



Meeting of the Board of Directors

May 16, 2018
SPECIAL MEETING
Begins at 8:30 a.m.

*City of Rohnert Park Council Chambers
130 Avram Avenue
Rohnert Park, CA*

Meeting Agenda and Documents

SONOMA COUNTY WASTE MANAGEMENT AGENCY

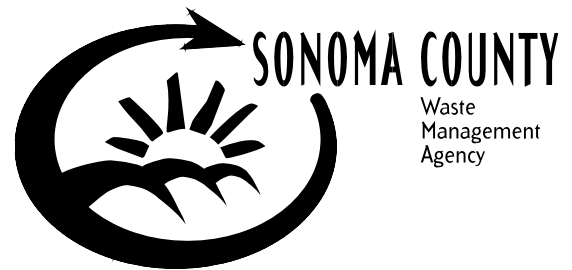
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REGULAR MEETING
Begins 8:30 a.m.

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Note: This packet is 90 pages total



SONOMA COUNTY WASTE MANAGEMENT AGENCY

Meeting of the Board of Directors

May 16, 2018
SPECIAL MEETING

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

Please note different location:

City of Rohnert Park Council Chambers
130 Avram Avenue
Rohnert Park, CA

Agenda

Item

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

Consent (w/ attachments)

- 4.1 Minutes of the April 18, 2018 Regular Meeting
- 4.2 May and June 2018 Outreach Calendar
- 4.3 North County HHW Facility Update
- 4.4 FY 2017/18 Third Quarter Financial Report
- 4.5 SCWMA FY 2018/19 Final Budget Approval **[Supermajority Vote Required]**
- 4.6 Updated Reserve Policy
- 4.7 Budget Appropriation Adjustment **[Supermajority Vote Required]**

Regular Calendar

5. Presentation of SCWMA Rebranding Progress by the Engine is Red [Thigpen]

Recommended Action: No action is necessary.

6. Update on the Results of the SCWMA Organics Processing Services RFP Process [Carter]

Recommended Action: No action is necessary.

7. Boardmember Comments

8. Staff Comments

9. Next SCWMA meeting: June 20, 2018

10. 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 SCWMA shall have an opportunity at the beginning and during each regular meeting of the SCWMA. 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: The 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: April 23, 2018

To: SCWMA Board Members

From: Patrick Carter, SCWMA Executive Director

Executive Summary Report for the SCWMA Board Meeting of April 18, 2018

Item 4, Consent: Items 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, and 4.4 Resolution of the SCWMA Election of Chair, Vice Chair, and Chair Pro Tempore were approved.

Item 5, Discussion and Possible Action on FY 2018/19 Draft SCWMA Budget: The Draft Budget, which was based on the direction given by the Board at the February 2018 Meeting's Work Plan, was presented. The draft budget maintained the SCWMA's core programs, added a fourth Waste Management Specialist to assist with organics programs, included a battery education and disposal program, and continued development of a northern county HHW disposal facility. Most of the proposed deficit in the budget was due to the uncertainty of disposal costs for organics in the upcoming fiscal year; if rate increases are necessary they can coincide with Republic's annual April 1 price adjustments. Changes to the Reserves Policy were also suggested to reflect the consolidation of multiple funds. Staff was given direction to include the Final Budget on consent at the May 16, 2018 SCWMA Board Meeting.

Staff Comments: The 2018 Recycle Guide is available, and Janel Perry, SCWMA Clerk, was introduced.



To: Sonoma County Waste Management Agency Board Members
From: Patrick Carter, Executive Director
Subject: May 16, 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 April 18, 2018 Regular Meeting:** regular acceptance.

4.2 **May and June 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 **North County HHW Facility Update:** The SCWMA's contractor, Sweetser & Associates, Inc., has completed the initial feasibility analysis of a north county HHW facility, including estimated one-time and ongoing costs. The report is presented as information for the Board, and staff is directing its consultant to continue the process for site identification. **This item is informational, no action is requested.**

4.4 **FY 2017/18 Third Quarter Financial Report:** This item describes the revenue received and expenses incurred through the third quarter of FY 2017/18. **Staff recommends approving the FY 2017/18 Third Quarter Financial Report on the Consent Calendar.**

4.5 **SCWMA FY 2018/19 Final Budget Approval:** The SCWMA FY 2018/19 Final Budget is included for Board approval. The item was discussed at the April 18, 2018 Board meeting, and the Board directed staff to place the budget on the Consent Calendar for this meeting. **Staff recommends the Board approve the FY 18-19 Sonoma County Waste Management Agency Final Budget as presented at the April 18, 2018 SCWMA meeting. Supermajority Vote required.**

4.6 **Updated Reserve Policy:** Consolidation of several funds in the SCWMA FY 2018/19 Final budget necessitate revision to the SCWMA Reserve Policy. The 2018 Revised Reserve Policy reflects the consolidation of funds and sets new fund balance goals in the new fund structure. **Staff recommends approval of the 2018 Reserve Policy.**

4.7 **Budget Appropriation Adjustment:** The FY 2018/19 Final Budget did not include all of the appropriations necessary to complete the Organics Processing Services RFP process. **Staff recommends increasing the budgetary appropriations for contract services in the Organics Reserve by \$54,975. As this item is an amendment to the budget, it requires a super-majority vote for approval.**

Regular Calendar

5. **Presentation of the SCWMA Rebranding Progress by the Engine is Red:** The Engine is Red will present to the Board the rebranding efforts to date. **This item is informational, and allows for Board feedback and direction to staff. No action is requested at this time.**

6. **Update on the Results of the SCWMA Organics Processing Services RFP Process:** In anticipation of potential agreements for Board consideration at the June 20, 2018 SCWMA meeting, staff is presenting initial information about the proposals received and the proposal teams which most closely matched the SCWMA goals in the initial proposal review. The intent of this preview is to provide a greater level of transparency while simultaneously not putting the SCWMA at a disadvantage during negotiations. **This item is informational; no action is required.**



Minutes of the April 18, 2018 Meeting

The Sonoma County Waste Management Agency met on April 18, 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	John Sawyer
City of Cotati	Susan Harvey	City of Sebastopol	Henry Mikus
City of Healdsburg	Larry Zimmer	City of Sonoma	Maddelyn Agrimonti
City of Petaluma	Dan St. John	County of Sonoma	Susan Gorin
City of Rohnert Park	Don Schwartz	Town of Windsor	Deb Fudge

Staff Present:

Executive Director/Acting Clerk: Patrick Carter
Counsel: Ethan Walsh
Staff: Thora Collard, Janel Perry

1. Call to Order Regular Meeting

Regular meeting was called to order at 8:31 a.m.

2. Agenda Approval

3. Public Comments (items not on the agenda)

None

4. 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

Public Comments:

None

The motion for approval of items on consent calendar was made by Don Schwartz, City of Rohnert Park, and seconded by Susan Harvey, City of Cotati.

Vote Count:

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

AYES -10- NOES -0- ABSENT -0- ABSTAIN -0-
Motion passed.

Regular Calendar

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

Thora Collard, SCWMA staff, presented to the proposed FY 2018/19 Draft SCWMA Budget.

Board Discussion

Mr. Schwartz asked about the HHW reserve fund balance policy.

Mr. Carter responded as to the rational for the emergency reserve amounts.

Mr. Mikus commented it was a percentage calculation for operating costs during any emergency.

Mr. Schwartz asked about the status of the North county HHW

Mr. Carter responded that a contractor was completing a report shortly.

Mr. Schwartz asked about Organics recruitment timeline.

Mr. Carter responded that we anticipate a recruitment to happen soon for a start date in the beginning of the new fiscal year.

Mr. St John asked about the Waste Management Specialist I and the need for the position given the new hauler and their outreach efforts.

Mr. Carter responded that the current staffing levels are not sufficient to meet our SCWMA's goals. There will be a need for oversight and reporting for our state reports. Mr. Carter gave the example that he is currently managing the outhaul agreements for organics thinks it would be a better use of his time to assign these tasks to a new staff member.

Ms. Harvey commented that the SCWMA needs to establish ordinances and policies to drive us to meet the diversion goals. She recognized the need for more staff to focus on policy change and ordinances.

Ms. Gorn agrees this is a great discussion, but the budget is not the appropriate area for diversion discussion. Recommended we create a future agenda item to focus our discussion on goals, diversion and "What does the new hauler mean for us?"

Ms. Fudge stated there is still lots to do. Windsor is moving backwards in terms of diversion.

Mr. Mikus commented that he looks at the position as more of a Program Management position with the opportunity for more complex programs, multiple sites, and more stakeholders. He sees this as a very important new position. He agrees that a diversion agenda item discussion is important and needed.

Public Comments

None.

Board Discussion

Board agreed the final budget could be placed on consent for the next meeting.

6. Board Member Comments

Mr. Schwartz asked about the safe medicine disposal ordinance status.

Mr. Carter responded that there was a meeting last week to develop the ordinance language and schedule the presentation to the Board of Supervisors. The presentation is slated for a summer presentation.

Mr. Schwartz asked that the small cities be considered with the language regarding staffing issues for special collection events.

Mr. Carter responded that those concerns were relayed.

Mr. St. John reported that they are in the processes of a rate increase, 4.2%, that will take effect July 1. Recology has improved significantly the trash and rodent problems in Petaluma. He asked about any updates for streamlining the flow at Central.

Mr. Carter responded that SCWMA staff does not have the authority to make changes to flow at Central, which is the County's responsibility. Staff did receive responses in our E-waste RFP for improvement options.

Ms. Harvey requested a presentation regarding Safe Medicine Disposal when the ordinance is finalized.

7. Staff Comments

Mr. Carter commented about the new Recycle Guide that has been published (and copy provided to all board members).

Mr. Carter introduced our new Senior Office Assistant, Janel Perry.

8. Next SCWMA meeting: May 16, 2018

9. Adjournment:

The meeting adjourned at 9:11 a.m.

Submitted by: Janel Perry



Agenda Item #: 4.2
Agenda Date: 5/16/2018

ITEM: May and June 2018 Outreach Calendar

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 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 10	8 AM – 12 PM	Parent Info Coffee Presentation 2018 – Santa Rosa
May 12	11 AM – 1 PM	UCCE Compost Workshop – Cotati
May 12	11 AM – 1 PM	Healdsburg Farmer's Market – Healdsburg
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 AM – 2:30 PM	Luther Burbank Rose 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

June 2018 Outreach Events

June 1	5 PM – 8:00 PM	Rohnert Park Farmers Market
June 2	11 AM – 5:00 PM	Andy's Unity Park Dedication Community Celebration – Santa Rosa
June 5	4 PM – 8 PM	Community Toxic Collection – Healdsburg
June 8	11 AM – 7 PM	E-Waste Event – Santa Rosa
June 9-10	9 AM – 5 PM	E-Waste Event – Santa Rosa
June 12	4 PM – 8 PM	Community Toxic Collection – Bodega Bay
June 14	9:10 AM – 10:15 AM	Healdsburg Labor Center presentation – Healdsburg
June 14	9:10 AM – 10:15 AM	Fulton Labor Center presentation – Fulton
June 15	11 AM – 1 PM	Occidental Bohemian Farmers Market – Occidental
June 17	11 AM – 1 PM	Kenwood Farmers Market – Kenwood
June 19	4 PM – 8 PM	Community Toxic Collection – Santa Rosa, West
June 20	9 AM – 10 AM	Graton Labor Center presentation – Graton
June 21	11 AM – 1 PM	Cotati Farmers Market – Cotati
June 26	4 PM – 8 PM	Community Toxic Collection – Rohnert Park



Agenda Item #: **4.3**
Cost Center: **HHW**
Staff Contact: **Scott**
Agenda Date: **5/16/18**
Approved By:

ITEM: Acceptance of HHW Program Expansion Analysis by Sweetser & Associates, Inc.

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

This transmittal is for informational purposes only. No action is requested of the Board.

II. BACKGROUND

Over the last several years, SCWMA staff and the Board have expressed concern that the northern portion of Sonoma County has less access to household hazardous waste (HHW) programs. In an effort to address this, the SCWMA entered into an agreement with Sweetser & Associates, Inc. on August 18, 2017 to perform an expansion analysis of the HHW program.

III. DISCUSSION

The report by Sweetser & Associates, Inc. confirmed that the northern part of the county is underserved by current HHW programs; specifically, the Santa Rosa, Healdsburg, and Cloverdale-Geyserville areas. Sweetser & Associates, Inc. suggests adding a second permanent HHW facility which could become the main HHW facility in the county and take more items than the existing facility. Resource intensive Community Toxic Collections could also be reduced in frequency, allowing residents along the Highway 101 corridor to utilize a new permanent facility and offsetting some of the costs of the new facility.

Design and construction costs for an HHW facility can range significantly depending upon cost of land, utility access, facility features, and ancillary activities. Retrofitting of an existing facility or new construction is expected to cost anywhere from \$500,000 to \$5.3 Million, not including land purchase or lease. Similarly, using the existing pricing structure, the operations of a new facility could cost the SCWMA an extra \$350,000-\$600,000 annually in disposal and staffing costs. The next steps in the process will include site assessments and a more detailed cost study.

IV. FUNDING IMPACT

The agreement has a budget of \$24,000. To date, \$4,710 or 20% of the budget has been spent.

V. ATTACHMENTS

Sonoma County Waste Management Agency Household Hazardous Waste Program – Program Expansion Analysis by Sweetser & Associates, Inc.

Sonoma County Waste Management Agency
Household Hazardous Waste Program
Program Expansion Analysis



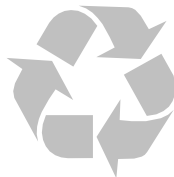
Submitted by

Sweetser & Associates, Inc.

May 2018

The Sonoma County Waste Management Agency authorized preparation of this review by

Larry Sweetser
Sweetser & Associates
2115 Rheem Avenue
Richmond, CA 94801
Phone 510-703-0898
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Sonoma County Waste Management Agency
Household Hazardous Waste Program

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Meeting Cancelled

1. EXECUTIVE SUMMARY

The Sonoma County Waste Management Agency (SCWMA) sponsors the household hazardous waste (HHW) program for Sonoma County residents and small businesses. As program sponsor, SCWMA is responsible for contracting the operations and providing oversight.

Sweetser & Associates, Inc. prepared this report to the current program for management of Household Hazardous Waste (HHW) and examine the facility features, siting criteria, design concepts, and estimated costs a potential additional HHW facility.

Key incentives to consider in investigating establishing an additional HHW facility would be the impact on the existing Household Toxics Facility (HTF) participation and costs, evaluate the role of future Community Toxics Collection (CTC) events held though the County.

This research indicated that the participation of jurisdictions surrounding the HTF utilize the facility more than more distant. This obvious fact is verified by analysis of the existing data. This analysis also indicates how much the northeastern area of the county is underserved by the HTF. Reliance on CTCs to serve the more distant residents is helpful by providing the opportunity for safe disposal although areas with the most CTCs increase the area's household participation a small percentage. This is likely influenced by the availability of 49 CTCs per year at rotating locations while the HTF is available about 149 days per year.

Expanding the HHW program with an additional HHW facility will provide more opportunities for residents to safely dispose of their accumulated HHW. The cost to establish an additional facility could be offset some by reducing the number of CTCs in that area and decreasing the overall number of CTCs. There are also some existing operational efficiencies that would not need to be proportionally increased such as contractor admin and overhead, agency oversight, and advertising.

Considerations on facility siting criteria and facility design features are presented along with an estimated range of increased costs and potential funding options are presented.

This report provides the validation on HHW program usage and offers guidance on the measures needed to expand the Sonoma HHW Program to include an additional facility.

2. SONOMA HOUSEHOLD HAZARDOUS WASTE PROGRAM OVERVIEW

2.1. Program Options and Availability

Sonoma County has one of the most robust household hazardous waste programs in California and offers residents and small businesses many opportunities for safe disposal of hazardous wastes including:

- A permanent Household Toxics Facility (HTF) located at the Central Disposal Site
- Community Toxics Collections held throughout Sonoma County nearly weekly and provide the opportunity for residents in areas more distant from the HTF to more conveniently dispose of their HHW at locations closer to them.
- Toxics Rover Pick Up Service one day per week serving different county areas
- Business toxic disposal at the Household Toxics Facility
- In addition, there are options throughout the county for curbside and drop-off locations for used motor oil and filters, lamps, electronics, household batteries, lead-acid batteries, mercury thermostats, household sharps and pharmaceuticals, treated wood waste, and architectural paint. Many of these are sponsored by the Sonoma County Waste Management Agency.

The chart below provides the program availability is outlined below.

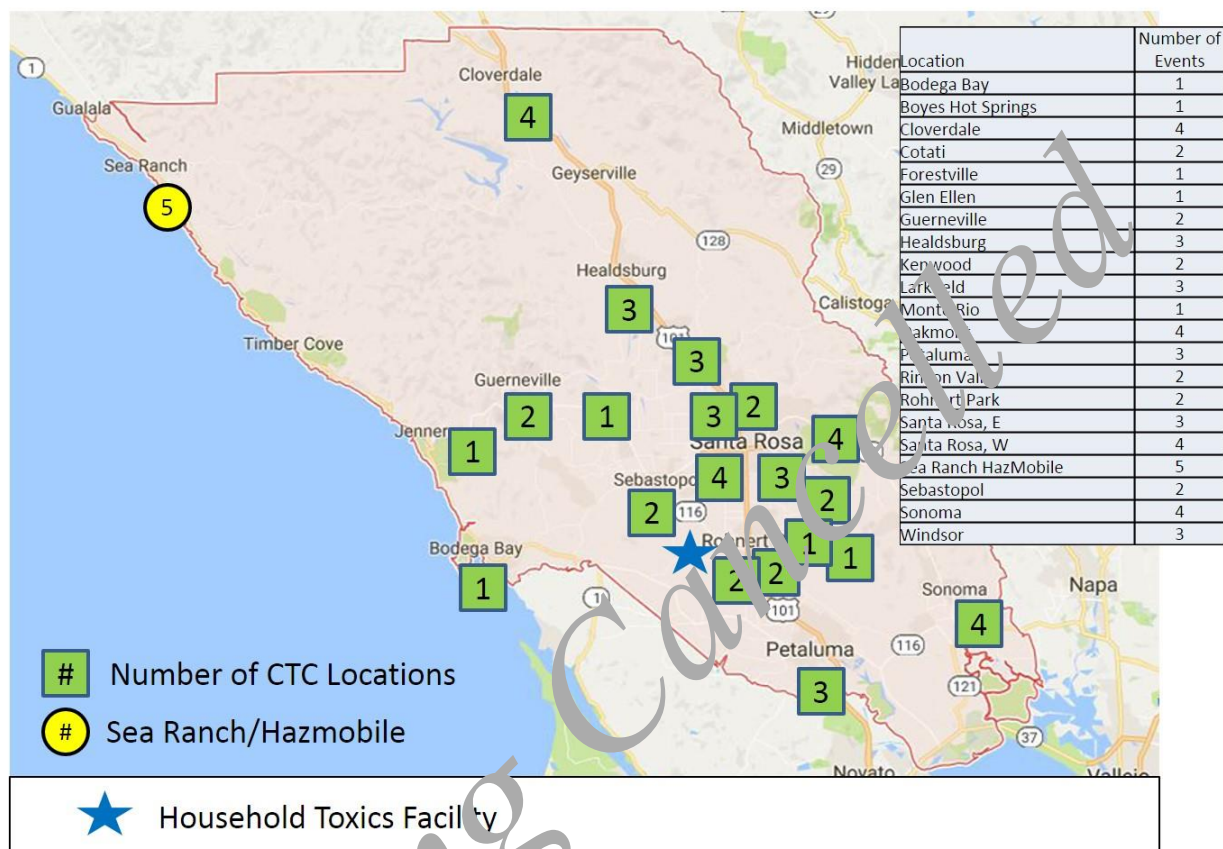
Table 2-1 Household Hazardous Waste Program Availability							
Program	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Household Toxics Facility (7 hours/day)				•	•	•	
Community Toxics Collections (4 hours/day)		•					
Toxics Rover Pick Up Service (on call)			•				
Business toxic disposal (5 hours/day)		•	•				
Other HHW collection	Various locations and wastes						

Residents and businesses can readily receive information on all of these programs at the SCWMA website at <http://www.recyclenow.org/>

The Community Toxics Collection (CTC) events are held throughout the county to provide local collection options in various areas of the county. The locations of the 2018 CTCs are depicted in the map in Figure 2-1 along with the location of the HTF.

Figure 2-1 Community Toxics Collection Locations 2018

Community Toxics Collection Participation



2.2. Program Staffing

The Sonoma County HHW activities are overseen by the Sonoma County Waste Management Agency and are conducted by a private hazardous waste contractor, currently Clean Harbors, who provides program staff to receive, package, and arrange disposal of the collected HHW. There is an average of seven full-time equivalent staffs working the various programs. The program operating days are staggered to optimize staffing levels and encourage consistent staff assigned to the programs. The Community Toxics Collection events are held on the same day as the Business toxic disposal. Consistent staffing provides for more efficient operations in handling the unique activities.

Table 2-2 HHW Program Staffing

Program	Staffing
Household Toxics Facility	7
Community Toxics Collections (per event)	3-4
Toxics Rover Pick Up Service	2
Business toxic disposal	7

2.3. Participation Analysis

A first step in consideration of a potential additional HHW Facility is to analyze the current participation. Most of the population is located in the southern and central Highway 101 corridor. Sonoma County has a varied population density throughout its 1,768 square miles. Grouping Sonoma County jurisdictions into regions will simplify analyzing HHW participation. A population density map by region is presented in Figure 2-2 with the location of the current Household Toxics Facility (HTF) is also identified. The participation for the HTF for the period July 1, 2016 through June 2, 2017 is mapped in Figure 2-3 which is the latest full year period that addresses were available. The majority of the Figure 2-3 participant dots located outside Sonoma County are more a limitation of the mapping program interpreting the data set than actual participants using the program. Obviously, residents closer to the HTF tend to use the current facility more frequently.

Figure 2-2 Sonoma County Population Density Map

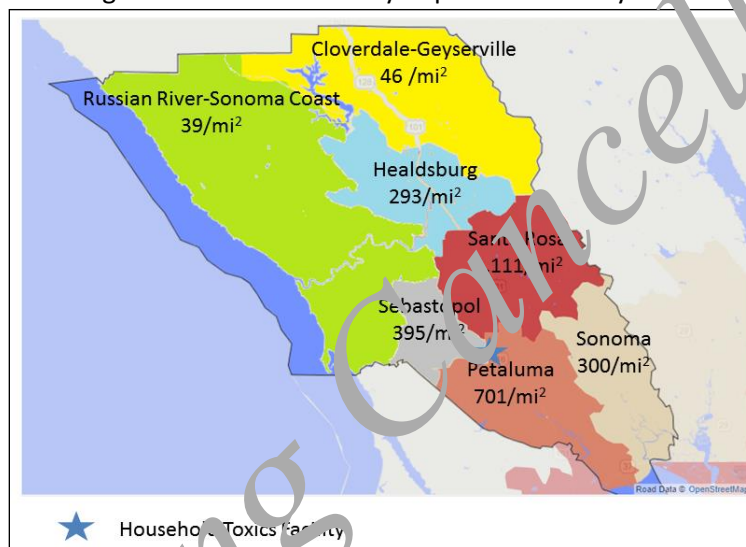


Figure 2-3 Sonoma County HTF 2016-2017 Participation

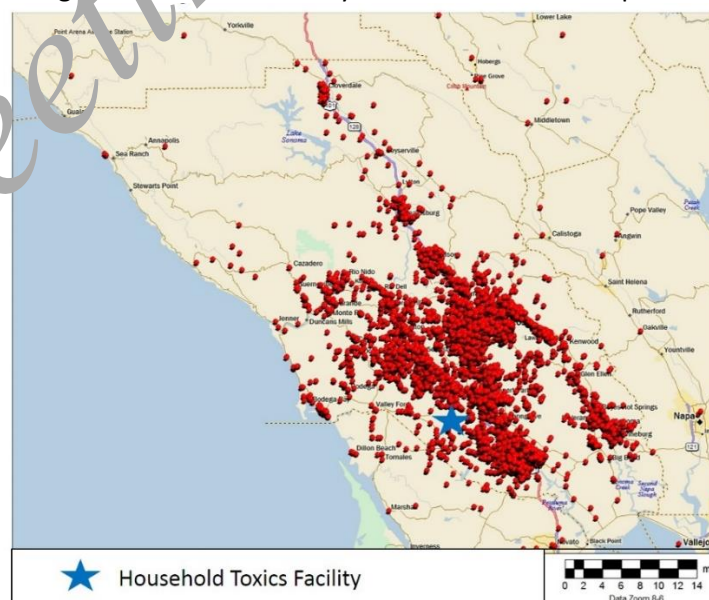


Table 2-2 Sonoma County HHW Program Participation 2016-2017

Community	HTF	CTC	Population	Households	HTF+CTC %	Distance
Bloomfield	11		345	139	8%	10
Bodega Bay	140	24	1,077	552	30%	22
Boyes Hot Springs	2		6,656	2,402	0%	24
Camp Meeker	18		425	179	10%	22
Cazadero	29	9	354	171	22%	36
Cloverdale	85	118	8,618	3,352	6%	44
Cotati	643	2	7,265	3,080	21%	5
Duncan Mills	4	1	175	73	7%	30
El Verano	3	2	4,123	1,460	0.3%	22
Forestville	161	32	3,293	1,474	13%	18
Freestone	13		50	12	103% (a)	17
Fulton	22		541	199	1%	18
Geyserville	24	6	862	302	10%	35
Glen Ellen	100	11	784	382	29%	21
Graton	47	1	1,707	701	7%	7
Guerneville	137	48	4,534	1,397	8%	26
Healdsburg	206	89	11,254	4,630	6%	27
Jenner	5	1	136	83	7%	34
Kenwood	39	14	1,028	483	11%	22
Monte Rio	30	11	1,152	595	7%	26
Occidental	126	3	1,115	554	23%	21
Penngrove	413		2,522	1,063	39%	6
Petaluma	1,136	51	57,941	22,534	19%	9
Rio Nido	9	5	522	284	5%	26
Rohnert Park	1,443	16	40,971	16,693	9%	6
Santa Rosa	5,084	574	167,815	66,576	8%	12
Sea Ranch	6		1,305	713	1%	65
Sebastopol	2,256	32	7,379	3,390	67%	10
Sonoma	534	102	10,648	5,220	12%	22
Timber Cove	1		164	88	1%	47
Valley Ford	28		147	58	48%	13
Windsor	366	119	26,801	9,249	5%	6
Other/Unknown	47					
Total	16,173	1,277	371,709	149,076	12%	

(a) The 108% participation likely indicate multiple trips by same person.

Using the regions identified in Figure 2-2, the HTF household participation percentages are listed in the chart below and presented in the map below. The combined participation at the HTF and CTCs is 12% of the household participation per year. This participation rate is on par with the higher participation HHW

programs in California. In California, most HHW participation occurs when a facility is within 5-10 miles in urban areas and 10-20 miles in rural areas.

Table 2-3 Sonoma County HHW Program Participation by Region

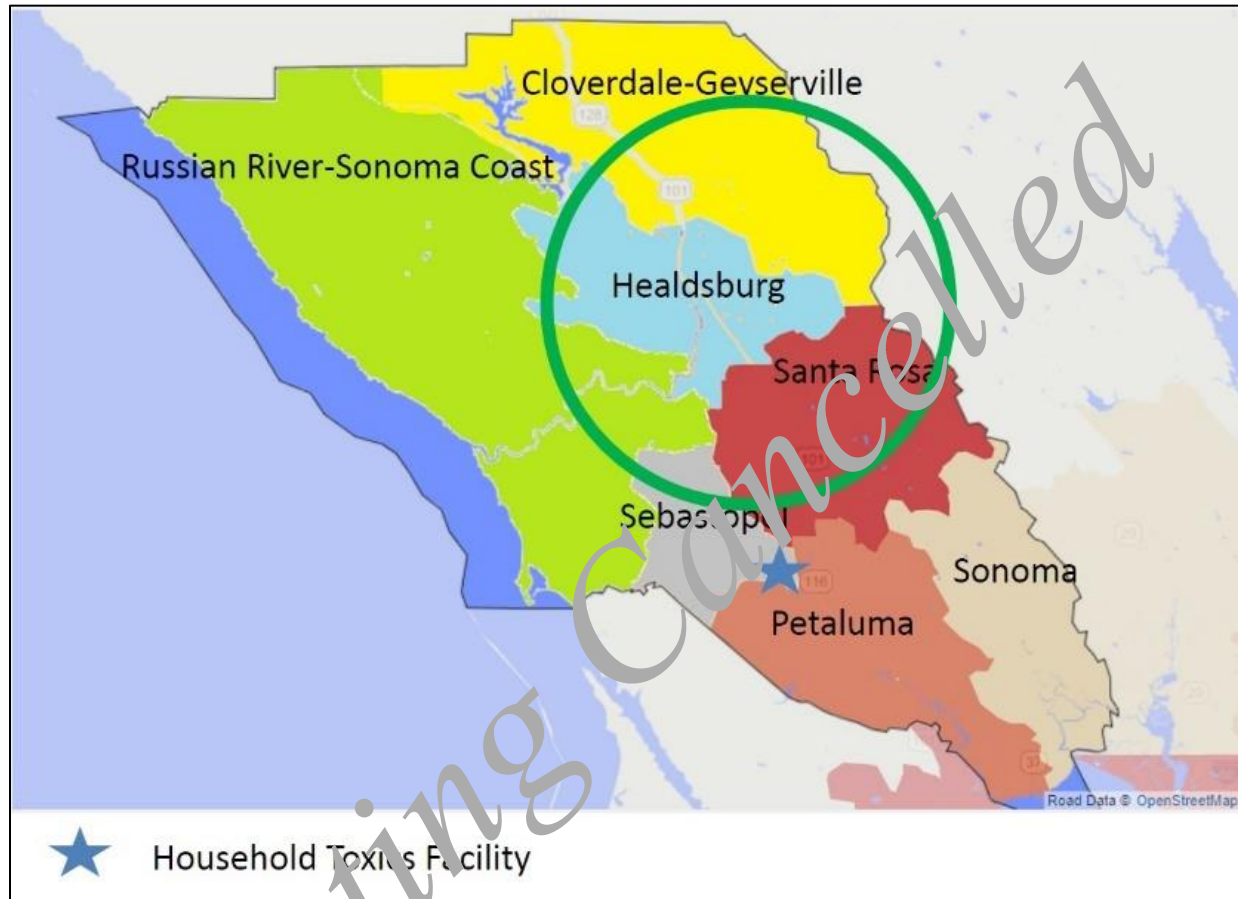
Community	HTF Usage	CTC Usage	Number CTCs	Households	HTF Percent Participation	CTC Percent Participation	HTF+CTC Percent Participation
Cloverdale-Geyersville	109	124	6	3,654	3%	3.4%	6%
Healdsburg	572	208	6	13,879	4%	1.5%	6%
Petaluma	6,643	77	7	44,830	15%	0.2%	15%
Russian River	420	99	14	5,193	8%	1.9%	10%
Santa Rosa	5,353	621	12	69,433	8%	0.9%	9%
Sebastopol	2,393	35	1	4,083	59%	0.9%	59%
Sonoma	636	113	3	8,004	8%	1.4%	9%
Total	16,126	1,277	49	149,076	11%	0.9%	12%

One factor that might influence the CTC participation is that the HTF is open to all residents three days per week and seven hours per day and about 149 days per year. The CTC is open four hours per week and rotates around the county one day per week with about 49 events per year. Households in the Cloverdale-Geyersville region have the highest CTC usage at 3% and also use the HTF at 3% of region households.

2.4. Target Area

After reviewing the participation data in Table 2-3 with consideration for regional population, the area most underserved by the HTF is the Santa Rosa, Healdsburg, and Cloverdale-Geyserville area indicated in Figure 2-5.

Figure 2-5 Target Area for Siting HHW Facility



3. OPERATIONAL COST

Analyzing the current operational costs will assist with evaluating the potential impacts of program expansion. This analysis focuses on the HTF and CTC program metrics. It does not include an analysis of staffing costs since labor is documented as an aggregate cost for the entire program and not allocated per program.

3.1. Current Overall Program Operational Cost

The current agreement establishes a fixed monthly rate for labor and other mobilization costs not to exceed \$497,888 annually. An agreement amendment in November 2016 allowed for an annual adjustment to the labor cost based upon the San Francisco/Oakland/San Jose All Urban Consumer Price Index. Labor costs and the expense for the bonds are billed at the same rate every month. This method equalizes this cost over the year but does not allow for analyzing the actual labor cost spent per HHW program each month or annually. All other expenses are variable costs each month and billed at the contracted rates. Variable costs include:

- HHW disposal costs
- Safety-Kleen Fee and miscellaneous costs

In addition, there are several credited expenses on each monthly invoice including:

- Paint managed under the Paint Stewardship Program
- Business Toxics Disposal (Very Small Generator (VSQG) waste), and
- Toxic Rover service

The fixed and variable costs for overall HHW program for the calendar year 2017 include:

Table 3.1 Overall 2017 HHW Program Costs		
Fixed Costs	Annual	Monthly Average
Labor	\$522,771.90	\$43,564.33
Bond	\$11,004.00	\$917.00
Subtotal	\$533,775.90	\$44,481.33
Variable Costs	Annual	Monthly Average
Shipments	\$537,964.92	\$44,830.41
Load Check fee	\$3,150.00	\$262.50
Miscellaneous fees	\$11,732.69	\$977.72
Subtotal	\$552,847.61	\$46,070.63
Variable Credits	Annual	Monthly Average
VSQG Credit	(-\$29,067.98)	(-\$2,422.33)
Paint Credits	(-\$7,709.80)	(-\$642.48)
Rover Fee	(-\$525.00)	(-\$43.75)
Subtotal	(-\$37,302.78)	(-\$3,108.57)
TOTAL	\$1,049,320.73	\$87,443.39

The relative net weights, disposal costs, and participation for each program in calendar 2017 is listed in Table 3-2. The disposal costs in Table 3-2 are based upon the calculated costs of HHW collected in that month. Disposal costs in table 3-1 are the actual shipment costs. Not all waste collected is shipment in the same month and the shipment costs include the credits and other programs.

Table 3-2 HHW Program Collected Wastes, Participants, and Calculated Disposal Costs:

Program	Net Weight (pounds)	Disposal Cost	Participants
HTF	1,040,714	\$407,079	20,493
CTC	171,977	\$82,311	2,712
Toxic Rover	12,068	\$4,888	53
VSQG	44,556	\$31,499	241
Load Check	11,013	\$3,770	
Reuse	77,475		
Total	1,357,803	\$529,546	23,499
Load Check Pick-ups			22

3.2. Household Toxics Facility (HTF)

The permanent Household Toxics Facility located at the Sonoma County Landfill and accepts HHW on Thursday Friday and Saturday. The table below tracks the amount of HHW collected and the associated costs if only HTF wastes are shipped. This calculated cost is different than the actual shipment costs presented earlier since those costs include all programs and the HTF collected wastes represented in the table below are not all shipped and invoiced.

Table 3-3 HTF 2017 Collected Wastes:

Month	Net Weight (pounds)	Waste Cost	Participation
Jan	54,287	\$19,718	1,314
Feb	70,994	\$27,463	1,258
Mar	92,795	\$28,328	1,844
Apr	87,463	\$36,143	1,559
May	95,687	\$20,960	1,451
Jun	112,032	\$50,813	1,709
Jul	60,808	\$25,583	1,668
Aug	144,600	\$54,736	1,899
Sep	83,376	\$36,048	1,639
Oct	89,380	\$43,472	1,405
Nov	60,483	\$19,617	1,268
Dec	88,809	\$44,199	679
Total	1,040,714	\$407,079	17,287

3.3. Community Toxics Collection (CTC)

A summary of the CTC collections is in the table below with the waste costs calculated based upon the amount collected each month.

Table 3.4 CTC 2017 Collected Wastes

Month	Net Weight (pounds)	Waste Cost	Participants
Jan	7,134	\$2,990	101
Feb	9,545	\$4,505	182
Mar	5,421	\$3,116	103
Apr	16,781	\$8,473	260
May	16,646	\$8,806	294
Jun	7,539	\$5,428	173
Jul	9,639	\$4,636	162
Aug	7,996	\$3,162	138
Sep	9,671	\$7,258	173
Oct	7,797	\$3,675	136
Nov	46,054	\$19,423	605
Dec	27,754	\$10,832	385
Total	171,977	\$81,311	2,712

The October 10, 2017 and October 17, 2017 CTC were cancelled due to fires.

Some of the CTCs held in a specific jurisdiction tend to attract a similar number of participants and collect a similar range of wastes as indicated in the table below.

Table 3.5 2017 CTC Collections by Jurisdiction

Jurisdiction	Date	Net Weight (pounds)	Disposal	Participants
Bodega Bay	6-Jun	2,193	\$1,026	30
Boyes Hot Spring	23-May	3,196	\$1,695	63
Cloverdale	24-Jan	1,872	\$961	24
Cloverdale	18-Apr	5,037	\$2,889	79
Cloverdale	11-Jul	3,191	\$1,557	58
Cloverdale	19-Nov	8,420	\$4,629	86
Cotati	5-Sep	60	\$63	2
Forestville	22-Aug	1,203	\$596	16
Glen Ellen	29-Aug	1,420	\$688	20
Guerneville	2-May	1,858	\$812	34
Guerneville	7-Nov	2,470	\$1,256	33
Guerneville	2-Dec	6,754	\$3,250	82
Healdsburg	31-Jan	2,466	\$1,099	35
Healdsburg	16-May	5,124	\$4,103	46
Healdsburg	26-Sep	4,269	\$4,391	39

Jurisdiction	Date	Net Weight (pounds)	Disposal	Participants
Kenwood	27-Jun	2416	\$1,154	44
Larkfield	14-Mar	1,777	\$1,039	38
Larkfield	30-May	4,100	\$1,705	60
Monte Rio	14-Feb	2,878	\$1,131	36
Oakmont	21-Feb	2,811	\$1,667	90
Oakmont	9-May	2,368	\$1,388	91
Oakmont	12-Sep	2,419	\$1,637	80
Oakmont	28-Nov	2,898	\$1,592	92
Petaluma	7-Mar	105	\$68	6
Petaluma	20-Jun	1,108	\$557	27
Petaluma	24-Oct	2,497	\$1,252	48
Rincon Valley	28-Feb	2,530	\$1,116	35
Rohnert Park	7-Feb	1,326	\$842	21
Rohnert Park	1-Aug	1,475	\$630	36
Santa Rosa NW	10-Jan	1,319	\$697	20
Santa Rosa, NW	28-Mar	2,266	\$1,683	43
Santa Rosa, SE	25-Apr	3,122	\$2,478	48
Santa Rosa, W	13-Jun	4,218	\$3,260	72
Santa Rosa, E	18-Jul	3,774	\$2,357	66
Santa Rosa, W	19-Sep	2,523	\$1,554	52
Santa Rosa, E	31-Oct	2,894	\$1,715	57
Santa Rosa	18-Nov	28,382	\$14,005	337
Santa Rosa, Finley Park	5-Dec	2,293	\$1,166	52
Sebastopol	21-Mar	1,273	\$687	17
Sebastopol	15-Aug	1,572	\$747	27
Sebastopol	12-Dec	3,622	\$1,798	53
Sonoma	17-Jan	1,477	\$741	22
Sonoma	11-Apr	3,675	\$1,334	53
Sonoma	25-Jul	2,674	\$1,255	38
Sonoma	3-Oct	2,406	\$1,006	31
Sonoma	3-Dec	15,085	\$6,670	198
Windsor	4-Apr	4,947	\$2,447	80
Windsor	8-Aug	2,326	\$1,131	39
Windsor	14-Nov	3,884	\$1,715	57
Total		174,393	\$93,541	2712

3.4. Comparison HTF and CTC Metrics

Comparing the primary metrics between the HTF and CTCs will assist with evaluating off-setting costs of another Facility and less CTC events.

Table 3-6 HTF and CTC Metrics

Program	Net Weight (pounds)	Disposal Cost	Participants	Cost/pound	Cost/Participant
HTF	1,040,714	\$407,079	20,493	\$0.39	\$19.86
CTC	171,977	\$71,080	2,712	\$0.41	\$26.21

The average cost per pound and cost per participant is less for the HTF than for CTCs. These costs only consider disposal cost per program. CTCs have significant travel, mobilizations, and de-mobilization costs. The HTF uses more staff than CTC and has additional costs for utilities, facility maintenance and repairs, and possible lease payments. Just considering disposal costs, more residents could be served, and more waste collected, by utilizing a facility rather than events with the same funds. A more detailed cost analysis of the other costs may change this comparison. Other HHW program sponsors have found that the costs per pound and cost per participants are typically less for permanent facilities than temporary events.

Using the 2017 calculated disposal cost for the CTCs and applying the HTF rates of cost/pound and cost/participant yields the following estimated increased participation and pounds.

Table 3-7 Estimated Increase CTC Metrics

Metric	Participation	Pounds
Disposal Cost	\$71,080.09	\$71,080
HTF Rates	\$19.86	\$0.39
Calculated	3,578	181,719
Actual	2,712	171,977
Increase (estimated)	32%	6%

Locating another HHW Facility in underserved areas will not eliminate the need for CTCs but could reduce, or eliminate, the frequency of CTC in the area of a new HHW facility. Given the size of Sonoma County and the dispersed population centers, there will still need to be CTCs scheduled but a reduced frequency of scheduling CTCs would be a reasonable action while increasing service and freeing up contractor and SCWMA staff time. One option is to schedule CTC in more rural areas while participants in the US 101 corridor rely on the permanent HHW Facilities.

4. FACILITY SITING CONSIDERATIONS

Proper siting of the proposed HHW facility is critical to successful participation at the facility and can greatly impact the cost of developing the facility as well as the associated permits and approvals. If a facility is not conveniently located, residents will be less likely to use it. The facility location can also determine which permits might be needed for approval of the site. Site topography can also reduce construction costs such as if features are amenable for loading docks.

4.1. Siting Criteria

There are a number of key criteria applicable to siting an HHW facility. Many of these criteria are applicable to the facility location regardless of whether the facility is sited on a bare property or if an existing facility is retrofitted for the HHW Facility operations

Some of the key site characteristics when considering location for a new HHW facility include the following:

- Proximity to population centers, main thoroughfares, and other common customer destinations.
- Located in an area that the public is willing to drive to the facility.
- Convenient, paved customer access into the facility and safe egress to exit roads.
- Sufficient area for the storage and operational areas including customer queuing, property buffer zone, access and turning radii for deliveries and waste removal (depending upon site configuration, the typical site size for an HHW facility is between 3 to 4 acres).
- Room to expand the building if needed in the future.
- Site configuration allowing for loading docks for removal of wastes and delivery of supplies.
- Compatibility with existing land use (e.g. solid waste facilities) and neighboring site land uses (industrial developments).
- Existing zoning compatibility is only commercial or industrial. Industrial zoned properties are preferred for HHW facilities, but this use may be competing with cannabis businesses.
- Property boundary at least 500 feet from hospitals schools, daycare facilities, and nursing homes.
- A buffer of 75 feet is needed from the property line for storage of ignitable and reactive hazardous wastes. Depending upon site design, this buffer zone may not need to be around the entire building. The common, minimum emergency access buffer is 20 feet around the building.
- Access to utilities including power, sewer, telephone, and water especially for fire suppression.
- Distance from emergency services.
- Location in a Disadvantaged Community as listed in CalEnviroScreen (this could impact the local approval process, environmental review, and funding) With the exemption of the area bounded by Santa Rosa, Sebastopol, and Rohnert Park, the rest of Sonoma County scores low in terms of disproportionately burdened by multiple sources of pollution.

Ownership of the property by a public agency is preferable. Otherwise contractual arrangements will be needed with a private land owner that may require additional legal review. California requires that a government agency sponsor a household hazardous waste program and there be an agreement between the sponsoring agency and the property owner that acknowledges use of the site for hazardous waste management. That agreement is included with the proposed Permit-by-Rule application. Furthermore, construction costs of HHW collection facilities are frequently partially offset

by grants offered by CalRecycle; these grants require assurances that the grant payment will create a long term public benefit, which is more easily accomplished through public ownership of the HHW facility

4.1. Facility Design Features

Certain common facility features are present in an HHW facility including the following features:

- Sufficient queuing onsite to avoid impacting neighboring activities or traffic.
- Employee parking.
- Receiving area to remove HHW from incoming vehicles and preliminarily sort into appropriate classifications.
- Area for packaging wastes and storage until removal.
- Flammable area to bulk, if a chosen activity, and/or store flammable material.
- Office area and employee break room.
- Bathroom and locker area for employees with possible shower facilities.
- Reuse area with access for the public.
- Area for identification of unknowns.
- Loading dock to allow delivery of supplies and removal of wastes.
- Storage area for supplies.
- Area for solid waste and storage of recyclables especially cardboard.

Some of these areas may be designed as discrete rooms located in a portion of the facility.

An existing building can be retrofitted into an HHW facility. The above siting criteria and facility design features will still apply. The main HHW facility in Kern County utilized a preexisting building.

A properly sized facility is key to a smooth operating facility. Most facilities experience the need to expand the facility footprint after years of operation. Room for future expansion is an important consideration for site design.

The current Sonoma HHW building is about 300 feet by 100 feet (about 0.7 acres) with additional room for the receiving area and employee and visitor parking. The reuse area is also located separately. Depending upon the amounts and classification of materials stored, fire codes, building codes, and hazardous waste regulations require a minimum of 50 feet to 75 feet buffer zone from the storage of ignitable or reactive chemicals. Including sufficient area for the receiving area, parking, loading dock, and other features, the minimum property size needed is three to four acres.

4.2. Permits and Approvals

Numerous permits and approvals are needed for development of an HHW facility. In addition to the listed permits and approvals, there are a number of required construction and building permits that are not included in this discussion. Construction and building permits are highly dependent upon the site location, facility design features, and the jurisdiction where the facility will be located. Most permits and approvals must be submitted and approved prior to site operation and applications can be prepared by the SCWMA, consultant, or contractor. Some permits or approvals will require public notices and hearings. Many permits and approvals can be prepared and submitted concurrently. Site conditions will determine extent of some of the permits.

The key permits, approvals, safety plans, and estimated permit time periods that may be required include:

Table 4-1 HHW Facility Permits/Approval and Estimated Time Period

Permit/Approval	Approving Agency	Estimated Time
CEQA Review	Local	6-8 months
Use Permit	Local	3-4 months
Hazardous Waste Identification Number	DTSC	1 month
Permit-by-Rule (PBR)	CUPA	3 months
Agreement with Property Owner	CUPA	2 months
Operations Plan including Material Exchange Quality Assurance Plan	Sponsor/Contractor	2 months
Notification of local hospital and emergency agencies	Sponsor/Contractor	2-4 months
Approval by local fire and air district if bulking of flammables will be conducted	Local Fire & Air	3-6 months
Hazardous Materials Business Plan	CUPA	1 month
Engineer Containment Statement	Professional Engineer	1 month
Hazardous Waste Tank Assessment	Professional Engineer	2 months
Universal Waste Handler Registration	DTSC	1 month
Local Government Proof of Designation for Covered Electronic Waste	CalRecycle	1 month
Home-Generated Sharps Consolidation Point	Medical Waste Local Enforcement Agency	1 month
Injury Illness Prevention Plan	Sponsor/Contractor	1 month
Air Compressor Permit	CalOSHA	3- 6 months
PaintCare Registration	PaintCare/Vendor	1 month
Spill Prevention Control and Countermeasure Plan	Sponsor/Contractor	1 month
Phase I Environmental Assessment (required within one year of start of operations)	Sponsor/Contractor	1 month
Household Hazardous Waste Element	SCWMA/CalRecycle	2 months
County Hazardous Waste Management Plan	Local	3-6 months

CEQA Review

The California Environmental Quality Act (CEQA) is the process for public disclosure and review of potential environmental impacts related to the proposed project.

Use Permit

A Use Permit authorizes use of the land for the proposed activities. The property zoning designation may approve use of the property with obtaining a Use Permit.

Hazardous Waste Identification Number

This is a unique, site-specific number assigned to the program sponsor at the specific site address. The Department of Toxic Substances Control issues this number and requires that the local government sponsor obtain the number even if that facility is operated by a private contractor. Typically, HHW programs are issued a number that starts with CAH to designate an HHW facility and indicates in the state system that the facility is exempt from hazardous waste taxes and state fees.

Permit-by-Rule (PBR)

This document identifies the HHW facility sponsor, operator, wastes accepted and not accepted, hours of operation, financial assurance for closure, facility description, and facility map. The local Certified Unified Program Agency (CUPA) must receive this PBR at least 45-days prior to the start of operations and their formal acknowledgement of the operations is required. A copy of the application is also submitted to the Department of Toxic Substances Control.

Agreement with Property Owner

An agreement with the property owner acknowledging the use of the property for the HHW facility is required as part of the Permit-by-Rule submittal package.

Operations Plan

An Operations Plan is required of all HHW facilities and identifies specific procedures of managing the HHW and includes copies of relevant permit documents.

Notification of local hospital and emergency agencies

Local hospitals and emergency agencies are required to be notified of the HHW facility.

Approval by local fire and air district

If bulking of flammables will be conducted at the HHW facility, the approval of the local fire and air district is required. HHW facilities have not been issued air permits but some are provided a set of conditions (e.g. maximum amount of HHW managed) for compliance in order to not apply for a permit.

Hazardous Materials Business Plan

Facilities handling hazardous materials and/or hazardous waste, over a minimum quantity, must submit a Hazardous Materials Business Plan to the local Certified Unified Program Agency annually. The plan identified the owner and operator of the facility, hazardous materials/waste inventory, financial assurance, emergency procedures, training program, and aboveground tank information is applicable.

Engineer Containment Statement

A written statement is required to be signed by an independent, qualified professional engineer, registered in California, indicating that the containment system is suitably designed

Hazardous Waste Tank Assessment

Aboveground storage tanks for hazardous wastes are required to have an assessment prepare by an independent professional engineer or apply for an exemption. The assessment is required to be renewed every five years and the exemption has a three-year renewal frequency

Universal Waste Handler Registration

Persons handling universal waste electronics are required to submit an online registration to the Department of Toxic Substances Control.

Local Government Proof of Designation for Covered Electronic Waste

Provides covered electronic waste collectors and recyclers to act on the jurisdiction's behalf to obtain payment from California and allows reduced record keeping.

Home-Generated Sharps Consolidation Point

Allows collection of home-generated sharps without obtaining a medical waste facility permit. Once collected these wastes are regulated as medical waste. The default storage time on-site is seven days but can be extended to 30 days or more if approved by the Local Medical Waste Management Agency.

Injury Illness Prevention Plan

This plan required by CalOSHA contains policy and procedures for ensuring employee safety.

Air compressor permit

If an air compressor is used on site, CalOSHA requires submittal and approval of a permit to operate a pressure vessel. The compressor is needed if pneumatic tools are used in the facility.

PaintCare registration

Participation in the California paint stewardship program for management of architectural paint at no supply or disposal costs requires that the sponsoring jurisdiction, or its contractor, receive registration from the approved paint stewardship organization. Currently, California only has one stewardship organization, PaintCare. This program can also provide payment to the HHW program for reuse of paint or bulking of paint.

Spill Prevention Control and Countermeasure Plan

Facilities with more than 1,320 gallons of petroleum products must prepare a Spill Prevention Control and Countermeasure Plan (SPCC) identifying the types and amounts of petroleum products on site, emergency measures, responsible personnel, and training. Recent changes to this requirement do not require the use of a professional engineer to prepare this plan.

Phase I Environmental Assessment

Within the first year of operations, a Phase I Environmental Assessment must be completed and evaluates for investigation for releases of hazardous waste at the HHW facility property. The property environmental assessment required for real estate transaction can suffice for the requirement.

Household Hazardous Waste Element

The Household Hazardous Waste Element is part of a jurisdiction's Integrated Waste Management Plan (AB 939) which specifies how a jurisdiction will manage HHW. This Element is commonly updated at the time of a jurisdiction's annual review due every August 1st and will not require much effort.

County Hazardous Waste Management Plan

In 1986, California approved a requirement for County Hazardous Waste Management Plans, also referred to as Tier 1 Plans, required each County to develop siting criteria for hazardous waste facilities, including household hazardous waste facilities (Health and Safety Code 25199). Sonoma County's plan can be reviewed for the approved criteria although a local land use decision could satisfy this requirement with notification to Department of Toxic Substances Control and other affected state agencies.

Other permit/approval considerations

Depending upon the site activities, other potential permit or approval consideration can include registration for management of treated wood waste, underground tank monitoring and permitting, and consideration within an industrial or municipal stormwater permit.

5. HHW FACILITY EXPANSION CONSIDERATIONS

Developing an additional HHW facility involves a number of considerations including:

- Determining the type of expansion and service options.
- Staffing considerations
- Potential locations
- Facility cost estimate and funding (sections 6 and 7)

5.1. Expansion and Service Options

Expanding Sonoma County full HHW services can be accomplished by several options including constructing a new or retrofitted permanent building or placement of storage lockers.

A permanent structure provides a more organized management of collected HHW but at a higher initial construction cost. A facility utilizing storage lockers is a less initial expense to establish but has limited storage space.

Adding an additional facility is expected to reduce significantly the number of households from that host jurisdiction that use the existing HTF but will not eliminate their usage assuming the two facilities are open on different days. Overall household participation in the HHW program will likely slowly increase by adding an additional facility.

There are several options for consideration that can define the type of program expansion including:

- Determining the relationship of the new HHW facility to the current HTF
- The new site could add areas for acceptance of other materials including electronics, mattresses, carpet, recycling payback
- Determining staffing and operating hours

5.1.1. Relationship of new HHW facility to current HTF

One of the first steps in establishing a new HHW facility is whether the new facility will be an auxiliary facility, equal infrastructure, or designation as the main facility. The current facility is very busy with frequent shipments. The addition of a new facility will alleviate some of the operational limitations at the current facility. Participation at the new facility is difficult to determine as is the shift of participants from the current HTF to the new facility. There have not been many California jurisdictions that have added additional HHW facilities in the same County.

One recent facility addition occurred in West Contra Costa County. West Contra Costa County opened a permanent HHW facility in 2000 in Richmond near the old landfill and is currently open four days per week. In June 2017, a satellite facility was opened in the City of El Cerrito about 8.5 miles away at a popular recycling center and is open one day per week. The El Cerrito participation increased over three times during the same period from the previous year with a 21% decrease in El Cerrito resident usage of the Richmond Facility.

A similar shift in participation would be expected by adding a new HHW facility in Sonoma. The host area participation would increase significantly with a decline in usage of the existing facility. Overall participation for the HHW program would increase.

5.1.2. Additional Materials collection

In addition to acceptance of HHW and small business wastes, a new facility could consider acceptance of additional types of materials for recycling including mattresses, carpet, electronics, beverage containers, and others. The City of Elk Grove in Sacramento County developed the Special Waste Collection Center that in addition to HHW, also accepts from residents: appliances, cardboard, metal, inert materials, yard waste, wood, Styrofoam, and miscellaneous recyclables. Information on Elk Grove's program can be found at:

http://www.elkgrovecity.org/city_hall/departments_divisions/garbage_recycling/special_waste_collection_center/recycle_area/

Limiting acceptance at this location to HHW and only recyclable materials may not require a solid waste facility permit if there is limited residual, including putrescible materials, going to landfill. Control measures would need to be implemented to ensure the quality of accepted materials do not result in residuals that would require permitting as a solid waste facility.

5.1.3. Staffing and Operating Day Considerations

The current programs already provide HHW collection options five days per week (Tuesday through Saturday). Staffing at the HTF is three days per week for residential service with an additional two days for small business acceptance. The existing schedule could be modified to accommodate staff for an additional facility. Typically, additional facilities in jurisdiction open on different days than the original facility.

There are several determining factors in calculating staffing levels including:

- A minimum of two staff is recommended to be present at HHW operations.
- Staff dedicated to the CTC program can be allocated to the new facility
- Some of the staffing at the current HTF may be reallocated to the new facility if the new facility is designated as the main facility.
- Adding additional operating days slowly is easier than reducing days of operation.
- The first and last days of a permanent facility schedule tend to be the busiest with days in between having a noticeable decrease. When additional days are added to the scheduled for a facility this trend continues. There is not much available information on the impact of additional days at facilities located in different area.

There are many different combinations of staffing to cover an additional facility. A few options are indicated in the table below.

Table 5-1 Household Hazardous Waste Program Availability Options							
Current Schedule							
Program	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Household Toxics Facility				•	•	•	
Community Toxics Collections		•					
Toxics Rover Pick Up Service			•				
Business Toxic Disposal		•	•				
Option 1 – adding three days							
Program	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Household Toxics Facility, Existing				•	•	•	
Household Toxics Facility, New	•	•	•				
Community Toxics, reduced events		•					
Toxics Rover Pick Up Service			•				
Business Toxic Disposal (one day/facility)		•	•				
Option 2 – adding two days							
Program	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Household Toxics Facility, Existing				•	•	•	
Household Toxics Facility, New		•	•				
Community Toxics Collections		•					
Toxics Rover Pick Up Service							
Business Toxic Disposal		•	•				
Option 3 – adding two days with an additional weekend							
Program	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Household Toxics Facility, Existing				•	•	•	
Household Toxics Facility, New							•
Community Toxics Collections			•				
Toxics Rover Pick Up Service			•				
Business Toxic Disposal		•	•				

Option 2 allows for the same five-day staffing levels at both facilities with additional staffing needed for the CTC and Rover services. Option 3 allows the opportunity for coverage on both weekend days. Sunday operation has been working successfully in Elk Grove. Sacramento County has three permanent facilities with at least one facility open every day of the week. Los Angeles also has HHW drop-off opportunities on Sundays. The Business Toxic Disposal date could be adjusted to have one day per facility, and an additional day of operation could be added.

Further analysis is needed to determine the current level of staffing used for each program on each day and estimating expected staffing under the various options.

5.2. Potential Locations

After reviewing the participation data with consideration for regional population, the area most underserved by the HTF is the Santa Rosa, Healdsburg, and Cloverdale-Geyserville area. This area is along the north U.S. 101 corridor.

The location will need to meet the appropriate zoning for this type of industrial activity. Any selected location will need to undergo various local public hearings. The specific site will determine the extent of some of the permits needed to develop the facility.

Meeting Cancelled

6. FACILITY COST ESTIMATES

Development and operation of an HHW facility imposes significant costs to the sponsoring agency. Facility costs are typically categorized as 1) facility design and construction, 2) permitting, and 3) operational costs.

Facility design and construction costs are the costs to identify a suitable location, purchase or lease the property, design the facility, and construct the facility including the building and construction permits.

Permitting costs are related to obtaining the permits post-construction to allow operation of the facility. Some of these permits or approvals can be prepared by the selected operational contractor.

Operational costs are the costs for ongoing operation of the HHW facility including staffing, supplies, and waste management expenses.

These categories of costs are often funded by different mechanisms.

6.1. Facility Design and Construction Costs

Design and construction costs for an HHW facility can range significantly depending upon cost of land, utility access, facility features, and ancillary activities.

The construction cost for the state's newest HHW facility in Elk Grove (Sacramento County) was \$4.9 million dollars and incorporated some innovative design features. The cost to hire a firm to manage the project, develop the design drawings prepare bid documents, and provide construction administration services was \$414,000 for a total cost of about \$5.3 million dollars. This did not include the cost of the land.

Kern County purchased an existing warehouse and retrofitted it for receipt and storage of HHW. The retrofit costs were about \$500,000.

One primary component to determine the facility design is to evaluate the current facility operation and determine which features function well and which need improvement. The assistance of an experienced Household Hazardous Waste design professional can greatly assist with facility design. Tours and discussions with other HHW Facility operators provide valuable input into adapting a design that will operate effectively for years.

Some recent design features that are being incorporated into new facilities include: in-ground scale for weighing wastes, improved ventilation, location of large volume waste handling areas in the receiving area, ergonomic equipment for managing full containers, and simplified secondary containment.

6.2. Permitting Costs

Costs to obtain the permits and approvals, not including construction permits, are primarily related to environmental review and land use and the various hazardous waste facility permits as indicated in Table 4-1. Only a few California HHW facilities have had to prepare a full Environmental Impact Report.

Some agencies prepare the environmental review documents internally. A consultant could be retained to prepare the Initial Study, Mitigation Monitoring Plan, and a Mitigated Negative Declaration at an estimated cost to range from \$20,000 to \$40,000.

Most HHW facilities have been approved with a Mitigated Negative Declaration. Careful site selection is key to minimizing the cost of preparing the environmental review and associated mitigations needed, if any.

After the environmental review documents and any use permit is prepared, the other hazardous waste facility related permits can be prepared internally and/or with the use of an HHW consultant at an estimated cost of \$8,000 - 10,000.

6.3. Operational Costs

Operational costs are directly related to the amount of time the facility is open for use except for the fixed costs related to land usage and some utilities that are fixed costs regardless of operating hours.

Table 6-1 Estimated Annual Increased Operating Costs

Category	Cost Range
Disposal Costs	\$200,000 to \$400,000
Staffing	\$150,000 to \$300,000
Total estimated increase	\$350,000 to \$600,000

These estimates do not include utilities, facility maintenance, SCWMA oversight costs.

7. FUNDING OPTIONS

How to fund the HHW program is a key consideration in determining the type of HHW program. Typically, HHW programs are funded by a fee on solid waste disposal for both construction and operation. Jurisdictions are looking for other options for funding HHW program beyond the solid waste fee since as landfill diversion efforts increase the amount of funding for the programs funded by the fee decreases.

Other potential options are available or a portion of the costs including:

- CalRecycle HHW grants
- Extended Producer Responsibility Program Fees
- Parcel Fee
- User Fees
- Municipal bonds
- Wastewater treatment plant funds
- Economic development funds
- Energy funding
- Other grant and loan opportunities

A key benefit of HHW programs is to reduce potential environmental liability and thus funding opportunities directed at pollution reduction might be applicable to HHW program funding.

Most likely a variety of financial mechanisms will be needed to develop this proposed facility.

7.1. CalRecycle HHW grants

CalRecycle annually offers grants to jurisdictions for facility construction and operation of HHW programs. Typically, the priority for the grants is new programs and facilities in underserved areas and for jurisdictions that have not received a grant in recent years. The grants are available annually and cover a two-year cycle. The fiscal year 2018-2019 allocated funding is \$1.5 million dollars with \$500,000 for construction projects and \$1,000,000 for small projects for all selected recipients. The maximum amount available per grant is \$250,000. The maximum award amount is not enough to fund the entire cost of constructing a facility. A qualifying criterion is that the project must be “shovel ready” meaning that most major local permits are complete and the facility permitting, licensing and siting approval process must be well underway and be completed prior to the end of the grant term. The deadline for submittal of the 2018 grant cycle is March 8, 2018. The grants are competitive and several times CalRecycle has resorted to a lottery system to determine awardees.

7.2. Extended Producer Responsibility/Product Stewardship Program Fees

There have been a number of Extended Producer Responsibility/Product Stewardship program enacted in California with continued efforts to add more materials to the system. Current programs include: Architectural paint, rechargeable batteries, thermostats, and used oil. Some jurisdictions have adopted take-back program for home-generated sharps and home-generated pharmaceuticals. There are also non-hazardous waste program including mattresses and carpets as well as efforts to add minimum packaging standards paid by manufactures.

These Extended Producer Responsibility/Product Stewardship shift the financial cost and management burden from local governments to manufacturer.

7.3. Parcel Fees

Parcel fees have been used in some communities to fully or partially fund their solid waste programs including HHW programs. Calaveras County is one that uses this option.

In 2014, Alameda County adopted a \$9.55 per year per residential unit parcel fee to provide additional funding for their HHW program rather than reliance on solid waste fees. This parcel fee provided additional funding of about five million dollars per year for increasing the hours at the current HHW program of four HHW facilities and added funding for twelve one-day events throughout the county.

7.4. User Fees

Typically, HHW programs do not charge fees for residential users but there is no regulatory prohibition to assessing a fee. A few HHW programs assess a fee on larger loads of HHW delivered to the program. The funds raised by this assessment are not significant and require additional record keeping and may serve as a deterrent to using the facility.

Most programs that accept CESQG waste typically assess a fee to the business equal to the cost of waste disposal per pound or per gallon plus an administrative fee. The facility operating costs and labor are not always included in this business fee but can be an option. Reassessing this fee periodically, such as annually, is a reasonable measure. Assessing a fee on business usage is not a major deterrent since businesses are required to properly dispose of their accumulated hazardous wastes.

7.5. Municipal bonds

Jurisdictions commonly issue bonds to finance infrastructure and capital projects. These bonds are commonly exempt from federal taxes. Two of the most common types of municipal bonds are general obligation bonds and revenue bonds.

General obligation bonds are issued by states, cities or counties and not secured by any assets. Instead, general obligation bonds are backed by the “full faith and credit” of the issuer, which has the power to tax residents to pay bondholders.

Revenue bonds are not backed by government’s taxing power but by revenues from a specific project or source, such as highway tolls or lease fees. Some revenue bonds are “non-recourse”, meaning that if the revenue stream dries up, the bondholders do not have a claim on the underlying revenue source.

There are some risks to using municipal bonds including increased debt to the jurisdiction and impacts to the issuing jurisdiction’s credit rating.

7.6. Wastewater treatment plant funds

Several HHW programs are funded primarily by fees on wastewater treatment customers including Central Contra Costa Sanitary District in Martinez, Contra Costa County and Delta Diablo in Antioch, Contra Costa County. These agencies are responsible for operation of their community wastewater treatment programs as well as operation of their HHW Programs.

The federal National Pollutant Discharge Elimination System (NPDES) for treatment plants requires efforts to reduce mercury and pesticides from their effluent. These chemicals are commonly found in HHW including fluorescent lamps, mercury containing items, and pesticides. These wastes amount to 15% of HHW collected by the HTF, CTC, and Toxic Rover programs.

Wastewater treatment plan fees could be a partial funding source for an HHW program.

7.7. Economic development funds

Economic development funds are available at the federal and state level for infrastructure construction projects.

California has established the California Infrastructure and Economic Development Bank (IBank) CLEEN Center offers financing to public agencies and non-profit corporations to help achieve the State's greenhouse gas reduction goals and increase market confidence in green investing. Although HHW programs are not typically funded by this program, an HHW might qualify for this funding based upon reduction to greenhouse gas generation by reducing the CTC program and affiliated emissions and establishing an additional HHW facility closer to residents and reducing emissions due to the closer distance. Incorporating energy efficient systems into the facility design (e.g., skylights and solar power) might also qualify the development of the facility under this program.

Another funding avenue to review would be any state or local funds available for redevelopment of an existing structure into an HHW facility. These funds are commonly used for projects located in areas that suffer from adverse physical and economic conditions (blight). Kern County successfully retrofitted an existing warehouse into an HHW facility. The economic downturn from a few years ago may provide suitable locations that could be retrofitted into an HHW facility.

7.8. Energy funding

The California Alternative Energy and Advanced Transportation Financing Authority is established to work collaboratively with public and private partners to provide innovative and effective financing solutions for California's industries, assisting in reducing the State's greenhouse gas emissions by increasing the development and deployment of renewable energy sources, energy efficiency, and advanced transportation and manufacturing technologies to reduce air pollution, conserve energy, and promote economic development and jobs. Energy efficient design of the proposed HHW program might qualify under this program.

There are some federal energy conservation and efficiency programs that can be investigate such as the Energy Efficiency and Conservation Block Grant Program from the Energy Department (<https://energy.gov/energy-economy/funding-financing>). The City of Elk Grove sought to use these funds for their HHW facility's proposed 26 kW Solar photovoltaic system.

7.9. Other grant and loan opportunities

There are many other local environmental grants available that might provide limited funding for part of the HHW program. Websites listing some of these local programs are at:

- <https://www.insidephilanthropy.com/fundraising-bay-area-grants/>
- <http://rogersfoundation.org/grants/other-bay-area-funders/>
- <http://www.sfbayjv.org/funding-list.php>

Meeting Cancelled

8. NEXT STEPS

The decision to proceed with development of an additional HHW facility for Sonoma County will involve a series of additional measures including:

- Determine the scope of the facility regarding days of operation, hours, whether additional non-HHW wastes will be accepted at the site, and whether the new site will be the main facility.
- Refine the operating staff cost estimates to develop more accurate annual operating costs.
- Conduct search for suitable location and secure property.
- Evaluate current facility features and research other facility design features and issues.
- Develop expansion budget.
- Prepare conceptual facility design.
- Obtain budget approval.
- Secure financing.
- Prepare bid for project management and construction.
- Build Facility.
- Obtain permits and approvals.
- Retain hazardous waste contractor.
- Open facility.



Agenda Item #: **4.4**
Cost Center: **All**
Staff Contact: **Collard**
Agenda Date: **5/16/2018**
Approved By:

ITEM: SCWMA FY 2017-18 Third Quarter Financial Report

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approving the FY 2017-18 Third Quarter Financial Report on the Consent Calendar.

II. BACKGROUND

In accordance with the requirement in the joint powers agreement the Sonoma County Waste Management Agency (SCWMA) staff make quarterly reports to the Board of Directors of SCWMA operations and of all receipts to and disbursements from the SCWMA. This report covers the First through Third Quarters of FY 17-18 (July 1, 2017 - March 31, 2018).

III. DISCUSSION

The Third Quarter Financial Report uses information from the County accounting system, Enterprise Financial System (EFS), for expenditures and revenues. The FY 2017-18 Third Quarter Financial Report contains the actual amount spent or received to date at the end of the quarter, the projected revenues and expenses through the end of the fiscal year, the adjusted budget, and the amount remaining between the budget and the projections.

Revenues are expected to meet budget expectations in all account categories. Green Waste Fees are reflected through November 2017, December and January fees were transferred this month. SCWMA surcharge fees have been collected through February, and March was transferred this month.

With regard to expenditures the following accounts are of note:

- 51801 - Other Services is prior year expenditures. There was a miscommunication with the billing timeline for some grant related expenditures and they were incorrectly billed to us in the new fiscal year.
- 51803 – Contract Services for Yard Debris disposal is nearing budget. If tonnage increases, staff may need to increase appropriations at the June 2018 SCWMA Meeting.

IV. ATTACHMENTS

SCWMA FY 2017-18 Third Quarter Financial Report

SCWMA - All Accounts

Account	Description	Revised Budget	Year to Date	Remaining Balance	% Remaining
All Revenues					
42358	State Other Funding	292,000.00	0.00	292,000.00	100.00%
42601	County of Sonoma	6,753,300.00	2,506,083.87	4,247,216.13	62.89%
44002	Interest on Pooled Cash	30,273.00	40,986.00	(10,713.00)	-35.39%
44050	Unrealized Gains and Losses	0.00	28,748.90	(28,748.90)	0.00%
46029	Donations/Contributions	264,500.00	174,549.12	89,950.88	34.01%
46200	PY Revenue - Miscellaneous	0.00	3,003.26	(3,003.26)	0.00%
47101	Transfers In - within a Fund	56,561.00	0.00	56,561.00	100.00%
All Revenues		7,396,634.00	2,753,371.15	4,643,262.85	62.8%
All Expense/Expenditure Accts					
51041	Insurance - Liability	12,000.00	10,152.06	1,847.94	15.40%
51201	Administration Services	862,384.00	244,483.58	617,900.42	71.65%
51205	Advertising/Marketing Svc	12,000.00	7,176.34	4,823.66	40.20%
51206	Accounting/Auditing Services	22,000.00	0.00	22,000.00	100.00%
51207	Client Accounting Services	15,214.00	6,809.47	8,404.53	55.24%
51212	Outside Counsel - Legal Advice	66,000.00	12,871.58	53,128.42	80.57%
51225	Training Services	3,000.00	397.00	1,603.00	53.43%
51249	Other Professional Services	194,937.00	63,668.31	131,068.69	67.24%
51401	Rents and Leases - Equipment	3,000.00	0.00	3,000.00	100.00%
51421	Rents and Leases - Bldg/Land	15,620.00	7,620.00	8,000.00	51.23%
51801	Other Services	0.00	14,629.52	(14,629.52)	0.00%
51803	Other Contract Services	6,201,600.00	3,904,019.72	2,377,580.28	37.85%
51901	Telecommunication Data Lines	1,837.00	2,608.64	3,228.36	55.31%
51902	Telecommunication Usage	1,000.00	641.48	458.52	41.68%
51904	ISD - Baseline Services	22,604.00	16,480.62	6,123.38	27.09%
51905	ISD - Improvement Projects	0.00	2,505.69	(2,505.69)	0.00%
51906	ISD - Supplemental Projects	3,000.00	0.00	3,000.00	100.00%
51909	Telecommunication Wireless Svc	1,800.00	2,784.29	(984.29)	-54.68%
51911	Mail Services	500.00	175.16	324.84	64.97%
51912	Records Services	0.00	26.40	(26.40)	0.00%
51916	County Services Chgs	90,180.00	0.00	90,180.00	100.00%
51922	County Car Expense	1,000.00	605.35	394.65	39.47%
51923	Unclaimable county car exp	0.00	26.86	(26.86)	0.00%
52091	Memberships/Certifications	10,600.00	13,430.00	(2,830.00)	-26.70%
52101	Other Supplies	1,000.00	0.00	1,000.00	100.00%
52111	Office Supplies	27,630.00	8,150.38	19,479.62	70.50%
52163	Professional Development	28,150.00	1,425.00	26,725.00	94.94%
57011	Transfers Out - within a Fund	56,561.00	0.00	56,561.00	100.00%
All Expense/Expenditure Accts		7,737,722.00	4,321,837.45	3,415,884.55	44.15%
All Expense/Expenditure Accts		7,737,722.00	4,321,837.45	3,415,884.55	
All Revenues		7,396,634.00	2,753,371.15	4,643,262.85	
Net Cost		341,088.00	1,568,466.30	(1,227,378.30)	

SCWMA - Wood Waste 66110100

Account	Description	Revised Budget	Year to Date	Remaining Balance	% Remaining
All Revenues					
42601	County of Sonoma	240,000.00	109,804.47	130,195.53	54%
44002	Interest on Pooled Cash	305.00	1,472.57	(1,167.57)	-383%
44050	Unrealized Gains and Losses	-	982.40	(982.40)	0%
46200	PY Revenue - Miscellaneous	-	19.60	(19.60)	0%
All Revenues		240,305.00	112,279.04	128,025.96	53%
All Expense/Expenditure Accts					
51041	Insurance - Liability	600.00	507.60	92.40	15%
51201	Administration Services	12,481.00	6,542.05	5,938.95	48%
51206	Accounting/Auditing Services	500.00	-	500.00	100%
51207	Client Accounting Services	761.00	612.85	148.15	19%
51803	Other Contract Services	216,000.00	116,384.21	99,615.79	46%
51904	ISD - Baseline Services	3,989.00	2,750.32	1,238.68	31%
51916	County Services Chgs	4,509.00	-	4,509.00	100%
57011	Transfers Out - within a Fund	1,466.00	-	1,466.00	100%
All Expense/Expenditure Accts		240,306.00	126,797.03	113,508.97	47%
All Expense/Expenditure Accts		240,306.00	126,797.03	113,508.97	
All Revenues		240,305.00	112,279.04	128,025.96	
Net Cost		.00	14,517.99	(14,516.99)	

SCWMA - Yard Debris 66110200

Account	Description	Revised Budget	Year to Date	Remaining Balance	% Remaining
All Revenues					
42601	County of Sonoma	4,680,000.00	1,458,830.75	3,221,169.25	69%
44002	Interest on Pooled Cash	3,655.00	(1,327.61)	4,982.61	136%
44050	Unrealized Gains and Losses	-	517.86	(517.86)	0%
46200	PY Revenue - Miscellaneous	-	244.96	(244.96)	0%
All Revenues		4,683,655.00	1,458,265.96	3,225,389.04	69%
All Expense/Expenditure Accts					
51041	Insurance - Liability	960.00	812.16	147.84	15%
51201	Administration Services	126,730.00	20,056.78	106,673.22	84%
51206	Accounting/Auditing Services	6,000.00	-	6,000.00	100%
51207	Client Accounting Services	1,217.00	1,021.42	195.58	16%
51212	Outside Counsel - Legal Advice	5,000.00	110.50	4,889.50	98%
51803	Other Contract Services	4,527,000.00	2,990,015.33	1,536,984.67	34%
51901	Telecommunication Data Lines	1,469.00	978.24	490.76	33%
51904	ISD - Baseline Services	6,648.00	4,552.76	2,095.44	32%
51909	Telecommunication Wireless Svc	-	1,615.73	(1,615.73)	0%
51911	Mail Services	-	1.21	(1.21)	0%
51916	County Services Chgs	7,214.00	-	7,214.00	100%
52111	Office Supplies	1,000.00	-	1,000.00	100%
57011	Transfers Out - within a Fund	416.00	-	416.00	100%
All Expense/Expenditure Accts		4,683,654.00	3,019,163.93	1,664,490.07	36%
All Expense/Expenditure Accts		4,683,654.00	3,019,163.93	1,664,490.07	
All Revenues		4,683,655.00	1,458,265.96	3,225,389.04	
Net Cost		(1.00)	1,560,897.97	(1,560,898.97)	

SCWMA - Organics Reserve 66110300

Account	Description	Revised Budget	Year to Date	Remaining Balance	% Remaining
All Revenues					
44002	Interest on Pooled Cash	11,051.00	18,763.81	(7,712.81)	-70%
44050	Unrealized Gains and Losses	-	12,255.96	(12,255.96)	0%
46200	PY Revenue - Miscellaneous	-	97.98	(97.98)	0%
47101	Transfers In - within a Fund	1,882.00	-	1,882.00	100%
All Revenues		12,933.00	31,117.75	(18,184.75)	-141%
All Expense/Expenditure Accts					
51201	Administration Services	66,883.00	28,374.53	38,508.47	58%
51206	Accounting/Auditing Services	2,500.00	-	2,500.00	100%
51212	Outside Counsel - Legal Advice	10,000.00	198.90	9,801.10	98%
51803	Other Contract Services	50,000.00	45,108.75	4,891.25	10%
52111	Office Supplies	1,000.00	-	1,000.00	100%
All Expense/Expenditure Accts		130,383.00	73,682.18	56,700.82	43%
All Expense/Expenditure Accts		130,383.00	73,682.18	56,700.82	
All Revenues		12,933.00	31,117.75	(18,184.75)	
Net Cost		117,450.00	42,564.43	74,885.57	

SCWMA - HHW 66110400

Account	Description	Revised Budget	Year to Date	Remaining Balance	% Remaining
All Revenues					
42358	State Other Funding	150,000.00	-	150,000.00	100%
42601	County of Sonoma	1,356,642.00	693,711.99	662,930.01	49%
44002	Interest on Pooled Cash	3,606.00	5,942.18	(2,336.18)	-65%
44050	Unrealized Gains and Losses	-	4,947.48	(4,947.48)	0%
46029	Donations/Contributions	226,670.00	147,916.24	78,753.76	35%
46200	PY Revenue - Miscellaneous	-	2,452.11	(2,452.11)	0%
All Revenues		1,736,918.00	854,970.00	881,948.00	51%
All Expense/Expenditure Accts					
51041	Insurance - Liability	7,440.00	6,294.28	1,145.72	15%
51201	Administration Services	278,217.00	81,451.00	196,766.00	71%
51205	Advertising/Marketing Svc	12,000.00	6,801.34	5,198.66	43%
51206	Accounting/Auditing Services	7,500.00	-	7,500.00	100%
51207	Client Accounting Services	9,433.00	3,132.35	6,300.65	67%
51212	Outside Counsel - Legal Advice	10,000.00	1,097.33	8,902.57	89%
51225	Training Services	750.00	325.00	425.00	57%
51249	Other Professional Services	132,843.00	53,295.39	76,547.41	58%
51421	Rents and Leases - Bldg/Land	7,000.00	4,225.00	2,775.00	40%
51801	Other Services	-	14,493.74	(14,493.74)	0%
51803	Other Contract Services	1,171,000.00	642,559.96	528,440.04	45%
51901	Telecommunication Data Lines	1,920.00	-	1,920.00	100%
51902	Telecommunication Usage	200.00	18.27	181.73	91%
51904	ISD - Baseline Services	3,989.00	2,750.32	1,238.68	31%
51911	Mail Services	-	23.06	(23.06)	0%
51916	County Services Chgs	55,912.00	-	55,912.00	100%
52091	Memberships/Certifications	10,450.00	10,200.00	250.00	2%
52111	Office Supplies	1,000.00	1,294.35	(294.35)	-29%
57011	Transfers Out - within a Fund	27,265.00	-	27,265.00	100%
All Expense/Expenditure Accts		1,736,919.00	830,961.69	905,957.31	52%
All Expense/Expenditure Accts		1,736,919.00	830,961.69	905,957.31	
All Revenues		1,736,918.00	854,970.00	881,948.00	
Net Cost		1.00	(24,008.31)	24,009.31	

SCWMA - HHW Facility Res. 66110500

Account	Description	Revised Budget	Year to Date	Remaining Balance	% Remaining
All Revenues					
44002	Interest on Pooled Cash	349.00	435.52	(86.52)	-24.79%
44050	Unrealized Gains and Losses	-	282.78	(282.78)	0.00%
All Revenues		349.00	718.30	(369.30)	-105.82%
All Expense/Expenditure Accts		-	-	-	
All Revenues		349.00	718.30	(369.30)	
Net Cost		(349.00)	(718.30)	369.30	

SCWMA - HHW Operating Res. 66110600

Account	Description	Revised Budget	Year to Date	Remaining Balance	% Remaining
All Revenues					
44002	Interest on Pooled Cash	8,728.00	10,890.89	(2,162.89)	-24.78%
44050	Unrealized Gains and Losses	-	6,760.02	(6,760.02)	0.00%
All Revenues		8,728.00	17,650.91	(8,922.91)	-102.23%
All Expense/Expenditure Accts					
51201	Administration Services	10,950.00	-	10,950.00	100%
51803	Other Contract Services	25,000.00	-	25,000.00	100%
All Expense/Expenditure Accts		35,950.00	-	35,950.00	100%
All Expense/Expenditure Accts		35,950.00	-	35,950.00	
All Revenues		8,728.00	17,650.91	(8,922.91)	
Net Cost		27,222.00	(17,650.91)	44,872.91	

SCWMA - Education 66110700

Account	Description	Revised Budget	Year to Date	Remaining Balance	% Remaining
All Revenues					
42358	State Other Funding	142,000.00	-	142,000.00	100.00%
42601	County of Sonoma	421,659.00	215,613.20	206,045.80	48.87%
44002	Interest on Pooled Cash	1,532.00	3,030.48	(1,498.48)	-97.81%
44050	Unrealized Gains and Losses	-	1,856.38	(1,856.38)	0.00%
46029	Donations/Contributions	33,465.00	23,574.42	9,890.58	29.55%
46200	PY Revenue - Miscellaneous	-	122.48	(122.48)	0.00%
All Revenues		598,656.00	244,196.96	354,459.04	59.21%
All Expense/Expenditure Accts					
51041	Insurance - Liability	1,800.00	1,522.81	277.19	15.40%
51201	Administration Services	283,432.00	96,597.34	186,834.66	65.92%
51205	Advertising/Marketing Svc	-	375.00	(375.00)	0.00%
51206	Accounting/Auditing Services	3,000.00	-	3,000.00	100.00%
51207	Client Accounting Services	2,282.00	1,361.90	920.10	40.32%
51212	Outside Counsel - Legal Advice	30,000.00	11,414.75	18,585.25	61.95%
51225	Training Services	2,250.00	1,072.00	1,178.00	52.36%
51249	Other Professional Services	62,094.00	7,572.72	54,521.28	87.80%
51401	Rents and Leases - Equipment	3,000.00	-	3,000.00	100.00%
51421	Rents and Leases - Bldg/Land	8,625.00	3,335.00	5,230.00	60.64%
51801	Other Services	-	135.78	(135.78)	0.00%
51803	Other Contract Services	102,600.00	57,601.66	44,998.34	43.86%
51901	Telecommunication Data Lines	2,448.00	1,630.40	817.60	33.40%
51902	Telecommunication Usage	900.00	623.21	276.79	30.75%
51904	ISD - Baseline Services	3,989.00	3,677.10	311.90	7.82%
51905	ISD - Improvement Projects	-	2,505.69	(2,505.69)	0.00%
51906	ISD - Supplemental Projects	3,000.00	-	3,000.00	100.00%
51909	Telecommunication Wireless Svc	1,800.00	1,168.56	631.44	35.08%
51911	Mail Services	500.00	150.89	349.11	69.82%
51912	Records Services	-	26.40	(26.40)	0.00%
51916	County Services Cngs	13,527.00	-	13,527.00	100.00%
51922	County Car Expense	1,000.00	605.35	394.65	39.47%
51923	Uncal. table county car exp	-	26.86	(26.86)	0.00%
52091	Memberships/Certifications	150.00	3,230.00	(3,080.00)	-2053.33%
52111	Office Supplies	24,630.00	6,856.03	17,773.97	72.16%
52163	Professional Development	28,150.00	1,425.00	26,725.00	94.94%
57011	Transfers Out - within a Fund	19,479.00	-	19,479.00	100.00%
All Expense/Expenditure Accts		598,656.00	202,974.45	395,681.55	66.09%
All Expense/Expenditure Accts		598,656.00	202,974.45	395,681.55	
All Revenues		598,656.00	244,196.96	354,459.04	
Net Cost		-	(41,222.51)	41,222.51	

SCWMA - Planning 66110800

Account	Description	Revised Budget	Year to Date	Remaining Balance	% Remaining
All Revenues					
42601	County of Sonoma	54,999.00	28,123.46	26,875.54	48.87%
44002	Interest on Pooled Cash	102.00	259.62	(157.62)	-154.53%
44050	Unrealized Gains and Losses	-	205.13	(205.13)	0.00%
46029	Donations/Contributions	4,365.00	3,058.46	1,306.54	29.93%
46200	PY Revenue - Miscellaneous	-	17.15	(17.15)	0.00%
All Revenues		59,466.00	31,663.82	27,802.18	6.75%
All Expense/Expenditure Accts					
51041	Insurance - Liability	1,200.00	1,015.21	184.79	5.40%
51201	Administration Services	33,803.00	11,461.88	22,341.12	66.09%
51206	Accounting/Auditing Services	1,000.00	-	1,000.00	100.00%
51207	Client Accounting Services	1,521.00	680.95	840.05	55.23%
51212	Outside Counsel - Legal Advice	1,000.00	-	1,000.00	100.00%
51803	Other Contract Services	-	1,166.67	(1,166.67)	0.00%
51904	ISD - Baseline Services	3,989.00	2,750.32	1,238.68	31.05%
51916	County Services Chgs	9,018.00		9,018.00	100.00%
57011	Transfers Out - within a Fund	7,935.00		7,935.00	100.00%
All Expense/Expenditure Accts		59,466.00	17,075.03	42,390.97	71.29%
All Expense/Expenditure Accts		59,466.00	17,075.03	42,390.97	
All Revenues		59,466.00	31,663.82	27,802.18	
Net Cost		-	(14,588.79)	14,588.79	

SCWMA - Contingency Fund 66111900

Account	Description	Revised Budget	Year to Date	Remaining Balance	% Remaining
All Revenues					
44002	Interest on Pooled Cash	945.00	1,518.54	(573.54)	-60.69%
44050	Unrealized Gains and Losses	-	940.89	(940.89)	0.00%
46200	PY Revenue - Miscellaneous	-	48.98	(48.98)	0.00%
47101	Transfers In - within a Fund	54,679.00	-	54,679.00	100.00%
All Revenues		55,624.00	2,508.41	53,115.59	95.49%
All Expense/Expenditure Accts					
51201	Administration Services	49,888.00	-	49,888.00	100.00%
51206	Accounting/Auditing Services	1,500.00	-	1,500.00	100.00%
51212	Outside Counsel - Legal Advice	10,000.00	-	10,000.00	100.00%
51803	Other Contract Services	190,000.00	51,183.14	138,816.86	73.06%
52101	Other Supplies	1,000.00	-	1,000.00	100.00%
All Expense/Expenditure Accts		252,388.00	51,183.14	201,204.86	79.72%
All Expense/Expenditure Accts		252,388.00	51,183.14	201,204.86	
All Revenues		55,624.00	2,508.41	53,115.59	
Net Cost		196,764.00	48,674.73	148,089.27	



Agenda Item #: **4.5**
Cost Center: **All**
Staff Contact: **Collard**
Agenda Date: **5/16/2018**
Approved By:

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

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends the Board approve the FY 18-19 Sonoma County Waste Management Agency Final Budget as presented at the April 18, 2018 SCWMA meeting.

II. BACKGROUND

The approval of the Work Plan outlining 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 Final Budget.

The FY 18-19 Final Budget is the same as the FY 18-19 Draft Budget in maintaining the core SCWMA programs at similar levels. 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.

As proposed in the Draft Budget, this Final Budget consolidates the Wood and Yard Waste Funds into a new Organics Fund, the Education and Planning Funds into an Education and Outreach Fund, and the reserve accounts into two, Organics Reserve and Contingency Fund. The Reserves Policy has been updated and will be considered as a separate item in this agenda packet.

Notable differences from the previous year's budget include the allocation of 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 development 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 new consolidated Contingency Fund is above the funding goal established in the proposed 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

Staff has allocated funds for this activity to more closely match the level of effort expected for the use of SCWMA Counsel's time.

Contract Services

This account recognizes Contingency Fund projects (residual website and rebranding and continued Northern County HHW Site Feasibility). The composting fees from agreements with 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 temporary drawdown of organics reserves (which are well above Reserve Policy minimums) and raise tipping fees on 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 development for an additional HHW facility. As all of the Reserve funds remain above Reserve Fund goals, staff believe it is a sensible budget which reflects the direction given to staff during the Work Plan discussion at the February 21, 2018 Meeting.

IV. ATTACHMENTS

Explanations and Details
History and Fund Balances
Resolution

FY 18-19 FINAL 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	15,214	1	0%
51211 Legal Services	600,899	39,158	0	0	0	0	0%
51212 Outside Counsel-Legal Advice	0	53,838	32,500	5,000	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	94,937	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	21,007	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	1,117	1,800	1,800	2,046	246	12%
51911 Mail Services	1,071	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	7,624,209		7,456,016		

FY 18-19 FINAL 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	1,500	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	4,955,593	4,827,500	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	10,000	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 FINAL 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	278,827	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	7,000	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	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	8,071	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	1,200	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	283,779	(727,700)
Ending Fund Balance	527,597	944,489	1,032,335		1,011,478		

FY 18-19 FINAL 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	347,188	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	3,000	15,000	(16,000)	-107%
51225 Training Services	295	195	1,000	2,500	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	7,778	7,978	7,978	11,461	3,483	30%
51905 ISD - Improvement Projects	514					0	0%
51906 ISD - Supplemental Projects	2,702	2,210		3,000	1,000	(2,000)	-200%
51907 ISD - Device Modernization	3,111					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 FINAL 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	66,833	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	5,000	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	266,931						
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 FINAL 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	60,338	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		0	0	0	0	0	0%
SUBTOTAL		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	-	151,280	57,026	-	-	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 FINAL 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 FINAL 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)	\$9,000	<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 FINAL 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 Svcs

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. and

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 FINAL 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 (CPS), 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.

Meeting Cancelled

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 18-19 FINAL 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%) = \$45,975

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 FINAL 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 FINAL 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 Organic Capacity RFP.

Meeting Cancelled

SONOMA COUNTY WASTE MANAGEMENT AGENCY

FY 18-19 FINAL 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.

Meeting Cancelled

Resolution No.: 2018-

Dated: May 16, 2018

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA")
ADOPTING AN ANNUAL BUDGET FOR FISCAL YEAR 2018-19.

WHEREAS, SCWMA Board of Directors gave direction to SCWMA's Executive Director to prepare and present an annual budget; and

WHEREAS, an annual budget has been prepared and presented to SCWMA Board of Directors;

NOW, THEREFORE, BE IT RESOLVED that the SCWMA's Annual Budget for the period July 1, 2018 to June 30, 2019, attached hereto as FY 18-19 SCWMA Final Budget is hereby adopted.

BE IT FURTHER RESOLVED that the Clerk shall deliver a certified copy of this resolution to the Sonoma County Auditor-Controller.

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: May 16, 2018

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



Agenda Item #: **4.6**
Cost Center: **All**
Staff Contact: **Collard**
Agenda Date: **5/16/2018**
Approved By:

ITEM: Revised Reserve Policy

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approval of the 2018 Reserve Policy.

II. BACKGROUND

At the April 18th meeting, staff recommended 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. With the consolidation of the reserve funds, the Reserve Policy needs to be revised.

III. DISCUSSION

The recommended Reserve policy sets the Organics Reserve Fund at 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 15% 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.

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. Household Hazardous Waste (HHW) Facility Closure (\$67,000), HHW Facility Operating Reserve (\$600,000), and Operating Contingency Reserve (25% of operational expenses for Education and Outreach cost center).

IV. ATTACHMENTS

2018 Revised Reserve Policy
Reserve Policy
Resolution

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
Meeting Cancelled

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.

Resolution No.: 2018-

Dated: May 16, 2018

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA")
ADOPTING THE 2018 RESERVE POLICY

WHEREAS the FY 2018-19 SCWMA Final Budget consolidates four reserve funds into two reserve funds;

WHEREAS the SCWMA Reserve fund previously approved at the August 17, 2011 SCWMA Board of Directors meeting is incompatible with the new allocation of funds and therefore needed revision and approval by the SCWMA Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sonoma County Waste Management Agency does hereby adopt the 2018 Reserve Policy dated May 16, 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: May 16, 2018

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



Agenda Item #: **4.7**
Cost Center: **Organics Reserve**
Staff Contact: **Collard**
Agenda Date: **5/16/18**
Approved By:

ITEM: Contract Services Budget Appropriation

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends increasing the budgetary appropriations for contract services in the Organics Reserve by \$54,975. As this item is an amendment to the budget, it requires a super-majority vote for approval.

II. BACKGROUND

The Agency entered into an agreement with the firm R3 Consulting Group on February 28, 2017 for Organics Capacity RFP Assistance in the amount of \$148,500. The FY 2017-18 Final Budget contained \$50,000 for Other Contract Services, which was insufficient for the amount of funding needed to fully fund this project.

III. DISCUSSION

Approval of this budget adjustment does not change the agreement amount with R3 Consulting Group, just the budget appropriations for funding the Organics Processing Services RFP process.

IV. FUNDING IMPACT

R3 was reimbursed for \$41,525 if the contract in the prior fiscal year. The FY 2017-18 SCWMA Budget only included appropriations in the Organics Reserve Fund for \$50,000, this amount is insufficient to cover the costs of the outstanding R3 Consulting Group contract. Staff requests increased appropriations of \$54,975 to fund the remaining contract balance. The current fund balance for the Organics Reserve is \$2,956,131, and is above the necessary fund balance goals set in the current and proposed SCWMA Reserve Policy.

V. ATTACHMENTS

Resolution

Resolution No.: 2018-

Dated: May 16, 2018

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA")
ADOPTING ADJUSTMENTS TO THE FY 2017/18 ANNUAL BUDGET FOR CONTRACT SERVICES

WHEREAS, the SCWMA approved the Sonoma County Waste Management Agency Fiscal Year 2017/18 Budget by unanimous vote on May 17, 2017; and

WHEREAS, staff recommends adjusting the Fiscal Year 2017-18 Budget for Contract Services in the amount of \$54,975 to cover the contract amount for the consulting firm R3 for work on the Organics RFP; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sonoma County Waste Management Agency does hereby approve the adjustment to the Fiscal Year 2017-18 Budget.

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: May 16, 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: Contingency
Staff Contact: Thigpen
Agenda Date: 5/16/2018
Approved By:

ITEM: Discussion and Status Update on SCWMA Brand and Website Redesign

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

This item is informational, and allows for Board feedback and direction to staff. No action is requested at this time.

II. BACKGROUND

At the December 20, 2017 SCWMA Board meeting, the Board approved an agreement with The Engine is Red to provide both rebranding and website/database redesign services. At the January 17, 2018 SCWMA Board meeting, the Board approved formation of a three-member subcommittee made up of Board members to provide input in the rebrand and website redesign process prior to conclusion of design work and presentation to the Board.

III. DISCUSSION

Tasks covered by the Brand Evaluation and Design Services Statement of Work included evaluating SCWMA's current name, logo design, creating a style guide for consistent use of logo and materials, as well as templates for collateral materials and key message development.

Tasks covered by the Website Design and Implementation Statement of Work included developing a new SCWMA website, incorporating the name developed in the Brand Evaluation process, building a highly functional website incorporating current technologies, security, new database, robust content, ease of content management, and ADA compliance.

The Engine is Red has completed the evaluation and naming stages, soliciting input from community focus groups as well as staff, board subcommittee and stakeholders. The Engine has begun work on public-facing materials concepts and will move into database design and implementation in coming weeks.

IV. FUNDING IMPACT

There are no additional funding impacts expected as a result of this item. In September, 2017, the Board approved the use of \$150,000 in the FY 2017/18 Budget from the Contingency Reserve fund for this project. To date, SCWMA has used \$33,100 of the funds approved for brand evaluation and website redesign.



Agenda Item #: 6
Cost Center: Organics Reserve
Staff Contact: Carter
Agenda Date: 5/16/2018
Approved By:

ITEM: Organic Materials Processing Services Request for Proposals Results Summary

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

This item is informational; no action is required.

II. BACKGROUND

The Board entered into an agreement with R3 Consulting Group (R3) at the February 15, 2017 SCWMA meeting to provide technical assistance in an RFP process. Staff prepared an online survey and held two public workshops to receive feedback from the Board and the public on the priorities for the RFP. The following list includes the major milestones for this project to date:

- The RFP was released on May 31, 2017.
- A mandatory pre-proposal conference to provide an overview to potential proposers and to determine the number of interested parties was held on June 28, 2017.
- Addendum #1 to the RFP was released on July 7, 2017, in which staff answered the questions received up to that point. The question period was extended to September 8, 2017 and the proposal due date was extended to October 18, 2017.
- Shortly after the issuance of Addendum #1, the City of Santa Rosa released an RFP for Location of an Organics Processing Facility on City of Santa Rosa Property to allow the City to have a procurement process with a facility operator that may participate in the SCWMA's RFP process.
- Addendum #2 for the SCWMA's RFP was released on July 27, 2017 and contained responses to questions asked of staff up to that date. Addendum #2 also contain an invitation to interested parties to visually inspect incoming green waste at the Healdsburg Transfer Station on August 9, 2017 for the benefit of proposers understanding of the composition of incoming green waste. Six parties attended the inspection.
- Addendum #3 was issued on September 22, 2017, which extended the question period to November 13, 2017 and the proposal due date to January 16, 2018.
- Addendum #4 was issued on November 21, 2017, and answered the remaining questions received up to November 13, 2017.
- 12 proposals were received by staff by the due date of January 16, 2018.
- One proposal has been withdrawn since January 16, 2018.
- The SCWMA Board of Directors approved the proposal evaluation weighting at the February 21, 2018 SCWMA meeting.

III. DISCUSSION

The purpose of this staff report is to update the Board on the progress of proposal review, and to

preview the major characteristics of the proposals received in preparation for agreement consideration as early as the June 20, 2018 SCWMA meeting. Though staff and R3 Consulting Group believe releasing the full proposals would negatively affect staff's position negotiating with recommended proposers, staff recognizes the need for as much transparency to the Board and the public and with as much advanced notice as possible. The results of this process will have long-term consequences to future waste reduction programs, as well as impacts to ratepayers.

The SCWMA evaluation team consisting of SCWMA staff (Patrick Carter and Felicia Smith), County staff (Trish Pisenti), Mendocino Solid Waste Management Authority staff (Robert Carlson), and former SCWMA Board Member Bob Cox reviewed each proposal and met several times to achieve consensus to make recommendations to the SCWMA Board of Directors to secure short- and long-term organics (green, wood, agricultural, and food waste, and potentially biosolid(s)) processing capacity for green, wood, and food waste generated in Sonoma County.

After reviewing and discussing the pros and cons of each proposal, the evaluation team identified five proposals (Cold Creek Compost/Stage Gulch Organics, Hitachi Zosen INOVA, Napa Recycling and Waste Services, Renewable Sonoma, and Waste Management) that most closely matched the intent of this RFP process. Though no proposals were disqualified or eliminated from further consideration, those five proposal teams were offered interviews.

Through the evaluation and interview process, the evaluation team concluded that no single proposer team could immediately accomplish all of the goals of the long-term RFP goals; short term agreements of at least three years will be necessary.

A summary of the twelve proposals received is attached to this staff report. While no agreements are presented for approval at this meeting, staff believes more transparency now will better inform the Board and the public who action is recommended by staff.

IV. FUNDING IMPACT

To date, the SCWMA has paid R3 Consulting Group \$130,803.75 of the \$148,500 agreement maximum for their assistance in the RFP process.

V. ATTACHMENTS

Summary of Proposals
Evaluation Weighting Sheet Template



Summary of Proposals

Twelve (12) proposals were received by the submission deadline; however, one (1) proposal was retracted on January 25, 2018. The remaining eleven (11) proposals were reviewed for an initial pass/fail evaluation. These proposals were received from the following companies:

1. BioMRF Technologies, Inc.
2. Cold Creek Compost, Inc. & Stage Gulch Organics
3. Entsorga
4. Hitachi Zosen | Nova
5. Napa Recycling & Waste Services
6. Recology Hay Road dba Jepson Prairie Organics
7. Renewable Sonoma
8. Sacyr Environment USA, LLC
9. StormFisher Biogas
10. Vision Recycling
11. Waste Management – Redwood Landfill, Inc. dba Redwood Landfill & Recycling Center

The criteria for the evaluation mirrored the requirements set forth in the RFP documents released on May 31, 2017 and revised through Addendum 4 on November 21, 2017.

Missing or incomplete information was requested from all proposers on January 22, 2018 to be provided no later than January 25, 2018. All proposers provided the requested information by the due date.

Since January 16, 2018, the evaluation team has been evaluating the proposals and seeking clarification on key items in each proposal. The evaluation team met to discuss each proposer's qualifications, feasibility, compatibility with SCWMA's overall needs, quality of finished product, tipping rates and financial stability, based on the criteria set forth in the RFP.

The following is a summary of the proposals reviewed by the evaluation team. These are separated by the term length proposed by each of the proposers.

Short Term Options

There were four (4) short term proposals received. None of the proposed options offered an in-County facility short-term. Organic Materials collected by franchised haulers (with the exception of the City of Petaluma) are flow controlled to the Sonoma County Transfer Stations, with the exception of commercial source separated food scraps. Commercial source separated food scraps are currently handled by Republic Services through their Master Operating Agreement (MOA) with the County of Sonoma.

Below is a summary of all four (4) short term proposals received.

Cold Creek Compost, Inc.

Cold Creek Compost, Inc. (CCC) is a Limited Liability Company (LLC). The proposed location is an existing facility located in Ukiah, CA. CCC has proposed a term of 3-, 15- and/or 20-years in length using aerated static pile composting technology. The facility proposed will accept all Organic Materials, except food ware and biosolids. The proposed facility has available capacity for 17,000 tons per year (TPY) to address the SCWMA's immediate

needs. CCC is currently in the process of increasing the facility's annual tonnage from 50,000 TPY to 200,000 TPY. Upon completion of the proposed facility expansion, additional capacity will be made available for the proposed 15- or 20-year term. CCC proposed to accept 80,000 to 100,000 TPY.

Napa Recycling & Waste Services

Napa Recycling & Waste Services (NRWS) is an LLC. The proposed location is an existing facility located in American Canyon, CA. NRWS is under contract with the City of Napa to operate the Napa Materials Diversion Facility. The proposed term length is 3-, 10-, 15-, or 20-years using an aerated static pile for the 3-year term. As a long-term solution, NRWS is planning to add additional technologies including covered aerated static pile composting, organics de-packaging, anaerobic digestion, and biomass gasification technologies. NRWS has available capacity to accept between 26,000 and 46,800 TPY. The facility proposed will accept all Organic Materials, except biosolids.

Recology Hay Road dba Jepson Prairie Organics

Recology Hay Road dba Jepson Prairie Organics (Recology JPO) is a corporation. The proposed location is an existing facility located in Vacaville, CA using an aerated static pile composting technology. Recology JPO has proposed a 3-year term length and will accept mixed organic materials (residential) only. The facility has capacity to available to take 40,000 TPY of SCWMA mixed organic materials.

Waste Management Redwood Landfill, Inc. dba Redwood Landfill & Recycling Center

Waste Management Redwood Landfill, Inc., dba Redwood Landfill & Recycling Center (WM Redwood) is a corporation. The proposed location is an existing facility located in Novato, CA using a covered aerated static pile composting technology. WM Redwood has proposed a 3- and/or 20-year term length. The facility will accept wood waste, green waste, and mixed organic materials (green waste and residential food waste) only. The facility has capacity to available to take 66,000 TPY of SCWMA mixed organic materials.

Long Term Options

There were ten (10) long term proposals received. Of the proposed options, two (2) proposed facilities out of County and eight (8) proposed facilities located in Sonoma County including five (5) proposals siting a facility on the City of Santa Rosa's site adjacent to the waste water treatment plan. Below is a summary of all ten (10) long term proposals received.

BioMRF Technologies

BioMRF Technologies (BioMRF) is a corporation. The proposed location is a new facility located on Santa Rosa property using in vessel and aerated static pile composting technology. BioMRF has proposed a 20-year term length. The facility will accept all organic materials. The facility has capacity to available to take 66,000 – 80,000 TPY of SCWMA organic materials.

Cold Creek Compost, Inc., & Stage Gulch Organics

Cold Creek Compost, Inc., & Stage Gulch Organics (CCC & SGO) is an LLC. The proposed location is a new facility located in Petaluma, CA. CCC & SGO has proposed a term of 15- and/or 20-years in length using circular turned aerated pile composting technology. The facility proposed will accept all Organic Materials, except service ware, manure, and biosolids. The proposed facility will have available capacity for 60,000 – 100,000 TPY of SCWMA organic materials.

Enstorga

Enstorga is a corporation. The proposed location is a new facility located in the City of Santa Rosa on Todd Road. Enstorga proposed to use a Bee Reactor and Turtle Q-Ring System (Option 1) or the turtle Q-Ring System (Options 2). The proposed term length is 20-years. The facility will accept all organic materials, except manure and biosolids. The facility will have 68,640 TPY of available capacity of SCWMA organic materials, if Option 1 is selected. There will be 44,844 TPY of available capacity of SCWMA organic materials if Option 2 is selected.

Hitachi Zosen | INOVA

Hitachi Zosen | INOVA (Hitachi) is a corporation. The proposed location is a new facility located on the City of Santa Rosa's property using a Kompogas anaerobic digestion composting technology. Hitachi has proposed a term of 20-years in length. The facility proposed will accept all Organic Materials, except wood waste, manure, and biosolids. The proposed facility will have available capacity for 70,000 TPY of SCWMA organic materials.

Renewable Sonoma

Renewable Sonoma is an LLC. The proposed location is a new facility located on the City of Santa Rosa's property using a covered aerated static pile and anaerobic digestion composting technologies. Renewable Sonoma has proposed a term of 20-years in length. The facility proposed will accept all Organic Materials, except food ware. The proposed facility will have available capacity for 50,000 – 140,000 TPY of SCWMA organic materials.

Sacyr Environmental USA, LLC

Sacyr Environmental USA, LLC (Sacyr) is an LLC. The proposed location is a new facility located on the City of Santa Rosa's property using an in-vessel composting technology. Sacyr has proposed a term of 20-years in length. The facility proposed will accept Green Waste, Mixed Organics without Food Ware (residential) and Biosolids. The proposed facility will have available capacity for 95,811 – 110,782 TPY of SCWMA organic materials.

StormFisher Biogas

StormFisher Biogas (StormFisher) is a corporation. The proposed location is a new facility located on the City of Santa Rosa's property using an anaerobic digester and in-vessel composting technologies. StormFisher has proposed a term of 20 years in length. The facility proposed will accept all Organic Materials, except Manure and Biosolids. The proposed facility will have available capacity for 60,000 – 80,000 TPY of SCWMA organic materials.

Vision Recycling

Vision Recycling (Vision) is a corporation. The proposed location is a new facility located in the City of Santa Rosa on Piner Road. Vision proposed to use an aerated static pile composting technology. The proposed term length is 10- or 15-years. The facility will accept all organic materials, except Biosolids. The facility will have 10,000 – 60,000 TPY of available capacity of SCWMA organic materials.

Definition of Technology Types

Aerated Static Pile: a composting system where positive or negative air pressure draws air through piles of compost feedstock in aerobic conditions favorable for decomposition of organic material by microorganisms. Aerated Static Piles generally undergo an active compost phase with forced aeration and a curing phase with or without further aeration to produce finished compost.

Anaerobic Digestion: the controlled digestion of organic material without the presence of oxygen to produce methane and liquid and solid digestate with the potential to be further refined into soil amendments.

Bee Reactor: a proprietary aerobic composting system incorporating many features of aerated static pile system and in vessel composting using a reverse-flow bio-reactor forcing air alternatively into and drawn from batches of organic material controlling moisture and bio-degradation.

Biomass Gasification: a technology to convert typically high carbon material to bio-char (soil amendment) and a flammable gas which can be combusted to create electricity.

Circular Turned Aerated Pile Composting: an aerated static pile process arranged in concentric rings in which compostable material is moved progressively inward through the active composting and curing processes.

In vessel Composting: decomposition of organic material within a container (tanks, bunkers, etc.). In vessel systems can be both aerobic if used in combination with aerated static piles and anaerobic if methane production is desired.

Turtle Q-Ring: a propriety covered aerated static pile system used for both active composting and curing of organic materials with exhaust air treated in a dedicated biofilter cover.

Sonoma County Waste Management Agency - Organic Materials Processing Services	
Company:	
Evaluation of Proposals	
Proposer's Qualifications <i>Max Score</i>	20
<i>Your Score</i>	
Qualifications and structure of project management team	
Experience providing services to similar jurisdictions	
Successful operation of organic materials processing services	
Experience maximizing landfill diversion and attaining high diversion rates	
Experience providing exemplary customer service programs	
Experience providing exemplary public education and outreach programs that promote high participation and diversion	
References	
Litigation history / Notice of Violation(s)	
Evaluation of financial statements	
Review of key financial indicators, outstanding debt and debt coverage ratios	
Ability to finance capital purchases and needed start-up investments (site facilities, other equipment and labor)	
Proposer's capacity and plans for responding to fluctuations in the organic materials market	
Feasibility of Proposal <i>Max Score</i>	20
<i>Your Score</i>	
Overall approach to receipt of materials within proximity to transfer stations and/or population centers	
Proposed technology to be utilized (current use in the United States and California) and/or processing operating plan, and business plan/model including flow of operation	
Approach to operation of facility (scale, procedures, turnaround time, tipping procedures, load checking, fuel, labor)	
Approach to managing various stages of processing	
Overall assessment of proposed site conditions	
Approach to monitoring contamination and identifying reject-able loads prior to receipt of material	
Approach to "overs" management, reducing material landfilled or sent as ADC	
Ability to adapt to changing regulatory environment and advancement in technology	
Approach to employee and public safety	
Approach to providing SCWMA-required reports	
Approach to meeting or exceeding SCWMA's recovery rates (Post processing residual 10% or less by weight by outbound tons)	
Internal sustainability programs (use of local vendors, innovative "green" approach to providing services, corporate sustainability)	
Short Term Facilities Only:	

Sonoma County Waste Management Agency - Organic Materials Processing Services	
Company:	
Evaluation of Proposals	
Evidence of, or the ability to provide, documents required for facility permitting	
Long Term Facilities Only:	
Proposer's understanding of the permitting process (including timeframe needed for permits, construction, start date of operation and when materials can be accepted at proposed facility)	
Compatibility with Needs Max Score	15
<i>Your Score</i>	
Proposed term length	
Short-Term (3 year)	
Long-Term (10 year)	
Long-Term (15 year)	
Long-Term (20 year)	
Proposed location	
Proposed materials to be accepted for processing:	
Wood Waste	
Green Waste	
Mixed Organic Materials (MOM)	
MOM with Compostable Food Ware	
Manure	
Biosolids	
Commercial Food Scraps (CFS)	
CFS with Compostable Food Ware	
Proposer's Marketing Plan Max Score	15
<i>Your Score</i>	
Proposed use of end products to meet consumer standards	
Proposed quality of finished product	
Approach to marketing finished products and plan for changes in markets	
Approach to making finished products widely available within Sonoma County	
Proposed finished product lines	
Per Ton Costs and Capacity Max Score	30
<i>Your Score</i>	
Proposed cost per ton for material receipt compared to existing costs	
Annual tonnages proposed	
Total Points	100