

SONOMA COUNTY WASTE MANAGEMENT AGENCY

March 20, 2013
9:00 a.m.

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

Estimated Ending Time 11:30 a.m.

AGENDA

- | <u>Item</u> | <u>Action</u> |
|--|--------------------------------------|
| 1. Call to Order Regular Meeting | |
| 2. Agenda Approval | |
| 3. Public Comments (items not on the agenda) | |
| <u>Consent</u> (w/attachments) | Discussion/Action |
| 4.1 Minutes of February 20, 2013 (Pg. 3) | |
| 4.2 FY 11-12 Financial Statement Audit (Pg. 11) | |
|
<u>Regular Calendar</u> | |
| 5. CalRecycle Presentation (Pg. 45)
[Krysty Emery, CalRecycle](Attachments) | Discussion/Action
All |
| 6. FY 13-14 Draft Work Plan (Pg. 47)
[Carter](Attachments) | Discussion/Action
All |
| 7. FY 13-14 Draft Budget (Pg. 68)
[Carter](Attachments) | Discussion/Action
All |
| 8. Engineering Services (Pg. 130)
[Mikus](Attachments) | Discussion/Action
Organics |
| 9. <u>Attachments/Correspondence:</u> | |
| 9.1 Director's Agenda Notes (Pg. 143) | |
| 9.2 Reports by Staff and Others: | |
| 9.2.a March and April 2013 Outreach Events (Pg. 145) | |
| 9.2.b Water Board letter to County; Agency response letter (Pg. 146) | |

9.2.c City of Rohnert Park JPA renewal letter and Agency response
(Pg. 164)

10. On file w/Clerk: for copy call 565-3579
Resolutions approved in January and February 2013
2013-001 Election of 2012 Officers
2013-002 City/County Payment Program Authorization
2013-003 Purchase Order Resolution for Multi-Bag
2013-004 Purchase Order Resolution for the *Recycling Guide*
11. Boardmember Comments
12. Staff Comments
13. Next SCWMA meeting: April 17, 2013
14. Adjourn

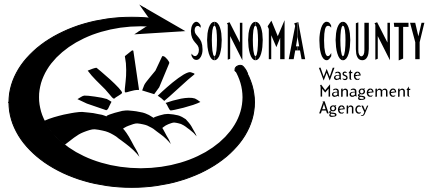
Consent Calendar: These matters include routine financial and administrative actions and are usually approved by a single majority vote. Any Boardmember may remove an item from the consent calendar.

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

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

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

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



Minutes of February 20, 2013 Special Meeting

The Sonoma County Waste Management Agency met on February 20, 2013, at the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa, California

Present:

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

Bob Cox
Susan Harvey, Chair
Mike Kirn
Dan St. John
John McArthur
Jennifer Phillips
Sue Kelly
Steve Barbose
Shirlee Zane
Debora Fudge

Staff Present:

Counsel
Staff

Janet Coleson
Patrick Carter
Karina Chilcott
Henry Mikus
Lisa Steinman
Charlotte Fisher

Recorder

1. Call to Order Special Meeting

The meeting was called to order 10:05 a.m.

2. Agenda Approval

Sue Kelly, City of Sebastopol, moved to approve the agenda. John McArthur, City of Rohnert Park, seconded. The motion passed with a unanimous vote. Agenda approved.

3. Public Comments (items not on the agenda)

None.

Consent

- 4.1 Minutes of January 16, 2013
- 4.2 Minutes of January 22, 2013 "Special Meeting"
- 4.3 Recycle Guide 2013 Printing Contract
- 4.4 FY 12-13 Second Quarter Financial Report

Debora Fudge, Town of Windsor, moved to approve the Consent Calendar as presented. Shirlee Zane, County of Sonoma, seconded the motion. The motion carried with a unanimous vote.

Regular Calendar

5. Public Hearing for Carryout Bags Draft EIR

Patrick Carter, staff, introduced the carryout bags item by giving background on the issue. On September 19, 2012, the Agency entered into an agreement with Rincon Consultants to prepare an Environmental Impact Report (EIR) to evaluate the potential environmental impacts of adopting an ordinance that would reduce the number of paper and plastic carryout bags designed for disposal and encourage the use of carryout bags designed for reuse. Agency staff arranged for and attended four public scoping meetings to receive comments on the adequacy of the scope of the Environmental Impact Report. The meetings were held in Santa Rosa on October 30, Sonoma on November 1, Petaluma on November 2, and Windsor on November 7, all at 6 pm.

Incorporating the comments made during the scoping period, Rincon Consultants prepared the Draft Environmental Impact Report. On February 4, 2013, the Notice of Availability of the Draft EIR was mailed out to interested parties and relevant public agencies and the notice was published in the Press Democrat on February 5, 2013. The notice of completion was delivered to the California State Clearinghouse, beginning the 45 day comment period in accordance with CEQA guidelines and ending March 22, 2013 at 5 pm.

All comments received, both at this public hearing and other communications, will be incorporated with written responses into the final EIR. There is no funding impact to the Agency by accepting these comments.

A presentation describing the CEQA process, responses to the scoping comments and the development of the report specific to the carry out bag ordinance was presented by Abe Leider of Rincon Consultants prior to opening the public hearing.

Board Questions

Shirlee Zane, County of Sonoma, commented on the objection about hygiene is ridiculous because of the extensive packaging used on consumer goods. Abe Leider and Matthew Maddox from Rincon Consultants replied there are exemptions, such as the bags used to collect vegetables and fruits in the produce section of grocery stores. There have been studies done concerning the cleansing of reusable bags by the consumer and the conclusion was education on the appropriate cleaning of the bags was effective.

Susan Harvey, City of Cotati, asked if there was any information on storage of reusable bags by the consumers, such as in their cars.

Mr. Maddox replied that jurisdictions that have had the bag ban in place for a period of time have not experienced any public health issues resulting from the consumer's storage methods.

Mike Kirn, City of Healdsburg, asked if there was any consideration given to existing plastic bag inventories currently in possession of store owners. He inquired about the phase in plan for the ordinance.

Mr. Carter replied the stated date of the ordinance is July 1, but the lead time is at the discretion of the Board.

Public Hearing

The public hearing was opened at 10:17 a.m.

(Note: the comments are transcribed verbatim for the record)

CEA HIGGINS: I'm Cea Higgins with Sonoma Coast Surf Rider and this is not my friend, the Bag Monster. I'm with the Sonoma Coast chapter of Surf Rider Foundation. Our mission is the protection and enjoyment of the ocean, waves and beaches through a powerful activist network. We have over 100,000 members throughout California, United States and the world. We're here today because we strongly support the proposed ordinance to regulate the use of plastic single use carryout bags in Sonoma County and we will be submitting written comment, but we wanted to highlight today some of the reasons we support this ordinance and thank you for the opportunity to express our valid concerns about the detrimental effects of plastic bags on the marine environment. As we know, plastic is not biodegradable. Every piece of plastic ever made still exists today. That is a staggering amount when you consider in the last ten years more plastic has been produced than in the whole last half century. Those plastic bags in the marine environment are mistakenly ingested by marine mammals, clogging their intestines, which results in death by starvation. Marine creatures and birds become entangled in plastic bags and drown or can't fly as a result. There have been numerous studies on this, some suggesting that up to 267 species around the world have suffered from these fates: 44% of sea birds, 43% ocean mammals, 86% of turtles ingest or become entangled in plastic. Because plastic is not degradable, that one bag is responsible for many deaths. Now I'm quoting some numbers from statistics for you, but I want you to share with you that besides my responsibilities for Surf Rider, I am a stranding volunteer for the Marine Mammal Center, responsible for rescuing stranded marine mammals on the Sonoma coast. I can tell you there is nothing more devastating than to see a once healthy California sea lion lying emaciated on the beach starving, unable to feed itself because its system is blocked with either plastic debris or plastic bags. There is nothing worse than seeing a harbor seal pup permanently separated from its colony, abandoned by its mother because it's entangled in plastic bag or plastic line. Up to 80% of the plastic in our oceans comes from land based sources. Plastic bags float easily through the air and water, traveling long distances and not breaking down. Plastic bags end up in our tributaries and litter our once pristine Sonoma coast beaches. Our organization sponsors numerous beach clean ups along the Sonoma coast throughout the year. I can tell you that plastic and plastic bags make up the majority of the volume we collect; so much so that we no longer use plastic bags to collect marine debris. We actually carry reusable buckets or used biodegradable bags so we're not contributing to the problem. We also want to address some of the comments regarding added cost and inconvenience to consumers that would supposedly accompany a bag. In reality those bags are not free. The stores currently pay for the plastic check out bags and bill their cost into the price of their goods sold. Most of the bags end up as litter in the landfills and I think the Bag Monster may talk a little bit about that. California spends \$25 million annually to landfill discarded plastic bags and public agencies spend more than \$300 million in litter clean ups, probably more if there weren't volunteer organizations also helping with litter clean up. A small portion of that money could be utilized to initiate programs and provide low cost reusable bags to consumers that would also simultaneously reduce the reliance on paper bags. We understand that initially this could be an inconvenience. We've become accustomed to this plastic convenient society. But we once lived without plastic bags and we can do it again. It's a small step but it can solve a huge problem. So we're here to encourage everyone to take that step and help preserve and protect what we all cherish, and that's the beauty of Sonoma County and Sonoma coast.

BAG MONSTER/SARAH LECUS (comments made in-character, not to be taken literally):

Sarah Lecus, aka Bag Monster. I want to thank everyone for having me here today. I came a long way from the Pacific gyre and it's quite hot in here. I'm used to being a lot cooler out in the ocean. I am the bag monster and I am here representing all of the plastic bags and we are against this ordinance. What a plastic bag monster is, I am made up of 500 bags, which is the average amount that an American uses every year; or, as was stated earlier, more in Sonoma County, 531. Us bag monsters, we are really scared and stressed out. These bag ban ordinances are spreading all over the world. They're in China, Bangladesh, San Francisco, and Nantucket Island. We're really scared, we're becoming an endangered species and I think

you guys should do some more to help protect the bags. I, myself, am a pretty young bag monster. Most of these bags are probably only a few years old. But it's really stressful for a young bag monster, knowing that I'm going to live forever. Plastic does not decompose so I will be around here forever. Some of my bag friends were going to make our way into the ocean. We might get eaten by some seals, fish, and birds. This concerns some people, but I say there are enough animals out there. What's a million or so animals every year? Bah, we don't need that many. So in closing, I want to say, please, do not support this ordinance. I want to be free, I want to stay here and stay free to float in the air, down the river, and be used as a snack for a seal, a bird, be explored or maybe even be eaten by your dog or cat.

SARAH LECUS: I want to say a couple words not as the Bag Monster. Clearly I am here today to support this bag ban. I myself am a marine biologist, and I've been lucky enough to work along different coastal areas of California, I've worked in estuaries, rivers, and I've worked off-shore on the east coast. It just greatly saddens me; I would be hundreds of miles off shore and we'd pull plastic bags out of the ocean. I have seen firsthand, I've seen fish and birds eat these bags. So I have seen it with my own eyes. It's not just something you hear about, it really does happen. I just wanted to touch on the topic of recycling these plastic bags. I often hear that as a viable solution and alternative to the bag bans. But the recycling of plastic bags just doesn't work. The infrastructure has been in place for a few years now in California and only about 5% of the bags are recycled. So recycling plastic bags has been given its chance and has not been successful. So we need to have a better real solution and I think this bag ban could be it. I also hear some consumers say they reuse their plastic bags: they use them to pick up after their dog or cat or to line their trash bins. But if we look around, everything comes wrapped in plastic, so why can't we maybe use the plastic bag from our bread or produce. So those are alternate solutions, they are out there. So thank you and I hope you guys support the ban.

Jennifer Phillips, City of Santa Rosa, requested clarification as to the public record concerning the statements made by the Bag Monster. Sarah Lecus aka Bag Monster stated that the comments made by her as the Bag Monster were hyperbole.

The public hearing was closed at 10:27 a.m.

Board Comments

Shirlee Zane, County of Sonoma, commented that she frequents the creek trail and has observed many plastic bags in the trees after a period of high water. She supports the bag ban and feels this should have been done a couple of years ago when other jurisdictions were formulating their bans.

Debora Fudge, Town of Windsor, supports a short lead time for implementation of the carryout bag ban as possible.

Susan Harvey, City of Cotati, recognizes the high awareness of the need for a ban and supports a short lead time.

Dan St. John, City of Petaluma, asked what plans have been made for the enforcement of the ordinance and the anticipated impact on staff time.

Mr. Carter replied the enforcement plan is to use minimal staff time and would be complaint based. The first effort would be education of the ban and then staff would respond to any complaints coming from citizens. There is no anticipated increase in rates to finance the ordinance. Janet Coleson, Agency Counsel, replied that this would be an administrative ordinance only. Henry Mikus, Executive Director, added that this would be a tiered

administrative enforcement; the first offense would be a warning and after that there would be fines imposed.

6. Compost Contract & Site License

Henry Mikus, Executive Director, introduced the item by stating that there were two items presented for decision. The first is the Compost Site License and the second is the Compost Operating Contract.

Compost Site License is an agreement for use of the land currently being used by the composting contractor. The only change from the draft presented in June is the inclusion of payment of utilities associated with the property. This revised Site License is presented for the Board to discuss, and approve.

Compost Operating Contract as developed for June 2012 is presented with minor changes. The alterations are in the pricing, done to reflect the passage of nearly a year since SSC developed its cost proposal and the reduction of the contract term by a year (which affects the effect of amortizing capital expenses). County staff have indicated the concerns related to the term length of the new contract have been resolved.

The Board decided to discuss one item at a time starting with the Compost Site License.

Board Questions

Shirlee Zane, County of Sonoma, requested an expanded explanation of the relationship between the Compost Site License and the County's Master Operations Agreement (MOA). Mr. Mikus replied the MOA was developed as a result of the Solid Waste Advisory Group (SWAG) discussion. It has been decided by the County and Republic Services that an 18 month period envelope for discussion concerning the composting operation as a part of the MOA.

Steve Barbose, City of Sonoma, inquired about the termination language and the relocation option.

Ms. Coleson answered that during the negotiations with the County the termination language was removed recognizing the joint powers agreement and the Agency now has flexibility to terminate with a 30 day notice. There are some blanks in the agreement that are not finalized and she requests some flexibility from the Board to fill in the blanks without further Board action.

Dan St. John, City of Petaluma, asked about the storm water requirement issue.

Mr. Mikus replied that language was not included in the draft agreement and will need an amendment to address the issue when that requirement has been decided.

Mr. St. John asked about the intention of Article 6.3.2 financial impact.

Mr. Mikus referred to Exhibit B, which describes the discussion of making the Agency financially whole. The fee structure is for the MOA and as tenants on the site the rate discussion needs to be included.

Mr. St. John asked about the fee increase on garbage in the MOA.

Mr. Mikus replied that he did not know the details on the language in the MOA.

Mr. St. John inquired about the cost of utilities and will they be passed through to the contractor.

Mr. Mikus replied that the costs would be passed through and would be based on the standard market for each utility. There are three utilities; electricity, water/sewer and trash.

Jennifer Phillips, City of Santa Rosa, asked about the County concession payment noted in Article 6.3.2.

Mr. Mikus replied that the Agency has no control over this fee; it was a County negotiation with their contractor.

Ms. Phillips asked about processing fee collection.

Mr. Mikus replied presently the County collects all fees at the gate including the Agency surcharge and then transfer them to the Agency.

Ms. Phillips requested a more detailed staff report.

Ms. Coleson explained the process in taking a three-party agreement to two two-party agreements.

Shirlee Zane, County of Sonoma, referred to the SWAG development of the MOA in asking about who will be paying the additional liability insurance for composting in order to indemnify the cities and the County. The second question is how would the composting affect the 90% diversion rate goal established by SWAG.

Mr. Mikus responded to the second question that there is additional tons of green waste to be removed from the waste stream. The additional tonnage would contribute to the 90% with approximately 80,000 tons of food and green waste.

Mr. Mikus replied to the first question by reminding the Board that the compost operation is currently placed on landfilled garbage. The storm water is a problem now and the liability for the compost exists now for the Agency and will be remedied by using the leachate pipeline. When compost operation moves, the liability of the landfilled garbage will not exist for the Agency.

Ms. Coleson added the agreement defines the Agency liability does not extend to anything located under the compost site as a pre-existing condition.

Ms. Coleson made a disclosure for the record that Supervisor Zane as a Sonoma County Supervisor does receive compensation per Code 13.90. She will be voting on this item as a Boardmember and she will be voting at the County on the same item as a Supervisor.

Susan Harvey, City of Cotati, reminded the group that during the process SCC has taken into consideration of the food waste composting as it relates to the diversion rate.

Jennifer Phillips, City of Santa Rosa, asked about the language Agency Counsel concerning returning the existing compost site to its pre-existing condition.

Ms. Coleson referred to the Article 6.2.1, which recognizes the language contained in the joint powers agreement.

Dan. St. John, City of Petaluma, restated the risk the Agency is assuming is being transferred to the contractor.

Ms. Coleson replied in the affirmative.

Public Comment

None.

Steve Barbose, City of Sonoma, moved to approve the contract subject to amendment by staff as necessary. Debora Fudge, Town of Windsor, seconded. The motion passed with a unanimous vote.

Compost Operating Contract

The discussion began with Agency Counsel noting a necessary date change (July 1, 2017 to February 1, 2017 for the expiration of the agreement) in the agreement reflecting the expiration of the JPA agreement and accompanying dates. The dates for accepting material would be changed to September 1, 2016.

Mr. Mikus reported that the major change is the pricing. Instead of using a 5 year amortization, the agreement will now use prices calculated on a 4 year amortization. The other change is the treatment of the "overs", which normally goes to the biofuel market that has now disappeared. New pricing will be less than is currently in the SCC contract. The last change is the reduction of the threshold for environmental changes from \$100,000 to \$50,000.

Board Questions

Dan St. John, City of Petaluma, inquired how the changed costs per ton compare with the other proposers.

Mr. Mikus replied that Sonoma Compost Company was still the lowest responsive bidder and that there would be no change in staff's recommendation of Sonoma Compost Company.

Jennifer Phillips, City of Santa Rosa, asked if this was a "not to exceed" contract.

Mr. Mikus replied that this was a volume based contract.

Mike Kirn, City of Healdsburg, asked about the tonnage limits.

Mr. Mikus replied that the limit is determined by the permit.

Public Comments

Pam Davis, Sonoma Compost Company (SCC), clarified that the gate fees cover all tonnages no matter what they were. SCC was successful during the RFQ process; it is locally owned and operated, and cities are entitled to a measure of finished materials. SCC requests Agency support and approval of the contract.

Board Questions

Dan St. John, City of Petaluma, asked if the revenue earned were entirely SCC.

Mr. Carter replied that in lieu of revenue sharing, the revised contract seeks to lower the gate fees with the language contained in Article 4.2.3. This is based on the highest amount revenue ever earned by SCC.

Dan St. John, City of Petaluma, asked about the financial impact of the former agreement versus the revised agreement,

Mr. Carter replied that the revenue sharing is difficult to calculate, but the Agency will have less expense than with the former agreement (approximately \$2.00 per ton).

Steve Barbose, City of Sonoma, moved to approve the composting operating agreement as presented. Bob Cox, City of Cloverdale, seconded the motion. The vote was unanimous. The motion was approved.

7. Boardmember Comments

None.

8. Staff Comments

Mr. Mikus requested that Boardmembers look at the Draft Workplan even though it has been continued and formulate any changes for incorporation into the budget.

Mr. Mikus informed Boardmembers of the status of the Senior Office Assistant position and there is a temporary person acting as receptionist.

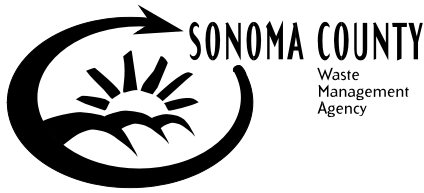
Mr. Carter reminded Boardmembers there are beverage container funds still available for their use.

9. Next SCWMA meeting: March 20, 2013

10. Adjourn

Debora Fudge, Town of Windsor, moved to adjourn the meeting. Bob Cox, City of Cloverdale, seconded. The vote was unanimous and the meeting was adjourned at 11:45 a.m.

Submitted by
Charlotte Fisher



Agenda Item #: 4.2
Cost Center: All
Staff Contact: Carter
Agenda Date: 3/20/2013

ITEM: FY 11-12 Financial Statement Audit

I. BACKGROUND

Section 21. Records and Accounts found in the Agreement Between the Cities of Sonoma County and Sonoma County for a Joint Powers Agency to Deal with Waste Management Issues states:

“Agency will cause the books and records to be kept, and audit to be made, in accordance with the statutory requirements for Joint Powers Agencies.”

In response to this condition, an audit for FY 11-12 has been performed and is presented for approval.

II. DISCUSSION

In the Annual Report for the Fiscal Year Ended June 30, 2012, the first section is the Auditor-Controller Report, which explains the methodology and basis of the audit.

The second section is the Management’s Discussion and Analysis, which is an overview of the audit focusing on the analysis of financial statements and any potential impacts that might affect the financial health of the SCWMA.

The third section is the Basic Financial Statements, which includes financial analysis of net assets with a comparison between 2011 and 2012. There is a statement of revenues, expenses and changes in fund net assets. A cash flow comparison is the final statement before the notes made to the basic financial statements.

III. FUNDING IMPACTS

The cost of the audit was \$20,000 which matches the \$20,000 that was included in the FY 12-13 SCWMA Budget for this item. The report causes no direct funding impacts for the SCWMA.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends approval of the FY 11-12 Financial Statement Audit.

V. ATTACHMENTS

Annual Report for Fiscal Year Ended June 30, 2012
Letter of Representation
Audit Report Transmittal Letter

Approved by: _____
Henry J. Mikus, Executive Director, SCWMA

Internal Audit Division

S o n o m a C o u n t y

Financial Statement Audit: Sonoma County Waste Management Agency Annual Report

For the Fiscal Year Ended
June 30, 2012

Audit No: 3610
Report Date: January 31, 2013



Audit Manager: Kanchan K. Charan, CPA
Audit Supervisor: Damian Gonshorowski, CPA
Auditor: Ann Hargreaves, CPA

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**Sonoma County Waste Management Agency
Audit Report**

Audit No. 3610

**For the Fiscal Year Ended
June 30, 2012**

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Members of the Board
Sonoma County Waste Management Agency

Auditor-Controller's Report

We have audited the accompanying basic financial statements of the Sonoma County Waste Management Agency, (the Agency) as of and for the year ended June 30, 2012, as listed in the table of contents. These basic financial statements are the responsibility of the management of the Agency. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

As required by various statutes within the California Government Code, County Auditor-Controller's are mandated to perform certain accounting, auditing and financial reporting functions. According to the American Institute of Certified Public Accountants (AICPA) these activities necessarily impair auditor independence. Although the office of the Auditor-Controller-Treasurer-Tax Collector (ACTTC) is statutorily obligated to maintain accounts of departments, districts or funds that are contained within the County Treasury, we believe that adequate safeguards and divisions of responsibility exist. The ACTTC's Internal Audit Division, which has the responsibility to perform audits, has no other responsibility for the accounts and records being audited. This would therefore enable the reader of this report to rely on the information contained herein.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Agency as of June 30, 2012 and the respective changes in its financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis (MD&A) on pages 3 through 5 is not a required part of the basic financial statements but is supplementary information required by the Government Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the MD&A. However, we did not audit the information and express no opinion on it.

January 31, 2013

Management's Discussion and Analysis

As management of the Sonoma County Waste Management Agency (the Agency), we offer readers of Agency's financial statements this narrative overview and analysis of the financial activities of Agency for the fiscal year ended June 30, 2012. We encourage readers to consider the information presented here in conjunction with the Agency's financial statements and the accompanying notes to the basic financial statements.

Financial Highlights

- The assets of the Agency exceeded its liabilities at the close of the fiscal year ended June 30, 2012 by \$8,120,183 (net assets). All of this amount is unrestricted and may be used to meet the agency's ongoing obligations to citizens and creditors.
- The Agency's total net assets increased by \$450,022 or 5.86%. This increase is a result of revenues exceeding expenses in the agency activities.

Overview of the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to Agency's basic financial statements. Agency's basic financial statements are comprised of two components: 1) basic financial statements and 2) notes to the basic financial statements.

Proprietary Fund Financial Statements: A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Agency, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Agency maintains one type of proprietary fund. The Agency uses enterprise funds to account for its agency activities, which include waste management.

Notes to the basic financial statements: The notes provide additional information that is essential to a full understanding of the data provided in the financial statements.

Financial Analysis

Net Position. Over time, changes in net position may indicate whether the financial position of Agency is improving or deteriorating. Net position increased to \$8,120,183 during the fiscal year ended June 30, 2012, a change of \$450,022 from the fiscal year ended June 30, 2011. The following table summarizes the net position for Agency's activities:

	Net Position		
	2012	2011	Increase (Decrease)
Current and other assets	\$ 9,358,024	\$ 8,792,331	565,693
Liabilities outstanding	1,237,841	1,122,170	115,671
Net position:			
Unrestricted	8,120,183	7,670,161	450,022
Total net position	\$ 8,120,183	\$ 7,670,161	450,022

Change in Net Assets. Total revenues for the fiscal year ended June 30, 2012 were \$6,176,616 compared with expenses of \$5,726,594. The following table summarizes the changes in net assets for each year:

Changes in Net Position

	2012	2011	Increase (Decrease)
Revenues:			
Program Revenues:			
Municipal waste management	\$ 6,107,142	\$ 5,553,897	553,245
General Revenues:			
Investment income and other	69,474	48,005	21,469
Total revenues	<u>6,176,616</u>	<u>5,601,902</u>	<u>574,714</u>
Expenses:			
Program Expenses:			
Municipal waste management	<u>5,726,594</u>	<u>5,318,433</u>	<u>408,161</u>
Total expenses	<u>5,726,594</u>	<u>5,318,433</u>	<u>408,161</u>
Increase (decrease) in net assets	450,022	283,469	166,553
Net position - beginning of the year	<u>7,670,161</u>	<u>7,386,692</u>	<u>283,469</u>
Net position - end of the year	<u><u>\$ 8,120,183</u></u>	<u><u>\$ 7,670,161</u></u>	<u><u>450,022</u></u>

Capital Assets

The Agency has no investment in capital assets, as of June 30, 2012.

Economic Outlook

- The Agency continues to have the goal of stabilizing tipping fees in order to maintain its programs and mitigate effects on the ratepayers. The Agency will set aside reserve funds, when possible, as part of its long-term financial planning.

Request for Additional Information

This financial report is designed to provide a general overview of Agency's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Sonoma County Waste Management Agency, 2300 County Center Drive Ste. B-100, Santa Rosa, CA 95403.

Basic Financial Statements

Sonoma County Waste Management Agency
Statement of Net Position
Enterprise Fund
June 30, 2012

Assets

Current assets:

Cash and investments	\$ 8,996,690
Accounts receivable	270,141
Due from Other Governments	<u>91,193</u>

Total assets	<u>9,358,024</u>
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Liabilities

Accounts payable	997,012
Unearned revenue	<u>240,829</u>

Total liabilities	<u>1,237,841</u>
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Net Position

Unrestricted	<u>8,120,183</u>
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Total net position	<u><u>\$ 8,120,183</u></u>
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The notes to the basic financial statements are an integral part of this statement.

Sonoma County Waste Management Agency
Statement of Revenues, Expenses and Changes in Fund Net Position
Enterprise Fund
For the Fiscal Year Ended June 30, 2012

Operating Revenues

Tipping fees and surcharges	\$ 4,873,336
Service agreements	867,406
Grants and other contributions	<u>366,400</u>
Total operating revenues	<u>6,107,142</u>

Operating Expenses

Contract services	4,376,915
Professional services	307,741
Administration	678,475
Other services and supplies	<u>363,463</u>
Total operating expenses	<u>5,726,594</u>
Operating income (loss)	<u>380,548</u>

Nonoperating Revenues (expenses)

Investment earnings	<u>69,474</u>
Change in net position	450,022
Net position, beginning of year	<u>7,670,161</u>
Net position, end of year	<u>\$ 8,120,183</u>

The notes to the basic financial statements are an integral part of this statement.

**Sonoma County Waste Management Agency
Statement of Cash Flows
For the Fiscal Year Ended June 30, 2012**

Cash Flows from Operating Activities

Receipts from customers and other funds	\$ 6,193,219
Payments to suppliers	<u>(5,659,376)</u>
Net cash provided by operating activities	<u>533,843</u>

Cash Flows from Investing Activities

Interest received	<u>69,474</u>
Net cash provided by investing activities	<u>69,474</u>
Net increase in cash and cash equivalents	603,317
Cash and cash equivalents, beginning of year	<u>8,393,373</u>
Cash and cash equivalents, end of year	<u><u>\$ 8,996,690</u></u>

**Reconciliation of operating income to net cash
provided by operating activities:**

Operating income	\$ 380,548
Adjustments to reconcile operating income to net cash provided by operating activities:	
Increase in accounts receivable	(18,469)
Decrease in due from other governments	56,093
Increase in accounts payable	67,218
Increase in unearned revenue	<u>48,453</u>
Total adjustments	<u>153,295</u>
Net cash provided by operating activities	<u><u>\$ 533,843</u></u>

The notes to the basic financial statements are an integral part of this statement.

**Notes to the
Basic Financial Statements**

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

Summary of Significant Accounting Policies

I. Summary of Significant Accounting Policies

A. Definition of Reporting Entity

The Sonoma County Waste Management Agency (the Agency) was formed in April 1992 to assist the cities and County with the implementation of programs necessary to satisfy the requirements of AB939, the Integrated Waste Management Act of 1989. This Act requires that every jurisdiction in California plan for and implement programs that reduce the amount of waste disposed in landfills by 25% by 1995 and 50% by 2000. The Agency was granted a three-year extension to 2003 by the State. The State has determined that the Agency has met its 2003 goal. The Agency is continuing its efforts to reduce the amount of waste disposed in landfills, beyond the current 50% required by AB939. As of the date this report, no new laws requiring waste reduction beyond 50% have been enacted.

The Agency's activities include a regional composting program, household hazardous waste collections, and countywide efforts towards waste reduction and recycling.

The Agency is governed by ten board members, with one member from each city (9) and one with the County. The Agency has a Executive Director and the staffing is provided by the County through a contract with the Agency.

The Agency's programs are funded through garbage disposal fee surcharges, charges for services and grants. Each program of the Agency is accounted for with a separate cost center. The composting program is entirely funded by charges for delivery of material to its program. The household hazardous waste, education and waste diversion efforts are funded through a surcharge on garbage brought to County disposal sites along with support from State Grants.

Since its creation in April of 1992, the Agency has added two new components to its scope of work: the Planning and Diversion Programs. Planning efforts currently include preparation of Annual Reports submitted to the California Integrated Waste Management Board and is funded through the disposal fee surcharge. The Diversion Program cost center was established to track expenditures that have direct measurable

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

diversion. However, since 2010, all diversion activities are currently operating under the Education cost center.

The basic financial statements of the Agency are intended to present only the financial position and results of operations of only the Agency, which are held in trust by the Agency. They do not support to and do not present fairly the financial position of the County of Sonoma as of June 30, 2012 and the respective changes in its financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The financial statements are reported using economic resources measurement focus and the accrual basis of accounting. This means that all assets and all liabilities (whether current or noncurrent) associated with this activity are included on the statement of net assets. Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus applied.

The Agency has elected under GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, to apply all applicable GASB pronouncements as well as any applicable pronouncements of the Financial Accounting Standards Board or any Accounting Research Bulletins issued on or before November 20 1989 unless those pronouncements conflict with or contradict GASB pronouncements. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units.

The Agency's Enterprise Fund financial statements report business-type activities financed in whole or in part by fees charges to external parties for goods or services. Enterprise Funds account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges – or where the governing body has decided that periodic determination of

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

revenues earned, expenses incurred and/or net income is appropriated for capital maintenance, public policy, management control, accountability or other purposes.

The accrual basis of accounting is used by enterprise funds. Under this method, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

Operating revenues and expenses are distinguished from non-operating items in the statement of revenues, expenses and changes in net assets. *Operating* revenues, such as tipping fees and sales of recycled products result from exchange transactions associated with the principal activity of the funds. Exchange transactions are those in which each party receives and gives up essentially equal values. *Non-operating* revenues, such as grants and investment earnings, result from non-exchange transactions or ancillary activities. *Operating* expenses for enterprise funds include services and supplies and depreciation on capital assets. All expenses not falling within these categories are reported as *non-operating* expenses.

C. Accounting System Maintained by Sonoma County Financial Accounting and Management Information System (FAMIS)

The Agency uses the County's FAMIS and its budgetary recording and accounting control policies to account for all financial transactions affecting Agency funds. The County, through the Integrated Waste Management Division of the Department of Transportation and Public Works Department, tracks each load of yard and wood waste entering the county disposal system. A tonnage tipping fee is collected to pay for operating costs of the organics program. A surcharge on the solid waste tipping fee entering the county disposal system is used to fund the other programs, such as household hazardous waste, education, diversion, and planning.

D. Staff Services Performed by County of Sonoma

The Agency reimburses the County for services provided by the County as outlined in a Memorandum of Understanding between the County and the Agency dated June 1, 2010.

Staff services include Agency Director, professional staff, secretarial and as requested by the Agency, reasonable and necessary services from other County departments.

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

E. Assets, Liabilities and Equity

1. Cash and Investments

The Agency applies the provisions of GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*, which require governmental entities, including governmental external investment pools, to report certain investments at fair value in the balance sheet and recognize the corresponding change in the fair value of investments in the year in which the change occurred. In accordance with GASB Statement No. 31, the Agency has stated certain investments at fair value.

2. Receivables and Payables

Transactions representing accrual of revenues and expenses at year-end are referred to as either accounts receivable or accounts payable.

3. Capital Assets

Capital assets, which include land, buildings and improvements, and equipment, are reported in the statement of net assets. Capital assets are defined by the Agency as assets with an initial, individual cost of more than \$5,000. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

The Agency's policy is to capitalize assets with acquisition costs of at least \$5,000. Depreciation is computed using the straight-line method over estimated useful lives of 5 years for equipment. The Agency does not own land, buildings or improvements.

4. Net Position Components

Net position components are classified into three components - invested in capital asset (net of related debt), restricted and unrestricted. These classifications are defined as follows:

- Invested in capital assets, net of related debt (if any) - This component of net assets consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

- Restricted net assets (if any) - This component of net assets consists of net assets with limits on their use that are imposed by outside parties.
- Unrestricted net assets - This component of net assets consists of net assets that are not restricted for any project or other purpose.

5. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

6. Unearned Revenue

Under the accrual basis of accounting, revenues are recognized when an entity obtains a claim to resources, regardless when collection occurs or deferred inflow. Amounts collected prior to being earned must be offset by a liability or deferred outflow. The GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position, establishes guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position. The Statement of net position should report all assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. Under the statement, net position should be displayed in three components: net investment in capital assets, restricted, and unrestricted.

F. Future Pronouncements

The Agency is currently analyzing its accounting and financial reporting practices to determine the potential impact on the financial statements of the following GASB Statements:

In November 2010, the GASB issued Statement No. 60, *Accounting and Financial Reporting for Service Concession Arrangements*. The objective of this statement is to

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

improve financial reporting by addressing issues related to service concession arrangements (SCAs), which are a type of public-private or public-public partnership. The requirements of this statement are effective for the Agency's fiscal year ending June 30, 2013.

In November 2010, the GASB issued Statement No. 61, *The Financial Reporting Entity: Omnibus—An Amendment of GASB Statements No. 14 and No. 34*. The objective of this statement is to improve financial reporting for a governmental financial reporting entity. This statement modifies certain requirements for inclusion of component units in the financial reporting entity. The requirements of this statement are effective for the Agency's fiscal year ending June 30, 2013.

In December 2010, the GASB issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. The requirements of this statement are effective for the Agency's fiscal year ending June 30, 2013.

In June 2011, the GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. GASB Statement No. 63 provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources, introduced and defined in GASB Concepts Statement No. 4. This statement amends the net assets reporting requirements in Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. The requirements of this statement are effective for the Agency's fiscal year ending June 30, 2013.

In March 2012, the GASB issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*. The objective of this statement is to either (a) properly classify certain items that were previously reported as assets and liabilities as deferred outflows of resources or deferred inflows of resources or (b) recognize certain items that were previously reported as assets and liabilities as outflows of resources (expenses or expenditures) or inflows of resources (revenues). These determinations are based on the definitions of those elements in Concepts Statement No. 4, *Elements of Financial*

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

Statement. The requirements of this statement are effective for the Agency's fiscal year ending June 30, 2014.

In March 2012, the GASB issued Statement No. 66, *Technical Corrections – 2012 – An Amendment of GASB Statements No. 10 and No. 62*. The objective of this statement is to improve accounting and financial reporting for a governmental financial reporting entity by resolving conflicting guidance that resulted from the issuance of two pronouncements, Statements No. 54 and No. 62. The requirements of this statement are effective for the Agency's fiscal year ending June 30, 2014.

In June 2012, the GASB issued Statement No. 67, *Financial Reporting for Pension Plans – An Amendment of GASB Statement No. 25*. The objective of this statement is to improve financial reporting by state and local governmental pension plans. The requirements of this statement are effective for the Agency's fiscal year ending June 30, 2014.

In June 2012, the GASB issued Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27*. The objective of this statement is to improve accounting and financial reporting by state and local governmental pensions. The requirements of this statement are effective for the Agency's fiscal year ending June 30, 2015.

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

II. Detailed Notes

A. Cash and Investments

Investment in the Sonoma County Treasurer's Investment Pool

The Agency follows the County's practice of pooling cash and investments with the County Treasurer, except for a petty cash fund. Cash is pooled with the Sonoma County Treasurer, who acts as a disbursing agent for the Agency. The fair value of the Agency's investment in this pool is reported in the accompanying financial statements at amounts based upon the Agency's pro-rata share of the fair value provided by the Treasury Pool for the entire Treasury Pool portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on accounting records maintained by the Treasury Pool, which are recorded on an amortized cost basis. Interest earned on investments pooled with the County is allocated quarterly to the appropriate fund based on its respective average daily balance for that quarter. The Investment Oversight Committee has regulatory oversight for all monies deposited into the Treasury Pool.

The amount of cash at June 30, 2012 is as follows:

	Amortized Cost	Fair Value
Cash and investment in County Treasury	\$ <u>8,996,690</u>	\$ <u>9,030,079</u>

The Agency's fair value of the cash investment with the Treasurer is \$33,389 greater than the amortized cost of those investments. No adjustment was made for the difference between cost and fair value.

Investment Guidelines

The Agency's pooled cash and investments are invested pursuant to investment policy guidelines established by the Treasurer and approved by the Board of Supervisors. The objectives of the policy are, in order of priority: safety of capital, liquidity and maximum rate of return. The policy addresses the soundness of financial institutions in which the County will deposit funds, types of investment

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

instruments as permitted by the California Government Code 53601, and the percentage of the portfolio that may be invested in certain instruments with longer terms to maturity.

A copy of the Treasury Pool investment policy is available upon request from the Sonoma County Treasurer at 585 Fiscal Drive, Room 100, Santa Rosa, California, 95403-2871.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. As a means of limiting its exposure to fair value losses arising from rising interest rates, one of the ways that the Treasury Pool manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturing evenly over time as necessary to provide the cash flow and liquidity needed for operations.

As of June 30, 2012, approximately 18% of the securities in the Treasury pool had maturities of one year or less. Of the remainder, only 3% had a maturity of more than five years.

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Treasury Pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the Treasury Pool's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits and securities lending transactions:

- The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by depository regulated under stated law. The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies.
- The California Government Code limits the total of all securities lending transactions to 20% of the fair value of the investment portfolio.

With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as the Treasury Pool).

Concentration of Credit Risk

The investment policy of the County contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. For a listing of investments in any one issuer (other than U.S. Treasury securities, mutual funds, or external investment pools) that represent 5% or more of total County investments, refer to the 2011 Sonoma County Comprehensive Annual Financial Report.

B. Accounts receivables

The Agency partially obtains funding from contracts agreements with composting and recycling entities. The amount receivable from these sources as June 30, 2012 is as follows:

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

Sonoma Compost	\$ 219,386
ECS	37,930
Battery Systems	843
PG&E	<u>11,982</u>
Total Accounts Receivables	<u><u>\$ 270,141</u></u>

C. Due from other governments

The Agency also obtains funding from agreements with other government entities for programs such as the Used Oil Block Grant the AB939 program. The following table summarizes the amount receivable from these other governments as June 30, 2012:

City of Petaluma	\$ 29,429
City of Sonoma	1,575
State of California	<u>60,189</u>
Total Due from other governments	<u><u>\$ 91,193</u></u>

D. Accounts payables

The Agency's payable has two components: vouchers payables and accounts payables. A voucher payable is used to record amounts to be paid by check for invoiced expenses and an account payable records liabilities for expenses not invoiced by June 30. At the close of the fiscal year ending June 30, 2012, the voucher payable balance was \$860,391 and the accounts payables balance is detailed below:

**Sonoma County Waste Management Agency
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2012**

Iron Mountain	\$ 191
Wells Fargo Center for the Arts	100
Town of Windsor	1,740
City of Petaluma	294
Clean Harbours Environment	105,126
Maverick Media LLC	5,454
Richards, Watson & Gershon	11,057
Environmental Science Associates	6,995
R&B Wholesale Distributors, Inc	250
UC CO-OP Extension	5,414
Total Accounts Payables	<u>\$ 136,621</u>

E. Unearned revenues

In the fiscal year ending June 30, 2012, the Agency participated in two recycling programs grant funded by the State of California: the Oil Payment Program and the Beverage Container Program. The following table summarized the unearned revenue balances:

Oil Payment Program	\$ 143,276
Beverage Container Program	<u>97,553</u>
Total Unearned Revenue	<u>\$ 240,829</u>

III. Other Information

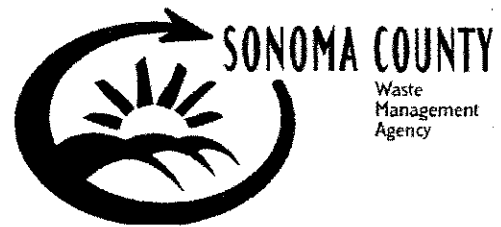
The Sonoma County Waste Management Agency is exposed to various risks for which the Agency carries insurance with coverage for bodily injury, property damage, personal injury, auto liability, and errors and omissions. SCWMA is covered through Alliant Insurance Services, Inc for \$5,000,000 per occurrence.

**Sonoma County Waste Management Agency
Roster of Board Members**

As of May 31, 2012, the Agency Board consisted of the following members:

Member	Entity	Position	Alternative	Position
Nina Rigor	City of Cloverdale	City Manager	Bob Cox	Mayor
Susan Harvey	City of Cotati	Mayor	Dianne Thompson	City Manager
Mike Kim	City of Healdsburg	Public Works Director	Vacant	
Dan St John	City of Petaluma	Public Utilities Director	John Brown	City Manager
John McArthur	City of Rohnert Park	Public Works Director	Linda Babonis	Economic Development
Jennifer Phillips	City of Santa Rosa	Assistant City Manager	Dell Tredinnick	Project Development
Vacant	City of Sebastopol	City Manager	Sue Kelly	Assistant City Manager
Stephens Barbose	City of Sonoma	Councilmember	Linda Kelly	
			Milenka Bates	
Matt Mullan	Town of Windsor	Town Manager	Debora Fudge	Mayor

Meetings are held at the City of Santa Rosa Utilities Department's Sub-regional Water Reclamation System Laguna Plant, 4300 Llano Road, Santa Rosa every third Wednesday of each month at 9:00 A.M.



February 8, 2013

Mr. David Sundstrom
Sonoma County Auditor-Controller
585 Fiscal Drive, Suite 101F
Santa Rosa, CA 95403

Dear Mr. Sundstrom:

We are providing this letter in connection with your audit of the financial statements of Sonoma County Waste Management Agency (the Agency) as June 30, 2012 and for the period then ended for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position of the Agency and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with U.S. generally accepted accounting principles. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control, and preventing and detecting fraud.

We confirm, to the best of our knowledge and belief, as of January 31, 2013, the following representations made to you during your audit.

1. The financial statements referred to above are fairly presented in conformity with U.S. generally accepted accounting principles and include all properly classified funds required by generally accepted accounting principles to be included in the financial reporting entity.
2. We have made available to you all -
 - a. Financial records and related data.
 - b. Minutes of the meetings of the Board of Supervisors or summaries of actions of recent meetings for which minutes have not yet been prepared.
3. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.



4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
5. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
6. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
7. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators or others.
8. The Agency has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or fund equity.
9. The following, if any, have been properly recorded or disclosed in the financial statements:
 - a. Related party transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - b. Guarantees, whether written or oral, under which the Agency is contingently liable.
 - c. All accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates, and we believe the estimates are reasonable in the circumstances.
10. We are responsible for compliance with laws, regulations, and provisions of contracts and agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and agreements that we believe have a direct and material

effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.

11. There are no -
 - a. Violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as basis for recording a loss contingency.
 - b. Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with Financial Accounting Standards Board (FASB) Statement No. 5, *Accounting for Contingencies*.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB Statement No. 5.
 - d. Reservations or designation of fund equity that were not properly authorized and approved.
12. The Agency has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
13. The Agency has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
14. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
15. The financial statements properly classify all funds and activities.
16. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
17. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations are properly classified and, if applicable, approved.
18. Provisions for uncollectible receivables have been properly identified and recorded.

19. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
20. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
21. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
22. Special and extraordinary items are appropriately classified and reported.
23. Deposits and investment securities are properly classified and reported.
24. Capital assets, including infrastructure assets, are properly capitalized, reported and if applicable, depreciated.
25. Required supplementary information (RSI) is measured and presented within prescribed guidelines.

To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

Date: _____

Mr. Henry Mikus, Executive Director
Sonoma County Waste Management Agency

DAVID E. SUNDSTROM, CPA
AUDITOR-CONTROLLER
TREASURER -TAX COLLECTOR

585 FISCAL DRIVE, SUITE 100
SANTA ROSA, CA 95403
PHONE (707) 565-2631
FAX (707) 565-3489



DONNA DUNK, CPA
ASSISTANT
AUDITOR-CONTROLLER

JONATHAN KADLEC
ASSISTANT
TREASURER-TAX COLLECTOR

March 6, 2013

Mr. Henry Mikus, Executive Director
Sonoma County Waste Management Agency
2300 County Center Drive, Suite 100B
Santa Rosa, CA 95403

Dear Mr. Mikus:

Enclosed please find the completed **Annual Report** of the Sonoma County Waste Management Agency (the Agency) for the fiscal year ended June 30, 2012.

We have audited the basic financial statements of the Agency as of and for the year ended June 30, 2012, and have issued our report thereon dated January 31, 2013. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility under Generally Accepted Auditing Standards

As communicated in our engagement letter dated July 16, 2012 our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Agency solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Agency's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the information and considered whether such information, or the manner of its presentation, was consistent with financial statement presentation.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Agency is included in Note I to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during fiscal year ending June 30, 2012. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. We noted no sensitive accounting estimates affecting the financial statements.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. We noted no sensitive disclosures.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Please refer to the attached schedule of uncorrected misstatements for details.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. No significant deficiencies or material weaknesses were found as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Agency's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter signed February 8, 2013.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Findings or Issues

In the normal course of our professional association with the Agency, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Agency's auditors.

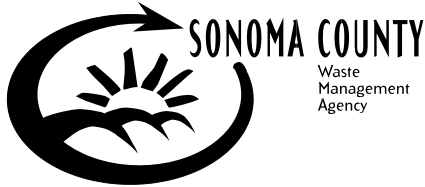
This report is intended solely for the information and use of the Agency's governing body and management, and is not intended to be and should not be used by anyone other than these specified parties.

If you have any questions, please call Ann Hargreaves at (707) 565-8302. Thank you for your assistance.

Sincerely,



David E. Sundstrom, CPA
Auditor-Controller-Treasurer-Tax Collector



Agenda Item #: 5
Cost Center: All
Staff Contact: Mikus
Agenda Date: 3/20/2013

ITEM: CalRecycle Presentation

I. BACKGROUND

SCWMA works on a routine basis with the California Department of Resources, Recycling, and Recovery (CalRecycle) in many areas. At one end of the spectrum of mutual activities are Grant funds which support our programs, such as the City/County Payment Program and Oil Payment Program. Another example of our work with CalRecycle is their role in issuing Solid Waste Facility permits, such as the one we hold for our composting operation. Numerous of our regional reporting obligations involve CalRecycle. Most recently we have implemented our Mandatory Commercial Recycling Outreach Programs in coordination with and grant funded by CalRecycle. Further information about CalRecycle is available here: <http://www.calrecycle.ca.gov/>

Ms. Krysty Emery, a CalRecycle Integrated Waste Management Specialist, has been key to many of our mutually beneficial projects and interactions with CalRecycle. She will address the Board to reflect on CalRecycle's work with our region through SCWMA and other local government bodies, regarding solid waste and recycling regulations and goals, by discussing programs and successes.

Ms. Emery holds a Bachelor of Science degree from the University of California at Davis, and has been practicing in the environmental resource and waste management field for over 15 years. Her professional experience includes project siting and CEQA analysis, stakeholder engagement and facilitation, business process improvement, and research in biomass and emerging technologies. For both the public and the private sector, Ms. Emery has lead teams in the development of landfill planning projects, and directed staff conducting environment impact analyses of power plants and water management projects. At CalRecycle, Ms. Emery is currently responsible for assisting Bay Area jurisdictions with recycling program implementation and reporting and market development. Ms. Emery is also involved in special projects as a Senior Technical Advisor in projects relating to Long Term Solid Waste and Recycling State Planning requirements for Jurisdictions, Recycled Market Development Zones, and Household Hazardous Waste Facilities.

II. DISCUSSION

Listed below are the planned topics for the presentation:

- CalRecycle's Local Assistance Mission and Responsibility as defined in Statute
- Residential Programs: Accomplishments and Examples
- Commercial Programs and Mandatory Commercial Recycling Accomplishments and Examples
- Governmental Programs and Policies Accomplishments and Examples
- Construction and Demolition Programs Accomplishments and Examples
- Household Hazardous Waste Program Accomplishments and Examples
- State Agency Programs Accomplishments and Examples
- Regional Agency Accomplishments and Examples
- Programs and activities moving forward

III. FUNDING IMPACTS

None

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Not applicable to this report

V. ATTACHMENTS

Approved by: _____
Henry J. Mikus, Executive Director, SCWMA



Agenda Item #: 6
Cost Center: All
Staff Contact: Carter/Mikus
Meeting Date: 3/20/2013

ITEM: FY 13-14 Draft Work Plan

I. BACKGROUND

Summary: Because costs for Agency projects usually are allocated to multiple budget cost centers, the initial step in the Agency budget process is development of a project-based Work Plan. This document then is used to formulate the actual budget into the county accounting format. This year in a change to past practice a discussion of anticipated revenues is included in the Work Plan analysis.

Beginning in FY 06-07, as a part of the budget process, a project list (Work Plan) was prepared for consideration and approval by the Board in order to have a detailed planning document containing a description of the SCWMA projects, contractor costs, and staff costs. The Work Plan, once approved, is used as the guidance document for preparation of the SCWMA's annual draft budget.

The FY 13-14 Work Plan includes the Organics Program (composting operations, food and home composting education, and Christmas tree recycling projects), the Surcharge cost centers (HHW, Education, and Planning cost centers), a section on General Administration, and a section describing projects where Agency staff time is billed directly to the County. The headings for the Work Plan include contractor cost, staff cost, the goal or justification for the program/project, and a schedule for the program or project, as well as the routine work that is done on a regular basis.

The goal/justification heading identifies whether the program/project is "MANDATED", "CoIWMP" or "BOARD DIRECTED".

The documents that provide a "MANDATE" for SCWMA activities include:

- Statute – The most definitive document is the Assembly Bill 939 passed in 1989, which required each city and county to prepare solid waste management planning documents that demonstrate reduction of the amount of solid waste landfilled, long-term ability to ensure the implementation of countywide diversion programs, and provision of adequate disposal capacity for local jurisdictions through the siting of disposal and transformation facilities.
- Agreement – The JPA agreement, approved in 1992, contains the provisions which establish the core mission of the SCWMA which are to provide four regional programs (household hazardous waste, wood waste, yard waste and public education). The First amendment to the JPA, made in 1996, added regional planning and reporting duties by making SCWMA the AB 939 Regional Planning Agency.

The document that provides "CoIWMP" Programs for SCWMA activities is the Countywide Integrated Waste Management Plan (CoIWMP), which includes the Source Reduction and Recycling Element (SRRE), Household Hazardous Waste Element (HHWE), Non-Disposal Facility Element (NDFE), and the Siting Element. This planning document identifies programs for implementation that address household hazardous waste, organic waste and public education. The plan is used as a guidance document for SCWMA programs.

There are some programs which are neither “MANDATED” nor programmed in the “ColWMP” which were started at Board direction, these are identified in the Work Plan as “BOARD DIRECTED.”

At the January 10, 2013 Special Meeting of the AB 939 Local Task Force (LTF), the LTF requested the Work Plan include more language showing preference toward waste reduction and reuse before recycling and disposal, that the Agency consider performing a waste characterization study, that the Agency set aside funds on a regular basis to perform periodic waste characterization studies, and that the LTF be allowed to perform an annual review of the Work Plan.

II. DISCUSSION

The FY 13-14 Draft Work Plan is organized into restricted funds and the individual surcharge cost centers. Restricted Funds are: Wood Waste and Yard Debris, restricted by the JPA agreement, Section 13, and the Reserves (Organics, HHW Closure, HHW Facility and Contingency) from the Surcharge Cost Centers. Restrictions on the Reserves were established by Board policy in 2002 and continue to be revised at Board discretion, most recently in August 2011. Board policy sets goals for the reserves, defines the appropriate use of funds, and states that these funds are to be used for one-time expenditures and not for on-going operational expenses.

Organics (Wood Waste and Yard Debris)

The programs remain essentially the same for the Organics cost centers. There is a decrease in contractor costs as a result of the expected more favorable pricing from the agreement with Sonoma Compost Company. This Work Plan also acknowledges costs that are typically allocated to the Education cost center but also have an Organics connection, including the recycling guide, Eco-Desk, Spanish Language Outreach, and the website. Though staff has historically allocated time toward these tasks, it had not been specifically identified in the Work Plan previously.

Organics Reserve

The compost relocation process will continue through FY 13-14. The existing compost site at the Central Disposal Site has always been considered a temporary site, and relocation of the composting operation is required. The environmental studies have progressed, and presentation of the Final EIR is expected at the April 20, 2013 SCWMA meeting. New tasks would include site selection and securing the necessary permits for the new site.

Contingency Reserve

With the Joint Powers Authority (JPA) agreement set to expire in 2017, the Board directed staff to include the JPA renewal or revision in the FY 13-14 Work Plan. The lack of a long term JPA agreement is beginning to impact some of the operations of SCWMA, such as contract renewals or negotiations.

The Board has directed staff to continue work on decreasing carryout bag waste. The public hearing for the Draft Environmental Impact Report occurred at the February 20, 2013 SCWMA meeting, and presentation of the Final EIR could occur as early as April 2013. Ordinance adoption, if that is the will of the Board, could happen in late Spring or Summer 2013. If adopted, staff proposes public and retailer education and assistance in advance of the implementation date. It is expected that the education would be most effective at the beginning of the project, which is why this project is proposed for the contingency reserve rather than education. Subsequent fiscal year education efforts would be incorporated into the Education cost center instead of the Contingency Reserve.

Another project proposed in the Work Plan is a waste characterization study. A waste characterization study is essentially a large-scale survey of disposed materials at transfer stations or landfills. Representative samples of garbage loads are sorted into material categories (metal, plastic, paper, organics, etc.) and projected up to the total garbage disposal for the county to determine the

composition of the county's garbage. These studies have been proposed by audience members at Agency meetings and the LTF. Agency staff believes there is value in determining what material is still landfilled so that programs can be put in place to reduce, reuse, or otherwise divert those materials from landfill disposal. The previous waste characterization study was completed in 2007, and was based upon 2005-2006 data. Tonnage has dropped significantly since that time, possibly due to the economic downturn; a waste characterization study would help identify whether material types were reduced proportionally or if there is a segment of the waste stream that requires more attention.

Surcharge Tipping Fee Cost Centers

The revenues for the cost centers funded by the surcharge on the tipping fee are expected to be slightly lower than FY 12-13. Though the tonnage of waste entering the County's system of transfer stations appears to be stabilizing after several years of decreases, staff is projecting the surcharge revenue to be slightly below the FY 12-13 Budget. As a result, the budget revenue estimate for FY 13-14 will be slightly lower than FY 12-13.

Household Hazardous Waste

The operation of the Household Hazardous Waste Facility continues to be the most expensive program in the surcharge cost centers. Costs are expected to rise as a result of the RFP process that is planned to occur in the current fiscal year. The rationale behind the cost increase is that we are currently in an agreement with Clean Harbors for which labor rates are set at their 2005 amounts. It is expected that a new agreement would contain labor rates higher than we currently pay.

Education

Though most of the education programs are the same as last fiscal year, two new programs are proposed and would be funded from the City/County Payment Program grant. These programs include additional SCWMA staff time to continue mandatory commercial recycling education and a new program to aid the County's Adopt-A-Road program. That program would involve providing equipment to aid litter removal, which is an allowed task under the City/County Payment Program.

Planning

A new program added to the Planning cost center is Ordinance Enforcement. This would cover staff time to enforce a potential Carryout Bag Waste Reduction Ordinance and the Agency's Administrative Penalties Ordinance, if adopted by the SCWMA Board of Directors.

General Administration

The activities in General Administration remain the same as last year.

County Projects

An additional program that would be funded by the County would cover a Waste Management Specialist's time to aid in the preparation of an annual stormwater report. Staff currently assists with this, but adding this program to the Work Plan brings it to the Board's attention.

Projected Revenues and Fund Balances

Though the Work Plan has historically focused on projects instead of budgets, staff must acknowledge that revenue is projected to be insufficient to cover all expenditures associated with these programs. The table below illustrates the beginning and ending fund balances for Fiscal Year 13-14 with all programs contained in the Work Plan.

Table 1: FY 13-14 Estimated Fund Balances, All Proposed Programs

Cost Centers	Beginning Fund Balance	Net Cost	Ending Fund Balance
Wood Waste	140,927	0	140,927
Yard Debris	1,369,051	0	1,369,051
HHW	202,641	135,344	67,297
Education	173,966	0	173,966
Planning	3,386	0	3,386
Organics	5,460,973	(84,866)	5,545,840
HHW Closure	68,167	(408)	68,575
HHW Facility	1,027,918	(6,141)	1,034,059
Contingency	342,223	231,293	110,930

Of special note is the Contingency Reserve, with a significantly reduced fund balance expected at the end of FY13-14. If the Board is interested in a waste characterization study or setting policy for periodic waste characterization studies, funds can be set aside each fiscal year toward that project and then staff would have more certainty of the funding for the project. For example, the budget for the 2007 waste characterization study was \$100,000. If the surcharge funding was sufficient, \$20,000 could be transferred to reserves for five fiscal years, and then sufficient funding would exist for the project.

Another alternative would be to partially fund a waste characterization study with funds from the Organics Reserve, as organics are a portion of the waste stream that would be analyzed in a waste characterization study. Use of these funds would mitigate the impact to the contingency reserve. Table 2 illustrates that scenario. While it does not eliminate the negative balance to the Contingency Reserve, the reduction is mitigated.

Table 2: FY 13-14 Estimated Fund Balances, Organics Partially Funding Waste Characterization Study

Cost Centers	Beginning Fund Balance	Net Cost	Ending Fund Balance
Wood Waste	140,927	0	140,927
Yard Debris	1,369,051	0	1,369,051
HHW	202,641	135,344	67,297
Education	173,966	0	173,966
Planning	3,386	0	3,386
Organics	5,460,973	(29,866)	5,490,840
HHW Closure	68,167	(408)	68,575
HHW Facility	1,027,918	(6,141)	1,034,059
Contingency	342,223	176,293	165,930

Another important feature of the above tables is that there is a structural deficit in the HHW cost center. The main cause of the deficit is the expected increase cost of the operator of the HHW facility. Were it not for that increase, staff believes the surcharge revenue (at \$5.95/ton) would be sufficient, as depicted in the table below.

Table 3: FY 13-14 Estimated Fund Balances, HHW Agreement Extension and Organics Partially Funding Waste Characterization Study

Cost Centers	Beginning Fund Balance	Net Cost	Ending Fund Balance
Wood Waste	140,927	0	140,927
Yard Debris	1,369,051	0	1,369,051
HHW	202,641	0	202,641
Education	173,966	0	173,966
Planning	3,386	0	3,386
Organics	5,460,973	(29,866)	5,490,840
HHW Closure	68,167	(408)	68,575
HHW Facility	1,027,918	(7,491)	1,035,409
Contingency	342,223	169,988	172,235

The scenario in Table 3 is only valid if expenditures for the HHW facility operation are kept near current levels. Staff believes that if the current agreement with Clean Harbors Environmental Services was extended for an additional year to June 30, 2014, the current favorable labor rates would keep our costs down and allow additional cost savings measures through the PaintCare program to be implemented and properly budgeted.

Staff recommends the scenario from Table 3 as it fully implements the programs in the Work Plan, allows for the Agency Surcharge to remain at \$5.95/ton, maintains positive fund balances for all cost centers, and corrects the structural deficit presented in Tables 1 and 2.

Budgetary summary sheets and the HHW section are included as attachments to illustrate the effects of the potentially higher costs associated with a new agreement for HHW collection and treatment services.

III. FUNDING IMPACT

There is no direct funding impact of the FY 13-14 Work Plan. This document is informational and used for planning purposes and to complement the proposed FY 13-14 Draft Budget.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff recommends adoption of the FY 13-14 Draft Work Plan as a guide for the FY 13-14 Draft Budget.

If the Board is interested in further discussion of waste characterization studies and/or the HHW Facility RFP, staff can prepare agenda items for a future Agency Meeting.

It must be noted that approval of the Work Plan as crafted requires that the HHW contract be extended for a year in order for revenues to balance expenses.

V. ATTACHMENTS

FY 13-14 Draft Work Plan
Budget Summary, HHW Cost Increases
Budget Summary, No Surcharge Increase

Approved by: _____
Henry J. Mikus, Executive Director, SCWMA

SCWMA

FY 13-14 Draft Work Plan

Organics (Wood Waste and Yard Debris)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
1.1	Composting Program	Manages contract for composting operation, reconcile and process monthly invoices for payment. Processes revenue sharing and product allocations.	\$2,364,516 (FY 12-13 \$2,762,217)	\$53,567 (FY 12-13 \$58,070)	MANDATED Major diversion program in the Joint Powers Agreement and Section 4.5.2 of the ColWMP.	Monthly
1.2	Organics Hauling	Agreement with County to reimburse for the transportation of yard debris and wood waste from the transfer stations to the composting facility	\$443,658 (FY 12-13 \$424,482)	\$3,344 (FY 12-13 \$1,301)	BOARD DIRECTION Agency assumed the responsibility for organic hauling in 2005.	Monthly
1.3	Debris Box Pilot Project	Explore the opportunity for increased diversion in conjunction with construction and demolition debris boxes delivered to the Sonoma and Healdsburg transfer stations. Agency would be responsible for organics processing of recovered materials.	\$0	\$1,282 FY 12-13 \$1,301)	BOARD DIRECTION Agency is exploring the increased diversion resulting from participating in the proposed pilot project.	Monthly (two year project, expected to be renewed)
1.4	Food Waste Education	Supports residential and commercial pilot food waste collection programs as needed. <ul style="list-style-type: none"> Develops messages, performs graphic design and incorporates information into Agency promotional materials Coordinates with stakeholders (e.g., Sonoma Compost Company, garbage companies, etc.) 	\$0	\$8,784 (FY 12-13 \$6,666)	ColWMP/Section 4.3.1.2 Provide recycling information to all County residents and businesses	Ongoing
1.5	Christmas Tree Recycling	Provides education to the public about Christmas tree recycling options. <ul style="list-style-type: none"> Coordinates with local non-profit organizations to provide convenient Christmas tree composting Coordinates drop-off sites with haulers Updates information on Agency's web site and establish/record seasonal voice message system on 565-3333 and on the Eco-Desk 565-3375.	\$0	\$3,030 (FY 12-13 \$3,248)	ColWMP/Section 4.7.2.10 Diversion program that adds organic feedstock	November, December, and January, Annually

Approved _____

SCWMA

FY 13-14 Draft Work Plan

Organics (Wood Waste and Yard Debris) (Cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
1.6	Home composting education (UCCE)	In order to reduce the Agency's compost program costs, the Agency has supported an educational program teaching home composting through the Master Gardeners.	\$16,660 (FY 12-13 \$16,660)	\$1,798 (FY 12-13 \$1,823)	CoIWMP/Section 4.3.1.2 Reduce organics being landfilled and compost program costs	Ongoing
1.7	Organics Education Tasks	Many of the Agency's educational programs involve organics (Recycling Guide, Eco-Desk, Spanish Language Outreach, website, etc.). This item allocates a portion of those programs' staff time to organics.	\$0	\$3,538 (Not in previous work plan)	Mandated – JPA Account for expenditures for the wood waste and yard debris cost centers separately	Ongoing
	Total	FY 13-14	\$2,824,834	\$75,343		
	Prior Year	FY 12-13	\$3,203,359	\$72,409		

Reserves (Restricted by Board Policy)						
2.1	Compost Site Relocation Project	Environmental document completed using existing FY 07-08 funds. Requested amounts will allow staff to issue an RFP for permitting site design, and site operator. Site purchase/lease is expected to occur in FY 13-14, though the amount is too speculative to include in this plan and will be appropriated separately.	\$10,000 Legal (FY 12-13 \$24,000)	\$76,544 (FY 12-13 \$78,162)	CoIWMP/Section 4.5.3	One Time Use

Approved _____

SCWMA

FY 13-14 Draft Work Plan

Reserves (Restricted by Board Policy) (cont.)						
2.2	Carryout Bags Education	<p>At the request of the Board staff will:</p> <ul style="list-style-type: none"> Continue Agency member and community outreach If adopted, begin implementation of a carryout bag ordinance <p>Implement public education tasks which could include the following:</p> <ul style="list-style-type: none"> Purchase and coordinate distribution of reusable bags to targeted low-income groups, at farmers markets, at Agency events, and at city offices. Prepare press releases and public service announcements suitable for print, broadcast and online media. Update/maintain dedicated web page <p>Implement retailer education tasks which could include the following:</p> <ul style="list-style-type: none"> Develop in-store retailer signage. Develop dedicated web page for retailers. Maintain list of reusable bag manufacturers. 	\$2,000 Legal	\$22,532 (FY 12-13 \$36,729)	PROPOSED	One Time Use
2.3	JPA Renewal	<ul style="list-style-type: none"> Obtain Board direction whether to seek amendment to original or rewrite a regional charter to satisfy AB 939 Prepare a model resolution for use by the Board of Supervisors/City Councils Attend regularly scheduled meetings to present new/revised document Follow up with representatives to obtain the necessary documentation for passage of a revised/new joint powers authority agreement 	\$10,000 Legal	\$63,278 (FY 12-13 \$60,936)	BOARD DIRECTED (recognizing the expiration date of 2017)	One Time Use
2.4	Waste Characterization Study	Determine what material types are destined for landfill disposal to evaluate the effectiveness of Agency and other countywide diversion programs, and to provide a focus for future waste reduction, reuse, and other diversion programs.	\$110,000	\$20,954	PROPOSED	One time Use

Approved _____

SCWMA

FY 13-14 Draft Work Plan

Household Hazardous Waste						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
3.1	HHW Collection Program	Manages contract for collection of hazardous waste from residents and CESQG (businesses) at the Household Toxics Facility (HTF), Community Toxics Collections (CTC), and Toxics Rover. Provides education resources for the program as needed.	\$1,300,000 (FY 12-13 \$1,157,000)	\$89,834 (FY 12-13 \$100,638)	MANDATED - JPA Comply with regulations, contract administration/oversight (Section 5.3 of the ColWMP)	Ongoing
3.2	E-waste Collection at Disposal Sites– (Subsidized by State)	Covered Electronic Wastes (CEW and UWED's) are accepted at all of the County disposal sites for recycling. This program is subsidized by the State through the Electronics Recycling Act of 2003. State subsidy is based on pounds received for recycling.	\$0	\$7,587 (FY 12-13 \$17,170)	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the ColWMP).	Ongoing
3.3	E-waste Transport	Covered Electronic Wastes (CEW and UWED's) are accepted at all of the County disposal sites for recycling. Covered Electronic Wastes are transported by a Licensed Hauler from the County Transfer Stations to the Central Disposal Site. The Agency funds the e-waste transportation operations.	\$70,000 (FY 12-13 \$70,000)	\$2,212 (FY 12-13 \$2,297)	MANDATED - JPA Required by regulation, contract administration/oversight (Section 5.4.1.8 of the ColWMP).	Ongoing
3.4	Oil & Filter Recycling (Grant funded)	This program includes a wide variety of efforts from reporting and auditing to collection and education. Funding is provided through the California Department of Resources Recycling and Recovery's (CalRecycle) Oil Payment Program (OPP). Actual projects vary year to year depending on State funding levels.	\$119,788 (Grant Funded- \$102,825 for FY 12-13)	\$15,482 (FY 12-13 \$13,325)	BOARD DIRECTED	Consultant contract expires February 11, 2017

Approved _____

SCWMA

FY 13-14 Draft Work Plan

Household Hazardous Waste (con.t.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
3.5	Spanish Language Outreach (79% funded from the State's UBG and OPP)	Outreaches to Spanish speaking residents about used motor oil and disposal of hazardous waste community based social marketing strategies including call-in radio, Eco-Desk telephone, events, labor center talks, etc.	\$18,886 (Grant Funded- FY 12-13 \$18,886)	\$2,635 (FY 12-13 1,638)	BOARD DIRECTED	Consultant contract expires June 30, 2014
3.6	303 Reporting	The State requires reporting and quantification of HHW collection efforts annually.	\$0	\$6,263 (FY 12-13 \$6,311)	MANDATED Required by regulation.	November 2014
3.7	Product Stewardship (Extended Producer Responsibility) Education and Outreach	<ul style="list-style-type: none"> Participates in statewide and national Extended Producer Responsibility efforts. Develops and incorporates information for local take-back opportunities into Agency promotional materials (e.g., Recycling Guide, fliers and online) Community outreach at events. 	\$5,500 (FY 12-13 \$4,000)	\$7,271 (FY 12-13 \$2,827)	BOARD DIRECTED EPR Implementation Plan (CoIWMP/Section 4.3.3.3)	Ongoing

Approved _____

SCWMA

FY 13-14 Draft Work Plan

Household Hazardous Waste (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
3.8	E-waste Recycling Events	<p>This program accepts electronics that are defined as hazardous waste. This program is subsidized by the State through the Electronics Recycling Act of 2003. State subsidy is based on pounds received for recycling. A contractor conducts electronic recycling events under contract with the Agency.</p> <ul style="list-style-type: none"> Provides supports for coordination of e-waste event. Performs graphic design and placement of advertising (e.g., utility bill inserts, fliers, radio, newspaper ads, on-line, etc.) Administers the contract. 	\$0	\$13,474 (FY 12-13 \$12,917)	CoIWMP/Section 5.4.1.8 Provide recycling information to all County residents	Consultant contract expires June 17, 2014
3.9	Out-of-County Hazardous Waste (Mendocino County)	Sonoma County residents living in the north/west part of the County can dispose of hazardous waste close to their homes. Agency staff produces educational materials to help publicize disposal opportunities. Agency reimburses Mendocino County for disposal.	\$13,800 (FY 12-13 \$13,800)	\$489 (FY 12-13 \$492)	MANDATED - JPA	Spring, Summer, and Fall
	Total	FY 13-14	\$1,527,974	\$145,247		
	Prior Year	FY 12-13	\$1,419,036	\$160,806		

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SCWMA

FY 13-14 Draft Work Plan

Education						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.1	Recycling Guide English/Spanish versions	<p>The annual 32-page Recycling Guide (English and Spanish versions) is a comprehensive resource for recycling, reuse and hazardous waste disposal options in Sonoma County. Researches and designs all pages.</p> <ul style="list-style-type: none"> Coordinates consultants as needed for illustrations and cover artwork. Coordinates review of publication among stakeholders (e.g., garbage companies, CalRecycle staff, listers, etc.). Prepares publication for on-line viewing. Arranges for graphics and printing of 30,000 English copies and 16,000 Spanish copies. 	<p>\$12,000 (FY 12-13 \$15,000)</p>	<p>\$27,777 (FY 12-13 \$39,734)</p>	<p>MANDATED -JPA Provide recycling information to all County residents and businesses (Section 4.7.2.1 of the ColWMP)</p> <p>BOARD DIRECTED (Spanish Guide)</p>	<p>December 2013 to April 2014</p>
4.2	Eco-Desk phone number 565-3375 (English and Spanish)	<p>Telephone and email response to questions from the public on recycling, disposal and hazardous waste.</p> <ul style="list-style-type: none"> Listens to messages daily, logs call into the Access database and returns phone calls/emails within one business day. Manages the voice tree system. Researches topics to help foster more opportunities (e.g., carpet, formed Styrofoam, plastic bags, etc.) as needed. Information gets recorded in the Access Eco-Desk database. Prepares annual reports summarizing activity on the English and Spanish Eco-Desk. Coordinates with Spanish language contractor as needed. 	<p>\$0</p>	<p>\$24,879 (FY 12-13 \$22,979)</p>	<p>MANDATED - JPA Provide recycling information by phone to all County residents and businesses (Section 4.7.2.2 of the ColWMP)</p>	<p>Daily</p>

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SCWMA

FY 13-14 Draft Work Plan

Education (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.3	Spanish Language Outreach (21% funded from Education)	<p>A contractor provides outreach to Spanish speaking residents about recycling issues employing community based social marketing strategies including call-in radio, Eco-Desk telephone, events, labor center talks, etc.</p> <ul style="list-style-type: none"> Manages the contract for services Provides support for educational materials as needed. 	<p>\$5,114</p> <p>(FY 12-13 \$5,114)</p>	<p>\$2,748</p> <p>(FY 12-13 \$2,179)</p>	<p>MANDATED - JPA</p> <p>Provide recycling information in Spanish (Section 4.7.3.4 of the ColWMP).</p>	<p>Consultant contract expires June 30, 2014</p>
4.4	Grants	<p>Applying for grants as they become available have become a substantial funding source for educational programs.</p>	<p>\$0</p>	<p>\$8,893</p> <p>(FY 12-13 \$13,507)</p>	<p>MANDATED - JPA</p> <p>Leverage limited Agency resources (Section 4.9.3.2 of the ColWMP)</p>	<p>As available</p>
4.5	Web site www.recycle now.org	<p>www.recyclenow.org is a comprehensive web site including topics for toxics, recycling, business, multifamily, schools, disposal, compost, resources, newsroom and agency. The web site is ADA section 508 compliant and accommodates multiple user types (e.g. mobile device users).</p> <ul style="list-style-type: none"> Updates the content for the pages as needed with County ISD staff. Posts .pdfs, articles, news, etc. to the web site and create new pages as needed. Converts all web posted documents to ADA compliancy. Updates the Eco-Desk Access database to the web site. Manages contract for Guide on-line booklet. Manages administering the domain name registration. Updates resources/links on related web sites such as www.KeepSonomaClean.org, www.Earth911.org, etc. Prepares annual reports on web site activity. 	<p>Service Provided by County Information Systems Department and are included in the budget with all the other ISD charges</p>	<p>\$19,256</p> <p>(FY 12-13 \$33,281)</p>	<p>MANDATED - JPA</p> <p>Communicate recycling information using the web (Section 4.7.2.3 of the ColWMP)</p>	<p>Ongoing</p>

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SCWMA

FY 13-14 Draft Work Plan

Education (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.6	Green Building	Staff maintains the Agency's Green Building Products Showcase and participates as needed on the Build It Green Public Agency Council and other similar efforts.	\$0	\$866 (FY 12-13 \$953)	MANDATED - JPA Reduce waste and increase recycled product purchasing (Section 4.7.3.5 of the ColWMP)	Ongoing
4.7	Outreach Partnerships	The Agency provides staff support to the groups engaged in complementary environmental educations (e.g., Business Environmental Alliance (BEA), Russian River Water Association, Sonoma County Water Agency, GoLocal, etc.),	\$0	\$4,916 (FY 12-13 \$2,922)	BOARD DIRECTED Expand Agency outreach to businesses (BEA), as well as the general public	Ongoing
4.8	Non-profit grant awards	As Board directed, non-profits will apply for small grants (\$500-\$2,000) to fund activities that promote the mandate of AB 939.	\$0 (FY 12-13 \$5,000)	\$3,270 (FY 12-13 \$3,370)	BOARD DIRECTED Providing funding opportunities to non-profits in Sonoma County for further outreach	Ongoing
4.9	Fairs	Each year the Agency picks a new outreach theme that responds to current topics. The outreach theme for 2013 is encouraging reusable bags, Coordinates vendor registration and makes up calendar. <ul style="list-style-type: none"> Graphic design and production for table-top and 10'x10' displays and any auxiliary displays (e.g., backdrop, floor, information panels, brochure holders, etc.) Coordinates staffing for events Coordinates fair set up and tear down. Orders supplies Refurbishes display materials Designs and procures giveaway promotional items 	\$4,050 (FY 12-13 \$4,000)	\$16,191 (FY 12-13 \$10,750)	MANDATED - JPA (Section 4.7.2.9 of the ColWMP)	Summer and Fall
4.10	Social Community Based On-line Marketing Outreach	Online marketing and access to information is an important tool in the Agency's education program. <ul style="list-style-type: none"> Manages no cost on-line marketing options for Agency topic using services such as Twitter, Facebook, YouTube, Blogs, - etc. 	\$0	\$7,236 (FY 12-13 \$7,805)	BOARD DIRECTED	Ongoing

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SCWMA

FY 13-14 Draft Work Plan

Education (cont.)						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
4.11	Beverage Container Recycling (Grant funded)	Grant money from the California Department of Resources Recycling and Recovery to increase beverage container recycling is expected, though the amount is unknown.	\$102,232 (Not in previous work plan)	\$6,510 (FY 12-13 \$6,797)	BOARD DIRECTED Make recycling bins convenient for public consuming containerized beverages at events and outdoors	Ongoing
4.12	Landfill Tours	Provides tours for the public at the Central Disposal Site. This includes an overview of HHW collection, recycling wall, reuse area, garbage tipping floor, active landfill, power plant, and composting area.	\$0	\$2,724 (FY 12-13 \$2,930)	CoIWMP/Section 4.7.2.7 DTPW staff provide tours of the Central Disposal Site	Ongoing
4.13	Mandatory Commercial Recycling Measure (Grant funded)	Provide support for implementing CalRecycle's Mandatory Commercial Recycling program which will focus on education, monitoring and reporting. Potential activities could include convening stakeholder workshops, educational videos, coordinating with garbage company staff, outreach to businesses, development of resources, etc.	\$0	\$20,017 (FY 12-13 \$29,712)	PROPOSED Under state law, local jurisdictions are responsible for reporting progress on commercial recycling to CalRecycle.	Ongoing
4.14	Adopt-A-Road (Grant funded)	Coordinate with the Department of Transportation and Public Works on launching an Adopt-A-Road litter cleanup program.	\$10,000	\$5,680	PROPOSED	
	Total	FY 13-14	\$133,396	\$150,963		
	Prior Year	FY 12-13	\$62,114	\$184,058		

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SCWMA

FY 13-14 Draft Work Plan

Planning						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
5.1	AB 939 Reporting Requirements	Annual Report writing consists of: <ul style="list-style-type: none"> Collect and enter data from: the haulers, transfer stations, Central Landfill, out-of-county landfills, biomass facilities, large venues/events, HHW program Update text description of programs. Submit report to California Department of Resources Recycling and Recovery (CalRecycle) 	\$0	\$6,339 (FY 12-13 \$6,707)	MANDATED – AB 939 Compliance with State regulations (Section 4.7.2.12 of the ColWMP)	2012 Annual Report due August 2013
5.2	Legislative Research & Ordinance Development	Staff researches information relevant to products and policies of Board interest.	\$0	\$4,541 (FY 12-13 \$4,884)	BOARD DIRECTED	Ongoing
5.3	Ordinance Enforcement	Staff responds to complaints about non-compliant retailers, if the carryout bag waste reduction ordinance is adopted.	\$10,000 Legal	\$9,689	PROPOSED	
	Total	FY 13-14	\$10,000	\$20,569		
	Prior Year	FY 12-13	\$0	\$11,591		

General Administration						
6.1	Agency Meetings	<ul style="list-style-type: none"> Prepare agendas/packets Attend meetings Research and document development Prepare and file minutes, resolutions, agreements 	\$0	\$100,752 (FY 12-13 \$73,400)	MANDATED-JPA	Ongoing
6.2	SCWMA Financial Management	<ul style="list-style-type: none"> Approve invoices/journal vouchers Prepare financial statements to Board Prepare budget and facilitate approvals Respond to audits (internal and external) 	\$0	\$102,023 (FY 12-13 \$119,647)	MANDATED-JPA	Ongoing
6.3	Monitoring legislation	Examines recent and pending legislation relevant to current and projected Agency projects	\$0	\$2,266 (FY 12-13 \$2,338)	BOARD DIRECTED	Ongoing
	Total	FY 13-14	\$0	\$205,041		
	Prior Year	FY 12-13	\$0	\$195,385		

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SCWMA

FY 13-14 Draft Work Plan

County Projects						
	Program	Program Description	Contractor Cost	Staff	Goal/Justification	Schedule
A	Disposal Site support	Assist as needed with education efforts including signage, fliers, fee schedules, information requests, etc.	\$0	\$1,549 (FY 12-13 \$1,601)	Requests by County staff	As needed
B	AB 939 Local Task Force (LTF)	Provide staff support and administrative functions, as needed, to the AB 939 Local Task Force.	\$0	\$7,150 (FY 12-13 \$7,422)	Agency staff has historically provided this service.	Ongoing
C	Annual Stormwater Reporting	Provide information annually to be included in the County's National Pollution Discharge Elimination System (N.P.D.E.S.) Phase I and Phase II annual reports for small Municipal Separate Storm Sewer Systems (M.S.4's).	\$0	\$1,587	Agency staff has historically provided this service, as Agency efforts contribute to prevention of storm water pollution in Sonoma County.	Ongoing
	Total	FY 13-14	\$0	\$10,286		
	Prior Year	FY 12-13	\$0	\$9,023		
	Grand Total	FY 13-14	\$4,628,204	\$790,757		
	Prior Year	FY 12-13	\$4,898,509	\$809,099		

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**FY 13-14 SONOMA COUNTY WASTE MANAGEMENT AGENCY
SUMMARY**

	Wood Waste 799114	Yard Debris 799213	H H W 799312	Education 799411	Diversion 799510	Planning 799619	Organics Reserve 799221	Facility Closure 799320	Facility Reserve 799338	Contin. 799718	Total All Divisions	FY 12-13 Budget	% Diff.
REVENUES													
1700 Interest/Pooled Cash	301	4,537	1,743	485	0	20	32,570	408	6,141	970	47,175	42,907	10%
2500 State-Other	0	0	150,473	135,000	0	0	0	0	0	0	285,473	372,457	-23%
2901 Tipping Fee Revenue	170,850	3,106,300	1,180,836	184,873	0	32,542	0	0	0	0	4,675,401	4,965,015	-6%
4020 Sale of Material	5,000	10,000	0	0	0	0	0	0	0	0	15,000	120,000	-88%
4040 Miscellaneous Revenue	0	0	0	5,000	0	0	0	0	0	0	5,000	27,000	-81%
4102 Donations/Reimburse	5,000	5,000	341,442	23,294	0	4,314	0	0	0	0	379,050	409,354	-7%
4624 OT-Within Enterprise	0	0	0	0	0	0	148,840	0	0	0	148,840	1,295,289	-89%
TOTAL REVENUES	181,151	3,125,837	1,674,494	348,652	0	36,876	181,410	408	6,141	970	5,555,939	7,232,022	-23%
EXPENDITURES													
SERVICES AND SUPPLIES													
6103 Liability Insurance	291	5,814	2,955	581	0	48	0	0	0	0	9,689	8,999	8%
6280 Memberships	0	0	5,500	150	0	0	0	0	0	0	5,650	4,000	41%
6300 Miscellaneous Expense	0	0	0	5,000	0	0	0	0	0	0	5,000	27,000	-81%
6400 Office Expense	0	2,000	2,000	10,850	0	0	0	0	0	2,000	16,850	23,000	-27%
6500 Professional Services	0	0	134,991	102,232	0	0	0	0	0	0	237,222	332,256	-29%
6521 County Services	525	10,500	5,338	1,050	0	88	0	0	0	0	17,500	17,500	0%
6540 Contract Services	160,148	2,693,100	1,383,800	28,014	0	0	55,000	0	0	55,000	4,375,062	4,627,345	-5%
6573 Administration Costs	6,752	210,374	213,889	164,467	0	21,693	76,544	0	0	106,764	800,483	853,076	-6%
6590 Engineering Services	0	0	0	0	0	0	7,500	0	0	0	7,500	26,000	-71%
6610 Legal Services	0	5,000	5,000	20,000	0	10,000	10,000	0	0	12,000	62,000	73,000	-15%
6629 Accounting Services	955	4,588	2,201	1,819	0	383	0	0	0	0	9,946	8,738	14%
6630 Audit Services	500	5,000	7,500	3,000	0	1,000	2,500	0	0	1,500	21,000	20,000	5%
6785 Advertising	0	0	12,000	0	0	0	0	0	0	0	12,000	12,000	0%
6820 Rents/Leases - Equip	0	2,460	0	0	0	0	0	0	0	0	2,460	2,340	5%
6840 Rental Bldg/Improve	0	0	30,000	6,625	0	0	0	0	0	0	36,625	28,400	29%
7062 Enforce Agency Fees	0	35,000	400	0	0	0	0	0	0	0	35,400	50,000	-29%
7110 Professional Development	0	1,500	0	0	0	0	0	0	0	0	1,500	1,450	3%
7130 Textbook/Tuition	0	600	600	1,200	0	0	0	0	0	0	2,400	2,300	4%
7301 County Car Expense	0	3,000	0	0	0	0	0	0	0	0	3,000	3,000	0%
7302 Travel Expense	0	0	0	0	0	0	0	0	0	0	0	2,000	-100%
7400 Data Processing	3,210	5,470	3,210	3,210	0	3,210	0	0	0	0	18,310	10,116	81%
SUBTOTAL	172,380	2,984,406	1,809,384	348,198	0	36,422	151,544	0	0	177,264	5,679,597	6,132,520	-7%
OTHER CHARGES													
8624 OT-Within Enterprise	8,317	140,523	0	0	0	0	0	0	0	0	148,840	1,295,289	-89%
8648 OT-Between Enterprise	454	908	454	454	0	454	0	0	0	0	2,724	2,724	0%
SUBTOTAL	8,771	141,431	454	454	0	454	0	0	0	0	151,564	1,298,013	-88%
TOTAL EXPENDITURES	181,151	3,125,837	1,809,838	348,652	0	36,876	151,544	0	0	177,264	5,831,161	7,430,533	-22%
NET COST	0	0	135,344	(0)	0	(0)	(29,866)	(408)	(6,141)	176,293	275,222	198,511	

Surcharge increase needed to balance revenues and expenditure \$ 0.58 New surcharge amount: \$ 6.53

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HOUSEHOLD HAZARDOUS WASTE - 799312

6500 Professional Services

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

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. 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. Also included are the contractor costs related to E-waste collection and payments to Mendocino County for use of their Haz-Mobile service.

	FY 12-13 Budget	FY 13-14 Request
HHW Collection Program	\$ 1,157,000	\$ 1,300,000
E-waste Collection	\$ 70,000	\$ 70,000
Out-of-County Hazardous Waste	\$ 13,800	\$ 13,800
Total	\$ 1,240,800	\$ 1,383,800

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 Work Plan for FY 13-14.

	FY 12-13 Budget	FY 13-14 Budget	Difference	% Increase
Executive Director	\$ 19,294	\$ 35,920	\$ 16,626	86%
Department Analyst	\$ 26,928	\$ 29,009	\$ 2,081	8%
Waste Management Specialist (HHW)	\$ 126,511	\$ 111,387	\$ (15,124)	-12%
Waste Management Specialist (Education)	\$ 13,913	\$ 15,531	\$ 1,618	12%
Senior Office Assistant	\$ 10,920	\$ 13,313	\$ 2,393	22%
<u>Overhead</u>	<u>\$ 12,786</u>	<u>\$ 8,729</u>	<u>\$ (4,058)</u>	<u>-32%</u>
Total	\$ 210,352	\$ 213,889	\$ 3,537	2%

6610 Legal Services

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. The budgeted amount is \$5,000.

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The HHW cost center allocated amount is \$ 2,201

6630 Audit Services

The budgeted \$7,500 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.

**FY 13-14 SONOMA COUNTY WASTE MANAGEMENT AGENCY
SUMMARY**

	Wood Waste 799114	Yard Debris 799213	H H W 799312	Education 799411	Diversion 799510	Planning 799619	Organics Reserve 799221	Facility Closure 799320	Facility Reserve 799338	Contin. 799718	Total All Divisions	FY 12-13 Budget	% Diff.
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2500 State-Other	0	0	150,473	135,000	0	0	0	0	0	0	285,473	372,457	-23%
2901 Tipping Fee Revenue	170,850	3,106,300	1,174,530	188,764	0	34,956	0	0	0	0	4,675,400	4,965,015	-6%
4020 Sale of Material	5,000	10,000	0	0	0	0	0	0	0	0	15,000	120,000	-88%
4040 Miscellaneous Revenue	0	0	0	5,000	0	0	0	0	0	0	5,000	27,000	-81%
4102 Donations/Reimburse	5,000	5,000	341,442	23,294	0	4,314	0	0	0	0	379,050	409,354	-7%
4624 OT-Within Enterprise	0	0	0	0	0	0	148,840	0	1,350	6,305	156,495	1,295,289	-88%
TOTAL REVENUES	181,151	3,125,837	1,668,188	352,543	0	39,290	181,410	408	7,491	7,275	5,563,593	7,232,022	-23%
EXPENDITURES													
SERVICES AND SUPPLIES													
6103 Liability Insurance	291	5,814	2,955	581	0	48	0	0	0	0	9,689	8,999	8%
6280 Memberships	0	0	5,500	150	0	0	0	0	0	0	5,650	4,000	41%
6300 Miscellaneous Expense	0	0	0	5,000	0	0	0	0	0	0	5,000	27,000	-81%
6400 Office Expense	0	2,000	2,000	10,850	0	0	0	0	0	2,000	16,850	23,000	-27%
6500 Professional Services	0	0	134,991	102,232	0	0	0	0	0	0	237,222	332,256	-29%
6521 County Services	525	10,500	5,338	1,050	0	88	0	0	0	0	17,500	17,500	0%
6540 Contract Services	160,148	2,693,100	1,240,800	28,014	0	0	55,000	0	0	55,000	4,232,062	4,627,345	-9%
6573 Administration Costs	6,752	210,374	213,889	164,467	0	21,693	76,544	0	0	106,764	800,483	853,076	-6%
6590 Engineering Services	0	0	0	0	0	0	7,500	0	0	0	7,500	26,000	-71%
6610 Legal Services	0	5,000	5,000	20,000	0	10,000	10,000	0	0	12,000	62,000	73,000	-15%
6629 Accounting Services	955	4,588	2,201	1,819	0	383	0	0	0	0	9,946	8,738	14%
6630 Audit Services	500	5,000	7,500	3,000	0	1,000	2,500	0	0	1,500	21,000	20,000	5%
6785 Advertising	0	0	12,000	0	0	0	0	0	0	0	12,000	12,000	0%
6820 Rents/Leases - Equip	0	2,460	0	0	0	0	0	0	0	0	2,460	2,340	5%
6840 Rental Bldg/Improve	0	0	30,000	6,625	0	0	0	0	0	0	36,625	28,400	29%
7062 Enforce Agency Fees	0	35,000	400	0	0	0	0	0	0	0	35,400	50,000	-29%
7110 Professional Development	0	1,500	0	0	0	0	0	0	0	0	1,500	1,450	3%
7130 Textbook/Tuition	0	600	600	1,200	0	0	0	0	0	0	2,400	2,300	4%
7301 County Car Expense	0	3,000	0	0	0	0	0	0	0	0	3,000	3,000	0%
7302 Travel Expense	0	0	0	0	0	0	0	0	0	0	0	2,000	-100%
7400 Data Processing	3,210	5,470	3,210	3,210	0	3,210	0	0	0	0	18,310	10,116	81%
SUBTOTAL	172,380	2,984,406	1,666,384	348,198	0	36,422	151,544	0	0	177,264	5,536,597	6,132,520	-10%
OTHER CHARGES													
8624 OT-Within Enterprise	8,317	140,523	1,350	3,891	0	2,414	0	0	0	0	156,495	1,295,289	-88%
8648 OT-Between Enterprise	454	908	454	454	0	454	0	0	0	0	2,724	2,724	0%
SUBTOTAL	8,771	141,431	1,804	4,345	0	2,868	0	0	0	0	159,219	1,298,013	-88%
TOTAL EXPENDITURES	181,151	3,125,837	1,668,188	352,543	0	39,290	151,544	0	0	177,264	5,695,816	7,430,533	-23%
NET COST	0	0	0	(0)	0	(0)	(29,866)	(408)	(7,491)	169,988	132,223	198,511	

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HOUSEHOLD HAZARDOUS WASTE - 799312

6500 Professional Services

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

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. 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. Also included are the contractor costs related to E-waste collection and payments to Mendocino County for use of their Haz-Mobile service.

	FY 12-13 Budget	FY 13-14 Request
HHW Collection Program	\$ 1,157,000	\$ 1,157,000
E-waste Collection	\$ 70,000	\$ 70,000
Out-of-County Hazardous Waste	\$ 13,800	\$ 13,800
Total	\$ 1,240,800	\$ 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 Work Plan for FY 13-14.

	FY 12-13 Budget	FY 13-14 Budget	Difference	% Increase
Executive Director	\$ 19,294	\$ 35,920	\$ 16,626	86%
Department Analyst	\$ 26,928	\$ 29,009	\$ 2,081	8%
Waste Management Specialist (HHW)	\$ 126,511	\$ 111,387	\$ (15,124)	-12%
Waste Management Specialist (Education)	\$ 13,913	\$ 15,531	\$ 1,618	12%
Senior Office Assistant	\$ 10,920	\$ 13,313	\$ 2,393	22%
<u>Overhead</u>	<u>\$ 12,786</u>	<u>\$ 8,729</u>	<u>\$ (4,058)</u>	<u>-32%</u>
Total	\$ 210,352	\$ 213,889	\$ 3,537	2%

6610 Legal Services

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. The budgeted amount is \$5,000.

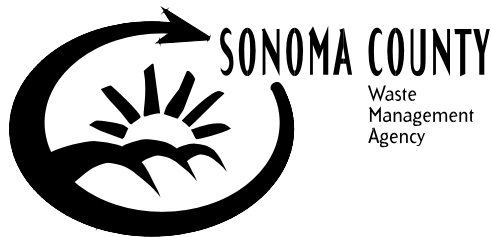
6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The HHW cost center allocated amount is \$ 2,201

6630 Audit Services

The budgeted \$7,500 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.



Agenda Item #: 7
Cost Center: All
Staff Contact: Mikus/Carter
Agenda Date: 3/20/2013

ITEM: FY 13-14 Draft Budget

I. BACKGROUND

The approval of the Work Plan outlining the contractor and staff costs for individual programs and planned projects is the first step in the budget development process. For FY 13-14, the Draft Work Plan was presented in the previous item.

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

II. DISCUSSION / FUNDING IMPACTS

Information for this discussion can be found in the Revenue, Expenditure and Fund Balance History sections of the FY 13-14 Draft Budget.

Key Differences Between FY 12-13 and FY 13-14

Revenues

2500 State - Other

Grant funds distributed through the Used-Oil Block Grants (UBG) have transitioned to the Oil Payment Program (OPP), and for this budget, there is no overlap in the UBG and the OPP. As a result, this sub-object shows a decrease of expected revenue.

2901 County

Based upon actual revenues from previous fiscal years, the tonnage estimates for wood waste, yard debris, and surcharge garbage are 6,000, 89,000, and 235,000, respectively. These are down from the FY 12-13 SCWMA budget of 6,700, 90,000, and 245,000 tons of the respective materials. As a result, the requested revenue for FY 13-14 is \$289,616 less than FY 12-13 for this sub-object.

4020 Sale of Material

As a result of the agreement with Sonoma Compost Company, the revenue sharing arrangement in FY 13-14 is expected to be significantly lower than FY 12-13. The lower per ton costs for processing wood waste and yard debris will make this change more advantageous to the SCWMA.

4040 Miscellaneous Revenue

This sub-object has been used to list revenue related to grants from sources other than the State of California. In FY 11-12 and 12-13, the SCWMA received grant from Pacific Gas and Electric company (PG&E) to promote and cover the costs of retail fluorescent lamp take-back programs. There is expected to be a small carryover of funds from that grant into FY 13-14, so the amount listed is \$22,000 less than the FY 12-13 budget.

4102 Donations and Reimbursements

The City of Sonoma was diverting 50% of its garbage to a Napa County waste facility in 2011 and 2012. During that period of time, the City entered into an agreement in which the City paid the SCWMA \$5.95/ton surcharge on all garbage directed to the Napa facility. As the city has redirected its garbage back to the Sonoma Transfer Station, reimbursement is no longer necessary, so this sub-object was reduced by a total of \$30,304.

4624 OT-Within Enterprise

This sub-object details operating transfers (OT), or transfers from operating cost centers to reserve cost centers. As there are fewer transfers to reserves proposed this FY, the amount requested in this sub-object is significantly lower than last FY.

Expenditures

6300 Miscellaneous Revenue/Expense

This sub-object has been used to list expenditures related to grants from sources other than the State of California. In FY 11-12 and 12-13, the SCWMA received grant from Pacific Gas and Electric company (PG&E) to promote and cover the costs of retail fluorescent lamp take-back programs. There is expected to be a small carryover of funds from that grant into FY 13-14, so the amount listed is \$22,000 less than the FY 12-13 budget.

6500 Professional Services

This sub-object has been used to list expenditures related to grants from the State of California. For FY 13-14, these grants include the Oil Payment Program (HHW cost center) and the City/County Payment Program (education cost center). As explained in the revenues section (2500 State-Other), the overlap of the oil-related grants is not present this fiscal year, resulting in a decrease of expenditures for this sub-object.

6540 Contract Services

This sub-object includes expenditures related to agreements and contracts for other firms to perform services on the SCWMA's behalf. Contractors include Sonoma Compost Company, University of California Cooperative Extension, Redwood Empire Disposal (through the County of Sonoma) for transport of organic materials, Clean Harbors Environmental Services, West Coast Metals, County of Mendocino (Haz-Mobile), C2 Alternative Services, AT&T, and Manpower.

Total expenditures of \$4,232,062 for FY 13-14 are \$395,284 lower than FY 12-13. The main reason for the difference is the more favorable pricing for the composting operations obtained through the agreement with Sonoma Compost Company approved at the February 20, 2013 SCWMA Board of Directors meeting. Another difference is the expected conclusion of the agreement with Rincon Consultants for the Carryout Bag project EIR (\$150,000 budgeted) and inclusion of the proposed waste characterization study (\$110,000 proposed).

6573 Administrative Costs

Administrative costs are provided by the County of Sonoma. Though the SCWMA currently has two unfilled positions (Senior Office Assistant and Waste Management Specialist), the budget was created assuming both positions would be filled. Some costs to the County related to staffing have decreased, more of the decrease centers around not knowing the pay and benefit costs related to filling the two vacancies. Though estimates are not available for this draft budget, MOU negotiations between the County and the labor unions may change the costs further.

6590 Engineering Services and 7062 Enforcement Agency Fees

These sub-object both have decreased costs. The previous fiscal year budget included funding related to permitting a new compost facility, which affects both sub-objects. As the site and costs are both unknown at this time, staff proposes to remove site purchase/lease and permitting from this budget and bring a budget adjustment item before the Board when decisions regarding the site location have been made.

Further explanations of the revenues and expenditures are found in the Explanation and Details of the FY 13-14 Budget attachment.

Reserves

There are four reserves developed by SCWMA Board policies.

Organics Program Reserve

All undesignated balances from the SCWMA's wood waste and yard debris programs are transferred into the Organics Program Reserve at the end of each fiscal year. These funds are to be used for the lease or purchase of a new organics composting site or other related purposes as determined by the Board. It is anticipated that the Organics Program Reserve balance at the end of FY 13-14 will be approximately \$5,513,904. This includes expenditures for the site purchase process (consultant, staff, engineering, legal and audit) totaling \$179,742, but not the actual permitting, or purchase/lease of the property.

HHW Facility Closure Reserve

A funding source is mandated by the Permit-by-Rule for treatment of hazardous waste collected at the facility, which is owned by the County and occupied and operated by the SCWMA. The SCWMA is the permit holder of Permit No: 00-7161, issued by the Certified Unified Program Agency (Sonoma County Department of Emergency Services), and is responsible for establishing and maintaining a closure fund. The permit holder may establish the amount contained in the closure fund. The current goal is \$68,000, established by the Revised Closure Plan for the facility. This reserve fund will meet its goal in FY 12-13.

HHW Facility Reserve Fund

The HHW facility reserve fund was updated by the SCWMA Board in 2011 with a current goal of either 33% of the budgeted annual HHW program operational expenses or \$600,000, whichever is greater. For FY 13-14, the HHW Facility Reserve goal would be \$600,000. The FY 13-14 projected balance is \$1,035,409.

Contingency Reserve

The policy for Contingency has a goal of 25% of the operating expenses (insurance liability, office expense, accounting services, audit services, legal services, rent for spaces and events, data processing and travel) of the Education and Planning cost centers. The policy states the reserves for FY 13-14 the Contingency Reserve should contain \$96,155. With the proposed activities of the waste characterization study and the Joint Powers Authority renewal being financed by this reserve, a fund balance of \$172,235 is estimated at the end of FY 13-14.

Alternate Scenario With Additional HHW Costs:

In the Work Plan item, staff recommended extending the HHW agreement with Clean Harbors for one additional year, which would allow potential cost-saving measures through the PaintCare program to become active. If the Board chooses to pursue the RFP process for the HHW Collection and Disposal operation, there is the potential for a significant cost increase related to labor and disposal costs. These cost increases would cause a structural deficit which would require the use of reserve funds, significantly draw down the estimated fund balance for the HHW cost center to levels far below the goals listed in the Agency's reserve policy, or increase the Agency's tipping fee surcharge. A whole other budget

scenario, labeled “HHW Cost Increase”, is included in the attachments for the Board’s consideration.

The most palatable option in staff’s opinion is to extend the agreement with Clean Harbors for one additional year, which gives time for the PaintCare program to be established, and eliminates the structural deficit.

III. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Staff requests Board direction concerning the proposed budget including revenues, expenditures, and reserve funds in order to present a FY 13-14 Final Budget.

IV. ATTACHMENTS

Explanations and Details
History and Fund Balances
Explanations and Details – HHW Cost Increase
History and Fund Balances – HHW Cost Increase

Approved by: _____
Henry J. Mikus, Executive Director, SCWMA

**FY 13-14 SONOMA COUNTY WASTE MANAGEMENT AGENCY
SUMMARY**

	Wood Waste 799114	Yard Debris 799213	H H W 799312	Education 799411	Diversion 799510	Planning 799619	Organics Reserve 799221	Facility Closure 799320	Facility Reserve 799338	Contin. 799718	Total All Divisions	FY 12-13 Budget	% Diff.
REVENUES													
1700 Interest/Pooled Cash	301	4,537	1,743	485	0	20	32,570	408	6,141	970	47,175	42,907	10%
2500 State-Other	0	0	150,473	135,000	0	0	0	0	0	0	285,473	372,457	-23%
2901 Tipping Fee Revenue	170,850	3,106,300	1,174,530	188,764	0	34,956	0	0	0	0	4,675,400	4,965,015	-6%
4020 Sale of Material	5,000	10,000	0	0	0	0	0	0	0	0	15,000	120,000	-88%
4040 Miscellaneous Revenue	0	0	0	5,000	0	0	0	0	0	0	5,000	27,000	-81%
4102 Donations/Reimburse	5,000	5,000	341,442	23,294	0	4,314	0	0	0	0	379,050	409,354	-7%
4624 OT-Within Enterprise	0	0	0	0	0	0	148,840	0	1,350	6,305	156,495	1,295,289	-88%
TOTAL REVENUES	181,151	3,125,837	1,668,188	352,543	0	39,290	181,410	408	7,491	7,275	5,563,593	7,232,022	-23%
EXPENDITURES													
SERVICES AND SUPPLIES													
6103 Liability Insurance	291	5,814	2,955	581	0	48	0	0	0	0	9,689	8,999	8%
6280 Memberships	0	0	5,500	150	0	0	0	0	0	0	5,650	4,000	41%
6300 Miscellaneous Expense	0	0	0	5,000	0	0	0	0	0	0	5,000	27,000	-81%
6400 Office Expense	0	2,000	2,000	10,850	0	0	0	0	0	2,000	16,850	23,000	-27%
6500 Professional Services	0	0	134,991	102,232	0	0	0	0	0	0	237,222	332,256	-29%
6521 County Services	525	10,500	5,338	1,050	0	88	0	0	0	0	17,500	17,500	0%
6540 Contract Services	160,148	2,693,100	1,240,800	28,014	0	0	55,000	0	0	55,000	4,232,062	4,627,345	-9%
6573 Administration Costs	6,752	210,374	213,889	164,467	0	21,693	76,544	0	0	106,764	800,483	853,076	-6%
6590 Engineering Services	0	0	0	0	0	0	7,500	0	0	0	7,500	26,000	-71%
6610 Legal Services	0	5,000	5,000	20,000	0	10,000	10,000	0	0	12,000	62,000	73,000	-15%
6629 Accounting Services	955	4,588	2,201	1,819	0	383	0	0	0	0	9,946	8,738	14%
6630 Audit Services	500	5,000	7,500	3,000	0	1,000	2,500	0	0	1,500	21,000	20,000	5%
6785 Advertising	0	0	12,000	0	0	0	0	0	0	0	12,000	12,000	0%
6820 Rents/Leases - Equip	0	2,460	0	0	0	0	0	0	0	0	2,460	2,340	5%
6840 Rental Bldg/Improve	0	0	30,000	6,625	0	0	0	0	0	0	36,625	28,400	29%
7062 Enforce Agency Fees	0	35,000	400	0	0	0	0	0	0	0	35,400	50,000	-29%
7110 Professional Development	0	1,500	0	0	0	0	0	0	0	0	1,500	1,450	3%
7130 Textbook/Tuition	0	600	600	1,200	0	0	0	0	0	0	2,400	2,300	4%
7301 County Car Expense	0	3,000	0	0	0	0	0	0	0	0	3,000	3,000	0%
7302 Travel Expense	0	0	0	0	0	0	0	0	0	0	0	2,000	-100%
7400 Data Processing	3,210	5,470	3,210	3,210	0	3,210	0	0	0	0	18,310	10,116	81%
SUBTOTAL	172,380	2,984,406	1,666,384	348,198	0	36,422	151,544	0	0	177,264	5,536,597	6,132,520	-10%
OTHER CHARGES													
8624 OT-Within Enterprise	8,317	140,523	1,350	3,891	0	2,414	0	0	0	0	156,495	1,295,289	-88%
8648 OT-Between Enterprise	454	908	454	454	0	454	0	0	0	0	2,724	2,724	0%
SUBTOTAL	8,771	141,431	1,804	4,345	0	2,868	0	0	0	0	159,219	1,298,013	-88%
TOTAL EXPENDITURES	181,151	3,125,837	1,668,188	352,543	0	39,290	151,544	0	0	177,264	5,695,816	7,430,533	-23%
NET COST	0	0	0	(0)	0	(0)	(29,866)	(408)	(7,491)	169,988	132,223	198,511	

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT 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 for cash flow. The rate used for budgeting purposes is 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$50,092	0.6%	\$301

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. At Central the rate is \$27.60 per ton and at the transfer stations the rate is \$29.70 per ton. These rates have been in effect since FY 07-08.

The projected tonnage decreased from 6,700 tons to 6,000 tons per year based on actual tonnage for FY 12-13. For budgeting purposes the assumptions are 3,500 tons of material is coming to Central and 2,500 tons is coming to the transfer stations. During FY 13-14, the pilot project for construction and demolition (C&D) debris boxes is expected to continue. After sorting at the Sonoma and Healdsburg transfer stations, the material would be transported to the composting facility for processing.

	FY 12-13 Budget		
	Central	Transfer Stations	Total
Wood Waste Tonnage	3,350	3,350	6,700
Tonnage Rate (including transportation)	\$ 27.60	\$ 29.70	
Total Revenue FY 12-13	\$ 92,460	\$ 99,495	\$ 191,955
	FY 13-14 Request		
	Central	Transfer Stations	Total
Wood Waste Tonnage	3,500	2,500	6,000
Tonnage Rate (including transportation)	\$ 27.60	\$ 29.70	
Total Revenue FY 13-14	\$ 96,600	\$ 74,250	\$ 170,850

4020 Sale of Materials

The agreement with Sonoma Compost Company requires revenue sharing on finished products sold by the company after sales revenue exceeds \$367,547. The estimated revenue sharing for FY 13-14 is \$5,000.

4102 Donations and Reimbursements

Sonoma Compost Company contributes \$5,000 per year toward the cost of transporting wood waste from the other transfer stations to the Central Disposal Site.

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 13-14 is 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 \$9,689.40 X 3% = \$291

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

WOOD WASTE - 799114

6540 Contract Services

It is estimated 6,000 tons of wood waste will be delivered to the wood processing contractor during FY 13-14. According to the agreement with Sonoma Compost approved on February 20, 2013, processing fees will be \$20.50/ton for wood waste used as fuel and \$22.19/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 rate is expected to increase to \$12.16 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.

	<u>Tonnage</u>	<u>Rates</u>	<u>Estimated Cost</u>
Fuel	2,000	\$ 20.50	\$ 41,000
Non-fuel	4,000	\$ 22.19	\$ 88,760
Hauling (Transfer Stations)	2,500	\$ 12.16	\$ 30,400
Total Processing and Hauling			\$ 160,160

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 Work Plan for FY 13-14.

	<u>Budgeted FY 12-13</u>	<u>Requested FY 13-14</u>	<u>Difference</u>	<u>% Difference</u>
Executive Director	\$ 1,522	\$ 1,949	\$ 427	28%
Department Analyst	\$ 1,277	\$ 2,676	\$ 1,399	110%
Waste Management Specialist (Planning)	\$ 1,423	\$ -	\$ (1,423)	-100%
Senior Office Assistant	\$ 109	\$ 431	\$ 322	295%
Overhead	\$ 280	\$ 1,696	\$ 1,415	505%
<u>Total</u>	<u>\$ 4,611</u>	<u>\$ 6,752</u>	<u>\$ 2,141</u>	<u>46%</u>

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The wood waste cost center allocation is \$ 955

6630 Audit Services

This expense of \$500 reflects an allocated portion of the estimated \$21,000 cost of the audit performed by the County's Audit Division.

7400 Data Processing

The Department of Transportation and Public Works has had a Memorandum of Understanding for past five years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 13-14 is \$18,320 for six computers, an increase from the \$10,116 from FY 12-13. The basis for the increase is due mainly to a new County policy to recover costs for GIS services, for which the SCWMA receives an indirect benefit. All County departments are receiving GIS charges.

The Wood Waste cost center will be \$ 3,210

8624 OT-Within Enterprise

The contribution to the Organics Reserve this fiscal year \$ 8,317

8640 OT-Between Enterprises

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT 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 for cash flow. The rate used for budgeting purposes is 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 756,104	0.6%	\$ 4,537

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. At Central the rate is \$34.10 per ton and at the transfer stations the rate is \$36.20 per ton. These rates have been in effect since FY 07-08.

The projected tonnage of 89,000 tons per year is based on actual tonnages for the past twelve months. For budgeting purposes 62% of material is coming to Central and 38% is coming to the transfer stations.

	FY 12-13 Budget		
	Central	Transfer Stations	Total
Yard Debris	54,000	36,000	90,000
Tonnage Rate	\$ 34.10	\$ 36.20	
	\$ 1,841,400	\$ 1,303,200	\$ 3,144,600

	FY 13-14 Request		
	Central	Transfer Stations	Total
Yard Debris	55,000	34,000	89,000
Tonnage Rate	\$ 34.10	\$ 36.20	
Total Revenue FY 13-14	\$ 1,875,500	\$ 1,230,800	\$ 3,106,300

4020 Sale of Materials

The agreement with Sonoma Compost Company requires revenue sharing on finished products sold by the company after sales revenues exceed \$367,547. The estimated revenue sharing for FY 13-14 is \$10,000.

4102 Donations and Reimbursements

Sonoma Compost Company contributes \$5,000 per year toward the cost of transporting yard debris from the other transfer stations to the Central Disposal Site.

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 13-14 is 60% 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 \$9,689.40 X 60% = \$5,814

6400 Office Expense

This reflects costs for office expenses such as telephone, postage, printing, and other general expenses related to the compost operation.

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

YARD DEBRIS- 799213

6540 Contract Services

It is estimated that 89,000 of yard debris will be processed into compost products by the compost contractor during FY 13-14. The rates, contained in the agreement with Sonoma Compost Company signed at the February 20, 2013 SCWMA Meeting, are \$27.73/ton for material used at Laguna for biosolids composting and \$25.17/ton for yard debris composted for sale. The Contract Services expense includes a \$12.16/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 third year of a three year agreement.

Operation	Tonnage	Rate	Operation Total
Laguna	9,000	\$ 27.73	\$ 249,570
SCC facility	80,000	\$ 25.17	\$ 2,013,600
Hauling(Transfer Stations)	34,000	\$ 12.16	\$ 413,440
Home Composting (UCCE)			\$ 16,660

Total Processing Expense for 89,000 tons \$ 2,693,270

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 Work Plan for FY 13-14.

	Budgeted FY 12-13	Requested FY 13-14	Difference	% Difference
Executive Director	\$ 36,531	\$ 79,202	\$ 42,671	117%
Department Analyst	\$ 30,638	\$ 27,645	\$ (2,993)	-10%
Waste Management Specialist (Education)	\$ 1,121	\$ 13,575	\$ 12,454	1111%
Waste Management Specialist (Planning)	\$ 34,143	\$ 24,924	\$ (9,220)	-27%
Senior Office Assistant	\$ 2,621	\$ 14,040	\$ 11,420	436%
Overhead	\$ 6,799	\$ 50,988	\$ 44,189	650%
Total	\$ 111,853	\$ 210,374	\$ 98,521	88%

6610 Legal Services

This sub-object reflects an estimation of legal services provided by Agency Counsel in FY 13-14 to the SCWMA at \$195/hour. \$5,000 has been budgeted.

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The yard debris cost center allocated amount is \$ 4,588

6630 Audit Services

This \$5,000 expense reflects an allocated portion of the estimated \$21,000 cost for required audits performed by the County Audit Division.

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 SCWMA office resulting in a rental charge of \$2,460.

7062 Enforcement Agency Fees

This account covers monitoring and inspection fees associated with the composting operation; \$25,000 is for LEA inspections and \$10,000 is for monitoring the storm water runoff. SCWMA is the permit holder for this operation.

7110 Professional Development

Reimbursement available to employees for professional and educational growth related to their job. This reimbursement covers expenditures such as classes and seminars, professional memberships, registration fees, educational materials, tools and equipment.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

YARD DEBRIS- 799213

7130 Textbook/Tuition

Reimbursement available to employees for professional and educational growth related to their job. This reimbursement covers expenditures such as classes and seminars, professional memberships, registration fees, educational materials, tools and equipment.

7301 County Car

The budgeted \$3,000 reflects the expense associated with the SCWMA 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 five years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 13-14 is \$18,320 for six computers, an increase from the \$10,116 from FY 12-13. The basis for the increase is due mainly to a new County policy to recover costs for GIS services, for which the SCWMA receives an indirect benefit. All County departments are receiving GIS charges.

The Yard Debris cost center will be charged \$ 5,470

8624 OT-Within Enterprise

The contribution to the Organics Reserve this fiscal year is \$ 140,523

8640 OT-Between Enterprises

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT 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 13-14 is based on grant funds and potential contributions held in FY 12-13 (\$290,421) using an interest rate of 0.6%.

Estimated Year End FY 11-12 Cash	Rate	Interest Earned
\$ 290,421	0.6%	\$ 1,743

2500 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 13-14, the Oil Payment Plan revenue is expected to be \$150,473.

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 13-14 is 235,000, which includes 9,000 tons collected as part of the C&D pilot project. The tipping fee revenue request of \$1,174,530 for the HHW cost center represents 84% of the \$1,398,250 tipping fee surcharge funds as described below:

	FY 12-13 Budget	FY 13-14 Request
Disposed Tons	245,000	235,000
Surcharge	\$ 5.95	\$ 5.95
Tip. Fee Rev. Subtotal	\$ 1,457,750	\$ 1,398,250
 Tipping Fee Revenue	 \$ 1,398,250	
HHW Cost Center Percentage	84.00%	
HHW Tipping Fee Allocation	\$ 1,174,530	

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. The rate is \$5.95/ton, which is the same rate being collected on all the solid waste coming to the County System. E-waste revenue sharing is the result of a state operated program that subsidizes collectors and recyclers who in turn share with the agencies of record. SCWMA has contracts with ECS Refining, Inc. and Goodwill Industries of the Redwood Empire.

	FY 12-13 Budget	FY 13-14 Request
Petaluma Surcharge Fee Payment	\$ 145,214	\$ 144,942
Sonoma Surcharge Fee Payment	\$ 14,012	\$ -
E-waste revenue sharing payment	\$ 190,048	\$ 190,000
Battery Collections (HHT facility)	\$ 6,471	\$ 6,500
 Donations/Reimbursement Total	 \$ 355,744	 \$ 341,442

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 12-13 is 43% of the total premium cost to SCWMA.

Annual premium \$9,689.40 X 30.5% = \$2,955

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HOUSEHOLD HAZARDOUS WASTE - 799312

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 SCWMA staff benefits from the contacts and information provided. The requested amount is \$5,500 for this fiscal year.

6500 Professional Services

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

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. 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. Also included are the contractor costs related to E-waste collection and payments to Mendocino County for use of their Haz-Mobile service.

	FY 12-13 Budget	FY 13-14 Request
HHW Collection Program	\$ 1,157,000	\$ 1,157,000
E-waste Collection	\$ 70,000	\$ 70,000
Out-of-County Hazardous Waste	\$ 13,800	\$ 13,800
Total	\$ 1,240,800	\$ 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 Work Plan for FY 13-14.

	FY 12-13 Budget	FY 13-14 Budget	Difference	% Increase
Executive Director	\$ 19,294	\$ 35,920	\$ 16,626	86%
Department Analyst	\$ 26,928	\$ 29,009	\$ 2,081	8%
Waste Management Specialist (HHW)	\$ 126,511	\$ 111,387	\$ (15,124)	-12%
Waste Management Specialist (Education)	\$ 13,913	\$ 15,531	\$ 1,618	12%
Senior Office Assistant	\$ 10,920	\$ 13,313	\$ 2,393	22%
Overhead	\$ 12,786	\$ 8,729	\$ (4,058)	-32%
Total	\$ 210,352	\$ 213,889	\$ 3,537	2%

6610 Legal Services

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. The budgeted amount is \$5,000.

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The HHW cost center allocated amount is \$ 2,201

6630 Audit Services

The budgeted \$7,500 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HOUSEHOLD HAZARDOUS WASTE - 799312

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 five years. Also included in this sub-object is \$7,000 to rent locations for Community Toxics Collection events.

7062 Enforcement Agency Fees

The SCWMA is charged fees annually by the Certified Unified Protection Agency (CUPA) for the hazardous waste permit-by-rule.

7130 Textbook/Tuition

Reimbursement available to employees for professional and educational growth related to their job. This reimbursement covers expenditures such as classes and seminars, professional memberships, registration fees, educational materials, tools and

7400 Data Processing

The Department of Transportation and Public Works has had a Memorandum of Understanding for past five years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 13-14 is \$18,320 for six computers, an increase from the \$10,116 from FY 12-13. The basis for the increase is due mainly to a new County policy to recover costs for GIS services, for which the SCWMA receives an indirect benefit. All County departments are receiving The HHW cost center will be charged \$ 3,210

8624 OT-Within Enterprise

When revenues exceed expenditures in the HHW cost center, funds are transferred to either the HHW Facility Closure Reserve or the HHW Facility Reserve. The HHW Closure Reserve has met its fund balance goal, so transfers will be made to the HHW Facility Reserve.

The contribution to reserves from the HHW cost center is \$ 1,350

8640 OT-Between Enterprises

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT 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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 80,888	0.6%	\$ 485

2500 State - Other

SCWMA expects to continue to receive grant funds from CalRecycle for beverage container recycling (City/County Payment Program). It is planned these funds will be used for the mandatory commercial recycling education, Adopt-A-Road, and purchase of additional recycling containers to assist beverage container recycling.

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 13-14 is 235,000, which includes 9,000 tons collected as part of the C&D pilot project. The tipping fee revenue request of \$188,764 for the Education cost center represents 13.5% of the \$1,398,250 tipping fee surcharge funds as described below:

	FY 12-13 Budget	FY 13-14 Request
Disposed Tons	246,000	235,000
Surcharge	\$ 5.95	\$ 5.95
Tip. Fee Rev. Subtotal	\$ 1,463,700	\$ 1,398,250
 Tipping Fee Revenue	 \$ 1,398,250	
Education Cost Center Percentage	13.50%	
Education Tipping Fee Allocation	\$ 188,764	

4040 Miscellaneous Revenue

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

4102 Donations and Reimbursements

The City of Petaluma has an agreement to pay for their SCWMA services directly. The tonnage is based on the actual quantities disposed monthly. The rate is \$5.95/ton, which is the same rate being collected on all the solid waste coming to the County System.

Petaluma Surcharge Fee Payment	\$ 23,294
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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 13-14 is 6% of the total premium cost to SCWMA.

Annual premium \$9,689.40 X 6% = \$581

6280 Memberships

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

6300 Miscellaneous Expense

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

EDUCATION - 799411

6400 Office Expense

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

	FY 12-13 Budget	FY 13-14 Request	Difference
Phone and Fax	\$ 1,500	\$ 1,500	\$ -
Postage	\$ 1,500	\$ 1,500	\$ -
Fair Supplies	\$ 3,500	\$ 700	\$ (2,800)
Reprographics	\$ 3,000	\$ 3,000	\$ -
Telephone Book Advertising	\$ 3,000	\$ -	\$ (3,000)
Office Supplies	\$ 1,500	\$ 1,500	\$ -
Fair Promotional Items	\$ -	\$ 2,300	\$ 2,300
Fair Passes for Booth Workers	\$ -	\$ 350	\$ 350
TOTAL	\$ 14,000	\$ 10,850	\$ (3,150)

6500 Professional Services

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

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

6540 Contract Services

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

	FY 12-13 Budget	FY 13-14 Request	Difference
Recycling Guide Translation and Printing	\$ 15,000	\$ 15,900	\$ 900
Spanish Language Outreach	\$ 5,114	\$ 5,114	\$ -
Manpower Assistance	\$ -	\$ 4,000	\$ 4,000
AT&T Advertising	\$ -	\$ 3,000	\$ 3,000
Business Environmental Alliance (EDB)	\$ 3,000	\$ -	\$ (3,000)
Non-profit Grants	\$ 5,000	\$ -	\$ (5,000)
Fairs	\$ 4,000	\$ -	\$ (4,000)
TOTAL	\$ 32,114	\$ 28,014	\$ (4,100)

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 Work Plan for FY 13-14.

	FY 12-13 Budget	FY 13-14 Request	Difference	% Increase
Executive Director	\$ 19,026	\$ 15,975	\$ (3,052)	-16%
Department Analyst	\$ 38,896	\$ 16,178	\$ (22,718)	-58%
Waste Management Specialist (Education)	\$ 111,107	\$ 78,934	\$ (32,173)	-29%
Waste Management Specialist (HHW)	\$ 1,326	\$ 4,502	\$ 3,176	240%
Waste Management Specialist (Planning)	\$ 16,334	\$ 14,594	\$ (1,740)	-11%
Senior Office Assistant	\$ 46,410	\$ 33,085	\$ (13,325)	-29%
Overhead	\$ 15,086	\$ 1,200	\$ (13,886)	-92%
Total	\$ 248,185	\$ 164,467	\$ (83,719)	-34%

6610 Legal Services

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. The budgeted amount for education is \$20,000.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

EDUCATION - 799411

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost. The education cost center allocated amount is \$ 1,819

6630 Audit Services

The budgeted \$3,000 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.

6840 Rents/Leases-Building/Improvements

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

7130 Textbook/Tuition

Reimbursement available to employees for professional and educational growth related to their job. This reimbursement covers expenditures such as classes and seminars, professional memberships, registration fees, educational materials, tools and equipment.

7400 Data Processing

The Department of Transportation and Public Works has had a Memorandum of Understanding for past five years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 13-14 is \$18,320 for six computers, an increase from the \$10,116 from FY 12-13. The basis for the increase is due mainly to a new County policy to recover costs for GIS services, for which the SCWMA receives an indirect benefit. All County departments are receiving GIS charges. The Education cost center will be charged \$ 3,210

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 Education cost center for FY 13-14 to the Contingency Reserve is \$ 3,891

8640 OT-Between Enterprises

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

DIVERSION - 799510

The Diversion cost center was vacated in FY 11-12. The remaining undesignated funds will be transferred to the Contingency Reserve.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT 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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 3,385	0.6%	\$ 20

2900 State - Other

There are no anticipated grant awards in FY 13-14.

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 13-14 is 235,000, which includes 9,000 tons collected as part of the C&D pilot project. The tipping fee revenue request of \$34,956 for the Planning cost center represents 2.5% of the \$1,398,250 tipping fee surcharge funds as described below:

	FY 12-13 Budget	FY 13-14 Request
Disposed Tons	245,000	235,000
Surcharge	\$ 5.95	\$ 5.95
Tip. Fee Rev. Subtotal	\$ 1,457,750	\$ 1,398,250
 Tipping Fee Revenue	 \$ 1,398,250	
Planning Cost Center Percentage	2.50%	
Planning Tipping Fee Allocation	\$ 34,956	

4102 Donations and Reimbursements

The City of Petaluma has an agreement to pay for their SCWMA services directly. The tonnage is based on the actual quantities disposed monthly. The rate is \$5.95/ton, which is the same rate being collected on all the solid waste coming to the County System.

Petaluma Surcharge Fee Payment	\$ 4,314
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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 13-14 is 0.5% of the total premium cost to SCWMA.

Annual premium \$9,689.40 X 0.5% = \$48

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

PLANNING - 799619

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 Work Plan for FY 13-14.

	Budgeted FY 12-13	Requested FY 13-14	Difference	% Increase
Executive Director	\$ 1,072	\$ 1,858	\$ 786	73%
Department Analyst	\$ 3,989	\$ 1,993	\$ (1,997)	-50%
Waste Management Specialist (Planning)	\$ 10,538	\$ 15,936	\$ 5,398	51%
Senior Office Assistant	\$ -	\$ 1,667	\$ 1,667	100%
Overhead	\$ 1,010	\$ 239	\$ (770)	-76%
Total	\$ 16,609	\$ 21,693	\$ 5,084	31%

6610 Legal Expenses

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. The budgeted amount for planning is \$10,000. The increase this fiscal year is for any legal assistance needed should the carryout bag ordinance be adopted.

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The planning cost center allocated amount is \$ 383

6630 Audit Services

The budgeted \$1,000 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.

7400 Data Processing

The Department of Transportation and Public Works has had a Memorandum of Understanding for past five years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 13-14 is \$18,320 for six computers, an increase from the \$10,116 from FY 12-13. The basis for the increase is due mainly to a new County policy to recover costs for GIS services, for which the SCWMA receives an indirect benefit. All County departments are receiving GIS charges.

The Planning cost center will be charged \$ 3,210

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 13-14 is \$ 2,414

8640 OT-Between Enterprises

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

ORGANICS RESERVE - 799221

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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 5,428,346	0.6%	\$ 32,570

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 13-14. Board established reserve policy restricts these funds for future composting site acquisition for continued SCWMA diversion of organic materials efforts.

Wood Waste	\$ 8,317
Yard Debris	\$ 140,523
Subtotal	\$ 148,840

EXPENDITURES - SERVICES AND SUPPLIES

6540 Contract Services

The only budgeted task for this sub-object is the organics portion of a proposed waste characterization study. As organic material is expected to be a significant percentage of the overall waste stream, staff requests the use of \$55,000 of these reserve funds for the task.

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 Work Plan for FY 13-14.

	Budgeted FY 12-13	Requested FY 13-14	Difference	% Increase
Executive Director	\$ 42,877	\$ 30,669	\$ (12,208)	-28%
Department Analyst	\$ 23,936	\$ 7,991	\$ (15,945)	-67%
Waste Management Specialist (Planning)	\$ 39,518	\$ 34,056	\$ (5,462)	-14%
Senior Office Assistant	\$ 4,680	\$ 3,828	\$ (852)	-18%
Overhead	\$ 8,232	\$ -	\$ (8,232)	-100%
Total	\$ 119,242	\$ 76,544	\$ (42,698)	-36%

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 13-14 is \$7,500 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. The budgeted amount is \$10,000.

6630 Audit Services

The budgeted \$2,500 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HHW CLOSURE RESERVE - 799320

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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 68,000	0.6%	\$ 408

EXPENDITURES - SERVICES AND SUPPLIES

There are no budgeted expenditures for FY 13-14.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

HHW FACILITY RESERVE - 799338

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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 1,023,478	0.6%	\$ 6,141

4624 OT-Within Enterprise

Transfers from the HHW cost center are detailed by this sub-object.

The expected transfer this FY is: \$ 1,350

EXPENDITURES - SERVICES AND SUPPLIES

There are no budgeted expenditures for FY 13-14.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS**

CONTINGENCY FUND - 799718

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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 161,741	0.6%	\$ 970

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	\$ 3,891
Diversion	\$ -
Planning	\$ 2,414
Subtotal	\$ 6,305

EXPENDITURES - SERVICES AND SUPPLIES

6400 Office Expense

This reflects costs for office-related expenses associated with the waste characterization study and the JPA renewal discussion.

	FY 12-13 Budget	FY 13-14 Request	Difference
Phone, fax	\$ -	\$ 100	\$ 100
Postage	\$ -	\$ 100	\$ 100
Reprographics	\$ -	\$ 800	\$ 800
Office supplies	\$ -	\$ 1,000	\$ 1,000
TOTAL	\$ -	\$ 2,000	\$ 2,000

6540 Contract Services

\$55,000 is requested for the Contingency Reserve's contribution to a waste characterization study.

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 Work Plan for FY 13-14.

	Budgeted FY 12-13	Requested FY 13-14	Difference	% Increase
Executive Director	\$ 79,858	\$ 46,770	\$ (33,088)	-41%
Department Analyst	\$ 9,973	\$ 5,155	\$ (4,818)	-48%
Waste Management Specialist (Planning)	\$ 25,028	\$ 25,088	\$ 60	0%
Waste Management Specialist (Education)	\$ -	\$ 17,308	\$ 17,308	100%
Senior Office Assistant	\$ 18,720	\$ 12,443	\$ (6,277)	-34%
Overhead	\$ 8,645	\$ -	\$ (8,645)	-100%
Total	\$ 142,224	\$ 106,764	\$ (35,460)	-25%

6610 Legal Services

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. The budgeted amount is \$12,000 for assistance with the JPA renewal issue and waste characterization study.

6630 Audit Services

The budgeted \$1,500 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Summary

	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	48,006	69,474	68,297	42,907	47,175	4,268	10%
2500 State - Other	174,290	354,594	332,256	372,457	285,473	(86,984)	-23%
2901 County	4,604,448	4,873,336	4,722,981	4,965,015	4,675,400	(289,615)	-6%
City Reimbursement	45,795	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	52,585	0	0	0	0%
4020 Sale of Materials	351,530	346,453	265,977	120,000	15,000	(105,000)	-88%
4040 Miscellaneous Revenue	7,500	49,620	27,000	27,000	5,000	(22,000)	-81%
4102 Donations and Reimbursements	378,576	413,798	440,522	409,354	379,050	(30,304)	-7%
SUBTOTAL	5,610,145	6,107,275	5,909,618	5,936,733	5,407,098	(529,635)	-9%
4624 OT-Within Enterprise	0	673,046	1,295,289	1,295,289	156,495	(1,138,794)	-88%
4648 OT-Between Enterprise	0	11,807	0	0	0	0	0%
SUBTOTAL	0	684,853	1,295,289	1,295,289	156,495	(1,138,794)	-88%
TOTAL REVENUES	5,610,145	6,792,128	7,204,907	7,232,022	5,563,593	(1,668,429)	-23%
EXPENDITURES							
6103 Liability Insurance	8,942	8,915	9,227	8,999	9,689	690	8%
6280 Memberships	0	4,000	4,000	4,000	5,650	1,650	41%
6300 Miscellaneous Expense	18,459	53,900	27,000	27,000	5,000	(22,000)	-81%
6400 Office Expense	29,759	73,503	25,970	23,000	16,850	(6,150)	-27%
6500 Professional/Spec Svcs	150,809	309,758	332,256	332,256	237,222	(95,034)	-29%
6521 County Services	6,613	16,748	17,103	17,500	17,500	0	0%
6540 Contract Services	4,274,982	4,375,327	3,990,896	4,627,345	4,232,062	(395,284)	-9%
6570 Consultant Services	63	0	0	0	0	0	0%
6573 Administrative Costs	643,508	678,475	556,938	853,076	800,483	(52,593)	-6%
6590 Engineering Services	11,996	2,032	26,000	26,000	7,500	(18,500)	-71%
6610 Legal Expenses	71,366	71,186	65,146	73,000	62,000	(11,000)	-15%
6629 Accounting Services	10,283	8,333	5,596	8,738	9,946	1,208	14%
6630 Audit Services	20,000	20,000	20,000	20,000	21,000	1,000	5%
6785 Advertising	10,438	19,484	12,000	12,000	12,000	0	0%
6820 Rents/Lease Equipment	2,621	2,419	2,457	2,340	2,460	120	5%
6840 Rents/Leases-Bldgs/Impv	27,942	26,550	28,400	28,400	36,625	8,225	29%
7062 Enforcement Agency Fees	19,036	30,861	42,565	50,000	35,400	(14,600)	-29%
7110 Professional Development	0	0	1,450	1,450	1,500	50	3%
7130 Textbook/Tuition	0	0	2,300	2,300	2,400	100	4%
7301 County Car Expense	57	1,119	3,000	3,000	3,000	0	0%
7302 Travel Expense	998	0	2,000	2,000	0	(2,000)	-100%
7309 Unclaimable County	15	22	4	0	0	0	0%
7400 Data Processing	10,361	10,116	10,203	10,116	18,310	8,194	81%
7402 DP-New Projects	695	0	0	0	0	0	0%
7425 Desktop Modernization	0	11,807	0	0	0	0	0%
SUBTOTAL	5,318,943	5,724,555	5,184,511	6,132,520	5,536,597	(595,923)	-10%
8624 OT - Within Enterprise	0	673,046	1,290,384	1,295,289	156,495	(1,138,794)	-88%
8648 OT - Between Enterprises	2,724	2,724	2,724	2,724	2,724	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
9650 PY Professional/Spec Svcs	640	0	0	0	0	0	0%
SUBTOTAL	3,364	675,770	1,293,108	1,298,013	159,219	(1,138,794)	-88%
TOTAL EXPENDITURES	5,322,307	6,400,325	6,477,619	7,430,533	5,695,816	(1,734,717)	-23%
NET COST	(287,838)	(391,803)	(727,288)	198,511	132,223	(66,288)	-33%
ROUNDING ERROR	1	(2)	0	0	0		
FUND BALANCE							
Beginning Fund Balance	7,386,692	7,670,160	8,061,965	8,061,965	8,789,254		
Less: Net Cost for Current Year	287,837	391,805	727,288	(198,511)	(132,223)		
Audit/Encumbrance Adjustments	(4,372)	0	0	0	0		
Ending Fund Balance	7,670,160	8,061,965	8,789,254	7,863,454	8,657,031		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Wood Waste 799114							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	548	2,184	2,232	179	301	122	68%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	169,555	242,900	195,829	191,955	170,850	(21,105)	-11%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	13,350	0	0	0	0%
4020 Sale of Materials	106,204	97,333	66,269	40,000	5,000	(35,000)	-88%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	5,000	5,000	5,000	5,000	5,000	0	0%
SUBTOTAL	281,307	347,417	282,680	237,134	181,151	(55,983)	-24%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	0	2,216	0	0	0	0	0%
SUBTOTAL	0	2,216	0	0	0	0	0%
TOTAL REVENUES	281,307	349,633	282,680	237,134	181,151	(55,983)	-24%
EXPENDITURES							
6103 Liability Insurance	835	832	861	840	291	(549)	-65%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	9	4	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	402	1,627	1,627	1,700	525	(1,175)	-69%
6540 Contract Services	152,514	178,270	151,784	195,364	160,148	(35,217)	-18%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	4,881	4,603	3,240	4,611	6,752	2,141	46%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	0	0	0	0	0	0	0%
6629 Accounting Services	988	800	537	839	955	116	14%
6630 Audit Services	1,500	1,500	500	500	500	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	1,727	1,686	1,702	1,686	3,210	1,524	90%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	2,216	0	0	0	0	0%
SUBTOTAL	162,856	191,538	160,251	205,540	172,380	(33,160)	-16%
8624 OT - Within Enterprise	0	138,000	200,000	200,000	8,317	(191,683)	-96%
8648 OT - Between Enterprises	454	454	454	454	454	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	454	138,454	200,454	200,454	8,771	(191,683)	-96%
TOTAL EXPENDITURES	163,310	329,992	360,705	405,994	181,151	(224,843)	-55%
NET COST	(117,997)	(19,641)	78,025	168,860	0	(168,860)	-100%
ROUNDING ERROR	(1)	1	0	0	0		
FUND BALANCE							
Beginning Fund Balance	85,244	199,312	218,952	218,952	140,927	25,857	115,070
Less: Net Cost for Current Year	117,998	19,640	(78,025)	(168,860)	(0)		
Audit/Encumbrance Adjustments	(3,930)						
Ending Fund Balance	199,312	218,952	140,927	50,092	140,927		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Yard Debris 799213							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	3,300	6,875	7,179	2,653	4,537	1,884	71%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	3,005,295	3,225,469	3,118,933	3,315,310	3,106,300	(209,010)	-6%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	39,235	0	0	0	0%
4020 Sale of Materials	245,326	249,120	199,708	80,000	10,000	(70,000)	-88%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	5,000	5,000	5,000	5,000	5,000	0	0%
SUBTOTAL	3,258,921	3,486,464	3,370,055	3,402,963	3,125,837	(277,126)	-8%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	0	3,064	0	0	0	0	0%
SUBTOTAL	0	3,064	0	0	0	0	0%
TOTAL REVENUES	3,258,921	3,489,528	3,370,055	3,402,963	3,125,837	(277,126)	-8%
EXPENDITURES							
6103 Liability Insurance	2,131	2,125	2,200	2,145	5,814	3,669	171%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	901	2,315	2,970	0	2,000	2,000	100%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	1,124	3,294	3,300	3,300	10,500	7,200	218%
6540 Contract Services	2,703,260	2,845,644	2,423,046	3,026,546	2,693,100	(333,446)	-11%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	106,798	85,346	70,363	111,853	210,374	98,521	88%
6590 Engineering Services	1,270	635	0	0	0	0	0%
6610 Legal Expenses	880	5,009	7,154	1,000	5,000	4,000	400%
6629 Accounting Services	4,745	3,844	2,582	4,031	4,588	557	14%
6630 Audit Services	4,000	4,000	4,000	4,000	5,000	1,000	25%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	2,621	2,419	2,457	2,340	2,460	120	5%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	18,748	30,573	27,250	35,000	35,000	0	0%
7110 Professional Development	0	0	1,450	1,450	1,500	50	3%
7130 Textbook/Tuition	0	0	0	0	600	600	100%
7301 County Car Expense	57	1,119	3,000	3,000	3,000	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	15	22	4	0	0	0	0%
7400 Data Processing	3,453	3,372	3,405	3,372	5,470	2,098	62%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	3,064	0	0	0	0	0%
SUBTOTAL	2,850,003	2,992,781	2,553,181	3,198,037	2,984,406	(213,631)	-7%
8624 OT - Within Enterprise	0	426,000	425,000	425,000	140,523	(284,477)	-67%
8648 OT - Between Enterprises	908	908	908	908	908	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	908	426,908	425,908	425,908	141,431	(284,477)	-67%
TOTAL EXPENDITURES	2,850,911	3,419,689	2,979,089	3,623,945	3,125,837	(498,108)	-14%
NET COST	(408,010)	(69,839)	(390,966)	220,982	0	(220,982)	-100%
ROUNDING ERROR	2	(1)	0	0	0		
FUND BALANCE							
Beginning Fund Balance	506,884	908,245	978,085	978,085	1,369,051	447,661	921,390
Less: Net Cost for Current Year	408,008	69,840	390,966	(220,982)	(0)		
Audit/Encumbrance Adjustments	(6,647)						
Ending Fund Balance	908,245	978,085	1,369,051	757,103	1,369,051		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste 799312							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	969	2,168	1,020	65	1,743	1,678	2581%
2500 State - Other	88,831	232,686	154,350	194,551	150,473	(44,078)	-23%
2901 County	1,129,387	1,078,312	1,105,452	1,144,334	1,174,530	30,196	3%
City Reimbursement	36,628	0	0	0	0	0	0%
3980 Revenues-Prior Year	1	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	335,989	356,549	394,054	355,744	341,442	(14,302)	-4%
SUBTOTAL	1,591,805	1,669,715	1,654,876	1,694,694	1,668,188	(26,506)	-2%
4624 OT-Within Enterprise	0	0	315,756	315,756	0	(315,756)	-100%
4648 OT-Between Enterprise	0	1,988	0	0	0	0	
SUBTOTAL	0	1,988	315,756	315,756	0	(315,756)	-100%
TOTAL REVENUES	1,591,805	1,671,703	1,970,632	2,010,450	1,668,188	(342,262)	-17%
EXPENDITURES							
6103 Liability Insurance	3,889	3,877	4,013	3,914	2,955	(959)	-24%
6280 Memberships	0	4,000	4,000	4,000	5,500	1,500	38%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	14,782	32,645	1,000	1,000	2,000	1,000	100%
6500 Professional/Spec Svcs	85,327	198,756	154,350	154,350	134,991	(19,359)	-13%
6521 County Services	1,901	4,743	4,743	5,000	5,338	338	7%
6540 Contract Services	1,225,041	1,228,181	1,315,925	1,240,800	1,240,800	0	0%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	219,450	210,397	183,606	210,352	213,889	3,537	2%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	2,966	1,190	2,106	2,000	5,000	3,000	150%
6629 Accounting Services	2,275	1,844	1,239	1,934	2,201	267	14%
6630 Audit Services	8,500	8,500	7,500	7,500	7,500	0	0%
6785 Advertising	10,438	19,484	12,000	12,000	12,000	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	23,000	23,000	23,000	23,000	30,000	7,000	30%
7062 Enforcement Agency Fees	288	288	315	0	400	400	100%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	600	600	600	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	409	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	1,727	1,686	1,702	1,686	3,210	1,524	90%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	1,988	0	0	0	0	0%
SUBTOTAL	1,599,993	1,740,579	1,716,099	1,668,136	1,666,384	(1,752)	0%
8624 OT - Within Enterprise	0	0	0	0	1,350	1,350	100%
8648 OT - Between Enterprises	454	454	454	454	454	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
9650 PY Professional/Spec Svcs	640	0	0	0	0	0	0%
SUBTOTAL	1,094	454	454	454	1,804	1,350	297%
TOTAL EXPENDITURES	1,601,087	1,741,033	1,716,553	1,668,590	1,668,188	(402)	0%
NET COST	9,282	69,330	(254,079)	(341,860)	0	341,860	-100%
ROUNDING ERROR	2	0	0	0			
FUND BALANCE							
Beginning Fund Balance	22,176	17,892	(51,438)	(51,438)	202,641	249,958	(47,317)
Less: Net Cost for Current Year	(9,284)	(69,330)	254,079	341,860	(0)		
Audit/Encumbrance Adjustments	5,000						
Ending Fund Balance	17,892	(51,438)	202,641	290,422	202,641		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Education 799411							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	581	900	1,055	84	485	401	478%
2500 State - Other	33,729	121,908	177,906	177,906	135,000	(42,906)	-24%
2901 County	243,028	266,944	285,367	291,550	188,764	(102,786)	-35%
City Reimbursement	7,421	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	7,500	49,036	27,000	27,000	5,000	(22,000)	-81%
4102 Donations and Reimbursements	27,004	38,102	33,948	40,567	23,294	(17,273)	-43%
SUBTOTAL	319,263	476,890	525,276	537,107	352,543	(184,564)	-34%
4624 OT-Within Enterprise	0	0	45,841	45,841	0	(45,841)	-100%
4648 OT-Between Enterprise	0	1,881	0	0	0	0	0%
SUBTOTAL	0	1,881	45,841	45,841	0	(45,841)	-100%
TOTAL REVENUES	319,263	478,771	571,117	582,948	352,543	(230,405)	-40%
EXPENDITURES							
6103 Liability Insurance	1,252	1,249	1,292	1,260	581	(679)	-54%
6280 Memberships	0	0	0	0	150	150	100%
6300 Miscellaneous Expense	18,459	53,900	27,000	27,000	5,000	(22,000)	-81%
6400 Office Expense	13,927	23,550	15,000	15,000	10,850	(4,150)	-28%
6500 Professional/Spec Svcs	65,482	111,002	177,906	177,906	102,232	(75,674)	-43%
6521 County Services	2,758	4,941	4,941	5,000	1,050	(3,950)	-79%
6540 Contract Services	18,578	22,840	22,854	32,114	28,014	(4,100)	-13%
6570 Consultant Services	63	0	0	0	0	0	0%
6573 Administrative Costs	191,160	207,626	151,802	248,185	164,467	(83,718)	-34%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	30,316	19,249	21,329	20,000	20,000	0	0%
6629 Accounting Services	1,880	1,524	1,023	1,598	1,819	221	14%
6630 Audit Services	3,000	3,000	3,000	3,000	3,000	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	4,942	3,550	5,400	5,400	6,625	1,225	23%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	1,100	1,100	1,200	100	9%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	589	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	1,727	1,686	1,692	1,686	3,210	1,524	90%
7402 DP-New Projects	695	0	0	0	0	0	0%
7425 Desktop Modernization	0	1,881	0	0	0	0	0%
SUBTOTAL	354,828	455,998	434,339	539,249	348,198	(191,051)	-35%
8624 OT - Within Enterprise	0	0	0	0	3,891	3,891	100%
8648 OT - Between Enterprises	454	454	454	454	454	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	454	454	454	454	4,345	3,891	857%
TOTAL EXPENDITURES	355,282	456,452	434,793	539,703	352,543	(187,160)	-35%
NET COST	36,019	(22,319)	(136,324)	(43,245)	(0)	43,245	-100%
ROUNDING ERROR	(1)	0	0	0			
FUND BALANCE							
Beginning Fund Balance	50,925	15,323	37,642	37,642	173,966	87,049	86,917
Less: Net Cost for Current Year	(36,018)	22,319	136,324	43,245	0		
Audit/Encumbrance Adjustments	416						
Ending Fund Balance	15,323	37,642	173,966	80,887	173,967		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Diversion 799510							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	692	727	1	0	0	0	0%
2500 State - Other	51,730	0	0	0	0	0	0%
2901 County	0	0	0	0	0	0	0%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	52,422	727	1	0	0	0	0%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL REVENUES	52,422	727	1	0	0	0	0%
EXPENDITURES							
6103 Liability Insurance	0	0	0	0	0	0	0%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	0	0	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	0	0	0	0	0	0	0%
6540 Contract Services	0	0	0	0	0	0	0%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	0	0	0	0	0	0	0%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	0	0	0	0	0	0	0%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	0	0	0	0	0	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	0	0	0	0	0	0	0%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
8624 OT - Within Enterprise	0	109,046	727	728	0	(728)	-100%
8648 OT - Between Enterprises	0	0	0	0	0	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	0	109,046	727	728	0	(728)	-100%
TOTAL EXPENDITURES	0	109,046	727	728	0	(728)	-100%
NET COST	(52,422)	108,319	726	728	0	(728)	-100%
ROUNDING ERROR	0	0					
FUND BALANCE							
Beginning Fund Balance	56,624	109,046	727	727	1		
Less: Net Cost for Current Year	52,422	(108,319)	(726)	(728)	0		
Audit/Encumbrance Adjustments	0						
Ending Fund Balance	109,046	727	1	(1)	1		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Planning 799619							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	151	155	158	157	20	(137)	-87%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	57,183	59,711	17,400	21,866	34,956	13,090	60%
City Reimbursement	1,746	0	0	0	0	0	0%
3980 Revenues-Prior Year	(1)	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	5,583	9,147	2,520	3,043	4,314	1,271	42%
SUBTOTAL	64,662	69,013	20,078	25,066	39,290	14,224	57%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	0	2,658	0	0	0	0	0%
SUBTOTAL	0	2,658	0	0	0	0	0%
TOTAL REVENUES	64,662	71,671	20,078	25,066	39,290	14,224	57%
EXPENDITURES							
6103 Liability Insurance	835	832	861	840	48	(792)	-94%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	140	700	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	0	1,151	1,500	1,500	88	(1,413)	-94%
6540 Contract Services	0	0	0	0	0	0	0%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	47,836	62,853	16,609	16,609	21,693	5,084	31%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	4,537	0	0	0	10,000	10,000	100%
6629 Accounting Services	395	321	215	336	383	47	14%
6630 Audit Services	1,000	1,000	1,000	1,000	1,000	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	600	600	0	(600)	-100%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	1,727	1,686	1,702	1,686	3,210	1,524	90%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	2,658	0	0	0	0	0%
SUBTOTAL	56,470	71,201	22,487	22,571	36,422	13,851	61%
8624 OT - Within Enterprise	0	0	20,787	25,691	2,414	(23,277)	-91%
8648 OT - Between Enterprises	454	454	454	454	454	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	454	454	21,241	26,145	2,868	(23,277)	-89%
TOTAL EXPENDITURES	56,924	71,655	43,728	48,716	39,290	(9,426)	-19%
NET COST	(7,738)	(16)	23,650	23,650	(0)	(23,650)	-100%
ROUNDING ERROR	(1)	(1)	0	0			
FUND BALANCE							
Beginning Fund Balance	19,247	27,019	27,036	27,036	3,386	9,106	(5,719)
Less: Net Cost for Current Year	7,739	17	(23,650)	(23,650)	0		
Audit/Encumbrance Adjustments	31						
Ending Fund Balance	27,019	27,036	3,386	3,386	3,386		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Organics Reserve 799221							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	29,948	40,184	40,461	28,595	32,570	3,975	14%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	0	0	0	0	0	0	0%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	584	0	0	0	0	0%
4102 Donations and Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	29,948	40,768	40,461	28,595	32,570	3,975	14%
4624 OT-Within Enterprise	0	564,000	625,000	625,000	148,840	(476,160)	-76%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	564,000	625,000	625,000	148,840	(476,160)	-76%
TOTAL REVENUES	29,948	604,768	665,461	653,595	181,410	(472,185)	-72%
EXPENDITURES							
6103 Liability Insurance	0	0	0	0	0	0	0%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	0	562	5,000	5,000	0	(5,000)	-100%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	0	0	0	0	0	0	0%
6540 Contract Services	141,382	100,392	35,547	17,000	55,000	38,000	224%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	49,504	81,243	79,934	119,242	76,544	(42,698)	-36%
6590 Engineering Services	10,726	1,397	26,000	26,000	7,500	(18,500)	-71%
6610 Legal Expenses	21,788	23,156	10,000	10,000	10,000	0	0%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	1,500	1,500	2,500	2,500	2,500	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	15,000	15,000	0	(15,000)	-100%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	2,000	2,000	0	(2,000)	-100%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	0	0	0	0	0	0	0%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	0	0	0	0	0	0%
SUBTOTAL	224,900	208,250	175,981	196,742	151,544	(45,198)	-23%
8624 OT - Within Enterprise	0	0	0	0	0	0	0%
8648 OT - Between Enterprises	0	0	0	0	0	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	224,900	208,250	175,981	196,742	151,544	(45,198)	-23%
NET COST	194,952	(396,518)	(489,480)	(456,853)	(29,866)	426,987	-93%
ROUNDING ERROR	0	0	0	0			
FUND BALANCE							
Beginning Fund Balance	4,769,927	4,574,975	4,971,493	4,971,493	5,460,973	FB Goal	Difference
Less: Net Cost for Current Year	(194,952)	396,518	489,480	456,853	29,866	0	5,490,840
Audit/Encumbrance Adjustments	0						
Ending Fund Balance	4,574,975	4,971,493	5,460,973	5,428,346	5,490,840		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste Closure Reserve 799320							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	380	534	528	361	408	47	13%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	0	0	0	0	0	0	0%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	380	534	528	361	408	47	13%
4624 OT-Within Enterprise	0	0	7,273	7,273	0	(7,273)	-100%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	0	7,273	7,273	0	(7,273)	-100%
TOTAL REVENUES	380	534	7,801	7,634	408	(7,226)	-95%
EXPENDITURES							
6103 Liability Insurance	0	0	0	0	0	0	0%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	0	0	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	0	0	0	0	0	0	0%
6540 Contract Services	0	0	0	0	0	0	0%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	0	0	0	0	0	0	0%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	0	0	0	0	0	0	0%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	0	0	0	0	0	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	0	0	0	0	0	0	0%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
8624 OT - Within Enterprise	0	0	0	0	0	0	0%
8648 OT - Between Enterprises	0	0	0	0	0	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	0	0	0	0	0	0	0%
NET COST	(380)	(534)	(7,801)	(7,634)	(408)	7,226	-95%
ROUNDING ERROR	0	0	0	0			
FUND BALANCE							
Beginning Fund Balance	59,452	59,832	60,366	60,366	68,167	68,000	575
Less: Net Cost for Current Year	380	534	7,801	7,634	408		
Audit/Encumbrance Adjustments	0						
Ending Fund Balance	59,832	60,366	68,167	68,000	68,575		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Household Hazardous Waste Facility Reserve 799338							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	10,336	14,326	14,135	9,695	6,141	(3,554)	-37%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	0	0	0	0	0	0	0%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	10,336	14,326	14,135	9,695	6,141	(3,554)	-37%
4624 OT-Within Enterprise	0	0	0	0	1,350	1,350	100%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	1,350	1,350	100%
TOTAL REVENUES	10,336	14,326	14,135	9,695	7,491	(2,204)	-23%
EXPENDITURES							
6103 Liability Insurance	0	0	0	0	0	0	0%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	0	10,281	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	0	0	0	0	0	0	0%
6540 Contract Services	34,207	0	0	0	0	0	0%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	3,147	0	0	0	0	0	0%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	0	0	0	0	0	0	0%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	0	0	0	0	0	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	0	0	0	0	0	0	0%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	0	0	0	0	0	0%
SUBTOTAL	37,354	10,281	0	0	0	0	0%
8624 OT - Within Enterprise	0	0	598,029	598,029	0	(598,029)	-100%
8648 OT - Between Enterprises	0	0	0	0	0	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	0	0	598,029	598,029	0	(598,029)	-100%
TOTAL EXPENDITURES	37,354	10,281	598,029	598,029	0	(598,029)	-100%
NET COST	27,018	(4,045)	583,894	588,334	(7,491)	(595,825)	-101%
ROUNDING ERROR	0	0	0	0			
FUND BALANCE							
Beginning Fund Balance	1,634,784	1,607,767	1,611,812	1,611,812	1,027,918	FB Goal 600,000	Difference 435,409
Less: Net Cost for Current Year	(27,018)	4,045	(583,894)	(588,334)	7,491		
Audit/Encumbrance Adjustments	0						
Ending Fund Balance	1,607,767	1,611,812	1,027,918	1,023,478	1,035,409		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Contingency Reserve 799718							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	1,101	1,421	1,528	1,118	970	(148)	-13%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	0	0	0	0	0	0	0%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	1,101	1,421	1,528	1,118	970	(148)	-13%
4624 OT-Within Enterprise	0	109,046	301,419	301,419	6,305	(295,114)	-98%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	109,046	301,419	301,419	6,305	(295,114)	-98%
TOTAL REVENUES	1,101	110,467	302,947	302,537	7,275	(295,262)	-98%
EXPENDITURES							
6103 Liability Insurance	0	0	0	0	0	0	0%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	0	3,446	2,000	2,000	2,000	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	428	992	992	1,000	0	(1,000)	-100%
6540 Contract Services	0	0	41,740	115,521	55,000	(60,521)	-52%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	20,732	26,407	51,384	142,224	106,764	(35,460)	-25%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	10,879	22,582	24,557	40,000	12,000	(28,000)	-70%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	500	500	1,500	1,500	1,500	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	0	0	0	0	0	0	0%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	0	0	0	0	0	0%
SUBTOTAL	32,539	53,927	122,173	302,245	177,264	(124,981)	-41%
8624 OT - Within Enterprise	0	0	45,841	45,841	0	(45,841)	-100%
8648 OT - Between Enterprises	0	0	0	0	0	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	0	0	45,841	45,841	0	(45,841)	-100%
TOTAL EXPENDITURES	32,539	53,927	168,014	348,086	177,264	(170,822)	-49%
NET COST	31,438	(56,540)	(134,933)	45,549	169,988	124,439	273%
ROUNDING ERROR	0	(1)	0	0			
FUND BALANCE							
Beginning Fund Balance	181,429	150,749	207,290	207,290	342,223	96,155	76,080
Less: Net Cost for Current Year	(31,438)	56,541	134,933	(45,549)	(169,988)		
Audit/Encumbrance Adjustments	758						
Ending Fund Balance	150,749	207,290	342,223	161,741	172,235		

**FY 13-14 SONOMA COUNTY WASTE MANAGEMENT AGENCY
SUMMARY - HHW Cost Increase**

	Wood Waste 799114	Yard Debris 799213	H H W 799312	Education 799411	Diversion 799510	Planning 799619	Organics Reserve 799221	Facility Closure 799320	Facility Reserve 799338	Contin. 799718	Total All Divisions	FY 12-13 Budget	% Diff.
REVENUES													
1700 Interest/Pooled Cash	301	4,537	1,743	485	0	20	32,570	408	6,141	970	47,175	42,907	10%
2500 State-Other	0	0	150,473	135,000	0	0	0	0	0	0	285,473	372,457	-23%
2901 Tipping Fee Revenue	170,850	3,106,300	1,180,836	184,873	0	32,542	0	0	0	0	4,675,401	4,965,015	-6%
4020 Sale of Material	5,000	10,000	0	0	0	0	0	0	0	0	15,000	120,000	-88%
4040 Miscellaneous Revenue	0	0	0	5,000	0	0	0	0	0	0	5,000	27,000	-81%
4102 Donations/Reimburse	5,000	5,000	341,442	23,294	0	4,314	0	0	0	0	379,050	409,354	-7%
4624 OT-Within Enterprise	0	0	0	0	0	0	148,840	0	0	0	148,840	1,295,289	-89%
TOTAL REVENUES	181,151	3,125,837	1,674,494	348,652	0	36,876	181,410	408	6,141	970	5,555,939	7,232,022	-23%
EXPENDITURES													
SERVICES AND SUPPLIES													
6103 Liability Insurance	291	5,814	2,955	581	0	48	0	0	0	0	9,689	8,999	8%
6280 Memberships	0	0	5,500	150	0	0	0	0	0	0	5,650	4,000	41%
6300 Miscellaneous Expense	0	0	0	5,000	0	0	0	0	0	0	5,000	27,000	-81%
6400 Office Expense	0	2,000	2,000	10,850	0	0	0	0	0	2,000	16,850	23,000	-27%
6500 Professional Services	0	0	134,991	102,232	0	0	0	0	0	0	237,222	332,256	-29%
6521 County Services	525	10,500	5,338	1,050	0	88	0	0	0	0	17,500	17,500	0%
6540 Contract Services	160,148	2,693,100	1,383,800	28,014	0	0	55,000	0	0	55,000	4,375,062	4,627,345	-5%
6573 Administration Costs	6,752	210,374	213,889	164,467	0	21,693	76,544	0	0	106,764	800,483	853,076	-6%
6590 Engineering Services	0	0	0	0	0	0	7,500	0	0	0	7,500	26,000	-71%
6610 Legal Services	0	5,000	5,000	20,000	0	10,000	10,000	0	0	12,000	62,000	73,000	-15%
6629 Accounting Services	955	4,588	2,201	1,819	0	383	0	0	0	0	9,946	8,738	14%
6630 Audit Services	500	5,000	7,500	3,000	0	1,000	2,500	0	0	1,500	21,000	20,000	5%
6785 Advertising	0	0	12,000	0	0	0	0	0	0	0	12,000	12,000	0%
6820 Rents/Leases - Equip	0	2,460	0	0	0	0	0	0	0	0	2,460	2,340	5%
6840 Rental Bldg/Improve	0	0	30,000	6,625	0	0	0	0	0	0	36,625	28,400	29%
7062 Enforce Agency Fees	0	35,000	400	0	0	0	0	0	0	0	35,400	50,000	-29%
7110 Professional Development	0	1,500	0	0	0	0	0	0	0	0	1,500	1,450	3%
7130 Textbook/Tuition	0	600	600	1,200	0	0	0	0	0	0	2,400	2,300	4%
7301 County Car Expense	0	3,000	0	0	0	0	0	0	0	0	3,000	3,000	0%
7302 Travel Expense	0	0	0	0	0	0	0	0	0	0	0	2,000	-100%
7400 Data Processing	3,210	5,470	3,210	3,210	0	3,210	0	0	0	0	18,310	10,116	81%
SUBTOTAL	172,380	2,984,406	1,809,384	348,198	0	36,422	151,544	0	0	177,264	5,679,597	6,132,520	-7%
OTHER CHARGES													
8624 OT-Within Enterprise	8,317	140,523	0	0	0	0	0	0	0	0	148,840	1,295,289	-89%
8648 OT-Between Enterprise	454	908	454	454	0	454	0	0	0	0	2,724	2,724	0%
SUBTOTAL	8,771	141,431	454	454	0	454	0	0	0	0	151,564	1,298,013	-88%
TOTAL EXPENDITURES	181,151	3,125,837	1,809,838	348,652	0	36,876	151,544	0	0	177,264	5,831,161	7,430,533	-22%
NET COST	0	0	135,344	(0)	0	(0)	(29,866)	(408)	(6,141)	176,293	275,222	198,511	

Surcharge increase needed to balance revenues and expenditure \$ 0.58 New surcharge amount: \$ 6.53

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

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 for cash flow. The rate used for budgeting purposes is 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$50,092	0.6%	\$301

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. At Central the rate is \$27.60 per ton and at the transfer stations the rate is \$29.70 per ton. These rates have been in effect since FY 07-08.

The projected tonnage decreased from 6,700 tons to 6,000 tons per year based on actual tonnage for FY 12-13. For budgeting purposes the assumptions are 3,500 tons of material is coming to Central and 2,500 tons is coming to the transfer stations. During FY 13-14, the pilot project for construction and demolition (C&D) debris boxes is expected to continue. After sorting at the Sonoma and Healdsburg transfer stations, the material would be transported to the composting facility for processing.

	FY 12-13 Budget		
	Central	Transfer Stations	Total
Wood Waste Tonnage	3,350	3,350	6,700
Tonnage Rate (including transportation)	\$ 27.60	\$ 29.70	
Total Revenue FY 12-13	\$ 92,460	\$ 99,495	\$ 191,955
	FY 13-14 Request		
	Central	Transfer Stations	Total
Wood Waste Tonnage	3,500	2,500	6,000
Tonnage Rate (including transportation)	\$ 27.60	\$ 29.70	
Total Revenue FY 13-14	\$ 96,600	\$ 74,250	\$ 170,850

4020 Sale of Materials

The agreement with Sonoma Compost Company requires revenue sharing on finished products sold by the company after sales revenue exceeds \$367,547. The estimated revenue sharing for FY 13-14 is \$5,000.

4102 Donations and Reimbursements

Sonoma Compost Company contributes \$5,000 per year toward the cost of transporting wood waste from the other transfer stations to the Central Disposal Site.

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 13-14 is 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

Annual premium \$9,689.40 X 3% = \$291

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

WOOD WASTE - 799114

6540 Contract Services

It is estimated 6,000 tons of wood waste will be delivered to the wood processing contractor during FY 13-14. According to the agreement with Sonoma Compost approved on February 20, 2013, processing fees will be \$20.50/ton for wood waste used as fuel and \$22.19/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 rate is expected to increase to \$12.16 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.

	<u>Tonnage</u>	<u>Rates</u>	<u>Estimated Cost</u>
Fuel	2,000	\$ 20.50	\$ 41,000
Non-fuel	4,000	\$ 22.19	\$ 88,760
Hauling (Transfer Stations)	2,500	\$ 12.16	\$ 30,400
Total Processing and Hauling			\$ 160,160

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 Work Plan for FY 13-14.

	<u>Budgeted FY 12-13</u>	<u>Requested FY 13-14</u>	<u>Difference</u>	<u>% Difference</u>
Executive Director	\$ 1,522	\$ 1,949	\$ 427	28%
Department Analyst	\$ 1,277	\$ 2,676	\$ 1,399	110%
Waste Management Specialist (Planning)	\$ 1,423	\$ -	\$ (1,423)	-100%
Senior Office Assistant	\$ 109	\$ 431	\$ 322	295%
<u>Overhead</u>	<u>\$ 280</u>	<u>\$ 1,696</u>	<u>\$ 1,415</u>	<u>505%</u>
Total	\$ 4,611	\$ 6,752	\$ 2,141	46%

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The wood waste cost center allocation is \$ 955

6630 Audit Services

This expense of \$500 reflects an allocated portion of the estimated \$21,000 cost of the audit performed by the County's Audit Division.

7400 Data Processing

The Department of Transportation and Public Works has had a Memorandum of Understanding for past five years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 13-14 is \$18,320 for six computers, an increase from the \$10,116 from FY 12-13. The basis for the increase is due mainly to a new County policy to recover costs for GIS services, for which the SCWMA receives an indirect benefit. All County departments are receiving The Wood Waste cost center will be \$ 3,210

8624 OT-Within Enterprise

The contribution to the Organics Reserve this fiscal \$ 8,317

8640 OT-Between Enterprises

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

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 for cash flow. The rate used for budgeting purposes is 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 756,104	0.6%	\$ 4,537

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. At Central the rate is \$34.10 per ton and at the transfer stations the rate is \$36.20 per ton. These rates have been in effect since FY 07-08.

The projected tonnage of 89,000 tons per year is based on actual tonnages for the past twelve months. For budgeting purposes 62% of material is coming to Central and 38% is coming to the transfer stations.

	FY 12-13 Budget		
	Central	Transfer Stations	Total
Yard Debris	54,000	36,000	90,000
Tonnage Rate	\$ 34.10	\$ 36.20	
	\$ 1,841,400	\$ 1,303,200	\$ 3,144,600

	FY 13-14 Request		
	Central	Transfer Stations	Total
Yard Debris	55,000	34,000	89,000
Tonnage Rate	\$ 34.10	\$ 36.20	
Total Revenue FY 13-14	\$ 1,875,500	\$ 1,230,800	\$ 3,106,300

4020 Sale of Materials

The agreement with Sonoma Compost Company requires revenue sharing on finished products sold by the company after sales revenues exceed \$367,547. The estimated revenue sharing for FY 13-14 is \$10,000.

4102 Donations and Reimbursements

Sonoma Compost Company contributes \$5,000 per year toward the cost of transporting yard debris from the other transfer stations to the Central Disposal Site.

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 13-14 is 60% 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 \$9,689.40 X 60% = \$5,814

6400 Office Expense

This reflects costs for office expenses such as telephone, postage, printing, and other general expenses related to the compost operation.

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

YARD DEBRIS- 799213

6540 Contract Services

It is estimated that 89,000 of yard debris will be processed into compost products by the compost contractor during FY 13-14. The rates, contained in the agreement with Sonoma Compost Company signed at the February 20, 2013 SCWMA Meeting, are \$27.73/ton for material used at Laguna for biosolids composting and \$25.17/ton for yard debris composted for sale. The Contract Services expense includes a \$12.16/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 third year of a three year agreement.

Operation	Tonnage	Rate	Operation Total
Laguna	9,000	\$ 27.73	\$ 249,570
SCC facility	80,000	\$ 25.17	\$ 2,013,600
Hauling(Transfer Stations)	34,000	\$ 12.16	\$ 413,440
Home Composting (UCCE)			\$ 16,660

Total Processing Expense for 89,000 tons \$ 2,693,270

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 Work Plan for FY 13-14.

	Budgeted FY 12-13	Requested FY 13-14	Difference	% Difference
Executive Director	\$ 36,531	\$ 79,202	\$ 42,671	117%
Department Analyst	\$ 30,638	\$ 27,645	\$ (2,993)	-10%
Waste Management Specialist (Education)	\$ 1,121	\$ 13,575	\$ 12,454	1111%
Waste Management Specialist (Planning)	\$ 34,143	\$ 24,924	\$ (9,220)	-27%
Senior Office Assistant	\$ 2,621	\$ 14,040	\$ 11,420	436%
Overhead	\$ 6,799	\$ 50,988	\$ 44,189	650%
Total	\$ 111,853	\$ 210,374	\$ 98,521	88%

6610 Legal Services

This sub-object reflects an estimation of legal services provided by Agency Counsel in FY 13-14 to the SCWMA at \$195/hour. \$5,000 has been budgeted.

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The yard debris cost center allocated amount is \$ 4,588

6630 Audit Services

This \$5,000 expense reflects an allocated portion of the estimated \$21,000 cost for required audits performed by the County Audit Division.

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 SCWMA office resulting in a rental charge of \$2,460.

7062 Enforcement Agency Fees

This account covers monitoring and inspection fees associated with the composting operation; \$25,000 is for LEA inspections and \$10,000 is for monitoring the storm water runoff. SCWMA is the permit holder for this operation.

7110 Professional Development

Reimbursement available to employees for professional and educational growth related to their job. This reimbursement covers expenditures such as classes and seminars, professional memberships, registration fees, educational materials, tools and equipment.

7130 Textbook/Tuition

Reimbursement available to employees for professional and educational growth related to their job. This reimbursement covers expenditures such as classes and seminars, professional memberships, registration fees, educational materials,

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

YARD DEBRIS- 799213

7301 County Car

The budgeted \$3,000 reflects the expense associated with the SCWMA 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 five years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 13-14 is \$18,320 for six computers, an increase from the \$10,116 from FY 12-13. The basis for the increase is due mainly to a new County policy to recover costs for GIS services, for which the SCWMA receives an indirect benefit. All County departments are receiving GIS charges.

The Yard Debris cost center will be charged \$ 5,470

8624 OT-Within Enterprise

The contribution to the Organics Reserve this fiscal year is \$ 140,523

8640 OT-Between Enterprises

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

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 13-14 is based on grant funds and potential contributions held in FY 12-13 (\$290,421) using an interest rate of 0.6%.

Estimated Year End FY 11-12 Cash	Rate	Interest Earned
\$ 290,421	0.6%	\$ 1,743

2500 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 13-14, the Oil Payment Plan revenue is expected to be \$150,473.

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 13-14 is 235,000, which includes 9,000 tons collected as part of the C&D pilot project. The tipping fee revenue request of \$1,174,530 for the HHW cost center represents 84% of the \$1,398,250 tipping fee surcharge funds as described below:

	FY 12-13 Budget	FY 13-14 Request
Disposed Tons	245,000	235,000
Surcharge	\$ 5.95	\$ 5.95
Tip. Fee Rev. Subtotal	\$ 1,457,750	\$ 1,398,250
 Tipping Fee Revenue	 \$ 1,398,250	
HHW Cost Center Percentage	84.00%	
HHW Tipping Fee Allocation	\$ 1,174,530	

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. The rate is \$5.95/ton, which is the same rate being collected on all the solid waste coming to the County System. E-waste revenue sharing is the result of a state operated program that subsidizes collectors and recyclers who in turn share with the agencies of record. SCWMA has contracts with ECS Refining, Inc. and Goodwill Industries of the Redwood Empire.

	FY 12-13 Budget	FY 13-14 Request
Petaluma Surcharge Fee Payment	\$ 145,214	\$ 144,942
Sonoma Surcharge Fee Payment	\$ 14,012	\$ -
E-waste revenue sharing payment	\$ 190,048	\$ 190,000
Battery Collections (HHT facility)	\$ 6,471	\$ 6,500
 Donations/Reimbursement Total	 \$ 355,744	 \$ 341,442

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 12-13 is 43% of the total premium cost to SCWMA.

Annual premium \$9,689.40 X 30.5% = \$2,955

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 SCWMA staff benefits from the contacts and information provided. The requested amount is \$4,500 for this fiscal year.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

HOUSEHOLD HAZARDOUS WASTE - 799312

6500 Professional Services

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

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. 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. Also included are the contractor costs related to E-waste collection and payments to Mendocino County for use of their Haz-Mobile service.

	FY 12-13 Budget	FY 13-14 Request
HHW Collection Program	\$ 1,157,000	\$ 1,300,000
E-waste Collection	\$ 70,000	\$ 70,000
Out-of-County Hazardous Waste	\$ 13,800	\$ 13,800
Total	\$ 1,240,800	\$ 1,383,800

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 Work Plan for FY 13-14.

	FY 12-13 Budget	FY 13-14 Budget	Difference	% Increase
Executive Director	\$ 19,294	\$ 35,920	\$ 16,626	86%
Department Analyst	\$ 26,928	\$ 29,009	\$ 2,081	8%
Waste Management Specialist (HHW)	\$ 126,511	\$ 111,387	\$ (15,124)	-12%
Waste Management Specialist (Education)	\$ 13,913	\$ 15,531	\$ 1,618	12%
Senior Office Assistant	\$ 10,920	\$ 13,313	\$ 2,393	22%
<u>Overhead</u>	<u>\$ 12,786</u>	<u>\$ 8,729</u>	<u>\$ (4,058)</u>	<u>-32%</u>
Total	\$ 210,352	\$ 213,889	\$ 3,537	2%

6610 Legal Services

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. The budgeted amount is \$5,000.

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The HHW cost center allocated amount is \$ 2,201

6630 Audit Services

The budgeted \$7,500 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

HOUSEHOLD HAZARDOUS WASTE - 799312

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 five years. Also included in this sub-object is \$7,000 to rent locations for Community Toxics Collection events.

7062 Enforcement Agency Fees

The SCWMA is charged fees annually by the Certified Unified Protection Agency (CUPA) for the hazardous waste permit-by-rule.

7130 Textbook/Tuition

Reimbursement available to employees for professional and educational growth related to their job. This reimbursement covers expenditures such as classes and seminars, professional memberships, registration fees, educational materials, tools and

7400 Data Processing

The Department of Transportation and Public Works has had a Memorandum of Understanding for past five years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 13-14 is \$18,320 for six computers, an increase from the \$10,116 from FY 12-13. The basis for the increase is due mainly to a new County policy to recover costs for GIS services, for which the SCWMA receives an indirect benefit. All County departments are receiving The HHW cost center will be charged \$ 3,210

8624 OT-Within Enterprise

When revenues exceed expenditures in the HHW cost center, funds are transferred to either the HHW Facility Closure Reserve or the HHW Facility Reserve. The HHW Closure Reserve has met its fund balance goal, so transfers will be made to the HHW Facility Reserve.

The contribution to reserves from the HHW cost center is \$ -

8640 OT-Between Enterprises

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 80,888	0.6%	\$ 485

2500 State - Other

SCWMA expects to continue to receive grant funds from CalRecycle for beverage container recycling (City/County Payment Program). It is planned these funds will be used for the mandatory commercial recycling education, Adopt-A-Road, and purchase of additional

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 13-14 is 235,000, which includes 9,000 tons collected as part of the C&D pilot project. The tipping fee revenue request of \$188,764 for the Education cost center represents 13.5% of the \$1,398,250 tipping fee surcharge funds as described below:

	FY 12-13 Budget	FY 13-14 Request
Disposed Tons	246,000	235,000
Surcharge	\$ 5.95	\$ 5.95
Tip. Fee Rev. Subtotal	\$ 1,463,700	\$ 1,398,250
 Tipping Fee Revenue	 \$ 1,398,250	
Education Cost Center Percentage	13.50%	
Education Tipping Fee Allocation	\$ 188,764	

4040 Miscellaneous Revenue

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

4102 Donations and Reimbursements

The City of Petaluma has an agreement to pay for their SCWMA services directly. The tonnage is based on the actual quantities disposed monthly. The rate is \$5.95/ton, which is the same rate being collected on all the solid waste coming to the County System.

Petaluma Surcharge Fee Payment	\$ 23,294
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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 13-14 is 6% of the total premium cost to SCWMA.

Annual premium \$9,689.40 X 6% = \$581

6280 Memberships

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

6300 Miscellaneous Expense

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

EDUCATION - 799411

6400 Office Expense

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

	FY 12-13 Budget	FY 13-14 Request	Difference
Phone and Fax	\$ 1,500	\$ 1,500	\$ -
Postage	\$ 1,500	\$ 1,500	\$ -
Fair Supplies	\$ 3,500	\$ 700	\$ (2,800)
Reprographics	\$ 3,000	\$ 3,000	\$ -
Telephone Book Advertising	\$ 3,000	\$ -	\$ (3,000)
Office Supplies	\$ 1,500	\$ 1,500	\$ -
Fair Promotional Items	\$ -	\$ 2,300	\$ 2,300
Fair Passes for Booth Workers	\$ -	\$ 350	\$ 350
TOTAL	\$ 14,000	\$ 10,850	\$ (3,150)

6500 Professional Services

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

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's

6540 Contract Services

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

	FY 12-13 Budget	FY 13-14 Request	Difference
Recycling Guide Translation and Printing	\$ 15,000	\$ 15,900	\$ 900
Spanish Language Outreach	\$ 5,114	\$ 5,114	\$ -
Manpower Assistance	\$ -	\$ 4,000	\$ 4,000
AT&T Advertising	\$ -	\$ 3,000	\$ 3,000
Business Environmental Alliance (EDB)	\$ 3,000	\$ -	\$ (3,000)
Non-profit Grants	\$ 5,000	\$ -	\$ (5,000)
Fairs	\$ 4,000	\$ -	\$ (4,000)
TOTAL	\$ 32,114	\$ 28,014	\$ (4,100)

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 Work Plan for FY 13-14.

	FY 12-13 Budget	FY 13-14 Request	Difference	% Increase
Executive Director	\$ 19,026	\$ 15,975	\$ (3,052)	-16%
Department Analyst	\$ 38,896	\$ 16,178	\$ (22,718)	-58%
Waste Management Specialist (Education)	\$ 111,107	\$ 78,934	\$ (32,173)	-29%
Waste Management Specialist (HHW)	\$ 1,326	\$ 4,502	\$ 3,176	240%
Waste Management Specialist (Planning)	\$ 16,334	\$ 14,594	\$ (1,740)	-11%
Senior Office Assistant	\$ 46,410	\$ 33,085	\$ (13,325)	-29%
Overhead	\$ 15,086	\$ 1,200	\$ (13,886)	-92%
Total	\$ 248,185	\$ 164,467	\$ (83,719)	-34%

6610 Legal Services

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. The budgeted amount for education is \$20,000.

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost center. The education cost center allocated amount is \$ 1,819.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

EDUCATION - 799411

6630 Audit Services

The budgeted \$3,000 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.

6840 Rents/Leases-Building/Improvements

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

7130 Textbook/Tuition

Reimbursement available to employees for professional and educational growth related to their job. This reimbursement covers expenditures such as classes and seminars, professional memberships, registration fees, educational materials, tools and equipment.

7400 Data Processing

The Department of Transportation and Public Works has had a Memorandum of Understanding for past five years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 13-14 is \$18,320 for six computers, an increase from the \$10,116 from FY 12-13. The basis for the increase is due mainly to a new County policy to recover costs for GIS services, for which the SCWMA receives an indirect benefit. All County departments are receiving GIS charges. The Education cost center will be charged \$ 3,210

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 Education cost center for FY 13-14 to the Contingency Reserve is \$ -

8640 OT-Between Enterprises

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

DIVERSION - 799510

The Diversion cost center was vacated in FY 11-12. The remaining undesignated funds will be transferred to the Contingency Reserve.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 3,385	0.6%	\$ 20

2900 State - Other

There are no anticipated grant awards in FY 13-14.

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 13-14 is 235,000, which includes 9,000 tons collected as part of the C&D pilot project. The tipping fee revenue request of \$34,956 for the Planning cost center represents 2.5% of the \$1,398,250 tipping fee surcharge funds as described below:

	FY 12-13 Budget	FY 13-14 Request
Disposed Tons	245,000	235,000
Surcharge	\$ 5.95	\$ 5.95
Tip. Fee Rev. Subtotal	\$ 1,457,750	\$ 1,398,250
 Tipping Fee Revenue	 \$ 1,398,250	
Planning Cost Center Percentage	2.50%	
Planning Tipping Fee Allocation	\$ 34,956	

4102 Donations and Reimbursements

The City of Petaluma has an agreement to pay for their SCWMA services directly. The tonnage is based on the actual quantities disposed monthly. The rate is \$5.95/ton, which is the same rate being collected on all the solid waste coming to the County System.

Petaluma Surcharge Fee Payment	\$ 4,314
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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 13-14 is 0.5% of the total premium cost to SCWMA.

Annual premium \$9,689.40 X 0.5% = \$48

6521 County Services

This reflects the amount charged to this cost center for county support services, primarily use of County staff outside of Transportation and Public Works Department. The estimated cost, based on previous actual costs, was provided by the County Auditor-Controller's Office.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

PLANNING - 799619

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 Work Plan for FY 13-14.

	Budgeted FY 12-13	Requested FY 13-14	Difference	% Increase
Executive Director	\$ 1,072	\$ 1,858	\$ 786	73%
Department Analyst	\$ 3,989	\$ 1,993	\$ (1,997)	-50%
Waste Management Specialist (Planning)	\$ 10,538	\$ 15,936	\$ 5,398	51%
Senior Office Assistant	\$ -	\$ 1,667	\$ 1,667	100%
Overhead	\$ 1,010	\$ 239	\$ (770)	-76%
Total	\$ 16,609	\$ 21,693	\$ 5,084	31%

6610 Legal Expenses

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. The budgeted amount for planning is \$10,000. The increase this fiscal year is for any legal assistance needed should the carryout bag ordinance be adopted.

6629 Accounting Services

The estimated charge for accounting services provided by the County Auditor-Controller's staff is \$9,946 for this fiscal year. The cost center allocation is based on the level of effort necessary to provide services for this cost center relative to the other SCWMA cost centers.

The planning cost center allocated amount is \$ 383

6630 Audit Services

The budgeted \$1,000 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.

7400 Data Processing

The Department of Transportation and Public Works has had a Memorandum of Understanding for past five years with the Sonoma County Information Systems Department for computer service and replacement. The estimated SCWMA cost for FY 13-14 is \$18,320 for six computers, an increase from the \$10,116 from FY 12-13. The basis for the increase is due mainly to a new County policy to recover costs for GIS services, for which the SCWMA receives an indirect benefit. All County departments are receiving GIS charges.

The Planning cost center will be charged \$ 3,210

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 13-14 is \$ -

8640 OT-Between Enterprises

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

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

ORGANICS RESERVE - 799221

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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 5,428,346	0.6%	\$ 32,570

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 13-14. Board established reserve policy restricts these funds for future composting site acquisition for continued SCWMA diversion of organic materials efforts.

Wood Waste	\$ 8,317
Yard Debris	\$ 140,523
Subtotal	\$ 148,840

EXPENDITURES - SERVICES AND SUPPLIES

6540 Contract Services

The only budgeted task for this sub-object is the organics portion of a proposed waste characterization study. As organic material is expected to be a significant percentage of the overall waste stream, staff requests the use of \$55,000 of these reserve funds for the task.

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 Work Plan for FY 13-14.

	Budgeted FY 12-13	Requested FY 13-14	Difference	% Increase
Executive Director	\$ 42,877	\$ 30,669	\$ (12,208)	-28%
Department Analyst	\$ 23,936	\$ 7,991	\$ (15,945)	-67%
Waste Management Specialist (Planning)	\$ 39,518	\$ 34,056	\$ (5,462)	-14%
Senior Office Assistant	\$ 4,680	\$ 3,828	\$ (852)	-18%
Overhead	\$ 8,232	\$ -	\$ (8,232)	-100%
Total	\$ 119,242	\$ 76,544	\$ (42,698)	-36%

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 13-14 is \$7,500 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. The budgeted amount is \$10,000.

6630 Audit Services

The budgeted \$2,500 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

HHW CLOSURE RESERVE - 799320

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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 68,000	0.6%	\$ 408

EXPENDITURES - SERVICES AND SUPPLIES

There are no budgeted expenditures for FY 13-14.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

HHW FACILITY RESERVE - 799338

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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$1,023,478	0.6%	\$ 6,141

4624 OT-Within Enterprise

Transfers from the HHW cost center are detailed by this sub-object.

The expected transfer this FY is: \$ -

EXPENDITURES - SERVICES AND SUPPLIES

There are no budgeted expenditures for FY 13-14.

**SONOMA COUNTY WASTE MANAGEMENT AGENCY
FY 13-14 DRAFT BUDGET
EXPLANATIONS AND DETAILS - HHW Cost Increase**

CONTINGENCY FUND - 799718

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 0.6%.

Estimated Year End FY 12-13 Cash	Rate	Interest Earned
\$ 161,741	0.6%	\$ 970

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	\$ -
Diversion	\$ -
Planning	\$ -
Subtotal	\$ -

EXPENDITURES - SERVICES AND SUPPLIES

6400 Office Expense

This reflects costs for office-related expenses associated with the waste characterization study and the JPA renewal discussion.

	FY 12-13 Budget	FY 13-14 Request	Difference
Phone, fax	\$ -	\$ 100	\$ 100
Postage	\$ -	\$ 100	\$ 100
Reprographics	\$ -	\$ 800	\$ 800
Office supplies	\$ -	\$ 1,000	\$ 1,000
TOTAL	\$ -	\$ 2,000	\$ 2,000

6540 Contract Services

\$55,000 is requested for the Contingency Reserve's contribution to a waste characterization study.

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 Work Plan for FY 13-14.

	Budgeted FY 12-13	Requested FY 13-14	Difference	% Increase
Executive Director	\$ 79,858	\$ 46,770	\$ (33,088)	-41%
Department Analyst	\$ 9,973	\$ 5,155	\$ (4,818)	-48%
Waste Management Specialist (Planning)	\$ 25,028	\$ 25,088	\$ 60	0%
Waste Management Specialist (Education)	\$ -	\$ 17,308	\$ 17,308	100%
Senior Office Assistant	\$ 18,720	\$ 12,443	\$ (6,277)	-34%
Overhead	\$ 8,645	\$ -	\$ (8,645)	-100%
Total	\$ 142,224	\$ 106,764	\$ (35,460)	-25%

6610 Legal Services

This sub-object reflects an estimation for legal services provided by Agency Counsel to the SCWMA at \$195/hour. The budgeted amount is \$12,000 for assistance with the JPA renewal issue and waste characterization study.

6630 Audit Services

The budgeted \$1,500 reflects an allocated portion of the estimated \$21,000 cost for auditing services performed by the County's Audit Division.

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

Summary - HHW Cost Increase

	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	48,006	69,474	68,297	42,907	47,175	4,268	10%
2500 State - Other	174,290	354,594	332,256	372,457	285,473	(86,984)	-23%
2901 County	4,604,448	4,873,336	4,722,981	4,965,015	4,675,429	(289,586)	-6%
City Reimbursement	45,795	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	52,585	0	0	0	0%
4020 Sale of Materials	351,530	346,453	265,977	120,000	15,000	(105,000)	-88%
4040 Miscellaneous Revenue	7,500	49,620	27,000	27,000	5,000	(22,000)	-81%
4102 Donations and Reimbursements	378,576	413,798	440,522	409,354	379,050	(30,304)	-7%
SUBTOTAL	5,610,145	6,107,275	5,909,618	5,936,733	5,407,127	(529,606)	-9%
4624 OT-Within Enterprise	0	673,046	1,295,289	1,295,289	148,840	(1,146,449)	-89%
4648 OT-Between Enterprise	0	11,807	0	0	0	0	0%
SUBTOTAL	0	684,853	1,295,289	1,295,289	148,840	(1,146,449)	-89%
TOTAL REVENUES	5,610,145	6,792,128	7,204,907	7,232,022	5,555,967	(1,676,055)	-23%
EXPENDITURES							
6103 Liability Insurance	8,942	8,915	9,227	8,999	9,689	690	8%
6280 Memberships	0	4,000	4,000	4,000	5,650	1,650	41%
6300 Miscellaneous Expense	18,459	53,900	27,000	27,000	5,000	(22,000)	-81%
6400 Office Expense	29,759	73,503	25,970	23,000	16,850	(6,150)	-27%
6500 Professional/Spec Svcs	150,809	309,758	332,256	332,256	237,222	(95,034)	-29%
6521 County Services	6,613	16,748	17,103	17,500	17,500	0	0%
6540 Contract Services	4,274,982	4,375,327	3,990,896	4,627,345	4,375,062	(252,284)	-5%
6570 Consultant Services	63	0	0	0	0	0	0%
6573 Administrative Costs	643,508	678,475	556,938	853,076	800,483	(52,593)	-6%
6590 Engineering Services	11,996	2,032	26,000	26,000	7,500	(18,500)	-71%
6610 Legal Expenses	71,366	71,186	65,146	73,000	62,000	(11,000)	-15%
6629 Accounting Services	10,283	8,333	5,596	8,738	9,946	1,208	14%
6630 Audit Services	20,000	20,000	20,000	20,000	21,000	1,000	5%
6785 Advertising	10,438	19,484	12,000	12,000	12,000	0	0%
6820 Rents/Lease Equipment	2,621	2,419	2,457	2,340	2,460	120	5%
6840 Rents/Leases-Bldgs/Impv	27,942	26,550	28,400	28,400	36,625	8,225	29%
7062 Enforcement Agency Fees	19,036	30,861	42,565	50,000	35,400	(14,600)	-29%
7110 Professional Development	0	0	1,450	1,450	1,500	50	3%
7130 Textbook/Tuition	0	0	2,300	2,300	2,400	100	4%
7301 County Car Expense	57	1,119	3,000	3,000	3,000	0	0%
7302 Travel Expense	998	0	2,000	2,000	0	(2,000)	-100%
7309 Unclaimable County	15	22	4	0	0	0	0%
7400 Data Processing	10,361	10,116	10,203	10,116	18,310	8,194	81%
7402 DP-New Projects	695	0	0	0	0	0	0%
7425 Desktop Modernization	0	11,807	0	0	0	0	0%
SUBTOTAL	5,318,943	5,724,555	5,184,511	6,132,520	5,679,597	(452,923)	-7%
8624 OT - Within Enterprise	0	673,046	1,290,384	1,295,289	148,840	(1,146,449)	-89%
8648 OT - Between Enterprises	2,724	2,724	2,724	2,724	2,724	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
9650 PY Professional/Spec Svcs	640	0	0	0	0	0	0%
SUBTOTAL	3,364	675,770	1,293,108	1,298,013	151,564	(1,146,449)	-88%
TOTAL EXPENDITURES	5,322,307	6,400,325	6,477,619	7,430,533	5,831,161	(1,599,372)	-22%
NET COST	(287,838)	(391,803)	(727,288)	198,511	275,194	76,683	39%
ROUNDING ERROR	1	(2)	0	0	0		
FUND BALANCE							
Beginning Fund Balance	7,386,692	7,670,160	8,061,965	8,061,965	8,789,254		
Less: Net Cost for Current Year	287,837	391,805	727,288	(198,511)	(275,194)		
Audit/Encumbrance Adjustments	(4,372)	0	0	0	0		
Ending Fund Balance	7,670,160	8,061,965	8,789,254	7,863,454	8,514,059		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

HHW Cost Increase

Wood Waste 799114							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	548	2,184	2,232	179	301	122	68%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	169,555	242,900	195,829	191,955	170,850	(21,105)	-11%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	13,350	0	0	0	0%
4020 Sale of Materials	106,204	97,333	66,269	40,000	5,000	(35,000)	-88%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	5,000	5,000	5,000	5,000	5,000	0	0%
SUBTOTAL	281,307	347,417	282,680	237,134	181,151	(55,983)	-24%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	0	2,216	0	0	0	0	0%
SUBTOTAL	0	2,216	0	0	0	0	0%
TOTAL REVENUES	281,307	349,633	282,680	237,134	181,151	(55,983)	-24%
EXPENDITURES							
6103 Liability Insurance	835	832	861	840	291	(549)	-65%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	9	4	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	402	1,627	1,627	1,700	525	(1,175)	-69%
6540 Contract Services	152,514	178,270	151,784	195,364	160,148	(35,217)	-18%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	4,881	4,603	3,240	4,611	6,752	2,141	46%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	0	0	0	0	0	0	0%
6629 Accounting Services	988	800	537	839	955	116	14%
6630 Audit Services	1,500	1,500	500	500	500	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	1,727	1,686	1,702	1,686	3,210	1,524	90%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	2,216	0	0	0	0	0%
SUBTOTAL	162,856	191,538	160,251	205,540	172,380	(33,160)	-16%
8624 OT - Within Enterprise	0	138,000	200,000	200,000	8,317	(191,683)	-96%
8648 OT - Between Enterprises	454	454	454	454	454	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	454	138,454	200,454	200,454	8,771	(191,683)	-96%
TOTAL EXPENDITURES	163,310	329,992	360,705	405,994	181,151	(224,843)	-55%
NET COST	(117,997)	(19,641)	78,025	168,860	0	(168,860)	-100%
ROUNDING ERROR	(1)	1	0	0	0		
FUND BALANCE							
Beginning Fund Balance	85,244	199,312	218,952	218,952	140,927	25,857	115,070
Less: Net Cost for Current Year	117,998	19,640	(78,025)	(168,860)	(0)		
Audit/Encumbrance Adjustments	(3,930)						
Ending Fund Balance	199,312	218,952	140,927	50,092	140,927		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

HHW Cost Increase

Yard Debris 799213							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	3,300	6,875	7,179	2,653	4,537	1,884	71%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	3,005,295	3,225,469	3,118,933	3,315,310	3,106,300	(209,010)	-6%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	39,235	0	0	0	0%
4020 Sale of Materials	245,326	249,120	199,708	80,000	10,000	(70,000)	-88%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	5,000	5,000	5,000	5,000	5,000	0	0%
SUBTOTAL	3,258,921	3,486,464	3,370,055	3,402,963	3,125,837	(277,126)	-8%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	0	3,064	0	0	0	0	0%
SUBTOTAL	0	3,064	0	0	0	0	0%
TOTAL REVENUES	3,258,921	3,489,528	3,370,055	3,402,963	3,125,837	(277,126)	-8%
EXPENDITURES							
6103 Liability Insurance	2,131	2,125	2,200	2,145	5,814	3,669	171%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	901	2,315	2,970	0	2,000	2,000	100%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	1,124	3,294	3,300	3,300	10,500	7,200	218%
6540 Contract Services	2,703,260	2,845,644	2,423,046	3,026,546	2,693,100	(333,446)	-11%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	106,798	85,346	70,363	111,853	210,374	98,521	88%
6590 Engineering Services	1,270	635	0	0	0	0	0%
6610 Legal Expenses	880	5,009	7,154	1,000	5,000	4,000	400%
6629 Accounting Services	4,745	3,844	2,582	4,031	4,588	557	14%
6630 Audit Services	4,000	4,000	4,000	4,000	5,000	1,000	25%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	2,621	2,419	2,457	2,340	2,460	120	5%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	18,748	30,573	27,250	35,000	35,000	0	0%
7110 Professional Development	0	0	1,450	1,450	1,500	50	3%
7130 Textbook/Tuition	0	0	0	0	600	600	100%
7301 County Car Expense	57	1,119	3,000	3,000	3,000	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	15	22	4	0	0	0	0%
7400 Data Processing	3,453	3,372	3,405	3,372	5,470	2,098	62%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	3,064	0	0	0	0	0%
SUBTOTAL	2,850,003	2,992,781	2,553,181	3,198,037	2,984,406	(213,631)	-7%
8624 OT - Within Enterprise	0	426,000	425,000	425,000	140,523	(284,477)	-67%
8648 OT - Between Enterprises	908	908	908	908	908	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	908	426,908	425,908	425,908	141,431	(284,477)	-67%
TOTAL EXPENDITURES	2,850,911	3,419,689	2,979,089	3,623,945	3,125,837	(498,108)	-14%
NET COST	(408,010)	(69,839)	(390,966)	220,982	0	(220,982)	-100%
ROUNDING ERROR	2	(1)	0	0	0		
FUND BALANCE							
Beginning Fund Balance	506,884	908,245	978,085	978,085	1,369,051	447,661	921,390
Less: Net Cost for Current Year	408,008	69,840	390,966	(220,982)	(0)		
Audit/Encumbrance Adjustments	(6,647)						
Ending Fund Balance	908,245	978,085	1,369,051	757,103	1,369,051		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

HHW Cost Increase

Household Hazardous Waste 799312							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	969	2,168	1,020	65	1,743	1,678	2581%
2500 State - Other	88,831	232,686	154,350	194,551	150,473	(44,078)	-23%
2901 County	1,129,387	1,078,312	1,105,452	1,144,334	1,180,836	36,502	3%
City Reimbursement	36,628	0	0	0	0	0	0%
3980 Revenues-Prior Year	1	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	335,989	356,549	394,054	355,744	341,442	(14,302)	-4%
SUBTOTAL	1,591,805	1,669,715	1,654,876	1,694,694	1,674,494	(20,200)	-1%
4624 OT-Within Enterprise	0	0	315,756	315,756	0	(315,756)	-100%
4648 OT-Between Enterprise	0	1,988	0	0	0	0	
SUBTOTAL	0	1,988	315,756	315,756	0	(315,756)	-100%
TOTAL REVENUES	1,591,805	1,671,703	1,970,632	2,010,450	1,674,494	(335,956)	-17%
EXPENDITURES							
6103 Liability Insurance	3,889	3,877	4,013	3,914	2,955	(959)	-24%
6280 Memberships	0	4,000	4,000	4,000	5,500	1,500	38%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	14,782	32,645	1,000	1,000	2,000	1,000	100%
6500 Professional/Spec Svcs	85,327	198,756	154,350	154,350	134,991	(19,359)	-13%
6521 County Services	1,901	4,743	4,743	5,000	5,338	338	7%
6540 Contract Services	1,225,041	1,228,181	1,315,925	1,240,800	1,383,800	143,000	12%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	219,450	210,397	183,606	210,352	213,889	3,537	2%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	2,966	1,190	2,106	2,000	5,000	3,000	150%
6629 Accounting Services	2,275	1,844	1,239	1,934	2,201	267	14%
6630 Audit Services	8,500	8,500	7,500	7,500	7,500	0	0%
6785 Advertising	10,438	19,484	12,000	12,000	12,000	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	23,000	23,000	23,000	23,000	30,000	7,000	30%
7062 Enforcement Agency Fees	288	288	315	0	400	400	100%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	600	600	600	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	409	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	1,727	1,686	1,702	1,686	3,210	1,524	90%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	1,988	0	0	0	0	0%
SUBTOTAL	1,599,993	1,740,579	1,716,099	1,668,136	1,809,384	141,248	8%
8624 OT - Within Enterprise	0	0	0	0	0	0	0%
8648 OT - Between Enterprises	454	454	454	454	454	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
9650 PY Professional/Spec Svcs	640	0	0	0	0	0	0%
SUBTOTAL	1,094	454	454	454	454	0	0%
TOTAL EXPENDITURES	1,601,087	1,741,033	1,716,553	1,668,590	1,809,838	141,248	8%
NET COST	9,282	69,330	(254,079)	(341,860)	135,344	477,204	-140%
ROUNDING ERROR	2	0	0	0			
FUND BALANCE							
Beginning Fund Balance	22,176	17,892	(51,438)	(51,438)	202,641	249,958	(182,661)
Less: Net Cost for Current Year	(9,284)	(69,330)	254,079	341,860	(135,344)		
Audit/Encumbrance Adjustments	5,000						
Ending Fund Balance	17,892	(51,438)	202,641	290,422	67,297		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

HHW Cost Increase

Education 799411							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	581	900	1,055	84	485	401	478%
2500 State - Other	33,729	121,908	177,906	177,906	135,000	(42,906)	-24%
2901 County	243,028	266,944	285,367	291,550	184,873	(106,677)	-37%
City Reimbursement	7,421	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	7,500	49,036	27,000	27,000	5,000	(22,000)	-81%
4102 Donations and Reimbursements	27,004	38,102	33,948	40,567	23,294	(17,273)	-43%
SUBTOTAL	319,263	476,890	525,276	537,107	348,652	(188,455)	-35%
4624 OT-Within Enterprise	0	0	45,841	45,841	0	(45,841)	-100%
4648 OT-Between Enterprise	0	1,881	0	0	0	0	0%
SUBTOTAL	0	1,881	45,841	45,841	0	(45,841)	-100%
TOTAL REVENUES	319,263	478,771	571,117	582,948	348,652	(234,296)	-40%
EXPENDITURES							
6103 Liability Insurance	1,252	1,249	1,292	1,260	581	(679)	-54%
6280 Memberships	0	0	0	0	150	150	100%
6300 Miscellaneous Expense	18,459	53,900	27,000	27,000	5,000	(22,000)	-81%
6400 Office Expense	13,927	23,550	15,000	15,000	10,850	(4,150)	-28%
6500 Professional/Spec Svcs	65,482	111,002	177,906	177,906	102,232	(75,674)	-43%
6521 County Services	2,758	4,941	4,941	5,000	1,050	(3,950)	-79%
6540 Contract Services	18,578	22,840	22,854	32,114	28,014	(4,100)	-13%
6570 Consultant Services	63	0	0	0	0	0	0%
6573 Administrative Costs	191,160	207,626	151,802	248,185	164,467	(83,718)	-34%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	30,316	19,249	21,329	20,000	20,000	0	0%
6629 Accounting Services	1,880	1,524	1,023	1,598	1,819	221	14%
6630 Audit Services	3,000	3,000	3,000	3,000	3,000	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	4,942	3,550	5,400	5,400	6,625	1,225	23%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	1,100	1,100	1,200	100	9%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	589	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	1,727	1,686	1,692	1,686	3,210	1,524	90%
7402 DP-New Projects	695	0	0	0	0	0	0%
7425 Desktop Modernization	0	1,881	0	0	0	0	0%
SUBTOTAL	354,828	455,998	434,339	539,249	348,198	(191,051)	-35%
8624 OT - Within Enterprise	0	0	0	0	0	0	0%
8648 OT - Between Enterprises	454	454	454	454	454	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	454	454	454	454	454	0	0%
TOTAL EXPENDITURES	355,282	456,452	434,793	539,703	348,652	(191,051)	-35%
NET COST	36,019	(22,319)	(136,324)	(43,245)	(0)	43,245	-100%
ROUNDING ERROR	(1)	0	0	0			
FUND BALANCE							
Beginning Fund Balance	50,925	15,323	37,642	37,642	173,966	87,049	86,917
Less: Net Cost for Current Year	(36,018)	22,319	136,324	43,245	0		
Audit/Encumbrance Adjustments	416						
Ending Fund Balance	15,323	37,642	173,966	80,887	173,967		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

HHW Cost Increase

Diversion 799510							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	692	727	1	0	0	0	0%
2500 State - Other	51,730	0	0	0	0	0	0%
2901 County	0	0	0	0	0	0	0%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	52,422	727	1	0	0	0	0%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL REVENUES	52,422	727	1	0	0	0	0%
EXPENDITURES							
6103 Liability Insurance	0	0	0	0	0	0	0%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	0	0	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	0	0	0	0	0	0	0%
6540 Contract Services	0	0	0	0	0	0	0%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	0	0	0	0	0	0	0%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	0	0	0	0	0	0	0%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	0	0	0	0	0	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	0	0	0	0	0	0	0%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
8624 OT - Within Enterprise	0	109,046	727	728	0	(728)	-100%
8648 OT - Between Enterprises	0	0	0	0	0	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	0	109,046	727	728	0	(728)	-100%
TOTAL EXPENDITURES	0	109,046	727	728	0	(728)	-100%
NET COST	(52,422)	108,319	726	728	0	(728)	-100%
ROUNDING ERROR	0	0					
FUND BALANCE							
Beginning Fund Balance	56,624	109,046	727	727	1		
Less: Net Cost for Current Year	52,422	(108,319)	(726)	(728)	0		
Audit/Encumbrance Adjustments	0						
Ending Fund Balance	109,046	727	1	(1)	1		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

HHW Cost Increase

Planning 799619							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	151	155	158	157	20	(137)	-87%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	57,183	59,711	17,400	21,866	32,570	10,704	49%
City Reimbursement	1,746	0	0	0	0	0	0%
3980 Revenues-Prior Year	(1)	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	5,583	9,147	2,520	3,043	4,314	1,271	42%
SUBTOTAL	64,662	69,013	20,078	25,066	36,904	11,838	47%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	0	2,658	0	0	0	0	0%
SUBTOTAL	0	2,658	0	0	0	0	0%
TOTAL REVENUES	64,662	71,671	20,078	25,066	36,904	11,838	47%
EXPENDITURES							
6103 Liability Insurance	835	832	861	840	48	(792)	-94%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	140	700	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	0	1,151	1,500	1,500	88	(1,413)	-94%
6540 Contract Services	0	0	0	0	0	0	0%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	47,836	62,853	16,609	16,609	21,693	5,084	31%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	4,537	0	0	0	10,000	10,000	100%
6629 Accounting Services	395	321	215	336	383	47	14%
6630 Audit Services	1,000	1,000	1,000	1,000	1,000	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	600	600	0	(600)	-100%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	1,727	1,686	1,702	1,686	3,210	1,524	90%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	2,658	0	0	0	0	0%
SUBTOTAL	56,470	71,201	22,487	22,571	36,422	13,851	61%
8624 OT - Within Enterprise	0	0	20,787	25,691	0	(25,691)	-100%
8648 OT - Between Enterprises	454	454	454	454	454	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	454	454	21,241	26,145	454	(25,691)	-98%
TOTAL EXPENDITURES	56,924	71,655	43,728	48,716	36,876	(11,840)	-24%
NET COST	(7,738)	(16)	23,650	23,650	(28)	(23,678)	-100%
ROUNDING ERROR	(1)	(1)	0	0			
FUND BALANCE							
Beginning Fund Balance	19,247	27,019	27,036	27,036	3,386	9,106	(5,691)
Less: Net Cost for Current Year	7,739	17	(23,650)	(23,650)	28		
Audit/Encumbrance Adjustments	31						
Ending Fund Balance	27,019	27,036	3,386	3,386	3,414		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

HHW Cost Increase

Organics Reserve 799221							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	29,948	40,184	40,461	28,595	32,570	3,975	14%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	0	0	0	0	0	0	0%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	584	0	0	0	0	0%
4102 Donations and Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	29,948	40,768	40,461	28,595	32,570	3,975	14%
4624 OT-Within Enterprise	0	564,000	625,000	625,000	148,840	(476,160)	-76%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	564,000	625,000	625,000	148,840	(476,160)	-76%
TOTAL REVENUES	29,948	604,768	665,461	653,595	181,410	(472,185)	-72%
EXPENDITURES							
6103 Liability Insurance	0	0	0	0	0	0	0%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	0	562	5,000	5,000	0	(5,000)	-100%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	0	0	0	0	0	0	0%
6540 Contract Services	141,382	100,392	35,547	17,000	55,000	38,000	224%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	49,504	81,243	79,934	119,242	76,544	(42,698)	-36%
6590 Engineering Services	10,726	1,397	26,000	26,000	7,500	(18,500)	-71%
6610 Legal Expenses	21,788	23,156	10,000	10,000	10,000	0	0%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	1,500	1,500	2,500	2,500	2,500	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	15,000	15,000	0	(15,000)	-100%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	2,000	2,000	0	(2,000)	-100%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	0	0	0	0	0	0	0%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	0	0	0	0	0	0%
SUBTOTAL	224,900	208,250	175,981	196,742	151,544	(45,198)	-23%
8624 OT - Within Enterprise	0	0	0	0	0	0	0%
8648 OT - Between Enterprises	0	0	0	0	0	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	224,900	208,250	175,981	196,742	151,544	(45,198)	-23%
NET COST	194,952	(396,518)	(489,480)	(456,853)	(29,866)	426,987	-93%
ROUNDING ERROR	0	0	0	0			
FUND BALANCE							
Beginning Fund Balance	4,769,927	4,574,975	4,971,493	4,971,493	5,460,973	FB Goal	Difference
Less: Net Cost for Current Year	(194,952)	396,518	489,480	456,853	29,866	0	5,490,840
Audit/Encumbrance Adjustments	0						
Ending Fund Balance	4,574,975	4,971,493	5,460,973	5,428,346	5,490,840		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

HHW Cost Increase

Household Hazardous Waste Closure Reserve 799320							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	380	534	528	361	408	47	13%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	0	0	0	0	0	0	0%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	380	534	528	361	408	47	13%
4624 OT-Within Enterprise	0	0	7,273	7,273	0	(7,273)	-100%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	0	7,273	7,273	0	(7,273)	-100%
TOTAL REVENUES	380	534	7,801	7,634	408	(7,226)	-95%
EXPENDITURES							
6103 Liability Insurance	0	0	0	0	0	0	0%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	0	0	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	0	0	0	0	0	0	0%
6540 Contract Services	0	0	0	0	0	0	0%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	0	0	0	0	0	0	0%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	0	0	0	0	0	0	0%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	0	0	0	0	0	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	0	0	0	0	0	0	0%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
8624 OT - Within Enterprise	0	0	0	0	0	0	0%
8648 OT - Between Enterprises	0	0	0	0	0	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL EXPENDITURES	0	0	0	0	0	0	0%
NET COST	(380)	(534)	(7,801)	(7,634)	(408)	7,226	-95%
ROUNDING ERROR	0	0	0	0			
FUND BALANCE							
Beginning Fund Balance	59,452	59,832	60,366	60,366	68,167	68,000	575
Less: Net Cost for Current Year	380	534	7,801	7,634	408		
Audit/Encumbrance Adjustments	0						
Ending Fund Balance	59,832	60,366	68,167	68,000	68,575		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

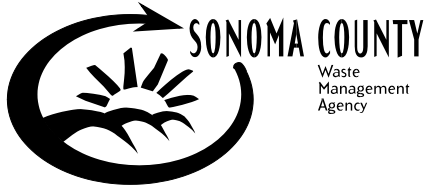
HHW Cost Increase

Household Hazardous Waste Facility Reserve 799338							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	10,336	14,326	14,135	9,695	6,141	(3,554)	-37%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	0	0	0	0	0	0	0%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	10,336	14,326	14,135	9,695	6,141	(3,554)	-37%
4624 OT-Within Enterprise	0	0	0	0	0	0	0%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	0	0	0	0	0	0%
TOTAL REVENUES	10,336	14,326	14,135	9,695	6,141	(3,554)	-37%
EXPENDITURES							
6103 Liability Insurance	0	0	0	0	0	0	0%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	0	10,281	0	0	0	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	0	0	0	0	0	0	0%
6540 Contract Services	34,207	0	0	0	0	0	0%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	3,147	0	0	0	0	0	0%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	0	0	0	0	0	0	0%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	0	0	0	0	0	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	0	0	0	0	0	0	0%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	0	0	0	0	0	0%
SUBTOTAL	37,354	10,281	0	0	0	0	0%
8624 OT - Within Enterprise	0	0	598,029	598,029	0	(598,029)	-100%
8648 OT - Between Enterprises	0	0	0	0	0	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	0	0	598,029	598,029	0	(598,029)	-100%
TOTAL EXPENDITURES	37,354	10,281	598,029	598,029	0	(598,029)	-100%
NET COST	27,018	(4,045)	583,894	588,334	(6,141)	(594,475)	-101%
ROUNDING ERROR	0	0	0	0			
FUND BALANCE							
Beginning Fund Balance	1,634,784	1,607,767	1,611,812	1,611,812	1,027,918	FB Goal 600,000	Difference 434,059
Less: Net Cost for Current Year	(27,018)	4,045	(583,894)	(588,334)	6,141		
Audit/Encumbrance Adjustments	0						
Ending Fund Balance	1,607,767	1,611,812	1,027,918	1,023,478	1,034,059		

FY 13-14 BUDGET
SONOMA COUNTY WASTE MANAGEMENT AGENCY
REVENUE, EXPENDITURE AND FUND BALANCE HISTORY

HHW Cost Increase

Contingency Reserve 799718							
	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Budgeted FY 12-13	Requested FY 13-14	Difference	% Change
REVENUES							
1700 Interest on Pooled Cash	1,101	1,421	1,528	1,118	970	(148)	-13%
2500 State - Other	0	0	0	0	0	0	0%
2901 County	0	0	0	0	0	0	0%
City Reimbursement	0	0	0	0	0	0	0%
3980 Revenues-Prior Year	0	0	0	0	0	0	0%
4020 Sale of Materials	0	0	0	0	0	0	0%
4040 Miscellaneous Revenue	0	0	0	0	0	0	0%
4102 Donations and Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	1,101	1,421	1,528	1,118	970	(148)	-13%
4624 OT-Within Enterprise	0	109,046	301,419	301,419	0	(301,419)	-100%
4648 OT-Between Enterprise	0	0	0	0	0	0	0%
SUBTOTAL	0	109,046	301,419	301,419	0	(301,419)	-100%
TOTAL REVENUES	1,101	110,467	302,947	302,537	970	(301,567)	-100%
EXPENDITURES							
6103 Liability Insurance	0	0	0	0	0	0	0%
6280 Memberships	0	0	0	0	0	0	0%
6300 Miscellaneous Expense	0	0	0	0	0	0	0%
6400 Office Expense	0	3,446	2,000	2,000	2,000	0	0%
6500 Professional/Spec Svcs	0	0	0	0	0	0	0%
6521 County Services	428	992	992	1,000	0	(1,000)	-100%
6540 Contract Services	0	0	41,740	115,521	55,000	(60,521)	-52%
6570 Consultant Services	0	0	0	0	0	0	0%
6573 Administrative Costs	20,732	26,407	51,384	142,224	106,764	(35,460)	-25%
6590 Engineering Services	0	0	0	0	0	0	0%
6610 Legal Expenses	10,879	22,582	24,557	40,000	12,000	(28,000)	-70%
6629 Accounting Services	0	0	0	0	0	0	0%
6630 Audit Services	500	500	1,500	1,500	1,500	0	0%
6785 Advertising	0	0	0	0	0	0	0%
6820 Rents/Lease Equipment	0	0	0	0	0	0	0%
6840 Rents/Leases-Bldgs/Impv	0	0	0	0	0	0	0%
7062 Enforcement Agency Fees	0	0	0	0	0	0	0%
7110 Professional Development	0	0	0	0	0	0	0%
7130 Textbook/Tuition	0	0	0	0	0	0	0%
7301 County Car Expense	0	0	0	0	0	0	0%
7302 Travel Expense	0	0	0	0	0	0	0%
7309 Unclaimable County	0	0	0	0	0	0	0%
7400 Data Processing	0	0	0	0	0	0	0%
7402 DP-New Projects	0	0	0	0	0	0	0%
7425 Desktop Modernization	0	0	0	0	0	0	0%
SUBTOTAL	32,539	53,927	122,173	302,245	177,264	(124,981)	-41%
8624 OT - Within Enterprise	0	0	45,841	45,841	0	(45,841)	-100%
8648 OT - Between Enterprises	0	0	0	0	0	0	0%
8700 Reimbursements	0	0	0	0	0	0	0%
SUBTOTAL	0	0	45,841	45,841	0	(45,841)	-100%
TOTAL EXPENDITURES	32,539	53,927	168,014	348,086	177,264	(170,822)	-49%
NET COST	31,438	(56,540)	(134,933)	45,549	176,293	130,744	287%
ROUNDING ERROR	0	(1)	0	0			
FUND BALANCE							
Beginning Fund Balance	181,429	150,749	207,290	207,290	342,223	96,155	69,775
Less: Net Cost for Current Year	(31,438)	56,541	134,933	(45,549)	(176,293)		
Audit/Encumbrance Adjustments	758						
Ending Fund Balance	150,749	207,290	342,223	161,741	165,930		



Agenda Item #: 8
Cost Center: Organics
Staff Contact: Mikus
Agenda Date: 3/20/2013

ITEM: Engineering Services

I. BACKGROUND

Summary: The Agency will need to prepare an engineered plan to achieve “Zero-Discharge” with our storm water run-off from our compost materials per a requirement contained in a recent draft permit document written by the North Coast Regional Water Quality Control Board. The stipulated due date of May 15, 2013 is close at hand. The Agency wishes to contract with SCS Engineers to have the plan prepared.

SCWMA operates a composting operation at the Central Disposal Site. Although the Agency is the permit holder for the Solid Waste Facility Permit (through CalRecycle and the Local Enforcement Agency), a water permit that covers our operation is held by the County through the North Coast Regional Water Quality Control Board (NCRWQCB).

As part of the County effort to extend the life of the current landfill, an Amended Joint Technical Document (JTD) was submitted to NCRWQCB on July 27, 2012 in order to obtain a permit that included provisions for expansion and closure of portions of the landfill. As a result, the NCRWQCB released a draft of its Waste Discharge Requirements (WDR) December 7, 2012 and conducted an informational session January 9, 2013. A revised draft WDR, reflective of comments received during their comment period including at the January 9, 2013 session, was issued by NCRWQCB March 1, 2013 with the May 15, 2013 submittal date for a “Zero-Discharge” plan still in place. The NCRWQCB will be considering final adoption of the WDR and related permit documents at its meeting scheduled for March 14, 2013.

The draft WDR contains new water management requirements, including one that applies directly to our compost operation. The requirement is that our facility achieve “zero-discharge” which means that any wastewater resulting from storm water run-off cannot be released off-property. Currently, storm water is allowed to discharge off-property during storm events via Stemple Creek at the landfill parcel south boundary. Unfortunately this storm water is of concern because of the sediment and other materials it collects by draining from compost operation materials. The draft WDR contains a requirement that a plan be submitted to the NCRWQCB by May 15, 2013 detailing how our compost facility will achieve “zero-discharge” of these storm waters drained from compost materials. An excerpt copy, of WDR page 33, is attached; the relevant paragraph is no.15.

II. DISCUSSION

The likely most practical solution that presents for achieving “zero-discharge” from the compost site would be to reroute the flow of the storm water into the existing pipeline that conveys landfill leachate to the Laguna Regional Waste Water Treatment Plant (Laguna Plant) for processing. Topography and space constraints on the landfill property preclude constructing additional water impoundments of any size capable of holding the storm water volumes that the compost site generates. A consideration is that the water issue is really of limited time frame, as within about three years the compost site should be moved to a new location.

We have corresponded and met with County staff, since they are the permit holder with regard to the WDR. However, responsibility for the “zero-discharge” plan rests with us since it concerns our facility

and its run-off. We have had some fruitful discussions with affected parties regarding use of the pipeline, how to tie in, and how to manage our flow of water.

A meaningful plan, that would also examine potential alternatives, would develop a time-line, and include reasonably accurate cost estimates, would best be developed by an engineering firm. However, given the short time frame, which would include County review of our plan (as the permit holder the submittal to NCRWQCB would be by the County), makes it difficult to go through normal involved procurement process. Time is of the essence, so direct negotiations with a qualified, reputable engineering firm were in order. In consultation with the Board's Executive committee and Agency Counsel, staff concluded a formal bid process would not be viable, and entered into negotiations for the work with a single firm.

SCS Engineers is a consulting firm specializing in solid waste facility design that has been working on the County's efforts to secure permits for landfill expansion, including the JTD that was submitted to the NCRWQCB. Thus they already have the greatest familiarity with the landfill site, the expansion permit documents, and particularly the WDR that stipulates the Zero-Discharge requirement and plan. Staff has already had initial discussions with SCS regarding the need for a Zero-Discharge Plan, and it is clear that utilizing SCS Engineers for this work would save considerable time, effort, and expense. SCS has also performed other work previously for the Agency quite successfully.

Staff has had several discussions with SCS Engineers about formulating a "Zero-Discharge" plan, including different alternatives for achieving the NCRWQCB goals. Discussions have also involved developing a scope of work and negotiating contract terms and pricing for SCS Engineers to put together the plan. SCS Engineers has prepared a Cost Proposal with a scope of work and cost estimate, and a schedule of fees (copies of both are attached). Staff has evaluated the SCS proposal and finds it to meet the needs of the project and is appropriately priced at not-to-exceed \$25,000.

III. FUNDING IMPACTS

As a non-budgeted single-time expense, provide for \$25,000 from the Organics Reserve to cover this expense. At the time of transmittal preparation, the fund balance for the Organics Reserve was \$4,938,818.

IV. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

Approve the short form agreement with SCS Engineers to prepare a "Zero-Discharge" plan and schedule for our compost facility at a time-and-materials cost not to exceed \$25,000, as per the SCS Engineers Proposal dated March 8, 2013. The project has a due date of May 15, 2013 to comply with the NCRWQCB request.

Approve the "Appropriations Transfer" to cover the expected expense.

V. ATTACHMENTS

Excerpt of Page 33, NCRWQCB draft WDR dated 12/07/2012 (note paragraph 15)
SCS Engineers Proposal dated March 8, 2013
SCS Engineers Schedule of Fees for 2013
SCWMA Short form Agreement with SCS Engineers
Appropriations Transfer

Approved by: _____
Henry J. Mikus, Executive Director, SCWMA

could produce violent reaction, heat or pressure, fire or explosion, toxic by-products, or reaction products which in turn:

- a) require a higher level of containment than provided by the unit,
- b) are "restricted hazardous wastes", or
- c) impair the integrity of containment structures,

is prohibited.

- 13. The disposal of wastes containing more than one percent (>1%) by weight friable asbestos is prohibited.
- 14. The discharge of landfill wastes, including VOC-impacted groundwater, to a stormwater sedimentation basin, is prohibited.
- 15. The discharge of wastes from activities occurring upon or within the landfill footprint, including composting activities, to stormwater sedimentation basins, surface, and/or ground water is prohibited.

This Order requires submittal of a plan and schedule to eliminate discharges of wastewater from the composting area to receiving waters. The plan and schedule must be submitted by no later than **May 15, 2013**.

- 16. The discharge of any waste in any manner not specifically described in the findings and regulated by this Order is prohibited.
- 17. Creation of a pollution, contamination, or nuisance, as defined by Water Code section 13050, is prohibited.
- 18. The retention of more than 30 centimeters of leachate over the liner in any Subtitle D lined Waste Management Unit is prohibited. (Pursuant to 40 CFR §258.40, subdivision (a)(2).)

B. DISCHARGE SPECIFICATIONS

General Specifications

- 1. The discharge of wastes shall not cause water quality degradation by allowing a statistically or non-statistically significant increase over background or baseline concentrations as determined in accordance with the MRP.

SCS ENGINEERS

March 8, 2013
File No. 010206213

Mr. Henry Mikus
Sonoma County Waste Management Agency
2300 County Center Drive, Suite B 100
Santa Rosa, California 95403

via e-mail: hmikus@sonoma-county.org

**Subject: Proposal for Engineering Services, Central Compost Site
500 Mecham Road, Petaluma, California**

Dear Henry:

SCS Engineers (SCS) submits this proposal to provide engineering consulting services in support of your agency's ongoing composting operations at the above-referenced site.

PROJECT UNDERSTANDING

The Central Compost Site, a green waste composting facility, is located on an approximate 35-acre area atop the northern end of Landfill 1 (LF-1), a waste unit within the larger Central Disposal Site (CDS). The CDS is an active Class III municipal solid waste landfill. The compost facility operates under Solid Waste Facility Permit (SWFP) No. 49-AA-0260, issued by CalRecycle. The Sonoma County Waste Management Agency (Agency) is the permit holder; the firm Sonoma Compost operates the facility under a lease agreement with the Agency.

The CDS and the Central Compost Site are within an approximate 398.5-acre property owned by the Sonoma County Department of Transportation and Public Works (County). The County, as owner and operator of record of the CDS, has provided the 35-acre site to the Agency for compost operations under a Joint Powers Agreement (JPA) executed by the Cities of Sonoma County and the County.

The County is in process of re-permitting the landfill to allow construction of new waste cells, and placement of additional waste over LF-1. The Central Compost Site will be moved to another location. The County has received a separate SWFP from CalRecycle, and has submitted application for Waste Discharge Requirements (WDRs) from the North Coast Regional Water Quality Control Board (RWQCB). Draft WDRs were issued for public comment in December, 2012 and are expected to be adopted by the RWQCB in mid-March 2013.

Discharges from the Sonoma Compost Site to receiving waters (sedimentation basins, surface water or groundwater) will not be allowed under the new WDRs. Provision 23(m) specifically requires submittal of a plan and schedule to cease all wastewater discharges from compost operations. This plan is to be submitted by May 15, 2013. The Agency, in cooperation with the County, will be responsible for submittal of this plan. SCS proposes to assist you in preparing the plan for RWQCB submittal.



SCOPE OF WORK

SCS will identify viable liquids management options and prepare a plan with a proposed compliance schedule for achieving zero discharge in accordance with the WDRs. We will consider various options with the understanding that compost operations are expected to be re-located to another property within a 3-year planning horizon. We are aware that the ultimately preferred solution(s) for managing discharges from the Sonoma Compost Site will be subject to a negotiated agreement(s) between the Agency, County and other stakeholders. This process will extend beyond the May 15, 2013 deadline. Therefore we suggest that a phased approach be presented to the RWQCB, identifying feasible alternatives being considered at this time, and outlining steps for final evaluation, selection and implementation.

Work to be performed by SCS will include the following:

- Consult with senior RWQCB staff to verify agency expectations for compliance plan submittal.
- Review reports and plans describing as-built storm water detention structures, leachate ponds and drainage infrastructure for the CDS, including the landfill, compost area, and the County's adjacent landfill gas power plant and solid waste transfer station. This information will be obtained from SCS's in-house files, County and Agency files, or via interviews with knowledgeable site personnel.
- Perform a site reconnaissance to confirm our data review and visually observe site conditions and drainage system components affecting discharges specific to the Sonoma Compost Facility. We envision a one day survey by engineering staff familiar with storm water and industrial liquids management.
- Perform analyses to determine average and peak liquids discharge flows from compost operations, and cumulative flows from other CDS facilities with shared drainage or wastewater discharge features.
- Perform preliminary evaluations to identify viable liquids and waste management options. We will identify options that are technically and economically feasible for further detailed evaluation under subsequent RWQCB-approved project phases, given the above stakeholder considerations. Alternatives to be considered will include:
 - Controls to divert run-on and reduce compost contact water sediment and organics loading.
 - Re-routing compost area contact water drainage to separate it from other CDS operations.
 - Re-shaping and/or lining of the existing storm water detention basin(s) to allow storage of collected compost area contact water.

- Pre-treatment or treatment of runoff for direct discharge to infiltration basins.
- Pumping accumulated liquids to storage tanks, for subsequent testing and disposal into on-site leachate storage ponds via truck or dedicated pipeline.
- Pumping accumulated liquids (from holding ponds or tanks) directly into the County's leachate force-main pipeline.
- Prepare a compliance plan for agency submittal. The plan will provide brief descriptions and concept-level drawings of the alternatives above and results of our preliminary analyses, with recommendations for further evaluation and a timeline with reasonable compliance deadlines. A draft version will be prepared for Agency review and comment. A final version will be prepared to reflect your comments.

FEE ESTIMATE AND SCHEDULE

Our budget estimate to perform the work is \$25,000. Work will be performed on a time-and-materials basis.

The draft compliance plan will be completed within 4 weeks of notice to proceed. A final version will be issued within 1 week of receipt of Agency comments. Assuming contractual arrangements are made and notice to proceed is received by April 1, 2013, we expect to meet the May 15, 2013 compliance deadline. This schedule allows one week for Agency review of the draft report.

TERMS AND CONDITIONS

Our work will be in accordance with a professional services agreement between SCS and the Agency with mutually acceptable terms and conditions.

CLARIFICATIONS


1. The Agency will furnish SCS with all requested and available data, runoff test results, reports, as-built and design plans, topographic surveys, utility plans and other pertinent information at the project onset and/or within a reasonable time frame. We consider a reasonable time frame to be within 3 working days of a written, email, or verbal request.
2. Our work excludes sampling and analyses of Central Compost Site soils, stockpiled green waste materials, wastewater or storm water discharges.
3. Our work excludes topographic, boundary and utility surveys, and intrusive investigation of the functionality of existing above- or below-ground basins, ponds and drainage features.

4. Detailed design and preparation of engineering design plans is excluded. Our recommendations and drawings will be concept-level only.
5. The Agency will aggregate any comments from other stakeholders on the draft plan submittal as applicable, for SCS's use.
6. Permit and agency review fees are excluded.
7. Our services exclude in-person meetings with the RWQCB, and responses to RWQCB comments on the work plan submittal. We will provide an estimate of the level of effort for revisions to the plan, if necessary, following receipt of agency comments.


CLOSING

We appreciate this opportunity to be of service. Please feel free to contact either of the undersigned if you have any questions regarding this proposal.

Very truly yours,



Ambrose A. McCready, P.E.
Project Director/Vice President
SCS ENGINEERS



Joseph J. Miller, P.E.
Project Director /Vice President
SCS ENGINEERS

SCS ENGINEERS

FEE SCHEDULE (Effective January 1 through December 31, 2013)

	<u>Rate/Hour</u>
Principal	\$255
Project Director	215
Senior Project/Technical Manager	195
Project Manager	175
Professional Geologist.....	165
Certified Industrial Hygienist.....	165
Senior Project Professional	140
Senior Project Advisor	130
Project Professional.....	125
Construction Superintendent	125
Senior Staff Professional	115
Staff Professional	100
Project Administrator	85
Senior Engineering Technician	85
Designer/Drafter.....	85
Senior Administrative/Secretarial	70
Technician	70

General Terms

1. Scheduled rates are effective through December, 2013. Work performed thereafter is subject to a new Fee Schedule.
2. Scheduled labor rates include overhead, administration, and profit. Costs for outside consultants and subcontractors, equipment/supplies, and for job-related employee travel and subsistence, are billed at actual cost plus a 15 percent administrative fee.
3. Charges for field equipment and instruments will be in accordance with SCS Engineers' Field Equipment Rental Rates Schedule in effect at the time the work is performed. Company trucks are charged at \$50 for up to a half day (4 hours) of use, and \$100 for up to a full day (company cars at \$40/\$80). These charges incorporate an allowance of 100 miles per job per day; a \$0.30 per mile surcharge is applied for additional miles. Vehicle charges for long-term and/or high-mileage projects may be negotiated on a case-by-case basis.
4. Invoices will be prepared monthly or more frequently for work in progress, unless otherwise agreed. Invoices are due and payable upon receipt. Invoices not paid within 30 days are subject to a service charge of 1.5 percent per month on the unpaid balance.
5. Payment of SCS Engineers invoices for services performed will not be contingent upon the client's receipt of payment from other parties, unless otherwise agreed in writing. Client agrees to pay legal costs, including attorney's fees, incurred by SCS Engineers in collecting any amounts past due and owing on client's accounts.
6. For special situations such as expert court testimony and limited consultation, hourly rates will be on an individually negotiated basis.



SONOMA COUNTY WASTE MANAGEMENT AGENCY

SHORT FORM CONTRACTING AGREEMENT

I. CONTRACTOR INFORMATION

Contractor: SCS Engineers
Address: 6601 Koll Center Parkway
Suite 140
Pleasanton, California 94566
Telephone: (925)-426-0080
Fax: (925)-426-0707

II. AGENCY INFORMATION

Agency: Sonoma County Waste Management Agency (SCWMA)
Address: 2300 County Center Dr., Ste. B 100
Santa Rosa, California
95403
Telephone: (707) 565-3788
Fax: (707) 565-3701
Project: Zero-Discharge Plan, SCWMA Compost Facility,
Central disposal site, 500 Meham Road, Petaluma, CA

Completion Date: May 15, 2013

Agency reserves the right to extend this Agreement provided that extensions are agreeable to both parties (Agency and Contractor).

III. SCOPE OF WORK

As detailed in SCS Engineers Proposal dated March 8, 2013, SCS File No. 010206213 (copy attached), specifically paragraphs titled "Scope of Work" and "Clarifications".

IV. PAYMENT FOR SERVICES

Agency shall pay Contractor within thirty (30) days of the date Contractor sends an invoice to Agency.

Work will be performed on a time-and-materials basis, per the SCS Engineers Fee Schedule for 2013 (copy attached).

The budget estimate to perform the work is \$25,000.00, not-to-exceed without SCWMA approval.

V. INDEPENDENT CONTRACTOR

Contractor is an independent contractor, working under his/her own supervision and direction and is not a representative of Agency.

VI. CONFIDENTIALITY AND OWNERSHIP

The Agency retains the exclusive right of ownership to the work, products, inventions and confidential information produced for the Agency by the Contractor, and the Contractor shall not disclose any information, whether developed by the Contractor or given to the Contractor by the Agency.

VII. TERMINATION

Agency may terminate this Agreement by written notice at any time at Agency's sole discretion.

VIII. INSURANCE.

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described below:

1 Workers' Compensation Insurance. Workers' compensation insurance with statutory limits as required by the Labor Code of the State of California.

2 General Liability Insurance. Commercial general liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than One Million Dollars (\$1,000,000.00) combined single limit for each occurrence. Said commercial general liability insurance policy shall either be endorsed with the following specific language or contain equivalent language in the policy:

a. The Sonoma County Waste Management Agency, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.

b. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

c. The insurance provided herein is primary coverage to the Sonoma County Waste Management Agency with respect to any insurance or self-insurance programs maintained by the Agency.

d. This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the Sonoma County Waste Management Agency.

3 Automobile Insurance. Automobile liability insurance covering bodily injury and property damage in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles. Said policy shall be endorsed with the following language:

This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to the Sonoma County Waste Management Agency.

IX. INDEMNIFICATION:

Contractor agrees to accept responsibility for loss or damage to any person or entity, including but not limited to Agency, and to defend, indemnify, hold harmless, reimburse and release Agency, its officers, agents and employees, from and against any and all actions, claims, damages, disabilities, liabilities and expense, including but not limited to attorneys' fees and the cost of litigation incurred in the defense of claims as to which this indemnity applies or incurred in an action by Agency to enforce the indemnity provisions herein, whether arising from personal injury, property damage or economic loss of any type, that may be asserted by any person or entity, including Contractor, to the extent arising out of the negligent acts or omissions or willful misconduct in the performance by Contractor hereunder, whether or not there is concurrent negligence on the part of the Agency, but, to the extent required by law, excluding liability due to the sole or active negligence or due to the willful misconduct of the Agency. If there is a possible obligation to indemnify, Contractor's duty to defend exists regardless of whether it is ultimately determined that there is a duty to indemnify. Contractor shall defend Agency with counsel selected by Contractor's insurer, which counsel shall be reasonably acceptable to Agency. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

X. CHANGES TO THE AGREEMENT

Changes to this Agreement must be approved by the Agency's Executive Director.

XI. CONTRACTOR'S STANDARD OF CARE

Agency has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby warrants that all of Contractor's work will be performed in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state, and local laws, it being understood that acceptance of Contractor's work by Agency shall not operate as a waiver of release.

XII. COMPLIANCE WITH LAWS

Contractor shall comply with all applicable federal, state, and local laws, rules and regulations.

XIII. APPLICABLE LAW AND FORUM

This Agreement shall be construed and interpreted according to California law and any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Sonoma.

By:

Chair, SONOMA COUNTY WASTE MANAGEMENT AGENCY

Date

CONTRACTOR

Date

Reviewed as to content:

Henry Mikus, SCWMA Executive Director

Reviewed as to form:

Janet Coleson, Agency Counsel

**SPECIAL DISTRICTS GOVERNED BY
LOCAL BOARDS - BUDGETARY REVISIONS**

Resolution No.

District Name: Sonoma County Waste Management Agency (JPA)
Address: 2300 County Center Dr., Rm. 100B
Santa Rosa, CA 95403
Phone: 565-2413
FY: 2010-11

Auditor's Office Use Only

DOCUMENT #
BATCH #
BATCH DATE

	TC	INDEX	SUB-OBJECT	PROJECT	SUB-OBJECT TITLE	AMOUNT
TO:	203	799221	6540	Compost Site Relocation	Contract Services	\$25,000
FROM:		799221	4624	Same as Above	Retained Earnings	\$25,000

WHEREAS, it is desirous to the Agency to enter into an agreement with an engineering firm to perform the necessary work to achieve "zero-discharge" at the Agency's composting operation; and

WHEREAS, this scope of work and accompanying expense was not anticipated and, therefore, not budgeted in the Sonoma County Waste Management Agency budget for FY 12-13; and

WHEREAS, it is would create greater efficiencies, both in location and purchasing options, to direct the contractor to proceed with the exploration and appropriate the necessary funds from the Organics Reserve Fund to cover the unanticipated expenditures.

NOW, THEREFORE, BE IT RESOLVED, the County Auditor is hereby authorized and directed to make all necessary operating transfers and the above transfer within the authorized budget of the Sonoma County Waste Management Agency (JPA).

The foregoing resolution was introduced by DIRECTOR (x) TRUSTEE ()

_____, who moved its adoption, seconded by

_____, and adopted on roll call by the following vote:

<u> </u> Cloverdale	<u> </u> Cotati	<u> </u> Healdsburg	<u> </u> Rohnert Park	<u> </u> Petaluma
<u> </u> Santa Rosa	<u> </u> Sebastopol	<u> </u> Sonoma	<u> </u> Windsor	<u> </u> County

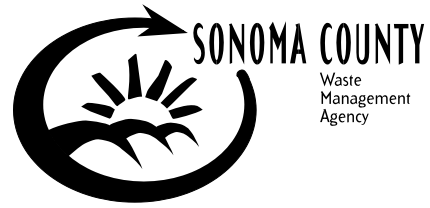
WHEREUPON, the Chairperson declared the foregoing resolution adopted, and SO ORDERED.

Date: _____

Attested: _____

Signature: _____
Secretary/Clerk of the Board

Signature: _____
Susan Harvey, Chairperson



To: Sonoma County Waste Management Agency Board Members

From: Henry Mikus, Executive Director

Subject: March 20, 2013 Agenda Notes

Consent Calendar

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

- 4.1 Minutes of the February 20, 2013 Board meeting: regular approval.
- 4.2 FY 11-12 Financial Statement Audit: This is an annual occurrence. The audit was satisfactory without any noted concerns or issues, thus its inclusion under "consent".

Regular Calendar

- 5. CalRecycle Presentation: Ms. Krysty Emery, a CalRecycle Integrated Waste Management Specialist, has been key to many of our mutually beneficial projects and interactions with CalRecycle. She will address the Board to reflect on CalRecycle's work with our region through SCWMA and other local government bodies, regarding solid waste and recycling regulations and goals, by discussing programs and successes.
- 6. FY 13-14 Draft Work Plan: The first step in our annual budget formulation and approval process has been to prepare a draft Work Plan which outlines projects, tasks and associated costs. This is done because most projects include expenses from multiple cost centers; a Work Plan allows examination and discussion with a project focus rather than by cost center. Once the Work Plan is approved, it is used to prepare the actual budget in the format needed to fit the County accounting system. However, this year we are altering the process somewhat. As part of the Work Plan discussion we are presenting an analysis of revenues, and comparing them to likely expenses. It is our belief that in order to develop a realistic Work Plan we must start with knowing just what money is available to spend. This analysis showed a deficit potential for the work done using tip fee surcharge funds, specifically related to anticipated increases in HHW costs. However, we have also identified a means to deal with this shortfall. Most of the HHW increase stems from the

plan to rebid the HHW contract this spring for an effective date of July 1. Thus, if we were to extend the current HHW contract for another year, we would negate the budget shortfall. I do not make this suggestion lightly, especially since we have been rather relentless in rebidding all our contracts in the past year; in fact, HHW is the sole remaining old contract. However, there is merit to doing the contract extension beyond just budget-balancing. The state has required the implementation of a paint disposal effort funded by paint manufacturers called PaintCare. This program is just starting and has the reasonable likelihood to significantly reduce our paint disposal expenses. We are very certain the program's net positive effect on our HHW finances will be realized within the next year, which would allow a bid for a new HHW contract to happen in a more sensible environment.

7. FY 13-14 Draft Budget: The draft budget was prepared under the assumption the draft Work Plan would be acceptable to the Board without significant changes. It is worth noting that our budget preparation and review this year was conducted a little differently than had been the norm. We revisited the cost details of each sub-object for each cost center in more detail to do history based estimates that would be more accurate. We also examined these expenses to be sure they were being tracked in the appropriate place, which resulted in some changes to where costs were allocated. The budget that is presented is balanced, meets our service goals, maintains reserves per policy, and does not contemplate rate increases.
8. Engineering Services: We recently learned we will be required to achieve "Zero-Discharge" status for our storm-water runoff from our compost site at Central. The regulatory authority (the Water Board) is requiring that a plan to achieve "Zero-Discharge" be submitted by May 15, 2013, which is a scant few months away. We have already begun to address this project. It has become clear engineering services are needed to prepare this plan, including estimated expenses for the work. Given the short time frame, we recommend working with SCS Engineers, who already have a presence on the landfill site. We have settled on a scope of work, costs, and a short-form contract, which is presented for approval.
9. Attachments/Correspondence: There are several items this month presented under "Reports by Staff and Others" in addition to this "Director's Agenda Notes" report:
 - 9.2.a Outreach Events Calendar: This is our regular, updated listing of Outreach Events listing events planned for March and April 2013.
 - 9.2.b Water Board letter to County plus Agency response; compost pond odor: The County received a Notice of Violation (NOV) letter from the Water Board related to landfill activities. At the end of the letter there was mention, not related to the NOV though, of a recent public complaint about compost odor. We wrote a reply letter addressing the odor question which is to be part of the county response to the Water Board.
 - 9.2.c City of Rohnert Park letter with questions on JPA renewal, agency response: In January our Board member John McArthur met with their City Council's Waste & Recycling Committee to discuss our Agency future and our draft renewal JPA agreement. City Manager Gonzalez wrote to us with comments and questions regarding our Agency beyond 2017 which we answered via a return letter.

March 2013 Outreach Events

<u>Day</u>	<u>Time</u>	<u>Event</u>
5	4 – 8 PM	Community Toxics Collection, Santa Rosa NW
12	4 – 8 PM	Community Toxics Collection, Monte Rio
14	4:45 – 5:45 PM	Bay Friendly Landscaping, Compost Presentation, San Rafael
19	TBD	NCRA Recycling Update, Biodynamic Compost Presentation, Berkeley
19	4 – 8 PM	Community Toxics Collection, Sebastopol
21	4 – 7 PM	Sonoma Valley Business Expo, Sonoma, Agency booth
23, 24	8 AM – 4 PM	Electronics Waste Collection Event, Graton Fire Station
26	4 – 8 PM	Community Toxics Collection, Cloverdale
26, 27	9 AM – 12 PM	Agricultural Day, Farm Bureau Activity Booth, Santa Rosa

April 2013 Outreach Events

<u>Day</u>	<u>Time</u>	<u>Event</u>
2	1 – 3:30 PM	Landfill Tour, Santa Rosa Junior College
2	4 - 8 PM	Community Toxics Collection, Santa Rosa NE
9	4 – 8 PM	Community Toxics Collection, Windsor
12	8:30 - 10:30 AM	Landfill Tour, Santa Rosa Junior College
13	11 AM – 4 PM	Montgomery Village Earth Day
16	4 – 8 PM	Community Toxics Collection, Sonoma (City)
23	4 - 8 PM	Community Toxics Collection, Santa Rosa SW
25	2 – 3 PM	Landfill Tour, Santa Rosa Junior College
26	7 AM – 5 PM	Sustainable Enterprise Conference Rohnert Park
26	1 – 3:30 PM	Landfill Tour, Santa Rosa Junior College
27	12 N – 4 PM	Santa Rosa Earth Day
27, 28	8 AM – 4 PM	Electronics Waste Collection Event, Healdsburg Goodwill store
30	10:30AM-12PM	Landfill Tour, Mark West School
30	4 - 8 PM	Community Toxics Collection, Guerneville

Standard Events: Oil outreach via booths at area DMV offices most Wednesdays and Fridays weather permitting.

North Coast Regional Water Quality Control Board

February 12, 2013

Susan Klassen
Interim Director
Sonoma County Department of Transportation and Public Works
2300 County Center Drive, Ste. B 100
Santa Rosa, CA 95403

Dear Ms. Klassen:

Subject: *Notice of Violation* for the Sonoma County Department of Transportation and Public Works, Central Solid Waste Disposal Site, 500 Mecham Road, Petaluma, CA

File(s): SCDPW Central Solid Waste Disposal Site, 500 Mecham Road, Petaluma CA, Sonoma County WDID#'s 1B801490SON and 1B99011RSON

The North Coast Regional Water Quality Control Board (Regional Water Board) is issuing to you this *Notice of Violation* (NOV) for the discharge and threatened discharges of leachate and sediment into waters of the State from daily landfilling activities and rainfall runoff at the Central Solid Waste Disposal Site located at 500 Mecham Road in Petaluma. The facility operates under Waste Discharge Requirements Order No. R1-2004-0040 issued by this agency, which strictly prohibits the discharge of landfill wastes, leachate and sediment from the site.

Consecutive heavy rainfall events and precipitation totaling nearly 20 inches for the season thus far have resulted in impacts to the site and violations of your operating Order, as described in this NOV. This NOV also includes specific immediate and short-term measures and additional longer-term measures that must be taken to address these discharges.

The following waste discharge prohibitions are contained within the Central Landfill Waste Discharge Requirements, Order No R1-2004-0040, with immediate application to the facility's wet weather operations:

1. The discharge of waste, including solid, liquid, leachate or landfill gas to surface water, surface water drainage systems or groundwater is prohibited.
(Order Discharge Prohibition A. 3.)
2. Waste discharged at this site shall be provided with approved interim cover material. The active face shall not be excessively large for daily waste placement. The active face shall receive approved daily cover. All inactive areas shall be capped with at least one foot of clean, earthen material or approved interim cover material, compacted and graded to drain from the active area.
(Order Discharge Specification B.4.)
3. All daily cell runoff shall be collected and controlled as leachate.
(Order Discharge Specification B.5.)
4. A copy of this Order shall be kept at the discharge facility for reference by operating personnel at all times. Key operating personnel shall be familiar with its contents.
(Order Provision 16.)
5. In the event the discharger is unable to comply with any of the conditions of the Order due to:
 - a. A breakdown of waste management equipment;
 - b. Accidents caused by human error or negligence; or
 - c. Other causes such as acts of nature;the Discharger must notify the Executive Officer by telephone as soon as he/she or his/her agents have knowledge of the incident and confirm this notification in writing within two weeks of the telephone notification. The written notification shall include pertinent information explaining reasons for the non-compliance and shall indicate the steps taken to correct the problem and the dates thereof, and the steps being taken to prevent the problem from recurring.
(Order Provision 26 - Noncompliance)

Regulations governing solid waste disposal site operations are codified in the California Code of Regulations, Title 27, Environmental Protection, Division 2, Solid Waste (Title 27, CCR).

- a. Further, in accordance with Title 27, CCR, section 20705, "Interim cover over wastes discharged to a landfill shall be designed and constructed to minimize percolation of liquid through wastes."

PUBLIC COMPLAINT:

Our staff received a complaint from the public on Thursday, December 20 and Friday December 21, 2012, concerning the dumping of waste into a runoff ditch, leachate seeps and inadequate daily cover on the active face in violation of your operating Orders. Regional Water Board staff advised both County staff and the on-site operator, Republic Services, of this complaint and water quality concern on Friday, December 21, 2012.

Republic's operators responded by regrading the active area and submitting via facsimile on Saturday, December 22, 2012, site photos keyed to a site map demonstrating placement of additional cover soils over the active area. An explanation of the grading activities was also provided for a new wedge fill adjacent to the compost deck. The landfill was closed on Sunday, December 23, and again on December 25, 2012, for the holiday. Several additional inches of rainfall occurred over this time period.

ACTIVE INSPECTION:

On December 28 and 29, 2012, Regional Water Board staff inspected the facility in follow-up to heavy rains over the holiday and to document the operator's progress in addressing wet weather operational concerns. The weather was cloudy but there had been no significant rainfall over the previous 36-48 hours. Staff noted and observed many areas of threatened waste discharge and water quality violations as follows:

Landfill 2, East Canyon Expansion Area

1. Inadequate vegetative cover and erosion control efforts.
(Attachment, Photo Set A)

Active landfilling had concluded on the East Canyon Expansion Area (Landfill 2) several months prior and the daily cell/active face was moved to Landfill 1. All of Landfill 2 thus requires appropriate intermediate cover and erosion control measures to be deployed. The top deck and eastern side slopes of Landfill 2 had been graded but lacked adequate vegetative cover. Sparse erosion control materials were in place resulting in exposed and bare soils. Although the top deck and dome are graded to promote positive drainage, the slope length off of the eastern portion is long, and it lacks benching. Hydro-seeding efforts, reportedly completed in early October 2012, did not result in a successful cover crop. Staff did not observe residual seed remaining within the cover soil. No mulch had been applied to the top deck and the dome had experienced consecutive erosion rills throughout the length of the unit's eastern face.

2. Top deck access road not rocked or winterized.
(Attachment, Photo Set B)

Vehicles and equipment had accessed the haul road/access ramp to the top deck (likely in response to the heavy rain and damage) leaving exposed mud and tire ruts along the road incline. The ramp had not been winterized or rocked, inside ditch lines had eroded with recent rains and the drainage culvert was inadequately constructed in that site drainage had been directed across the waste fill prism daylighting onto the waste slope (i.e. shot-gun culvert). Significant saturation resulted. Sediment and mud discharges were evident within the lower perimeter bench drainage ditch. Lower Sedimentation Pond 6, which receives runoff from this area, appeared turbid.

3. Leachate seeps apparent along the western facing slope and toe area.
(Attachment, Photo Set C)

The length of the western facing slopes appears highly saturated. Staff observed many individual leachate seeps at varying elevations within the slope above the perimeter road surface drainage, a drainage way which discharges to sedimentation pond #6. Seeps are present throughout the slopes and they continue around the front toe area perimeter ditch line. Staff did not observe ponding or areas of standing water on the top deck. As of Friday afternoon, December 28, appreciable rains had ceased for the ~36 hours prior. However, the perimeter road surface drainages had measureable flow discharging from the side slopes, which was being intercepted within the surface drainage features. By December 29, flows had lessened, but still continued.

In response, the site operator installed a temporary collection station by plugging the bench downrain HDPE riser and pumping the surface ditch discharge into a pumper truck via portable power source. The site operators indicated the pumper truck would remain until the seep flows cease.

Landfill 1, Existing Unit

4. Recent active cell along the compost deck partially covered with straw mulch.

A "wedge" fill area adjacent to the compost deck has just been completed with intermediate cover soils. On Friday, December 28, 2012, this fill area had received partial mulch cover for the upper half of the bench only. The lower half was bare soil awaiting straw mulch. All onsite straw mulch had been used and additional materials were reportedly on delivery soon. This area will require reinspection once materials arrive. This wedge fill area is the location depicted in the December 20 & 21, 2012, complaint regarding waste in a runoff ditch and inadequate daily cover. Landfilling is now completed in this wedge fill area and the active face has been located on the highest deck of Landfill 1, where all winter disposal cell sequencing is planned.

5. Landfill 1 top deck wide open.
(Attachment, Photo Set D.)

The active face has been located to the south end/front of the Landfill 1 top deck. The operator is planning to construct a new lift here, intending to raise the height an additional ~25 feet. Daily cover is being applied with tarps. Considerable residual wastes are being tracked through the scraper path, which is left exposed, muddy and not tarped. Active face operations are wet. Staff did not observe any active face leachate collection or engineering controls which is a requirement under the facility's operating Order.

6. Mixed waste materials intended for daily cover inadequately contained.
(Attachment Photo Set D)

New import materials have been end dumped in various locations along the haul road top deck alongside the winter soil stockpile. Import materials consist of mixed wastes, predominantly whitish (possibly styrofoam?) material with minimal soil content. The materials are reportedly being generated by screenings from a recycling operation. Mixed waste material is a *waste* and should not be left exposed to rain. It has not been approved for wet weather daily cover operations, and it is not acceptable for use as intermediate cover. The large quantity of mixed waste materials requires a stockpile management plan demonstrating adequate containment during wet weather and a proposal for any use as approved Alternative Daily Cover during dry weather only.

7. Haul road through the center of the winter stockpile.
(Attachment Photo Set D)

The winter soil stockpile which had been compacted and hydroseeded is now opened up and completely exposed. A scraper path has been constructed through the center of the pile. Staff observed one perimeter stretch of wattles on the south side of the stockpile. Staff did not observe cover or adequate engineering controls in place on Friday, December 28th, 2012. All active winter operations must be minimized and adequate erosion control measures must be deployed.

8. Inadequate Notification of Non-compliance.

No telephone notification was made in accordance with WDRs regarding this matter. Regional Water Board staff contacted both county staff and then the operator on December 21, 2012, in response to a public complaint regarding site violations stated above.

Failure to comply with WDRs including notification requirements carries civil liability potential under Section 13305 of the Porter Cologne Water Quality Control Act. The existing Orders issued to the Sonoma County Department of Transportation and Public Works clearly state the duty to comply.

In summary, the facility was not adequately winterized in advance of the heavy seasonal rains that occurred in December 2012 which resulted in water quality violations. During our inspections on December 28 and 29, 2012, Regional Water Board staff discussed the site conditions and water quality concerns initially with operator Fred Brunner and then in follow-up with Rick Downey of Republic Services. Staff advised the operators to take immediate actions to comply with operating Order, WDRs and MRP No. R1-2004-0040, and thus implement rain event based surface water monitoring at keyed-in locations for

Landfill 2 to demonstrate the effectiveness of all repairs taken to address discharges at the site. For each rain event resulting in measurable runoff, surface water monitoring is to include all field parameters and confirmation laboratory sampling for leachate constituents and turbidity in accordance with the facility's MRP No. R1-2004-0040. Staff further advised the operator to report the results of the rain event based surface water sampling via facsimile as soon as possible following the sampling events, and to use this data in assessing adequate progress and any further needed measures to abate all violations. The sampling is to proceed until such time as all repairs are implemented, the site has stabilized and leachate seeps are fully abated as evidenced by review of analytical sampling results.

Additionally, staff provided copies of field notes on a site map identifying problem areas requiring immediate attention. Staff reviewed with the operator the facility WDRs, operating, reporting and notification requirements as well as observed violations, and staff advised the operator that improved remedial actions and coordinating efforts are needed to address wet weather operating conditions for the protection of water quality and abatement of ongoing violations. Lastly, staff advised the operator that notification requirements for any non-compliance are taken seriously and that improved communication in this regard is critical.

Concurrent with our site inspections, this office received additional public complaint information on December 28, 2012 regarding leachate seeps, inadequate seep collection, saturated slopes with cover failure, inadequate daily cover and overall discharge concerns. The information has been reviewed in context with our inspection findings and found to be consistent with our observations of site conditions at the end of December 2012.

Thus, we are issuing this NOV, with required actions as necessary to document and correct the above site conditions and violations identified by our staff during the December 28 and 29, 2012 inspection. The issues requiring correction are detailed below:

SUMMARY OF ACTIONS NEEDED TO ADDRESS OBSERVED VIOLATIONS:

Immediate and Short Term Actions

1. Collect, contain and abate all leachate seeps. Leachate must be collected and discharged to the designed and permitted leachate collection recovery system within the landfill liner system or to the onsite surface impoundments for designated legal disposal.
2. Implement adequate slope protection and erosion control measures for all exposed slopes. Adequate erosion control materials include seed, straw mulch, rock, and soil and standard erosion control materials such as waddles, jute netting and erosion control blankets, etc. In the event slopes remain too saturated to access or repair, tarping as a temporary measure may be needed, to abate further infiltration of rainfall.

3. Winterize and minimize all open stockpiles.
4. Develop and submit an updated as-built drawing of the storm water piping and drainage conveyances.
5. Develop and submit a winter operation cell sequencing plan that provides for collection and control of all active face runoff. Within the cell sequencing plan, provide a construction detail demonstrating active face runoff collection capabilities. Winterize all active area outside slopes and provide intermediate cover and mulch for prevention of outward leachate seeps.
6. Screen all import daily cover material. Any unsuitable winter operation daily cover is to be adequately contained and set aside for periods of dry weather. Provide for a protected stockpile area for mixed wastes. Note that import daily cell cover material comprised of mixed waste such as that observed by staff during the December 28 and 29 inspections, is unsuitable daily cover during rain events.
7. Inspect all other benches, ditch lines and problem areas for leachate seeps. Conduct field parameter testing in areas of standing water or flow including non-rain event days. Report any incident in accordance with the notification requirements of the facility's operating Order.
8. Initiate and continue surface water monitoring with field parameters and confirmation laboratory sampling for each rain event resulting in runoff until the leachate seeps and waste discharges are adequately abated and all erosion control measures are effectively functioning to abate sediment delivery. Provide a written request to discontinue this sampling program when the confirmation sampling report demonstrates that waste discharges have been abated.
9. Review the conditions of the facility Order with all key operating personnel. Review and confirm that the notification requirements for any condition of non-compliance will be implemented in accordance with WDRs.

Longer Term

By March 13, 2013:

10. Submit a field exploration plan to investigate all surface seep areas of each landfill to determine the degree of shallow waste saturation, its potential for surface seepage, relative field conditions and remedial steps needed for correction.
11. Submit a work plan for the installation of leachate piezometers within the LF2 area.

12. Conduct laboratory sampling for the Landfill 2 underdrain for all leachate parameters and Constituents of Concern as per Monitoring and Reporting Program No. R1-2004-0040.
13. Deploy sufficient thickness of intermediate cover soils over all areas of Landfill 2 decking and side slopes. This material must be constructed with sufficient thickness, quality and compaction to impede leachate seep discharges to surface ditches. Deploy all necessary erosion control measures to stabilize the intermediate cover. Reevaluate any long slope runs and consider benching and regrading where necessary for long term slope stability. Major earth moving or regrading plans should be planned accordingly, but implemented outside of winter operations. Continue to monitor any evidence of leachate breakthrough or active seeps in accordance with WDRs.

The January 2013 weather has been unseasonably dry, favorable for moving quickly to correct many of the noted problem areas. Staff acknowledges the actions taken thus far by the operator to address, improve and correct noted problems at this facility. We appreciate the efforts taken thus far by the operator to quickly mobilize, secure additional materials and to implement repairs for ongoing violations. Much work is ongoing and much is dependent on weather conditions. We encourage you to monitor weather forecasts and to continue to make rapid, successful progress.

Regional Water Board Notification

Please have your operator notify the Regional Water Board in writing following: (1) completion of all short-term NOV measures (NOV Measures 1 -9) by February 19, 2013; and (2) submittal of all longer-term tasks (NOV Measures 10-13) by March 13, 2013. A summary report of actions taken and photographs documenting implementation of short-term and any ongoing longer-term measures should be included with the notification.

Implementation of the measures included in this report is for the purpose of addressing the observed violations at the site. Failure to address the observed and documented controllable discharge sources may result in further enforcement action under sections 13267 or 13350 of the Porter-Cologne Water Quality Control Act.

Public Meeting Complaint

Finally, on January 9, 2013 Regional Board staff held a public meeting to receive comments on the Central Solid Waste Disposal Site's tentative operating permit revisions. At the meeting we received a public complaint regarding strong compost pond odors affecting the neighboring residential subdivision. As such, we are recommending the County take action to investigate, follow-up and address the public complaint. Immediate and short term measures to address this complaint could include pumping of the compost ponds to alleviate odor concerns as follows:

- 1) Compost pond waters could be pumped and discharged to the leachate storage ponds in accordance with the facilities operating permits, as appropriate;
- 2) Compost pond waters could be drafted for re-use and incorporation within the compost windrows;
- 3) Compost pond waters could be pumped for use as light dust control during non-rain events within the County's property boundaries using best management practices to ensure there is no offsite discharge, no saturated conditions and no discharges to drainage ways;
- 4) Compost pond water odors could be managed by some combination of all the above.

Please advise us of your follow-up to the public complaint of compost odors.

We trust the County will continue to make rapid progress to address these matters and we look forward to receipt of the notifications of both short term and longer term NOV measures, your rain event based sampling reports and your response to the public odor complaint. If you have any questions or comments regarding this matter, please contact Terri Cia at (707) 576-2668 or her supervisor, Diana Henriouille, at (707)576-2350 or, by email, at Diana.henriouille@waterboards.ca.gov.

Sincerely,



David F. Leland, PE
Chief, Watershed Protection Division

130212_TAC_ef_CentralNOV

cc: Alex Sebastian, Glenn Morelli, SCDTPW, Central Solid Waste Disposal Site, 500 Mecham Road, Petaluma, CA 94952
Rick Downey, Republic Services, 500 Mecham Road, Petaluma, CA 94952
Randy Hagen, Pacific GeoScience, 7393 Palm Avenue, Sebastopol, CA 95472
John Anderson, SCEHD-LEA, 625 5th Street, Santa Rosa, CA 95404
Nevin Yeates, Michael Wochnick, Cal Recycle, P.O. Box 4025, Sacramento, CA 95812-4025

Photograph Attachment

(All photographs taken by Terri Cia on December 28 and 29, 2012)

Photo Set A



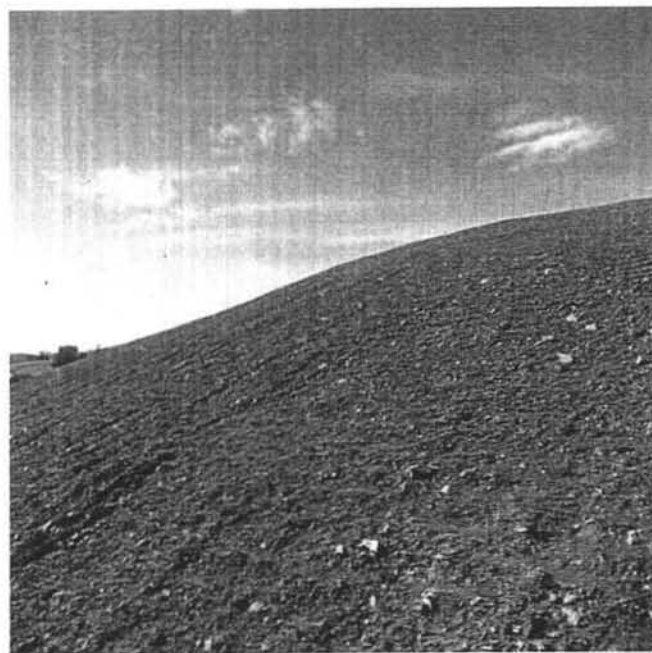
December 29, 2012

Landfill 2
Rilling off top deck, sparse erosion control measures deployed. Inadequate vegetative cover on long slope run.



December 29, 2012

Landfill 2-Decking looking north
Inadequate vegetative cover and exposed soil.



December 29, 2012

Landfill 2-Decking looking south
Inadequate vegetative cover and rilling.

Photo Set B



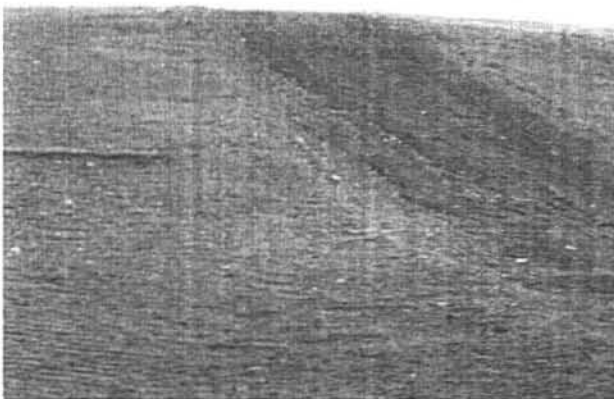
December 29, 2012

Landfill 2
Access ramps are not winterized.



December 28, 2012

Landfill 2
Deck access ramp drainage culvert with discharge across waste prism. Requires removal and redesign of access road drainage system.



December 29, 2012

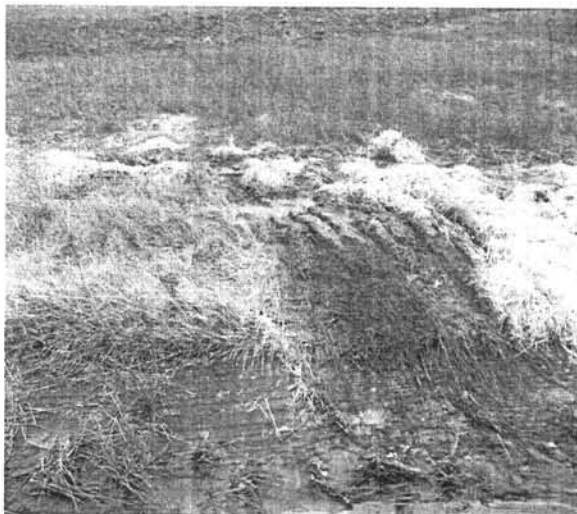
Landfill 2
Haul road is not winterized, stabilized or properly abandoned.

Photo Set C



December 29, 2012

Landfill 2
Surface drainage and perimeter seeps on west facing slopes. Consistent flow.



December 28, 2012

Landfill 2
Saturated slope conditions with seepage.



December 28, 2012

Landfill 2
Surface drainage and perimeter seeps on west facing slopes. Flow in drainage.



December 29, 2012

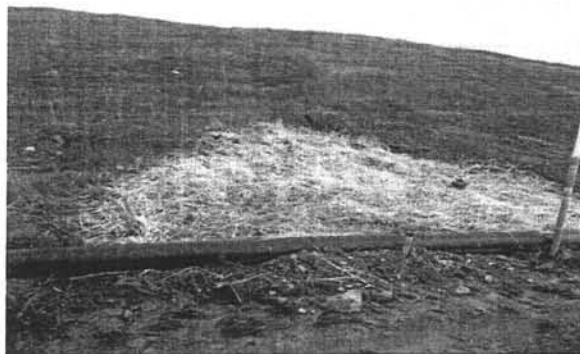
Landfill 2
Seep discharges, lessened flow. Collection at bench end via pumper truck.

Photo Set C- continued



December 29, 2012

Landfill 2
Toe area perimeter seeps.



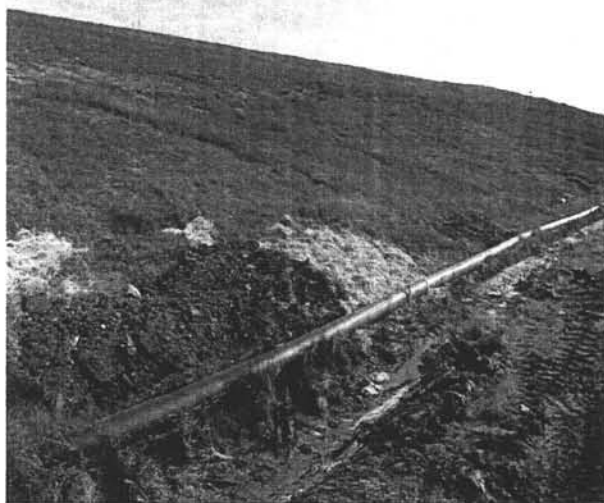
December 29, 2012

Landfill 2
Perimeter seep discharge through previous repair.



December 29, 2012

Landfill 2
Midslope leachate seeps. Inadequate intermediate cover.



December 29, 2012

Landfill 2
Inadequate temporary seep repair.



December 29, 2012

Landfill 2
Temporary plug and pump station installed to collect leachate seeps in perimeter road drainage ditch.

Photo Set D



December 29, 2012

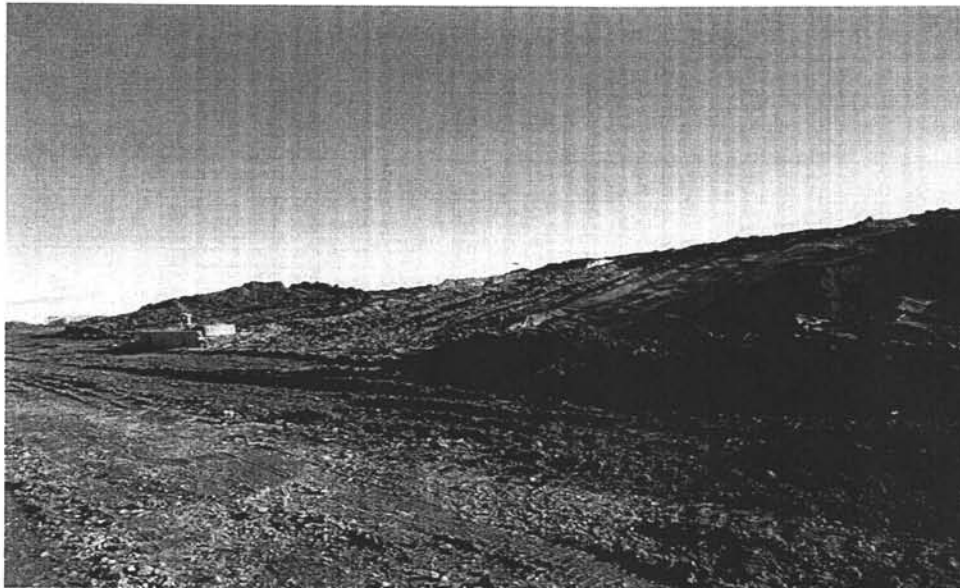
Landfill 1
Scraper path with residual wastes.
No active face runoff engineering controls in place.



December 29, 2012

Landfill 1.
New Cell -Outward facing slopes
Intermediate cover will require adequate compaction and erosion control.

Photo Set D- continued



December 29, 2012

Landfill 1

Winter stockpile is wide open.

Mixed wastes to be used for daily cover require adequate containment.



December 29, 2012

Landfill 1

Inadequate erosion control measures at the winter stockpile areas. All active winter operational areas are required to be minimized and contained.



March 4, 2013

Ms. Susan Klassen
Interim Director, Sonoma County Department of Transportation and Public Works
2300 County Center Drive, Suite B100
Santa Rosa, California 95403

Reference: North Coast Regional Water Quality Control Board Letter to Sonoma County
dated February 12, 2013
Letter comments specific to a public complaint regarding compost pond odors

Ms. Klassen,

There were comments in the above referenced letter concerning a complaint about compost pond odors, which included some suggested immediate and short term measures to address the complaint. These items are listed below with responses and further suggestions as compiled by SCWMA staff and the compost facility contract operator, Sonoma Compost Company (SCC).

As background we would like to offer the following discussion. Storm water run-off from the compost site first traverses several effective sedimentation traps before it is collected in the first of two sedimentation ponds. When this first pond nears its capacity, it begins to allow flow into the second pond. The second pond in turn has its effluent routed into the landfill facility storm water collection system which has additional sedimentation ponds downstream.

We have found the initial sediment traps to be most efficient in collecting sediment from the run-off. The compost ponds are cleaned of accumulated sediment during the annual dry season; we have found the amount of material removed to be minimal, at a depth of just several inches at the most.

The pond odors generally occur during the rainy season, when the ponds have accumulated water, as during dry season the ponds are empty. Also, the pond odors develop typically 72 hours or more after a storm event, when the pond waters have gone anaerobic.

1. *Compost pond waters could be pumped and discharged to the leachate storage ponds in accordance facilities operating permits, as appropriate.*

SCWMA, SCC, and the County have already initiated discussions regarding routing the compost facility waters through the existing leachate system. However, doing so involves resolving numerous technical and practical issues, including working out the details for sending the waters to the pipeline terminus at the Laguna Regional Waste

Ms. Susan Klassen, Interim Director, Sonoma County Department of Transportation and Public Works

NCRWQCB Letter of February 12, 2013 to Sonoma County

Water Treatment Plant. The leachate ponds and pipeline were designed and built with only leachate in mind, so adding the substantial flow of compost site water would likely include some necessary infrastructure improvements. Although adding compost flow to the leachate system likely is one of the better solutions, it is also the answer that is the most complicated and lengthy.

However, as an interim step to address the dwell time for the water in the compost ponds, we suggest pumping water from the first pond into the second pond, then allowing its exit into the storm water system, in order to allow movement and drainage before odors can become a problem. This pumping would not begin until 72 hours after the end of a storm event in order to maximize the pond sedimentation capabilities.

2. *Compost pond waters could be drafted for re-use and incorporation within the compost windrows.*

This idea has been previously considered, and is used whenever practical. Unfortunately, the ponds are full of available water at the same time the compost windrows do not require much additional moisture. Also, applying water from the pond would reset the pathogen reduction process for the windrows, so it can only be applied to newly formed piles, further limiting this measure's usefulness. Typically we add water to aid the compost process during dry times, which is when the ponds are empty.

3. *Compost pond waters could be pumped for use a light dust control during non-rain events within the County's property boundaries using best management practices to ensure there is no offsite discharge, no saturated conditions, and no discharges to drainage ways.*

Use of compost waters for light dust control wherever appropriate is already a practice that is employed. This is possible when there is sufficient interval between storm events to dry out the roads and other areas suitable for spraying. However, this practice is limited in use to avoid pooling and run-off.

4. *Compost pond waters could be managed by some combination of all the above.*

We concur, and utilize these practices where they are effective.

We have additional suggestions to consider in mitigating any compost pond odors. Because the odor problem occurs when the pond goes anaerobic, we would like to do limited aeration close to the pond surface. We have found an aeration unit capable of working with

March 4, 2013

Page 3 of 3

Ms. Susan Klassen, Interim Director, Sonoma County Department of Transportation and Public Works

NCRWQCB Letter of February 12, 2013 to Sonoma County

the upper levels of pond water so as to not disturb the sediment collected at the pond bottom. This system would not be employed until at least 72 hours after the end of a storm event.

We also would like to install two additional sediment traps upstream from the ponds, that would be in place only during the wet season. These traps would be to augment sedimentation efforts so that draining the first pond via pumping and aeration would not have additional negative impacts.

Please include our responses to the February, 12, 2013 letter with your own, and present them to the North Coast Regional Water Quality Control Board. If you have any concerns or questions, please call.



Henry J. Mikus
Executive Director

Copies: Patrick Carter, SCWMA
Pam Davis, Sonoma Compost Company



City Council

Pam Stafford
Mayor

Joseph Callinan
Vice-Mayor

Amy O. Ahanotu
Gina Belforte
Jake Mackenzie
Council Members

Gabriel A. Gonzalez
City Manager

Darrin Jenkins
Assistant City Manager

JoAnne Buegler
City Clerk

Michelle Marchetta Kenyon
City Attorney

Alexandra Barnhill
Assistant City Attorney

Brian Masterson
Director of Public Safety

John McArthur
Director of Public Works &
Community Services

Cathy Orme
Finance Director

January 25, 2013

Mr. Henry Mikus
Executive Director
Sonoma County Waste Management Agency
2300 County Center Drive, Suite B-100
Santa Rosa, CA 95403

Reference: Proposed Amended and Restated Joint Powers Authority (JPA) Agreement

Dear Mr. Mikus,

The City of Rohnert Park Waste and Recycling Committee reviewed and discussed the proposed Amended and Restated JPA Agreement at its January 14, 2013 meeting.

The Committee raised a number of questions regarding the core functions of the SCWMA that would apply under the proposed Amended and Restated JPA. In particular, the City is aware of the landfill operations discussions and negotiations between the County and a private operator. Through these negotiations, it appears that the future of Compost Operations and the Household Hazardous Waste Program may be shifted to the County or a private operator. The City understands that these functions currently constitute primary or core SCWMA functions. The City also recognizes the high quality work and many accomplishments the SCWMA has made over the past 20 years in overseeing these critical activities.

Before the City can support extending the JPA, the City has the following questions:

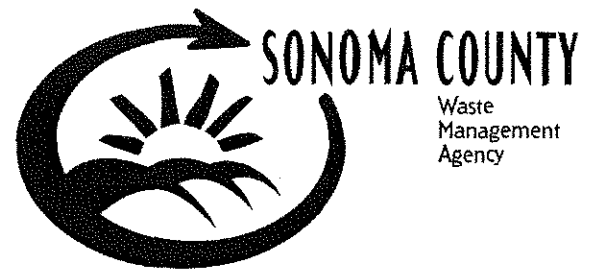
- 1) Would the SCWMA have a role in future compost or other landfill operations?
- 2) If not, what would be the core functions and purpose of the JPA?
- 3) It appears that these issues must be permanently resolved before any discussions about extending the JPA are undertaken. In light of this, the City questions the timing of pursuing renewing the JPA at this time. Since the current JPA does not expire until 2017, there appears to be ample time to let these major issues be resolved before discussing the future of the JPA.

The City understands that the future of these and other major landfill issues are not under the control of the SCWMA. However, until these issues are resolved, the City will not be able to take a position – support or otherwise, on the proposed Amended and Restated JPA.

Please contact me if you have further questions.

Sincerely,

Gabriel A. Gonzalez, ICMA-CM
City Manager



February 14, 2013

Mr. Gabriel Gonzalez
City Manager
City of Rohnert Park
130 Avram Avenue
Rohnert Park, California 94928

Reference: Your letter dated January 25, 2013 regarding the Draft JPA Agreement

Dear Mr. Gonzalez,

Thank you for the City of Rohnert Park's taking time at its recent Waste and Recycling Committee meeting to review and discuss the draft "Amended and Restated JPA Agreement". Your January 25, 2013 letter on this subject raised some points and posed several questions for which we wish to provide answers. Your particular questions were:

- 1) Would the SCWMA have a role in future compost or other landfill operations?
- 2) If not, what would be the core functions and purpose of the JPA?
- 3) It appears that these issues must be permanently resolved before any discussions about extending the JPA are undertaken. In light of this, the City questions the timing of pursuing renewing the JPA at this time. Since the current JPA does not expire until 2017, there appears to be ample time to let these major issues be resolved before discussing the future of the JPA.

You are correct, the County has raised the possibility the Agency's compost or HHW activities might be candidates for inclusion in their "Master Operating Agreement" (MOA) for their landfill, and that these are core Agency functions as two of our four main responsibilities. Both programs are stipulated in the Agency's current Joint Powers Agreement. To effect any change such as postulated by the County would require an amendment to the agreement via approving resolutions by all ten of the Agency's member jurisdictions, including the City of Rohnert Park. For any such discussion it is worth noting that only a portion of the HHW programs (those resident at the Central Disposal Site) are potential for inclusion in the MOA.

The Agency Board began discussions about the Agency's future over a year ago, chiefly because of realizing some Agency activities and contracts were suffering impacts from the inability to plan beyond February 2017. Those discussions took a pause when the MOA conversations began to take shape. However, further realization that the resolution of the compost and HHW questions and the Agency future were linked dictated that the initial discussion regarding the Agency continue; any discussion about compost, HHW, or the Agency would be best served by having an outline for what the Agency might be after February 2017.

Page 1 of 2

February 14, 2013
Mr. Gabriel Gonzalez, City Manager
Draft JPA Agreement

Page 2 of 2

Staff prepared a draft new Joint Powers Agreement, and in December staff was directed to contact our member jurisdictions' governing bodies to at least begin conversations on the Agency future. In no case was there any intent to ask any of our members to reach a decision on the Agency now, and the City of Rohnert Park's desire to wait is entirely in keeping with what our Agency Board contemplated.

Beyond compost and HHW, the Agency provides an impartial single-source regional education and outreach program (with a large Spanish language component) on waste matters and diversion. Quite recently this has included state-mandated Mandatory Commercial Recycling education and reporting. The Agency also functions as the regional Solid Waste Planning and Reporting entity on behalf of its members. And, as mentioned briefly above, the Agency would continue to manage HHW activities not related to the toxics facility at Central. There also has been some discussion outside the Agency, particularly the Solid Waste Advisory Group, for the Agency to provide some oversight function connected with the MOA.

I would appreciate the opportunity to meet with you to discuss the Agency and these matters further. Again, we appreciate your City's discussion, and your positive comments on our work in your letter.



Executive Director

Copies: Mr. John McArthur, City of Rohnert Park Director of Public Works &
Community Services
Agency Board Members