

**SONOMA COUNTY WASTE MANAGEMENT AGENCY**

April 20, 2011

Regular Meeting at 9:00 a.m.

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

**\*\*ITEM 7 UNANIMOUS VOTE\*\***

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

**AGENDA**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>
1. Call to Order Regular Meeting/Introductions 9:00 a.m.	
2. Agenda Approval	
3. <u>Attachments/Correspondence:</u> Director's Agenda Notes Reports by Staff and Others: April 2011 Outreach Events	
4. <u>On file w/Clerk: for copy call 565-3579</u> Resolutions approved in March 2011 - none	
5. Public Comments (items not on the agenda)	
<b><u>CONSENT</u></b> (w/attachments)	Discussion/Action
6.1 Minutes of March 16, 2011	
<b><u>REGULAR CALENDAR</u></b>	
7. FY 11-12 Final Budget [Mikus/Fisher](Attachment)	<b>UNANIMOUS VOTE</b> <b>All</b>
8. Discussion of Organics Program Future [Carter/Mikus](Attachment)	Discussion/Action <b>Organics</b>
9. LTF Zero Waste Discussion Paper & Presentation [Mikus]	Discussion/Action <b>All</b>

- |     |  |                                       |
|-----|--|---------------------------------------|
| 10. | Sonoma County/City Solid Waste Advisory<br>[Barbose]                       | Discussion/Action<br><b>Planning</b>  |
| 11. | Carryout Bag Decision Process<br>[Carter](Attachment)                      | Discussion/Action<br><b>Planning</b>  |
| 12. | EPA Environmental Education Grant Support Letter<br>[Chilcott](Attachment) | Discussion/Action<br><b>Education</b> |
| 13. | Boardmember Comments   |                                       |
| 14. | Staff Comments   |                                       |
| 15  | Next SCWMA Meeting – May 18, 2011  |                                       |
| 16. | Adjourn  |                                       |

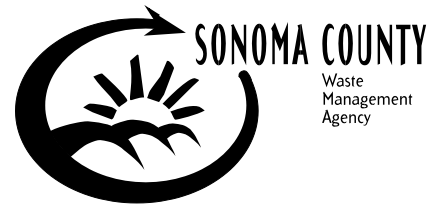
**CONSENT CALENDAR:** These matters include routine financial and administrative actions and are usually approved by a single majority vote. Any Boardmember may remove an item from the consent calendar.

**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)



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

**FROM:** Henry Mikus, Executive Director

**SUBJECT:** April 20, 2011 Agenda Notes

**Attachments/Correspondence**

You may have noted the addition of a new Agenda Item listing under this category entitled, "Reports by Staff and Others." The Board's Executive Committee recommended we begin use of this spot for items that had previously been listed under the Consent Calendar but that were informational, routine, and did not require Board approval. The thought was to keep Consent items to just those requiring Board approval. This month there is one item for this list, a calendar of outreach events for the month. We plan to make this calendar a regular feature.

**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 March 16, 2011

**Regular Calendar**

7. FY 11-12 Final Budget The changes between the FY 11-12 Draft Budget and the FY 11-12 Final Budget are described in the transmittal accompanying the Budget History and the Explanations and Details sections. In response to a Board request, there is a discussion of the status of reserve funds and three projects/programs with funding options being considered at this time. Per prior discussion with the Board Executive Committee, the reserve and future projects/programs information is included as part of the budget discussion, but it is not intended to be part of the formal budget approval. Many decisions and factors influencing how these future projects/programs will take shape are still taking shape or have yet to be determined, making inclusion of the various cost estimates in a formal budget problematic. **Recommended Action: Approve the FY 11-12 Budget and direct staff to forward the approval resolution to the Sonoma County Auditor-Controller's Office. UNANIMOUS VOTE.**

8. Discussion of Organics Program Future The Board previously requested additional information regarding the organics program history and information for making decisions about the future of the program. Staff performed a financial analysis, examined agreements that would require amendment in the event of system change, and projected three potential paths for the future of the organics program. Because of the many variables to be considered, the assumptions that had to be carefully made, and in order to make valid comparisons between the several options presented, estimates were developed in terms of aggregate costs per ton for transportation, development, and operations. Thus a big unknown quantity, what revenue sharing amounts could be negotiated as part of any future agreements, were not included as an analytical factor. Please note that the cost estimates, while made as thorough as possible, were made using the best information available at this time. **Recommended Action: (1) Discuss the feasibility of short-term alternative hauling arrangements with the County, and (2) include the financial analysis when considering project approval after certification of the compost relocation EIR.**

9. LTF Zero Waste Discussion Paper & Presentation **Presentation by the LTF Members, no formal action required.**

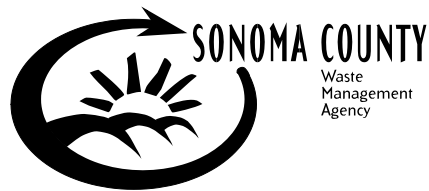
10. Sonoma County/City Solid Waste Advisory Group Verbal report from Steve Barbose, City of Sonoma, serving as SCWMA liaison to this county-wide advisory group. **No action required.**

11. Carryout Bag Decision Process Board members requested staff to prepare a presentation related to potential carryout bag reduction actions for their respective councils or supervisors. Staff created a presentation detailing three different options for CEQA analysis and implementation. These options include an Agency countywide ordinance, an Agency model ordinance with an umbrella program EIR, and an individual effort by each interested jurisdiction. Although proceeding with a county-wide Agency ordinance requires the greatest expenditures by the Agency and carries the highest amount of Agency exposure, it is also clear that either scenario whereby individual jurisdictions enact their own ordinance would result in a significantly higher overall cost to the Agency and its members as a group. Thus the balance between jurisdictions' independence and overall cost effectiveness looms large. **Recommended Action: disseminate the presentation materials to the individual jurisdictions for consideration. If, after consideration by each jurisdiction, there is a unanimous decision to take action, staff recommends the option of a countywide SCWMA ordinance.**

12. EPA Environmental Education Grant Support Letter The Agency has an opportunity to build on our recent success with The Compost Club's "No Time to Waste: Recycling Changes Everything" project via an EPA grant application. The Agency would furnish an "in kind" contribution of \$5,000, which is available in our budget, if the project is selected. **Recommended Action: Board concurrence to pursue this grant opportunity.**

## April 2011 Outreach Events

5	4-8 pm	Community Toxics Collection, Sonoma
9	9-11 am	Cotati Creek Critters Recycling Discussion
9	12:30-2pm	Recycling Loteria, So. Co. Central Library, Santa Rosa
12	4-8 pm	Community Toxics Collection, Santa Rosa
14	9-10 am	Spanish Radio Interview at Radio Lazer (What goes in the yard debris container and what happens to these materials) Will have Sonoma Compost as guest.
16	11-3 pm	Earth Day 2011 Courthouse Square, Santa Rosa
16	3 pm	Recycling Loteria, So. Co. Library – Northwest Branch
17	11-3pm	Earth Day & Wellness Festival, Windsor
17	1-4 pm	Radio Lazer Dia del Nino Celebration-Petaluma
19	4-8 pm	Community Toxics Collection, Guerneville
21	1-3 pm	Central Disposal Site Tour, SRJC Students
21	4 pm	Recycling Loteria, So. Co. Library – Healdsburg
22		Earth Day
26	4-8 pm	Community Toxics Collection, Boyes Hot Springs
28	10-12 pm	Central Disposal Site Tour, Grant Elementary School
28	4-6 pm	Recycling Loteria, So.Co. Northwest Library-Santa Rosa
29	1-3 pm	Central Disposal Site Tour, SRJC Students
30	12-5 pm	Windsor Cinco de Mayo Celebration
30/May 1	8-4	E-Waste Recycling Event, Goodwill Industries Retail Store, 513 Healdsburg Ave., Healdsburg



Agenda Item #6.1

Minutes of March 16, 2011

The Sonoma County Waste Management Agency (SCWMA) met on March 16, 2011, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue., Santa Rosa, California

**Present:**

City of Healdsburg	Mike Kirn, Chair
City of Cloverdale	Nina Regor
City of Cotati	Marsha Sue Lustig
City of Petaluma	Susan Lackie
City of Rohnert Park	Linda Babonis
City of Santa Rosa	Dell Tredinnick
City of Sebastopol	Jack Griffin
City of Sonoma	Steve Barbose
County of Sonoma	Susan Klassen
Town of Windsor	Christa Johnson

**Staff Present:**

Counsel	Janet Coleson
Staff	Patrick Carter
	Karina Chilcott
	Charlotte Fisher
	Henry Mikus
	Lisa Steinman
Recorder	Elizabeth Koetke

- 1. Call to Order Special Meeting**  
The meeting was called to order at 8:15 a.m.
- 2. Open Closed Session**  
Conference with Legal Counsel – Anticipated Litigation  
Government Code section 54956.9(b)(1) and (b)(3)(A) two cases
- 3. Adjourn Closed Session**  
No report.
- 4. Call to Order Regular Meeting/Introductions 9:00 a.m. or immediately following the closed session**  
The Regular Meeting was called to order at 9:21 a.m.
- 5. Agenda Approval**  
Chair Kirn moved Item #9 Amendment to Compost Agreement with Sonoma Compost Company, which requires a unanimous vote, to accommodate some of the Boardmembers schedules.
- 6. Attachments / Correspondence**  
Chair Kirn called attention to the Director's Agenda Notes.

**7. Public Comments (items not on the agenda)**

Martin Mileck, Cold Creek Compost, proposed the SCWMA send Healdsburg Transfer Station's green waste to Cold Creek Compost. Currently, this amount of material is being trucked to Humboldt County as biofuel. This would allow Healdsburg residents the opportunity to recycle their food waste and less green waste would be incinerated.

**9. Amendment to Compost Agreement with Sonoma Compost Company**

Patrick Carter explained at the February 16, 2011 SCWMA meeting, the Board came to a consensus for staff to return with an Eighth Amendment to the three-party Agreement between the County of Sonoma, the SCWMA and Sonoma Compost Company for continuation of organic material processing, composting, and marketing services. The Eighth Amendment will extend the current agreement one year and allow two (2) additional one-year extensions to the term of the Agreement.

**Susan Klassen, County of Sonoma, moved to approve this item. Steve Barbose, City of Sonoma, seconded. Motion approved unanimously.**

**Consent**

**8.1 Minutes of February 16, 2011**

**8.2 Support letter for Heidi Sanborn, application for Director of CalRecycle**

**8.3 Sixth Amendment to Agreement with ESA for Compost Relocation**

**8.4 SCWMA Board Priorities and Goals (*continued from 2.16.11 meeting*)**

Nina Regor, City of Cloverdale, requested that items 8.2 and 8.4 be pulled for discussion.

**8.1 Minutes of February 16, 2011**

**8.3 Sixth Amendment to Agreement with ESA for Compost Relocation**

**Dell Tredinnick, Santa Rosa, moved to approve items 8.1 and 8.3. Steve Barbose seconded the motion. Items 8.1 and 8.3 approved. Susan Klassen abstained from 8.1 not being present at the 2.16.2011 meeting.**

**8.2 Support letter for Heidi Sanborn, Application for Director of CalRecycle**

This item sought the Board's approval for a letter of support from the SCWMA on behalf of Heidi Sanborn's application for the Director of the Department of Resources Recycling and Recovery.

The SCWMA Board determined not to issue a support letter of employment, but it is in the purview of the Executive Director to endorse the candidate on his own. **This item was pulled from the agenda. There was no reportable action.**

**8.4 SCWMA Board Priorities and Goals (*continued from 2.16.11 meeting*)**

Nina Regor, City of Cloverdale, pulled this item for clarification about the requested action.

Henry Mikus, E.D., explained this item was continued from the 2.16.2011 SCWMA meeting where staff was directed to return to the March meeting with a consensus of the Boardmember's priorities. This item is informational.

**Nina Regor, City of Cloverdale, moved to approve item 8.4, Christa Johnson, Town of Windsor, seconded. Motion approved.**

**Regular Calendar**

**10. Sonoma County/City Solid Waste Advisory**

Steve Barbose, City of Sonoma, serves as the liaison for SCWMA to the Sonoma Waste Advisory Group (SWAG). Economic efficiencies were discussed. The SWAG will not meet in March. The next SWAG meeting will be April 18, 2011.

*Representatives from Cloverdale and Sebastopol left the meeting at 9:50 a.m.*

**11. FY 11-12 Second Draft Work Plan (continued from 2.16.11 meeting)**

Henry Mikus, E.D., explained this item was brought to the Board at the February 16, 2011 SCWMA meeting. At that meeting, staff was directed to incorporate the changes that had been discussed and return to the March 16<sup>th</sup> meeting with changes made to the Draft Work Plan. Those changes were to provide accomplishments with existing funding, link activities in the Work Plan to each of the goals, provide cost estimates identifying large expenditures, prioritize the required projects versus a wish list, and finally to present a flat budget and identify grant funding for specific projects.

**Public Comment**

Ken Wells, Guiding Sustainability, commented there is a subcommittee of the AB 939 Local Task Force (LTF) that is working on Mandatory Commercial Recycling. The LTF hopes to bring back recommendation to the SCWMA at the May or June meeting.

**Linda Babonis, City of Rohnert Park, moved to approve the FY 11-12 Second Draft Work Plan. Marsha Sue Lustig, City of Cotati, seconded. Sebastopol and Cloverdale, absent.**

**12. FY 11-12 Draft Budget**

Mr. Mikus, E.D., described the SCWMA's annual budget and Charlotte Fisher answered questions from Boardmembers.

Ms. Klassen noted the amount of money in the Household Hazardous Waste (HHW) Facility Reserve fund's projected balance at the end of FY 11-12 exceeds the amount of the Board's reserve policy. These funds are generated with excess surcharge tipping fees and could possibly be used for one-time projects.

**Staff was directed to estimate costs for some of the projects that will need to be addressed this fiscal year; single-use bag ban, mandatory commercial recycling and organic composting expansion and to budget those projects as onetime expenses, including an estimate of staff costs.**

**Consensus of the Board was to bring back a final budget. No motion was made.**

**13. Carryout Bags**

Patrick Carter gave an update on recent events concerning carryout bags including feedback from the letter the SCWMA sent to retailers.

The County of Marin was sued by the 'Save the Plastic Bag Coalition' to prevent enforcement of the ordinance to ban plastic and place a fee on paper bags in unincorporated Marin County. Marin County Counsel is going to defend the ordinance. The basis for the suit was environmental impacts were inadequately addressed due to County of Marin using a categorical exemption. The County of Los Angeles and the City of San Jose both utilized Environmental Impact Reports on their ordinances and have not been sued.

Staff sent 337 letters to retailers and received 3 responses, which is a low response rate. No specific action was requested in the letter.

Steve Barbose questioned enforcement of an ordinance.

Janet Coleson, Agency Counsel, said the SCWMA could request voluntary assistance from the cities to enforce the ordinance.



### **Public Comment**

Tim Smith, former SCWMA Board member, said he was encouraged by the Board's budget discussion. The money is available to address this issue, possibly the SCWMA could contract for enforcement and any penalties collected could pay for enforcement of the ordinance.

Ken Wells, Guiding Sustainability, suggested staff initiate a stakeholder group to address the terms of a draft ordinance. The AB 939 Local Task Force provides an obvious forum, but not the only one.

### **Boardmember Comments**

The consensus of the Board was for staff to develop a roadmap or flowchart for Boardmembers to take to their individual City Councils and Boards and get approval before issuing a draft ordinance.

Next steps would be identifying the stakeholders, such as Chambers of Commerce and Economic Development Boards, conducting public forums and, lastly, examine successful efforts from other jurisdictions.

Steve Barbose, City of Sonoma, offered to help facilitate a public forum.

**This item will be agendaized for the April meeting. Staff will return with a preliminary report the Boardmembers can take to their City Councils and/or Boards for approval to move forward in their respective communities.**

#### **14. Boardmember Comments**

Marsha Sue Lustig, City of Cotati, thanked SCWMA staff for educational material provided to the community in Cotati.

Chair Kirn thanked SCWMA staff for forwarding a draft of the C&D Outreach program to Boardmembers and also noted the Executive Committee met with the E.D. to begin to form a framework for the six months or annual evaluation process for the E. D. position.

#### **15. Staff Comments**

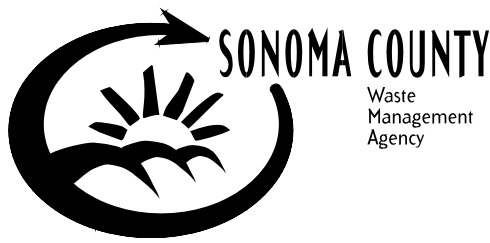
Henry Mikus, E.D., thanked Karina Chilcott for her contributions to the Business Environmental Alliance awards' breakfast meeting last week where eight businesses were the recipients of awards from the SCWMA for voluntarily participating in take-back programs for fluorescent lights.

#### **16. Next SCWMA Meeting – April 20, 2011**

#### **17. Adjournment**

Meeting adjourned at 11:15 a.m.

Respectfully submitted,  
Elizabeth Koetke



**Agenda Item #: 7**  
**Cost Center: All**  
**Staff Contact: Mikus/Fisher**  
**Agenda Date: 4/20/2011**

**ITEM: Approval of the FY 11-12 Final Budget**

**I. BACKGROUND**

Historically, the preparation of the SCWMA's annual budget begins with direction and approval by the Board of a Work Plan, defining and prioritizing the programs or projects for the next fiscal year. The Work Plan contains estimates for staff time and contractor costs.

The second step is the approval of the Draft Budget, establishing budget funding guidelines and other parameters necessary to integrate the SCWMA's annual budget with the County's budget process. The last step is the approval of the Final Budget.

The FY 11-12 budget process began with the presentation for approval of the FY 11-12 Draft Work Plan at the March 16, 2011 meeting. The FY 11-12 Draft Budget was presented at the March 16, 2011 regular Board of Directors' meeting.

**II. DISCUSSION OF BUDGET WITH FUNDING IMPACTS**

Due to more current information, there have been some changes to revenues and expenses being presented with the FY 11-12 Final Budget.

**Revenues**

Interest Earned has been recalculated using the projected fund balances for the end of FY 10-11 instead of the fund balances at the end of FY 11-12. The projection for the end of the current fiscal year can be assumed to be a more accurate projection.

The surcharge tipping fee has been recalculated using a different percentage for the allocations between the Household Hazardous Waste (HHW), Education and Planning cost centers. The percentage changes are minor; HHW from 76% to 76.75%, Education from 19.5% to 19% and Planning from 4.5% to 4.25%. These same percentages are used to allocate the reimbursements from the City of Petaluma and the City of Sonoma into the appropriate cost centers.

Grant funding has increased in the Education cost center from \$12,440 to \$40,000 due to P.G. & E. increasing the amount awarded for the Fluorescent Lamp Recycling Regional Outreach Program.

Contingency Reserve's contribution from the Education and Planning cost centers has decreased from \$75,222 to \$66,462.

**Expenses**

A new subobject for Memberships has been added with the proposed budget. In the FY 11-12 Budget, only HHW has a planned expenditure of \$3,000 for membership in the California Product Stewardship Council (CPSC) and \$1,000 for Product Stewardship Institute (PSI).

Miscellaneous Expense in the Education cost center identifies the increased award from \$12,400 to \$40,000 from P. G. & E. for the lamp recycling outreach project.

Organics Reserve has two changes in expenses from the draft budget. One is reducing the Contract Services from \$50,000 to \$0 and the other is reducing Legal Services from

\$30,000 to \$24,000. These expenses were included in the draft budget thinking there might be a need for real estate assistance with either a purchase or lease of property. With the composting options still being developed and discussed, the need for real estate assistance is premature.

### III. RESERVE FUND STATUS – Board Requested

At the March meeting, the Board expressed a desire for more information concerning the appropriate and efficient use of the reserves for three projects. They are single-use bag ban/fee, mandatory commercial recycling ordinance, and expansion of organic composting. Below is a chart that serves as a summary of the available funds to be considered in the following discussion of the proposed three projects.

**Chart 1 – Reserve Fund Status**

	<b>Organics</b>	<b>HHW Closure</b>	<b>HHW Facility</b>	<b>Contingency</b>
<b>Estimated Balance at end of FY 10-11</b>	\$4,974,944	\$66,602	\$1,617,067	\$195,260
<b>Policy Goal</b>	No stated goal per Board policy	\$62,000 (established by Board policy in 2008)	\$810,241 (50% of FY 10-11 expenses)	\$110,483 (25% of FY 10-11 expenses)
<b>Difference between Goal and Estimated FY 10-11</b>	Not Applicable	\$4,602	\$806,826	\$84,777
<b>Expected Fund Balance at the end of FY 11-12</b>	\$5,185,548	\$66,935	\$1,625,152	\$183,851
<b>Policy Goal</b>	No stated goal per Board policy	\$62,000 (established by Board policy in 2008)	\$890,151 (50% of FY 11-12 expenses)	\$105,888 (25% of FY 11-12 expenses)
<b>Difference between Goal and Estimated FY 11-12</b>	Not Applicable	\$4,935	\$735,001	\$77,963

#### Organics Reserve

This reserve is restricted in contributions and uses to the organics program only. The contributions come from the undesignated funds from the composting collection and processing operations in the Wood Waste and Yard Debris cost centers and are restricted by the Joint Powers Agreement. The uses are addressed in the JPA agreement, reserve policy developed by the Board as well as the Countywide Integrated Waste Management Plan (Sections 4.5.2 and 4.5.3).

Funds in this reserve are available for the expansion of the organic composting program to include food waste. The estimated fund balance in the Organics Reserve at FY 10-11 year end is \$4,974,944. The expenses proposed for FY 11-12 are \$131,634 with estimated contributions of \$297,611 for a net increase in the reserve funds of \$190,852 bringing the total of funds available to \$5,165,796. The proposed FY 11-12 expenses include staff issuing an RFP for permitting site design and site operator. There are no expenses included in the proposed budget for the expansion of the composting program.

#### HHW Facility Closure

As required by State regulations, a restricted reserve fund has been established to satisfy the permit-by-rule issued by the Certified Unified Program Agency (CUPA) with SCWMA being the permit holder (Permit No. 00-7161). The stated goal of \$62,000 was surpassed in FY 10-11 and only interest earned will be added to the reserve of \$66,602 resulting in a balance of \$66,935 anticipated at the end of FY 11-12.

#### HHW Facility Reserve Fund

This reserve was established by the SCWMA Board in 2006 when it became apparent with the opening of the facility in 2005 that the HHW program would use about 80% of the tipping fee surcharge funding and had the potential to increase significantly in short periods of time. The goal for the facility reserve was established at 50% of the HHW program operational expenses to be used for an unexpected cost or a program change.

The FY 10-11 projected balance is \$1,617,067. For FY 11-12, the HHW Facility Reserve the stated goal is \$890,151 to meet policy. This would leave approximately \$735,001 available.

**Uses other than household hazardous waste operational support would require a Board policy change and an accompanying appropriation transfer.**

#### Contingency Reserve.

The Contingency Reserve established a goal of 25% of the annual operating expense, defined as insurance liability, office expense, accounting services, audit services, legal services, rent for spaces and events, small tools and travel, of the Education and Planning surcharge cost centers. These funds are unrestricted and are allocated with Board direction.

The Contingency Reserve goal for FY 11-12 should contain \$105,331 per policy. At the end of FY 10-11, the Contingency Reserve is projected to contain \$195,260. This leaves \$89,929 available for other projects excluding the sustainable funding model development project ongoing since FY 09-10. In FY 11-12 the Contingency Reserve has expenses budgeted to fund the continuing planning and implementation of that funding model with proposed expenses of \$78,847.

### IV. FUNDING DISCUSSION OF PROPOSED PROJECTS – Board Requested

#### Single-use Bag Ban/Fee

Section 4.3.4.4 of the ColWMP discusses the SCWMA's ability to review products and packaging for potential local bans. SCWMA staff has been studying the issue of single-use bag bans and fees since 2007.

Staff recommends the use of an Environmental Impact Report (EIR) to satisfy the requirements of California Environmental Quality Act (CEQA) regarding the ban/imposition of a fee on these products by enactment of an ordinance. Staff estimates ordinance development and EIR certification could be accomplished within FY 11-12 with the use of contractor(s).

The bag ban could be via the ordinance process, where three possible alternate methods are available. They are: (1) Regional Enactment, which is an all encompassing ban developed and implemented by SCWMA for the entire region; (2) SCWMA Model Ordinance Enactment, which would be developed by SCWMA and adopted by individual jurisdictions should they chose; and (3) Individual Enactment, which would have each and every individual jurisdiction develop and implement an ordinance that would be tailored to their city/town or county.

Regional Enactment (done by SCWMA for use by all jurisdictions)

**Regional Enactment  
SCWMA Costs**

	Minimum	Maximum
Environmental Impact Review Cost	\$100,000	\$150,000
Staff costs beyond FY 11-12 Budget	\$12,480	\$17,280
Legal Costs (CEQA & Ordinance)	\$17,000	\$20,000
Ordinance (Procedure)	\$960	\$960
Outreach	<u>\$5,000</u>	<u>\$5,000</u>
	\$135,440	\$193,240

Staff estimates the cost of CEQA compliance could range from \$100,000 to \$150,000 using informal estimates from three Bay Area firms familiar with this sort of work. There would be an additional \$17,000 to \$20,000 expense for legal review and ordinance development based on historical experience and an informal estimate.

Only a portion of staff costs have been included in the FY 11-12 Work Plan (5.2 Legislative Research and Ordinance Development - \$32,142). The difference between the minimum and maximum staff costs is using SCWMA staff to conduct stakeholder meetings for each jurisdiction. Outreach following the adoption of the ordinance includes posting information on the website, doing a direct mailing to affected business and staff time to go to appropriate business organizations for personal outreach.

Normally, this project would be funded from the Contingency Reserve, which is anticipated to have \$89,929 available for projects assuming maintenance of the stated goal. Any additional funding would need to be sourced from other funding. HHW Facility Reserve could be considered for this purpose, but this would require a **Board policy change** as well as an appropriation transfer with more accurate and decisive information if and/or when it becomes available.

Model Enactment (SCWMA develops model for optional jurisdictional use)

**Model Enactment  
SCWMA Costs**

	Minimum	Maximum
Environmental Impact Review Cost	\$100,000	\$150,000
Staff costs beyond FY 11-12 Budget	\$8,520	\$8,520
Legal Costs (CEQA & Ordinance)	\$17,000	\$20,000
Ordinance (Procedure)	\$960	\$960
Outreach	<u>\$5,000</u>	<u>\$5,000</u>
	\$131,480	\$184,480

The chart above displays the estimated SCWMA costs for the development of a model ordinance for the individual jurisdictions' use. While this option is less expensive for SCWMA, the estimates still exceed the available funding from the Contingency Reserve. SCWMA efforts would include preliminary work to obtain environmental documents, develop the model ordinance and perform the educational and outreach activities after the adoption of the individual ordinances prior to effective date implementation within the jurisdiction.

**Model Enactment  
Jurisdiction Costs**

	Minimum	Maximum
Environmental Impact Review Cost	\$20,000	\$50,000
Staff costs beyond FY 11-12 Budget	\$10,800	\$10,800
Legal Costs (CEQA & Ordinance)	\$5,000	\$10,000
Ordinance (Procedure)	\$960	\$960
Outreach	\$5,000	\$5,000
	<u>\$41,760</u>	<u>\$76,760</u>

Any environmental documentation exclusive to individual jurisdictions would become the responsibility of the jurisdiction, both legal and financial. Since SCWMA would be responsible for the main environmental study, each individual jurisdiction would have environmental issues they would need to address and pay for on their own. Given the differences in jurisdictions' legal needs and provisions, the estimates included in the chart above are very open-ended.

Staffing estimates are based on the Solid Waste Advisory Group (SWAG) research committee's assumptions for implementation costs for ordinances, which is \$50.00 per hour and assuming most definitive activities require 40 hours to accomplish with at least one employee. The assumption of meetings requiring 4 hours with two employees is used. Again these are very nebulous estimates and the intent was to give a range of estimates for Boardmembers' use as they weigh the decision path for SCWMA as well as their individual jurisdictions. Each jurisdiction would incur comparable costs for their individual ordinance enactments.

Individual Enactment (Jurisdictions only)

**Individual Enactment  
SCWMA Costs**

	Minimum	Maximum
Environmental Impact Review Cost	\$0	\$0
Staff estimates	\$4,260	\$8,520
Legal Costs	?	?
Ordinance (Procedure)	\$0	\$0
Outreach	\$0	\$0
	<u>\$4,260</u>	<u>\$8,520</u>

If each jurisdiction is responsible for developing, adopting and implementing the single-use bag ban ordinance for their city/town or county, the cost to SCWMA is minimal. The staff estimates are for any discussion or questions concerning the impact on SCWMA of the particular jurisdiction's ordinance. The legal estimate has been left blank since each question would need to be assessed for legal assistance on a distinct basis.

**Individual Enactment  
Jurisdiction Costs**

	Minimum	Maximum
Environmental Impact Review Cost	\$86,000	\$132,000
Staff estimates	\$12,800	\$12,800
Legal Costs (CEQA & Ordinance)	\$17,000	\$20,000
Ordinance (Procedure)	\$960	\$960
Outreach	\$0	\$0
	<u>\$116,760</u>	<u>\$165,760</u>

The assumption is that each individual jurisdiction would be wholly responsible for environmental, legal and financial aspects of adopting a single-use bag ban ordinance. The estimates for environmental and legal counsel contained in this table are taken from previous information developed by SCWMA. The staff estimates have the same basis from the previous SWAG research estimates. Staff costs for whatever outreach efforts done by each jurisdiction are included in the staff estimate as \$2,000 for oversight on whatever, if any, outreach is developed after the ordinance adoption. Each jurisdiction is acting independently and incurring comparable costs for their individual ordinance enactments.

All of these estimates are for comparison and discussion purposes only. They are in no way to be considered definitive or exclusive to any particular SCWMA jurisdiction.

**Enforcement**

None of these three options include any discussion of enforcement of an adopted ordinance, either countywide or individual jurisdiction. One option is SCWMA conducting enforcement activities, either in cooperation with other agencies or using SCWMA staff. If SCWMA were to implement enforcement, at a minimum the estimated costs would be \$137,000. This estimate includes hiring one full-time employee (\$120,000 +/-), leasing a vehicle (\$5,000) and legal assistance (\$12,000). Legal assistance was estimated by assuming approximately \$1,000 per month for the first year of implementation. If and when the enforcement activity is defined, has undergone legal scrutiny, and is ready to be enacted, then the appropriate level of enforcement, suitable methods and accompanying funding needs can be addressed.

**Mandatory Commercial Recycling Ordinance**

The timeline provided as a part of the draft regulations would have the implementation date being July 1, 2012 (FY 12-13) at which time educational, outreach and monitoring must be in place. Prior to that date the main expense will be staff time to plan and strategize with CalRecycle for the planned implementation.

The FY 11-12 Final Budget has included \$21,500 for this purpose in the Education cost center. There was no contractor cost included and, if there was a need for this sort of effort, there would need to be an appropriation transfer and accompanying policy change once a contractor was solicited and approved.

Once an implementation plan has been developed and approved by the SCWMA Board, there will be costs associated with fulfilling the plan including, but not limited to, convening stakeholder workshops, educational videos, coordinating with garbage company staff, outreach to businesses, development of resources, etc., depending on what has been planned as an implementation effort. The costs for this initial implementation effort could be as much as \$100,000 in FY 11-12. Should the implementation plan include a major education component, there would need to be an increase in staff, up to 1 FTE (\$120,000+/-) or the equivalent of contracted labor.

While the single-use bag ban has received support from the Board and community, the mandatory commercial recycling ordinance is a state-mandated regulation and will take precedence over other viable and interesting SCWMA projects.

#### Expansion of Organic Composting

The existing compost facility can accept a limited amount of vegetative food waste – no meat, dairy, oil, or bones. Staff is in the process of revising the site's solid waste permit to increase the vegetative food waste allowance from a limit of 12 tons per day to a peak of 50 tons per day and an average of 10% of incoming yard debris, which is roughly 30 tons per day. The permit revision should be completed near the beginning of FY 11-12 and has been budgeted FY 10-11.

Additional staff time required for this potential program expansion would be minimal. The compost facility will be due for a 5 Year Permit Review, so the permit revision underway will supersede the need for additional permit review. Staff has already developed outreach materials that could be altered without a significant effort to meet the goals of this program.

Funding for any additional composting related program/project would be taken from the Organics Reserve as defined by the JPA agreement. An appropriation transfer accompanying the proposed program change would be the only necessary documentation.

The new compost facility has, from its inception, been planned to accommodate program growth and the ability to process additional materials, such as meat, dairy, oil or bones.

## V. SUMMARY

**Chart 1 – Sources and Uses of Reserves**

	Organics	HHW Closure	HHW Facility	Contingency
<b>Documented Sources</b>				
<b>Estimated Balance at end of FY 10-11</b>	\$4,974,944	\$66,602	\$1,617,067	\$195,260
<b>Policy Goal</b>	No stated goal per Board policy	\$62,000 (established by Board policy in 2008)	\$810,241 (50% of FY 10-11 expenses)	\$110,483 (25% of FY 10-11 expenses)
<b>Difference between Goal and Estimated FY 10-11</b>	Not Applicable	\$4,602	\$832,337	\$84,777
<b>Approved Uses</b>				
<b>Single-use Bag Ban Ordinance</b>	Organics Use Only	Mandatory Closure Fund	Use requires policy change	SCWMA estimates range from \$4,260 to \$193,240
<b>Mandatory Commercial Recycling Program</b>	Organics Use Only	Mandatory Closure Fund	Use requires policy change	Education and Planning Project Support
<b>Organics Expansion Project</b>	Funds are available for program expansion	Mandatory Closure Fund	Facility Project Support	Education and Planning Project Support

In summary, SCWMA has reserves that are available for use with constraints and restrictions. The table above provides a simple graphic as to the sources and uses. The Single-use Bag Ban Ordinance is funded from the Contingency Reserve under the current



Board policy for both source and use. At the end of FY 10-11, the balance of \$84,777 would not allow the maximum amount of the presented work to be done. In order to accomplish the maximum estimated effort, approximately \$108,463 would need to be sourced from other funding. The HHW Facility Reserve is estimated to contain \$832,337 at the end of FY 10-11 that would be available, but only with a **Board policy change** from being only available for facility support to be used for the ordinance. It must be noted that, while the above figures are from projections for the end of the current fiscal year (thus closest to being reasonably accurate), approximate calculations for fund balance requirements for the end of the upcoming fiscal year indicate that the HHW Facility Reserve will have \$735,001 available. This would be the prudent amount to use in assessing monies that could be available to fund the additional work discussed.

The Mandatory Commercial Recycling Regulation is more problematic. This activity begs the question of whether it is a program or project. Since this is a result of a new regulation it appears to be a program, therefore any use of reserves would not only need to identify use from a specific reserve, but also a change in definition of appropriate use. With the prospect of this continuing program, a more permanent source of funds would need to be identified, particularly if there is any hiring done for increased education.

The Organics Reserve was initiated for funding a new compost site, but the JPA agreement also allows for including more materials in the composting operation. With the amount of funding available, the only major constraint would be the cost of land purchase or lease should that become necessary.

#### VI. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approving the FY 11-12 Final Budget as presented with a unanimous vote as required by the SCWMA Joint Powers Agreement.

#### VII. ATTACHMENTS

FY 11-12 SCWMA Final Budget

- A. Revenue, Expense and Fund Balance History
- B. Explanations and Details

Resolution

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA



# **History and Fund Balance**

FY 11-12 BUDGET  
SONOMA COUNTY WASTE MANAGEMENT AGENCY  
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Summary

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Budgeted FY 10-11	Requested FY 11-12	Difference	% Change
<b>REVENUES</b>							
1700 Interest on Pooled Cash	172,688	66,935	60,123	51,902	39,999	(11,903)	-22.93%
2500 State - Other	228,511	136,374	364,980	313,250	268,185	(45,065)	-14.39%
2901 County	4,755,461	4,586,672	4,683,556	4,734,708	4,795,050	60,342	1.27%
3980 Revenues-Prior Year	12,865	72,887	1	0	0	0	0.00%
4020 Sale of Materials	254,056	284,998	159,140	100,000	130,000	30,000	30.00%
4040 Miscellaneous Revenue	0	0	7,500	7,500	40,000	32,500	433.33%
4102 Donations and Reimbursements	440,730	421,473	393,445	393,445	445,610	52,165	13.26%
<b>SUBTOTAL</b>	5,864,311	5,569,339	5,668,744	5,600,805	5,718,843	118,038	2.11%
4624 OT-Within Enterprise	2,402,586	2,136,158	578,842	887,068	364,073	(522,995)	-58.96%
<b>SUBTOTAL</b>	2,402,586	2,136,158	578,842	887,068	364,073	(522,995)	-58.96%
<b>TOTAL REVENUES</b>	8,266,897	7,705,497	6,247,586	6,487,873	6,082,916	(404,957)	-6.24%
<b>EXPENDITURES</b>							
6103 Liability Insurance	9,163	8,941	8,942	10,175	9,500	(675)	-6.64%
6280 Memberships	0	0	0	0	4,000	4,000	100.00%
6300 Miscellaneous Expense	0	0	18,494	7,500	40,000	32,500	433.33%
6400 Office Expense	48,951	35,293	15,430	15,000	19,719	4,719	31.46%
6500 Professional/Spec Svcs	232,963	122,989	219,374	219,374	268,185	48,811	22.25%
6521 County Services	4,133	7,136	6,925	6,925	6,925	0	0.00%
6540 Contract Services	4,216,804	4,944,498	4,251,980	4,367,683	4,294,882	(72,801)	-1.67%
6573 Administrative Costs	540,279	609,780	629,023	694,022	732,980	38,958	5.61%
6590 Engineering Services	9,115	11,232	26,000	26,000	26,000	0	0.00%
6610 Legal Expenses	74,372	121,000	71,000	72,000	72,000	0	0.00%
6629 Accounting Services	5,849	11,618	10,243	10,243	8,788	(1,455)	-14.20%
6630 Audit Services	20,000	18,500	20,000	20,000	20,000	0	0.00%
6785 Advertising	0	0	12,000	12,000	12,000	0	100.00%
6820 Rents/Lease Equipment	3,049	1,751	2,667	5,500	2,500	(3,000)	-54.55%
6840 Rents/Leases-Bldgs/Impv	23,541	26,120	25,900	25,500	25,500	0	0.00%
7062 Enforcement Agency Fees	17,342	18,508	18,000	20,000	35,000	15,000	75.00%
7120 Training in Service	0	118	0	0	0	0	0.00%
7301 County Car Expense	2,023	354	1,500	3,000	1,500	(1,500)	-50.00%
7302 Travel Expense	294	1,285	1,089	500	0	(500)	-100.00%
7309 Unclaimable County	815	121	0	0	0	0	0.00%
7400 Data Processing	30,876	13,158	11,779	11,779	10,116	(1,663)	-14.12%
7402 DP-New Projects	0	64,118	15,000	24,556	0	(24,556)	-100.00%
<b>SUBTOTAL</b>	5,239,569	6,016,520	5,365,409	5,551,757	5,589,594	37,837	0.68%
8010 Contributions Non-County Gov.	(673)	0	0	0	0	0	0.00%
8624 OT - Within Enterprise	2,402,586	2,136,158	128,842	887,068	364,073	(522,995)	-58.96%
8640 OT - Between Enterprises	0	0	2,724	0	2,724	2,724	100.00%
8700 Reimbursements	0	0	0	(26,788)	0	26,788	-100.00%
<b>SUBTOTAL</b>	2,401,913	2,136,158	131,566	860,280	366,797	(493,483)	-57.36%
<b>TOTAL EXPENDITURES</b>	7,641,482	8,152,678	5,496,975	6,412,037	5,956,391	(455,646)	-7.11%
<b>NET COST</b>	(625,415)	447,181	(750,611)	(75,836)	(126,525)	(50,689)	66.84%
<b>FUND BALANCE</b>							
Beginning Fund Balance	6,553,137	7,440,554	7,311,775		8,061,746		
Less: Net Cost for Current Year	625,415	(447,181)	749,971		126,525		
Audit/Encumbrance Adjustments	262,002	318,402	0		0		
Ending Fund Balance	7,440,554	7,311,775	8,061,746		8,188,271		

FY 11-12 BUDGET  
SONOMA COUNTY WASTE MANAGEMENT AGENCY  
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Wood Waste 799114

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Budgeted FY 10-11	Requested FY 11-12	Difference	% Change
<b>REVENUES</b>							
1700 Interest on Pooled Cash	4,080	946	470	470	576	106	22.46%
2901 County	177,713	139,289	189,258	162,108	186,750	24,642	15.20%
3980 Prior Year Revenue	0	19,995	0	0	0	0	0.00%
4020 Sale of Materials	66,788	90,458	61,026	15,000	40,000	25,000	166.67%
4102 Donations and Reimbursements	5,000	5,000	5,000	5,000	5,000	0	0.00%
<b>SUBTOTAL</b>	<b>253,581</b>	<b>255,688</b>	<b>255,754</b>	<b>182,578</b>	<b>232,326</b>	<b>49,748</b>	<b>27.25%</b>
4624 OT-Within Enterprise	0	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL REVENUES</b>	<b>253,581</b>	<b>255,688</b>	<b>255,754</b>	<b>182,578</b>	<b>232,326</b>	<b>49,748</b>	<b>27.25%</b>
<b>EXPENDITURES</b>							
6103 Liability Insurance	889	835	835	950	887	(63)	-6.63%
6400 Office Expense	18	3	4	0	0	0	0.00%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0.00%
6521 County Services	236	442	525	525	525	0	0.00%
6540 Contract Services	174,592	138,574	151,564	151,454	186,845	35,391	23.37%
6573 Administrative Costs	30,906	13,083	2,752	2,752	4,044	1,292	46.95%
6590 Engineering Services	0	0	0	0	0	0	0.00%
6610 Legal Expenses	0	0	0	0	0	0	0.00%
6629 Accounting Services	504	1,117	984	984	844	(140)	-14.20%
6630 Audit Services	2,000	1,900	1,500	1,500	1,500	0	0.00%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0.00%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0.00%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0.00%
7301 County Car Expense	0	0	0	0	0	0	0.00%
7302 Travel Expense	0	0	0	0	0	0	0.00%
7400 Data Processing	4,411	2,193	1,963	1,963	1,686	(277)	-14.11%
<b>SUBTOTAL</b>	<b>213,556</b>	<b>158,147</b>	<b>160,127</b>	<b>160,128</b>	<b>196,331</b>	<b>36,203</b>	<b>22.61%</b>
8624 OT - Within Enterprise	197,140	111,316	52,450	52,450	35,540	(16,910)	-32.24%
8640 OT- Between Enterprise	0	0	454	0	454	454	
8700 Reimbursements	0	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>197,140</b>	<b>111,316</b>	<b>52,904</b>	<b>52,450</b>	<b>35,994</b>	<b>(16,456)</b>	<b>-31.37%</b>
<b>TOTAL EXPENDITURES</b>	<b>410,696</b>	<b>269,463</b>	<b>213,031</b>	<b>212,578</b>	<b>232,325</b>	<b>19,747</b>	<b>9.29%</b>
<b>NET COST</b>	<b>157,115</b>	<b>13,775</b>	<b>(42,723)</b>	<b>30,000</b>	<b>(0)</b>	<b>(30,000)</b>	<b>-100.00%</b>
<b>FUND BALANCE</b>							
Beginning Fund Balance	243,282	86,167	72,392	72,392	115,115		
Less: Net Cost for Current Year	(157,115)	(13,775)	42,723	(30,000)	0		
Audit/Encumbrance Adjustments	0	0	0	0	0		
Ending Fund Balance	86,167	72,392	115,115	42,392	115,115		

FY 11-12 BUDGET  
SONOMA COUNTY WASTE MANAGEMENT AGENCY  
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Yard Debris 799213

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Budgeted FY 10-11	Requested FY 11-12	Difference	% Change
<b>REVENUES</b>							
1700 Interest on Pooled Cash	34,220	13,534	3,651	7,250	<b>4,336</b>	(2,914)	-40.19%
2500 State - Other	0	0	0	0	<b>0</b>	0	0.00%
2901 County	3,157,079	3,126,298	3,047,991	3,144,600	<b>3,144,600</b>	0	0.00%
3980 Prior Year Revenue	0	69,370	0	0	<b>0</b>		
4020 Sale of Materials	187,268	194,540	98,114	85,000	<b>90,000</b>	5,000	5.88%
4102 Donations and Reimbursements	10,523	8,857	5,000	5,000	<b>5,000</b>	0	0.00%
<b>SUBTOTAL</b>	<b>3,389,090</b>	<b>3,412,599</b>	<b>3,154,756</b>	<b>3,241,850</b>	<b>3,243,936</b>	<b>2,086</b>	<b>0.06%</b>
4624 OT-Within Enterprise	0	0	0	0	<b>0</b>	0	0.00%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL REVENUES</b>	<b>3,389,090</b>	<b>3,412,599</b>	<b>3,154,756</b>	<b>3,241,850</b>	<b>3,243,936</b>	<b>2,086</b>	<b>0.06%</b>
<b>EXPENDITURES</b>							
6103 Liability Insurance	1,741	1,669	2,131	2,425	<b>2,264</b>	(161)	-6.63%
6400 Office Expense	5,030	2,159	472	0	<b>2,000</b>	2,000	0.00%
6500 Professional/Spec Svcs	625	0	0	0	<b>0</b>	0	0.00%
6521 County Services	490	1,724	1,000	1,000	<b>1,000</b>	0	0.00%
6540 Contract Services	2,452,696	2,929,166	2,675,839	2,791,652	<b>2,840,237</b>	48,585	1.74%
6573 Administrative Costs	88,738	92,722	62,054	62,053	<b>83,029</b>	20,976	33.80%
6590 Engineering Services	7,421	250	0	0	<b>0</b>	0	0.00%
6610 Legal Expenses	3,686	3,023	1,000	2,000	<b>2,000</b>	0	0.00%
6629 Accounting Services	2,325	5,363	4,727	4,727	<b>4,056</b>	(671)	-14.20%
6630 Audit Services	3,000	3,350	4,000	4,000	<b>4,000</b>	0	0.00%
6820 Rents/Lease Equipment	3,049	1,556	2,083	5,500	<b>2,500</b>	(3,000)	-54.55%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	<b>0</b>	0	0.00%
7062 Enforcement Agency Fees	17,121	18,255	18,000	20,000	<b>35,000</b>	15,000	75.00%
7301 County Car Expense	2,007	354	1,500	3,000	<b>1,500</b>	(1,500)	-50.00%
7302 Travel Expense	0	17	0	0	<b>0</b>	0	0.00%
7309 Unclaimable County	815	121	0	0	<b>0</b>	0	0.00%
7400 Data Processing	8,821	4,386	3,927	3,927	<b>3,372</b>	(555)	-14.13%
<b>SUBTOTAL</b>	<b>2,597,565</b>	<b>3,064,115</b>	<b>2,776,733</b>	<b>2,900,284</b>	<b>2,980,957</b>	<b>80,673</b>	<b>2.78%</b>
8624 OT - Within Enterprise	778,177	1,410,013	0	758,226	<b>262,071</b>	(496,155)	-65.44%
8640 OT- Between Enterprises	0	0	908	0	<b>908</b>	908	100.00%
8700 Reimbursements	0	0	0	0	<b>0</b>	0	0.00%
<b>SUBTOTAL</b>	<b>778,177</b>	<b>1,410,013</b>	<b>908</b>	<b>758,226</b>	<b>262,979</b>	<b>(495,247)</b>	<b>-65.32%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,375,742</b>	<b>4,474,128</b>	<b>2,777,641</b>	<b>3,658,510</b>	<b>3,243,936</b>	<b>(414,574)</b>	<b>-11.33%</b>
<b>NET COST</b>	<b>(13,348)</b>	<b>1,061,529</b>	<b>(377,115)</b>	<b>416,660</b>	<b>0</b>	<b>(416,660)</b>	<b>-100.00%</b>
<b>FUND BALANCE</b>							
Beginning Fund Balance	1,538,273	1,551,621	490,092	490,092	<b>867,207</b>		
Less: Net Cost for Current Year	13,348	(1,061,529)	377,115	(416,660)	<b>(0)</b>		
Audit/Encumbrance Adjustments	0	0	0	0	<b>0</b>		
Ending Fund Balance	1,551,621	490,092	867,207	73,432	<b>867,207</b>		

FY 11-12 BUDGET  
SONOMA COUNTY WASTE MANAGEMENT AGENCY  
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste 799312

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Budgeted FY 10-11	Requested FY 11-12	Difference	% Change
<b>REVENUES</b>							
1700 Interest on Pooled Cash	31,921	5,999	208	420	732	312	74.17%
2500 State - Other	82,396	104,269	254,396	254,396	268,185	13,789	5.42%
2901 County	1,102,077	1,025,107	1,142,582	1,128,120	1,123,390	(4,730)	-0.42%
3980 Revenue-Prior Year	12,865	(20,169)	1	0	0	0	0.00%
4102 Donations and Reimbursements	367,960	360,652	348,071	348,071	388,450	40,379	11.60%
<b>SUBTOTAL</b>	<b>1,597,219</b>	<b>1,475,858</b>	<b>1,745,258</b>	<b>1,731,007</b>	<b>1,780,756</b>	<b>49,749</b>	<b>2.87%</b>
4624 OT-Within Enterprise	0	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL REVENUES</b>	<b>1,597,219</b>	<b>1,475,858</b>	<b>1,745,258</b>	<b>1,731,007</b>	<b>1,780,756</b>	<b>49,749</b>	<b>2.87%</b>
<b>EXPENDITURES</b>							
6103 Liability Insurance	3,481	3,515	3,889	4,425	4,131	(294)	-6.64%
6280 Memberships	0	0	0	0	4,000	4,000	100.00%
6400 Office Expense	20,333	14,210	3,948	4,000	4,719	719	17.98%
6500 Professional/Spec Svcs	89,608	92,337	153,020	153,020	268,185	115,165	75.26%
6521 County Services	1,373	2,166	2,300	2,300	2,300	0	0.00%
6540 Contract Services	1,157,167	1,231,411	1,186,600	1,186,600	1,240,800	54,200	4.57%
6573 Administrative Costs	157,620	176,108	179,802	213,907	201,037	(12,870)	-6.02%
6610 Legal Expenses	15,941	9,321	8,000	8,000	8,000	0	0.00%
6629 Accounting Services	1,010	2,124	2,266	2,266	1,944	(322)	-14.20%
6630 Audit Services	8,000	8,400	8,500	8,500	8,500	0	0.00%
6785 Advertising	0	0	12,000	12,000	12,000	0	100.00%
6840 Rents/Leases-Bldgs/Impv	23,000	23,000	23,000	23,000	23,000	0	0.00%
7062 Enforcement Agency Fees	221	253	0	0	0	0	0.00%
7120 Training in Service	0	118	0	0	0	0	0.00%
7302 Travel Expense	115	930	500	500	0	(500)	-100.00%
7400 Data Processing	4,411	2,193	1,963	1,963	1,686	(277)	-14.11%
<b>SUBTOTAL</b>	<b>1,482,280</b>	<b>1,566,086</b>	<b>1,585,788</b>	<b>1,620,481</b>	<b>1,780,302</b>	<b>159,821</b>	<b>9.86%</b>
8010 Contrib Non-Co Gov	(673)	0	0	0	0	0	0.00%
8624 OT - Within Enterprise	1,281,756	589,963	6,667	6,667	0	(6,667)	-100.00%
8640 OT-Between Enterprises	0	0	454	0	454	454	100.00%
8700 Reimbursements	0	0	0	(5,288)	0	5,288	-100.00%
<b>SUBTOTAL</b>	<b>1,281,083</b>	<b>589,963</b>	<b>7,121</b>	<b>1,379</b>	<b>454</b>	<b>(925)</b>	<b>-67.08%</b>
9650 Prior Year Encumbrance	0	0	640	699	0	(699)	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>2,763,363</b>	<b>2,156,049</b>	<b>1,593,549</b>	<b>1,622,559</b>	<b>1,780,756</b>	<b>158,197</b>	<b>9.75%</b>
<b>NET COST</b>	<b>1,166,144</b>	<b>680,191</b>	<b>(151,709)</b>	<b>(108,448)</b>	<b>(0)</b>	<b>108,448</b>	<b>-100.00%</b>
<b>FUND BALANCE</b>							
Beginning Fund Balance	1,840,926	674,782	(5,409)	(5,409)	146,300		
Less: Net Cost for Current Year	(1,166,144)	(680,191)	151,709	108,448	0		
Audit/Encumbrance Adjustments	0	0	0	0	0		
Ending Fund Balance	674,782	(5,409)	146,300	103,039	146,300		

FY 11-12 BUDGET  
SONOMA COUNTY WASTE MANAGEMENT AGENCY  
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Education 799411

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Budgeted FY 10-11	Requested FY 11-12	Difference	% Change
<b>REVENUES</b>							
1700 Interest on Pooled Cash	5,115	464	736	890	63	(827)	-92.88%
2500 State - Other	13,432	8,665	58,854	58,854	0	(58,854)	-100.00%
2901 County	249,464	231,734	245,873	242,760	278,103	35,343	14.56%
3980 Prior Year Revenue	0	3,691	0	0	0	0	0.00%
4020 Sale of Materials	0	0	0	0	0	0	0.00%
4040 Miscellaneous Revenue	0	0	7,500	7,500	40,000	32,500	433.33%
4102 Donations and Reimbursements	48,743	38,723	28,636	28,636	38,539	9,903	34.58%
SUBTOTAL	316,754	283,277	341,599	338,640	356,705	18,065	5.33%
4624 OT-Within Enterprise	0	24,866	0	0	0	0	0.00%
SUBTOTAL	0	24,866	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>316,754</b>	<b>308,143</b>	<b>341,599</b>	<b>338,640</b>	<b>356,705</b>	<b>18,065</b>	<b>5.33%</b>
<b>EXPENDITURES</b>							
6103 Liability Insurance	1,283	1,252	1,252	1,425	1,330	(95)	-6.63%
6300 Miscellaneous Expense	0	0	18,494	7,500	40,000	32,500	433.33%
6400 Office Expense	23,244	15,087	11,000	11,000	11,000	0	0.00%
6500 Professional/Spec Svcs	8,082	7,212	66,354	66,354	0	(66,354)	-100.00%
6521 County Services	1,551	2,074	2,300	2,300	2,300	0	0.00%
6540 Contract Services	114,519	32,585	26,994	26,994	27,000	6	0.02%
6570 Consultant Services	0	0	63	0	0	0	0.00%
6573 Administrative Costs	180,151	165,493	184,346	218,388	237,278	18,890	8.65%
6610 Legal Expenses	31,753	52,261	25,000	25,000	25,000	0	0.00%
6629 Accounting Services	1,010	2,124	1,873	1,873	1,607	(266)	-14.20%
6630 Audit Services	4,000	2,000	3,000	3,000	3,000	0	0.00%
6820 Rents/Lease Equipment	0	195	584	0	0	0	0.00%
6840 Rents/Leases-Bldgs/Impv	541	3,120	2,900	2,500	2,500	0	0.00%
7301 County Car Expense	16	0	0	0	0	0	0.00%
7302 Travel Expense	153	338	589	0	0	0	0.00%
7400 Data Processing	4,411	2,193	1,963	1,963	1,686	(277)	-14.11%
7402 DP-New Projects	0	64,118	15,000	24,556	0	(24,556)	-100.00%
SUBTOTAL	370,714	350,052	361,712	392,853	352,701	(40,152)	-10.22%
8624 OT - Within Enterprise	134,575	0	0	0	3,550	3,550	100.00%
8640 OT - Between Enterprises	0	0	454	0	454	454	100.00%
8700 Reimbursements	0	0	0	(21,500)	0	21,500	-100.00%
SUBTOTAL	134,575	0	454	(21,500)	4,004	25,504	-118.62%
<b>TOTAL EXPENDITURES</b>	<b>505,289</b>	<b>350,052</b>	<b>362,166</b>	<b>371,353</b>	<b>356,705</b>	<b>(14,648)</b>	<b>-3.94%</b>
<b>NET COST</b>	<b>188,535</b>	<b>41,909</b>	<b>20,567</b>	<b>32,713</b>	<b>0</b>	<b>(32,713)</b>	<b>-100.00%</b>
<b>FUND BALANCE</b>							
Beginning Fund Balance	263,685	75,150	33,241	33,241	12,674		
Less: Net Cost for Current Year	(188,535)	(41,909)	(20,567)	(32,713)	(0)		
Audit/Encumbrance Adjustments	0	0	0	0	0		
Ending Fund Balance	75,150	33,241	12,674	528	12,674		

FY 11-12 BUDGET  
SONOMA COUNTY WASTE MANAGEMENT AGENCY  
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Diversion 799510

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Budgeted FY 10-11	Requested FY 11-12	Difference	% Change
<b>REVENUES</b>							
1700 Interest on Pooled Cash	3,470	789	880	352	0	(352)	-100.00%
2500 State - Other	132,683	23,440	51,730	0	0	0	0.00%
2901 County	34,873	32,426	0	0	0	0	0.00%
4020 Sale of Materials	0	0	0	0	0	0	0.00%
4102 Donations and Reimbursements	3,373	3,154	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>174,399</b>	<b>59,809</b>	<b>52,610</b>	<b>352</b>	<b>0</b>	<b>(352)</b>	<b>-100.00%</b>
4624 OT-Within Enterprise	0	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL REVENUES</b>	<b>174,399</b>	<b>59,809</b>	<b>52,610</b>	<b>352</b>	<b>0</b>	<b>(352)</b>	<b>-100.00%</b>
<b>EXPENDITURES</b>							
6103 Liability Insurance	889	835	0	0	0	0	0.00%
6400 Office Expense	95	65	0	0	0	0	0.00%
6500 Professional/Spec Svcs	134,648	23,440	0	0	0	0	0.00%
6521 County Services	483	555	0	0	0	0	0.00%
6540 Contract Services	0	5,000	0	0	0	0	0.00%
6573 Administrative Costs	22,968	16,014	0	0	0	0	0.00%
6590 Engineering Services	0	0	0	0	0	0	0.00%
6610 Legal Expenses	4,661	5,480	0	0	0	0	0.00%
6629 Accounting Services	1,000	445	0	0	0	0	0.00%
6630 Audit Services	1,000	950	0	0	0	0	0.00%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0.00%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0.00%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0.00%
7301 County Car Expense	0	0	0	0	0	0	0.00%
7302 Travel Expense	0	0	0	0	0	0	0.00%
7400 Data Processing	4,411	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>170,155</b>	<b>52,784</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
8624 OT - Within Enterprise	0	0	47,237	47,237	61,336	14,099	100.00%
8700 Reimbursements	0	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>47,237</b>	<b>47,237</b>	<b>61,336</b>	<b>14,099</b>	<b>100.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>170,155</b>	<b>52,784</b>	<b>47,237</b>	<b>47,237</b>	<b>61,336</b>	<b>14,099</b>	<b>29.85%</b>
<b>NET COST</b>	<b>(4,244)</b>	<b>(7,025)</b>	<b>(5,373)</b>	<b>46,885</b>	<b>61,336</b>	<b>14,451</b>	<b>30.82%</b>
<b>FUND BALANCE</b>							
Beginning Fund Balance	45,352	49,596	56,621	56,621	61,994		
Less: Net Cost for Current Year	4,244	7,025	5,373	(46,885)	(61,336)		
Audit/Encumbrance Adjustments	0	0	0	0	0		
Ending Fund Balance	49,596	56,621	61,994	9,736	658		



FY 11-12 BUDGET  
SONOMA COUNTY WASTE MANAGEMENT AGENCY  
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Planning 799619

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Budgeted FY 10-11	Requested FY 11-12	Difference	% Change
<b>REVENUES</b>							
1700 Interest on Pooled Cash	1,691	306	160	210	23	(187)	-89.09%
2500 State - Other	0	0	0	0	0	0	0.00%
2901 County	34,255	31,818	57,852	57,120	62,207	5,087	8.91%
3980 Prior Year Revenue	0	0	(1)	0	0	0	0.00%
4020 Sale of Materials	0	0	0	0	0	0	0.00%
4102 Donations and Reimbursements	5,131	4,887	6,738	6,738	8,621	1,883	27.94%
SUBTOTAL	41,077	37,011	64,749	64,068	70,851	6,783	10.59%
4624 OT-Within Enterprise	0	0	0	0	0	0	0.00%
SUBTOTAL	0	0	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>41,077</b>	<b>37,011</b>	<b>64,749</b>	<b>64,068</b>	<b>70,851</b>	<b>6,783</b>	<b>10.59%</b>
<b>EXPENDITURES</b>							
6103 Liability Insurance	880	835	835	950	887	(63)	-6.63%
6400 Office Expense	2	26	6	0	0	0	0.00%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0.00%
6521 County Services	0	0	800	800	800	0	0.00%
6573 Administrative Costs	35,117	42,663	47,474	47,474	60,111	12,637	26.62%
6590 Engineering Services	1,694	0	0	0	0	0	#DIV/0!
6610 Legal Expenses	12,500	26,091	4,000	4,000	4,000	0	0.00%
6629 Accounting Services	0	445	393	393	337	(56)	-14.20%
6630 Audit Services	2,000	900	1,000	1,000	1,000	0	0.00%
7302 Travel Expense	26	0	0	0	0	0	0.00%
7400 Data Processing	4,411	2,193	1,963	1,963	1,686	(277)	-14.11%
SUBTOTAL	56,630	73,153	56,471	56,580	68,821	12,241	21.64%
8624 OT - Within Enterprise	10,938	0	22,488	22,488	1,576	(20,912)	-92.99%
8640 OT - Between Enterprises	0	0	454	0	454	454	
8700 Reimbursements	0	0	0	0	0	0	0.00%
SUBTOTAL	10,938	0	22,942	22,488	2,030	(20,458)	-90.97%
<b>TOTAL EXPENDITURES</b>	<b>67,568</b>	<b>73,153</b>	<b>79,413</b>	<b>79,068</b>	<b>70,851</b>	<b>(8,217)</b>	<b>-10.39%</b>
<b>NET COST</b>	<b>26,491</b>	<b>36,142</b>	<b>14,664</b>	<b>15,000</b>	<b>0</b>	<b>(15,000)</b>	<b>-100.00%</b>
<b>FUND BALANCE</b>							
Beginning Fund Balance	81,880	55,389	19,247	19,247	4,583		
Less: Net Cost for Current Year	(26,491)	(36,142)	(14,664)	(15,000)	(0)		
Audit/Encumbrance Adjustments	0	0	0	0	0		
Ending Fund Balance	55,389	19,247	4,583	4,247	4,583		

FY 11-12 BUDGET  
SONOMA COUNTY WASTE MANAGEMENT AGENCY  
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Organics Reserve 799221

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Budgeted FY 10-11	Requested FY 11-12	Difference	% Change
<b>REVENUES</b>							
1700 Interest on Pooled Cash	71,321	30,725	38,576	28,780	<b>24,875</b>	(3,905)	-13.57%
2500 State - Other	0	0	0	0	<b>0</b>	0	0.00%
2901 County	0	0	0	0	<b>0</b>	0	0.00%
4020 Sale of Materials	0	0	0	0	<b>0</b>	0	0.00%
4102 Donations and Reimbursements	0	0	0	0	<b>0</b>	0	0.00%
<b>SUBTOTAL</b>	<b>71,321</b>	<b>30,725</b>	<b>38,576</b>	<b>28,780</b>	<b>24,875</b>	<b>(3,905)</b>	<b>-13.57%</b>
4624 OT-Within Enterprise	975,317	1,521,329	502,450	810,676	<b>297,611</b>	(513,065)	-63.29%
<b>SUBTOTAL</b>	<b>975,317</b>	<b>1,521,329</b>	<b>502,450</b>	<b>810,676</b>	<b>297,611</b>	<b>(513,065)</b>	<b>-63.29%</b>
<b>TOTAL REVENUES</b>	<b>1,046,638</b>	<b>1,552,054</b>	<b>541,026</b>	<b>839,456</b>	<b>322,486</b>	<b>(516,970)</b>	<b>-61.58%</b>
<b>EXPENDITURES</b>							
6400 Office Expense	229	0	0	0	<b>0</b>	0	0.00%
6521 County Services	0	0	0	0	<b>0</b>	0	0.00%
6540 Contract Services	187,945	316,514	182,930	182,930	<b>0</b>	(182,930)	-100.00%
6573 Administrative Costs	14,615	21,666	101,578	101,578	<b>80,134</b>	(21,444)	-21.11%
6590 Engineering Services	0	8,221	26,000	26,000	<b>26,000</b>	0	0.00%
6610 Legal Expenses	4,797	12,441	24,000	24,000	<b>24,000</b>	0	0.00%
6629 Accounting Services	0	0	0	0	<b>0</b>	0	0.00%
6630 Audit Services	0	1,000	1,500	1,500	<b>1,500</b>	0	0.00%
7062 Enforcement Agency Fees	0	0	0	0	<b>0</b>	0	0.00%
7302 Travel Expense	0	0	0	0	<b>0</b>	0	0.00%
7400 Data Processing	0	0	0	0	<b>0</b>	0	0.00%
<b>SUBTOTAL</b>	<b>207,586</b>	<b>359,842</b>	<b>336,008</b>	<b>336,008</b>	<b>131,634</b>	<b>(204,374)</b>	<b>-60.82%</b>
8624 OT - Within Enterprise	0	0	0	0	<b>0</b>	0	0.00%
8700 Reimbursements	0	0	0	0	<b>0</b>	0	0.00%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>207,586</b>	<b>359,842</b>	<b>336,008</b>	<b>336,008</b>	<b>131,634</b>	<b>(204,374)</b>	<b>-60.82%</b>
<b>NET COST</b>	<b>(839,052)</b>	<b>(1,192,212)</b>	<b>(205,018)</b>	<b>(503,448)</b>	<b>(190,852)</b>	<b>312,596</b>	<b>-62.09%</b>
<b>FUND BALANCE</b>							
Beginning Fund Balance	2,320,006	3,347,003	4,769,926	4,769,926	<b>4,974,944</b>		
Less: Net Cost for Current Year	839,052	1,192,212	205,018	503,448	<b>190,852</b>		
Audit/Encumbrance Adjustments	187,945	230,711	0	0	<b>0</b>		
Ending Fund Balance	3,347,003	4,769,926	4,974,944	5,273,374	<b>5,165,796</b>		

FY 11-12 BUDGET  
SONOMA COUNTY WASTE MANAGEMENT AGENCY  
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste Closure Reserve 799320

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Budgeted FY 10-11	Requested FY 11-12	Difference	% Change
<b>REVENUES</b>							
1700 Interest on Pooled Cash	1,188	468	484	450	333	(117)	-26.00%
2500 State - Other	0	0	0	0	0	0	0.00%
2901 County	0	0	0	0	0	0	0.00%
4020 Sale of Materials	0	0	0	0	0	0	0.00%
4102 Donations and Reimbursements	0	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>1,188</b>	<b>468</b>	<b>484</b>	<b>450</b>	<b>333</b>	<b>(117)</b>	<b>-26.00%</b>
4624 OT-Within Enterprise	0	6,667	6,667	6,667	0	(6,667)	0.00%
<b>SUBTOTAL</b>	<b>0</b>	<b>6,667</b>	<b>6,667</b>	<b>6,667</b>	<b>0</b>	<b>(6,667)</b>	<b>0.00%</b>
<b>TOTAL REVENUES</b>	<b>1,188</b>	<b>7,135</b>	<b>7,151</b>	<b>7,117</b>	<b>333</b>	<b>(6,784)</b>	<b>-95.32%</b>
<b>EXPENDITURES</b>							
6103 Liability Insurance	0	0	0	0	0	0	0.00%
6400 Office Expense	0	0	0	0	0	0	0.00%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0.00%
6521 County Services	0	0	0	0	0	0	0.00%
6540 Contract Services	0	0	0	0	0	0	0.00%
6573 Administrative Costs	0	0	0	0	0	0	0.00%
6590 Engineering Services	0	0	0	0	0	0	0.00%
6610 Legal Expenses	0	0	0	0	0	0	0.00%
6629 Accounting Services	0	0	0	0	0	0	0.00%
6630 Audit Services	0	0	0	0	0	0	0.00%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0.00%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0.00%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0.00%
7302 Travel Expense	0	0	0	0	0	0	0.00%
7400 Data Processing	0	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
8624 OT - Within Enterprise	0	0	0	0	0	0	0.00%
8700 Reimbursements	0	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>NET COST</b>	<b>(1,188)</b>	<b>(7,135)</b>	<b>(7,151)</b>	<b>(7,117)</b>	<b>(333)</b>	<b>6,784</b>	<b>-95.32%</b>
<b>FUND BALANCE</b>							
Beginning Fund Balance	51,128	52,316	59,451	59,451	66,602		
Less: Net Cost for Current Year	1,188	7,135	7,151	7,117	333		
Audit/Encumbrance Adjustments	0	0	0	0	0		
Ending Fund Balance	52,316	59,451	66,602	66,568	66,935		

FY 11-12 BUDGET  
SONOMA COUNTY WASTE MANAGEMENT AGENCY  
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste Facility Reserve 799338

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Budgeted FY 10-11	Requested FY 11-12	Difference	% Change
<b>REVENUES</b>							
1700 Interest on Pooled Cash	12,134	11,353	13,482	12,520	<b>8,085</b>	(4,435)	-35.42%
2901 County	0	0	0	0	<b>0</b>	0	0.00%
4020 Sale of Materials	0	0	0	0	<b>0</b>	0	0.00%
4102 Donations and Reimbursements	0	200	0	0	<b>0</b>	0	0.00%
SUBTOTAL	12,134	11,553	13,482	12,520	<b>8,085</b>	(4,435)	-35.42%
4624 OT-Within Enterprise	1,281,756	583,296	0	0	<b>0</b>	0	#DIV/0!
SUBTOTAL	1,281,756	583,296	0	0	<b>0</b>	0	#DIV/0!
<b>TOTAL REVENUES</b>	<b>1,293,890</b>	<b>594,849</b>	<b>13,482</b>	<b>12,520</b>	<b>8,085</b>	<b>(4,435)</b>	<b>-35.42%</b>
<b>EXPENDITURES</b>							
6103 Liability Insurance	0	0	0	0	<b>0</b>	0	0.00%
6400 Office Expense	0	901	0	0	<b>0</b>	0	0.00%
6500 Professional/Spec Svcs	0	0	0	0	<b>0</b>	0	0.00%
6521 County Services	0	0	0	0	<b>0</b>	0	0.00%
6540 Contract Services	36,750	178,701	28,053	28,053	<b>0</b>	(28,053)	-100.00%
6573 Administrative Costs	5,388	62,428	3,147	0	<b>0</b>	0	0.00%
6590 Engineering Services	0	2,761	0	0	<b>0</b>	0	0.00%
6610 Legal Expenses	741	7,274	0	0	<b>0</b>	0	0.00%
6629 Accounting Services	0	0	0	0	<b>0</b>	0	0.00%
6630 Audit Services	0	0	0	0	<b>0</b>	0	0.00%
6820 Rents/Lease Equipment	0	0	0	0	<b>0</b>	0	0.00%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	<b>0</b>	0	0.00%
6880 Small Tools	0	0	0	0	<b>0</b>	0	0.00%
7062 Enforcement Agency Fees	0	0	0	0	<b>0</b>	0	0.00%
7301 County Car Expense	0	0	0	0	<b>0</b>	0	0.00%
7302 Travel Expense	0	0	0	0	<b>0</b>	0	0.00%
7400 Data Processing	0	0	0	0	<b>0</b>	0	0.00%
SUBTOTAL	42,879	252,065	31,200	28,053	<b>0</b>	(28,053)	-100.00%
8624 OT - Within Enterprise	0	0	0	0	<b>0</b>	0	0.00%
8700 Reimbursements	0	0	0	0	<b>0</b>	0	0.00%
SUBTOTAL	0	0	0	0	<b>0</b>	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>42,879</b>	<b>252,065</b>	<b>31,200</b>	<b>28,053</b>	<b>0</b>	<b>(28,053)</b>	<b>-100.00%</b>
<b>NET COST</b>	<b>(1,251,011)</b>	<b>(342,784)</b>	<b>17,718</b>	<b>15,533</b>	<b>(8,085)</b>	<b>(23,618)</b>	<b>-152.05%</b>
<b>FUND BALANCE</b>							
Beginning Fund Balance	13,236	1,267,147	1,634,785	1,634,785	<b>1,617,067</b>		
Less: Net Cost for Current Year	1,251,011	342,784	(17,718)	(15,533)	<b>8,085</b>		
Audit/Encumbrance Adjustments	2,900	24,854	0	0	<b>0</b>		
Ending Fund Balance	1,267,147	1,634,785	1,617,067	1,619,252	<b>1,625,152</b>		

FY 11-12 BUDGET  
SONOMA COUNTY WASTE MANAGEMENT AGENCY  
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Contingency Reserve 799718

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Budgeted FY 10-11	Requested FY 11-12	Difference	% Change
<b>Revenues</b>							
1700 Interest on Pooled Cash	7,548	2,351	1,476	560	976	416	74.34%
2500 State - Other	0	0	0	0	0	0	0.00%
2901 County	0	0	0	0	0	0	0.00%
4020 Sale of Materials	0	0	0	0	0	0	0.00%
4102 Donations and Reimbursements	0	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>7,548</b>	<b>2,351</b>	<b>1,476</b>	<b>560</b>	<b>976</b>	<b>416</b>	<b>74.34%</b>
4624 OT-Within Enterprise	145,513	0	69,725	69,725	66,462	(3,263)	-4.68%
<b>SUBTOTAL</b>	<b>145,513</b>	<b>0</b>	<b>69,725</b>	<b>69,725</b>	<b>66,462</b>	<b>(3,263)</b>	<b>-4.68%</b>
<b>TOTAL REVENUES</b>	<b>153,061</b>	<b>2,351</b>	<b>71,201</b>	<b>70,285</b>	<b>67,438</b>	<b>(2,847)</b>	<b>-4.05%</b>
<b>Expenditures</b>							
6400 Office Expense	0	2,842	0	0	2,000	2,000	0.00%
6521 County Services	0	175	0	0	0	0	0.00%
6540 Contract Services	93,135	112,547	0	0	0	0	0.00%
6573 Administrative Costs	4,776	19,603	47,870	47,870	67,347	19,477	40.69%
6590 Engineering Services	0	0	0	0	0	0	0.00%
6610 Legal Expenses	293	5,109	9,000	9,000	9,000	0	0.00%
6629 Accounting Services	0	0	0	0	0	0	0.00%
6630 Audit Services	0	0	500	500	500	0	0.00%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0.00%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0.00%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0.00%
7302 Travel Expense	0	0	0	0	0	0	0.00%
7400 Data Processing	0	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>98,204</b>	<b>140,276</b>	<b>57,370</b>	<b>57,370</b>	<b>78,847</b>	<b>21,477</b>	<b>37.44%</b>
8624 OT - Within Enterprise	0	24,866	0	0	0	0	0.00%
8700 Reimbursements	0	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>0</b>	<b>24,866</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>98,204</b>	<b>165,142</b>	<b>57,370</b>	<b>57,370</b>	<b>78,847</b>	<b>21,477</b>	<b>37.44%</b>
<b>NET COST</b>	<b>(54,857)</b>	<b>162,791</b>	<b>(13,831)</b>	<b>(12,915)</b>	<b>11,409</b>	<b>24,324</b>	<b>-188.34%</b>
<b>FUND BALANCE</b>							
Beginning Fund Balance	155,369	281,383	181,429	181,429	195,260		
Less: Net Cost for Current Year	54,857	(162,791)	13,831	12,915	(11,409)		
Audit/Encumbrance Adjustments	71,157	62,836	0	0	0		
Ending Fund Balance	281,383	181,429	195,260	194,344	183,851		



# **Explanations and Details**

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**WOOD WASTE - 799114**

**REVENUES**

**1700 Interest on Pooled Cash**

The interest on the Pooled Cash is calculated on the cash balance within the cost center. It is anticipated that \$115,115 will be in the Wood Waste fund balance at the end of FY 10-11. The rate used for budgeting purposes is 0.5%.

Estimated Year End FY 10-11 Cash	Rate	Interest Earned
\$115,115	0.5%	\$576

**2901 Tipping Fee Revenue**

Revenues from fees collected at County disposal sites for wood waste processing are dedicated toward the operations of the Wood Waste cost center. The revenue collection includes a portion of the transportation fees (\$2.10 per ton at Central and \$4.20 per ton at the transfer stations). At Central the rate is \$27.60 per ton and at the transfer stations the rate is \$29.70 per ton. The projected tonnage is decreased from 5,700 tons to 5,000 tons per year based on actual tonnage for FY 10-11. For budgeting purposes the assumptions are 60% of material is coming to Central and 40% is coming to the transfer stations. During FY 11-12, there will be a pilot project for construction and demolition (C&D) debris boxes. After sorting at the Sonoma and Healdsburg transfer stations, the material will be transported for processing. It is estimated an additional 1,500 tons for FY 11-12 will be captured and processed.

	FY 10-11 Budget		
	Central	Transfer Stations	Total
Wood Waste Tonnage	3,420	2,280	5,700
Tonnage Rate (including transportation)	\$27.60	\$29.70	
Total Revenue FY 10-11	\$94,392.00	\$67,716.00	\$162,108.00
	FY 11-12 Request		
	Central	Transfer Stations	Total
Wood Waste Tonnage (includes an additional 1,500 tons)	3,000	3,500	6,500
Tonnage Rate (including transportation)	\$27.60	\$29.70	
<b>Total Revenue FY 11-12</b>	<b>\$82,800.00</b>	<b>\$103,950.00</b>	<b>\$186,750.00</b>

**4020 Sale of Materials**

The agreement with Sonoma Compost Company requires revenue sharing on finished products sold by the company. The estimated revenue sharing for FY 11-12 is \$40,000.

**4102 Donations and Reimbursements**

When the SCWMA hauling of organics from the transfer stations to the Central Disposal Site was begun, Sonoma Compost Company agreed to assist with the expense. The approval was for \$10,000 with \$5,000 allocated to Wood Waste and \$5,000 for Yard Debris.

**EXPENDITURES - SERVICES AND SUPPLIES**

**6103 Liability Insurance**

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 11-12 is 9.3% of the total premium cost to SCWMA. This insurance is supplemented by the contractor for this program, which carries primary coverage with SCWMA endorsed as an additional insured.

Annual premium \$9,500 X 9.3% = \$887

**6521 County Services**

This reflects the amount charged to this cost center for county support services, primarily rent of the space occupied by SCWMA. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**WOOD WASTE - 799114**

**6540 Contract Services**

It is estimated about 16 tons per day, or 5,000 total tons, of wood waste will be delivered to the wood processing contractor during FY 11-12. Adjusting to the contract-specified inflator and using the same CPI that was used in FY 10-11, the wood waste processing fees will be \$22.30/ton for wood waste used as fuel and \$24.20/ton for non-fuel wood waste.

Included in the Contract Services expense is the organics hauling charges from the transfer stations to the composting operation at the Central Disposal Site. The hauling expense contract has been restructured as an independent agreement.

The negotiated rate is \$9.85 per ton of material transported and will be increased annually using an inflator calculation based on the same components as has been used in the past, CPI and a fuel factor.

The estimated tonnages and resulting expenses for the C&D pilot project is included in the calculations shown below. This is using the projection of 1,500 tons of wood waste material being captured by the sorting of the debris boxes.

	<u>Tons/Day</u>	<u>Tonnage</u>	<u>Rates</u>	<u>Estimated Cost</u>
Fuel (58%)	9	2,900	\$22.50	\$65,250.00
Non-fuel (42%)	7	3,600	\$24.20	\$87,120.00
Hauling(Transfer Stations)		3,500	\$9.85	\$34,475.00
<b>Total Processing and Hauling</b>				<b>\$186,845.00</b>

**6573 Administration Costs**

This account reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA. These estimates are calculated by the County Administrator's Office and the Transportation and Public Works Department using the SCWMA Board approved Work Plan for FY 11-12.

	<u>Budgeted FY 10-11</u>	<u>Requested FY 11-12</u>	<u>Difference</u>	<u>% Increase</u>
Executive Director	\$1,000	\$1,089	\$89	9%
Department Analyst	\$1,000	\$1,510	\$510	51%
Integrated Waste Specialist(Ed.)	\$500	\$0	(\$500)	-100%
Integrated Waste Specialist(Planning)	\$0	\$1,158	\$1,158	0%
Senior Office Assistant	\$150	\$287	\$137	91%
T&PW Admin.	\$102	\$0	(\$102)	-100%
	<u>\$2,752</u>	<u>\$4,044</u>	<u>\$1,292</u>	<u>47%</u>

**6629 Accounting Services**

This expense of \$844 reflects an allocated portion (9.6%) of the estimated \$8,788 for accounting services provided by the County Auditor-Controller's staff. The allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

**6630 Audit Services**

This expense of \$1,500 reflects an allocated portion (7.5%) of the estimated \$20,000 cost of the audit performed by the County's Audit Division. The allocation is based on the level of effort necessary to review this cost center's activities relative to the other SCWMA cost centers.

**7400 Data Processing**

The Department of Transportation and Public Works has had a Memorandum of Understanding for past four years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 11-12 is \$10,116 for six computers. The Wood Waste cost center will be charged \$1,686.

**8624 OT-Within Enterprise**

With the anticipation of purchasing a new composting site, an Organics Reserve has been established for the expenses associated with the environmental study, site selection and acquisition process. The contribution this fiscal year is \$35,540.

**8640 OT-Between Enterprises**

The Information Systems Department has instituted a computer replacement fund, which will allow the computers to be replaced every three years. This is the second year of contributing \$454 to the replacement fund.



**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**YARD DEBRIS- 799213**

**REVENUES**

**1700 Interest on Pooled Cash**

The interest on the Pooled Cash is calculated on the cash balance within the cost center. It is anticipated that \$867,207 will be in the Yard Debris fund balance at the end of FY 10-11. The rate used for budgeting purposes is 0.5%.

Estimated Year End FY 10-11 Cash	Rate	Interest Earned
\$867,207	0.5%	\$4,336

**2901 Tipping Fee Revenue**

Revenues from fees collected at County disposal sites for yard waste processing are dedicated toward the operations of the Yard Debris cost center. The revenue collection includes a portion of the transportation fees (\$2.10 per ton at Central and \$4.20 per ton at the transfer stations). At Central the rate is \$34.10 per ton and at the transfer stations the rate is 36.20 per ton. The projected tonnage of 90,000 tons per year is based on actual tonnages for the past twelve months. For budgeting purposes 60% of material is coming to Central and 40% is coming to the transfer stations.

	FY 10-11 Budget		
	<u>Central</u>	<u>Transfer Stations</u>	<u>Total</u>
Yard Debris	54,000	36,000	90,000
Tonnage Rate (including transportation)	\$34.10	\$36.20	
	\$1,841,400.00	\$1,303,200.00	\$3,144,600.00
	FY 11-12 Request		
	<u>Central</u>	<u>Transfer Stations</u>	<u>Total</u>
Yard Debris	54,000	36,000	90,000
Tonnage Rate (including transportation)	\$34.10	\$36.20	
<b>Total Revenue FY 11-12</b>	<b>\$1,841,400.00</b>	<b>\$1,303,200.00</b>	<b>\$3,144,600.00</b>

**4020 Sale of Materials**

The agreement with Sonoma Compost Company requires revenue sharing on finished products sold by the company. The estimated revenue sharing for FY 11-12 is \$90,000.

**4102 Donations and Reimbursements**

When the hauling of organics from the transfer stations to the Central Disposal Site was begun, Sonoma Compost Company agreed to assist with the expense. The approval was for \$10,000 with \$5,000 allocated for Yard Debris and \$5,000 for Wood Waste.

**EXPENDITURES - SERVICES AND SUPPLIES**

**6103 Liability Insurance**

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 11-12 is 24% of the total premium cost to SCWMA. This insurance is supplemented by the contractor for this program, which carries primary coverage with SCWMA endorsed as an additional insured.

Annual premium \$9,500 X 23.8% = \$2,264

**6400 Office Expense**

This reflects costs for office expenses such as telephone, fax, postage, printing, stationery, copy paper and other general expenses.

**6521 County Services**

This reflects the amount charged to this cost center for county support services, primarily rent of the space occupied by SCWMA. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**YARD DEBRIS- 799213**

**6540 Contract Services**

It is estimated that 90,000 (292 tons/day - based on the prior twelve months) of yard debris will be processed into compost products by the compost contractor during FY 11-12. The rates (renegotiated in FY 07-08) are \$29.73/ton for material used at Laguna for biosolids composting and \$27.18/ton for yard debris composted for sale. It is estimated that 29 tons/day will be delivered to Laguna and the remaining 263 tons/day will be processed at the facility.

The Contract Services expense includes a \$9.85/ton transportation charge for the material coming to the facility from the transfer stations. The University of California Cooperative Extension home composting contract is in the second year of a three year agreement.

Operation	Tonnage	Rate	Operation Total
Laguna	8,932	\$29.73	\$265,548.36
SCC facility	81,068	\$27.18	\$2,203,428.24
Hauling(Transfer Stations)	36,000	\$9.85	\$354,600.00
Home Composting (UCCE)			\$16,660.00

**Total Processing Expense for 90,000 tons \$2,840,236.60**

**6573 Administration Costs**

This account reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA. These estimates are calculated by the County Administrator's Office and the Transportation and Public Works Department using the SCWMA Board approved Work Plan for FY 11-12.

	Budgeted FY 10-11	Requested FY 11-12	Difference	% Increase
Executive Director	\$8,827	\$20,694	\$11,867	134%
Department Analyst	\$27,827	\$28,664	\$837	3%
Integrated Waste Specialist (Education.)	\$7,272	\$1,190	(\$6,082)	-84%
Integrated Waste Specialist (Planning)	\$12,487	\$20,786	\$8,299	66%
Senior Office Assistant	\$4,350	\$5,430	\$1,080	25%
T&PW Administration	\$1,290	\$6,265	\$4,975	386%
	\$62,053	\$83,029	\$20,976	34%

**6610 Legal Services**

This sub-object reflects an estimation of legal services provided by Agency Counsel in FY 11-12 to the SCWMA at \$195/hour. Approximately 10 hours of legal assistance (\$2,000) has been budgeted.

**6629 Accounting Services**

This \$4,056 expense reflects an allocated portion (46.1%) of the estimated \$8,788 for accounting services provided by the Auditor-Controller's staff. The allocation is based on the level of effort necessary to provide services for this cost center based on the volume of transactions associated with the composting operation.

**6630 Audit Services**

This \$4,000 expense reflects an allocated portion (20%) of the estimated \$20,000 cost for required audits performed by the County Audit Division, which is relative to the other cost centers.

**6820 Rents/Leases Equipment**

This account is used to document the funds spent on renting or leasing equipment for the SCWMA. At the present time, the only equipment is a copier located in the Agency office resulting in a rental charge of \$2,500.

**7062 Enforcement Agency Fees**

This account covers monitoring and inspection fees associated with the composting operation; \$20,000 is for LEA inspections and \$15,000 is for monitoring the storm water runoff. SCWMA is the permit holder for this operation.

**7301 County Car**

The budgeted \$1,500 reflects the expense associated with the Agency vehicle. Expenses include both leasing and maintenance of one vehicle.

**7400 Data Processing**

The Department of Transportation and Public Works has had a Memorandum of Understanding for past four years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 11-12 is \$10,116 for six computers. The Yard Debris cost center will be charged \$3,372.

**8624 OT-Within Enterprise**

With the anticipation of purchasing a new composting site, an Organics Reserve has been established for the expenses associated with the environmental study, site selection and acquisition process. The contribution this fiscal year is \$262,071.

**8640 OT-Between Enterprises**

The Information Systems Department has instituted a computer replacement fund, which will allow the computers to be replaced every three years. This is the second year of contributing \$908 to the replacement fund.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**HOUSEHOLD HAZARDOUS WASTE - 799312**

**REVENUES**

**1700 Interest on Pooled Cash**

This sub-object reflects interest earned on Agency funds held by the County Treasurer. The budget request for FY 11-12 is based on grant funds and potential contributions held in FY 10-11 (\$56,302) using an interest rate of 0.5%.

Estimated Year End FY 10-11 Cash	Rate	Interest Earned
\$146,300	0.5%	\$732

**2900 State - Other**

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 11-12, the 15th cycle of the Oil Block grant is for \$102,105, the Oil Payment Plan #1 is for \$143,973 and the one-time Oil Payment Plan #1A is for \$17,107 for a total of \$268,185.

**2901 Tipping Fee Revenue**

The County collects a disposal fee of \$5.95/ton on behalf of the Agency for the Household Hazardous Waste, Education and Planning programs. Estimated tonnage for FY 11-12 is 246,000, which includes 6,000 tons collected as part of the C&D pilot project. The tipping fee revenue request of \$1,123,390 for the HHW cost center represents 76.75% of the \$1,463,700 tipping fee surcharge funds as described below:

	FY 10-11 Budget	FY 11-12 Request
Disposed Tons	240,000	246,000
Surcharge	\$5.95	\$5.95
Tip. Fee Rev. Subtotal	\$1,428,000	\$1,463,700
 Tipping Fee Revenue	 \$1,463,700	
HHW Cost Center Percentage	76.75%	
HHW Tipping Fee Allocation	\$1,123,390	

**4102 Donations and Reimbursements**

The City of Petaluma has an agreement to pay for their Agency services directly. The tonnage is based on the actual quantities from the previous fiscal year. The rate is \$5.95/ton, which is the same rate being collected on all the solid waste coming to the county system. Recently the City of Sonoma decided to use the same payment method for one-half of the City's solid waste. 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. The Agency has contracts with ECS Refining, Inc. and Redwood Empire Goodwill Industries.

	FY 10-11 Budget	FY 11-12 Request
Petaluma Surcharge Fee Payment	\$152,874.00	\$141,976.37
Sonoma Surcharge Fee Payment	\$0.00	\$13,699.88
E-waste revenue sharing payment	\$0.00	\$225,564.20
Battery Collections (HHT facility)	\$0.00	\$7,210.35
 Donations/Reimbursement Total	 \$152,874.00	 \$388,450.80

**EXPENDITURES - SERVICES AND SUPPLIES**

**6103 Liability Insurance**

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 11-12 is 43% of the total premium cost to SCWMA.

Annual premium \$9,500 X 43.5% = \$4,131

**6280 Memberships**

There are two memberships this fiscal year, California Product Stewardship Council (CPSC) and the Product Stewardship Institute (PSI). Both of these organizations are promoting extended producer responsibility and staff benefits from the contacts and information provided.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**HOUSEHOLD HAZARDOUS WASTE - 799312**

**6400 Office Expense**

This reflects costs for office expenses such as telephone, fax, postage, printing, stationery, copy paper and other general expenses.

	FY 10-11 Budget	FY 11-12 Request	Difference
Postage	\$1,000	\$1,000	\$0
Printing	\$1,000	\$1,718	\$718
Supplies	\$2,000	\$2,000	\$0
Total	\$4,000	\$4,718	\$718

**6500 Professional Services**

Professional Services reflects the administration of the various household hazardous waste and used oil grant funds awarded SCWMA funded with grants designated for program implementation. The \$268,185 grant funds will be used by Board approved contractors to continue implementing the used oil programs.

**6521 County Services**

This reflects the amount charged to this cost center for county support services, primarily rent of the space occupied by SCWMA. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

**6540 Contract Services**

This sub-object reflects contract services costs for the major programs operation of the HHW facility, Community Toxics Collections, and the Toxic Rover.

	FY 10-11 Budget	FY 11-12 Request
HHW Collection Program	\$1,100,600	\$1,157,000
E-waste Collection	\$75,000	\$70,000
CPSC	\$0	\$0
EPR	\$0	\$0
Out-of-County Hazardous Waste	\$11,000	\$13,800
Total	\$1,186,600	\$1,240,800

**6573 Administration Costs**

This account reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA. These estimates are calculated by the County Administrator's Office and the Transportation and Public Works Department using the SCWMA Board approved Work Plan for FY 11-12.

	FY 10-11 Budget	FY 11-12 Budget	Difference	% Increase
Executive Director	\$45,117	\$41,675	(\$3,442)	-8%
Department Analyst	\$12,311	\$10,800	(\$1,511)	-12%
Integrated Waste Specialist(HHW)	\$116,091	\$117,089	\$998	1%
Integrated Waste Specialist(Education)	\$28,927	\$16,316	(\$12,611)	-44%
Integrated Waste Specialist(Planning)	\$0	\$0	\$0	100%
Senior Office Assistant	\$7,145	\$10,980	\$3,835	54%
T&PW Administration	\$4,316	\$4,177	(\$139)	-3%
	\$213,907	\$201,037	(\$12,870)	-6%

**6610 Legal Services**

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. There is \$8,000 budgeted representing approximately 40 hours for legal counsel.

**6629 Accounting Services**

This expense of \$1,944 reflects an allocated portion (22.1%) of the estimated \$8,788 for accounting services provided by the County Auditor-Controller's staff. The allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

**6630 Audit Services**

The budgeted \$8,500 reflects an allocated portion (45%) of the estimated \$20,000 cost for auditing services performed by the County's Audit Division. The allocation is based on the level of effort necessary to review the financial activities of the HHW cost center.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**HOUSEHOLD HAZARDOUS WASTE - 799312**

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**6785     Advertising**

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.

**6840     Rents/Leases-Building/Improvements**

This expense reflects the annual payment to Sonoma County for use of the HHW facility. The County has requested \$23,000, which is the same payment that has been made the previous three years.

**7400     Data Processing**

The Department of Transportation and Public Works has had a Memorandum of Understanding for past four years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 11-12 is \$10,116 for six computers. The HHW cost center will be charged \$1,686.

**8624     OT-Within Enterprise**

The Agency Board of Directors has established a policy for accumulating reserve funds for specific purposes. State law requires a fund for the closure of the Household Hazardous Waste Facility. The goal is to accumulate \$62,000 by 2017. At the end of FY 11-12, there is projected to be \$66,602 in the closure reserve. There will be no further contributions unless there is a change in the statute for household toxics facilities' closures.

**8640     OT-Between Enterprises**

The Information Systems Department has instituted a computer replacement fund, which will allow the computers to be replaced every three years. This is the second year of contributing \$454 to the replacement fund.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**EDUCATION - 799411**

**REVENUES**

**1700 Interest on Pooled Cash**

The interest on the Pooled Cash is calculated on the cash balance within the cost center for cash flow.  
The rate used for budgeting purposes is 0.5%.

Estimated End of FY 10-11 Cash	Rate	Interest Earned
\$12,674	0.5%	\$63

**2901 Tipping Fee Revenue**

The County collects a disposal fee of \$5.95/ton on behalf of the Agency for the Household Hazardous Waste, Education and Planning programs. Estimated tonnage for FY 11-12 is 246,000, which includes 6,000 tons collected as part of the C&D pilot project. The tipping fee revenue request of \$278,103 for the Education cost center represents 19% of the \$1,463,700 tipping fee surcharge funds as described below:

	FY 10-11 Budget	FY 10-11 Request
Disposed Tons	240,000	246,000
Surcharge	\$5.95	\$5.95
Tip. Fee Rev. Subtotal	\$1,428,000.00	\$1,463,700.00
 Tipping Fee Revenue	 \$1,463,700.00	
Education Cost Center Percentage	19.0%	
Education Tipping Fee Allocation	\$278,103.00	

**4040 Miscellaneous Revenue**

This is grant funding received by SCWMA from Pacific Gas and Electric (P.G.&E.) for fluorescent bulbs recycling education and outreach.

**4102 Donations and Reimbursements**

The City of Petaluma has an agreement to pay for their Agency services directly. The tonnage is based on the actual quantities from the previous fiscal year. The rate is \$5.95/ton, which is the same rate being collected on all the solid waste coming to the county system. Recently the City of Sonoma decided to use the same payment method for one-half of the City's solid waste.

Petaluma Surcharge Fee Payment	\$35,147.25
Sonoma Surcharge Fee Payment	\$3,391.50
 Service Fee Total	 \$38,538.75

**EXPENDITURES - SERVICES AND SUPPLIES**

**6103 Liability Insurance**

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The Education cost center portion of the premium for FY 11-12 is 14% of the total premium cost to SCWMA.

Annual premium \$9,500 X 14% = \$1,330

**6300 Miscellaneous Expense**

These are expenses for fluorescent bulb recycling education and outreach, a grant funded by Pacific Gas and Electric (P.G.&E.).

**6400 Office Expense**

This reflects costs for office expenses such as telephone, fax, postage, printing, stationery, copy paper and other general expenses.

	FY 10-11 Budget	FY 11-12 Request	Difference
Phone, fax	\$1,500	\$1,500	\$0
Postage	\$1,500	\$1,500	\$0
Fair Supplies	\$3,500	\$3,500	\$0
Reprographics	\$3,000	\$3,000	\$0
Telephone Book Advertising	\$0	\$0	\$0
Office supplies	\$1,500	\$1,500	\$0
TOTAL	\$11,000	\$11,000	\$0

**6521 County Services**

This reflects the amount charged to this cost center for county support services, primarily rent of the space occupied by SCWMA. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**EDUCATION - 799411**

**6540 Contract Services**

This sub-object covers the cost of the Agency's education program contracts as listed below:

	FY 10-11 Budget	FY 11-12 Request	Difference
Recycling Guide Printing & Distribution	\$11,000	\$11,000	\$0
Phone Book Tab for Guide	\$0	\$0	\$0
Spanish Language Outreach	\$5,114	\$7,080	\$1,966
Website Updates	\$960	\$0	(\$960)
SonoMax.org	\$20	\$20	\$0
Business Environmental Alliance (EDB)	\$3,000	\$3,000	\$0
Fairs	\$4,000	\$4,000	\$0
Spanish Recycling Guide	\$2,900	\$1,900	(\$1,000)
	<u>\$26,994</u>	<u>\$27,000</u>	<u>\$6</u>

**6573 Administration Costs**

This account reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA. These estimates are calculated by the County Administrator's Office and the Transportation and Public Works Department using the SCWMA Board approved Work Plan for FY 11-12.

	FY 10-11 Budget	FY 11-12 Request	Difference	% Increase
Executive Director	\$28,994	\$36,488	\$7,494	26%
Department Analyst	\$12,249	\$30,143	\$17,894	146%
Integrated Waste Specialist(Education)	\$100,874	\$104,272	\$3,398	3%
Integrated Waste Specialist(HHW)	\$10,470	\$4,073	(\$6,397)	-61%
Integrated Waste Specialist(Planning)	\$28,430	\$11,585	(\$16,845)	-59%
Senior Office Assistant	\$33,055	\$49,325	\$16,270	49%
T&PW Administration	\$4,316	\$1,392	(\$2,924)	-68%
	<u>\$218,388</u>	<u>\$237,278</u>	<u>\$18,890</u>	<u>9%</u>

**6610 Legal Services**

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. There is \$25,000 budgeted representing approximately 128 hours for legal counsel. Any legal assistance not directly tied to a specific project is expensed to the Education cost center.

**6629 Accounting Services**

This expense of \$1,607 reflects an allocated portion (18.3%) of the estimated \$8,788 for accounting services provided by the County Auditor-Controller's staff. The allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

**6630 Audit Services**

The budgeted \$3,000 reflects an allocated portion (15%) of the estimated \$20,000 cost for auditing services performed by the County's Audit Division. The allocation is based on the level of effort necessary to review the financial activities of the Education cost center.

**6840 Rents/Leases-Building/Improvements**

This expense covers both site fees at public events such as the Sonoma County Fair (\$1,500) and other community events (\$1,000) that delivers SCWMA's message to the public with a personal interface. Included is the rental of a storage space that holds the equipment and displays used at these events.

**7400 Data Processing**

The Department of Transportation and Public Works has had a Memorandum of Understanding for past four years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 11-12 is \$10,116 for six computers. The Education cost center will be charged \$1,686.

**8624 OT-Within Enterprise**

Reserve is to be used for operational expenses when there is an unforeseen need. The contribution from the Education cost center for FY 11-12 to the Contingency Reserve is \$3,550.

**8640 OT-Between Enterprises**

The Information Systems Department has instituted a computer replacement fund, which will allow the computers to be replaced every three years. This is the second year of contributing \$454 to the replacement fund.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**DIVERSION - 799510**

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The Diversion cost center was vacated in FY 10-11. The remaining undesignated funds will be transferred to the Contingency Reserve. The amount to be transferred in FY 11-12 is \$61,336.



**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**PLANNING - 799619**

**REVENUES**

**1700 Interest on Pooled Cash**

The interest on the Pooled Cash is calculated on the cash balance within the cost center for cash flow. The rate used for budgeting purposes is 0.5%.

Estimated End of FY 10-11 Cash	Rate	Interest Earned
\$4,583	0.5%	\$23

**2900 State - Other**

There are no anticipated grant awards in FY 11-12.

**2901 Tipping Fee Revenue**

The County collects a disposal fee of \$5.95/ton on behalf of the Agency for the Household Hazardous Waste, Education and Planning programs. Estimated tonnage for FY 11-12 is 246,000, which includes 6,000 tons collected as part of the C&D pilot project. The tipping fee revenue request of \$242,760 for the Planning cost center represents 4.25% of the \$1,463,700 tipping fee surcharge funds as described below:

	FY 10-11 Budget	FY 11-12 Request
Disposed Tons	240,000	246,000
Surcharge	\$5.95	\$5.95
Tip. Fee Rev. Subtotal	\$1,428,000.00	\$1,463,700.00
 Tipping Fee Revenue	 \$1,463,700.00	
Planning Cost Center Percentage	4.25%	
Planning Tipping Fee Allocation	\$62,207.25	

**4102 Donations and Reimbursements**

The City of Petaluma has an agreement to pay for their Agency services directly. The tonnage is based on the actual quantities from the previous fiscal year. The rate is \$5.95/ton, which is the same rate being collected on all the solid waste coming to the county system. Recently the City of Sonoma decided to use the same payment method for one-half of the City's solid waste.

Petaluma Surcharge Fee Payment	\$7,861.88
Sonoma Surcharge Fee Payment	\$758.63
 Service Fee Total	 \$8,620.51

**EXPENDITURES - SERVICES AND SUPPLIES**

**6103 Liability Insurance**

Insurance costs are estimated annual premium costs for public official errors and omissions coverage of \$2 million and general liability/non-owner automobile liability with a \$2 million limit. The Planning cost center portion of the premium for FY 10-11 is 9% of the total premium cost to SCWMA.

Annual premium \$9,500 X 9.3% = \$887

**6521 County Services**

This reflects the amount charged to this cost center for county support services, primarily rent of the space occupied by SCWMA. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

**6573 Administration Costs**

This account reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA. These estimates are calculated by the County Administrator's Office and the Transportation and Public Works Department using the SCWMA Board approved Work Plan for FY 10-11.

	Budgeted FY 10-11	Requested FY 11-12	Difference	% Increase
Executive Director	\$14,290	\$14,481	\$191	1%
Department Analyst	\$3,604	\$7,260	\$3,656	101%
Integrated Waste Specialist (Planning)	\$19,605	\$30,020	\$10,415	53%
Integrated Waste Specialist (Education)	\$0	\$1,180	\$1,180	100%
Senior Office Assistant	\$9,000	\$5,081	(\$3,919)	-44%
T&PW Administration	\$975	\$2,088	\$1,113	114%
	<u>\$47,474</u>	<u>\$60,110</u>	<u>\$12,636</u>	<u>27%</u>

**6610 Legal Services**

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. There is \$4,000 budgeted representing approximately 21 hours for legal counsel.

**6629 Accounting Services**

This expense of \$337 reflects an allocated portion (3.8%) of the estimated \$8,788 for accounting services provided by the County Auditor-Controller's staff. The allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

**6630 Audit Services**

The budgeted \$1,000 reflects an allocated portion (5%) of the estimated \$20,000 cost for auditing services performed by the County's Audit Division. The allocation is based on the level of effort necessary to review the financial activities of the Planning cost center.

**7400 Data Processing**

The Department of Transportation and Public Works has had a Memorandum of Understanding for past four years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 11-12 is \$10,116 for six computers. The Planning cost center will be charged \$1,686.

**8624 OT-Within Enterprise**

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 from the Planning cost center for FY 11-12 to the Contingency Reserve is \$1,576.

**8640 OT-Between Enterprises**

The Information Systems Department has instituted a computer replacement fund, which will allow the computers to be replaced every three years. This is the second year of contributing \$454 to the replacement fund.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**ORGANICS RESERVE - 799221**

**REVENUES**

**1700 Interest on Pooled Cash**

This sub-object reflects interest earned on Agency funds held by the County Treasurer.

The budget request for FY 11-12 is based on funds held in FY 10-11 (\$4,974,944) using an interest rate of 0.5%.

Estimated End of FY 10-11 Cash	Rate	Interest Earned
\$4,974,944	0.5%	\$24,875

**4624 OT-Within Enterprise**

This operational transfer (OT) is contributions from the operations of the Wood Waste and Yard Debris cost centers at the end of FY 11-12. Board established reserve policy restricts these funds for future composting site acquisition for continued SCWMA diversion of organic materials efforts.

Wood Waste	\$35,540
Yard Debris	\$262,071
Subtotal	\$297,611

**EXPENDITURES - SERVICES AND SUPPLIES**

**6573 Administration Costs**

This account reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA. These estimates are calculated by the County Administrator's Office and the Transportation and Public Works Department using the SCWMA Board approved Work Plan for FY 11-12.

	Budgeted FY 10-11	Requested FY 11-12	Difference	% Increase
Executive Director	\$31,210	\$28,086	(\$3,124)	-10%
Department Analyst	\$9,209	\$8,600	(\$609)	-7%
Integrated Waste Specialist (Planning)	\$56,210	\$40,908	(\$15,302)	-27%
Senior Office Assistant	\$3,000	\$2,540	(\$460)	-15%
T&PW Administration	\$1,949	\$0	(\$1,949)	100%
Total	\$101,578	\$80,134	(\$21,444)	-21%

**6590 Engineering Services**

The SCWMA utilizes staff from the Department of Transportation and Public Works and the Sonoma County Permit and Resource Management Department to assist with required environmental studies, General Plan amendments, permit acquisition, and other development requirements associated with the planned compost site development and acquisition. The anticipated expense for FY 11-12 is \$26,000 for the Compost Site Relocation Project.

**6610 Legal Services**

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour.

There is \$24,000 budgeted representing approximately 123 hours for legal counsel. The estimated cost is \$15,000 for completion of the environmental study already begun and the General Plan amendment. There is \$9,000 estimated for the real estate work for either purchase or lease when a property has been accepted for acquisition.

**6630 Audit Services**

The budgeted \$1,500 reflects an allocated portion (7.5%) of the estimated \$20,000 cost for auditing services performed by the County's Audit Division. The allocation is based on the level of effort necessary to review the financial activities of the Organics Reserve.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**HHW CLOSURE RESERVE - 799320**

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**REVENUES**

**1700 Interest on Pooled Cash**

This sub-object reflects interest earned on Agency funds held by the County Treasurer.

The budget request for FY 11-12 is based on funds held in FY 10-11 (\$66,602) using an interest rate of 0.5%.

Estimated End of FY 10-11 Cash	Rate	Interest Earned
\$66,602	0.5%	\$333

**4624 OT-Within Enterprise**

In order to meet the conditions of the Permit By Rule that is in effect for the HHW Facility, the SCWMA Board of Directors has established a goal of \$62,000 to be collected by 2017.

The goal will be met and exceeded in FY 10-11, therefore no further contributions are required at this time.

**EXPENDITURES - SERVICES AND SUPPLIES**

There are no budgeted expenditures for FY 11-12.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET**

**HHW FACILITY RESERVE - 799338**

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**REVENUES**

**1700 Interest on Pooled Cash**

This sub-object reflects interest earned on Agency funds held by the County Treasurer.

The budget request for FY 11-12 is based on funds held in FY 10-11 (\$1,617,067) using an interest rate of 0.5%.

Estimated End of FY 10-11 Cash	Rate	Interest Earned
\$1,617,067	0.5%	\$8,085

**4624 OT-Within Enterprise**

This operational transfer (OT) is a contribution from the operations of the Household Hazardous Waste cost center. There will no contribution in FY 11-12.

The goal for HHW Facility Reserve is 50% of the annual operating expenses, which is \$890,378 for FY 11-12.

**EXPENDITURES - SERVICES AND SUPPLIES**

There are no budgeted expenditures for FY 11-12.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY  
FY 11-12 BUDGET  
EXPLANATIONS and DETAILS**

**CONTINGENCY FUND - 799718**

**REVENUES**

**1700 Interest on Pooled Cash**

This sub-object reflects interest earned on Agency funds held by the County Treasurer.  
The budget request for FY 11-12 is based on funds held in FY 10-11 (\$195,260) using an interest rate of 0.5%.

Estimated End of FY 10-11 Cash	Rate	Interest Earned
\$195,260	0.5%	\$976

**4624 OT-Within Enterprise**

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

Education	\$3,550
Diversion	\$61,336
Planning	\$1,576
Subtotal	\$66,462

**EXPENDITURES - SERVICES AND SUPPLIES**

**6400 Office Expense**

This reflects costs for expenses associated with potential ordinance development and implementation.

	FY 10-11 Budget	FY 11-12 Request	Difference
Phone, fax	\$0	\$100	\$100
Postage	\$0	\$1,000	\$1,000
Reprographics	\$0	\$800	\$800
Office supplies	\$0	\$100	\$100
<b>TOTAL</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$2,000</b>

**6573 Administration Costs**

This account reflects the staffing services provided by the County Department of Transportation and Public Works to SCWMA. These estimates are calculated by the County Administrator's Office and the Transportation and Public Works Department using the SCWMA Board approved Work Plan for FY 11-12.

	Budgeted FY 10-11	Requested FY 11-12	Difference	% Increase
Executive Director	\$28,105	\$43,315	\$15,210	54%
Department Analyst	\$7,105	\$12,040	\$4,935	69%
Integrated Waste Specialist (Planning)	\$7,685	\$8,182	\$497	6%
Senior Office Assistant	\$4,000	\$3,810	(\$190)	-5%
T&PW Administration	\$975	\$0	(\$975)	100%
<b>Total</b>	<b>\$47,870</b>	<b>\$67,347</b>	<b>\$19,477</b>	<b>41%</b>

**6610 Legal Services**

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. There is \$9,000 budgeted representing approximately 46 hours for legal counsel. The estimated cost is to development and implement the sustainable funding project currently underway by Board direction.

**6630 Audit Services**

The budgeted \$500 reflects an allocated portion (2.5%) of the estimated \$20,000 cost for auditing services performed by the County's Audit Division. The allocation is based on the level of effort necessary to review the financial activities of the Contingency Reserve.

RESOLUTION NO. 2011-

DATED: April 20, 2011

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY  
("AGENCY") ADOPTING AN ANNUAL BUDGET FOR FISCAL YEAR 2011-12.

WHEREAS, this Agency gave direction to Agency's Executive Director to prepare and present an annual budget; and

WHEREAS, an annual budget has been prepared and presented to this Agency;

NOW, THEREFORE, BE IT RESOLVED that the Agency's Annual Budget for the period July 1, 2011 to June 30, 2012, attached hereto as FY 2011-12 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 --

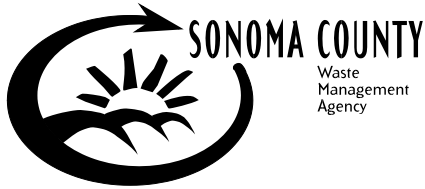
SO ORDERED.

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

ATTEST:

DATE:

\_\_\_\_\_  
Elizabeth Koetke  
Clerk of the Sonoma County Waste Management  
Agency of the State of California in and for the  
County of Sonoma



**Agenda Item #:8**  
**Cost Center: Organics**  
**Staff Contact: Carter**  
**Agenda Date: 4/20/2011**

## **ITEM: Discussion of Organics Program Future**

### **I. BACKGROUND**

The Sonoma County Waste Management Agency was formed in 1992 through a Joint Powers Agreement with a major program area to create a regional system to deal with wood and yard wastes for Sonoma County. The composting operation at the Central Disposal Site has been operating since 1993, diverting over 1.3 million tons of organic waste from landfill disposal or alternative daily cover.

Though the wood and yard waste (Organics) programs have arguably been the Agency's most successful in terms of diversion and cost effectiveness – the tip fee for yard waste is roughly 1/3 that of the refuse tip fee – the Board and the public need reassurances that the public's money is being spent in the most efficient manner, both for cost and diversion. As the last public process for selecting an operator for the compost system was initiated in 1998, it is necessary to examine what variables are involved and what scenarios provide the most efficient system for handling organic materials in Sonoma County.

Participation in the Organics Program has steadily increased in since 1993 from 43,476 tons per year to a peak of 99,299 tons in 2008. Wood waste tonnages have declined; yard debris tonnages have increased to more than compensate for the decline in wood wastes. CEQA documents for the composting operation at the Central Disposal Site have analyzed a maximum tonnage of 108,000 tons per year and staff is working on a permit revision which would allow full utilization of that capacity.

In 2007, the Agency released a Waste Characterization Study, performed by Cascadia Consulting Group, which identified nearly 145,000 tons per year of additional organic wastes which were landfilled instead of composted. Over 80,000 tons of these materials were food discards. Though the overall landfill tonnage has decreased over the past several years due to the state of the economy, staff believes that the organic portion of these discards, especially food wastes, would be less affected by the economic downturn than other materials. However, we currently lack the in-county capacity to divert all of these materials.

### **II. DISCUSSION**

The Board has asked that fundamental issues of the Agency's Organics programs be examined. Such issues include whether public or private entities would operate a compost facility more efficiently, whether the Agency should release an RFP to privatize the composting operation, and whether the Agency should remove itself from compost operations altogether. To answer these questions, staff has identified a number of variables for the financial analysis, compiled a list of logistical considerations, and defined three potential paths for the future of organics diversions.

#### **Financial Analysis**

The major variables considered for an organics program financial analysis are transportation costs (which are dependent on distance travelled, frequency, and volume transported), facility cost (which includes land acquisition, CEQA analysis, engineering/design, construction, equipment, and operations costs), tip fees for service options involving private facilities located elsewhere, and revenues (product sales revenue sharing for the existing agreement with Sonoma Compost only). Future growth and potential diversion of existing landfill waste are also taken into consideration.

## **Logistical Considerations**

There are a number of agreements that allow for the collection and transport of organic material and production of finished compost, including franchise agreements, the agreement between the County and the Ratto Group of Companies for the operation of the transfer stations and outhaul, the agreement between the SCWMA and the County for organics hauling, the agreement with Sonoma Compost, and the SCWMA's Joint Powers Agreement. The Countywide Integrated Waste Management Plan and the SCWMA's organics reserve policy would likely require revision if the structure of organics processing significantly changed.

While not necessarily insurmountable, changes in procedure may require altering agreements of multiple parties – some directly through the Agency and some on the Agency's behalf.

## **Potential Organics Processing Paths**

Staff has identified three paths for dealing with organic materials in Sonoma County, and these paths can have several outcomes. The path most like the status quo is for the Agency to continue to operate a regional compost facility in Sonoma County (Path 1). Another option would be for the Agency to be a broker of organics capacity, making agreements with multiple regional compost facilities to ensure sufficient capacity for its members (Path 2), and this includes the possibility for the Agency to release an RFP for a private operator to develop a private site to process organic materials. A third option would be for the Agency to remove itself from the organics system and allow each member jurisdiction to secure its own organics capacity (Path 3).

In terms of outcomes, Path 1 could lead to the Agency purchasing or leasing land with a private operator developing the site. Path 2 could lead to the Agency releasing an RFP for a private operator to identify and develop a site or Agency staff securing capacity at existing facilities. There is a possibility and enough potential in-county feedstock for a hybrid of Paths 1 and 2 – developing an Agency facility and outhaul of material to existing facilities. Path 3 would result in each jurisdiction securing its own organic capacity and the Agency would withdraw from collecting organics tip fees and incurring processing expenses.

## **Results and Conclusions**

The results of these paths and outcomes are detailed in Tables 1 and 2 of the attached financial models.

Short-term financial models were developed and suggest that a mixture of keeping the existing compost facility and hauling organic material from the Healdsburg Transfer Station to Cold Creek Compost may result in a cost reduction of nearly \$30,000 per year to the Agency, if agreements can be amended and costs are near the estimates in the models. The estimated revenue-neutral cost under this scenario would be \$26.81 per ton.

However, the 2007 Waste Characterization Study indicated nearly 145,000 tons of additional organic material is landfilled annually. Staff believes long-term models should include a capacity significantly greater than the current capacity of approximately 100,000 tons per year. The sites studied in the forthcoming compost EIR, Central Disposal Site and Site 40, have capacities of 110,000 and 200,000 tons per year, respectively. A hypothetical, in-county, privately owned and operated compost site could be designed with a 200,000 ton capacity as well. The long-term models show that Site 40 receiving material from the Central Disposal Site and the Guerneville and Sonoma Transfer Stations combined with Cold Creek Compost receiving material from the Annapolis and Healdsburg Transfer Stations would result in the lowest per ton cost. The estimated revenue-neutral cost under this scenario would be \$25.94 per ton.

An advantage of the short-term model where materials are diverted to Cold Creek Compost would be the ability to immediately expand the inclusion of food waste in this portion of the organics materials



collected for processing. Significantly, removing this volume of material from processing at Central would then increase the available capacity there. The benefit of increased available capacity would fit nicely with capturing the organics materials that have been identified as still landfill-bound, under the assumption that additional diversion efforts in the very near future aimed at this portion of the waste stream will be successful

Sites with capacity greater than current demand lose some of their efficiencies, so diverting material from Site 40 would diminish some of its cost efficiency. However, surplus capacity is also an opportunity for importation of out-of-county organics of which no transportation costs would be paid by the Agency, potentially allowing greater cost efficiencies and revenue.

Finally, the Draft EIR for the compost relocation program is expected to be released in May or June. The economic analysis discussed in this report is separate from the environmental analysis and will not be taken into account when considering the adequacy and certification of that EIR. However, staff recommends consideration of the conclusions presented in this report when considering project approval.

### III. FUNDING IMPACTS

Implementation of the least cost short-term model could result in an annual savings of approximately \$29,818 per year, or \$0.31 per ton of compost processed. The total cost in this scenario would be \$26.81 per ton.

Implementation of the least cost long-term model would involve up-front costs, and additional annual operating costs, but these would be offset by greater revenues than currently received. The estimated cost for this scenario is \$25.94 per ton.

### IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff has two recommendations: (1) discussing the feasibility of short-term alternative hauling arrangements with the County, and (2) that the Board include this analysis when considering project approval after certification of the compost relocation EIR.

### V. ATTACHMENTS

Table of Financial Models

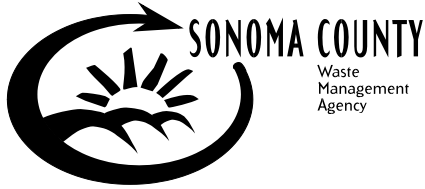
Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

**Table 1: Financial Model with Current Tonnage Basis**

Category	In-County Sites				Hybrid, Multiple Sites	Out-of-County Sites				
	Sonoma Compost	New Central	Site 40	In-County Private Operation	Sonoma Compost and Cold Creek Compost	Cold Creek Compost	Napa Garbage Service	Jepson Prairie	WCC Organics	Redwood Landfill
Transportation Costs / Year	\$ 341,361	\$ 341,361	\$ 749,097	\$ 749,097	\$ 544,552	\$2,848,275	\$1,523,428	\$2,590,979	\$1,792,129	\$ 810,021
Development & Operations Cost / Ton	\$ 26.44	\$ 34.75	\$ 38.00	\$ 40.00	\$ 23.31	\$ 12.00	\$ 36.00	\$ 32.75	\$ 48.00	\$ 118.80
Development & Operations Costs / Year	\$2,595,332	\$3,399,584	\$3,714,257	\$3,907,902	\$ 2,295,695	\$1,161,871	\$3,485,612	\$3,170,939	\$4,647,483	\$11,502,520
Transportation, Development & Operations Costs	\$2,936,693	\$3,740,945	\$4,463,354	\$4,656,999	\$ 2,840,246	\$4,010,145	\$5,009,040	\$5,761,917	\$6,439,611	\$12,312,541
Revenue Sharing	\$ 310,970	\$ -	\$ -	\$ -	\$ 244,341	\$ -	\$ -	\$ -	\$ -	\$ -
Net Costs	\$2,625,723	\$3,740,945	\$4,463,354	\$4,656,999	\$ 2,595,905	\$4,010,145	\$5,009,040	\$5,761,917	\$6,439,611	\$12,312,541
Net Cost Rank	2	3	5	6	1	4	7	8	9	10
New Revenue-Neutral Tipping Fee	\$ 27.12	\$ 38.64	\$ 46.10	\$ 48.10	\$ 26.81	\$ 41.42	\$ 51.73	\$ 59.51	\$ 66.51	\$ 127.17
Surplus Capacity (tons)	11,177	13,177	103,177	103,177	73,577	(34,423)	(85,993)	(24,623)	11,477	(81,223)

**Table 2: Financial Model Assuming 200,000 Tons per Year Collected**

Category	In-County Sites				Hybrid, Multiple Sites	Out-of-County Sites				
	Sonoma Compost	Site 40	In-County Private Operation	New Central	Site 40 and Cold Creek Compost	Cold Creek Compost	Napa Garbage Service	Jepson Prairie	WCC Organics	Redwood Landfill
Transportation Costs / Year	\$ 748,000	\$ 1,498,193	\$ 1,498,193	\$ 748,000	\$ 1,688,295	\$ 5,696,549	\$ 3,046,855	\$ 5,181,957	\$ 3,584,257	\$ 1,620,041
Development & Operations Cost / Ton	\$ 25.60	\$ 19.00	\$ 20.00	\$ 31.75	\$ 17.32	\$ 12.00	\$ 36.00	\$ 32.75	\$ 48.00	\$ 118.80
Development & Operations Costs / Year	\$ 5,155,664	\$ 3,835,000	\$ 4,035,000	\$ 6,385,000	\$ 3,499,000	\$ 2,400,000	\$ 7,200,000	\$ 6,550,000	\$ 9,600,000	\$ 23,760,000
Transportation, Development & Operations Costs	\$ 5,868,664	\$ 5,298,193	\$ 5,498,193	\$ 7,133,000	\$ 5,187,295	\$ 8,096,549	\$ 10,246,855	\$ 11,731,957	\$ 13,184,257	\$ 25,380,041
Revenue Sharing	\$ 621,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Costs	\$ 5,246,724	\$ 5,298,193	\$ 5,498,193	\$ 7,133,000	\$ 5,187,295	\$ 8,096,549	\$ 10,246,855	\$ 11,731,957	\$ 13,184,257	\$ 25,380,041
Net Cost Rank	2	3	4	5	1	6	7	8	9	10
New Revenue-Neutral Tipping Fee	\$ 26.41	\$ 26.67	\$ 27.67	\$ 35.67	\$ 25.94	\$ 40.48	\$ 51.23	\$ 58.66	\$ 65.92	\$ 126.90
Surplus Capacity (tons)	(92,000)	-	-	(90,000)	62,400	(137,600)	(189,170)	(127,800)	(91,700)	(184,400)



**Agenda Item #: 9**  
**Cost Center: All**  
**Staff Contact: Mikus**  
**Agenda Date: 04/20/2011**

## **ITEM: LTF Zero Waste Discussion Paper & Presentation**

### **I. BACKGROUND**

The Sonoma County AB 939 Local Task Force on Integrated Waste Management (LTF) was created and its members appointed by the Sonoma County Board of Supervisors for the following purposes:

- To perform duties assigned to the Local Task Force (LTF) as defined by AB 939 and other related state laws.
- To provide advice to the jurisdictions of Sonoma County on the implementation of the Countywide Integrated Waste Management Plan.
- To provide a forum for public discussion of solid waste management, waste reduction, and recycling issues.

The LTF has had a sub-committee studying the issue of achieving “Zero-Waste” within Sonoma County and its cities.

### **II. DISCUSSION**

The LTF sub-committee’s hard work has culminated in a discussion paper entitled “Planning for Zero Waste in Sonoma County”, which was adopted by the LTF in February 2011. The LTF is presenting this work to the SCWMA Board as a next step in furthering the process of arriving at the stated goal of “Zero-Waste” within Sonoma County. It is worth noting the paper clearly says it is for discussion, and is not intended to be a planning document.

### **III. FUNDING IMPACT**

None at this time.

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

Begin developing a “Zero-Waste” plan with this document as a basis.

### **V. ATTACHMENTS**

LTF Zero Waste document, “Planning for Zero Waste in Sonoma County”, Feb. 2011

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

# PLANNING FOR ZERO WASTE IN SONOMA COUNTY

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*A Discussion Paper Prepared By the Sonoma County AB 939 Local Task Force on Integrated Waste Management, February 2011*

## INTRODUCTION

**What would a world without waste look like?** First, we became accustomed to tossing things away without thought. Then we learned to manage waste through recycling, composting and landfilling. Now our goal is to transition to a world where waste is not created in the first place. While recycling and composting will continue to have important roles, we would like to see products designed in a way that anticipates their ultimate dissolution, eliminates their toxicity and allows for reuse, repair, deconstruction and remanufacturing. At the end of their useful life they should be compostable, recyclable or deconstructed so that their constituents can be used again. Ultimately no component will go into a landfill, be burned or otherwise be wasted.

**How do we transition to a world without waste?** To get there from here we need to move away from systems focused on diversion, processing and disposal, toward Zero Waste Systems that anticipate the potential generation of waste and works toward its elimination.

**What are the obstacles?** Currently, the greatest obstacle is our economic system; a system that encourages consumption without responsibility and diverts end of life responsibility from producers to governments and society as a whole.

**With this paper, the Sonoma County AB 939 Local Task Force on Integrated Waste Management (LTF) seeks to jump start the Sonoma County zero waste planning process.** It begins by introducing zero waste and a series of definitions explaining how and why it is different from recycling and integrated waste management. Then it presents principles essential for guiding decision-making and specific goals and metrics, followed by recommendations for implementing priority programs.

**Key policy objectives and actions are provided for five priority sectors:**

- Construction, Demolition & Deconstruction (CD&D)
- Organics
- Reuse, Repair and Salvage
- Environmentally Preferable Purchasing (EPP)
- Extended Producer Responsibility (EPR)

It does not address many key sectors for which efforts are in progress, for example, mandatory requirements for commercial recycling - which may include recycling and composting at special events.

**Again, this is a discussion** – a first pass at cataloging some of what needs to be addressed. It is by no means a zero waste plan. A detailed plan would include analysis and recommendation of specific goals, actions, budgets and timeframes for a comprehensive list of options in all sectors.

## PLANNING FOR ZERO WASTE IN SONOMA COUNTY, FEBRUARY 2011

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### CONTACT INFORMATION AND RESOURCES

This document was prepared by the Zero Waste Subcommittee of the Sonoma County AB 939 Local Task Force on Integrated Waste Management (LTF). In January 2011 the LTF accepted it in concept, reviewed it thoroughly and made many comments. The final version was approved in February 2011 and sent to the Board of Supervisors, the Sonoma County Waste Management Agency (SCWMA) and the Sonoma County/City Solid Waste Advisory Group (SWAG) for in-depth discussion. **To contact the subcommittee**, please get in touch with Patrick Carter, SCWMA Program Manager, 707 565-3687, [pcarter@sonoma-county.org](mailto:pcarter@sonoma-county.org).

#### For information on referenced groups and documents, please visit the websites listed below:

1. Sonoma County AB 939 Local Task Force on Integrated Waste Management, [www.sonoma-county.org/tpw/divisions/integrated\\_waste/](http://www.sonoma-county.org/tpw/divisions/integrated_waste/)
2. Sonoma County Waste Management Agency, [www.recyclenow.org/agency/about.asp](http://www.recyclenow.org/agency/about.asp)
3. 2003 Countywide Integrated Waste Management Plan, prepared by the Sonoma County Waste Management Agency, [www.recyclenow.org/pdf/reports/coiwwmp\\_ch2\\_goals\\_2003.pdf](http://www.recyclenow.org/pdf/reports/coiwwmp_ch2_goals_2003.pdf)
4. 2007 Sonoma County Waste Characterization Study, prepared by Cascadia Consulting Group, [www.recyclenow.org/pdf/reports/sonoma\\_county\\_waste\\_characterization\\_study\\_2007.pdf](http://www.recyclenow.org/pdf/reports/sonoma_county_waste_characterization_study_2007.pdf)
5. California 2008 Statewide Waste Characterization Study, prepared by Cascadia Consulting Group, [www.calrecycle.ca.gov/Publications/General/Extracts/2009023/Summary.pdf](http://www.calrecycle.ca.gov/Publications/General/Extracts/2009023/Summary.pdf)
6. Job Creation Through Product Reuse, Institute For Local Self Reliance, [www.ilsr.org/recycling/reusejobs.html](http://www.ilsr.org/recycling/reusejobs.html)
7. Submission of Household Hazardous Waste Element and Siting Element to the California Department of Resource Recovery and Recycling, 5.6.3.3 Promote the Precautionary Principal, [www.recyclenow.org/pdf/reports/hhwe\\_and\\_se\\_submission\\_to\\_calrecycle.pdf](http://www.recyclenow.org/pdf/reports/hhwe_and_se_submission_to_calrecycle.pdf)
8. Sonoma County CD&D Debris Salvaging and Recycling Ordinance, [http://www.recyclenow.org/pdf/reports/model\\_construction\\_and\\_demolition\\_ordinance\\_20090501.pdf](http://www.recyclenow.org/pdf/reports/model_construction_and_demolition_ordinance_20090501.pdf)
9. Organics Disposal Alternatives in Sonoma County Report, Prepared by the LTF Organics Diversion Subcommittee, April 2010, [www.sonoma-county.org/tpw/pdf/integrated\\_waste/ab939\\_organics\\_subcommittee\\_report\\_final\\_20100615.pdf](http://www.sonoma-county.org/tpw/pdf/integrated_waste/ab939_organics_subcommittee_report_final_20100615.pdf)
10. Extended Producer Responsibility Implementation Plan, R3 Consulting Group, 2007, [www.recyclenow.org/pdf/reports/epr\\_final\\_report\\_2007.pdf](http://www.recyclenow.org/pdf/reports/epr_final_report_2007.pdf)

#### Selected Zero Waste Resources

1. Zero Waste International Alliance (ZWIA), [www.zwia.org](http://www.zwia.org) and [Zero Waste Community Principles](http://www.zwia.org/zero_waste_community_principles)
2. Institute For Local Self Reliance (ILSR), [www.ilsr.org](http://www.ilsr.org) and [www.ilsr.org/recycling/reusejobs.html](http://www.ilsr.org/recycling/reusejobs.html)
3. Compostable Organics Out of Landfills by 2012, [www.cool2012.com](http://www.cool2012.com)
4. Stop Trashing The Environment, [www.stoptrashingtheclimate.org](http://www.stoptrashingtheclimate.org)
5. Grassroots Recycling Network/GRRN, [www.grrn.org/zerowaste](http://www.grrn.org/zerowaste)
6. The Berkeley Ecology Center, [www.ecologycenter.org/zerowaste](http://www.ecologycenter.org/zerowaste)
7. Eco-Cycle, Boulder Colorado, [www.ecocycle.org/zerowaste/zwsystem](http://www.ecocycle.org/zerowaste/zwsystem)
8. The Story of Stuff, [www.storyofstuff.com](http://www.storyofstuff.com) (20 minutes)
9. California Product Stewardship Council, [www.caproductstewardship.org](http://www.caproductstewardship.org)
10. Product Policy Institute, [www.productpolicy.org](http://www.productpolicy.org)
11. EPR Working Group, [www.eprworkinggroup.org](http://www.eprworkinggroup.org)
12. Container Recycling Institute, <http://container-recycling.org/zbcwaste>
13. Getting To Zero Waste by Paul Palmer, <http://gettingtozerowaste.com>
14. Zero Emissions Research & Initiatives (ZERI), [www.zeri.org](http://www.zeri.org)

## 1. DEFINITIONS

**In nature, all systems are cyclical.** Biodegradability is the norm and there is no waste. Zero Waste, the application of that model, ensures that products are made to be reused, repaired, remanufactured or recycled into the marketplace or nature.

Like zero debt, zero accidents, zero defects and zero emissions, zero waste shouldn't be dismissed because it is too ambitious. The 2007 Sonoma County Waste Characterization Study Divertibility Analysis (referenced in section 3. below) suggests that the first 90% is achievable now - with current methods and technologies, and much of the remaining 10% could be dealt with via Extended Producer Responsibility (EPR) and Environmentally Preferable Purchasing (EPP) on the regional, state and national levels.

## 2. OVERVIEW OF ZERO WASTE PRINCIPLES

**Strive To Eliminate Waste, Not Just Manage It:** Recycling alone will not end our dependency on landfilling nor reverse the rapid depletion of natural resources. It's in our best interest to eliminate waste before it becomes the physical and financial responsibility of local government.

**Reduce GHG Emissions—Organics Out of Landfill:** The California 2008 Statewide Waste Characterization Study reports that Organics - yard waste, food and compostable paper, averages 32% of what is being disposed in state. As these materials degrade they create methane, a greenhouse gas (GHG) at least 72 times more potent than carbon dioxide. In fact, landfills are the largest source of human-produced methane—delivering a GHG impact equivalent to the output of 20% of US coal-fired power plants. These emissions can be reduced or prevented by rigorous organics reduction campaigns, e.g. native landscapes, plant reuse and lawn conversions and the expansion of our composting and food scrap collection programs. ***This strategy is faster, cheaper and easier than getting people out their cars and shutting down power plants.***

**Repair and Reuse:** A zero waste system would support development of reuse, repair and salvage enterprises to bring those types of services up to par with the breadth and efficacy of those offered by contracted service providers. The scope of service already provided without government contracts and subsidies demonstrates the cost-effectiveness and potential of reuse and repair to reduce demand on the county waste collection and disposal system. Most governments do not formally include them in the planning process thereby missing the potential for important programs.

For example, few programs address Textiles - items made of thread, yarn, fabric, or cloth. Yet many of these items are easily reused or recycled by businesses that have been around since the advent of urban centers. The 2007 Sonoma County Waste Characterization Study reports that Textiles represents 3.71% of the residential waste stream. Comparing that with all Metals at 3.53% or Glass at 2.06%, suggests Textiles are another worthy priority on our way to zero.

**Extended Producer Responsibility (EPR):** EPR places the primary responsibility for management of a product at the end of its useful life on the producer. This means that all the costs associated with handling a product at every stage of its life cycle are incorporated into the cost of the product. This encourages product design changes that minimize negative impacts on human health and the environment. With the full cost of a Sonoma County AB 939 Local Task Force For Integrated Waste Management

### Definitions of Zero Waste

#### **Zero Waste International Alliance (ZWIA)**

Zero Waste means designing and managing products and processes to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources and not burn or bury them. Implementing Zero Waste will eliminate all discharges to land, water or air that are a threat to planetary, human, animal or plant health.

#### **Institute for Local Self Reliance (ILSR)**

Aiming for zero waste means designing products and packaging with perpetual reuse and recycling in mind. It means ending subsidies for wasting. It means closing the gap between landfill prices and their true costs. It means making manufacturers take responsibility for the entire lifecycle of their products. Zero waste efforts, just like recycling efforts before, will change the face of industrial design and personal consumption in the future. Instead of managing wastes, we will manage resources and eliminate waste.

#### **Anonymous**

If it can't be reused, repaired, rebuilt, refurbished, refinished, resold, recycled or composted, then it should be restricted, redesigned or removed from production.

## PLANNING FOR ZERO WASTE IN SONOMA COUNTY, FEBRUARY 2011

product reflected in its price, i.e., higher impact products will cost more than lower impact products, markets will respond by favoring those products with the lower cost and least environmental impact.

**Oversight, Tracking and True Cost Accounting:** The price of a product, service or activity must reflect the full costs of the associated economic, environmental and public health impacts. If a system of any kind is allowed to run without oversight, monitoring or tracking, the true costs may not be addressed. When the market prices begin to include such costs, the more environmentally-friendly product, service or activity may be the less expensive.

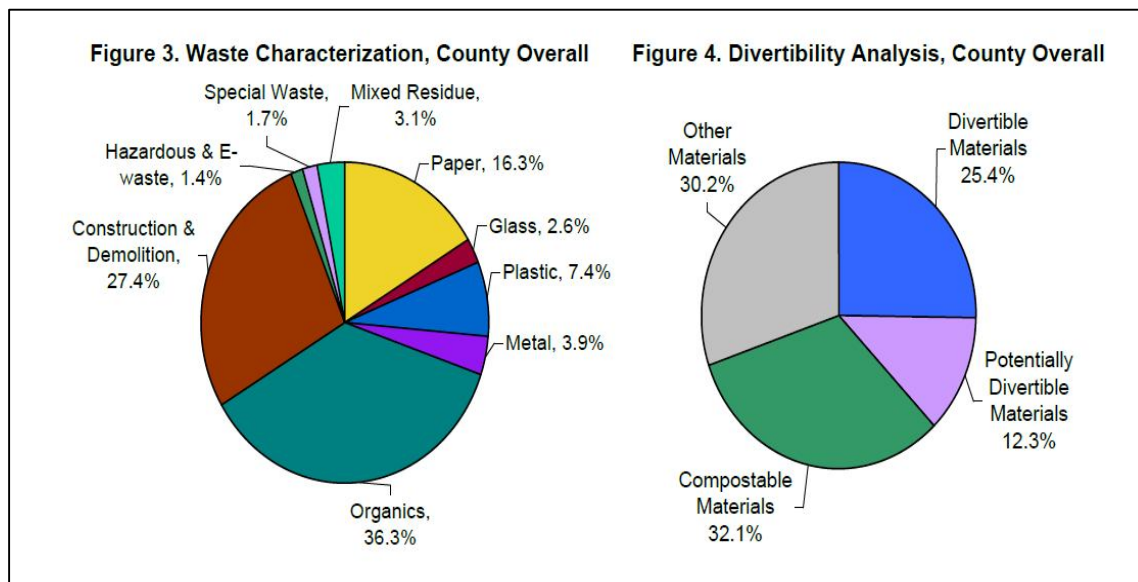
### 3. SONOMA COUNTY WASTE CHARACTERIZATION

The 2006-2007 Sonoma County Waste Characterization Study reports “Of the nearly 375,000 tons disposed of in Sonoma County, approximately 70% consists of materials that are potentially recoverable.”<sup>1 2</sup> The study’s Divertibility Analysis, presented in Figure 4 below, demonstrates this by breaking the waste stream into Compostable (32%), Divertible (25.4%) or Potentially Divertible (12.3) and Other Materials (30.2%).<sup>3</sup> Adding the first three together results in 69.7% - which is then rounded to 70%.

This means most of what is still going in the landfill could be composted or recycled. It also suggests that 90% waste reduction and diversion is within our reach, and the long term impacts of the remainder and other landfill issues should be looked at differently.

**The desktop calculations supporting this 90% statement are as follows:** Sonoma County’s reported 2006 diversion rate was 64%. This means, at least on paper, that 36% is landfilled. Seventy percent of 36% is 25%. Adding 25% of potential diversion to the 64% diversion rate results in 89% - which is darn close to 90%. Yes, this is an imperfect calculation but it does support the point that we can and should be doing more – now!

#### SONOMA COUNTY WASTE CHARACTERIZATION, 2007



<sup>1</sup> In 2009 in-county disposal dropped from 375,00 tons/year to 276,000 tons/year. These figures do NOT include tons self-hauled to out-of-county landfills.

<sup>2</sup> Total disposal in 2009 was 340,000 tons/year. 276,000 tons/year disposed through the county system and 28,000 tons from Petaluma disposed in Redwood Landfill. This is 3.9 lbs/person/day

<sup>3</sup> Waste was hand-sorted into 85 different of products and materials for the study.

[http://recyclenow.org/agency/waste\\_stream\\_profiles.asp](http://recyclenow.org/agency/waste_stream_profiles.asp)



## 4. GOALS AND METRICS

The LTF supports the Sonoma City/County Solid Waste Advisory Group goal of 80% reduction in waste disposal by 2015, 90% by 2020 and to reach zero waste by 2025. When measured as tons disposed into landfills, this is the same as 293,000 tons per year in 2015, 148,000 tons per year in 2020 and no tons going to landfill in 2025. This goal accelerates the 2003 Countywide Integrated Waste Management Plan which states: “The County and the Cities will achieve a 50 percent diversion of wastes being disposed of in County landfills by the year 2003 and a 70 percent diversion rate by 2015 based on 1990 rates.”

Though ambitious, these are appropriate goals for Sonoma County. The Bay Area is a national leader in zero waste policies and programs, all of which are easily achievable here in Sonoma County. One size does not fit all, but the precedent has been set. San Francisco, currently diverting more than 72% (per [Cal Recycle](#)), plans to reach zero by 2020. Marin County, Santa Clara County and the cities of Oakland, San Jose, Palo Alto, Berkeley and Emeryville also have similarly ambitious goals, which results in approximately 3.5 million Bay Area people taking part in cutting edge zero waste initiatives.

In 2006 the Sonoma County waste diversion rate was [64%](#). In order to avoid the confusion and manipulation that surrounds the use of percentages or the meaning of diversion, future measures of progress should be based on actual tons of waste landfilled. An easy way to measure progress is by tons per day for the entire county, such that in 2015 our goal is to landfill no more than 800 tons per day, and 400 tons per day in 2020.

The LTF proposes the following metrics to measure and track progress—in addition to any existing metrics jurisdictions are using.

- **Reduction of waste disposed in landfills – measured in tons disposed.** This metric gives waste prevention and reuse equal weight to composting and recycling.
- **Reductions in per-capita landfill disposal and per-capita total disposal - measured in tons disposed and pounds per day disposed.** This metric allows us to measure progress as population increases.

## 5. KEY POLICY VALUES

To guide further planning and implementation, the LTF suggests the adoption of the following values:

- **Lead by Example: Demonstrate leadership and commitment by integrating zero waste policies into all aspects of county operations.** Demonstrate excellence in county and agency programs before mandating change in residential and business sectors. Require every implementation plan specifically outline how the agency members will model each policy, practice and program. Implement one highly visible program immediately; for example make the county fair a zero waste event.
- **Residual Management: Programs and facilities for processing materials destined for landfills must not compete with source separation and waste reduction for either material flow or tip fees.**
- **Invest in a Zero Waste Future: Government investment of money, time, staffing and political capital should benefit the environment, support local business/agriculture and reduce costs.** This does not preclude facilities for pre-processing of residuals bound for landfills during the transition to zero waste. Yet a commitment to zero waste means this is a short-term action (3 to 10 years), therefore capitalization and bond repayment schedules must be based on no more than ten years of tipping fees. Additionally, fixed operating costs and operating capacity should be easily scalable to be compatible with the waste reduction projections.
- **Economic Incentives: Harness waste as a resource for jobs and economic development.** All programs, ordinances, policies and practices must employ economic incentives. Directing economic incentives is the ideal role of local government and a tool that can be more powerful than command-and-control ordinances.

- **Incorporate existing businesses, non-profits and other sectors into the zero waste management system:** A zero waste system cuts across a broad spectrum of the economic system. A zero waste plan incorporates and supports expansion of existing businesses engaged in reuse, repair, thrift, remanufacturing, refurbishment, recycling and composting into our municipal system which currently is comprised largely of government and franchised hauler programs.
- **Ensure all municipal service contracts reflect the goals:** All contracts, present and future, must incentivize zero waste—not just diversion—and disincentivize wasting.
- **Precautionary Principle – Do No Harm: The Precautionary Principle is an approach to managing risk even if scientific knowledge is incomplete.** It states that if an action or policy has suspected risk of causing harm to the public or to the environment, in the absence of a scientific consensus that harm would not ensue, the burden of proof falls on those who would advocate taking the action. This principle is already in use in our current system. It has been part of the Countywide Integrated Waste Management Plan (CoIWMP) Household Hazardous Waste Management Element since 2006 though the phrase was not mentioned in the 2007 Extended Producer Responsibility Implementation Plan.
- **Internalize the external impacts of products and packaging:** Those who purchase a product should pay the full cost of that product without external costs imposed on the environment, public health, and government. This will lead to positive changes in the kind of products and associated packaging put into commerce, leading to a cleaner, healthier, and more sustainable human impact on the planet.

## 6. KEY POLICY OBJECTIVES AND ACTIONS - 5 PRIORITY SECTORS

This section details the rationale, objectives and key short and long-term actions that can be taken to prevent waste from being generated and to reduce waste destined for landfilling by priority sectors.

### A. CONSTRUCTION, DEMOLITION & DECONSTRUCTION

A significant portion of the waste disposed and hauled out-of-county, Construction, Demolition and Deconstruction (CD&D) debris has been identified as a priority zero waste solution because there are many opportunities to design waste out of the system. The County has a draft Model Construction, Demolition and Deconstruction Debris Recycling Ordinance in development, and tracking and reporting forms and other governmental policies and procedures are already in place in most jurisdictions throughout the Bay Area to increase recycling and decrease landfilling of CD&D debris.

Few technical barriers exist to the collection, processing and marketing of CD&D debris. There are over a dozen locally owned and operating businesses that recover and market such materials. These facilities have sufficient capacity to accept, process and market source separated and mixed loads of CD&D debris such as concrete, asphalt, “clean” wood and metals. These businesses also provide local jobs that cannot be out-sourced to foreign countries. By using recyclable materials domestically, we become less reliant on foreign countries for goods and services.

Global markets and the economy dictate what will be recycled. For example, difficult to recycle materials such as carpet, carpet padding, sheetrock, plastics – such as sheeting, bags, plumbing, etc., textiles and even shoes can be reused and/or recycled. Yet, when labor and transportation costs are considered, generators and haulers may decide to landfill. When alternative facilities and opportunities are available, generators and haulers should be required to reduce, reuse or recycle these materials. This will create a domestic supply of recycled materials for the local economy.

Local government already has a great deal of influence in CD&D and many points of oversight, permitting, inspection and intervention. Consequently, efforts to reduce, reuse and recycle CD&D materials leverages existing staff and infrastructure and builds on the existing culture of regulation and oversight. For example, new state building codes effective January 1, 2011 – CALGreen/California Green Building Standards Code, require waste management plans and diversion rates for new construction projects.

There is also potential for waste prevention in building design and construction. Construction has its own unique opportunities for waste prevention and designing waste out of the product, and should be considered separately from deconstruction and demolition. “Design for Disassembly” encourages high value-added architectural components that lend themselves to reuse.

### Key Policy Objectives

#### Construction:

- Incorporate zero waste reduction solutions in construction, e.g. wood reduction, design for disassembly and zero waste purchasing practices.
- Maximize best practices in on-site reuse and source separated recycling.
- Increase amount of reused and recycled materials in new construction, renovation projects, landscaping and creative reuse.
- Encourage local recycling and processing of recyclable materials, thus creating jobs and keeping the economy thriving locally.

#### Demolition/Deconstruction:

- Eliminate the need to develop new county-owned infrastructure by supporting the private sector locally with economic incentives.
- Give preference to deconstruction over recycling.
- Utilize existing capacity of private processors, e.g. require direct haul to local certified processors to minimize amount of waste disposed in landfill.
- Encourage the expansion of the private sector to provide deconstruction and processing services and market reused, repaired and remanufactured building and architectural products.

#### Short-Term Actions (Now to 3 years)

1. Adopt a countywide CD&D Debris Recycling Ordinance that requires reuse, recycling or processing for recycling before any landfilling of CD&D debris.
2. Require that all CD&D materials must be recycled at a fully permitted CD&D recycling facility.<sup>4</sup>
3. Require that the customer and fully permitted CD&D recycling facility provide reporting and documentation to verify that materials that can be recycled and reused are recycled and reused.
4. Encourage increased reuse and recycling, implement economic incentives and research other benefits like reduced/shortened permitting for construction and demolition projects that reuse, deconstruct and recycle.
5. Confirm consistency with Sonoma County jurisdictions’ Leadership in Energy and Environmental Design (LEED), Green Building Rating System™ and other green building program guidelines for reuse, recycling and recycled content and/or other environmental products purchasing including compliance with CALGreen, the revised state building code.
6. Provide references and referrals to Bay Area green building products and resources – including list of permitted facilities, list of deconstruction businesses and list of markets for reusable materials.
7. Provide resources that support use of private sector facilities that provide CD&D collection and processing services:
  - Standard Boilerplate Language for Contracts and Requests for Proposals/Quotes
  - Specifications for products and services

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<sup>4</sup> “Fully permitted” means that the facility holds the permit that is appropriate for the types and quantities of material delivered for reuse and recycling. A fully permitted C&D recycling facility meets the requirements of local and state regulations including Article 5.9. Construction and Demolition and Inert Debris Transfer/Processing Regulatory Requirements, Chapter 3.0, Division 7, Title 14, California Code of Regulations (CCR) of the California Department of Resources Recycling and Recovery (CalRecycle).

The intent is to require reuse or processing for recycling before any landfilling of CD&D debris. It is not intended to prevent or exclude jobsite separation or delivery of materials to facilities that may only accept source separated materials.

## PLANNING FOR ZERO WASTE IN SONOMA COUNTY, FEBRUARY 2011

- Tracking and Reporting
- Recognition Programs
- Consider staff/consultant resources to assist jurisdictions and businesses in adopting and implementing CD&D policies and practices.

### B. ORGANICS

This section is based on the April 2010 Organics Disposal Alternatives in Sonoma County Report. Prepared by the LTF Organics Diversion Subcommittee, it is in Appendix A.

About half of the greenhouse gas (GHG) reductions possible from the organic fraction of the waste stream can be met by existing programs as they currently operate with little or no additional permitting or capital investment. The fastest, easiest, least expensive actions to divert these materials and reduce GHG emissions are to focus on the source - the household or business generating the recyclable and compostable materials. These behaviors can be changed using various social marketing and economic tools.

#### Key Policy Objectives

- Direct all paper, recyclable wood and yard debris to existing facilities. Increasing diversion of paper, recyclable wood, yard debris and gypsum does not require the siting or construction of new processing facilities. Diversion of vegetative food scraps can also be optimized within the current infrastructure, as it is still below capacity.
- Increasing diversion of all food waste and compostable paper, while not available for immediate implementation, will also significantly reduce the need for landfill disposal capacity and has the potential for additional substantial GHG reductions

#### Short-Term Actions (Now to 3 years)

1. Request the SCWMA increase funding for efforts to divert materials in the waste stream that can be recycled and composted now at local processing facilities. Diversion of these materials can be done quickly and will reduce out-of-county hauling costs in the short term, as well as future waste disposal costs.
2. Request the SCWMA support the efforts to change the Solid Waste Facility Permit which currently allows vegetative food material to receiving "food material" as defined in Title 14, Section 17852 (a)(20).<sup>5</sup> Request SCWMA also support increasing the current permitted daily and annual tonnage of food material being composted at Sonoma Composting facility to accommodate anticipated (or future) increases.

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<sup>5</sup> Regulations: Title 14, Natural Resources--Division 7, CIWMB Chapter 3.1. **Section 17852. Definitions.**

(20) "**Food Material**" means any material that was acquired for animal or human consumption, is separated from the municipal solid waste stream, and that does not meet the definition of "agricultural material." Food material may include material from food facilities as defined in Health and Safety Code section 113785, grocery stores, institutional cafeterias (such as, prisons, schools and hospitals) or residential food scrap collection.

(5) "**Agricultural Material**" means material of plant or animal origin, which result from the production and processing of farm, ranch, agricultural, horticultural, aquacultural, silvicultural, floricultural, vermicultural, or viticultural products, including manures, orchard and vineyard prunings, and crop residues.

(21) "**Green Material**" means any plant material that is separated at the point of generation, contains no greater than 1.0 percent of physical contaminants by weight, and meets the requirements of section 17868.5. Green material includes, but is not limited to, yard trimmings, untreated wood wastes, natural fiber products, and construction and demolition wood waste. Green material does not include food material, biosolids, mixed solid waste, material processed from commingled collection, wood containing lead-based paint or wood preservative, mixed construction or mixed demolition debris.

3. The LTF will provide active support during the process of identifying and securing a new compost site by following the process, staying abreast of the information and provide constructive feedback to the agency.
4. Include treated wood and natural fabric carpet/carpet padding as materials to be managed using an EPR approach that includes participation and more responsibility from the manufacturers and retailers of these products. (Also see EPR Section.)
5. Conduct an objective, third-party analysis of the GHG reduction, as well as the cost, for each management option considered in the Subcommittee's Report (e.g. anaerobic digestion would reduce the food GHG impacts by X tons while aerobically composting that same material would reduce GHG by Y tons).
6. Conduct further research on non-destructive energy production from food materials such as using digesters at existing wastewater treatment plants or a new anaerobic digestion facility.

### Mid-Term Actions (3-10 years)

1. Implement an education program and develop economic incentives that effectively directs the balance of organics to organics recycling facilities.

## C. REUSE, REPAIR AND SALVAGE

A Zero Waste System provides comprehensive reuse, repair, rental, gleaning and deconstruction services to all business and residents, and brings those type of services up to par with the breadth and efficacy of those services we procure—and are accustomed to—from disposal service providers.

Reusable items comprise a small percent of the discard stream, yet they are one of the most valuable portions. Recovering reusable items creates the greatest number of jobs and conserves many more resources than recycling those same materials.<sup>6 7 8</sup> We have an existing infrastructure to build upon - although many businesses and nonprofits lack organizational capacity to expand without assistance and financing. These conditions – existing infrastructure with room for expansion, make reuse a high priority for zero waste.

One way of financing a comprehensive reuse system done can be done is by modeling municipal service agreements used to pay for garbage, recycling and composting curbside collection, processing and disposal services and adapt those practices to include reuse businesses.

Disposal and franchised recycling and garbage collection services are well-organized and secured by long-term contracts that are exclusive in most cases. Their primary revenue is from fee-for-service contracts that are funded through garbage rates charged to customers. Therefore this business sector can manage cash flow with revolving lines of credit and finance their business expansion with debt-financing. Stable cash flow, long-term contracts, and access to financing makes them competent, effective and reliable service providers.

Few food banks and reuse, repair and salvage businesses have contractual service agreements and must survive on sales of materials, charitable donations and/or volunteer labor. Therefore the infrastructure and services are inconsistent, geographically uneven, and the capacity to handle the county's reusable stream

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<sup>6</sup> **Quantity:** Reusables comprise between 2-6% of the waste stream nationally. Communities with robust reuse programs (e.g. Los Angeles, Oakland, San Luis Obispo) are closer to 2%. Austin, TX estimates 6% of its waste stream is reusable.

<sup>7</sup> **Value:** Reusables are conservatively estimated to be worth \$550 - \$700 per ton. (e.g. West Virginia Solid Waste Management Authority, City of Los Angeles, Delaware). Samples from San Luis Obispo County were valued at \$1,500/ton.

<sup>8</sup> **Jobs:** One job is created for every 10,000 TPY of waste landfilled. Composting creates four jobs per 10,000 TPY. Recycling creates 10 jobs per 10,000 TPY for processing materials and 25 jobs per 10,000 TPY at paper mills/glass plants/plastic mfg. facilities. Product reuse industries are even more job-intensive than recycling - 75+ jobs per 10,000 tons per year material recovered.

## PLANNING FOR ZERO WASTE IN SONOMA COUNTY, FEBRUARY 2011

is completely inadequate. In order to expand this patchwork of services Sonoma County must invest and plan for reuse infrastructure in the same way it plans and invests in disposal. .

### Key Policy Objectives

- Include the diversity of reuse, salvage and repair businesses in a comprehensive zero waste system.
- Apply the same proven financial strategies employed by local government to fund comprehensive and high-quality waste collection and disposal services to finance improved and expanded services within the existing reuse sector.

### Short-Term Actions (Now to 3 years)

1. Pay for professional scavengers at the landfills and transfer stations. For example, Urban Ore is paid \$40 per ton to take reusable goods away from the Berkeley Transfer Station. This saves the City of Berkeley \$80 per ton for every ton that Urban Ore removes (the City's costs are \$120 per ton for transportation and disposal).
2. Issue an RFP to conduct a *Reuse Service Analysis* to formally assess the existing Sonoma County reuse and repair infrastructure and identify "service voids".
  - a. Identify the parameters for the service analysis. Recommend including thrift stores, repair services (e.g. appliances and shoes), consignment, food banks, rental businesses, diaper services, as well as computer/electronics reuse, deconstruction businesses as well as waste exchanges. Antique dealers, retail liquidators and product remanufacturing may be optional or addressed later.
  - b. Develop a system to measure volume, weight, product categories and utilize sales tax records other sources to calculate economic activity of this sector.
  - c. Calculate the cost benefit to the County and SCWMA of the existing services.
  - d. Calculate the costs and the cost benefit of expanding the reuse sector to fill service voids.
3. Develop a revenue plan to fund SCWMA financed programs for reuse services that cannot be supported by product sales alone. Incorporate into municipal garbage rates or future billing/collection system.
4. Issue an RFP for reuse services. Priority programs will have been identified in the assessment of service voids.
5. Develop a plan to implement economic incentives to bolster and encourage other types of reuse businesses (e.g. diapers services, appliance repair etc.) that are beneficial to the zero waste system and the local economy.

### Mid-Term Actions (3- 10 years)

1. Although there is enormous potential to expand reuse, there are limits to reusing products designed to be disposable and unrepairable, therefore Extended Producer Responsibility (EPR) and Environmentally Preferable Purchasing (EPP) are an integral part of a zero waste plan. (See below.)

## D. ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)

Environmentally Preferable Purchasing (EPP), also called "Green Purchasing", is an "upstream" solution to reduce waste associated with products and packaging, as well as close the loop by purchasing post-consumer recycled content products manufactured with the materials collected and processed for recycling by consumers - residents, businesses and governments. An important zero waste strategy, EPP guidelines require products be less toxic, less wasteful, more efficient and easier to recycle. EPP specifications can be used to support reuse, refurbishment, remanufacturing, product take-back, and Extended Producer Responsibility (EPR).

EPP is based on the principle of market demand. Since one of every five purchasing dollars is spent by government, the combined power of government/large contractor purchasing will dictate changes in

## PLANNING FOR ZERO WASTE IN SONOMA COUNTY, FEBRUARY 2011

product design and manufacture that cannot be legislated. Money talks; EPP harnesses our tax dollars to purchase the future we want.

The SCWMA renewed its EPP (Green Purchasing) Policy on 2/21/07. The SCWMA has developed a Model EPP Policy which has been adopted by its member jurisdictions. The following action items are intended to make an up-to-date model policy more accessible to jurisdictions and businesses and promote increased purchase of environmentally preferable products and services.

### Short-Term Actions (Now to 3 years)

1. Review and update Model EPP Policy for the Agency, County, cities and businesses and insure it addresses:
  - Source Reduction Policies (Purchasing For Less Waste, Extended Producer Responsibility, Remanufacturing)
  - Recycled Content Products
  - Source Reduction Products (e.g. no bottled water, use microfiber cleaning cloths instead of disposable paper towels, eliminate battery-powered products, replace batteries instead of purchasing new cell phones)
  - Purchasing for repairability and durability
  - Purchasing for reuse (e.g.. toner and ink cartridges)
  - Purchasing refurbished and remanufactured durable products (e.g. telephone systems and handsets, office furniture etc.)
  - Take-back /reusable packaging
  - Product take-back, EPR, remanufacturing, rental/leasing equipment
  - Energy Efficient Products
  - Water Conserving Products
  - Less Toxic Products
  - Green Building Products
  - Landscaping Products
  - Forest Conservation Products
  - Bio-Based Products
  - Social Responsibility
2. Promote Adapting and Adopting the Model EPP Policy and Provide Resources and Implementation Guidelines that include additional detail on how to purchase locally. Bay Area resources are available that can be customized and/or directly distributed. Purchasing guidelines can be based on reliable and verifiable third party standards like Green Seal, Energy Star, Forest Stewardship Council and the Electronic Product Environmental Assessment Tool (EPEAT), for example.
3. Provide Steps to Effective and Successful Implementation of EPP Practices and Policies:
  - Green Teams
  - Standard Boilerplate Language For Contracts And Requests For Proposals/Quotes
  - Specifications For Products And Services
  - Cooperative Purchasing Opportunities
  - Tracking And Reporting
  - Recognition
  - Consider staff/consultant resources to assist jurisdictions and businesses in adopting and implementing EPP policies and practices.

## E. EXTENDED PRODUCER RESPONSIBILITY (EPR)

Extended Producer Responsibility, also called take-back laws, is an essential element of a Zero Waste Plan. It is also a policy tool in Sonoma County's Countywide Integrated Waste Management Plan:

"The SCWMA will work to create and promote policies whereby producers are responsible for the cost and/or disposition of their products at the end of their usable life (i.e., Extended Producer Responsibility, Advanced Recycling Fees, Advanced Disposal Fees, etc.)."

In California, manufactured products and associated packaging make up 75% of discarded waste materials. The SCWMA spends over \$100,000 per month for the collection and proper management of discarded household hazardous products banned from landfill.<sup>9</sup> Due to this significant financial impact, the SCWMA prepared and adopted the Extended Producer Responsibility Implementation Plan in 2007.

EPR is a policy approach in which producers assume a portion of the financial and/or physical responsibility for the management of post-consumer product waste, so that those who produce these products also bear the costs of recycling and disposing of them properly. When manufacturers are responsible for ensuring that their products are re-used or recycled responsibly and when health and environmental costs are included in the product price, there is a strong market incentive to re-design products that are more durable, easier to recycle and less toxic.

Sonoma County has been involved in statewide efforts to promote EPR and was a founding member of the California Product Stewardship Council (CPSC) whose purpose is to implement EPR statewide. In order for EPR to be successful at the state level, the SCWMA should continue to support CPSC and legislation for the development of standards and policies for product stewardship. These standards and policies will redirect the responsibility for managing problem wastes back to the product manufacturers and limit the financial and environmental responsibility currently left to the SCWMA and ratepayers.

EPR is a proven and successful management policy for products and packaging internationally and in California. Lead-acid batteries (i.e., car batteries) have been the subject of EPR requirements in California since 1989, with more than 97% of all car batteries now returned for recycling. More recently, California has legislated take-back laws for cell phones, paint and carpet.

### Key Policy Objectives

In order for Sonoma County to successfully implement a Zero Waste Plan it must include EPR for products not covered by state and federal legislation and regulations. These would be implemented through local actions that specify for each designated product category:

- Producers or first importers must have an approved EPR plan for how they will recover, at no cost to ratepayers, their products when consumers are done with them, as a condition for sale in Sonoma County.
- Social and environmental standards that must be met in the EPR plan, including no export of discarded products containing hazardous materials to undeveloped countries and no use of prison labor.
- Measurable results, outcomes and deadlines (e.g., recovery or disposal rates).
- Financial consequences for non-compliance.

The implementation of EPR on a statewide and local basis, in combination with organics composting and comprehensive recycling programs, will provide the ability to get to zero landfilled waste.

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<sup>9</sup> Agency 2010-11 HHW budget - \$1.185 million for contract services. Source:  
[http://www.recyclenow.org/pdf/agenda\\_packets/2010/20100421\\_agenda\\_packet.pdf](http://www.recyclenow.org/pdf/agenda_packets/2010/20100421_agenda_packet.pdf)  
Sonoma County AB 939 Local Task Force For Integrated Waste Management



## PLANNING FOR ZERO WASTE IN SONOMA COUNTY, FEBRUARY 2011

### Short-Term Actions (Now to 3 years)

1. SCWMA should update and follow through on the actions listed in the Sonoma County Extended Producer Responsibility Implementation Plan.
2. Monitor development and implementation of paint stewardship plans required by AB 1343, the Paint Stewardship Act of 2010, to ensure convenient local access to drop-off locations for leftover paint.
3. Monitor development and implementation of carpet recycling plans required by AB 2398, the Carpet Stewardship Act of 2010, to ensure convenient local access to drop-off locations for discarded carpet.
4. Initiate development and implement a local EPR ordinance for non-rechargeable consumer batteries to complement AB 1125, the Rechargeable Battery Recycling Act of 2005.
5. Initiate development and implement a local EPR ordinance for fluorescent lamps.
6. Initiate development and implement local EPR ordinances for "Sharps". This includes hypodermic needles, pen needles, intravenous needles, lancets and other devices that are used to penetrate the skin for the delivery of medications.
7. Initiate development and implement a local EPR ordinance for unused and out-of-date pharmaceutical items/medicines.

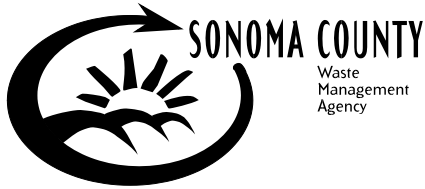
### Mid-Term Actions (3-10 years)

1. Treated wood, a material in our waste stream in relatively large quantities, has significant diversion challenges and would be most efficiently managed through an approach that includes participation of the producers and retailers of this product. If producer-sponsored or state-mandated programs have not been implemented for discarded treated wood by 2014, initiate development and implement a local EPR ordinance for this problem material.

## 7. NEXT STEPS/RECOMMENDATIONS

1. **February—March 2011:** Staff forwards this paper to the Board of Supervisors, Sonoma County Waste Management Agency (SCWMA) and Sonoma County/City Solid Waste Advisory Group (SWAG) for discussion and consideration.
2. **March—April 2011:** Board of Supervisors adopt a zero waste resolution setting a goal of reaching zero waste by 2025; adopt the ZWIA definition of zero waste; adopt recommended key policy values and metrics; and recommend funding the development of the Zero Waste Plan and a Reuse Service Analysis.
3. **March—May 2011:** SCWMA and Board of Supervisors allocate funding in FY 2011/2012 expenditure budget to develop a Zero Waste Plan that is based on the principles, priorities and key sectors—as well as the ZWIA Zero Waste Communities Principles—presented in this document
4. **April—June 2011:** Staff prepares draft RFP for Zero Waste Plan and an RFP for the Reuse Service Analysis, and solicits input from the LTF. On LTF recommendation for approval, submit RFPs to SCWMA.
5. **July—August 2011:** SCWMA release RFPs.
6. **February 2012:** Integrate income/expense items and billing logistics into the FY 2012/2013 budget.
7. **April—June 2012:** Begin implementing recommended “early actions” recommended by Zero Waste Plan and Reuse Service Analysis. Demonstrate leadership and excellence in County programs. Select at least one or two highly visible public programs for early implementation.
8. **July 2012:** Implement Zero Waste Plan.

*Last revised March 10, 2011*



**Agenda Item #: 11**  
**Cost Center: Planning**  
**Staff Contact: Carter**  
**Agenda Date: 4/20/2011**

## **ITEM: Carryout Bags Decision Process**

### **I. BACKGROUND**

The SCWMA Board of Directors requested staff to provide carryout bag legislation updates at each SCWMA meeting subsequent to the March 2008 meeting. Staff researches new developments in California and out-of-state legislation regarding paper and plastic carryout bags.

At the November 2010 SCWMA meeting, the Board directed staff to return to the January 19, 2011 meeting with a draft form letter to businesses that may be included in a single use bag waste reduction effort. The purpose of this letter was to inform the businesses that the Agency was considering action on the subject and was interested in receiving feedback. Staff was directed to include an information sheet to accompany the letter to discuss the reasons why action on single-use carryout bags was under consideration. The letter was mailed February 14, 2011 and requested a response by March 3, 2011.

### **II. DISCUSSION**

At the March 16, 2011 SCWMA meeting, Board members indicated a desire to discuss potential carryout bag reduction actions with their councils or supervisors and directed staff to prepare a model presentation which could be used to that effect. Staff has created a presentation detailing three different options for CEQA analysis and implementation. These options include an Agency countywide ordinance, an Agency model ordinance with an umbrella program EIR, and an individual effort by each interested jurisdiction.

### **III. FUNDING IMPACT**

Funding impacts to the Agency vary greatly depending on the project. The countywide Agency ordinance would have the greatest funding impacts to the Agency and least to the individual jurisdictions, and least overall funding impacts for all jurisdictions. Staff estimates a range of \$135,440 to \$193,240 in contractor costs for CEQA analysis, legal costs for drafting an ordinance and CEQA review, and a significant amount of staff time managing the project. Enforcement could either be performed by staff or through mutual agreements with other agencies. Additional enforcement staff, vehicle, and legal costs are estimated at a minimum of \$137,000 per year.

If each jurisdiction wished to pursue an ordinance individually, there would be a minimal (\$4,260 to \$8,520) funding impact to the SCWMA for staff support, but a \$116,760 to \$165,760 cost for CEQA, legal review, and staff for each jurisdiction. The cumulative funding impact of each jurisdiction pursuing this avenue is much greater than a single countywide Agency ordinance.

One-time projects such as these are typically funded through the use of reserves. The Contingency Reserve is expected to contain \$195,260 in funding at the end of FY 2010-11, which is sufficient for the estimated \$117,000 to \$170,000 project cost, but brings the Contingency Reserve well below the reserve goals. A reserve policy decision could be made to use funds from the HHW Reserve, which is expected to be \$1,617,067 at the end of FY 2010-11. This is approximately \$832,337 above the reserve goals for this fund for the current fiscal year, and \$735,001 above the goals for the upcoming fiscal year.

#### IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends dissemination of the presentation materials to the individual jurisdictions for consideration. If, after consideration by each jurisdiction, there is a unanimous decision to take action, staff recommends the option of a countywide SCWMA ordinance.

#### V. ATTACHMENTS

Single Use Carryout Bags Decision Tree presentation

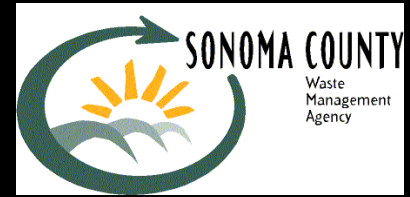
Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

Sonoma County Waste Management Agency  
April 20, 2011

# Single Use Carryout Bags Decision Tree

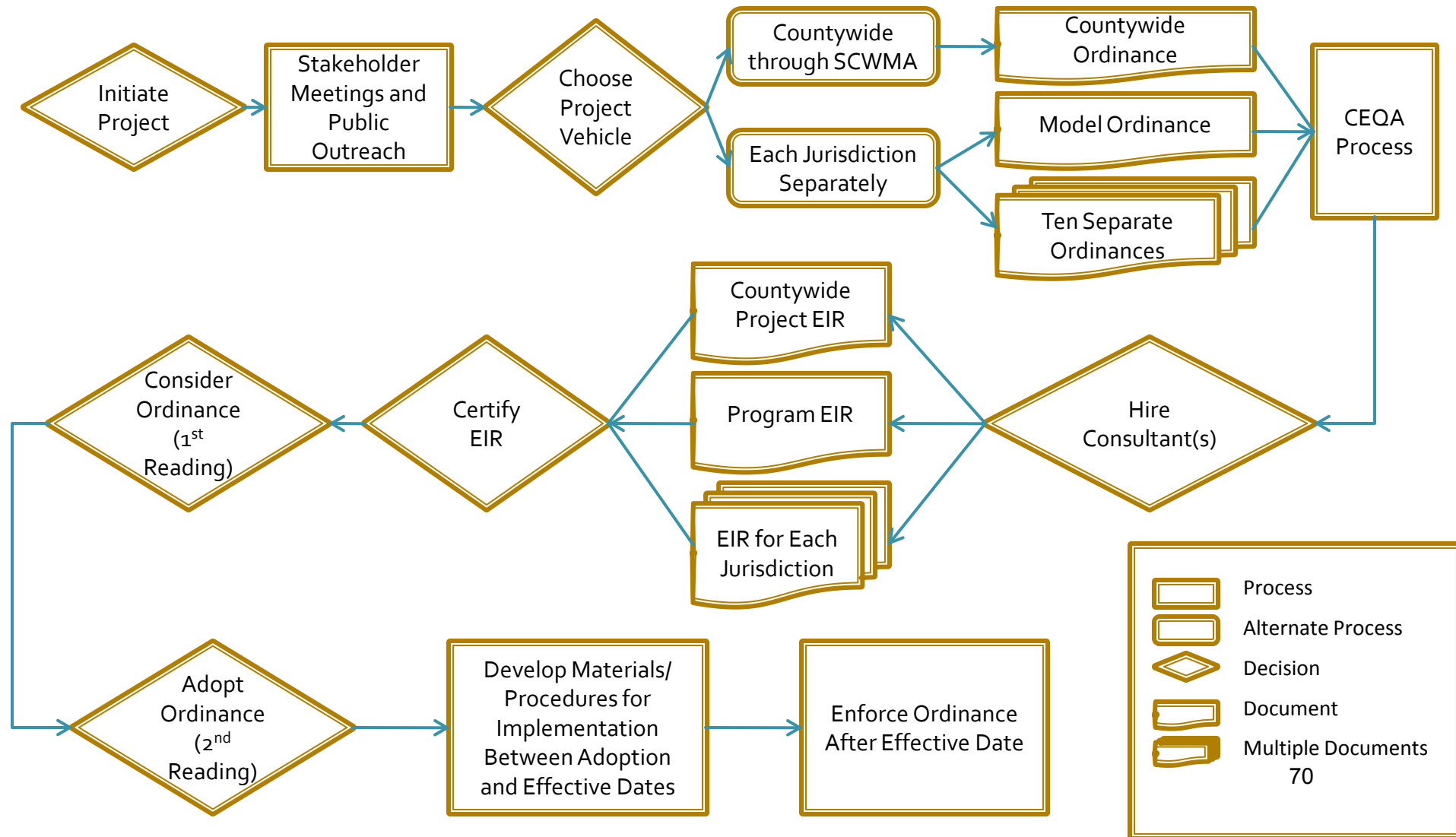


# Purpose

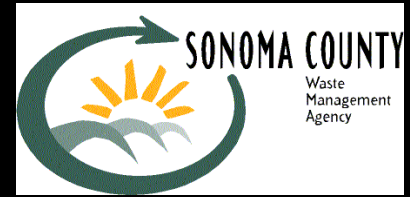


- The Sonoma County Waste Management Agency (SCWMA) has studied single-use, carryout bags for over 3 years
- Many jurisdictions throughout the world are interested in or have taken action to reduce single-use, carryout bag use
- If jurisdictions are interested, there are a number of options to consider
  - This document explores three viable options

# Project Flow Diagram

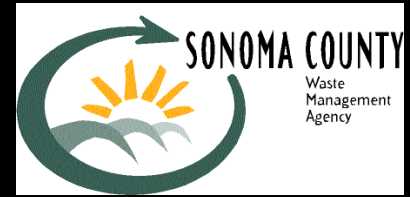


# Project Vehicle



- SCWMA Countywide Ordinance
  - Development, CEQA analysis, adoption, and implementation through SCWMA
  - One ordinance, one EIR for entire county
  - Accomplished with SCWMA funds and staff
  - SCWMA's responsibility to defend and enforce
    - Annual SCWMA enforcement costs estimated at \$137,000
  - Requires SCWMA unanimous vote for CEQA agreement and to enact ordinance
  - Ordinance may expire in 2017 unless the SCWMA is extended or replaced

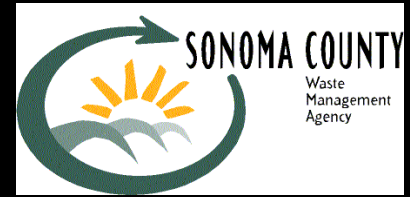
# Project Vehicle (cont.)



- SCWMA Model Ordinance
  - SCWMA develops model ordinance, performs program EIR
  - One model ordinance
    - The foundation of the CEQA work done for jurisdictions by SCWMA
    - Each jurisdiction would need to tier off the program EIR for CEQA compliance
  - Accomplished in part with SCWMA funds
  - Each jurisdiction's responsibility to defend/enforce
  - Requires SCWMA unanimous vote for CEQA agreement, jurisdiction approval for each ordinance



# Project Vehicle (cont.)



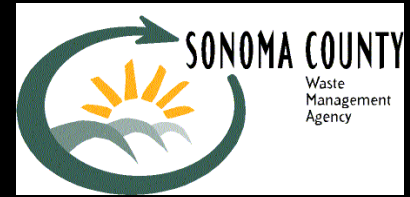
- Individual Jurisdiction Effort
  - Each jurisdiction develops separate ordinance, responsible for CEQA analysis
  - Up to ten ordinances for the entire county
  - Accomplished with minimal SCWMA funds
  - Each jurisdiction's responsibility to defend/enforce
  - Requires each jurisdiction to approve CEQA agreement and respective ordinance

# Comparative Analysis

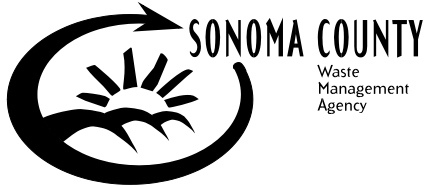


Issue	SCWMA Countywide Ordinance	SCWMA Model Ordinance	Individual Ordinances
Countywide Consistency	One ordinance ensures consistency	Model ordinance promotes consistency, jurisdictions could modify	Least likely to be consistent, each jurisdiction could adopt different parameters
Cost	<p>\$135,440-\$193,240 for CEQA and legal review; \$137,000 for enforcement – SCWMA;</p> <p>Likely the least overall, countywide cost</p>	<p>\$131,480-\$184,480 for CEQA and legal review – SCWMA;</p> <p>\$41,760-\$76,760 cost to each participating jurisdiction</p> <p>\$137,000 for enforcement</p>	<p>\$4,260-\$8,520 for support to jurisdictions – SCWMA</p> <p>\$116,760-\$165,760 to each jurisdiction for CEQA and legal review; \$137,000 for enforcement</p>
Legal Responsibility	SCWMA to defend CEQA document and ordinance	SCWMA to defend Program EIR; jurisdictions to defend their CEQA documents and ordinance	Jurisdictions to defend CEQA and ordinance
Enforcement	SCWMA responsibility, could enter into agreements or hire staff to enforce	Jurisdiction's responsibility to enforce	Jurisdiction's responsibility to enforce

# Conclusions



- Countywide SCWMA ordinance appears most cost and time efficient method
  - Requires unanimous vote of the SCWMA
  - SCWMA funds ordinance development and CEQA
  - SCWMA to defend legal challenges to ordinance
  - Enforcement would require additional staff or separate agreements



**Agenda Item #: 12**  
**Cost Center: Education**  
**Staff Contact: Chilcott**  
**Agenda Date: 4/20/2011**

## **ITEM: EPA Environmental Education Grant Support Letter**

### **I. BACKGROUND**

Responding to grant solicitations is justified as an Agency staff activity according to the Work Plan for FY 10-11 as it leverages limited Agency resources.

At the February 20, 2008 meeting, staff was directed to withhold any contributions to the Contingency Reserve from the Education Cost Center and, instead, apply those funds towards a one-time increase in Contract Services for educational efforts in the schools. At the March, 19, 2008 meeting, the Board approved an adjustment to the Contingency Reserve amount which resulted in \$9,701 of additional funding in the FY08/09 Budget for a Board-directed project benefitting 5<sup>th</sup> and 6<sup>th</sup> graders. After an RFP process, the Agency awarded The Compost Club, a nonprofit, \$4,850 for its "No Time to Waste" program; the Agency awarded Strawberry Schools, an elementary school in Bennett Valley, \$4,850 to launch its "Eco-Eagles" schools recycling program.

From November 2008 to June 2009, The Compost Club's "No Time to Waste: Recycling Changes Everything" project developed a number of products including: 1) A lesson plan in coordination with North Bay Corporation and Sonoma Compost Company, 2) Delivered 19 classroom presentations throughout the county, educating an estimated 440 5<sup>th</sup> and 6<sup>th</sup> graders and, 3) Supported 3 classroom field trips. After the end of the Agency's one-time grant term, the Compost Club's work with the schools could not continue due to lack of on-going funding.

In order continue their valuable school service, the Compost Club requested that the Agency be the lead applicant on a US EPA 2011 Environmental Education Regional Grants application. The purpose of the Environmental Education Regional Grant Program is to increase public awareness and knowledge about environmental issues and provide the skills that participants in its funded projects need to make informed environmental decisions and take responsible actions toward the environment.

The total estimated funding for this competitive opportunity is approximately \$1,943,000 nationwide (approximately \$194,300 per Region). EPA expects to award a minimum of 2 grants per Region for an expected minimum of 20 grants nationwide; the minimum award amount is \$15,000 and the maximum is \$100,000, subject to the availability of funds, the quality and quantity of applications received, and other considerations. Applicants must demonstrate how they will provide non-federal matching funds of at least 25% of the total cost of the project.

Awarded projects would start no earlier than September 1, 2011. Grant submittals are due May 2, 2011. Visit this link to see Environmental Education grants awarded in the past in California <http://www.epa.gov/education/grants/ca01.htm#content>

### **II. DISCUSSION**

Agency staff was very pleased with the Compost Club's performance on their FY 08/09 Agency's schools grant project. Based on this prior successful working relationship, staff feels comfortable potentially entering into another project with the Compost Club.

This Environmental Education Regional Grants proposal will be a joint effort between the Agency and the Compost Club. The Compost Club's responsibility would be to write the grant application and be

responsible for the implementation of the project, if awarded. The Agency's responsibility would be largely administrative, and also financial for the required matching portion of the grant. This grant proposal will seek the minimum \$15,000 award amount and the Agency's contribution would be \$5,000 to meet the non-federal matching funds requirement of at least 25% of the total cost of the project. A draft letter expressing the Agency's funding commitment is attached to this transmittal.

As excerpted from the Compost Club's draft proposal: The project, "No Time to Waste: Recycling Changes Everything," will seek to improve literacy, critical thinking, and stewardship related to landfill waste diversion in grades 3-6. The project begins with classroom visits to introduce landfill waste facts through an interactive game format, progresses to the construction of an onsite mid-scale vermiculture system where food scraps are diverted daily, and culminates as an institution-wide composting practice maintained by upper grade students and school staff. Each school tracks their annual diversion of organic waste from the landfill, harvests and sells the vermicompost to raise funds for the school, and is provided a certificate quantifying their current and overall carbon reduction from their effort. The project will target five K-6 schools in Sonoma County, to be determined. The population within each school may vary from 150-800 students each (reflecting our geographical demographics and school districts), meaning that 750 to 4,000 students will be reached through this program. The \$15,000 EPA portion of this grant program will fund educational materials and posters (10%), compost system materials (80%), and speaker costs for classroom and school visits (10%). This project is an extension of an established program sponsored by The Compost Club, where ten participating schools and organizations have diverted 32 tons of organic waste to date through an established site-wide vermicomposting program.

### III. FUNDING IMPACT

There are no funding impacts if this proposal is not selected for award. If awarded, staff proposes to allocate \$5,000 from the FY 11-12 Education Contingency Reserve fund for this project.

### IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff requests the board's concurrence to proceed with this grant application. Otherwise, this grant application will not be submitted.

### V. ATTACHMENTS

Letter Stating Financial Matching Responsibilities of the Sonoma County Waste Management Agency for the Environmental Education Regional Grants – Solicitation Notice for 2011, EPA-EE-11-02.

Approved by: \_\_\_\_\_  
Henry J. Mikus, Executive Director, SCWMA

April 20, 2011



Julie Anderson  
U.S. EPA, Region 9  
Environmental Education (OPA-2)  
75 Hawthorne Street  
San Francisco, CA 94105

**RE: Letter Stating Financial Matching Responsibilities of the Sonoma County Waste Management Agency for the Environmental Education Regional Grants – Solicitation Notice for 2011, EPA-EE-11-02**

Dear Ms. Anderson:

The Sonoma County Waste Management Agency (Agency) is a joint powers authority for the nine cities and the County of Sonoma. Its charge is implementation of solid waste diversion programs as mandated by California's AB 939 in the following areas: Household Hazardous Waste, Yard Debris, Wood Waste, Planning and Public Education. An area of the waste stream that could lead to significant diversion is organics, especially food waste. According to a 2007 Sonoma County Waste Characterization Study, food waste comprises 26.61% of the commercial waste stream. Similarly, food waste comprises 35.47% of the residential waste stream.

The Compost Club's project, "No Time to Waste: Recycling Changes Everything" targets diversion of organics which meets the Agency's top waste diversion priority. As the Agency cannot provide a schools program due to budget limitations, this project reaches a new audience. More importantly this project provides the audience—students, school staff and parents—the education and skills to take responsible actions to divert compostable food waste beyond the school environment.

The Sonoma County Waste Management Agency strongly urges you to award this project. At the Agency's April 20, 2011 monthly Agency Board meeting, submittal of the Agency's application on behalf of the Compost Club was considered. The cities and County of Sonoma representatives agreed that if this valuable project is selected for an EPA award, \$5,000 in matching funds will be allocated from the Education Cost Center Contingency Reserve Funds in the FY 11-12 Budget.

Very truly yours,

Henry J. Mikus  
SCWMA Executive Director