded the motion.

Vote Count:

| | | | |
|--------------|-----|------------------|-----|
| Cloverdale | Aye | Santa Rosa | Aye |
| Cotati | Aye | Sebastopol | Aye |
| Healdsburg | Aye | City of Sonoma | Aye |
| Petaluma | Aye | County of Sonoma | Aye |
| Rohnert Park | Aye | Windsor | Aye |

AYES -10- NOES -0- ABSENT -0- ABSTAIN -0-

Motion passed.

8. Boardmember Comments

Mr. Mikus shared there was work being done to form a Joint Powers Authority to the Sustainable Groundwater Management and the Agency's hard work will benefit other boards.

Mr. Sawyer noted trust was key to both the small and large cities, because they all have their concerns.

Ms. Agrimonti shared Safeway in Sonoma was rebuilding and she had been encouraging the planning commission and City Council to include a reimbursement center for cans and bottles. Ms. Agrimonti said she was hopeful it could become a model for other cities in Sonoma County.

Dan St. John, City of Petaluma, mentioned the notice received regarding the possibility of changes in the franchise hauler. Mr. St. John shared he had suggested to Mr. Carter reaching out to Agency members to determine if there was interest in partnering on a due diligence effort, as Petaluma was looking to do that.

9. Staff Comments

Mr. Carter proposed Agency staff bring back a staff report at the March SCWMA Board meeting regarding the potential deal between The Ratto Group and Recology, which could potentially affect the cities, except for the City of Sonoma. Mr. Carter noted this would be to determine if the Board was interested in having an analysis done.

Mr. Carter provided an update regarding the Agency renewal process and stated Cotati and Healdsburg voted to enter into the agreement and passed a resolution to approve the JPA renewal.

Mr. Carter stated Agency staff would be sending a reminder email regarding completing the annual Statement of Economic Interests form.

10. Next SCWMA meeting: March 15, 2017

11. Adjournment:

The meeting adjourned at 9:30 a.m.

Submitted by:
Sally Evans



Agenda Item #: **4.2**
Agenda Date: **3/15/2017**

ITEM: **March and April 2017 Outreach Calendar**

March 2017 Outreach Events

| Day | Time | Event |
|-------|----------------|--|
| 1 | 1 PM – 2 PM | Recycling Presentation – Santa Rosa Memorial Hospital, Santa Rosa |
| 7 | 4 PM – 8 PM | Community Toxics Collection – Petaluma |
| 10–12 | 9 AM – 5 PM | E-waste Collection Event – Sonoma Whole Foods |
| 14 | 4 PM – 8 PM | Community Toxics Collection – Larkfield |
| 17 | 9 AM – 10 PM | Graton Labor Center, Graton |
| 21 | 4 PM – 8 PM | Community Toxics Collection – Sebastopol |
| 22 | 9 AM – 9:30 AM | Recycling Presentation - Sonoma County Wellness Center, Santa Rosa |
| 28 | 4 PM – 8 PM | Community Toxics Collection – Santa Rosa, NW |
| 31 | 4 PM – 7 PM | Family Life Magazine’s Summer Fun Fair, Santa Rosa |

April 2017 Outreach Events

| Day | Time | Event |
|-------|----------------|---|
| 1 | 10 AM-10:30 AM | Recycling Presentation to Pasitos Program– Amarosa School, Santa Rosa |
| 4 | 4 PM – 8 PM | Community Toxics Collection – Windsor |
| 6 | 9 AM – 4 PM | Sustainable Enterprise Conference – Rohnert Park |
| 11 | 4 PM – 8 PM | Community Toxics Collection – Sonoma |
| 18 | 4 PM – 8 PM | Community Toxics Collection – Cloverdale |
| 21-23 | 9 AM – 5 PM | E-Waste Collection Event – Healdsburg Community Center |
| 22 | 12 PM - 4 PM | City of Santa Rosa Earth Day – Santa Rosa |
| 23 | 10 AM – 2 PM | Earth Day and Wellness Festival – Town of Windsor |
| 25 | 4 PM – 8 PM | Community Toxics Collection – Santa Rosa, SE |



Agenda Item #: **6.3**
Cost Center: **County**
Staff Contact: **Carter**
Agenda Date: **3/15/2017**
Approved By:

ITEM: Confirmation of Sonoma County Local Task Force Bylaws

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board confirm the Sonoma County Local Task Force Bylaws.

II. BACKGROUND

The AB 939 Local Task Force (LTF) serves as an advisory committee to the Board of Supervisors and the Sonoma County Waste Management Agency (SCWMA) on solid waste issues. The LTF Bylaws allow the membership to change the bylaws by a vote of the membership which must be approved by the Board of Supervisors and confirmed by the SCWMA Board of Directors.

III. DISCUSSION

The intent of the Bylaws change is to streamline administration and membership positions. The changes include combination of the Franchised and Non-Franchised Hauler positions into two Solid Waste Industry Representative positions, adding a Clean Water Organization position, a name change to reflect that this is a Sonoma County organization, and clarification of voting procedures, elections of officers, and membership review.

Staff believes these changes will be of benefit to the Local Task Force and recommends confirmation of these Bylaws.

IV. FUNDING IMPACT

There is no funding impact resulting from this item

V. ATTACHMENTS

Sonoma County Local Task Force Bylaws

SONOMA COUNTY LOCAL TASK FORCE
ON
INTEGRATED WASTE MANAGEMENT

BYLAWS

Article I: NAME

The name of the organization is the ~~AB-939~~[Sonoma County](#) Local Task Force on Integrated Waste Management, commonly referred to as the "LTF."

Article II: AUTHORITY

This organization is created and its members appointed by resolution of the Board of Supervisors, which has the authority to establish and disband the Local Task Force on Integrated Waste Management.

Article III: PURPOSES

The purposes of the Local Task Force on Integrated Waste Management are to:

- Perform those duties assigned to the Local Task Force (LTF) as defined by AB 939 and other related state laws.
- Provide advice to the jurisdictions of Sonoma County on the implementation of the Countywide Integrated Waste Management Plan.
- Provide a forum for the public discussion of solid waste management, waste reduction, and recycling issues. To ensure this opportunity exists, time will be provided on the agenda for public comment.
- Perform other advisory tasks as requested by the jurisdictions of Sonoma County.

Article IV: MEMBERSHIP

A. Membership of the Local Task Force on Integrated Waste Management shall be comprised of representatives from each city and the County, organizations with technical expertise, and other interested parties as listed below:

- City of Cloverdale
- City of Cotati
- City of Healdsburg
- City of Petaluma
- City of Rohnert Park
- City of Santa Rosa
- City of Sebastopol
- City of Sonoma
- Town of Windsor

Local Enforcement Agent (recommending agency - Environmental Health Division)
~~Integrated Waste Operations Division Manager~~, Sonoma County Department of
 Transportation and Public Works
~~Franchised Hauler~~
~~Non-Franchised Hauler~~ Solid Waste Industry Representative (2)
 Climate Change Organization
 Non-Profit Recycling Organization
 Sonoma County Recycling Association
 League of Women Voters
 Sierra Club
 Agriculture Industry (recommending agency - Sonoma County Ag. Commissioner)
 Chamber of Commerce (recommending agency - Council of C. of C. Directors)
 Marketing Specialist
 Scientist
 Education Representative
Clean Water Organization
 Community Representatives (five - one selected by each County Supervisor)

- B. Each member and an alternate shall be identified first by their organization or recommending agency. If there is no organization or recommending agency, the Task Force will make recommendations of qualified and interested individuals to the Board of Supervisors. Failing this recommendation, the Board of Supervisors will appoint from interested parties for this position. The Board shall confirm the appointment of all members. The city representative may be an elected official or staff person. A citizen of the city may serve as an alternate representative.
- C. The term of membership shall be a renewable three-year term.
- D. A member's absence for three consecutive meetings will constitute grounds for review of membership by the Membership Committee.

Article V: VOTING

The Local Task Force on Integrated Waste Management shall adopt and adhere to *Robert's Rules of Order* for voting and meeting procedures. A quorum ~~is,~~ defined as seven (7) of the appointed membership ~~and a,~~ majority of the members present shall be required to take action on any agenda item; however, meetings may be held to exchange information with less than a quorum. ~~Actions taken with a quorum, but less than one half of the appointed membership, shall be confirmed by a second vote at the next meeting.~~

Article VI: OFFICERS

- A. The Local Task Force for Integrated Waste Management shall have a Chair, Vice-Chair and Chair Pro Tem.
- B. The duties of the officers are as follows:
 - 1. The Chair shall:

- a. Chair meetings.
 - b. Sign letters and correspondence and represent the Local Task Force.
 - c. Appoint members as necessary to perform the tasks agreed upon by the Local Task Force.
2. The Vice-Chair shall:
 - a. Perform the duties of the Chair in the absence of the Chair.
 - b. Serve as Chair of the Membership Committee.
3. The Chair Pro Tem shall:
 - a. Perform the duties of the Chair in the absence of the Chair and Vice-Chair.

Article VII: MEETINGS

At the first annual meeting of the LTF, LTF members shall approve a schedule for meetings for the current year. Meetings will generally be held every other month on the second Thursday of the month. Additional meetings may be scheduled throughout the current year as determined by the LTF.

Article VIII: ELECTIONS

Elections shall occur each year as the first order of business at the ~~April meeting~~first meeting of the calendar year.

Article IX: COMMITTEES

A. Committees of the Local Task Force on Integrated Waste Management are:

1. Membership Committee. The Membership Committee shall be responsible for review of membership attendance annually to ensure the presence of a quorum. The Membership Committee shall assist in the identification and selection of qualified and interested individuals for membership openings on the LTF.
2. Other Committees shall be created as determined by the LTF.

Article X: BYLAWS

The Local Task Force on Integrated Waste Management may adopt, amend, or repeal its Bylaws at any meeting by two-thirds vote of the members present, provided there is a quorum. Any changes of the Bylaws shall be confirmed by the Board of Supervisors and the Sonoma County Waste Management Agency.



Agenda Item #: **6.4**
Cost Center: **Planning**
Staff Contact: **Thigpen**
Agenda Date: **3/15/17**
Approved by

ITEM: Approval of MOU for C&D Facility Certification Development Services

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board approve the attached Memorandum of Understanding with the Central Contra Costa Solid Waste Authority and the County of Solano regarding construction and demolition debris certification development services.

II. BACKGROUND

The SCWMA periodically performs waste characterization studies to determine the composition of Sonoma County waste, evaluate existing programs, and develop future programs to reduce waste. Construction and demolition (C&D) wastes consistently make up a significant portion of landfilled wastes, and are largely recyclable. Aside from statewide requirements for diverting C&D wastes through the CalGreen building codes, there are no uniform C&D diversion programs in Sonoma County. SCWMA staff believes a prudent first step in reducing C&D waste would be to establish a consistent protocol for evaluating C&D diversion facilities.

The SCWMA entered into a separate MOU with RecycleSmart (a Contra Costa County JPA) and the County of Solano to develop and issue an RFP and evaluate proposals received to develop a protocol. The RFP was issued on July 8, 2016. Two proposals were received and evaluated, resulting in the choice of Tseng and Associates (“consultant”) to perform the protocol development work.

III. DISCUSSION

The proposed MOU describes the SCWMA’s involvement in the regional effort to certify facilities accepting construction and demolition debris materials. The MOU covers the relationship of the partner agencies, cost sharing, termination, and indemnity, among other standard agreement provisions. Per the MOU, RecycleSmart will enter into a contract with the consultant and will be the primary contact with the consultant. The total cost of the agreement is \$30,450; the SCWMA’s share will be \$10,150. The term of the MOU is from January 30, 2017 through December 31, 2017.

Under the agreement RecycleSmart will be administering, Tseng and Associates will be developing a protocol, certifying facilities, and publishing the results. Tseng and Associates estimates certification costs to facilities in the range of \$1,750 - \$3,250 per certification. Certification is not expected to occur on an annual basis, and instead may be required upon a significant change in facility operations.

IV. FUNDING IMPACT

To date, there have been no costs to the SCWMA other than staff time. Based upon the proposal received by Tseng and Associates, the SCWMA's portion of the cost to develop a regional C&D certification protocol will be \$10,150.

V. ATTACHMENTS

Regional C&D MOU
Scope of Work
Cost and Fee Schedule

MEMORANDUM OF UNDERSTANDING AMONG THE CENTRAL CONTRA COSTA SOLID WASTE AUTHORITY (RECYCLESMART), THE SONOMA COUNTY WASTE MANAGEMENT AGENCY, AND SOLANO COUNTY REGARDING CONSTRUCTION AND DEMOLITION DEBRIS FACILITY CERTIFICATION DEVELOPMENT SERVICES

This Memorandum of Understanding among the Central Contra Costa Solid Waste Authority (“**RecycleSmart**”), the Sonoma County Waste Management Agency, and Solano County (singularly “**Participant**” and collectively “**Participants**”) regarding Construction and Demolition Debris Facility Certification Development Services (“**MOU**” or “**Agreement**”) is effective as of January 30, 2017.

RECITALS

- A. The Participants recognize the need to verify and evaluate diversion quantities claimed by facilities accepting Construction and Demolition (“**C&D**”) wastes to comply with the CalGreen statewide building codes and local legislation; and
- B. The Participants desired to establish a uniform C&D certification protocol that can be used throughout the San Francisco Bay Area region; and
- C. The Participants entered into that certain Memorandum of Understanding regarding Issuance of a Request for Proposals (“**RFP**”) for C&D Facility Assessment Services on or around June 28, 2016, and jointly issued an RFP for C&D Facility Assessment protocols and assessment services on July 8, 2016; and
- D. The Participants received two responsive proposals on or before the end date of the RFP, which was August 12, 2016; and
- E. The Participants evaluated the two proposals and rated the proposal from Tseng and Associates the highest; and
- F. The Participants wish to enter into a new Memorandum of Understanding to develop a C&D certification protocol with Tseng and Associates.

NOW THEREFORE, for good and valuable consideration, the amount and sufficiency of which is hereby acknowledged, the Participants agree as follows:

1. Term of Agreement.

The term of this Agreement is from January 30, 2017, through and including December 31, 2017.

2. Cost Sharing.

A. Tseng and Associates (the “**Consultant**”) previously proposed to develop the C&D certification protocol for \$30,450.00. All costs of developing the C&D certification protocol will be shared equally between all Participants. Each Participant will review the Consultant’s invoices in a timely manner and will remit payment of a one-third portion of the invoiced amount directly to the Consultant within thirty (30) days of the date that Participant receives the invoice.

3. Participant’s Responsibilities.

A. RecycleSmart will enter into the contract with the Consultant. The contract between the Consultant and RecycleSmart shall require that the Consultant list each of the Participants as an additional insured and indemnify each of the Participants in a manner consistent with the insurance and indemnity provided in favor of RecycleSmart. The contract between the RecycleSmart and Consultant shall be subject to approval by each of the Participants, which approval shall not be unreasonably withheld.

B. RecycleSmart will serve as the primary contact with the Consultant. RecycleSmart will ensure that the invoices received from Consultant have been distributed to all Participants, notify Participants of the progress of project deliverables in a timely manner, conduct the initial review of project deliverables, and coordinate Participants’ review of project deliverables

C. The Participants will review all project deliverables in a timely manner. All feedback from the Participants will be shared in writing, discussed, and forwarded to the Consultant.

D. The Participants will assist the Consultant in gaining access to the participating C&D facilities in that Participant’s jurisdiction.

4. Intentionally Omitted.

5. Termination.

A. Any Participant may terminate its participation in this MOU without cause by giving the other Participants written notice fourteen (14) days in advance of the date that Participant intends to withdraw from the MOU. Any Participant that withdraws from the MOU will be obligated to pay its prorated share of the Consultant’s costs up through the date of termination.

B. Any Participant may terminate its participation in the MOU with cause immediately upon giving written notice to the other Participants. The withdrawing Participant will be obligated to pay its prorated share of the Consultant’s costs up through the date of termination.

6. Indemnity.

Each Participant agrees to indemnify, defend, protect and hold harmless each of the other Participants, both individually and collectively, from and against any claims, actions, penalties, fines or expenses, resulting in whole or in part from that Participant's actions or inactions with respect to its obligations under this MOU; provided, however, Participant will not be liable to any other Participant for any incidental, indirect, special or consequential damages of any kind arising out of this MOU. The provisions of this section will survive the expiration or earlier termination of this MOU.

7. Modifications or Amendments to MOU.

Neither this MOU, nor any rights or obligations hereunder, may be assigned, delegated, transferred or sublicensed by any Participant, by operation of law or otherwise, without the express prior written approval of the other Participants. This MOU cannot be modified orally. With the exception of a change of contact information in section 11, which can be made simply by notifying the other Participants in writing, this MOU may be modified only by a written amendment executed by all Participants. Additional entities may be added to this MOU by such amendment. No additional entities may be added unless they agree to the terms and conditions of this MOU.

8. Confidentiality of Information.

Each Participant recognizes that it may have access to information of a proprietary, private or confidential nature owned by another Participant (a "Disclosing Participant."). Each Participant acknowledges that any proprietary, private and confidential information it shares with any other Participant under this MOU must be identified as such at the time of communication. As such, to the greatest extent allowed by law, each Participant that receives or has access to information that has been so identified (a "Receiving Participant") agrees to keep such information in strictest confidence and protect it from disclosure; provided that the parties may disclose such information as required by law. These confidentiality requirements will not apply to (a) information that is publicly known or publicly available, other than as a result of breach of this section 8, (b) information obtained by a Receiving Participant from a source other than a Disclosing Participant, which the Receiving Participant knows is not under an obligation of confidentiality to the Disclosing Participant, (c) information that is independently developed by a Receiving Participant without access to a Disclosing Participant's confidential information, and (d) information already in the possession of Receiving Participant, provided that such information is not known by Receiving Participant to be subject to any legal or contractual obligation of confidentiality owed to Disclosing Participant.

9. Intellectual Property Rights.

All rights and intellectual property rights (including copyrights), in any work, including, without limitation, all plans, research results, publications, developments, reports, processes, programs, analyses, website content, and other materials created or developed by or on behalf of the Participants will be licensed to all

Participants on a royalty-free basis. In the event that a Participant withdraws from this MOU prior to the completion of the contract with Consultant, the withdrawing Participant shall be entitled to request and receive copies of all materials as described above that are prepared by Consultant in connection with the Contract, prior to the date of such withdrawal. The withdrawing Participant shall have no rights to such materials prepared after the date of Participant's withdrawal.

10. Compliance with Laws.

Each Participant agrees to comply with all federal, state and local laws and regulations in performance of their obligations under this MOU.

11. Notices.

Any notice or invoice required to be given to the Participants under this MOU must be given in writing and can be transmitted via U.S. Mail, electronic mail, personal delivery, or facsimile. If given via U.S. Mail, notice will be deemed to be given three days after deposit in the U.S. Mail with first class postage affixed. If notice is given via electronic mail or facsimile, it will be deemed to be given upon receipt of notice of successful transmission. If notice is given via personal delivery, it will be deemed given at the time the notice arrives at the Participant's place of business. Notices must be sent to the following addresses:

Central Contra Costa Solid Waste Authority
Attn: Bart Carr
1850 Mt. Diablo Blvd., Suite 320
Walnut Creek, CA 94596
925-906-1801 ext. 104
bart@recyclesmart.org

County of Solano
Attn: Narcissa Untal
675 Texas Street, Suite 5500
Fairfield, CA 94533
707-784-3172
NUntal@solanocounty.com

Sonoma County Waste Management Agency
Attn: Kristen Thigpen
2300 County Center, Ste. B 100
Santa Rosa, CA 94503
707-565-3668
Kristin.Thigpen@sonoma-county.org

12. Non-Discrimination.

With respect to any action taken by any Participant under this MOU, no Participant will discriminate against or grant preferential treatment to any person or firm on the basis of race, sex, color, age, marital status, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin.

13. Integrated Agreement.

This MOU represents the entire understanding of the Participants with respect to the matters contained in this MOU. No prior oral or written understanding will be of any force or effect with respect to the matters in this Agreement.

14. Severability.

If any provision in this MOU is found by a court of law to be illegal or unenforceable, the MOU will remain in full force and effect as if that provision, section or paragraph were not written into this MOU, unless the omitted language is integral to the Participants' intention and purpose of entering into this Agreement.

15. Recitals.

The Participants agree that the Recitals are an accurate basis upon which this MOU is made and as such the Participants intend that the Recitals are part of the MOU.

16. No Legal Relationship.

By entering into this MOU, the Participants are not forming, nor do they intend to form a partnership, joint powers agreement or agency, or any other legal entity relationship. Other than the express authorizations and obligations in Sections 2 and 3, above, no Participant is authorized to bind or to act as the agent or legal representative of any other Participant for any purpose, and no Participant is granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of any other Participant(s).

IN WITNESS WHEREOF, the Participants hereto have caused this MOU to be executed in duplicate by officials who the respective Participants covenant have full authority to execute this MOU.

Signatures appear below.

**CENTRAL CONTRA COSTA SOLID WASTE
AUTHORITY**

By: _____

Title: _____

Date: _____

Approval as to Form:

SOLANO COUNTY

By: _____

Title: _____

Date: _____

**SONOMA COUNTY WASTE
MANAGEMENT AGENCY**

By: _____

Title: _____

Date: _____

SF BAY AREA REGIONAL C&D FACILITY CERTIFICATION PROCEDURE

Scope of Work

The following Scope of Work (SOW) with project “Tasks” (Deliverables) describes, in detail, the services that will be provided by Tseng & Associates to support the design of a procedure to assess C&D Recovery Facility operational effectiveness and diversion rate, on a regional basis. This SOW recognizes member agency needs to meet and exceed State of California waste diversion requirements, and those State and local requirements specific to C&D waste diversion, such as CalGreen diversion requirements. Additionally, this scope recognizes the need to incentivize C&D waste diversion, primarily through satisfying LEED v4 “Construction and Demolition Waste Management Planning” requirements.

Contract Oversight.

Oversight and direction of SOW execution will be performed by the core participating public agencies who are the primary funders of this contract. The core participating public agencies are identified within and bound by the Memorandum of Understanding (MOU) entitled, *Memorandum of Understanding Among the Central Contra Costa Solid Waste Authority (RecycleSmart), The Sonoma County Waste Management Agency, and Solano County Regarding Construction and Demolition Debris Facility Certification Development Services*, dated _____. The contractor will provide updates and take direction from the core participant public agencies (“**Core Participants**”) while executing this scope of work.

The following Task descriptions and associated costs and fees listed in the attached budget/fee schedule are the performance requirements for response by Tseng & Associates, and sub-contractors working for Tseng & Associates, hereinafter referred to in this document as the “**Project Team**”. Each Task and sub-task listed is considered a deliverable that must be satisfied by the Contractor and Project Team in order to invoice and receive payment as indicated in the budget schedule.

TASK 1: Meetings.

Task 1a: Initial Project Kickoff Meetings: Kickoff meetings will be held to review project objectives, finalize the technical approach, determine the optimum methodology to solicit participation from the C&D processing facilities (owner/operators), and level of accuracy and standardization needed. An overview of the detailed site assessment will be provided, including the final use of the data. The kickoff meetings will also finalize the various types of performance metrics and calculation protocols, including the standards and regulatory compliance requirements needed, e.g., time series tracking, alternative calculation (e.g. local) methodologies, etc. Contractor anticipates that there will be at least two meetings, the first being an in-person meeting.

Task 1b: Follow Up Meetings: Follow up meetings will be scheduled (once per month or “as needed”) to allow the Project Team to update core participant staff and request direction if needed. These update/as needed meetings can be held either in-person or via conference call.

Task 2: Program Development.

Task 2a: Detailed Operational Assessments. Detailed assessments will be performed on-site by qualified persons employed and managed by the Contractor. The following areas will be addressed and recorded during performance of the assessments:

1. Record Facility Identification and Location: Identity and location information will be recorded and checked for consistency with CalRecycle Solid Waste Information System (SWIS) database and Local Enforcement Agency (LEA) records.
2. Collect Detailed Facility Description – Collect detailed information describing facility total capacity, daily/weekly/monthly processing volumes, materials accepted, and other information determined to be pertinent when developing this assessment. Collected information will be checked for consistency with CalRecycle Solid Waste Information System (SWIS) database and Local Enforcement Agency (LEA) records. Project team will review and evaluate record keeping procedures and data compilation and computational protocols.
3. Facility Disposal Fees: Obtain and record the facility fee schedule. If a fee calculation formula or protocol is utilized for specific job or materials basis, a copy will be obtained.
4. Detailed Operational Description: A detailed operational description will be generated and compared against the operations plan that is filed as part of the facility’s permitting documents. The facility operations will be evaluated for consistency utilizing the same procedures required of an inspection by the local enforcement agency (LEA) staff as described in the minimum state standards (Title 14, California Code of Regulations)
5. Photographs: The project team will photograph the facility to provide a photographic documentation of the facility’s equipment and operations. Photos will be dated, labeled and compiled for each facility. Photographs will be taken and stored in JPEG format.
6. Market Destinations: The project team will compile a list of “end destinations” (market destinations) by different material types. This will require “time stamping” because market destination determines whether the materials or the tonnage are counted as disposal or diversion, and is time sensitive.
7. Facility Permitting (SWFP or CDI) & Complaint/Infraction Record: The project team will collect this information from the CalRecycle online SWIS database for regulated facilities. Non-regulated or exempted facilities may not have this data, unless required by local land use or local permit conditions. The facility assessment will summarize the compliance record and provide a summary and response to violations.
8. Receipt Examples: The project team will obtain copies of the receipts and/or weight tickets. In evaluating facility operations, the project team will assess documentation flow process on how the receipts are generated, compiled, and reported.
9. Mixed Load Acceptance Standards/Thresholds: As part of assessing the acceptance of “mixed loads” (or any input), the project team will identify standards and thresholds for acceptance of mixed waste at the evaluated facility.
10. Facility reported diversion rate: The project team will report the diversion rate provided by the evaluated facility for comparison with the diversion rate generated by this assessment procedure.
11. Materials Accepted and Processed: The project team’s assessment procedures will identify and quantify materials that are accepted by the evaluated facility. The materials will be classified to meet the CalRecycle Uniform Materials Definitions. The project team will utilize standardized protocols (required by statute according to the type of facility). For recycling facilities, the materials must meet the CalRecycle Three-Part Test described in the California Code of Regulations, Title 14, (14 CCR) Division 7, Chapter 3, Article 6.0 et seq. (commencing at section 17400). Specifically, section 17402.5(d) sets forth the Three-Part Test (<http://www.calrecycle.ca.gov/LEA/advisories/58/>) for recycling facilities, and will be using the appropriate feedstock analysis required by regulations for other types of processing facilities.

Task 2b: Compliance with Regulatory Standards. Assess facilities for special restrictions according to their local land use or permit conditions. Determine if screening procedures are used to insure no prohibited materials are received.

If substandard facility working conditions or hazardous conditions are observed, or land use/zoning irregularities are encountered, an immediate report will be submitted to appropriate authorities as required by state and local regulations, and Core Participants will be notified. **Task 2c: Processed Material Disposition, Residuals and Markets and/or End Users.** The project team will utilize regulatory-defined “permitting” classifications for various C&D facilities. Non-permitted (or permit exempt) facilities will be placed in a special classification. Verification of end markets/users are based on weigh tickets, contracts, billing, and other verifiable legally/technically defensible document. This approach provides a paper trail with the greatest level of authentication. A separate landfill avoidance disposition data field will be created to determine what is disposal and diversion. **Task 3: Facility Assessments**

Task 3a: Recruiting Facility Participation. Project Team members will work with Core Participant staff to recruit and educate regional San Francisco Bay Area C&D Recovery Facilities (includes Transfer Stations and MRFs). This task also includes any “customer service” activities before or during the assessment procedure.

Task 3b: Assessment Procedure. The procedure for measuring diversion rate will be based on Mass-Balance accounting methodology combined with a operational process mapping technique. This approach will determine a diversion rate based on material input/output over a period not less than six months and will allow for changes in diversion rate definitions as per State regulations/methodologies. This methodology will also take into account systems losses, e.g., moisture losses, aggregated scale errors, etc.

This procedure will be a combination of CalRecycle (a)Three-Part Test, (b) Uniform Materials Definitions, and (c) Diversion Study Guide. Processed material data will be managed allowing the material types and tonnages to be allocated as required to generate an accurate diversion rate for each assessed facility.

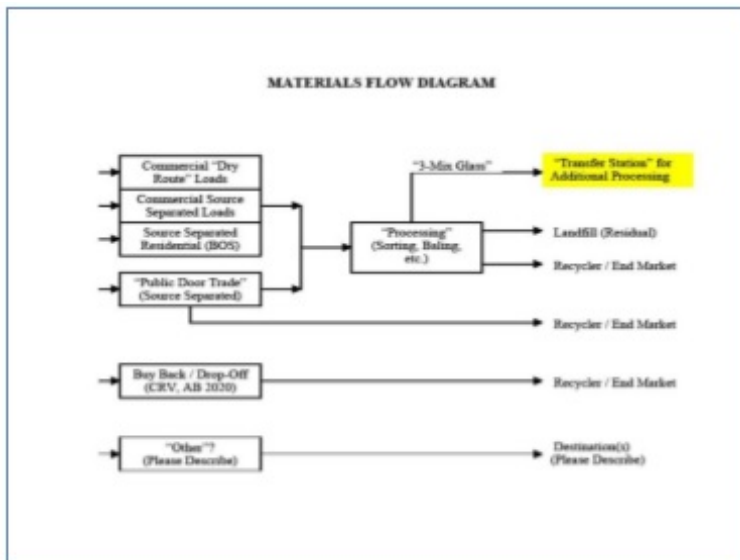
Compilation and calculations will be done on a monthly mass-balance diversion calculation (which allows for in-storage tonnage). Adopting an official diversion calculation protocol enables the data that is generated to be directly utilized in reporting. Data collection will be time stamped to allow for changes in state or local waste diversion requirements.

The project team will take the following approach to determine the most accurate diversion rate. In evaluating diversion rates, the team will:

- a. Review existing data used to calculate the recycling/diversion rate;
- b. Assess how the existing data was collected;
- c. Review various assumptions used;
- d. Review mathematical protocols and reconcile difference (if any);
- e. Review appropriateness (legal compliance, statutory requirements) of the data, assumptions and mathematical formulas (and reference to the regulatory standards);
- f. Determine the defensibility and potential “error range” in the mathematical results; and
- g. Normalize the diversion rate/recycling rate metrics so that they remain accurate over time and can be compared annually under different regulatory requirements.

This approach will make sure that “diversion rate” data and analysis is accurate and technically defensible.

The following figure is an example of a simple Materials Flow Diagram that will map the flow of materials and support a destination-based determination of disposal and diversion as defined by the California Code of Regulations. Flow diagramming for larger, mixed waste processing facilities will incorporate the necessary detail to document the movement and destination of processed materials and support diversion rate determination.



The table below illustrates a simplified mass balance tracking system used for calculation of diversion rate. As with the material flow diagram example, this is a simplified illustration and larger facilities handling mixed material inputs will require greater detail in mass balance tracking of materials entering and leaving the evaluated facilities.

| RECYCLING CENTER DATA | | | |
|--|---|-----------------|--------------------------|
| Month X Outgoing Tonnage | | | |
| ID# | Materials | Tonnage | Notes |
| 1 | Trash (Disposal) | 470.07 | Counts as Residual |
| 2 | Recyclables (LA Port, OCC/ONP/Mix) | 5,088.85 | Recycling Tons |
| 3 | 3 - Mix Glass/Compost (to "Processing") | 563.10 | Residual or Not ???? |
| 4 | Glass (Beneficiation) | 94.61 | Recycling Tons |
| 5 | Cans (to Recycler) | 0.00 | Recycling Tons |
| 6 | CRV Plastic (to Recycler) | 118.28 | Recycling Tons |
| 7 | Outgoing Total | 6,334.91 | |
| Three Part Test 10% Residual Analysis (Destination-Based Analysis) | | | |
| 8 | % Residue (Trash Only) | 7.4% | Passes 10% Residual Rule |
| 9 | % Residue (Trash + 3-Color Mix) | 16.3% | Fails 10% Residual Rule |

This deliverable requires that each C&D processing facility will have a process flow diagram and mass/balancing tracking and accounting as illustrated in the tables above. Disposal and diversion classifications will be tied to a regulatory reference.

On-Site Assessments. In addition to developing the methodology and procedures to calculate facility diversion rates, the Project Team will be responsible for conducting on-site facility assessment and follow-up analysis that will support diversion rate calculation. This will include:

- Maintaining qualified personnel (employees or contractors) in the Bay Area region to conduct assessment visits, as needed, throughout the year.
- Provide a range of on-site assessments based on facility size (volume of material processed) and type(s) of materials processed.
- Conducting assessments within fourteen days (14) of initial application.
- On-site assessments, documentation and diversion rate determination will be performed using the methodology described in this SOW, including LEED accreditation when requested.

Cost for site assessments will be paid entirely by the assessed facility according to the fees schedule established in the attached **Budget & Fee Schedule**.

Task 3c: LEED Credits. Data collection will be adaptable and responsive to CalGreen and LEEDv4 accreditation diversion requirements. LEEDv4 waste management credits and CalGreen waste diversion requirements shall be incorporated into the assessment and diversion calculation procedures. The parts of the LEEDv4 or CalGreen calculations for diversion reporting that are not consistent with the CalRecycle or local government/jurisdiction reporting standards will have their own specific data fields. Data field and data structure will be designed at the beginning of this project to accommodate both LEEDv4 and CalGreen requirements.

In addition to existing LEEDv4 waste management credit, the United States Green Building Council (USGBC) 3rd Point “Pilot Credit” will be explored, and based on exploratory findings and acceptance by the USGBC, will be added to the LEEDv4 waste management credit. Core Participants acknowledge that this may require a proposal to USGBC requesting their approval to add 3rd point credit for those facilities who wish to receive the maximum LEED waste management accreditation available.

Task 3d: Issuance of Findings/Certification. Creation and issuance of the final certification (“Certificate”) and supporting/attached reference data that establishes the successful completion of the assessment process by the certified facility.

Task 4. Other Actions and Services to Enhance Evaluation Process

The following tasks will enhance the evaluation process and provide additional data for the participating local agencies:

Task 4a: Master Database/Data Retention. To compile the assessment data and allow local agency staff to query facility information, performance metrics, generate comparative data, determine current and future infrastructure capacity to process waste.

Task 4b: Extensive Photo-Documentation. To document facility operations beyond the photographic record of facility that would be done on the site assessment.

Task 4c: Develop a semi- annual standardized re-certification review process. Procedure description for semi-annual recertification and provide local agency staff training.

Task 4d: Develop Time-Series Linked Database. Development of a master time-series linked database which would compile the assessment data and allow query of facility information, performance metrics, generate comparative data, and determine current and future infrastructure capacity to process waste.

Task 4e: Stakeholder Workshops. Develop and conduct two (2) workshops for interested parties (solid waste transfer and C&D processing facility operators, local government, waste management businesses) to

inform regarding the certification process, take questions and comments, and provide response. Questions and comments will be analyzed to determine if they can improve the performance of this procedure.

| <u>Activity</u> | <u>Completion Month</u> |
|---|--------------------------|
| Notice to Proceed | TBD |
| Kick Off Meeting -Task 1 (In-Person) | March 2017 – Date TBD |
| Kick Off Meeting Follow Up - if Needed (CC) | March 2017 – Date TBD |
| Monthly Update (CC) | April 2017 – Date TBD |
| Monthly Update (CC) | May 2017 – Date TBD |
| Complete 1st draft deliverables for Program Development (Task 2) and Facility Assessments (Task 3). Review during monthly Update Meeting (CC) | June 2017 – Date TBD |
| Stakeholder Mtg. #1 | June 2017 – Date TBD |
| Review comment response from Stakeholder Mtg. #1 during Update Meeting (CC) | July 2017 – Date TBD |
| Complete 1st draft deliverables for “Other Actions and Services” (Task 4). Review deliverables during monthly Update Meeting (CC) | July 2017 – Date TBD |
| Prep Stakeholder Mtg. #2 | August 2017 – Date TBD |
| Stakeholder Mtg. #2 / Solicit Facility Participation | Sept 2017 – Date TBD |
| Review response to comments from Stakeholder Mtg. #2 | Sept 2017 – Date TBD |
| Review final deliverables for Tasks 2/3/4 and comment. Discuss/plan Pilot Phase contracting & contract format at monthly Update Meeting (CC) | Oct 2017 – TBD Date |
| Final Review or assessment methodology for completion & acceptance | Oct 2017 – TBD Date |
| Complete new/individual contracting with Tseng & Assoc. for Pilot Period | Oct 2017 – TBD Date |
| Commence Pilot Period | Jan 2018 – December 2018 |

Cost & Fees. The attached Cost & Fee Schedule (Attachment A) lists all costs that will be paid by the Core Participating Public Agencies to the Project Team for development of the methodology and procedures used for facility certification. The Cost & Fee Schedule also lists the fees that will be charged by the Contractor for assessment services and these fees will be paid by the assessed facility. It is the responsibility of the Contractor to clearly state the fee requirement and receive confirmation from the assessed facility of the fee payment. The Core Participating Public Agencies assume no responsibility to pay facility assessment fees left unpaid by the assessed facility(s).

Cost & Fee Schedule

*All exhibited costs are all-inclusive and are "Not to Exceed".

| Tasks | Activity | Cost (Local Agencies) | Fees (Assessed Facilities) | Comment |
|---------------|--|-----------------------|---|---|
| Task 1a/b | Kickoff & Follow Up Meetings | \$5,000 | | |
| Task 2 | Program Development | \$6,500 | | |
| Task 2a | Detailed Operational Assessment | | | |
| Task 2b | Compliance with Regulatory Standards | | | |
| Task 2c | Process Materials Disposition, Residuals and Markets and/or End User | | | |
| Task 3 | Facility Assessments | | | |
| Task 3a | Recruiting Facility Owner/Operator Participation | \$1,500 | | |
| Task 3b | Site Assessment (No Diversion Rate Determination) | | \$1,000 | Small Sized Facility accepting source separated materials |
| Task 3b | Site Assessment - Diversion Rate Determination | | \$1,750 | "Small Sized" Mixed Waste Facilities |
| Task 3b | Site Assessment - Diversion Rate Determination | | \$2,250 | Sized" Mixed Waste Facilities "Medium |
| Task 3b | Site Assessment - Diversion Rate Determination | | \$2,750 | "Large" Mixed Waste Facilities |
| Task 3b | On-site / In-Person Visit | | \$500 | Optional & added to site assessment fee if required |
| Task 3c | LEED Credit Determination | \$1,500 | | Includes both LEEDv4 waste management credit and 3rd point "pilot credit" Included in Rate Determination Fees for two (2) point credit. For three (3) point credit, contractor will work with USGBC staff to discuss the standards and additional performance metrics of this specific program that is needed to qualify as a "pilot (and incorporate new requirements into the existing two point protocols) |
| Task 3d | Issuance of Findings/Certification | \$150 | | |
| Task 4 | Other Actions & Services | | | |
| Task 4a | Master Database / Data Retention | \$1,500 | | |
| Task 4b | "Extensive" Photo-documentation | | \$100 | Per facility (Optional) |
| Task 4c | Semi Annual, Standardized "certification" review procedure | \$2,500 | IF REQUESTED, E. Tseng and Associates can conduct the recertification reviews. Recertification review costs by document via electronic review only: Small sized facility \$250, Small sized Mixed Waste Facilities \$450, Medium Sized Mixed Waste Facility, Medium Sized Mixed Waste Facility \$550, and Large Mixed Waste Facility \$750. If on-site verification/certification is needed add \$500 per facility. | Develop semi-annual standardized "certification" review procedure & provide training class for participating local agency staff |
| Task 4d | Develop Time-Series Linked Database | \$8,800 | | Compile assessment data to allow query of facility information, performance metrics, generate comparative data, and determine current and future infrastructure capacity to process waste, etc. one training session |
| Task 4e | Stakeholder Workshops | \$3,000 | | Conduct two (2) workshops to inform interested parties regarding the certification process, take questions and comments analysis to determine improvements for certification procedure performance. |
| TOTAL: | | \$30,450 | | |



Agenda Item #: **6.5**
Cost Center: **Yard Debris**
Staff Contact: **Carter**
Agenda Date: **3/15/2017**
Approved By:

ITEM: Approval of Scope of Work for Home Composting RFP

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board approve of the attached Scope of Work for the Home Composting Request for Proposals (RFP) and direct staff to issue the Home Composting RFP.

II. BACKGROUND

The SCWMA has had a program to educate Sonoma County residents about the benefits of composting at home since 2007. The University of California Cooperative Extension/Master Gardeners (UCCE) has been providing this service through a series of agreements for the duration of this program. The current agreement with the UCCE expires on July 1, 2017. The UCCE provides summary reports and evaluation of the program each year, and staff believes there is value in continuing this program.

III. DISCUSSION

Staff has developed a scope of work for providing the educational services of this program as an attachment to this item. As staff would prefer to avoid any gaps in service, staff proposes to issue the RFP by April 1, 2017, receive proposals by May 1, 2017, and, depending on the number of proposals and complexity of evaluation, provide a recommendation for the Board of Directors on contractor selection at either the May 17, 2017 meeting or the June 14, 2017 SCWMA Meeting. The agreement would be effective July 1, 2017.

IV. FUNDING IMPACT

The Draft FY 17-18 Budget includes \$28,000 for this project. Actual costs will depend on the proposals received through the RFP.

V. ATTACHMENTS

Home Composting Program Scope of Work

Home Composting Request for Proposals

Exhibit A

Scope of Work

Contractor shall provide the staffing and educational outreach materials to inform Sonoma County residents of the benefits, materials, and effort involved in composting and vermicomposting at home. Contractor shall submit a proposal which details the proposed program, Contractor's experience with similar outreach programs, the schedule for performing the work, how participation will be driven, how participants will be encouraged to take action, how the program will be self-evaluated, the budget for the program, and the level of involvement required by Sonoma County Waste Management Agency (SCWMA) staff.

Contractor shall provide these services in locations convenient for the information to be disseminated to diverse audiences such as farmers markets, fairs and expositions, schools, libraries, and other community gatherings. All events must take place in Sonoma County.

To enable the SCWMA to evaluate potential Home Composting Contractor proposals, please address each of the items below. The RFP evaluation committee will evaluate the Proposals based on completeness of answers to the items below and use of the following scoring criteria. Proposals must score at least 75 points to be considered for the agreement.

- (1) **(10 points)** Overview: Please provide an overview for your proposed Home Composting/Vermicomposting Program. Will resources be developed and/or presentations delivered in Spanish as well as English? Will events occur in each City/Town?
- (2) **(10 points)** Experience: Please describe your qualifications and experience providing educational outreach to Sonoma County residents. Please include home composting and/or vermicomposting educational outreach experience as well.
- (3) **(10 points)** Schedule: Please describe your outreach schedule. Would the program run year-round? How much time is needed before the first outreach event?
- (4) **(15 points)** Participation: Please describe your approach to driving participation to these educational events. What participation goals are you setting per event and per year?
- (5) **(20 points)** Taking Action: How will you motivate participants in these events to take personal action to compost or vermicompost at home? What resources will be developed?
- (6) **(15 points)** Evaluation: How will you measure whether participants took action and how much waste they reduced through that action? How will you measure whether participants kept the practices up over time?

- (7) **(15 points)** Budget: How much do you propose to charge the SCWMA for providing this service? Please include all aspects of the program for which reimbursement would be sought (e.g. staff time, printing costs, location reservations, entry fees, etc.).

- (8) **(5 points)** SCWMA Participation: How much SCWMA staff involvement will be required?



Agenda Item #: **6.6**
Cost Center: **HHW/Education**
Staff Contact: **Scott/Thigpen**
Agenda Date: **3/15/2017**
Approved by:

ITEM: **Approval of Scope of Work for Spanish Language Outreach RFP**

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board approve of the attached Scope of Work for the Spanish Language Outreach Request for Proposals (RFP) and direct staff to issue the Spanish Language Outreach RFP.

II. BACKGROUND

Spanish Language Outreach is one of the objectives in the Countywide Integrated Waste Management Plan (ColWMP) to encourage waste diversion in non-English speaking communities, as Spanish-speakers represent a significant percentage of the Sonoma County population. The SCWMA entered into an agreement with C2 Alternative Services (C2) in 2012 to provide Spanish language outreach services on behalf of the SCWMA and to assist SCWMA staff with translation of SCWMA materials and resources. The agreement's term expires on June 30, 2017.

III. DISCUSSION

Staff has developed a scope of work for providing Spanish language outreach services as an attachment to this item. As staff would prefer to avoid any gaps in service, staff proposes to issue the RFP by April 1, 2017, receive proposals by May 1, 2017, and, depending on the number of proposals and complexity of evaluation, provide a recommendation for the Board of Directors on contractor selection at either the May 17, 2017 meeting or the June 14, 2017 SCWMA Meeting. The agreement would be effective July 1, 2017.

IV. FUNDING IMPACT

Currently, \$25,000 is allocated for this program with the existing contractor and scope of services. Staff has allocated \$25,000 in the Education Fund in the proposed budget to continue this program.

V. ATTACHMENTS

Scope of Work for Spanish Language Outreach RFP

SPANISH LANGUAGE OUTREACH RFP

Scope of Work

Exhibit A

Sonoma County's Spanish speaking population continues to grow, with Spanish speaking residents comprising around 25% of Sonoma County's population. The Countywide Integrated Waste Management Plan objectives include identifying effective communication strategies and programs to encourage solid waste and oil recycling in non-English speaking communities. The Sonoma County Waste Management Agency (SCWMA) currently provides a dedicated phone number to link Spanish speakers with a bilingual resources via our "Eco-desk" hotline. SCWMA seeks to enter into an agreement with a contractor to continue that service, as well as provide recycling information and encouragement to Spanish speakers county-wide.

To enable the Sonoma County Waste Management Agency (SCWMA) to evaluate potential Spanish Language Outreach proposals, please address each of the items below. The RFP evaluation committee will evaluate the Proposals based on completeness of answers to the items below and use of the following scoring criteria. Proposals must score at least 75 points to be considered for the agreement.

1. **(10 points) Experience:** What is your experience conducting bilingual Spanish language outreach specific to solid waste and recycling? What is your experience conducting bilingual Spanish language outreach specific to motor oil and oil filter recycling? What is your experience auditing oil recycling centers and working with grant reporting requirements? If you are planning to use subcontractors for this program (including staffing, traditional media advertising, and social media advertising), please describe their experience and qualifications.
2. **(15 points) Eco-Desk:** One component of SCWMA's mission is to be a resource for recycling questions. The SCWMA has the capability to redirect calls to our Eco-Desk hotline to a mobile phone. How would you manage Spanish language Eco-desk phone calls? What are the qualifications of your staff answering these calls?
3. **(15 points) Media:** What is your experience with traditional, social, and emerging media and how would you implement a campaign targeting Spanish language speakers?
4. **(20 points) Community Engagement and Education:** How would you engage Spanish-speakers at events and increase awareness of recycling, composting, motor oil recycling, hazardous waste and e-waste options within Sonoma County? What other ways do you intent to educate the Spanish-speaking community in Sonoma County? What specific training do you and/or your staff bring to recycling outreach? How would you staff bilingual events? Please provide a work plan indicating how you would propose to accomplish these engagements.

5. **(5 points) Grant Reports:** What is your experience in grant reporting? Explain the types of reports you have submitted and the duration of the grant.
6. **(10 points) Evaluation:** How will you measure participation and effectiveness of your campaigns?
7. **(15 points) Budget:** Assuming all of the above elements, please provide a detailed budget including categories for staff time, printing, event fees, etc.
8. **(5 points) Translation Services:** If necessary, would you be able to provide Spanish translation services for our English outreach materials? Please provide an hourly rate.
9. **(5 points) SCWMA Participation:** How much SCWMA staff involvement will be required?



Agenda Item #: **6.7**
Cost Center: **HHW**
Staff Contact: **Scott**
Agenda Date: **3/15/2017**
Approved By:

ITEM: Approval of Scope of Work for Used Oil Program Management RFP

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board approve of the attached Scope of Work for the Oil Program Coordination Request for Proposals (RFP) and direct staff to issue the Oil Program Coordination RFP.

II. BACKGROUND

The SCWMA has held agreements with C² Alternative Services since 2003 to audit oil recycling centers and coordinate oil recycling publicity and programs. C² Alternative Services assists Agency staff to accomplish the goals of the Used Oil Recycling Program, which is currently funded under the Payment Program (OPP) from the Department of Resources Recycling and Recovery (CalRecycle). The current agreement with C² Alternative Services was executed in 2012 and expires June 30, 2017.

III. DISCUSSION

Staff has developed a scope of work for providing services for the oil program as an attachment to this item. As staff would prefer to avoid any gaps in service, staff proposes to issue the RFP by April 1, 2017, receive proposals by May 1, 2017, and, depending on the number of proposals and complexity of evaluation, provide a recommendation for the Board of Directors on contractor selection at either the May 17, 2017 meeting or the June 14, 2017 SCWMA Meeting. The agreement would be effective July 1, 2017.

IV. FUNDING IMPACT

The Agreement to Audit Oil Recycling Centers and Coordinate Oil Recycling Publicity and Programs will be funded with OPP funds. The Agency was awarded \$149,953.00 through OPP7. All funds shall be available for expenditure until June 30, 2018. It is expected that the Agency will continue to receive OPP funds annually, though funds may be reduced as early as FY 2020-21.

Historically \$65,000 is allocated to the Oil Contractor for this Agreement through the Household Hazardous Waste Professional Services budget.

Since this Agreement is reliant on the OPP funds from CalRecycle which are allocated annually, the selected Proposer may only expend the budget for the then-current fiscal year (July 1 to June 30), regardless of the total value of this Agreement.

V. ATTACHMENTS

Scope of Work for Used Oil Program Management RFP 2017

Used Oil Program Management Request for Proposals

Exhibit A

Scope of Work

Contractor shall assist Agency staff to accomplish the goals of the Used Oil Recycling Program, which is funded by the Department of Resources Recycling and Recovery's (CalRecycle) Oil Payment Program (OPP). The tasks to be addressed include site visits and data gathering for certified collection centers (CCCs) in Sonoma County, as required by CalRecycle; assist CCCs with various aspects of the program; publicity & education on recycling of used motor oil and filters; liaison with related programs; and assist with reporting requirements to CalRecycle

To enable the Sonoma County Waste Management Agency (SCWMA) to evaluate potential Oil Program Coordination proposals, please address each of the items below. The RFP evaluation committee will evaluate the Proposals based on completeness of answers to the items below and use of the following scoring criteria. Proposals must score at least 70 points to be considered for the agreement.

- (1) **(15 points)** Overview: Please provide an overview for your proposed Oil Program and the services you will offer. Will resources be developed and/or presentations delivered in Spanish as well as English?
- (2) **(10 points)** Experience with Oil: Please describe your qualifications and experience providing oil program coordination. Include experience auditing CCCs as well as outreach & education experience for used motor oil & oil filter recycling. If you are planning to use subcontractors for this program (including staffing, traditional media advertising, and social media advertising), please describe their experience and qualifications.
- (3) **(5 points)** Experience with Government: Please describe your experience working with government agencies. Include agency name, dates, and a reference.
- (4) **(5 points)** Familiarity: Please describe your level of familiarity with CalRecycle's Oil Payment Program as well as oil recycling activities in Sonoma County.
- (5) **(5 points)** Participation: Describe your approach to increasing & maintaining the volume of CCCs in Sonoma County.
- (6) **(20 points)** Outreach: For this section, please provide a plan for both the English and Spanish speaking population. How will you inform the public of the importance of recycling used oil & filters and the locations of oil collection centers? Describe outreach methods including but not limited to community engagement, radio, print, TV, social media, and other platforms. How will you develop creative ads, posts, and placement for these platforms? Please describe your experience with website content management systems. Please also include how you will evaluate the effectiveness of the outreach campaigns.

- (7) **(10 points)** Evaluations: How will you measure how well CCCs are serving the public and what kind of support will you offer them? Please include information about site visits, data gathering, and liaison services as they relate to CalRecycle's requirements.
- (8) **(10 points)** Reports: Please describe the level of involvement you will offer to the Agency relating to the OPP annual report, OPP expenditure report, progress reports, outreach reports, and record keeping.
- (9) **(15 points)** Budget: How much do you propose to charge the SCWMA for providing these services? Please include all aspects of the program for which reimbursement would be sought.
- (10) **(5 points)** SCWMA Participation: How much SCWMA staff involvement will be required?



Agenda Item #: **6.8**
Cost Center: **HHW**
Staff Contact: **Scott**
Agenda Date: **3/15/2017**
Approved By:

ITEM: Support for 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 29, 2017 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.

The DEA and Agency Staff invite local law enforcement agencies to host collection sites in order to provide a safe and legal disposal option for prescription drugs, including controlled substances. Of the 17 permanent safe medicine disposal sites across Sonoma County, none of them are currently able to accept controlled substances, leaving an underserved and important role for the take-back events.

In the past, Healdsburg Police, Petaluma Police, and CHP in Rohnert Park have hosted collection sites. However, there were no participating locations in Sonoma County for the last DEA Take-Back event on October 22, 2016.

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

V. ATTACHMENTS

DEA Instructions for the National Take Back Initiative XIII for April 29, 2017

National Take Back Initiative XIII

For

April 29, 2017

Collection Day Protocols

- State and local law enforcement agencies will host one or more collection sites at locations of their choosing. Locations should be selected that provide easy access and available parking.
- Controlled, non-controlled, and over the counter substances may be collected. The general public is often unaware of the distinction in medication status.
- Collection efforts may be combined with community drug awareness activities and involve the distribution of brochures and other information.
- This program is anonymous and all efforts should be made to protect the anonymity of individuals disposing of medications. No questions or requests for identification should be made.
- Participants may dispose of medication in its original container or by removing the medication from its container and disposing of it directly into the disposal box. If an original container is submitted, the individual should be encouraged to remove any identifying information from the prescription label.
- No effort should be made by law enforcement personnel to count, inventory, or log medications.
- All solid dosage pharmaceutical product and liquids in consumer containers may be accepted. Liquid products, such as cough syrup, should remain sealed in their original container. The depositor should ensure that the cap is tightly sealed to prevent leakage.
- Intra-venous solutions, injectibles, and syringes will not be accepted due to potential hazard posed by blood-borne pathogens.
- 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.

- All participants must retain possession of their own medication during the surrender process. Law enforcement personnel should not handle the medications at any time.
- A law enforcement officer must remain with the drug disposal box at all times. Collected pharmaceutical products should be handled as drug evidence with law enforcement custody to safe-guard the surrendered material.
- **If you need additional collection boxes, you are authorized to use a container approved by your department as part of its standard operating procedures.**
- At the conclusion of the event, a law enforcement officer will seal the drug disposal boxes in accordance with your agency's policy and procedure. It is recommended that the box be sealed with tamper-evident tape or evidence sticker. Each box should be labeled as "Miscellaneous Pharmaceuticals" to be turned over to DEA."
- The drug collection boxes should then be returned to your police department and stored per your department's standard operating procedures for safe keeping and temporary storage, **or until they are turned over to DEA.**
- No hazardous materials or waste, firearms, or any other items other than pharmaceuticals will be accepted or disposed of at the collection sites.

*Please ensure all boxes are taped, marked with agency name and weight in pounds and turned into DEA as soon as possible. Please coordinate submitting your collections with your local DEA point of contact in your AOR.



Agenda Item #: **7**
Cost Center: **Contingency**
Staff Contact: **Carter**
Agenda Date: **3/15/2017**
Approved By:

ITEM: Discussion and Possible Action on Franchise Agreement Assignment Assistance

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board authorize the Executive Director to enter into an agreement with a contractor to perform franchise agreement assignment assistance.

II. BACKGROUND

All jurisdictions in Sonoma County, with the exception of the City of Sonoma, currently have Franchise Agreements with the Ratto Group of Companies (North Bay Corporation, Redwood Empire Disposal, Santa Rosa Recycling and Collection, Petaluma Refuse and Recycling, Rohnert Park Disposal, etc.). It has been reported in the Press Democrat and confirmed by Ratto Group representatives, that Recology is considering purchasing the Ratto Group and its assets, including the exclusive right to service garbage, recycling, and yard debris containers as described by the Franchise Agreements. At the February 15, 2017 SCWMA Board meeting, a Board member expressed interest in the SCWMA playing a role in performing the due diligence on the potential assignment of the franchise agreements.

III. DISCUSSION

Assignment of the franchise agreements is not automatic, and the Cities and County have rights in that process. None of the agreements are identical, but there are some synergies to be gained by taking a regional review rather than nine individual reviews. Staff proposes to review the franchise agreements (nine would be affected), review the plans of the Ratto Group and Recology when there is a request for assignment, and report back to the Board how assignment would affect the Franchise Agreements and what actions the Cities and County could take.

Staff contacted staff members who handle solid waste for their respective jurisdictions to gauge whether there was interest in this idea, and the results were mixed. Some were interested in not duplicating efforts, as there would be similar questions asked by all involved. Others felt that the due diligence was ultimately their responsibility and that the SCWMA had higher priorities at this time.

If the Board is interested in pursuing this project, staff recommends the Board delegate authority to the Executive Director to enter into an agreement with a consulting firm to perform the tasks described in this report, with a budget of \$25,000 and a goal of project completion by July 2017 (though this may be impacted by the assignment schedule and when information becomes

available). If the assignment requests do not occur, staff would not initiate this project.

IV. FUNDING IMPACT

Staff proposes to use the Contingency Reserve Fund to cover the costs of this project. Staff estimates a budget of \$25,000 should be sufficient for this project. This project was not incorporated into the Draft FY 2017-18 Budget, so allowing this expenditure would reduce the available fund balance listed in that item.

V. ATTACHMENTS

None



Agenda Item #: **8**
Cost Center: **All**
Staff Contact: **Carter**
Agenda Date: **3/15/2017**
Approved By:

ITEM: Discussion and Possible Action on the 2017-18 SCWMA Draft Budget

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board provide feedback on the FY 17-18 Sonoma County Waste Management Agency Draft Budget with direction to return at the April 19, 2017 Agency 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 February 15, 2017 Agency meeting.

The preparation of the Agency'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 Agency's annual budget with the County's budget, accounting and audit process. The last step is the approval, with a required unanimous 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 17-18 Draft Budget.

The FY 17-18 Draft Budget is similar to the FY 16-17 Final Budget in maintaining the core SCWMA programs at similar levels, with a few exceptions. Waste disposal is trending upward, so this budget reflects the increased revenue due to the increased disposal. CPI adjustments increased the cost of the SCWMA's organics program (hauling and composting of wood and green waste at the Redwood Landfill compost facility, Cold Creek, Northern Recycling compost facility, and Jepson Prairie Organics), so staff has included a recommended \$2 per ton increase of the SCWMA's wood waste and yard debris tipping fee. If approved by the Board in a future Board meeting, the fee would increase from \$58 per ton to \$60 per ton.

The other most significant differences in the proposed budget and the current fiscal year budget are in the HHW Operating and Contingency Reserves. In the Work Plan presented at the February 15, 2017 SCWMA Board meeting, staff proposed projects to rebrand the SCWMA to create an identity that supports the SCWMA's mission and clarify its role, redesign the SCWMA website to

make it a more user-friendly resource for the public, staff, and SCWMA partner organizations, research on new model ordinances, vehicle replacement, an internship program, and continued exploration of a North County HHW facility. These projects have increased costs in both of the aforementioned reserve funds, but staff notes that even with the additional costs, the HHW Operations Reserve Fund is above the funding goal established in the Reserve Policy, and the Contingency Reserve is estimated to finish the FY 17-18 Fiscal Year moderately below the funding goal.

Explanation of Notable Differences Between FY 2016-17 and FY 2017-18

Revenues

County of Sonoma (Tipping Fee and Surcharge Revenue)

The FY 17-18 Budget includes \$227,250 of additional revenue in the account due to increasing garbage disposal trends.

Transfers In – Within a Fund

Staff proposes transferring surplus funds from the HHW Fund to the Contingency Fund this Fiscal Year to help offset the costs of additional programs proposed in the Contingency Fund.

Expenditures

Administration Services

The SCWMA is expected to be fully staffed in FY 17-18, the costs reflect a 3% Cost of Living Adjustment, which went into effect March 2017, and staff has proposed an internship program. All of these factors contribute to the increased cost in this account.

Legal Services and Outside Counsel-Legal Advice

The FY 16-17 Budget included funding for litigation defense; the litigation was settled so additional funding is unnecessary and was not included in the proposed budget.

Other Professional Services

The costs in this account have increased to reflect increased grant expenditures expected in the upcoming fiscal year for the CalRecycle funded Oil Payment Program and City County Payment Program.

Contract Services

This account recognizes increased costs with the organics program (hauling and disposal) and the proposed Contingency Fund projects (website, rebranding, vehicle, Northern County HHW Site Feasibility).

County Services

County staff informed SCWMA staff that the County had not been passing along overhead costs related to a number of County charged to the Department of Transportation and Public Works such as County Administrator's Office, Board of Supervisors, Financial System, Office Space, Building Maintenance, and Human Resources. These additional costs amount to a \$70,300 increase over the previous fiscal year.

Opportunity Cost Analysis

During the Work Plan discussion, staff was directed to discuss the opportunity costs of the additional reserves expenditures. Staff has included the Reserve Policy as an attachment to this staff report, and has listed the expected fund balance compared to the fund balance goal for each fund in the History and Fund Balance attachment. The fund balance for each fund is projected to be positive and will be above the fund balance goal with the exception of the Contingency Fund, which is estimated to be \$60,634 below the goal, which is acceptable to staff considering the projected fund balance of \$88,293 for the Contingency Reserve at the end of FY 17-18.

The above information aside, staff believes the proposed projects are directly aligned with the SCWMA's purpose and are investments in the SCWMA's ability to provide excellent service to Sonoma County residents, businesses, and partner organization going forward. Staff is not foregoing any Board-directed projects it has the staff to manage by proposing the projects in this budget.

Additional programs or supplementing existing programs would require additional staff. An additional Waste Management Specialist would cost approximately \$140,000 per year (salary and benefits). In general, staff recommends increased revenues to cover increased expenditures, and increasing the SCWMA tipping fee surcharge is the most obvious mechanism to cover additional staffing costs. Each additional staff member would require increasing the surcharge amount by approximately \$0.35 per ton. In the attached budget, staff has not requested a surcharge increase to allow for additional staff.

Conclusion

This budget reflects the direction given to staff in the FY 2017-18 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 \$306,086 for the Fiscal Year, all of which occurs in the SCWMA's Reserve Funds. As all of the Reserve funds remain close to Reserve Fund goals or above those goals, staff believes it is a sensible budget which reflects the direction given to staff during the Work Plan discussion at the February 15, 2017 Meeting.

Staff recommends the Board provide feedback on this budget with direction for staff to return at the April 19, 2017 Agency meeting for final approval.

IV. ATTACHMENTS

Explanations and Details
History and Fund Balances
Reserve Policy

**FY 17-18 SONOMA COUNTY WASTE MANAGEMENT AGENCY
SUMMARY**

| | Wood Waste 78101 | Yard Debris 78102 | H H W 78104 | Education 78107 | Planning 78108 | Organics Reserve 78103 | Facility Closure 78105 | Facility Reserve 78106 | Contin. 78109 | Total All Funds | FY 16-17 Budget | % Diff. |
|--------------------------------------|------------------------|-------------------------|------------------|--------------------|-------------------|------------------------------|------------------------------|------------------------------|------------------|--------------------|--------------------|------------|
| REVENUES | | | | | | | | | | | | |
| 42358 State Other Funding | 0 | 0 | 150,000 | 142,000 | 0 | 0 | 0 | 0 | 0 | 292,000 | 289,341 | 1% |
| 42601 County of Sonoma | 240,000 | 4,680,000 | 1,402,475 | 375,827 | 54,999 | 0 | 0 | 0 | 0 | 6,753,300 | 6,526,050 | 3% |
| 44002 Interest on Pooled Cash | 305 | 3,655 | 3,606 | 1,532 | 102 | 11,051 | 349 | 8,728 | 945 | 30,271 | 30,323 | 0% |
| 44050 Unrealized Gains and Losses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 46003 Sales - Non Taxable | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 46029 Donations/Contributions | 0 | 0 | 230,308 | 29,828 | 4,365 | 0 | 0 | 0 | 0 | 264,500 | 249,950 | 6% |
| 46040 Miscellaneous Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 46200 PY Revenue - Miscellaneous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 47101 Transfers In - Within a Fund | 0 | 0 | 0 | 0 | 0 | 1,882 | 0 | 0 | 89,679 | 91,561 | 96,938 | -6% |
| TOTAL REVENUES | 240,305 | 4,683,655 | 1,786,388 | 549,186 | 59,466 | 12,933 | 349 | 8,728 | 90,624 | 7,431,632 | 7,192,602 | 3% |
| EXPENDITURES | | | | | | | | | | | | |
| 51041 Insurance - Liability | 600 | 960 | 7,440 | 1,800 | 1,200 | 0 | 0 | 0 | 0 | 12,000 | 12,000 | 0% |
| 51201 Administration Services | 12,481 | 126,730 | 278,217 | 283,432 | 33,803 | 66,883 | 0 | 10,950 | 49,888 | 862,383 | 827,544 | 4% |
| 51205 Advertising/Marketing Svc | 0 | 0 | 12,000 | 0 | 0 | 0 | 0 | 0 | 0 | 12,000 | 14,000 | -14% |
| 51206 Accounting/Auditing Services | 500 | 6,000 | 7,500 | 3,000 | 1,000 | 2,500 | 0 | 0 | 1,500 | 22,000 | 22,000 | 0% |
| 51207 Client Accounting Services | 761 | 1,217 | 9,433 | 2,282 | 1,521 | 0 | 0 | 0 | 0 | 15,214 | 13,138 | 16% |
| 51211 Legal Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 306,000 | -100% |
| 51212 Outside Counsel - Legal Advice | 0 | 5,000 | 10,000 | 30,000 | 1,000 | 10,000 | 0 | 0 | 10,000 | 66,000 | 0 | 100% |
| 51213 Engineer Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12,500 | -100% |
| 51225 Training Services | 0 | 0 | 750 | 2,250 | 0 | 0 | 0 | 0 | 0 | 3,000 | 2,000 | 50% |
| 51249 Other Professional Services | 0 | 0 | 132,843 | 62,094 | 0 | 0 | 0 | 0 | 0 | 194,936 | 160,196 | 22% |
| 51401 Rents and Leases - Equipment | 0 | 0 | 0 | 3,000 | 0 | 0 | 0 | 0 | 0 | 3,000 | 3,000 | 0% |
| 51421 Rents and Leases - Bldg/Land | 0 | 0 | 7,000 | 8,625 | 0 | 0 | 0 | 0 | 0 | 15,625 | 15,025 | 4% |
| 51801 Other Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 51803 Other Contract Services | 216,000 | 4,527,000 | 1,171,000 | 92,600 | 0 | 50,000 | 0 | 25,000 | 190,000 | 6,271,600 | 5,931,214 | 6% |
| 51901 Telecommunication Data Lines | 0 | 1,469 | 1,920 | 2,448 | 0 | 0 | 0 | 0 | 0 | 5,837 | 6,720 | -13% |
| 51902 Telecommunication Usage | 0 | 0 | 200 | 900 | 0 | 0 | 0 | 0 | 0 | 1,100 | 950 | 16% |
| 51904 ISD - Baseline Services | 3,989 | 6,648 | 3,989 | 3,989 | 3,989 | 0 | 0 | 0 | 0 | 22,602 | 20,141 | 12% |
| 51906 ISD - Supplemental Projects | 0 | 0 | 0 | 3,000 | 0 | 0 | 0 | 0 | 0 | 3,000 | 0 | 100% |
| 51909 Telecommunication Wireless S | 0 | 0 | 0 | 1,800 | 0 | 0 | 0 | 0 | 0 | 1,800 | 1,800 | 0% |
| 51911 Mail Services | 0 | 0 | 0 | 500 | 0 | 0 | 0 | 0 | 0 | 500 | 1,600 | -69% |
| 51915 ISD - Reprographics Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 500 | -100% |
| 51916 County Services | 4,509 | 7,214 | 55,912 | 13,527 | 9,018 | 0 | 0 | 0 | 0 | 90,180 | 19,880 | 354% |
| 51919 EFS Charges | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,000 | -100% |
| 51922 County Car Expense | 0 | 0 | 0 | 1,000 | 0 | 0 | 0 | 0 | 0 | 1,000 | 3,000 | -67% |
| 51923 Unclaimable County Car Expen | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 52091 Memberships/Certifications | 0 | 0 | 10,450 | 150 | 0 | 0 | 0 | 0 | 0 | 10,600 | 10,350 | 2% |
| 52101 Other Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 1,000 | 0 | 100% |
| 52111 Office Supplies | 0 | 1,000 | 1,000 | 24,630 | 0 | 1,000 | 0 | 0 | 0 | 27,630 | 30,230 | -9% |
| 52162 Special Departmental Expense | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 | -100% |
| 52163 Professional Development | 0 | 0 | 0 | 3,150 | 0 | 0 | 0 | 0 | 0 | 3,150 | 2,500 | 26% |
| SUBTOTAL | 238,839 | 4,683,238 | 1,709,653 | 544,176 | 51,530 | 130,383 | 0 | 35,950 | 252,388 | 7,646,157 | 7,470,288 | 2% |
| 57011 Transfers Out - Within a Fund | 1,466 | 416 | 76,735 | 5,009 | 7,935 | 0 | 0 | 0 | 0 | 91,561 | 96,938 | -6% |
| 57015 Transfers Out - All Others | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,724 | -100% |
| SUBTOTAL | 1,466 | 416 | 76,735 | 5,009 | 7,935 | 0 | 0 | 0 | 0 | 91,561 | 99,662 | -8% |
| TOTAL EXPENDITURES | 240,305 | 4,683,654 | 1,786,388 | 549,185 | 59,465 | 130,383 | 0 | 35,950 | 252,388 | 7,737,718 | 7,569,950 | 2% |
| NET COST | (0) | (0) | (0) | (0) | (0) | 117,451 | (349) | 27,222 | 161,764 | 306,086 | 377,348 | |

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

WOOD WASTE - 78101

REVENUES

42601 County of Sonoma

Revenues from fees collected at County disposal sites for wood waste outhaul are dedicated toward the operations of the Wood Waste fund. Staff recommends increasing the SCWMA's disposal fee portion of the tipping fee to \$60 per ton from \$58 per ton.

| | |
|------------------------|------------------------------|
| | <u>All Transfer Stations</u> |
| Wood Waste Tonnage | 4,000 |
| Disposal Fee | \$ 60.00 |
| Total Revenue FY 17-18 | \$ 240,000 |

EXPENDITURES - SERVICES AND SUPPLIES

51041 Insurance - Liability

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The Wood Waste cost center portion of the premium for FY 17-18 is 5% of the total premium cost to SCWMA.

Annual premium \$12,000 X 5% = \$600

51201 Administration Services

This account reflects the cost of SCWMA staff.

| Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Difference |
|----------------------|-----------------------|------------|--------------|
| \$ 20,147 | \$ 12,481 | \$ (7,667) | -38% |

51206 Accounting/Auditing Services

This expense of \$500 reflects an allocated portion of the estimated \$22,000 cost of the annual audit.

51207 Client Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$15,214 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The wood waste cost center allocation is \$ 761

51803 Other Contract Services

An estimated 4,000 tons of wood waste will be collected, transported, and hauled to out-of-county compost facilities in FY 17-18, at a cost of \$216,000.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

WOOD WASTE - 78101

51904 ISD - Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 17-18 is \$22,602.

The Wood Waste cost center will be charged \$ 3,989

51916 County Services

This reflects the amount charged to this fund for County support services, primarily use of County staff outside of Transportation and Public Works Department.

57011 Transfers Out - Within a Fund

The contribution to the Organics Reserve this fiscal year is \$ 1,466

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

YARD DEBRIS- 78102

REVENUES

42601 County of Sonoma

Revenues from fees collected at County disposal sites for yard waste processing are dedicated toward the operations of the Yard Debris cost center. Staff recommends increasing the disposal portion of the tipping fee to \$60 per ton from \$58 per ton.

| | <u>All Transfer Stations</u> |
|------------------------|------------------------------|
| Yard Debris (tons) | 78,000 |
| Disposal Fee (per ton) | \$ 60.00 |
| | \$ 4,680,000 |

EXPENDITURES - SERVICES AND SUPPLIES

51041 Insurance - Liability

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The Yard Debris Cost Center portion of the premium for FY 17-18 is 8% of the total premium cost to SCWMA.

Annual premium \$12,000 X 8% = \$960

51201 Administration Services

This account reflects the cost of SCWMA staff.

| | <u>Budgeted FY 16-17</u> | <u>Requested FY 17-18</u> | <u>Difference</u> | <u>% Difference</u> |
|--|------------------------------|-------------------------------|-------------------|---------------------|
| | \$ 127,342 | \$ 126,730 | \$ (612) | 0% |

51206 Accounting/Auditing Services

This \$6,000 expense reflects an allocated portion of the estimated \$22,000 cost of the audit.

51207 Client Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$15,214 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The yard debris cost center allocated amount is \$ 1,217

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

YARD DEBRIS- 78102

51803 Other Contract Services

It is estimated that 78,000 tons of yard debris need to be collected, transported, and disposed of at out-of-county compost facilities.

| Operation | Tonnage | Rate | Operation Total |
|-------------------------------------|--------------------|----------|---------------------|
| Redwood Landfill | 42,500 | \$ 58.00 | \$ 2,465,000 |
| Cold Creek Compost | 22,000 | \$ 57.00 | \$ 1,254,000 |
| City of Napa | 10,000 | \$ 57.00 | \$ 570,000 |
| Jepson Prairie Organics | 3,500 | \$ 68.00 | \$ 238,000 |
| Total Processing Expense for | 78,000 tons | | \$ 4,527,000 |

51904 ISD - Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 17-18 is \$22,602.

The Yard Debris cost center will be charged \$ 6,648

51916 County Services

This reflects the amount charged to this fund for County support services, primarily use of County staff outside of Transportation and Public Works Department.

52111 Office Supplies

This reflects costs for office expenses such as postage, printing, and other general expenses related to this fund.

57011 Transfers Out - Within a Fund

When the fund balance in a fund exceeds the levels described in the Agency's Reserve Policy, transfers are made to the appropriate reserve fund.

The expected this fiscal year is \$ 416

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HOUSEHOLD HAZARDOUS WASTE - 78104

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 17-18, the Oil Payment Plan revenue is expected to be \$150,000.

42601 County of Sonoma

Republic Services collects a disposal fee of \$4.85/ton on behalf of the Agency for the Household Hazardous Waste, Education and Planning programs. Republic submits the funding to the County, who passes the funding through to the Agency. The estimated of garbage, greenwaste, and wood waste tonnage for FY 17-18 is 378,000.

| | FY 16-17 Budget | FY 17-18 Request |
|----------------------------|--------------------|---------------------|
| Disposed Tons | 353,000 | 378,000 |
| Surcharge | \$ 4.85 | \$ 4.85 |
| Tip. Fee Rev. Subtotal | \$ 1,712,050 | \$ 1,833,300 |
| | | |
| Tipping Fee Revenue | \$ 1,833,300 | |
| HHW Cost Center Percentage | 77.50% | |
| HHW Tipping Fee Allocation | \$ 1,420,808 | |

46029 Donations/Contributions

The City of Petaluma has an agreement to pay for their Agency services directly. The tonnage is based on the actual quantities. The rate is \$4.85/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. SCWMA has contracts with ECS Refining, Inc. and Goodwill Industries of the Redwood Empire.

| | FY 16-17 Budget | FY 17-18 Request |
|------------------------------------|--------------------|---------------------|
| Petaluma Surcharge Fee Payment | \$ 102,141 | \$ 112,763 |
| E-waste revenue sharing payment | \$ 110,000 | \$ 110,000 |
| Battery Collections (HHT facility) | \$ 9,000 | \$ 9,000 |
| | | |
| Donations/Reimbursement Total | \$ 221,141 | \$ 231,763 |

EXPENDITURES - SERVICES AND SUPPLIES

51041 Insurance - Liability

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The HHW Cost Center portion of the premium for FY 17-18 is 62% of the total premium cost to SCWMA.

Annual premium \$12,000 X 62% = \$7,440

51201 Administration Services

This account reflects the cost of SCWMA staff.

| | FY 16-17 Budget | FY 17-18 Budget | Difference | % Increase |
|-------|--------------------|--------------------|------------|------------|
| Total | \$ 240,055 | \$ 278,217 | \$ 38,162 | 16% |

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HOUSEHOLD HAZARDOUS WASTE - 78104

51205 Advertising/Marketing Svc

Staff is continuing to advertise the E-waste events sponsored by SCWMA. The budgeted \$12,000 will be used to reach residents through local media informing them of upcoming opportunities for E-waste collection.

51206 Accounting/Auditing Services

The budgeted \$7,500 reflects an allocated portion of the estimated \$22,000 cost of the audit.

51207 Client Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$15,214 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The HHW cost center allocated amount is \$ 9,433

51212 Outside Counsel - Legal Advice

This account reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$215/hour. The budgeted amount is \$10,000.

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.

51421 Rents and Leases - Bldg/Land

This account includes \$7,000 to rent locations for Community Toxics Collection events.

51803 Other Contract Services

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

| | FY 16-17 Budget | FY 17-18 Request | |
|-------------------------------|---------------------|---------------------|---|
| HHW Collection Program | \$ 1,000,000 | \$ 1,050,000 | |
| E-waste Collection | \$ 65,000 | \$ 65,000 | |
| HHW Facility Feasibility | \$ 100,000 | \$ - | Feasibility will be funded through Reserves |
| HHW Facility Maintenance | \$ - | \$ 40,000 | |
| Out-of-County Hazardous Waste | \$ 16,000 | \$ 16,000 | |
| Total | \$ 1,181,000 | \$ 1,171,000 | |

51904 ISD - Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 17-18 is \$22,602. The HHW fund will be charged \$ 3,989

51916 County Services

This reflects the amount charged to this fund for County support services, primarily use of County staff outside of Transportation and Public Works Department.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HOUSEHOLD HAZARDOUS WASTE - 78104

52091 Memberships/Certifications

There are two memberships this fiscal year, California Product Stewardship Council (CPSC), the Product Stewardship Institute (PSI), and the North American Hazardous Materials Management Association. These organizations promote extended producer responsibility and hazardous material collection best practices. The requested amount is \$10,450 for this fiscal year.

57011 Transfers Out - Within a Fund

When revenues exceed expenditures in the HHW cost center, funds are transferred to either the HHW Facility Closure Reserve or the HHW Facility Reserve. Staff recommends for FY 17-18, the Board transfer surplus funds to the Contingency Reserve Fund to offset the proposed. The transfers to reserves is estimate to be: \$ 76,735

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

EDUCATION - 78107

REVENUES

42358 State Other Funding

SCWMA expects to continue to receive grant funds from CalRecycle for beverage container recycling (City/County Payment Program). These funds will be used for the mandatory commercial recycling education program and for the purchase of additional recycling containers to assist beverage container recycling.

42601 County of Sonoma

Republic Services collects a disposal fee of \$4.85/ton on behalf of the Agency for the Household Hazardous Waste, Education and Planning programs. Republic submits the funding to the County, who passes the funding through to the Agency. The estimated of garbage, greenwaste, and wood waste tonnage for FY 17-18 is 378,000.

| | FY 16-17 Budget | FY 17-18 Request |
|----------------------------------|--------------------|---------------------|
| Disposed Tons | 353,000 | 378,000 |
| Surcharge | \$ 4.85 | \$ 4.85 |
| Tip. Fee Rev. Subtotal | \$ 1,712,050 | \$ 1,833,300 |
| | | |
| Tipping Fee Revenue | \$ 1,833,300 | |
| Education Cost Center Percentage | 19.50% | |
| Education Tipping Fee Allocation | \$ 357,494 | |

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 disposed monthly. The rate is \$4.85/ton, which is the same rate being collected on all the solid waste coming to the County System.

| | |
|--------------------------------|-----------|
| Petaluma Surcharge Fee Payment | \$ 29,828 |
|--------------------------------|-----------|

EXPENDITURES - SERVICES AND SUPPLIES

51041 Insurance - Liability

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The Education cost center portion of the premium for FY 17-18 is 15% of the total premium cost to SCWMA.

Annual premium \$12,000 X 15% = \$1,800

51201 Administration Services

This account reflects the cost of SCWMA staff.

| | FY 16-17 Budget | FY 17-18 Request | Difference | % Increase |
|--|--------------------|---------------------|------------|------------|
| | \$ 289,742 | \$ 283,432 | \$ (6,310) | -2% |

51205 Advertising/Marketing Svc

The budgeted \$2,000 reflects the potential for participation in regional outreach programs.

51206 Accounting/Auditing Services

The budgeted \$3,000 reflects an allocated portion of the estimated \$22,000 cost for auditing services performed by the County's Audit Division.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

EDUCATION - 78107

51207 Client Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$15,214 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers. The education cost center allocated amount is \$ 2,282

51212 Outside Counsel - Legal Advice

This account reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$215/hour. The budgeted amount for education is \$30,000.

51249 Other Professional Services

Professional Services reflects expenditures made with regard to the CalRecycle City/County Payment Program (Beverage Container grant).

51421 Rents and Leases - Bldg/Land

This expense covers both site fees at public events such as the Fairs, Farmer's Markets, and Chamber of Commerce events to deliver the SCWMA's message to the public. Included is the rental of a storage space that holds the equipment and displays used at these events.

51803 Other Contract Services

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

| | FY 16-17 Budget | FY 17-18 Request | Difference |
|--|--------------------|---------------------|------------|
| Recycling Guide Translation and Printing | \$ 16,900 | \$ 16,900 | \$ - |
| Spanish Language Outreach | \$ 5,114 | \$ 25,000 | \$ 19,886 |
| Temporary Staffing | \$ 2,700 | \$ 2,700 | \$ - |
| Carryout Bags Program Evaluation | \$ - | \$ - | \$ - |
| Backyard Composting | \$ 28,000 | \$ 28,000 | \$ - |
| Professional Assistance | \$ 20,000 | \$ 20,000 | \$ - |
| TOTAL | \$ 72,714 | \$ 92,600 | \$ 19,886 |

51904 ISD - Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 17-18 is \$22,602. The Education cost center will be charged \$ 3,989

51916 County Services

This reflects the amount charged to this fund for County support services, primarily use of County staff outside of Transportation and Public Works Department.

52091 Memberships/Certifications

These are expenses related to membership in organizations assisting educational outreach options. \$150 is requested to maintain the GoLocal membership.

SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS

EDUCATION - 78107

52111 Office Supplies

This account contains costs for office supplies, records storage, and other items for educational outreach at public events.

57011 Transfers Out - Within a Fund

The Agency Board of Directors has established a policy for accumulating reserve funds for specific purposes. The Contingency Reserve is to be used for operational expenses when there is an unforeseen need.

The transfers to reserves is estimate to be: \$ 5,009

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

PLANNING - 78108

REVENUES

42601 County of Sonoma

Republic Services collects a disposal fee of \$4.85/ton on behalf of the Agency for the Household Hazardous Waste, Education and Planning programs. Republic submits the funding to the County, who passes the funding through to the Agency. The estimated of garbage, greenwaste, and wood waste tonnage for FY 17-18 is 378,000.

| | FY 16-17 Budget | FY 17-18 Request |
|---------------------------------|--------------------|---------------------|
| Disposed Tons | 353,000 | 378,000 |
| Surcharge | \$ 4.85 | \$ 4.85 |
| Tip. Fee Rev. Subtotal | \$ 1,712,050 | \$ 1,833,300 |
| | | |
| Tipping Fee Revenue | \$ 1,833,300 | |
| Planning Cost Center Percentage | 3.00% | |
| Planning Tipping Fee Allocation | \$ 54,999 | |

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 disposed monthly. The rate is \$4.85/ton, which is the same rate being collected on all the solid waste coming to the County System.

| | |
|--------------------------------|----------|
| Petaluma Surcharge Fee Payment | \$ 4,365 |
|--------------------------------|----------|

EXPENDITURES - SERVICES AND SUPPLIES

51041 Insurance - Liability

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The Planning cost center portion of the premium for FY 16-17 is 10% of the total premium cost to SCWMA.

Annual premium \$12,000 X 10% = \$1,200

51201 Administration Services

This account reflects the cost of SCWMA staff.

| | Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Increase |
|--|----------------------|-----------------------|------------|------------|
| | \$ 30,718 | \$ 33,803 | \$ 3,085 | 10% |

51206 Accounting/Auditing Services

The budgeted \$1,000 reflects an allocated portion of the estimated \$22,000 cost of the audit.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

PLANNING - 78108

51207 Client Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$15,214 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers. The planning cost center allocated amount is \$ 1,521

51212 Outside Counsel - Legal Advice

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$215/hour. The budgeted amount for planning is \$1,000.

51904 ISD - Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 17-18 is \$22,602.

The Planning cost center will be charged \$ 3,989

51916 County Services

This reflects the amount charged to this fund for County support services, primarily use of County staff outside of Transportation and Public Works Department.

57011 Transfers Out - Within a Fund

The Agency Board of Directors has established a policy for accumulating reserve funds for specific purposes. The Contingency Reserve is to be used for operational expenses when there is an unforeseen need.

The contribution to the Contingency Reserve is \$ 7,935

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

ORGANICS RESERVE - 78103

REVENUES

44002 Interest on Pooled Cash

The Organics Reserve is expected to accrue \$11,051 in interest during FY 17-18.

47101 Transfers In - Within a Fund

This transfer includes contributions from the operations of the Wood Waste and Yard Debris funds at the end of FY 17-18. Board established reserve policy restricts these funds for composting program-related expenditures.

| | | |
|-------------|----|-------|
| Wood Waste | \$ | 1,466 |
| Yard Debris | \$ | 416 |
| Subtotal | \$ | 1,882 |

EXPENDITURES - SERVICES AND SUPPLIES

51201 Administration Services

This account reflects the cost of SCWMA staff.

| | Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Increase |
|--|----------------------|-----------------------|------------|------------|
| | \$ 62,652 | \$ 66,883 | \$ 4,231 | 7% |

51206 Accounting/Auditing Services

The budgeted \$2,500 reflects an allocated portion of the estimated \$22,000 cost of the audit.

51212 Outside Counsel - Legal Advice

This account reflects an estimation for legal services for the Organics Capacity RFP Process. The cost is estimated at \$10,000.

51803 Other Contract Services

\$50,000 has been allocated for consultant assistance with the Organics Capacity RFP.

SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS

HHW CLOSURE RESERVE - 78105

REVENUES

44002 Interest on Pooled Cash

This fund is expected to gain \$349 in interest during FY 17-18.

EXPENDITURES - SERVICES AND SUPPLIES

There are no budgeted expenditures for FY 17-18.

SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS

HHW FACILITY RESERVE - 78106

REVENUES

44002 Interest on Pooled Cash

This fund is expected to gain \$8,728 in interest during FY 17-18.

EXPENDITURES - SERVICES AND SUPPLIES

51201 Administration Services

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 17-18 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

CONTINGENCY FUND - 78109

REVENUES

47101 Transfers In - Within a Fund

This operational transfer (OT) is an on-going contribution from the HHW, Education, and Planning cost centers to fund the Contingency Reserve established by Board policy to cover unforeseen expenses and one-time projects.

| | | | |
|-----------|----|--------|--|
| HHW | | 76,735 | |
| Education | \$ | 5,009 | |
| Planning | \$ | 7,935 | |
| Subtotal | \$ | 89,679 | |

EXPENDITURES - SERVICES AND SUPPLIES

51201 Administration Services

This account reflects the cost of SCWMA staff.

| Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Increase |
|----------------------|-----------------------|------------|------------|
| \$ 56,888 | \$ 49,888 | \$ (7,000) | -12% |

51206 Accounting/Auditing Services

The budgeted \$1,500 reflects an allocated portion of the estimated \$22,000 cost for auditing services performed by the County's Audit Division.

51211 Legal Services

This account reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$215/hour. The budgeted amount is \$10,000 for assistance with the the proposed projects.

51803 Other Contract Services

Costs in this account include \$100,000 for a redesign of the SCWMA website, \$50,000 for rebranding, and \$40,000 for a vehicle replacement.

52111 Office Supplies

This reflects costs for office-related expenses associated with the the proposed projects.

FY 17-18 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Summary

| | Actual FY 14-15 | Actual FY 15-16 | Estimated FY 16-17 | Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Change |
|--------------------------------------|--------------------|--------------------|-----------------------|----------------------|-----------------------|------------|-------------|
| REVENUES | | | | | | | |
| 42358 State Other Funding | 238,573 | 483,739 | 324,341 | 289,341 | 292,000 | 2,659 | 1% |
| 42601 County of Sonoma | 4,993,820 | 6,646,308 | 6,486,050 | 6,526,050 | 6,753,300 | 227,250 | 3% |
| 44002 Interest on Pooled Cash | 52,206 | 37,678 | 28,935 | 30,323 | 30,271 | (52) | 0% |
| 44050 Unrealized Gains and Losses | (65,156) | (7,340) | (8,628) | 0 | 0 | 0 | 0% |
| 46003 Sales Non Taxable | 190,205 | 0 | 0 | 0 | 0 | 0 | 0% |
| 46029 Donations/Contributions | 366,547 | 633,257 | 249,950 | 249,950 | 264,500 | 14,550 | 6% |
| 46050 Cancelled/Stale Dated Warrants | 0 | 286 | 0 | 0 | 0 | 0 | 0% |
| 46200 Revenue Appl PY Misc Revenue | 1,765 | (292,260) | 6,231 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 5,731,048 | 7,795,591 | 7,084,395 | 7,095,664 | 7,340,071 | 244,407 | 3% |
| 47101 Transfers In - Within a Fund | 630,508 | 670,915 | 96,938 | 96,938 | 91,561 | (5,377) | -6% |
| SUBTOTAL | 630,508 | 670,915 | 96,938 | 96,938 | 91,561 | (5,377) | -6% |
| TOTAL REVENUES | 6,361,556 | 8,466,506 | 7,181,333 | 7,192,602 | 7,431,632 | 239,030 | 3% |
| EXPENDITURES | | | | | | | |
| 51041 Insurance - Liability | 10,177 | 10,333 | 10,622 | 12,000 | 12,000 | 0 | 0% |
| 51201 Administration Services | 714,927 | 500,529 | 505,000 | 827,544 | 862,383 | 34,839 | 4% |
| 51205 Advertising/Marketing Svc | 10,822 | 7,384 | 14,000 | 14,000 | 12,000 | (2,000) | -14% |
| 51206 Accounting/Auditing Services | 22,000 | 22,000 | 22,000 | 22,000 | 22,000 | 0 | 0% |
| 51207 Client Accounting Services | 13,356 | 23,139 | 13,138 | 13,138 | 15,214 | 2,076 | 16% |
| 51211 Legal Services | 466,217 | 261,466 | 293 | 306,000 | 0 | (306,000) | -100% |
| 51212 Outside Counsel-Legal Advice | 0 | 0 | 54,500 | 0 | 66,000 | 66,000 | 100% |
| 51213 Engineer Services | 3,900 | 0 | 0 | 12,500 | 0 | (12,500) | -100% |
| 51225 Training Services | 0 | 295 | 2,000 | 2,000 | 3,000 | 1,000 | 50% |
| 51249 Other Professional Services | 166,500 | 409,387 | 232,196 | 160,196 | 194,936 | 34,740 | 22% |
| 51401 Rents and Leases - Equipment | 2,770 | 1,992 | 3,000 | 3,000 | 3,000 | 0 | 0% |
| 51421 Rents and Leases - Bldg/Land | 8,183 | 9,285 | 15,025 | 15,025 | 15,625 | 600 | 4% |
| 51801 Other Services | 0 | 21,501 | 5,668 | 0 | 0 | 0 | 0% |
| 51803 Other Contract Services | 7,196,922 | 5,988,298 | 5,952,214 | 5,931,214 | 6,271,600 | 340,386 | 6% |
| 51901 Telecommunication Data Lines | 6,654 | 4,321 | 6,720 | 6,720 | 5,837 | (883) | -13% |
| 51902 Telecommunication Usage | 743 | 881 | 950 | 950 | 1,100 | 150 | 16% |
| 51904 ISD - Baseline Services | 18,509 | 19,659 | 20,141 | 20,141 | 22,602 | 2,461 | 12% |
| 51906 ISD - Supplemental Projects | 1,871 | 2,472 | 4,000 | 0 | 3,000 | 3,000 | 100% |
| 51907 ISD - Device Modernization | 0 | 5,481 | 0 | 0 | 0 | 0 | 0% |
| 51909 Telecommunication Wireless Svc | 3,356 | 1,574 | 1,800 | 1,800 | 1,800 | 0 | 0% |
| 51911 Mail Services | 1,201 | 1,946 | 1,025 | 1,600 | 500 | (1,100) | -69% |
| 51915 ISD - Reprographics Services | 6,222 | 1,052 | 0 | 500 | 0 | (500) | -100% |
| 51916 County Services | 19,880 | 8,158 | 20,300 | 19,880 | 90,180 | 70,300 | 354% |
| 51919 EFS Charges | 0 | 0 | 0 | 4,000 | 0 | (4,000) | -100% |
| 51922 County Car Expense | 1,436 | 1,888 | 1,000 | 3,000 | 1,000 | (2,000) | -67% |
| 51923 Unclaimable County Car Expense | 81 | 60 | 0 | 0 | 0 | 0 | 0% |
| 52091 Memberships/Certifications | 10,150 | 10,350 | 10,350 | 10,350 | 10,600 | 250 | 2% |
| 52101 Other Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 52111 Office Supplies | 18,232 | 9,772 | 27,130 | 30,230 | 28,630 | (1,600) | -5% |
| 52162 Special Departmental Expense | 33,495 | 26,539 | 5,000 | 50,000 | 0 | (50,000) | -100% |
| 52163 Professional Development | 0 | 0 | 2,500 | 2,500 | 3,150 | 650 | 26% |
| SUBTOTAL | 8,737,602 | 7,354,612 | 6,930,572 | 7,470,288 | 7,646,157 | 175,869 | 2% |
| 57011 Transfers Out - Within a Fund | 630,508 | 670,915 | 96,938 | 96,938 | 91,561 | (5,377) | -6% |
| 57015 Transfers Out - All Others | 0 | 0 | 454 | 2,724 | 0 | (2,724) | -100% |
| SUBTOTAL | 630,508 | 670,915 | 97,392 | 99,662 | 91,561 | (8,101) | -8% |
| TOTAL EXPENDITURES | 9,368,110 | 8,025,527 | 7,027,964 | 7,569,950 | 7,737,718 | 167,768 | 2% |
| NET COST | 3,006,554 | (440,978) | (153,369) | 377,349 | 306,086 | (71,263) | -19% |
| ROUNDING ERROR | 3 | 2 | 0 | 0 | 0 | | |
| FUND BALANCE | | | | | | | |
| Beginning Fund Balance | 9,554,807 | 6,374,738 | 6,816,559 | 6,816,559 | 6,969,928 | | |
| Less: Net Cost for Current Year | (3,006,557) | 440,976 | 153,369 | (377,349) | (306,086) | | |
| Audit/Encumbrance Adjustments | (173,516) | 845 | 0 | 0 | 0 | | |
| Ending Fund Balance | 6,374,738 | 6,816,559 | 6,969,928 | 6,439,210 | 6,663,842 | | |

FY 17-18 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

| Wood Waste 78101 | | | | | | | |
|-------------------------------------|--------------------|--------------------|-----------------------|----------------------|-----------------------|-----------------|-------------------|
| | Actual FY 14-15 | Actual FY 15-16 | Estimated FY 16-17 | Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Change |
| REVENUES | | | | | | | |
| 42601 County of Sonoma | 168,441 | 349,104 | 250,000 | 290,000 | 240,000 | (50,000) | -17% |
| 44002 Interest on Pooled Cash | 1,563 | 753 | 516 | 190 | 305 | 115 | 60% |
| 44050 Unrealized Gains and Losses | (1,380) | (28) | (667) | 0 | 0 | 0 | 0% |
| 46029 Donations/Contributions | 5,000 | 0 | 0 | 0 | 0 | 0 | 0% |
| 46200 PY Revenue - Miscellaneous | 0 | 22,675 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 173,623 | 372,504 | 249,849 | 290,190 | 240,305 | (49,885) | -17% |
| 47101 OT-Within Enterprise | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL REVENUES | 173,623 | 372,504 | 249,849 | 290,190 | 240,305 | (49,885) | -17% |
| EXPENDITURES | | | | | | | |
| 51041 Insurance - Liability | 305 | 103 | 956 | 1,080 | 600 | (480) | -44% |
| 51201 Administration Services | 16,370 | 12,812 | 10,000 | 20,147 | 12,481 | (7,667) | -38% |
| 51206 Accounting/Auditing Services | 500 | 500 | 500 | 500 | 500 | 0 | 0% |
| 51207 Client Accounting Services | 401 | 2,545 | 1,182 | 1,182 | 761 | (421) | -36% |
| 51803 Other Contract Services | 129,285 | 175,791 | 225,000 | 260,000 | 216,000 | (44,000) | -17% |
| 51904 ISD - Baseline Services | 3,210 | 3,405 | 3,531 | 3,531 | 3,989 | 458 | 13% |
| 51907 ISD - Device Modernization | 0 | 1,689 | 0 | 0 | 0 | 0 | 0% |
| 51911 Mail Services | 5 | 103 | 0 | 0 | 0 | 0 | 0% |
| 51916 County Services | 596 | 916 | 1,789 | 1,789 | 4,509 | 2,720 | 152% |
| SUBTOTAL | 150,671 | 197,865 | 242,958 | 288,229 | 238,839 | (49,390) | -17% |
| 57011 Transfers Out - Within a Fund | 166,445 | 91,275 | 1,506 | 1,506 | 1,466 | (40) | -3% |
| 57015 Transfers Out - All Others | 0 | 0 | 0 | 454 | 0 | (454) | -100% |
| SUBTOTAL | 166,445 | 91,275 | 1,506 | 1,960 | 1,466 | (494) | -25% |
| TOTAL EXPENDITURES | 317,116 | 289,140 | 244,464 | 290,189 | 240,305 | (49,884) | -17% |
| NET COST | 143,493 | (83,364) | (5,385) | 0 | (0) | (0) | 100% |
| ROUNDING ERROR | 0 | 0 | 0 | 0 | 0 | | |
| FUND BALANCE | | | | | | FB Goal | Difference |
| Beginning Fund Balance | 298,119 | 110,626 | 194,836 | 194,836 | 200,221 | 35,826 | 164,395 |
| Less: Net Cost for Current Year | (143,493) | 83,364 | 5,385 | 0 | 0 | | |
| Audit/Encumbrance Adjustments | (44,000) | 845 | | | | | |
| Ending Fund Balance | 110,626 | 194,836 | 200,221 | 194,836 | 200,221 | | |

FY 17-18 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

| Yard Debris 78102 | | | | | | | |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|------------|---------|
| | Actual | Actual | Estimated | Budgeted | Requested | | % |
| | FY 14-15 | FY 15-16 | FY 16-17 | FY 16-17 | FY 17-18 | Difference | Change |
| REVENUES | | | | | | | |
| 42601 County | 2,808,545 | 4,638,102 | 4,524,000 | 4,524,000 | 4,680,000 | 156,000 | 3% |
| 44002 Interest on Pooled Cash | 7,748 | (2,822) | 1,198 | 4,906 | 3,655 | (1,251) | -26% |
| 44050 Unrealized Gains and Losses | (9,793) | (2,113) | 183 | 0 | 0 | 0 | 0% |
| 46003 Sale of Materials | 190,205 | 0 | 0 | 0 | 0 | 0 | 0% |
| 46029 Donations and Reimbursements | 23,604 | 0 | 0 | 0 | 0 | 0 | 0% |
| 46200 PY Revenue - Miscellaneous | 0 | 301,252 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 3,020,307 | 4,934,419 | 4,525,381 | 4,528,906 | 4,683,655 | 154,749 | 3% |
| 47101 OT-Within Enterprise | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL REVENUES | 3,020,307 | 4,934,419 | 4,525,381 | 4,528,906 | 4,683,655 | 154,749 | 3% |
| EXPENDITURES | | | | | | | |
| 51041 Insurance - Liability | 6,106 | 517 | 1,593 | 1,800 | 960 | (840) | -47% |
| 51201 Administration Services | 262,569 | 70,390 | 60,000 | 127,342 | 126,730 | (612) | 0% |
| 51206 Accounting/Auditing Services | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 0 | 0% |
| 51207 Client Accounting Services | 8,013 | 3,471 | 1,971 | 1,971 | 1,217 | (754) | -38% |
| 51211 Legal Services | 6,810 | 1,617 | 0 | 5,000 | 0 | (5,000) | -100% |
| 51212 Outside Counsel-Legal Advice | 0 | 0 | 1,500 | 0 | 5,000 | 5,000 | 100% |
| 51213 Engineer Services | 910 | 0 | 0 | 0 | 0 | 0 | 0% |
| 51401 Rents and Leases - Equipment | 2,770 | 0 | 0 | 0 | 0 | 0 | 0% |
| 51803 Other Contract Services | 2,985,256 | 4,348,892 | 4,367,500 | 4,367,500 | 4,527,000 | 159,500 | 4% |
| 51901 Telecommunication Data Lines | 956 | 956 | 960 | 960 | 1,469 | 509 | 53% |
| 51904 ISD - Baseline Services | 5,470 | 5,650 | 6,017 | 6,017 | 6,648 | 631 | 10% |
| 51907 ISD - Device Modernization Pro | 0 | 3,792 | 0 | 0 | 0 | 0 | 0% |
| 51911 Mail Services | 175 | 1 | 300 | 600 | 0 | (600) | -100% |
| 51915 ISD - Reprographics Services | 0 | 58 | 0 | 0 | 0 | 0 | 0% |
| 51916 County Services | 11,928 | 1,883 | 2,982 | 2,982 | 7,214 | 4,232 | 142% |
| 51922 County Car Expense | 1,436 | 1,888 | 0 | 0 | 0 | 0 | 0% |
| 51923 Unclaimable County Car Expense | 81 | 60 | 0 | 0 | 0 | 0 | 0% |
| 52111 Office Supplies | 175 | 43 | 500 | 1,600 | 1,000 | (600) | -38% |
| 52162 Special Departmental Expense | 30,991 | 23,224 | 5,000 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 3,329,646 | 4,468,442 | 4,454,323 | 4,521,772 | 4,683,238 | 161,466 | 4% |
| 57011 Transfers Out - Within a Fund | 147,272 | 0 | 6,226 | 6,226 | 416 | (5,810) | -93% |
| 57015 Transfers Out - All Others | 0 | 0 | 0 | 908 | 0 | (908) | -100% |
| SUBTOTAL | 147,272 | 0 | 6,226 | 7,134 | 416 | (6,718) | -94% |
| TOTAL EXPENDITURES | 3,476,918 | 4,468,442 | 4,460,549 | 4,528,906 | 4,683,654 | 154,748 | 3% |
| NET COST | 456,611 | (465,978) | (64,832) | 0 | (0) | (0) | 100% |
| ROUNDING ERROR | 0 | 0 | 0 | 0 | 0 | | |
| FUND BALANCE | | | | | | | |
| Beginning Fund Balance | 1,495,862 | 907,251 | 1,373,229 | 1,373,229 | 1,438,061 | 702,486 | 735,576 |
| Less: Net Cost for Current Year | (456,611) | 465,978 | 64,832 | 0 | 0 | | |
| Audit/Encumbrance Adjustments | (132,000) | | | | | | |
| Ending Fund Balance | 907,251 | 1,373,229 | 1,438,061 | 1,373,229 | 1,438,061 | | |

FY 17-18 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

| Household Hazardous Waste 78104 | | | | | | | |
|--------------------------------------|--------------------|--------------------|-----------------------|----------------------|-----------------------|----------------|-------------------|
| | Actual FY 14-15 | Actual FY 15-16 | Estimated FY 16-17 | Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Change |
| REVENUES | | | | | | | |
| 42358 State Other Funding | 168,176 | 154,353 | 149,341 | 149,341 | 150,000 | 659 | 0% |
| 42601 County of Sonoma | 1,587,667 | 1,297,190 | 1,335,399 | 1,335,399 | 1,402,475 | 67,076 | 5% |
| 44002 Interest on Pooled Cash | 6,458 | 8,611 | 3,822 | 1,208 | 3,606 | 2,398 | 199% |
| 44050 Unrealized Gains and Losses | (5,507) | (1,525) | (1,524) | 0 | 0 | 0 | 0% |
| 46029 Donations/Contributions | 295,801 | 294,979 | 221,141 | 221,141 | 230,308 | 9,167 | 4% |
| 46050 Cancelled/Stale Dated Warrants | 0 | 286 | 0 | 0 | 0 | 0 | 0% |
| 46200 Revenue Appl PY Misc Revenue | 1,765 | (257,527) | 6,231 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 2,054,361 | 1,496,365 | 1,714,410 | 1,707,089 | 1,786,388 | 79,299 | 5% |
| 47101 Transfers In - Within a Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL REVENUES | 2,054,361 | 1,496,365 | 1,714,410 | 1,707,089 | 1,786,388 | 79,299 | 5% |
| EXPENDITURES | | | | | | | |
| 51041 Insurance - Liability | 3,104 | 5,683 | 4,886 | 5,520 | 7,440 | 1,920 | 35% |
| 51201 Administration Services | 227,460 | 162,545 | 175,000 | 240,055 | 278,217 | 38,162 | 16% |
| 51205 Advertising/Marketing Svc | 10,822 | 7,384 | 12,000 | 12,000 | 12,000 | 0 | 0% |
| 51206 Accounting/Auditing Services | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | 0 | 0% |
| 51207 Client Accounting Services | 4,073 | 10,413 | 6,043 | 6,043 | 9,433 | 3,390 | 56% |
| 51211 Legal Services | 1,860 | 588 | 43 | 10,000 | 0 | (10,000) | -100% |
| 51212 Outside Counsel - Legal Advice | 0 | 0 | 3,000 | 0 | 10,000 | 10,000 | 100% |
| 51225 Training Services | 0 | 0 | 500 | 500 | 750 | 250 | 50% |
| 51249 Other Professional Services | 154,867 | 142,642 | 132,196 | 132,196 | 132,843 | 647 | 0% |
| 51421 Rents and Leases - Bldg/Land | 2,900 | 5,300 | 7,000 | 7,000 | 7,000 | 0 | 0% |
| 51801 Other Services | 0 | 8,079 | 3,888 | 0 | 0 | 0 | 0% |
| 51803 Other Contract Services | 1,029,450 | 1,005,309 | 1,181,000 | 1,181,000 | 1,171,000 | (10,000) | -1% |
| 51901 Telecommunication Data Lines | 1,836 | 1,262 | 1,920 | 1,920 | 1,920 | 0 | 0% |
| 51902 Telecommunication Usage | 132 | 146 | 200 | 200 | 200 | 0 | 0% |
| 51904 ISD - Baseline Services | 3,210 | 3,405 | 3,531 | 3,531 | 3,989 | 458 | 13% |
| 51907 ISD - Device Modernization Pro | 0 | 1,200 | 0 | 0 | 0 | 0 | 0% |
| 51911 Mail Services | 10 | 4 | 200 | 0 | 0 | 0 | 0% |
| 51915 ISD - Reprographics Services | 3,142 | 44 | 0 | 500 | 0 | (500) | -100% |
| 51916 County Services | 6,063 | 2,008 | 9,145 | 9,145 | 55,912 | 46,767 | 511% |
| 52091 Memberships/Certifications | 10,000 | 10,200 | 10,200 | 10,200 | 10,450 | 250 | 2% |
| 52111 Office Supplies | 1,100 | 80 | 500 | 2,000 | 1,000 | (1,000) | -50% |
| 52162 Special Departmental Expense | 286 | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 1,467,813 | 1,373,793 | 1,558,753 | 1,629,310 | 1,709,653 | 80,343 | 5% |
| 57011 Transfers Out - Within a Fund | 140,285 | 471,938 | 77,325 | 77,325 | 76,735 | (590) | -1% |
| 57015 Transfers Out - All Others | 0 | 0 | 454 | 454 | 0 | (454) | -100% |
| SUBTOTAL | 140,285 | 471,938 | 77,779 | 77,779 | 76,735 | (1,044) | -1% |
| TOTAL EXPENDITURES | 1,608,098 | 1,845,731 | 1,636,532 | 1,707,089 | 1,786,388 | 79,299 | 5% |
| NET COST | (446,262) | 349,365 | (77,879) | 0 | (0) | (0) | 100% |
| ROUNDING ERROR | 0 | 1 | 0 | 0 | | | |
| FUND BALANCE | | | | | | FB Goal | Difference |
| Beginning Fund Balance | 648,532 | 1,094,794 | 745,428 | 745,428 | 823,306 | 256,448 | 566,858 |
| Less: Net Cost for Current Year | 446,262 | (349,366) | 77,879 | 0 | 0 | | |
| Audit/Encumbrance Adjustments | | | | | | | |
| Ending Fund Balance | 1,094,794 | 745,428 | 823,306 | 745,428 | 823,306 | | |

FY 17-18 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

| Education 78107 | | | | | | | |
|--------------------------------------|--------------------|--------------------|-----------------------|----------------------|-----------------------|----------------|-------------|
| | Actual FY 14-15 | Actual FY 15-16 | Estimated FY 16-17 | Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Change |
| REVENUES | | | | | | | |
| 42358 State Other Funding | 70,396 | 329,387 | 175,000 | 140,000 | 142,000 | 2,000 | 1% |
| 42601 County of Sonoma | 379,165 | 320,785 | 333,850 | 333,850 | 375,827 | 41,977 | 13% |
| 44002 Interest on Pooled Cash | 3,074 | 3,861 | 1,352 | 245 | 1,532 | 1,287 | 525% |
| 44050 Unrealized Gains and Losses | (1,636) | (1,054) | (421) | 0 | 0 | 0 | 0% |
| 46029 Donations/Contributions | 32,779 | 32,605 | 25,535 | 25,535 | 29,828 | 4,293 | 17% |
| 46200 Revenue Appl PY Misc Revenue | (610) | (57,408) | (2,484) | 0 | 0 | 0 | 0% |
| SUBTOTAL | 483,168 | 628,176 | 532,832 | 499,630 | 549,186 | 49,556 | 10% |
| 47101 Transfers In - Within a Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL REVENUES | 483,168 | 628,176 | 532,832 | 499,630 | 549,186 | 49,556 | 10% |
| EXPENDITURES | | | | | | | |
| 51041 Insurance - Liability | 611 | 2,893 | 2,125 | 2,400 | 1,800 | (600) | -25% |
| 51201 Administration Services | 138,187 | 198,250 | 200,000 | 289,742 | 283,432 | (6,310) | -2% |
| 51205 Advertising/Marketing Svc | 0 | 0 | 2,000 | 2,000 | 0 | (2,000) | -100% |
| 51206 Accounting/Auditing Services | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 0 | 0% |
| 51207 Client Accounting Services | 802 | 4,165 | 2,628 | 2,628 | 2,282 | (346) | -13% |
| 51211 Legal Services | 31,939 | 25,537 | 0 | 30,000 | 0 | (30,000) | -100% |
| 51212 Outside Counsel - Legal Advice | 0 | 0 | 25,000 | 0 | 30,000 | 30,000 | 100% |
| 51225 Training Services | 0 | 295 | 1,500 | 1,500 | 2,250 | 750 | 50% |
| 51249 Other Professional Services | 11,633 | 266,745 | 100,000 | 28,000 | 62,094 | 34,094 | 122% |
| 51401 Rents and Leases - Equipment | 0 | 1,992 | 3,000 | 3,000 | 3,000 | 0 | 0% |
| 51421 Rents and Leases - Bldg/Land | 5,283 | 3,985 | 8,025 | 8,025 | 8,625 | 600 | 7% |
| 51801 Other Services | 0 | 0 | 1,779 | 0 | 0 | 0 | 0% |
| 51803 Other Contract Services | 19,992 | 25,388 | 72,714 | 72,714 | 92,600 | 19,886 | 27% |
| 51901 Telecommunication Data Lines | 3,862 | 2,103 | 3,840 | 3,840 | 2,448 | (1,392) | -36% |
| 51902 Telecommunication Usage | 611 | 735 | 750 | 750 | 900 | 150 | 20% |
| 51904 ISD - Baseline Services | 3,410 | 3,792 | 3,531 | 3,531 | 3,989 | 458 | 13% |
| 51905 ISD - Improvement Projects | 0 | 514 | 0 | 0 | 0 | 0 | 0% |
| 51906 ISD - Supplemental Projects | 1,871 | 2,472 | 4,000 | 0 | 3,000 | 3,000 | 100% |
| 51907 ISD - Device Modernization | 0 | 1,766 | 0 | 0 | 0 | 0 | 0% |
| 51909 Telecommunication Wireless Svc | 3,356 | 1,574 | 1,800 | 1,800 | 1,800 | 0 | 0% |
| 51911 Mail Services | 775 | 1,760 | 500 | 1,000 | 500 | (500) | -50% |
| 51912 Records Services | 0 | 22 | 0 | 0 | 0 | 0 | 0% |
| 51915 ISD - Reprographics Services | 1,109 | 951 | 0 | 0 | 0 | 0 | 0% |
| 51916 County Services | 1,193 | 2,185 | 4,396 | 3,976 | 13,527 | 9,551 | 240% |
| 51919 EFS Charges | 0 | 0 | 0 | 4,000 | 0 | (4,000) | -100% |
| 51922 County Car Expense | 0 | 0 | 1,000 | 3,000 | 1,000 | (2,000) | -67% |
| 52091 Memberships/Certifications | 150 | 150 | 150 | 150 | 150 | 0 | 0% |
| 52111 Office Supplies | 15,933 | 9,562 | 24,630 | 24,630 | 24,630 | 0 | 0% |
| 52163 Professional Development | 0 | 0 | 2,500 | 2,500 | 3,150 | 650 | 26% |
| SUBTOTAL | 243,716 | 559,834 | 468,868 | 492,186 | 544,176 | 51,990 | 11% |
| 57011 Transfers Out - Within a Fund | 146,429 | 54,691 | 6,990 | 6,990 | 5,009 | (1,981) | -28% |
| 57015 Transfers Out - All Others | 0 | 0 | 0 | 454 | 0 | (454) | -100% |
| SUBTOTAL | 146,429 | 54,691 | 6,990 | 7,444 | 5,009 | (2,435) | -33% |
| TOTAL EXPENDITURES | 390,145 | 614,525 | 475,858 | 499,630 | 549,185 | 49,555 | 10% |
| NET COST | (93,023) | (13,650) | (56,974) | 0 | (0) | (0) | 100% |
| ROUNDING ERROR | 0 | 1 | 0 | 0 | | | |
| FUND BALANCE | | | | | | FB Goal | Difference |
| Beginning Fund Balance | 185,253 | 280,760 | 294,410 | 294,410 | 351,383 | 54,418 | 296,966 |
| Less: Net Cost for Current Year | 93,023 | 13,649 | 56,974 | 0 | 0 | | |
| Audit/Encumbrance Adjustments | 2,484 | | | | | | |
| Ending Fund Balance | 280,760 | 294,410 | 351,383 | 294,410 | 351,384 | | |

FY 17-18 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

| Planning 78108 | | | | | | | |
|--------------------------------------|--------------------|--------------------|-----------------------|----------------------|-----------------------|------------------|----------------------|
| | Actual FY 14-15 | Actual FY 15-16 | Estimated FY 16-17 | Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Change |
| REVENUES | | | | | | | |
| 42601 County of Sonoma | 50,002 | 41,126 | 42,801 | 42,801 | 54,999 | 12,198 | 28% |
| 44002 Interest on Pooled Cash | 402 | 532 | 98 | 21 | 102 | 81 | 385% |
| 44050 Unrealized Gains and Losses | (232) | (129) | (88) | 0 | 0 | 0 | 0% |
| 46029 Donations/Contributions | 4,332 | 4,173 | 3,274 | 3,274 | 4,365 | 1,091 | 33% |
| 46200 PY Revenue - Miscellaneous | 0 | (7,328) | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 54,504 | 38,373 | 46,085 | 46,096 | 59,466 | 13,370 | 29% |
| 47101 Transfers In - Within a Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL REVENUES | 54,504 | 38,373 | 46,085 | 46,096 | 59,466 | 13,370 | 29% |
| EXPENDITURES | | | | | | | |
| 51041 Insurance - Liability | 51 | 1,137 | 1,062 | 1,200 | 1,200 | 0 | 0% |
| 51201 Administration Services | 7,778 | 14,504 | 25,000 | 30,718 | 33,803 | 3,085 | 10% |
| 51206 Accounting/Auditing Services | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 0% |
| 51207 Client Accounting Services | 67 | 2,545 | 1,314 | 1,314 | 1,521 | 207 | 16% |
| 51211 Legal Services | 0 | 0 | 250 | 1,000 | 0 | (1,000) | -100% |
| 51212 Outside Counsel - Legal Advice | 0 | 0 | 0 | 0 | 1,000 | 1,000 | 100% |
| 51904 ISD - Baseline Services | 3,210 | 3,405 | 3,531 | 3,531 | 3,989 | 458 | 13% |
| 51907 ISD - Device Modernization Pro | 0 | 1,348 | 0 | 0 | 0 | 0 | 0% |
| 51911 Mail Services | 0 | 79 | 0 | 0 | 0 | 0 | 0% |
| 51916 County Services | 100 | 635 | 1,988 | 1,988 | 9,018 | 7,030 | 354% |
| SUBTOTAL | 12,206 | 24,653 | 34,145 | 40,751 | 51,530 | 10,779 | 26% |
| 57011 Transfers Out - Within a Fund | 30,077 | 53,011 | 4,891 | 4,891 | 7,935 | 3,044 | 62% |
| 57015 Transfers Out - All Others | 0 | 0 | 0 | 454 | 0 | (454) | -100% |
| SUBTOTAL | 30,077 | 53,011 | 4,891 | 5,345 | 7,935 | 2,590 | 48% |
| TOTAL EXPENDITURES | 42,283 | 77,664 | 39,036 | 46,096 | 59,465 | 13,369 | 29% |
| NET COST | (12,222) | 39,291 | (7,049) | 0 | (0) | (0) | 100% |
| ROUNDING ERROR | 2 | 0 | 0 | 0 | | | |
| FUND BALANCE | | | | | | | |
| Beginning Fund Balance | 57,830 | 70,052 | 30,761 | 30,761 | 37,810 | FB Goal 5,153 | Difference 32,657 |
| Less: Net Cost for Current Year | 12,220 | (39,291) | 7,049 | 0 | 0 | | |
| Audit/Encumbrance Adjustments | | | | | | | |
| Ending Fund Balance | 70,052 | 30,761 | 37,810 | 30,761 | 37,810 | | |

FY 17-18 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

| Organics Reserve 78103 | | | | | | | |
|--------------------------------------|--------------------|--------------------|-----------------------|----------------------|-----------------------|------------------|-------------------------|
| | Actual FY 14-15 | Actual FY 15-16 | Estimated FY 16-17 | Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Change |
| REVENUES | | | | | | | |
| 44002 Interest on Pooled Cash | 25,842 | 15,724 | 13,294 | 14,035 | 11,051 | (2,984) | -21% |
| 44050 Unrealized Gains and Losses | (39,063) | (1,524) | (4,129) | 0 | 0 | 0 | 0% |
| 46029 Donations/Contributions | 0 | 300,000 | 0 | 0 | 0 | 0 | 0% |
| 46200 Revenue Appl PY Misc Revenue | (43,235) | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | (56,456) | 314,200 | 9,165 | 14,035 | 11,051 | (2,984) | -21% |
| 47101 Transfers In - Within a Fund | 313,717 | 91,275 | 7,732 | 7,732 | 1,882 | (5,850) | -76% |
| SUBTOTAL | 313,717 | 91,275 | 7,732 | 7,732 | 1,882 | (5,850) | -76% |
| TOTAL REVENUES | 257,261 | 405,475 | 16,897 | 21,767 | 12,933 | (8,834) | -41% |
| EXPENDITURES | | | | | | | |
| 51201 Administration Services | 43,191 | 742 | 15,000 | 62,652 | 66,883 | 4,231 | 7% |
| 51206 Accounting/Auditing Services | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 0 | 0% |
| 51211 Legal Services | 423,346 | 231,459 | 0 | 250,000 | 0 | (250,000) | -100% |
| 51212 Outside Counsel - Legal Advice | 0 | 0 | 5,000 | 0 | 10,000 | 10,000 | 100% |
| 51213 Engineer Services | 2,990 | 0 | 0 | 12,500 | 0 | (12,500) | -100% |
| 51801 Other Services | 0 | 10,249 | 0 | 0 | 0 | 0 | 0% |
| 51803 Other Contract Services | 2,917,282 | 432,919 | 106,000 | 50,000 | 50,000 | 0 | 0% |
| 51911 Mail Services | 236 | 0 | 25 | 0 | 0 | 0 | 0% |
| 52111 Office Supplies | 556 | 86 | 1,000 | 1,000 | 1,000 | 0 | 0% |
| 52162 Special Departmental Expense | 2,218 | 3,315 | 0 | 50,000 | 0 | (50,000) | -100% |
| SUBTOTAL | 3,392,320 | 681,269 | 129,525 | 428,652 | 130,383 | (298,269) | -70% |
| 57011 Transfers Out - Within a Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL EXPENDITURES | 3,392,320 | 681,269 | 129,525 | 428,652 | 130,383 | (298,269) | -70% |
| NET COST | 3,135,059 | 275,794 | 112,628 | 406,885 | 117,451 | (289,434) | -71% |
| ROUNDING ERROR | 0 | 0 | 0 | 0 | | | |
| FUND BALANCE | | | | | | | |
| Beginning Fund Balance | 5,577,197 | 2,442,138 | 2,166,344 | 2,166,344 | 2,053,716 | FB Goal 0 | Difference 1,936,265 |
| Less: Net Cost for Current Year | (3,135,059) | (275,794) | (112,628) | (406,885) | (117,451) | | |
| Audit/Encumbrance Adjustments | | | | | | | |
| Ending Fund Balance | 2,442,138 | 2,166,344 | 2,053,716 | 1,759,459 | 1,936,265 | | |

FY 17-18 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

| Household Hazardous Waste Closure Reserve 78105 | | | | | | | |
|---|--------------------|--------------------|-----------------------|----------------------|-----------------------|-------------------|---------------------|
| | Actual FY 14-15 | Actual FY 15-16 | Estimated FY 16-17 | Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Change |
| REVENUES | | | | | | | |
| 44002 Interest on Pooled Cash | 406 | 525 | 301 | 344 | 349 | 5 | 1% |
| 44050 Unrealized Gains and Losses | (376) | (81) | (96) | 0 | 0 | 0 | 0% |
| SUBTOTAL | 30 | 444 | 205 | 344 | 349 | 5 | 1% |
| 47101 Transfers In - Within a Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL REVENUES | 30 | 444 | 205 | 344 | 349 | 5 | 1% |
| EXPENDITURES | | | | | | | |
| TOTAL EXPENDITURES | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| NET COST | (30) | (444) | (205) | (344) | (349) | (5) | 1% |
| ROUNDING ERROR | 0 | 0 | 0 | 0 | | | |
| FUND BALANCE | | | | | | | |
| Beginning Fund Balance | 69,109 | 69,139 | 69,583 | 69,583 | 69,788 | FB Goal 68,000 | Difference 2,137 |
| Less: Net Cost for Current Year | 30 | 444 | 205 | 344 | 349 | | |
| Audit/Encumbrance Adjustments | | | | | | | |
| Ending Fund Balance | 69,139 | 69,583 | 69,788 | 69,927 | 70,137 | | |

FY 17-18 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

| Household Hazardous Waste Operating Reserve 78106 | | | | | | | |
|---|--------------------|--------------------|-----------------------|----------------------|-----------------------|--------------------|-------------------------|
| | Actual FY 14-15 | Actual FY 15-16 | Estimated FY 16-17 | Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Change |
| REVENUES | | | | | | | |
| 44002 Interest on Pooled Cash | 6,124 | 8,979 | 7,163 | 8,247 | 8,728 | 481 | 6% |
| 44050 Unrealized Gains and Losses | (5,671) | (1,022) | (1,643) | 0 | 0 | 0 | 0% |
| SUBTOTAL | 453 | 7,957 | 5,521 | 8,247 | 8,728 | 481 | 6% |
| 47101 Transfers In - Within a Fund | 140,285 | 471,938 | 77,325 | 77,325 | 0 | (77,325) | -100% |
| SUBTOTAL | 140,285 | 471,938 | 77,325 | 77,325 | 0 | (77,325) | -100% |
| TOTAL REVENUES | 140,738 | 479,895 | 82,846 | 85,572 | 8,728 | (76,844) | -90% |
| EXPENDITURES | | | | | | | |
| 51041 Insurance - Liability | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 51201 Administration Services | 0 | 0 | 0 | 0 | 10,950 | 10,950 | 100% |
| 51803 Other Contract Services | 0 | 0 | 0 | 0 | 25,000 | 25,000 | 100% |
| SUBTOTAL | 0 | 0 | 0 | 0 | 35,950 | 35,950 | 100% |
| 57011 Transfers Out - Within a Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 57015 Transfers Out - All Others | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL EXPENDITURES | 0 | 0 | 0 | 0 | 35,950 | 35,950 | 100% |
| NET COST | (140,738) | (479,895) | (82,846) | (85,572) | 27,222 | 112,794 | -132% |
| ROUNDING ERROR | 1 | 0 | 0 | 0 | | | |
| FUND BALANCE | | | | | | | |
| Beginning Fund Balance | 1,042,108 | 1,182,846 | 1,662,741 | 1,662,741 | 1,745,586 | FB Goal 600,000 | Difference 1,118,365 |
| Less: Net Cost for Current Year | 140,737 | 479,895 | 82,846 | 85,572 | (27,222) | | |
| Audit/Encumbrance Adjustments | | | | | | | |
| Ending Fund Balance | 1,182,846 | 1,662,741 | 1,745,586 | 1,748,313 | 1,718,365 | | |

FY 17-18 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

| Contingency Reserve 78109 | | | | | | | |
|--------------------------------------|--------------------|--------------------|-----------------------|----------------------|-----------------------|------------|-------------|
| | Actual FY 14-15 | Actual FY 15-16 | Estimated FY 16-17 | Budgeted FY 16-17 | Requested FY 17-18 | Difference | % Change |
| REVENUES | | | | | | | |
| 44002 Interest on Pooled Cash | 589 | 1,515 | 1,191 | 1,127 | 945 | (182) | -16% |
| 44050 Unrealized Gains and Losses | (1,496) | 136 | (244) | 0 | 0 | 0 | 0% |
| 46029 Donations/Contributions | 5,032 | 1,501 | 0 | 0 | 0 | 0 | 0% |
| 46200 Revenue Appl PY Misc Revenue | (3,066) | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 1,059 | 3,152 | 947 | 1,127 | 945 | (182) | -16% |
| 47101 Transfers In - Within a Fund | 176,506 | 107,702 | 11,881 | 11,881 | 89,679 | 77,798 | 655% |
| SUBTOTAL | 176,506 | 107,702 | 11,881 | 11,881 | 89,679 | 77,798 | 655% |
| TOTAL REVENUES | 177,565 | 110,854 | 12,828 | 13,008 | 90,624 | 77,616 | 597% |
| EXPENDITURES | | | | | | | |
| 51201 Administration Services | 19,372 | 41,287 | 20,000 | 56,888 | 49,888 | (7,000) | -12% |
| 51206 Accounting/Auditing Services | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 0 | 0% |
| 51211 Legal Services | 2,262 | 2,265 | 0 | 10,000 | 0 | (10,000) | -100% |
| 51212 Outside Counsel - Legal Advice | 0 | 0 | 20,000 | 0 | 10,000 | 10,000 | 100% |
| 51803 Other Contract Services | 115,657 | 0 | 0 | 0 | 190,000 | 190,000 | 100% |
| 51915 ISD - Reprographics Services | 1,971 | 0 | 0 | 0 | 0 | 0 | 0% |
| 51916 County Services | 0 | 531 | 0 | 0 | 0 | 0 | 0% |
| 52111 Office Supplies | 468 | 0 | 500 | 1,000 | 1,000 | 0 | 0% |
| SUBTOTAL | 141,231 | 48,756 | 42,000 | 69,388 | 252,388 | 183,000 | 264% |
| 57011 Transfers Out - Within a Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 57015 Transfers Out - All Others | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL EXPENDITURES | 141,231 | 48,756 | 42,000 | 69,388 | 252,388 | 183,000 | 264% |
| NET COST | (36,334) | (62,098) | 29,172 | 56,380 | 161,764 | 105,384 | 187% |
| ROUNDING ERROR | 0 | 0 | 0 | 0 | | | |
| FUND BALANCE | | | | | | | |
| Beginning Fund Balance | 180,797 | 217,131 | 279,229 | 279,229 | 250,057 | 148,927 | (60,634) |
| Less: Net Cost for Current Year | 36,334 | 62,098 | (29,172) | (56,380) | (161,764) | | |
| Audit/Encumbrance Adjustments | | | | | | | |
| Ending Fund Balance | 217,131 | 279,229 | 250,057 | 222,849 | 88,293 | | |

SONOMA COUNTY WASTE MANAGEMENT AGENCY RESERVE POLICY

I. Purpose

To define parameters for the collection, treatment and distribution of reserve funds resulting from the operations of the Sonoma County Waste Management Agency (SCWMA).

II. Policy

Organics Reserve

Collection

As stated in Section 11 of the "Agreement Between The Cities Of Sonoma County And Sonoma County For A Joint Powers Agency To Deal With Waste Management Issues" (JPA Agreement)

"Agency shall separately account for all costs of handling and disposing yard waste and wood waste so that the costs of each are known."

Treatment

There is no stated fund goal for this reserve due to the parameter contained in the JPA agreement. Any funds remaining in the Wood Waste and Yard Waste cost centers at the close of the fiscal year are to be transferred to the Organics Reserve excluding a small (15% or less) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the cost center for cash flow purposes for the succeeding fiscal year.

Any interest earned on the funds contained in the Organics Reserve shall remain within the reserve.

Distribution

The language in the JPA Agreement restricts the funds accumulated in the Organics Reserve for use only in conjunction with the organics program, which includes Board approved projects in the Wood Waste, Yard Waste cost centers as well as the Organics Reserve.

Household Hazardous Waste (HHW) Closure Reserve

Collection

This reserve is mandated by the permit-by-rule for treatment of hazardous waste collected at the HHW facility, which is owned by the County of Sonoma and occupied and operated by the SCWMA. The SCWMA is the permit holder of Permit No: 00-7161 issued by the Certified Unified Program Agency (Sonoma County Department of Emergency Services) and is responsible for establishing and maintaining a closure fund. The permit-by-rule states that "holder may establish the amount contained in the closure fund".

Since these reserves are mandated by permit, collection and transfer of these funds will take precedence over any contributions to the HHW Facility Reserve.

Treatment

The fund goal shall be reviewed every five years with a comparison of similar facilities located in California and adjusted accordingly. Should regulatory or legislative changes occur between review periods, the fund goal should be adjusted at the next appropriate budget development and approval process.

The HHW Closure Reserve does not include deconstruction of the building. These estimated costs were not included as part of the HHW Closure Fund because the building could potentially have other beneficial uses for the County or any other owner of the property. However, it is recognized the HHW Facility Reserve Funds would be adequate for deconstruction if required

Once the fund goal is achieved, there will be no further transfers from the HHW cost center into the reserve. The interest earned on the reserve funds will remain with the reserve.

Distribution

The only distribution will be when the facility is vacated by the SCWMA at which time SCWMA will relinquish the permit for HHW operations at this site.

HHW Facility Reserve

Collection

Any funds remaining in the HHW cost center at the close of the fiscal year are to be transferred to the HHW Facility Reserve excluding a small (15% or less) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the cost center for cash flow purposes for the succeeding fiscal year.

Treatment

The reserve fund goal is either 33% of the budgeted annual HHW program operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) or \$600,000, whichever is greater. The interest earned on the reserve funds will remain with the reserve.

Distribution

Distribution from this reserve will happen whenever the disposal costs exceed the budgeted appropriation, such as an emergency requiring additional disposal of toxics. The vehicle for distribution will be Board approval through an appropriation transfer resolution, which will then be forwarded to the Sonoma County Auditor/Controller's Office for processing.

In the event, there are funds collected greater than the stated fund goal, a transfer to the Contingency Reserve can be made with the same Board approved appropriation transfer process. This type of transfer would allow the excess reserve funds to be used for specific projects other than the operation of the HHW facility.

Contingency Reserve

Collection

Any funds remaining in the Education and Planning cost centers at the close of the fiscal year can be transferred to the Contingency Reserve excluding a small (10% or less) percentage of operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) to remain in the cost centers for cash flow purposes for the succeeding fiscal year.

The funds collected and/or transferred into the Contingency Reserve are to be used for support of the Education and Planning cost centers in the event that projects beyond those approved in the Work Plan are necessary for the diversionary efforts of SCWMA.

Treatment

The fund goal is 25% of the operational expenses (insurance liability, office expense, County services, contract services, administration costs, accounting services, audit services, legal services, rent for spaces and events, computer system services and travel) of the two cost centers.

The interest earned on the reserve funds will remain with the reserve.

Distribution

Distribution of funds from the Contingency Reserve is at the discretion of the Board of Directors. Specific projects/expenditures are to be considered by the Board for potential funding from the reserve. Precedence of projects will be given to any that stem from regulations or legislation.

The Executive Director has spending authority, provided by the Purchasing Policy adopted by the Board of Directors in 1995, not to exceed \$5,000. This purchasing authority shall apply to the reserve funds.

The JPA Agreement sets the approval parameter for a unanimous vote to be \$50,000 or a major program change. These parameters are in effect for the reserve fund usage. For larger and more complex projects, staff will present details concerning the project, along with a project specific budget, which will include the impact on the remaining reserve, for Board review.

The vehicle for distribution will be Board approval through an appropriation transfer resolution, which will then be forwarded to the Sonoma County Auditor/Controller's Office for processing. The appropriation transfer is to be accompanied by a project budget that will include the appropriate sub-objects for efficient processing, payment and auditing.