



## Meeting of the Board of Directors

May 17, 2017

SPECIAL MEETING

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

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

*City of Santa Rosa, Council Chambers*

*100 Santa Rosa Avenue*

*Santa Rosa, CA*

Meeting Agenda and Documents

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**

**Meeting of the Board of Directors**

May 17, 2017

SPECIAL MEETING

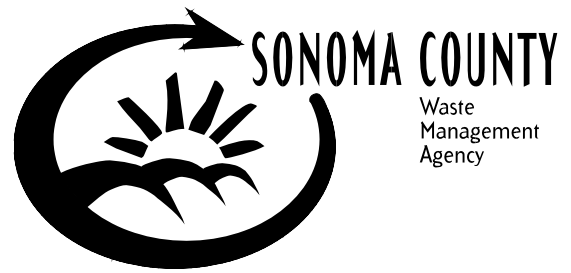
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*Note: This packet is 144 pages total*



## SONOMA COUNTY WASTE MANAGEMENT AGENCY

### Meeting of the Board of Directors

May 17, 2017

### SPECIAL MEETING

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

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

**Estimated Ending Time 11:30 a.m.**

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

### Agenda

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

**Consent** (w/attachments)

- 6.1 Minutes of the April 19, 2017 Special Meeting
- 6.2 May and June 2017 Outreach Calendar
- 6.3 SCWMA FY 2016-17 Third Quarter Financial Report
- 6.4 Sonoma County Certified Recycling Center for Beverage Containers (CRV) Update
- 6.5 Non-Disposal Facility Element Amendment

**Regular Calendar**

- 7. Annual Presentation of Waste Activities by Republic Services  
[Carter]
- 8. Approval of Request for Proposals for Organic Material Processing Services  
[Carter]
- 9. Approval of Fiscal Year 2017-18 SCWMA Final Budget  
[Carter] **(8/10 vote required)**
- 10. Consideration of Merit Increase for SCWMA Executive Director  
[Walsh]
- 11. Boardmember Comments
- 12. Staff Comments
- 13. Next SCWMA meeting: June 21, 2017
- 14. Adjourn

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

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

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

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

**Noticing:** This notice is posted 72 hours prior to the meeting at The Board of Supervisors, 575 Administration Drive, Santa Rosa, and at the meeting site the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa. It is also available on the internet at [www.recyclenow.org](http://www.recyclenow.org)



Date: April 24, 2017  
To: SCWMA Board Members  
From: Patrick Carter, SCWMA Executive Director

**Executive Summary Report for the SCWMA Board Meeting of April 19, 2017**

**Item 6, Consent Items:** Items 6.1 Minutes of March 15, 2017 Special Meeting, 6.2 April and May 2017 Outreach Calendar, and 6.3 Home Composting Evaluation were approved.

**Item 7, Public Workshop for Establishing Priorities for the Long Term Organics Capacity Request for**

**Proposals:** Staff and the R3 Consulting Group presented information regarding the assumptions and expectations for the upcoming Request for Proposals process for securing long term organics capacity. Initial feedback from the Board and from five members of the public was received. Topic included biosolids capacity, in-county facility preference, greenhouse gas emission reduction, evaluating the permit-ability of potential sites, addressing compostable packaging, creating a framework for organics and renewable carbon management, and addressing the capacity scalability of sites in the RFP. Staff is hosting another public workshop for feedback on April 27, 2017 at the Santa Rosa Veterans Memorial Hall from 3-6 pm. Staff will summarize the feedback received and request letter of interest from SCWMA members who may wish to opt into a SCWMA led, regional organics capacity development program at the end of the RFP process to all SCWMA members and City Managers.



**To:** Sonoma County Waste Management Agency Board Members

**From:** Patrick Carter, Executive Director

**Subject:** May 17, 2017 Board Meeting Agenda Notes

## **Closed Session Prior to Regular Meeting**

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

## **Consent Calendar**

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

- 6.1 **Minutes of the April 19, 2017 Meeting:** regular acceptance.
- 6.2 **May and June 2017 Outreach Calendar:** This item provides an update on upcoming outreach events. No action is required.
- 6.3 **SCWMA FY 2016-17 Third Quarter Financial Report:** This item summarizes the SCWMA's revenues and expenditures for quarters 1 -3 of the fiscal year and projects to the end of the fiscal year. All revenue categories are expected to meet or exceed budget targets, and several expenditure categories were described. Overall, staff expects a net surplus of approximately \$209,000 for the fiscal year, due in large part to cost savings through staff vacancies.
- 6.4 **Sonoma County Certified Recycling Center for Beverage Containers (CRV) Update:** This item is an update to the Board regarding the lack of CRV buyback centers in Sonoma County and the potential statewide action to address the lack of buyback centers. No action is required.
- 6.5 **Non Disposal Facility Element Amendment:** A prerequisite for receiving a solid waste facility permit from CalRecycle is to be listed in the Non Disposal Facility Element of the appropriate Integrated Waste Management Plan. Staff has received two requests on one site from Pacific Recycling Solutions for direct transfer and transloading facility in Windsor. Staff has determined that the required information has been supplied and recommends approval of this amendment to the Non Disposal Facility Element.

## **Regular Calendar**

7. **Annual Presentation of Waste Activities by Republic Services:** The Master Operating Agreement between the County of Sonoma and Republic Services requires Republic to provide an annual update on waste-related activities performed over the past year. Staff from Republic will present the materials.
8. **Approval of Request for Proposals for Organic Material Processing Services:** Staff has incorporated Board and public feedback received through the two public workshops on the subject of RFP priorities. The RFP is included in the Board packet, and is schedule to be distributed on May 31, 2017. Final feedback may be provided at this meeting to be incorporated into the RFP document. **Staff recommends the Board**

**consider approval of the Request for Proposals (RFP) for Organic Materials Processing and direct staff to distribute the RFP on May 31, 2017.**

9. **Approval of Fiscal Year 2017-18 SCWMA Final Budget:** Staff has included the direction from the Board at the March 2017 SCWMA meeting adding funding for staff development and evaluations. Staff did not receive sufficient information from the County's Auditor Controller Treasurer Tax Collector office to be able to ascertain the SCWMA's potential piece of unfunded liabilities should the SCWMA staff no longer be provided by the County. Staff felt it is necessary to consider this budget at this time and continue the unfunded liability discussion and take action, as needed, in the future when more information is known. **Staff recommends the Board approve the FY 2017-18 Sonoma County Waste Management Agency Final Budget.**



## Minutes of the April 19, 2017 Special Meeting

The Sonoma County Waste Management Agency met on April 19, 2017, 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	Brent Salmi	City of Sonoma	Madolyn Agrimonti
City of Petaluma	Dan St. John	County of Sonoma	Susan Gorin
City of Rohnert Park	Pam Stafford	Town of Windsor	Deb Fudge

### Staff Present:

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

### 1. Call to Order Special Meeting

Closed session was called to order at 8:00 a.m.

### 2. Closed Session:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title Agency Counsel

### 3. Adjourn Closed Session at 8:40 a.m.

The regular Board meeting was called to order at 8:43 a.m.

Chair John Sawyer, City of Santa Rosa, stated there was no reportable action from closed session.

### 4. Agenda Approval

### 5. Public Comments (items not on the agenda)

None

### 6. Consent (w/attachments)

6.1 Minutes of March 15, 2017 Special Meeting

6.2 April and May 2017 Outreach Calendar

6.3 Home Composting Evaluation

**The motion for consent calendar approval was made by Susan Harvey, City of Cotati, and seconded by Brent Salmi, City of Healdsburg.**



**Vote Count:**

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

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

**Motion passed unanimously.**

**Regular Calendar**

**7. Public Workshop for Establishing Priorities for the Long Term Organics Capacity Request for Proposals**

Patrick Carter, SCWMA Executive Director, provided a brief background regarding the SCWMA process since 2007 to identify a new site to handle wood, food, and green waste.

Mr. Carter stated the Board hired R3 Consulting Group to assist with the RFP process, and R3 recommended holding stakeholder interested party workshops to allow feedback on the priorities for this RFP process. Mr. Carter noted this meeting would be one workshops, and the second workshop would take place on April 27, 2017 at the Santa Rosa Vets Hall at 3:00 p.m. Mr. Carter stated Garth Schultz and Carrie Baxter of R3 would be presenting information to the Board, and the public would be invited to provide their feedback.

Mr. Schultz indicated it was anticipated a draft RFP and draft processing agreement would be brought before the Board by the middle of May 2017. Mr. Schultz explained this RFP process would focus on the longer term organics processing Agency needs, which would be facilities that would come into place three or four years from now.

**Boardmember Questions**

Susan Gorin, County of Sonoma, noted the community's need and desire for organic compost. Ms. Gorin expressed concern regarding the short timeline and recommended flexibility to accommodate high quality proposals.

Ms. Gorin stated compost operations could potentially be located in the County and it was important to insure proposals coming forward included conversations with the Board of Supervisors and County Permit and Resources, to ensure the proposed location was viable and could move through the proposed timeline.

Mr. Schultz replied the proposals would be evaluated for readiness.

Mr. Carter noted the private owner/operator would need to go through the permitting process of the jurisdiction for the proposed site location.

Ms. Harvey inquired if the viability of the solution would be evaluated in looking at the proposals.

Mr. Schultz replied it was a collaborative approach in which R3 was the technical advisor and would be looking at the viability of the proposals, including sites, location, if permits were lined up, and readiness of staff. Mr. Schultz stated R3 would provide feedback to SCWMA staff and the proposal evaluation panel.

Dan St. John, City of Petaluma, inquired if biosolids would be addressed.

Mr. Carter replied the RFI process asked what materials the site would be able to accommodate and included agricultural waste, green waste, wood waste, food waste, and he believed there was a section for other and biosolids. Mr. Carter noted some responses to the RFI included biosolids.

Mr. Schultz added biosolids could be included as an option for proposers to include.

Mr. Schultz highlighted the role of the Agency, member agencies, and the contractors sought throughout the process as follows:

Role of member agencies – Selecting option to direct their flow to the SCWMA selected processing facilities or to opt-out of that system and arrange for processing organics materials through other means.

Role of the Agency - Securing and managing agreement with processor or processors of organic material, directing the flow commitment from the jurisdictions who wished to continue to provide the flow of organic materials to the Agency selected facilities, and establishing the per ton rates. It did not include establishing, owning or operating the sites or facilities.

Role of Contractors - Fully responsible, receiving the material, building, owning, managing, processing and selling the material. Contractors would have flow commitments and revenue associated with the flow commitment based on a stipulated contract in per ton rate, local market, and apparent demand for the materials coming out of their process.

Mr. Schultz noted this process would meet state law AB 876, requiring establishing fifteen years of long term processing capacity.

Ms. Gorin stated that as a number of jurisdictions were going through the rebidding process for a solid waste hauler, they were now contemplating a number of composting facilities. Ms. Gorin added the various cities and County may be geographically positioned to go to the nearest facility or be willing to pay a little more to go to a different kind of processor. Ms. Gorin inquired if it had been considered the flow commitments may come from the individual jurisdictions rather than the Agency.

Mr. Schultz replied member agencies would be engaged early in the process to determine if there was interest in committing their flow through the Agency. Mr. Schultz noted one of the principle ideas being discussed was having an Agency-wide rate for organics, as there currently was, regardless of the destination facility.

Mr. Schultz briefly described the evaluation process anticipated after the proposals were received, and noted the types of things that would be looked at would be qualifications, technical approach, and proposed fees.

Mr. Schultz noted it would be very helpful to this process to have an understanding early on from each member agency if they were interested in committing flow, in a non-binding way, as part of the outcome of this process. Mr. Schultz noted R3 and SCWMA staff would be getting a letter out to each member jurisdiction by the end of April 2017, asking member jurisdictions to indicate if there would be a current interest in committing flow at the end of RFP process based on what was known then.

Ms. Harvey inquired if a jurisdiction that initially indicated they were not interested in committing their flow to the SCWMA would be able to change their mind at the end of the RFP process.

Mr. Schultz noted this would put the SCWMA in a position to add flow commitment rather than decrease it.

Mr. Schultz sought discussion and Board direction regarding the main priorities for the RFP process and stated the Agency was proceeding along with the assumption in-county facilities were the Board and Agency preferences and inquired if this would be exclusive to in-county facilities, whether there would be allowance for out of county facilities, if preference points would be awarded for in-county facilities or if there was no preference. Mr. Schultz asked what the maximum number of agreements to be awarded would be, and recommended more than one agreement to meet the different needs.

Pam Stafford, City of Rohnert Park, stated she would need to speak with her council, but noted that while in-county composting was preferred, they would not be opposed to out of county, as cost was important.

Melanie Bagby, City of Cloverdale, expressed she would like to discuss this with her council further, but Cloverdale was not opposed to any out of county possibility, as it would make sense to be open to locations north of Cloverdale. Ms. Bagby noted they were concerned about cost, but the preference would be in-county.

Ms. Gorin stated she was not speaking for the County Board, but had a strong sense of what the County Board would like to see. Ms. Gorin noted a lot of time and energy had been spent rejecting out of county solutions and working hard to keep the landfill. Ms. Gorin noted the community asked for a source of good organic local compost during discussions and reminded the Board member agencies were part of the Regional Climate Protection Plan, and out-hauling and in-hauling would increase greenhouse gases. Ms. Gorin stated she felt one or more local processing facilities needed to be in the County and it was important to seriously consider giving a preference to local processing.

Ms. Harvey stated she was not speaking for her council, but she was in agreement with Ms. Gorin and would like to see the SCWMA be set up with a good solution for the next 25 years. Ms. Harvey noted she was open to looking out of County if there were no in-county solutions, and added it may come down to feasibility and cost.

Brent Salmi, City of Healdsburg, stated the City of Healdsburg would favor an in-county solution, and suggested awarding preference points for in-county. Mr. Salmi noted it would be fair and still possible for an out of county facility to come out ahead. Mr. Salmi noted he did not have a preference on the maximum number of agreements, and expressed concern for biosolids.

Henry Mikus, City of Sebastopol, challenged those who would be responding to the RFP with the possibility of having an out of county producer make the compost and find a way to effectively bring it back.

Deb Fudge, Town of Windsor, stated that based on preliminary discussions, Windsor would prefer in-county composting and possibly awarding preference points for in-county composting. Ms. Fudge noted Windsor was concerned regarding cost as well as greenhouse gases. Ms. Fudge suggested there could be a combination of things and a number of agreements, depending on where in the County the sites would be located, technology, and compost produced. Ms. Fudge noted she felt Windsor would want to join and commit flow to the SCWMA.

Madolyn Agrimonti, City of Sonoma, stated she was not speaking for her council at this time but personally preferred in-county composting.

Mr. St. John stated that he favored an in-county facility but would not want to be limited to that, and noted he would not want to exclude small operations. Mr. St. John noted he believed location of facilities could be addressed in terms of greenhouse gas impact and indicated that for Petaluma, it was not a question of in or out of county, but rather a question of greenhouse gases. Mr. St. John noted he did not see ability to be permitted addressed.

Mr. St. John indicated he would like to see options for biosolids, and he understood they were a market problem with the designation of organic. Mr. St. John indicated he personally would like to see a countywide unified rate.

Mr. Schultz provided a preview of the online survey through SurveyMokey and Mr. Carter explained the feedback received through the process at both workshops and the SurveyMonkey would be provided to the Board the first week of May.

Ms. Gorin encouraged the SCWMA Board to advertise the survey to increase the number of respondents. Ms. Gorin recommended including a question regarding commercial food scraps and asking if the public was interested in including that in composting. Ms. Gorin noted she would like to know if there was a market for anything other than organic compost.

Ms. Fudge stated she felt the SurveyMonkey was a good tool and requested SCWMA staff send the link to the Board so they could add it to their Facebook pages to obtain additional responses.

Mr. Carter explained the Agency received requests from firms that did not originally respond to the RFI process, who wanted to be part of the RFP process. Mr. Carter noted it stated clearly in the RFI document that those who wanted to be in the RFP distribution needed to participate in the RFI. Mr. Carter added there was also language stating the Board had the right to solicit proposals from those who did not participate in the RFI process. Mr. Carter recognized it created a sense of unfairness to those who participated in the RFI process and it was a balance between getting the most information because the goal was to get the best project. Mr. Carter noted this was a policy question and not a legal question.

Mr. Carter stated the Agency received one letter and indication from as many as four firms who did not participate in or pass the RFI process that would like to be included in the RFP process.

Mr. Carter inquired if the Board was interested in getting the broadest range of options for the

proposals or stay with the RFI process, where it was said only those who participated in the RFI could participate in the RFP. Mr. Carter stated he did not believe there was a significant competitive advantage for those who did not participate in the RFI, as there was not a lot of financial information included from most RFI respondents. Mr. Carter suggested it was in the public's best interest to get the most diverse amount of proposals and staff recommended the Board include others in the process.

Ms. Agrimonti shared the City of Sonoma had gone through something similar recently and ended up in a lawsuit. Ms. Agrimonti noted that while there could possibly be extenuating circumstances as to why some were unable to respond to the RFI, she felt it could create an issue for those who responded and followed the process appropriately.

Ms. Harvey suggested the possibility of using a point system, in the interest of fairness, so those who did reply to the RFI got a point or two and points were taken away from those who did not. Ms. Harvey noted she was in agreement with having the largest number of proposals.

Mr. St. John asked if there was any indication why the companies did not submit for the RFI.

Mr. Carter replied the firm included in the packet did not know about the process when it was released, and there was a group who participated in the RFI but the evaluation team did not believe there was enough information included in the RFI response to continue to the RFP process, and they had indicated they would like to be included in the RFP process.

Mr. Sawyer expressed his concern in using the point system, as that would be a condition that was not existent in the RFI from the beginning. Mr. Sawyer said he also looked forward to as many proposals as possible.

Ms. Stafford stated she was in agreement with Mr. Sawyer but she would like to hear what Mr. Walsh had to say.

Mr. Walsh stated as this was an RFP process, it was not dictated by a specific law. Mr. Walsh noted the process with the RFI was set and the caveat was included stating the Board retained the right to have discussions with other entities. Mr. Walsh stated he appreciated both sides of the issue but it was ultimately a policy decision and the Board had that flexibility.

### **Public Comment**

Renaud des Rosiers, Sustainability Manager for Amy's Kitchen, speaking as a private citizen, stated he felt packaging needed to be considered and it was important to begin the process from the perspective of maximizing waste diversion, as there were a lot of alternative materials becoming available for consumer packaged goods companies and food service establishments. Mr. des Rosiers noted making the transition to compostable packaging was challenging enough for companies and restaurants, and not having a composting system that would take the materials at end of life was problematic. Mr. des Rosiers noted using ASTM 6400 and 6868 standards, and allowing for the acceptance of those materials would be key.

Mr. des Rosiers referenced the California mandatory recycling law, and that noted from the perspective of a restaurant that should avoid sending food waste to the landfill, it was very difficult to send food scraps from tables if non-compostable packaging was used, but if packaging

were to be included within the scope of what was accepted, a significantly higher amount of food scraps would be captured.

Dan Noble, Executive Director of the Association of Compost Producers, expressed his support for the process in general, but wished to make comments relative to his private practice as a market analyst and consultant to the environmental industry for the past thirty years. Mr. Noble noted all the discussion he heard at this meeting spoke to a need to share a common framework for making complex decisions, especially for renewable carbon management and renewable nutrient management within the communities.

Mr. Noble stated some of the dimension included backyard composters, small scale community composting and gardening, facility level on farm vs. composting at the waste water treatment plan, and regional and larger area facilities. Mr. Noble noted that represented a whole new market approach and new markets being immersed, and the markets were controlled by municipal services. Mr. Noble stated every community in California and globally was going through this process. Mr. Noble noted one of the other dimensions was markets vs. monopolies, and added if there were more of a market based system, communities of practice would be created, such as Compost Council of Sonoma County, to include not only municipal composters but also biosolids composters. Mr. Noble indicated he would like to share more depth with staff and R3.

Wendy Krupnick, Compost Coalition of Sonoma County, stated the coalition was an ad hoc group with the goal of bringing back high quality composting to Sonoma County. Ms. Krupnick noted part of the coalition included a number of different stakeholders, and she personally represented agriculture, small scale farming, and landscaping. Ms. Krupnick stated the coalition submitted detailed public comments via email and she wanted to make sure the Board received the information.

Chair Sawyer noted the email may have arrived too late to be included in the packet but staff would make sure those who did not received the email did.

Allen Tose, Stage Gulch Organics, complimented the Board on the progress. Mr. Tose stated the demand for compost, how much, and what quality was needed in Sonoma County was unknown. Mr. Tose noted knowing this would provide an idea of how much was needed in Sonoma County to determine what needed to be done. Mr. Tose noted an enormous amount of compost was being brought in from out of the area even prior to the closure of Sonoma Compost.

Merle Reuser, Standard Organics Group, stated he was one of the respondents to the RFI. Mr. Reuser noted their approved use site was located in the Town of Windsor, and they had the technology in place. Mr. Reuser explained his group needed to know from the Board who directed the flow and how much flow they had to direct in order to run the numbers for the proposal. Mr. Reuser stated they were at a road block with a proposal with everything in place. Mr. Reuser stated they had the marketing of the compost set, as he imported 40,000 cubic yards into Sonoma County last year and had been doing that for about five years. Mr. Reuser noted they had an interest in the finished product and an understanding of how to do the manufacturing of the compost. Mr. Reuser stated if they couldn't get the questions answered, they would not be participating in the RFP, because they were unable to provide the numbers.

### **Boardmember Comments**

April 19, 2017 – SCWMA Meeting Minutes

Ms. Fudge stated she was aware of Standard Compost and it was unknown how long it would take for them to go through the permit process and up and running. Ms. Fudge inquired if someone like Standard Compost were to be up and running before the RFP process was concluded, would Windsor be able to dedicate waste to them separately and then join in through the Agency when the process was completed. Ms. Fudge noted this may or may not happen. Ms. Fudge noted she was concerned proposers would lose their leases, as it had happened with the garbage contract.

Mr. Carter responded the flexibility built into the agreement would allow it, as it was an opt-in process. Mr. Carter noted it would become complicated if Windsor wanted to opt-in to the process after the rest of the SCWMA had moved forward under a different assumption. Mr. Carter noted the SCWMA would do its best to accommodate that, but could not say with certainty that would be possible at this point.

Mr. Walsh recommended that if Windsor were interested in that specific facility, she would want to discuss it with her city manager and city attorney and Windsor could negotiate the contract with them specifically, and the rest of the SCWMA would go forward and make a decision. Mr. Walsh noted if the SCWMA also decided on that specific facility, there would possibly be an ability to merge the two contracts together. Mr. Walsh noted he would be concerned if Windsor went in as a placeholder for the larger facility, because that would raise due process issue for everyone else.

Mr. St. John asked Mr. Carter to address the no flow numbers with regards to the public comment.

Mr. Carter noted there was no committed flow to the new system, as it would require an agreement between the SCWMA and the members to commit that flow going forward. Mr. Carter noted the numbers were known but it was the commitment that allowed private operators to obtain capital to build the facility. Mr. Carter noted staff proposed obtaining a letter of interest from all member agencies interested in proceeding so it could be included in the RFP solicitation, this way respondents knew there was interest from the cities and what that flow was.

Mr. Carter stated the goal was to incorporate the feedback from the public process and send it to the Board members the first week of May. Mr. Carter added the SCWMA would ask for the letter of commitment, which R3 and Mr. Carter would draft in an effort to make the process easy, and send to the city managers and copying the board member and asking to receive that back by the May 17 Board meeting. The May 17 date would be the final feedback before the RFP was released at the end of May. Mr. Carter noted that if the Board was comfortable with it, the city managers would be able to sign the letter stating there was non-binding interest at this point.

**8, 9, 10. There were no Board member or Staff Comments. Next SCWMA meeting: May 17, 2017**

**11. Adjournment:**

The meeting adjourned at 10:22p.m.

Submitted by:

Sally Evans



ITEM: **May and June 2017 Outreach Calendar**

**May 2017 Outreach Events**

Day	Time	Event
2	4 PM – 8 PM	Community Toxics Collection – Guerneville
3	5 PM-8:30 PM	Downtown Wednesday Market – Santa Rosa
5	3 PM – 9 PM	Roseland Area Cinco de Mayo – Santa Rosa
5	5 PM – 8 PM	Annual Cinco de Mayo Family Festival – Sonoma
5	10 AM – 11 AM	Food Waste & Recycling Assessment at Café Zazzle - Petaluma
7	10 AM – 4 PM	SRJC 2017 Day Under the Oaks – Santa Rosa
9	4 PM – 8 PM	Community Toxics Collection – Oakmont
9	4:30 PM – 5:30 PM	HeadStart Parent Committee Meeting at Temple Road – Santa Rosa
10	5 PM-8:30 PM	Downtown Wednesday Market – Santa Rosa
11	8 AM - 5 PM	Zero Waste Symposium – Rohnert Park
16	4 PM – 8 PM	Community Toxics Collection - Healdsburg
17	5 PM-8:30 PM	Downtown Wednesday Market – Santa Rosa
19	9 AM – 11 AM	Food Waste & Recycling Assessment at County Buildings – Santa Rosa
19-21	9 AM – 5 PM	E-Waste Collection Event – Santa Rosa Whole Foods Coddington
23	4 PM – 8 PM	Community Toxics Collection – Boyes Hot Springs
24	5 PM-8:30 PM	Downtown Wednesday Market – Santa Rosa
30	4 PM – 8 PM	Community Toxics Collection – Larkfield
31	2:30 PM – 3:30 PM	Food Waste & Recycling Presentation to McDonalds – Petaluma
31	5 PM-8:30 PM	Water Expo during the Wednesday Night Market – Santa Rosa

**June 2017 Outreach Events**

Day	Time	Event
6	4 PM – 8 PM	Community Toxics Collection – Bodega Bay
7	5 PM-8:30 PM	Downtown Wednesday Market – Santa Rosa
13	4 PM – 8 PM	Community Toxics Collection – Santa Rosa, W



20	4 PM – 8 PM	Community Toxics Collection - Petaluma
21-25	10 AM – 10 PM	Sonoma Marin Fair - Petaluma
27	4 PM – 8 PM	Community Toxics Collection – Kenwood



Agenda Item #: **6.3**  
Cost Center: **All**  
Staff Contact: **Carter**  
Agenda Date: **5/17/2017**  
Approved By:

## **ITEM: SCWMA FY 2016-17 Third Quarter Financial Report**

### **I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends approving the FY 2016-17 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 Agency operations and of all receipts to and disbursements from the SCWMA. This report covers the First through Third Quarters of FY 16-17 (July 1, 2016 - March 31, 2017).

### **III. DISCUSSION**

The Third Quarter Financial Report uses information from the County accounting system, Enterprise Financial System (EFS), for expenditures and revenues. The FY 2016-17 Third Quarter Financial Report contains the actual amounts 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 or exceed budget expectations in all account categories.

With regard to expenditures the following accounts are of note:

- 51201 – Administration Costs are projected to be greatly under budget due the Department Analyst vacancy for the entire year and vacancies for two Waste Management Specialists in the beginning of the fiscal year.
- 51211 – County Counsel and 51212 – Outside Counsel vary from budget estimates due to account changes in EFS. Additionally, legal counsel was needed less than anticipated due to settlement of litigation.
- 51421 – Other Professional Services is comprised of State grant expenditures. Both grants in this account encompasses are multi-year grants, and there has been more demand for the services provided through those grants in the current fiscal year than original anticipated.
- 52162 – Special Department Expense funding was budgeted to permit a new compost site in Sonoma County. As the approach of that project has changed, these funds will not be needed for permitting.

Overall, revenues are expected to be greater than expenditures by approximately \$209,000. This outlook is significantly better than the \$377,348 net cost included in the FY 2016-17 Final Budget,

as amended.

#### **IV. ATTACHMENTS**

SCWMA FY 2016-17 Third Quarter Financial Report

SCWMA FY 2016-17 Third Quarter Financial Report		Budget	Actual			Estimated Through Year End	
Account	Account Description	Final	Year to Date	Remaining Balance	% Remaining	Amount	Remaining Balance
All Revenues							
42350	State Other Funding	\$ 289,341.00	\$ -	\$ 289,341.00	100.00%	\$ 329,341.00	\$ (40,000.00)
42601	County of Sonoma	\$ 6,526,050.00	\$ 3,513,209.36	\$ 3,012,840.64	46.17%	\$ 6,526,050.00	\$ -
44002	Interest on Pooled Cash	\$ 30,323.00	\$ 30,288.21	\$ 34.79	0.11%	\$ 45,432.32	\$ (15,109.32)
44050	Unrealized Gains and Losses	\$ -	\$ (8,994.69)	\$ 8,994.69	0.00%	\$ (8,994.69)	\$ 8,994.69
46029	Donations/Contributions	\$ 249,950.00	\$ 174,490.49	\$ 75,459.51	30.19%	\$ 249,950.00	\$ -
46200	PY Revenue - Miscellaneous	\$ -	\$ 10,168.76	\$ (10,168.76)	0.00%	\$ 10,168.76	\$ (10,168.76)
47101	Transfers In - within a Fund	\$ 96,938.00	\$ -	\$ 96,938.00	100.00%	\$ 96,938.00	\$ -
<b>All Revenues</b>		<b>\$ 7,192,602.00</b>	<b>\$ 3,719,162.13</b>	<b>\$ 3,473,439.87</b>	<b>48.29%</b>	<b>\$ 7,248,885.39</b>	<b>\$ (56,283.38)</b>

All Expenditures							
51041	Insurance - Liability	\$ 12,000.00	\$ 10,622.52	\$ 1,377.48	11.48%	\$ 10,622.52	\$ 1,377.48
51201	Administration Services	\$ 827,544.00	\$ 291,916.76	\$ 535,627.24	64.72%	\$ 557,264.18	\$ 270,279.82
51205	Advertising/Marketing Svc	\$ 14,000.00	\$ 8,486.90	\$ 5,513.10	39.38%	\$ 14,000.00	\$ -
51206	Accounting/Auditing Services	\$ 22,000.00	\$ -	\$ 22,000.00	100.00%	\$ 22,000.00	\$ -
51207	Client Accounting Services	\$ 13,138.00	\$ -	\$ 13,138.00	100.00%	\$ 13,138.00	\$ -
51211	County Counsel - Legal Advice	\$ 306,000.00	\$ 43.00	\$ 305,957.00	99.99%	\$ 43.00	\$ 305,957.00
51212	Outside Counsel - Legal Advice	\$ -	\$ 40,296.41	\$ (40,296.41)	0.00%	\$ 72,900.81	\$ (72,900.81)
51213	Engineer Services	\$ 12,500.00	\$ -	\$ 12,500.00	100.00%	\$ -	\$ 12,500.00
51225	Training Services	\$ 2,000.00	\$ -	\$ 2,000.00	100.00%	\$ 2,000.00	\$ -
51249	Other Professional Services	\$ 160,196.00	\$ 137,619.01	\$ 22,576.99	14.09%	\$ 227,106.51	\$ (66,910.51)
51401	Rents and Leases - Equipment	\$ 3,000.00	\$ 1,959.60	\$ 1,040.40	34.68%	\$ 3,000.00	\$ -
51421	Rents and Leases - Bldg/Land	\$ 15,025.00	\$ 8,689.00	\$ 6,336.00	42.17%	\$ 12,637.50	\$ 2,387.50
51801	Other Services	\$ -	\$ 19,427.04	\$ (19,427.04)	0.00%	\$ 19,427.04	\$ (19,427.04)
51803	Other Contract Services	\$ 5,931,214.00	\$ 3,320,443.58	\$ 2,610,770.42	44.02%	\$ 5,894,555.68	\$ 36,658.32
51901	Telecommunication Data Lines	\$ 6,720.00	\$ 2,797.92	\$ 3,922.08	58.36%	\$ 5,861.76	\$ 858.24
51902	Telecommunication Usage	\$ 950.00	\$ 559.92	\$ 390.08	41.06%	\$ 950.00	\$ -
51904	ISD - Baseline Services	\$ 20,141.00	\$ 14,532.27	\$ 5,608.73	27.85%	\$ 20,141.00	\$ -
51906	ISD - Supplemental Projects	\$ -	\$ 3,735.00	\$ (3,735.00)	0.00%	\$ 5,602.50	\$ (5,602.50)
51909	Telecommunication Wireless Svc	\$ 1,800.00	\$ 1,144.55	\$ 655.45	36.41%	\$ 1,800.00	\$ -
51911	Mail Services	\$ 1,600.00	\$ 412.00	\$ 1,188.00	74.25%	\$ 719.50	\$ 880.50
51912	Records Services	\$ -	\$ 22.00	\$ (22.00)	0.00%	\$ 44.00	\$ (44.00)
51915	ISD - Reprographics Services	\$ 500.00	\$ -	\$ 500.00	100.00%	\$ -	\$ 500.00
51916	County Services Chgs	\$ 19,880.00	\$ -	\$ 19,880.00	100.00%	\$ 19,880.00	\$ -
51919	EFS Charges	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%	\$ 4,000.00	\$ -

SCWMA FY 2016-17 Third Quarter Financial Report		Budget	Actual			Estimated Through Year End	
Account	Account Description	Final	Year to Date	Remaining Balance	% Remaining	Amount	Remaining Balance
51922	County Car Expense	\$ 3,000.00	\$ 152.33	\$ 2,847.67	94.92%	\$ 1,000.00	\$ 2,000.00
51923	Unclaimable county car exp	\$ -	\$ 4.77	\$ (4.77)	0.00%	\$ 4.77	\$ (4.77)
52091	Memberships/Certifications	\$ 10,350.00	\$ 10,350.00	\$ -	0.00%	\$ 10,350.00	\$ -
52111	Office Supplies	\$ 30,230.00	\$ 9,219.48	\$ 21,010.52	69.50%	\$ 21,639.68	\$ 8,590.32
52162	Special Department Expense	\$ 50,000.00	\$ -	\$ 50,000.00	100.00%	\$ -	\$ 50,000.00
52163	Professional Development	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%	\$ 2,500.00	\$ -
57011	Transfers Out - within a Fund	\$ 96,938.00	\$ -	\$ 96,938.00	100.00%	\$ 96,938.00	\$ -
57015	Transfers Out - All Others	\$ 2,724.00	\$ -	\$ 2,724.00	100.00%	\$ -	\$ 2,724.00
<b>All Expenditures</b>		<b>\$ 7,569,950.00</b>	<b>\$ 3,882,434.06</b>	<b>\$ 3,687,515.94</b>	<b>48.71%</b>	<b>\$ 7,040,126.45</b>	<b>\$ 529,823.56</b>

<b>All Expenditures</b>		<b>\$ 7,569,950.00</b>	<b>\$ 3,882,434.06</b>	<b>\$ 3,687,515.94</b>		<b>\$ 7,040,126.45</b>	<b>\$ 529,823.56</b>
<b>All Revenues</b>		<b>\$ 7,192,602.00</b>	<b>\$ 3,719,162.13</b>	<b>\$ 3,473,439.87</b>		<b>\$ 7,248,885.39</b>	<b>\$ (56,283.38)</b>
<b>Net Cost</b>		<b>\$ 377,348.00</b>	<b>\$ 163,271.93</b>	<b>\$ 214,076.07</b>		<b>\$ (208,758.94)</b>	<b>\$ 586,106.94</b>

SCWMA FY 2016-17 Third Quarter Financial Report		Budget	Actual			Estimated Through Year End	
Department / Account	Description	Final	Year to Date	Remaining	% Remaining	Amount	Remaining
<b>66110100</b>	<b>SCWMA - Wood Waste</b>						
All Revenues							
42601	County of Sonoma	\$ 290,000.00	\$ 161,654.71	\$ 128,345.29	44.3%	\$ 290,000.00	\$ -
44002	Interest on Pooled Cash	\$ 190.00	\$ 558.95	\$ (368.95)	-194.2%	\$ 838.43	\$ (648.43)
44050	Unrealized Gains and Losses	\$ -	\$ (667.42)	\$ 667.42	0.0%	\$ (667.42)	\$ 667.42
All Revenues		\$ 290,190.00	\$ 161,546.24	\$ 128,643.76	44.3%	\$ 290,171.01	\$ 18.99
All Expenditures							
51041	Insurance - Liability	\$ 1,080.00	\$ 956.03	\$ 123.97	11.5%	\$ 956.03	\$ 123.97
51201	Administration Services	\$ 20,147.00	\$ 5,353.05	\$ 14,793.95	73.4%	\$ 10,000.00	\$ 10,147.00
51206	Accounting/Auditing Services	\$ 500.00	\$ -	\$ 500.00	100.0%	\$ 500.00	\$ -
51207	Client Accounting Services	\$ 1,182.00	\$ -	\$ 1,182.00	100.0%	\$ 1,182.00	\$ -
51803	Other Contract Services	\$ 260,000.00	\$ 118,589.08	\$ 141,410.92	54.4%	\$ 260,000.00	\$ -
51904	ISD - Baseline Services	\$ 3,531.00	\$ 2,532.40	\$ 998.60	28.3%	\$ 3,531.00	\$ -
51916	County Services Chgs	\$ 1,789.00	\$ -	\$ 1,789.00	100.0%	\$ 1,789.00	\$ -
57011	Transfers Out - within a Fund	\$ 1,506.00	\$ -	\$ 1,506.00	100.0%	\$ 1,506.00	\$ -
57015	Transfers Out - All Others	\$ 454.00	\$ -	\$ 454.00	100.0%	\$ -	\$ 454.00
All Expenditures		\$ 290,189.00	\$ 127,430.56	\$ 162,758.44	56.1%	\$ 279,464.03	\$ 10,724.97
						\$ -	
All Expenditures		\$ 290,189.00	\$ 127,430.56	\$ 162,758.44		\$ 279,464.03	\$ 10,724.97
All Revenues		\$ 290,190.00	\$ 161,546.24	\$ 128,643.76		\$ 290,171.01	\$ 18.99
Net Cost		\$ (1.00)	\$ (34,115.68)	\$ 34,114.68		\$ (10,706.98)	\$ 10,705.98

SCWMA FY 2016-17 Third Quarter Financial Report		Budget	Actual			Estimated Through Year End	
Department / Account	Description	Final	Year to Date	Remaining	% Remaining	Amount	Remaining
<b>66110200</b>	<b>SCWMA - Yard Debris</b>						
All Revenues							
42601	County of Sonoma	\$ 4,524,000.00	\$ 2,147,698.30	\$ 2,376,301.70	52.5%	\$ 4,524,000.00	\$ -
44002	Interest on Pooled Cash	\$ 4,906.00	\$ 1,066.71	\$ 3,839.29	78.3%	\$ 1,600.07	\$ 3,305.94
44050	Unrealized Gains and Losses	\$ -	\$ (183.19)	\$ 183.19	0.0%	\$ (183.19)	\$ 183.19
46200	PY Revenue - Miscellaneous	\$ -	\$ 6,421.79	\$ (6,421.79)	0.0%	\$ 6,421.79	\$ (6,421.79)
All Revenues		\$ 4,528,906.00	\$ 2,155,003.61	\$ 2,373,902.39	52.4%	\$ 4,531,838.67	\$ (2,932.67)
All Expenditures							
51041	Insurance - Liability	\$ 1,800.00	\$ 1,593.38	\$ 206.62	11.5%	\$ 1,593.38	\$ 206.62
51201	Administration Services	\$ 127,342.00	\$ 42,490.34	\$ 84,851.66	66.6%	\$ 60,000.00	\$ 67,342.00
51206	Accounting/Auditing Services	\$ 6,000.00	\$ -	\$ 6,000.00	100.0%	\$ 6,000.00	\$ -
51207	Client Accounting Services	\$ 1,971.00	\$ -	\$ 1,971.00	100.0%	\$ 1,971.00	\$ -
51211	County Counsel - Legal Advice	\$ 5,000.00	\$ -	\$ 5,000.00	100.0%	\$ -	\$ 5,000.00
51212	Outside Counsel - Legal Advice	\$ -	\$ 1,118.00	\$ (1,118.00)	0.0%	\$ 1,500.00	\$ (1,500.00)
51801	Other Services	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -
51803	Other Contract Services	\$ 4,367,500.00	\$ 2,653,186.08	\$ 1,714,313.92	39.3%	\$ 4,367,500.00	\$ -
51901	Telecommunication Data Lines	\$ 960.00	\$ 932.64	\$ 27.36	2.9%	\$ 1,400.00	\$ (440.00)
51904	ISD - Baseline Services	\$ 6,017.00	\$ 4,220.72	\$ 1,796.28	29.9%	\$ 6,017.00	\$ -
51911	Mail Services	\$ 600.00	\$ 110.68	\$ 489.32	81.6%	\$ 166.02	\$ 433.98
51916	County Services Chgs	\$ 2,982.00	\$ -	\$ 2,982.00	100.0%	\$ 2,982.00	\$ -
52111	Office Supplies	\$ 1,600.00	\$ -	\$ 1,600.00	100.0%	\$ 250.00	\$ 1,350.00
57011	Transfers Out - within a Fund	\$ 6,226.00	\$ -	\$ 6,226.00	100.0%	\$ 6,226.00	\$ -
57015	Transfers Out - All Others	\$ 908.00	\$ -	\$ 908.00	100.0%	\$ -	\$ 908.00
All Expenditures		\$ 4,528,906.00	\$ 2,703,651.84	\$ 1,825,254.16	40.3%	\$ 4,455,605.40	\$ 73,300.60
All Expenditures							
All Expenditures		\$ 4,528,906.00	\$ 2,703,651.84	\$ 1,825,254.16		\$ 4,455,605.40	\$ 73,300.60
All Revenues		\$ 4,528,906.00	\$ 2,155,003.61	\$ 2,373,902.39		\$ 4,531,838.67	\$ (2,932.67)
Net Cost		\$ -	\$ 548,648.23	\$ (548,648.23)		\$ (76,233.27)	\$ 76,233.27

SCWMA FY 2016-17 Third Quarter Financial Report		Budget	Actual			Estimated Through Year End	
Department / Account	Description	Final	Year to Date	Remaining	% Remaining	Amount	Remaining
<b>66110300</b>	<b>SCWMA - Organics Reserve</b>						
All Revenues							
44002	Interest on Pooled Cash	\$ 14,035.00	\$ 14,136.33	\$ (101.33)	-0.7%	\$ 21,204.50	\$ (7,169.50)
44050	Unrealized Gains and Losses	\$ -	\$ (4,128.89)	\$ 4,128.89	0.0%	\$ (4,128.89)	\$ 4,128.89
47101	Transfers In - within a Fund	\$ 7,732.00	\$ -	\$ 7,732.00	100.0%	\$ 7,732.00	\$ -
All Revenues		\$ 21,767.00	\$ 10,007.44	\$ 11,759.56	54.0%	\$ 24,807.61	\$ (3,040.61)
All Expenditures							
51201	Administration Services	\$ 62,652.00	\$ -	\$ 62,652.00	100.0%	\$ 2,000.00	\$ 60,652.00
51206	Accounting/Auditing Services	\$ 2,500.00	\$ -	\$ 2,500.00	100.0%	\$ 2,500.00	\$ -
51211	County Counsel - Legal Advice	\$ 250,000.00	\$ -	\$ 250,000.00	100.0%	\$ -	\$ 250,000.00
51212	Outside Counsel - Legal Advice	\$ -	\$ 31.80	\$ (31.80)	0.0%	\$ 5,000.00	\$ (5,000.00)
51213	Engineer Services	\$ 12,500.00	\$ -	\$ 12,500.00	100.0%	\$ -	\$ 12,500.00
51801	Other Services	\$ -	\$ 13,551.00	\$ (13,551.00)	0.0%	\$ 13,551.00	\$ (13,551.00)
51803	Other Contract Services	\$ 50,000.00	\$ 6,670.84	\$ 43,329.16	86.7%	\$ 13,341.68	\$ 36,658.32
51911	Mail Services	\$ -	\$ 33.84	\$ (33.84)	0.0%	\$ 67.68	\$ (67.68)
52111	Office Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	100.0%	\$ 1,000.00	\$ -
52162	Special Department Expense	\$ 50,000.00	\$ -	\$ 50,000.00	100.0%	\$ -	\$ 50,000.00
All Expenditures		\$ 428,652.00	\$ 20,287.48	\$ 408,364.52	95.3%	\$ 37,460.36	\$ 391,191.64
All Expenditures		\$ 428,652.00	\$ 20,287.48	\$ 408,364.52		\$ 37,460.36	\$ 391,191.64
All Revenues		\$ 21,767.00	\$ 10,007.44	\$ 11,759.56		\$ 24,807.61	\$ (3,040.61)
Net Cost		\$ 406,885.00	\$ 10,280.04	\$ 396,604.96		\$ 12,652.76	\$ 394,232.25



SCWMA FY 2016-17 Third Quarter Financial Report		Budget	Actual			Estimated Through Year End	
Department / Account	Description	Final	Year to Date	Remaining	% Remaining	Amount	Remaining
<b>66110400</b>	<b>SCWMA - HHW</b>						
All Revenues							
42358	State Other Funding	\$ 149,341.00	\$ -	\$ 149,341.00	100.0%	\$ 149,341.00	\$ -
42601	County of Sonoma	\$ 1,335,399.00	\$ 939,007.95	\$ 396,391.05	29.7%	\$ 1,335,399.00	\$ -
44002	Interest on Pooled Cash	\$ 1,208.00	\$ 3,766.34	\$ (2,558.34)	-211.8%	\$ 5,649.51	\$ (4,441.51)
44050	Unrealized Gains and Losses	\$ -	\$ (1,523.61)	\$ 1,523.61	0.0%	\$ (1,523.61)	\$ 1,523.61
46029	Donations/Contributions	\$ 221,141.00	\$ 155,732.77	\$ 65,408.23	29.6%	\$ 221,141.00	\$ -
46200	PY Revenue - Miscellaneous	\$ -	\$ 6,230.97	\$ (6,230.97)	0.0%	\$ 6,230.97	\$ (6,230.97)
All Revenues		\$ 1,707,089.00	\$ 1,103,214.42	\$ 603,874.58	35.4%	\$ 1,716,237.87	\$ (9,148.87)
All Expenditures							
51041	Insurance - Liability	\$ 5,520.00	\$ 4,886.36	\$ 633.64	11.5%	\$ 4,886.36	\$ 633.64
51201	Administration Services	\$ 240,055.00	\$ 96,132.40	\$ 143,922.60	60.0%	\$ 200,000.00	\$ 40,055.00
51205	Advertising/Marketing Svc	\$ 12,000.00	\$ 8,486.90	\$ 3,513.10	29.3%	\$ 12,000.00	\$ -
51206	Accounting/Auditing Services	\$ 7,500.00	\$ -	\$ 7,500.00	100.0%	\$ 7,500.00	\$ -
51207	Client Accounting Services	\$ 6,043.00	\$ -	\$ 6,043.00	100.0%	\$ 6,043.00	\$ -
51211	County Counsel - Legal Advice	\$ 10,000.00	\$ 43.00	\$ 9,957.00	99.6%	\$ 43.00	\$ 9,957.00
51212	Outside Counsel - Legal Advice	\$ -	\$ 688.00	\$ (688.00)	0.0%	\$ 1,032.00	\$ (1,032.00)
51225	Training Services	\$ 500.00	\$ -	\$ 500.00	100.0%	\$ 500.00	\$ -
51249	Other Professional Services	\$ 132,196.00	\$ 74,345.34	\$ 57,850.66	43.8%	\$ 132,196.00	\$ -
51421	Rents and Leases - Bldg/Land	\$ 7,000.00	\$ 3,075.00	\$ 3,925.00	56.1%	\$ 4,612.50	\$ 2,387.50
51801	Other Services	\$ -	\$ 4,096.58	\$ (4,096.58)	0.0%	\$ 4,096.58	\$ (4,096.58)
51803	Other Contract Services	\$ 1,181,000.00	\$ 530,102.73	\$ 650,897.27	55.1%	\$ 1,181,000.00	\$ -
51901	Telecommunication Data Lines	\$ 1,920.00	\$ 310.88	\$ 1,609.12	83.8%	\$ 621.76	\$ 1,298.24
51902	Telecommunication Usage	\$ 200.00	\$ 65.16	\$ 134.84	67.4%	\$ 200.00	\$ -
51904	ISD - Baseline Services	\$ 3,531.00	\$ 2,532.40	\$ 998.60	28.3%	\$ 3,531.00	\$ -
51911	Mail Services	\$ -	\$ 98.32	\$ (98.32)	0.0%	\$ 147.48	\$ (147.48)
51915	ISD - Reprographics Services	\$ 500.00	\$ -	\$ 500.00	100.0%	\$ -	\$ 500.00
51916	County Services Chgs	\$ 9,145.00	\$ -	\$ 9,145.00	100.0%	\$ 9,145.00	\$ -
52091	Memberships/Certifications	\$ 10,200.00	\$ 10,200.00	\$ -	0.0%	\$ 10,200.00	\$ -
52111	Office Supplies	\$ 2,000.00	\$ 194.84	\$ 1,805.16	90.3%	\$ 389.68	\$ 1,610.32
57011	Transfers Out - within a Fund	\$ 77,325.00	\$ -	\$ 77,325.00	100.0%	\$ 77,325.00	\$ -
57015	Transfers Out - All Others	\$ 454.00	\$ -	\$ 454.00	100.0%	\$ -	\$ 454.00
All Expenditures		\$ 1,707,089.00	\$ 735,257.91	\$ 971,831.09	56.9%	\$ 1,655,469.36	\$ 51,619.64
All Expenditures		\$ 1,707,089.00	\$ 735,257.91	\$ 971,831.09		\$ 1,655,469.36	\$ 51,619.64
All Revenues		\$ 1,707,089.00	\$ 1,103,214.42	\$ 603,874.58		\$ 1,716,237.87	\$ (9,148.87)
Net Cost		\$ -	\$ (367,956.51)	\$ 367,956.51		\$ (60,768.51)	\$ 60,768.51

SCWMA FY 2016-17 Third Quarter Financial Report		Budget	Actual			Estimated Through Year End	
Department / Account	Description	Final	Year to Date	Remaining	% Remaining	Amount	Remaining
<b>66110500</b>	<b>SCWMA - HHW Facility Res.</b>						
All Revenues							
44002	Interest on Pooled Cash	\$ 344.00	\$ 319.75	\$ 24.25	7.0%	\$ 479.63	\$ (135.63)
44050	Unrealized Gains and Losses	\$ -	\$ (95.99)	\$ 95.99	0.0%	\$ (95.99)	\$ 95.99
All Revenues		\$ 344.00	\$ 223.76	\$ 120.24	35.0%	\$ 383.64	\$ (39.64)
All Expenditures							
All Expenditures		\$ -	\$ -	\$ -		\$ -	\$ -
All Revenues		\$ 344.00	\$ 223.76	\$ 120.24		\$ 383.64	\$ (39.64)
Net Cost		\$ (344.00)	\$ (223.76)	\$ (120.24)		\$ (383.64)	\$ 39.64
<b>66110600</b>	<b>SCWMA - HHW Operating Res.</b>						
All Revenues							
44002	Interest on Pooled Cash	\$ 8,247.00	\$ 7,632.80	\$ 614.20	7.4%	\$ 11,449.20	\$ (3,202.20)
44050	Unrealized Gains and Losses	\$ -	\$ (1,642.75)	\$ 1,642.75	0.0%	\$ (1,642.75)	\$ 1,642.75
47101	Transfers In - within a Fund	\$ 77,325.00	\$ -	\$ 77,325.00	100.0%	\$ 77,325.00	\$ -
All Revenues		\$ 85,572.00	\$ 5,990.05	\$ 79,581.95	93.0%	\$ 87,131.45	\$ (1,559.45)
All Expenditures							
All Expenditures		\$ -	\$ -	\$ -		\$ -	\$ -
All Revenues		\$ 85,572.00	\$ 5,990.05	\$ 79,581.95		\$ 87,131.45	\$ (1,559.45)
Net Cost		\$ (85,572.00)	\$ (5,990.05)	\$ (79,581.95)		\$ (87,131.45)	\$ 1,559.45

SCWMA FY 2016-17 Third Quarter Financial Report		Budget	Actual			Estimated Through Year End	
Department / Account	Description	Final	Year to Date	Remaining	% Remaining	Amount	Remaining
<b>66110700</b>	<b>SCWMA - Education</b>						
All Revenues							
42358	State Other Funding	\$ 140,000.00	\$ -	\$ 140,000.00	100.0%	\$ 180,000.00	\$ (40,000.00)
42601	County of Sonoma	\$ 333,850.00	\$ 234,751.98	\$ 99,098.02	29.7%	\$ 333,850.00	\$ -
44002	Interest on Pooled Cash	\$ 245.00	\$ 1,447.29	\$ (1,202.29)	-490.7%	\$ 2,170.94	\$ (1,925.94)
44050	Unrealized Gains and Losses	\$ -	\$ (420.76)	\$ 420.76	0.0%	\$ (420.76)	\$ 420.76
46029	Donations/Contributions	\$ 25,535.00	\$ 16,627.29	\$ 8,907.71	34.9%	\$ 25,535.00	\$ -
46200	PY Revenue - Miscellaneous	\$ -	\$ (2,484.00)	\$ 2,484.00	0.0%	\$ (2,484.00)	\$ 2,484.00
All Revenues		\$ 499,630.00	\$ 249,921.80	\$ 249,708.20	50.0%	\$ 538,651.18	\$ (39,021.18)
All Expenditures							
51041	Insurance - Liability	\$ 2,400.00	\$ 2,124.50	\$ 275.50	11.5%	\$ 2,124.50	\$ 275.50
51201	Administration Services	\$ 289,742.00	\$ 122,836.37	\$ 166,905.63	57.6%	\$ 240,000.00	\$ 49,742.00
51205	Advertising/Marketing Svc	\$ 2,000.00	\$ -	\$ 2,000.00	100.0%	\$ 2,000.00	\$ -
51206	Accounting/Auditing Services	\$ 3,000.00	\$ -	\$ 3,000.00	100.0%	\$ 3,000.00	\$ -
51207	Client Accounting Services	\$ 2,628.00	\$ -	\$ 2,628.00	100.0%	\$ 2,628.00	\$ -
51211	County Counsel - Legal Advice	\$ 30,000.00	\$ -	\$ 30,000.00	100.0%	\$ -	\$ 30,000.00
51212	Outside Counsel - Legal Advice	\$ -	\$ 15,361.79	\$ (15,361.79)	0.0%	\$ 30,723.58	\$ (30,723.58)
51225	Training Services	\$ 1,500.00	\$ -	\$ 1,500.00	100.0%	\$ 1,500.00	\$ -
51249	Other Professional Services	\$ 28,000.00	\$ 63,273.67	\$ (35,273.67)	-126.0%	\$ 94,910.51	\$ (66,910.51)
51401	Rents and Leases - Equipment	\$ 3,000.00	\$ 1,959.60	\$ 1,040.40	34.7%	\$ 3,000.00	\$ -
51421	Rents and Leases - Bldg/Land	\$ 8,025.00	\$ 5,614.00	\$ 2,411.00	30.0%	\$ 8,025.00	\$ -
51801	Other Services	\$ -	\$ 1,779.46	\$ (1,779.46)	0.0%	\$ 1,779.46	\$ (1,779.46)
51803	Other Contract Services	\$ 72,714.00	\$ 11,894.85	\$ 60,819.15	83.6%	\$ 72,714.00	\$ -
51901	Telecommunication Data Lines	\$ 3,840.00	\$ 1,554.40	\$ 2,285.60	59.5%	\$ 3,840.00	\$ -
51902	Telecommunication Usage	\$ 750.00	\$ 494.76	\$ 255.24	34.0%	\$ 750.00	\$ -
51904	ISD - Baseline Services	\$ 3,531.00	\$ 2,714.35	\$ 816.65	23.1%	\$ 3,531.00	\$ -
51906	ISD - Supplemental Projects	\$ -	\$ 3,735.00	\$ (3,735.00)	0.0%	\$ 5,602.50	\$ (5,602.50)
51909	Telecommunication Wireless Svc	\$ 1,800.00	\$ 1,144.55	\$ 655.45	36.4%	\$ 1,800.00	\$ -
51911	Mail Services	\$ 1,000.00	\$ 169.16	\$ 830.84	83.1%	\$ 338.32	\$ 661.68
51912	Records Services	\$ -	\$ 22.00	\$ (22.00)	0.0%	\$ 44.00	\$ (44.00)
51916	County Services Chgs	\$ 3,976.00	\$ -	\$ 3,976.00	100.0%	\$ 3,976.00	\$ -
51919	EFS Charges	\$ 4,000.00	\$ -	\$ 4,000.00	100.0%	\$ 4,000.00	\$ -
51922	County Car Expense	\$ 3,000.00	\$ 152.33	\$ 2,847.67	94.9%	\$ 1,000.00	\$ 2,000.00
51923	Unclaimable county car exp	\$ -	\$ 4.77	\$ (4.77)	0.0%	\$ 4.77	\$ (4.77)
52091	Memberships/Certifications	\$ 150.00	\$ 150.00	\$ -	0.0%	\$ 150.00	\$ -
52111	Office Supplies	\$ 24,630.00	\$ 9,024.64	\$ 15,605.36	63.4%	\$ 20,000.00	\$ 4,630.00
52163	Professional Development	\$ 2,500.00	\$ -	\$ 2,500.00	100.0%	\$ 2,500.00	\$ -
57011	Transfers Out - within a Fund	\$ 6,990.00	\$ -	\$ 6,990.00	100.0%	\$ 6,990.00	\$ -
57015	Transfers Out - All Others	\$ 454.00	\$ -	\$ 454.00	100.0%	\$ -	\$ 454.00
All Expenditures		\$ 499,630.00	\$ 244,010.20	\$ 255,619.80	51.2%	\$ 516,931.64	\$ (17,301.64)
All Expenditures		\$ 499,630.00	\$ 244,010.20	\$ 255,619.80		\$ 516,931.64	\$ (17,301.64)
All Revenues		\$ 499,630.00	\$ 249,921.80	\$ 249,708.20		\$ 538,651.18	\$ (39,021.18)
Net Cost		\$ -	\$ (5,911.60)	\$ 5,911.60		\$ (21,719.54)	\$ 21,719.54

SCWMA FY 2016-17 Third Quarter Financial Report		Budget	Actual			Estimated Through Year End	
Department / Account	Description	Final	Year to Date	Remaining	% Remaining	Amount	Remaining
<b>66110800</b>	<b>SCWMA - Planning</b>						
All Revenues							
42601	County of Sonoma	\$ 42,801.00	\$ 30,096.42	\$ 12,704.58	29.7%	\$ 42,801.00	\$ -
44002	Interest on Pooled Cash	\$ 21.00	\$ 113.27	\$ (92.27)	-439.4%	\$ 169.91	\$ (148.91)
44050	Unrealized Gains and Losses	\$ -	\$ (87.83)	\$ 87.83	0.0%	\$ (87.83)	\$ 87.83
46029	Donations/Contributions	\$ 3,274.00	\$ 2,130.43	\$ 1,143.57	34.9%	\$ 3,274.00	\$ -
All Revenues		\$ 46,096.00	\$ 32,252.29	\$ 13,843.71	30.0%	\$ 46,157.08	\$ (61.07)
All Expenditures							
51041	Insurance - Liability	\$ 1,200.00	\$ 1,062.25	\$ 137.75	11.5%	\$ 1,062.25	\$ 137.75
51201	Administration Services	\$ 30,718.00	\$ 9,890.04	\$ 20,827.96	67.8%	\$ 14,835.06	\$ 15,882.94
51206	Accounting/Auditing Services	\$ 1,000.00	\$ -	\$ 1,000.00	100.0%	\$ 1,000.00	\$ -
51207	Client Accounting Services	\$ 1,314.00	\$ -	\$ 1,314.00	100.0%	\$ 1,314.00	\$ -
51211	County Counsel - Legal Advice	\$ 1,000.00	\$ -	\$ 1,000.00	100.0%	\$ -	\$ 1,000.00
51212	Outside Counsel - Legal Advice	\$ -	\$ 301.00	\$ (301.00)	0.0%	\$ 451.50	\$ (451.50)
51904	ISD - Baseline Services	\$ 3,531.00	\$ 2,532.40	\$ 998.60	28.3%	\$ 3,531.00	\$ -
51916	County Services Chgs	\$ 1,988.00	\$ -	\$ 1,988.00	100.0%	\$ 1,988.00	\$ -
57011	Transfers Out - within a Fund	\$ 4,891.00	\$ -	\$ 4,891.00	100.0%	\$ 4,891.00	\$ -
57015	Transfers Out - All Others	\$ 454.00	\$ -	\$ 454.00	100.0%	\$ -	\$ 454.00
All Expenditures		\$ 46,096.00	\$ 13,785.69	\$ 32,310.31	70.1%	\$ 29,072.81	\$ 17,023.19
All Expenditures		\$ 46,096.00	\$ 13,785.69	\$ 32,310.31		\$ 29,072.81	\$ 17,023.19
All Revenues		\$ 46,096.00	\$ 32,252.29	\$ 13,843.71		\$ 46,157.08	\$ (61.07)
Net Cost		\$ -	\$ (18,466.60)	\$ 18,466.60		\$ (17,084.27)	\$ 17,084.27
<b>66110900</b>	<b>SCWMA - Contingency Fund</b>						
All Revenues							
44002	Interest on Pooled Cash	\$ 1,127.00	\$ 1,246.77	\$ (119.77)	-10.6%	\$ 1,870.16	\$ (743.16)
44050	Unrealized Gains and Losses	\$ -	\$ (244.25)	\$ 244.25	0.0%	\$ (244.25)	\$ 244.25
47101	Transfers In - within a Fund	\$ 11,881.00	\$ -	\$ 11,881.00	100.0%	\$ 11,881.00	\$ -
All Revenues		\$ 13,008.00	\$ 1,002.52	\$ 12,005.48	92.3%	\$ 13,506.91	\$ (498.91)
All Expenditures							
51201	Administration Services	\$ 56,888.00	\$ 15,214.56	\$ 41,673.44	73.3%	\$ 30,429.12	\$ 26,458.88
51206	Accounting/Auditing Services	\$ 1,500.00	\$ -	\$ 1,500.00	100.0%	\$ 1,500.00	\$ -
51211	County Counsel - Legal Advice	\$ 10,000.00	\$ -	\$ 10,000.00	100.0%	\$ -	\$ 10,000.00
51212	Outside Counsel - Legal Advice	\$ -	\$ 22,795.82	\$ (22,795.82)	0.0%	\$ 34,193.73	\$ (34,193.73)
52111	Office Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	100.0%	\$ -	\$ 1,000.00
All Expenditures		\$ 69,388.00	\$ 38,010.38	\$ 31,377.62	45.2%	\$ 66,122.85	\$ 3,265.15
All Expenditures		\$ 69,388.00	\$ 38,010.38	\$ 31,377.62		\$ 66,122.85	\$ 3,265.15
All Revenues		\$ 13,008.00	\$ 1,002.52	\$ 12,005.48		\$ 13,506.91	\$ (498.91)
Net Cost		\$ 56,380.00	\$ 37,007.86	\$ 19,372.14		\$ 52,615.95	\$ 3,764.06



Agenda Item #: **6.4**  
Cost Center: **All**  
Staff Contact: **Smith**  
Agenda Date: **5/17/2017**  
Approved by:

## **ITEM: Sonoma County Certified Recycling Center for Beverage Containers (CRV) Update**

### **I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

This item is informational. No action is required by the Board at this time.

### **II. BACKGROUND**

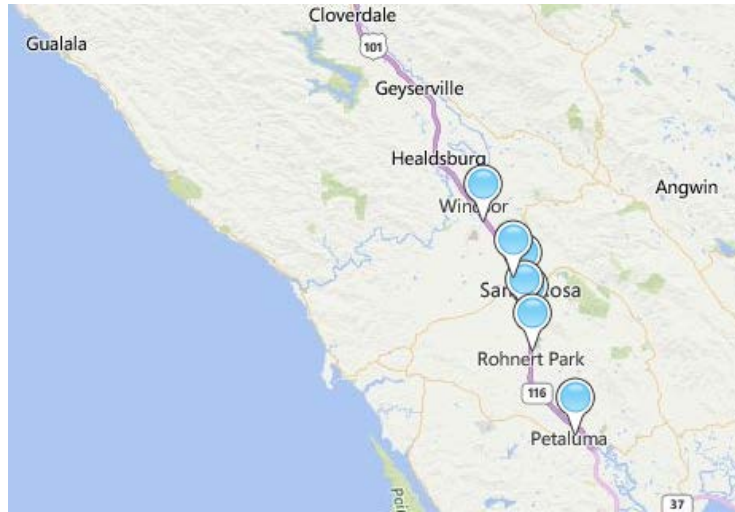
The California Beverage Container Recycling and Litter Reduction Act was enacted in 1986. The Act is administered by CalRecycle and was established to enhance beverage container recycling and improve in-state processing and remanufacturing. In recent years, changes in collection infrastructure and global commodity markets have created challenges for the program.

In 2016, over four hundred certified recycling centers closed in California. As a result, overall beverage container recycling rates have fallen below eighty percent for the first time since 2008. Northern California and rural areas have been significantly impacted, with some regions having little to no practical redemption opportunity.

### **III. DISCUSSION**

In Sonoma County, seventeen certified recycling centers closed in 2016. These recycling centers were primarily located in rural regions of Sonoma County such as Guerneville, Cloverdale, and Sonoma, leaving residents and businesses with no opportunity to redeem deposits locally.

Currently, there are seven operational certified recycling centers in the County, all of which are located along the Highway 101 corridor. Per CalRecycle's recycling convenience zone requirements, Sonoma County needs ten additional certified recycling centers. CalRecycle has identified the ten locations as Cloverdale, Healdsburg, Guerneville, Forestville, Santa Rosa (three sites), Petaluma, Sebastopol and Sonoma.



*Map of operational certified recycling centers in Sonoma County*

The Act places program responsibility on beverage container dealers such as grocery stores to provide convenient redemption and recycling. Dealers that are out of compliance have received three formal notifications from CalRecycle. Dealers have the option of taking beverage containers back in-house (Option A) or to pay a one hundred dollar per day fee (Option B). There are fifty six dealers that selected option A to redeem beverage containers in-house. Nine dealers selected option B and are paying a daily fee, while thirty dealers were non-responsive. Although there are fifty six dealers that have opted to take beverage containers back in-house, staff does not believe this solution is logistically practical for the dealers or customers.

CalRecycle's Recycling Center Convenience Zone Compliance (Sonoma County)	
Certified CRV Recycling Centers	7
Additional Recycling Centers Required	10
Dealers Option A In-House Redemption	56
Dealers Option B Daily Fee	9
Dealers Non-Responsive	30

Due to continuous challenges, Governor Brown's office has requested a comprehensive solution to improve the California Beverage Container Recycling and Litter Reduction Act. CalRecycle has submitted recommendations to modernize aspects of the existing legislation through the Governor's budget for approval in June. Simultaneously, SB 168 (Wieckowski), the Beverage Container Recycling Act of 2017 is being proposed. SB 168 would create a stewardship program, placing more program responsibility on manufacturers and distributors to manage the program, if passed.

Staff will be monitoring both proposals, and will provide letters of support to whichever solution proves to better serve Sonoma County residents and improve beverage container recycling.

#### **IV. FUNDING IMPACT**

No funding impact.

## V. ATTACHMENTS

SB 168 (Wieckowski) Fact Sheet  
CalRecycle's Modernizing the Beverage Container Recycling Program

# **SB 168 (Wieckowski)**

## **Beverage Container Recycling Act of 2017**

### **SUMMARY**

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This bill provides a comprehensive reform to California's antiquated beverage container redemption and recycling program, known as the Bottle Bill.

SB 168 establishes a new streamlined stewardship program that places redemption and recycling responsibilities on those who are distributing beverages inside California.

### **BACKGROUND**

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Created in 1986, the current Bottle Bill system has prevented billions of single-use beverage containers from becoming litter on our streets and going into our landfills. But after three decades, the system is slow to adapt to changes, often has significant structural deficits and relies too heavily on consumers for financing. After more than 30 years, the Bottle Bill has become convoluted.

Governor Brown has called for a comprehensive solution to the problems plaguing today's outdated system. Building on recommendations from the Governor's stakeholder meetings held early this year, the Legislative Analyst's Office, and the Senate Environmental Quality Committee oversight hearing on recycling this past February, this bill requires distributors to form a stewardship program (similar to California's mattress recycling program), which must be approved by CalRecycle.

This bill reduces the state's bureaucratic function so that CalRecycle's focus will be where it is most efficient – on oversight and enforcement – of the beverage container redemption and recycling program.

### **THIS BILL**

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Under SB 168, distributors must form a Beverage Container Stewardship Organization (BCSO) by October 2018 to develop, implement, and administer a beverage container stewardship program.

By April 2019, BCSO must develop and submit to CalRecycle a plan for the redemption and recycling of beverage containers in the state.

By 2020, CalRecycle shall adopt regulations for the orderly transition from requirements under the current Bottle Bill system to the new beverage container stewardship program.

On January 1, 2021, the current Bottle Bill is repealed unless a later statute is enacted deleting or extending the repeal date.

No later than January 2021, the beverage container stewardship program begins in full.

Additionally, by January 2023, CalRecycle must establish minimum content standards for beverage containers that are constructed of metal, glass, or plastic, or other material, or any combination thereof.

Lastly, by January 2023 and every four years thereafter, CalRecycle must establish and review state beverage container recycling goals.

### **SUPPORT**

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None on file

### **OPPOSITION**

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None on file



## **Modernizing the Beverage Container Recycling Program**

### **Summary**

Combatting climate change requires strategies to reduce the amount of landfilled waste and increase recycling for multiple types of materials. Recycling reduces greenhouse gas emissions by lessening the need for natural resource extraction, saving energy in the manufacturing of new products, and minimizing landfill emissions.

Over the past 30 years, the Beverage Container Recycling Program (Program) has raised consumer awareness of the environmental impacts of littering and the benefits of recycling single-use beverage containers. The Program has successfully prevented hundreds of billions of single-use beverage containers from becoming litter and has promoted a robust recycling collection infrastructure. However, the Program is limited in its abilities to adapt to changes in consumer products and behavior, developments in recycling systems, and fluctuations in the global commodities market. These limitations have created challenges and missed opportunities to maximize the benefits of recycling beverage containers, especially climate change benefits. To maximize the environmental and economic benefits of recycling beverage containers, the Program requires comprehensive reform that aligns with the state's climate change goals, the state's 75 percent solid waste reduction, recycling, and composting goal (AB 341, Chapter 476, Statutes of 2011), and fiscal sustainability.

### **Background**

The 1986 California Beverage Container Recycling and Litter Reduction Act (Act) includes the following findings and declarations:

- Ensure that every container type proves its own recyclability.
- Make redemption and recycling convenient to consumers.
- Create and maintain a marketplace where it is profitable to establish sufficient recycling centers and locations to provide consumers with convenient recycling opportunities through the establishment of minimum refund values and processing fees and, through the proper application of these elements, to enhance the profitability of recycling centers, recycling locations, and other beverage container recycling programs.

The Act notes the responsibility to provide convenient, efficient, and economical redemption opportunities rests jointly with manufacturers, distributors, grocers, retailers, recyclers, processors, and the Department of Resources Recycling and Recovery (CalRecycle).

Recycling beverage containers into new products creates environmental and economic benefits by conserving resources and preventing pollution. When a beverage container is successfully collected, processed, and remanufactured into a new beverage container in the state, for example, Californians reduce the need for extraction of new natural resources, save energy through remanufacturing, reduce greenhouse gas emissions, create California jobs, and prevent littering and pollution. These achievements align with the state's climate goals and the state's 75 percent solid waste reduction, recycling, and composting goal.

In the early years of the Act, the Program brought focus to resource conservation by successfully educating consumers on the environmental impacts of littering and the benefits of collecting beverage containers for recycling. Although collection is a key first step, resource conservation is contingent upon the processing and remanufacturing of recyclable material into new products. The Program supports the development of beverage container collection

systems as well as in-state processing capacity. However, changes in beverage container packaging, the collection infrastructure, and the global commodities market have created challenges for conserving and recovering recyclable material from beverage containers.

***Beverage Packaging.*** Modern beverage container packaging is more diverse and complex. Today, the Program manages significantly more plastic and composite packaging than was initially anticipated, which creates challenges for handling and sorting beverage containers. In addition, not all beverages are in the Program by virtue of their packaging. For example, water sold in a carton is excluded from the Program, whereas water sold in a plastic bottle is included. At the same time, not all beverages in existing Program material types are covered. For example, wine and distilled spirits sold in glass are excluded from the Program, whereas beer and water sold in glass are included. These exclusions from the Program and the continuing evolution of packaging has, in many instances, outpaced the Program's ability to maximize the recycling of beverage container materials into new commodities.

***Collection Systems.*** The current collection system includes curbside operations and recycling centers, which differ in terms of direct redemption opportunity and quality of recycled material. In conjunction with the Program, the 50 percent solid waste diversion mandate (AB 939, Chapter 1095, Statutes of 1989) led to the adoption of curbside collection in California. Curbside collection is efficient at capturing large amounts and types of recyclable materials, including beverage containers. However, mixing all recyclables together in curbside bins leads to loss of material and increased contamination, raising the cost of recycling. For example, curbside operations capture significant amounts of glass packaging, but these operations also experience substantial breakage of glass packaging, making recovery difficult and increasing the amount of glass landfilled. Furthermore, the broken glass contaminates and reduces the value of other recyclable materials. Some curbside operators have made the necessary investments and demonstrated the ability to address these challenges, but the infrastructure varies across the state. In contrast, recycling centers provide consumers direct redemption opportunities and generally produce cleaner recyclable materials. Despite the quality differences, the Program supports both curbside operations and recycling centers with nearly identical mechanisms.

***Global Markets.*** Recyclable materials are commodities subject to fluctuations in the global commodities market. Recent declines in global demand and scrap values for recyclable commodities have impacted all levels of California's recycling infrastructure, including the robust network of recycling centers. In 2016, the state experienced a net loss of over 350 recycling centers. The Program plays an important role in supporting the recycling center infrastructure when the cost of recycling is more than the scrap value of the material. However, the Program lacks the ability to rapidly adjust processing payments that support the recycling infrastructure and mechanisms to bolster in-state markets for recycled materials in times of low commodity scrap values and decreased global demand.

The Administration is committed to collaborating with stakeholders on a comprehensive reform that aligns with the state's climate change goals and the state's 75 percent solid waste reduction, recycling, and composting goal, and is fiscally sustainable. To that end, CalRecycle proposes the following policy framework outlining key components of reform.

## Modernization Proposal

### Principles

To maximize the environmental and economic benefits of recycling beverage containers, the program requires comprehensive reform that aligns with the state's climate change goals, the state's 75 percent solid waste reduction, recycling, and composting goal, and is fiscally sustainable based on the following principles:

- Improving Recycling and Remanufacturing
- Sharing Responsibility
- Enhancing Adaptability and Sustainability

### Improving Recycling and Remanufacturing

The Program has been successful in its initial goal of reducing litter by providing recycling collection opportunities for consumers. However, collection does not ensure that a product is recycled into a new commodity. Future investments should be dedicated to creating clean, recyclable streams of material to facilitate recycling and remanufacturing. To facilitate recycling and remanufacturing, CalRecycle will focus reform efforts on maintaining redemption opportunities for consumers and increasing the stream of clean recyclable materials.

***Recycling Center Infrastructure.*** Recycling centers provide consumers the opportunity to directly redeem their beverage containers and produce clean material streams for recycling. CalRecycle proposes to strengthen recycling center infrastructure by reorganizing payments to support lower volume and rural recycling centers, maintaining grocer responsibility, and increasing local responsibility to support opportunities for consumers to redeem their containers.

- A. A substantial portion of the recycling centers that have closed over the last year handled low volumes of materials. In addition, these centers were disproportionately located in rural regions with limited access to recycling collection. Based on its cost surveys, CalRecycle has identified that lower volume sites have higher costs per container than higher volume sites; this difference is not reflected in the current processing payment or handling fee. **CalRecycle proposes to restructure the processing payments and handling fees to support lower volume and rural sites through a tiered structure that combines these payments.**
- B. Grocery and retail locations are the primary distributors of beverage containers to consumers in California. Currently, grocers and retailers have a responsibility under the Program to provide redemption opportunities to consumers. However, the Program currently provides limited options for compliance: (1) establish a recycling center in the grocer/retailer parking lot, (2) allow for in-store redemption, or (3) pay a \$100 per day in-lieu fee. In the past three decades, consumer behavior for redemption has changed and there has been a recent contraction in the number of recycling centers due to fluctuations in the global commodities market. Recycling center closures have left grocers and retailers with the responsibility to provide in-store redemption or pay the in-lieu fee. CalRecycle continues to support redemption opportunities near the point of sale, but recognizes there may be other mechanisms for redemption and the

responsibility to establish these opportunities must be shared. **CalRecycle proposes to continue a form of grocer and retailer responsibility, and seeks the ability to approve innovative, local compliance options that enhance consumer redemption opportunities.**

- B. As mentioned above, the Program currently has a limited set of options for providing consumer redemption opportunities and CalRecycle supports the adoption of new mechanisms, such as mobile recycling, that increase direct redemption. While grocers and retailers have a responsibility to provide redemption opportunities, the Program does not fully account for the role of local jurisdictions in local land use decisions that allow for recycling centers to operate. Currently, local governments receive Program payments even if local land use decisions do not support recycling center operations or other mechanisms that provide direct redemption opportunities for their constituents. At the same time, local governments are best equipped to implement effective redemption opportunities that suit their communities. **CalRecycle proposes to restructure the current city and county payments into a competitive grant program for local governments and implement new opportunities for redemption. In addition, CalRecycle proposes to allocate Program payments based on the extent to which a local jurisdiction has supported sufficient direct redemption opportunities for consumers.**

**Curbside Operations.** Consumers may choose to forego redemption of their beverage containers and, instead, use curbside services. When consumers use curbside services, curbside operators may claim payments for that CRV material. While other states with beverage container deposit systems do not allow for curbside operations to receive redemption payments, CalRecycle recognizes that curbside operators support the accessible collection of beverage containers in the Program. However, as discussed earlier, system improvements are needed to meet California's environmental and economic goals. In addition, current methodologies used to calculate the amount of CRV handled by curbside operators must be reevaluated so that Program payment methodologies accurately capture the true amount of CRV material handled. CalRecycle also recognizes that theft of curbside materials is a problem faced by curbside operators and that collaboration is needed to develop solutions. Lastly, CalRecycle seeks to support and provide incentives encouraging clean recycled material streams collected through curbside collection.

- A. Curbside operators currently receive CRV and processing payments for collected beverage containers. **CalRecycle proposes to modify these program components by providing a new payment based on recycled feedstock quality and system efficiency.** This program modification would be implemented gradually in order to allow curbside operators sufficient time to adjust operations to adapt to the new payment system.
- B. The current curbside supplemental payment is \$15 million and is paid based on the number of processed beverage containers. In order to produce high quality recycled feedstock and increase system efficiency from curbside operations, **CalRecycle proposes replacing the curbside program with a competitive grant program supporting collection modernization and processing infrastructure.**

**Beverages and Beverage Containers.** Beverage containers included in deposit systems are collected and recycled at high rates. However, not all beverages sold in California are covered by the Program. Although the Program was expanded in 2000 to include water, among other beverages, the Act artificially limits the types of beverage containers that are included. This creates confusion for the consumer, since the same beverage may or may not be in the Program based on its packaging material, and creates a disparity between related beverage types. In order to establish equity within the Program, **CalRecycle proposes to add additional beverages packaged in existing Program materials (e.g., plastic, glass, and aluminum), such as wine, distilled spirits, and large juices, beginning on July 1, 2018.** This proposal supports the state's waste diversion and climate change goals, eliminates existing inequities in the marketplace, and facilitates the collection of these containers at recycling centers producing cleaner material streams.

CalRecycle is also cognizant of the evolving market for beverage container materials. As a result, **the Department seeks authority to develop and implement regulations that would add other beverage container material types.** This would include aseptics, cartons, and flexible packaging. The proposal is designed to give CalRecycle the authority to adopt these changes in a way that is efficient, allows for the necessary development of the recycling infrastructure, and minimizes potential fraud risks.

### **Sharing Responsibility**

Historically, the consumer has shouldered most of the financial burden to sustain the program. Program responsibilities and financing should be rebalanced among all program participants.

Under the current Program, the financial responsibility for recycling beverage containers rests primarily on the consumer. Consumers pay \$0.05 or \$0.10 on each beverage container purchased, and in order to get their deposit back, consumers must travel to a recycling center to return their container. In contrast, beverage manufacturers pay \$0.00024 for each PET container they sell in California.

- A. When the Program was first implemented, beverage manufacturers had the financial responsibility to cover the costs of recycling beverage containers. The shift to unredeemed CRV covering the beverage manufacturers' share of the processing fee has limited the Program's opportunities to support critical recycling infrastructure. **CalRecycle proposes to restore the requirement that beverage manufacturers cover the cost of recycling.**
- B. Currently, beverage manufacturers do not play a strong enough role in supporting markets for post-consumer recyclable material especially when the cost of virgin beverage container material is less than recycled material. **CalRecycle proposes to require beverage manufacturers to support recycled material markets through one or more of the following: minimum content requirements, material buy-back requirements, refillable beverage container options, and designs for recyclability.**

- C. The current resin identification codes (RIC) do not adequately distinguish between plastic polymers used for beverage containers. For example, plastic beverage containers made of polyethylene terephthalate (PET) are labeled as RIC 1, but may contain polymers or other components that render the material incompatible with the PET recycling infrastructure. **CalRecycle proposes to reform the RIC system to require that beverage containers labels reflect their recyclability.**

### **Enhancing Adaptability and Sustainability**

Increases in the recycling rate have resulted in a structural deficit in the Beverage Container Recycling Fund. In addition, the program does not respond quickly to fluctuations in the global commodities market. The program must be both nimble and fiscally sustainable to advance the state's economic and environmental goals. A comprehensively reformed program must be fiscally stable and include a mechanism preventing future structural deficits.

Over the last 30 years, the Act has been amended repeatedly and reflects a patchwork of various changes. **CalRecycle proposes to remove antiquated Program provisions and create program efficiencies.** These changes include, but are not limited to, clarifying definitions and reporting requirements, optimizing Program payments, and implementing other Program improvements.

The Program must also become nimbler to respond to fluctuations in the global commodities market. For example, the current statutorily prescribed formula for calculating processing payments includes variables that lag behind real-time changes in both recycling costs and scrap value calculations. This lag, combined with other factors, causes lower processing payments during times that recycling operators are most negatively impacted by global markets. As a part of comprehensive reform, existing mechanism must be modified to reduce the lag, thereby facilitating timely adaptation to market changes.

**CalRecycle is proposing significant reforms to the Program, which must be implemented incrementally over time.** In the course of reforming the Program, CalRecycle seeks to address the current \$50 million structural deficit and limit adverse impacts such as the need to proportionally reduce payments.

## Appendix:

### Policy Principles

To maximize the environmental and economic benefits of recycling beverage containers, the program requires comprehensive reform that aligns with the state's climate change goals, the state's 75 percent solid waste reduction, recycling, and composting goal, and fiscal sustainability based on the following principles:

- **Improving Recycling and Remanufacturing**—The program has been successful in its initial goal of reducing litter by providing recycling collection opportunities for consumers. However, collection does not ensure that a product is recycled into a new commodity. Future investments should be focused on creating clean, recyclable streams of material, which will improve the recycling and remanufacturing segments of the current system.
- **Sharing Responsibility**—Historically, the consumer has shouldered most of the financial burden to sustain the program. Program responsibilities and financing should be rebalanced among all program participants.
- **Enhancing Adaptability and Sustainability**—Increases in the recycling rate have resulted in a structural deficit in the Beverage Container Recycling Fund. In addition, the program does not respond quickly to fluctuations in the global commodities market. The program must be both nimble and fiscally sustainable.

### Modernization Proposal Outline

#### **Improving Recycling and Remanufacturing - Redemption Opportunities and Clean Material Streams**

- a) Recycling Center Infrastructure
  - i) Restructure processing payments and handling fees to support lower volume and rural sites through a tiered structure that combines these payments.
  - ii) Maintain grocer and retailer obligation and give the Department the authority to expand compliance options.
  - iii) Increase local responsibility to support solutions for consumers to redeem.
    - (1) Restructure city/county payments and competitive grants to provide competitive grant funding.
    - (2) Option to link Program payments to local opportunities to redeem.
- b) Curbside Operations
  - i) Create a single curbside payment based on recycled feedstock quality and system efficiency.
  - ii) Convert curbside supplemental payment into a competitive grant program to support modernization of collection and material recovery infrastructure.
- c) Beverages and Beverage Containers
  - i) Include beverages in current materials, and add wine and distilled spirits, on July 1, 2018.
  - ii) Authority to add additional container material types, including but not limited to aseptics, cartons, and flexible packaging

**Sharing Responsibility**

- a) Require beverage manufacturers to cover the full cost of recycling.
- b) Require beverage manufacturers, or an organization representing manufacturers, to create markets for recycled products through one or more of the following:
  - i) Minimum content requirements
  - ii) Material buy-back
  - iii) Refillable containers
  - iv) Design for recyclability
- c) Reform Resin Identification Codes to enhance recyclability.

**Enhancing Adaptability and Sustainability**

- a) Cleanup antiquated program provisions.
- b) Evaluate and improve program efficiency.
- c) Provide authority to respond to changes in the global commodities market.
- d) Limit adverse impacts such as the need to proportionally reduce payments.





Agenda Item #: **6.5**  
Cost Center: **All**  
Staff Contact: **Carter**  
Agenda Date: **5/17/2017**  
Approved by

## **ITEM: Non-Disposal Facility Element Amendment**

### **I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends the Board approve the amendment to the Non Disposal Facility Element (NDFE) to include the two facility functions proposed by Pacific Recycling Solutions.

### **II. BACKGROUND**

Any solid waste facility which requires a solid waste facility permit but does not landfill any waste must be listed in the NDFE prior to receiving the solid waste facility permit. The following information must be provided by the applicant for the NDFE amendment to be complete: name of facility, facility capacity, participating jurisdictions, location of facility, and facility location description. If the facility recovers at least 5% of the total volume of material for reuse or recycling, it must also provide the anticipated diversion rate from the total amount of waste the facility receives.

Per CalRecycle, amendments to the NDFE are exempt from the California Environmental Quality Act process.

### **III. DISCUSSION**

Pacific Recycling Solutions has made two requests to amend the NDFE for different activities on the same site (5900 Pruitt Avenue, Windsor), one for direct transfer of material and one for transloading material. Direct transfer would involve moving material from one truck to another without waste first being deposited on the ground; this activity does not require a building. Transloading involves depositing material on the ground and using equipment to consolidate and load transfer trucks to move the material elsewhere.

All of the required information has been provided to SCWMA staff. The submission is complete. Staff recommends approval of the NDFE amendment.

### **IV. FUNDING IMPACT**

No funding impacts.

### **V. ATTACHMENTS**

Requests to Amend the NDFE  
Amended NDFE



May 8, 2017

Patrick Carter, Executive Director  
Sonoma County Waste Management Agency  
2300 County Center Drive, Suite B-100  
Santa Rosa, CA 95403

Subject: Update Request – NDFE – PRS Recycling Direct Transfer Facility

Dear Mr. Carter,

I am writing to request an update be made to the Non-Disposal Facility Element of the Sonoma County Countywide Integrated Waste Management Plan to include the listing of a new facility proposed to be developed by Pacific Recycling Solutions, Inc. (PRS) in the Town of Windsor, California. PRS is proposing to develop a Direct Transfer Facility designed to receive source-separated recyclables for direct reloading into specially designed transfer trailers (Direct Load Trailers) for transport to off-site processing facilities. The recyclable stream shall consist of source-separated co-mingled recyclable materials including glass, plastics, paper, cardboard, steel and aluminum cans and other materials typically collected from residential and commercial customers as part of municipal recycling programs. Up to 149 tons of co-mingled recyclables will be received daily. PRS is in the process of securing a Registration tier Solid Waste Facility Permit (SWFP) for the facility to be sited on Heavy Industrial zoned property located at 5900 Pruitt Avenue.

The following information is provided as specified in the CalRecycle General Guidelines for updating a Non-Disposal Facility Element (NDFE):

Name of Facility	PRS Recycling Direct Transfer Operation
Type of Facility	Recycling Direct Transfer Facility
Location	5900 Pruitt Avenue, Windsor, CA 95492
Current Land Use	Heavy Industrial
Facility Capacity	149 tons per day
Participating Jurisdictions	Sonoma County Jurisdictions

Thank you for your consideration and please feel free to contact me should you have any questions, or need further information in order to process our request.

Sincerely,

Kristyn Byrne  
Director, Community & Government Affairs



May 8, 2017

Patrick Carter, Executive Director  
Sonoma County Waste Management Agency  
2300 County Center Drive, Suite B-100  
Santa Rosa, CA 95403

Subject: Update Request – NDFE – PRS Recycling & Organics Transload Facility

Dear Mr. Carter,

I am writing to request an update be made to the Non-Disposal Facility Element of the Sonoma County Countywide Integrated Waste Management Plan to include the listing of a new facility proposed to be developed by Pacific Recycling Solutions, Inc. (PRS) in the Town of Windsor, California. PRS is proposing to develop a Recycling & Organics Transload Facility designed to receive source-separated recyclables and green waste for reloading and transport to off-site processing facilities. The facility will receive two material streams (recyclables and green waste) separately. The first material stream shall consist of source-separated co-mingled recyclable materials including glass, plastics, paper, cardboard, steel and aluminum cans and other materials typically collected from residential and commercial customers as part of municipal recycling programs. Up to 135 tons of co-mingled recyclables will be received daily. The second stream shall consist of source-separated organic material (green waste) collected from residential and commercial customers as part of municipal recycling programs. This material while primarily green waste may also include food waste, wood waste, compostable paper products along with other organic materials that would typically be accepted as part of authorized municipal organics collection services. Up to 40 tons of green waste will be received daily. PRS is in the process of securing a Full Solid Waste Facility Permit (SWFP) for the facility to be sited on Heavy Industrial zoned property located at 5900 Pruitt Avenue.

The following information is provided as specified in the CalRecycle General Guidelines for Updating a Non-Disposal Facility Element (NDFE):

Name of Facility	PRS Recycling & Organics Transload Facility
Type of Facility	Recycling & Organics Transload Facility
Location	5900 Pruitt Avenue, Windsor, CA 95492
Current Land Use	Heavy Industrial
Facility Capacity	175 tons per day (135 tpd Recycling & 40 tpd Green waste)
Participating Jurisdictions	Sonoma County Jurisdictions

Thank you for your consideration and please feel free to contact me should you have any questions, or need further information in order to process our request.

Sincerely,

Kristyn Byrne  
Director, Community & Government Affairs

<b>Table 7-25: Pacific Recycling Solutions</b>	
Type of Facility	Recycling Direct Transfer Facility
Location	Site Location: 5900 Pruitt Avenue Windsor, CA 95492 Contact: Kristyn Byrne 707-243-2277 phone; 707-462-2886 fax
Participating Jurisdictions	Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Unincorporated County, Windsor
Purpose of Facility	Depositing recycling stream materials into specifically designed transfer trailers for transport to off-site processing facilities.
Material Currently Recovered	Source separated, single stream recyclable materials.
Capacity	Up to 149 tons/day
Current Land Use	Heavy Industrial
Surrounding Land Use	Heavy Industrial

<b>Table 7-26: Pacific Recycling Solutions</b>	
Type of Facility	Recycling and Organics Transfer Facility
Location	Site Location: 5900 Pruitt Avenue Windsor, CA 95492 Contact: Kristyn Byrne 707-243-2277 phone; 707-462-2886 fax
Participating Jurisdictions	Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Unincorporated County, Windsor
Purpose of Facility	Receive source separated recyclables and green waste for reloading and transport to off-site processing facilities
Material Currently Recovered	Source separated, single stream recyclable materials and source separated green waste materials
Capacity	Up to 135 tons/day of recyclables and 40 tons/day of residential and commercial source separated green waste which may include food waste, wood waste, and compostable paper.
Current Land Use	Heavy Industrial
Surrounding Land Use	Heavy Industrial



Agenda Item #: **7**  
Cost Center: **All**  
Staff Contact: **Carter**  
Agenda Date: **5/17/2017**  
Approved by

## **ITEM: Annual Presentation of Waste Activities by Republic Services**

### **I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

This agenda item is informational. No action is required by the Board at this time.

### **II. BACKGROUND**

As stated in the Master Operating Agreement, Republic Services is required to provide an annual report to the Board of Supervisors and the Sonoma County Waste Management Agency.

### **III. DISCUSSION**

Republic Services will be fulfilling their contractual obligation by providing an update on the progress made towards achieving the goals established in the Agreement. The report may include topics such as diversion goals, greenhouse gas reduction, commercial food waste programs and any new activities and programs.

### **IV. FUNDING IMPACT**

No funding impacts.

### **V. ATTACHMENTS**

Annual Presentation to the SCWMA, 2016-2017 Update

# Annual Presentation to Sonoma County Waste Management Agency

2016 – 2017 Update – MOA



# Site Plan



	<b>2016 SITE PLAN</b>
<b>TETRA TECH BAS</b> <small>1360 Valley View Drive, Diamond Bar, CA 91715          TEL: 909.860.7777 FAX: 909.860.8017</small>	<b>SONOMA COUNTY          CENTRAL          DISPOSAL SITE</b>

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# Annual Report Detail

	Cloverdale	Cotati	Healdsburg	Rohnert Park	Santa Rosa	Sebastopol	Sonoma	Windsor	County*	Total
<b>MSW, C&amp;D, &amp; Recyclables***</b>									*County Committed & Self Haul Waste	
FY 15-16 3RD QTR	983.67	1,072.79	2,135.25	6,032.51	22,862.72	1,465.38	1,768.27	2,901.39	30,151.31	69,373.29
FY 15-16 4TH QTR	1,112.06	1,059.74	2,328.06	6,487.55	23,068.11	1,483.02	1,815.48	2,942.74	34,039.59	74,336.35
FY 16-17 1ST QTR	1,151.77	1,058.77	2,493.18	6,710.45	22,999.34	1,553.19	1,739.46	3,011.66	33,815.13	74,532.94
FY 16-17 2ND QTR	1,202.05	1,112.53	2,434.81	6,049.86	23,742.19	1,628.46	1,818.68	3,119.73	30,961.19	72,069.49
Annual Concession Tonnage	4,449.55	4,303.83	9,391.30	25,280.37	92,672.35	6,130.04	7,141.89	11,975.52	128,967.22	290,312.06
<b>Green (Yard) Waste &amp; Wood Waste</b>										
FY 15-16 3RD QTR	378.66	249.49	638.87	1,430.21	6,375.28	424.72	70.87	1,215.64	9,499.67	20,283.41
FY 15-16 4TH QTR	408.60	312.45	637.85	1,625.73	7,216.60	456.66	43.50	1,256.53	10,540.88	22,498.80
FY 16-17 1ST QTR	329.73	273.66	581.95	1,294.67	5,732.99	443.50	72.54	1,124.11	9,371.18	19,224.33
FY 16-17 2ND QTR	410.55	281.02	654.31	1,362.77	6,329.24	465.78	70.66	1,321.52	9,348.49	20,244.34
Annual Concession Tonnage	1,527.54	1,116.62	2,512.98	5,713.38	25,654.11	1,790.66	257.57	4,917.80	38,760.22	82,250.88
<b>Foodwaste</b>	0.00%	4.02%	9.83%	2.82%	49.25%	4.90%	0.00%	3.84%	25.34%	Total
FY 15-16 3RD QTR	-	37.64	92.03	26.40	461.09	45.88	-	35.95	237.24	936.23
FY 15-16 4TH QTR	-	52.75	128.98	37.00	646.23	64.30	-	50.39	332.50	1,312.15
FY 16-17 1ST QTR	-	51.59	126.16	36.19	632.08	62.89	-	49.28	325.22	1,283.42
FY 16-17 2ND QTR	-	54.08	132.25	37.94	662.60	65.92	-	51.66	340.92	1,345.38
Annual Concession Tonnage	-	196.06	479.43	137.54	2,402.01	238.98	-	187.28	1,235.88	4,877.18
<b>Total Annual Concession Tonnage</b>	<b>5,977.09</b>	<b>5,616.51</b>	<b>12,383.71</b>	<b>31,131.28</b>	<b>120,728.47</b>	<b>8,159.68</b>	<b>7,399.46</b>	<b>17,080.60</b>	<b>168,963.31</b>	<b>377,440.12</b>
<b>County Concession Payment</b>	<b>\$ 50,396.44</b>	<b>\$ 47,440.75</b>	<b>\$ 104,460.68</b>	<b>\$ 262,903.66</b>	<b>\$ 1,020,247.17</b>	<b>\$ 68,879.93</b>	<b>\$ 62,551.07</b>	<b>\$ 144,292.30</b>	<b>\$ 1,426,091.04</b>	<b>\$ 3,187,263.04</b>
<b>Committed Cities Contingent Liability Fund</b>	<b>\$ 30,434.38</b>	<b>\$ 28,589.01</b>	<b>\$ 63,050.98</b>	<b>\$ 158,471.11</b>	<b>\$ 614,473.65</b>	<b>\$ 41,538.77</b>	<b>\$ 37,658.87</b>	<b>\$ 86,940.85</b>		<b>\$ 1,061,157.64</b>
<b>Special Concession Payment</b>									<b>\$ 171,683.03</b>	<b>\$ 171,683.03</b>
<b>Waste Management Agency Fee @ \$4.85</b>	<b>\$ 28,988.89</b>	<b>\$ 27,240.09</b>	<b>\$ 60,060.98</b>	<b>\$ 150,986.72</b>	<b>\$ 585,533.06</b>	<b>\$ 39,574.46</b>	<b>\$ 35,887.38</b>	<b>\$ 82,840.93</b>	<b>\$ 819,472.07</b>	<b>\$ 1,830,584.56</b>
FY 15-16 3RD QTR	\$ 6,607.30	\$ 6,595.59	\$ 13,900.83	\$ 36,322.24	\$ 144,040.58	\$ 9,389.48	\$ 8,919.83	\$ 20,141.96	\$ 193,457.85	\$ 439,375.66
FY 15-16 4TH QTR	\$ 7,375.20	\$ 6,910.95	\$ 15,010.24	\$ 39,528.87	\$ 150,015.08	\$ 9,719.26	\$ 9,016.05	\$ 20,610.83	\$ 217,827.90	\$ 476,014.38
FY 16-17 1ST QTR	\$ 7,185.28	\$ 6,712.51	\$ 15,526.26	\$ 39,000.34	\$ 142,417.39	\$ 9,988.95	\$ 8,788.20	\$ 20,297.51	\$ 211,030.91	\$ 460,947.35
FY 16-17 2ND QTR	\$ 7,821.11	\$ 7,021.03	\$ 15,623.65	\$ 36,135.26	\$ 149,060.02	\$ 10,476.77	\$ 9,163.30	\$ 21,790.63	\$ 197,155.41	\$ 454,247.17
<b>Green Waste Tipping Fee</b>										<b>\$ 5,848,570.95</b>
FY 15-16 3RD QTR										\$ 1,215,479.70
FY 15-16 4TH QTR										\$ 1,683,728.31
FY 16-17 1ST QTR										\$ 1,438,816.03
FY 16-17 2ND QTR										\$ 1,510,546.91

\*\*\* Effective September 1, includes all tons received as MSW, E-Waste, C&D, Appliances, Tires, Mattresses, and Metal. Excludes earth dirt and soil used for beneficial reuse, yard waste, and wood chips sawdust.

# Annual Report Detail - Continued

<b>Waste delivered to County Facility</b>	<b>FY 15-16 3RD QTR</b>	<b>FY 15-16 4TH QTR</b>	<b>FY 16-17 1ST QTR</b>	<b>FY 16-17 2ND QTR</b>	<b>Annual Total</b>
<b>Annapolis TS</b>	<b>656.02</b>	<b>818.51</b>	<b>767.20</b>	<b>648.09</b>	<b>2,889.82</b>
Committed County Waste	182.79	222.87	268.60	201.33	875.59
Committed City Waste	-	-	-	-	-
Non-Committed City	-	-	-	-	-
Self Haul	473.23	595.64	498.61	446.76	2,014.24
<b>Central TS</b>	<b>5,671.55</b>	<b>7,134.34</b>	<b>6,866.48</b>	<b>5,948.06</b>	<b>25,620.43</b>
Committed County Waste	1.55	69.79	12.02	6.14	89.50
Committed City Waste	0.11	411.71	9.59	0.81	422.22
Non-Committed City	-	-	-	-	-
Self Haul	5,669.89	6,652.84	6,844.88	5,941.11	25,108.72
<b>Central LF</b>	<b>46,351.61</b>	<b>48,536.10</b>	<b>35,582.23</b>	<b>34,659.52</b>	<b>165,129.46</b>
Committed County Waste	7,367.91	7,834.28	5,165.60	4,592.15	24,959.94
Committed City Waste	37,086.74	37,460.58	28,853.77	28,601.69	132,002.78
Non-Committed City	-	-	-	-	-
Self Haul	1,896.96	3,241.24	1,562.86	1,465.68	8,166.74
<b>Guerneville TS</b>	<b>4,429.80</b>	<b>5,078.17</b>	<b>4,394.14</b>	<b>3,974.53</b>	<b>17,876.64</b>
Committed County Waste	2,285.21	2,506.90	2,081.04	1,888.92	8,762.07
Committed City Waste	330.33	230.10	360.36	430.50	1,351.29
Non-Committed City	-	-	-	-	-
Self Haul	1,814.26	2,341.17	1,952.74	1,655.11	7,763.28
<b>Healdsburg TS</b>	<b>20,166.04</b>	<b>21,507.70</b>	<b>17,342.58</b>	<b>17,404.82</b>	<b>76,421.14</b>
Committed County Waste	4,501.80	4,604.52	3,544.06	3,811.31	16,461.69
Committed City Waste	10,365.00	11,809.70	9,617.13	9,941.45	41,733.28
Non-Committed City	-	-	-	-	-
Self Haul	5,299.24	5,093.48	4,181.40	3,652.06	18,226.18
<b>Sonoma TS</b>	<b>12,381.67</b>	<b>13,760.33</b>	<b>9,580.31</b>	<b>9,434.53</b>	<b>45,156.84</b>
Committed County Waste	5,298.83	5,844.78	4,054.91	4,116.59	19,315.10
Committed City Waste	2,223.49	2,342.54	1,876.97	2,133.88	8,576.88
Non-Committed City	-	-	-	-	-
Self Haul	4,859.35	5,573.01	3,648.44	3,184.07	17,264.86
<b>Golden Bear TS (Foodwaste)</b>	<b>936.23</b>	<b>1,312.15</b>	<b>1,283.42</b>	<b>1,345.38</b>	<b>4,877.18</b>
Committed County Waste	237.24	332.50	325.22	340.92	1,235.88
Committed City Waste	698.99	979.65	958.20	1,004.46	3,641.30
Non-Committed City	-	-	-	-	-
Self Haul	-	-	-	-	-
<b>Total tons of Waste*</b>	<b>89,656.69</b>	<b>98,147.30</b>	<b>75,816.35</b>	<b>73,414.93</b>	<b>337,971.50</b>
Total Committed County Waste	19,638.09	21,415.64	15,451.43	14,957.35	71,699.76
Total Committed City Waste	50,005.67	53,234.28	41,676.01	42,112.79	187,727.74
Total Non-Committed City	-	-	-	-	-
Total Self Haul	20,012.93	23,497.38	18,688.91	16,344.79	78,544.00

\*Waste includes MSW, C&D, GW, Wood, and any other material(s) delivered to the landfill and transfer stations for disposal.

Gate Rate applied to Waste from Non-Committed City or Public Agency (tonnage listed in this Section is included in the Quarterly Concession Tonnage calculation)

# Annual Report Detail - Continued

<u>Origin</u>	<u>Gate Rate Per Ton</u>	<b>FY 15-16 3RD QTR</b>	<b>FY 15-16 4TH QTR</b>	<b>FY 16-17 1ST QTR</b>	<b>FY 16-17 2ND QTR</b>	<b>Annual Total</b>
Point Arena - MSW	\$ 116.50	56.92	44.22	15.11	0.72	116.97
Point Arena - E-waste	\$ -	-	-	-	-	-
Point Arena - Appliances	\$ 1.00	-	0.10	0.10	-	0.20
Point Arena - Mattresses	\$ 0.70	0.15	0.11	-	-	0.26
Point Arena - Yardwaste	\$ 72.05	0.07	0.10	-	-	0.17
Point Arena - Wood	\$ 72.05	-	-	-	-	-

\*Point Arena is an out-of-County Non-Committed City

## Tons of Waste delivered to facilities other than County Facilities

<u>Facility</u>	<b>FY 15-16 3RD QTR</b>	<b>FY 15-16 4TH QTR</b>	<b>FY 16-17 1ST QTR</b>	<b>FY 16-17 2ND QTR</b>	<b>Annual Total</b>
Keller Landfill - MSW tons (delivered by Ratto)	0.00	0.00	0.00	0.00	0.00
Golden Bear TS - Foodwaste (tons delivered by Ratto)	936.23	1,312.15	1,283.42	1,345.38	4,877.18

## Regulatory Fees

	<b>FY 15-16 3RD QTR</b>	<b>FY 15-16 4TH QTR</b>	<b>FY 16-17 1ST QTR</b>	<b>FY 16-17 2ND QTR</b>	<b>Annual Total</b>
AB 1220 Fee @\$1.40/ton	\$ 103,553.23	\$ 108,863.49	\$ 107,860.80	\$ 105,444.32	\$ 425,721.84
Sanoma Local Enforcement Agency Fee	\$ 24,670.50	\$ 24,670.50	\$ 43,646.31	\$ 43,646.31	\$ 136,633.62
Regional Water Board Fees	\$ 12,550.25	\$ 12,550.25	\$ 12,550.25	\$ 12,550.25	\$ 50,201.00
Buy Air Quality Air Districts @ \$0.12	\$ 7,936.74	\$ 7,936.74	\$ 8,624.25	\$ 8,624.25	\$ 33,121.98

# Annual Report Detail - *Continued*

	FY 15-16 3RD QTR	FY 15-16 4TH QTR	FY 16-17 1ST QTR	FY 16-17 2ND QTR	Annual Total
<b>Tons Diverted from Disposal</b>	<b>22,848.70</b>	<b>26,654.90</b>	<b>22,848.28</b>	<b>23,306.33</b>	<b>95,658.21</b>
E-Waste	1.06	33.58	12.92	1.48	49.04
C&D	1,488.78	820.41	766.85	765.63	3,841.67
C&D (Landfilled)	(595.51)	(328.16)	(306.74)	(306.25)	(1,536.67)
Earth Dirt Soil	-	-	-	-	-
Appliances	102.20	395.70	377.20	368.20	1,243.30
Tires	11.56	8.42	9.29	5.57	34.84
Mattresses	86.03	94.02	105.01	92.79	377.85
Metal	-	5.77	-	0.07	5.84
Greenwaste & Wood	20,283.41	22,498.81	19,225.03	20,244.34	82,251.59
West Coast Metals	-	-	-	-	-
Recycle Town	-	-	-	-	-
Food Waste Program	936.23	1,312.15	1,283.42	1,345.38	4,877.18
Earth Dirt & Soil used for Beneficial Reuse	534.95	1,814.20	1,375.30	789.12	4,513.57
MRF	-	-	-	-	-
<b>Landfilled Tons</b>	<b>73,966.59</b>	<b>72,978.45</b>	<b>73,261.66</b>	<b>70,835.74</b>	<b>291,042.44</b>

# Summary of Landfill Airspace

**As of 12/31/2016**

<b>In-Place Volume of Garbage</b>	<b>15,031,451 tons</b>
<b>Remaining Capacity of the Landfill</b>	<b>8,196,202 tons</b>
<b>Remaining Life of the Landfill</b>	<b>26.2 years</b>
<b>Change in Airspace – Solid Waste Placed in Calendar Year 2016</b>	<b>304,087 tons</b>

## **Waste Placement By Month (in Tons)**

January	24,266	July	25,497
February	23,633	August	27,298
March	26,068	September	24,248
April	25,721	October	24,726
May	26,243	November	25,721
June	25,796	December	24,870

# Diversion Analysis

<b>Materials Recovered from Disposal (Net of C&amp;D / Mattresses)</b>	<b>92,975</b>
<b>Green Waste / Wood Waste</b>	<b>82,251</b>
<b>Net Diverted at Facilities (Republic Scales)</b>	<b>10,724</b>
<b>Additional Diverted (by Ratto)</b>	
Cardboard	705
Aluminum	1
Rigid Plastic / HDPE / Plastic Combined	309
Glass	424
Scrap Metal	4,335
Paper	696
Ferrous	149
Non-Ferrous (Tin Cans)	9
Tires	35
Wood	1,795
E-Waste	49

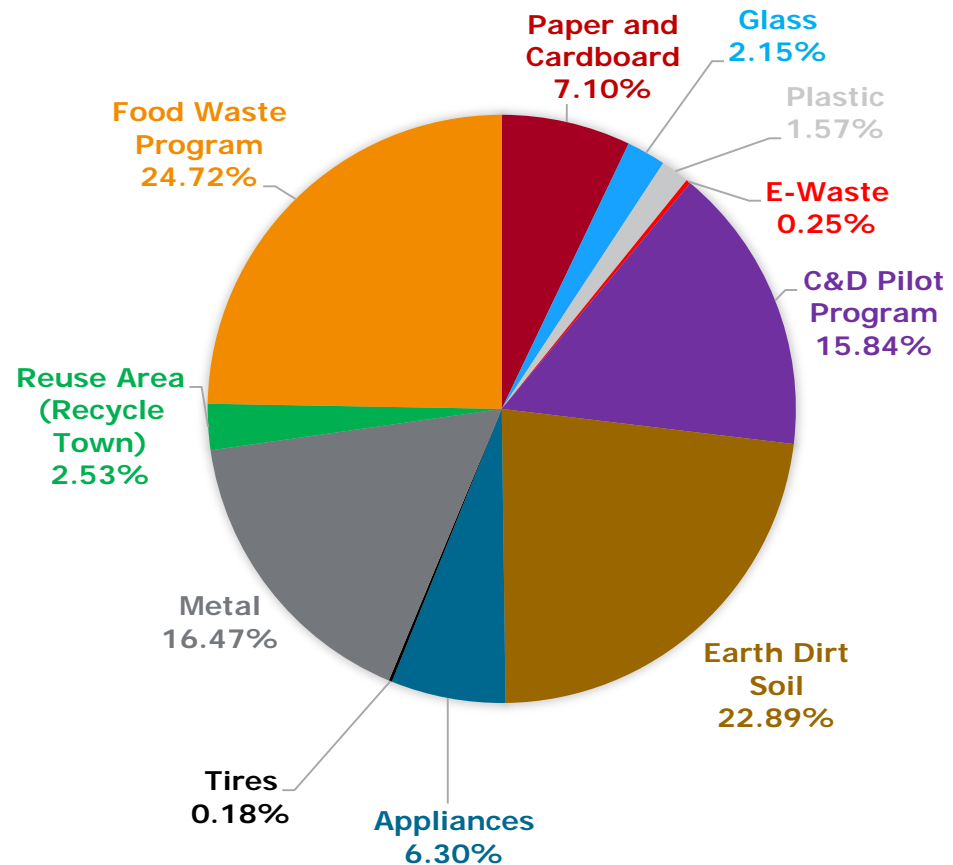
*Note: All figures are in tons.*

# Transfer Station Diversion

## TONS DIVERTED

January – December 2016

Appliances	1,243.30
C&D	3,125.71
Earth Dirt & Soil	4,515.63
E-Waste	49.04
Food Waste Program	4,877.18
Glass	424.13
Metal	3,250.60
Paper & Cardboard	1,400.83
Plastic	309.41
Reuse Area (Recycle Town)	500.00
Tires	34.84
<b>Tons Diverted from Disposal</b>	<b>19,730.67</b>
<b>Tons Diverted in 2015</b>	<b>16,912</b>
<b>Tons Diverted in 2014</b>	<b>11,524</b>



Note: Diversion goal of 67,000 tons/year following the first full year of operations of the MRF

# Rate Analysis

- CPI 12-Month Average Chart

Consumer Price Index - All Urban Consumers  
12-Month Percent Change

Series ID: CUURA422SA0  
Base Period: 1982-84=100  
Years: 2015 to 2016

Area: San Francisco-Oakland-San Jose, CA  
Item: All items

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	SA 1	SA 2	Annual
2015	--	2.5	--	2.4	--	2.3	--	2.6	--	2.6	--	3.2	2.5	2.7	2.6
2016	--	3.0	--	2.7	--	2.7	--	3.1	--	3.6	--	3.5	2.8	3.2	3.0
<b>12-Month Average</b>															<b>3.1</b>

Notes: All figures are represented in percents. Figures are not seasonally adjusted.  
Source: Bureau of Labor Statistics

- Rate Increases:
  - County Rate = \$130.16/ton
  - City Rate = \$134.36/ton
- Composition:
  - Possessory Interest Tax Recoup\*: \$3.06/ton
  - CPI Factor Increase: 90% of 3.10% = Up to 2.79%

\*Assessed value of \$28,000,000 retroactive to April 1, 2015



# New Developments

- Central Transfer Station Permit Changes
  - Hours of Operation: 7 am to 4 pm
  - Acceptance of pressure-treated wood
  - Permanent permit status (remove the 01/20/2017 sunset date)
- Landfill Improvements
  - Partial Final Closure – South Face of LF-1
  - Compost Deck Cell Design
  - Engine upgrades at the LFGTE Plant
- GHG Study
  - The Baseline GHG Study submitted December 2015
  - The annual GHG Study (which starts two years after the transition) is in progress

# MRF Update



New Transformer



# MRF Update - *Continued*



Updated Electrical:  
New Switchboard  
at Building



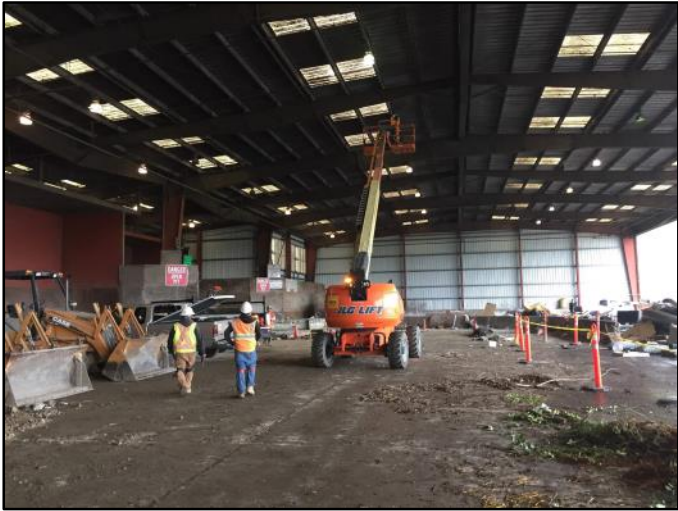
# MRF Update

- Continued



New Fire Sprinkler System Riser

Improvements to the Fire Suppression System



New Lighting System



New Fire Sprinkler Supply Line

# MRF Update - *Continued*



Recycling  
Conveyance  
Equipment



# MRF Update - *Continued*



Building Addition for Bale Storage



# MRF Update - *Continued*



Landscape Trees



Thank you.







Agenda Item #: **8**  
Cost Center: **Organics Reserve**  
Staff Contact: **Carter**  
Agenda Date: **5/17/2017**  
Approved By:

## **ITEM: Approval of Request for Proposals for Organic Materials Processing Services**

### **I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends the Board consider approval of the Request for Proposals (RFP) for Organic Materials Processing and direct staff to distribute the RFP on May 31, 2017.

### **II. BACKGROUND**

From 2007 to 2016, the SCWMA was engaged in a process to identify, study, permit, and build a new compost site to replace the temporary compost site at the Central Disposal Site. The process ended in 2016, when the SCWMA Board of Directors voted to rescind certification of an Environmental Impact Report selecting the Central Disposal Site as the preferred location for a new SCWMA-operated compost site.

The Board directed staff to issue a Request for Information to determine the level of interest from the private sector to identify and offer long term organics processing capacity for Sonoma County's green, wood, and food waste. That process resulted in 16 responses, which is indicative of a high level of interest. The Board entered into an agreement with R3 Consulting Group (R3) at the February 15, 2017 meeting to provide technical assistance in the 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 upcoming RFP.

### **III. DISCUSSION**

The Request for Proposals for Organic Materials Processing is included in this agenda item as an attachment. As described in the RFP, this process involves distribution of the document, attendance of a mandatory pre-proposal conference, submission of proposals, evaluation of proposals, securing waste delivery agreements with interested member agencies, and entering into agreements with operators for organic material processing capacity. While the intent of this process was originally envisioned to secure long term capacity, staff believes it can and should be adapted to examine short term capacity as well, to ensure capacity does not dry up while potential new facility(ies) are constructed.

The RFP describes the background of organic material handling and processing for Sonoma County, overviews the services requested, discusses the provisions of the process and the eventual agreement (including conflict of interest, non-collusion between members, requirement that proposers be aware of all applicable laws and ordinances pertaining to organics facilities,

insurance requirements, addenda, etc.), instructions for submitting proposals, and the proposal forms. According to the schedule included, the RFP is to be circulated on May 31, 2017, there will be a mandatory pre-proposal conference on June 28, 2017, questions will be due on July 26, 2017, and proposals will be due on August 16, 2017 at 11:00 am. Interviews and potential site visits will be conducted in the early fall, and recommendations for award of agreements is tentatively set for the November 21, 2017 SCWMA Board meeting.

The summary of intent reflects the Board and public feedback in that the organic materials for which the SCWMA is undergoing this process are seen as resources, not waste management problems. Emphasis is given to creating high quality soil amendments, securing long term capacity, and for maximizing the value while minimizing the cost of this service. Capacity is sought for the materials for which the SCWMA currently has control (wood waste, yard debris, and co-mingled residential food waste), as well as examining capacity for commercial food waste, compostable packaging and service ware, biosolids, and manures.

As a reminder to those who have done so already, we are requesting the letters of interest from the Cities and County, and will need to include them in the RFP to improve our potential for success in this project. The draft letter and results from the online survey (the 33 page survey results document is available at [http://www.recyclenow.org/agency/public\\_meetings.asp](http://www.recyclenow.org/agency/public_meetings.asp)) were sent on May 1 to all Sonoma County City Managers, County Administrator, and Board members. We had requested the letter by this meeting, but as of the time of staff report preparation, only three had been received.

Staff recommends the Board provide final feedback on the RFP at this meeting. Provided the feedback is not unexpectedly complex, staff will include a location for the pre-proposal meeting and will include the appendices in the Final RFP when released on May 31, 2017, as was envisioned in the RFP schedule.

#### **IV. FUNDING IMPACT**

The budget for this RFP process is \$150,000. To date, \$4,630 has been paid to R3 Consulting Group.

#### **V. ATTACHMENTS**

Request for Proposals  
Letter from Sonoma Compost Coalition

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**Request for Proposals (RFP) for  
Organic Materials Processing Services**

**RFP Circulation Date:**

**Wednesday, May 31, 2017**

**Mandatory Pre-Proposal Conference:**

**Wednesday, June 28, 2017 at 11:00 a.m. PDT**

**Proposal Submission Deadline:**

**Wednesday, August 16, 2017 at 11:00 a.m. PDT**

**Sonoma County Waste Management Agency  
Patrick Carter, Executive Director  
2300 County Center Dr., B-100, Santa Rosa, CA 95403**

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DRAFT

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Sonoma County Waste Management Agency  
Request for Proposals for Organic Materials Processing Services

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75 **1 INTRODUCTION TO RFP DOCUMENTS**

76 **1.1. RFP Release**

77 This Request for Proposals ("RFP") for Organic Materials Processing Services is being issued by the  
78 Sonoma County Waste Management Agency ("the SCWMA"). The SCWMA is soliciting proposals  
79 from entities ("Proposer(s)") with demonstrated experience and qualifications in owning and  
80 operating organics processing facilities, accepting organic material, and processing and diverting  
81 such material as required in this RFP.

82 Sealed proposals for the provision of Organic Materials Processing Services will be accepted by  
83 the SCWMA at 2300 County Center Drive, Suite B-100, Santa Rosa, CA 95403.

84 The specific requirements of the SCWMA's requested services are contained within the definitions  
85 and body of the Agreement for Organic Materials Processing Services (Agreement), a draft of  
86 which is included with this RFP as Attachments A and B. Prospective Proposers must examine the  
87 Agreements in their entirety to ensure an understanding of the services being requested herein.  
88 Any ambiguities or inconsistencies must be brought to the attention of the SCWMA in writing as  
89 soon as possible.

90 In accordance with the Americans with Disabilities Act, persons needing assistance to participate  
91 in this proceeding should contact the SCWMA Clerk, 707-565-3579 or [sally.evans@sonoma-](mailto:sally.evans@sonoma-county.org)  
92 [county.org](mailto:sally.evans@sonoma-county.org), at least 48 hours prior to any meetings.

93 Proposers should be aware that the SCWMA's intent is for the delivery of organic material as soon  
94 as possible, and as early as March 2018.

95 The RFP will be available beginning Wednesday, May 31, 2017 at the SCWMA website:  
96 [www.recyclenow.org/agency/request\\_for\\_proposals.asp](http://www.recyclenow.org/agency/request_for_proposals.asp).

97 Before submitting a proposal, each Proposer shall make all investigations and examinations  
98 necessary to ascertain all conditions and requirements affecting the full performance of the  
99 Agreement and to verify any representations made by the SCWMA. If the Proposer receives an  
100 award as a result of its proposal submission, failure to have made such investigations and  
101 examinations will in no way relieve the firm from its obligation to comply in every detail with all  
102 provisions and requirements of Agreement, nor will a plea of ignorance of such conditions and  
103 requirements be accepted as a basis for any claim whatsoever by the firm for additional  
104 compensation.

105 Any questions regarding the availability of the RFP or technical questions regarding the RFP must  
106 be directed in writing by either email or mail to:

107 Patrick Carter  
108 Executive Director, Sonoma County Waste Management Agency  
109 2300 County Center Dr., B-100, Santa Rosa, CA 95403  
110 (707) 565-3579  
111 [Patrick.Carter@sonoma-county.org](mailto:Patrick.Carter@sonoma-county.org)

112 All questions must be submitted in writing and in accordance with the schedule put forth in  
113 Section 1.3 of this RFP.

114 An RFP response will be deemed non-responsive and not considered unless accompanied by a  
115 Proposal Bond in the amount of Twenty-Five Thousand Dollars (\$25,000). Additional information  
116 on payments to the SCWMA can be found in Section 2.6 of this RFP.

117 The SCWMA’s intent is to secure Organic Materials Processing Services in the most effective and  
118 economical manner and therefore it will make the provider selection based on which Proposer(s)  
119 best fulfills the requirements and provides the best value to the SCWMA, its Member Agencies,  
120 and their residents and businesses. The SCWMA reserves the right to reject any and all responses  
121 to this RFP without any cause whatsoever.

## 122 1.2. Mandatory Pre-Proposal Conference

123 A MANDATORY pre-proposal conference is scheduled to be held on Wednesday, June 28, 2017  
124 beginning at 11:00 a.m. PDT at **[Meeting Address]**. Proposers needing travel directions may call  
125 **[Contact Phone]**.

126 Attendance by a representative of each Proposer at the MANDATORY pre-proposal meeting is a  
127 requirement in order to be responsive to this RFP. No proposals will be accepted from a Proposer  
128 that does not attend the MANDATORY pre-proposal meeting.

## 129 1.3. Procurement Schedule

130 The SCWMA plans to adhere to the following procurement schedule to the extent possible.  
131 Changes to the procurement schedule shall be at the sole option of the SCWMA. Table 1 below  
132 provides the major milestones of this RFP process.

<b>TABLE 1: PROCUREMENT SCHEDULE</b>	
<b>Activity</b>	<b>Date</b>
RFP Released	Wednesday, May 31, 2017
Mandatory Pre-Proposal Conference	Wednesday, June 28, 2017 at 11:00 a.m. PDT
Last Day to Submit Questions	Wednesday, July 26, 2017 by 11:00 a.m. PDT
<b>Proposals Due</b>	<b>Wednesday, August 16, 2017 by 11:00 a.m. PDT</b>
Interview Qualified Proposers	September 18 – 22, 2017 (Tentative)
Site Visits (as needed)	October 9 – 13, 2017 (Tentative)
Recommendations to the SCWMA Board for Award	November 21, 2017 (Tentative)
The SCWMA Board Award of Agreement	December 2017 (Tentative)
Start Processing Services	March 2018

## 133 1.4. Procurement Goals/Summary of Intent

134 The SCWMA manages the franchised and self-hauled organic materials deposited at the five  
135 County of Sonoma-owned transfer stations, and has arranged for several short-term processing  
136 agreements with existing facilities. The SCWMA’s role with successful Proposers to this RFP  
137 process will be to provide a committed flow of Organic Materials to Organic Materials Processing  
138 Facilities, manage the Agreements for Organic Materials Processing Services, collect revenues



139 from County-owned facilities and/or franchised haulers, and pay the per ton rates for Organics  
140 Processing Services for tons of SCWMA Organic Materials delivered to selected facilities.

141 The selected Proposer(s) would be paid a per ton rate that is set by through an agreement with  
142 the SCWMA, in exchange for siting, owning, building, and managing the facility, as well as  
143 processing the organic materials, and marketing the any finished products produced. Proposers  
144 are responsible for all matters related to siting, permitting, owning and operating the Organic  
145 Materials Processing Facilities, as well as for the processing of all delivered SCWMA Organic  
146 Materials, and the disposal of all residuals in the County landfill system. Proposers are responsible  
147 for all environmental regulations and will accept all responsibilities and liabilities of siting,  
148 permitting, owning and operating their Facilities.

149 The SCWMA views the organic materials waste stream as a resource, and not as a waste  
150 management problem. The SCWMA has adopted the following goals to guide this procurement  
151 process:

- 152       ▪ Process and divert SCWMA Organic Materials at specific per ton dollar rates, for a  
153       specific contract duration, and with minimum/maximum available tonnage capacity;
- 154       ▪ Divert Organic Materials in a manner that guarantees diversion credit under the  
155       requirements of AB 939 and AB 1594. Material must be processed for diversion from  
156       landfill disposal and is not to be used as Alternative Daily Cover (ADC) at a landfill;
- 157       ▪ Provide Sonoma County residents a source of high-quality soil amendments and  
158       mulches;
- 159       ▪ Provide access during reasonable times for the delivery of material from collection  
160       routes and/or transfer stations;
- 161       ▪ Report the amount of incoming, outgoing, and on-site material monthly, in addition  
162       to other reporting requirements detailed in Section 3.9 of this RFP;
- 163       ▪ Be responsive to the needs of the SCWMA and Member Agencies;
- 164       ▪ Maintain full compliance with all local, state and federal regulations and permitting  
165       requirements;
- 166       ▪ Secure organic processing capacity for yard/green waste (with comingled residential  
167       food scraps), wood waste, commercial food scraps,<sup>1</sup> and compostable food ware (full  
168       list available in Section 2.4 of this RFP);
- 169       ▪ Provide a high level of service for the SCWMA's residents and businesses;
- 170       ▪ Increase diversion and reduce disposal through the use of innovative techniques;
- 171       ▪ Provide cost-effective, efficient, and environmentally friendly processing methods;
- 172       ▪ Provide insurance and indemnification, including CEQA indemnification;
- 173       ▪ Implement environmentally progressive diversion programs that meet AB 939, AB  
174       1826, AB 1383 and AB 1594 requirements and address achievement of the State's  
175       75% diversion goal and the SCWMA diversion goal of 70%; and

---

<sup>1</sup> Commercial food scraps are currently handled by Republic Services through their Master Operating Agreement with the County of Sonoma. The SCWMA does not control the flow of this material, but Republic Services may consider the use of alternative facilities. See Section 2.6 of this RFP.

176 Also, Proposers should note that the SCWMA prefers the development and use of Organic  
177 Materials Processing Facility(ies) within Sonoma County, although other options will be  
178 considered.

179 The SCWMA's intent with the services provided as part of this RFP and the Draft Agreement is to  
180 continue to provide the community with the appropriate level of service, at the highest quality,  
181 and at the best price.

182 The specifications contained within this RFP are designed to establish an effective, efficient,  
183 uniform, and safe system of processing organic materials. To this end, the SCWMA has tried to  
184 provide as much information as possible to all prospective Proposers in this RFP to allow them to  
185 properly prepare their responses and compute fair and reasonable compensation and rate  
186 quotes. However, it is the sole responsibility of the Proposer to calculate the per ton rates for  
187 processing Organic Materials quoted in the applicable set of Rate Proposal Forms provided in  
188 Section 6 (Attachment C) of this RFP document.

189 SCWMA's intent is to secure Organic Materials Processing Services, but not to the exclusion of  
190 Proposers providing services to other non-SCWMA entities. However, in the event that Proposers  
191 provide organic materials processing services to other non-SCWMA entities, for long-term  
192 agreements (not short-term), the per ton rates charged to non-SCWMA entities cannot be lower  
193 than those charged to the SCWMA for the same Organic Material Category, annual tonnage  
194 amounts and contamination levels.

## 195 2 BACKGROUND INFORMATION

### 196 2.1 Introduction

197 The purpose of this section of the RFP documents is to familiarize prospective Proposers with the  
198 SCWMA, Sonoma County, current collection and processing/disposal arrangements, and  
199 proposed processing services.

- 200       ▪ Attachment A: Draft Agreement for Short-Term Organic Materials Processing  
201       Services;
- 202       ▪ Attachment B: Draft Agreement for Long-Term Organic Materials Processing Services;
- 203       ▪ Attachment C: RFP Section 6 Forms, Word Format;
- 204       ▪ Attachment D: RFP Section 6 Form F Excel Format;
- 205       ▪ Attachment E: Current Agreements executed between the SCWMA and various  
206       compost facilities;
- 207       ▪ Attachment F: SCWMA Amended and Restated Joint Exercise of Powers Agreement  
208       for the Sonoma County Waste Management Agency; and
- 209       ▪ Attachment G: Community Engagement Survey Responses.

210 Any term that is capitalized in this section is specifically defined in the Agreement (Attachments  
211 A and B), and the meaning of such term is solely as defined therein. **Each Proposer must fully**  
212 **review the Draft Agreement that is attached to this RFP and available online at**  
213 **[www.recyclenow.org/agency/request\\_for\\_proposals.asp](http://www.recyclenow.org/agency/request_for_proposals.asp).**

214 This RFP has been developed through extensive community engagement including a survey  
215 conducted electronically with nearly 300 responses (detailed in Attachment G), the acceptance of  
216 public comments via electronic mail, and two public meetings. The results of this engagement  
217 process has dictated the terms and conditions of this RFP and the evaluation criteria for this  
218 process.

### 219 2.2 The SCWMA

220 The Sonoma County Waste Management Agency (SCWMA) is a Joint Powers Authority formed in  
221 1992 and comprised of ten Member Agencies including Cloverdale, Cotati, Healdsburg, Petaluma,  
222 Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Windsor, and the County of Sonoma (see  
223 Attachment F for JPA Agreement). SCWMA operates under a Joint Exercise of Powers Agreement.  
224 SCWMA provides cost-effective outreach and education, planning and reporting, and household  
225 hazardous waste (HHW) disposal to Member Agencies with the ultimate goal of meeting and  
226 exceeding a minimum of 50 percent diversion as mandated by California State Law, AB 939.

227 Currently, the SCWMA also provides for the transport and processing of approximately 66,000  
228 tons of curbside Organic Materials (yard/green waste and residential food scraps) collected  
229 annually by franchised solid waste haulers and hauled to County transfer stations, from which the

230 waste is currently out-hauled to four out-of-County compost facilities under contract with  
231 SCWMA.<sup>2</sup>

232 Member Agencies will decide individually whether to continue directing Organic Materials  
233 through SCWMA, through sub-regional arrangements with haulers and organics processors, or  
234 through their franchised haulers.

235 All proposed Organic Materials Processing Facilities must meet all local, state, and federal  
236 environmental protection rules, regulations and laws, air and water quality permits, and can  
237 process Organic Materials that results in residue no greater than ten percent (10%) by weight.  
238 Site visits may be conducted as part of the proposal evaluation process.

## 239 2.3 Flow of Organic Material

240 The SCWMA intends to establish flow control commitments via written agreement with  
241 participating Member Agencies prior to execution of any Agreements resulting from this RFP  
242 process. A list of Member Agencies that have submitted Letters of Interest of committing flow of  
243 Organic Materials is included in the following Section 2.4. Member Agencies that execute flow  
244 control agreements with the SCWMA would be required to commit all tons of franchised Organic  
245 Materials to the SCWMA for the maximum duration of any Agreements resulting from this RFP  
246 Process; SCWMA will direct committed tons of Organic Materials to Organic Materials Processing  
247 Facilities in accordance with the terms and conditions of the individual Agreements.

## 248 2.4 Organic Material Tonnages

249 SCWMA is interested in Organic Materials Processing Services options for yard/green waste (with  
250 comingled residential food scraps as well as compostable food ware), wood waste, and  
251 commercial food scraps.<sup>3</sup>

252 The following Member Agencies in the SCWMA have expressed interest in committing flow to the  
253 SCWMA, which would then arrange for delivery of these materials:

- 254     ▪ Fill with list of Member Agencies that have returned a Letter of Interest.

255 Table 2 below details the amount of green and wood waste collected by franchised haulers,  
256 delivered to County transfer stations, and out-hauled to Organic Materials Processing Facilities  
257 from each Member Agency in 2016. Table 2 also provides self-haul tons that are delivered to  
258 County transfer stations. Flow control over the self-haul tons does not rest with SCWMA and these  
259 tons will not be committed as a part of any Agreements that result from this RFP process.  
260 However, these tons may be available for in-County Organic Materials Processing Facilities to  
261 capture independent from SCWMA involvement.

262

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<sup>2</sup> Not including the City of Petaluma, whose franchised solid waste hauler direct-hauls Organic Materials to Redwood Landfill's compost facility, totaling 11,130 tons in 2016.

<sup>3</sup> Commercial food scraps are currently handled by Republic Services through their Master Operating Agreement with the County of Sonoma. The SCWMA does not control the flow of this material, but Republic Services may consider the use of alternative facilities from the information provided in this RFI. See Section 2.6 of this RFP.

<b>Table 2: 2016 Green and Wood Waste Tonnages</b>			
<b>Member Agency</b>	<b>Franchised</b>	<b>Self-Haul</b>	
	<b>Tons of Green Waste (including comingled residential food scraps)</b>	<b>Tons of Wood Waste</b>	<b>Tons of Green Waste</b>
Cloverdale	1,528	85	109
Cotati	1,117	84	218
Healdsburg	2,513	411	817
Petaluma (Self-haul only)	0	443	1,973
Rohnert Park	5,713	97	188
Santa Rosa *	22,746	943	2,851
Sebastopol	1,791	141	227
Sonoma *	4,326	907	542
Windsor	4,918	195	270
Unincorporated County of Sonoma	23,157	1,135	2,808
<b>Total</b>	<b>67,808</b>	<b>4,441</b>	<b>10,003</b>

263 \*Figures for Santa Rosa and Sonoma have been estimated based on the proportion of self-  
264 hauled green waste in the other jurisdictions.  
265

266 Table 3 below details the amount of garbage collected by franchised haulers and delivered to the  
267 County Landfill from each Member Agency in 2016. The percentage of Organic Materials is  
268 estimated based on a waste composition study conducted in 2014, and used to calculate the  
269 estimated tons of Organic Materials remaining in the garbage stream.<sup>4</sup>

<b>Table 3: 2016 Garbage Tonnages and Estimated Uncaptured Material Remaining</b>					
<b>Member Agency</b>	<b>Tons of Garbage</b>	<b>Estimate of Uncaptured Material Remaining</b>			
		<b>Green/Yard Waste</b>	<b>Residential Food Scraps</b>	<b>Commercial Food Scraps</b>	<b>Other Organics (Textiles, Manure, Composite)</b>
Cloverdale	5,693	207	381	542	412
Cotati	5,742	209	384	547	416
Healdsburg	13,900	505	930	1,323	1,006
Petaluma	10,325	375	691	983	747
Rohnert Park	27,707	1,007	1,854	2,637	2,006
Santa Rosa	105,292	3,827	7,045	10,023	7,622
Sebastopol	9,922	361	664	944	718
Sonoma	18,932	688	1,267	1,802	1,371
Windsor	13,793	501	923	1,313	999
Unincorporated County of Sonoma	78,998	2,871	5,286	7,520	5,719
<b>Total</b>	290,304	10,551	19,425	27,634	21,016

270 While a selected Proposer will not necessarily have an Agreement that encompasses all tons  
271 available in the County, the number of tons proposed to be accepted at any facility will not have  
272 a minimum amount of flow commitment (no “put or pay” provisions).

## 273 2.5 Sonoma County or SCWMA Fees

274 SCWMA and the County of Sonoma currently assess solid waste fees on solid waste materials that  
275 are transferred or disposed of using Sonoma County solid waste facilities.

276 The current 2017 SCWMA fees are \$4.85 per ton and are collected on all tons of solid waste  
277 disposed of or transferred at County facilities (including Organic Materials). The current 2017  
278 Sonoma County fees include the Committed City Concession Fee of \$14.25 (\$10.25 for County),

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<sup>4</sup> Organic material was 30.7% of the disposal waste stream in the SCWMA-commissioned 2014 Waste Characterization Study. Additional detail, including percentages of specific waste types, can be found at [http://www.recyclenow.org/pdf/sonoma\\_county\\_waste\\_characterization\\_study\\_2014.pdf](http://www.recyclenow.org/pdf/sonoma_county_waste_characterization_study_2014.pdf).

279 per ton and are assessed on all tons of solid waste handled through the County facilities (including  
280 Organic Materials).

281 SCWMA anticipates that both of these fees will be considered for collection on the Organic  
282 Materials tons that would be processed from any resultant Agreement(s) from this RFP process.  
283 However, these fees should not be included in the per ton rates for Organic Materials Processing  
284 Services as proposed in Form K (Attachment D).

## 285 2.6 Commercial Food Scraps Collection Program

286 The SCWMA does not control the flow of source separated commercial food scraps collection, as  
287 per the terms of Waste Disposal Agreements between its Member Agencies and Republic  
288 Services. Republic Services may consider the use of alternative facilities for this material  
289 depending upon the results of this RFP process. The selected Proposer(s) should be aware that  
290 this material may ultimately be available as feedstock, although it is not included in the provided  
291 tonnages in Section 2.2 of this RFP, and SCWMA does not dictate the destination of this material.

292 The Waste Delivery Agreements arranged between each Member Agency and Republic Services  
293 stipulates that compensation for source separated commercial food scraps collection program is  
294 to be made by Republic Services of Sonoma County to a city's franchised hauler, and no additional  
295 compensation above the negotiated amount will be made to the franchised hauler for these  
296 programs. This provision may be subject to future negotiation and/or clarification between the  
297 City and Republic Services of Sonoma County, and each Member Agency's franchised hauler.

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### 300 **3 REQUESTED SERVICES**

301 Proposers to this RFP may propose to provide short-term and/or long-term Organic Materials  
302 Processing Services. Following the SCWMA Board approval, the delivery of organic material to a  
303 proposed facility (or facilities) is anticipated to start as early as March 2018.

304 Short-term Organic Materials Processing Services are anticipated to begin as early as March 2018,  
305 for an initial Agreement term of three (3) years, with the possibility of five (5) one (1) year  
306 extensions. Short-term Agreement (or Agreements) are intended to provide for Organic Materials  
307 Processing Services during the time which a long-term in-County Organic Materials Processing  
308 Facility(ies) are permitted, constructed, and made operational. Attachment A to this RFP is the  
309 Draft Agreement for Short-Term Organic Materials Processing Services.

310 Long-term processing services are desired to start as soon as possible, at initial date of Organic  
311 Materials acceptance at proposed Facility(ies) as proposed by Proposers; the SCWMA desires that  
312 Proposers for long-term processing services propose a specific and reasonable date that the  
313 SCWMA may anticipate start of delivery of Organic Materials to proposed facilities by franchised  
314 haulers. Long-term Organic Materials Processing Service Agreements are anticipated for initial ten  
315 (10) year terms, with the option for fifteen (15) and twenty (20) terms. Proposers are instructed  
316 to provide pricing for ten (10) , fifteen (15) and twenty (20) year terms as applicable; if a Proposer  
317 is not willing to accept shorter term Agreements, that Proposer should not provide pricing for  
318 acceptance of Organic Materials for that term in Form F (Attachment D).

319 Long-term processing service Agreement(s) may be extended twice, by five (5) years each, at the  
320 SCWMA's sole option, and subject to meeting performance requirements as specified in the  
321 Agreement. Attachment B to this RFP is the Draft Agreement for Long-Term Organic Materials  
322 Processing Services.

#### 323 **3.1 Overview of Base Services**

324 The SCWMA is interested in entering into an Agreement for Processing of Organic Materials for  
325 facilities that are fully operational, retain and comply with all required permits and regulations,  
326 and meet the expectations of this RFP. Proposers should note that the SCWMA anticipates  
327 procuring Organic Processing Services via Agreements with multiple Proposers and for multiple  
328 Organic Materials.

329 Organic Materials Processing Facilities must not at any time operate under any unresolved Notice  
330 of Violations or Cease and Desist Orders and must meet all local, state, and federal environmental  
331 protection rules, regulations and laws, and shall process Organic Materials resulting in residue no  
332 greater than ten percent (10%) by weight.

333 The SCWMA does not require that Proposers have completed property agreements, local  
334 approvals, or that Proposers have begun facility permitting at the time of proposal. However, a  
335 site location must be established, and a clear and direct plan for acquiring the needed permits  
336 within the needed time frame must be provided. For long-term Agreement(s) (those that exceed  
337 a 3-year base term), proposers must indicate the specific date upon which the SCWMA Member  
338 Agencies may direct franchised haulers to deliver Organic Materials to the proposed facility(ies).  
339 Organic Materials may be delivered to a transfer station prior to delivery to the Proposed  
340 facility(ies), or hauled directly by franchised haulers to the facility(ies).

## 341 3.2 Facility Options

342 The SCWMA is interested in proposals for compost facilities, anaerobic digesters, gasification,  
343 biochar, pyrolysis, vermicompost, or other technologies that diverts organic materials from  
344 landfill under state law and produce compost or other soil amendments. The SCWMA is also  
345 interested in wood chipping services to be marketed separately onsite.

346 There may be opportunities for Proposers to work in partnership with SCWMA member agencies  
347 and/or local waste water treatment plants in developing Organic Materials Processing Services.  
348 Proposers are encouraged to consider mutually beneficial partnerships with local agencies and  
349 waste water treatment plants and to explore potential synergies that could result in co-benefits  
350 related to proposed Organic Materials Processing Services (e.g. utilizing excess heat from waste  
351 water treatment plants, etc.).

352 Proposers for long-term processing services will be required to obtain and remain in compliance  
353 with all necessary land-use permits, solid waste permits, water and air permits, and other such  
354 permits as may be necessary. Permitting entities (potentially including but not limited to the local  
355 City, Town or County in which proposed facilities will be located, the Local Enforcement Agency  
356 [LEA], the Water Board and the Air Quality Management District) will provide specific direction  
357 regarding studies, terms and conditions that must be met for permitting. Proposers are solely  
358 responsible for obtaining all necessary permits; the SCWMA has no direct role in permitting of  
359 proposed facilities.

360 Proposers must anticipate that permitting agencies will require studies, terms and/or conditions  
361 in a variety of areas, which must be considered and addressed by Proposers in developing the  
362 Technical Proposal as required by this RFP (Section 5.5.4).

363 All proposed facilities requiring a solid waste facility permit will require the amendment of the  
364 Non-Disposal Facility Element of the SCWMA Integrated Waste Management Plan.

## 365 3.3 Organic Materials Accepted

366 Per the terms of the Draft Agreement, the SCWMA intends to procure for a facility or facilities to  
367 accept the following material types. Proposers may propose on one or more than one material  
368 stream, and should indicate as such in the Technical Proposal as well as Form F (Attachment D).  
369 Find more instructions on how to format Form F in Section 5.5.5 of this RFP.

- 370 **1. Wood Waste:** pieces of unpainted and untreated dimensional lumber, and any  
371 other wood pieces or particles generated from the manufacturing or production  
372 of wood products, harvesting, processing or storage of raw wood materials,  
373 milled lumber with no paints, varnishes, finishes, glues, or treatments, sawmill  
374 waste, wood crates, and source separated construction and demolition material  
375 including sheetrock (which material may contain nails, doorknobs, joist hangers),  
376 excluding pressure treated wood, creosote treated wood, particle board, and  
377 unprocessed logs.
- 378 **2. Green Waste:** wood crates, ivy, palm, yucca and cactus, grass cuttings, weeds,  
379 leaves, pruning, branches, dead plants, brush tree trimmings, dead trees (on  
380 average not more than twelve (12) inches in diameter) and four (4) feet in length,  
381 and similar materials generated at Premises, separated and set out for Collection,  
382 processing, and Recycling. The requested materials do not include materials not

383 normally produced from gardens or landscapes, such as, but not limited to, brick,  
384 rock, gravel, large quantities of dirt, concrete, sod, non-Organic Materials, oil, and  
385 painted or treated wood or wood products.

386 **3. Mixed Organic Materials:** fruits, vegetables, grain products, dairy products,  
387 meat, seafood, napkins, wood crates, ivy, palm, yucca and cactus, grass cuttings,  
388 weeds, leaves, pruning, branches, dead plants, brush tree trimmings, dead trees  
389 (on average not more than twelve (12) inches in diameter) and four (4) feet in  
390 length, and similar materials generated at Premises, separated and set out for  
391 Collection, processing, and Recycling. The requested materials do not include  
392 materials not normally produced from gardens or landscapes, such as, but not  
393 limited to, brick, rock, gravel, large quantities of dirt, concrete, sod, non-Organic  
394 Materials, oil, and painted or treated wood or wood products.

395 **4. Mixed Organic Materials with Compostable Food Ware:** fruits, vegetables, grain  
396 products, dairy products, meat, seafood, napkins, acceptable food packaging  
397 items such as pizza boxes, paper towels, compostable food packaging (meeting  
398 the standards established by ASTM 6400 and ATRM 6868), compostable bags,  
399 waxed cardboard and food soiled paper products, and other compostable food  
400 scraps generated at residential premises from normal household activity,  
401 including kitchen fats and greases (not oil), wood crates, ivy, palm, yucca and  
402 cactus, grass cuttings, weeds, leaves, pruning, branches, dead plants, brush tree  
403 trimmings, dead trees (on average not more than twelve (12) inches in diameter)  
404 and four (4) feet in length, and similar materials generated at Premises, separated  
405 and set out for Collection, processing, and Recycling. The requested materials do  
406 not include materials not normally produced from gardens or landscapes, such  
407 as, but not limited to, brick, rock, gravel, large quantities of dirt, concrete, sod,  
408 non-Organic Materials, oil, and painted or treated wood or wood products.

409 **5. Commercial Food Scraps<sup>5</sup>:** fruits, vegetables, grain products, dairy products,  
410 meat, seafood, and other compostable food scraps generated at residential  
411 premises from normal household activity, including kitchen fats and greases (not  
412 oil).

413 **6. Commercial Food Scraps with Compostable Food Ware:** food-soiled paper,  
414 fruits, vegetables, grain products, dairy products, meat, seafood, napkins,  
415 acceptable food packaging items such as pizza boxes, paper towels, c  
416 compostable food packaging (meeting the standards established by ASTM 6400  
417 and ATRM 6868), compostable bags, waxed cardboard and food soiled paper

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<sup>5</sup> Proposers should also note that while the SCWMA does not control the flow of commercial food scraps, Republic Services may consider the use of alternative facilities from the information provided in this RFI. SCWMA's Commercial food scraps is currently handled by Republic Services through their Master Operating Agreement with the County of Sonoma. Residential food scraps are collected commingled with green waste in all Member Agencies except the City of Sonoma.

418 products, and other compostable food scraps generated at residential premises  
419 from normal household activity, including kitchen fats and greases (not oil).

420 **7. Other Organic Materials:** The SCWMA is also interested in the possibility of  
421 selected Proposers providing organic materials processing services for biosolids  
422 such as from sewage treatment plants as well as manure or other agricultural  
423 byproducts.

### 424 3.4 Other Organic Waste Streams

425 SCWMA is interested in the possibility of Proposers providing processing services for other waste  
426 streams, potentially including biosolids, manure, and other agricultural organic waste materials.  
427 While Proposers are encouraged to consider providing processing services for these materials,  
428 SCWMA has no control of these other organic material waste streams, and cannot provide a flow  
429 commitment for these materials, nor does SCWMA intend to include processing of these other  
430 waste materials. Processing agreements for these organic materials may not be facilitated by the  
431 SCWMA, and may be considered separately from this RFP process.

### 432 3.5 High-Quality End Products

433 The SCWMA is interested in facilities that produce a high-quality end product, such as compost,  
434 mulch, soil amendments, or other end products.

435 Proposers should note that residents of Sonoma County are interested in high-quality compost  
436 and other soil amendments that will be suitable for home vegetable gardening or agricultural  
437 application. If proposing a compost facility, compost produced must be CDFA-approved, and  
438 compost material that meets OMRI standards is preferred. Proposers should note that the  
439 SCWMA is also interested in delivering compostable bags and other materials that are not allowed  
440 under OMRI standards.

441 The Agreement requires that 90% of outgoing material be marketed and not disposed. The  
442 remaining less than 10% residual must be disposed of using the County landfill or transfer station  
443 facilities. It will be the sole responsibility of selected proposers to transport and dispose of all  
444 residual materials to County facilities, and to pay the then-current per ton rates established for  
445 landfill disposal.

446 In the Technical Proposal, Proposers are required to provide estimates of the types of products  
447 anticipated to be produced and clear standards for the quality of the material.

### 448 3.6 Compost Giveaway (optional)

449 Proposer may offer finished compost or soil amendment product to the Member Agency(ies) and  
450 their residents, at a suggested volume of three hundred and fifty (350) cubic yards of compost  
451 twice per year, at no additional cost to the SCWMA or the ratepayers. Proposers should describe  
452 their proposal to provide compost/soil amendment to the SCWMA in the Technical Proposal.

### 453 3.7 Diversion Standards

454 Selected proposers will be responsible for diverting from disposal at least **ninety percent (90%)**  
455 of all Organic Materials delivered by SCWMA Member Agency franchised haulers, starting on the

456 date of the agreement, and measured for each quarter and year for all material accepted at the  
457 facility, including material delivered under the terms of this Agreement and all other material  
458 accepted at the facility(ies).

459 All Organic Materials accepted at the facility(ies), including third-party and self-haul material, shall  
460 be Processed and marketed for use as compost, mulch, soil amendment, or other end uses that  
461 under state law constitute “diversion,” and none shall be disposed, except for Residual. Organic  
462 Materials may not be used as Alternative Daily Cover, Alternative Intermediate Cover, or for other  
463 Beneficial Reuse Purposes, as stated in the Draft Agreement.

### 464 3.8 Billing and Customer Service

465 Proposers that are awarded Agreements will bill the SCWMA for tons of Organic Materials  
466 delivered by designated franchised haulers from SCWMA member agencies and from County-  
467 owned transfer stations. The SCWMA shall not be responsible for payment for material delivered  
468 directly to designated facilities by self-haulers or third parties.

469 The SCWMA will approve the format used by the Proposer for billing. Proposers will provide  
470 competent, professional, and courteous customer service and will designate qualified  
471 representatives and operators to serve as the main point of contact with the SCWMA.

### 472 3.9 Reporting

473 The amount of material shall be reported monthly and quarterly under the requirements laid out  
474 in Exhibit B, Reporting to the SCWMA, in the Draft Agreements (Attachments B and C to this  
475 RFP).Organic Materials Tipping Per Ton Rate

476 Proposers must include proposed per ton rates by Organic Material Category and by annual  
477 tonnage amount in Form F (Attachment D) of this RFP.

478 The proposed per ton rate for processing Organic Materials must be proposed as the per ton rate  
479 that would be charged for acceptable of Organic Materials at the specified facility(ies), not  
480 including any fees that may be charged by Sonoma County or the SCWMA, but including any other  
481 fees that may be assessed by other entities.

482 The per ton fee proposed in Form F will not be additive or cumulative across material categories,  
483 but should encompass the Proposer’s entire cost proposal for each bracketed category. In other  
484 words, if a Proposer gives a per-ton rate of \$30 for 20,000-40,000 tons of Green Waste and a rate  
485 of \$40 for 40,000-60,000 tons of Mixed Organics, the SCWMA will have the option of selecting the  
486 \$30 rate for Green Waste and committing 20,000-40,000 tons of Green Waste to that facility, with  
487 no flow commitment for other Material Categories whatsoever.

488 If Proposers choose to propose at the 3-year term length under the terms of the Draft Agreement  
489 for Short-Term Processing Services, they should fill out Form F-1.

490 If Proposers choose to propose under the terms of the Draft Agreement for Long-Term Processing  
491 Services (complete a Form for each term length that would apply):

- 492       ▪ At the 10-year term length, fill out Form F-2;
- 493       ▪ At the 15-year term length, fill out Form F-3; and
- 494       ▪ At the 20-year term length, fill out Form F-4.

495 At least one Form F should be submitted, but not all four are required. Proposers should clearly  
496 indicate the term length(s) at which they are proposing to provide services within their Technical  
497 Proposal, as indicated in Section 5.5.4.

498 Adjustments such as contamination charges may be proposed, if desired. Contamination levels of  
499 2.5% to under 5% by weight will be assumed to be in the Per Ton rates included in Form F.  
500 Proposers should note such additional rates as may be contemplated in Form F as provided.  
501 Proposers shall establish a protocol, including a contamination monitoring methodology,  
502 applicable contamination thresholds, and methodology for identifying reject-able loads at the  
503 scale house in Technical Proposal, Section 5.5.4. This plan – as amended upon the request of the  
504 SCWMA – will be an exhibit to the executed Agreement.

505 Future adjustments to the Organic Materials Processing Per Ton Rates will be based on the annual  
506 percentage change in the CPI for the San Francisco-Oakland-San Jose Region (Series ID:  
507 cuura422Sa0 Not Seasonally Adjusted, All Items, All Urban Consumers (CPI-U) for San Francisco-  
508 Oakland-San Jose, California). Proposers may suggest alternative escalation indices for  
509 consideration by SCWMA; however, rates must be initially proposed under the assumption of  
510 annual adjustments by CPI.

511 If Proposer receives any revenues from the sale of processed Organic Materials or other  
512 byproducts of processing, it will be retained by the Proposer. The SCWMA believes it is  
513 appropriate for the successful Proposer to retain these revenues, and directs Proposers to take  
514 these monies into account when proposing a per ton rate for Organic Materials Processing  
515 Services.

516 In the event that Proposers provide organic materials processing services to other non-SCWMA  
517 entities, for long-term agreements (not short-term), the per ton rates charged to non-SCWMA  
518 entities cannot be lower than those charged to the SCWMA for the same Organic Material  
519 Category, annual tonnage amounts and contamination levels.

## 520 3.10 Payments to the SCWMA

521 Proposers must note that in addition to the below payments, Proposers shall also provide a  
522 Proposal Bond upon submission of the Proposal, and a Performance Bond if selected via this  
523 process, as detailed in Section 4.

### 524 3.10.1 Facility Review Payment

525 For each long-term Organic Materials Processing Agreement, the SCWMA may conduct one (1)  
526 Facility Review of performance under the Agreement every five (5) years. The Proposer shall be  
527 responsible for the cost of each review up to a maximum of **Twenty-Five Thousand Dollars**  
528 **(\$25,000)** per Review. Payment shall be made in full to the SCWMA prior to the start of each  
529 Facility Review.

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532 **4 GENERAL PROVISIONS**

533 **4.1 RFP Documents**

534 These RFP documents constitute the complete set of proposal specifications and forms. All forms  
535 and applicable documents must be executed and submitted in a sealed envelope, as described in  
536 Section 5 of this RFP. Proposals not submitted on the proposal forms shall be rejected. By  
537 submitting a proposal, the Proposer agrees to be subject to all terms and conditions specified  
538 herein. No exception to the terms and conditions shall be allowed. Submission of a response to  
539 this RFP constitutes a binding offer by the Proposer.

540 Proposers are expected to examine the RFP documents, including the Agreement, proposal forms,  
541 and all other instructions provided herein. **FAILURE TO DO SO WILL BE AT THE PROPOSER'S RISK.**

542 **4.2 Additional Terms and Conditions**

543 Except as is set forth in Section 5.5.6 of this RFP, no additional terms and conditions included with  
544 the RFP shall be evaluated or considered. Any and all such additional terms and conditions shall  
545 have no force and effect and are inapplicable to this RFP.

546 **4.3 Interpretations and Inquiries**

547 Any questions concerning the intent, meaning, and interpretation of the RFP documents shall be  
548 submitted in writing and received no later than 11:00 a.m. PDT on July 26, 2017. Questions not  
549 submitted in writing will not be accepted or considered. Written inquiries shall be addressed to  
550 by either in writing by mail or by email:

551 Patrick Carter  
552 Executive Director, Sonoma County Waste Management Agency  
553 2300 County Center Dr., B-100, Santa Rosa, CA 95403  
554 (707) 565-3579  
555 [Patrick.Carter@sonoma-county.org](mailto:Patrick.Carter@sonoma-county.org)

556 Submission of a proposal will serve as prima facie evidence that the Proposer has examined the  
557 Agreement and the Service Area and is fully aware of all conditions affecting the provision of  
558 Collection Services.

559 Proposers are to promptly notify the SCWMA, in writing, if the proposer discovers any ambiguity,  
560 discrepancy, omission, or other error in the RFP. Any such notification must be directed to the  
561 SCWMA promptly after discovery, but in no event later than 11:00 a.m. PDT on July 26, 2017.  
562 Modifications and clarifications will be made by addenda as provided below.

563 **4.4 Verbal Agreements**

564 No verbal agreement or conversation with any officer, agent, or employee of the SCWMA, either  
565 before or after execution of the Agreement, shall affect or modify any of the terms or obligations  
566 contained in the Agreement. Any such verbal agreement or conversation shall be considered as  
567 unofficial information and in no way binding upon the SCWMA or the Proposer. No person is  
568 authorized to give oral interpretations of, or make oral changes to the RFP documents. Therefore,  
569 oral statements will not be binding and shall not be relied upon. Any interpretation of, or changes



570 to the RFP documents will be made in the form of a written addendum to the RFP document and  
571 will be furnished by the SCWMA to all Proposers who attend the mandatory pre-proposal  
572 conference and provided the required Communication Protocol, Form A (find Form A, this RFP,  
573 and its attachments on the SCWMA website:  
574 [www.recyclenow.org/agency/request\\_for\\_proposals.asp](http://www.recyclenow.org/agency/request_for_proposals.asp)).

575 Only those interpretations of, or changes to the RFP document that are made in writing and  
576 furnished to the Proposers by the SCWMA may be relied upon.

#### 577 4.5 Qualification of Proposer

578 The Proposer must be qualified by experience, adequate financing and ability to provide all labor  
579 and equipment to do the work called for in the Agreement.

#### 580 4.6 Conflict of Interest

581 All Proposers must disclose, with their proposal, the name of any officer, director, agent, or any  
582 relative of an officer, director, or agent who is an employee, elected official or appointed official  
583 of the SCWMA. Furthermore, all Proposers must disclose the name of any the SCWMA employee,  
584 elected official or appointed official who owns, directly or indirectly, an interest of five percent  
585 (5%) or more in the Proposer's firm or any of its branches or subsidiaries.

#### 586 4.7 Non-Collusion Affidavit of Proposer and Disclosure of 587 Non-Compete Agreements

588 Any Proposer submitting a proposal to this RFP must complete and sign the Non-Collusion  
589 Affidavit of Proposer and Disclosure of Non-Compete Agreements form included in Section 6 of  
590 these RFP documents (Attachment C), and submit that document with its proposal. This shall  
591 include disclosure of any and all "non-compete agreements" that Proposer may have with other  
592 solid waste services providers that would prohibit other solid waste service providers from  
593 proposing on this RFP.

#### 594 4.8 Disqualification of Proposers

595 More than one (1) proposal from an individual, firm, partnership, corporation, or association  
596 under the same or different names will not be considered. Reasonable grounds for believing that  
597 a Proposer is involved in more than one proposal for the same work will be cause for rejection of  
598 all proposals in which such Proposers are believed to be involved.

#### 599 4.9 Legal Requirements

600 Proposers are required to comply with all provisions of Federal, State, County, and local laws,  
601 ordinances, rules and regulations that are applicable to the services being offered in this RFP. Lack  
602 of knowledge of the Proposer shall in no way be a cause for relief from responsibility or constitute  
603 a cognizable defense against the legal effects thereof.

## 604 4.10 Familiarity with Laws and Ordinances

605 The submission of a proposal for the services requested herein shall be considered as a  
606 representation that the Proposer is familiar with all Federal, State, and local laws, ordinances,  
607 rules, orders, and regulations which affect those engaged or employed in the provision of such  
608 services, or equipment used in the provision of such services, or which in any way affects the  
609 conduct of the provision of such services; and no plea of misunderstanding will be considered on  
610 account of ignorance thereof.

## 611 4.11 Contractual Agreement

612 The SCWMA shall not be obligated to any Proposer to enter into an Agreement with the Proposer  
613 despite the SCWMA's governing body prospectively awarding the Agreement to a Proposer. The  
614 SCWMA shall be obligated to a Proposer if and only if the SCWMA enters into an Agreement for  
615 the services with the Proposer, and further, no action will lie against the SCWMA to compel the  
616 SCWMA to execute any such Agreement, or to recover from the SCWMA any damages, costs, lost  
617 profits, expenses, etc., that any Proposer may incur if the SCWMA chooses not to sign such  
618 Agreement. No enforceable contractual relationship arises until the SCWMA signs the Agreement,  
619 no action shall require the SCWMA to sign such Agreement at any time, and each Proposer waives  
620 all claims to damages, lost profits, costs, expenses, etc., as a result of the SCWMA not signing such  
621 Agreement.

## 622 4.12 Facilities

623 The SCWMA reserves the right to inspect each Proposer's facilities at any reasonable time, during  
624 normal working hours, with prior notice to determine that the Proposer has a bona fide place of  
625 business and is a responsible Proposer.

## 626 4.13 Insurance and Indemnification

627 The SCWMA has set forth the insurance and indemnification requirements in the Draft  
628 Agreement. Proposers must review and obtain an understanding of these requirements before  
629 submitting a proposal.

## 630 4.14 Agreement Modifications

631 The SCWMA reserves the right to make modifications to the Agreement to more fully effectuate  
632 the intent of this RFP and the Agreement. A draft of the Agreement is available at  
633 [www.recyclenow.org/agency/request\\_for\\_proposals.asp](http://www.recyclenow.org/agency/request_for_proposals.asp).

634 As stated in Section 5.5.6, Proposers may provide a list of Agreement exceptions, subject to the  
635 requirements in that section. **The SCWMA has no obligation to accept any proposed service**  
636 **alternative or Agreement exception.** Proposals will be evaluated based on the required services  
637 and Agreement language as set forth in this RFP.

## 638 4.15 Proposal Bond

639 Proposers are required to submit a separate proposal bond from a surety company licensed to do  
640 business in the state of California, or a cashier's or certified check issued by a bank in the amount  
641 of **Twenty-Five Thousand Dollars (\$25,000)**.

642 A proposal will be deemed non-responsive and will not be considered unless accompanied by the  
643 proposal bond, certified check, or cashier's check. Such deposit shall be a guarantee that the  
644 Proposer, if awarded the Agreement, will furnish a performance bond and other required  
645 information. If the Proposer fails, refuses, or neglects to furnish the required performance bond  
646 and information, the SCWMA may retain the deposit or cash the certified check or enforce the  
647 proposal bond as compensation for liquidated damages for the Proposer's breach.

648 After the proposals are opened, checked, and duly considered, the SCWMA will release each of  
649 the Proposer's surety as follows:

- 650     ▪ Agreements Approved – The surety of the Proposer(s) will be released when the  
651         Performance Bond(s) and all other required documents have been received and the  
652         executed Agreement(s) has been approved by the SCWMA.
- 653     ▪ Proposals Rejected – If proposal is rejected, all sureties will be returned within three days  
654         after such rejection.

## 655 4.16 Withdrawal or Revision of Proposal Prior to the Closing 656 Time Set for Receiving Proposals

657 A Proposer may, prior to the due date and time of the Proposal, and without prejudice, withdraw,  
658 modify, or correct a proposal after it has been deposited with the SCWMA, provided a request is  
659 made in writing to the SCWMA, whose name, address, and contact information is provided herein.  
660 Any revision shall be deposited prior to the closing time set for receiving proposals. Modification  
661 or corrections of proposals may be made by means of email or other written communications,  
662 provided such modifications or corrections are received by the SCWMA prior to the closing time  
663 set for receiving proposals.

664 No corrections in proposals will be acceptable unless each correction is signed by the Proposer  
665 and provided in hard-copy to the SCWMA. A proposal in which omissions occur or which has been  
666 conditioned by the Proposer in a manner that is unacceptable to the SCWMA may be rejected.  
667 Corrections may be made until the closing time set for receiving proposals. No modifications or  
668 corrections may be made subsequent to closing time set for receiving proposals.

## 669 4.17 Acceptance or Rejection of Proposals

670 The SCWMA reserves and holds at its discretion the following rights and options:

- 671     ▪ Issue addenda to the RFP, including extending or otherwise revising the timeline for  
672         submittals;
- 673     ▪ Cancel the RFP;
- 674     ▪ Request clarification and/or additional information from the Proposer at any point in  
675         the procurement process;

- 676           ▪ Execute an Agreement (or Agreements) on the sole basis of the original proposal or  
677           any additions to proposal submissions;
- 678           ▪ Reject any or all proposals, waive irregularities in any proposal, accept or reject all or  
679           any part of any proposal, waive any requirements of the RFP, as may be deemed to  
680           be in the best interest of the SCWMA;
- 681           ▪ Reissue the RFP;
- 682           ▪ Modify the RFP through published Addenda;
- 683           ▪ If during the course of negotiations with a selected PROPOSER, the SCWMA  
684           determines in its sole discretion that an acceptable Agreement cannot be negotiated,  
685           the SCWMA reserves the right to suspend negotiations with that PROPOSER and  
686           begin negotiations with another PROPOSER. Also, the SCWMA reserves the right to  
687           undertake simultaneous negotiations of the final Agreement with more than one  
688           PROPOSER.
- 689           ▪ Request “Best and Final” offers;
- 690           ▪ Conduct interview(s) with any PROPOSER(s);
- 691           ▪ Negotiate terms and conditions that are different from those described in this RFP  
692           and Agreement;
- 693           ▪ Contact references provided and seek information from any client with which the  
694           PROPOSER has done business; and
- 695           ▪ Take other such action that best suits the needs of the SCWMA and/or its citizens.

696 Any or all proposals will be rejected if there is reason to believe that collusion existed among the  
697 Proposers. Proposals received from participants in such collusion may not be considered for the  
698 same work when and if re-advertised.

#### 699 4.18 Award of Agreement(s)

700 The award of an Agreement (or Agreements), if made, will be made by the SCWMA Board to  
701 Proposer(s) whose proposal(s) best fulfills the requirements of this RFP and provides the best  
702 value to the SCWMA, its Member Agencies and their residents and businesses. SCWMA’s  
703 assessment of the best value may include the best combination of proposals and/or Proposers  
704 that meet the needs and expectations of this RFP. No awards will be made until all necessary  
705 investigations have been made to determine the responsiveness and responsibility of the  
706 Proposer(s) under consideration.

707 After opening the proposals, the SCWMA may require the selected Proposer(s) to submit a  
708 verified statement disclosing all ownership interests, whether direct, indirect, or beneficial, and  
709 including intermediate and ultimate ownership interests where several levels of ownership exist,  
710 disclosing any single source in excess of thirty percent (30%) of outstanding debt, and disclosing  
711 any person or entity that has guaranteed in excess of thirty percent (30%) of the Proposer’s  
712 outstanding debt; furthermore, such disclosure shall contain any information of or relating to any  
713 and all common ownership, control, management, or common pecuniary benefit the proposing  
714 entity, its owners, management, or representatives possess or retain in any other entity now  
715 participating, or proposing to participate, in the Agreement with the SCWMA. The SCWMA Board  
716 shall be the sole judge as to the responsiveness and the responsibility of the Proposer to  
717 satisfactorily perform the work specified within the Agreement.

718 As soon as practicable after opening the proposals, the Proposer(s) recommended for award of  
719 the Agreement(s) will be submitted to the SCWMA Board for approval.

720 In the event the SCWMA Board approval is not received within **two hundred and sixty (260)**  
721 **calendar days** after opening of the proposals, the Proposer(s) may request that it be released  
722 from the Agreement obligation and that its proposal bond is released, in which case the SCWMA  
723 shall release the Proposer's bond.

724 The foregoing action by the SCWMA or the Proposer(s) shall in no way provide any cause  
725 whatsoever for claim against the SCWMA by the Proposer(s).

#### 726 **4.18.1 Appeals Process**

727 Prior to award of an Agreement(s), the SCWMA will issue a "Notice of Intent" to award to all  
728 Proposers. Proposers shall have three (3) businesses days from the receipt of the "Notice of  
729 Intent" to submit written protest of the SCWMA's intent to award. Proposer must provide  
730 SCWMA with a complete and comprehensive "Statement of Dispute" that discusses all the  
731 reasons why the PROPOSER disputes the SCWMA's determination or decision and submit all  
732 documentary evidence relied on by the PROPOSER. The Statement of Dispute must meet the  
733 following conditions and requirements:

- 734 a) The Statement of Dispute must contain a complete statement of the factual and legal  
735 basis for the protest.
- 736 b) The Statement of Dispute must specifically refer to the specific portions of the RFP, which  
737 form the basis for the protest, and all documentary evidence relied upon.
- 738 c) The Statement of Dispute must include the name, address and telephone number of the  
739 person representing the protesting party.
- 740 d) The party filing the Statement of Dispute must concurrently transmit a copy of the initial  
741 protest document and any attached documentation to all other parties with a direct  
742 financial interest, which may be adversely affected by the outcome of the protest. Such  
743 parties shall include all other PROPOSERS, who shall have seven (7) calendar days to  
744 respond to the Statement of Dispute.

745 The SCWMA will review the Statement of Dispute, and may elect to hold an administrative hearing  
746 thereon, and may request PROPOSER to produce such further evidence as SCWMA deems  
747 material to a decision on the issue, after which time SCWMA will issue a determination which  
748 shall be final. The procedure and time limits set forth in this paragraph are mandatory and are  
749 the PROPOSER's sole and exclusive remedy in the event of protest and failure to comply with  
750 these procedures shall constitute a waiver of any right to further pursue the protest, including  
751 filing a Government Code Claim or legal proceedings. Failure to strictly follow this procedure shall  
752 waive any further rights to dispute the SCWMA's decisions and determinations made during the  
753 RFP process.

#### 754 **4.19 Addenda**

755 Any addenda issued in conjunction with this RFP must be submitted as part of the original  
756 proposal packet with a wet signature. Any addenda will be posted to The SCWMA's website at  
757 [www.recyclenow.org/agency/request\\_for\\_proposals.asp](http://www.recyclenow.org/agency/request_for_proposals.asp).

758 The Proposer shall sign each addendum issued and shall attach an addendum acknowledgement  
759 sheet to their proposal in order to have the proposal considered. If signed versions of the addenda  
760 are not included with the original proposal, the proposal will be deemed non-responsive and will  
761 not be considered. If it becomes necessary to issue an addendum that requires a change in the

762 RFP or the draft Agreement within five (5) days of the due date for proposals, the SCWMA will  
763 extend the due date as necessary to allow Proposers to address changes in their proposals.

764 Informational questions and answers that do not require formal changes to the RFP or draft  
765 Agreement will also be posted to the website at the address provided above. These will be  
766 provided as informational items, and not formal addenda.

## 767 4.20 Certification of Service Area Conditions, Service Area 768 Requirements, and Agreement Terms

769 By the submission of a proposal to do the work, the Proposer certifies that a careful examination  
770 of the Service Area, all RFP documents, including the Draft Agreement, and all other documents  
771 listed in Section 2 of this RFP has taken place, and that the Proposer is fully informed concerning  
772 the requirements of the RFP documents and Agreement, the physical conditions to be  
773 encountered in the work, the quality and quantity of service to be performed, and of materials  
774 and equipment to be furnished. **The Proposer will not be entitled to additional compensation  
775 upon subsequently finding that conditions require methods or equipment other than that  
776 anticipated in making the proposal.**

## 777 4.21 Performance Bond

778 A performance bond in the form as set forth in Form L of Section 6 of this RFP (Attachment C) is  
779 required from the successful Proposer(s) within ten (10) calendar days from the date the SCWMA  
780 Board approves the Agreement(s) in an amount of **One Million Dollars (\$1,000,000)**.

781 The performance bond shall be executed by a surety company licensed to do business in the State  
782 of California; having a rating of, or equivalent to "A: VII" by A.M. Best & Company, approved by  
783 the SCWMA; and included on the list of surety companies approved by the Treasurer of the United  
784 States.

785 The Proposer **must provide**, as a part of the proposal response, a commitment letter from a State  
786 of California licensed Surety Company, as set forth in the preceding paragraphs, to provide such  
787 performance bond. ***The letter of commitment must specifically accept the performance bond  
788 language and the amount of the performance bond as stipulated by the SCWMA in this RFP.***

789 As an alternative to the performance bond required by the Agreement, at the SCWMA's option,  
790 Proposer may deposit with the SCWMA an irrevocable letter of credit as set forth in the Draft  
791 Agreement.

## 792 4.22 All Proposals are Public Records

793 All correspondence with the SCWMA including responses to this RFP will become the exclusive  
794 property of the SCWMA and will become public records under the California Public Records Act  
795 (Cal. Government Code section 6250 et seq.) All documents that are sent to the SCWMA will be  
796 subject to disclosure if requested by a member of the public. There are a very limited number of  
797 narrow exceptions to this disclosure requirement.

798 Therefore, any proposal which contains language purporting to render all or significant portions  
799 of the proposal "Confidential", "Trade Secret" or "Proprietary" and fails to provide the exemption  
800 information required as described below will automatically be considered a public record in its  
801 entirety and shall be disclosed to the requesting party without further consideration or notice.

802 **Do not mark the entire proposal as “Confidential”.**

803 The SCWMA will not disclose any part of any proposal before it completes negotiations, on the  
804 ground that there is a substantial public interest in not disclosing proposals during the evaluation  
805 and negotiation process. After the completion of negotiations, all proposals received in response  
806 to this RFP will be subject to public disclosure. If you believe that there are portion(s) of your  
807 proposal which are exempt from disclosure under the Public Records Act, you must mark it/them  
808 as such and state the specific provision in the Public Records Act which provides the exemption  
809 as well as the factual basis for claiming the exemption. For example, if you submit trade secret  
810 information, you must plainly mark the information as “Trade Secret” and refer to the appropriate  
811 section of the Public Records Act which provides the exemption as well as the factual basis for  
812 claiming the exemption.

813 Although the California Public Records Act recognizes that certain confidential trade secret  
814 information may be protected from disclosure, the SCWMA may not be in a position to establish  
815 that the information that a Proposer submits is a trade secret. If a request is made for information  
816 marked “Trade Secret” or “Proprietary”, the SCWMA will provide Proposer(s) who submitted the  
817 information with reasonable notice in order for Proposer(s) to seek protection from disclosure by  
818 a court of competent jurisdiction.

819 **4.23 Subcontractors**

820 Proposers must list any Subcontractors to be used for any and all services (i.e., education and  
821 outreach, processing, etc.). These Subcontractors are subject to approval by the SCWMA, and will  
822 be included in the Agreement as Exhibit 6.

823 **5 PROPOSAL PREPARATION INSTRUCTIONS**

824 **5.1 Receipt of Proposals**

825 The SCWMA will accept written and sealed proposals to furnish all labor, equipment, materials,  
826 tools, insurance, supervision, and all other items incidental thereto, and to perform all work  
827 necessary and specified in the prescribed manner and time to provide Organic Materials  
828 Processing services in the SCWMA Service Area in accordance with the terms and conditions set  
829 forth in the Agreement. **Sealed proposals will be accepted until 11:00 a.m. PDT, Wednesday,**  
830 **August 16, 2017 at the office listed below.**

831 Each proposal and supporting documentation must be submitted in a sealed envelope or  
832 container plainly labeled in the lower-left corner: "PROPOSAL FOR ORGANIC MATERIALS  
833 PROCESSING" along with the proposal submission date and time. Proposers must also include  
834 their company name and address on the outside of the envelope or container. Proposals must be  
835 delivered to:

836 Patrick Carter  
837 Executive Director, Sonoma County Waste Management Agency  
838 2300 County Center Dr., B-100, Santa Rosa, CA 95403  
839 (707) 565-3579  
840 [Patrick.Carter@sonoma-county.org](mailto:Patrick.Carter@sonoma-county.org)

841 Proposers are responsible for making certain that proposals are delivered to the SCWMA at the  
842 above address. Mailing of a proposal or receipts of postal or other delivery agents does not ensure  
843 that the proposal will be delivered on time or delivered at all.

844 Proposals will be accepted in person, by United States Mail, or by private courier service. No  
845 proposals will be accepted by oral communication, telephone, fax, e-mail, or mail. Forms  
846 (including Form F) must be submitted in hard-copy under the prior provisions, and must also be  
847 submitted electronically via USB compatible memory drive. Proposals may be withdrawn prior to  
848 the above scheduled time set for receipt of proposals. No Proposer may withdraw a proposal after  
849 the above scheduled time for opening the proposals. Any proposal received after the date and  
850 hour specified will be rejected and returned unopened to the Proposer.

851 Proposers may submit one (1) proposal for more than one (1) processing facility, in which case  
852 Proposers must include one (1) Technical Proposal (see Section 5.5.4 of this RFP) and one  
853 complete set of Forms (see Section 5.5.5 of this RFP) for each proposed facility.

854 The SCWMA reserves the right to postpone the date and time for opening proposals through an  
855 addendum.

856 **5.2 Submittal Signatures and Printing Requirements**

857 All prices and proposals must be in ink or typewritten. No pencil figures or erasures are permitted.  
858 Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in  
859 ink by person signing the proposal. All proposals must be signed in ink with the firm's name and  
860 by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.



861 **5.3 Pre-Proposal Conference**

862 **A MANDATORY PRE-PROPOSAL CONFERENCE** will be held on Wednesday, June 28, 2017 at 11:00  
863 a.m. PDT, at **[Conference Address]**.

864 Failure to attend the mandatory pre-proposal conference shall render a proposal submitted by a  
865 non-attende to be deemed non-responsive, and the proposal from the non-attende shall not  
866 be considered for award. Proposers must provide a completed Form A – Communication Protocol,  
867 by the close of the mandatory pre-proposal conference. Failure to do so will result in any response  
868 submitted by that Proposer to be deemed non-responsive and their proposal shall not be  
869 considered for award. Decisions on these matters by the SCWMA shall be final.

870 At the pre-proposal conference, representatives of the SCWMA will be available to answer  
871 questions and explain the intent of this RFP. All questions or concerns raised during this meeting  
872 must also be submitted in writing such that the SCWMA may respond to these questions in  
873 Addenda to this RFP document. Proposers are specifically directed not to attempt to contact or  
874 directly interact with any elected or appointed official on the SCWMA Board of Directors, Member  
875 Agency Councils, or other elected bodies. Proposers are further directed not to attempt to contact  
876 or directly interact with staff from any of the Member Agencies that have submitted Letters of  
877 Interest in this RFP process, as listed in Section 2.4 of this RFP.

878 Proposers are again cautioned that only interpretations of, or changes to, the RFP documents  
879 received from the SCWMA in writing may be relied upon.

880 **After the pre-proposal conference, written questions submitted by Proposers that attended the**  
881 **pre-proposal conference and received by the SCWMA no later than 11:00 a.m. PDT on Monday,**  
882 **July 26, 2017, will be responded to in writing by the SCWMA.**

883 **5.4 Preparation of Proposals**

884 Seven (7) sets of the proposals (double-sided copies), all placed in binders with a cover indicating  
885 the Proposer name and proposal title and number must be submitted. Proposers shall also  
886 provide a digital copy of the complete proposal, with all proposal documents excluding cost forms  
887 in one PDF file, and the complete cost forms in a separate **Microsoft Excel** file, on a USB  
888 compatible memory drive. Additional copies may be requested by the SCWMA at its discretion.

889 All required original signatures must be in blue ink. All corrections made by the Proposer to any  
890 part of the RFP document must be initialed in blue ink. Only one (1) proposal from any individual,  
891 firm, partnership, or corporation under the same or different names will be considered.

892 Proposals by corporations must be executed in the corporate name by two (2) corporate officers.  
893 The original RFP submitted must be signed as an original. One signature must be from the  
894 chairman, president, or vice-president, and the other signature must be from the chief financial  
895 officer, assistant treasurer, secretary, or assistant secretary. The corporate address and state of  
896 incorporation shall be shown below the signature.

897 Proposals by partnerships must be executed in the partnership name and signed by a partner.  
898 His/her title must appear under his/her signature, and the official address of the partnership must  
899 be shown below the signature. No Proposer shall take exception to the specifications herein.  
900 Proposals taking exception to the specifications may be rejected as non-responsive.

901 **5.5 Proposal Content**

902 In order to expedite the evaluation process, each proposal shall be organized in accordance with  
 903 this Section as outlined in Table 4. Instructions for preparing each section of the proposal shown  
 904 in the outline are given in the following subsections. Proposals that do not follow the specified  
 905 format outlined below, or fail to provide the required documentation, may have their proposals  
 906 rejected or they may receive lower scores during the evaluation process. In the event of any  
 907 conflict between any of the proposal documents, resolution thereof shall be in the SCWMA’s sole  
 908 discretion.

909 Proposers shall provide the information as requested and as applicable to the proposed services.  
 910 Headings and section numbering utilized in the proposal shall be the same as those identified in  
 911 Table 4. Proposals shall include the following information in the format indicated.

SECTION	TABLE 4 OUTLINE FOR PROPOSAL
1	COVER LETTER
	PROPOSAL BOND
	PERFORMANCE BOND COMMITMENT LETTER
	TABLE OF CONTENTS
2	EXECUTIVE SUMMARY
3	QUALIFICATIONS
4	STATEMENT OF FINANCIAL QUALIFICATIONS
5	TECHNICAL PROPOSAL
6	FORMS
7	SERVICE EXCEPTIONS/ALTERNATIVES (if applicable)
8	APPENDIX

912 **5.5.1 Cover Letter, Proposal Bond, Performance Bond Commitment**  
 913 **Letter, Table of Contents, Receipt of Addenda**

914 All proposals must be accompanied by a cover letter not exceeding the equivalent of two (2) pages  
 915 and must include:

- 916       ▪ Name, address, telephone number, fax number, and email address of applicant’s key  
 917       contact person;
- 918       ▪ Description of the type of organization (e.g. corporation, partnership, including joint  
 919       venture teams and subcontractors) submitting proposals;
- 920       ▪ Name of the entity that will sign the Agreement, in the event one is awarded;
- 921       ▪ A written statement certifying that Proposer has examined, understood, and agreed  
 922       to the Draft Agreement;

- 923           ▪ A written statement warranting that the requirements of the Agreement as described  
924           in this RFP document, its enclosures, and all addenda, by listing all addenda and dates  
925           received, and the seven (7) documents as listed on page 10 of this RFP, have been  
926           thoroughly reviewed and the Proposer has conducted all due diligence necessary to  
927           confirm material facts upon which the proposal is based;
- 928           ▪ A written statement acknowledging the validity of the proposal contents including  
929           proposed tipping and pricing for a period of two hundred sixty (260) days; and
- 930           ▪ A written statement acknowledging that the Proposer will enter into the Agreement  
931           with the SCWMA if selected as the SCWMA’s Collection Service provider.

932 The following items must be appended to the cover letter:

- 933           ▪ Proposal Bond;
- 934           ▪ Performance Bond Commitment Letter;
- 935           ▪ Receipt of Signed Addenda;
- 936           ▪ Table of Contents; and
- 937           ▪ Executive Summary – Not to exceed four (4) pages. Must highlight the major elements  
938           of the Proposer’s qualifications and proposal, including a brief description of the  
939           Proposer’s initial schedule. All information must be provided in a concise manner.

## 940 5.5.2 Qualifications

941 **Key Staff Persons (including Proposer’s Service Supervisor and Collection Service Manager**  
942 **assigned to the SCWMA).** Proposers must identify each person and provide resumes for key staff  
943 proposed for the service identified herein.

944 **Staff Responsibilities.** Proposers must provide names and resumes of principal officers, partners,  
945 or other officials or managers who will be performing substantive responsibilities required under  
946 the Agreement. Proposers must describe relevant technical experience of key personnel, and  
947 their background in providing Organic Materials processing services.

948 **References.** Proposers must provide a minimum of four (4) clients that the SCWMA may contact  
949 to conduct a reference check. The Proposer must be providing or have provided similar services  
950 as requested herein to these references the within the last three (3) years.

951 **Conflict of Interest Statement.** Proposers must warrant that no gratuities have been or will be  
952 offered or given by Proposer, or any agent or representative of the Proposer, to any officer or  
953 employee of the SCWMA or any participant in the selection of a Proposer to furnish the services  
954 described herein in order to secure a favorable treatment regarding the evaluation, scoring, and  
955 Agreement award process.

956 **Litigation and Notice of Violation History.** The Proposer must provide a history for the last five  
957 (5) years of all claims settlements, arbitrations, litigation proceedings, and civil actions involving  
958 One Hundred Thousand Dollars (\$100,000) or more, and all criminal actions in which the  
959 company, its parent company, subsidiaries, all partners, or principals were involved. For each  
960 case, the Proposer must provide the following:

- 961           ▪ The name of the claim, arbitration, litigation or action;
- 962           ▪ The amount at issue or the criminal charges alleged; and
- 963           ▪ The resolution of the case.

964 The Proposer must also provide details of any current or threatened legal actions in California  
965 against the Proposer or its parent company, subsidiaries, all partners, principals, or joint venture  
966 company(ies) by a governmental entity contracting with the Proposer or its parent company for  
967 services relating to solid waste management, or against such a government entity by the Proposer  
968 or its parent company or joint venture company(ies). For each action, the Proposer must provide  
969 the following:

- 970       ▪ The name of the action;
- 971       ▪ The court in which the action is pending;
- 972       ▪ The action number; and
- 973       ▪ The amount at issue.

974 The Proposer shall provide a list of all Notice of Violations and/or enforcement actions taken  
975 against it during the last five (5) years by any regulatory agency such as, but not limited to, the  
976 United States Environmental Protection Agency, Air Quality Management District, a Local  
977 Enforcement Agency under the California Integrated Waste Management Act, or Cal/OSHA. The  
978 list shall include the name of the regulatory agency and the date of the enforcement action and a  
979 copy of any Notice of Violation. The Proposer shall inform the SCWMA if it has had a permit,  
980 franchise, license, entitlements or business licenses that have been revoked or suspended in the  
981 last five (5) years.

982 The Proposer must list any liquidated damages, administrative fines, charges, or assessments that  
983 total Fifty Thousand Dollars (\$50,000) or greater in any one (1) calendar year during the last five  
984 (5) years that have been paid by the Proposer to a public agency as a result of solid waste  
985 management services provided by Proposer. The list shall include the name of the public agency,  
986 the date and amount of the liquidated damages, administrative fines, charges, or assessments,  
987 and the reason the public agency assessed the liquidated damages, administrative fines, charges,  
988 or assessments.

989 The Proposer must list any claims against a bid, proposal, or performance bond and the results  
990 and failure to receive a bid, proposal, or performance bond, or any contractual defaults or  
991 termination in the last fifteen (15) years.

### 992 5.5.3 Financial Qualifications

993 The Proposer must provide a written statement of its financial qualifications to perform the work  
994 described in this RFP. The statement must thoroughly describe and provide documentation of the  
995 Proposer's ability to secure financing for all trucks, facilities, other equipment and labor required  
996 to perform all services described in this RFP, as must include the total estimated amount of  
997 expense and financing that is expected to be incurred and utilized in performing the work.

998 This statement must be accompanied by a letter from Proposer's bank/financial institution clearly  
999 stating that the Proposer has adequate assets and/or irrevocable line of credit that is sufficient to  
1000 compensate for all capital costs, equipment costs, start-up costs, and a minimum of three (3)  
1001 months' operating costs, and all required payments to the SCWMA.

1002 The Proposer must provide copies of audited financial statements for the entity that is proposed  
1003 to sign the Agreement, for the most recent three (3) fiscal years. Audited financial statements  
1004 should include: balance sheet, income statement, statement of changes, footnotes, and  
1005 subsidiary schedules.

1006 In the event that a Proposer does not have audited financial statements, three years of business  
1007 tax returns, with supporting schedules, may be provided. However, tax returns are not an

1008 alternative to providing audited financial statements; if the Proposer has audited financial  
1009 statements, those must be provided.

1010 The SCWMA reserves the right to require submission by Proposer, at no cost to the SCWMA, an  
1011 opinion by a Certified Public Accountant with regard to the financial status of such Proposer,  
1012 including ownership of, or interest in, equipment and facilities prior to award of an Agreement.

1013 As is set forth in this RFP, the SCWMA will make reasonable efforts, but makes no representation,  
1014 that it will be able to maintain total confidentiality of Proposer's financial information. A Proposer  
1015 that submits financial information that it asks to have treated as confidential must submit a  
1016 statement justifying the request, reference it in the proposal and label it as a separate  
1017 attachment, clearly identifying it as confidential. At all times, the SCWMA will comply with the  
1018 provisions of the California Public Records Act.

#### 1019 **5.5.4 Technical Proposal**

1020 Proposers are required to provide a description of the manner in which the requested services  
1021 are to be provided. The SCWMA will place significant emphasis on Proposer's proposed work plans  
1022 during the evaluation process. The Technical Proposal will be Exhibit A to the Agreement.  
1023 Contamination measurement methodology will be Exhibit F to the Agreement.

1024 Proposers shall provide a detailed Plan that may address needs as listed in Sections 1.4 and 3 of  
1025 this RFP, and specifically must include:

##### 1026 A. FACILITY

- 1027     ▪ Whether the Proposer is proposing to provide short-term (3-year base term) or long-  
1028     term (10- to 20-year base term) Organic Materials Processing Services, as described  
1029     in detail in Section 3 of this RFP;
- 1030     ▪ The name and owner of the proposed facility, and location of the facility;
- 1031     ▪ Detailed description of technology that will be utilized and/or processing operating  
1032     plan, and business plan/model including flow necessary to operate;
- 1033     ▪ For long-term facilities, a detailed schedule and plan for planning, obtaining all  
1034     necessary permits (list which permits are necessary to operate this facility, and list  
1035     the expected date for receipt of all necessary permits, by permit) and construction,  
1036     start date of operation and start date that SCWMA Organic Materials may be  
1037     delivered;
- 1038     ▪ For long-term facilities, indicate whether a facility using an equivalent technology has  
1039     been permitted within the United States and California;
- 1040     ▪ Anticipated recovery rates for the facilities. **Note that post processing residual must**  
1041     **be ten percent (10%) or less by weight as measured by outbound tons on a quarterly**  
1042     **basis;**
- 1043     ▪ Operating limitations of facility, including whether a scale house will be provided or  
1044     weighing services acquired through separate agreements with other entities;
- 1045     ▪ Material types accepted (please use the terms provided in Section 3.3);
- 1046     ▪ Hours of operation;
- 1047     ▪ Assessment of site conditions, potentially including but not limited to those listed  
1048     below. Proposers must demonstrate to the satisfaction of SCWMA that the proposed  
1049     facilities will be able to acquire all necessary land use and other permits to operate,

- 1050 and the types of site conditions listed below are anticipated to be required by those  
1051 permitting agencies:
- 1052 ○ Seismic;
  - 1053 ○ Floodplains;
  - 1054 ○ Wetlands;
  - 1055 ○ Endangered Species Habitat;
  - 1056 ○ Unstable Soils;
  - 1057 ○ Major Aquifer Recharge Areas;
  - 1058 ○ Depth to Groundwater;
  - 1059 ○ Permeable Strata and Soils;
  - 1060 ○ Non-attainment Air Areas;
  - 1061 ○ PSD Air Areas;
  - 1062 ○ Private land;
  - 1063 ○ Proximity to Major Transportation Routes, Development, Public  
1064 Services, Recreational, Cultural, or Aesthetic Areas, Airport Zones,  
1065 and Waste Stream; and
  - 1066 ○ Appropriate Zoning.
- 1067 ■ Please provide plan for, and evidence of the ability to provide for, the following  
1068 documents which will be required for facility permitting. This proof may be in the  
1069 form of documents prepared for other facility permits:
    - 1070 ○ Site plan in conformance with requirements for facility permit (may  
1071 be draft);
    - 1072 ○ Report of Facility Information including odor impact mitigation plan  
1073 if and as required through the permitting process (may be draft);
    - 1074 ○ Runoff management plan (may be draft);
    - 1075 ○ Erosion and sediment control plan (may be draft);
    - 1076 ○ Noise control plan (may be draft);
  - 1077 ■ Proposer will provide SCWMA with a clear protocol for how different material types  
1078 will be managed at various stages of processing, to ensure that no material is stored  
1079 on site for longer than allowed under permits;
  - 1080 ■ Describe a protocol, including a contamination threshold, surcharge, and  
1081 methodology for identifying reject-able loads at the scale house. Such contamination  
1082 monitoring must be accompanied with detailed recordkeeping that is maintained at  
1083 all times on site (will be Exhibit C to executed Agreement);
  - 1084 ■ Describe plan for “overs” management – note that “overs” from Organic Materials  
1085 Processing must not be used as ADC or for beneficial reuse purposes;
  - 1086 ■ Ability of facility to produce high quality end products for use in Sonoma County (note  
1087 that compost must be must be CDFA-approved). Selected Proposer’s responses will  
1088 be used as Exhibit D to the executed Agreement:

- 1089 ○ Describe methodology for meeting consumer standards;
- 1090 ○ Anticipated quality of finished soil amendment or compost material
- 1091 with detailed plan for maintaining finished product quality;
- 1092 ○ Marketing plan, including contingencies for changes in markets, and
- 1093 the average dollar/ton anticipated to be received for the sale of
- 1094 compost or other outgoing material from facility;
- 1095 ○ Finished product lines, including high and low nitrogen composts,
- 1096 types of mulch products and the projected quantities of each, as well
- 1097 as detailed specifications to be used for each finished product line
- 1098 which should be at least as specific and stringent as the U.S.
- 1099 Composting Council Seal of Testing Assurance; and
- 1100 ○ Percentage of products meeting organic certification standards.
- 1101 ■ Describe how facility can provide flexibility including the ability to adapt to changing
- 1102 regulatory environment and advancements in technology;
- 1103 ■ Ancillary description of information provided in Form F (instructions for filling out
- 1104 Form F can be found in Section 3.9 of this RFP):
- 1105 ○ The anticipated permitted capacity of facility and the ability to
- 1106 accommodate the SCWMA's needs over the term;
- 1107 ○ The proposed tonnage range that will be accepted at the facility;
- 1108 ○ The term length(s) that are being proposed (which should be in
- 1109 alignment with the provided Forms F-1, F-2, and F-3; for example, if
- 1110 proposing a 10-year and 15-year term, and not a 20-year term, Forms
- 1111 F-2 and F-3 should be filled out, and Form F-4 should be left blank);
- 1112 and
- 1113 ■ Efforts to minimize future litigation. Outline any potential legal issues, such as flow
- 1114 control, that could lead future litigation.
- 1115 **B. SAFETY**
- 1116 ■ Staffing safety requirements;
- 1117 ■ Approach to worker health and safety in the performance of all duties;
- 1118 ■ Contamination and Hazardous Waste management protocol; and
- 1119 ■ Health and safety management procedures.
- 1120 **C. REPORTING**
- 1121 ■ Provisioning for the detailed reporting as required by the Draft Agreement for Organic
- 1122 Materials Processing Services, including a description of how such data will be
- 1123 collected and reported;
- 1124 ■ Method used to track tonnage delivered, stored, processed, marketed, beneficially
- 1125 reused, and residue disposed, as required by the Agreement and delineated in Section
- 1126 3.8 of this RFP; and
- 1127 ■ Process for reporting complaints and dispute resolution to the SCWMA.
- 1128 **D. OPERATIONS**

- 1129           ▪ Scale procedures;
- 1130           ▪ Unloading and turnaround time;
- 1131           ▪ Tipping procedures for incoming loads;
- 1132           ▪ Load checking program;
- 1133           ▪ Fuel type used for on-site equipment; and
- 1134           ▪ Labor discussions (lockouts/strikes), agreement terms and history.

1135       E. SUSTAINABILITY

- 1136           ▪ The response must detail efforts to minimize and mitigate climate impacts. Details  
1137           should include efforts to:
  - 1138               (a) Minimize equipment emissions;
  - 1139               (b) Maximize methane recovery;
  - 1140               (c) Minimize unprocessed organics; and
  - 1141               (d) Purchase energy from renewable sources or carbon credits.
- 1142           ▪ The response must detail efforts to minimize environmental and other impacts on  
1143           host communities;
- 1144           ▪ Environmental Stewardship (all environmental management policies and activities  
1145           related to the proposed activities should be described, including the use of alternative  
1146           fuel vehicles, use of recycled products throughout operations, internal waste  
1147           reduction and reuse protocol, water and resource conservation activities within  
1148           facilities (design, construction and operation), compliance with laws governing E-  
1149           Waste, HHW, and U-Waste, and use of non-toxic products when possible);
- 1150           ▪ Describe the net energy usage of the facility. Energy consumption in the processing  
1151           less the energy if any fuels produced;
- 1152           ▪ Use of local vendors; and
- 1153           ▪ Innovative “green” approach to providing services.

1154       Proposers shall also indicate whether they will offer a Compost Giveaway program, the volume  
1155       proposed to be offered, and any other related information.

1156       **5.5.5       Forms**

1157       Proposers must provide a copy of Form A of Section 6 (Attachment C) by the close of the  
1158       MANDATORY pre-proposal meeting, and Proposers must complete Forms B-G of Section 6  
1159       (Attachment C), in the order they are listed in Section 6, with their proposals. Proposers shall use  
1160       only the forms and format provided. Any deviation from those provided may be grounds for  
1161       rejection of the entire proposal.

1162       Proposers shall use only the forms and format provided. Any deviation from those provided may  
1163       be grounds for rejection of the entire proposal. If a Proposer is proposing more than one potential  
1164       Organic Materials Processing Facility, the Proposer must complete one set of forms for each  
1165       Organic Materials Processing Facility proposed.

1166       Proposers must submit Form F (Attachment D) using the provided Excel spreadsheet. Form F may  
1167       also be provided in PDF form within the text of the proposal, and should be printed and submitted



1168 with the hard copy proposal. Instructions for filling out Form F can be found in Section 3.9 of this  
1169 RFP.

### 1170 **5.5.6 Proposal Service Alternatives and Agreement Exceptions**

1171 Proposers may submit alternatives to the services listed in this RFP, or exceptions to the  
1172 Agreement language. **However, Proposers must propose on all required services as included in**  
1173 **this RFP or their proposal will be rejected as being non-responsive.** If service alternatives or  
1174 Agreement exceptions are presented, as provided for in this section of the RFP, they must be  
1175 included as an attachment to the proposal and must contain the price of the service alternatives  
1176 using the forms provided in Section 6 of this RFP (Attachment C), and must include specific  
1177 language necessary for inclusion in the Agreement.

1178 Each Agreement exception must be presented by stating:

- 1179 1. The specific exception;
- 1180 2. The page and line numbers of the exception
- 1181 3. The suggested changes to the program related to the exception
- 1182 4. The suggested changes in the Agreement language related to the exception; and
- 1183 5. The manner in which the proposed change would benefit the SCWMA, the Service  
1184 Recipients or both.

1185 **Please note that the SCWMA has no obligation to accept any proposed service alternative or**  
1186 **Agreement exception.** Proposals will be evaluated based on the required services and Agreement  
1187 language as set forth in this RFP.

### 1188 **5.5.7 Appendix**

1189 Proposers may provide any additional technical information (i.e. only information specifically  
1190 related to equipment of services to be provided) that they believe to be applicable to this proposal  
1191 and include such information as an appendix. Proposers are discouraged to include marketing  
1192 material, education and outreach material or other additional information not related to the  
1193 equipment or services to be provided.

## 1194 **5.6 Evaluation of Proposals**

1195 Those proposals that have passed the initial “Pass/Fail” review described below will be evaluated  
1196 and scored by the Evaluation Team, which may consist of the SCWMA staff members, the SCWMA  
1197 Board members, and Member Agency staff, based on the following evaluation criteria:

- 1198 ■ Facility Location relative to feedstock generation and markets for finished products;
- 1199 ■ Proposer Qualifications (e.g. experience, past practices, references, litigation history,  
1200 proven track record of maximizing landfill diversion);
- 1201 ■ Feasibility of Proposal (e.g. technical approach, processing technology, landfill  
1202 diversion ability, GHG impacts, standards of finished products, marketing plan for  
1203 finished products, demonstrated ability to effectively acquire all necessary operating  
1204 permits, demonstrated ability to comply with CEQA and produce all necessary  
1205 environmental impact assessments); and

- 1206           ▪ Compatibility of Proposal with overall SCWMA needs (e.g. how SCWMA, in its sole  
1207           determination, can best serve the needs of its Member Agencies, residents and  
1208           businesses by selecting the mix of Proposals); and
- 1209           ▪ Per Ton Tipping Rates for Organic Waste categories and annual tonnages.

1210       The results of the evaluation process will be presented to the SCWMA Board for direction on the  
1211       next steps in the evaluation, negotiation, and selection process. In determining and evaluating  
1212       the best proposal, the prices will not necessarily be controlling, but quality, equality, efficiency,  
1213       utility, general terms, delivery, suitability of the service offered, and the reputation of the service  
1214       in general use will also be considered, with any other relevant factors deemed appropriate by the  
1215       SCWMA. Site visits may be conducted to proposed or existing sites operated by Proposers as part  
1216       of the evaluation process.

1217       **5.6.1       Pass/Fail Review**

1218       A panel of the SCWMA staff members and such other parties as the SCWMA deems necessary,  
1219       will conduct an initial “Pass/Fail” review of all proposals submitted to check for completeness  
1220       and compliance to the proposal requirements. Proposals that have been determined to be  
1221       complete and in compliance with the proposal requirements will undergo further evaluation.  
1222       Proposals that are not complete or are not in compliance with the submittal requirements may  
1223       be disqualified from further evaluation and will be returned to the Proposer (See Form L).  
1224

1225 **6 PROPOSAL FORMS**

1226 Provided as Attachment C: RFP Section 6 Forms Word and Attachment D: RFP Section 6 Forms  
1227 Excel.

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Sonoma County Waste Management Agency Request for Proposals for Organics Materials Processing Services  
Proposed Organic Materials Per Ton Rate and Annual Tonnages by Category  
**Form F-1: 3-Year Term**

<b>Proposer Name</b>					<b>Facility Name</b>		
<b>Proposed Start Date of Organics Processing Service (First Date of Delivery)</b>					<b>Facility Address</b>		
<b>Composting, Anaerobic Digester or Other Technology?</b>					<b>Facility Name</b>		
<b>Organic Material Category</b>	<b>Per Ton Rate by Annual Throughput in Tons</b>						
	<b>0-10,000 Tons</b>	<b>10,000-20,000 Tons</b>	<b>20,000-40,000 Tons</b>	<b>40,000-60,000 Tons</b>	<b>60,000-80,000 Tons</b>	<b>80,000-100,000 Tons</b>	<b>100,000 - 120,000 Tons</b>
	For material categories and/or tonnage ranges that are not proposed enter "NA". Do not enter a per ton tip rate for any material categories and/or tonnage ranges that are not proposed. Find instructions for filling out Form F in Section 3.6 of the RFP.						
Wood Waste							
Green Waste							
Mixed Organics							
Mixed Organics with Compostable Food Ware							
Commercial Food Scraps							
Commercial Food Scraps with Compostable Food Ware							
<i>Biosolids (Not subject to SCWMA flow control or Processing Agreement, for Agency Information Only)</i>							
<i>Manure (Not subject to SCWMA flow control or Processing Agreement, for Agency Information Only)</i>							
<b>Total Minimum, Maximum and Average Daily Tonnage Throughput (All Categories)</b>	<b>MINIMUM</b>				<b>MAXIMUM</b>	<b>AVG. DAILY</b>	
<b>Total Minimum, Maximum and Annual Tonnage Throughput (All Categories)</b>	<b>MINIMUM</b>				<b>MAXIMUM</b>		
<b>Adjustments to the Per Ton Rate</b>							
Contamination by weight under 2.5%	<u>X%/Ton</u>	<u>Decrease in Per Ton Rates listed above.</u>					
Contamination by weight from 2.5% to under 5%		<u>Base Rate - Rates provided above include this level of contamination.</u>					
Contamination by weight from 5% to under 10%	<u>X%/Ton</u>	<u>Increase in Per Ton Rates listed above.</u>					
OPTIONAL Other:	<u>\$X/Ton</u>	Per occurrence					
OPTIONAL Other:	<u>\$X/Ton</u>	Per occurrence					

Sonoma County Waste Management Agency Request for Proposals for Organics Materials Processing Services  
Proposed Organic Materials Per Ton Rate and Annual Tonnages by Category  
**Form F-2: 10-Year Term**

<b>Proposer Name</b>			<b>Facility Name</b>				
<b>Proposed Start Date of Organics Processing Service (First Date of Delivery)</b>			<b>Facility Address</b>				
<b>Composting, Anaerobic Digester or Other Technology?</b>			<b>Facility Name</b>				
<b>Organic Material Category</b>	<b>Per Ton Rate by Annual Throughput in Tons</b>						
	<b>0-10,000 Tons</b>	<b>10,000-20,000 Tons</b>	<b>20,000-40,000 Tons</b>	<b>40,000-60,000 Tons</b>	<b>60,000-80,000 Tons</b>	<b>80,000-100,000 Tons</b>	<b>100,000 - 120,000 Tons</b>
	For material categories and/or tonnage ranges that are not proposed enter "NA". Do not enter a per ton tip rate for any material categories and/or tonnage ranges that are not proposed. Find instructions for filling out Form F in Section 3.6 of the RFP.						
Wood Waste							
Green Waste							
Mixed Organics							
Mixed Organics with Compostable Food Ware							
Commercial Food Scraps							
Commercial Food Scraps with Compostable Food Ware							
<i>Biosolids (Not subject to SCWMA flow control or Processing Agreement, for Agency Information Only)</i>							
<i>Manure (Not subject to SCWMA flow control or Processing Agreement, for Agency Information Only)</i>							
<b>Total Minimum, Maximum and Average Daily Tonnage Throughput (All Categories)</b>	<b>MINIMUM</b>			<b>MAXIMUM</b>			<b>AVG. DAILY</b>
<b>Total Minimum, Maximum and Annual Tonnage Throughput (All Categories)</b>	<b>MINIMUM</b>			<b>MAXIMUM</b>			
<b>Adjustments to the Per Ton Rate</b>							
Contamination by weight under 2.5%	<u>X%/Ton</u>	<u>Decrease in Per Ton Rates listed above.</u>					
Contamination by weight from 2.5% to under 5%		<u>Base Rate - Rates provided above include this level of contamination.</u>					
Contamination by weight from 5% to under 10%	<u>X%/Ton</u>	<u>Increase in Per Ton Rates listed above.</u>					
OPTIONAL Other:	<u>\$X/Ton</u>	Per occurrence					
OPTIONAL Other:	<u>\$X/Ton</u>	Per occurrence					

Sonoma County Waste Management Agency Request for Proposals for Organics Materials Processing Services  
Proposed Organic Materials Per Ton Rate and Annual Tonnages by Category  
**Form F-3: 15-Year Term**

<b>Proposer Name</b>							<b>Facility Name</b>	
<b>Proposed Start Date of Organics Processing Service (First Date of Delivery)</b>							<b>Facility Address</b>	
<b>Composting, Anaerobic Digester or Other Technology?</b>							<b>Facility Name</b>	
<b>Organic Material Category</b>	<b>Per Ton Rate by Annual Throughput in Tons</b>							
	<b>0-10,000 Tons</b>	<b>10,000-20,000 Tons</b>	<b>20,000-40,000 Tons</b>	<b>40,000-60,000 Tons</b>	<b>60,000-80,000 Tons</b>	<b>80,000-100,000 Tons</b>	<b>100,000 - 120,000 Tons</b>	
	For material categories and/or tonnage ranges that are not proposed enter "NA". Do not enter a per ton tip rate for any material categories and/or tonnage ranges that are not proposed. Find instructions for filling out Form F in Section 3.6 of the RFP.							
Wood Waste								
Green Waste								
Mixed Organics								
Mixed Organics with Compostable Food Ware								
Commercial Food Scraps								
Commercial Food Scraps with Compostable Food Ware								
<i>Biosolids (Not subject to SCWMA flow control or Processing Agreement, for Agency Information Only)</i>								
<i>Manure (Not subject to SCWMA flow control or Processing Agreement, for Agency Information Only)</i>								
<b>Total Minimum, Maximum and Average Daily Tonnage Throughput (All Categories)</b>	<b>MINIMUM</b>				<b>MAXIMUM</b>	<b>AVG. DAILY</b>		
<b>Total Minimum, Maximum and Annual Tonnage Throughput (All Categories)</b>	<b>MINIMUM</b>				<b>MAXIMUM</b>			
<b>Adjustments to the Per Ton Rate</b>								
Contamination by weight under 2.5%	<u>X%/Ton</u>	<u>Decrease in Per Ton Rates listed above.</u>						
Contamination by weight from 2.5% to under 5%		<u>Base Rate - Rates provided above include this level of contamination.</u>						
Contamination by weight from 5% to under 10%	<u>X%/Ton</u>	<u>Increase in Per Ton Rates listed above.</u>						
OPTIONAL Other:	<u>\$X/Ton</u>	Per occurrence						
OPTIONAL Other:	<u>\$X/Ton</u>	Per occurrence						

Sonoma County Waste Management Agency Request for Proposals for Organics Materials Processing Services  
Proposed Organic Materials Per Ton Rate and Annual Tonnages by Category  
**Form F-4: 20-Year Term**

<b>Proposer Name</b>			<b>Facility Name</b>				
<b>Proposed Start Date of Organics Processing Service (First Date of Delivery)</b>			<b>Facility Address</b>				
<b>Composting, Anaerobic Digester or Other Technology?</b>			<b>Facility Name</b>				
<b>Organic Material Category</b>	<b>Per Ton Rate by Annual Throughput in Tons</b>						
	<b>0-10,000 Tons</b>	<b>10,000-20,000 Tons</b>	<b>20,000-40,000 Tons</b>	<b>40,000-60,000 Tons</b>	<b>60,000-80,000 Tons</b>	<b>80,000-100,000 Tons</b>	<b>100,000 - 120,000 Tons</b>
	For material categories and/or tonnage ranges that are not proposed enter "NA". Do not enter a per ton tip rate for any material categories and/or tonnage ranges that are not proposed. Find instructions for filling out Form F in Section 3.6 of the RFP.						
Wood Waste							
Green Waste							
Mixed Organics							
Mixed Organics with Compostable Food Ware							
Commercial Food Scraps							
Commercial Food Scraps with Compostable Food Ware							
<i>Biosolids (Not subject to SCWMA flow control or Processing Agreement, for Agency Information Only)</i>							
<i>Manure (Not subject to SCWMA flow control or Processing Agreement, for Agency Information Only)</i>							
<b>Total Minimum, Maximum and Average Daily Tonnage Throughput (All Categories)</b>	<b>MINIMUM</b>			<b>MAXIMUM</b>			<b>AVG. DAILY</b>
<b>Total Minimum, Maximum and Annual Tonnage Throughput (All Categories)</b>	<b>MINIMUM</b>			<b>MAXIMUM</b>			
<b>Adjustments to the Per Ton Rate</b>							
Contamination by weight under 2.5%	<u>X%/Ton</u>	<u>Decrease in Per Ton Rates listed above.</u>					
Contamination by weight from 2.5% to under 5%		<u>Base Rate - Rates provided above include this level of contamination.</u>					
Contamination by weight from 5% to under 10%	<u>X%/Ton</u>	<u>Increase in Per Ton Rates listed above.</u>					
OPTIONAL Other:	<u>\$X/Ton</u>	Per occurrence					
OPTIONAL Other:	<u>\$X/Ton</u>	Per occurrence					





4/14/2017

Patrick Carter  
Sonoma County Waste Management Agency  
2300 County Center Dr. B100  
Santa Rosa, CA 95403

RE: RFP for Organics Processing

Dear Patrick,

The Compost Coalition of Sonoma County (Compost Coalition) is an ad hoc group representing a range of farming and agricultural interests, compost producers, environmental groups, and concerned citizens who have a unified interest in ceasing the outhaul of the county's green waste and food scrap resources, and the development of local infrastructure to produce quality finished products for use in restoring soil health in our local communities.

The Compost Coalition submits the following comments for consideration as the Sonoma County Waste Management Agency (SCWMA) proceeds with their Request for Proposal (RFP) process to identify one or more entities and processes that may ultimately develop new facilities and infrastructure to manage the county's organic stream.

It is understood and expected that any new or expanded facilities or projects will meet or exceed CalRecycle and CDFA Standards, including contamination, testing, and prohibition of land application.

In addition to meeting regulatory standards, the Compost Coalition would like the following to be incorporated into the RFP process and addressed by proposers:

## **Contamination**

Minimal contamination in end product is important to end users.

*What is the methodology for addressing dirty input materials?*

End users are dependent on safe end products that will not damage valuable crops

*Describe the testing protocol to be utilized to test for anti-germinating and persistent chemicals. What is the testing protocol, and to what degree of detail is testing conducted?*

## **Resource Management**

The Compost Coalition views the organics stream as a resource, and not as a waste management problem.

*Please discuss your approach to managing this Sonoma County resource, and specifically how you will enhance, provide added value to end products, and minimize waste of the resource?*

It is expected there will be no land application or use as alternative daily cover.

*What is the plan for "overs" management?*

## **Transportation**

Current overhaul of material provides limited and expensive opportunities for local growers to obtain compost and mulches. In addition, keeping the processing local helps reduce greenhouse gases associated with transportation.

*What is the transportation methodology for collection of materials, consolidation or transfer locations, and delivery to processing facilities?*

*What is the plan for delivery to end-users?*

## **Consumer**

A range of material types and qualities have typically been available in the County. At this time, there is an inadequate supply of quality materials to meet market demand.

*Please describe the intended finished product line, including high and low nitrogen composts, types of mulch products and the projected quantities of each.*

Maturity and stability of end products is important to end -users.

*Describe your methodology for meeting consumer standards, and your adaptability to addressing consumer requirements?*

*What products will meet current organic certification standards?*

*What testing (and to what level of detail) will be conducted? Specifically, will products be tested for NPK and micro-organisms? Will those results be made available to the consumer?*

*What public education will be conducted to educate the public and promote the use of finished products?*

*What access will end-users have to finished products? To deliver self-haul materials? Describe facility proximity for delivery and pickup.*

**Funding**

*What is the funding mechanism for the facility? Will the tipping fee cover processing costs?*

*How does end product sales factor into meeting operating costs?*

**Contract Flexibility**

*Technology and the regulatory environment are in a period of change. Describe how your project can provide flexibility under a long -term agreement include the flexibility to adapt to changing regulatory environment, and advancements in technology.*

**Capacity**

*Sonoma County's population and economy are growing. How much additional capacity will your proposed facility handle?*

**Energy**

Energy usage at processing facility(ies).

*What will be the net energy usage of the facility; energy consumption in the processing less the energy if any fuels produced.*

Sincerely,

Leslie Lukacs  
For Compost Coalition of Sonoma County  
[www.compostcoalitionsoco.org](http://www.compostcoalitionsoco.org)



Agenda Item #: **9**  
Cost Center: **All**  
Staff Contact: **Carter**  
Agenda Date: **5/19/2017**  
Approved By:

## **ITEM: Approval of Fiscal Year 2017-18 SCWMA Final Budget**

### **I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

Staff recommends the Board approve the FY 2017-18 Sonoma County Waste Management Agency Final Budget.

### **II. BACKGROUND**

The approval of the Work Plan outlining the contractor and staff costs for individual programs and planned projects is the first step in the budget development process. Direction was given to staff regarding that document by the Board at the February 15, 2017 Agency meeting.

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

### **III. DISCUSSION**

Information for this discussion can be found in the Explanation and Details and History sections of the FY 17-18 Draft Budget.

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

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

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

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

### **Revenues**

#### County of Sonoma (Tipping Fee and Surcharge Revenue)

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

#### Transfers In – Within a Fund

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

### **Expenditures**

#### Administration Services

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

#### Legal Services and Outside Counsel-Legal Advice

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

#### Other Professional Services

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

#### Contract Services

This account recognizes increased costs with the organics program (hauling and disposal) and the proposed Contingency Fund projects (website, rebranding, vehicle, Northern County HHW Site Feasibility). Staff has added \$10,000 for performance evaluations.

#### County Services

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

#### Professional Development

Staff has added funding for professional development, allowing staff to attend additional training events and conferences to improve staff expertise.

#### **Unfunded Liability Research**

Staff has contacted County Auditor Controller Treasurer Tax Collector (ACTTC) staff on a number of occasions attempting to ascertain the SCWMA's potential unfunded liability related to staff pension and other post-employment benefits. There has not been a resolution on this issue; staff has not been able to determine potential amounts, as the County does not track this information on an individual employee basis. ACTTC staff plans to discuss whether unfunded liabilities will be calculated on an individual agency basis, and will inform SCWMA staff the results of that process. As resolution of this issue does not appear likely to happen on a timeline compatible with the SCWMA's budget process, staff proposes tabling the discussion of unfunded liability until such a time more information is available, and proceeding with the consideration of this 2017-18 Final Budget. The budget may be amended at a later date, or setting aside funds may be incorporated into a future fiscal year budget.

#### **Conclusion**

This budget reflects the direction given to staff in the FY 2017-18 Work Plan and Draft FY 2017-18 Budget discussions. Between all funds, staff estimates a net cost of this budget (reduction of fund balances) in the amount of \$341,086 for the Fiscal Year, all of which occurs in the SCWMA's Reserve Funds. As all of the Reserve funds remain close to Reserve Fund goals or above those goals.

A supermajority vote (8/10) is required to approve this budget.

#### **IV. ATTACHMENTS**

Explanations and Details  
History and Fund Balances  
Resolution

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

**SUMMARY**

	Wood Waste 78101	Yard Debris 78102	H H W 78104	Education 78107	Planning 78108	Organics Reserve 78103	Facility Closure 78105	Facility Reserve 78106	Contin. 78109	Total All Funds	FY 16-17 Budget	% Diff.
<b>REVENUES</b>												
42358 State Other Funding	0	0	150,000	142,000	0	0	0	0	0	292,000	289,341	1%
42601 County of Sonoma	240,000	4,680,000	1,356,642	421,659	54,999	0	0	0	0	6,753,300	6,526,050	3%
44002 Interest on Pooled Cash	305	3,655	3,606	1,532	102	11,051	349	8,728	945	30,271	30,323	0%
44050 Unrealized Gains and Losses	0	0	0	0	0	0	0	0	0	0	0	0%
46003 Sales - Non Taxable	0	0	0	0	0	0	0	0	0	0	0	0%
46029 Donations/Contributions	0	0	226,670	33,465	4,365	0	0	0	0	264,500	249,950	6%
46040 Miscellaneous Revenue	0	0	0	0	0	0	0	0	0	0	0	0%
46200 PY Revenue - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0%
47101 Transfers In - Within a Fund	0	0	0	0	0	1,882	0	0	54,679	56,561	96,938	-42%
<b>TOTAL REVENUES</b>	<b>240,305</b>	<b>4,683,655</b>	<b>1,736,918</b>	<b>598,656</b>	<b>59,466</b>	<b>12,933</b>	<b>349</b>	<b>8,728</b>	<b>55,624</b>	<b>7,396,632</b>	<b>7,192,602</b>	<b>3%</b>
<b>EXPENDITURES</b>												
51041 Insurance - Liability	600	960	7,440	1,800	1,200	0	0	0	0	12,000	12,000	0%
51201 Administration Services	12,481	126,730	278,217	283,432	33,803	66,883	0	10,950	49,888	862,383	827,544	4%
51205 Advertising/Marketing Svc	0	0	12,000	0	0	0	0	0	0	12,000	14,000	-14%
51206 Accounting/Auditing Services	500	6,000	7,500	3,000	1,000	2,500	0	0	1,500	22,000	22,000	0%
51207 Client Accounting Services	761	1,217	9,433	2,282	1,521	0	0	0	0	15,214	13,138	16%
51211 Legal Services	0	0	0	0	0	0	0	0	0	0	306,000	-100%
51212 Outside Counsel - Legal Advice	0	5,000	10,000	30,000	1,000	10,000	0	0	10,000	66,000	0	100%
51213 Engineer Services	0	0	0	0	0	0	0	0	0	0	12,500	-100%
51225 Training Services	0	0	750	2,250	0	0	0	0	0	3,000	2,000	50%
51249 Other Professional Services	0	0	132,843	62,094	0	0	0	0	0	194,936	160,196	22%
51401 Rents and Leases - Equipment	0	0	0	3,000	0	0	0	0	0	3,000	3,000	0%
51421 Rents and Leases - Bldg/Land	0	0	7,000	8,625	0	0	0	0	0	15,625	15,025	4%
51801 Other Services	0	0	0	0	0	0	0	0	0	0	0	0%
51803 Other Contract Services	216,000	4,527,000	1,171,000	102,600	0	50,000	0	25,000	190,000	6,281,600	5,931,214	6%
51901 Telecommunication Data Lines	0	1,469	1,920	2,448	0	0	0	0	0	5,837	6,720	-13%
51902 Telecommunication Usage	0	0	200	900	0	0	0	0	0	1,100	950	16%
51904 ISD - Baseline Services	3,989	6,648	3,989	3,989	3,989	0	0	0	0	22,602	20,141	12%
51906 ISD - Supplemental Projects	0	0	0	3,000	0	0	0	0	0	3,000	0	100%
51909 Telecommunication Wireless S	0	0	0	1,800	0	0	0	0	0	1,800	1,800	0%
51911 Mail Services	0	0	0	500	0	0	0	0	0	500	1,600	-69%
51915 ISD - Reprographics Services	0	0	0	0	0	0	0	0	0	0	500	-100%
51916 County Services	4,509	7,214	55,912	13,527	9,018	0	0	0	0	90,180	19,880	354%
51919 EFS Charges	0	0	0	0	0	0	0	0	0	0	4,000	-100%
51922 County Car Expense	0	0	0	1,000	0	0	0	0	0	1,000	3,000	-67%
51923 Unclaimable County Car Expen	0	0	0	0	0	0	0	0	0	0	0	0%
52091 Memberships/Certifications	0	0	10,450	150	0	0	0	0	0	10,600	10,350	2%
52101 Office Supplies	0	0	0	0	0	0	0	0	1,000	1,000	0	100%
52111 Office Supplies	0	1,000	1,000	24,630	0	1,000	0	0	0	27,630	30,230	-9%
52162 Special Departmental Expense	0	0	0	0	0	0	0	0	0	0	50,000	-100%
52163 Professional Development	0	0	0	28,150	0	0	0	0	0	28,150	2,500	1026%
<b>SUBTOTAL</b>	<b>238,839</b>	<b>4,683,238</b>	<b>1,709,653</b>	<b>579,176</b>	<b>51,530</b>	<b>130,383</b>	<b>0</b>	<b>35,950</b>	<b>252,388</b>	<b>7,681,157</b>	<b>7,470,288</b>	<b>3%</b>
57011 Transfers Out - Within a Fund	1,466	416	27,265	19,479	7,935	0	0	0	0	56,561	96,938	-42%
57015 Transfers Out - All Others	0	0	0	0	0	0	0	0	0	0	2,724	-100%
<b>SUBTOTAL</b>	<b>1,466</b>	<b>416</b>	<b>27,265</b>	<b>19,479</b>	<b>7,935</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>56,561</b>	<b>99,662</b>	<b>-43%</b>
<b>TOTAL EXPENDITURES</b>	<b>240,305</b>	<b>4,683,654</b>	<b>1,736,918</b>	<b>598,655</b>	<b>59,465</b>	<b>130,383</b>	<b>0</b>	<b>35,950</b>	<b>252,388</b>	<b>7,737,718</b>	<b>7,569,950</b>	<b>2%</b>
<b>NET COST</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>117,451</b>	<b>(349)</b>	<b>27,222</b>	<b>196,764</b>	<b>341,086</b>	<b>377,348</b>	

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

**WOOD WASTE - 78101**

**REVENUES**

**42601 County of Sonoma**

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

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

**EXPENDITURES - SERVICES AND SUPPLIES**

**51041 Insurance - Liability**

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

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

**51201 Administration Services**

This account reflects the cost of SCWMA staff.

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

**51206 Accounting/Auditing Services**

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

**51207 Client Accounting Services**

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

The wood waste cost center allocation is \$ 761

**51803 Other Contract Services**

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



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

**WOOD WASTE - 78101**

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**51904      ISD - Baseline Services**

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

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

**51916      County Services**

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

**57011      Transfers Out - Within a Fund**

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

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

**YARD DEBRIS- 78102**

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**REVENUES**

**42601 County of Sonoma**

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

	All Transfer Stations
Yard Debris (tons)	78,000
Disposal Fee (per ton)	\$ 60.00
	\$ 4,680,000

**EXPENDITURES - SERVICES AND SUPPLIES**

**51041 Insurance - Liability**

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

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

**51201 Administration Services**

This account reflects the cost of SCWMA staff.

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

**51206 Accounting/Auditing Services**

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

**51207 Client Accounting Services**

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

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

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

**YARD DEBRIS- 78102**

**51803 Other Contract Services**

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

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

**51904 ISD - Baseline Services**

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

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

**51916 County Services**

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

**52111 Office Supplies**

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

**57011 Transfers Out - Within a Fund**

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

The expected this fiscal year is \$ 416

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

**HOUSEHOLD HAZARDOUS WASTE - 78104**

**REVENUES**

**42358 State Other Funding**

SCWMA is expected to continue to receive grants from funds collected and distributed by CalRecycle. These funds are restricted to reimbursement of costs related to the proper management of used motor oil. For FY 17-18, the Oil Payment Plan revenue is expected to be \$150,000.

**42601 County of Sonoma**

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

	FY 16-17 Budget	FY 17-18 Request
Disposed Tons	353,000	378,000
Surcharge	\$ 4.85	\$ 4.85
Tip. Fee Rev. Subtotal	\$ 1,712,050	\$ 1,833,300
Tipping Fee Revenue	\$ 1,833,300	
HHW Cost Center Percentage	74.00%	
HHW Tipping Fee Allocation	\$ 1,356,642	

**46029 Donations/Contributions**

The City of Petaluma has an agreement to pay for their Agency services directly. The tonnage is based on the actual quantities. The rate is \$4.85/ton, which is the same rate being collected on all the solid waste coming to the County System. E-waste revenue sharing is the result of a state operated program that subsidizes collectors and recyclers who in turn share with the agencies of record. SCWMA has contracts with ECS Refining, Inc. and Goodwill Industries of the Redwood Empire.

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

**EXPENDITURES - SERVICES AND SUPPLIES**

**51041 Insurance - Liability**

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

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

**51201 Administration Services**

This account reflects the cost of SCWMA staff.

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

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

**HOUSEHOLD HAZARDOUS WASTE - 78104**

**51205 Advertising/Marketing Svc**

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

**51206 Accounting/Auditing Services**

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

**51207 Client Accounting Services**

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

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

**51212 Outside Counsel - Legal Advice**

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

**51249 Other Professional Services**

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

**51421 Rents and Leases - Bldg/Land**

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

**51803 Other Contract Services**

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

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

**51904 ISD - Baseline Services**

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

The HHW fund will be charged \$ 3,989

**51916 County Services**

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

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

**HOUSEHOLD HAZARDOUS WASTE - 78104**

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**52091 Memberships/Certifications**

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

**57011 Transfers Out - Within a Fund**

When revenues exceed expenditures in the HHW cost center, funds are transferred to either the HHW Facility Closure Reserve or the HHW Facility Reserve. Staff recommends for FY 17-18, the Board transfer surplus funds to the Contingency Reserve Fund to offset the proposed. The transfers to reserves is estimate to be:           \$           27,265



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

**EDUCATION - 78107**

**51207 Client Accounting Services**

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

The education cost center allocated amount is \$ 2,282

**51212 Outside Counsel - Legal Advice**

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

**51249 Other Professional Services**

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

**51421 Rents and Leases - Bldg/Land**

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

**51803 Other Contract Services**

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

	FY 16-17 Budget	FY 17-18 Request	Difference
Recycling Guide Translation and Printing	\$ 16,900	\$ 16,900	\$ -
Spanish Language Outreach	\$ 5,114	\$ 25,000	\$ 19,886
Temporary Staffing	\$ 2,700	\$ 2,700	\$ -
Carryout Bags Program Evaluation	\$ -	\$ -	\$ -
Backyard Composting	\$ 28,000	\$ 28,000	\$ -
Professional Assistance	\$ 20,000	\$ 20,000	\$ -
Evaluations	\$ -	\$ 10,000	\$ 10,000
TOTAL	\$ 72,714	\$ 102,600	\$ 29,886

**51904 ISD - Baseline Services**

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

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

**51916 County Services**

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

**52091 Memberships/Certifications**

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



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

**EDUCATION - 78107**

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**52111 Office Supplies**

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

**57011 Transfers Out - Within a Fund**

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

The transfers to reserves is estimate to be:                   \$           19,479



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

**PLANNING - 78108**

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**51207 Client Accounting Services**

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

**51212 Outside Counsel - Legal Advice**

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

**51904 ISD - Baseline Services**

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

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

**51916 County Services**

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

**57011 Transfers Out - Within a Fund**

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

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

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

**ORGANICS RESERVE - 78103**

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**REVENUES**

**44002 Interest on Pooled Cash**

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

**47101 Transfers In - Within a Fund**

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

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

**EXPENDITURES - SERVICES AND SUPPLIES**

**51201 Administration Services**

This account reflects the cost of SCWMA staff.

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

**51206 Accounting/Auditing Services**

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

**51212 Outside Counsel - Legal Advice**

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

**51803 Other Contract Services**

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

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

**HHW CLOSURE RESERVE - 78105**

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**REVENUES**

**44002 Interest on Pooled Cash**

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

**EXPENDITURES - SERVICES AND SUPPLIES**

There are no budgeted expenditures for FY 17-18.

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

**HHW FACILITY RESERVE - 78106**

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**REVENUES**

**44002 Interest on Pooled Cash**

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

**EXPENDITURES - SERVICES AND SUPPLIES**

**51201 Administration Services**

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

**CONTINGENCY FUND - 78109**

**REVENUES**

**47101 Transfers In - Within a Fund**

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

HHW		27,265	
Education	\$	19,479	
Planning	\$	7,935	
Subtotal	\$	54,679	

**EXPENDITURES - SERVICES AND SUPPLIES**

**51201 Administration Services**

This account reflects the cost of SCWMA staff.

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

**51206 Accounting/Auditing Services**

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

**51211 Legal Services**

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

**51803 Other Contract Services**

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

**52111 Office Supplies**

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

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

Summary							
	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Budgeted FY 16-17	Requested FY 17-18	Difference	% Change
<b>REVENUES</b>							
42358 State Other Funding	238,573	483,739	329,341	289,341	<b>292,000</b>	2,659	1%
42601 County of Sonoma	4,993,820	6,646,308	6,526,050	6,526,050	<b>6,753,300</b>	227,250	3%
44002 Interest on Pooled Cash	52,206	37,678	45,432	30,323	<b>30,271</b>	(52)	0%
44050 Unrealized Gains and Losses	(65,156)	(7,340)	(8,994)	0	<b>0</b>	0	0%
46003 Sales Non Taxable	190,205	0	0	0	<b>0</b>	0	0%
46029 Donations/Contributions	366,547	633,257	249,950	249,950	<b>264,500</b>	14,550	6%
46050 Cancelled/Stale Dated Warrants	0	286	0	0	<b>0</b>	0	0%
46200 Revenue Appl PY Misc Revenue	1,765	(292,260)	6,231	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>5,731,048</b>	<b>7,795,591</b>	<b>7,151,948</b>	<b>7,095,664</b>	<b>7,340,071</b>	<b>244,407</b>	<b>3%</b>
47101 Transfers In - Within a Fund	630,508	670,915	96,938	96,938	<b>56,561</b>	(40,377)	-42%
<b>SUBTOTAL</b>	<b>630,508</b>	<b>670,915</b>	<b>96,938</b>	<b>96,938</b>	<b>56,561</b>	<b>(40,377)</b>	<b>-42%</b>
<b>TOTAL REVENUES</b>	<b>6,361,556</b>	<b>8,466,506</b>	<b>7,248,886</b>	<b>7,192,602</b>	<b>7,396,632</b>	<b>204,030</b>	<b>3%</b>
<b>EXPENDITURES</b>							
51041 Insurance - Liability	10,177	10,333	10,622	12,000	<b>12,000</b>	0	0%
51201 Administration Services	714,927	500,529	557,264	827,544	<b>862,383</b>	34,839	4%
51205 Advertising/Marketing Svc	10,822	7,384	14,000	14,000	<b>12,000</b>	(2,000)	-14%
51206 Accounting/Auditing Services	22,000	22,000	22,000	22,000	<b>22,000</b>	0	0%
51207 Client Accounting Services	13,356	23,139	13,138	13,138	<b>15,214</b>	2,076	16%
51211 Legal Services	466,217	261,466	43	306,000	<b>0</b>	(306,000)	-100%
51212 Outside Counsel-Legal Advice	0	0	72,901	0	<b>66,000</b>	66,000	100%
51213 Engineer Services	3,900	0	0	12,500	<b>0</b>	(12,500)	-100%
51225 Training Services	0	295	2,000	2,000	<b>3,000</b>	1,000	50%
51249 Other Professional Services	166,500	409,387	227,107	160,196	<b>194,936</b>	34,740	22%
51401 Rents and Leases - Equipment	2,770	1,992	3,000	3,000	<b>3,000</b>	0	0%
51421 Rents and Leases - Bldg/Land	8,183	9,285	12,638	15,025	<b>15,625</b>	600	4%
51801 Other Services	0	21,501	19,427	0	<b>0</b>	0	0%
51803 Other Contract Services	7,196,922	5,988,298	5,894,556	5,931,214	<b>6,281,600</b>	350,386	6%
51901 Telecommunication Data Lines	6,654	4,321	5,862	6,720	<b>5,837</b>	(883)	-13%
51902 Telecommunication Usage	743	881	950	950	<b>1,100</b>	150	16%
51904 ISD - Baseline Services	18,509	19,659	20,141	20,141	<b>22,602</b>	2,461	12%
51906 ISD - Supplemental Projects	1,871	2,472	5,603	0	<b>3,000</b>	3,000	100%
51907 ISD - Device Modernization	0	5,481	0	0	<b>0</b>	0	0%
51909 Telecommunication Wireless Svc	3,356	1,574	1,800	1,800	<b>1,800</b>	0	0%
51911 Mail Services	1,201	1,946	720	1,600	<b>500</b>	(1,100)	-69%
51915 ISD - Reprographics Services	6,222	1,052	0	500	<b>0</b>	(500)	-100%
51916 County Services	19,880	8,158	19,880	19,880	<b>90,180</b>	70,300	354%
51919 EFS Charges	0	0	4,000	4,000	<b>0</b>	(4,000)	-100%
51922 County Car Expense	1,436	1,888	1,005	3,000	<b>1,000</b>	(2,000)	-67%
51923 Unclaimable County Car Expense	81	60	0	0	<b>0</b>	0	0%
52091 Memberships/Certifications	10,150	10,350	10,350	10,350	<b>10,600</b>	250	2%
52101 Other Supplies	0	0	0	0	<b>0</b>	0	0%
52111 Office Supplies	18,232	9,772	21,640	30,230	<b>28,630</b>	(1,600)	-5%
52162 Special Departmental Expense	33,495	26,539	0	50,000	<b>0</b>	(50,000)	-100%
52163 Professional Development	0	0	2,500	2,500	<b>28,150</b>	25,650	1026%
<b>SUBTOTAL</b>	<b>8,737,602</b>	<b>7,354,612</b>	<b>6,943,188</b>	<b>7,470,288</b>	<b>7,681,157</b>	<b>210,869</b>	<b>3%</b>
57011 Transfers Out - Within a Fund	630,508	670,915	96,938	96,938	<b>56,561</b>	(40,377)	-42%
57015 Transfers Out - All Others	0	0	0	2,724	<b>0</b>	(2,724)	-100%
<b>SUBTOTAL</b>	<b>630,508</b>	<b>670,915</b>	<b>96,938</b>	<b>99,662</b>	<b>56,561</b>	<b>(43,101)</b>	<b>-43%</b>
<b>TOTAL EXPENDITURES</b>	<b>9,368,110</b>	<b>8,025,527</b>	<b>7,040,126</b>	<b>7,569,950</b>	<b>7,737,718</b>	<b>167,768</b>	<b>2%</b>
<b>NET COST</b>	<b>3,006,554</b>	<b>(440,978)</b>	<b>(208,760)</b>	<b>377,349</b>	<b>341,086</b>	<b>(36,263)</b>	<b>-10%</b>
<b>ROUNDING ERROR</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>FUND BALANCE</b>							
Beginning Fund Balance	9,554,807	6,374,738	6,816,559	6,816,559	<b>7,025,319</b>		
Less: Net Cost for Current Year	(3,006,557)	440,976	208,760	(377,349)	<b>(341,086)</b>		
Audit/Encumbrance Adjustments	(173,516)	845	0	0	<b>0</b>		
Ending Fund Balance	<b>6,374,738</b>	<b>6,816,559</b>	<b>7,025,319</b>	<b>6,439,210</b>	<b>6,684,233</b>		

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

Wood Waste 78101							
	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Budgeted FY 16-17	Requested FY 17-18	Difference	% Change
<b>REVENUES</b>							
42601 County of Sonoma	168,441	349,104	290,000	290,000	<b>240,000</b>	(50,000)	-17%
44002 Interest on Pooled Cash	1,563	753	838	190	<b>305</b>	115	60%
44050 Unrealized Gains and Losses	(1,380)	(28)	(667)	0	<b>0</b>	0	0%
46029 Donations/Contributions	5,000	0	0	0	<b>0</b>	0	0%
46200 PY Revenue - Miscellaneous	0	22,675	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>173,623</b>	<b>372,504</b>	<b>290,171</b>	<b>290,190</b>	<b>240,305</b>	<b>(49,885)</b>	<b>-17%</b>
47101 OT-Within Enterprise	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>173,623</b>	<b>372,504</b>	<b>290,171</b>	<b>290,190</b>	<b>240,305</b>	<b>(49,885)</b>	<b>-17%</b>
<b>EXPENDITURES</b>							
51041 Insurance - Liability	305	103	956	1,080	<b>600</b>	(480)	-44%
51201 Administration Services	16,370	12,812	10,000	20,147	<b>12,481</b>	(7,667)	-38%
51206 Accounting/Auditing Services	500	500	500	500	<b>500</b>	0	0%
51207 Client Accounting Services	401	2,545	1,182	1,182	<b>761</b>	(421)	-36%
51803 Other Contract Services	129,285	175,791	260,000	260,000	<b>216,000</b>	(44,000)	-17%
51904 ISD - Baseline Services	3,210	3,405	3,531	3,531	<b>3,989</b>	458	13%
51907 ISD - Device Modernization	0	1,689	0	0	<b>0</b>	0	0%
51911 Mail Services	5	103	0	0	<b>0</b>	0	0%
51916 County Services	596	916	1,789	1,789	<b>4,509</b>	2,720	152%
<b>SUBTOTAL</b>	<b>150,671</b>	<b>197,865</b>	<b>277,958</b>	<b>288,229</b>	<b>238,839</b>	<b>(49,390)</b>	<b>-17%</b>
57011 Transfers Out - Within a Fund	166,445	91,275	1,506	1,506	<b>1,466</b>	(40)	-3%
57015 Transfers Out - All Others	0	0	0	454	<b>0</b>	(454)	-100%
<b>SUBTOTAL</b>	<b>166,445</b>	<b>91,275</b>	<b>1,506</b>	<b>1,960</b>	<b>1,466</b>	<b>(494)</b>	<b>-25%</b>
<b>TOTAL EXPENDITURES</b>	<b>317,116</b>	<b>289,140</b>	<b>279,464</b>	<b>290,189</b>	<b>240,305</b>	<b>(49,884)</b>	<b>-17%</b>
<b>NET COST</b>	<b>143,493</b>	<b>(83,364)</b>	<b>(10,707)</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>100%</b>
<b>ROUNDING ERROR</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>FUND BALANCE</b>						<b>FB Goal</b>	<b>Difference</b>
Beginning Fund Balance	298,119	110,626	194,836	194,836	<b>205,543</b>	35,826	169,717
Less: Net Cost for Current Year	(143,493)	83,364	10,707	0	<b>0</b>		
Audit/Encumbrance Adjustments	(44,000)	845					
Ending Fund Balance	110,626	194,836	205,543	194,836	<b>205,543</b>		



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

Yard Debris 78102							
	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Budgeted FY 16-17	Requested FY 17-18	Difference	% Change
<b>REVENUES</b>							
42601 County	2,808,545	4,638,102	4,524,000	4,524,000	<b>4,680,000</b>	156,000	3%
44002 Interest on Pooled Cash	7,748	(2,822)	1,600	4,906	<b>3,655</b>	(1,251)	-26%
44050 Unrealized Gains and Losses	(9,793)	(2,113)	(183)	0	<b>0</b>	0	0%
46003 Sale of Materials	190,205	0	0	0	<b>0</b>	0	0%
46029 Donations and Reimbursements	23,604	0	0	0	<b>0</b>	0	0%
46200 PY Revenue - Miscellaneous	0	301,252	6,422	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>3,020,307</b>	<b>4,934,419</b>	<b>4,531,839</b>	<b>4,528,906</b>	<b>4,683,655</b>	<b>154,749</b>	<b>3%</b>
47101 OT-Within Enterprise	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>3,020,307</b>	<b>4,934,419</b>	<b>4,531,839</b>	<b>4,528,906</b>	<b>4,683,655</b>	<b>154,749</b>	<b>3%</b>
<b>EXPENDITURES</b>							
51041 Insurance - Liability	6,106	517	1,593	1,800	<b>960</b>	(840)	-47%
51201 Administration Services	262,569	70,390	60,000	127,342	<b>126,730</b>	(612)	0%
51206 Accounting/Auditing Services	6,000	6,000	6,000	6,000	<b>6,000</b>	0	0%
51207 Client Accounting Services	8,013	3,471	1,971	1,971	<b>1,217</b>	(754)	-38%
51211 Legal Services	6,810	1,617	0	5,000	<b>0</b>	(5,000)	-100%
51212 Outside Counsel-Legal Advice	0	0	1,500	0	<b>5,000</b>	5,000	100%
51213 Engineer Services	910	0	0	0	<b>0</b>	0	0%
51401 Rents and Leases - Equipment	2,770	0	0	0	<b>0</b>	0	0%
51803 Other Contract Services	2,985,256	4,348,892	4,367,500	4,367,500	<b>4,527,000</b>	159,500	4%
51901 Telecommunication Data Lines	956	956	1,400	960	<b>1,469</b>	509	53%
51904 ISD - Baseline Services	5,470	5,650	6,017	6,017	<b>6,648</b>	631	10%
51907 ISD - Device Modernization Pro	0	3,792	0	0	<b>0</b>	0	0%
51911 Mail Services	175	1	166	600	<b>0</b>	(600)	-100%
51915 ISD - Reprographics Services	0	58	0	0	<b>0</b>	0	0%
51916 County Services	11,928	1,883	2,982	2,982	<b>7,214</b>	4,232	142%
51922 County Car Expense	1,436	1,888	0	0	<b>0</b>	0	0%
51923 Unclaimable County Car Expense	81	60	0	0	<b>0</b>	0	0%
52111 Office Supplies	175	43	250	1,600	<b>1,000</b>	(600)	-38%
52162 Special Departmental Expense	30,991	23,224	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>3,329,646</b>	<b>4,468,442</b>	<b>4,449,379</b>	<b>4,521,772</b>	<b>4,683,238</b>	<b>161,466</b>	<b>4%</b>
57011 Transfers Out - Within a Fund	147,272	0	6,226	6,226	<b>416</b>	(5,810)	-93%
57015 Transfers Out - All Others	0	0	0	908	<b>0</b>	(908)	-100%
<b>SUBTOTAL</b>	<b>147,272</b>	<b>0</b>	<b>6,226</b>	<b>7,134</b>	<b>416</b>	<b>(6,718)</b>	<b>-94%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,476,918</b>	<b>4,468,442</b>	<b>4,455,605</b>	<b>4,528,906</b>	<b>4,683,654</b>	<b>154,748</b>	<b>3%</b>
<b>NET COST</b>	<b>456,611</b>	<b>(465,978)</b>	<b>(76,234)</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>100%</b>
<b>ROUNDING ERROR</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>FUND BALANCE</b>						<b>FB Goal</b>	<b>Difference</b>
Beginning Fund Balance	1,495,862	907,251	1,373,229	1,373,229	<b>1,449,463</b>	702,486	746,977
Less: Net Cost for Current Year	(456,611)	465,978	76,234	0	<b>0</b>		
Audit/Encumbrance Adjustments	(132,000)						
Ending Fund Balance	907,251	1,373,229	1,449,463	1,373,229	<b>1,449,463</b>		

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

Household Hazardous Waste 78104							
	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Budgeted FY 16-17	Requested FY 17-18	Difference	% Change
<b>REVENUES</b>							
42358 State Other Funding	168,176	154,353	149,341	149,341	150,000	659	0%
42601 County of Sonoma	1,587,667	1,297,190	1,335,399	1,335,399	1,356,642	21,243	2%
44002 Interest on Pooled Cash	6,458	8,611	5,650	1,208	3,606	2,398	199%
44050 Unrealized Gains and Losses	(5,507)	(1,525)	(1,524)	0	0	0	0%
46029 Donations/Contributions	295,801	294,979	221,141	221,141	226,670	5,529	3%
46050 Cancelled/Stale Dated Warrants	0	286	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	1,765	(257,527)	6,231	0	0	0	0%
<b>SUBTOTAL</b>	<b>2,054,361</b>	<b>1,496,365</b>	<b>1,716,238</b>	<b>1,707,089</b>	<b>1,736,918</b>	<b>29,829</b>	<b>2%</b>
47101 Transfers In - Within a Fund	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>2,054,361</b>	<b>1,496,365</b>	<b>1,716,238</b>	<b>1,707,089</b>	<b>1,736,918</b>	<b>29,829</b>	<b>2%</b>
<b>EXPENDITURES</b>							
51041 Insurance - Liability	3,104	5,683	4,886	5,520	7,440	1,920	35%
51201 Administration Services	227,460	162,545	200,000	240,055	278,217	38,162	16%
51205 Advertising/Marketing Svc	10,822	7,384	12,000	12,000	12,000	0	0%
51206 Accounting/Auditing Services	7,500	7,500	7,500	7,500	7,500	0	0%
51207 Client Accounting Services	4,073	10,413	6,043	6,043	9,433	3,390	56%
51211 Legal Services	1,860	588	43	10,000	0	(10,000)	-100%
51212 Outside Counsel - Legal Advice	0	0	1,032	0	10,000	10,000	100%
51225 Training Services	0	0	500	500	750	250	50%
51249 Other Professional Services	154,867	142,642	132,196	132,196	132,843	647	0%
51421 Rents and Leases - Bldg/Land	2,900	5,300	4,613	7,000	7,000	0	0%
51801 Other Services	0	8,079	4,097	0	0	0	0%
51803 Other Contract Services	1,029,450	1,005,309	1,181,000	1,181,000	1,171,000	(10,000)	-1%
51901 Telecommunication Data Lines	1,836	1,262	622	1,920	1,920	0	0%
51902 Telecommunication Usage	132	146	200	200	200	0	0%
51904 ISD - Baseline Services	3,210	3,405	3,531	3,531	3,989	458	13%
51907 ISD - Device Modernization Pro	0	1,200	0	0	0	0	0%
51911 Mail Services	10	4	147	0	0	0	0%
51915 ISD - Reprographics Services	3,142	44	0	500	0	(500)	-100%
51916 County Services	6,063	2,008	9,145	9,145	55,912	46,767	511%
52091 Memberships/Certifications	10,000	10,200	10,200	10,200	10,450	250	2%
52111 Office Supplies	1,100	80	390	2,000	1,000	(1,000)	-50%
52162 Special Departmental Expense	286	0	0	0	0	0	0%
<b>SUBTOTAL</b>	<b>1,467,813</b>	<b>1,373,793</b>	<b>1,578,144</b>	<b>1,629,310</b>	<b>1,709,653</b>	<b>80,343</b>	<b>5%</b>
57011 Transfers Out - Within a Fund	140,285	471,938	77,325	77,325	27,265	(50,060)	-65%
57015 Transfers Out - All Others	0	0	0	454	0	(454)	-100%
<b>SUBTOTAL</b>	<b>140,285</b>	<b>471,938</b>	<b>77,325</b>	<b>77,779</b>	<b>27,265</b>	<b>(50,514)</b>	<b>-65%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,608,098</b>	<b>1,845,731</b>	<b>1,655,469</b>	<b>1,707,089</b>	<b>1,736,918</b>	<b>29,829</b>	<b>2%</b>
<b>NET COST</b>	<b>(446,262)</b>	<b>349,365</b>	<b>(60,769)</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>100%</b>
<b>ROUNDING ERROR</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>			
<b>FUND BALANCE</b>							
Beginning Fund Balance	648,532	1,094,794	745,428	745,428	806,196	256,448	549,748
Less: Net Cost for Current Year	446,262	(349,366)	60,769	0	0		
Audit/Encumbrance Adjustments							
Ending Fund Balance	1,094,794	745,428	806,196	745,428	806,196		

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

Education 78107							
	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Budgeted FY 16-17	Requested FY 17-18	Difference	% Change
<b>REVENUES</b>							
42358 State Other Funding	70,396	329,387	180,000	140,000	142,000	2,000	1%
42601 County of Sonoma	379,165	320,785	333,850	333,850	421,659	87,809	26%
44002 Interest on Pooled Cash	3,074	3,861	2,171	245	1,532	1,287	525%
44050 Unrealized Gains and Losses	(1,636)	(1,054)	(421)	0	0	0	0%
46029 Donations/Contributions	32,779	32,605	25,535	25,535	33,465	7,930	31%
46200 Revenue Appl PY Misc Revenue	(610)	(57,408)	(2,484)	0	0	0	0%
<b>SUBTOTAL</b>	483,168	628,176	538,651	499,630	598,656	99,026	20%
47101 Transfers In - Within a Fund	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	0	0	0	0	0	0	0%
<b>TOTAL REVENUES</b>	483,168	628,176	538,651	499,630	598,656	99,026	20%
<b>EXPENDITURES</b>							
51041 Insurance - Liability	611	2,893	2,125	2,400	1,800	(600)	-25%
51201 Administration Services	138,187	198,250	240,000	289,742	283,432	(6,310)	-2%
51205 Advertising/Marketing Svc	0	0	2,000	2,000	0	(2,000)	-100%
51206 Accounting/Auditing Services	3,000	3,000	3,000	3,000	3,000	0	0%
51207 Client Accounting Services	802	4,165	2,628	2,628	2,282	(346)	-13%
51211 Legal Services	31,939	25,537	0	30,000	0	(30,000)	-100%
51212 Outside Counsel - Legal Advice	0	0	30,724	0	30,000	30,000	100%
51225 Training Services	0	295	1,500	1,500	2,250	750	50%
51249 Other Professional Services	11,633	266,745	94,911	28,000	62,094	34,094	122%
51401 Rents and Leases - Equipment	0	1,992	3,000	3,000	3,000	0	0%
51421 Rents and Leases - Bldg/Land	5,283	3,985	8,025	8,025	8,625	600	7%
51801 Other Services	0	0	1,779	0	0	0	0%
51803 Other Contract Services	19,992	25,388	72,714	72,714	102,600	29,886	41%
51901 Telecommunication Data Lines	3,862	2,103	3,840	3,840	2,448	(1,392)	-36%
51902 Telecommunication Usage	611	735	750	750	900	150	20%
51904 ISD - Baseline Services	3,410	3,792	3,531	3,531	3,989	458	13%
51905 ISD - Improvement Projects	0	514	0	0	0	0	0%
51906 ISD - Supplemental Projects	1,871	2,472	5,603	0	3,000	3,000	100%
51907 ISD - Device Modernization	0	1,766	0	0	0	0	0%
51909 Telecommunication Wireless Svc	3,356	1,574	1,800	1,800	1,800	0	0%
51911 Mail Services	775	1,760	338	1,000	500	(500)	-50%
51912 Records Services	0	22	44	0	0	0	0%
51915 ISD - Reprographics Services	1,109	951	0	0	0	0	0%
51916 County Services	1,193	2,185	3,976	3,976	13,527	9,551	240%
51919 EFS Charges	0	0	4,000	4,000	0	(4,000)	-100%
51922 County Car Expense	0	0	1,005	3,000	1,000	(2,000)	-67%
52091 Memberships/Certifications	150	150	150	150	150	0	0%
52111 Office Supplies	15,933	9,562	20,000	24,630	24,630	0	0%
52163 Professional Development	0	0	2,500	2,500	28,150	25,650	1026%
<b>SUBTOTAL</b>	243,716	559,834	509,942	492,186	579,176	86,990	18%
57011 Transfers Out - Within a Fund	146,429	54,691	6,990	6,990	19,479	12,489	179%
57015 Transfers Out - All Others	0	0	0	454	0	(454)	-100%
<b>SUBTOTAL</b>	146,429	54,691	6,990	7,444	19,479	12,035	162%
<b>TOTAL EXPENDITURES</b>	390,145	614,525	516,932	499,630	598,655	99,025	20%
<b>NET COST</b>	(93,023)	(13,650)	(21,720)	0	(0)	(0)	100%
<b>ROUNDING ERROR</b>	0	1	0	0			
<b>FUND BALANCE</b>						FB Goal	Difference
Beginning Fund Balance	185,253	280,760	294,410	294,410	316,129	57,918	258,212
Less: Net Cost for Current Year	93,023	13,649	21,720	0	0		
Audit/Encumbrance Adjustments	2,484						
Ending Fund Balance	280,760	294,410	316,129	294,410	316,129		

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

Planning 78108							
	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Budgeted FY 16-17	Requested FY 17-18	Difference	% Change
<b>REVENUES</b>							
42601 County of Sonoma	50,002	41,126	42,801	42,801	<b>54,999</b>	12,198	28%
44002 Interest on Pooled Cash	402	532	170	21	<b>102</b>	81	385%
44050 Unrealized Gains and Losses	(232)	(129)	(88)	0	<b>0</b>	0	0%
46029 Donations/Contributions	4,332	4,173	3,274	3,274	<b>4,365</b>	1,091	33%
46200 PY Revenue - Miscellaneous	0	(7,328)	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>54,504</b>	<b>38,373</b>	<b>46,157</b>	<b>46,096</b>	<b>59,466</b>	<b>13,370</b>	<b>29%</b>
47101 Transfers In - Within a Fund	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>54,504</b>	<b>38,373</b>	<b>46,157</b>	<b>46,096</b>	<b>59,466</b>	<b>13,370</b>	<b>29%</b>
<b>EXPENDITURES</b>							
51041 Insurance - Liability	51	1,137	1,062	1,200	<b>1,200</b>	0	0%
51201 Administration Services	7,778	14,504	14,835	30,718	<b>33,803</b>	3,085	10%
51206 Accounting/Auditing Services	1,000	1,000	1,000	1,000	<b>1,000</b>	0	0%
51207 Client Accounting Services	67	2,545	1,314	1,314	<b>1,521</b>	207	16%
51211 Legal Services	0	0	0	1,000	<b>0</b>	(1,000)	-100%
51212 Outside Counsel - Legal Advice	0	0	452	0	<b>1,000</b>	1,000	100%
51904 ISD - Baseline Services	3,210	3,405	3,531	3,531	<b>3,989</b>	458	13%
51907 ISD - Device Modernization Pro	0	1,348	0	0	<b>0</b>	0	0%
51911 Mail Services	0	79	0	0	<b>0</b>	0	0%
51916 County Services	100	635	1,988	1,988	<b>9,018</b>	7,030	354%
<b>SUBTOTAL</b>	<b>12,206</b>	<b>24,653</b>	<b>24,182</b>	<b>40,751</b>	<b>51,530</b>	<b>10,779</b>	<b>26%</b>
57011 Transfers Out - Within a Fund	30,077	53,011	4,891	4,891	<b>7,935</b>	3,044	62%
57015 Transfers Out - All Others	0	0	0	454	<b>0</b>	(454)	-100%
<b>SUBTOTAL</b>	<b>30,077</b>	<b>53,011</b>	<b>4,891</b>	<b>5,345</b>	<b>7,935</b>	<b>2,590</b>	<b>48%</b>
<b>TOTAL EXPENDITURES</b>	<b>42,283</b>	<b>77,664</b>	<b>29,073</b>	<b>46,096</b>	<b>59,465</b>	<b>13,369</b>	<b>29%</b>
<b>NET COST</b>	<b>(12,222)</b>	<b>39,291</b>	<b>(17,084)</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>100%</b>
<b>ROUNDING ERROR</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>FUND BALANCE</b>							
Beginning Fund Balance	57,830	70,052	30,761	30,761	<b>47,845</b>	5,153	42,693
Less: Net Cost for Current Year	12,220	(39,291)	17,084	0	<b>0</b>		
Audit/Encumbrance Adjustments							
Ending Fund Balance	70,052	30,761	47,845	30,761	<b>47,846</b>		

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

Organics Reserve 78103							
	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Budgeted FY 16-17	Requested FY 17-18	Difference	% Change
<b>REVENUES</b>							
44002 Interest on Pooled Cash	25,842	15,724	21,205	14,035	<b>11,051</b>	(2,984)	-21%
44050 Unrealized Gains and Losses	(39,063)	(1,524)	(4,129)	0	<b>0</b>	0	0%
46029 Donations/Contributions	0	300,000	0	0	<b>0</b>	0	0%
46200 Revenue Appl PY Misc Revenue	(43,235)	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>(56,456)</b>	<b>314,200</b>	<b>17,076</b>	<b>14,035</b>	<b>11,051</b>	<b>(2,984)</b>	<b>-21%</b>
47101 Transfers In - Within a Fund	313,717	91,275	7,732	7,732	<b>1,882</b>	(5,850)	-76%
<b>SUBTOTAL</b>	<b>313,717</b>	<b>91,275</b>	<b>7,732</b>	<b>7,732</b>	<b>1,882</b>	<b>(5,850)</b>	<b>-76%</b>
<b>TOTAL REVENUES</b>	<b>257,261</b>	<b>405,475</b>	<b>24,808</b>	<b>21,767</b>	<b>12,933</b>	<b>(8,834)</b>	<b>-41%</b>
<b>EXPENDITURES</b>							
51201 Administration Services	43,191	742	2,000	62,652	<b>66,883</b>	4,231	7%
51206 Accounting/Auditing Services	2,500	2,500	2,500	2,500	<b>2,500</b>	0	0%
51211 Legal Services	423,346	231,459	0	250,000	<b>0</b>	(250,000)	-100%
51212 Outside Counsel - Legal Advice	0	0	5,000	0	<b>10,000</b>	10,000	100%
51213 Engineer Services	2,990	0	0	12,500	<b>0</b>	(12,500)	-100%
51801 Other Services	0	10,249	13,551	0	<b>0</b>	0	0%
51803 Other Contract Services	2,917,282	432,919	13,342	50,000	<b>50,000</b>	0	0%
51911 Mail Services	236	0	68	0	<b>0</b>	0	0%
52111 Office Supplies	556	86	1,000	1,000	<b>1,000</b>	0	0%
52162 Special Departmental Expense	2,218	3,315	0	50,000	<b>0</b>	(50,000)	-100%
<b>SUBTOTAL</b>	<b>3,392,320</b>	<b>681,269</b>	<b>37,460</b>	<b>428,652</b>	<b>130,383</b>	<b>(298,269)</b>	<b>-70%</b>
57011 Transfers Out - Within a Fund	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,392,320</b>	<b>681,269</b>	<b>37,460</b>	<b>428,652</b>	<b>130,383</b>	<b>(298,269)</b>	<b>-70%</b>
<b>NET COST</b>	<b>3,135,059</b>	<b>275,794</b>	<b>12,653</b>	<b>406,885</b>	<b>117,451</b>	<b>(289,434)</b>	<b>-71%</b>
<b>ROUNDING ERROR</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>FUND BALANCE</b>						<b>FB Goal</b>	<b>Difference</b>
Beginning Fund Balance	5,577,197	2,442,138	2,166,344	2,166,344	<b>2,153,691</b>	0	2,036,241
Less: Net Cost for Current Year	(3,135,059)	(275,794)	(12,653)	(406,885)	<b>(117,451)</b>		
Audit/Encumbrance Adjustments							
Ending Fund Balance	2,442,138	2,166,344	2,153,691	1,759,459	<b>2,036,241</b>		

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

Household Hazardous Waste Closure Reserve 78105							
	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Budgeted FY 16-17	Requested FY 17-18	Difference	% Change
<b>REVENUES</b>							
44002 Interest on Pooled Cash	406	525	480	344	<b>349</b>	5	1%
44050 Unrealized Gains and Losses	(376)	(81)	(96)	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	30	444	384	344	<b>349</b>	5	1%
47101 Transfers In - Within a Fund	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	0	0	0	0	<b>0</b>	0	0%
<b>TOTAL REVENUES</b>	30	444	384	344	<b>349</b>	5	1%
<b>EXPENDITURES</b>							
<b>TOTAL EXPENDITURES</b>	0	0	0	0	<b>0</b>	0	0%
<b>NET COST</b>	(30)	(444)	(384)	(344)	<b>(349)</b>	(5)	1%
<b>ROUNDING ERROR</b>	0	0	0	0			
<b>FUND BALANCE</b>						FB Goal	Difference
Beginning Fund Balance	69,109	69,139	69,583	69,583	<b>69,967</b>	68,000	2,316
Less: Net Cost for Current Year	30	444	384	344	<b>349</b>		
Audit/Encumbrance Adjustments							
Ending Fund Balance	69,139	69,583	69,967	69,927	<b>70,316</b>		

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

Household Hazardous Waste Operating Reserve 78106							
	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Budgeted FY 16-17	Requested FY 17-18	Difference	% Change
<b>REVENUES</b>							
44002 Interest on Pooled Cash	6,124	8,979	11,449	8,247	<b>8,728</b>	481	6%
44050 Unrealized Gains and Losses	(5,671)	(1,022)	(1,643)	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	453	7,957	9,806	8,247	<b>8,728</b>	481	6%
47101 Transfers In - Within a Fund	140,285	471,938	77,325	77,325	<b>0</b>	(77,325)	-100%
<b>SUBTOTAL</b>	140,285	471,938	77,325	77,325	<b>0</b>	(77,325)	-100%
<b>TOTAL REVENUES</b>	140,738	479,895	87,131	85,572	<b>8,728</b>	(76,844)	-90%
<b>EXPENDITURES</b>							
51041 Insurance - Liability	0	0	0	0	<b>0</b>	0	0%
51201 Administration Services	0	0	0	0	<b>10,950</b>	10,950	100%
51803 Other Contract Services	0	0	0	0	<b>25,000</b>	25,000	100%
<b>SUBTOTAL</b>	0	0	0	0	<b>35,950</b>	35,950	100%
57011 Transfers Out - Within a Fund	0	0	0	0	<b>0</b>	0	0%
57015 Transfers Out - All Others	0	0	0	0	<b>0</b>	0	0%
<b>SUBTOTAL</b>	0	0	0	0	<b>0</b>	0	0%
<b>TOTAL EXPENDITURES</b>	0	0	0	0	<b>35,950</b>	35,950	100%
<b>NET COST</b>	<b>(140,738)</b>	<b>(479,895)</b>	<b>(87,131)</b>	<b>(85,572)</b>	<b>27,222</b>	112,794	-132%
ROUNDING ERROR	1	0	0	0			
<b>FUND BALANCE</b>							
Beginning Fund Balance	1,042,108	1,182,846	1,662,741	1,662,741	<b>1,749,872</b>	FB Goal 600,000	Difference 1,122,650
Less: Net Cost for Current Year	140,737	479,895	87,131	85,572	<b>(27,222)</b>		
Audit/Encumbrance Adjustments							
Ending Fund Balance	1,182,846	1,662,741	1,749,872	1,748,313	<b>1,722,650</b>		

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

Contingency Reserve 78109							
	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Budgeted FY 16-17	Requested FY 17-18	Difference	% Change
<b>REVENUES</b>							
44002 Interest on Pooled Cash	589	1,515	1,870	1,127	945	(182)	-16%
44050 Unrealized Gains and Losses	(1,496)	136	(244)	0	0	0	0%
46029 Donations/Contributions	5,032	1,501	0	0	0	0	0%
46200 Revenue Appl PY Misc Revenue	(3,066)	0	0	0	0	0	0%
<b>SUBTOTAL</b>	1,059	3,152	1,626	1,127	945	(182)	-16%
47101 Transfers In - Within a Fund	176,506	107,702	11,881	11,881	54,679	42,798	360%
<b>SUBTOTAL</b>	176,506	107,702	11,881	11,881	54,679	42,798	360%
<b>TOTAL REVENUES</b>	177,565	110,854	13,507	13,008	55,624	42,616	328%
<b>EXPENDITURES</b>							
51201 Administration Services	19,372	41,287	30,429	56,888	49,888	(7,000)	-12%
51206 Accounting/Auditing Services	1,500	1,500	1,500	1,500	1,500	0	0%
51211 Legal Services	2,262	2,265	0	10,000	0	(10,000)	-100%
51212 Outside Counsel - Legal Advice	0	0	34,194	0	10,000	10,000	100%
51803 Other Contract Services	115,657	0	0	0	190,000	190,000	100%
51915 ISD - Reprographics Services	1,971	0	0	0	0	0	0%
51916 County Services	0	531	0	0	0	0	0%
52111 Office Supplies	468	0	0	1,000	1,000	0	0%
<b>SUBTOTAL</b>	141,231	48,756	66,123	69,388	252,388	183,000	264%
57011 Transfers Out - Within a Fund	0	0	0	0	0	0	0%
57015 Transfers Out - All Others	0	0	0	0	0	0	0%
<b>SUBTOTAL</b>	0	0	0	0	0	0	0%
<b>TOTAL EXPENDITURES</b>	141,231	48,756	66,123	69,388	252,388	183,000	264%
<b>NET COST</b>	(36,334)	(62,098)	52,616	56,380	196,764	140,384	249%
ROUNDING ERROR	0	0	0	0			
<b>FUND BALANCE</b>							
Beginning Fund Balance	180,797	217,131	279,229	279,229	226,613	157,677	(127,828)
Less: Net Cost for Current Year	36,334	62,098	(52,616)	(56,380)	(196,764)		
Audit/Encumbrance Adjustments							
Ending Fund Balance	217,131	279,229	226,613	222,849	29,849		



RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY ("SCWMA") ADOPTING AN ANNUAL BUDGET FOR FISCAL YEAR 2017-18.

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, 2017 to June 30, 2018, attached hereto as FY 17-18 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:- -      NOES: - -      ABSENT: - -      ABSTAIN: - -

SO ORDERED.

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

ATTEST:

DATE:

\_\_\_\_\_  
Sally Evans  
Clerk of the Sonoma County Waste Management  
Agency of the State of California in and for the  
County of Sonoma



Agenda Item #: **10**  
Cost Center: **All**  
Staff Contact: **Walsh**  
Agenda Date: **5/17/2017**  
Approved by

## **ITEM: Consideration of Merit Increase for SCWMA Executive Director**

### **I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION**

In the event that the Board completes the evaluation process for the Executive Director consider a recommendation from the SCWMA Chair for a merit increase for the SCWMA Executive Director.

### **II. BACKGROUND**

The SCWMA Executive Director was hired by the SCWMA Board pursuant to an Employment Agreement between the SCWMA and Patrick Carter. Mr. Carter was initially hired at the F Step of the salary range established by the County for the SCWMA Executive Director position. The Employment Agreement provides that Mr. Carter's salary is thereafter governed by Sonoma County Salary Resolution 95-0926, as amended. Under the salary resolution, Mr. Carter is eligible for consideration of a merit increase upon completion of 2,080 hours in his current position, upon receipt of a satisfactory or exceeds expectation evaluation. All merit increases must be within the County's existing salary scale for the SCWMA Executive Director position.

### **III. DISCUSSION**

The SCWMA Board is nearing completion of the SCWMA Executive Director's evaluation process. In the event that the evaluation process is completed in the May 17 Board meeting, the SCWMA Chair may make an oral recommendation for a merit increase to the Executive Director to be voted on in open session. In the event that the evaluation process is not completed at the May 17 meeting, this item may be deferred to a later meeting.

### **IV. FUNDING IMPACT**

Funding impacts will depend on the amount of the merit increase recommended by the Board Chair. Any merit increase must be consistent with the requirements of the County's Salary Resolution, and the existing salary scale for the SCWMA Executive Director position.

### **V. ATTACHMENTS**

None