



Meeting of the Board of Directors

April 18, 2018
REGULAR MEETING
Begins at 8:30 a.m.

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

Meeting Agenda and Documents

SONOMA COUNTY WASTE MANAGEMENT AGENCY

Meeting of the Board of Directors

April 18, 2018

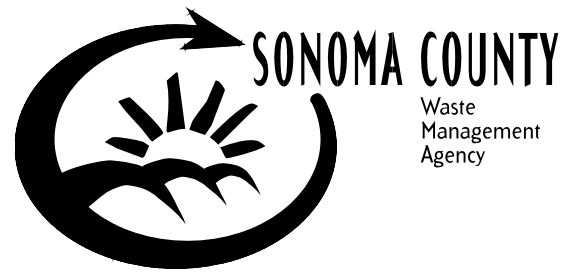
REGULAR MEETING

Begins 8:30 a.m.

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Note: This packet is 40 pages total



SONOMA COUNTY WASTE MANAGEMENT AGENCY

Meeting of the Board of Directors

**April 18, 2018
REGULAR MEETING**

**Regular Session begins at 8:30 a.m.
Estimated Ending Time 11:30 a.m.**

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

Agenda

Item

1. Call to Order Regular Meeting
2. Agenda Approval
3. Public Comments (items not on the agenda)

Consent (w/attachments)

- 4.1 Minutes of the February 21, 2018 Regular Meeting
- 4.2 March, April and May 2018 Outreach Calendar
- 4.3 Donation of SCWMA Van to Sonoma County Food Runners
- 4.4 Resolution of the SCWMA Election of Chair, Vice Chair and Chair Pro Tempore

Regular Calendar

5. Discussion and Possible Action on FY 2018/19 Draft SCWMA Budget
[Collard]

Recommended Action: Provide feedback on the FY 18-19 Sonoma County Waste Management Agency Draft Budget with direction to return at the May 16, 2018 SCWMA meeting for final approval.

6. Boardmember Comments
7. Staff Comments
8. Next SCWMA meeting: May 16, 2018
9. 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 21, 2018

To: SCWMA Board Members

From: Patrick Carter, SCWMA Executive Director

Executive Summary Report for the SCWMA Board Meeting of February 21, 2018

Item 4, Consent: Items 4.1 Minutes of the January 17, 2018 Regular Meeting, 4.2 February and March 2018 Outreach Calendar, 4.3 SCWMA 2017/18 Second Quarter Financial Report were approved.

Item 5, 2017 Education and Outreach Reports: Staff summarized the education and outreach activities performed in 2017, including events attended, mandatory commercial and organics recycling business site visits, social media interaction results and the results from special community toxics collection events offered in the wake of the Winter floods and the October fires. No action was required.

Item 6, Discussion and Possible Action on FY 2018-19 SCWMA Work Plan: The Work Plan outlines the priorities proposed by staff for the upcoming fiscal year and is used as a tool for budget preparation. Staff proposed to continue with the current set of programs and finishing up current projects, with a proposal to implement a pilot program for increased ease of disposal for single-use batteries, an internship program, continuing the effort to site a northern county HHW collection facility, and increase the number of Community Toxics Collection events. The Board expressed interest in staff developing a program to promote rechargeable batteries in addition to the efforts to increase ease of proper disposal of single-use disposable batteries.

Item 7, Discussion and Possible Action on the Finalized Evaluation Criteria for the Organics Materials Processing Services Request for Proposals: The Board approved the Evaluation Criteria, as proposed by staff. Regarding the evaluation criteria including the per-ton disposal costs and annual tonnages, staff was directed to focus on the disposal costs more than the annual tonnage aspect.

Item 8, Discussion and Possible Action on the E-Waste Transportation and Recycling RFP Scope of Work: Staff described the current situation with E-Waste collection at the County-owned transfer stations and subsequent transport and recycling. Staff proposed a scope of work that would continue with the current arrangement of two agreements to accomplish these tasks, and with an optional task for one contractor to perform the collection, transport, and recycling all in one agreement. The Board directed staff to include a task in the scope to request contractors to assess the efficiency of the program and potentially provide an alternate scenario for staff to consider for dealing with E-Waste.

Staff Comments: The March 21, 2018 SCWMA Board meeting will be cancelled. The next meeting will be April 18, 2018.



To: Sonoma County Waste Management Agency Board Members

From: Patrick Carter, Executive Director

Subject: April 18, 2018 Board Meeting Agenda Notes

Consent Calendar

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

- 4.1 **Minutes of the February 21, 2018 Regular Meeting:** regular acceptance.
- 4.2 **March/April/May 2018 Outreach Calendar:** This item provides an update on outreach events since the last meeting and upcoming outreach events. No action is required.
- 4.3 **Donation of SCWMA Van to Sonoma County Food Runners:** The SCWMA purchased a new hybrid van to replace the SCWMA's 1998 Chevy Venture. Staff believes the best and highest use of the existing van would be to donate the van to the Sonoma Food Runners, a non-profit whose mission is to prevent food waste through pick-up and delivery of surplus food. Donation of the vehicle would require County of Sonoma Board of Supervisor approval, as the vehicle's title is registered to the County of Sonoma. **Staff recommends the Board approve the attached Resolution requesting the County of Sonoma Board of Supervisors approve the donation of the 1998 Chevy Venture Minivan to the Sonoma Food Runners.**
- 4.4 **Resolution of the SCWMA Election of Chair, Vice Chair, and Chair Pro Tempore:** Though the action taken at the January 18, 2018 Board meeting was sufficient to elect a Chair, Vice Chair, and Chair Pro Tempore, officers have traditionally been elected through a resolution in the past. **Staff recommends approving the attached election resolution to memorialize the action taken in January to elect officers to the SCWMA Board of Directors.**

Regular Calendar

5. **Discussion and Possible Action on the 2018-19 SCWMA Draft Budget:** The draft budget included in this packet includes the programs proposed through the SCWMA Work Plan, which was approved at the February 21, 2018 SCWMA meeting. Notable changes from the previous fiscal year budget include the addition of one Waste Management Specialist position, inclusion of a battery education and disposal program, internship program, and continued development of a North County HHW facility. The Yard Debris and Wood Waste Funds have been consolidated into an Organics Fund, the Education and Planning Funds have been consolidated into an Education and Outreach Fund, and the HHW Closure, HHW Operations, and Contingency Reserve Funds have been consolidated into one Contingency Reserve Fund. This budget is a deficit budget, most notably in the Organics Fund. This is due to potential disposal cost increases at haul compost sites. Staff will attempt to negotiate better rates, but in the event that this is unsuccessful, staff recommends drawing down the fund balances this fiscal year and increasing tipping fees, effective April 2019.

Staff has also included a draft Reserves Policy to reflect consolidation of the Reserve Funds and to set a fund goal for the Organics Reserve. **Staff recommends the Board provide feedback on the FY 18-19 Sonoma County Waste Management Agency Draft Budget with direction to return at the May 16, 2018 SCWMA meeting for final approval.**



Minutes of the February 21, 2018 Meeting

The Sonoma County Waste Management Agency met on February 21, 2018, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa, California.

Board Members Present:

City of Cloverdale	Melanie Bagby	City of Santa Rosa	Absent
City of Cotati	Susan Harvey	City of Sebastopol	Henry Mikus
City of Healdsburg	Larry Zimmer	City of Sonoma	Absent
City of Petaluma	Dan St. John	County of Sonoma	Trish Pisenti
City of Rohnert Park	Pam Stafford	Town of Windsor	Deb Fudge

Staff Present:

Executive Director/Acting Clerk: Patrick Carter

Counsel: Ethan Walsh

Staff: Thora Collard, Courtney Scott, Kristin Thigpen, Felicia Smith

1. Call to Order Regular Meeting

Regular meeting was called to order at 8:37 a.m.

2. Agenda Approval

3. Public Comments (items not on the agenda)

None

4. Consent (w/attachments)

4.1 Minutes of the January 17, 2018 Regular Meeting

4.2 February and March 2018 Outreach Calendar

4.3 SCWMA 2017/18 Second Quarter Financial Report

Public Comments:

None.

The motion for approval of items on consent calendar was made by Pam Safford, City of Rohnert Park, and seconded by Trish Pisenti, County of Sonoma.

Vote Count:

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

AYES -7- NOES -0- ABSENT -3- ABSTAIN -0-
Motion passed.

Regular Calendar

5. 2017 Education and Outreach Reports

Kristin Thigpen, SCWMA staff, presented to the board the outreach reports for 2017.

Melanie Bagby, City of Cloverdale arrived at 8:45 am.

Board Discussion

Susan Harvey, City of Cotati, commented the in-person outreach and HHW outreach events were lacking in Cotati and would like to add dates in 2018. Ms. Harvey questioned the high usage of users from San Francisco.

Mr. Carter responded that it may be an ISP/web server masking the location that misrepresents the data in the analytics.

Mr. St. John asked about the high activity for Santa Rosa for Eco Desk interaction.

Ms. Thigpen responded that it most likely due to higher population counts.

Ms. Stafford asked how we track the information. Many cell phones are from out of the area.

Ms. Thigpen responded that we ask callers where they come from, and Mr. Carter commented that most Eco Desk callers self-report location.

Public Comments

None.

Board Discussion

Mr. Mikus commented that historical evidence shows how much outreach and interaction the SCWMA staff engage in. No action was taken, as this item was informational.

6. Discussion and Possible Action on FY 2018-19 SCWMA Work Plan

Thora Collard, SCWMA staff, recommended the Board authorize the FY 2018-19 work plan. New programs include a battery disposal pilot program and internship program.

Mr. Carter expanded on the single use battery disposal problem within our county. SCWMA staff would like to solicit businesses willing to be a collection location. Under the proposed program, the SCWMA would cover the disposal cost of the batteries. The program should not be an increased cost, since the batteries, if disposed of properly, should already be coming through the Household Toxic Facility for disposal.

Board Discussion

Mr. Mikus asked about the state program, if it was still in effect.

Mr. Carter responded that there was no statewide EPR program currently in effect.

Ms. Fudge commented that the Windsor hauler allows people to put batteries in bags on the recycle can that the driver will pick up. Ms. Fudge would also like to increase awareness and education on moving away from single use batteries.

Ms. Harvey commented that we should check with Recology on their policies and procedures. The hauler would be an easier method for collection and pickup.

Mr. Carter responded that Recology does offer that in the new franchise agreement for Santa Rosa only, but we need ask if they can extend that to the other service areas even though it is not part of the current agreements.

Ms. Fudge, Ms. Harvey, Ms. Stafford, and Ms. Bagby commented on locations that accept batteries in their respective jurisdictions.

Mr. St. John commented that he was happy to see the mandatory recycling program in the Work Plan. Mr. St. John would like to see more resources used in that area and inquired how the SCWMA plans to work with the hauler to provide education and compliance for mandatory recycling.

Mr. Carter commented that staff plans to add an additional staff person to help with the outreach. Mr. Carter hopes that the new hauler that they will be using their staff to do more outreach to bring all businesses into compliance as well.

Mr. Mikus asked about the database of businesses that we developed years ago.

Mr. Carter commented the old database is outdated and not as useful. Staff is working with the Recyclist which helps us identify all the businesses that fall into the mandatory organics program.

Public Comments

Ken Wells, Task Force Chair, asked about external projects on the Work Plan regarding the task force participation. He requested that staff could be provided to take minutes at the LTF.

Board Comments

Ms. Fudge asked if it was possible for staff to provide support for minutes to the LTF.

Mr. Carter commented that we are in the recruitment process for a senior office assistant that may have availability to assist. He commented that this is a County-created group and we have provided the resource as a tradition, but not a requirement.

Mr. Mikus commented that the LTF should elect a secretary and do their own minutes.

Ms. Fudge asked if the Board was in support of the battery program including the education on rechargeable batteries.

Ms. Harvey agrees that it is a good direction to move in. Possibly including a battery charger give away to encourage rechargeable batteries.

Mr. Mikus asked for clarification of any programs or changes discussed.

Mr. Carter clarified that the board is in full support of all Work Plan items with the increased scope of education and exposure to rechargeable batteries and increased collaboration with the haulers to bring more businesses into compliance on mandatory recycling.

Pam Stafford, City of Rohnert Park, motioned to approve the FY 2018-19 SCWMA Work Plan and Susan Harvey, City of Cotati, seconded the motion.

Vote Count:

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

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

Motion passed.

7. Discussion and Possible Action on the Finalized Evaluation Criteria for the Organics Processing Request for Proposals

Mr. Carter, SCWMA Executive Director, requested approval on the evaluation criteria related to the Organics Processing Request for Proposals (1. Proposer's Qualifications, 2. Feasibility of Proposal, 3. Compatibility with Needs, 4. Proposer's Marketing Plan and, 5. Per Ton Costs and Capacity).

Board Discussion

Mr. St. John asked about the final category of evaluation, it was his understanding that we would not be ruling anybody out because of tonnage capacity. Mr. St. John asked if the process would be considering proposals with limited tonnage. Mr. St. John would rather that those points be attributed to price or compatibility with needs.

Mr. Carter said tonnage is specifically mentioned in that category in the RFP.

Mr. Walsh commented that it can be taken into consideration, but not listed as a calculated criteria. This would allow for the potential for multiple awards.

Mr. Mikus asked if proposers able to take more tonnage would be given more points.

Mr. Carter responded that low price with a limited capacity would be possible, but includes more administrative time to manage multiple contracts.

Mr. Mikus asked if capacity could have a much lower point value assigned.

Mr. Carter commented that focusing on the price would be a better direction.

Mr. St. John thinks compatibility of needs should have the most importance.

Ms. Harvey asked if Santa Rosa could participate as a member of the RFP evaluation team. Ms. Harvey thought that item #2, Feasibility of Proposal, should be higher value due to the complexity of the project with regards to permitting and regulations.

Mr. Carter responded that Santa Rosa was not involved because of the time commitment and lack of staff availability. Mr. Carter stated that staff has been working closely with them on this project.

Public Comments

None.

Pam Stafford, City of Rohnert Park, motioned to approve the evaluation criteria for the Organics Material Processing Services Request for Proposals and Larry Zimmer, City of Healdsburg, seconded the motion.

Vote Count:

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

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

Motion passed.

8. Discussion and Possible Action on the Scope of Work for Electronic Waste Recycling and Transport

Courtney Scott, SCWMA staff, requested the Board approve the Scope of Work for Electronic Waste Recycling and Transport

Board Discussion

Mr. St. John asked if we were looking to combine transportation and collection.

Ms. Scott responded that we are open to the possibility of a combined response. It is written as recycling and transporting with the opportunity to include handling.

Mr. St. John asked if there have been any discussion about improving traffic to the HHW facility at the Central Landfill. Can the e-waste be more customer friendly?

Mr. Carter responded that the issue is beyond the SCWMA's control; it is under the control of the County and the Master Operating Agreement with Republic. He also commented that the level of service has been decreasing as waste management has become privatized. Options to the community have been decreasing, but the SCWMA would be able to increase service, capacity and availability if the SCWMA had its own facility.

Mr. Mikus commented that these issues are beyond the capacity of the SCWMA's control.

Mr. St. John asked to include in the scope, responder comments for how they could improve the program. Mr. St. John expressed that the SCWMA is not maximizing the effectiveness of its contractors.

Ms. Harvey would like to see staff to work with the County to make the improvements at the landfill. She is seeing more trash being thrown on the roadside due to frustrations over the lines.

Ms. Pisenti responded that the County was aware of the access issues. The fire debris disposal should be completed by the end of March. Republic has been working to mitigate traffic issues.

Public Comments

Ken Wells commented that Republic is only focused on waste. For the programs to be effective, they need to improve the e-waste programs and make it easy.

Board Comments

Mr. Carter asked to clarify that the Board wanted contractors to comment on areas of improvement for the program.

Susan Harvey, City of Cotati, motioned to approve the Scope of Work for Electronic Waste Recycling and Transport and Pam Stafford, City of Rohnert Park, seconded the motion.

Vote Count:

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

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

Motion passed.

9. Boardmember Comments

Welcome to Larry Zimmer, City of Healdsburg.

10. Staff Comments

Mr. Carter commented that we will be sending out notice to all proposers for the RFP outlining the timeline.

Mr. Carter commented that we will cancel the March meeting in order to focus on the RFP.

11. Next SCWMA meeting: April 18, 2018

12. Adjournment:

The meeting adjourned at 9:53 a.m.



Agenda Item #: **4.2**
Agenda Date: **4/18/2018**

ITEM: March/April/May 2018 Outreach Calendar

March 2018 Outreach Events

March 6	4 PM – 8 PM	Community Toxic Collection – Petaluma
March 7	8 AM – 12 PM	DMV Outreach – Petaluma
March 8	5 PM – 6 PM	HeadStart Program – Cloverdale
March 8	5 PM – 6 PM	HeadStart Program – Santa Rosa
March 9	11 AM – 7 PM	E-Waste Event – Graton
March 10-11	9 AM – 5 PM	E-Waste Event – Graton
March 7	8 AM – 12 PM	DMV Outreach – Santa Rosa
March 13	4 PM – 8 PM	Community Toxic Collection – Larkfield
March 13	5 PM – 6 PM	HeadStart Program – Rohnert Park
March 14	5 PM – 6 PM	HeadStart Program – Santa Rosa
March 14	9 AM – 10 AM	Graton Labor Center presentation – Graton
March 17	10:30 AM – 1 PM	UCCE Compost Workshop – Sebastopol
March 17	12 PM – 2:30 PM	Annual Latino Family Summit at SSU – Rohnert Park
March 20	4 PM – 8 PM	Community Toxic Collection – Sebastopol
March 21	8 AM – 12 PM	DMV Outreach – Santa Rosa
March 22	8 AM – 9 AM	Healdsburg Labor Center presentation – Healdsburg
March 22	9:10 AM – 10:15 AM	Fulton Labor Center presentation – Fulton
March 22	12 PM – 1 PM	Recycling and Compost Assessment Sonoma Valley High - Sonoma
March 22	1:30 PM – 3 PM	Recycling and Compost Assessment Sonoma Public Works Dept
March 27	4 PM – 8 PM	Community Toxic Collection – Santa Rosa, West
March 27	12 PM – 1 PM	Recycling and Compost Assessment Miwok Valley School – Petaluma
March 27	10 AM – 1:30 PM	Agricultural Community Farmers Market – Petaluma
March 31	10 AM – 1:30 PM	Agricultural Community Farmers Market – Santa Rosa

April 2018 Outreach Events

April 3	4 PM – 8 PM	Community Toxic Collection – Windsor
April 3	5 PM – 6 PM	HeadStart Program – Santa Rosa
April 7	5 PM – 6 PM	Health Care Foundation "Salud" - Cloverdale
April 6	11 AM – 7 PM	E-Waste Event – Sonoma
April 7	10 AM – 12 PM	UCCE Compost Workshop in Spanish – Sonoma
April 7-8	9 AM – 5 PM	E-Waste Event – Sonoma
April 10	5 PM – 6 PM	HeadStart Program – Petaluma
April 10	4:30 PM – 5:30 PM	HeadStart Program – Sonoma
April 10	4 PM – 8 PM	Community Toxic Collection – Sonoma
April 11	4:30 PM – 5:30 PM	HeadStart Program – Santa Rosa

April 13	8:30 AM – 11:30 AM	Roseland Creek Elementary Career Fair – Santa Rosa
April 13	10 AM – 11 AM	Recycling and Compost Assessment Cloverdale High, Cloverdale
April 14	10 AM – 12 PM	UCCE Compost Workshop – Santa Rosa
April 14	10 AM – 12 PM	Andy Lopez Unity Park Opening – Santa Rosa
April 14	10 AM – 2 PM	Carillo Redline CarFest 2018 – Santa Rosa
April 14-15	9 AM – 5 PM	E-Waste Event – Monte Rio
April 14-15	10 AM – 5 PM	Bodega Bay Fishermans Festival – Bodega Bay
April 14-15	10 AM – 5 PM	ReFuel Your Fun Propane Exchange Event – Bodega Bay
April 16	11 AM – 2 PM	Sonoma State University Earth Day Fair – Rohnert Park
April 17	4 PM – 8 PM	Community Toxic Collection – Cloverdale
April 17	11 AM – 12 PM	Recycling and Compost Training at Brookdale – Sonoma
April 17	1 PM – 2 PM	HeadStart Program – Santa Rosa
April 19	8 AM – 9 AM	Healdsburg Labor Center presentation – Healdsburg
April 19	9:10 AM – 10:15 AM	Fulton Labor Center presentation – Fulton
April 21	12 PM – 4 PM	Earth Day On Stage – Santa Rosa
April 22	1 PM – 4 PM	Earth Day & Wellness Festival – Windsor
April 24	4 PM – 8 PM	Community Toxic Collection – Santa Rosa, East
April 24	4 PM – 8 PM	ReFuel Your Fun Propane Exchange Event – Santa Rosa Vets Hall
April 25	10 AM – 2 PM	Earth Day at Graton Casino – Rohnert Park

May 2018 Outreach Events

May 1	4 PM – 8 PM	Community Toxic Collection – Guerneville
May 2	5 PM – 8:30 PM	Wednesday Downtown Market – Santa Rosa
May 4	11 AM – 7 PM	E-Waste Event – Healdsburg
May 4	5 PM - 8 PM	Annual 5 de Mayo Family Celebration – Sonoma
May 5	3 PM - 9 PM	Roseland 13th Annual Cinco de Mayo Festival – Santa Rosa
May 6	12 PM - 7 PM	Cinco de Mayo Sonoma Plaza – Sonoma
May 6	10 AM - 4 PM	Day Under the Oaks – Santa Rosa
May 5-6	9 AM – 5 PM	E-Waste Event – Healdsburg
May 8	4 PM – 8 PM	Community Toxic Collection – Larkfield
May 9	9 AM – 10 AM	Graton Labor Center presentation – Graton
May 10	8 AM – 5 PM	Sonoma County's Zero Waste Symposium
May 12	11 AM – 1 PM	UCCE Compost Workshop – Cotati
May 15	4 PM – 8 PM	Community Toxic Collection – Cotati
May 16	5 PM – 8:30 PM	Wednesday Downtown Market – Santa Rosa
May 17	8 AM – 9 AM	Healdsburg Labor Center presentation – Healdsburg
May 17	9:10 AM – 10:15 AM	Fulton Labor Center presentation – Fulton
May 19	9:10 AM – 10:15 AM	Luther Burbank Ros Parade Festival – Santa Rosa
May 22	4 PM – 8 PM	Community Toxic Collection – Boyes Hot Springs
May 23	5 PM – 8:30 PM	Wednesday Downtown Market – Santa Rosa
May 29	4 PM – 8 PM	Community Toxic Collection – Oakmont
May 30	5 PM – 8:30 PM	Water Expo During the Wednesday Night Market – Santa Rosa



Agenda Item #: **4.3**
Cost Center: **Contingency Reserve**
Staff Contact: **Collard/Smith**
Agenda Date: **4/18/2018**
Approved By:

ITEM: Donation of the SCWMA Van to Sonoma County Food Runners

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board approve the attached Resolution requesting the County of Sonoma Board of Supervisors approve the donation of the 1998 Chevy Venture Minivan to the Sonoma Food Runners.

II. BACKGROUND

The SCWMA recently purchased a new 2018 Chrysler Pacifica plug-in hybrid. Staff does not have a use for two vehicles and need to remove the existing van from the inventory. The typical process with the County is to send outdated vehicles to be auctioned.

III. DISCUSSION

According to the Kelly Blue Book value of the van, it ranges from \$940 (trade-in value) to \$2,182 (resale value). It is unknown how much would actually be received at auction. The van has been well maintained over the years and has relatively low mileage (63,022), with this in mind, staff felt the van could have more value as a donation to a charitable organization whose mission complements the goals of the SCWMA.

Sonoma Food Runners is a non-profit organization whose mission is to prevent food waste and alleviate hunger. The organization focuses on food rescue for items that do not meet the requirements of larger food banks. Sonoma Food Runner's model is helping to divert edible food from landfill or compost, in addition to supplementing food to the eleven percent of Sonoma County residents that are food insecure. The Sonoma County Food Runners currently use a small passenger vehicle to collect and distribute food donations. By donating the SCWMA van to Sonoma Food Runners, the increased cargo space would allow for more rescued food and less waste.

Staff has reached out to the County's Fleet department to explore the potential options for donations. The process would require the Board of Supervisors to approve the donation request, since the van's title is held in the name of the County. With the SCWMA Board's approval of the attached resolution, staff would like to proceed with a request to the County Board of Supervisors for the donation of the 1998 Chevy Venture Minivan to the Sonoma Food Runners.

IV. FUNDING IMPACT

Donation of this van would result in decreased revenue of the \$940 - \$2,182 residual value of the van that would be returned to the Contingency Reserve Fund. These revenues were not included

in the SCWMA FY 2017-18 Budget.

V. ATTACHMENTS

Resolution

Resolution No.: 2018-

Dated: April 18, 2018

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA") REQUESTING
THAT THE COUNTY OF SONOMA APPROVE THE DONATION OF THE SCWMA'S 1998 CHEVY VENTURE
MINIVAN TO THE SONOMA FOOD RUNNERS.

WHEREAS, the Sonoma County Waste Management Agency mission includes supporting efforts to reduce food waste and increase landfill diversion; and

WHEREAS, Sonoma Food Runners is a local non-profit organization whose mission it is to prevent waste through food rescue, and

WHEREAS, the donation of the large, low-mileage passenger van to the Sonoma Food Runners could increase cargo capacity, and reliability, therefore increase the quantity of rescued food.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sonoma County Waste Management Agency does hereby request the Sonoma County Board of Supervisors approve the donation of the 1998 Chevy Venture to the Sonoma Food Runners.

MEMBERS:

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

AYES: -0- NOES: -0- ABSENT: -0- ABSTAIN: -0-

SO ORDERED

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

ATTEST: DATE: April 18, 2018

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

Resolution No.: 2018-

Dated: April 18, 2018

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA") ELECTING A
CHAIR, A VICE CHAIR, AND A CHAIR PRO TEMPORE

WHEREAS, Resolution No. 92-002 requires Agency to elect a Chair, a Vice Chair, and a Chair Pro Tempore at the first meeting in each calendar year, and;

WHEREAS, this Resolution memorializes the action taken by the SCWMA Board of Directors on January 17, 2018 to elect a Chair, Vice Chair, and Chair Pro Tempore.

NOW, THEREFORE BE IT RESOLVED that having first been duly elected by the SCWMA, the representatives from the City of Sebastopol, City of Sonoma, and the County of Sonoma, shall serve as Chair, Vice Chair and Chair Pro Tempore, at the will and pleasure of the SCWMA for a period of one year commencing from January 18, 2018.

MEMBERS:

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

AYES: -0- NOES: -0- ABSENT: -0- ABSTAIN: -0-

SO ORDERED

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

ATTEST: DATE: April 18, 2018

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



Agenda Item #: **5**
Cost Center: **All**
Staff Contact: **Collard**
Agenda Date: **4/18/2018**
Approved By:

ITEM: Discussion and Possible Action on the 2018-19 SCWMA Draft Budget

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board provide feedback on the FY 18-19 Sonoma County Waste Management Agency Draft Budget with direction to return at the May 16, 2018 SCWMA meeting for final approval.

II. BACKGROUND

The approval of the Work Plan outlining the contractor and staff costs for individual programs and planned projects is the first step in the budget development process. Direction was given to staff regarding that document by the Board at the February 21, 2018 SCWMA meeting.

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

III. DISCUSSION

Information for this discussion can be found in the Explanation and Details and History sections of the FY 18-19 Draft Budget.

The FY 18-19 Draft Budget is similar to the FY 17-18 Final Budget in maintaining the core SCWMA programs at similar levels, with a few exceptions. Tipping fees are projected to stay level, resulting in flat revenue stream. Expenditures are being increased with potentially significantly higher disposal fees associated with organic materials.

Staff recommends the consolidation of the Wood and Yard Waste Funds into a new Organics Fund, the consolidation of the Education and Planning Funds into an Education and Outreach Fund, and the consolidation of the reserve accounts into two, Organics Reserve and Contingency Fund. The draft Reserves Policy is attached.

Notable differences from the previous year's budget include plans to hire an additional Waste Management Specialist to specialize in Organics compliance and outreach, continue the research of potential new model ordinances, establish a battery disposal pilot program, 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 event with the additional costs, the new consolidated Contingency Fund is above the funding goal established in the Reserve Policy.

Explanation of Notable Differences Between FY 2017-18 and FY 2018-19

Revenues

Revenue for the FY 18-19 Budget is relatively flat.

Expenditures

Administration Services

The SCWMA is expected to be fully staffed in FY 18-19, including the addition of an Organics Waste Management Specialist I, and an internship program. All of these factors contribute to the increased cost in this account.

Legal Services and Outside Counsel-Legal Advice

The FY 17-18 Budget included funding for litigation defense; the litigation was settled so additional funding is unnecessary and a reduction is included in the proposed budget.

Contract Services

This account recognizes Contingency Fund projects (residual website and rebranding and continued Northern County HHW Site Feasibility). The composting fees from our contract providers is slated to increase by \$3-5 per ton, resulting in a net cost to organics of \$302,667. Staff proposes the Board allow the drawdown of our organics reserves (which are well above our set minimums) and raise our fees in April 1, 2019 in line with the Republic's fee adjustment. Short and long term agreements for organic materials are expected to be in place at that point, and staff will have a greater amount of certainty on longer term costs.

County Services

County staff and SCWMA staff are in the process of analyzing the allocation methods for overhead being charged to the SCWMA. The budget reflects a decrease due to an incorrect fee allocation in last year's budget.

Conclusion

This budget reflects the direction given to staff in the FY 2018-19 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 \$464,165 for the Fiscal Year. \$80,000 of the fund balance reduction is due to the finalization of the rebranding and the feasibility study for an additional HHW facility. As all of the Reserve funds remain above Reserve Fund goals, staff believes it is a sensible budget which reflects the direction given to staff during the Work Plan discussion at the February 21, 2018 Meeting.

Staff recommends the Board provide feedback on this budget with direction for staff to return at the May 16, 2018 SCWMA meeting for final approval.

IV. ATTACHMENTS

Explanations and Details
History and Fund Balances
Reserve Policy

FY 18-19 DRAFT BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

	Summary						
	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Budgeted FY 17-18	Requested FY 18-19	Difference	% Change
REVENUES							
42358 State Other Funding	483,739	309,299	292,000	292,000	315,443	23,443	7%
42601 County of Sonoma	6,470,513	6,003,162	6,647,300	6,753,300	6,718,229	(35,071)	-1%
44002 Interest on Pooled Cash	38,523	68,805	51,596	30,273	45,706	15,433	34%
44050 Unrealized Gains and Losses	(7,340)	(37,744)	25,500	0	0	0	0%
46029 Donations/Contributions	604,954	355,547	264,500	264,500	321,369	56,869	18%
46050 Cancelled/Stale Dated Warrants	286					0	0%
46200 Revenue Appl PY Misc Revenue	1,663	9,016	2,599			0	0%
SUBTOTAL	7,592,339	6,708,085	7,283,495	7,340,073	7,400,747	60,674	1%
47101 Transfers In - Within a Fund	670,915	96,938	56,561	56,561	0	(56,561)	0%
SUBTOTAL	670,915	96,938	56,561	56,561	0	(56,561)	0%
TOTAL REVENUES	8,263,254	6,805,023	7,340,056	7,396,634	7,400,747	4,113	0%
EXPENDITURES							
51041 Insurance - Liability	10,333	10,623	11,382	12,000	12,000	0	0%
51201 Administration Services	500,529	503,265	744,216	862,384	954,730	92,346	10%
51205 Advertising/Marketing Svc	7,384	11,461	12,000	12,000	13,000	1,000	8%
51206 Accounting/Auditing Services	22,000	17,350	22,000	22,000	22,000	0	0%
51207 Client Accounting Services	23,139	21,881	20,236	15,214	15,215	1	0%
51211 Legal Services	600,899	39,158	0	0	0	0	0%
51212 Outside Counsel-Legal Advice	0	53,838	32,500	66,000	32,000	(34,000)	-106%
51225 Training Services	295	195	1,750	3,000	0	(3,000)	0%
51249 Other Professional Services	409,387	245,993	194,937	194,937	198,312	3,375	2%
51401 Rents and Leases - Equipment	1,992	2,177	0	3,000	3,000	0	0%
51421 Rents and Leases - Bldg/Land	8,001	10,539	15,625	15,625	17,250	1,625	9%
51801 Other Services	21,501	19,920	50,000	0	30,000	30,000	0%
51803 Other Contract Services	4,300,552	5,550,088	6,116,100	6,281,600	6,386,520	104,920	2%
51901 Telecommunication Data Lines	4,321	4,041	6,217	5,837	6,668	831	12%
51902 Telecommunication Usage	881	948	1,000	1,100	1,160	60	5%
51904 ISD - Baseline Services	19,659	21,707	25,472	22,604	29,593	6,989	24%
51905 ISD - Improvement Projects	514						
51906 ISD - Supplemental Projects	2,472	7,210	0	3,000	1,000	(2,000)	-200%
51907 ISD - Device Modernization	9,795						
51909 Telecommunication Wireless Svc	1,574	1,717	1,800	1,800	2,046	246	12%
51911 Mail Services	1,971	1,624	740	500	850	350	41%
51912 Records Services	22	22					
51915 ISD - Reprographics Services	1,052						
51916 County Services	8,158	11,212	63,932	90,180	70,300	(19,880)	-28%
51922 County Car Expense	1,888	577	700	1,000	1,000	0	0%
51923 Unclaimable County Car Expense	60	40	0				
52091 Memberships/Certifications	10,350	10,350	13,680	10,600	13,600	3,000	22%
52101 Other Supplies	0			1,000			
52111 Office Supplies	9,772	24,529	18,700	27,630	29,670	2,040	7%
52162 Special Departmental Expense	25,582						
52163 Professional Development	0	100	5,000	28,150	25,000	(3,150)	-13%
53610 Other Charges	266,934						
SUBTOTAL	6,271,017	6,570,566	7,357,986	7,681,161	7,864,914	183,753	2%
57011 Transfers Out - Within a Fund	670,915	96,938	62,411	56,561	0	(56,561)	-100%
57015 Transfers Out - All Others	0	0	0	0	0	0	0%
SUBTOTAL	670,915	96,938	62,411	56,561	0	(56,561)	-100%
TOTAL EXPENDITURES	6,941,932	6,667,504	7,420,397	7,737,722	7,864,914	(164,080)	-2%
NET COST	(1,321,322)	(137,520)	80,341	341,088	464,167	(168,193)	-36%
ROUNDING ERROR	2				2		
FUND BALANCE							
Beginning Fund Balance	6,374,738	7,566,030	7,703,550		7,624,209		
Ending Fund Balance	7,566,030	7,703,550	7,784,209		7,456,016		

FY 18-19 DRAFT BUDGET							
SONOMA COUNTY WASTE MANAGEMENT AGENCY							
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY							
Organics (formerly Wood and Yard Waste)							
	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Budgeted FY 17-18	Requested FY 18-19	Difference	% Change
REVENUES							
42601 County of Sonoma	5,088,199	4,145,506	4,814,000	4,920,000	4,860,000	(60,000)	-1%
44002 Interest on Pooled Cash	(1,223)	3,672	5,096	3,960	6,421	2,461	38%
44050 Unrealized Gains and Losses	(2,142)	(2,351)	(3,500)	0	0	0	0%
46029 Donations/Contributions	(28,303)			0	0	0	0%
46200 PY Revenue - Miscellaneous	323,927	6,422		0	0	0	0%
SUBTOTAL	5,380,458	4,153,249	4,815,596	4,923,960	4,866,421	(57,539)	-1%
47101 OT-Within Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL REVENUES	5,380,458	4,153,249	4,815,596	4,923,960	4,866,421	(57,539)	-1%
EXPENDITURES							
51041 Insurance - Liability	620	2,549	2,549	1,560	1,560	0	0%
51201 Administration Services	83,202	80,613	135,649	139,211	141,441	2,230	2%
51206 Accounting/Auditing Services	6,500	5,400	6,500	6,500	6,500	0	0%
51207 Client Accounting Services	6,016	5,252	7,000	1,978	1,978	0	0%
51211 Legal Services	1,617			0	0	0	0%
51212 Outside Counsel-Legal Advice	0	1,462	2,000	5,000	5,000	0	0%
51803 Other Contract Services	4,524,683	4,395,593	4,627,500	4,743,000	4,985,320	242,320	5%
51901 Telecommunication Data Lines	956	1,399	1,849	1,469	2,100	631	30%
51904 ISD - Baseline Services	9,056	10,130	13,505	10,637	13,800	3,163	23%
51911 Mail Services	104	111	200	0	250	250	100%
51915 ISD - Reprographics Services	58			0	0	0	0%
51916 County Services	2,799	2,121	4,771	11,723	9,139	(2,584)	-28%
51922 County Car Expense	1,888			0	0	0	0%
52111 Office Supplies	43	1,868	2,000	1,000	2,000	1,000	50%
52162 Special Departmental Expense	22,267			0	0	0	0%
SUBTOTAL	4,665,349	4,506,498	4,803,523	4,922,078	5,169,088	247,010	5%
57011 Transfers Out - Within a Fund	91,275	7,732	7,732	1,882	0	(1,882)	0%
57015 Transfers Out - All Others	0	0	0	0	0	0	0%
SUBTOTAL	91,275	7,732	7,732	1,882	0	(1,882)	0%
TOTAL EXPENDITURES	4,756,624	4,514,230	4,811,255	4,923,960	5,169,088	245,128	5%
NET COST	(623,833)	360,981	(4,341)	0	302,667	302,667	100%
FUND BALANCE							
Beginning Fund Balance	1,017,878	1,640,754	1,279,773		1,284,115	775,363	(206,085)
Ending Fund Balance	1,640,754	1,279,773	1,284,115		981,448		

FY 18-19 DRAFT BUDGET SONOMA COUNTY WASTE MANAGEMENT AGENCY REVENUE, EXPENDITURE AND FUND BALANCE HISTORY							
Household Hazardous Waste 78104							
	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Budgeted FY 17-18	Requested FY 18-19	Difference	% Change
REVENUES							
42358 State Other Funding	154,353	156,470	150,000	150,000	173,443	23,443	14%
42601 County of Sonoma	1,079,359	1,448,971	1,356,642	1,356,642	1,412,254	55,612	4%
44002 Interest on Pooled Cash	8,611	8,980	7,000	3,606	5,162	1,556	30%
44050 Unrealized Gains and Losses	(1,525)	(6,471)	5,500	0	0	0	0%
46029 Donations/Contributions	294,979	315,369	226,670	226,670	280,141	53,471	19%
46050 Cancelled/Stale Dated Warrants	286			0	0	0	0%
46200 Revenue Appl PY Misc Revenue	(257,527)	2,476	2,452	0	0	0	0%
SUBTOTAL	1,278,534	1,925,796	1,748,264	1,736,918	1,871,000	134,082	7%
47101 Transfers In - Within a Fund	0	0	0	0	0	0	
SUBTOTAL	0	0	0	0	0	0	
TOTAL REVENUES	1,278,534	1,925,796	1,748,264	1,736,918	1,871,000	134,082	7%
EXPENDITURES							
51041 Insurance - Liability	5,683	4,886	6,294	7,440	7,440	0	0%
51201 Administration Services	162,545	154,716	221,747	278,217	382,530	104,313	27%
51205 Advertising/Marketing Svc	7,384	11,461	12,000	12,000	13,000	1,000	8%
51206 Accounting/Auditing Services	7,500	6,100	7,500	7,500	7,500	0	0%
51207 Client Accounting Services	10,413	10,065	9,433	9,433	9,433	0	0%
51211 Legal Services	588	43	0	0	0	0	0%
51212 Outside Counsel - Legal Advice	0	1,140	3,000	10,000	5,000	(5,000)	-100%
51225 Training Services	0		750	750	0	(750)	
51249 Other Professional Services	142,642	146,215	132,843	132,843	131,286	(1,557)	-1%
51421 Rents and Leases - Bldg/Land	5,300	3,625	7,000	7,000	9,000	2,000	22%
51801 Other Services	8,079	4,589		0	0	0	
51803 Other Contract Services	1,000,007	1,067,582	1,171,000	1,171,000	1,263,000	92,000	7%
51901 Telecommunication Data Lines	1,262	311	1,920	1,920	2,000	80	4%
51902 Telecommunication Usage	146	103	100	200	200	0	0%
51904 ISD - Baseline Services	3,405	3,799	3,989	3,989	4,332	343	8%
51907 ISD - Device Modernization Pro	1,200			0	0	0	
51911 Mail Services	4	104	40	0	100	100	100%
51915 ISD - Reprographics Services	44			0	0	0	
51916 County Services	2,008	2,900	43,586	55,912	43,586	(12,326)	-28%
52091 Memberships/Certifications	10,200	10,200	10,450	10,450	10,450	0	0%
52111 Office Supplies	80	3,639	1,500	1,000	3,000	2,000	67%
52162 Special Departmental Expense	0	100		0	0	0	
SUBTOTAL	1,368,490	1,431,579	1,633,153	1,709,654	1,891,857	182,203	10%
57011 Transfers Out - Within a Fund	471,938	77,325	27,265	27,265	0	(27,265)	
57015 Transfers Out - All Others	0	0	0	0	0	0	
SUBTOTAL	471,938	77,325	27,265	27,265	0	(27,265)	-65%
TOTAL EXPENDITURES	1,840,428	1,508,904	1,660,418	1,736,919	1,891,857	154,938	8%
NET COST							
	561,894	(416,891)	(87,846)	1	20,857		
FUND BALANCE							
Beginning Fund Balance	1,094,794	527,597	944,489		1,032,335	FB Goal 283,779	Difference (727,700)
Ending Fund Balance	527,597	944,489	1,032,335		1,011,478		

FY 18-19 DRAFT BUDGET							
SONOMA COUNTY WASTE MANAGEMENT AGENCY							
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY							
Education & Outreach (formerly Education and Planning)							
	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Budgeted FY 17-18	Requested FY 18-19	Difference	% Change
REVENUES							
42358 State Other Funding	329,387	152,829	142,000	142,000	142,000	0	0%
42601 County of Sonoma	302,955	408,684	476,658	476,658	445,975	(30,683)	-7%
44002 Interest on Pooled Cash	4,393	4,350	4,500	1,634	2,379	745	31%
44050 Unrealized Gains and Losses	(1,183)	(2,570)	2,500			0	
46029 Donations/Contributions	36,778	40,178	37,830	37,830	41,228	3,398	8%
46200 Revenue Appl PY Misc Revenue	(64,736)	119			0		
SUBTOTAL	607,594	603,590	663,488	658,122	631,582	(26,540)	-4%
47101 Transfers In - Within a Fund	0		0	0	0	0	
SUBTOTAL	0	0	0	0	0	0	
TOTAL REVENUES	607,594	603,590	663,488	658,122	631,582	(26,540)	-4%
EXPENDITURES							
51041 Insurance - Liability	4,030	3,187	2,538	3,000	3,000	0	0%
51201 Administration Services	212,754	236,979	294,465	317,235	347,688	30,453	9%
51205 Advertising/Marketing Svc	0					0	0%
51206 Accounting/Auditing Services	4,000	2,850	4,000	4,000	4,000	0	0%
51207 Client Accounting Services	6,710	6,564	3,803	3,803	3,804	1	0%
51211 Legal Services	24,928					0	0%
51212 Outside Counsel - Legal Advice	0	25,162	20,000	31,000	15,000	(16,000)	-107%
51225 Training Services	295	195	1,000	2,250	0	(2,250)	
51249 Other Professional Services	266,745	99,777	62,094	62,094	67,026	4,932	7%
51401 Rents and Leases - Equipment	1,992	2,177	0	3,000	3,000	0	0%
51421 Rents and Leases - Bldg/Land	2,701	6,914	8,625	8,625	8,250	(375)	-5%
51801 Other Services	0	1,779				0	0%
51803 Other Contract Services	25,388	36,380	102,600	102,600	88,200	(14,400)	-16%
51901 Telecommunication Data Lines	2,103	2,332	2,448	2,448	2,568	120	5%
51902 Telecommunication Usage	735	845	900	900	960	60	6%
51904 ISD - Baseline Services	7,198	7,779	7,978	7,978	11,461	3,483	30%
51905 ISD - Improvement Projects	514					0	0%
51906 ISD - Supplemental Projects	2,472	7,210		3,000	1,000	(2,000)	-200%
51907 ISD - Device Modernization	3,114					0	0%
51909 Telecommunication Wireless Svc	1,574	1,717	1,800	1,800	2,046	246	12%
51911 Mail Services	1,838	1,371	500	500	500	0	0%
51912 Records Services	22	22				0	0%
51915 ISD - Reprographics Services	951					0	0%
51916 County Services	2,820	2,922	15,575	22,545	17,575	(4,970)	-28%
51919 EFS Charges	0					0	0%
51922 County Car Expense	0	577	700	1,000	1,000	0	0%
51923 Unclaimable County Car Expense	0	40				0	
52091 Memberships/Certifications	150	150	3,230	150	3,150	3,000	95%
52111 Office Supplies	9,562	19,021	15,000	24,630	22,670	(1,960)	-9%
52163 Professional Development	0		5,000	28,150	25,000	(3,150)	-13%
SUBTOTAL	582,594	465,951	552,256	630,708	627,898	(2,810)	0%
57011 Transfers Out - Within a Fund	107,702	11,881	27,414	27,414		(27,414)	
SUBTOTAL	107,702	11,881	27,414	27,414	0	(27,414)	
TOTAL EXPENDITURES	690,296	477,832	579,670	658,122	627,898	(30,224)	-5%
NET COST	82,702	(125,757)	(83,818)	0	(3,684)	(3,684)	
FUND BALANCE							
Beginning Fund Balance	350,812	266,216	391,973		475,791	94,185	(385,290)
Ending Fund Balance	266,216	391,973	475,791		479,475		

FY 18-19 DRAFT BUDGET SONOMA COUNTY WASTE MANAGEMENT AGENCY REVENUE, EXPENDITURE AND FUND BALANCE HISTORY							
Organics Reserve 78103							
	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Budgeted FY 17-18	Requested FY 18-19	Difference	% Change
REVENUES							
44002 Interest on Pooled Cash	15,724	31,437	20,000	11,051	14,679	3,628	25%
44050 Unrealized Gains and Losses	(1,524)	(16,385)	13,000			0	0%
46029 Donations/Contributions	300,000					0	0%
46200 Revenue Appl PY Misc Revenue	0		98			0	0%
SUBTOTAL	314,200	15,052	33,098	11,051	14,679	3,628	25%
47101 Transfers In - Within a Fund	91,275	7,732	1,882	1,882		(1,882)	
SUBTOTAL	91,275	7,732	1,882	1,882	0	(1,882)	
TOTAL REVENUES	405,475	22,784	34,980	12,933	14,679	1,746	12%
EXPENDITURES							
51201 Administration Services	742	6,794	66,883	66,883	45,723	(21,160)	-46%
51206 Accounting/Auditing Services	2,500	2,000	2,500	2,500	2,500	0	0%
51211 Legal Services	0	39,115				0	
51212 Outside Counsel - Legal Advice	571,502	3,278	5,000	10,000	5,000	(5,000)	-100%
51801 Other Services	10,249	13,551	50,000	50,000	30,000	(20,000)	-67%
51803 Other Contract Services	(1,246,459)	50,533					
51911 Mail Services	25	38					
51916 County Services	0	2,208					
52111 Office Supplies	86			1,000	1,000	0	0%
52162 Special Departmental Expense	3,315						
52163 Professional Development	0						
53610 Other Charges	266,934						
SUBTOTAL	(391,106)	117,516	124,383	130,383	84,223	(46,160)	-55%
57011 Transfers Out - Within a Fund	0					0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	(391,106)	117,516	124,383	130,383	84,223	(46,160)	-55%
NET COST	(796,582)	94,733	89,403	117,450	69,544	(47,906)	-71%
FUND BALANCE							
Beginning Fund Balance	2,442,138	3,119,910	3,025,177		2,935,774	1,292,272	(1,573,958)
Ending Fund Balance	3,119,910	3,025,177	2,935,774		2,866,230		

FY 18-19 DRAFT BUDGET							
SONOMA COUNTY WASTE MANAGEMENT AGENCY							
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY							
Contingency Reserve (Formerly HHW Facility, HHW Operating and Contingency Fund Reserves)							
	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Budgeted FY 17-18	Requested FY 18-19	Difference	% Change
REVENUES							
44002 Interest on Pooled Cash	11,019	20,366	15,000	10,022	17,065	7,043	41%
44050 Unrealized Gains and Losses	(966)	(9,967)	8,000				
46029 Donations/Contributions	1,501						
46200 Revenue Appl PY Misc Revenue			49				
SUBTOTAL	11,553	10,399	23,049	10,022	17,065	7,043	41%
47101 Transfers In - Within a Fund	579,640	89,206	54,679	54,679	0	(54,679)	0%
SUBTOTAL	579,640	89,206	54,679	54,679	0	(54,679)	0%
TOTAL REVENUES	591,193	99,605	77,728	64,701	17,065	(47,636)	-279%
EXPENDITURES							
51201 Administration Services	41,287	24,164	25,472	60,838	37,348	(23,490)	-63%
51206 Accounting/Auditing Services	1,500	1,000	1,500	1,500	1,500	0	0%
51211 Legal Services							
51212 Outside Counsel - Legal Advice	2,265	22,796	2,500	10,000	2,000	(8,000)	-400%
51801 Other Services	3,173						
51803 Other Contract Services	(3,066)		215,000	215,000	50,000	(165,000)	-330%
51915 ISD - Reprographics Services							
51916 County Services	531	1,061					
52111 Office Supplies			200	1,000	1,000	0	0%
SUBTOTAL	45,690	49,021	244,672	288,338	91,848	(196,490)	-214%
57011 Transfers Out - Within a Fund							
57015 Transfers Out - All Others							
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	45,690	49,021	244,672	288,338	91,848	(196,490)	264%
NET COST	(545,503)	(50,585)	166,944	223,637	74,783	(148,854)	249%
FUND BALANCE							
Beginning Fund Balance	1,469,116	2,011,553	2,063,138		1,896,194	761,185	(1,060,226)
Ending Fund Balance	2,011,553	2,063,138	1,896,194		1,821,411		

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 18-19 Final Budget Summary

		Organics 78102	H H W 78104	Education & Outreach 78107	Organics Reserve 78103	Contin. Reserve 78109	Total All Divisions
REVENUES							
42358	State Other Funding	-	173,443	142,000	-	-	315,443
42601	County of Sonoma	4,860,000	1,412,254	445,975	-	-	7,026,029
44002	Interest on Pooled Cash	6,421	5,162	2,379	14,679	17,065	45,705
46029	Donations/Contributions	-	280,141	41,228	-	-	321,369
47101	Transfers In - within a Fund	-	-	-	-	-	-
TOTAL REVENUES		5,174,221	1,871,000	631,582	14,679	17,065	7,708,546
check totals:		5,174,221	1,871,000	631,582	14,679	17,065	7,708,546
EXPENDITURES							
SERVICES AND SUPPLIES							
51041	Insurance - Liability	1,560	7,440	3,000	-	-	12,000
51201	Administration Services	141,441	382,530	347,688	45,723	37,348	954,730
51205	Advertising/Marketing Svc	-	13,000	-	-	-	13,000
51206	Accounting/Auditing Services	6,500	7,500	4,000	2,500	1,500	22,000
51207	Client Accounting Services	1,978	9,433	3,804	-	-	15,214
51211	Legal Services	5,000	5,000	15,000	5,000	2,000	32,000
51213	Engineer Services	-	-	-	-	-	-
51225	Training Services	-	-	-	-	-	-
51249	Other Professional Services	-	131,286	67,026	-	-	198,311
51401	Rents and Leases - Equipment	-	-	3,000	-	-	3,000
51421	Rents and Leases - Bldg/Land	-	9,000	8,250	-	-	17,250
51803	Other Contract Services	4,985,320	1,263,000	88,200	30,000	50,000	6,416,520
51901	Telecommunication Data Lines	2,100	2,000	2,568	-	-	6,668
51902	Telecommunication Usage	-	200	960	-	-	1,160
51904	ISD - Baseline Services	13,800	4,332	11,461	-	-	29,592
51906	ISD - Supplemental Projects	-	-	1,000	-	-	1,000
51909	Telecom Wireless Svc	-	-	2,046	-	-	2,046
51911	Mail Services	250	100	500	-	-	850
51915	ISD - Reprographics Services	-	-	-	-	-	-
51916	County Services	9,139	43,586	17,575	-	-	70,300
51919	EFS Charges	-	-	-	-	-	-
51922	County Car Expense	-	-	1,000	-	-	1,000
52091	Memberships/Certifications	-	10,450	3,150	-	-	13,600
52111	Office Supplies	2,000	3,000	22,670	1,000	1,000	29,670
52162	Special Departmental Expense	-	-	-	-	-	-
52163	Professional Development	-	-	25,000	-	-	25,000
SUBTOTAL		5,169,088	1,891,856	627,896	84,223	91,848	7,864,911
OTHER CHARGES							
57011	Transfers Out - within a Fund	-	-	-	-	-	-
57015	Transfers Out - All Others	-	-	-	-	-	-
SUBTOTAL		-	-	-	-	-	-
TOTAL EXPENDITURES		5,169,088	1,891,856	627,896	84,223	91,848	7,864,911
NET COST							
		302,667	20,856	(3,686)	69,544	74,783	464,165

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 18-19 DRAFT BUDGET EXPLANATIONS AND DETAILS

Organics

REVENUES

42601 – County of Sonoma

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

Organics Waste Tonnage from All Transfer Stations	81,000
<u>Disposal Fee</u>	<u>\$60.00</u>
Total Revenue FY 18-19	\$4,860,000

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 Organics Fund portion of the premium for FY 18-19 is 13% of the total premium cost to SCWMA.

Annual premium \$12,000 X 13% = \$1,560

51201 – Administration Services

This account reflects the cost of SCWMA staff. While there is an additional Waste Management Specialist in this Fund through the proposed budget, the Department Analyst, and Executive Director positions' allocation to this account is reduced compared to previous budgets.

Budgeted FY 17-18	\$139,211
<u>Requested FY 18-19</u>	<u>\$141,441</u>
Difference (2%)	\$2,230

51206 – Accounting/Auditing Services

This expense of \$6,500 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 fund allocation is based on the level of effort necessary to provide services for this fund relative to the other SCWMA funds. The Organics Fund allocation is \$1,978.

51803 – Other Contract Services

An estimated 81,000 tons of wood waste will be collected, transported, and hauled to out-of-county compost facilities in FY 18-19, at a cost of \$4,985,320.

51904 – ISD Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 18-19 is \$29,592. The Organics Fund will be charged \$13,800.

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 18-19 DRAFT BUDGET EXPLANATIONS AND DETAILS

Household Hazardous Waste

REVENUES

42358 – State Other Funding

SCWMA is expected to continue to receive grants from funds collected and distributed by CalRecycle. These funds are restricted to reimbursement of costs related to the proper management of used motor oil. For FY 18-19, the Oil Payment Plan revenue is expected to be \$148,443. We also received the grant for refillable propane tanks, Refuel Your Fun, \$25,000.

42601 – County of Sonoma

Republic Services collects a disposal fee of \$4.85/ton on behalf of the SCWMA for the Household Hazardous Waste and Education and Outreach programs. Republic submits the funding to the County, who passes the funding through to the SCWMA. The estimated of garbage, yard debris, and wood waste tonnage for FY 18-19 is 383,140, an increase of 5,140 ton from last year.

Total Tipping Fee Revenue Budgeted FY 17-18	\$1,833,300
Total Tipping Fee Revenue Requested FY 18-19	<u>\$1,858,229</u>
Difference (1.34%)	\$24,929

HHW Fund Tipping Fee Allocation (76%) is \$1,412,254

46029 – Donations/Contributions

The City of Petaluma has an agreement to pay for their SCWMA services directly. The tonnage is based on the actual quantities. The 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 currently has contracts with ECS Refining, Inc. and Conservation Corps North Bay.

Description	FY 17-18 Budget	FY 18-19 Requested
Petaluma Surcharge Fee payment	\$112,763	\$130,554
E-waste revenue sharing payment	\$110,000	\$140,587
Battery Collections (HHW Facility)	<u>\$9,000</u>	<u>\$9,000</u>
Donations/Reimbursements Total	\$231,763	\$280,141

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 Fund portion of the premium for FY 18-19 is 62% of the total premium cost to SCWMA.

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

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 18-19 DRAFT BUDGET EXPLANATIONS AND DETAILS

Household Hazardous Waste (cont.)

51201 – Administration Services

This account reflects the cost of SCWMA staff. The increased staff time compared to the previous fiscal year reflects the redistribution of staff time for the Department Analyst and Executive Director throughout the other Funds.

Budgeted FY 17-18	\$278,217
<u>Requested FY 18-19</u>	<u>\$382,530</u>
Difference (38%)	\$104,313

51205 – Advertising/Marketing Svs

Staff is continuing to advertise the E-waste events sponsored by SCWMA. The budgeted \$13,000 will be used to reach residents through local media informing them of upcoming opportunities for E-waste collection.

51206 – Accounting/Auditing Services

This expense of \$7,500 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 fund allocation is based on the level of effort necessary to provide services for this fund relative to the other SCWMA Funds. The HHW Fund allocation is \$9,433.

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 \$9,000 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.

Description	FY 17-18 Budget	FY 18-19 Requested
HHW Collection Program	\$1,050,000	\$1,050,000
E-waste Collection	\$65,000	\$70,000
HHW Facility Maintenance	\$40,000	\$40,000
Out-of-County Hazardous Waste	\$16,000	\$18,000
Refuel Your Fun Program Contractor		\$25,000
<u>Special CTCs</u>		<u>\$7,500</u>
Total	\$1,171,000	\$1,263,000

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 18-19 DRAFT BUDGET EXPLANATIONS AND DETAILS

Household Hazardous Waste (cont.)

51904 – ISD Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 18-19 is \$29,592. The HHW Fund will be charged \$4,332

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

There are three 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.

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 18-19 DRAFT BUDGET EXPLANATIONS AND DETAILS

Education & Outreach

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 SCWMA for the Household Hazardous Waste, Education and Planning programs. Republic submits the funding to the County, who passes the funding through to the SCWMA. The estimated of garbage, greenwaste, and wood waste tonnage for FY 18-19 is 383,140, an increase of 5,140 ton from last year.

Total Tipping Fee Revenue Budgeted FY 17-18	\$1,833,300
<u>Total Tipping Fee Revenue Requested FY 18-19</u>	<u>\$1,858,229</u>
Difference (1.34%)	\$24,929

Education and Outreach Fund Tipping Fee Allocation (25%) is \$445,975

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 is \$41,228.

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 Organics Fund portion of the premium for FY 18-19 is 25% of the total premium cost to SCWMA.

Annual premium \$12,000 X 25% = \$3,000

51201 – Administration Services

This account reflects the cost of SCWMA staff.

Budgeted FY 17-18	\$283,432
<u>Requested FY 18-19</u>	<u>\$347,688</u>
Difference (23%)	\$64,256

51206 – Accounting/Auditing Services

This expense of \$4,000 reflects an allocated portion of the estimated \$22,000 cost of the annual audit.

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 18-19 DRAFT BUDGET EXPLANATIONS AND DETAILS

Education & Outreach (cont.)

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 fund allocation is based on the level of effort necessary to provide services for this fund relative to the other SCWMA Funds. The Organics Fund allocation is \$3,804

51249 – Other Professional Services

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

51401 – Rents and Leases – Equipment

The office copy machine is now paid off. We have recently done some repairs to give it some longevity, but it is nearing the end of its useful life. It may be necessary to enter into a new lease during this fiscal year.

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 SCWMA's education program contracts as listed below:

Description	FY 17-18 Budget	FY 18-19 Requested
Recycling Guide Translation and Printing	\$16,900	\$11,900
Spanish Language Outreach	\$25,000	\$30,000
Temporary Staffing	\$2,700	\$1,000
Website Hosting	\$0	\$660
Backyard Composting	\$28,000	\$17,380
Professional Assistance	\$20,000	\$20,000
Total	\$92,600	\$88,200

51904 – ISD Baseline Services

This account covers the cost of computer maintenance, network access, and the website. The estimated SCWMA cost for FY 18-19 is \$29,592. The Education and Outreach Fund will be charged \$11,461.

51906 – ISD Supplemental Projects

Reserved for any special ISD related projects.

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.

520191 – Memberships/Certifications

These are expenses related to membership in organizations assisting educational outreach options. \$150 is requested to maintain the GoLocal membership and \$3,000 for the Californians Against Waste Foundation.

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 18-19 DRAFT BUDGET EXPLANATIONS AND DETAILS

Organics Reserve

REVENUES

44002 – Interest on Pooled Cash

The Organics Reserve is expected to accrue \$14,679 in interest during FY 18-19.

EXPENDITURES - SERVICES AND SUPPLIES

51201 – Administration Services

This account reflects the cost of SCWMA staff.

Budgeted FY 17-18	\$66,883
<u>Requested FY 18-19</u>	<u>\$45,723</u>
Difference (32%)	\$21,160

51206 – Accounting/Auditing Services

This expense of \$2,500 reflects an allocated portion of the estimated \$22,000 cost of the annual audit.

51803 – Other Contract Services

\$30,000 has been allocated for consultant assistance with the Organics Capacity RFP.

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 18-19 DRAFT BUDGET EXPLANATIONS AND DETAILS

Contingency Reserve

REVENUES

44002 – Interest on Pooled Cash

The Contingency Reserve is expected to accrue \$17,065 in interest during FY 18-19.

EXPENDITURES - SERVICES AND SUPPLIES

51201 – Administration Services

This account reflects the cost of SCWMA staff.

Budgeted FY 17-18	\$49,888
<u>Requested FY 18-19</u>	<u>\$37,348</u>
Difference (25%)	\$12,540

51206 – Accounting/Auditing Services

This expense of \$1,500 reflects an allocated portion of the estimated \$22,000 cost of the annual audit.

51803 – Other Contract Services

This reflects the consultant cost required to assist in the establishment of a new HHW facility.

SONOMA COUNTY WASTE MANAGEMENT AGENCY

2018 REVISED 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

The SCWMA shall maintain two reserve funds, Organics Reserve Fund and the Contingency Reserve Fund. The Contingency Reserve Fund will have three subcategories for collection, HHW Facility Closure, HHW Operating Reserves and an Operating Contingency Fund.

Organics Reserve Fund

Treatment

The fund goal for the Organics Reserve Fund is 25% of the operational expenses of the Organics Fund. Any funds remaining in the Organics Fund at the close of the fiscal year are to be transferred to the Organics Reserve Fund 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 Fund 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 funds accumulated in the Organics Reserve will only be for use in conjunction with the organics program, which includes Board-approved projects in the Organics Fund as well as the Organics Reserve.

Contingency Reserve Fund

The Contingency Reserve Fund is established to cover the costs of unpredictable expenditures (such as natural disasters and emergencies), and one-time projects (such as special studies, facility closures, and capital purchases). The Contingency Fund has three subsections.

1. Household Hazardous Waste (HHW) Facility Closure

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. As of FY 2018-19, this reserve goal is \$67,000. 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

The interest earned on the reserve funds will remain with the Contingency Reserve Fund.

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.

2. HHW Facility Operating Reserve

Collection

Any funds remaining in the HHW cost center at the close of the fiscal year are to be transferred to the Contingency 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 \$600,000. 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.

3. Operating Contingency Reserve

Collection

Any funds remaining in the Education and Outreach cost center at the close of the fiscal year shall be transferred to the Contingency Reserve Fund 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 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 Outreach cost center 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 Education and Outreach cost center.

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 Resolution 2014-30- adopted by the Board of Directors on November 19, 2014, not to exceed \$25,000. This purchasing authority shall apply to the reserve funds.

The JPA Agreement sets the approval parameter for a Super-Majority vote (8 of 10 members) for items pertaining to:

1. Approval or amendment of the Agency Budget;
2. Incurrence of debt from public or private lending or financing sources in an amount of \$250,000 or more;
3. Authorization of expenditures of \$250,000 or more to a single source within a single fiscal year;
4. Any increase in fees or imposition of any new fees.

A unanimous vote is required for the Agency to acquire any interest in real property with a value of \$250,000 or more.

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 accounts for efficient processing, payment and auditing.

DRAFT

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.